WITZENBERG
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Kennis word hiermee gegee ingevolge Artikel 29(2) van die Plaaslike Regering: Munisipale Strukture Wet, 1998 (Wet 117 van 1998), soos gewysig, dat 'n **Raadsvergadering** van die Munisipaliteit Witzenberg gehou sal word op **Dinsdag, 28 Maart 2023** om **10:00** in die **Stadsaal, Voortrekkerstraat, Ceres**.	Notice is hereby given in terms of Section 29(2) of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), as amended, that a **Council meeting** of the Witzenberg Municipality will be held on **Tuesday, 28 March 2023** at **10:00** in the **Town Hall, Voortrekker Street, Ceres**.

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		
Municipal Manager	Director: Finance	Director: Technical Services
Director: Corporate Services	Deputy Director: Finance	Manager: Projects and Performance
IDP Manager	Manager: Administration	Manager: Communication and Marketing
Manager: Legal Services	Chief Administrative Officer	Committee Clerk
Interpreter		

TER INLIGTING / FOR INFORMATION

Agenda pack		
Chairperson: IMATU (Mr Loyiso Ntshanga)	Chairperson: SAMWU (Mr Christo Appolis)	
Bella Vista Library	Op-die-Berg Library	John Steyn Library
Rietvallei Library	Montana Library, Wolseley	Wolseley Library
Tulbagh Library	Witzenville Library, Tulbagh	Prince Alfred's Hamlet Library

By e-mail		
Alderlady MC du Toit E-mail: marina@destraadt.co.za	Alderlady JT Phungula E-mail: thembisaphungula@gmail.com	Alderman JW Schuurman E-mail: jws1350@gmail.com
Ceres Business Initiative Mr J Conradie Cell: (083) 270-7713 E-mail: manager@cerescbi.co.za		

COUNCILLOR EM SIDEGO
SPEAKER

17 March 2023

TABLE OF CONTENTS

Item or annexure number	Subject of item	Page number
Item 1	**OPENING AND WELCOME**	
Item 2	**LEAVE OF ABSENCE AND CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION**	
Item 2.1	**Leave of absence**	
Annexure 2.1		
Item 2.2	**Confidentiality and Conflict of Interest Declaration**	
Annexure 2.2		
Item 3	**STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED**	
Item 3.1	**Gratitude, Congratulations and Commiseration**	
Item 3.2	**Matters raised by the Speaker**	
Item 3.3	**Matters raised by the Executive Mayor**	
Item 3.4	**Matters raised by the Municipal Manager**	
Item 4	**MINUTES**	
Item 4.1	**Corrections to the minutes**	
Item 4.2	**Approval of minutes**	
Annexure 4.2(a)		
Annexure 4.2(b)		
Annexure 4.2(c)		
Annexure 4.2(d)		
Annexure 4.2(e)		
Annexure 4.2(f)		
Annexure 4.2(g)		
Annexure 4.2(h)		
Item 4.3	**Outstanding matters**	
Item 5	**MOTIONS AND NOTICE OF SUGGESTIONS**	
Item 6	**INTERVIEWS WITH DELEGATIONS**	
Item 7	**DELEGATED POWERS**	
Item 7.1	**Minutes: Committee meetings**	
Annexure 7.1(a)		
Annexure 7.1(b)		
Annexure 7.1(c)		
Annexure 7.1(d)		
Item 8	**RESERVED POWERS**	
Item 8.1	**Directorate Finance**	
Item 8.1.1	**AGSA Audit Report: 2021/2022**	
Annexure 8.1.1		

Item 8.1.2	**Draft Budget, IDP & SDBIP: 2023/2024**	
Annexure 8.1.2(a)		
Annexure 8.1.2(b)		
Annexure 8.1.2(c)		
Annexure 8.1.2(d)		
Annexure 8.1.2(e)		
Item 8.1.3	**Annual Risk Assessment Report: 2022**	
Annexure 8.1.3		
Item 8.1.4	**Finance: Proposed amendments to Indigent Policy**	
Annexure 8.1.4		
Item 8.1.5	**Finance: Approval of long-term loan**	
Annexure 8.1.5		
Item 8.1.6	**Proposed revisions to SDBIP 2022/2023**	
Annexure 8.1.6		
Item 8.1.7	**Finance: Adjustment budget 2021/2022**	
Annexure 8.1.7(a)		
Annexure 8.1.7(b)		
Annexure 8.1.7(c)		
Annexure 8.1.7(d)		
Item 8.1.8	**Finance: Electricity: Cost of Supply and Tariff Study**	
Annexure 8.1.8		
Item 8.1.9	**Implementation of Debt Collection and Credit Control Policy**	
Annexure 8.1.9		
Item 8.2	**Directorate Technical Services**	
Item 8.2.1	**Upgrading of Van Breda Bridge**	
Annexure 8.2.1		
Item 8.2.2	**Proposed position of waste transfer stations**	
Annexure 8.2.2		
Item 8.2.3	**Water situation: Witzenberg**	
Annexure 8.2.3		
Item 8.2.4	**Integrated Waste Management Plan**	
Annexure 8.2.4(a)		
Annexure 8.2.4(b)		
Item 8.2.5	**Feasibility bridging study**	
Annexure 8.2.5(a)		
Annexure 8.2.5(b)		
Item 8.2.6	**Nduli main sewer line**	
Annexure 8.2.6		

Item 8.2.7	**NERSA Electrical Department Compliance Audit 2021/2022**	
Annexure 8.2.7(a)		
Annexure 8.2.7(b)		
Annexure 8.2.7(c)		
Annexure 8.2.7(d)		
Annexure 8.2.7(e)		
Item 8.2.8	**Witzenberg Municipality: Local Integrated Transport Plan: 2022 until 2027**	
Annexure 8.2.8(a)		
Annexure 8.2.8(b)		
Item 8.3	**Directorate Community Services**	
Item 8.3.1	**Investigation regarding regional graveyard, Ceres**	
Annexure 8.3.1		
Item 8.3.2	**Disaster Management Framework**	
Annexure 8.3.2		
Item 8.3.3	**Municipal building for rental purposes on erf 5965, Nduli, Ceres (old Sizamele Crèche)**	
Annexure 8.3.3		
Item 8.4	**Directorate Corporate Services**	
Item 8.4.1	**PRAC: Reconsidering appointment of PRAC member**	
Annexure 8.4.1		
Item 8.4.2	**Minutes/Summary of Outcomes: SALGA Working Group meetings**	
Annexure 8.4.2(a)		
Annexure 8.4.2(b)		
Annexure 8.4.2(c)		
Annexure 8.4.2(d)		
Annexure 8.4.2(e)		
Annexure 8.4.2(f)		
Annexure 8.4.2(g)		
Annexure 8.4.2(h)		
Item 8.4.3	**Witzenberg Communication Strategy: 2023 – 2026**	
Annexure 8.4.3		
Item 9	**URGENT MATTERS**	
Item 10	**FORMAL AND STATUTORY MATTERS**	
Item 10.1	**Feedback on matters of outside bodies**	
Item 11	**QUESTIONS and/or MATTERS RAISED by COUNCILLORS**	
Item 12	**COUNCIL-IN-COMMITTEE**	

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

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

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

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

3.1 Gratitude, Congratulations and Commiseration Waardering, Gelukwensinge en Meelewing (11/4/3)

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

- Ms N Ndaba 3 February
- Councillor E Sidego 16 February
- Mr M Hardnek 18 February
- Ms A Daniels 20 February
- Alderman H Smit 25 February
- Councillor M Ndaba 3 March
- Councillor G Laban 19 March
- Councillor S de Bruin 30 March

NOTED

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

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

3.4 Matters raised by the Municipal Manager

4. MINUTES

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

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

The following minutes are attached:

(a) Council meeting, held on 23 February 2022: **Annexure 4.2(a)**.
(b) Council meeting, held on 26 October 2022: **Annexure 4.2(b)**.
(c) Council meeting, held on 9 November 2022: **Annexure 4.2(c)**.
(d) Council meeting, held on 29 November 2022: **Annexure 4.2(d)**.
(e) Council meeting, held on 6 December 2022: **Annexure 4.2(e)**.
(f) Council meeting, held on 25 January 2023: **Annexure 4.2(f)**.
(g) Council meeting, held on 28 February 2023: **Annexure 4.2(g)**.
(h) Special Council meeting, held on 10 March 2023: **Annexure 4.2(h)**.

RECOMMENDED

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

(a) Council meeting, held on 23 February 2022.
(b) Council meeting, held on 26 October 2022.
(c) Council meeting, held on 9 November 2022.
(d) Council meeting, held on 29 November 2022.
(e) Council meeting, held on 6 December 2022.
(f) Council meeting, held on 25 January 2023.
(g) Council meeting, held on 28 February 2023.
(h) Special Council meeting, held on 10 March 2023.

4.3 Outstanding matters (3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
1	15/4/P	Item 8.2.1 of 23-02-2022 Spatial Development Framework: Ceres Priority Focus Area 1	Technical Services	That the matter be held in abeyance for clarification reasons.		
2	7/1/4/1	Item 8.3.1 of 29-11-2022 Proposed erf 2622 for Schoonvlei SMME Business HUB: C/o Bank and Forel Streets, Bella Vista, Ceres	Community Services	That matter be held in abeyance and further information be obtained.	Work in progress.	28 March 2023
3	3/R	Item 8.4.3 of 29-11-2022 Disappearance of Mayoral chain	Corporate Services	That notice be taken of the matter and that a full report be tabled to Council.	Work in progress.	28 March 2023

RECOMMENDED

that notice be taken of the outstanding matters.

AANBEVEEL

dat kennis geneem word van die uitstaande sake.

ISIPHAKAMISO

Ukuba kugqalwe umba ubungekashukuxwa.

5. MOTIONS AND NOTICE OF SUGGESTIONS

6. INTERVIEWS WITH DELEGATIONS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

The minutes of the following meetings are attached:

(a) Municipal Public Accounts Committee, held on 9 June 2022: **Annexure 7.1(a)**.

(b) Executive Mayoral Committee, held on 22 August 2022: **Annexure 7.1(b)**.

(c) Special Executive Mayoral Committee, held on 29 September 2022: **Annexure 7.1(c)**.

(d) Executive Mayoral Committee, held on 24 October 2022: **Annexure 7.1(d)**.

RECOMMENDED

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

AANBEVEEL

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

ISIPHAKAMISO

Ukuba kugqalwe imizuzu yentlanganiso yeKomiti kwaye yamnkelwe.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 AGSA Audit Report: 2021/2022 (5/14/1/19)

The AGSA Audit Report for 2021/2022 is attached as **annexure 8.1.1**.

Mrs Kalthiema Abrahams of Messrs AGSA made a presentation in respect of the AGSA Audit Report for 2021/2022. The following matters were discussed:

- Unqualified audit report
- Clean audit outcome
- Emphasis on matters
- Material impairments
- Responsibilities of the Accounting Officer
- AGSA congratulated the Witzenberg Municipality on obtaining a 10th consecutive clean audit report.
- The Performance, Risk and Audit Committee congratulated the Municipal Manager and Financial team of the municipality on obtaining a clean audit report.
- The Municipal Manager expressed his gratitude to AGSA, and especially to Mrs Kalthiema Abrahams and Mr Jeremy Kolkota, on obtaining a clean audit report and adding value to Witzenberg Municipality.

The Performance, Risk and Audit Committee resolved on 16 January 2023 to recommend to Council that notice be taken of the AGSA Audit Report for 2021/2022 and same be accepted.

RECOMMENDED

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

that notice be taken of the AGSA Audit Report for 2021/2022 and same be accepted.

8.1.2 Finance: Draft Budget 2023/2024, Draft Amended IDP 2023/2024 and Draft Top Layer SDBIP 2023/2024 (5/1/1/22; 2/2/1 & 5/1/5/16)

The following memorandum, dated 17 March 2023, was received from the Director: Finance:

"1. Purpose

The purpose of this report is to table the Draft Budget 2023/2024, Draft Amended IDP 2023/2024 and Draft Top Layer SDBIP 2023/2024 to the Executive Mayor and Council.

2. Legal framework

Section 16 - 18 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) stipulates as follows:

'Annual budgets

16. (1) The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year.

(2) In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year.

(3) Subsection (1) does not preclude the appropriation of money for capital expenditure for a period not exceeding three financial years, provided a separate appropriation is made for each of those financial years.'

'Contents of annual budgets and supporting documents

17. (1) An annual budget of a municipality must be a schedule in the prescribed format –

(a) setting out realistically anticipated revenue for the budget year from each revenue source;
(b) appropriating expenditure for the budget year under the different votes of the municipality;
(c) setting out indicative revenue per revenue source and projected expenditure by vote for the two financial years following the budget year;

(d) setting out –
  (i) estimated revenue and expenditure by vote for the current year; and
  (ii) actual revenue and expenditure by vote for the financial year preceding the current year; and
(e) a statement containing any other information required by section 215(3) of the Constitution or as may be prescribed.

(2) An annual budget must generally be divided into a capital and an operating budget in accordance with international best practice, as may be prescribed.

(3) When an annual budget is tabled in terms of Section 16 (2), it must be accompanied by the following documents:

(a) draft resolutions –
  (i) approving the budget of the municipality;
  (ii) imposing any municipal tax and setting any municipal tariffs as may be required for the budget year;
  (iii) approving the budgets for the relevant financial year of each municipal entity under the sole or shared control of the municipality; and
  (iv) approving any other matter that may be prescribed;
(b) measurable performance objectives for each vote in the budget, taking into account the municipality's integrated development plan;
(c) a projection of cash flow for the budget year by revenue source, broken down per month;
(d) any proposed amendments to the municipality's integrated development plan following the annual review of the integrated development plan in terms of section 34 of the Municipal Systems Act;
(e) any proposed amendments to the budget-related policies of the municipality;
(f) particulars of the municipality's investments;
(g) any prescribed budget information on municipal entities under the sole or shared control of the municipality;
(h) particulars of all proposed new municipal entities which the municipality intends to establish or in which the municipality intends to participate;
(i) particulars of any proposed service delivery agreements, including material amendments to existing service delivery agreements;
(j) particulars of any proposed allocations or grants by the municipality to –
  (i) other municipalities;
  (ii) any municipal entities and other external mechanisms assisting the municipality in the exercise of its functions or powers;
  (iii) any other organs of state;

(iv) any organisations or bodies referred to in Section 67(1);

(k) the proposed cost to the municipality for the budget year of the salary, allowances and benefits of –
(i) each political office-bearer of the municipality;
(ii) councillors of the municipality; and
(iii) the municipal manager, the chief financial officer, each senior manager of the municipality and any other official of the municipality at a remuneration package at least equal to that of a senior manager;

(l) the proposed cost for the budget year to a municipal entity under the sole or shared control of the municipality of the salary, allowances and benefits of –
(i) each member of the entity's board of directors; and
(ii) the chief executive officer and each senior manager of the entity; and

(m) any other supporting documentation as may be prescribed.'

'Funding of expenditures

18. (1) An annual budget may only be funded from –
(a) realistically anticipated revenues to be collected;
(b) cash-backed accumulated funds from previous years' surpluses not committed for other purposes; and
(c) borrowed funds, but only for the capital budget referred to in section 17 (2).

(2) Revenue projections in the budget must be realistic, taking into account –
(a) projected revenue for the current year based on collection levels to date; and
(b) actual revenue collected in previous financial years.' "

The following documents are attached:

(a) Draft Top Layer SDBIP for 2023/2024: **Annexure 8.1.2(a)**.

(b) Draft Amended IDP 2023/2024: **Annexure 8.1.2(b)**.

(c) Draft Budget: 2023/2024 – 2025/2026: **Annexure 8.1.2(c)**.

(d) Draft Budget Related Policies: 2023/2024: **Annexure 8.1.2(d)**.

(e) Draft Budget Schedules: 2023/2024 – 2025/2026: **Annexure 8.1.2(e)**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that Council takes notice of the Draft Budget, the Draft Amended IDP and the Draft Top Layer SDBIP of the Witzenberg Municipality for the financial year 2023/2024 and the indicative budget for the two years 2024/2025 and 2025/2026 that have been tabled by the Executive Mayor in Council.

(b) that the documents be advertised and made available at all libraries and municipal offices of Council.

(c) that public meetings be conducted as per the IDP Public Participation Programme.

(d) that an executive summary in the form of a pamphlet be distributed to households within the Witzenberg municipal area.

8.1.3 Annual Risk Assessment Report: 2022 (2/12/1)

The Annual Risk Assessment report for 2022, dated June 2022, is attached as **annexure 8.1.3**.

The Performance, Risk and Audit Committee resolved on 9 September 2022 to recommend to Council that notice be taken of the Performance, Risk and Audit Committee's Annual Risk Assessment Report for 2022 and, after consideration, same be accepted.

Council unanimously resolved on 6 December 2022 that the Performance, Risk and Audit Committee's Annual Risk Assessment Report for 2022 be held in abeyance to be workshopped by Council.

RECOMMENDED

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

that notice be taken of the Performance, Risk and Audit Committee's Annual Risk Assessment Report for 2022 and, after consideration, same be accepted.

8.1.4 Finance: Proposed amendments to Indigent Policy (5/12/P)

Memorandum from Director: Finance, dated 2 February 2023:

"**1. Purpose**

The purpose of this memorandum is to submit proposed amendments to the Indigent Policy for consideration by Council. The policy is attached as **annexure 8.1.4**.

2. Legal framework

The definition of income as per the Indigent Policy is quoted below for ease of reference:

'All sources of income of a head of the family, and his or her spouse, for example salaries, allowances, pensions, rental and business income not limiting it to the examples mentioned, excluding state child support grants, care dependency grants, foster care grants or maintenance support.'

Paragraph 6 of the Witzenberg Indigent Policy sets out the qualification criteria for indigent households, and is quoted below for ease of reference:

'Assistance is provided to households that meet the criteria as set out in 6.1 and to old age homes that meet the criteria as set out in 6.1.'

6.1 The qualification criteria for urban households in order to receive assistance are as follow:

6.1.5 The households joint gross income may not exceed the level of R5,000 per month.

3. Discussion

No expenditure is taken into consideration in determining whether a household qualifies for indigent support or not.

Some households have monthly bond expenditure that reduces their disposable income to be used for living expenditure. This could result in a customer not meeting the current indigent qualification criteria."

The Executive Mayoral Committee resolved on 27 February 2023 to recommend to Council:

The following amendments to the Indigent Policy are recommended:

(i) The definition of bond expenditure to be added:

"Monthly interest and redemption payments on a bond registered in the name of the head of the family, his or her spouse on condition that the applicant(s) occupies the house."

(ii) Add paragraph 6.1.5.1

"6.1.5.1 The household income as per paragraph 6.1.5 may be reduced with the monthly bond expenditure."

(iii) Amend paragraphs 7.1 and 7.2 to the following:

"7.1 Households with a joint monthly gross income less bond cost, not exceeding R3,000.

7.2 Households with a joint monthly gross income less bond cost, between R3,000 and R5,000."

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

The following amendments to the Indigent Policy are recommended:

(i) The definition of bond expenditure to be added:

"Monthly interest and redemption payments on a bond registered in the name of the head of the family, his or her spouse on condition that the applicant(s) occupies the house."

(ii) Add paragraph 6.1.5.1

"6.1.5.1 The household income as per paragraph 6.1.5 may be reduced with the monthly bond expenditure."

(iii) Amend paragraphs 7.1 and 7.2 to the following:

"7.1 Households with a joint monthly gross income less bond cost, not exceeding R3,000.

7.2 Households with a joint monthly gross income less bond cost, between R3,000 and R5,000."

8.1.5 Finance: Approval of long-term loan (5/4)

A memorandum from the Director: Finance, dated 21 February 2023, is attached as **annexure 8.1.5**.

The Executive Mayoral Committee resolved on 27 February 2023 to recommend to Council that the long-term loan be approved in terms of Section 46 of the Municipal Finance Management Act to finance the construction of both the fence and drop-offs transfer stations.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the long-term loan be approved in terms of Section 46 of the Municipal Finance Management Act to finance the construction of both the fence and drop-offs transfer stations.

8.1.6 Proposed revisions to Service Delivery and Budget Implementation Plan 2022/2023 as per Section 54(1)(C) of Municipal Finance Management Act and relevant Senior Managers' Performance Contracts (5/1/5/15)

A memorandum from the Manager: Projects and Performance, dated 15 February 2023, is attached as **annexure 8.1.6**.

The Executive Mayoral Committee resolved on 27 February 2023 to recommend to Council that the adjustments as proposed by the Manager: Projects and Performance, dated 15 February 2023, be approved.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the adjustments as proposed by the Manager: Projects and Performance, dated 15 February 2023, be approved.

8.1.7 Finance: Adjustment budget 2021/2022 (5/1/1/20)

The following documents are attached:

(a) Memorandum from Director: Finance, dated 12 January 2023: **Annexure 8.1.7(a)**.

(b) Adjustment budget 2021/2022 to 2023/2024: **Annexure 8.1.7(b)**.

(c) Budget schedules 2021/2022: **Annexure 8.1.7(c)**.

Council unanimously resolved on 25 January 2023 that the matter in respect of the Adjustment Budget for 2021/2022 be held in abeyance for an investigation and be tabled at the next meeting.

Further to the last Council meeting, the following extract from the minutes of the Municipal Public Accounts Committee meeting, held on 17 January 2023:

"The Municipal Manager provided information to the Municipal Public Accounts Committee in respect of the process followed with the Annual Report, Financial Statements 2021/2022 as well as the completion of the Draft MPAC Checklist for consideration at the meeting.

The Director: Finance presented the Adjustment Budget for 2021/2022 and highlighted the following:

- The Chief Financial Officer provided clarity with regard to the cost for a rehabilitated landfill site. The municipality did not make provision for the expenditure. In accounting terms called "unauthorised expenditure". In terms of law must be submitted with the Annual Report.

The Chief Financial Officer mentioned that in terms of the GRAP requirements Council must make provision for the rehabilitation of the landfill site. An expert calculated the cost for the rehabilitation of the site. The cost was calculated in 2020 at R46 million, but increased with more than R50 million and in this financial year under review it increased with a further R52 million. The total cost two years later is R148 million. The cost for rehabilitation increase enormously fast. In the approved budget no proper provision was made for the asset. It was not expected that the cost will amount to R148 million in two years' time. However, this is only a book entry and not a payment entry. It is still an expenditure for the municipality.

Unfortunately the expenditure was only picked up at the end of the financial year and when the audit report was received. The only way to correct the matter is with the Annual Report. When Council considers the Annual Report they must also consider this matter in the budget report. The recommendation to approve the Adjustment Budget is supported by the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee.

The Municipal Manager mentioned that no official could foresee the matter. It is only due to depreciation."

The Municipal Public Accounts Committee unanimously resolved on 17 January 2023 to recommend to Council:

(a) that no official or public office bearer that made, permitted or authorised the unauthorised expenditure acted deliberately or in grossly negligent manner.

(b) that the municipality has not suffered any loss as a result of the action.

(c) that the unauthorised expenditure not be recovered from any official or public office bearer, and that the amount be written off.

(d) that the adjustment budget of Witzenberg Municipality for the financial year 2021/2022 as set out in the budget documents be approved by Council.

Council delegated authority to the Municipal Public Accounts Committee per item 8.1.6 of 30 September 2020, more specifically Section 4.4 of the MPAC Charter, to deal with unauthorised, irregular, fruitless and wasteful expenditure in terms of Section 32 of the Municipal Finance Management Act (MFMA).

The Municipal Public Accounts Committee (MPAC) Charter is attached as **annexure 8.1.7(d)**.

RECOMMENDED

That the Municipal Public Accounts Committee recommends to Council:

(a) that no official or public office bearer that made, permitted or authorised the unauthorised expenditure acted deliberately or in grossly negligent manner.

(b) that the municipality has not suffered any loss as a result of the action.

(c) that the unauthorised expenditure not be recovered from any official or public office bearer, and that the amount be written off.

(d) that the adjustment budget of Witzenberg Municipality for the financial year 2021/2022 as set out in the budget documents be approved by Council.

8.1.8 Finance: Electricity: Cost of Supply and Tariff Study (5/1/1/21)

Memorandum from Director: Finance, date 21 February 2023:

"**Purpose**

The purpose of this report is to submit a report on the cost of electricity supply to Council for consideration.

Discussion

The purpose of the study is to determine the actual cost of delivering electricity services to different consumer groups and to determine tariffs based on the cost of supply."

The Electricity: Cost of Supply and Tariff Study is attached as **annexure 8.1.8**.

The Executive Mayoral Committee resolved on 27 February 2023 to recommend to Council that the Electricity: Cost of Supply and Tariff Study be approved and that it be submitted to NERSA for consideration.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the Electricity: Cost of Supply and Tariff Study be approved and that it be submitted to NERSA for consideration.

8.1.9 Implementation of Debt Collection and Credit Control Policy (5/12/P & 5/1/1/21)

A memorandum from the Director: Finance, dated 16 January 2023, is attached as **annexure 8.1.9**.

The Executive Mayoral Committee resolved on 24 January 2023 to recommend to Council that the matter in respect of the implementation of the Debt Collection and Credit Control Policy be held in abeyance in order for the following matters to be workshopped by Council:

(i) Portion of electricity purchases to be set off against arrear debt. (Auxiliary – 30 %).

(ii) Installation of pre-paid water meters if other debt collection measures are not successful.

Council unanimously resolved on 25 January 2023:

that the matter in respect of the implementation of the Debt Collection and Credit Control Policy be held in abeyance in order for the following matters to be workshopped by Council:

(i) Portion of electricity purchases to be set off against arrear debt. (Auxiliary – 30 %).

(ii) Installation of pre-paid water meters if other debt collection measures are not successful.

The Executive Mayoral Committee resolved on 27 February 2023 to recommend to Council:

That the following additional credit control steps be implemented:

(a) Cutting or blocking of electricity

(i) Amount equal to two months' debits are payable before restoring connection - (conventional meters).

(ii) Portion of electricity purchases to be set off against arrear debt. (Auxiliary – 30 %).

(b) Indigent households

(i) Portion of electricity purchases to be set off against arrear debt. (Auxiliary – 30 %).

(ii) Indigent households be moved from conventional electricity to pre-paid electricity.

(c) Legal collection process

(i) Section 129 Notice (in terms of National Credit Act).

(ii) Fourteen days later after Section 129 Notice, summons is compiled.

(iii) Clerk of the Court issues the summons.

(iv) Sheriff of the Court serves the summons on the defendant.

If there is moveable property that can be attached:

(1) If no payment received on summons - Judgement and Warrant of Execution is issued on movable property.

(2) Council resolution on process to be followed.

(3) Instruction to sheriff to attach and remove movable property and to sell the attached property.

(4) Advertisement in newspaper of intention to sell movable property.

(5) Sale in execution of attached moveable property by sheriff.

If there is no moveable property that can be attached:

(1) Report with Nulla Bona on fixed property with municipal value for less than R300 000.00 to Council for write off.

(2) Municipal fixed property with value more than R300 000.00, Section 66 application compiled by private external attorney and application to sell immovable property in a sale of execution, brought before court.

(3) Council resolution on process to be followed.

(4) Advertisement in newspaper by attorney of intention to sell immovable property in local newspaper as well as Government Gazette.

(5) Sale in execution of attached immoveable property by sheriff.

(d) Pre-payment water meters

(i) Installation of pre-paid water meters if other debt collection measures are not successful.

(ii) That the water consumption can be limited to a maximum of 200 litres per day (6 kilolitres per month).

(e) that consumers be notified via their municipal account statements of the consequences of non-payment of their municipal accounts and that 30 % of payments will be allocated towards arrears when payment is made.

(f) that the above-mentioned steps (a)(ii) and b(ii) be implemented from 1 April 2023 and (d)(i) be implemented from 1 July 2023 respectively.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

That the following additional credit control steps be implemented:

(a) Cutting or blocking of electricity

(i) Amount equal to two months' debits are payable before restoring connection - (conventional meters).

(ii) Portion of electricity purchases to be set off against arrear debt. (Auxiliary – 30 %).

(b) Indigent households

(i) Portion of electricity purchases to be set off against arrear debt. (Auxiliary – 30 %).

(ii) Indigent households be moved from conventional electricity to pre-paid electricity.

(c) Legal collection process

(i) Section 129 Notice (in terms of National Credit Act).

(ii) Fourteen days later after Section 129 Notice, summons is compiled.

(iii) Clerk of the Court issues the summons.

(iv) Sheriff of the Court serves the summons on the defendant.

If there is moveable property that can be attached:

(1) If no payment received on summons - Judgement and Warrant of Execution is issued on movable property.

(2) Council resolution on process to be followed.

(3) Instruction to sheriff to attach and remove movable property and to sell the attached property.

(4) Advertisement in newspaper of intention to sell movable property.

(5) Sale in execution of attached moveable property by sheriff.

If there is no moveable property that can be attached:

(1) Report with Nulla Bona on fixed property with municipal value for less than R300 000.00 to Council for write off.

(2) Municipal fixed property with value more than R300 000.00, Section 66 application compiled by private external attorney and application to sell immovable property in a sale of execution, brought before court.

(3) Council resolution on process to be followed.

(4) Advertisement in newspaper by attorney of intention to sell immovable property in local newspaper as well as Government Gazette.

(5) Sale in execution of attached immoveable property by sheriff.

(d) Pre-payment water meters

(i) Installation of pre-paid water meters if other debt collection measures are not successful.

(ii) That the water consumption can be limited to a maximum of 200 litres per day (6 kilolitres per month).

(e) that consumers be notified via their municipal account statements of the consequences of non-payment of their municipal accounts and that 30 % of payments will be allocated towards arrears when payment is made.

(f) that the above-mentioned steps (a)(ii) and b(ii) be implemented from 1 April 2023 and (d)(i) be implemented from 1 July 2023 respectively.

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Bid 08/2/17/51: Upgrading of Van Breda Bridge and associated roadworks: Extension and variation of contract (08/2/17/51)

A memorandum from the Manager: Streets and Storm Water, dated 18 January 2023, is attached as **annexure 8.2.1**.

The Executive Mayoral Committee resolved on 27 February 2023 to recommend to Council:

(i) that the Accounting Officer approves the extension of the original contract, in favour of Amandla GCF Construction cc, with an increase of R7 840 000,00 which is 20 % of the original contract, provided that the expenditure is within the available budget of the municipality.

(ii) that the Accounting Officer recommends to Council the amendment of Contract 08/2/17/51: Upgrading of van Breda Bridge & Associated Roadworks, in favour of Amandla GCF Construction cc, to be expanded by a further 26 % or R10 193 422,68 which is inclusive of 15 % VAT, provided that the expenditure is within the available budget of the municipality.

(iii) that reasonable notice be given in the local newspaper of the intention to amend the contract.

(iv) that Council approves the amendment of Contract 08/2/17/51: Upgrading of van Breda Bridge & Associated Roadworks, in favour of Amandla GCF Construction cc, to be expanded by 46 % or R57 236 326,55 in construction cost inclusive of 15 % VAT, provided that the expenditure is within the available budget of the municipality.

(v) that a dispute be declared against Ingerop South Africa (Pty) Ltd , based on the fact that extension of time claims are to be paid by Witzenberg Municipality, which could have been avoided if all prescribed steps were followed during the design stage.

(vi) that an additional report be tabled to Council advising Council regarding legal proceedings for the recovery of additional costs created by the consulting engineer, Ingerop SA (Pty) Ltd Consulting Engineer.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(i) that the Accounting Officer approves the extension of the original contract, in favour of Amandla GCF Construction cc, with an increase of R7 840 000,00 which is 20 % of the original contract, provided that the expenditure is within the available budget of the municipality.

(ii) that the Accounting Officer recommends to Council the amendment of Contract 08/2/17/51: Upgrading of van Breda Bridge & Associated Roadworks, in favour of Amandla GCF Construction cc, to be expanded by a further 26 % or R10 193 422,68 which is inclusive of 15 % VAT, provided that the expenditure is within the available budget of the municipality.

(iii) that reasonable notice be given in the local newspaper of the intention to amend the contract.

(iv) that Council approves the amendment of Contract 08/2/17/51: Upgrading of van Breda Bridge & Associated Roadworks, in favour of Amandla GCF Construction cc, to be expanded by 46 % or R57 236 326,55 in construction cost inclusive of 15 % VAT, provided that the expenditure is within the available budget of the municipality.

(v) that a dispute be declared against Ingerop South Africa (Pty) Ltd , based on the fact that extension of time claims are to be paid by Witzenberg Municipality, which could have been avoided if all prescribed steps were followed during the design stage.

(vi) that an additional report be tabled to Council advising Council regarding legal proceedings for the recovery of additional costs created by the consulting engineer, Ingerop SA (Pty) Ltd Consulting Engineer.

8.2.2 Proposed positions of waste transfer stations (17/3/2)

A memorandum from the Director: Technical Services, dated 14 June 2022, is attached as **annexure 8.2.2**.

The Executive Mayoral Committee resolved on 27 February 2023 to recommend to Council:

(a) that the following erven be approved for the development and construction of drop-offs / transfer stations as follow:

(i) Bella Vista: Option 3 (Erf 8714)

(ii) Tulbagh: Option 2 (Open space at back of community hall and library)

(iii) Prince Alfred's Hamlet: Option 2 (Erf 1)

(b) that notice be taken that the erven have to be rezoned to "Authority Use".

(c) that the Senior Superintendent: Solid Waste and Cleansing Services performs the necessary administrative tasks (obtaining quotations etc.) for the rezoning of the said erven.

(d) that the Manager: Town Planning and Building Control manages and finalises the rezoning process.

(e) that a Public Participation Process be followed in respect of the proposed positions of waste transfer stations.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that the following erven be approved for the development and construction of drop-offs / transfer stations as follow:

(i) Bella Vista: Option 3 (Erf 8714)

(ii) Tulbagh: Option 2 (Open space at back of community hall and library)

(iii) Prince Alfred's Hamlet: Option 2 (Erf 1)

(b) that notice be taken that the erven have to be rezoned to "Authority Use".

(c) that the Senior Superintendent: Solid Waste and Cleansing Services performs the necessary administrative tasks (obtaining quotations etc.) for the rezoning of the said erven.

(d) that the Manager: Town Planning and Building Control manages and finalises the rezoning process.

(e) that a Public Participation Process be followed in respect of the proposed positions of waste transfer stations.

8.2.3 Water situation: Witzenberg (16/2/1/1/1)

A memorandum from the Director: Technical Services, dated 22 February 2023, is attached as **annexure 8.2.3**.

The Executive Mayoral Committee resolved on 27 February 2023 to recommend to Council that notice be taken of the report regarding the water situation in Witzenberg.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the report regarding the water situation in Witzenberg.

8.2.4 Integrated Waste Management Plan (IWMP) for Witzenberg Municipality (17/3/2)

The following documents are attached:

(a) Memorandum from Senior Superintendent: Solid Waste and Cleansing, dated 12 July 2022: **Annexure 8.2.4(a)**.

(b) Integrated Waste Management Plan: **Annexure 8.2.4(b)**.

The Committee for Technical Services resolved on 14 March 2023:

(a) that the Director: Technical Services conduct an on-site inspection at the old landfill site in Ceres regarding the illegal dumping of waste.

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

that the Integrated Waste Management Plan (IWMP) for Witzenberg Municipality be workshopped by Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the Integrated Waste Management Plan (IWMP) for Witzenberg Municipality, after being workshopped, be approved.

8.2.5 Feasibility bridging study for Breede-Berg (Michell's Pass) water transfer scheme (16/2/2)

Memorandum from the Senior Manager: Water and Sewerage, dated 17 March 2022:

"**Purpose**

The purpose of this memorandum is to inform the Committee for Technical Services regarding the feasibility study being undertaken by the DWS for the **Breede-Berg (Michell's Pass) Water Transfer Scheme**.

Discussion

The Western Cape Water Supply System (WCWSS) currently supplies water to the City of Cape Town, surrounding urban areas and farmers. This scheme is owned and operated by the DWS and CCT. In order to meet the ever growing water requirements, the Western Cape Reconciliation Strategy Study investigated a range of bulk water supply schemes to augment the WCWSS.

In 2008 the DWS commissioned pre-feasibility level investigations into potential development of six surface water options. This study resulted in two schemes being further investigated to feasibility level. The two schemes were:

- Berg River – Voëlvlei Augmentation scheme (BRVAS), which is currently being implemented by the Trans Caledon Tunnel Authority (TCTA); and
- Breede–Berg (Michell's Pass) Transfer Scheme (BBTS), which is being further investigated by means of a Bridging Study.

The proposed BBTS comprises the diversion of winter water by means of a new diversion weir from the upper Breede River (Michell's Pass) at the same site as that of the current Artois Canal diversion. This water will be transferred with a pipeline to the upper reaches of the Klein Berg River, from where water will be conveyed via the existing Klein Berg Canal into the Voëlvlei Dam.

Two alternative schemes were considered to transfer water while also supplying the environmental water requirements (EWR) in the Breede River:

Alternative A involves the diversion of surplus winter water via the proposed weir on the Upper Breede River at Michell's Pass, into a new gravity pipeline. The pipeline will transfer water into the Blousloot stream, which is a tributary of the Klein Berg River. Summer reserve releases are proposed to be supplied from the Koekedouw Dam at Ceres.

Alternative B is similar to Alternative A, but makes provision for a new storage dam on the Boontjies River, a tributary of the Klein Berg River, which allows for the storage of water for water supply to the Artois Canal irrigators and the summer reserve flows for the Upper Breede River downstream of Michell's Pass diversion site.

Professional service providers (PSP) has been appointed by the DWS to do a bridging study. This study will run from August 2021 and has a contract period of 30 months. Part of this study is a public participation process with all Interested and Affected Parties in the Upper Breede River and will be extended to include parties in the Klein Berg River catchment. The bridging study also aims to thoroughly interrogate all the augmentation options and proposals and unpack these at engagements between stakeholders, DWS and the PSP.

The following documents are attached:

(a) Feasibility Bridging Study for Breede–Berg (Michell's Pass) water transfer scheme (Basic Information Document): **Annexure 8.2.5(a)**.

(b) Feasibility Bridging Study for the proposed Breede–Berg (Michell's Pass) water transfer scheme (Letter from Department Water and Sanitation): **Annexure 8.2.5(b)**."

The Committee for Technical Services resolved on 14 March 2023 to recommend to the Executive Mayoral Committee and Council:

(i) that Council takes cognisance of the proposed feasibility bridging study.

(ii) that Witzenberg Municipality is registered as an Interested and Affected Party (IAP).

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(i) that Council takes cognisance of the proposed feasibility bridging study.

(ii) that Witzenberg Municipality is registered as an Interested and Affected Party (IAP).

8.2.6 Report regarding current challenges with N'duli main sewer line and possible remedial actions with cost (16/5/3/2)

A memorandum from the Manager: Water and Sewerage, dated 22 April 2022, is attached as **annexure 8.2.6**.

The Committee for Technical Services resolved on 14 March 2023 to recommend to the Executive Mayoral Committee and Council:

(a) that Council takes notice of the report.

(b) that the below short-, medium- and long-term interventions with the necessary budget be approved:

Short term

- Daily monitoring and cleaning of the line and manholes. Two EPWP workers have been dedicated to this task and to report blockages immediately.
- Cleaning of the sewer lines and manholes with high pressure vacuum and jetting trucks by external service providers every two months.
- Daily monitoring of the whole area and inspections conducted by foremen three times per day for the area.
- 24 hour response to any blockages reported in the area.

Medium term

- Acquisition of a mobile high pressure jetting machine and vehicle, dedicated to the area, as well as dedicated personnel. Provision to be made on the 2022 / 2023 budget. Estimated cost R 1 200 000.00
- Replacement of manhole covers with lockable covers in the area. Estimated cost R350 000.00

Long-term

- Relocate and upgrade existing sewer line (650m) R2 500 000
- Pipe open storm water trench (600mm x 1000mm) R3 882 000
- Screening and sand traps R1 100 000
- Mechanical equipment for screening structure R1 000 000
- Vandal proof cage for screening structure R250 000
- Storage tank underground (retention) R750 000
- Mechanical equipment to empty storage tank R750 000
- Fence off natural pond R120 000

(c) that professional consulting engineers be appointed to do a proper investigation, design and costing for the preferred interventions.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that Council takes notice of the report.

(b) that the below short-, medium- and long-term interventions with the necessary budget be approved:

Short term

- *Daily monitoring and cleaning of the line and manholes. Two EPWP workers have been dedicated to this task and to report blockages immediately.*
- *Cleaning of the sewer lines and manholes with high pressure vacuum and jetting trucks by external service providers every two months.*
- *Daily monitoring of the whole area and inspections conducted by foremen three times per day for the area.*
- *24 hour response to any blockages reported in the area.*

Medium term

- *Acquisition of a mobile high pressure jetting machine and vehicle, dedicated to the area, as well as dedicated personnel. Provision to be made on the 2022 / 2023 budget. Estimated cost R 1 200 000.00*
- *Replacement of manhole covers with lockable covers in the area. Estimated cost R350 000.00*

Long-term

- *Relocate and upgrade existing sewer line (650m) R2 500 000*
- *Pipe open storm water trench (600mm x 1000mm) R3 882 000*
- *Screening and sand traps R1 100 000*
- *Mechanical equipment for screening structure R1 000 000*
- *Vandal proof cage for screening structure R250 000*
- *Storage tank underground (retention) R750 000*
- *Mechanical equipment to empty storage tank R750 000*
- *Fence off natural pond R120 000*

(c) that professional consulting engineers be appointed to do a proper investigation, design and costing for the preferred interventions.

8.2.7 NERSA Electrical Department Compliance Audit 2021/2022 (16/3/4/1)

The following documents are attached:

(a) Memorandum from Senior Manager: Electro-Technical Services: **Annexure 8.2.7(a)**.

(b) Corrective Action Plan (CAP): **Annexure 8.2.7(b**).

(c) Letter from NERSA dated 31 May 2022: **Annexure 8.2.7(c).**

(d) Final Compliance Audit Report: **Annexure 8.2.7(d**).

(e) Email to Chief Financial Officer dated 21 July 2022: **Annexure 8.2.7(e).**

It is noted that the audit was commenced during the 2021/2022 financial year but only completed on 3 June 2022.

The Committee for Technical Services resolved on 14 March 2023 to recommend to the Executive Mayoral Committee and Council:

(a) that notice be taken of the NERSA Compliance Audit Outcome for the Electrical Department.

(b) that the proposed Corrective Action Plan be approved by Council and submitted to NERSA.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the NERSA Compliance Audit Outcome for the Electrical Department.

(b) that the proposed Corrective Action Plan be approved by Council and submitted to NERSA.

8.2.8 Witzenberg Municipality: Local Integrated Transport Plan: 2022 until 2027
(16/P)

The following documents are attached:

(a) Memorandum from Senior Manager: Streets and Storm Water, dated 21 February 2023: **Annexure 8.2.8(a)**.

(b) Integrated Transport Plan 2022 – 2027: **Annexure 8.2.8(b)**.

The Committee for Technical Services resolved on 14 March 2023 to recommend to the Executive Mayoral Committee and Council that the Witzenberg Local Integrated Transport Plan for 2022 until 2027 be workshopped by Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the Local Integrated Transport Plan for 2022 until 2027, after being workshopped, be adopted by Council.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 Investigation regarding regional graveyard, Ceres
Ondersoek met betrekking tot streeksbegraafplaas, Ceres
(17/12/1/1)

A report from the Manager: Amenities and Environment, dated 22 November 2022, is attached as **annexure 8.3.1**.

The Executive Mayoral Committee resolved on 28 November 2022 to recommend to Council:

(a) that notice be taken of the investigation regarding a regional graveyard in Ceres.

(b) that notice be taken that an application for funding for the infrastructure development of the intended cemetery has already been registered with MIG.

Council unanimously resolved on 6 December 2022 that the matter in respect of a regional graveyard in Ceres be held in abeyance until the next meeting.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the investigation regarding a regional graveyard in Ceres.

(b) that notice be taken that an application for funding for the infrastructure development of the intended cemetery has already been registered with MIG.

8.3.2 Report: Witzenberg Municipality: Disaster Management Framework (17/7/2/1)

A report from the Manager: Disaster Management and Fire Services in respect of the Witzenberg Municipality: Disaster Management Framework is attached as **annexure 8.3.2**.

The Committee for Community Development resolved on 16 March 2023 to recommend to the Executive Mayoral Committee and Council that the Witzenberg Municipality: Disaster Management Framework be workshopped by Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipality: Disaster Management Framework, after being workshopped, be approved by Council.

8.3.3 Municipal building for rental purposes on erf 5965, Nduli, Ceres, (old Sizamele Crèche) (7/1/4/1

A memorandum from the Acting Manager: Socio-Economic Development, dated 22 November 2022, is attached as **annexure 8.3.3**.

The Committee for Community Development resolved on 16 March 2023 to recommend to the Executive Mayoral Committee and Council that Council's intention to lease the municipal building on erf 5965, Nduli, Ceres, (old Sizamele Crèche) be advertised in the local newspaper to obtain applications from interested Non-Governmental Organisations.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that Council's intention to lease the municipal building on erf 5965, Nduli, Ceres, (old Sizamele Crèche) be advertised in the local newspaper to obtain applications from interested Non-Governmental Organisations.

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Performance, Risk and Audit Committee: Reconsidering appointment of PRAC member (5/14/4)

Report from the Head: Internal Audit, dated 6 February 2023:

"Council unanimously resolved on 29 November 2022:

(a) that appreciation be expressed towards Mr S Redelinghuys for the six years served on the Performance, Risk and Audit Committee and the contributions made.

(b) that the appointment of Mr J George for a further one-year term be approved.

(c) that the following three members be appointed:

(i) Jacobus Johannes Swarts
(ii) Rowan Graham Nicholls
(iii) Jacqueline Lapoorta"

Before the letter to Mr Rowan Graham Nicholls on his appointment to the Performance, Risk and Audit Committee was sent, it was noted that he is a member of more than two local government audit committees. Under National Treasury Circular 65 and the Council-approved Performance, Risk and Audit Committee Charter, this is disallowed.

Mr Nicholls's CV is attached as **annexure 8.4.1**."

The Executive Mayoral Committee resolved on 27 February 2023 to recommend to Council that Council reconsiders and approves that Mr Nicholls is not appointed and that the Municipal Manager be mandated to advertise for the appointment of a Performance, Risk and Audit Committee member.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that Council reconsiders and approves that Mr Nicholls is not appointed and that the Municipal Manager be mandated to advertise for the appointment of a Performance, Risk and Audit Committee member.

8.4.2 Minutes/Summary of Outcomes: SALGA Working Group meetings (12/1/1/11)

The following minutes/Summary of Outcomes of SALGA Working Group meetings are attached:

(a) Joint Electricity and Energy Provision and Public Works and Water and Sanitation Working Group: **Annexure 8.4.2(a)**.

(b) Municipal Capabilities and Institutional Resilience Working Group: **Annexure 8.4.2(b)**.

(c) Human Settlements Urban Agenda Working Group: **Annexure 8.4.2(c)**.

(d) Municipal Finance and Fiscal Policy Working Group: **Annexure 8.4.2(d)**.

(e) Health Working Group: **Annexure 8.4.2(e)**.

(f) Community Development and Security Working Group: **Annexure 8.4.2(f)**.

(g) Public Transport and Roads and Environmental Management Climate and Resilience Joint Working: **Annexure 8.4.2(g)**.

(h) Governance and Intergovernmental Relations Working Group: **Annexure 8.4.2(h)**.

RECOMMENDED

that notice be taken of the minutes and Summary of Outcomes of the SALGA Working Group meetings.

8.4.3 Witzenberg Communication Strategy: 2023 – 2026 (6/2/4)

Memorandum from Manager: Communication and Marketing, dated 2 February 2023:

"**1. Purpose**

To present the revised Communication Strategy to Council for approval and adoption. The Communication Strategy for 2023 until 2026 is attached as **annexure 8.4.3**.

2. Discussion

The draft document was revised in collaboration with GCIS and the Western Cape Government's Communication Department. The existing policy is still applicable, with minor changes and updates made to current situation, challenges and communication needs.

The following are highlighted:

- Accounting Officer is the official spokesperson of the municipality;
- Political communications should reside with the Office of the Mayor;
- Strategic communications should reside with the Office of the Municipal Manager; and
- Operational communications should reside with the responsible Director: Corporate Services;
- Turnaround time for official media enquiries received is 48 hours for comment to meet deadline;
- Permission is to be requested from the Accounting Officer for the use of the municipal logo;
- All existing staff to play their part in Communications;
- Unit structure and capacity;
- Adequate budget to roll out initiatives and operations;
- Internal isiXhosa Translator/interpreter appointed;
- Communication methods used to communicate;
- Marketing and branding."

RECOMMENDED

That the revised Communication Strategy for the period 2023 until 2026 be approved and adopted by Council as the communication blue print for all corporate communication needs.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

10. FORMAL AND STATUTORY MATTERS

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

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

12. COUNCIL-IN-COMMITTEE

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON WEDNESDAY, 23 FEBRUARY 2022 AT 10:00

PRESENT

Councillors

Councillor JS Mouton (Speaker) (ANC)
Alderman HJ Smit (Executive Mayor) (DA)
Councillor FE Klazen (Deputy Executive Mayor) (GOOD)
Alderman K Adams (DA)
Councillor S de Bruin (DA)
Councillor GJ Franse (DA)
Alderman BC Klaasen (DA)
Councillor EM Sidego (DA)
Councillor D Swart (DA)
Alderman JJ Visagie (DA)
Councillor AL Gili (ANC)
Councillor MJ Ndaba (ANC)
Councillor N Nogcinisa (ANC)
Councillor N Phatsoane (ANC)
Councillor K Yisa (ANC)
Councillor J Zalie (ANC)
Councillor J Cloete (PA)
Councillor JP Fredericks (FFP)
Councillor LA Hardnek (Witzenberg Party)
Councillor P Heradien (ICOSA)
Councillor GG Laban (Witzenberg Aksie)
Councillor IL Swartz (EFF)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr A Hofmeester (Manager: IDP)
Mr CG Wessels (Manager: Administration)
Ms R Hendricks (Manager: Communication and Marketing)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr C Titus (Committee Clerk)
Ms MJ Prins (Word Processor Operator)
Mr R Rhode (ICT Administrator)
Mr J Pieterse (Senior ICT Officer)

1. OPENING AND WELCOME

The Speaker welcomed everyone after which she requested Councillor GJ Franse to open the meeting with a prayer.

The Speaker requested Council to stand for a moment of silence in honour of the relative of Councillor N Phatsoane who had drowned at the Pine Forest Resort as well as all loved ones who had passed on.

NOTED

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

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

None

NOTED

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

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

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

Council's congratulations were conveyed by Alderman K Adams to the following Councillors and spouses on their birthdays:

- Ms N Ndaba 3 February
- Councillor E Sidego 16 February
- Mr M Hardnek 18 February
- Alderman H Smit 25 February

NOTED

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

(a) The Speaker informed Council that the serial killer of three (3) women in Wolseley had been found guilty. She thanked Councillor J Zalie for attending to the media.

(b) The Speaker informed Council in respect of the bad situation at Ceres Secondary School, Ceres where overcrowded classes and a lack of adequate classrooms are experienced.

NOTED

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

The Executive Mayor, Alderman HJ Smit, conveyed condolences on behalf of Council to the family of the child who had drowned in the swimming pool at the Pine Forest Resort, Ceres.

NOTED

3.4 Matters raised by the Municipal Manager

(a) The Municipal Manager informed Council that a police inquest is undertaken to determine what has happened that a child drowned at the Pine Forest Resort. The municipality is also busy with an independent investigation.

(b) The Municipal Manager informed Council that the Western Cape Government is still busy with a procurement process to make available the legislation libraries to all Councillors. It will be distributed as soon as received.

NOTED

4. MINUTES

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

(a) Minutes of Special Council meeting 15 December 2021

Item 6.3.2: Appointment of Section 80 Committees by Council

The name of Councillor AL Gili has been omitted as a committee member for the Committee for Technical Services.

The table to be changed to read:

Name of committee	Chairperson	Committee members
Committee for Housing Matters	Councillor EM Sidego	Councillor S de Bruin Councillor MJ Ndaba Councillor IL Swartz
Committee for Technical Services	Councillor K Robyn	Councillor D Swart Councillor GJ Franse Councillor AL Gili
Committee for Corporate and Financial Services	Councillor FE Klazen	Councillor J Zalie Councillor JJ Cloete Councillor P Heradien Councillor C Lottering
Committee for Community Development	Councillor JP Fredericks	Councillor K Yisa Alderman K Adams Councillor LA Hardnek
Committee for Local Economic Development and Tourism	Alderman JJ Visagie	Councillor GG Laban Councillor N Nogcinisa Councillor N Phatsoane

(b) Minutes of Special Council meeting 7 February 2022

Item 3.1: Motion: Request for urgent meeting to table a motion of no confidence and to request the removal of the Speaker from office

Paragraph 5: Last sentence

That the sentence which reads "The motion cannot carry" be removed.

NOTED

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

The following minutes are attached:

(a) Special Council meeting, held on 15 December 2021: **Annexure 4.2(a)**.

(b) Council meeting, held on 26 January 2022: **Annexure 4.2(b)**.

(c) Special Council meeting, held on 7 February 2022: **Annexure 4.2(c)**.

UNANIMOUSLY RESOLVED

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

(i) Special Council meeting, held on 15 December 2021 (as amended).
(ii) Council meeting, held on 26 January 2022.
(iii) Special Council meeting, held on 7 February 2022 (as amended).

EENPARIG BESLUIT

Dat die volgende notules goedgekeur en deur die Speaker onderteken word:

(i) Spesiale Raadsvergadering, gehou op 15 Desember 2021 (soos gewysig).

(ii) Raadsvergadering, gehou op 26 Januarie 2022.

(iii) Spesiale Raadsvergadering, gehou op 7 Februarie 2022 (soos gewysig).

5. MOTIONS AND NOTICE OF SUGGESTIONS

5.1 Motion: Compilation of Council: Mayoral Committee (3/1/1/4)

A letter from Councillor P Heradien (ICOSA), dated 7 December 2021, is attached as **annexure 5.1**.

Council unanimously resolved on 26 January 2022 that the matter in respect of the motion "Compilation of Council: Mayoral Committee" be held in abeyance and the applicable letter be translated to English.

Councillor P Heradien mentioned that the purpose of the motion was to investigate whether the Executive Mayor has appointed an MPAC Chairperson with a remuneration.

Alderman BC Klaasen proposed and Alderman JJ Visagie seconded that the motion be removed from the agenda.

Councillor P Heradien proposed and Councillor N Nogcinisa seconded that the motion stays on the agenda.

The Speaker informed Council that she had investigated the matter of receiving a remuneration and confirmed that Councillor LA Hardnek did not receive any remuneration.

The Speaker brought the matter to a vote and the outcomes were:

In favour of removal of motion:	12 votes
In favour that motion stays on agenda:	8 votes
Number of votes abstained	1 vote
Total	21 votes

Council resolved by majority of votes that the motion in respect of the compilation of Council be removed from the agenda.

RESOLVED

that the motion in respect of the compilation of Council: Mayoral Committee be removed from the agenda.

BESLUIT

dat die mosie rakende die samestelling van die Raad: Burgemeesterskomitee van die agenda verwyder word.

5.2 Motion: Request for urgent meeting to table a motion of no confidence and to request the removal of the Speaker from office (3/2/2)

The following documents are attached:

(a) Motion from the DA coalition, dated 26 January 2022: **Annexure 5.2(a)**.

(b) Letter from Councillor IL Swartz, dated 6 February 2022: **Annexure 5.2(b)**.

The Speaker informed Council that the matter in respect of a request for an urgent meeting to table a motion of no confidence and to request the removal of the Speaker from office be moved to item 9 on the agenda.

Alderman BC Klaasen responded that the matter must be dealt with since it is not an urgent matter. The Speaker also signed the agenda off and thus accepted the compilation of the items.

Councillor MJ Ndaba, on behalf of the ANC component, requested a caucus break from 10:55 until 11:12. Councillor Ndaba informed Council after the break that the ANC had accepted the moving of the item as indicated.

Alderman BC Klaasen, on behalf of the DA coalition, requested a caucus break from 11:13 until 11:19. Alderman Klaasen informed Council after the break that the Speaker is not complying with the Rules of Order for meetings. The Speaker breached her oath of office by misleading Council by indicating that she did not sign off the agenda. The DA coalition put thus on record that they do not have confidence in the Speaker and that the actions of the Speaker bring the office of Speaker at Witzenberg Municipality in disrepute. The Speaker indicated that the Municipal Manager had signed off the agenda, but it is clearly the Speaker self who had signed off the agenda. As such Council was misled.

The Speaker mentioned that she indeed signed off the agenda and did not deny it.

After enquires from Councillor GG Laban as well as Secretariat the Speaker mentioned that she made a ruling that the motion has been removed from the agenda.

NOTED

5.3 Election of a Speaker (03/1/1/4)

The Speaker made a ruling that the matter Election of a Speaker be removed from the agenda.

NOTED

5.4 Motion: Removal of Executive Mayor of Witzenberg municipal Council (3/2/2)

A letter from Councillor MJ Ndaba, dated 15 February 2022, is attached as **annexure 5.4**.

The Speaker read a letter/motion received from Councillor MJ Ndaba on behalf of the ANC component regarding the removal of the Executive Mayor.

Alderman JJ Visagie proposed and Councillor D Swart seconded that the motion be removed from the agenda, because the DA coalition has full confidence in the Executive Mayor.

Councillor MJ Ndaba proposed and Councillor AL Gili seconded that the motion not be removed from the agenda.

The ANC component requested a caucus beak from 11:42 until 11:48 and requested the Speaker after the break to bring the matter to vote. The outcomes of the voting were:

Votes in favour that matter stays on agenda:	9
Votes in favour that matter be removed	12
Votes abstained from voting	1
Total	22 votes

The Speaker ruled that the matter be removed from the agenda.

RESOLVED

that the matter in respect of the Motion: Removal of Executive Mayor of Witzenberg municipal Council be removed from the agenda.

BESLUIT

dat die aangeleentheid rakende die Mosie: Verwydering van Uitvoerende Burgemeester van Witzenberg munisipale Raad van die agenda verwyder word.

5.5 Election of Executive Mayor (03/1/1/4)

This matter was removed from the agenda.

NOTED

5.6 Motion: Removal of Deputy Executive Mayor of Witzenberg municipal Council (3/2/2)

A letter from Councillor MJ Ndaba, dated 15 February 2022, is attached as **annexure 5.6**.

Councillor D Swart proposed and Alderman BC Klaasen seconded that the motion be removed from the agenda.

Councillor AL Gili proposed and Councillor MJ Ndaba seconded that the motion stays on the agenda.

The Speaker brought the matter to a vote and the outcomes were:

Votes in favour to remove item:	12
Votes in favour that item stays on agenda:	9
Votes abstained from voting	1
Total	22 votes

RESOLVED

that the matter in respect of the Motion: Removal of Deputy Executive Mayor of Witzenberg municipal Council be removed from the agenda.

BESLUIT

dat die aangeleentheid rakende die Mosie: Verwydering van Uitvoerende Onderburgemeester van die Witzenberg munisipale Raad van die agenda verwyder word.

5.7 Election of Deputy Executive Mayor (03/1/1/4)

This matter was removed from the agenda.

NOTED

6. INTERVIEWS WITH DELEGATIONS

None.

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

The minutes of the following meetings are attached:

(a) Executive Mayoral Committee meeting, held on 27 July 2021: **Annexure 7.1(a)**.

(b) Performance, Risk and Audit Committee meeting, held on 30 July 2021: **Annexure 7.1(b)**.

(c) Special Performance, Risk and Audit Committee meeting, held on 20 August 2021: **Annexure 7.1(c)**.

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

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

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Proposed revisions to Service Delivery and Budget Implementation Plan 2021/2022 as per Section 54(1)(C) of Municipal Finance Management Act (5/1/5/14)

A memorandum from the Manager: Projects and Performance, dated 1 February 2022, is attached as **annexure 8.1.1**.

UNANIMOUSLY RESOLVED

that notice be taken of the proposed revisions to the 2021/2022 Service Delivery and Budget Implementation Plan as per Section 54(1)(C) of the Municipal Finance Management Act and, after consideration, same be approved and accepted.

EENPARIG BESLUIT

dat kennis geneem word van die voorgestelde hersiening van die 2021/2022 Dienslewerings- en Begrotingsimplementeringsplan ingevolge Artikel 54(1)(C) van die Wet op Munisipale Finansiële Bestuur en genoemde, na oorweging, goedgekeur en aanvaar word.

8.1.2 Finance: Adjustment budget 2021/2022 to 2023/2024 (5/1/1/20)

The following documents are attached:

(a) Memorandum from Director: Finance, dated 16 February 2022: **Annexure 8.1.2(a)**.

(b) Adjustment budget 2021/2022 to 2023/2024: **Annexure 8.1.2(b)**.

UNANIMOUSLY RESOLVED

that the adjustment budget of Witzenberg Municipality for the financial year 2021/2022 as set out in the budget documents be approved:

(i) Table B1: Budget summary;

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

(iii) Table B3: Budgeted Financial performance (Revenue and Expenditure) by vote;

(iv) Table B4: Adjustments Budget Financial Performance (revenue by source); and

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

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Spatial Development Framework: Ceres Priority Focus Area 1 / Ruimtelike Ontwikkelingsraamwerk: Ceres Prioriteitsfokusarea 1 (15/04/P)

The following documents are attached:

(a) Memorandum from the Senior Manager: Town Planning and Building Control, dated 10 March 2021: **Annexure 8.2.1(a)**.

(b) Draft of the plan for Spatial Development Framework: Ceres Priority Focus Area 1, dated 1 December 2020: **Annexure 8.2.1(b)**.

UNANIMOUSLY RESOLVED

that the matter in respect of the Spatial Development Framework: Ceres Priority Focus Area 1 be held in abeyance for clarification reasons until the next meeting.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die Ruimtelike Ontwikkelingsraamwerk: Ceres Prioriteitsfokusarea 1 oorstaan vir uitklaring tot die volgende vergadering.

8.2.2 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 8.2.2(a)**.

(b) Review and Strategic Input report: **Annexure 8.2.2(b)**.

UNANIMOUSLY RESOLVED

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.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 Presentation: Vredebes Incremental Housing
Voorlegging: Vredebes Inkrementele Behuising
(17/04/1/1/1)

Ms Karen Siebrits from Messrs ASLA made a presentation in respect of incremental housing, which is attached as **annexure 8.3.1(a)**.

Messrs Devco and ASLA, represented by Mr Pierre Blaauw and Ms Karen Siebrits, made a presentation in respect of the Vredebes Incremental Housing, attached as **annexure 8.3.1(b)**.

UNANIMOUSLY RESOLVED

that the matter in respect of the Vredebes Incremental Housing be held in abeyance until the next meeting.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die Vredebes Inkrementele Behuising oorstaan tot 'n volgende vergadering.

8.3.2 Housing: Witzenberg Municipality: Housing Administration Policy/
Behuising: Munisipaliteit Witzenberg: Behuisingsadministrasie Beleid
(17/4/P)

The Housing Administration Policy for Witzenberg Municipality, received from the Municipal Manager, dated 18 February 2020, is attached as **annexure 8.3.2**.

UNANIMOUSLY RESOLVED

that the matter in respect of the Housing Administration Policy be held in abeyance until the next meeting.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die Behuisingsadministrasiebeleid tot die volgende vergadering oorstaan.

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Appointment of Section 79 Committees by Council Aanstelling van Artikel 79 Komitees deur die Raad (03/3/1/1)

UNANIMOUSLY RESOLVED

(a) that a Municipal Public Accounts Committee (MPAC) be established.

(b) that the Municipal Public Accounts Committee consists of the following members:

(i) Councillor LA Hardnek (WP): Chairperson
(ii) Councillor GJ Franse (DA)
(iii) Councillor J Cloete (PA)
(iv) Councillor IL Swartz (EFF)
(v) Councillor K Yisa (ANC)

EENPARIG BESLUIT

(a) dat 'n Munisipale Publieke Rekeninge Komitee gestig word.

(b) dat die Munisipale Publieke Rekeninge Komitee uit die volgende lede bestaan:

(i) Raadslid LA Hardnek (WP): Voorsitter
(ii) Raadslid GJ Franse (DA)
(iii) Raadslid J Cloete (PA)
(iv) Raadslid IL Swartz (EFF)
(v) Raadslid K Yisa (ANC)

8.4.2 Council's representatives on outside bodies / Raad se verteenwoordigers op buite-organisasies (3/1/1/5)

A list of outside bodies for which Council must appoint representatives, is attached as **annexure 8.4.2**.

UNANIMOUSLY RESOLVED

that the matter in respect of Council's representatives on outside bodies be held in abeyance until the next meeting and that all political parties submit their members' names for the respective bodies.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die Raad se verteenwoordigers op buite-organisasies tot die volgende vergadering oorstaan en dat alle politieke partye hul lede se name vir die onderskeie liggame indien.

8.4.3 Proposed establishment of Ward Committees: 2022 until 2027 / Voorgestelde stigting van Wykskomitees: 2022 tot 2027 (3/3/1/5)

A report from the Manager: Integrated Development Planning, dated 25 November 2021, is attached as **annexure 8.4.3**.

UNANIMOUSLY RESOLVED

(a) that the Municipal Manager informs the MEC for Local Government that the establishment of Ward Committees for Witzenberg Municipality will run late.

(b) that the Office of the Speaker will determine the date by when Ward Committees must be established and communicates same with the Ward Councillors.

BESLUIT

(a) dat die Munisipale Bestuurder die LUR vir Plaaslike Regering in kennis stel dat die stigting van Wykskomitees vir Munisipaliteit Witzenberg laat sal wees.

(b) dat die Kantoor van die Speaker die datum waarop Wykskomitees gestig moet wees, vasstel en dienooreenkomstig aan Wyksraadslede meedeel.

8.4.4 Proposed Council meeting program: January until June 2022 Voorgestelde Raadsvergaderingsprogram: Januarie tot Junie 2022 (3/1/2/3)

The Council meeting program and meeting schedule for January until June 2022 is attached as **annexure 8.4.4(a)**. The Western Cape Government meetings calendar for 2022 is attached as **annexure 8.4.4(b)**.

UNANIMOUSLY RESOLVED

that the proposed Council meeting program for January until June 2022 be approved.

EENPARIG BESLUIT

dat die voorgestelde vergaderingsprogram van die Raad vir Januarie tot Junie 2022 goedgekeur word.

8.4.5 Rules of order for conducting of meetings Ordereëls vir die hou van vergaderings (1/3/1/25)

The By-law on the Rules of Order regulating the conduct of meetings of the Witzenberg Municipality is attached as **annexure 8.4.5**.

UNANIMOUSLY RESOLVED

that the matter in respect of the Rules of order for the conducting of meetings be held in abeyance and be workshopped by Council.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die Ordereëls vir die hou van vergaderings tot die volgende vergadering oorstaan en op 'n werkswinkel deur die Raad bespreek word.

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

9.1 SALGA National Conference: 2 until 4 March 2022 SALGA Nasionale Konferensie: 2 tot 4 Maart 2022 (12/1/1/11)

A circular from SALGA, dated 14 February 2022, is attached as **annexure 9.1**.

UNANIMOUSLY RESOLVED

that Councillor JS Mouton, Alderman HJ Smit and Councillor FE Klazen be mandated to represent Witzenberg Municipality at the SALGA National Conference from 2 until 4 March 2022.

EENPARIG BESLUIT

dat raadslid JS Mouton, raadsheer HJ Smit en raadslid FE Klazen gemagtig word om Munisipaliteit Witzenberg vanaf 2 tot 4 Maart 2022 op die SALGA Nasionale Konferensie te verteenwoordig.

10. FORMAL AND STATUTORY MATTERS
FORMELE EN STATUTêRE AANGELEENTHEDE

10.1 Feedback on matters of outside bodies
Terugvoering oor aangeleenthede van buite-organisasies
(3/R)

None

NOTED

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

None

NOTED

12. ADJOURNMENT / VERDAGING

The meeting adjourned at 13:36.
Die vergadering verdaag om 13:36.

Approved on _____ with / without amendments.

_____
COUNCILLOR JS MOUTON
SPEAKER

MJ Prins

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON WEDNESDAY, 26 OCTOBER 2022 AT 10:00

PRESENT

Councillors

Councillor EM Sidego (Speaker) (DA)
Alderman HJ Smit (Executive Mayor) (DA)
Councillor FE Klazen (Deputy Executive Mayor) (GOOD)
Alderman K Adams (DA)
Alderman BC Klaasen (DA)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor G Franse (DA)
Councillor D Swart (DA)
Alderman JJ Visagie (DA)
Councillor AL Gili (ANC)
Councillor JS Mouton (ANC)
Councillor N Nogcinisa (ANC)
Councillor N Phatsoane (ANC)
Councillor K Yisa (ANC)
Councillor J Zalie (ANC)
Councillor J Cloete (PA)
Councillor JP Fredericks (FF Plus)
Councillor LA Hardnek (Witzenberg Party)
Councillor P Heradien (ICOSA)
Councillor GG Laban (Witzenberg Aksie)
Councillor IL Swartz (EFF)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Ms L Nieuwenhuis (Manager: Legal Services)
Mr A Hofmeester (Manager: IDP)
Ms R Hendricks (Manager: Communication and Marketing)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr C Titus (Committee Clerk)
Mr R Rhode (ICT Administrator)
Mr J Pieterse (Senior ICT Officer)
Mr M Njokweni (Interpreter)
Ms MJ Prins (Word Processor Operator)

1. OPENING AND WELCOME

The Speaker welcomed everyone present and thereafter requested Councillor AL Gili to open the meeting with a prayer.

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

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**.

There were no applications for leave of absence.

NOTED / AANGETEKEN / IGQALIWE

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

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

The Confidentiality and Conflict of Interest Declaration was in the process of being signed when the meeting was adjourned due to chaos. However, all Councillors verbally declared that none had any interest to declare.

NOTED / AANGETEKEN / IGQALIWE

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

3.1 Gratitude, Congratulations and Commiseration Waardering, Gelukwensinge en Meelewing (11/4/3)

Council's congratulations were conveyed by Councillor JP Fredericks to the following Councillors and spouses on their birthdays:

- Councillor J Mouton 8 September
- Ms C Laban 12 September
- Ms L Smit (Visagie) 24 September
- Councillor D Swart 30 September

- ❖ Mr C Klazen 10 October
- ❖ Councillor L Hardnek 19 October
- ❖ Ms K Swart 20 October

NOTED / AANGETEKEN / IGQALIWE

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

(a) The Speaker informed Council that load shedding was scheduled for 12:00. If the meeting was not finished by then it would be postponed.

(b) The Speaker informed Ward Councillors that a complaint was lodged that some Councillors had completed and submitted only attendance registers, but no minutes of the Ward Committee meetings. The matter, if found guilty to the practice, can have serious consequences for a Councillor.

NOTED / AANGETEKEN / IGQALIWE

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

(a) The Executive Mayor expressed best wishes to all matriculants in the Witzenberg municipal area with their final examinations.

(b) The Executive Mayor expressed condolences to the family of Lorenzo Fransman (15), a grade 7 learner at Mooi-Uitsig Primary School, Bella Vista, Ceres who had committed suicide.

(c) The Executive Mayor gave a follow-up report in respect of the Mayoral visit to Essen, Belgium. The report is attached as **annexure 3.3**.

NOTED / AANGETEKEN / IGQALIWE

3.4 Matters raised by the Municipal Manager

The Municipal Manager informed Council that the Public Participation Process in drafting of Council's reviewed Integrated Development Plan and Budget 2023/2024 will be held from Wednesday, 2 November 2022 until Tuesday, 15 November 2022 in all towns.

NOTED / AANGETEKEN / IGQALIWE

4. MINUTES

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

This item was not discussed.

NOTED / AANGETEKEN / IGQALIWE

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

This item was not discussed.

NOTED / AANGETEKEN / IGQALIWE

4.3 Outstanding matters (3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.3.1	17/7/5	Item 11.4 of 24-08-2022 Complaint against Witzenberg Mun: Non-compliance of PSIRA	Corporate Services	That the matter be held in abeyance pending reports from PSIRA.		31-10-2022

UNANIMOUSLY RESOLVED

that notice be taken of the outstanding matter.

EENPARIG BESLUIT

dat kennis geneem word van die uitstaande saak.

The Speaker announced that the following items will be discussed later:

Item 4 Minutes
Item 4.1 Corrections to the minutes
Item 4.2 Approval of minutes
Item 5 Motions and notice of suggestions
Item 5.1 Motion: Correctness of minutes of Council meeting 23 March 2022
Item 6 Interviews

5. MOTIONS AND NOTICE OF SUGGESTIONS

This item was not discussed.

NOTED / AANGETEKEN / IGQALIWE

6. INTERVIEWS WITH DELEGATIONS

This item was not discussed.

NOTED / AANGETEKEN / IGQALIWE

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

A discussion followed, which lasted for a long time and became chaotic, in respect of the placement of item 7.1(a) in the agenda.

The Speaker adjourned the meeting due to the chaos.

NOTED / AANGETEKEN / IGQALIWE

8. ADJOURNMENT

The meeting adjourned at 10:32.

Approved on _____ with / without amendments.

_____
COUNCILLOR EM SIDEGO
CHAIRPERSON

MJ Prins

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY (CONTINUATION OF 26 OCTOBER 2022), HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON WEDNESDAY, 9 NOVEMBER 2022 AT 10:00

PRESENT

Councillors

Councillor EM Sidego (Speaker) (DA)
Alderman HJ Smit (Executive Mayor) (DA)
Councillor FE Klazen (Deputy Executive Mayor) (GOOD)
Alderman K Adams (DA)
Alderman BC Klaasen (DA)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor G Franse (DA)
Councillor D Swart (DA)
Alderman JJ Visagie (DA)
Councillor AL Gili (ANC)
Councillor JS Mouton (ANC)
Councillor MJ Ndaba (ANC)
Councillor N Nogcinisa (ANC)
Councillor N Phatsoane (ANC)
Councillor K Yisa (ANC)
Councillor J Zalie (ANC)
Councillor J Cloete (PA)
Councillor JP Fredericks (FF Plus)
Councillor LA Hardnek (Witzenberg Party)
Councillor P Heradien (ICOSA)
Councillor GG Laban (Witzenberg Aksie)
Councillor IL Swartz (EFF)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Ms L Nieuwenhuis (Manager: Legal Services)
Mr A Hofmeester (Manager: IDP)
Ms R Hendricks (Manager: Communication and Marketing)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr CJ Titus (Committee Clerk)
Ms MJ Prins (Word Processor Operator)
Mr R Rhode (ICT Administrator)
Mr J Pieterse (Senior ICT Officer)
Mr M Njokweni (Interpreter)

1. OPENING AND WELCOME

The Speaker welcomed everyone present and requested Councillor G Laban to open the meeting with a prayer.

The Speaker announced that the meeting is a continuation of the meeting held on 26 October 2022 and that the matters will be dealt with from item 4 on the agenda.

NOTED

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

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

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

There were no applications for leave of absence.

NOTED / AANGETEKEN / IGQALIWE

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

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

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

NOTED / AANGETEKEN / IGQALIWE

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

3.1 Gratitude, Congratulations and Commiseration Waardering, Gelukwensinge en Meelewing (11/4/3)

This item was dealt with at the meeting of 26 October 2022.

NOTED / AANGETEKEN / IGQALIWE

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

(a) The Speaker mentioned that she had notice that three (3) Portfolio Committee meetings were not held during October 2022 due to the lack of a quorum. The Speaker requested Councillors to attend Council meetings at all times.

(b) The Speaker informed Council that a Whippery System will be in place in future at Council meetings to streamline meetings.

NOTED / AANGETEKEN / IGQALIWE

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

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

3.4 Matters raised by the Municipal Manager

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

4. MINUTES

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

Councillor AL Gili enquired with regard to the approval of the minutes of the Council meeting held on 30 March 2022. The Municipal Manager clarified the matter, on which the said Councillor enquired why the minutes of 23 February 2022 are not approved. The Speaker responded that Councillor Gili had submitted a motion at the previous meeting in respect of the matter of corrections to the applicable minutes. Council also workshopped the minutes of 23 February 2022, but still the matter goes forward and back. Councillor N Phatsoane joined the discussion in support of Councillor Gili.

Councillor Gili mentioned that he had requested a sound recording and photocopies of the minutes of 30 March 2022 and was requested to pay for it. A lengthy discussion, which included Councillors P Heradien, K Yisa and Alderman BC Klaasen, followed on the matter.

Councillor Gili referred to matters in item 5.1: Motion in respect of verbatim words of the former Speaker, Councillor J Mouton, i.e. "The motion cannot carry" and mentioned that the minutes of the meeting are incorrect. The Speaker advised that Council will listen to the recordings of the minutes again. A loud discussion took place between the Speaker and Councillors A Gili and K Yisa in respect of the correctness of the minutes.

Alderman JJ Visagie proposed and Alderman K Adams seconded that Council workshop the applicable minutes by sound recording and resolve on the correctness thereof. Councillors MJ Ndaba and N Phatsoane mentioned that although some minutes are approved by Council there are still matters outstanding which must be attended to i.e. the matter of an investigation. Councillor Phatsoane proposed that matters under investigation must be put on Outstanding Matters and cannot disappear due to minutes be approved. No seconder was available.

Councillor AL Gili proposed and Councillor MJ Ndaba seconded that the meeting continue with the matter of the correction of the minutes.

Councillor AL Gili requested that a secret ballot be held, which was declined by the Speaker. Councillors J Mouton and A Gili requested that a vote by hands not be held.

The Speaker called for a vote in respect of a workshop being held and the outcomes were 12 votes.

The following Councillors mentioned that they abstain from voting:

- Councillor P Heradien (ICOSA)
- Councillor J Cloete (PA)
- Councillor IL Swartz (EFF)
- Councillor GG Laban (Witzenberg Aksie)

On request of the Speaker for a vote on the proposal that the meeting continue with the matter of the correction of minutes, the ANC abstained to vote.

On grounds of the majority vote the Speaker declared that the matter was dealt with.

RESOLVED

that the matter in respect of the corrections to the following minutes be held in abeyance and be workshopped by Council:

(i) Council meeting, held on 23 February 2022.
(ii) Special Council meeting, held on 23 March 2022.
(iii) Special Council meeting, held on 24 May 2022.
(iv) Special Council meeting, held on 30 May 2022.
(v) Special Council meeting, held on 22 June 2022.
(vi) Special Council meeting, held on 10 August 2022.

(vii) Council meeting, held on 24 August 2022.
(viii) Special Council meeting, held on 23 September 2022.

BESLUIT

dat die aangeleentheid rakende die regstelling van die volgende notules oorstaan en deur die Raad op 'n werkswinkel behandel word:

(i) Raadsvergadering, gehou op 23 Februarie 2022.
(ii) Spesiale Raadsvergadering, gehou op 23 Maart 2022.
(iii) Spesiale Raadsvergadering, gehou op 24 Mei 2022.
(iv) Spesiale Raadsvergadering, gehou op 30 Mei 2022.
(v) Spesiale Raadsvergadering, gehou op 22 Junie 2022.
(vi) Spesiale Raadsvergadering, gehou op 10 Augustus 2022.
(vii) Raadsvergadering, gehou op 24 Augustus 2022.
(viii) Spesiale Raadsvergadering, gehou op 23 September 2022.

ISIGQIBO

Ukuba lomba urhoxiswe ngenxa yezilungiso zalemizuzu ilandelayo kwaye ucweywe liBhunga:

(i) Intlanganiso yeBhunga ebibanjwe ngomhla wama 23 kweyoMdumba 2022.

(ii) Intlanganiso ekhethekileyo eyayibanjwe ngomhla wama 23 kweyoKwindla 2022.

(iii) Intlanganiso ekhethekileyo eyayibanjwe ngomhla wama 24 kwekaCanzibe 2022.

(iv) Intlanganiso ekhathekileyo yeBhunga eyayibanjwe ngomhla wama 30 kwekaCanzibe 2022.

(v) Intlanganiso ekhethekileyo yeBhunga eyayibanjwe ngomhla wama 22 kweyeSilimela 2022.

(vi) Intlanganiso yeBhunga ekhethekileyo eyayibanjwe ngomhla we 10 kweyeThupha 2022.

(vii) Intlanganiso yeBhunga eyayibanjwe ngomhla wama 24 kweyeThupha 2022.

(viii) Intlanganiso yeBhunga ekhathekileyo eyayibanjwe ngomhla wama 23 kweyoMsintsi 2022.

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

The following minutes are attached:

(a) Council meeting, held on 23 February 2022: **Annexure 4.2(a)**.

(b) Special Council meeting, held on 23 March 2022: **Annexure 4.2(b)**.

(c) Special Council meeting, held on 24 May 2022: **Annexure 4.2(c)**.

(d) Special Council meeting, held on 30 May 2022: **Annexure 4.2(d)**.

(e) Special Council meeting, held on 22 June 2022: **Annexure 4.2(e)**.

(f) Special Council meeting, held on 10 August 2022: **Annexure 4.2(f)**.

(g) Council meeting, held on 24 August 2022: **Annexure 4.2(g)**.

(h) Special Council meeting, held on 23 September 2022: **Annexure 4.2(h)**.

RESOLVED

that the matter in respect of the approval of the following minutes be held in abeyance until after the workshop about the correction of the minutes:

(i) Council meeting, held on 23 February 2022.
(ii) Special Council meeting, held on 23 March 2022.
(iii) Special Council meeting, held on 24 May 2022.
(iv) Special Council meeting, held on 30 May 2022.
(v) Special Council meeting, held on 22 June 2022.
(vi) Special Council meeting, held on 10 August 2022.
(vii) Council meeting, held on 24 August 2022.
(viii) Special Council meeting, held on 23 September 2022.

BESLUIT

dat die aangeleentheid rakende die goedkeuring van die volgende notules oorstaan tot na afloop van die werkswinkel rakende die regstelling van die notules:

(i) Raadsvergadering, gehou op 23 Februarie 2022.
(ii) Spesiale Raadsvergadering, gehou op 23 Maart 2022.
(iii) Spesiale Raadsvergadering, gehou op 24 Mei 2022.
(iv) Spesiale Raadsvergadering, gehou op 30 Mei 2022.
(v) Spesiale Raadsvergadering, gehou op 22 Junie 2022.
(vi) Spesiale Raadsvergadering, gehou op 10 Augustus 2022.
(vii) Raadsvergadering, gehou op 24 Augustus 2022.
(viii) Spesiale Raadsvergadering, gehou op 23 September 2022.

ISIGQIBO

Ukuba lomba urhoxiswe ngenxa yezilungiso zalemizuzu ilandelayo kwaye ucweywe liBhunga:

(i) Intlanganiso yeBhunga ebibanjwe ngomhla wama 23 kweyoMdumba 2022.

(ii) Intlanganiso ekhethekileyo eyayibanjwe ngomhla wama 23 kweyoKwindla 2022.

(iii) Intlanganiso ekhethekileyo eyayibanjwe ngomhla wama 24 kwekaCanzibe 2022.

(iv) Intlanganiso ekhathekileyo yeBhunga eyayibanjwe ngomhla wama 30 kwekaCanzibe 2022.

(v) Intlanganiso ekhethekileyo yeBhunga eyayibanjwe ngomhla wama 22 kweyeSilimela 2022.

(vi) Intlanganiso yeBhunga ekhethekileyo eyayibanjwe ngomhla we 10 kweyeThupha 2022.

(vii) Intlanganiso yeBhunga eyayibanjwe ngomhla wama 24 kweyeThupha 2022

(viii) Intlanganiso yeBhunga ekhathekileyo eyayibanjwe ngomhla wama 23 kweyoMsintsi 2022

4.3 Outstanding matters (3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.3.1	17/7/5	Item 11.4 of 24-08-2022 Complaint against Witzenberg Mun: Non-compliance of PSIRA	Corporate Services	That the matter be held in abeyance pending reports from PSIRA.		31-10-2022

4.3.1 Complaint against Witzenberg Municipality: Non-compliance of PSIRA

The Municipal Manager mentioned that he will follow up on the matter to obtain an answer from PSIRA.

UNANIMOUSLY RESOLVED

that notice be taken of the outstanding matter.

EENPARIG BESLUIT

dat kennis geneem word van die uitstaande saak.

ISIGQIBO SABUCALA

Ukuba kugqalwe imiba engashukuxwanga.

5. MOTIONS AND NOTICE OF SUGGESTIONS

5.1 Motion: Correctness of minutes of Council meeting 23 March 2022 (3/1/2/3)

A motion from the ANC coalition, dated 18 October 2022, is attached as **annexure 5.1**.

UNANIMOUSLY RESOLVED

that the matter in respect of the correctness of the minutes of the Council meeting held on 23 March 2022 be held in abeyance and be workshopped by Council.

EENPARIG BESLUIT

dat die aangeleentheid rakende die korrektheid van die notule van die Raadsvergadering gehou op 23 Maart 2022 oorstaan en deur die Raad op 'n werkswinkel behandel word.

ISIGQIBO SABUCALA

Ukuba imizuzu yentlanganiso yeBhunga ibibanjwe ngomhla wama 23 kweyoKwindla 2022 ilungiswe kwaye irhoxiselwe uCweyo lweBhunga.

6. INTERVIEWS WITH DELEGATIONS

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

The minutes of the following meetings are attached:

(a) Committee for Housing Matters, held on 21 September 2021: **Annexure 7.1(a)**.

(b) Committee for Housing Matters, held on 30 September 2021: **Annexure 7.1(b)**.

(c) Committee for Housing Matters, held on 7 April 2022: **Annexure 7.1(c)**.

(d) Executive Mayoral Committee meeting, held on 26 May 2022: **Annexure 7.1(d)**.

(e) Executive Mayoral Committee meeting, held on 20 June 2022: **Annexure 7.1(e)**.

Alderman JJ Visagie proposed and Alderman K Adams seconded that the recommendation in the agenda be accepted.

The following recommendation was tabled to the meeting:

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

Councillor P Heradien objected against the acceptance of the following minutes:

(a) Committee for Housing Matters, held on 21 September 2021 and
(b) Committee for Housing Matters, held on 30 September 2021.

His reason being that both meetings were held in the previous term.

Councillor AL Gili requested a caucus break on behalf of the ANC from 11:48 until 11:58.

After the caucus break Councillor Gili reported that the ANC coalition had requested that the said committee minutes supra be workshopped.

The Speaker postponed the meeting due to the load shedding and no resolution was taken on the matter.

NOTED / AANGETEKEN / IGQALIWE

8. ADJOURNMENT

The meeting adjourned at 12:10 and will commence on 29 November 2022 at 10:00 in the Town Hall, Ceres.

Approved on _____ with / without amendments.

_____
COUNCILLOR EM SIDEGO
SPEAKER

MJ Prins

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY (CONTINUATION OF 9 NOVEMBER 2022), HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 29 NOVEMBER 2022 AT 10:00

PRESENT

Councillors

Councillor EM Sidego (Speaker) (DA)
Alderman HJ Smit (Executive Mayor) (DA)
Councillor FE Klazen (Deputy Executive Mayor) (GOOD)
Alderman K Adams (DA)
Alderman BC Klaasen (DA)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor G Franse (DA)
Councillor D Swart (DA)
Alderman JJ Visagie (DA)
Councillor AL Gili (ANC)
Councillor JS Mouton (ANC)
Councillor MJ Ndaba (ANC)
Councillor N Nogcinisa (ANC)
Councillor K Yisa (ANC)
Councillor J Zalie (ANC)
Councillor JP Fredericks (FF Plus)
Councillor LA Hardnek (Witzenberg Party)
Councillor P Heradien (ICOSA)
Councillor GG Laban (Witzenberg Aksie)
Councillor IL Swartz (EFF)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr M Mpeluza (Director: Corporate Services)
Mr A Hofmeester (Manager: IDP)
Ms L Nieuwenhuis (Manager: Legal Services)
Ms R Hendricks (Manager: Communication and Marketing)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr R Rhode (ICT Administrator)
Mr J Pieterse (Senior ICT Officer)
Mr C Titus (Committee Clerk)
Mr M Njokweni (Interpreter)
Ms MJ Prins (Word Processor Operator)

1. OPENING AND WELCOME

The Speaker welcomed everyone present and requested Alderman BC Klaasen to open the meeting with prayer.

NOTED

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

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

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

(a) Applications for leave of absence from the meeting were received from Councillors JJ Cloete and N Phatsoane, both for being hospitalised.

(b) Apologies for absence from the meeting were received from the Director: Technical Services and the Manager: Projects and Performance.

UNANIMOUSLY RESOLVED

(a) that the applications for leave of absence from the meeting, received from Councillors JJ Cloete and N Phatsoane, be approved and accepted.

(b) that notice be taken of the apologies for absence from the meeting, received from the Director: Technical Services and the Manager: Projects and Performance, and same be accepted.

EENPARIG BESLUIT

(a) dat die aansoeke om verlof tot afwesigheid van die vergadering, ontvang vanaf raadslede JJ Cloete en N Phatsoane, goedgekeur en aanvaar word.

(b) dat kennis geneem word van die verskonings vir afwesigheid van die vergadering, ontvang vanaf die Direkteur: Tegniese Dienste en die Bestuurder: Projekte en Prestasie, en genoemde aanvaar word.

ISIGQIBO SABUCALA

(a) Ukuba isicelo sekhefu lokungazimasi intlanganiso sika Ceba uJJ Cloete kunye no-N Phatsoane, siphunyezwe kwaye samnkelwe.

(b) Ukuba isingxengxezo sokungazimasi intlanganiso soMlawuli: kwezoBuchwepheshe kunye noMphathi: kwezeProjekithi nendlela yokusebenza, nazo zamnkelwe.

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

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

The Confidentiality and Conflict of Interest Declaration was duly signed by all Councillors. No conflict of interest was declared.

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

3.1 Gratitude, Congratulations and Commiseration Waardering, Gelukwensinge en Meelewing (11/4/3)

This item has been dealt with at the meeting of 26 October 2022.

NOTED / AANGETEKEN / IGQALIWE

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

(a) Speaker conveyed condolences on behalf of Council to Councillor N Nogcinisa and her family with the passing of her father and pray for comfort during their time of bereavement.

(b) Speaker informed Council of the hospitalisation of Councillor J Cloete and that she and the Executive Mayor had visited the Councillor whilst in hospital.

(c) Speaker informed Council that the *16 Days of Activism for no Violence against Women and Children* campaign commenced on 25 November 2022 and continues until 10 December 2022.

(d) Speaker mentioned that the Training Policy had been workshopped and Councillors are to make appointments with Speaker in order to complete their respective Personal Development Plans.

NOTED

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

(a) Executive Mayor, on behalf of Council, wished both Councillor Cloete and Councillor Phatsoane a speedy recovery from their ill-health.

(b) Executive Mayor informed Council that the Bella Vista Rugby Club will be playing in the Boland Rugby Union Top 12 tournament this weekend and that Council wishes them well for the game.

NOTED

3.4 Matters raised by the Municipal Manager

None

NOTED

4. MINUTES

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

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

The following minutes are attached:

(a) Council meeting, held on 23 February 2022: **Annexure 4.2(a)**.

(b) Special Council meeting, held on 23 March 2022: **Annexure 4.2(b)**.

(c) Special Council meeting, held on 24 May 2022: **Annexure 4.2(c)**.

(d) Special Council meeting, held on 30 May 2022: **Annexure 4.2(d)**.

(e) Special Council meeting, held on 22 June 2022: **Annexure 4.2(e)**.

(f) Special Council meeting, held on 10 August 2022: **Annexure 4.2(f)**.

(g) Council meeting, held on 24 August 2022: **Annexure 4.2(g)**.

(h) Special Council meeting, held on 23 September 2022: **Annexure 4.2(h)**.

RESOLVED

(a) that the approval of the minutes of the Council meeting, held on 23 February 2022, be held in abeyance and be workshopped by Council.

(b) That the following minutes be approved and signed by the Speaker:

(i) Special Council meeting, held on 23 March 2022.
(ii) Special Council meeting, held on 24 May 2022.
(iii) Special Council meeting, held on 30 May 2022.
(iv) Special Council meeting, held on 22 June 2022.
(v) Special Council meeting, held on 10 August 2022.
(vi) Council meeting, held on 24 August 2022.
(vii) Special Council meeting, held on 23 September 2022.

4.3 Outstanding matters (3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.3.1	17/7/5	Item 11.4 of 24-08-2022 Complaint against Witzenberg Mun: Non-compliance of PSIRA	Corporate Services	That the matter be held in abeyance pending reports from PSIRA.		31-10-2022

This item has been dealt with at the meeting of 9 November 2022.

NOTED / AANGETEKEN / IGQALIWE

5. MOTIONS AND NOTICE OF SUGGESTIONS

5.1 Motion: Correctness of minutes of Council meeting 23 March 2022 (3/1/2/3)

A motion from the ANC coalition, dated 18 October 2022, is attached as **annexure 5.1**.

The Speaker informed the meeting that the correctness of the minutes can be made, but the Speaker cannot make a ruling for an investigation. The matter must be tabled to Council and Council must make a decision on the matter.

RESOLVED

(a) that notice be taken of the motion regarding the correctness of the minutes of the Council meeting held on 23 March 2022 and that the minutes be amended to include the following:

"I need to ask the MM to excuse himself as the legal advisor for today due to an incident that occurred in my office last week and I also request Liza-Mari to be my legal advisor only for today, and as the Speaker of this Council I want to ask a full investigation on the matter that occurred in my office, I will inform the Council on a later stage on this matter, but for now I do not want to compromise the process of the investigation on this matter."

(b) that the request for investigation into what transpired in the office of the former Speaker be tabled before Council for further deliberations.

6. INTERVIEWS WITH DELEGATIONS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

The minutes of the following meetings are attached:

(a) Committee for Housing Matters, held on 21 September 2021: **Annexure 7.1(a)**.

(b) Committee for Housing Matters, held on 30 September 2021: **Annexure 7.1(b)**.

(c) Committee for Housing Matters, held on 7 April 2022: **Annexure 7.1(c)**.

(d) Executive Mayoral Committee meeting, held on 26 May 2022: **Annexure 7.1(d)**.

(e) Executive Mayoral Committee meeting, held on 20 June 2022: **Annexure 7.1(e)**.

The following recommendation was tabled to Council:

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

The Speaker informed the meeting that item 7.1 had been dealt with at the meeting of 9 November 2022.

RESOLVED

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

BESLUIT

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

ISIGQIBO

Ukuba kugqalwe imizuzu yeeNtlanganiso zeKomiti kwaye yamnkelwe.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Witzenberg Municipality: Municipal Public Accounts (MPAC): Annual Work Plan 2022/2023 (2/2/2)

The Head: Internal Audit submitted the Municipal Public Accounts Committee (MPAC): Annual Work Plan for 2022/2023, attached as **annexure 8.1.1**. The following matter was highlighted:

- The Municipal Public Accounts Committee requested that the outstanding matter in respect of the Koekedouw Dam Irrigation Project be submitted to the Municipal Public Accounts Committee at the next meeting.

The Municipal Public Accounts Committee resolved on 9 June 2022 to recommend to Council that notice be taken of the MPAC Annual Work Plan for 2022/2023 and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the MPAC Annual Work Plan for 2022/2023 and same be accepted.

8.1.2 Witzenberg Whistleblowing Policy (2/12/P)

The Whistleblowing Policy for Witzenberg Municipality is attached as **annexure 8.1.2**.

The Performance, Risk and Audit Committee resolved on 24 June 2022 to recommend to Council:

(a) that notice be taken of the Witzenberg Whistleblowing Policy and, after consideration, same be approved.

(b) that the municipality approaches other municipalities to determine their experience and evaluation to outsource fraud and corruption hotlines.

(c) that the Head: Internal Audit performs an analysis on the National Fraud and Corruption Hotline to determine the benefit for the municipality.

The following recommendation was tabled to Council:

(a) that notice be taken of the Witzenberg Whistleblowing Policy and, after consideration, same be approved.

(b) that the municipality approaches other municipalities to determine their experience and evaluation to outsource fraud and corruption hotlines.

(c) that the Head: Internal Audit performs an analysis on the National Fraud and Corruption Hotline to determine the benefit for the municipality.

UNANIMOUSLY RESOLVED

that the matter regarding the Witzenberg Whistleblowing Policy be held in abeyance to be workshopped by Council.

8.1.3 Witzenberg Fraud and Corruption Prevention Policy and Response Plan (2/12/P)

The Fraud and Corruption Prevention Policy and Response Plan for Witzenberg Municipality is attached as **annexure 8.1.3**.

The Performance, Risk and Audit Committee resolved on 24 June 2022 to recommend to Council that notice be taken of the Witzenberg Fraud and Corruption Prevention Policy and Response Plan and, after consideration, same be approved.

UNANIMOUSLY RESOLVED

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

8.1.4 Witzenberg Fraud and Corruption Prevention Strategy (2/12/P)

The Fraud and Corruption Prevention Strategy for Witzenberg Municipality is attached as **annexure 8.1.4**.

The Performance, Risk and Audit Committee resolved on 24 June 2022 to recommend to Council that notice be taken of the Witzenberg Fraud and Corruption Prevention Strategy and, after consideration, same be approved.

UNANIMOUSLY RESOLVED

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

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Padsluiting: Huis Disa, Tulbagh
Closure of road: Disa Home, Tulbagh
(16/4/2)

A memorandum from the Manager: Town Planning and Building Control, dated 26 May 2022, is attached as **annexure 8.2.1**.

The Executive Mayoral Committee resolved on 24 October 2022 to recommend to Council that the 11.02 meter (34 feet) wide road, located along Huis Disa's northern boundary as shown in Figure 1, is not required for basic service delivery and may be closed, subject to the formal town planning process which involves public advertising.

Councillor AL Gili proposed and Councillor JS Mouton seconded that the matter be held in abeyance.

Councillor JP Fredericks proposed and Alderman K Adams seconded that the recommendation as in the Council agenda be accepted.

The Speaker called for a vote and the outcomes were:

• Matter held in abeyance	9 votes
• In favour of recommendation	12 votes
• Councillors abstained	2 votes
TOTAL	23 votes

RESOLVED

that the 11.02 meter (34 feet) wide road, located along Huis Disa's northern boundary as shown in Figure 1, is not required for basic service delivery and may be closed, subject to the formal town planning process which involves public advertising.

BESLUIT

dat die pad met wydte 11.02 meter (34 voet), geleë langs Huis Disa se noordgrens soos aangetoon deur Figuur 1, nie benodig word vir basiese dienslewering nie en gesluit kan word, onderhewig aan die formele stadsbeplanningsproses wat publieke advertering insluit.

ISIGQIBO

Ukuba imitsi/mitha engu 11.02 (imitsi engama 34) ububanzi bendlela, ezinzecebukuhle kwindlu iDisa kumantla nanjengokuba kudakanciwe ku (Figure 1) kwaye ayifuni unikezelo lweenkonzo kwaye ingavalwa,kambe oku kuyaku-xhomekake kwinkqubo yezicwangciso zeDolphu ezisemthethweni equka uku-Papashwa kuwonkewonke.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 Proposed erf 2622 for Schoonvlei SMME Business HUB: Corner of Bank and Forel Streets, Bella Vista, Ceres (7/1/4/1)

Council resolved per item 8.3.1 of 28 January 2020:

(a) that Council takes notice of the approved funding application from Witzenberg Municipality for the development of an SMME Small Business HUB in the Schoonvlei industrial area located in Bella Vista, Ceres.

(b) that Council, after consideration, approved to develop a Small Business HUB in Schoonvlei industrial area on erf 2622 on the corner of Bank and Forel Streets, Bella Vista, Ceres.

Report from Municipal Manager, dated 19 October 2022:

"**Background**

The subdivision of erf 2622, Schoonvlei, Ceres was approved subject to certain conditions. In terms of Council's policy on the contribution of bulk levies (development charge per service) any potential buyer will have to pay the bulk contribution cost as set out in **annexure 8.3.1(a)**. The minimum cost in terms of the industrial zoning of the erf will be R681 578-07 per unit. This excludes the market related cost of the erf. The market related cost of the subdivided erven is attached as **annexure 8.3.1(b)**. When Council deliberated on the matter the idea was to empower the previously disadvantaged sector of our community who has not benefited from any land acquisition in the past. Council also wanted to cater for the small business people within the Schoonvlei industrial park. The payment of the development cost makes it economically unviable and unaffordable for any small business person to purchase the property from Council. Council is requested to consider to waive the development charges for upcoming and small business entrepreneurs from the previously disadvantaged communities.

Legal implications

These subdivided erven is not required for basic service delivery as envisaged by Section 40 of the Municipal Finance Management Act. The property will be sold in terms of Council's Supply Chain Policy to meet the requirement of the constitution of being fair, transparent and equitable.

Financial implications

Council will not receive any development charges income in terms of Council's policy if the cost is waived. If the property is sold it will be sold at market related price and Council's income will be from the services delivered at the erven as well as future rates."

The Executive Mayoral Committee resolved on 24 October 2022 to recommend to Council that the matter in respect of the proposed erf 2622 for Schoonvlei Small Medium Micro Business HUB, corner of Bank and Forel Street, Bella Vista, Ceres be held in abeyance and further information be obtained.

UNANIMOUSLY RESOLVED

that the matter in respect of the proposed erf 2622 for Schoonvlei Small Medium Micro Business HUB, corner of Bank and Forel Street, Bella Vista, Ceres be held in abeyance and further information be obtained.

EENPARIG BESLUIT

dat die aangeleentheid rakende die voorgestelde erf 2622 vir Schoonvlei Klein Medium Mikro Besigheidsentrum, hoek van Bank- en Forelstraat, Bella Vista, Ceres oorstaan en dat verdere inligting bekom word.

ISIGQIBO SABUCALA

Ukuba umba ophathelene nendawo (erf 2622) kulungiselelwa amashishini asakhasayo eSchoonvlei, kwidolo leBhanki kunye nesiTalato iForel Street, Bella Vista, Ceres koko iinkcukacha ezithe vetshe zide zifumaneke.

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Witzenberg Municipality Training and Development Policy (4/4/P)

The Training and Development Policy for Witzenberg Municipality is attached as **annexure 8.4.1**.

The Executive Mayoral Committee resolved on 24 October 2022 to recommend to Council that the Witzenberg Training and Development Policy, after consideration, be approved and accepted subject to the decision taken at the Council workshop.

UNANIMOUSLY RESOLVED

that the Witzenberg Training and Development Policy, after consideration, be approved and accepted.

EENPARIG BESLUIT

dat die Witzenberg Opleiding- en Ontwikkelingsbeleid, na oorweging, goedgekeur en aanvaar word.

ISIPHAKAMISO

Ukuba umgaqo-nkqubo woqeqesho noPhuhliso,emveni kokuba uthathelwe ingqalelo,uphunyezwe kwaye wamnkelwe.

8.4.2 Publication of Class 1 Municipal Boundary Re-determinations (3/1/1/2)

Circular 3/2022 from the Municipal Demarcation Board, dated 4 October 2022, is attached as **annexure 8.4.2**.

UNANIMOUSLY RESOLVED

that notice be taken of the contents of the circular from the Demarcation Board.

EENPARIG BESLUIT

dat kennis geneem word van die inhoud van die omsendskrywe vanaf die Afbakeningsraad.

ISIGQIBO SABUCALA

Ukuba kugqalwe umxholo wesaziso malunga neBhodi yosiko mida.

8.4.3 Council matters: Chronological order of losing the Mayoral chain (3/R & 6/1/R)

Report from Manager: Administration, dated 12 October 2022:

"**1. Purpose**

To inform the Executive Mayoral Committee and Council that the Mayoral chain has been lost and the current police investigation in this regard.

2. Discussion and deliberation

Herewith a chronological account of how the Mayoral chain was lost and the current police investigation into the matter.

2.1 On Friday, 4 December 2020, Alderman BC Klaasen, at that time Executive Mayor of Witzenberg Municipality, pitched at 16:00 at the office of the Department Administration.

2.2 The Mayoral Chain was locked in the safe.

2.3 All staff members present were ready to leave the office since it was the end of the working day and the week.

2.4 Alderman Klaasen stood in the middle of the door opening and nobody could exit the room.

2.5 Alderman Klaasen was visibly in a hurry and also mentioned that he was in a hurry and had come to fetch the Mayoral chain.

2.6 The Manager: Administration was aware that the Mayor had to make a speech at the St Andrews Anglican Church in Ceres on Sunday, 6 December 2020.

The reasons for this knowledge were:

2.6.1 As a member of the said church the Manager: Administration knew that it was the 160 year's celebration of the church that weekend.

2.6.2 The Manager: Administration was also aware that the Mayoral speech for this event had been prepared by the Department Communication.

2.7 The Manager: Administration handed over the Mayoral chain to the Mayor in the presence of the following officials, who witnessed the handover:

(a) Mariaan Prins
(b) Elana Lewis
(c) Christo Titus
(d) Wilma Roode

(e) Lulama Ngwane

2.8 Alderman Klaasen mentioned that the chain would be returned on Monday, 7 December 2020.

2.9 The chain was not returned as promised, which was not found strange, because over many years it was sometimes kept by various Mayors of the municipality in the office of the Executive Mayor. Alderman Klaasen also did this from time to time.

2.10 Since January 2021, and thereafter, it was noted by the Manager: Administration that the Mayor was not wearing the chain at official functions.

2.11 Alderman Klaasen never requested the chain from Department Administration again after Friday, 4 December 2020 and the Manager: Administration assumed that he preferred not to wear the chain.

2.12 During February 2021 the Manager: Administration enquired from the Mayor, as well as his personal assistant, about the chain.

2.13 The Mayor mentioned in an aggressive way that the chain had already been returned to the Department Administration. However, neither the Mayor nor his assistant could indicate who had returned the chain and who had received it at Department Administration.

2.14 The Manager: Administration started searching after and enquiring about the chain at several sites and with several employees who could possibly have information about the whereabouts of the chain. All offices in the Department Administration, the safe as well as the offices of the Council component, which include the office of the Mayor, were thoroughly searched. However, the chain could not be found.

2.15 The assistance of Alderman Klaasen was again requested to also have a look at his home, but the effort for support was in vain and he responded in anger.

2.16 The Manager: Administration informed the Municipal Manager about the missing chain and requested him to discuss the matter with Alderman Klaasen.

2.17 The Municipal Manager afterwards informed the Manager: Administration that his discussion with Alderman Klaasen was unsuccessful.

2.18 The Local Government Election was scheduled for 3 November 2021 and the logistics for a new incoming Council were made.

2.19 On instruction of the Municipal Manager a much cheaper chain was purchased in October 2021 to avoid embarrassment with the inauguration of the newly elected Mayor.

2.20 Proper supply chain processes were followed.

2.21 By the end of February 2022 the Manager: Administration was confidentially informed by a former employee of Council that the mayoral chain ended up in Durban and was not returned to Ceres.

2.22 This allegation was regarded as a rumour and hearsay, because there was always the believe that the chain was misplaced and will be found eventually.

2.23 Several efforts were made by the Manager: Administration and the Municipal Manager to obtain an affidavit from the said employee, but without any success.

2.24 On 22 September 2022 an affidavit was made with the South African Police Services that the chain was possibly stolen and a case for theft was opened.

2.25 The police investigation is currently ongoing and further affidavits were obtained.

2.26 Outcomes of the investigation are awaited."

The Executive Mayoral Committee resolved on 24 October 2022 to recommend to Council:

(a) that an independent investigator be appointed in respect of the matter.

(b) that the inputs of Alderman BC Klaasen in respect of the missing Mayoral chain be tested.

(c) that during discussions of the matter by Council, Alderman B Klaasen be excused from the deliberations.

Council P Daniels proposed and Alderman K Adams seconded that recommendations (a) and (b) of the Executive Mayoral Committee be accepted and that (c) be declined.

Alderman BC Klaasen requested that it be minuted that at a meeting held between himself, the Speaker and the Executive Mayor he informed the said Councillors that the Mayoral chain was missing. Alderman Klaasen requested that an independent investigator be appointed to investigate the matter.

Councillor P Heradien, on behalf of ICOSA, raised concern that the Councillor implicated in the matter requested and independent investigator and mentioned that it is rather the prerogative of Council.

Councillor G Laban enquired from Speaker clarity on what and how Council will deal with the matter.

Councillor JS Mouton enquired in respect of the outcomes of the SAPS report. The Speaker responded that the police had investigated the whereabouts of the chain and not any specific person.

UNANIMOUSLY RESOLVED

that notice be taken of the matter in respect of the chronological order of losing the Mayoral chain and that a full report on the matter be tabled to Council.

8.4.4 Lease of old Post Office building: Tulbagh (Busy Bee) (7/1/4/1)

A development proposal for Tulbagh Tourism and De Oude Kerk Volksmuseum is attached as **annexure 8.4.4(a)**.

Council unanimously resolved on 24 August 2022 that the matter in respect of the old Post Office building in Tulbagh (Busy Bee) be held in abeyance to obtain further information and after that be submitted to Council.

A further proposal for the usage of the Busy Bee building was also received from the Tulbagh Community Development Forum, attached as **annexure 8.4.4(b)**.

The Executive Mayoral Committee resolved on 24 October 2022 to recommend to Council that the old Post Office building, Tulbagh (Busy Bee) be leased to Tulbagh Tourism and De Oude Kerk Volksmuseum.

UNANIMOUSLY RESOLVED

that the old Post Office building, Tulbagh (Busy Bee) be leased to Tulbagh Tourism and De Oude Kerk Volksmuseum.

EENPARIG BESLUIT

dat die ou Poskantoorgebou, Tulbagh (Busy Bee) aan Tulbagh Toerisme en De Oude Kerk Volksmuseum verhuur word.

ISIGQIBO SABUCALA

Ekubeni isakhiwo sasePosini eTulbagh(Busy bee) sidluliselwe kwiCandelo lezoKhenketho eTulbagh naseDe Oude Kerk Volksmuseum.

8.4.5 Performance, Risk and Audit Committee: Appointment of members (5/14/4)

A memorandum from the Head: Internal Audit, dated 19 October 2022, is attached as **annexure 8.4.5**.

The Executive Mayoral Committee resolved on 24 October 2022 to recommend to Council:

(a) that appreciation be expressed towards Mr S Redelinghuys for the six years served on the Performance, Risk and Audit Committee and the contributions made.

(b) that the appointment of Mr J George for a further one-year term be approved.

(c) that the following three members be appointed:

(i) Jacobus Johannes Swarts
(ii) Rowan Graham Nicholls
(iii) Jacqueline Lapoorta

UNANIMOUSLY RESOLVED

(a) that appreciation be expressed towards Mr S Redelinghuys for the six years served on the Performance, Risk and Audit Committee and the contributions made.

(b) that the appointment of Mr J George for a further one-year term be approved.

(c) that the following three members be appointed:

(i) Jacobus Johannes Swarts
(ii) Rowan Graham Nicholls
(iii) Jacqueline Lapoorta

EENPARIG BESLUIT

(a) dat waardering uitgespreek word teenoor mnr. S Redelinghuys vir die ses jaar wat hy op die Prestasie-, Risiko- en Ouditkomitee gedien het en vir die bydraes wat hy gemaak het.

(b) dat die aanstelling van mnr. J George vir 'n verdere termyn van een jaar goedgekeur word.

(c) dat die volgende drie lede aangestel word:

(i) Jacobus Johannes Swarts
(ii) Rowan Graham Nicholls
(iii) Jacqueline Lapoorta

ISIGQIBO SABUCALA

(a) Ukuba kuboniswe umbulelo kuMnu S Redelinghuys kwiminyaka emithandathu athe wayisebenza kwikomiti yopicotho lendlela yokusebenza kunye nobungozi,kwanegxathu athe walithatha.

(b) Ukuba uMnu J George aphinde aqashwe kangangonyaka omnye.

(c) Ukuba lamalungu alandelayo mathathu aqashwe:

(i) Jacobus Johannes Swarts
(ii) Rowan Graham Nicholls
(iii) Jacqueline Lapoorta

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

9.1 Essential services: Water situation Witzenberg (16/2/1/1/1)

A memorandum from the Director: Technical Services, dated 24 October 2022, is attached as **annexure 9.1**.

UNANIMOUSLY RESOLVED

(a) Water supply Tulbagh

(i) that notice be taken that Level 2 water restrictions are in place since 22 April 2022.

(ii) that notice be taken that the projected (red line as per usage and future projections graph) based on past consumption figures and inflow, indicates a possibility that the dam may reach 14 % by end June 2023.

(iii) the minimum operating level (dotted blue line as per usage and future projections graph) is at 10 %, meaning we cannot supply any water to the community, once the dam level reaches 10 % .

(iv) That notice be taken that the dam level as on 21 October 2022 was at 75 % .

(v) That notice be taken of the drought mitigation measures that are being implemented to secure the medium and long term water availability in Tulbagh.

(b) Water supply Ceres, Nduli, Bella Vista and Prince Alfred's Hamlet (excluding Tulbagh)

(i) that notice be taken that no water restrictions are applicable and normal water supply applies.

(ii) that notice be taken that the projected (red line as per usage and future projections graph) based on past consumption figures and inflow indicates a possibility that the dam may reach 13 % by end June 2023 and a possibility of water restrictions by December 2022.

(iii) that notice be taken that the minimum operating level (dotted blue line as per usage and future projections graph) is at 10 %, meaning we cannot supply any water to the community once the dam level reaches 10 % .

(iv) that notice be taken that the dam level as on 21 October 2022 was at 70,2 % .

(v) that notice be taken of the drought mitigation measures that are being implemented to secure the medium and long term water availability in Ceres, Nduli, Bella Vista, Prince Alfred's Hamlet and other towns.

9.2 Determination of upper limits of salaries, allowances and benefits of Councillors according to Government Gazette no. 47437 (5/11/1)

The following documents are attached:

(a) Councillor's details: **Annexure 9.2(a)**.

(b) Government Gazette no. 47437 of 2 November 2022 (Amendment): **Annexure 9.2(b)**.

(c) Government Gazette no. 46470 of 2 June 2022 (Original): **Annexure 9.2(c)**.

Memorandum from the Director: Finance, dated 8 November 2022:

"**1. Purpose**

The purpose of this report is to submit Government Gazette No 47437 dated 2 November 2022 "Remuneration of Public Office Bearers Act, 1998 (Act no 20 of 1998): Amendment of determination 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 with the watermark *Amendment* as well as the original Gazette with the watermark *Original Gazette*.

2.1 Grading of the municipality

The grading of the municipality is not affected.

2.2 Upper limits of remuneration

The upper limits of a Grade 4 municipality are not affected.

2.3 Upper limits of cell phone allowance

The following paragraph has been added:

'A councillor may, in addition to the annual total remuneration packages provided for in terms of items 5 and 8 respectively, be paid an allowance on the use of data bundles not exceeding R300.00 per month.'

2.4 Date of implementation

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

2.5 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 9.2(a) sets out the increase as well as the affordability of the increases.

2.6 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."

The Municipal Manager informed the meeting that Councillors are entitled to data allowance and that the deductions made will be repaid to Councillors. It is also noted that the pay-outs will be retrospective from 1 July 2021 to date.

UNANIMOUSLY RESOLVED

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 data allowances for Councillors as determined in Government Gazette no. 47437 in the amount of R300-00 per month.

(d) That the increase of total remuneration be approved retrospectively from 1 July 2021 subject to the concurrence of the Provincial Minister for Local Government.

(e) That the Provincial Minister for Local Government notes that Council has not implemented the latest upward data allowance adjustment as yet.

10. FORMAL AND STATUTORY MATTERS

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

None

NOTED

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

11.1 Various questions to Executive Mayor (3/R)

A letter from Councillor A Gili, dated 23 March 2022, is attached as **annexure 11.1(a)**.

Response by Executive Mayor, dated 19 October 2022:

"Further to the questions raised by Councillor Gili, I wish to respond thereto in the same sequence as set out in the letter:

1. The DA coalition was never involved in the appointment of any service provider of the municipality. All service providers are appointed in terms of Council's Supply Chain Policy. Exception is taken to the Councillor's reference of being a white apartheid beneficiary and the authorisation of any potential use of live ammunition for machine and shotguns. This allegation is defamatory and will possible options of criminal and civil liability action be considered and pursued.

2. The Council was extensively briefed on the situation in Prince Alfred's Hamlet. The issue of work permits for farmers was raised in a previous meeting where the Chief Whip of the ANC confirmed that the farmers were not anymore allowed to obtain work permits for seasonal workers outside of the boundaries of South Africa. That was further confirmed by the Department of Labour in a session with the Councillors and public in the Ceres town hall.

3. The service provider, Mafoko Company, was never paid to kill any citizen. A copy of the tender documentation is attached as **annexure 11.1(b)**. When the service provider was initially appointed they leased their own accommodation for which the municipality was invoiced. Management negotiated with the company to accommodate the service provider in two of the older unused and dilapidated buildings in the Pine Forest Resort to reduce the expenses for the municipality. Part of the agreement was also to assist with the security in the resort.

4. The land invasions continued all over Prince Alfred's Hamlet, Wolseley and Tulbagh. Councillor must provide proof of the Municipal Manager having a private army. This allegation is defamatory.

5. The Councillors must provide information about any unlawful action of the Municipal Manager as referred to. This allegation is defamatory.

6. This matter is still subject to police investigation and no evidence has been presented to the municipality to suggest that the firearms were stolen at a municipal facility. The Firearm Weapon Act is clear on the safety and storage of firearms."

Councillor G Laban posed follow-up questions to the Executive Mayor after which the Speaker informed Council that all follow-up questions are to be submitted in writing to the Speaker.

UNANIMOUSLY RESOLVED

that notice be taken of the response of the Executive Mayor to the questions.

EENPARIG BESLUIT

dat kennis geneem word van die kommentaar van die Uitvoerende Burgemeester op die vrae.

12. COUNCIL-IN-COMMITTEE

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 6 DECEMBER 2022 AT 10:00

PRESENT

Councillors

Councillor EM Sidego (Speaker) (DA)
Alderman HJ Smit (Executive Mayor) (DA)
Councillor FE Klazen (Deputy Executive Mayor) (GOOD)
Alderman K Adams (DA)
Alderman BC Klaasen (DA)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor D Swart (DA)
Alderman JJ Visagie (DA)
Councillor JS Mouton (ANC)
Councillor N Nogcinisa (ANC)
Councillor N Phatsoane (ANC)
Councillor K Yisa (ANC)
Councillor J Zalie (ANC)
Councillor J Cloete (PA)
Councillor JP Fredericks (FF Plus)
Councillor LA Hardnek (Witzenberg Party)
Councillor GG Laban (Witzenberg Aksie)
Councillor IL Swartz (EFF)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Taljaard (Acting Director: Technical Services)
Ms L Nieuwenhuis (Manager: Legal Services)
Mr A Hofmeester (Manager: IDP)
Ms R Hendricks (Manager: Communication and Marketing)
Mr CG Wessels (Manager: Administration)
Mr C Titus (Committee Clerk)
Mr M Njokweni (Interpreter)
Ms MJ Prins (Word Processor Operator)

Other attendees

Mr J Conradie (Ceres Business Initiative)

1. OPENING AND WELCOME

The Speaker welcomed everyone present and after that requested Councillor J Cloete to open the meeting with a prayer.

NOTED

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

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

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

(a) Applications for leave of absence from the meeting were received from Councillors AL Gili, MJ Ndaba and GJ Franse.

(b) Apologies for absence from the meeting were received from the Directors: Corporate and Technical Services.

UNANIMOUSLY RESOLVED

(a) that the applications for leave of absence from the meeting, received from Councillors AL Gili, MJ Ndaba and GJ Franse, be approved and accepted.

(b) that the apologies for absence from the meeting, received from the Directors: Corporate and Technical Services, be accepted.

EENPARIG BESLUIT

(a) dat die aansoeke om verlof tot afwesigheid van die vergadering, ontvang vanaf raadslede AL Gili, MJ Ndaba en GJ Franse, goedgekeur en aanvaar word.

(b) dat die verskonings vir afwesigheid van die vergadering, ontvang vanaf die Direkteure: Korporatiewe en Tegniese Dienste, aanvaar word.

ISIGQIBO SABUCALA

(a) Ukuba isicelo sekhefu sooCeba u-AL Gili ,MJ Ndaba kunye GJ Franse siphunyezwe kwaye samnkelwe.

(b) Ukuba isingxengxezo esithe safakwa nguMlawuli: kwiiNkonzo ezimanyeneyo noBuchwepheshe sokungazimasi intlanganiso, samnkelwe.

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

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

The Confidentiality and Conflict of Interest Declaration was duly signed by all Councillors. No conflict of interest was declared.

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

3.1 Gratitude, Congratulations and Commiseration Waardering, Gelukwensinge en Meelewing (11/4/3)

The Deputy Executive Mayor, Councillor F Klazen, conveyed Council's congratulations to the following Councillors and spouse on their birthdays:

- Councillor J Zalie 21 November
- Ms D Heradien 22 November
- Councillor A Gili 28 November
- Councillor G Franse 11 December
- Ms M Fredericks 26 December

The Speaker conveyed, on behalf of Council, sincere condolences to the Chief Financial Officer and his family with the passing of his beloved mother and wished them well.

Councillor JS Mouton conveyed, on behalf of the ANC, sincere condolences to:

(a) The family of Mr Hennie Titus with his passing on;
(b) The family of Mr Desmond Vergotine with his passing on and also
(c) The Prins family with the passing of a family member.

Councillor Mouton conveyed, on behalf of the ANC, congratulations to Jadan Baron, the 7's rugby player, who represents the South African Academy Team in the Dubai 7's Tournament.

NOTED

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

(a) The Speaker apologised that the Whippery System did not come into operation for this meeting. The matter is in working process.

(b) The Speaker thanked Council and announced that this will be the last Council meeting for 2022.

NOTED

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

(a) The Executive Mayor requested Council to inform him in good time of any resident becoming 100 years old in order to convey Council's and Mayoral congratulations.

(b) The Executive Mayor announced that Witzenberg Municipality obtained a 10th consecutive clean audit report. The Executive Mayor conveyed congratulations to the Municipal Manager, financial team and the Witzenberg Municipality.

(c) The Executive Mayor announced that in terms of the tradition of the municipality that all electricity which has been cut, be reconnected over the festive season, the reconnections will be done from 22 December 2022 until 4 January 2023.

(d) The Executive Mayor welcomed Councillors J Cloete and N Phatsoane back to Council after a period of being unwell and wished them well.

(e) Alderman JJ Visagie conveyed, on behalf of Council, congratulations to Ms Ray von Buddenbrock on her centenary of 100 years.

(f) Alderman K Adams conveyed congratulations on behalf of Council to the Bella Vista Rugby Club on their excellent rugby performance in the Boland Rugby Union Top 12 Competition.

(g) Councillor K Yisa expressed congratulations on behalf of the ANC to the Municipal Manager, Chief Financial Officer and financial team for obtaining a clean audit for the 10th consecutive year.

(h) Councillor Yisa conveyed a message to Council that copper has been stolen at the Nduli Primary School.

(i) Councillor J Cloete conveyed, on behalf of Council, congratulations to Darryn Nasson, a player of Bella Vista Rugby Club, for being appointed as the Rugby Player of the Year for the Boland Rugby Union Top 12 Tournament.

(j) Councillor N Phatsoane referred to the killings and injuries in the Nduli informal settlement and requested that street headlights be erected in the area.

(k) The Executive Mayor requested that Council held a moment of silence for all Witzenberg residents who passed on.

NOTED

3.4 Matters raised by the Municipal Manager

(a) The Municipal Manager informed Council that the program for the Christmas Market from 16 until 18 December 2022 will be distributed to Councillors in the next week.

(b) Councillors will be informed in respect of the Arrive Alive campaign.

(c) The Municipal Manager apologised for the unclear printing on the November 2022 payslip and mentioned that the matter will be rectified.

NOTED

4. MINUTES

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

None

NOTED

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

The minutes of the Council meeting, held on 23 February 2022, are attached as **annexure 4.2**.

RESOLVED

that the approval of the minutes of the Council meeting, held on 23 February 2022, be held in abeyance until the next meeting.

BESLUIT

dat die goedkeuring van die notule van die Raadsvergadering, gehou op 23 Februarie 2022, oorstaan tot die volgende vergadering.

ISIGQIBO

Ukuba ukuphunyezwa kwemizuzu yentlanganiso yeBhunga eyayibanjwe ngomhla wama 23 kweyoMdumba 2022,kurhoxiselwe intlanganiso elandelayo.

5. MOTIONS AND NOTICE OF SUGGESTIONS

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

6. INTERVIEWS WITH DELEGATIONS

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter 2022/2023 (1 July 2022 to 30 September 2022) Kwartaallikse Begrotingsverslag ingevolge Artikel 52(d): 1ste Kwartaal 2022/2023 (1 Julie 2022 tot 30 September 2022) (9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the first quarter of 2022/2023 is attached as **annexure 8.1.1**.

The Executive Mayoral Committee resolved on 28 November 2022 to recommend to Council that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the 1st quarter of 2022/2023 and the report be referred to the Performance, Risk and Audit Committee as well as the Municipal Public Accounts Committee for any recommendations to Council.

UNANIMOUSLY RESOLVED

that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the 1st quarter of 2022/2023 and the report be referred to the Performance, Risk and Audit Committee as well as the Municipal Public Accounts Committee for any recommendations to Council.

EENPARIG BESLUIT

dat kennis geneem word van die Kwartaallikse Begrotingsverslag ingevolge Artikel 52(d) vir die 1ste kwartaal van 2022/2023 en die verslag na die Prestasie-, Risiko- en Ouditkomitee sowel as die Munisipale Publieke Rekeningekomitee verwys word vir enige aanbevelings aan die Raad.

8.1.2 Performance, Risk and Audit Committee: 1st Bi-Annual Report on Performance Management: 2021/2022 (5/14/4)

After consideration by members of the Performance, Risk and Audit Committee, the First Bi-Annual Report of the Performance, Risk and Audit Committee on Performance Management for 2021/2022, dated June 2022, is attached as **annexure 8.1.2**.

The Performance, Risk and Audit Committee resolved on 9 September 2022 to recommend to Council that notice be taken of the Performance, Risk and Audit Committee's First Bi-Annual Report on Performance Management for 2021/2022 and, after consideration, same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Performance, Risk and Audit Committee's First Bi-Annual Report on Performance Management for 2021/2022 and, after consideration, same be accepted.

8.1.3 Annual Risk Assessment Report: 2022 (2/12/1)

The Annual Risk Assessment report for 2022, dated June 2022, is attached as **annexure 8.1.3**.

The Performance, Risk and Audit Committee resolved on 9 September 2022 to recommend to Council that notice be taken of the Performance, Risk and Audit Committee's Annual Risk Assessment Report for 2022 and, after consideration, same be accepted.

The following recommendation was tabled to Council:

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

that notice be taken of the Performance, Risk and Audit Committee's Annual Risk Assessment Report for 2022 and, after consideration, same be accepted.

UNANIMOUSLY RESOLVED

that the Performance, Risk and Audit Committee's Annual Risk Assessment Report for 2022 be held in abeyance to be workshopped by Council.

8.1.4 Internal Audit Charter with effect from 1 July 2022 (5/14/2)

The Internal Audit Charter with effect from 1 July 2022 is attached as **annexure 8.1.4**.

The Performance, Risk and Audit Committee resolved on 9 September 2022:

(a) That the Performance, Risk and Audit Committee will duly revisit the Internal Audit Charter with effect from 1 July 2022.

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

that notice be taken of the Internal Audit Charter with effect from 1 July 2022 and, after consideration, same be approved.

The following recommendation was tabled to Council:

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

that notice be taken of the Internal Audit Charter with effect from 1 July 2022 and, after consideration, same be approved.

UNANIMOUSLY RESOLVED

that the Internal Audit Charter with effect from 1 July 2022 be held in abeyance to be workshopped by Council.

8.1.5 PRAC Charter with effect from 1 July 2022 (5/14/4)

The Performance, Risk and Audit Committee Charter with effect from 1 July 2022 is attached as **annexure 8.1.5**.

The Performance, Risk and Audit Committee resolved on 9 September 2022:

(a) That the Performance, Risk and Audit Committee will duly revisit the PRAC Charter with effect from 1 July 2022.

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

that notice be taken of the PRAC Charter with effect from 1 July 2022 and, after consideration, same be approved.

The following recommendation was tabled to Council:

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

that notice be taken of the PRAC Charter with effect from 1 July 2022 and, after consideration, same be approved.

UNANIMOUSLY RESOLVED

that the PRAC Charter with effect from 1 July 2022 be held in abeyance to be workshopped by Council.

8.1.6 Quarterly Budget Statement [Section 52(d)] Report: 4th Quarter 2021/2022 (1 April 2022 to 30 June 2022) (9/1/1 & 9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the Fourth Quarter of 2021/2022 is attached as **annexure 8.1.6**.

Council unanimously resolved on 24 August 2022

(a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the Fourth Quarter of 2021/2022.

(b) that the report supra (a) be referred to the Performance, Risk and Audit Committee as well as the Municipal Public Accounts Committee for their recommendations to Council.

The Performance, Risk and Audit Committee resolved on 9 September 2022 to recommend to Council that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the Fourth Quarter of 2021/2022 and, after consideration, same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the Fourth Quarter of 2021/2022 and, after consideration, same be accepted.

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

Purpose

To consider the reconnection of all electricity consumers over the festive period from 22 December 2022 until 4 January 2023.

Deliberation

It has become customary for Council to reconnect the electricity supply of defaulters over the festive period. This is in the spirit of goodwill and also to ensure that all households enjoy the festive season. In the past Council has drawn a distinction between the prepaid and the conventional consumers.

In terms of the conventional consumers they must pay a deposit of R500-00 because the electricity is supplied in advance. If the deposit is not levied Council will incur a loss.

The Executive Mayoral Committee resolved on 28 November 2022 to recommend to Council:

(a) that all residents have access to electricity and that no credit controls be implemented for the period 22 December 2022 until 4 January 2023.

(b) that conventional consumers pay a deposit of R500 as their electricity is supplied in advance.

UNANIMOUSLY RESOLVED

(a) that all residents have access to electricity and that no credit controls be implemented for the period 22 December 2022 until 4 January 2023.

(b) that conventional consumers pay a deposit of R500 as their electricity is supplied in advance.

EENPARIG BESLUIT

(a) dat alle inwoners toegang tot elektrisiteit het en dat daar nie kredietbeheermaatreëls toegepas word vir die tydperk 22 Desember 2022 tot 4 Januarie 2023 nie.

(b) dat konvensionele verbruikers 'n deposito van R500 betaal, aangesien hulle elektrisiteit vooraf verskaf word.

ISIGQIBO SABUCALA

(a) Ukuba wonke umhlali abenombane kwaye uLawulo lwamatyala lumiswe Phakathi komhla wama 22 kweyoMnga 2022 ukuyakuthi ga ngomhla wesi 4 kweyoMqungu 2023.

(b) Ukuba abantu abahlawula emveni kokusebenzisa umbane beze ngaphambili benze intlawulo yama R500.

8.1.8 Section 71 Monthly Budget Statement Reports of the Directorate Finance: November, December 2021, January, February, March, April and May 2022 (9/1/2/2)

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

(a) March 2022: **Annexure 8.1.8(a)**
(b) April 2022: **Annexure 8.1.8(b)**
(c) May 2022: **Annexure 8.1.8(c)**
(d) July 2022: **Annexure 8.1.8(d)**
(e) August 2022: **Annexure 8.1.8(e)**

Extract from minutes of Performance, Risk and Audit Committee meeting, held on 24 June 2022:

"The Director: Finance tabled the Section 71 Monthly Budget Statement Reports for November 2021 until May 2022. The Performance, Risk and Audit Committee decided to focus on and discuss the May 2022 report. The following matters were highlighted:

- The Performance, Risk and Audit Committee expressed concerns that the capital expenditure budget will not reach target due to staff problems at the Van Breda Bridge and the vandalism and ESKOM problems at the Vredebes Housing Project.
- At the end of May 2022 R162 million was in the municipal bank account without any investments.
- The cost coverage ratio at the end of May 2022 was 2,9 months.
- The Performance Risk and Audit Committee considered the writing off of long outstanding debt.
- The Performance, Risk and Audit Committee recommended that the Municipal Public Accounts Committee advises Council to hold a workshop to discuss debt collection."

The Performance, Risk and Audit Committee resolved on 24 June 2022 to recommend to Council:

(a) that notice be taken of the Section 71 Monthly Budget Statement Reports for November and December 2021 and January, February, March, April and May 2022.

(b) that Council considers holding a workshop meeting to discuss the writing off of long outstanding debt.

(c) that the Municipal Public Accounts Committee considers to advise Council to hold a workshop to discuss debt collection.

The Committee for Corporate and Financial Services resolved on 20 October 2022:

(a) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for June 2022 be held in abeyance as the report was listed incorrectly in the item.

(b) that the Committee for Corporate and Financial Services recommends to the Executive Mayoral Committee and Council:

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March, April, May, July and August 2022 and same be approved and accepted.

Council resolved on 30 May 2022 that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for September, October, November and December 2021 as well as January and February 2022 and, after consideration, same be approved and accepted.

The Executive Mayoral Committee resolved on 28 November 2022 to recommend to Council:

(a) that notice be taken that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for September, October, November and December 2021 as well as January and February 2022 have already been tabled to and accepted by Council on 30 May 2022.

(b) that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March, April, May, July and August 2022 and, after consideration, same be approved.

(c) that a workshop meeting to discuss the writing off of long outstanding debt be considered.

UNANIMOUSLY RESOLVED

(a) that notice be taken that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for September, October, November and December 2021 as well as January and February 2022 have already been tabled to and accepted by Council on 30 May 2022.

(b) that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March, April, May, July and August 2022 and, after consideration, same be approved.

(c) that a workshop meeting to discuss the writing off of long outstanding debt be considered.

8.1.9 Mid-year Budget Statement and Performance Assessment (Section 72) Report 2021/2022: 1 July 2021 until 31 December 2021 (9/1/1 & 5/1/5/14)

The following memorandum, dated 19 January 2022, was received from the Director: Finance:

"**Purpose**

The purpose of this report is to submit the 2021/2022 Section 72 Mid-year Budget and Performance Assessment Report for the period 1 July 2021 to 31 December 2021 to Council, for information.

Legislature framework

In terms of Section 72 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003):

(1) The accounting officer of a municipality must by 25 January of each year –

(a) Assess the performance of the municipality during the first half of the financial year.

(b) Submit the report to the Mayor, National Treasury and Provincial Treasury.

The mayor must, in terms of Section 54(1)(f) of the act submit the report to the Council by 31 January of each year.

Discussion

The Mid-year report for the 2021/2022 financial year is attached as **annexure 8.1.9**."

The Executive Mayoral Committee resolved on 24 January 2022 to recommend to Council:

(a) that notice be taken of the Mid-year Budget Statement and Performance Assessment Report for the period 1 July 2021 until 31 December 2021.

(b) that Council refers the Mid-year Budget Statement and Performance Assessment (Section 72) Report for the period 1 July 2021 until 31 December 2021 to the Committee for Corporate and Financial Services and the Municipal Public Accounts Committee (MPAC) for consideration and thereafter to Council for approval.

Council unanimously resolved on 26 January 2022:

(a) that notice be taken of the Mid-year Budget Statement and Performance Assessment Report for the period 1 July 2021 until 31 December 2021.

(b) that Council refers the Mid-year Budget Statement and Performance Assessment (Section 72) Report for the period 1 July 2021 until 31 December 2021 to the Committee for Corporate and Financial Services and the Municipal Public Accounts Committee (MPAC) for consideration and thereafter to Council for approval.

Extract from minutes of Committee for Corporate and Financial Services meeting, held on 20 October 2022:

"A committee member raised concerns regarding the finances of the municipality and proposed that plans and strategies be put in place to strengthen the municipality's income.

The Chairperson further proposed that all 23 Councillors consider joining in on the concept of going from door to door to encourage citizens to apply for the indigent allowance. Possible solutions must also be considered and enacted with regard to illegal immigrants based on the negative impact it has on the income of the municipality."

The Committee for Corporate and Financial Services resolved on 20 October 2022 to recommend to the Executive Mayoral Committee and Council:

(a) that a Credit Control Strategy be workshopped by Council.

(b) that attention be given to the streaming in of illegal immigrants for possible solutions to curb the influx of illegal immigrants within the Witzenberg area.

The Executive Mayoral Committee resolved on 28 November 2022 to recommend to Council that the Mid-year Budget Statement and Performance Assessment Report for the period 1 July 2021 until 31 December 2021, after consideration, be approved subject to:

(i) that a Credit Control Strategy be workshopped by Council.

(ii) that attention be given to the streaming in of illegal immigrants for possible solutions to curb the influx of illegal immigrants within the Witzenberg area.

UNANIMOUSLY RESOLVED

that the Mid-year Budget Statement and Performance Assessment Report for the period 1 July 2021 until 31 December 2021, after consideration, be approved subject to:

(i) that a Credit Control Strategy be workshopped by Council.

(ii) that attention be given to the streaming in of illegal immigrants for possible solutions to curb the influx of illegal immigrants within the Witzenberg area.

EENPARIG BESLUIT

dat die Halfjaarbegrotingsverklaring en Prestasiebeoordelingsverslag vir die tydperk 1 Julie 2021 tot 31 Desember 2021, na oorweging, goedgekeur word onderhewig aan:

(i) dat 'n Kredietbeheerstrategie deur die Raad op 'n werkswinkel bespreek word.

(ii) dat aandag gegee word aan die instroming van onwettige immigrante vir moontlike oplossings om die instroming van onwettige immigrante binne die Witzenberg-omgewing te bekamp.

ISIGQIBO SABUCALA

Ukuba ingxelo yohlahlolwabiwomali lwaphakathi enyakeni kunye nokuPhononongwa kukusebenza kwabasebenzi kumhla woku 1 kweyeKhala 2021 ukuya kweyoMnga 2021,ithathelwe ingqalelo kwaye iphunyezwe ngokubhekiselele:

(i) Ukuba kubekho uCweyo lweBhunga malunga noLawulo lwamatyala/intlawulo.

(ii) Ukuba kugqalwe umba wabo bangena kweli ngokungekho semthethweni ukuze sinqande ukugcwala kwabo bangene ngokungekho semthethweni apha kuleNgigqi yaseWitzenberg.

8.1.10 Supply Chain Management: Paragraph 7(4) Quarterly Report ending 30 June 2022: Implementation of Supply Chain Management Policy (9/1/2/2)

A memorandum from the Manager: Supply Chain, dated 6 July 2022, is attached as **annexure 8.1.10**.

Extract from the minutes of the Committee for Corporate and Financial Services meeting, held on 20 October 2022:

"A committee member enquired about the status of the security tender.

The Municipal Manager informed the meeting that after much consideration and adherence to legislative compliance the tender had been finalised and should be in effect from 1 November 2022."

The Committee for Corporate and Financial Services resolved on 20 October 2022 to recommend to the Executive Mayoral Committee and Council:

(a) that notice be taken of the Supply Chain Management Paragraph 7(4) Quarterly Report ending 30 June 2022.

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

The Executive Mayoral Committee resolved on 28 November 2022 to recommend to Council:

(a) that notice be taken of the Supply Chain Management Paragraph 7(4) Quarterly Report ending 30 June 2022.

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

UNANIMOUSLY RESOLVED

(a) that notice be taken of the Supply Chain Management Paragraph 7(4) Quarterly Report ending 30 June 2022.

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

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 Lease agreement: Zanokhanyo Crèche: Tulbagh (7/1/4/1)

Memorandum from Acting Manager: Socio-Economic Development, dated 13 July 2022:

"**Purpose**

To request Council's approval for renewal of the lease agreement with the Governance Body for Zanokhanyo Crèche in Chris Hani Tulbagh, situated on a portion of erf 389, Tulbagh.

Background and deliberation

The crèche is a result of a twinning agreement with the town of Essen, Belgium and Witzenberg Municipality. The crèche was officially opened on 3 October 2009. The Department Social Development requested Grass Roots, an NGO (Non-governmental organisation), to assist the Crèche Committee with training in handling the 76 children in the program on a daily basis.

The crèche is a registered Non-profit organisation and receives a subsidy from Department Social Development. The crèche is registered for 80 children between the ages of six months and five years. Currently they have 80 children attending the facility and a waiting list of more than 100 children. The crèche follows a day program approved by the Department and comprises of four classrooms, a bathroom, office and kitchen. The crèche is functioning well and is managed by a governing body represented by parents from the community, which seems to be managed well. The personnel consist of a principal, four educators, and a cook.

Witzenberg Municipality entered into a lease agreement with the governance body of Zanokhanyo Crèche which expired on 30 August 2022.

Community value

The children from Chris Hani have the opportunity to be exposed to early childhood development in a facility where vulnerable children are safe and protected.

Sustainability

The Department Social Development will ensure the sustainability of the daily operations.

Legislation

Renewal of the lease agreement for a period of three years.

Financial implication

Fair market value is not applicable due to the economic and community value that are received in exchange for the lease of the asset. Council must determine the minimum yearly rental amount, also taking into consideration that the maintenance and repairs of this building are for the account of the Lessee."

The Committee for Community Development resolved on 20 October 2022 to recommend to Council:

(i) that Council enters into a further lease agreement with the governance body of Zanokhanyo Crèche for a three-year period for the purposes of operating a crèche.

(ii) that Council considers granting Zanokhanyo Crèche the option for renewal for a further three years after the new lease agreement has lapsed, on the discretion of the municipality.

(iii) that Council determines the minimum yearly rental amount.

(iv) that the property that will be leased, is not required for the provision of a minimum level of basic services. [MFMA Section 14.2(a)].

(v) that the Zanokhanyo Crèche is liable to pay for municipal services and that they are responsible to maintain the building.

(vi) that Zanokhanyo Crèche is responsible for own security measures such as alarms, guards, burglar bars etc.

(vii) that the building will stay the property of the municipality after the lease agreement has expired and/or is cancelled.

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

The Executive Mayoral Committee resolved on 28 November 2022 to recommend to Council:

(a) that Council enters into a further lease agreement with the governance body of Zanokhanyo Crèche for a three-year period for the purposes of operating a crèche.

(b) that Council considers granting Zanokhanyo Crèche the option for renewal for a further three years after the new lease agreement has lapsed, on the discretion of the municipality.

(c) that Council determines the minimum yearly rental amount.

(d) that the property that will be leased, is not required for the provision of a minimum level of basic services. [MFMA Section 14.2(a)].

(e) that the Zanokhanyo Crèche is liable to pay for municipal services and that they are responsible to maintain the building.

(f) that Zanokhanyo Crèche is responsible for own security measures such as alarms, guards, burglar bars etc.

(g) that the building will stay the property of the municipality after the lease agreement has expired and/or is cancelled.

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

UNANIMOUSLY RESOLVED

(a) that Council enters into a further lease agreement with the governance body of Zanokhanyo Crèche for a three-year period for the purposes of operating a crèche.

(b) that Council considers granting Zanokhanyo Crèche the option for renewal for a further three years after the new lease agreement has lapsed, on the discretion of the municipality.

(c) that the amount to be paid for annual rent be equal to the insurance amount of which the Zanokhanyo Crèche pays.

(d) that the property that will be leased, is not required for the provision of a minimum level of basic services. [MFMA Section 14.2(a)].

(e) that the Zanokhanyo Crèche is liable to pay for municipal services and is responsible for the maintenance of the building inside while the municipality is responsible for maintenance outside.

(f) that Zanokhanyo Crèche is responsible for own security measures such as alarms, guards, burglar bars etc.

(g) that the building will stay the property of the municipality after the lease agreement has expired and/or is cancelled.

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

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

Report from Municipal Manager, dated 25 November 2022:

"**Purpose**

To consider recommending to Council that the Pine Valley Neighbourhood Watch be exempted from paying municipal services, except electricity and that same be included in the lease agreement to be signed between the parties.

Background

Council unanimously resolved on 22 June 2022:

(a) that approval be given for leasing of the Old Malikhanye Crèche, situated on erf 1, Pine Valley, Wolseley (portion of plot 1) to the Pine Valley Neighbourhood Watch for a period of three (3) 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.

Deliberation

A lease agreement was duly prepared and presented to the Neighbourhood Watch for signing. The said agreement is attached as **annexure 8.3.2**. The Neighbourhood Watch advised that they are a non-profit organisation and that their members are all volunteers serving the community during their free time. The Neighbourhood Watch does not receive any income nor do they generate income and is dependent on contributions from business and public. These contributions are more towards equipment and protective clothing. If the lease agreement is signed as presented it will mean that the Neighbourhood Watch will soon be in breach of the conditions of the agreement. Council is requested to consider exempting the Neighbourhood Watch from payment.

Legal implication

The Community Services Department will have to make provision in its budget for payment, because all services need to be paid for in terms of Council's Credit Control Policy as well as the Municipal Systems Act.

Financial implication

The Community Services Department will apply for additional funding during the adjustment budget to make provision for the additional expenses."

The Executive Mayoral Committee resolved on 28 November 2022 to recommend to Council:

(a) that approval be given for the leasing of the Old Malikhanye Crèche, situated on erf 1, Pine Valley, Wolseley (portion of plot 1) to the Pine Valley Neighbourhood Watch for a period of three (3) 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 [Municipal Finance Management Act Section 14.2(a)].

(c) 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 [Municipal Finance Management Act Section 14.2(b)].

(d) that Council approves the exemption of rental charges and municipal services on condition that the lessee does all the repair and applicable maintenance work to the building.

(e) that the Community Services Department makes provision in its budget for payment, as all services need to be paid for in terms of Council's Credit Control Policy and the Municipal Systems Act.

(f) that the Community Services Department applies for additional funding during the budget process to make provision for the additional expenses.

UNANIMOUSLY RESOLVED

(a) that approval be given for the leasing of the Old Malikhanye Crèche, situated on erf 1, Pine Valley, Wolseley (portion of plot 1) to the Pine Valley Neighbourhood Watch for a period of three (3) 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 [Municipal Finance Management Act Section 14.2(a)].

(c) 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 [Municipal Finance Management Act Section 14.2(b)].

(d) that Council approves the exemption of rental charges and municipal services on condition that the lessee does all the repair and applicable maintenance work to the building.

(e) that the Community Services Department makes provision in its budget for payment, as all services need to be paid for in terms of Council's Credit Control Policy and the Municipal Systems Act.

(f) that the Community Services Department applies for additional funding during the budget process to make provision for the additional expenses.

(g) that the Indigent Policy be amended to provide for NGO's in circumstances that there is justification for same.

(h) that the Indigent Policy be workshopped to attend to the amendment in (g) supra.

8.3.3 Investigation on regional graveyard, Ceres
Ondersoek na streeksbegraafplaas, Ceres
(17/12/1/1)

A report from the Manager: Amenities and Environment, dated 22 November 2022, is attached as **annexure 8.3.3**.

The Executive Mayoral Committee resolved on 28 November 2022 to recommend to Council:

(a) that notice be taken of the investigation on a regional graveyard in Ceres.

(b) that notice be taken that an application for funding for the infrastructure development of the intended cemetery has already been registered with MIG.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the investigation on a regional graveyard in Ceres.

(b) that notice be taken that an application for funding for the infrastructure development of the intended cemetery has already been registered with MIG.

UNANIMOUSLY RESOLVED

that the matter in respect of a regional graveyard in Ceres be held in abeyance until the next meeting.

EENPARIG BESLUIT

dat die aangeleentheid rakende 'n streeksbegraafplaas in Ceres oorstaan tot die volgende vergadering.

ISIGQIBO SABUCALA

Ukuba umba wamangcwaba anqongopheleyp apha eCeres urhoxiselwe intlanganiso elandelayo.

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

Report from Municipal Manager, dated 24 November 2022:

"Purpose

To consider recommending to Council to enter into a new three (3)-year agreement with Witzenberg Security Forum (Pty) Ltd to maintain and monitor the circuit television cameras installed along Voortrekker Road and Vos Street, Ceres (R46 Ceres to Nduli) and Voortrekker and Olienhout Streets in Prince Alfred's Hamlet.

Background

Council resolved on 23 August 2019 to enter into an agreement with Ceres Business Initiative to install CCTV cameras along Voortrekker Road and Vos Street, Ceres (R46 Ceres to Nduli) and Voortrekker and Olienhout Streets in Prince Alfred's Hamlet. At the time the capital investment for the project was R1.056 million and the operational cost R69 575 per month. CBI accepted responsibility for the capital investment as well as a contribution to the operational expenses. The municipality agreed to contribute R50 000-00 per month, escalating at 7 % annually. It was initially agreed that a non-profit company will be registered to enable all the parties to claim back in terms of payment made. Witzenberg Security Forum (Pty) Ltd was eventually established with the directors being elected from the contributors of the project.

Deliberation

The business sector chose to fund their capital over a 5-year period which will end in two years' time. The sustainability of the project is dependent on the financial contribution of the municipality. The last payment in terms of the old agreement to be made on 30 November 2022.

The private company established has requested that the municipality considers to extend its monthly contribution for a further two year period on the same terms and conditions as initially concluded. When the project was initiated LTS Security was selected as the preferred bidder, because of their experience and involvement in a similar project. They have established a control room with a response unit to monitor activities on the cameras. In terms of the agreement the security company reports on a monthly basis on all activities for the month.

Legal implication

Council must approve of the project and provide for it in the budget. Provincial Roads and Transport must give approval for the installation of the cameras on the provincial roads.

Financial implication

If Council so approves of the project the municipality will be responsible for a monthly contribution in the amount of R57 245-00. This commitment will be for a period of two years."

The Executive Mayoral Committee resolved on 28 November 2022 to recommend to Council:

(a) that the project be approved and the budget provided for with a monthly contribution of R57 245-00.

(b) that the Department Provincial Roads and Transport approves the installation of the cameras on the provincial roads.

(c) that the commitment be for a period of two (2) years.

UNANIMOUSLY RESOLVED

(a) that the project be approved and the budget provided for with a monthly contribution of R57 245-00.

(b) that the Department Provincial Roads and Transport approves the installation of the cameras on the provincial roads.

(c) that the commitment be for a period of two (2) years.

EENPARIG BESLUIT

(a) dat die projek goedgekeur en 'n begroting voorsien word vir 'n maandelikse bedrag van R57 245-00.

(b) dat die Departement Provinsiale Paaie en Vervoer die installasie van die kameras op provinsiale paaie goedkeur.

(c) dat die ooreenkoms vir 'n tydperk van twee jaar sal duur.

ISIGQIBO SABUCALA

(a) Ukuba leProjekithi iphunyenzwe kunye nohlahlolwabiwomali lwayo lwemali elinganiselwa kuma R57 245-00 ngenyanga.

(b) Ukuba iSebe lezeNdlela neziThuthi kwiPhondo liphumeze ukufakelwa kweeKhamera kwiindlela izilawulwa liPhondo.

(c) Ukuba oku kuqukunjelwe kwixesha leminyaka emibini

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Council matters: Council recess for festive season 2022/2023 (3/1/2/3)

The Executive Mayoral Committee resolved on 28 November 2022 to recommend to Council:

(a) that the recess period of Council for the 2022/2023 festive season will be from 16 December 2022 until 15 January 2023.

(b) that if the Speaker needs to call a Council meeting all Councillors must be available for a virtual Council meeting at all times.

(c) that the Executive Mayor and Deputy Executive Mayor will be on standby during the recess period.

UNANIMOUSLY RESOLVED

(a) that the recess period of Council for the 2022/2023 festive season will be from 16 December 2022 until 15 January 2023.

(b) that if the Speaker needs to call a Council meeting all Councillors must be available for a virtual Council meeting at all times.

(c) that the Executive Mayor and Deputy Executive Mayor will be on standby during the recess period.

EENPARIG BESLUIT

(a) dat die Raad vir die 2022/2023 Feesseisoen vanaf 16 Desember 2022 tot 15 Januarie 2023 in reses sal wees.

(b) dat alle Raadslede ten alle tye vir 'n virtuele Raadsvergadering beskikbaar moet wees indien dit nodig sou wees dat die Speaker 'n Raadsvergadering belê.

(c) dat die Uitvoerende Burgemeester en Uitvoerende Onderburgemeester op bystand sal wees gedurende die resestydperk.

ISIGQIBO SABUCALA

(a) Ukuba iBhunga lithathe iKhefu lwango 2022/2023 kwilixa leziyunguma elizakuqala ngomhla we 16 kweyoMnga ukuya kumhla we 15 kweyoMqungu 2023.

(b) Ukuba uSomlomo ubiza intlanganiso engxamisekileyo bonke ooCebe balindeleke ukuba bayizimase maxa onke kambe izakwenziwa ngokobuxhaka-xhaka balemihla.

(c) Ukuba uSodolophu noSekela Sodolophu bazakuhlala bengxashile kwelilixa leKhefu labo.

8.4.2 SALGA: Minutes of Community Development and Security Working Group meeting: 10 October 2022 (12/1/1/11)

The minutes of the SALGA Community Development and Security Working Group meeting, held on 10 October 2022, are attached as **annexure 8.4.2**.

UNANIMOUSLY RESOLVED

that notice be taken of the minutes of the SALGA Community Development and Security Working Group meeting, held on 10 October 2022.

ISIGQIBO SABUCALA

Ukuba kugqalwe imizuzu yentlanganiso yoPhuhliso loLuntu yeSALGA kunye neqela i(Security Working group),eyayibanjwe ngomhla we10 kweyeDwarha 2022.

8.4.3 SALGA: Minutes of Governance and Intergovernmental Relations Provincial Working Group meeting: 14 October 2022 (12/1/1/11)

The minutes of the SALGA Governance and Intergovernmental Relations Provincial Working Group meeting, held on 14 October 2022, are attached as **annexure 8.4.3**.

UNANIMOUSLY RESOLVED

that notice be taken of the minutes of the SALGA Governance and Intergovernmental Relations Provincial Working Group meeting, held on 14 October 2022.

ISIGQIBO SABUCALA

Ukuba kugqalwe imizuzu yeNtlanganiso yoLawulo lukaSALGA neqela lezentsebenziswano yamaSebe kaRhulumente yePhondo,eyayibanjwe ngomhla we14 kweyeDwarha 2022.

8.4.4 SALGA: Minutes of Human Settlements Urban Agenda (HSUA) Provincial Working Group meeting: 17 October 2022 (12/1/1/11)

The minutes of the SALGA Human Settlements Urban Agenda (HSUA) Provincial Working Group meeting, held on 17 October 2022, are attached as **annexure 8.4.4**.

UNANIMOUSLY RESOLVED

that notice be taken of the minutes of the SALGA Human Settlements Urban Agenda (HSUA) Provincial Working Group meeting, held on 17 October 2022.

ISIGQIBO SABUCALA

Ukuba kugqalwe imizuzu yentlanganiso yezokuHlaliswa koLuntu kaSALGA kwiPhondo,eyayibanjwe,ngomhla we17 kweyeDwarha 2022.

8.4.5 SALGA: Minutes of Economic Development and Job Creation Working Group meeting: 13 October 2022 (12/1/1/11)

The minutes of the SALGA Economic Development and Job Creation Working Group meeting, held on 13 October 2022, are attached as **annexure 8.4.5**.

UNANIMOUSLY RESOLVED

that notice be taken of the minutes of the SALGA Economic Development and Job Creation Working Group meeting, held on 13 October 2022.

ISIGQIBO SABUCALA

Ukuba kugqalwe imizuzu yentlanganiso yoPhuhliso lezoQoqosho kaSALGA kunye nokudalwa kwamathuba emisebenzi,eyayibanjwe ngomhla we 13 kweyeDwarha 2022.

8.4.6 Proposed Council meeting program: January until December 2023 Voorgestelde Raadsvergaderingsprogram: Januarie tot Desember 2023 Isiphakamiso sentlanganiso yeBhunga: kweyoMqungu ukuya kweyeSilimela 2023 (3/1/2/3)

The following memorandum, dated 21 November 2022, was received from the Manager: Administration:

"**1. Purpose**

To obtain the approval of the Executive Mayoral Committee as well as Council for the proposed Council meeting program for January until December 2023.

2. For decision

Council.

3. Executive summary

The Council meeting program and meeting schedule for January until December 2023 is attached as **annexure 8.4.6**. It is recommended that the attached program for the period January until December 2023 be approved. SALGA and the Western Cape Government have requested that municipalities finalise their own Council calendar dates in order for them to synchronise dates with everybody.

Council is requested to approve the meeting program for January until December 2023. The Council meeting program of the Witzenberg Municipality has been synchronised with the meeting dates of the Cape Winelands District Municipality and is now submitted to Council for approval.

4. Discussion

4.1 Background and discussion

In terms of Section 19 of the Local Government Municipal Systems Act (Act 32 of 2000) the Municipal Manager must give notice to the public in a manner determined by the Municipal Council of the time, dates and venues of every ordinary meeting of the Council and special or urgent meetings of the Council except when time constraints make this impossible.

The proposed Council meeting program for January until December 2023 provides the list of scheduled meetings of Council, the Executive Mayoral Committee, the various Section 80 Committees, Municipal Public Accounts Committee (MPAC), Performance, Risk and Audit Committee (PRAC), the Local Labour Forum (LLF) and the Senior Management with the applicable time, date, venue or modus of the meetings.

Senior Management meetings are once again proposed to be held every Monday, Section 80 Committee meetings on the third Tuesday and Thursday of every month, but meetings of the Committee for Housing Matters on the last Thursday of the month, Council workshops on the day prior to the Council meeting and Council meetings on the last Tuesday of the month, depending on specific circumstances. Council meetings are also synchronised with the Council meetings of the Cape Winelands District Municipality. Meetings of the Executive Mayoral Committee are scheduled twice a month. All meetings can be held virtually or in contact depending on circumstances at the time.

4.2 Constitutional and policy implications

Compliance with any health regulation in case of contact meetings and compliance with municipal IT Policy in case of virtual meetings.

4.3 Environmental implications

This program has no environmental implications.

4.4 Financial implications

The monthly Council meetings are published in the local community newspaper, the cost of which is duly budgeted for.

4.5 Legal implications

In terms of Section 19 of the Local Government Municipals Systems Act (Act 32 of 2000) the Municipal Manager must give notice to the public in a manner determined by the Municipal Council of the time, date and venue or modus of every ordinary meeting of the Council and special or urgent meetings of the Council except when time constraints make this impossible.

Council meetings are planned for every month except for April, June, September and November 2023 and this exceeds the minimum requirement of one meeting per quarter as prescribed.

All legislative and policy requirements are complied with."

The Executive Mayoral Committee resolved on 28 November 2022 to recommend to Council that the proposed Council meeting program for January until December 2023 be approved.

UNANIMOUSLY RESOLVED

that the proposed Council meeting program for January until December 2023 be approved.

EENPARIG BESLUIT

dat die voorgestelde vergaderingsprogram van die Raad vir Januarie tot Desember 2023 goedgekeur word.

ISIGQIBO SABUCALA

Ukuba kugqalwe isiphakamiso sentlanganiso yeBhunga kweyoMqungu-kweyoMnga 2023 kwaye iphunyazwe.

8.4.7 Request tor temporary moving of fence to make provision for extra parking during the construction of the Van Breda Bridge (7/1/4/1)

A memorandum from the Manager: Legal Services, dated 10 May 2022, is attached as **annexure 8.4.7**.

The Committee for Corporate and Financial Services resolved on 20 October 2022 to recommend to the Executive Mayoral Committee and Council:

(a) that permission be granted for the fence line of erf 1383 to be moved by approximately 8 meters towards the riverside for extra parking space.

(b) that the rental amount be determined and lease agreement be entered into for a period of 9 years 11 months.

The Executive Mayoral Committee resolved on 28 November 2022 to recommend to Council:

(a) that permission be granted for the fence of erf 1383 to be moved by approximately eight (8) meters towards the riverside for extra parking space.

(b) that the rental amount be determined and lease agreement be entered into for a period of 9 years and 11 months.

UNANIMOUSLY RESOLVED

(a) that permission be granted for the fence of erf 1383 to be moved by approximately eight (8) meters towards the riverside for extra parking space.

(b) that the rental amount be determined and lease agreement be entered into for a period of 9 years and 11 months.

EENPARIG BESLUIT

(a) dat goedkeuring verleen word dat die heining van erf 1383 met ongeveer agt (8) meter na die rivieroewer verskuif word vir ekstra parkeerruimte.

(b) dat 'n huurbedrag vasgestel word en 'n huurooreenkoms aangegegaan word vir 'n tydperk van 9 jaar en 11 maande.

ISIGQIBO SABUCALA

(a) Ukuba kunikezwe ngemvume yokubhekeliswa kocingo lweSiza 1383 ngokomgama ozimitha ezisi 8 xa usiya emlanjeni ukuze kubekho isithuba sokumisa iinqwelo-mafutha.

(b) Ukuba kugqalwe intlawulo yerenti kwaye kuvunyelwane ngesivumelwano seminyaka eli 9 ekahtshwa ziinyanga ezili 11.

8.4.8 Request to lease erf 5171, Nduli, Ceres for a period of five years (7/1/4/1)

A report from the Manager: Legal Services, dated 22 November 2022, is attached as **annexure 8.4.8**.

The Executive Mayoral Committee resolved on 28 November 2022 to recommend to Council:

(a) that a lease agreement be entered into for a period of five years.

(b) that a fair market related rental amount per month be determined by Council.

(c) that the building be leased as is and that the lessee do all the repair work on the building.

(d) that a Public Participation Process be followed and advertised for public comment and/or objections.

UNANIMOUSLY RESOLVED

(a) that a lease agreement be entered into for a period of five years.

(b) that a fair market related rental amount per month be determined by Council.

(c) that the building be leased as is and that the lessee do all the repair work on the building.

(d) that a Public Participation Process be followed and advertised for public comment and/or objections.

EENPARIG BESLUIT

(a) dat 'n huurooreenkoms vir 'n tydperk van vyf jaar aangegaan word.

(b) dat 'n billike markverwante huurbedrag per maand deur die Raad vasgestel word.

(c) dat die gebou voetstoots verhuur word en dat die huurder alle herstelwerk aan die gebou doen.

(d) dat 'n Publieke Deelnameproses gevolg en geadverteer word vir publieke kommentaar en/of besware.

ISIGQIBO SABUCALA

(a) Ukuba kwenziwe isivumelwano sexesha leminyaka emihlanu.

(b) Ukuba iBhunga ligqibe ngentlawulo eyiyo ezekuhlawulwa ngenyanga.

(c) Ukuba kulandelwa inkqubo yeNtathonxaxheba ukwenzela uluntu lukwazi ukuhlomla malunga nalomba.

(d) Ukuba kulandelwa inkqubo yeNtathonxaxheba ukwenzela uluntu lukwazi ukuhlomla malunga nalomba.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

9.1 Draft Annual Report 2021/2022 (9/1/1)

Report from Municipal Manager, dated 5 December 2022:

"**Purpose**

The purpose of this report is to table the draft unaudited Annual Report for 2021/2022 to Council.

Legislature framework

In terms of Section 127(2) of the Municipal Finance Management Act (Act 56 of 2003), the Mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality and of any municipal entity under the municipality's sole or shared control. In terms of the Municipal Finance Management Act Council must adopt the final Audit Report within two months after the tabling of the Annual Report. The Annual Report will now be advertised for public comments. In terms of Council's delegations the Municipal Public Accounts Committee is the oversight committee which must compile an oversight report for consideration by Council before the Annual Report is adopted. The Annual Report includes the audited Financial Statements as well as the Audit Report of the Auditor-general of South Africa.

Discussion

The Draft Annual Report for 2021/2022 is attached as **annexure 9.1**."

UNANIMOUSLY RESOLVED

(a) that notice be taken of the Draft Witzenberg Municipality Annual Report for 2021/2022.

(b) that a Public Participation Process be followed as prescribed by law.

(c) that the Municipal Public Accounts Committee compiles an oversight report on the Draft Annual Report as per its delegated powers.

EENPARIG BESLUIT

(a) dat kennis geneem word van die Konsep Jaarverslag van Munisipaliteit Witzenberg vir 2021/2022.

(b) dat 'n Publieke Deelnameproses, soos deur die wet voorgeskryf, gevolg word.

(c) dat die Munisipale Publieke Rekeningekomitee 'n oorsigverslag oor die Konsep Jaarverslag opstel ingevolge hul afgestaande magte.

ISIGQIBO SABUCALA

(a) Ukuba kugqalwe ingxelo yonyaka 2021/2022 kaMasipala waseWitzenberg.

(b) Ukuba kulandelwe inkqubo yentathonxaxheba ngokudakancwe emthethweni.

(c) Ukuba iKomiti yeeNtlawulo zoLuntu iqulunqe ingxelo yohlolo ngokuphathelene nengxelo yonyaka kaMasipala nanjengokuba begunyazisiwe.

9.2 Personnel matters: Closure of municipal offices: 23, 27, 28, 29 and 30 December 2022 and 3 January 2023 (04/2/8)

For the past number of years the municipal offices have been closed in December and January for the festive season.

The Director: Corporate Services proposed:

(a) That business hours on 22 December 2022 shall be from 07:30 to 13:00.

(b) That all employees be granted paid leave on 23, 27, 28, 29 and 30 December 2022 and 3 January 2023.

(c) That essential services staff in all departments be on standby on 23, 24, 25, 26, 27, 28, 29, 30, 31 December 2022 and 1, 2 and 3 January 2023.

(d) That the municipality resumes full services on 4 January 2023.

UNANIMOUSLY RESOLVED

(a) that business hours on 22 December 2022 shall be from 07:30 to 13:00.

(b) that all employees be granted paid leave on 23, 27, 28, 29 and 30 December 2022 as well as 3 January 2023.

(c) that essential services staff in all departments be on standby on 23, 24, 25, 26, 27, 28, 29, 30, 31 December 2022 and 1, 2 and 3 January 2023.

(d) that the municipality resumes full services on 4 January 2023.

(e) that the resolutions supra (a) to (d) be subject to the Local Labour Forum engagement with the unions.

EENPARIG BESLUIT

(a) dat besigheidsure op 22 Desember 2022 vanaf 07:30 tot 13:00 sal strek.

(b) dat betaalde vakansieverlof aan alle amptenare toegestaan word vir 23, 27, 28, 29 en 30 Desember 2022 asook 3 Januarie 2023.

(c) dat personeel vir noodsaaklike dienste in alle departemente op bystanddiens vir 23, 24, 25, 26, 27, 28, 29, 30, 31 Desember 2022 en 1, 2 en 3 Januarie 2023 sal wees.

(d) dat die munisipaliteit volledige dienste op 4 Januarie 2023 hervat.

(e) dat die bogenoemde besluite (a) tot (d) onderhewig is aan samesprekings tussen die Plaaslike Arbeidsforum en die vakbonde.

ISIGQIBO SABUCALA

(a) Ukuba iintsuku zokusebenza ngomhla wama 22 ziyakuqala ngo 07:30-13:00.

(b) ukuba bonke abasebenzi banikwe ikhefu elihlawulwayo ukusuka ngomhla wama 23,27,28,29 nowama 30 kweyoMnga 2022 kunye nomhla wesi 3 kweyoMqungu 2023.

(c) Ukuba abo basebenza kwiiNkonzo eziphambili/ezingundoqo bazakuhlala bengxashile ukusuka ngomhla wama 23,24,25,26,27,28,29,30,31 kweyoMnga 2022 kunye nomhla woku 1,2,3 kweyoMqungu 2023.

(d) Ukuba ukusebenza kuyakuqala ngomhla wesi 4 kuMasipala waseWitzenberg.

(e) Ukuba isigqibo sesupra (a) ukuya ku(d) ukuba sifakwe kwiQumrhu lezabasenzi kunye namaqela amele abasenzi.

10. FORMAL AND STATUTORY MATTERS

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

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

11.1 Registration of Rooikamp of Ceres District Taxi Association (17/14/3)

A letter from the Rooikamp of Ceres District Taxi Association, dated 9 February 2022, is attached as **annexure 11.1**.

Council unanimously resolved on 24 August 2022 that the matter in respect of the Registration of Rooikamp of Ceres District Taxi Association be held in abeyance to be workshopped by Council and thereafter be tabled to Council again.

Council decided that the item be removed from the agenda.

NOTED

12. ADJOURNMENT

The Speaker conveyed to all Councillors best wishes and a prosperous 2023.

The meeting adjourned at 11:50.

Approved on _____ with / without amendments.

_____
COUNCILLOR EM SIDEGO
SPEAKER

MJ Prins

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON WEDNESDAY, 25 JANUARY 2023 AT 10:00

PRESENT

Councillors

Councillor EM Sidego (Speaker) (DA)
Councillor FE Klazen (Deputy Executive Mayor) (GOOD)
Alderman K Adams (DA)
Alderman BC Klaasen (DA)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor G Franse (DA)
Councillor D Swart (DA)
Alderman JJ Visagie (DA)
Councillor AL Gili (ANC)
Councillor JS Mouton (ANC)
Councillor MJ Ndaba (ANC)
Councillor N Nogcinisa (ANC)
Councillor N Phatsoane (ANC)
Councillor J Zalie (ANC)
Councillor J Cloete (Patriotic Alliance)
Councillor JP Fredericks (Freedom Front Plus)
Councillor LA Hardnek (Witzenberg Party)
Councillor P Heradien (ICOSA)
Councillor GG Laban (Witzenberg Aksie)
Councillor IL Swartz (EFF)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Ms L Nieuwenhuis (Manager: Legal Services)
Mr A Hofmeester (IDP Manager)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr C Titus (Committee Clerk)
Ms MJ Prins (Word Processor Operator)
Mr J Pieterse (Senior ICT Officer)
Mr M Njokweni (Interpreter)

1. OPENING AND WELCOME

The Speaker welcomed everyone present and requested Councillor P Heradien to open the meeting with prayer.

The Speaker informed the meeting that the Executive Mayor, Alderman HJ Smit, has been admitted to hospital and that Council wishes the Executive Mayor a speedy recovery.

NOTED

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

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

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

Applications for leave of absence from the meeting were received from Alderman HJ Smit and Councillor K Yisa.

UNANIMOUSLY RESOLVED

that the applications for leave of absence from the meeting, received from Alderman HJ Smit and Councillor K Yisa, be accepted and approved.

EENPARIG BESLUIT

dat die aansoeke om verlof tot afwesigheid van die vergadering, ontvang vanaf raadsheer HJ Smit en raadslid K Yisa, aanvaar en goedgekeur word.

ISIGQIBO SABUCALA

Ukuba isicelo sokungazimasi intlanganiso segqala lezoPolitiko uHJ Smit kunye noCeba uYisa siphunyezwe kwaye samnkelwe.

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

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

The Confidentiality and Conflict of Interest Declaration was duly signed by all Councillors. No conflict of interest was declared.

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

3.1 Gratitude, Congratulations and Commiseration
Waardering, Gelukwensinge en Meelewing
(11/4/3)

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

- Alderman B Klaasen 8 January
- Mr K de Bruin 15 January
- Councillor J Cloete 21 January
- Ms F Adams 24 January

NOTED

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

The Speaker informed the meeting of the following:

- Heartfelt condolences conveyed to the family and friends of the late Dr Frene Ginwala, the founding Speaker of South Africa's first democratic parliament.
- There was a shooting in Nduli over the past weekend whereby a gentleman tragically lost his life.
- An unfortunate accident occurred in Tulbagh where a grade 12 learner of Tulbagh High School sadly lost his life.

A minute of silence was observed for all those who lost their lives during this time.

- Congratulations to all the matriculants who have passed their final examinations and all the best for their future endeavours. Students are also encouraged to study further and apply for study bursaries.
- Unfortunately not all matriculants were successful with the final examinations, however, Council wishes them all the best and believe that students will persevere and redo the matric year.
- It must be noted that the implementation of the Whippery system will commence and all Chief Whips are requested to attend an informal meeting after the Council meeting.
- A meeting will also be scheduled with the Ward Councillors and further details will be provided in due course.
- A Municipal Institutional Analysis with Council will be scheduled for 8 and 9 February 2023 and further details will be provided in due course.
- Congratulations to Jaydon Baron who has been selected for the Springbok 7's SA Rugby Team.
- Condolences conveyed to the Director: Finance for the loss of his beloved mother.

- Further condolences conveyed to the family of the 11 year old boy of Mooi-Uitsig Primary, Bella Vista who lost his life as well as to the family of Attorney John Sauls who passed on due to ill health.

NOTED

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

None

NOTED

3.4 Matters raised by the Municipal Manager

The Municipal Manager informed that the municipality has encountered its first Covid-19 case of the new Kraken variant at the Pine Forest Resort, subsequently resulting in two (2) cashiers also being sent home as a precautionary measure.

Letters are also being sent out to staff to be cautious and to wear masks at formal gatherings.

NOTED

4. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

4.1 Annual Report, Financial Statements and Oversight Report: 2021/2022 (9/1/1)

The Municipal Finance Management Act (Section 129(1)) states that:

"The council of a municipality must consider the annual report of the municipality and of any municipal entity under the municipality's sole or shared control, and by no later than two months from the date on which the annual report was tabled in the council in terms of section 127, adopt an oversight report containing the council's comments on the annual report, which must include a statement whether the council —

(a) has approved the annual report with or without reservations;
(b) has rejected the annual report; or
(c) has referred the annual report back for revision of those components that can be revised."

In terms of the MPAC Charter, approved on 10 December 2014, Council has mandated MPAC to perform an oversight function on behalf of Council.

The following documents are attached:

(a) MPAC Oversight Report 2021/2022 : **Annexure 4.1(a).**

(b) Annual Report 2021/2022: **Annexure 4.1(b)**.

(c) Provincial Treasury comments on Annual Report 2021/2022, dated 9 January 2023: **Annexure 4.1(c)**.

(d) MPAC checklist for considering 2021/2022 Annual Report: **Annexure 4.1(d)**.

The Municipal Public Accounts Committee unanimously resolved on 17 January 2023:

(a) that the MPAC considered and finalised the MPAC Oversight Report and submitted the signed report to the Municipal Manager for attachment to the final 2021/2022 Annual Report.

(b) that the Municipal Public Accounts Committee recommends to Council:

(i) that Council takes notice of the MPAC Oversight Report in the Annual Report 2021/2022 and, after consideration, accepts same.

(ii) that, having fully considered the 2021/2022 Annual Report of the Witzenberg Municipality, it is recommended that Council adopts the 2021/2022 Oversight Report and approves the 2021/2022 Annual Report without reservations.

UNANIMOUSLY RESOLVED

(a) that Council takes notice of the MPAC Oversight Report 2021/2022 and, after consideration, accepts same.

(b) that, having fully considered the 2021/2022 Annual Report of the Witzenberg Municipality, Council approves the report without reservations.

EENPARIG BESLUIT

(a) dat die Raad kennis neem van die Munisipale Publieke Rekeninge Komitee se Oorsigverslag vir 2021/2022 en, na oorweging, genoemde verslag aanvaar word.

(b dat, nadat die Jaarverslag van die Munisipaliteit Witzenberg vir 2021/2022 volledig oorweeg is, genoemde verslag sonder voorbehoud deur die Raad goedgekeur word.

ISIGQIBO SABUCALA

(a) Ukuba iBhunga ligqale ingxelo ye(MPAC) ka 2021/2022 emveni kokuthathelwa ingqalelo ,ize yamnkelwe.

(b) Njengokuba iBhunga lithe lagqala ingxelo yonyaka ka2021/2022 kaMasipala waseWitzenberg,Ibhunga lithe layiphumeza ngaphandle kwamathandabuzo.

4.2 Finance: Adjustment budget 2021/2022 (5/1/1/20)

The following documents are attached:

(a) Memorandum from Director: Finance, dated 12 January 2023: **Annexure 4.2(a)**.

(b) Adjustment budget 2021/2022 to 2023/2024: **Annexure 4.2(b)**.

(c) Budget schedules 2021/2022: **Annexure 4.2(c)**.

The Municipal Public Accounts Committee unanimously resolved on 17 January 2023 to recommend to Council:

(a) that no official or public office bearer that made, permitted or authorised the unauthorised expenditure acted deliberately or in grossly negligent manner.

(b) that the municipality has not suffered any loss as a result of the action.

(c) that the unauthorised expenditure not be recovered from any official or public office bearer, and that the amount be written off.

(d) that the adjustment budget of Witzenberg Municipality for the financial year 2021/2022 as set out in the budget documents be approved by Council.

Alderman K Adams proposed and Alderman JJ Visagie seconded that the recommendations as in the agenda be accepted.

Councillor AL Gili proposed and Councillor JS Mouton seconded that the matter be held in abeyance until after an investigation in terms of Section 32 of the Municipal Finance Management Act has been conducted.

A lengthy discussion with regard to the matter followed. Councillor Gili argued that in terms of Section 32 Council must establish a committee to investigate the matter and enquired whether or not the Municipal Public Accounts Committee had done an investigation.

The Municipal Manager responded that when Council prepares the budget provision must be made for the rehabilitation of the landfill sites in terms of the cost at the end of the life span of the site. Such cost is normally done by an actuary at the end of the financial year. The assessment must be as at 30 June of the relevant year.

The cost was done in the previous year and the cost was R46 million. It has escalated after yearend to R148 million. The cost could not be foreseen and the budget was already closed and locked by National Treasury. The only way to address it was after the Auditor-general South Africa (AGSA) process and by means of the Adjustment Budget in order that the figures be adjusted for the next financial year, which starts on 1 July. The Department Finance could not foresee that the cost could escalate.

The committee of investigation must consider whether anybody was negligent. In this case we cannot say that this was the matter. The exercise could only be undertaken after the end of the financial year. This is also not a direct financial loss, but a book entry, however, regarded as an unauthorised expenditure. The process needs to be reported to National Treasury, the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee. Both committees accepted the shortfall.

The Chief Financial Officer explained that the 2022/2023 budget was approved in May 2022. The municipality worked on R46 million, but with the escalation it became R148 million; thus the difference in the shortfall.

The Municipal Manager mentioned that the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee recommended the acceptance to Council as both Committees approved the expenditure.

Councillor Gili argued that the explanations of officials cannot be accepted.

Alderman JJ Visagie requested, on behalf of the DA alliance, a caucus break from 10:45 until 10:55. After the caucus break Alderman Visagie reported that the DA alliance had decided that the matter be held in abeyance.

The following recommendation was tabled to Council:

That the Municipal Public Accounts Committee recommends to Council:

(i) that no official or public office bearer that made, permitted or authorised the unauthorised expenditure acted deliberately or in grossly negligent manner.

(ii) that the municipality has not suffered any loss as a result of the action.

(iii) that the unauthorised expenditure not be recovered from any official or public office bearer, and that the amount be written off.

(iv) that the adjustment budget of Witzenberg Municipality for the financial year 2021/2022 as set out in the budget documents be approved by Council.

UNANIMOUSLY RESOLVED

that the matter in respect of the Adjustment Budget for 2021/2022 be held in abeyance for an investigation and be tabled at the next meeting.

EENPARIG BESLUIT

dat die aangeleentheid rakende die Aansuiweringsbegroting vir 2021/2022 oorstaan vir 'n ondersoek en by die volgende vergadering voorgelê word.

ISIGQIBO SABUCALA

Ukuba umba ophathelene nohlahlolwabiwomali oluhlengahlengisiweyo luka2021/2022 urhoxiswe kuba kusaphandwa ukuze luphinde luthiwe thaca phambi kweBunga kwintlanganiso elandelayo.

4.3 Witzenberg Whistleblowing Policy (2/12/P)

The Whistleblowing Policy for Witzenberg Municipality is attached as **annexure 4.3**.

The Performance, Risk and Audit Committee resolved on 24 June 2022 to recommend to Council:

(a) that notice be taken of the Witzenberg Whistleblowing Policy and, after consideration, same be approved.

(b) that the municipality approaches other municipalities to determine their experience and evaluation to outsource fraud and corruption hotlines.

(c) that the Head: Internal Audit performs an analysis on the National Fraud and Corruption Hotline to determine the benefit for the municipality.

UNANIMOUSLY RESOLVED

(a) that notice be taken of the Witzenberg Whistleblowing Policy and, after consideration, same be approved.

(b) that the municipality approaches other municipalities to determine their experience and evaluation to outsource fraud and corruption hotlines.

(c) that the Head: Internal Audit performs an analysis on the National Fraud and Corruption Hotline to determine the benefit for the municipality.

EENPARIG BESLUIT

(a) dat kennis geneem word van die Witzenberg Fluitjieblaasbeleid en, na oorweging, genoemde goedgekeur word.

(b) dat die munisipaliteit ander munisipaliteite nader om hul ervaring en evaluering te bepaal om bedrog- en korrupsie-blitslyne uit te kontrakteer.

(c) dat die Hoof: Interne Oudit 'n ontleding van die Nasionale Bedrog- en Korrupsie Blitslyn doen om die voordeel vir die munisipaliteit te bepaal.

ISIGQIBO SABUCALA

(a) Ukuba kugqalwe uMgaqo-Nkqubo wooKhala waseWitzenberg emveni kokuthathelwa ingqalelo uphunyezwe.

(b) Ukuba uMasipala aphande kwabanye ooMasipala ukuba benza njani ngokuphathelene noRhwaphilizo noBuqhopholo ingakumbi ukukila ngomnxeba.

(c) Ukuba uMbhexeshi : KwezoPicotho lwezemali aphande ukuba umnxeba wokukila ungalikhubalo kusinina kuloMasipala wethu.

4.4 Quarterly Budget Statement [Section 52(d)] Report: 2nd Quarter 2022/2023 (1 October 2022 to 31 December 2022) (9/1/2/2)

Report from Director: Finance, dated 16 January 2023:

"**1. Purpose**

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

2. Background

The Quarterly Budget Statement [Section 52(d)] Report for the second quarter of 2022/2023 is attached as **annexure 4.4**."

The Executive Mayoral Committee resolved on 24 January 2023 to recommend to Council that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the 2nd quarter of 2022/2023 and the report be referred to the Performance, Risk and Audit Committee as well as the Municipal Public Accounts Committee for any recommendations to Council.

UNANIMOUSLY RESOLVED

that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the 2nd quarter of 2022/2023 and the report be referred to the Performance, Risk and Audit Committee as well as the Municipal Public Accounts Committee for any recommendations to Council.

EENPARIG BESLUIT

dat kennis geneem word van die Kwartaallikse Begrotingsverslag ingevolge Artikel 52(d) vir die 2de kwartaal van 2022/2023 en die verslag verwys word na die Prestasie-, Risiko en Ouditkomitee sowel as die Munisipale Publieke Rekeningekomitee vir enige aanbevelings aan die Raad.

ISIGQIBO SABUCALA

Sokuba kugqalwe ingxelo yarhoqo ngeKota yohlahlolwabiwomali ngokweCandelo lama 52(d) seKota yesibini kunyaka ka2022/2023 kwaye lengxelo isiwe kwiKomiti yezokusebenza,uBungozi kunye noPicotho neKomiti yee-Akhawunti zoluntu kuMasipala.

4.5 Mid-year Budget Statement and Performance Assessment (Section 72) Report 2022/2023: 1 July 2022 until 31 December 2022 (9/1/1 & 5/1/5/15)

The following memorandum, dated 16 January 2023, was received from the Director: Finance:

"**Purpose**

The purpose of this report is to submit the 2022/2023 Section 72 Mid-year Budget and Performance Assessment Report for the period 1 July 2022 to 31 December 2022 to Council, for information.

Legislature framework

In terms of Section 72 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003):

'(1) The accounting officer of a municipality must by 25 January of each year –

(a) Assess the performance of the municipality during the first half of the financial year.

(b) Submit the report to the Mayor, National Treasury and Provincial Treasury.

The mayor must, in terms of Section 54(1)(f) of the act submit the report to the Council by 31 January of each year.

Discussion

The Mid-year report for 1 July 2022 until 31 December 2022 is attached as **annexure 4.5**."

The Executive Mayoral Committee resolved on 24 January 2023 to recommend to Council that notice be taken of the Mid-year Budget Statement and Performance Assessment Report for the period 1 July 2022 until 31 December 2022.

UNANIMOUSLY RESOLVED

that notice be taken of the Mid-year Budget Statement and Performance Assessment Report for the period 1 July 2022 until 31 December 2022.

EENPARIG BESLUIT

dat kennis geneem word van die Middeljaar Begrotings- en Prestasiebeoordelingsverslag vir die tydperk 1 Julie 2022 tot 31 Desember 2022.

ISIGQIBO SABUCALA

sokuba kugqalwe ingxelo yohlolo lwaphakathi enyakani yoHlahlolwabiwomali kunye nendlela yokusebenza ukusukela ngomhla woku 1 kweyeKhala 2022 ukuya kumhla wama 31 kweyoMnga 2022.

4.6 Municipal Public Accounts Committee (MPAC) Charter (3/3/P)

The Municipal Public Accounts Committee resolved on 9 June 2022:

(a) that the Head: Internal Audit amends the Municipal Public Accounts Committee Charter as follows:

(i) add Section 79(e) of the Local Government Municipal Structures Act (No. 117 of 1998) which reads:

"A municipal Council may remove a member of a committee at any time."

(ii) that the Head: Internal Audit determines from SALGA how the Municipal Public Accounts Committee must be evaluated by members of Council through the Office of the Speaker.

(iii) that clause 8.3 in the Municipal Public Accounts Committee Charter be removed until clarity regarding supra (ii) has been obtained from SALGA.

(b) that the matter of the Municipal Public Accounts Committee Charter be held in abeyance until the next meeting and the proposed amendments be attended to by the Head: Internal Audit.

The following documents are attached:

(a) MPAC Charter alignment with Section 79A: **Annexure 4.6(a)**.
(b) Extract from Guide and Toolkit for MPAC's: **Annexure 4.6(b)**.
(c) MPAC Charter 2022: **Annexure 4.6(c)**.

The following recommendation was tabled to Council:

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

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat die Munisipale Publieke Rekeninge Komitee Handves tot die volgende vergadering oorstaan.

ISIGQIBO SABUCALA

Ukuba uthetho weKomiti ejongene nee-akhawunti zoluntu kuMasipala (MPAC) irhoxiselwe intlanganiso elandelayo.

4.7 Internal Audit Charter with effect from 1 July 2022 (5/14/2)

The Internal Audit Charter with effect from 1 July 2022 is attached as **annexure 4.7**.

The Performance, Risk and Audit Committee resolved on 9 September 2022:

(a) That the Performance, Risk and Audit Committee will duly revisit the Internal Audit Charter with effect from 1 July 2022.

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

that notice be taken of the Internal Audit Charter with effect from 1 July 2022 and, after consideration, same be approved.

UNANIMOUSLY RESOLVED

that notice be taken of the Internal Audit Charter with effect from 1 July 2022 and, after consideration, same be approved.

EENPARIG BESLUIT

dat kennis geneem word van die Interne Oudit Handves met ingang van 1 Julie 2022 en, na oorweging, genoemde aanvaar word.

ISIGQIBO SABUCALA

Ukuba kugqalwe uMthetho wokuPicothwa kwezeMali wangaphakathi kwaye uqale ukusebenza ngomhla woku 1 kweyeKhala 2022,emveni kokuthathelwa ingqalelo uphunyezwe.

4.8 PRAC Charter with effect from 1 July 2022 (5/14/4)

The Performance, Risk and Audit Committee Charter with effect from 1 July 2022 is attached as **annexure 4.8**.

The Performance, Risk and Audit Committee resolved on 9 September 2022:

(a) That the Performance, Risk and Audit Committee will duly revisit the PRAC Charter with effect from 1 July 2022.

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

that notice be taken of the PRAC Charter with effect from 1 July 2022 and, after consideration, same be approved.

UNANIMOUSLY RESOLVED

that notice be taken of the PRAC Charter with effect from 1 July 2022 and, after consideration, same be approved.

EENPARIG BESLUIT

dat kennis geneem word van die Prestasie-, Risiko- en Ouditkomitee Handves met ingang van 1 Julie 2022 en, na oorweging, genoemde aanvaar word.

ISIGQIBO SABUCALA

Ukuba iKomiti yomthetho ojongene nendlela yokusebenza nomngcipheko kunye nokuPicothwa kwezeMali uqale ukusebenza ngomhla woku 1 kweyeKhala 2022,emveni kokuthathelwa ingqalelo uphunyezwe.

4.9 Implementation of Debt Collection and Credit Control Policy (5/12/P & 5/1/1/21)

A memorandum from the Director: Finance, dated 16 January 2023, is attached as **annexure 4.9**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

That the following additional credit control steps be implemented:

(a) Cutting or blocking of electricity

(i) Amount equal to two months' debits are payable before restoring connection - (conventional meters).

(ii) Portion of electricity purchases to be set off against arrear debt. (Auxiliary – 30 %).

(b) Indigent households

(i) Portion of electricity purchases to be set off against arrear debt. (Auxiliary – 30 %).

(ii) Indigent households be moved from conventional electricity to pre-paid electricity.

(c) Legal collection process

(i) Section 129 Notice (in terms of National Credit Act).

(ii) Fourteen days later after Section 129 Notice, summons is compiled.

(iii) Clerk of the Court issues the summons.

(iv) Sheriff of the Court serves the summons on the defendant.

If there is moveable property that can be attached:

(1) If no payment received on summons - Judgement and Warrant of Execution is issued on movable property.

(2) Council resolution on process to be followed.

(3) Instruction to sheriff to attach and remove movable property and to sell the attached property.

(4) Advertisement in newspaper of intention to sell movable property.

(5) Sale in execution of attached moveable property by sheriff.

If there is no moveable property that can be attached:

(1) Report with Nulla Bona on fixed property with municipal value for less than R300 000.00 to Council for write off.

(2) Municipal fixed property with value more than R300 000.00, Section 66 application compiled by private external attorney and application to sell immovable property in a sale of execution, brought before court.

(3) Council resolution on process to be followed.

(4) Advertisement in newspaper by attorney of intention to sell immovable property in local newspaper as well as Government Gazette.

(5) Sale in execution of attached immoveable property by sheriff.

(d) Pre-payment water meters

(i) Installation of pre-paid water meters if other debt collection measures are not successful.

(ii) That the water consumption can be limited to a maximum of 200 litres per day (6 kilolitres per month).

The Executive Mayoral Committee resolved on 24 January 2023 to recommend to Council that the matter in respect of the implementation of the Debt Collection and Credit Control Policy be held in abeyance in order for the following matters to be workshopped by Council:

(i) Portion of electricity purchases to be set off against arrear debt. (Auxiliary – 30 %).

(ii) Installation of pre-paid water meters if other debt collection measures are not successful.

UNANIMOUSLY RESOLVED

that the matter in respect of the implementation of the Debt Collection and Credit Control Policy be held in abeyance in order for the following matters to be workshopped by Council:

(i) Portion of electricity purchases to be set off against arrear debt. (Auxiliary – 30 %).

(ii) Installation of pre-paid water meters if other debt collection measures are not successful.

EENPARIG BESLUIT

dat die aangeleentheid rakende die implementering van die Skuldinvorderings- en Kredietbeheerbeleid oorstaan sodat die volgende sake deur die Raad op 'n werkswinkel bespreek kan word:

(i) Gedeelte van elektrisiteitsaankope moet teen agterstallige skuld verreken word (Hulp – 30 %).

(ii) Installasie van voorafbetaalde watermeters indien ander skuldinvorderingsmaatreëls nie suksesvol is nie.

ISIGQIBO SABUCALA

Sokuba umba ophathelene noMgaqo-nkqubo wokuqokelelwa kwamatyala nolawulo lokwenza amatyala,lurhoxiswe ngenxa yocweyo lweBhunga oluphathelene nalemiba ilandelayo:

(i) Inxalenye yemali yokuthengwa kombane irhoxiswe ngomnyinge wama (30 %).

(ii) Ukufakwa kwesixhobo sokubala ubungakanani bamanzi asetyenzisiweyo xa kukho ukusilela kwintlawulo kaMasipala.

5. ADJOURNMENT

The meeting adjourned at 11:25.

Approved on _____ with / without amendments.

_____
COUNCILLOR EM SIDEGO
SPEAKER

MJ Prins

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 28 FEBRUARY 2023 AT 10:00

PRESENT

Councillors

Councillor EM Sidego (Speaker) (DA)
Alderman HJ Smit (Executive Mayor) (DA)
Alderman K Adams (DA)
Alderman BC Klaasen (DA)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor G Franse (DA)
Councillor D Swart (DA)
Alderman JJ Visagie (DA)
Councillor AL Gili (ANC)
Councillor MJ Ndaba (ANC)
Councillor N Nogcinisa (ANC)
Councillor N Phatsoane (ANC)
Councillor K Yisa (ANC)
Councillor J Zalie (ANC)
Councillor J Cloete (PA)
Councillor JP Fredericks (FF Plus)
Councillor LA Hardnek (Witzenberg Party)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr J Kolkota (Deputy Director: Finance)
Ms L Nieuwenhuis (Manager: Legal Services)
Mr A Hofmeester (Manager: IDP)
Ms R Hendricks (Manager: Communication and Marketing)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr C Titus (Committee Clerk)
Mr M Njokweni (Interpreter)
Ms MJ Prins (Word Processor Operator)

Other attendees

Mr J Conradie (Ceres Business Initiative)

1. OPENING AND WELCOME

The Speaker welcomed everyone present and requested Councillor K Yisa to open the meeting with prayer.

NOTED

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

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

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

Applications for leave of absence from the meeting were received from Councillors P Heradien, F Klazen, G Laban and J Mouton.

The meeting was informed that Councillor I Swartz will be joining the meeting at a later stage, but did not arrive in time for the meeting.

UNANIMOUSLY RESOLVED

that the applications for leave of absence from the meeting, received from Councillors P Heradien, F Klazen, G Laban and J Mouton, be accepted and approved.

EENPARIG BESLUIT

dat die aansoeke om verlof tot afwesigheid van die vergadering, ontvang vanaf raadslede P Heradien, F Klazen, G Laban en J Mouton, aanvaar en goedgekeur word.

ISIGQIBO SABUCALA

Ukuba isicelo sokungazimasi intlanganiso kukaCeba P Heradien, F Klazen, G Laban kunye no J Motoun samnkelwe kwaye siphunyezwe.

Councillor K Yisa addressed the Speaker with regard to the notice of the Council meeting not being in compliance with item 6(9) of the Rules of Order for the meetings of the Witzenberg Municipality as published in the Provincial Government Gazette (2018). It was noted that the agenda was received on 21 February 2023 which amounts to six days prior to the meeting.

It was further indicated that the calculation of days excludes weekends as it refers to working days and within working hours.

The Speaker responded that the agenda was delivered within the seven days period and that the calculation of days excludes the first day and includes the last day. Therefore, the agenda was in time and the meeting shall proceed.

Councillor M Ndaba mentioned that an email was sent to Speaker objecting to the Council workshop and Council meeting as the agendas were only received at 18:45 on 21 February 2023.

Councillor A Gili, on behalf of the ANC, mentioned that the ANC is objecting to the meeting and that it is paramount to be excused as the ANC was dragged into a meeting not thoroughly prepared for and will further consult with the legal team.

The Speaker further noted that the Rules of Order also states that late notice of a meeting does not render the meeting invalid as stated in item 6(10) of the Rules of Order.

Councillor A Gili challenged the Speaker indicating that due to the Speaker not following the Rules of Order for meetings, the ANC will be leaving the meeting and reporting the matter to the MEC.

Councillor J Cloete requested a five minute caucus break at 10:21.

The Council meeting resumed after the caucus break where after Councillor Cloete, on behalf of the Patriotic Alliance and in support of the ANC, indicated that the coalition will not be part of the meeting.

The ANC coalition left the meeting at 10:33.

The Speaker adjourned the meeting for a caucus break and resumed at 10:53 after which the Speaker informed the meeting that in terms of the Rules of Order there was a lack of quorum and that the meeting could not proceed.

NOTED

3. ADJOURNMENT

The meeting adjourned at 10:54.

Approved on _____ with / without amendments.

_____
COUNCILLOR EM SIDEGO
SPEAKER

MJ Prins

MINUTES OF THE SPECIAL COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON FRIDAY, 10 MARCH 2023 AT 10:00

PRESENT

Councillors

Councillor EM Sidego (Speaker) (DA)
Alderman HJ Smit (Executive Mayor) (DA)
Councillor FE Klazen (Deputy Executive Mayor) (GOOD)
Alderman K Adams (DA)
Alderman BC Klaasen (DA)
Councillor P Daniels (DA)
Councillor S de Bruin (DA)
Councillor G Franse (DA)
Councillor D Swart (DA)
Alderman JJ Visagie (DA)
Councillor AL Gili (ANC)
Councillor JS Mouton (ANC)
Councillor N Phatsoane (ANC)
Councillor K Yisa (ANC)
Councillor J Zalie (ANC)
Councillor J Cloete (PA)
Councillor JP Fredericks (FF Plus)
Councillor LA Hardnek (Witzenberg Party)
Councillor P Heradien (ICOSA)
Councillor IL Swartz (EFF)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr L Nieuwenhuis (Manager: Legal Services)
Mr A Hofmeester (Manager: IDP)
Ms R Hendricks (Manager: Communication and Marketing)
Ms M Arendse-Smith (Acting Manager: Administration)
Mr C Titus (Committee Clerk)
Mr J Pieterse (ICT Officer)
Mr M Njokweni (Interpreter)
Ms MJ Prins (Word Processor Operator)

1. OPENING AND WELCOME

The Speaker welcomed everyone present and requested Councillor J Cloete to open the meeting with prayer.

NOTED

The Speaker ruled that the order of the agenda will be adapted to deal with important matters.

Councillor K Yisa stated that items cannot be dealt with until the Application for leave of absence has been communicated.

The Speaker responded that in terms of the Rules of Order the Speaker has prerogative to move items.

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**.

Applications for leave of absence from the meeting were received from Councillors M Ndaba, G Laban and N Nogcinisa.

UNANIMOUSLY RESOLVED

that the applications for leave of absence from the meeting, received from Councillors M Ndaba, G Laban and N Nogcinisa, be accepted and approved.

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

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

The Confidentiality and Conflict of Interest Declaration was duly signed by all Councillors. No conflict of interest was declared.

NOTED

3. RESERVED POWERS

3.1 New Preferential Procurement Policy and proposed amendments to Supply Chain Management Policy (8/1/P)

The following documents are attached:

(a) Memorandum from Director: Finance, dated 30 January 2023: **Annexure 3.1(a)**.

(b) Draft Preferential Procurement Policy: **Annexure 3.1(b)**.

(c) Supply Chain Management Policy: **Annexure 3.1(c)**.

Proposed changes:

(a) That the Preferential Procurement Policy be approved. The policy allows for preference to local suppliers.

(b) That the following provisions be deleted from the Supply Chain Management Policy:

(i) Remove the definition of Designated sector – was applicable to local content.

(ii) Amend paragraph 14(3) to allow for quotations from suppliers listed on the Central Supplier database (Database of National Treasury).

(iii) Remove the reference to local content from paragraph 27(1)(e).

(iv) Remove the requirement that the decisions of the bid adjudication committee must be sent via registered mail from paragraph 37(10).

(v) Remove paragraph 41(2) to (8) as it is applicable to local content.

(vi) Remove paragraph 68 – Preferential Procurement – as it is replaced with the Preferential Procurement Policy.

(vii) Include a paragraph dealing with the cancellation of tenders.

At the Executive Mayoral Committee meeting Alderman BC Klaasen recommended the following amendments to the preference point system:

(3) Regarding paragraph 5(2) of this Policy, 25 % of the 20 points on the 80/20 preference points system and 25 % of the 10 points on the 90/10 preference points system, will be allocated to promote B-BBEE in terms of the following scorecard:

No	B-BBEE status level of contributor	Number of points on 80/20 points system	Number of points on 90/10 points system
1	Level 1 contributor	5	2.5
2	Level 2 contributor	4.5	2.25
3	Level 3 contributor	3	1.5
4	Level 4 contributor	2.5	1.25
5	Level 5 contributor	2	1
6	Level 6 contributor	1.5	0.75
7	Level 7 contributor	1	0.5
8	Level 8 contributor	0.5	0.25
9	Non-compliant contributor	0	0

(4) The following points for specific goals per procurement process based on the 80/20 preference point system will be applied:

No	Procurement Process	Procurement ranges (inclusive of all applicable taxes)	Maximum points for Broad-Based Black Economic Empowerment (B-BBEE)	Maximum points for enterprises within Witzenberg Municipal area	Maximum points for enterprises within Cape Winelands District region	Maximum points for enterprises within the Western Cape Province
1	Formal written price and competitive tendering	R30,000 – R50 million	5	15	7.5	3

(5) The following points for specific goals per procurement process based on the 90/10 preference point system will be applied:

No	Procurement Process	Procurement ranges (inclusive of all applicable taxes)	Maximum Points for Broad-Based Black Economic Empowerment (B-BBEE)	Maximum points for enterprises within Witzenberg Municipal area	Maximum points for enterprises within Cape Winelands District region	Maximum points for enterprises within the Western Cape Province
1	Comp etitive tende ring	Above R50 million	2.5	7.5	3.75	1,5

The Executive Mayoral Committee resolved on 27 February 2023 to recommend to Council that the Preferential Procurement Policy and the proposed amendments to the Supply Chain Management Policy be approved, with application from 16 January 2023.

The Municipal Manager informed the meeting that the changes to the Preferential Procurement Policy and the proposed amendments to the Supply Chain Management Policy are due to legislative amendments, therefore the policy must be adjusted in order to proceed with Supply Chain matters.

It is further noted that if tenders are awarded in terms of the old policy, it will amount to irregularities.

Councillor A Gili proposed that the matter regarding the New Preferential Procurement Policy and proposed amendments to the Supply Chain Management Policy be held in abeyance. The proposal was seconded by Councillor J Mouton.

Councillor P Daniels proposed that the item not be held in abeyance, but rather be amended and finalised. The proposal was seconded by the Executive Mayor.

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

• Votes in favour of recommendation	13
• Votes not in favour of recommendation	7
Total	20

The Speaker ruled in favour of the majority votes casted that the item should not be held in abeyance, but be amended and finalised.

Councillor P Daniels proposed that the 80/20 preferential point system be amended to 10 points for BBBEE and 10 points for enterprises within the Witzenberg municipal area.

Additional amendments must be made to the 90/10 preferential point system resulting in BBBEE being 5 points and 5 points for enterprises within the Witzenberg municipal rea.

Furthermore that the amendments be implemented with effect from 10 March 2023. The proposal was seconded by Alderman K Adams.

Councillor A Gili counter proposed that the 80/20 preferential point system be amended to 15 points for BBBEE and 5 points for enterprises within the Witzenberg municipal area. Furthermore that the 90/10 preferential point system be amended to 7,5 points for BBBEE and 2,5 points for enterprises within the Witzenberg municipal area.

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

- Votes in favour of recommendation 12
- Votes not in favour of recommendation 4
- Votes abstained (ANC, EFF, PA & ICOSA) 4

Total 20

The Speaker ruled in favour of the majority votes casted that Council recommends the following amendments to the preferential point system:

(4) The following points for specific goals per procurement process based on the 80/20 preference point system will be applied:

No	Procurement Process	Procurement ranges (inclusive of all applicable taxes)	Maximum points for Broad-Based Black Economic Empowerment (B-BBEE)	Maximum points for enterprises within Witzenberg municipal area	Maximum points for enterprises within Cape Winelands District region	Maximum points for enterprises within the Western Cape Province
1	Formal written price and competitive tendering	R30,000 – R50 million	10	10	5	2

(5) The following points for specific goals per procurement process based on the 90/10 preference point system will be applied:

No	Procurement Process	Procurement ranges (inclusive of all applicable taxes)	Maximum Points for Broad-Based Black Economic Empowerment (B-BBEE)	Maximum points for enterprises within Witzenberg municipal area	Maximum points for enterprises within Cape Winelands District region	Maximum points for enterprises within the Western Cape Province
1	Competitive tendering	Above R50 million	5	5	2.5	1

RESOLVED

that the Preferential Procurement Policy and the proposed amendments to the Supply Chain Management Policy be approved, with application from 10 March 2023.

3.2 Finance: Adjustment budget 2022/2023 (5/1/1/21)

The following documents are attached:

(a) Memorandum from Director: Finance, dated 21 February 2023: **Annexure 3.2(a)**.

(b) Adjustment budget 2022/2023 to 2024/2025: **Annexure 3.2(b)**.

(c) Budget schedules 2022/2023: **Annexure 3.2(c)**.

The Executive Mayoral Committee resolved on 27 February 2023 to recommend to Council:

That the adjustment budget of Witzenberg Municipality for the financial year 2022/2023 as set out in the budget documents be approved:

(i) Table B1 - Budget summary

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

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

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

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

Alderman J Visagie recommended that the Adjustment Budget of Witzenberg Municipality for the financial year 2022/2023 be approved.

Councillor A Gili enquired whether the unauthorised budget was part of the Adjustment Budget.

The Municipal Manager indicated that it was not as it formed part of the previous budget.

The Speaker informed the meeting that condonation and extension for the approval of the Adjustment Budget for the financial year 2022/2023 was granted until 10 March 2023.

Councillor P Heradien raised concerns with regard to unauthorised expenditure of the Adjustment Budget and whether the condonation was for the content of the item or the late submission thereof.

The Speaker responded that the condonation was granted for the tabling and submission of the item.

UNANIMOUSLY RESOLVED

That the adjustment budget of Witzenberg Municipality for the financial year 2022/2023 as set out in the budget documents be approved:

(i) Table B1 - Budget summary

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

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

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

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

4. ADJOURNMENT

The meeting adjourned at 10:45.

Approved on _____ with / without amendments.

_____
COUNCILLOR EM SIDEGO
SPEAKER

MJ Prins

MINUTES OF THE MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 9 JUNE 2022 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE MUNISIPALE PUBLIEKE REKENINGE KOMITEE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES OP DONDERDAG.
9 JUNIE 2021 OM 10:00

PRESENT / TEENWOORDIG

Councillor / Raadslid LA Hardnek (WP) (Chairperson / Voorsitter)
Councillor / Raadslid GJ Franse (DA)
Councillor / Raadslid J Cloete (PA)
Councillor / Raadslid IL Swartz (EFF)
Councillor / Raadslid K Yisa (ANC)

Municipal Officials

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mr / Mnr HJ Kritzinger (Director: Finance / Direkteur: Finansies)
Mr / Mnr G Louw (Head: Internal Audit / Hoof: Interne Oudit)
Mr / Mnr J Swanepoel (Manager: Projects and Performance / Bestuurder: Projekte en Bestuurder)
Mr / Mnr C Wessels (Manager: Administration / Bestuurder: Administrasie)
Ms / Mnr M Arendse-Smith (Chief Administrative Officer / Hoof Administratiewe beampte)
Mr / Mnr C Titus (Committee Clerk / Komittee Klerk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

3. MINUTES

3.1 Matters / Corrections from the minutes / Aangeleenthede / Regstellings van die notules
(3/1/2/3)

NONE / NOTED

3.2 Approval of minutes / Goedkeuring van notules
(03/1/2/3)

The minutes of the Municipal Public Accounts Committee meeting, held on 10 March 2022, are attached as annexure 3.2.

RESOLVED

that the minutes of the Municipal Public Accounts Committee meeting, held on 10 March 2022, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die Munisipale Publieke Rekeninge Komiteevergadering, gehou op 10 Maart 2022, goedgekeur en deur die Voorsitter onderteken word.

3.3 Outstanding matters / Uitstaande sake
(03/3/2)

None / Geen

NOTED / AANGETEKEN

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

a) Chairperson referred to a letter received from Alderman B.C. Klaasen in respect of an article published in the Cape Times on 25 May 2022 about an alleged corruption case in Witzenberg Municipality investigated by the HAWKS. The Alderman enquired clarity whether the Municipal Public Accounts Committee is aware about the matter.

Chairperson responded that no such information is submitted to the Municipal Public Accounts Committee and it is regarded as hearsay. The matter will be awaited and addressed once received.

b) Director: Finance informed the Municipal Public Accounts Committee that the HAWKS requested confidential information from him during March 2022. The matter is confidential and being investigated. As Chief Financial Officer he is not allowed to convey any information. Currently there is no ruling or any further investigation about the matter.

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUD MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

7. RESERVED POWERS

7.1 Quarterly reports of Mayor on implementation of budget and state of affairs of municipality / SDBIP: Section 52(d) First, Second and Third Quarter: 1 July 2021 until 31 March 2022 / Kwartaalikse Begrotingsverslae van Uitvoerende Burgemeester op implementering van begroting en state van die munisipaliteit / SDBIP: Artikel 52(d): Eerste, Tweede en Derde Kwartaal: 01 Julie 2021 tot 31 Maart 2022.
(9/1/2/2)

The Director: Finance submitted the Section 52(d) Quarterly budget Statement Report for 1st Quarter of 2021/2022 (1 July 2021 to 30 September 2022) attached as Annexure 7.1.(a) and Second Quarter of 2021/2022 (1 October 2021 until
31 December 2021) attached as Annexure 7.1 (b) and Third Quarter of 2021/2022 (1 January 2022 until 31 March 2022)

Municipal Public Accounts Committee decided to focus the discussions on the report for the Third Quarter. The following matters were highlighted:

- The year-to-date recovery rate excluding traffic fines is 89% against the annual estimated target of 94%.
- Government departments and commercial customers which are in arrears are receiving attention.
- A report will be submitted to Council to recommend consideration for written off of long outstanding debt which cannot be collected.
- The vandalism of municipal assets remain a concern with major damages. Municipal Public Accounts Committee requested that the communities take ownership of municipal assets and assist in the protection thereof.

- Capital expenditure at the end of March 2022 at 48.4% of a total capital budget of R 81.2 million. The lower percentage is due to delays with the Vredebes Housing Project, Van Breda Bridge and the Tulbagh Dam.
- Municipal Public Accounts Committee expressed concern with regard to the lack of appointment of a security company. Municipal Manager explained the complexities of the supply chain process.
- Municipal Public Accounts Committee discussed also the matter of permits for street stalls in Ceres; attention to electricity disconnections, cooperation with the repair of water breaks and all members were satisfied.

RESOLVED

To recommend to Council:

a) *that Municipal Public Accounts Committee take notice of the Section 52(d) Quarterly Budget Statement Report for the 1st Quarter of 2021/2022 (1 July 2021 to 30 September 2021); and Second Quarter of 2021/2022 (1 October 2021 until 31 December 2021) and the Third Quarter of 2021/2022 (1 January 2022 until 31 March 2022) and recommend to Council for consideration and approval.*

b) *that Director: Finance submit a report to Council with all long outstanding debt which cannot be collected with a recommendation that written off be considered.*

c) *that Councillors contact the relevant Director directly with emergency matters for service delivery.*

BESLUIT

Om by die Raad aan te beveel:

a) *dat Munisipale Publieke Rekeninge Komitee kennis neem van die Artikel 52(d) Kwartaallikse Begrotingstaat Verslag vir die 1ste Kwartaal van 2021/2022 (1 Julie 2021 tot 30 September 2021), en die Tweede Kwartaal van 2021/2022 (1 Oktober 2021 tot 31 Desember 2021) en die Derde Kwartaal van 2021/2022 (1 Januarie 2022 tot 31 Maart 2022) en na die Raad aanbeveel vir oorweging en goedkeuring.*

b) *dat Direkteur: Finansies 'n verslag aan die Raad voorlê om die uitstaande skulde wat nie ingevorder kan word nie af te skryf.*

c) *dat Raadslede die relevante Direkteur direk kontak rakende nood gevalle met betrekking tot dienslewering.*

7.2 Municipal Public Accounts Committee (MPAC) Charter
(2/2/2)

The Head: Internal Audit submitted the Municipal Public Accounts Committee Charter for discussion attached as Annexure 7.2. The following matters were highlighted:

- Add section 79(e) of the Local Government Municipal Structures Act (Nr. 117 of f1998) within the Charter which reads:

  "A municipal council may remove a member of a committee at any time".

- That Head: Internal Audit determine from SALGA how the performance evaluation of the Municipal Public Accounts Committee must be evaluated by members of the Council, through the Office of Speaker.
- That Head: Internal Audit remove clause 8.3 in the Charter until clarity is obtained from SALGA.
- That Head: Internal Audit compiles a Register of Resolutions for Municipal Public Accounts Committee similar as in Performance Risk and Audit Committee.
- That an annual review with regard to Municipal Public Accounts Committee be done.
- That clause 5.1.8 be changed and read:

  "The Chief Financial Officer or delegated Officer must attend all meetings except where the Chairperson, after consultation with the Chief Financial Officer, agrees that his / her presence will not be necessary at the particular meetings."

- That Municipal Public Accounts Committee in terms of its rules or responsibilities recommend to Council in accordance with the Structures Act.

RESOLVED

a) *that Head: Internal Audit amend the Municipal Public Accounts Committee Charter as follows:*

   i) add Section 79(e) of the Local Government Municipal Structures Act (Nr. 117 of 1998) which reads:

   "A municipal council may remove a member of a committee at any time."

   ii) that Head: Internal Audit determine from SALGA how Municipal Public Accounts Committee must be evaluated by members of Council through the Office of Speaker.

   iii) that Clause 8.3 in the Municipal Public Accounts Committee Charter is removed until clarity regarding supra (ii) is obtained from SALGA.

b) that the matter of the Municipal Public Accounts Committee Charter be held in abeyance until the next meeting and the proposed amendments be attended to by the Head: Internal Audit.

BESLUIT

a) dat die Hoof: Interne Oudit die Munisipale Openbare Rekeninge Komitee Charter soos volg wysig:

(i) Om Artikel 79(e) van die Wet op Plaaslike Regering Munisipale Strukture (Nr. 117 van 1998) wat lees by te voeg:

"'n Munisipale raad mag 'n lid van 'n komitee te eniger tyd verwyder."

(ii) dat die Hoof: Interne Oudit by SALGA bepaal hoe die Munisipale Openbare Rekeninge Komitee deur lede van die Raad deur die Kantoor van Speaker geëvalueer moet word.

(iii) dat Klousule 8.3 in die Munisipale Openbare Rekeninge Komitee Charter verwyder word totdat duidelikheid rakende supra (ii) van SALGA verkry is.

(b) dat die aangeleentheid rakende die Munisipale Openbare Rekeninge Komitee Charter oorstaan tot die volgende komitee vergadering en die Hoof: Interne Oudit die voorgestelde wysigings aanbring.

7.3 Witzenberg Municipality: Municipal Public Accounts (MPAC): Annual Work Plan: 2022/2023 (2/2/2)

The Head: Internal Audit submit the Municipal Public Accounts Committee (MPAC): Annual Work Plan for 2022/2023 attached as Annexure 7.3. The following matter was highlighted:

- Municipal Public Accounts Committee requested that the outstanding matter in respect of the Koekedouwdam Irrigation Project be submitted to Municipal Public Accounts Committee at the next meeting.

RESOLVED

To recommend to Council:

a) that notice is taken of Municipal Public Accounts Committee: Annual Work Plan: 2022/2023 and same be accepted.

BESLUIT

Om by die Raad aan te bevel:

a) dat kennis geneem word van die Munisipale Openbare Rekeninge Komitee : Jaar Werk Plan: 2022/2023 en aanvaar word.

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

NONE / NOTED

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

None / Geen

NOTED / AANGETEKEN

10. ADJOURNMENT / VERDAGING

The meeting adjourned at 12H35 / Die vergadering verdaag om 12H35

Approved on _____

_____
COUNCILLOR / RAADSLID LA HARDNEK
CHAIRPERSON / VOORSITTER

/jd

MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON MONDAY, 22 AUGUST 2022 AT 08:00

PRESENT

Executive Mayoral Committee

Alderman HJ Smit (Executive Mayor)
Councillor FE Klazen (Deputy Executive Mayor)
Alderman K Adams
Alderman BC Klaasen
Alderman JJ Visagie
Councillor JP Fredericks

Councillors (ex officio)

Councillor EM Sidego (Speaker)
Councillor LA Hardnek (Chairperson: MPAC)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr P van den Heever (Acting Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr CG Wessels (Manager: Administration)
Mr A Hofmeester (Manager: IDP)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr C Titus (Committee Clerk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Executive Mayor welcomed everyone present and requested the Director: Finance to open the meeting with prayer.

NOTED

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

An apology for absence from the meeting was received from the Director: Technical Services.

RESOLVED

that notice be taken of the apology for absence from the meeting, received from the Director: Technical Services, and same be accepted.

BESLUIT

dat kennis geneem word van die verskoning vir afwesigheid van die vergadering, ontvang vanaf die Direkteur: Tegniese Dienste, en genoemde aanvaar word.

3. MINUTES / NOTULES

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

None / Geen

NOTED / AANGETEKEN

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

The minutes of the Executive Mayoral Committee meeting, held on 20 June 2022, are attached as **annexure 3.2**.

RESOLVED

that the minutes of the Executive Mayoral Committee meeting, held on 20 June 2022, be approved and signed by the Executive Mayor.

BESLUIT

dat die notule van die Uitvoerende Burgemeesterskomitee vergadering, gehou op 20 Junie 2022, goedgekeur en deur die Uitvoerende Burgemeester onderteken word.

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY EXECUTIVE MAYOR
MEDEDELINGS, AANKONDIGINGS OF SAKE DEUR UITVOERENDE BURGEMEESTER GEOPPER
(9/1/1)

The Executive Mayor, on behalf of the Executive Mayoral Committee, conveyed their deepest condolences to the Senior Manager: Human Resources and the Director: Technical Services for the loss of their brother and wished them well during their time of bereavement.

The Executive Mayor mentioned that during the past week the Witzenberg area has received good rains and thus enquired about the dam levels.

The Acting Municipal Manager indicated that confirmation with regard to the correct dam levels will be obtained from the Director: Technical Services and feedback will be provided in due course.

NOTED

5. INTERVIEWS WITH DELEGATIONS ONDERHOUDE MET AFVAARDIGINGS

None

NOTED

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None

NOTED.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Direktoraat Finansies / Directorate Finance

7.1.1 Service Delivery and Budget Implementation Plan (SDBIP): 2022/2023 (5/1/5/15)

The Top Layer Service Delivery and Budget Implementation Plan for 2022/2023, as approved by the Executive Mayor, is attached as **annexure 7.1.1**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Top Layer Service Delivery and Budget Implementation Plan (SDIP) for 2022/2023.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat kennis geneem word van die Strategiese Dienslewerings- en Begrotingsimplementeringsplan vir 2022/2023.

7.1.2 Quarterly Budget Statement [Section 52(d)] Report: 4th Quarter 2021/2022 (1 April 2022 to 30 June 2022) (9/1/1 & 9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the 4th Quarter of 2021/2022 is attached as **annexure 7.1.2**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 4th Quarter of 2021/2022.

(b) that the report supra (a) be referred to the Performance, Risk and Audit Committee as well as the Municipal Public Accounts Committee for their recommendations to Council.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(a) dat kennis geneem word van die Kwartaallikse Begrotingsverslag ingevolge Artikel 52(d) vir die 4de Kwartaal van 2021/2022.

(b) dat die bogenoemde verslag na die Prestasie-, Risiko- en Ouditkomitee sowel as die Munisipale Publieke Rekeninge Komitee verwys word vir hul aanbevelings aan die Raad.

7.1.3 Approval of long term contract: Provision of property valuation services in terms of Municipal Property Rates Act (Act 6 of 2004) (5/2/11)

A memorandum from the Director Finance, dated 7 July 2022, is attached as **annexure 7.1.3**.

Alderman BC Klaasen enquired whether the contract was advertised 60 days prior to the Council meeting and whether the municipality complies in terms of the correspondence from Provincial Treasury.

The Director: Finance responded that the advertisement was indeed 60 days prior to the Council meeting and that the municipality complies with all legislative requirements.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the outcome of the process undertaken in terms of Section 33 of the Municipal Finance Management Act.

(b) that approval be given to enter into a long term contract with HCB Valuations and Services for bid 8/2/19/20: Service provider for compilation and maintenance of general valuation roll, supplementary valuation roll and other related valuation services until 30 June 2028.

7.1.4 Supply Chain Management: Paragraph 7(4) Quarterly Report ending 30 June 2022: Implementation of Supply Chain Management Policy (9/1/2/2)

A memorandum from the Manager: Supply Chain, dated 6 July 2022, is attached as **annexure 7.1.4**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Supply Chain Management Paragraph 7(4) Quarterly Report ending 30 June 2022.

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

7.1.5 Review or amendment of IDP and Budget Process Plan for 2023/2024 (02/02/1)

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

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

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

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

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

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

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

Pursuant to the above statutory requirements, an IDP and Budget Process Plan for the 2023/2024 cycle for review/amendment is attached as **annexure 7.1.5**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) *that the Reviewed / Amended IDP and Budget Process Plan for 2023/2024 be approved.*

(b) *that in the event of any changes with regard to the dates of the Process Plan, the Municipal Manager be mandated to change same after consultation with the Executive Mayor.*

7.1.6 Finance: Adjustment budget 2022/2023 (5/1/1/21)

The following documents are attached:

(a) Memorandum from Director: Finance: **Annexure 7.1.6(a)**.
(b) Adjustment budget 2021/2022 to 2022/203: **Annexure 7.1.6(b)**.
(c) Budget schedules: **Annexure 7.1.6(c)**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the adjustment budget of Witzenberg Municipality for the financial year 2022/2023 as set out in the budget documents be approved on condition that expenditure may only be incurred once approval has been obtained from National or Provincial Treasury in respect of roll-over funding and once the Memorandums of Agreements are in place with the partnering organisations:

(i) Table B1 - Budget summary;

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

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

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

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

7.1.7 Proposed amendment to Leave Policy (4/2/P)

Memorandum from Director: Finance, 17 August 2022:

"**Purpose**

To obtain approval from Council to amend the Leave Policy.

Legal framework

The following section of the Indigent Policy was approved on 25 August 2021 by Council:

Section 9.3.1 of the Leave Policy determines that the municipality will not pay out any leave except on termination of employment, which will be payable the month following month of termination.

The Leave Policy with the recommended amendments is attached as **annexure 7.1.7**.

Motivation

It happens from time to time that exceptional circumstances exist that may merit the pay out of leave to an employee."

RESOLVED

That the Executive Mayoral Committee recommends to Council:

That Section 9.3.4 be added to the Leave Policy:

"9.3.4 The Municipal Manager is authorised to approve the pay out of leave to an employee in exceptional circumstances (e.g. the employee's ownership of his or her house is at risk, due to outstanding debt, excessive medical expenses not covered by medical aid or any other exceptional circumstances according to merit approved by the Municipal Manager)."

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

Dat paragraaf 9.3.4 by die Verlofbeleid gevoeg word:

"9.3.4 Dat die Munisipale Bestuurder gemagtig word om die uitbetaling van verlof aan 'n werknemer in buitengewone omstandighede goed te keur (bv. wanneer die werknemer se eienaarskap van sy of haar huis in gevaar is, as gevolg van uitstaande skuld, buitensporige mediese uitgawes wat nie deur mediese fonds gedek word nie of enige ander buitengewone omstandighede volgens meriete goedgekeur deur die Munisipale Bestuurder)."

7.2 Direktoraat Tegniese Dienste / Directorate Technical Services

7.2.1 Wolseley Wind Farm (15/4/2/222)

Memorandum from Manager: Town Planning and Building Control, dated 11 August 2022:

"**Background**

Council previously approved the consent use application for the Wolseley Wind Farm facility. Kindly refer to **annexure 7.2.1(a)** (letter of consent dated 18 September 2015).

The developer at the time was SAGIT Energy Ventures represented by Mich Nieuwoudt.

Request is now made for the transfer of the consent from SAGIT to Acciona Energy South Africa Global (Pty) Ltd.

Purpose

SAGIT was the developer that initially applied to the municipality for the land use rights (consent).

Subsequently Acciona Energy South Africa Global (Pty) Ltd acquired 100 % of the shares in Project Company that holds the development rights to the Wolseley Wind Farm Project.

The Transfer and Cession Undertaking signed by SAGIT with the intention to transfer the permits, licenses, approvals and consents to the Project Company, dated 28 July 2022, is attached as **annexure 7.2.1(b)**.

Deliberation

It was made a condition of approval that the land use consent cannot be transferred without agreement of the local authority.

Condition xiii of the consent reads:

'This consent only applies to the owner and cannot be transferred without the agreement of the local authority.'

Acciona Energia submitted a company profile which is attached as **annexure 7.2.1(c)**."

Alderman K Adams requested that a presentation with regard to the Wolseley Wind Farm facility be made to Council again.

RESOLVED

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

that Council agrees to the transfer of the land use consent from SAGIT to Acciona Energy South Africa Global (Pty) Ltd for the purposes of a renewable energy facility as stipulated under letter of consent dated 18 September 2015.

(b) that the Municipal Manager be authorised to arrange with Messrs Acciona Energy South Africa Global (Pty) Ltd to make a presentation in respect of the Wolseley Wind Farm to Council.

7.2.2 Dorpsbeplanning en –beheer: Oprigting van inligtingsbord deur Ceres Togryers Museum (15/6/2)

Die volgende skrywe is van die Bestuurder van die Ceres Togryers Museum ontvang:

"Die Museum wil graag toestemming verkry vir 'n aksie wat ons tydens Erfenismaand in September wil loods.

Die oopruimte in Lyellstraat in die Rooikamp is van groot historiese waarde vir die gemeenskap. Dit was as gevolg van die Groepsgebiedewet as buffer-area verklaar en moes talle bruin gesinne die grond verlaat.

Die Museum wil graag op daardie grond 'n inligtingsbord oprig wat die geskiedenis weergee. Die bord sal dieselfde formaat aanneem as die bord by die aardbewing gedenknaald voor John Steyn Biblioteek."

'n Liggingsplan en foto word aangeheg as **bylae 7.2.2**.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat toestemming aan die Ceres Togryers Museum verleen word vir die oprigting van twee inligtingsborde op die oopruimte in Lyellstraat, Rooikamp, Ceres om die geskiedenis van die grond weer te gee.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that permission be granted to the Ceres Transport Riders Museum for the erection of two information boards on the open space in Lyell Street, Rooikamp, Ceres to reflect the history of the land.

7.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

7.3.1 Presentation: Vredebes Incremental Housing
Voorlegging: Vredebes Inkrementele Behuising
(17/04/1/1/1)

The following documents are attached:

(a) Presentation by Ms Karen Siebrits of ASLA: **Annexure 7.3.1(a)**.
(b) Presentation by Messrs Devco and ASLA: **Annexure 7.3.1(b)**.

The Acting Municipal Manager mentioned that no further consultation was held with the provincial department. The Department is awaiting Council's approval for the Vredebes Incremental Housing project to be a pilot project. Furthermore, the Department is busy with a parallel process to investigate the possibility of any other service provider with a presentation of any other incremental housing project. The purpose is to compare and to determine the best market related proposal. Other possible proposals may therefore be submitted to Council.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that Witzenberg Municipality agrees for the roll-out of the pilot project for the Vredebes Incremental Housing project.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat Munisipaliteit Witzenberg instem vir die uitrol van die loodsprojek vir die Vredebes Inkrementele Behuisingsprojek.

7.3.2 Housing: Demolition of vandalised houses: The Island Holiday Resort, Ceres
(17/4/1/1/R)

A memorandum from the Manager: Housing, dated 14 March 2022, is attached as **annexure 7.3.2**.

Council resolved on 30 March 2022 that the matter in respect of the demolition of vandalised houses in The Island Holiday Resort, Ceres be held in abeyance and be referred to the Committee for Housing Matters and after that to Council again.

The Committee for Housing Matters resolved on 23 June 2022 to recommend to Council:

(a) that the recyclable material be recycled by the maintenance team of the Department of Housing.

(b) that the ticket office at the entrance of The Island Resort be demolished.

(c) that the two (2) vacant semi-detached houses not be demolished, but rather be made available to the neighbours for restoration at own cost and subsequent occupation.

(d) that the five (5) vacant houses be demolished internally with the assistance of a digger loader from the Directorate Technical Services and temporary workers.

The Deputy Executive Mayor raised concerns regarding the recommendation relating to the semi-detached houses and whether the awarding thereof to neighbours would not amount to preferential treatment.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that the recyclable material be recycled by the maintenance team of the Department of Housing.

(b) that the ticket office at the entrance of The Island Resort be demolished.

(c) that the two (2) vacant semi-detached houses not be demolished, but rather be handled in accordance with Council's approved Housing Policy.

(d) that the five (5) vacant houses be demolished internally with the assistance of a digger loader from the Directorate Technical Services and temporary workers.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(a) dat alle herwinbare materiaal deur die Departement Behuising se instandhoudingspan herwin word.

(b) dat die kaartjieskantoor by die ingang van die Eiland Vakansieoord gesloop word.

(c) dat die twee (2) vakante skakelwonings nie gesloop word nie, maar liewer in ooreenstemming met die Raad se Behuisingsbeleid hanteer word.

(d) dat die vyf (5) vakante wonings intern gesloop word met behulp van 'n laaigraaf van Direktoraat Tegniese Dienste en tydelike werkers.

7.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

7.4.1 Lease of old Post Office building: Tulbagh (Busy Bee) (7/1/4/1)

A development proposal for Tulbagh Tourism and De Oude Kerk Volksmuseum is attached as **annexure 7.4.1**.

The Executive Mayoral Committee resolved on 6 October 2021 to recommend to Council:

(a) that Council considers to lease the old Post Office building in Tulbagh to the Oude Kerk Volksmuseum and Tulbagh Tourism for a period of three years with the option to extend the lease.

(b) that a Supply Chain process be followed to determine the market related rent for the building.

(c) that a Public Participation Process be followed for any comments or objections regarding the lease of the old Post Office building.

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

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the old Post Office building in Tulbagh (Busy Bee) be held in abeyance to obtain further information and after that be submitted to Council.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die aangeleentheid aangaande die ou Poskantoorgebou in Tulbagh (Busy Bee) oorstaan om verdere inligting te bekom en daarna aan die Raad voorgelê word.

7.4.2 Appointment of employer representatives: SALA Pension Fund (12/1/1/2)

A letter from SALA Pension Fund, dated 6 July 2022, is attached as **annexure 7.4.2**.

The Executive Mayoral Committee enquired whether an employee can be nominated after which the Acting Municipal Manager indicated that clarity will be obtained in this regard, but that at this stage the representative should be a Councillor.

The following recommendation was tabled to the Executive Mayoral Committee:

that an employer representative as well as an alternate be appointed to represent Witzenberg Municipality on the provincial forum of the SALA Pension Fund.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that Mr Jeffrey Jones be appointed as the employee representative on the provincial forum of the SALA Pension Fund

(b) that in the event that supra (a) cannot be realised, Councillor JP Fredericks be appointed as the employer representative.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(a) dat mnr. Jeffrey Jones aangewys word as die werknemerverteenwoordiger op die provinsiale forum van die SALA Pensioenfonds.

(b) dat indien supra (a) nie kan realiseer nie, raadslid JP Fredericks aangewys word as die werkgewerverteenwoordiger.

7.4.3 Appointment of Section 80 Committees by Council (03/3/1/1)

In terms of Section 80 of the Structures Act, Council may appoint Committees of Councillors to assist the Executive Committee or the Executive Mayor. Such Committees may not in number exceed the number of members of the Executive Committee or the Mayoral Committee. Therefore, four (4) Section 80 Committees can be established. The Executive Committee or Executive Mayor appoints a Chairperson for each Committee from the Executive Committee or Mayoral Committee and:

- May delegate any powers and duties to the committee
- Is not divested of the responsibility concerning the exercise of the power or performance of the duty.
- May revoke any decision taken by the committee, subject to any vested rights.

Section 80 Committees are usually permanent committees that specialise in one area of work and sometimes are given the right to make decisions over small issues. Section 80 Committees will also advise executive committees on policy matters and make recommendations to Council.

Council will have to decide whether both Section 79 and 80 Committees will be established or whether only Section 79 or only Section 80 Committees will be established. Section 79 Committees report directly to Council, whilst Section 80 Committees report to the Executive Committee or the Executive Mayor.

Present Management structure

The present Management structure consists of four directorates as follows:

- Directorate Corporate Services
- Directorate Technical Services
- Directorate Financial Services
- Directorate Community Services

Committees can be established for each of the directorates or for any combination thereof.

Functions of the Section 80 Committees

The following functions can be considered for the Section 80 Committees:

1. At least one meeting per month to consider reports from the directors.

2. Deal with matters that have been referred to the committee by the Council or the Executive Committee or Executive Mayor.

3. Review and evaluate policies and make recommendations to the Executive Committee or the Executive Mayor on amendments thereto and the revoking thereof.

4. Make recommendations to the Executive Committee or the Executive Mayor on new policy to be implemented.

5. Evaluate and review bylaws and make recommendations to the Executive Committee or the Executive Mayor thereon.

6. Oversee service delivery within the relevant portfolio.

7. Perform such duties and perform such powers as may be delegated to them by Council in terms of Section 59 of the Structures Act.

Acceptance of system of delegations

It is recommended that committees be delegated the power to consider and approve monthly reports from the Directors and various sections within the directorates.

A document indicating the current composition of Section 80 Committees is attached as **annexure 7.4.3**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that delegated powers be granted to the Executive Mayor to appoint Councillors to Section 80 Committees and to make changes within committees.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that the matter in respect of the appointment of Section 80 Committees be held in abeyance and be referred to Council for inputs and finalisation.

(b) that an interpreter be appointed to render duties at all committee meetings.

7.4.4 Broadcast and coverage of South African Club Rugby on SABC (10/1/1)

The following documents are attached:

(a) Letter from the SABC, dated 18 October 2021: **Annexure 7.4.4(a)**.
(b) Document from Boland Rugby: **Annexure 7.4.4(b)**.

The Acting Municipal Manager informed the Executive Mayoral Committee that Witzenberg Municipality in principle agrees to be part of the Cape Winelands club rugby structure of the Boland Rugby Union to participate in the South African Club Rugby on SABC. Councillors JP Fredericks and J Zalie represented Council at the meeting. The matter is regarded as urgent in order to continue with discussions with regard to logistics and Cost Containment Regulations.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves the participation of Witzenberg Municipality in the broadcast and coverage of South African club rugby on SABC.

(b) that the municipality takes part in the project supra (a) on condition of transparency and that the best team and the best coaching team be appointed.

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None

NOTED

9. FORMAL AND STATUTORY MATTERS

None

NOTED

10. EXECUTIVE MAYORAL COMMITTEE (CONFIDENTIAL)

MINUTES OF THE SPECIAL EXECUTIVE MAYORAL COMMITTEE MEETING, HELD VIRTUALLY ON THURSDAY, 29 SEPTEMBER 2022 AT 14:00

PRESENT

Executive Mayoral Committee

Alderman HJ Smit (Executive Mayor)
Councillor FE Klazen (Deputy Executive Mayor)
Alderman K Adams
Alderman BC Klaasen
Alderman JJ Visagie

Councillors (ex officio)

Councillor L Hardnek (Chairperson: MPAC)

Officials

Mr D Nasson (Municipal Manager)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr R Rhode (ICT Administrator)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Executive Mayor welcomed everyone present at the meeting.

NOTED

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

An application for leave of absence from the meeting was received from Councillor T Fredericks (FFP).

RESOLVED

that the application for leave of absence from the meeting, received from Councillor T Fredericks (FFP), be approved and accepted.

3. APPOINTMENT OF ACTING EXECUTIVE MAYOR (3/1/1/4)

The Executive Mayor, Alderman HJ Smit, as well as the Deputy Executive Mayor, Councillor F Klazen is part of a delegation that will be visiting Essen in Belgium from 30 September until 7 October 2022.

There is no delegation that allows for the Executive Mayor to unilaterally appoint an acting Executive Mayor in terms of Council's System of Delegations. Council has delegated powers to the Executive Mayor, together with the Mayoral Committee, on matters that cannot be delegated in terms of applicable legislation.

The Executive Mayor and Mayoral Committee are empowered in terms of the said delegation to appoint an acting Executive Mayor for any period when the Mayor is absent.

RESOLVED

that Alderman K Adams be appointed as the Acting Executive Mayor for the period 29 September 2022 until 7 October 2022.

4. ADJOURNMENT / VERDAGING

The meeting adjourned at 14:13.

Approved on 24 October 2022 without amendments.

ALDERMAN HJ SMIT
EXECUTIVE MAYOR

MJ Prins

MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON MONDAY, 24 OCTOBER 2022 AT 09:00

PRESENT

Executive Mayoral Committee

Alderman HJ Smit (Executive Mayor)
Councillor FE Klazen (Deputy Executive Mayor)
Alderman K Adams
Alderman BC Klaasen
Alderman JJ Visagie
Councillor JP Fredericks

Councillors (ex officio)

Councillor EM Sidego (Speaker)
Councillor L Hardnek (Chairperson: MPAC)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr A Hofmeester (Manager: IDP)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr C Titus (Committee Clerk)
Mr M Njokweni (Interpreter)

Other attendees

Mr J Conradie (Ceres Business Initiative)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Executive Mayor welcomed everyone present and conveyed a special welcome to Mr J Conradie from the Ceres Business Initiative.

The Director: Finance was requested to open the meeting with prayer.

NOTED

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

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

3. MINUTES / NOTULES

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

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

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

The following minutes are attached:

(a) Executive Mayoral Committee meeting, held on 22 August 2022: **Annexure 3.2(a)**.

(b) Special Executive Mayoral Committee meeting, held on 29 September 2022: **Annexure 3.2(b)**.

RESOLVED

That the following minutes be approved and signed by the Executive Mayor:

(a) Executive Mayoral Committee meeting, held on 22 August 2022.

(b) Special Executive Mayoral Committee meeting, held on 29 September 2022.

BESLUIT

Dat die volgende notules goedgekeur en deur die Uitvoerende Burgemeester onderteken word:

(a) Uitvoerende Burgemeesterskomitee vergadering, gehou op 22 Augustus 2022.

(b) Spesiale Uitvoerende Burgemeesterskomitee vergadering, gehou op 29 September 2022.

ISIGQIBO

Ukuba lemizuz ipunyezwa kwaye ityikitywe nguSodolophu oxhuzula imikhala:

(a) Intlanganiso yeKomiti kaSodolophu,ebibanjwe ngomhla wama 22 kweyeThupha2022.

(b) Intlanganiso yeKomiti kaSodolophu ekhethekileyo,ebibanjwe ngomhla wama 29 kweyoMsintsi 2022.

Alderman JJ Visagie joined the meeting at 09:10.

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY EXECUTIVE MAYOR
MEDEDELINGS, AANKONDIGINGS OF SAKE DEUR UITVOERENDE BURGEMEESTER GEOPPER
(9/1/1)

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFVAARDIGINGS

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Direktoraat Finansies / Directorate Finance

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

7.2 Direktoraat Tegniese Dienste / Directorate Technical Services

7.2.1 Padsluiting: Huis Disa, Tulbagh
Closure of road: Disa Home, Tulbagh
(16/4/2)

A memorandum from the Manager: Town Planning and Building Control, dated 26 May 2022, is attached as **annexure 7.2.1**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the 11.02 meter (34 feet) wide road, located along Huis Disa's northern boundary as shown in Figure 1, is not required for basic service delivery and may be closed, subject to the formal town planning process which involves public advertising.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die pad met wydte 11.02 meter (34 voet), geleë langs Huis Disa se noordgrens soos aangetoon deur Figuur 1, nie benodig word vir basiese dienslewering nie en gesluit kan word, onderhewig aan die formele stadsbeplanningsproses wat publieke advertering insluit.

ISIGQIBO

Ikomiti kaSodolophu yenze isiphakamiso esiya kwiBhunga:

Ukuba imitsi/mitha engu 11.02 (imitsi engama 34) ububanzi bendlela, ezinzecebukuhle kwindlu iDisa kumantla nanjengokuba kudakanciwe ku (Figure 1) kwaye ayifuni unikezelo lweenkonzo kwaye ingavalwa,kambe oku kuyaku-xhomekake kwinkqubo yezicwangciso zeDolphu ezisemthethweni equka uku-Papashwa kuwonkewonke.

7.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

7.3.1 Proposed erf 2622 for Schoonvlei SMME Business HUB: Corner of Bank and Forel Streets, Bella Vista, Ceres
Voorgestelde erf 2622 vir Schoonvlei Klein Medium Mikro Besigheidsentrum: Hoek van Bank- en Forelstraat, Bella Vista, Ceres (7/1/4/1)

Council resolved per item 8.3.1 of 28 January 2020:

(a) that Council takes notice of the approved funding application from Witzenberg Municipality for the development of an SMME Small Business HUB in the Schoonvlei industrial area located in Bella Vista, Ceres.

(b) that Council, after consideration, approved to develop a Small Business HUB in Schoonvlei industrial area on erf 2622 on the corner of Bank and Forel Streets, Bella Vista, Ceres.

Report from Municipal Manager, dated 19 October 2022:

"**Background**

The subdivision of erf 2622, Schoonvlei, Ceres was approved subject to certain conditions. In terms of Council's policy on the contribution of bulk levies (development charge per service) any potential buyer will have to pay the bulk contribution cost as set out in **annexure 7.3.1(a)**. The minimum cost in terms of the industrial zoning of the erf will be R681 578-07 per unit. This excludes the market related cost of the erf. The market related cost of the subdivided erven is attached as **annexure 7.3.1(b)**. When Council deliberated on the matter the idea was to empower the previously disadvantaged sector of our community who has not benefited from any land acquisition in the past. Council also wanted to cater for the small business people within the Schoonvlei industrial park. The payment of the development cost makes it economically unviable and unaffordable for any small business person to purchase the property from Council. Council is requested to consider to waive the development charges for upcoming and small business entrepreneurs from the previously disadvantaged communities.

Legal implications

These subdivided erven is not required for basic service delivery as envisaged by Section 40 of the Municipal Finance Management Act. The property will be sold in terms of Council's Supply Chain Policy to meet the requirement of the constitution of being fair, transparent and equitable.

Financial implications

Council will not receive any development charges income in terms of Council's policy if the cost is waived. If the property is sold it will be sold at market related price and Council's income will be from the services delivered at the erven as well as future rates."

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposed erf 2622 for Schoonvlei Small Medium Micro Business HUB, corner of Bank and Forel Street, Bella Vista, Ceres be held in abeyance and further information be obtained.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die aangeleentheid rakende die voorgestelde erf 2622 vir Schoonvlei Klein Medium Mikro Besigheidsentrum, hoek van Bank- en Forelstraat, Bella Vista, Ceres oorstaan en dat verdere inligting bekom word.

ISIGQIBO

Ikomiti kaSodolophu yenze isiphakamiso esiya kwiBhunga:

Ukuba umba ophathelene nendawo(erf 2622) kulungiselelwa amashishini asakhasayo eSchoonvlei, kwidolo leBhanki kunye nesiTalato iForel Street, Bella Vista, Ceres koko iinkcukacha ezithe vetshe zide zifumaneke.

7.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

7.4.1 Witzenberg Municipality Training and Development Policy (4/4/P)

The Training and Development Policy for Witzenberg Municipality is attached as **annexure 7.4.1**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Training and Development Policy, after consideration, be approved and accepted subject to the decision taken at the Council workshop.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die Witzenberg Opleiding- en Ontwikkelingsbeleid, na oorweging, goedgekeur en aanvaar word onderhewig aan die besluit geneem by die werkswinkel van die Raad.

ISIGQIBO

Ikomiti kaSodolophu yenze isiphakamiso esiya kwiBhunga:

Ukuba uMgaqo-nkqubo woCweyo noPhuhliso ,emveni kokuba ugqaliwe uzakuphunyezwa koko kuyakugqalwa isigqibo soCweyo lweBhunga.

7.4.2 Council matters: Chronological order of losing the Mayoral chain (3/R & 6/1/R)

Report from Manager: Administration, dated 12 October 2022:

"**1. Purpose**

To inform the Executive Mayoral Committee and Council that the Mayoral chain has been lost and the current police investigation in this regard.

2. Discussion and deliberation

Herewith a chronological account of how the Mayoral chain was lost and the current police investigation into the matter.

2.1 On Friday, 4 December 2020, Alderman BC Klaasen, at that time Executive Mayor of Witzenberg Municipality, pitched at 16:00 at the office of the Department Administration.

2.2 The Mayoral Chain was locked in the safe.

2.3 All staff members present were ready to leave the office since it was the end of the working day and the week.

2.4 Alderman Klaasen stood in the middle of the door opening and nobody could exit the room.

2.5 Alderman Klaasen was visibly in a hurry and also mentioned that he was in a hurry and had come to fetch the Mayoral chain.

2.6 The Manager: Administration was aware that the Mayor had to make a speech at the St Andrews Anglican Church in Ceres on Sunday, 6 December 2020.

The reasons for this knowledge were:

2.6.1 As a member of the said church the Manager: Administration knew that it was the 160 year's celebration of the church that weekend.

2.6.2 The Manager: Administration was also aware that the Mayoral speech for this event had been prepared by the Department Communication.

2.7 The Manager: Administration handed over the Mayoral chain to the Mayor in the presence of the following officials, who witnessed the handover:

(a) Mariaan Prins
(b) Elana Lewis
(c) Christo Titus
(d) Wilma Roode
(e) Lulama Ngwane

2.8 Alderman Klaasen mentioned that the chain would be returned on Monday, 7 December 2020.

2.9 The chain was not returned as promised, which was not found strange, because over many years it was sometimes kept by various Mayors of the municipality in the office of the Executive Mayor. Alderman Klaasen also did this from time to time.

2.10 Since January 2021, and thereafter, it was noted by the Manager: Administration that the Mayor was not wearing the chain at official functions.

2.11 Alderman Klaasen never requested the chain from Department Administration again after Friday, 4 December 2020 and the Manager: Administration assumed that he preferred not to wear the chain.

2.12 During February 2021 the Manager: Administration enquired from the Mayor, as well as his personal assistant, about the chain.

2.13 The Mayor mentioned in an aggressive way that the chain had already been returned to the Department Administration. However, neither the Mayor nor his assistant could indicate who had returned the chain and who had received it at Department Administration.

2.14 The Manager: Administration started searching after and enquiring about the chain at several sites and with several employees who could possibly have information about the whereabouts of the chain. All offices in the Department Administration, the safe as well as the offices of the Council component, which include the office of the Mayor, were thoroughly searched. However, the chain could not be found.

2.15 The assistance of Alderman Klaasen was again requested to also have a look at his home, but the effort for support was in vain and he responded in anger.

2.16 The Manager: Administration informed the Municipal Manager about the missing chain and requested him to discuss the matter with Alderman Klaasen.

2.17 The Municipal Manager afterwards informed the Manager: Administration that his discussion with Alderman Klaasen was unsuccessful.

2.18 The Local Government Election was scheduled for 3 November 2021 and the logistics for a new incoming Council were made.

2.19 On instruction of the Municipal Manager a much cheaper chain was purchased in October 2021 to avoid embarrassment with the inauguration of the newly elected Mayor.

2.20 Proper supply chain processes were followed.

2.21 By the end of February 2022 the Manager: Administration was confidentially informed by a former employee of Council that the mayoral chain ended up in Durban and was not returned to Ceres.

2.22 This allegation was regarded as a rumour and hearsay, because there was always the believe that the chain was misplaced and will be found eventually.

2.23 Several efforts were made by the Manager: Administration and the Municipal Manager to obtain an affidavit from the said employee, but without any success.

2.24 On 22 September 2022 an affidavit was made with the South African Police Services that the chain was possibly stolen and a case for theft was opened.

2.25 The police investigation is currently ongoing and further affidavits were obtained.

2.26 Outcomes of the investigation are awaited."

The following recommendation was tabled to the Executive Mayoral Committee:

that notice be taken of the report regarding the stolen/missing Mayoral chain.

Alderman BC Klaasen requested that this matter as well as the disappearance of other Mayoral chains be investigated by Council. The Alderman mentioned that he had applied in terms of PAIA legislation for records of all lost and stolen assets of the municipality for the period 2016 until 2021 and whether it was reported to Council, the Auditor-general of South Africa and the insurance company of the municipality. He also requested the Executive Mayor on 26 September 2022 that an investigation be done regarding the matter.

Various discussion and remarks followed which involved Alderman K Adams, Alderman JJ Visagie and Councillor J Fredericks. Alderman K Adams was of the opinion that Alderman B Klaasen must leave the meeting when the matter is being discussed. Councillor J Fredericks was of the opinion that a police investigation is currently ongoing. Alderman J Visagie mentioned that if Alderman Klaasen has to leave the meeting, then also the administrative personnel.

On request of Alderman J Visagie for a caucus break Councillor J Fredericks requested that it be minuted that he had declined the caucus break. Councillor L Hardnek also declined the caucus break on grounds of lack of information in respect of the disappearance of the Mayoral chain.

After the caucus break Alderman J Visagie reported back to the Executive Mayoral Committee.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that an independent investigator be appointed in respect of the matter.

(b) that the inputs of Alderman BC Klaasen in respect of the missing Mayoral chain be tested.

(c) that during discussions of the matter by Council, Alderman B Klaasen be excused from the deliberations.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(a) dat 'n onafhanklike ondersoeker aangestel word rakende die aangeleentheid.

(b) dat die insette van Raadsheer BC Klaasen rakende die vermiste Burgemeestersketting getoets word.

(c) dat gedurende besprekings van die aangeleentheid deur die Raad, raadsheer Klaasen van beraadslagings verskoon word.

ISIGQIBO

Ikomiti kaSodolophu yenze isiphakamiso esiya kwiBhunga:

(a) Ukuba kusetyenziswe abaphandi abazimeleyo ngokuphathelene nalomba.

(b) Ukuba kuvavanywe ubunyani bukaMnu BC Klaasen ngokuphathelene neKhonco likaSodolophu elithe laduka.

(c) Xa kushukuxwa lomba uMhlonitshwa uKlaasen asikhwelele.

7.4.3 Lease of old Post Office building: Tulbagh (Busy Bee) (7/1/4/1)

A development proposal for Tulbagh Tourism and De Oude Kerk Volksmuseum is attached as **annexure 7.4.3(a)**.

Council unanimously resolved on 24 August 2022 that the matter in respect of the old Post Office building in Tulbagh (Busy Bee) be held in abeyance to obtain further information and after that be submitted to Council.

A further proposal for the usage of the Busy Bee building was also received from the Tulbagh Community Development Forum, attached as **annexure 7.4.3(b)**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the old Post Office building, Tulbagh (Busy Bee) be leased to Tulbagh Tourism and De Oude Kerk Volksmuseum.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die ou Poskantoorgebou, Tulbagh (Busy Bee) aan Tulbagh Toerisme en De Oude Kerk Volksmuseum verhuur word.

ISIGQIBO

Ikomiti kaSodolophu yenze isiphakamiso esiya kwiBhunga:

Ekubeni isakhiwo sasePosini eTulbagh(Busy bee) sidluliselwe kwiCandelo lezoKhenketho eTulbagh naseDe Oude Kerk Volksmuseum.

7.4.4 Performance, Risk and Audit Committee: Appointment of members (5/14/4)

A memorandum from the Head: Internal Audit, dated 19 October 2022, is attached as **annexure 7.4.4**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that appreciation be expressed towards Mr S Redelinghuys for the six years served on the Performance, Risk and Audit Committee and the contributions made.

(b) that the appointment of Mr J George for a further one-year term be approved.

(c) that the following three members be appointed:

(i) Jacobus Johannes Swarts
(ii) Rowan Graham Nicholls
(iii) Jacqueline Lapoorta

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(a) dat waardering uitgespreek word teenoor mnr. S Redelinghuys vir die ses jaar wat hy op die Prestasie-, Risiko- en Ouditkomitee gedien het en vir die bydraes wat hy gemaak het.

(b) dat die aanstelling van mnr. J George vir 'n verdere termyn van een jaar goedgekeur word.

(c) dat die volgende drie lede aangestel word:

(i) Jacobus Johannes Swarts
(ii) Rowan Graham Nicholls
(iii) Jacqueline Lapoorta

ISIGQIBO

Ikomiti kaSodolophu yenze isiphakamiso esiya kwiBhunga:

(a) Ukuba kuboniswe umbulelo kuMnu S Redelinghuys kwiminyaka emithandathu athe wayisebenza kwikomiti yopicotho lendlela yokusebenza kunye nobungozi,kwanegxathu athe walithatha.

(b) Ukuba uMnu J George aphinde aqashwe kangangonyaka omnye.

(c) Ukuba lamalungu alandelayo mathathu aqashwe:

(i) Jacobus Johannes Swarts
(ii) Rowan Graham Nicholls
(iii) Jacqueline Lapoorta

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

9. FORMAL AND STATUTORY MATTERS

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

10. ADJOURNMENT

The meeting adjourned at 10:10.

Approved on _____ with /without amendments.

_____
ALDERMAN HJ SMIT
EXECUTIVE MAYOR

MJ Prins

Report of the auditor-general to the Western Cape Provincial Parliament and the council on the Witzenberg Municipality

Report on the audit of the financial statements

Opinion

1. I have audited the financial statements of the Witzenberg Municipality set out on pages 4 to 72, which comprise the appropriation statement, statement of financial position as at 30 June 2022, the statement of financial performance, statement of changes in net assets and cash flow statement and statement of comparison of budget and actual amounts for the year then ended, as well as the notes to the financial statements, including a summary of significant accounting policies.

2. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Witzenberg Municipality as at 30 June 2022, and its financial performance and cash flows for the year then ended in accordance with accordance with the Standards of Generally Recognised Accounting Practice (GRAP) and the requirements of the Municipal Finance Management Act 56 of 2003 (MFMA) and the Division of Revenue Act 9 of 2021 (Dora).

Basis for opinion

3. I conducted my audit in accordance with the International Standards on Auditing (ISAs). My responsibilities under those standards are further described in the auditor-general's responsibilities for the audit of the financial statements section of my report.

4. I am independent of the municipality in accordance with the International Ethics Standards Board for Accountants' *International code of ethics for professional accountants (including International Independence Standards)* (IESBA code) as well as other ethical requirements that are relevant to my audit in South Africa. I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA code.

5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matters

6. I draw attention to the matters below. My opinion is not modified in respect of these matters.

Restatement of corresponding figures

7. As disclosed in note 36 to the financial statements, the corresponding figures for 30 June 2021 have been restated as a result of errors discovered during 2021-22 in the financial statements of the municipality for the year ended 30 June 2022.

Material impairments

8. As disclosed in notes 3 to the financial statements, the municipality has provided for an impairment of R258,7 million (2020-21: R214,2 million) on receivables from exchange transactions amounting to R344,9 million (2020-21: R285,7 million).

9. As disclosed in note 4 to the financial statements, the municipality has provided for an impairment of R43 million (2020-21: R47,1 million) on receivables from non-exchange transactions amounting to R56,5 million (2020-21: R58,1 million).

Other matters

10. I draw attention to the matters below. My opinion is not modified in respect of this matter.

Unaudited disclosure notes

11. In terms of section 125(2)(e) of the MFMA the municipality is required to disclose particulars of non-compliance with the MFMA in the financial statements. This disclosure requirement did not form part of the audit of the financial statements and, accordingly, I do not express an opinion on it.

Unaudited supplementary information

12. The supplementary information set out on pages 73 to 77 of the financial statements does not form part of the financial statements and is presented as additional information. I have not audited this information and, accordingly, we do not express an opinion thereon.

Responsibilities of the accounting officer for the financial statements

13. The accounting officer is responsible for the preparation and fair presentation of the financial statements in accordance with the Standards of GRAP and the requirements of the MFMA and Dora, and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

14. In preparing the financial statements, the accounting officer is responsible for assessing the municipality's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the appropriate governance structure either intends to liquidate the municipality or to cease operations, or has no realistic alternative but to do so.

Auditor-general's responsibilities for the audit of the financial statements

15. My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with the ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are

considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

16. A further description of my responsibilities for the audit of the financial statements is included in the annexure to this auditor's report.

Report on the audit of the annual performance report

Introduction and scope

17. In accordance with the Public Audit Act 25 of 2004 (PAA) and the general notice issued in terms thereof, I have a responsibility to report on the usefulness and reliability of the reported performance information against predetermined objectives for selected objectives presented in the annual performance report. I performed procedures to identify material findings but not to gather evidence to express assurance.

18. My procedures address the usefulness and reliability of the reported performance information, which must be based on the municipality's approved performance planning documents. I have not evaluated the completeness and appropriateness of the performance indicators/ measures included in the planning documents. My procedures do not examine whether the actions taken by the municipality enabled service delivery. My procedures also do not extend to any disclosures or assertions relating to planned performance strategies and information in respect of future periods that may be included as part of the reported performance information. Accordingly, my findings do not extend to these matters.

19. I evaluated the usefulness and reliability of the reported performance information in accordance with the criteria developed from the performance management and reporting framework, as defined in the general notice, for the following selected objective presented in the municipality's annual performance report for the year ended 30 June 2022:

Strategic objectives	Pages in the annual performance report
Strategic objective – essential services	14 to 15

20. I performed procedures to determine whether the reported performance information was properly presented and whether performance was consistent with the approved performance planning documents. I performed further procedures to determine whether the indicators and related targets were measurable and relevant, and assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.

21. I did not raise any material findings on the usefulness and reliability of the reported performance information for this strategic objective.

Other matter

22. I draw attention to the matter below.

Achievement of planned targets

23. Refer to the annual performance report on pages 14 to 15 for information on the achievement of planned targets for the year and management's explanations provided for the under/ overachievement of targets.

Report on the audit of compliance with legislation

Introduction and scope

24. In accordance with the PAA and the general notice issued in terms thereof, I have a responsibility to report material findings on the municipality's compliance with specific matters in key legislation. I performed procedures to identify findings but not to gather evidence to express assurance.

25. I did not identify any material findings on compliance with the specific matters in key legislation set out in the general notice issued in terms of the PAA.

Other information

26. The accounting officer is responsible for the other information. The other information comprises the information included in the annual report, which includes the accounting officer's report and the audit committee's report. The other information does not include the financial statements, the auditor's report and those selected objectives presented in the annual performance report that have been specifically reported in this auditor's report.

27. My opinion on the financial statements and findings on the reported performance information and compliance with legislation do not cover the other information and I do not express an audit opinion or any form of assurance conclusion on it.

28. In connection with my audit, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements and the selected objectives presented in the annual performance report, or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

29. If, based on the work we have performed, we conclude that there is a material misstatement in this other information we are required to report that fact. We have not yet completed our review of the other information. If the other information is not corrected, I may have to retract this auditor's report and re-issue an amended report as appropriate. However, if it is corrected this will not be necessary.

Internal control deficiencies

30. I considered internal control relevant to my audit of the financial statements, reported performance information and compliance with applicable legislation; however, my objective was not to express any form of assurance on it.

31. I did not identify any significant deficiencies in internal control.

Auditor General

Cape Town

30 November 2022

AUDITOR-GENERAL
SOUTH AFRICA

Auditing to build public confidence

Annexure – Auditor-general's responsibility for the audit

1. As part of an audit in accordance with the ISAs, I exercise professional judgement and maintain professional scepticism throughout my audit of the financial statements and the procedures performed on reported performance information for selected objectives and on the municipality's compliance with respect to the selected subject matters.

Financial statements

2. In addition to my responsibility for the audit of the financial statements as described in this auditor's report, I also:

   - identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error; design and perform audit procedures responsive to those risks; and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control
   - obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the municipality's internal control
   - evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the accounting officer
   - conclude on the appropriateness of the accounting officer's use of the going concern basis of accounting in the preparation of the financial statements. I also conclude, based on the audit evidence obtained, whether a material uncertainty exists relating to events or conditions that may cast significant doubt on the ability of the municipality to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements about the material uncertainty or, if such disclosures are inadequate, to modify my opinion on the financial statements. My conclusions are based on the information available to me at the date of this auditor's report. However, future events or conditions may cause a municipality to cease operating as a going concern
   - evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Communication with those charged with governance

3. I communicate with the accounting officer regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

4. I also provide the accounting officer with a statement that I have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my independence and, where applicable, actions taken to eliminate threats or safeguards applied.

8.1.2(a)

WITZENBERG MUNICIPALITY

SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN 2023/2024

DRAFT

WITZENBERG
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Table of Contents

1. INTRODUCTION AND OVERVIEW 2
a. PURPOSE OF REPORT 2
b. LEGISLATIVE FRAMEWORK & GENERAL INFORMATION PERTAINING TO THE SDBIP 2
2. TOP LAYER SDBIP (MUNICIPAL SCORECARD 3
3. DEPARTMENTAL SDBIP 4
4. FACTORS CONSIDERED FOR THE COMPILATION OF THE TOP LAYER SDBIP 4
5. MFMA CIRCULAR 88: NATIONAL INDICATORS 4
6. SECTION 53(1)(c)(II) - SUBMISSION TO THE MAYOR 5
7. SECTION 53(1)(c)(II) - APPROVAL BY THE MAYOR 5
8. STRATEGIC MAP 6
9. FINANCIAL COMPONENT 7
COMPONENT 1 - MONTHLY REVENUE BY SOURCE R'000 7
COMPONENT 2 - MONTHLY OPERATING EXPENDITURE BY VOTE R'000 8
COMPONENT 3 - MONTHLY CAPITAL EXPENDITURE 9
10. NON-FINANCIAL COMPONENT 11
KEY PERFORMANCE INDICATORS: QUARTERLY & 5 YEAR SCORECARD 11
11. BUDGETARY ALIGNMENT WITH IDP 49
BUDGET PER KEY PERFORMANCE AREA 49
BUDGET PER STRATEGIC OBJECTIVE 50
FIVE YEAR PROJECTED CAPITAL EXPENDITURE PER WARD 51

DRAFT

1. INTRODUCTION AND OVERVIEW

a. PURPOSE OF REPORT

The purpose of this report is to provide an executive summary of the legislative framework that prescribes an SDBIP.

The 2023/24 Top Layer SDBIP attached to this report is hereby submitted for approval. It indicates the planned performance targets of Witzenberg Municipality for the period 1 July 2023 to 30 June 2024.

The Top Layer of the SDBIP is made up of the following components:

- One year detailed plan, with a three-year capital plan
- The necessary components includes:
- Monthly projection of revenue to be collected for each Source *(Expected Revenue to be collected)*
- Monthly projects of expenditure (operating and capital) and revenue for each vote *(S71 format)*
- Quarterly projects of Services Delivery Targets and performance indicators for each vote. *(Non-financial measurable performance objectives in the form of targets and indicators. Level and standard of service being provided to the community)*
- Detailed capital works plan broken down by ward over three years

b. LEGISLATIVE FRAMEWORK & GENERAL INFORMATION PERTAINING TO THE SDBIP

The Municipal Finance Management Act No. 56 of 2003 (MFMA) and National Treasury MFMA Circular No. 13 requires that municipalities must prepare a service delivery budget implementation plan (SDBIP) indicating how the budget and the strategic objectives of Council will be implemented. The SDBIP is prepared in terms of Section 53(1)(c)(ii) of the Municipal Finance Management (MFMA), National Treasury MFMA Circular No. 13 and the Budgeting and Reporting Regulation.

The SDBIP serves as a "contract" between the administration, council and community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration in the applicable financial year. It provides the link between the mayor, the council (executive) and the administration, and facilitates the process for holding management accountable for its performance. It is therefore a management, implementation and monitoring tool that will assist the mayor, councillors, municipal manager, senior managers and community to monitor the municipality's performance on a quarterly basis. The SDBIP will ensure that appropriate information is circulated internally and externally for purposes of monitoring the implementation of the budget, the execution of projects,

the performance of senior management and the achievement of the strategic objectives set by council.

The SDBIP sets in-year information, such as quarterly service delivery and monthly budget targets, and links each service delivery output to the budget of the municipality, thus providing credible management information and a detailed plan for how the municipality will provide such services with the inputs and financial resources that will be utilized. The SDBIP will determine the performance agreements of the municipal manager and senior managers, including the outputs and deadlines for which they will be held responsible. Expenditure information (for capital projects and services) per municipal ward is provided so that each output can be broken down per ward, where it is possible to support ward councillors to provide feedback to their communities on progress with service delivery.

As mentioned before, it is a vital monitoring tool for the mayor and council to monitor in-year performance of the municipal manager and for the municipal manager to monitor the performance of all managers in the municipality within the financial year. This enables the mayor and municipal manager to be pro-active and take remedial steps if necessary in the event of poor performance.

The SDBIP is a layered plan that consists of a top layer and a supporting layer namely the departmental SDBIP.

2. TOP LAYER SDBIP (MUNICIPAL SCORECARD

Circular 13, as well as the municipal budget and reporting regulations prescribe the submission of a Top Layer SDBIP, which is focused on outcomes, to the Mayor with the budget. The Top Layer SDBIP contains the consolidated service delivery targets and in-year deadlines, and links such targets to top management. Only the Top Layer SDBIP will be made public and tabled before the council. The Top Layer SDBIP should also include per ward information, particularly for key expenditure items on capital projects and service delivery. This will enable each ward councillor and ward committee to oversee service delivery in their particular ward. The Top Layer SDBIP and its targets cannot be revised without notifying the council, and if changes is made in service delivery targets and performance indicators, this must be with the approval of the council, following approval of an adjustments budget (section 54(1)(c) of MFMA). Council approval is necessary to ensure that the mayor or municipal manager do not revise service delivery targets downwards in the event where there is poor performance.

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

3. DEPARTMENTAL SDBIP

A detailed departmental SDBIP, which is focused on operational performance, will be prepared for each municipal department. This SDBIP provides more detail on each output for which top management is responsible. The Top Layer SDBIP is therefore the summary of all the departmental SDBIP's.

4. FACTORS CONSIDERED FOR THE COMPILATION OF THE TOP LAYER SDBIP

The IDP is considered as the 5-year strategic plan for the municipality and therefore provides an outline of Witzenberg Municipality's vision, mission, objectives and operational and service delivery indicators that are realistic and attainable.

The Top Layer SDBIP was drafted through a one on one consultation with the Municipal Manager and all the directors. After the completion of the draft Top Layer SDBIP, the Municipal Manager had one on one session's with his directors to finalise the Top Layer SDBIP. The following were considered during the development of the SDBIP:

- Alignment with the IDP, National KPA's, Municipal KPA's and IDP objectives
- Alignment with the budget
- Oversight Committee Report on the Annual Report of 2021/22
- Annual Report of 2021/22
- The risks identified by the Internal Auditor during the municipal risk analysis
- Areas to be addressed and root causes of the Auditor-General management letter COMAFS as well as the risks identified during the audit of the 2021/22 Annual Report
- Mid-Year Performance Report (Section 72) for 2022/23

5. MFMA CIRCULAR 88: NATIONAL INDICATORS

These national indicators was implemented as a pilot process in the 2021/22 & 2022/23 financial years and intermediate cities, district and local municipalities was not required to incorporate the indicators in their existing performance indicator tables in the IDP and SDBIP. For 2023/24 the indicators are however included in the IDP and SDBIP. At this stage not all indicators is included as COGTA still needs to

provide guidance in this matter. Both Output (with quarterly targets) and Otcome (with annual targets) are included in the SDBIP.

6. SECTION 53(1)(c)(II) - SUBMISSION TO THE MAYOR

The top layer service delivery budget implementation plan, indicating how the budget and the strategic objectives of Council will be implemented, is herewith submitted in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA), MFMA Circular No. 13 and the Budgeting and Reporting Regulation for the necessary approval.

Print Name D NASSON

Municipal Manager of Witzenberg Municipality

Signature _____

Date 2023/../..

7. SECTION 53(1)(c)(II) - APPROVAL BY THE MAYOR

The top layer service delivery budget implementation plan is herewith approved in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA).

Print Name H Smit

Mayor of Witzenberg Municipality

Signature _____

Date 2023/../..

DRAFT

8. STRATEGIC MAP

<table>
<tr><th colspan="6"><u>WITZENBERG MUNICIPALITY: STRATEGIC MAP 2023/24</u></th></tr>
<tr><th>Vision</th><th>Mission</th><th colspan="2">Municipal KPA</th><th colspan="2">Pre-determined Objectives</th></tr>
<tr><td rowspan="8">A municipality that cares for its community, creating growth and opportunities.</td><td rowspan="8">The Witzenberg Municipality is committed to improve the quality of life of its community by:

- Providing & maintaing affordable services
- Promoting Social & Economic Development
- The effective & efficient use of resources
- Effective stakeholder & community participation.</td><td rowspan="2">1</td><td rowspan="2">Essential Services</td><td>1,1</td><td>Sustainable provision & maintenance of basic infrastructure</td></tr>
<tr><td>1,2</td><td>Provide for the needs of informal settlements through improved services</td></tr>
<tr><td rowspan="3">2</td><td rowspan="3">Governance</td><td>2,1</td><td>Support Institutional Transformation & Development</td></tr>
<tr><td>2,2</td><td>Ensure financial viability.</td></tr>
<tr><td>2,3</td><td>To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.</td></tr>
<tr><td>3</td><td>Communal Services</td><td>3,1</td><td>Provide & maintain facilities that make citizens feel at home.</td></tr>
<tr><td rowspan="2">4</td><td rowspan="2">Socio-Economic Support Services</td><td>4,1</td><td>Support the poor & vulnerable through programmes & policy</td></tr>
<tr><td>4,2</td><td>Create an enabling environment to attract investment & support local economy.</td></tr>
</table>

9. FINANCIAL COMPONENT

TO BE UPDATED AFTER APPROVAL OF BUDGET

COMPONENT 1 – MONTHLY REVENUE BY SOURCE R'000

Description	Budget Year 2022/23												Medium Term Revenue and Expenditure Framework		
R thousand	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2022/23	Budget Year +1 2023/24	Budget Year +2 2024/25
Revenue By Source															
Property rates	7 966	7 966	7 966	7 966	7 966	7 966	7 966	7 966	7 966	7 966	7 966	7 966	95 592	102 518	109 998
Service charges - electricity revenue	28 116	28 116	28 116	28 116	28 116	28 116	28 116	28 116	28 116	28 116	28 116	28 116	337 388	368 497	402 062
Service charges - water revenue	4 151	4 151	4 151	4 151	4 151	4 151	4 151	4 151	4 151	4 151	4 151	4 151	49 810	52 694	55 694
Service charges - sanitation revenue	2 671	2 671	2 671	2 671	2 671	2 671	2 671	2 671	2 671	2 671	2 671	2 671	32 053	34 014	36 117
Service charges - refuse revenue	2 520	2 520	2 520	2 520	2 520	2 520	2 520	2 520	2 520	2 520	2 520	2 520	30 236	32 428	34 779
Service charges - other	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Rental of facilities and equipment	285	285	285	285	285	285	285	285	285	285	285	285	3 416	3 452	3 491
Interest earned - external investments	424	424	424	424	424	424	424	424	424	424	424	424	5 089	5 193	5 303
Interest earned - outstanding debtors	759	759	759	759	759	759	759	759	759	759	759	759	9 111	9 566	10 044
Dividends received	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Fines, penalties and forfeits	928	928	928	928	928	928	928	928	928	928	928	928	11 137	11 194	11 254
Licences and permits	185	185	185	185	185	185	185	185	185	185	185	185	2 216	2 327	2 444
Agency services	354	354	354	354	354	354	354	354	354	354	354	354	4 249	4 461	4 684
Transfers and subsidies	17 214	17 214	17 214	17 214	17 214	17 214	17 214	17 214	17 214	17 214	17 214	17 215	206 574	204 772	187 984
Other revenue	1 301	1 301	1 301	1 301	1 301	1 301	1 301	1 301	1 301	1 301	1 301	1 301	15 609	11 686	10 143
Gains	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Revenue	66 873	66 873	66 873	66 873	66 873	66 873	66 873	66 873	66 873	66 873	66 873	66 873	802 479	842 803	873 998

COMPONENT 2 – MONTHLY OPERATING EXPENDITURE BY VOTE R'000

TO BE UPDATED AFTER APPROVAL OF BUDGET

Description	Budget Year 2022/23												Medium Term Revenue and Expenditure Framework		
R thousand	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2022/23	Budget Year +1 2023/24	Budget Year +2 2024/25
Expenditure By Type															
Employee related costs	20 595	20 595	20 595	20 595	20 595	20 595	20 595	20 595	20 595	20 595	20 595	20 594	247 136	259 134	277 413
Remuneration of councillors	1 009	1 009	1 009	1 009	1 009	1 009	1 009	1 009	1 009	1 009	1 009	1 009	12 108	13 318	14 650
Debt impairment	3 836	3 836	3 836	3 836	3 836	3 836	3 836	3 836	3 836	3 836	3 836	3 836	46 031	51 987	55 091
Depreciation & asset impairment	3 299	3 299	3 299	3 299	3 299	3 299	3 299	3 299	3 299	3 299	3 299	3 299	39 589	39 469	39 319
Finance charges	760	760	760	760	760	760	760	760	760	760	760	760	9 116	9 558	10 036
Bulk purchases	26 201	26 201	26 201	26 201	26 201	26 201	26 201	26 201	26 201	26 201	26 201	26 201	314 411	342 772	373 261
Other materials	1 346	1 346	1 346	1 346	1 346	1 346	1 346	1 346	1 346	1 346	1 346	1 346	16 154	16 523	17 330
Contracted services	4 398	4 398	4 398	4 398	4 398	4 398	4 398	4 398	4 398	4 398	4 398	4 398	52 776	49 489	51 922
Transfers and subsidies	1 095	1 095	1 095	1 095	1 095	1 095	1 095	1 095	1 095	1 095	1 095	1 095	13 143	13 920	4 294
Other expenditure	4 085	4 085	4 085	4 085	4 085	4 085	4 085	4 085	4 085	4 085	4 085	4 084	49 019	51 385	53 850
Losses	–	–	–	–	–	–	–	–	–	–	–	0	0	0	0
Total Expenditure	66 624	66 624	66 624	66 624	66 624	66 624	66 624	66 624	66 624	66 624	66 624	66 623	799 484	847 555	897 166

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COMPONENT 3 - MONTHLY CAPITAL EXPENDITURE

TO BE UPDATED AFTER APPROVAL OF BUDGET

KEY PERFORMANCE AREA: 1. ESSENTIAL SERVICES

Strategic Objective: 1.1 Sustainable provision and maintenance of basic infrastructure

Department	Description	Funding Source	Budget 2023_2024	Project Start Date	Project End Date	Cashflow Jul	Cashflow Aug	Cashflow Sep	Cashflow Oct	Cashflow Nov	Cashflow Dec	Cashflow Jan	Cashflow Feb	Cashflow Mar	Cashflow Apr	Cashflow May	Cashflow Jun
Electricity Administrat	MV Substation Equipment	CRR	100 000	2023/12/15	2024/04/15									100 000			
Fleet Management	Vehicle Replacement Program	CRR	1 000 000	2023/07/15	2023/11/15				1 000 000								
Roads	Tulbagh Taxi Rank (Ph1)	RSEP	173 913	2023/09/15	2025/06/15				173 913								
Sewerage	Sewer Network Replacement	CRR	100 000	2023/12/15	2024/04/15									100 000			
Solid Waste Disposal	Fencing Landfill site	Loan	4 000 000	2023/07/15	2023/12/15			1 000 000	2 000 000	1 000 000							
Solid Waste Removal	Drop-offs Transfer stations Tulb/PAH/B	Loan	6 000 000	2023/07/01	2024/03/15		500 000	1 000 000	1 000 000	1 000 000	1 000 000	1 000 000	500 000				
Solid Waste Removal	Waste Management Vehicles	MIG	5 047 826	2023/07/01	2023/10/15			5 047 826									
Water Distribution	Network- Water Pipes & Valve Replace	CRR	100 000	2023/12/15	2024/04/15									100 000			
Water Distribution	Tulbagh Reservoir	MIG	3 533 998	2023/10/15	2024/10/15					200 000			500 000	500 000	1 000 000	1 000 000	333 998
Water Distribution	Tierhokskloof bulk pipeline	MIG	10 919 809	2023/07/01	2024/06/15	200 000			500 000	1 000 000	500 000	500 000	2 000 000	2 000 000	2 000 000	2 219 809	
Water Distribution	Tierhokskloof bulk pipeline (own contrib	CRR	2 956 522	2023/07/01	2024/06/15												2 956 522

Strategic Objective: 1.2 Provide for the needs of Informal Settlements through improved services

Department	Description	Funding Source	Budget 2023_2024	Project Start Date	Project End Date	Cashflow Jul	Cashflow Aug	Cashflow Sep	Cashflow Oct	Cashflow Nov	Cashflow Dec	Cashflow Jan	Cashflow Feb	Cashflow Mar	Cashflow Apr	Cashflow May	Cashflow Jun
Electricity Administrat	Electrical Network Housing Project	INEP	3 195 000	2023/10/15	2024/06/15							500 000	500 000	500 000	500 000	500 000	695 000
Roads	Vredebes Access Collector	MIG	2 284 454	2022/07/15	2023/08/15	2 284 454											

KEY PERFORMANCE AREA: 2. GOVERNANCE

Strategic Objective: 2.1 Support Institutional Transformation and Development

Department	Description	Funding Source	Budget 2023_2024	Project Start Date	Project End Date	Cashflow Jul	Cashflow Aug	Cashflow Sep	Cashflow Oct	Cashflow Nov	Cashflow Dec	Cashflow Jan	Cashflow Feb	Cashflow Mar	Cashflow Apr	Cashflow May	Cashflow Jun
Information Technolo	IT Equipment	CRR	100 000	2023/12/15	2024/04/15									100 000			

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Strategic Objective: 2.2 Ensure Financial Stability

Department	Description	Funding Source	Budget 2023_2024	Project Start Date	Project End Date	Cashflow Jul	Cashflow Aug	Cashflow Sep	Cashflow Oct	Cashflow Nov	Cashflow Dec	Cashflow Jan	Cashflow Feb	Cashflow Mar	Cashflow Apr	Cashflow May	Cashflow Jun
Finance	Furniture & equipment	CRR	130 000	2023/12/15	2024/04/15									130 000			
Finance	Computor hardware	CRR	50 000	2023/12/15	2024/04/15									50 000			

KEY PERFORMANCE AREA: 3. COMMUNAL SERVICES

Strategic Objective: 3.1 Provide and Maintain Facilities and Environment that make citizens feel at home

Department	Description	Funding Source	Budget 2023_2024	Project Start Date	Project End Date	Cashflow Jul	Cashflow Aug	Cashflow Sep	Cashflow Oct	Cashflow Nov	Cashflow Dec	Cashflow Jan	Cashflow Feb	Cashflow Mar	Cashflow Apr	Cashflow May	Cashflow Jun
Housing	Fencing of Trichardtstr Flats	CRR	500 000	2023/07/01	2023/12/15					500 000							
Libraries	Library Nduli	CRR	2 000 000	2023/12/15	2024/06/15											2 000 000	
Sport Grounds & Stad	Upgrade Sportsgrounds	Prov Grant	367 826	2023/12/15	2024/03/15								367 826				

KEY PERFORMANCE AREA: 4. SOCIO-ECONOMIC SUPPORT SERVICES

Strategic Objective: 4.2 Create an enabling environment to support local economy

Department	Description	Funding Source	Budget 2023_2024	Project Start Date	Project End Date	Cashflow Jul	Cashflow Aug	Cashflow Sep	Cashflow Oct	Cashflow Nov	Cashflow Dec	Cashflow Jan	Cashflow Feb	Cashflow Mar	Cashflow Apr	Cashflow May	Cashflow Jun
Roads	Upgrade Van Breda Bridge	Prov Grant	20 113 043	2021/07/15	2024/02/15	4 000 000	4 000 000	4 000 000	4 000 000	4 113 043							
Roads	Upgrade Van Breda bridge (own contrib	CRR	2 500 000	2021/07/15	2024/02/15						2 500 000						

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10. NON-FINANCIAL COMPONENT

KEY PERFORMANCE INDICATORS: QUARTERLY & 5 YEAR SCORECARD

KEY PERFORMANCE AREA: 1. ESSENTIAL SERVICES

Strategic Objective: 1.1 Sustainable provision and maintenance of basic infrastructure

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
TecDir1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Technical Department	Technical	95%	98%	15%	40%	75%	98%	98%	99%	99%	99%	Percentage reflecting year to date spend /preventative- & corrective planned maintenance budget votes of technical department. Maintenance as defined according to mSCOA and excludes emergency corrective maintenance.
TecDir3	% Expenditure on Capital Budget by Technical Directorate	Technical	90%	95%	10%	40%	60%	95%	95%	96%	96%	97%	Percentage reflecting year to date spend / Total capital budget less any contingent liabilities relating to the capital budget of the technical directorate. The total capital budget is the council approved adjusted budget at the time of the measurement. Contingent liabilities are only identified at the year end.
WS1.11 (Cir88)	Number of new sewer connections meeting minimum standards	Technical	New	10	2	4	6	10	10	12	12	14	The total number of new sewer connections (defined as connections to a flush toilet connected to the sewerage system or a septic tank or a VIP toilet) made as part of state-subsidised human settlements development. This is inclusive of new sewer connections to communal facilities that meet basic sanitation standards.
WS2.11 (Cir88)	Number of new water connections meeting minimum standards	Technical	New	10	2	4	6	10	10	12	12	14	Total number of new water connections meeting minimum standards (supply of water is Piped (tap) water inside dwelling/institution, Piped (tap) water inside yard, and/or Community stand: <200 m) as part of state-subsidised human settlements development. This

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
													is inclusive of new water connections to communal facilities that meet minimum standards.
WS3.1 (Cir88)	Frequency of sewer blockages per 100 KMs of pipeline	Technical	New	500	150	250	300	500	500	490	490	480	Number of blockages in sewers per 100km of sewer length per year. Blockages are defined as reported or logged blockages that result in an obstruction of system flow which may be caused by roots, obstructive items or other pipeline disruption.
WS3.11 (Cir88)	Percentage of callouts responded to within 24 hours (sanitation/wastewater)	Technical	New	95%	95%	95%	95%	95%	95%	96%	96%	97%	Percentage callouts (inclusive of outages logged with the municipality and complaints related to outages) responded to within 24 hours (sanitation/wastewater). Responded to means that someone is on site and has initiated a process of resolving the matter within 24 hours. This does not mean the callout was resolved, only that the matter was logged, appraised and responded to within 24 hours of notification.
WS3.2 (Cir88)	Frequency of water mains failures per 100 KMs of pipeline	Technical	New	60	15	30	45	60	60	58	58	57	Number of water mains failures per 100km of mains pipe per year. "Mains" refers to all transmission and distribution pipes for water, the ownership of which is vested in the municipality for the purpose of conveying water to consumers.
WS3.21 (Cir88)	Percentage of callouts responded to within 24 hours (water)	Technical	New	95%	95%	95%	95%	95%	95%	96%	96%	97%	Percentage callouts (outages inclusive of complaints logged over outages) responded to within 24 hours (water). Responded to means that someone is on site and has initiated a process of resolving the matter within 24 hours. This does not mean the callout was resolved, only that the matter was logged, appraised and responded to within 24 hours of notification.
WS3.3 (Cir88)	Frequency of unplanned water service interruptions	Technical	New	12	3	6	9	12	12	11	11	10,5	Number of interruptions averaged per 1000 service connections per year. Interruptions are understood as occurring at the source and do not

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
													include the number of consumer units affected by an interruption.
WS4.1 (Cir88)	Percentage of drinking water samples complying to SANS241	Technical	New	98%	98%	98%	98%	98%	98%	98%	98%	98%	The percentage of water samples measured that comply with the SANS 241 requirements over a 12 month period for the defined parameters. See the SANS 241 requirements for a detailed breakdown of the various tests involved and the associated standard limits for application.
WS4.2 (Cir88)	Percentage of wastewater samples compliant to water use license conditions	Technical	New	85%	85%	85%	85%	85%	86%	86%	87%	87%	Percentage of Wastewater Quality Compliance to specified licence/permit/authorisation requirements tested during the municipal financial year. The percentage is calculated on the basis of aggregated results per Water Use License determinant.
WS5.1 (Cir88)	Percentage of non-revenue water	Technical	New	20%	20%	20%	20%	20%	20%	19%	19%	18%	Non-revenue water is defined as the sum of unbilled authorized consumption, apparent losses (unbilled unauthorised consumption and meter inaccuracies) and real losses (from transmission mains, storage facilities, distribution mains or service connections).
WS5.2 (Cir88)	Total water losses	Technical	New	30	8	15	24	30	30	28	28	27	Total (apparent and real) losses, expressed in terms of annual volume lost per service connection per day.
WS5.31 (Cir88)	Percentage of total water connections metered	Finance	New	99%	99%	99%	99%	99%	99%	99%	99%	99%	The number of metered water connections as a percentage of the total number of connections in the municipality.
EE1.11 (Cir88)	Number of dwellings provided with connections to mains electricity supply by the municipality	Technical	New	10	2	4	6	10	10	12	12	14	Number of residential supply points commissioned and energised by the municipality
EE3.11 (Cir 88)	Percentage of unplanned outages that are restored to supply within industry standard timeframes	Technical	New	95%	95%	95%	95%	95%	96%	96%	96%	97%	The proportion of MTTRs that are within industry standards where MTTR is the average time it takes to restore unplanned outages. The following five categories of restoration time are

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
													applied as industry standards NSR 047: X=1.5, 3.5, 7.5, 24 and 168
EE3.21 (Cir88)	Percentage of planned maintenance performed	Technical	New	90%		30%	60%	90%	90%	90%	90%	90%	This is a measure of the actual executed maintenance jobs planned as a percentage of budgeted planned maintenance effort in scheduled 'jobs'. A 'job' is a planned maintenance task scheduled by the municipality.
FinInc28	Number of formal residential properties for which refuse is removed once per week and which are billed for refuse removal as at period end.	Finance	13 465	13 465	13 465	13 465	13 465	13 465	13 500	13 550	13 570	13 590	The objective of the KPI is to report on the number of residential properties that have access to the service according to the number of properties billed for the service on the SAMRAS financial system Proxy measure for National Key Performance Indicator.
TecWat20	Percentage unaccounted water losses	Technical	14%	18%	18%	18%	18%	18%	17%	17%	16%	16%	Unaccounted-for water (UFW) is the difference between the quantity of water supplied to the municipality's network and the metered quantity of water used by the customers. UFW has two components: (a) physical losses due to leakage from pipes, and (b) administrative losses due to illegal connections and under registration of water meters. The reduction of UFW is a crucial step to improve the financial health and to save scarce water resources.
FM5.21 (Cir88)	Percentage of total capital expenditure on renewal/upgrading of existing assets	Finance	New	37%				37%	38%	39%	40%	42%	This indicator measures the extent to which the municipality prioritise or protect its existing infrastructure assets. Renewal/Upgrading of Existing Assets refers to costs incurred in relation to refurbishment, rehabilitation or reconstruction of assets to return its desired service levels. It is also referred to as restoration of the service potential of the asset.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
FM5.22 (Cir88)	Renewal/Upgrading of Existing Assets as a percentage of Depreciation/Asset impairment	Finance	New	72%				72%	75%	75%	78%	78%	This indicator measures the extent at which the municipality prioritise or protect its existing infrastructure assets. Renewal, Upgrading or Replacement of Existing Assets refers to costs incurred in relation to refurbishment, rehabilitation or reconstruction of assets to return its desired service levels. It is also referred to as replacement of an asset.
FM5.3 (Cir88)	Percentage change of repairs and maintenance of existing infrastructure	Finance	New	30%				30%	10%	10%	15%	15%	This indicator measures the extent to which the municipality spent on repairs and maintenance of infrastructure assets. Repairs and maintenance is a group of accounts consisting of labour costs, material costs, secondary costs and etc.
FM5.31 (Cir88)	Repairs and Maintenance as a percentage of property, plant, equipment and investment property	Finance	New	2,0%				2,0%	2,2%	2,2%	2,8%	2,8%	This indicator measures the extent at which the municipality spent on repairs and maintenance of infrastructure assets relative to its asset base. Repairs and maintenance is a group of accounts consisting of labour costs, material costs, secondary costs and etc.
EE4.4 (Cir88)	Percentage total electricity losses	Technical	New	10,0%	11,0%	10,8%	10,5%	10,0%	10%	10%	10%	10%	Electricity losses have two components: technical and non-technical. Technical losses occur naturally and consist mainly of power dissipation in electricity system components such as transmission and distribution lines, transformers, and measurement systems. Non-technical losses are caused by actions external to the power system and consist primarily of electricity theft, faulty or inaccurate meters, and errors in accounting and record-keeping. Losses is a measure of unaccounted for energy. Thus non-payment is not included as losses.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
TR6.11 (Cir88)	Percentage of unsurfaced road graded	Technical	New	75%	0%	20%	50%	75%	75%	80%	80%	85%	The length of unsurfaced road which has been graded as a percentage of overall unsurfaced road network. Unsurfaced road is understood as a road without a prepared, durable surface intended to withstand traffic volume, usually a tar macadam (asphalt) or concrete surface. Usually dirt, gravel or natural surface. Road "graded" is the process of restoring the driving surface of a gravel or natural surface road to a desired smoothness and shape by removing irregularities such as corrugations and pot holes and redistributing gravel.. Usually dirt, gravel or natural surface. Road "graded" is the process of restoring the driving surface of a gravel or natural surface road to a desired smoothness and shape by removing irregularities such as corrugations and pot holes and redistributing gravel.
TR6.12 (Cir88)	Percentage of surfaced municipal road lanes which has been resurfaced and resealed	Technical	New	1%	0%	0%	0%	1%	1,0%	1,5%	1,5%	2,0%	The distance of surfaced municipal road lanes (class 3-5) in kilometres which has been resurfaced and resealed in relation to the total road lane length. A lane is part of a carriageway that is designated to be used by a single line of vehicles to control and guide drivers and reduce traffic conflicts. Lane widths may vary in width from 3.1m at their narrowest, to 5.5m lanes in higher-order mixed-usage streets. Total municipal road length is measured on a per lane basis, so a road that is four-lanes wide for 1 km has a total network length of 4kms for the purpose of this indicator.
TR6.13 (Cir88)	KMs of new municipal road network	Technical	New	No Target					2	3	3	3,5	The distance of municipal road network built in kilometres within the municipal area, by the municipality (inclusive of all its departments and implementing agents). This is inclusive of both surfaced and unsurfaced roads built by the municipality. A surfaced road refers

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
													to road installed with a durable surface material intended to sustain traffic, usually pavement or concrete. Total municipal road network length is measured irrespective of the road lanes for this indicator.
TR6.2(Cir88)	Number of potholes reported per 10kms of municipal road network	Technical	New	100	20	40	60	100	100	95	95	90	The indicator measures the number of potholes reported to the municipality normalised for the length of the municipality's surfaced road network. A municipal road network typically consists of residential roads and roads in built-up areas within its borders, that allow for the movement of goods, services and people that are the responsibility of the municipality to maintain. Potholes are defined as a depression in a road surface, usually asphalt pavement, where traffic has removed broken pieces of the pavement. It is usually the result of water in the underlying soil structure and traffic passing over the affected area. This indicator does not count multiple reports of the same pothole at the same location. This indicator is worded such that potholes are counted once and only once they have been reported, signalling awareness of and dissatisfaction with road quality by the public. Each municipality may have different systems or protocols to determine when it receives multiple reports for the same pothole. The Standard Operating Procedure by the municipality for the indicator should be instructive in this regard.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
TR6.21 (Cir88)	Percentage of reported pothole complaints resolved within standard municipal response time	Technical	New	90%	90%	90%	90%	90%	90%	92%	92%	93%	The percentage of reported pothole complaints resolved within the standard time, as a percentage of all potholes reported. A reported pothole complaint refers to the report as the incidence, not the number of potholes that may be referred to in a given report. Municipal standard response times and operating procedures for service providers who may undertake this work for the municipality are confirmed at the municipal level in terms of the municipality's standard operating procedure for measuring the indicator.

Strategic Objective: 1.2 Provide for the needs of Informal Settlements through improved services

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
TecDir2	Number of subsidised serviced sites developed.	Technical	529	No target					130		50	50	A housing opportunity is incremental access to and or delivery of one of the following Housing products: Incremental Housing which provides a serviced site with or without tenure. A serviced site is being defined as a demarcated site with access to water & sanitation services located adjacent to a road.
TecWat22	Percentage of households in demarcated informal areas with access to a water point (tap)	Technical	100%	95%	95%	95%	95%	95%	97%	97%	97%	97%	This indicator reflects the percentage of households in demarcated informal areas with access to a water point (tap). Access are being defined as households within 200m of a water point (tap). Certain taps may however

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
													have been vandalised or removed after provision. Excluding areas that was illegally occupied and not part of the municipalities planning initiatives. Proxy for National KPI.
TecSan13	Percentage of households in demarcated informal areas with access to a communal toilet facility.	Technical	100%	95%	95%	95%	95%	95%	97%	97%	97%	97%	This indicator reflects the percentage of households in demarcated informal areas with access to a communal toilet facility. Access are being defined as households within 200m of a communal toilet facility. Certain toilets may however have been vandalised or removed after provision. Excluding areas that was illegally occupied and not part of the municipalities planning initiatives. Proxy for National KPI.
ENV3.11 (Cir88)	Percentage of known informal settlements receiving basic refuse removal services	Technical	90%	90%	90%	90%	90%	90%	90%	90%	90%	90%	The proportion of recognised informal settlements within the municipal area which are receiving at least a basic standard of service for refuse collection and cleaning services.

KEY PERFORMANCE AREA: 2. GOVERNANCE

Strategic Objective: 2.1 Support Institutional Transformation and Development

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
CorpHR13	Percentage budget spent on implementation of Workplace Skills Plan.	Corporate	93%	96%	10%	35%	60%	96%	96%	96%	96%	96%	A Workplace Skills Plan is a document that outlines the planned education, training and development interventions for the organisation. Its purpose is to formally plan and allocate the budget for appropriate training interventions which will address the needs arising out of Local Governments' Skills Sector Plan, the municipality's strategic requirements as contained in the IDP and the individual departmental staffing strategies and individual employees' PDP's. The WSP shall also take into account the Employment Equity Plan, ensuring incorporation of relevant developmental equity interventions into the plan. Kpi measures percentage expenditure of vote allocated towards training needs as arise from WSP. Proxy for National KPI.

21

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	Corporate	4	4 Reports	1	1	1	1	4 Reports	4 Reports	4 Reports	4 Reports	Quarterly reports on the percentage of people from employment equity target groups employed in the three highest levels of management in compliance with the municipality's approved employment equity plan. Quarterly report submitted to Municipal Manager. National Key Performance Indicator.
GG1.1 (Cir88)	Percentage of municipal skills development levy recovered	Corporate	New	80%				80%	85%	85%	90%	90%	The indicator is a measure of the R-value of the municipal skills development levy recovered for the financial year as a percentage of the total municipal skills development allocation which the municipality could have claimed. The skills development levy is a levy imposed to encourage learning and development in South Africa as a percentage of the municipal salary bill. The funds are paid to the South African Revenue Service and can be recovered on the completion of successful skills development.
GG1.2 (Cir88)	Top management stability	Corporate	New	79%				79%	79%	100%	100%	100%	Top management is defined as Section 56 and 57 Managers, as per the Municipal Systems Act (2000). This refers to the number of working days in which all of the top

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
													management positions in the municipality are filled by full-time employees not in an acting position, as a percentage of the total number of possible working days for those positions in a calendar year.
GG1.21 (Cir88)	Staff vacancy rate	Corporate	New	10%	10%	10%	10%	10%	8%	8%	7%	7%	The number of unfilled posts in the municipal organisational structure as a percentage of the total number of employee posts in the municipality's organisational structure. (Only budgeted positions on organigram)
GG1.22 (Cir88)	Percentage of vacant posts filled within 3 months	Corporate	New	80%	80%	80%	80%	80%	85%	85%	90%	90%	The percentage of posts for which an appointment decision has been made within three months of the authority to proceed with filling the post. 'Vacant posts' in this instance, refers to all budgeted posts on the municipal organogram for which a recruitment process has been initiated. A position is considered 'filled' when a recruitment decision is made and an offer of appointment formally accepted by a recruit, regardless of the start date. 'Authority to proceed with filling a post' refers to the point of time at which the relevant official authorises the filling of a vacancy in

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
													terms of relevant municipal policies and procedures. This refers to an individual post and does not apply to bulk recruitments.
GG5.11 (Cir88)	Number of active suspensions longer than three months	Corporate	New	2		1		2	2	2	2	2	Refers to the total number of active suspensions at the time of reporting that were initiated more than three months prior and had not yet been resolved.
GG5.12 (Cir88)	Quarterly salary bill of suspended officials	Corporate	New	R0	R0	R0	R0	R0	R0	R0	R0	R0	The sum of the salary bill for all officials suspended from work or employment for the municipality for misconduct during the reporting period.
GG3.12 (Cir88)	Percentage of councillors who have declared their financial interests	Corporate	New	100%				100%	100%	100%	100%	100%	The percentage of all councillors that have declared their financial interests for the financial year being reported against. Financial interests refers to all relevant financial matters or dealings which may create the potential for a conflict of interest.
GG4.1 (Cir88)	Percentage of councillors attending council meetings	Corporate	New	75%	75%	75%	75%	75%	80%	80%	85%	85%	The average percentage of members of the municipal council that attended council meetings.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
GG2.31 (Cir88)	Percentage of official complaints responded to through the municipal complaint management system	Corporate	New	90%	90%	90%	90%	90%	92%	92%	93%	93%	The number of official complaints responded to as per the municipality defined norms and standards, as a percentage of the number of official complaints received. A complaint is any formal grievance, concern or issue registered with municipality as per its established systems and protocols. An official complaint, in this instance, should be formally logged within the Municipal Complaints Management System. “Norms and standards” refer to a municipality's agreed ability to respond promptly and appropriately to the complaints from the public, in line with protocols determined by the municipality, whether or not this is consistent with any external guidance or benchmarking. Note that resolution refers to an official municipal response to the complaint and does not provide for a determination of "satisfaction" with the municipal response on the part of the public.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
FD1.11 (Cir88)	Percentage compliance with the required attendance time for structural firefighting incidents	Community	New	90%	90%	90%	90%	90%	90%	91%	91%	92%	Structural fire incidents are defined as incidents of fire outbreaks in habitable formal structures (buildings that have approved building plans) and habitable informal structures (informal residential dwellings where no approved building plans exist). The indicator measures the percentage of times that these incidents receive a response within the 14 minute standard. This measure of the attendance time is the difference between the time of call (the time an official call or notice is received at the official call or reporting centre) and the arrival time (refers to the time captured for the first arriving firefighting response unit regardless from where dispatched or regardless of order of dispatch). The indicator therefore measures the number of all incidents where the attendance time was 14 minutes or less as a percentage of all incidents.

Strategic Objective: 2.2 Ensure Financial Stability

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
FinFAdm10	Financial viability expressed as Debt-Coverage ratio	Finance	431	350	350	350	350	350	350	350	350	350	This indicator measures debt coverage as (total operating revenue – operating grants received) / debt service payments due within the year. This means the municipality is able to cover its debt service payments from operating revenue excluding grants number of times. Proxy for National KPI.
FinFAdm9	Financial viability expressed as Cost-Coverage ratio	Finance	3,22	2,8	2,8	2,8	2,8	2,8	2,8	2,8	2,8	2,8	This indicator measures: (available cash + investments) / monthly fixed operating expenditure. This indicates that with the available cash the municipality is able to pay its fixed operating expenditure for certain amount of

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
													months. Proxy for National KPI.
FinFAdm11	Financial viability expressed outstanding service debtors	Finance	69%	60%	60%	60%	60%	60%	60%	60%	60%	60%	These indicator measure service debtors to revenue (total outstanding service debtors / revenue received for services). This means that a % of revenue in the SFP is still outstanding as at year end. Proxy for National KPI.
LED3.31 (Cir88)	Average number of days from the point of advertising to the letter of award per 80/20 procurement process	Finance	New	150	150	150	150	150	140	130	120	120	The average number of days from the point of advertising to the letter of award per 80/20 procurement process. An 80/20 procurement process refers to public procurement as per the terms of the Preferential Procurement Regulations in terms of the Preferential

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
													Procurement Policy Framework Act for bids where an 80/20 Broad-Based Black Economic Empowerment (B-BBEE) thresholds of between R30 000 and R50 million applies. This would apply to tenders awarded within the financial year, and where disputes to the outcome of the tender process were not raised. This does not apply to requests for quotations.
LED3.32 (Cir88)	Percentage of municipal payments made to service providers who submitted complete forms within 30-days of	Finance	New	97%	97%	97%	97%	97%	97%	98%	98%	98%	The percentage of municipal payments made to service providers within 30-days of complete invoice submission. The indicator measures the number of payments made

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
	invoice submission												on the basis of invoice submissions to the municipality within the accepted standard of 30 days or less. This measures 30 calendar days from the time of submission of an accurate invoice.
FM1.1 (Cir88)	Percentage of expenditure against total budget	Finance	New	92%				92%	92%	93%	93%	94%	The indicator measures the percentage of expenditure in relation to the municipal budget. Expenditure refers to costs incurred by the municipality in the applicable financial year, inclusive of all capital and operational spending. The municipal budget refers to the municipal council approved annual budget for a particular financial year.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
FM1.11 (Cir88)	Total Capital Expenditure as a percentage of Total Capital Budget	Finance	New	95%	10%	40%	60%	95%	95%	96%	97%	97%	This indicator measures the extent to which budgeted capital expenditure has been spent during the financial year. Capital expenditure is all costs incurred by the municipality to acquire, upgrade, and renew physical assets such as property, plants, buildings, technology, or equipment.
FM1.12 (Cir88)	Total Operating Expenditure as a percentage of Total Operating Expenditure Budget	Finance	New	98%	15%	40%	75%	98%	99%	99%	99%	99%	The indicator measures the extent to which operating expenditure has been spent during the financial year. Operating Expenditure (non-capital spending) is costs which the municipality incurs through its normal operations.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
FM1.13 (Cir88)	Total Operating Revenue as a percentage of Total Operating Revenue Budget	Finance	New	94%	20%	45%	70%	94%	94%	95%	95%	96%	The indicator measures the extent of actual operating revenue (excl. capital grant revenue) generated in relation to budgeted operating revenue during the financial year. Operating revenue is revenue generated from sale of goods or services, taxes or intergovernmental transfers
FM1.14 (Cir88)	Service Charges and Property Rates Revenue as a percentage of Service Charges and Property Rates Revenue Budget	Finance	New	94%	20%	45%	70%	94%	94%	95%	95%	96%	The ratio measures the extent of actual Service Charges and Property Rates Revenue generated in relation to budgeted Service Charges and Property Rates Revenue during the financial year. Service Charges includes revenue generated from

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
													sale of water, electricity, refuse and sanitation. Property rates includes revenue generated from rates and taxes charged on properties.
FM1.21 (Cir88)	Funded budget (Y/N) (Municipal)	Finance	New	Yes			Yes	Yes	Yes	Yes	Yes	Yes	A municipality considers inputs from the National Treasury and adopts a budget that is funded in line with Section 18 of the MFMA which states that a budget is funded from either revenue realistically to be collected and accumulated cash backed reserves not committed for other purposes. Accumulated cash backed reserves refers to surpluses accumulated from previous years not committed for other purposes. A

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
													budget is funded when a municipality reflects a surplus of R0 or more on budget table A8.
FM2.1 (Cir88)	Percentage of total operating revenue to finance total debt (Total Debt (Borrowing) / Total operating revenue)	Finance	New	0,30%				0,30%	0,30%	0,35%	0,35%	0,40%	The purpose of the indicator is to provide assurance that sufficient revenue will be generated to repay Liabilities. Alternatively, it assesses the municipality's affordability of the total borrowings.
FM2.2 (Cir88)	Percentage change in cash backed reserves reconciliation	Finance	New	0%				0%	0%	0%	0%	0%	The indicator measures the extent to which a municipality increases its reserves and the basis of cash backing of reserves. Data elements, for the purpose of this indicator, are drawn from the data contained in the budget table A8.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
FM3.11 (Cir88)	Cash/Cost coverage ratio	Finance	New	3,00	3,00	3,00	3,00	3,00	3,00	3,00	3,00	3,00	The ratio indicates the municipality's ability to meet at least its monthly fixed operating commitments from cash and short-term investment without collecting any additional revenue, during that month.
FM3.12 (Cir88)	Current ratio (current assets/current liabilities)	Finance	New										The ratio is used to assess the municipality's ability to pay back its short-term liabilities (Debt and Payables) with its short-term assets (Cash, Inventory, Receivables).
FM3.14 (Cir88)	Liquidity ratio	Finance	New	1,00	1,00	1,00	1,00	1,00	1,00	1,00	1,00	1,00	This ratio only considers a municipality's most liquid assets – cash and investments. These are the assets that are most readily available to a municipality to pay short-term

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
													obligations. It is a stricter and more conservative measure because cash and cash equivalent is only used in the calculation.
FM4.2 (Cir88)	Percentage of total operating expenditure on remuneration	Finance	New	32%				32%	32%	32%	32%	32%	The indicator measures the extent of remuneration costs to total operating expenditure. To control this indicator, an organisational review needs to be performed to address duplications and inefficiencies. The municipality needs to implement a proper remuneration policy and performance management system. Remuneration includes employee related costs (permanent

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
													and short term contracts) and remuneration for councillors.
FM4.3 (Cir88)	Percentage of total operating expenditure on contracted services	Finance	New	5%				5%	5%	5%	6%	6%	This indicator measures the extent to which the municipality financial resources are committed towards contracted services to perform municipal related functions. Contracted services refers to costs incurred by the municipality in relation to services performed on behalf of the municipality by another agency or personnel. This includes outsourced Services, Contractors and Professional and Special Services.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
FM4.31 (Cir88)	Creditors payment period	Finance	New	30 days	30	30	30	30	30	30	30	30	This indicator reflects the average number of days taken for trade creditors to be paid. It is a useful indicator to measure the cash flow or liquidity position of a municipality. Total outstanding creditors is total amount owed (capital and operating expenditure) by the municipality. Section 65 of the MFMA clearly prescribe municipalities to pay all monies owed within 30 days of receiving an invoice.
FM5.11 (Cir88)	Percentage of total capital expenditure funded from own funding (Internally generated funds + Borrowings)	Finance	New	43%	43%	43%	43%	43%	42%	42%	40%	40%	The ratio measures the level to which municipality's total capital expenditure is funded through Internally Generated Funds and Borrowings. It also assess

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
													the level at which a municipality is able to generate own funds to finance revenue generating assets to enhance and sustain revenue streams.
FM6.13 (Cir88)	Percentage of tender cancellations	Finance	New	30%	30%	30%	30%	30%	25%	25%	20%	20%	This indicator measures the percentage of tender cancellations in relation to the total number of tender business cases that was recorded, advertised and closed.
FinDir3	Achieve an unqualified opinion of the Auditor-General on annual financial statements of the previous year.	Finance	Unqualified	Unqualified			1		Unqualified	Unqualified	Unqualified	Unqualified	This indicator measures good governance and accounting practices and will be evaluated and considered by the Auditor General in determining his opinion. An unqualified audit opinion refers to the position where the auditor having completed his audit has no

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
													reservation as to the fairness of presentation of financial statements and their conformity with General Recognised Accounting Practices.
FM7.11 (Cir88)	Debtors payment period	Finance	New	30 days	30	30	30	30	30	30	30	30	Net Debtor Days refers to the average number of days required for a municipality to receive payment from its consumers for bills/invoices issued to them for services.
FM7.12 (Cir88)	Collection rate ratio	Finance	New	92%	92%	92%	92%	92%	92%	92%	91%	90%	The ratio measures the revenue collection level of a municipality. It considers the level of increase or decrease of gross debtors relative to annual billed revenue. In addition, in order to determine the real collection rate bad debts written-off is

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
													taken into consideration
FM7.2 (Cir88)	Percentage of Revenue Growth excluding capital grants	Finance	New	10%					10%	12%	12%	14%	This Ratio measures the overall Revenue Growth excluding Capital Grants. In addition, this ratio will assist in determining if the increase in Expenditure will be funded by the increased Revenue Base or by some other means.

Strategic Objective: 2.3 To maintain and strengthen relations with international- & inter- governmental partners as well as the local community through the creation of participative structures.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
MMIDP9	Number of IDP community engagements held.	Municipal Manager	Changed	14		7		14	14	14	14	14	Bi-annual community engagements as per IDP Process Plan held in each of the 7 towns.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
GG2.1 (Cir88)	Percentage of ward committees that are functional (meet four times a year, are quorate, and have an action plan)	Municipal Manager	New	80%				80%	80%	90%	90%	90%	The percentage of ward committees that are deemed to be 'functional' out of all wards in the municipality. Functional is defined as- they have an agreed annual ward committee action plan by end of Q1 of the year under review and had at least four quorate meetings in that year.
GG2.11 (Cir88)	Percentage of ward committees with 6 or more ward committee members (excluding the ward councillor)	Municipal Manager	New	80%	80%	80%	80%	80%	80%	90%	90%	90%	The percentage of ward committees that had 6 or more members, excluding the ward councillor, as a proportion of the total number of wards at the last day of the reporting period.
GG2.12 Cir88)	Percentage of wards that have held at least one councillor-convened community meeting	Municipal Manager	New	80%	80%	80%	80%	80%	80%	90%	90%	90%	The number of wards where ward councillors convened at least one community meeting in the quarter as per statutory requirements, as a percentage of all the wards in the municipality. Community meetings refer to any public meeting for which public notice is given, held in the councillor's ward, and at which the ward councillor convenes the meeting.
ComSoc49	Number of meetings with inter-governmental partners.	Community	12	12	3	6	9	12	12	12	12	12	Number of Inter-Governmental meetings attended.

KEY PERFORMANCE AREA: 3. COMMUNAL SERVICES

Strategic Objective: 3.1 Provide and Maintain Facilities and Environment that make citizens feel at home

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
ComAm34	Analysis report on customer satisfaction questionnaires on community facilities.	Community	1	1 Report				1 Report	1 Report	1 Report	1 Report	1 Report	This indicator measures the submission of an analysis report on a customer satisfaction questionnaire on community perception and satisfaction in respect of the access to and maintenance of certain community facilities. Result of completed questionnaires available at Community Halls and other identified facilities.
HS3.5 (Cir88)	Percentage utilisation rate of community halls	Community	New	70%	15%	30%	45%	70%	70%	70%	80%	80%	The percentage of available hours across all community halls that are booked in a year.
HS3.6 (Cir88)	Average number of library visits per library	Community	New	8000	2000	4000	6000	8000	8000	8000	8200	8200	The average number of library visits per library per year. This measures only municipality managed libraries. (1) Total number of library visits / (2) Count of municipal libraries
HS3.7 (Cir88)	Percentage of municipal cemetery plots available	Community	New	35%	40%	38%	37%	35%	35%	30%	70%	70%	The number of burial plots currently available within active, municipal-owned cemeteries as a percentage of the total amount of burial plots in all municipal-owned cemeteries.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
ComDir1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Community Department.	Community	81%	98%	15%	40%	75%	98%	99%	99%	99%	99%	Percentage reflecting year to date spend /preventative- & corrective planned maintenance budget votes for the Community Department. Maintenance as defined according to mSCOA and excludes emergency corrective maintenance.
ComDir2	% Expenditure on Capital Budget by Community Directorate	Community	85%	95%	10%	40%	60%	95%	95%	96%	96%	97%	Percentage reflecting year to date spend / Total capital budget less any contingent liabilities relating to the capital budget of the community directorate. The total capital budget is the council approved adjusted budget at the time of the measurement. Contingent liabilities are only identified at the year end.

KEY PERFORMANCE AREA: 4. SOCIO-ECONOMIC SUPPORT SERVICES

Strategic Objective: 4.1 Support the poor & vulnerable through programmes & policy

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	Community	2867	4500	4500	4500	4500	4500	4400	4300	4300	4300	Refers to the number of account holders subsidised through the municipality's Indigent Policy as at the end of reporting period.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
LED2.12	Percentage of the municipality's operating budget spent on indigent relief for free basic services	Finance	New	5,0%	1,0%	2,0%	3,0%	5,0%	5,0%	5,0%	4,5%	4,5%	The amount municipal operating budget expended on free basic services to indigent households (R-value) as a percentage of the total operating budget of the municipality for the period. Free Basic Services are understood in terms of water, sanitation, electricity and waste removal services only.
LED1.21	Number of work opportunities created through Public Employment Programmes (incl. EPWP, CWP and other related employment programmes)	Community	401	400	100	200	300	400	405	410	410	410	Simple count of the number of short-term work opportunities provided through the municipality by Public Employment Programmes such as Expanded Public Works Programme, Community Works Programme and other related infrastructure initiatives. EPWP is a nationwide programme covering all spheres of government and SOEs. EPWP projects employ workers on a temporary or ongoing basis with government, contractors, or other non-governmental organisations under the Ministerial Conditions of Employment for the EPWP or learnership employment conditions. The CWP was established to provide an employment safety net to eligible members of target communities by offering

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
													them a minimum number of regular days of work each month. The programme targets unemployed and underemployed people. The stipends participants receive supplement their existing livelihood means and provide them with a basic level of income security. The indicator tracks the number of unique work opportunities generated within the quarter, regardless of the duration.
ComSoc 42	Number of engagements with target groups with the implementation of social development programmes.	Community	27	20	5	10	15	20	20	20	20	20	The indicator refers to the number of engagements with target groups for the implementation social developmental programmes and /or initiatives .
ComHS14	Number of housing opportunities provided per year.	Community	No target	0	0	0	0	0	80	80	80	80	A housing opportunity is incremental access to and or delivery of one of the following Housing products: Practically completed Subsidy Housing which provides a minimum 40m² house.
ComHS15	Number of Rental Stock transferred	Community	35	30	5	10	20	30	40	50	50	50	Number of rental stock transferred to approved beneficiaries, using established criteria. Rental stock is being defined as subsidised houses constructed before 1994 (scheme houses) and

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
													leased by the municipality to identified and approved beneficiaries.

Strategic Objective: 4.2 Create an enabling environment to support local economy

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
ComLed19	Bi-annual report on investment incentives implemented.	Community	4	2 Reports		1		1	2 Reports	2 Reports	2 Reports	2 Reports	Bi-annual report on investment incentives implemented.
ComLed20	Quarterly report on the Small Business Entrepreneurs Development Programme.	Community	4	4 Reports	1	1	1	1	4 Reports	4 Reports	4 Reports	4 Reports	Quarterly report on the Small Business Entrepreneurs Development Programme.
ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.	Community	4	4 Reports	1	1	1	1	4 Reports	4 Reports	4 Reports	4 Reports	Progress reports on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.
LED1.11	Percentage of total municipal operating expenditure spent on contracted services physically residing	Finance	New	6%	1%	2%	4%	6%	6%	7%	7%	7%	This indicator measures the value of municipal operating expenditure that has been spent on payments to contracted organisations with a physical address within the municipal area as a percentage of the total

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
	within the municipal area												operating expenditure on payments to all contracted organisations. Contracted services are inclusive of consultancy services, and refer to services rendered by any entity outside of the municipality secured through a public procurement process.
LED3.11	Average time taken to finalise business license applications	Community	New	5 days	2	3	4	5	5	5	5	5	The indicator measures the average number of working days a business owner can expected to wait from the date of submission of a complete business licence application to the date of outcome of licensing decision from the municipality. Business license applications refer to those businesses registering to operate and do business within the municipal area. A 'complete application' refers to the point at which all of the required administrative information has been supplied, allowing the municipality to proceed with the processing. A 'finalised' application refers to an application where the municipality has taken a decision to approve or deny the application. An application is consider finalised at the point of the decision, regardless of the

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22		Target 2023/24	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28		Definitions
																time between the decision and the communication of the application outcome.

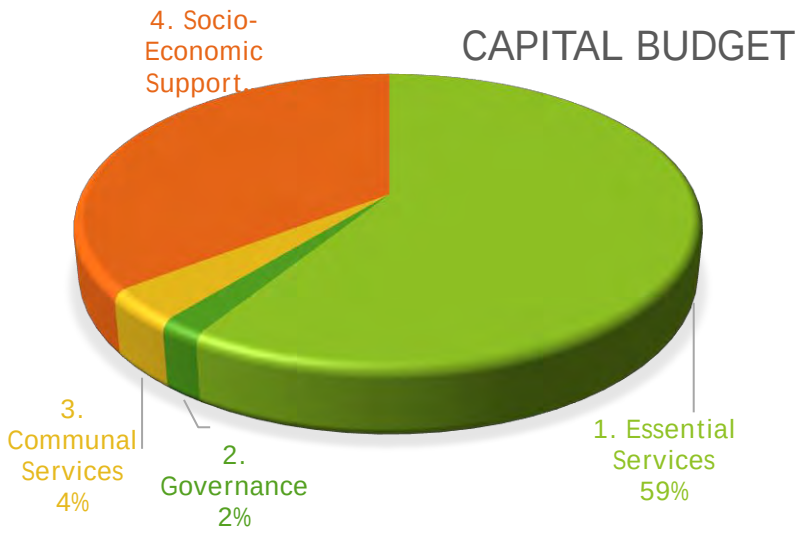
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TO BE UPDATED AFTER APPROVAL OF BUDGET

11. BUDGETARY ALIGNMENT WITH IDP

BUDGET PER KEY PERFORMANCE AREA

KEY PERFORMANCE AREA	OPERATIONAL BUDGET	CAPITAL BUDGET
1. Essential Services	R -	R 38 411 522
2. Governance	R -	R 1 280 000
3. Communal Services	R -	R 2 367 826
4. Socio-Economic Support Services	R -	R 23 113 043
TOTAL	R -	R 65 172 392



BUDGET PER STRATEGIC OBJECTIVE

KEY PERFORMANCE AREA	STRATEGIC OBJECTIVE	OPERATIONAL BUDGET	CAPITAL BUDGET
1. Essential Services	1.1 Sustainable provision & maintenance of basic infrastructure		R 32 932 068
	1.2 Provide for the needs of informal settlements through improved services		R 5 479 454
2. Governance	2.1 Support Institutional Transformation & Development		R 1 100 000
	2.2 Ensure financial viability		R 180 000
	2.3 Maintain & strengthen relations		R -
3. Communal Services	3.1 Provide & maintain facilities & environment that make citizens feel at home		R 2 367 826
4. Socio-Economic Support Services	4.1 Support the poor & vulnerable through programmes & policy		R 500 000
	4.2 Create an enabling environment to support local economy		R 22 613 043
Total			**R 65 172 392**

FIVE YEAR PROJECTED CAPITAL EXPENDITURE PER WARD

KEY PERFORMANCE AREA: 1. ESSENTIAL SERVICES

Strategic Objective: 1.1 Sustainable provision and maintenance of basic infrastructure

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Electricity Adminis	MV Substation Equipment	CRR	All	100 000	1 500 000	1 500 000	1 500 000
Electricity Adminis	Upgrade of LV Network Cables	CRR	All		1 000 000	1 000 000	1 000 000
Electricity Adminis	MV Network Equipment	CRR	All		1 000 000	1 000 000	1 000 000
Electricity Adminis	Upgrade of MV Cables	CRR	All		600 000	600 000	1 500 000
Electricity Adminis	Tools & Equipment	CRR	All		150 000	150 000	200 000
Electricity Adminis	Electrical Network Refurbishment	CRR	All		1 500 000	1 500 000	
Electricity Streetlig	Upgrade of Streetlights	CRR	All		350 000	350 000	400 000
Roads	Network streets	CRR	All		2 500 000	3 000 000	
Roads	Rehabilitation - Streets Tulbagh	CRR	11		3 500 000	2 500 000	
Roads	Tools & Equipment	CRR	All		50 000	50 000	
Roads	NMT Sidewalks Ceres	CRR	3,5		500 000	500 000	
Roads	Tulbagh, Rossouwstr upgrade	MIG	11		1 381 653	9 053 130	
Roads	Tulbagh upgrade roads north of Steinthal	MIG	11		7 826 087		
Roads	Tulbagh Taxi Rank (Ph1)	RSEP	11	173 913			
Sewerage	Aerator replacement programme	CRR	All		500 000		700 000
Sewerage	Refurbishment WWTW	CRR	All		750 000		1 000 000
Sewerage	Sewer Pumps-replacement	CRR	All		250 000	500 000	500 000
Sewerage	Sewer Network Replacement	CRR	All	100 000	2 000 000	1 500 000	2 000 000
Sewerage	Security upgrades	CRR	All		300 000		116 000
Sewerage	Plant & Equipment	CRR	All				344 000

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Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Solid Waste Dispo	Transfer stations & related infrastructure (	CRR	3				5 817 400
Solid Waste Dispo	Fencing Landfill site	Loan	4,10	4 000 000			
Solid Waste Reme	Drop-offs Transfer stations Tulb/PAH/BV	Loan	All	6 000 000			
Solid Waste Reme	Drop-offs Transfer stations	CRR	All		4 000 000		
Solid Waste Reme	Furniture & Office equipment	CRR	All				
Solid Waste Reme	Waste Management Vehicles	MIG	All	5 047 826			
Storm Water	Network - Storm Water Upgrading	CRR	All		450 000	500 000	
Water Distribution	Infrastructure Management System	CRR	All		200 000		
Water Distribution	Plant & Equipment	CRR	All		50 000		
Water Distribution	Security upgrades	CRR	All		450 000		
Water Distribution	Network- Water Pipes & Valve Replaceme	CRR	All	100 000	2 000 000	2 500 000	
Water Distribution	Tulbagh Dam	RBIG	7, 11				
Water Distribution	Grey Water System	CRR	All		1 500 000	1 500 000	
Water Distribution	Op-Die-Berg Reservoir	MIG	8				
Water Distribution	Tulbagh Reservoir	MIG	7,11	3 533 998	3 692 714		
Water Distribution	Tierhokskloof bulk pipeline	MIG	2,7	10 919 809			
Water Distribution	Tierhokskloof bulk pipeline (own contributi	CRR	2,7	2 956 522			
Water Distribution	Tulbagh Dam (own contribution)	CRR	7,11				
Water Distribution	Vredebes Bulk internal water pipeline	MIG	5		907 372		
Water Distribution	Nduli: Upgrade & replace water pipe line a	MIG	5		3 913 043		

Strategic Objective: 1.2 Provide for the needs of Informal Settlements through improved services

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Electricity Adminis	Electrical Network Housing Project	INEP	All	3 195 000	4 180 000		
Roads	Vredebes Access Collector	MIG	5	2 284 454			

KEY PERFORMANCE AREA: 2. GOVERNANCE

Strategic Objective: 2.1 Support Institutional Transformation and Development

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Fire Fighting & Pr	Capex Fire Fighting Equipment	CRR	All		350 000		400 000
Fire Fighting & Pr	Firefighting Response Vehicle	Prov Grant	All		856 522		
Administrative & C	Furniture & Equipment	CRR	All				
Dir Comm	Office Equipment	CRR	All		30 000		
Dir Corp	Office Equipment	CRR	All		50 000		
Dir Tech	Office Equipment (Director)	CRR	All		30 000		
Information Techn	IT Equipment	CRR	All	100 000	650 000	700 000	215 000
Information Techn	IT Equipment	CRR	All				254 000
Municipal Manage	Office Equipment	CRR	All		30 000	30 000	
Traffic	Security Cameras	Prov Grant	All				
Traffic	Vehicle Replacement Programme	CRR	All				240 000
Fleet Managemer	Vehicle Replacement Program	CRR	All	1 000 000			2 201 140
Fleet Managemer	Vehicle Replacement Program	Belgium	All				
Fleet Managemer	Tools & Equipment	CRR	All				
Fleet Managemer	Workshop Building Upgrade	CRR	3				
Roads	Traffic Calming	CRR	All		200 000	250 000	

Strategic Objective: 2.2 Ensure Financial Stability

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Dir Fin	Office Equipment	CRR	All		30 000		
Finance	Furniture & equipment	Equitable Share	All				40 000
Finance	Furniture & equipment	CRR	All	130 000			711 157
Finance	Computor hardware	CRR	All	50 000			50 000
Finance	IT Equipment	Grant	All				75 000

Strategic Objective: 2.3 Maintain and strengthen relations

54

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Communication	Access Control - Furniture and Equipment	CRR	All			75 000	
Communication	Signage & Billboards	CRR	All			80 000	
Communication	Camera equipment	CRR	All		20 000		

KEY PERFORMANCE AREA: 3. COMMUNAL SERVICES

Strategic Objective: 3.1 Provide and Maintain Facilities and Environment that make citizens feel at home

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Cemeteries	Expanding of Cemetery	CRR	All		300 000	500 000	
Cemeteries	New regional cemetery	MIG	All		4 956 522	6 000 000	
Community Halls	Fencing Nduli Comm Hall	CRR	1, 12			500 000	
Community Halls	Townhalls Equipment	CRR	All			100 000	
Community Parks	Chainsaws	CRR	All		90 000		100 000
Community Parks	Brushcutters	CRR	All		120 000		120 000
Community Parks	Irrigation equipment for parks	CRR	All			500 000	
Community Parks	Truck 1.3 ton	CRR	All		350 000		
Community Parks	Landscaping of parks	CRR	All		300 000	300 000	
Community Parks	Parks equipment	CRR	All			50 000	
Libraries	Library Nduli	CRR	1,12	2 000 000			
Sport Grounds & S	Ablution facilities at Hamlet (Breestr) spor	RSEP	4,10				695 652
Sport Grounds & S	Containers 3x3m	CRR	All		100 000		
Sport Grounds & S	Vredebes sportsgrounds	MIG	5			1 000 000	15 000 000
Sport Grounds & S	Tulbagh sports facilities upgrade	MIG				4 500 000	
Sport Grounds & S	Kliprug sportfield change rooms	CRR	4			1 500 000	
Sport Grounds & S	Sportsground development	CRR	All		400 000	400 000	600 000
Sport Grounds & S	Resurface netball courts	CRR	All		200 000	300 000	
Sport Grounds & S	Upgrade Sportsgrounds	Prov Grant	4	367 826			

KEY PERFORMANCE AREA: 4. SOCIO-ECONOMIC SUPPORT SERVICES

Strategic Objective: 4.1 Support the poor and vulnerable through programmes and policies

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Housing	Fencing of Trichardtstr Flats	CRR	3	500 000			

Strategic Objective: 4.2 Create an enabling environment to support local economy

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Resorts	Chalet Furniture	CRR	3		450 000		
Roads	Upgrade Van Breda Bridge	Prov Grant	3,5	20 113 043			
Roads	Upgrade Van Breda bridge (own contribut	CRR	3,5	2 500 000			

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WITZENBERG



Integrated Development Plan

Draft Amended 2023-2024

INDEX

GLOSSARY *5*

1 EXECUTIVE SUMMARY *7*

A. Executive Mayor foreword **7**

B. Municipal Manager foreword **8**

2 INTRODUCTION *9*

A. About the IDP **9**

i. Executive summary 9
ii. Definition 7
iii. Legislation 7
iv. Process 8

B. Vision, Mission, Objectives **11**

i. Vision and Mission 11
ii. Strategic map 12
iii. SWOT Analysis 13
iv. Government alignment 14
- National Development Plan – Vision for 2030 15
- Provincial Strategic Plan (PSP) – 2019 - 2024 16

3 SITUATIONAL ANALYSIS *19*

A. Snapshot **19**

i. Map 19
ii. Demographics ..... **Error! Bookmark not defined.**

B. BASIC SERVICES ANALYSIS **31**

C. Socio-economic Analysis (Profile) **34**

i. Status of LED Strategy 34
ii. Municipal comparative and competitive advantages ..... **Error! Bookmark not defined.**
iii. Main economic contributors ..... **Error! Bookmark not defined.**
iv. Employment and income levels ..... **Error! Bookmark not defined.**
v. Small, micro and medium enterprises ..... **Error! Bookmark not defined.**
vi. Tourism 40
vii. Manufacturing (Industrial) ..... **Error! Bookmark not defined.**

D. Spatial Analysis **42**

i. Regional context 42
ii. Existing nodes and corridors (Urban edge) ..... **Error! Bookmark not defined.**
iii. Land cover and broad land uses ..... **Error! Bookmark not defined.**
iv. Land capability ..... **Error! Bookmark not defined.**
v. Environmental Analysis ..... **Error! Bookmark not defined.**

E. Environmental Status Quo ..... Error! Bookmark not defined.

i. Biodiversity (including protected areas) ..... **Error! Bookmark not defined.**
ii. Climate change ..... **Error! Bookmark not defined.**
iii. Air quality ..... **Error! Bookmark not defined.**
iv. Hydrology ..... **Error! Bookmark not defined.**

Draft Document

F. Financial viability 50

G. Disaster management ..... Error! Bookmark not defined.

H. Agriculture in the Witzenberg area 58

I. Special programmes ..... Error! Bookmark not defined.3

Witzenberg Municipality Disaster Management Plan for Covid-19 63

i. Joint District Approach ..... **Error! Bookmark not defined.**4

iii. RSEP/VPUU ..... **Error! Bookmark not defined.**

iv. Twinning agreement with Essen Municipality in Belgium ..... **Error! Bookmark not defined.**

J. IDP public needs analysis ..... Error! Bookmark not defined.

4 KEY PERFORMANCE AREAS 69

A. Essential Services 72

i. Objective 1.1: Sustainable provision and maintenance of basic services infrastructure 72

- Programme 1.1 (a): Upgrading of bulk resources and infrastructure 72
- Programme 1.1 (b): Upgrade and maintenance of network infrastructure 78
- Programme 1.1 (c): Transport Management and Road Maintenance 80

ii. Objective 1.2: Provide for the needs of informal settlements through improved services 85

- Programme 1.2 (a): Implementation of Human Settlement Plan (serviced sites) 85
- Programme 1.2 (b): Provision and maintenance of communal services 86
- Programme 1.2 (c): Management and control of informal settlements and illegal occupation 86

B. Governance 88

i. Objective 2.1 Support Institutional Development and Transformation 89

- Programme 2.1 (a) Human resources management and development 89
- Programme 2.1 (b): Law enforcement and traffic 89
- Programme 2.1 (c): Spatial and Town Planning 91
- Programme 2.1 (d): Administration 92
- Programme 2.1 (e): Fleet Management 93
- Programme 2.1 (f): Transparent Government (oversight) 93
- Programme 2.1 (g): Disaster Management and Firefighting 94

ii. Objective 2.2: Ensure Financial Viability 96

- Programme 2.2 (a): Income and Debt Management 97
- Programme 2.2 (b): Expenditure Management 97
- Programme 2.2 (c): Supply Chain 97
- Programme 2.2 (d): MSCOA 98

iii. Objective 2.3: Maintain and strengthen relations with international and inter-governmental partners and the local community 98

- Programme 2.3 (a): Communication and Marketing 98
- Programme 2.3 (b): Integrated Communication Technology 99
- Programme 2.3 (c): Building Strategic Partnerships 99

C. Communal Services 102

i. Objective 3.1: Provide and maintain facilities and an environment that make citizens feel at home 102

- Programme 3.1 (a): Upgrading and maintenance of facilities 102
- Programme 3.1 (b): Environmental Management 103

D. Socio-Economic Support Services 110

i. Objective 4.1: Support the poor and vulnerable through programmes and policy 110

- Programme 4.1 (a): Social Development Programmes 110
- Programme 4.1 (b): Indigent Support 112
- Programme 4.1 (c): Housing Programme 113

Draft Document

- Programme 4.1 (d): Job Creation 116

ii. Objective 4.2: Create an enabling environment to support local economy 117
- Programme 4.2 (a): Local Economic Development 117
- Programme 4.2 (b): Utilising municipal and public property to support economic growth and sustainable development 119

5 MANAGEMENT AND GOVERNANCE 121

A. Council Structure 121

B. Committee System ..... Error! Bookmark not defined.

C. Audit Committee 122

D. Establishment of Ward Committees 122

E. Macro Management 123

6 STRATEGIC FINANCIAL OUTLOOK 124

A. Executive Summary 124

B. Financial strategic approach 125

C. Financial modelling and key planning drivers 125

D. Economic outlook/external factors 125

E. National and provincial influences 126

F. Expenditure analysis – a three-year preview 126
i. General inflation outlook and its impact on municipal activities 126
ii. Interest rates for borrowing and investment of funds 126
iii. Collection rate for revenue services 126
iv. Salary, wages and related staff expenses 126
v. Repairs and maintenance 126
vi. Depreciation 126

G. Revenue analysis – a three-year preview 127
i. Growth or decline in municipal tax base 127
ii. Major tariffs and charges: economic and trading services 127
iii. Property rates 127

H. Impact of national, provincial and local policies on operating revenue 128
i. [redacted] DoRA 128
ii. Major parameters 128

I. CAPITAL INVESTMENT FRAMEWORK 129

7 PERFORMANCE MONITORING AND EVALUATION 25

A. Five-year scorecard ..... Error! Bookmark not defined.

B. Annual scorecard – Indicator definitions 27

8 LIST OF STATUTORY, STRATEGIC AND OPERATIONAL PLANS 48

9 ADDENDUMS AND ANNEXURES 49

10 BIBLIOGRAPHY 50

Draft Document

GLOSSARY

BBBEE	Broad Based Black Economic Empowerment
BEE	Black Economic Empowerment
CDWs	Community Development Workers
CBD	Central Business District
CDI	City Development Index
CWDM	Cape Winelands District Municipality
CAPEX	Capital Expenditure
DM	District Municipality
DWAF	Department of Water Affairs and Forestry
DBSA	Development Bank of Southern Africa
DTI	Department of Trade and Industry
DPLG	Department of Provincial and Local Government
DEAT	Department of Environmental Affairs and Tourism
DLA	Department of Land Affairs
DSDF	District Spatial Development Framework
EE	Employment Equity
EL	External Loans
GDPR	Gross Domestic Product Regional
GDP	Gross Domestic Product
GCIS	Government Communications and Information Systems
HDI	Human Development Index
HR	Human Resources
IDP	Integrated Development Plan
IWMP	Integrated Waste Management Plan
IS	Information Systems
ICASA	Independent Communications Authority of South Africa
IT	Information Technology
JDA	Joint District Approach
KPAs	Key Performance Areas
KPIs	Key Performance Indicators
LED	Local Economic Development
MSA	Municipal Systems Act
MSIG	Municipal Systems Improvement Grant
MIG	Municipal Infrastructure Grant
MAYCO	Mayoral Committee
MTREF	Medium Term Revenue Expenditure Framework
MPCC	Multi-purpose Community Centre
NSDP	National Spatial Development Framework
NGO's	Non-governmental Organisation
OPEX	Operational Expenditure
PPP	Public Private Partnerships
PGDS	Provincial Growth and Development Strategy

Draft Document

PMS	Performance Management System
PTIP	Public Transport Improvement Plan
RDP	Reconstruction and Development Programme
RED Door	Real Economic Development Door
RSEP	Regional Socio-Economic Programme
SDF	Spatial Development Framework
SEDA	Small Enterprise Development Agency
SDBIP	Service Delivery Budget Implementation Plan
SCM	Supply Chain Management
SMME	Small, Micro and Medium Enterprise
SALGA	South African Local Government Association
STR	Small Town Regeneration
UISP	Upgrade of Informal Settlements Programme
IUDF	Integrated Urban Development Framework
VIP	Vision Inspired Priorities
WCED	Western Cape Education Department

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1 EXECUTIVE SUMMARY

A. EXECUTIVE MAYOR FOREWORD



[redacted]

I thank you.

HJ Smit – Executive Mayor

B. MUNICIPAL MANAGER FOREWORD



The IDP [redacted]

David Nasson – Municipal Manager

2 INTRODUCTION

A. ABOUT THE IDP

I. EXECUTIVE SUMMARY

As Witzenberg Municipality we are proud to present this 1st Amendment of our 5th Generation IDP as developed and drafted in consultation with the people of Witzenberg, provincial government and sector departments, local business forums and civil society stakeholders.

The new five-year IDP sets out the vision and mission of the municipality and clearly defines the strategies and plans to deliver our objectives of infrastructure-led growth, sustainable human settlements, financial sustainability, LED, social development, strategic partnerships and international relationships.

The development of a credible IDP allows the municipality to engage in continuous planning, monitoring and evaluation of all the sector plans that form part of this IDP. The review of the 4th Generation IDP is therefore set out in the following way:

A thorough **analysis of the spatial, economic and environmental issues** in conjunction with the community, partners in government and other stakeholders has highlighted two major issues that will influence our strategies and planning over the next five years. The increased growth of especially our more vulnerable population will be addressed through the implementation of **social housing programmes such as Vredebes** and the upgrade of the informal settlement in N'Duli. These projects require major bulk infrastructure upgrading that will take up the largest portion of our grant funding for the next five years. The analysis of our **Agri-economic environment** has also indicated a positive growth over the next five years and is it essential that the municipality provides sufficient bulk and network infrastructure to support investment and job creation opportunities. It is in this regard that we will work together with the Department of Rural Development and Land Reform as well as the Department of Agriculture to ensure the successful implementation of the Agri-Park.

Witzenberg has identified four key performance areas (KPAs) based on the objectives of local government as set out in Section 156 of the Constitution.

The **KPA: Essential Services** includes the objectives of sustainable provision and maintenance of basic services and provision for the needs of informal settlements. These objectives include programmes and projects that will especially focus on the provision of **bulk infrastructure for housing project**s. The provision of **bulk electricity by Eskom** has been identified as a major risk as existing Eskom bulk infrastructure currently cannot provide for the growth requirements of Witzenberg. Other programmes and projects include the development and implementation of a **waste management strategy** with the focus on decreasing waste through the implementation of a material recovery facility and drop-off points to replace the garden waste skips. This will be done with the support and cooperation of Witzenberg's twinning municipality, Essen, in Belgium. The ongoing drought in the Western Cape has also had an impact on Witzenberg and

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it is especially in **Tulbagh** where insufficient **water storage** capacity has resulted in the implementation of water restrictions. Funding has been allocated by the Department of Water Affairs for the construction of a storage dam over the next three years.

The key performance area of **Governance** includes the objectives of institutional development and transformation, financial viability and the strengthening of partnerships.

Financial Viability is essential towards a sustainable and developmental local government. We will especially focus on **debt management** to address non-payment, but will also continue to support our vulnerable communities through our **indigent and pro-poor policies.**

Our third key performance area of **Communal Services** includes the objective of providing and maintaining facilities and the environment. The Witzenberg mountains are the source of four of the Western Cape's major rivers and programmes. The focus will be on the **conservation of our natural environment**, the eradication of aliens in our rivers and ongoing awareness programmes that will be implemented in conjunction with various role-players.

The **Socio-Economic Support Services** KPA focuses on the objectives to support the poor and to create an enabling environment to support the local economy. The construction of houses in Vredebes will **improve the living conditions of those in informal settlements, overcrowded houses and structures in backyards.** The Vredebes development will also make provision for "GAP" housing under the FLISP Programme of the Department of Human Settlements.

The continued support and implementation of the Agri-Park will create **opportunities for investment, job creation and land reform** as an enabling environment for local economic growth.

We also understand that this is merely a strategic document and that the major challenge will be implementing and realising our plans. The Council and administration commit to achieving the objectives as set out in this IDP and urge the people of Witzenberg to walk this exciting road with us towards improved livelihoods.

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II. DEFINITION

Integrated Development Planning is the process through which the municipality prepares a strategic developmental plan, which is the principal strategic instrument guiding all planning, management, investment, develop-ment and implementation decisions, taking into account input from all stakeholders.

The IDP crosses departmental divisions by linking the physical, social, institutional and economic components of planning and development with management and development structure. It also integrates and aligns planning in different spheres of government and therefore enforces and upholds the spirit of cooperative governance in the public sector.

The Constitution of the Republic of South Africa (1996) commits government to take reasonable measures, within its available resources, to ensure that all South Africans have access to adequate housing, healthcare, education, food, water and social security. Developmental local government can only be realised through integrated development planning and the compilation of a credible Integrated Development Plan (IDP).

III. LEGISLATION

Legal Framework for Integrated Development Planning

According to the Constitution of the Republic of South Africa, the local sphere of government is charged with the responsibility of implementing developmental local government as well as cooperative governance. The mandate to relate its management, budgeting and planning functions to its objectives gives a clear indication of the intended purposes of municipal integrated development planning, namely:

- Ensure sustainable provision of services
- Promote social and economic development
- Promote a safe and healthy environment
- Give priority to the basic needs of communities
- Encourage involvement of communities

The first piece of legislation drafted to reflect the responsibility of the local sphere of government to implement integrated development planning by means of the compilation of an IDP document, was the Local Government Transition Act (1993) as amended by the Local Government Transition Second Amendment Act (1996). In this legislation the IDP was presented as the main planning instrument that guides all planning and decision-making process of the municipality.

The Local Government Transition Act was an interim piece of legislation applicable to the local sphere of government until the demarcation of municipalities was finalised, and the need then arose to enact legislation regulating integrated development planning on a more permanent basis.

In 2000 the Local Government: Municipal Systems Act 32 of 2000 (MSA) came into effect. Section 25(1) of the Act stipulates that each municipal council must, after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality which:

- Links, integrates and coordinates plans and takes into account proposals for the development of the municipality;
- Aligns the resources and capacity of the municipality with the implementation of the plan;
- Forms the policy framework and general basis on which the annual budget must be based; and
- Is compatible with national and provincial development plans, and planning requirements binding on the municipality in terms of legislation.

The MSA is therefore the principal piece of legislation governing integrated development planning at municipal level. Municipalities are bound by it and must ensure its implementation. Other legislation and policy documents that

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contain reference to integrated development planning are:

- The Constitution of the Republic of South Africa Act 108 of 1996;
- Reconstruction and Development Programme (RDP);
- Growth, Employment and Redistribution Strategy (GEAR);
- Tourism Act 72 of 1993;
- Development Facilitation Act 67 of 1995;
- National Water Act 36 of 1997;
- Housing Act 107 of 1997;
- White Paper on Local Government of 1998;
- Local Government: Municipal Structures Act 117 of 1998;
- National Environmental Management Act 107 of 1998;
- National Land and Transportation Transition Act 22 of 2000;
- Disaster Management Act 52 of 2002;
- White Paper on National Civil Aviation Policy (2005); and
- The Local Government: Municipal Finance Management Act 56 of 2003.

A further piece of legislation which has a tremendous impact on the IDP is the Municipal Finance Management Act (MFMA). Due to the coming into effect of this Act, the revision of the IDPs must be aligned with the stipulations and timeframes as set out in this Act.

Section 35 of the MSA states explicitly that an integrated development plan adopted by municipal council is the principal strategic planning instrument which:

- Guides and informs all planning and development, and all decision making with regard to planning, management and development in the municipality;
- Binds the municipality in the exercise of its executive authority, except to the extent of any inconsistency between a municipality's IDP and national or provincial legislation, in which case such legislation prevails; and
- Binds all other persons to the extent that those parts of the IDP that impose duties or affect the rights of those persons have been passed as a by-law.

Legislation stipulates clearly that a municipality must not only give effect to its IDP, but must also conduct its affairs in a manner which is consistent with its IDP.

IV. PROCESS

Developing the Integrated Development Plan

In compliance with the Municipal's Systems Act as amended, the IDP Review/ Amended and Budget Process Plan were adopted by full Council on 22 November 2021.

This IDP and Budget Process Plan inter alia seek to address the:

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

The situational analysis process started in January 2022

All further actions in accordance with legislative and regulatory requirements, such as the final approval of the IDP, and the Medium Term Revenue and Expenditure Framework for the

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ensuing three year financial cycles, SDBIPs, the submission of all the relevant documentation to the appropriate authorities and the making public of these final documents will be executed.

Public Participation Process

Section 29 of the Municipal Systems Act, No 32 of 2000 states that –
29. (1) The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must –
(b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for—
(i) the local community to be consulted on its development needs and priorities;
(ii) the local community to participate in the drafting of the integrated development plan.

It provides an opportunity for all stakeholders with different needs and priorities to learn from each other and to negotiate and compromise around their viewpoints, leading to unification and consensus building.

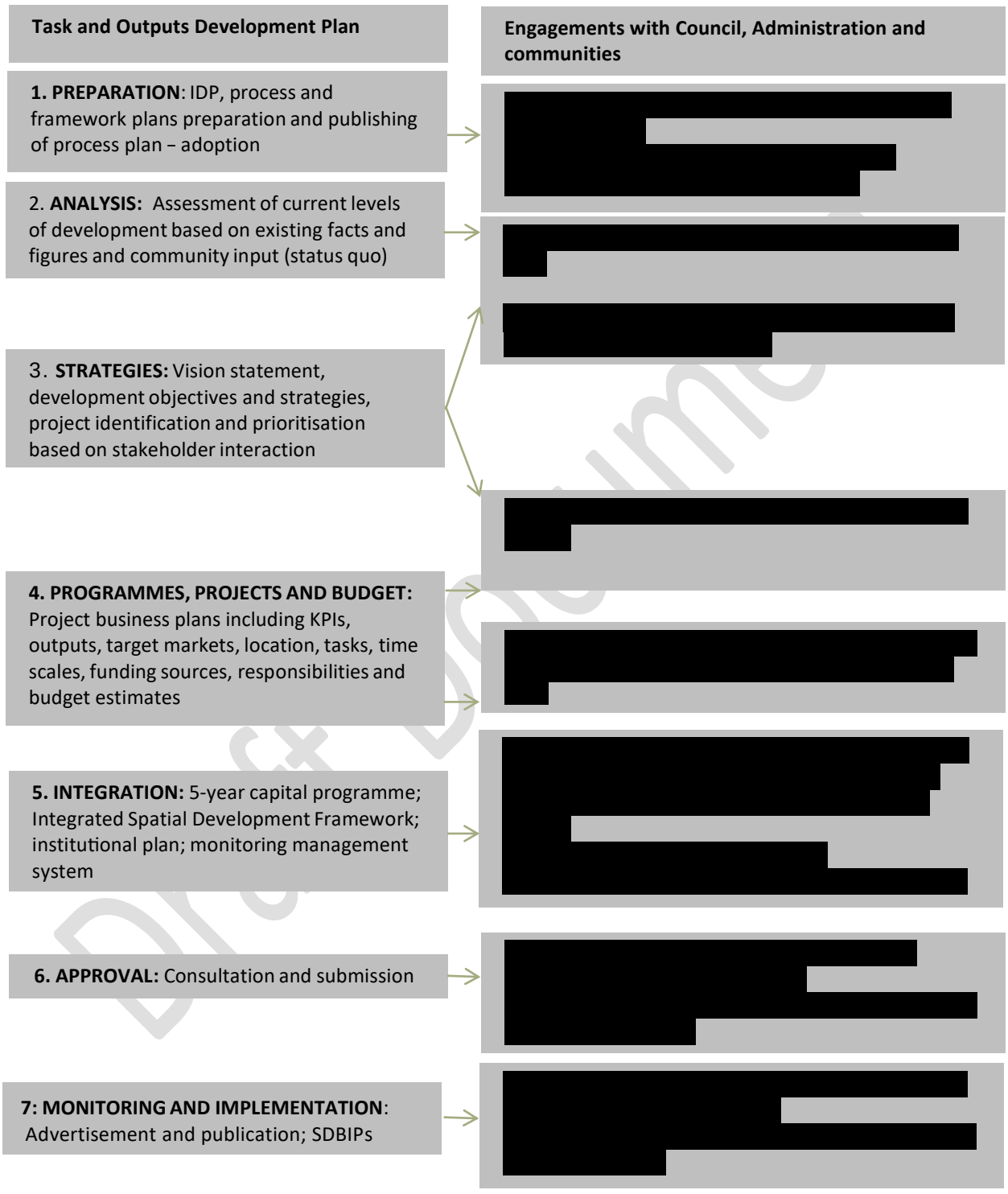
The municipality adopted the 2022 – 2023 Reviewed/Amended IDP and Budget Process Plan on 22 November 2021. Amongst others, it includes appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, and other role-players in the IDP drafting process.

The diagram on the following page outlines the steps in developing the Amended Integrated Development Plan 2022 – 2023.

Public participation allows the municipality and the community to focus on itself, and develop a future-orientated vision and mission, proactively positioning itself and adapting and learning from an ever-changing environment.

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Steps and events 2020/2021



B. VISION, MISSION, OBJECTIVES

I. VISION AND MISSION

Our Vision

A municipality that cares for its community, creating growth and opportunities.

Our Mission

The Witzenberg Municipality is committed to improve the quality of life of its community by:

- Providing and maintaining affordable services
- Promoting social and economic development
- The effective and efficient use of available resources
- Effective stakeholder and community participation

Value System

- Driven by the aspirations of our community, we will respect and uphold the Constitution of the Republic of South Africa.
- We commit ourselves to the Code of Conduct for Councillors and officials in terms of the Municipal Systems Act.
- We commit ourselves to the principles of sound financial management.

We subscribe to the principles of Batho Pele

- Consultation – Citizens should be consulted about service levels and quality when possible.
- Service standards – Citizens must be made aware of what to expect in terms of the level and quality of services.
- Access – Citizens should have equal access to the services to which they are entitled.
- Courtesy – Citizens should be treated with courtesy and consideration.
- Information – Citizens must receive full and accurate information about their services.
- Openness and transparency – Citizens should be informed about government departments' operational budgets and management structures.
- Redress – Citizens are entitled to an apology, explanation and remedial action if they are promised a standard of service that is not delivered.
- Value for money – Public services should be provided economically and efficiently.

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II. STRATEGIC MAP

WITZENBERG MUNICIPALITY: STRATEGIC MAP 2023/24					
Vision	**Mission**	**Municipal KPA**		**Pre-determined Objectives**	
A municipality that cares for its community, creating growth and opportunities.	The Witzenberg Municipality is committed to improve the quality of life of its community by: - Providing & maintaing affordable services - Promoting Social & Economic Development - The effective & efficient use of resources - Effective stakeholder & community participation.	1	Essential Services	1,1	Sustainable provision & maintenance of basic infrastructure
				1,2	Provide for the needs of informal settlements through improved services
		2	Governance	2,1	Support Institutional Transformation & Development
				2,2	Ensure financial viability.
				2,3	To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.
		3	Communal Services	3,1	Provide & maintain facilities that make citizens feel at home.
		4	Socio-Economic Support Services	4,1	Support the poor & vulnerable through programmes & policy
				4,2	Create an enabling environment to attract investment & support local economy.

III. SWOT ANALYSIS

Strengths	Weaknesses
▪ Pro-poor policies (e.g. indigent; procurement) ▪ Close cooperation at management level ▪ Good dialogue with business and agricultural sectors ▪ Good water quality ▪ Effective international relations ▪ IGR structures and forums ▪ Budget control ▪ Natural environment ▪ Location for certain opportunities ▪ Good governance and good IGR ▪ Meeting constitutional obligations ▪ Visionary leadership ▪ Low vacancy rate in organisational structure ▪ Community engagements	▪ Financial limitations ▪ Town management ▪ Inadequate storm water systems in some areas ▪ Old asbestos water and sanitation networks ▪ Resealing and maintenance of roads ▪ Garden refuse – Tulbagh, Wolseley and N'Duli ▪ Law enforcement ▪ Ageing infrastructure ▪ Centralisation/town management ▪ High water losses ▪ Lack of integration policies, silo operations ▪ Office space ▪ Slow turnaround time ▪ Vulnerable IT (integration)
Opportunities	**Threats**
▪ Tourism potential ▪ Active ward committees and related activities ▪ Further international relations ▪ IGR and cooperation on transversal programmes ▪ Wolwekloof Learning Academy ▪ EPWP for poverty reduction ▪ Close working relationship with big business to enhance economic development ▪ Performance management system to monitor organisational performance not fully in place ▪ Pine forest ▪ Recycling and composting ▪ Renewable energy ▪ Reduce water losses/unaccounted to acceptable standards ▪ Available natural resources to stimulate economic growth ▪ Development of GIS ▪ Good communication and branding ▪ Marketing (internal and external) ▪ Expand international relationships ▪ Upgrade infrastructure ▪ LED pilot projects ▪ Land audit ▪ Natural environment ▪ Revenue enhancement ▪ Koekedouw Dam ▪ Rural wards – funding possibilities ▪ Improvement of client services ▪ Real law enforcement	▪ Seasonal agriculture-based labour shrinks revenue base ▪ Political volatility (fragile coalitions) ▪ High level unemployment/economically inactive people ▪ Increasing TB and HIV/Aids prevalence ▪ Vandalism, theft of municipal assets and property ▪ Legacy of decrepit infrastructure and insufficient infrastructure replacement programme ▪ Uncontrolled habitation in informal settlements ▪ Insufficient revenue base/lack of economic growth ▪ Equitable funding formula ▪ Insufficient land for graveyards ▪ Substance abuse can become a threat ▪ Farm eviction ▪ Tulbagh roads ▪ Service delivery in informal settlements ▪ Social ills – HIV and TB, crime, substance abuse ▪ Unemployment ▪ Migration / influx control ▪ Land availability ▪ Financial sustainability ▪ Cost of services ▪ Sustainability of low-cost housing ▪ Grant dependency ▪ Animal management ▪ NERSA legislation – non-compliance / compliance ▪ ESKOM / load shedding – incapacity to increase for demand from municipality

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IV. GOVERNMENT ALIGNMENT

Municipalities are encouraged and supported by both national and provincial government to develop realistic and credible IDPs that not only comply with relevant legislation but also–

1. are owned by local leadership, municipal management and the community as the single strategic plan to direct resources within the municipality;
2. are driven by the management team and systems within the municipality with implementation regularly monitored during the year through the performance management system;
3. contain a long-term development strategy that can guide investment across the municipal area;
4. provide an investment plan for national, provincial and local government and non-governmental stakeholders to enhance and enable joint planning and resource alignment to improve service delivery to all stakeholders; and
5. include local area or ward plans to localise the strategy and implementation of the IDP.

National Policy Directives

There is a clear hierarchical structure of national policy directives starting with the Medium Term Strategic Framework for 2019-2044 (MTSF). The plan focuses on the seven priorities and related interventions of the sixth administration of government, and the integrated monitoring framework focuses on monitoring outcomes, indicators and targets towards the achievement of the priorities.

Medium-term Strategic Framework for 2019-2024 (MTSF)

The National Development Plan (NDP) 2030 issued in 2012 set out a long-term vision for the country and provides the programme through which South Africa can advance radical economic transformation through development planning. The Medium Term Strategic Framework (MTSF) 2014-2019 outlined the plan and outcome-based monitoring framework for implementing the NDP during the country's fifth democratic administration. This MTSF 2019-2024 outlines the priorities to be implemented in the sixth administration. It also outlines the priorities and interventions across South Africa's national development pillars.

The South African government sees development planning as a means to achieve national development goals. All three spheres of government conduct development planning: The MTSF reflects the NDP Five Year Implementation Plan and Integrated Monitoring Framework at a national level, the Provincial Growth and Development Strategies / Plans (PGDS/P) of all nine provinces, and will in 2020 incorporate the Integrated Development Plans (IDPs) at Metropolitan and District Municipality level to ensure effective service delivery.

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▪ NATIONAL DEVELOPMENT PLAN – VISION FOR 2030

The plan, adopted by Cabinet on 11 November 2011, helps us to chart a new path for our country.

It focuses on putting in place the things that people need to grasp opportunities such as education and public transport and to broaden the opportunities through economic growth, the availability of jobs and change the life chances of our youth that remain underdeveloped by our apartheid history. Everything in the plan is aimed at reducing poverty and inequality.

In summary the plan has the following objectives that must be achieved by 2030:

1. Create Jobs
2. Expand Infrastructure
3. Transform Urban and Rural Spaces
4. Education and Training
5. Provide Quality Healthcare
6. Build a Capable State
7. Fight Corruption Transformation and Unity



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- **PROVINCIAL STRATEGIC PLAN (PSP) – 2019 - 2024**

- **AN OUTLINE OF THE VISION-INSPIRED PRIORITIES**

1. SAFE AND COHESIVE COMMUNITIES

THE WESTERN CAPE IS A PLACE WHERE RESIDENTS AND VISITORS FEEL SAFE.

When people feel unsafe, it affects every area of their lives. For example, it prevents people from enjoying public spaces and travelling safely to work and discourages our businesses from growing and creating jobs. This is why safety is a theme in our other priorities, and every provincial department will contribute to a safer Province.

This priority focuses on improving law enforcement and addressing the root causes of violent crime, such as child abuse and unemployment.

2. GROWTH AND JOBS

AN ENABLING ENVIRONMENT FOR THE PRIVATE SECTOR AND MARKETS TO DRIVE GROWTH AND CREATE JOBS.

We want to make the Western Cape a place where businesses want to invest and from where businesses export their products. This means we must have excellent infrastructure, skilled workers, and companies that can compete with the best in the world. With this in place, more and more people in the Province will have jobs.

3. EMPOWERING PEOPLE

RESIDENTS OF THE WESTERN CAPE HAVE OPPORTUNITIES TO SHAPE THEIR LIVES AND THE LIVES OF OTHERS, TO ENSURE A MEANINGFUL AND DIGNIFIED LIFE.

We see a Western Cape where families are strong, our youth have the skills, knowledge, and personal character to succeed in the 21st Century world of technology and computers, and all of our people have access to excellent health services.

4. MOBILITY AND SPATIAL TRANSFORMATION

RESIDENTS LIVE IN WELL-CONNECTED, VIBRANT, AND SUSTAINABLE COMMUNITIES AND MOVE AROUND EFFICIENTLY ON SAFE, AFFORDABLE, LOW CARBON PUBLIC TRANSPORT.

We want to see a Western Cape where our people use safe, affordable, and green public transport and live in neighbourhoods that include different racial and income groups and are close to economic and social opportunities.

5. INNOVATION AND CULTURE

GOVERNMENT SERVICES ARE DELIVERED TO THE PEOPLE OF THE WESTERN CAPE IN AN ACCESSIBLE, INNOVATIVE, AND CITIZEN-CENTRIC WAY.

As your provincial government, we are constantly looking for ways to improve our services to you. We will assess our services regularly and try new things, and change what we are doing if we are not meeting your needs.

The Witzenberg Municipality, through its Integrated Development Plan, strives to align its priorities to those of provincial and national government, The following matrix provides the strategic alignment between the three spheres of government.

National Priorities (2019 – 2024)	***Western Cape Vision-inspired Priorities (2019 – 2024)***	***Cape Winelands District Strategic Objectives***	***Witzenberg Strategic Objectives***
5: Social cohesion & safe communities *2: Education, skills & health*	*1: Safe and Cohesive communities*	*SO 1: To create an environment and forge partnerships that ensure the health, safety, social and economic development of all communities including the empowerment of the poor in the Cape Winelands District through economic, environmental and social infrastructure investment*	*2.1 Support Institutional Transformation and Development.* *3.1 Provide and maintain facilities that make citizens feel at home.*
5: Social cohesion & safe communities	*1: Safe and Cohesive communities* *3: Empowering People* *5: Innovation and Culture*	*SO 1: To create an environment and forge partnerships that ensure the health, safety, social and economic development of all communities including the empowerment of the poor in the Cape Winelands District through economic, environmental and social infrastructure investment.*	*4.1 Support the poor and vulnerable through programmes and policy*
1: Economic transformation and job creation. *4: Spatial integration, human settlements & local government*	*4: Mobility and Spatial Transformation* *2: Growth and Jobs*	*SO : 2 Managing a sustainable bulk services strategy and transport system which foster social and economic opportunities.*	*1.2 Create an enabling environment to attract investment and support local economy.*
6: Capable, ethical and developmental state	*5: Innovation and Culture*	*SO 3: To provide effective and efficient financial and strategic support services to the Cape Winelands District Municipality.*	*2.1 Support institutional transformation and development.*
4: Spatial integration, human settlements & local government	*4: Mobility and Spatial Transformation*	*SO : 2 Managing a sustainable bulk services strategy and transport system that foster social and economic opportunities.*	*4.2 Create an enabling environment to attract investment and support local economy.*
5: Social cohesion & safe communities *2: Education, skills & health*	*1: Safe and Cohesive communities* *3: Empowering People*	*SO 1: To create an environment and forge partnerships that ensure the health, safety, social and economic development of all communities including the empowerment of the poor in the Cape*	*4.1 Support the poor and vulnerable through programmes and policy*

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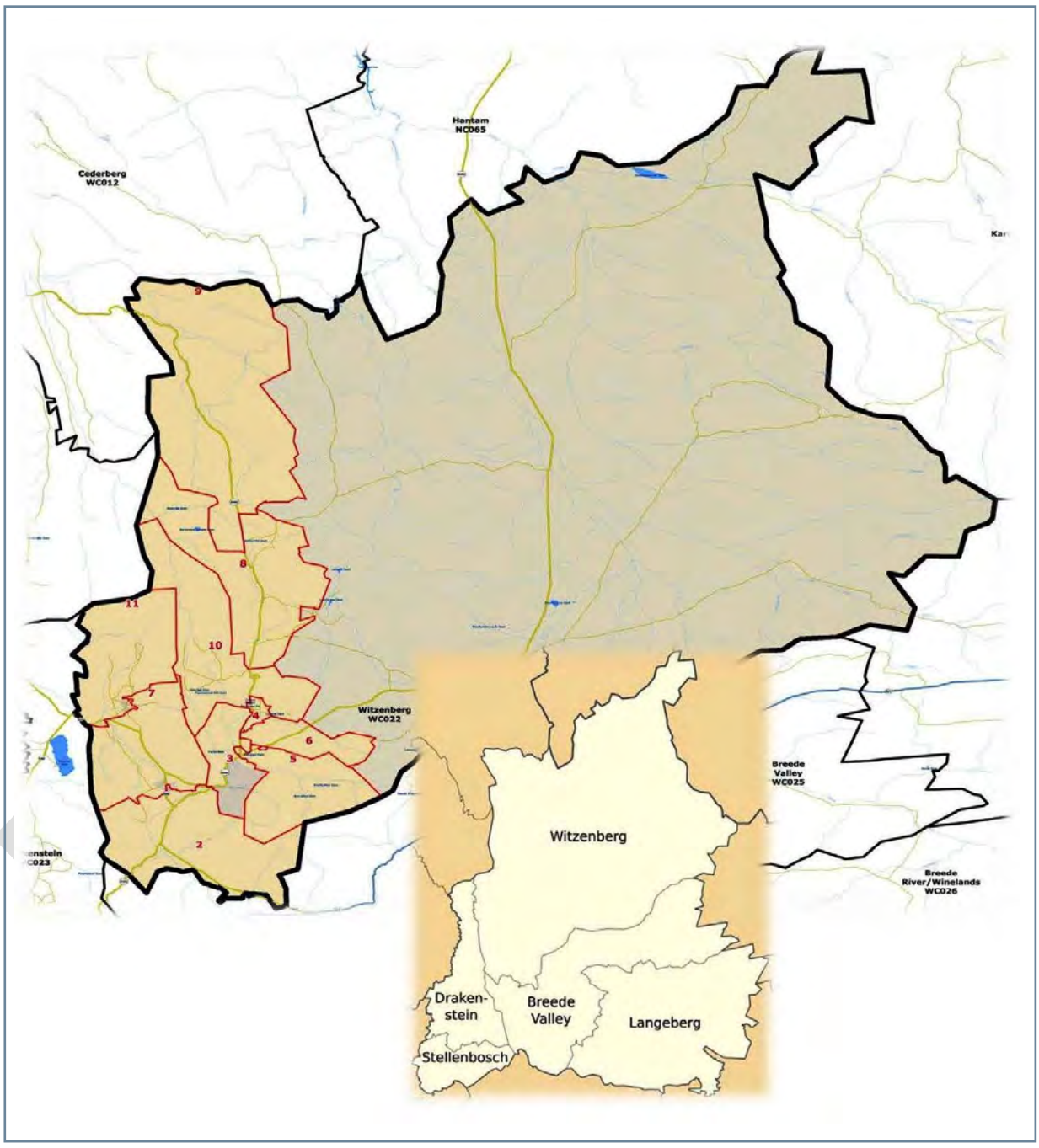
National Priorities (2019 – 2024)	***Western Cape Vision-inspired Priorities (2019 – 2024)***	***Cape Winelands District Strategic Objectives***	***Witzenberg Strategic Objectives***
		Winelands District through economic, environmental and social infrastructure investment.	
5: Social cohesion & safe communities *2: Education, skills & health*	*1: Safe and Cohesive communities*	*SO 1: To create an environment and forge partnerships that ensure the health, safety, social and economic development of all communities including the empowerment of the poor in the Cape Winelands District through economic, environmental and social infrastructure investment.*	*1.1 Sustainable provision and maintenance of basic infrastructure* *1.2 Provide for the needs of informal settlements through improved services.*
6: Capable, ethical and developmental state	*5: Innovation and Culture*	*SO 3: To provide effective and efficient financial and strategic support services to the Cape Winelands District Municipality.*	*2.2 Ensure financial viability* *2.3 Maintain and strengthen relations with international and inter-governmental partners as well as the local community through the creation of participative structures.*

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3 SITUATIONAL ANALYSIS

A. SNAPSHOT

I. MAP



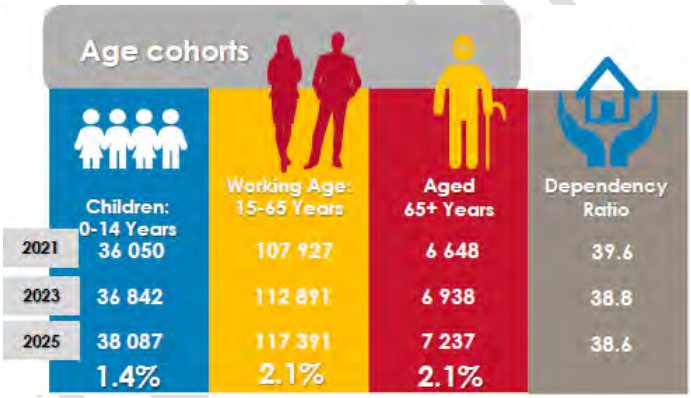
The Witzenberg Local Municipality (LM), founded in 2000, is classified as a Category B-municipality and is responsible for basic service provision to the demarcated municipal area that includes the towns of Ceres, Tulbagh, Prince Alfred's Hamlet, Wolseley and Op-die-Berg. The rural areas within the municipal boundary are Ceres Valley, Koue Bokkeveld, Achter-Witzenberg and the northern portion of the Breede River Valley area.

The climate in Witzenberg is known for its hot and dry summer days. Winds are seasonal and generally north-westerly or south-easterly. The average annual rainfall in Ceres is about 1 088 mm and the average temperature range is 2,4°C to 29,9°C.

Located in the picturesque and fertile Breede Valley, Witzenberg is best known for its fruit and wine products. The region is also well-known for producing other agriculture-linked products such as olives and grain, as well as for producing beef and pork products. Horse and cattle stud farms are also found within the municipal area.

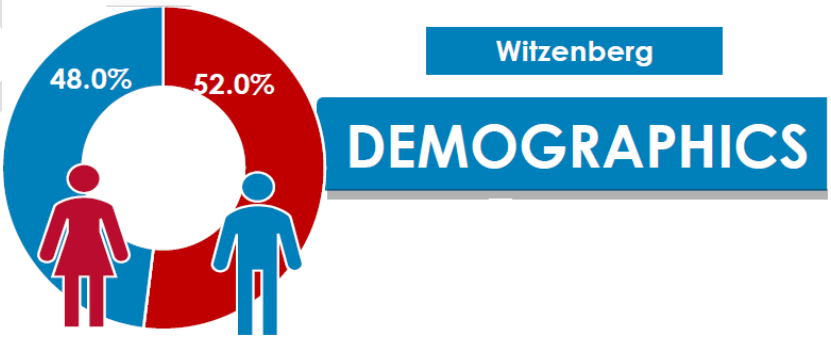
The principal socio-economic realities in our region are:

- Seasonal labour and social grant dependency
- Unemployment rate: 5 339 people
- People in poverty: 24 231
- Skills shortage (illiteracy rate = 36%)
- Youthful population: 56,8% of population is under 30 years of age
- Population concentration: 46,9% rural; 53,1% urban.



Source: Sep-LG 2021

Witzenberg population by gender:



Source: Sep-LG 2021

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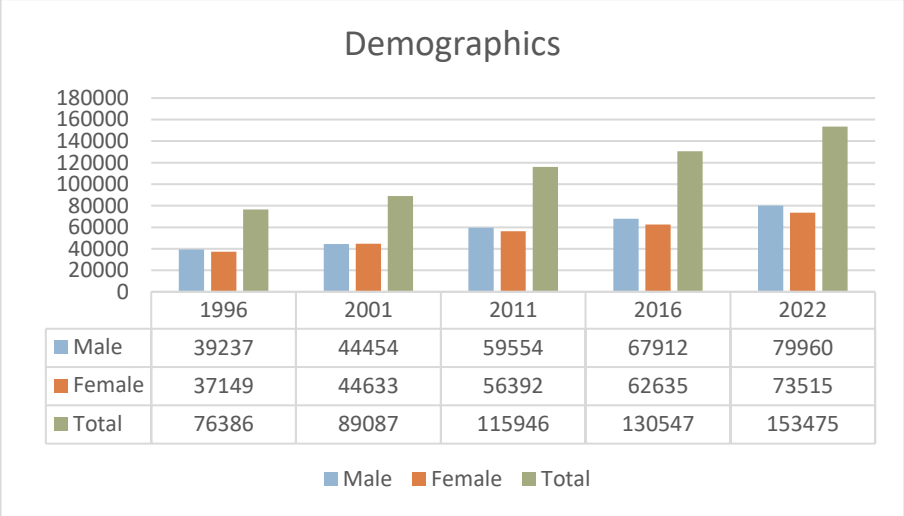
Analysis of socio-economic profile

The municipal summary below provides a fair reflection of the socio-economic reality of the municipality. This profile uses data primarily sourced from Statistics South Africa, the Socio-Economic Profile, the Municipal Economic Review and Outlook compiled by Provincial Treasury and administrative data from sector departments. The data sourced from sector departments are the most recent available. The latest survey data available at municipal level from Statistics South Africa is from the 2016 Community Survey; comparisons are also made with the 2011 Census, and the 2022 Socio-Economic Profile produced by Western Cape Provincial Treasury.

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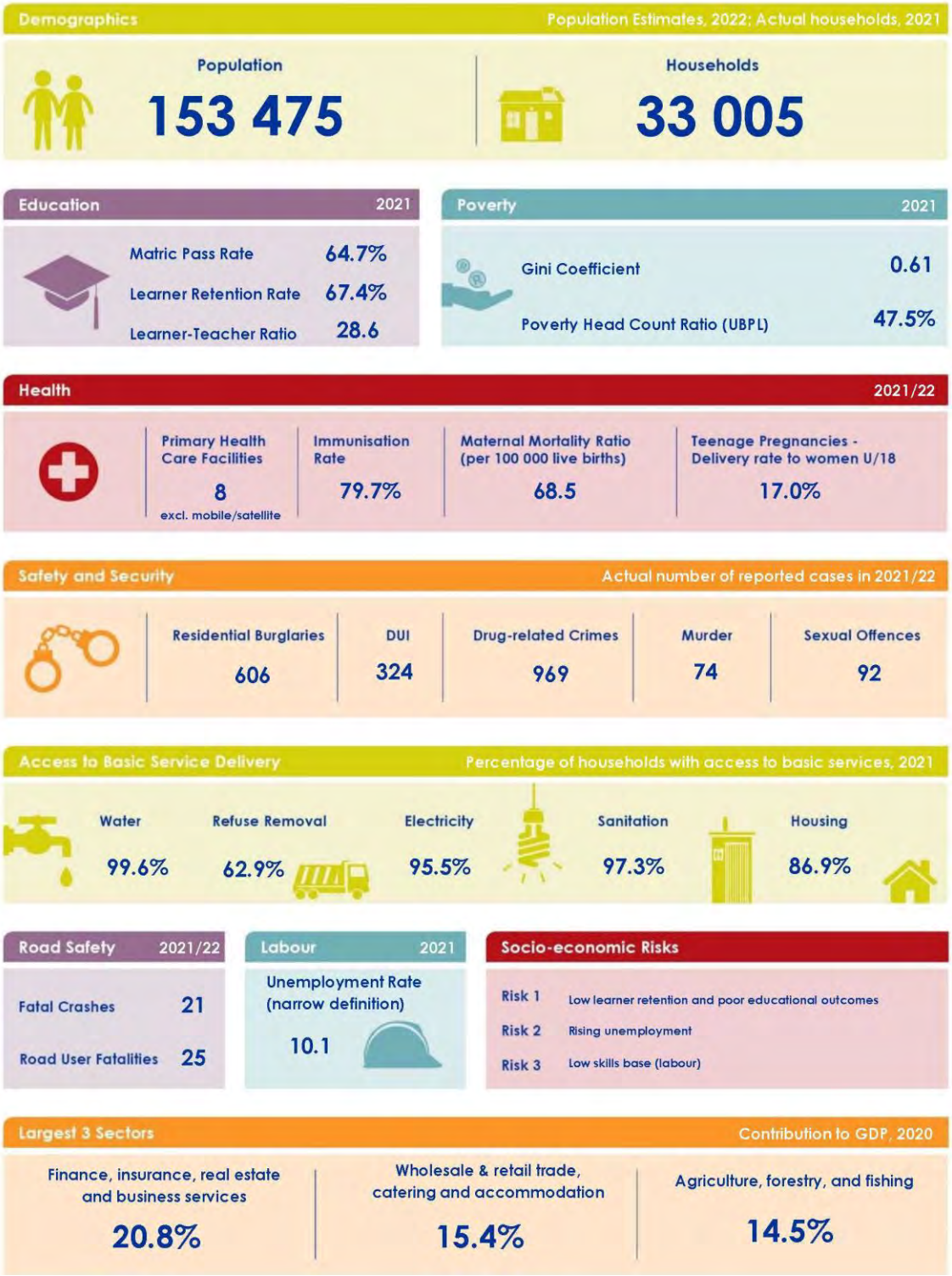
Source: Statistics South Africa/ Socio-Economic Profile 2022

Witzenberg population by gender %

	1996	2001	2011	2016	2022
Male	39237	44454	59554	67912	79960
Female	37149	44633	56392	62635	73515
Total	76386	89087	115946	130548	153475
Male %	**51,4**	**49,9**	**51,4**	**52,0**	**52,1**
Female %	**48,6**	**50,1**	**48,6**	**48,0**	**47.9**

Source: Statistics South Africa/Socio-Economic Profile 2022

1 SNAPSHOT: WITZENBERG AT A GLANCE



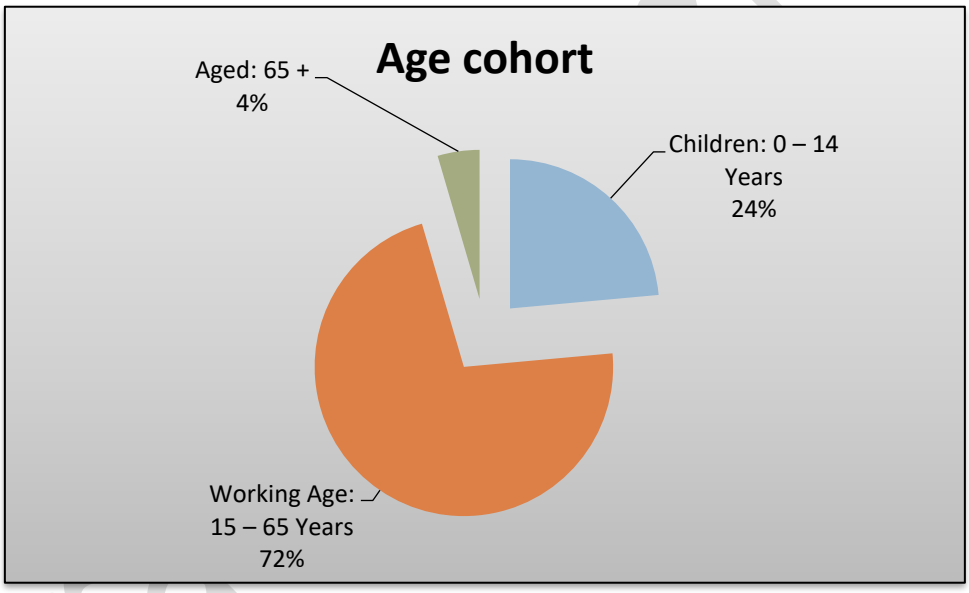
Source: Socio-Economic Profile- Provincial Treasury

Municipal demographics

As of 2022, 16 per cent of the Cape Winelands' population resides in the Witzenberg municipal area. The population totals 153 475 persons in 2022 and is estimated to be 167 536 persons by 2026. This equates to an estimated average annual growth rate of 2.2 per cent for the period. The estimated population growth rate of Witzenberg is therefore 0.5 percentage points higher than the estimated average annual population growth rate of the Cape Winelands District which is 1.7 per cent..

The overall sex ratio (SR) depicts the number of males per 100 females in the population. The data indicates that as of 2022, there are more males than females in the Witzenberg municipal area with a ratio of 52.1 per cent (males) to 47.9 per cent (females). The sex ratio is therefore 109, meaning that for every 100 women there are 109 men. The ratio increases towards 2025, before declining slightly 2026. The increase could be attributed to various factors such as a decrease in male mortality rates and the potential inflow of working males.

Witzenberg: Population age cohort, 2022



Source: Socio-Economic Profile - Provincial Treasury

The infographic also depicts the population composition of the municipal area per age cohort. These groupings are expressed as a dependency ratio which indicates those who are part of the workforce (Age 15 – 64) and those who are dependent on them (children or senior citizens). Between 2022 and 2026, the largest population growth was recorded in both the working age (15-64) and 65+ age category at 2.4 per cent. These predicted growth rates decrease the dependency ratio from 39.1 in 2022 to 37.9 in 2026. The decreasing dependency ratio is beneficial as it implies less pressure on social systems and municipal services. It indicates that a smaller proportion of the Witzenberg population is not working, and, as a result, there is less strain placed on the government for support and the working population to support the non-working population.

Basic education

Education is a powerful change agent that can uplift a nation and establish a healthy and efficient economy. Improved educational outcomes raise productivity, helps individuals acquire jobs, and plays a crucial role in securing economic and social progress. Through indirect positive effects on health and life expectancy, the level of education of a municipal area also influences its welfare.

Learner enrolment in the Witzenberg municipal area increased from 18 503 in 2019 to 19 112 in 2021 (an enrolment of 609 more learners compared to 2019).

Learner enrolment			Learner-teacher ratio	
Year	2020	2021	Average learner-teacher ratio (2020)	Average learner-teacher ratio (2021)
Witzenberg	18 705	19 112	27.8	28.6

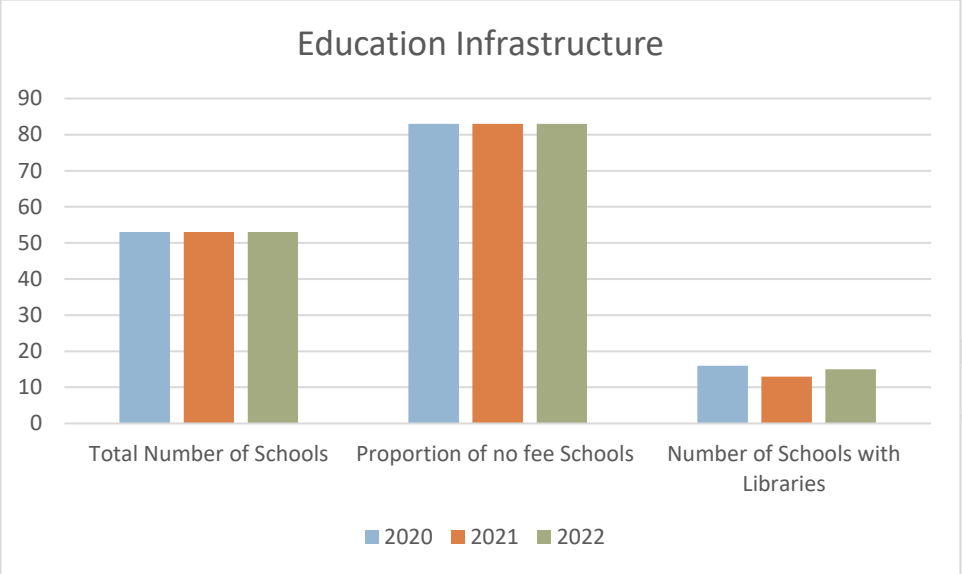
Source: Socio-Economic Profile - Provincial Treasury

Learner teacher ratios are indicative of the capacity of schools to accommodate more learners. The Department of Education sets learner-teacher ratio upper limits of 40:1 in ordinary primary schools and 35:1 in ordinary high schools. According to the 2021 School Realities publication, when counting only state-paid educators in the Western Cape, the average learner-teacher ratio was 39.8, a much higher ratio than the average ratio of 31.9 for schools with both state-paid and school-governing-body-paid educators. This reflects the potential challenges faced by state-funded public schools. In the Witzenberg municipal area, the average learner-teacher ratio for 2021 is 29:1 which is lower than the recommended upper limits of 35:1-40:1, enabling the possibility of higher-quality learning opportunities and more individualized teaching.

Education remains one of the key avenues through which the state is involved in the economy. In preparing individuals for future engagement in the labour market, policy choices and decisions in the sphere of education play a critical role in determining the extent to which future economic and poverty reduction plans can be realised. Witzenberg's matric pass rate is on a declining trajectory, from 73.9 per cent in 2019 to 64.7 per cent in 2021. This is the lowest rate when compared to other municipalities within the District. These results also do not take into consideration the drop-out rate which as stated above, is more than 30 per cent of learners

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Educational facilities



Source: Socio-Economic Profile - Provincial Treasury

The number of public ordinary schools within the Witzenberg municipal area is recorded at 53 in 2021, which has remained unchanged over the past few years. The Western Cape Education Department has outlined the budget for education infrastructure which amounts to R25 million for the 2022/23 financial year. This allocation will be used for new and replacement infrastructure for Waveren Secondary School.

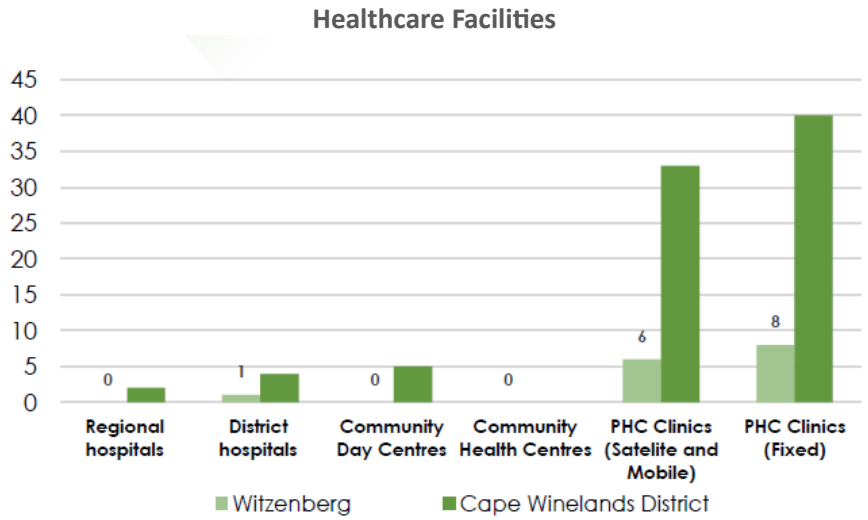
The No-fee Schools policy abolishes school fees in the poorest 40% of schools nationally for learners from Grade R to Grade 9. As per the policy, schools that do not charge fees will be allocated a larger portion of funding from the national budget per learner, to make up for the fees that would have been charged. The proportion of no-fee schools in the Witzenberg municipal area remains at 83 per cent in 2021, a total of 44 schools.

Of the 53 schools in the Witzenberg municipal area, 15 are equipped with libraries, and 1 under construction at Tulbagh High School. The availability of library facilities within schools contribute towards narrowing the academic attainment gap by allowing students access to information, this in turn is directly linked to improved educational outcomes.

Health

All citizens' rights to access to healthcare services are directly affected by the number and spread of facilities within their geographical reach. South Africa's healthcare system is geared in such a way that people have to move from primary level, with a referral system, to secondary and tertiary levels.

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Source: Socio-Economic Profile - Provincial Treasury

In 2021 the Witzenberg municipal area had 8 fixed primary healthcare clinics and 6 mobile/satellite clinics. In addition to these primary healthcare facilities, there is 1 district hospital, as well as 9 ART treatment sites and 10 TB clinics. The municipal area has 34 out of 207 (16.4 per cent) healthcare facilities within the Cape Winelands District.

Emergency Medical Services

Health Indicator	*Witzenberg*	*Cape Winelands*
EMS operational ambulances	*5*	*37*
Number of operational ambulances per 10 000 people	*0.3*	*0.4*

Source: Socio-Economic Profile - Provincial Treasury 2022

The provision of more operational ambulances can provide greater coverage of emergency medical services. In 2021, the Witzenberg municipal area had a total 0.3 ambulances per 10 000 people servicing the municipal area. This number only refers to Provincial ambulances and excludes all private service providers.

HIV/Aids

Area	Total Registered patients receiving ART		Number of new ART patients	
	2020/21	2021/22	2020/21	2021/22
Witzenberg	6 810	5 369	594	522
Cape Winelands District	32 949	32 719	2 825	3 780

Socio Economic Provincial Treasury 2022

Witzenberg's total registered patients receiving antiretroviral treatment (ART) decreased by 1 441 patients, from 6 810 in 2020/21 to 5 369 in 2021/22. In turn, the number of new patients receiving ART also decreased from 594 in 2020/21 to 522 in 2021/22. A total of 32 719 registered patients received antiretroviral treatment in the Cape Winelands District, with the Witzenberg municipal area representing 16.4 per cent of these patients. There has been an average annual decrease of 7.1 per cent between 2016/17 (1 100) and 2021/22 (761) in the number of registered patients receiving TB treatment in the Witzenberg municipal area. Continuous ART is important for maintaining viral suppression. When ART is discontinued, it could lead to an increase in the transmission of HIV to others, as well as high care costs..

Tuberculosis(TB)



Source: Socio-Economic Profile - Provincial Treasury 2022

Safety and Security

Murder

	MURDER	2019/20	2020/21	2021/22
Actual Number	Witzenberg	71	69	74
	Cape Winelands District	381	394	414
Per 100 000	Witzenberg	49	46	49
	Cape Winelands District	41	42	43

Source: Socio-Economic Profile - Provincial Treasury 2022

The number of actual murders in the Witzenberg municipal area increased from 69 reported cases in 2020/21 to 74 in 2021/22. This amounted to an increase in the murder rate from 46 occurrences per 100 000 people to 49 (6.52 per cent). The municipal area's murder rate in 2021/22 was higher than the

District average of 43 but notably below the Province as a whole (56).

Sexual offences

SEXUAL OFFENCES		2019/20	2020/21	2021/22
Actual Number	Witzenberg	136	90	92
	Cape Winelands District	1 012	790	806
Per 100 000	Witzenberg	94	61	61
	Cape Winelands District	110	84	84

Source: Socio-Economic Profile - Provincial Treasury 2022

Sexual offences include rape (updated to the new definition of rape to provide for the inclusion of male rape), sex work, pornography, public indecency and human trafficking.

The reported sexual offences declined by 46 cases from 2019/20 to 2020/2. In 2021/22, there were 92 reported sexual offences in the Witzenberg area compared to 90 in 2020/21. The rate per 100 000 people in Witzenberg (61) is below the District rate of 84. South Africa is amongst the top 5 countries in the world with respect to reports of rape, therefore it is a huge problem that needs to be addressed.

Drug-related offences

DRUG – RELATED OFFENCES		2019/20	2020/21	2021/22
Actual Number	Witzenberg	1 150	881	969
	Cape Winelands District	7 933	5 903	5 729
Per 100 000	Witzenberg	799	597	644
	Cape Winelands District	859	628	600

Source: Socio-Economic Profile - Provincial Treasury

Drug-related crimes refer to the situation where the perpetrator is found to be in possession of, under the influence of, or selling illegal drugs.

Drug-related incidences within the Witzenberg area decreased from 799 cases in 2019/20 to 597 cases in 2020/21. Thereafter, the number of incidences increased between 2020/21 and 2021/22, from 597 to 644. When considering the rate per 100 000 people, at 644 cases per 100 000 people in 2021/22, the Witzenberg area rate is above that of the District (600).

Driving under the influence

DRIVING UNDER THE INFLUENCE		2019/20	2020/21	2021/22
Actual Number	Witzenberg	166	80	324
	Cape Winelands District	980	495	819
Per 100 000	Witzenberg	115	54	216
	Cape Winelands District	106	53	86
Fatal Crashes	Witzenberg	26	13	21
Road user Fatalities	Witzenberg	33	15	25

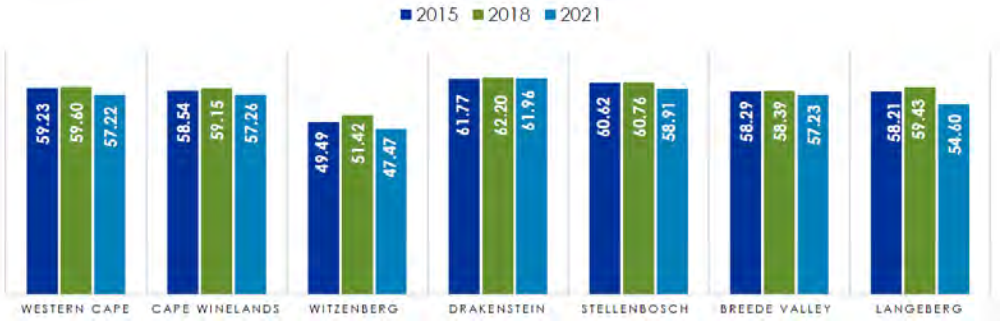
Source: Socio-Economic Profile - Provincial Treasury

A situation where the driver of a vehicle is found to be over the legal blood alcohol limit.

The number of cases of driving under the influence of alcohol or drugs in the Witzenberg area shows a significant increase from 80 in 2020/21 to 324 in 2021/22. In line with the increase in DUI's, the Witzenberg area experienced an increase in the number of road user fatalities (from 15 in 2020/21 to 25 in 2021/22). In addition to this, the municipal area experienced 21 fatal crashes in 2021/22.

Poverty

GDPR per capita is the measure of economic output that accounts for the total number of people. It is achieved by dividing the municipal area's total GDP by its total population in a particular year. An increase in GDPR per capita, i.e., GDPR per person, is experienced only if the economic growth rate exceeds the population growth rate. At R63 733 in 2021 (current prices), Witzenberg's GDPR per capita is below that of the CWD (R67 798) and significantly below that of the Western Cape (R81 650).

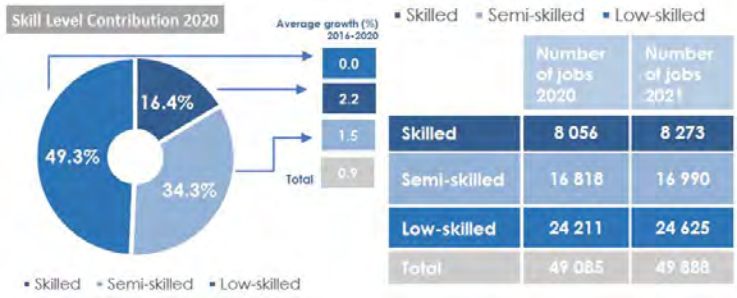


Source: Socio-Economic Profile - Provincial Treasury

The Upper Bound Poverty Line (UBPL) head count ratio is the proportion of the population living below the UBPL i.e., that cannot afford to purchase adequate levels of food and non-food items. The UBPL in South Africa is R1 227 (in April 2019 prices) per person per month.
Poverty affects the social development of communities through lower life expectancy, malnutrition and food insecurity, higher exposure to crime and substance abuse, lower educational attainment and poor living conditions. The NDP aims to eliminate poverty by 2030.

In 2021, 47.5 per cent of Witzenberg's population fell below the UBPL. This figure improved from the 49.5 per cent and 51.4 per cent recorded for the periods 2015 and 2018, respectively. The Witzenberg municipal area represents the lowest proportion of people living in poverty when compared to other municipalities in the District and is below that of the District figure (57.3 per cent) recorded in 2021.

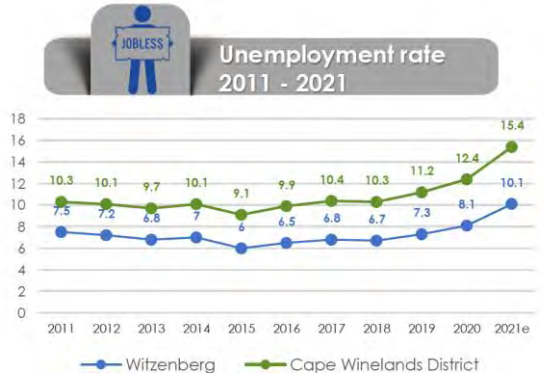
Labour Market Performance



	Number of jobs 2020	Number of jobs 2021
Skilled	8 056	8 273
Semi-skilled	16 818	16 990
Low-skilled	24 211	24 625
Total	49 085	49 888

It is estimated that Witzenberg's total employed will in 2021 amount to 58 924 workers, of which 49 888 (84.7 per cent) are employed in the formal sector and 9 036 (15.3 per cent) are informally employed. Employment in the formal sector had an annual average increase of only 0.9 per cent from 2016 to 2020 while the informal sector suffered an annual average decline of 6.19 per cent over this period. The informal economy was responsible for the majority of the job losses in 2021. This is a concern as the informal economy should be able to act as a buffer during times of economic recession.

Most of the formally employed consisted of low-skilled (49.3 per cent) and semi-skilled (34.3 per cent) workers. The skilled category only contributed 16.4 per cent to total formal employment. From 2016 to 2020, the skilled category grew at a pace of 2.2 per cent per annum, followed by the semi-skilled category which grew at a pace of 1.5 per cent per annum, both of which outpaced the low-skilled employment category which experienced no growth over the period. The growth in the skilled and semi-skilled categories reflects the increasing market demand for skilled labour and the need for skills development initiatives, particularly considering the growing tertiary sector in the Witzenberg municipal area.



Witzenberg (estimated at 10.1 per cent in 2021) had the lowest unemployment rate in the Cape Winelands District. The unemployment rate in the municipal area is below the District average of 15.4 per cent and significantly below the Provincial rate of 25.1 per cent. Despite this, unemployment has been on an upward trajectory since 2015, and is largely driven by job losses as a result of the drought, loadshedding and economic recession over this period. The not economically active population has also increased from 2020 to 2021, as job losses and an insufficient supply of jobs have led to an increasing number of discouraged work- seekers. Unfortunately, most job losses affected low skilled and informal workers who are more vulnerable to living in poverty during times of economic decline

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II. BASIC SERVICES ANALYSIS

Witzenberg Municipality provides basic services to all communities residing within the urban edge of towns located in the municipal area. Apart from sanitation services through the emptying of septic tanks in rural areas, no other basic services are provided on privately owned land outside residential built areas. All households in residential areas have access to services such as water provision, sanitation, electricity and waste removal. Informal settlements are serviced through communal water and toilet facilities.

The following statistics on the access to services for the whole of Witzenberg, including areas outside the urban edge, has been provided by Provincial Treasury:

Housing

Access to Formal Housing

Socio-Economic Profile 2020	Witzenberg	Cape Winelands District
Total number of households	33 005	236 480
Formal main dwelling	28 665	194 858
	86.9%	*82.4%*
Water (piped inside dwelling/within 200 m)	*99.6%*	*99.4%*
Electricity (primary source of lighting)	*95.5%*	*96.2%*
Sanitation (flush/chemical toilet)	*97.3%*	*96.6%*
Refuse removal (at least weekly)	*62.9%*	*77.6%*

Source: Socio-Economic Profile - Provincial Treasury 2022

With a total of 33 005 households in the Witzenberg municipal area, 86.9 per cent had access to formal housing. This is the second highest (after Langeberg) when compared to other municipalities within the District and higher than the District average of 82.4 per cent. The proportion of informal dwellings in the municipal area (12.3 per cent) is similar to the District's rate of 12.4 per cent.

With the exception of refuse removal services, access levels in the Witzenberg municipal area were at better levels than access to formal dwellings, with access to piped water inside/within 200m of the dwelling at 99.6 per cent, access to electricity (for lighting) at 95.5 per cent, access to flush or chemical toilet at 97.3 per cent and the removal for refuse at least weekly by local authority at 62.9 per cent of households. These access levels were above the District averages for water and sanitation services, and below District averages for electricity services and refuse removal.

Free Basic Services

Municipalities also provide a package of free basic services to households who are financially vulnerable and struggle to pay for services.

The stressed economic conditions continue to exert pressure on household income levels, which in turn is likely to see the number of indigent households and the demand for free basic services increase.

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Access to basic services for residential communities

The following tables indicate access to basic services with regard to each residential community in Witzenberg. The figures show the number of formal households (accounts) connected to a service delivery network as well as the number of households in informal settlements with access to communal service points. The shortfall in housing units is derived from the Housing Waiting List information as contained in the audited 2017/18 Annual Report.

Basic service provision per ward/town (within urban edge).

Wards	Town	Nr. of Accounts				*Informal	Housing
		Water	Sanitation	Electricity	Refuse	Households	Waiting List
1,12	*Nduli*	1 432	1 449	2 382	1 320	1 114	1 499
3,5	*Ceres*	2 397	2 501	2 879	3 164		2 465
4,6	*Bella Vista*	2 683	2 580	2 602	2 568		
4,1	*Hamlet*	1 397	1 395	ESKOM	1 472	242	1 191
9	*Op-Die-Berg*	544	490	ESKOM	614		850
7,11	*Tulbagh*	1 943	1 964	2 681	1 900	1 988	993
2,7	*Wolseley*	2 576	2 576	2 509	2 425	2 266	1 302
TOTALS		12 972	12 955	13 053	13 463	5 610	8 300

*Informal Households – nr of households in informal areas (excluding backyarders)

Top four service delivery priorities per ward/town.

Wards	Town	Priority Name & Detail	Progress During 2021/22
1,12	Nduli	Housing Project safety	Regular patrols at new housing developments
		Sports grounds needs to be restored/ upgraded	On-going vandalism & theft prohibits restoration
		Electrical theft needs to be clamped down	Illegal connections remain high priority to be addressed through newly developed Illegal electricity connection & theft strategy
		Taxi Violence	Public Transport Plan to address and continuous engagements with roleplayers.
		Provide street/security lights in unsafe areas	Periodic maintenance.
3,5	Ceres	Weekends the Town Main Roads have too much traffic	Spatial Development Plan completed. In progress with precinct plan for R46 towards Nduli.
		Housing need	635 Serviced sites completed & top structures being developed at Vredebes
		Rotational skip removal	New Waste Management Policy
		Playgrounds	Borehole for park irrigation
4,6	Bella Vista	Vandalizing of Municipal property	Increasing law enforcement & coordination with SAPS
		Business hub/mini CBD for Bella Vista	In process to develop container park at Bella Vista / Skoonvlei industry.
		Clamp down on illegal dumping of refuse.	New Waste Management Policy
4,1	Hamlet	Animal control in all areas	Increased law-enforcement
		Illegal occupation of land	Continued law enforcement and inspections
		Xhosa medium school for PA Hamlet area	Conveyed to Provincial Government
		Housing need	Development at Vredebes
9	Op-Die-Berg	Public transport	Negotiations needs to take place with Transport associations
		Restoration and securing of Skurweberg Sports grounds	Sports Master Plan Dev
		Illegal shops and shebeens need to be closed	Continued law enforcement & inspections
		Speed calming still a problem	Increased law enforcement
7,11	Tulbagh	More ablution facilities needed in Chris Hani area, and ASLA Camp	Upgrade of Informal Settlements project underway for Chris Hani
		Informal households utilising storm water as a means to dump their grey water & waste water, which contaminates river. Storm water network in Tulbagh needs to be maintained regularly	Formal housing to be included in housing pipeline to alleviate problem.
		Sewerage network in Chris Hani area needs to be maintained regularly	Periodic maintenance
		River Rehabilitation Programs	Negotiations needs to take place with illegal occupants on river banks
2,7	Wolseley	Illegal occupation of land	Continued law enforcement and inspections
		Restoration and securing of Pine Valley Sports grounds	Sports Master Plan Dev
		Back yard dwellers still a problem, housing need	Housing project planned for future, dependant on grant funding allocations.
		Illegal shops and shebeens need to be closed	Continued law enforcement and inspections

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C SOCIO-ECONOMIC ANALYSIS (PROFILE)

Status of LED Strategy

The purpose of local economic development is to build up the economic capacity of a local area to improve its economic future and the quality of life for all. It is a process by which public, business and non-governmental sector partners work collectively to create better conditions for economic growth and employment generation.

The most prominent places in the WLM area are Tulbagh, Wolseley and Ceres, with Prince Alfred's Hamlet and Op-die-Berg two northern outposts. Activities around these settlements are essentially agriculture based, with the towns being "agricultural service centres", with some agri-processing related to wine, fruit, vegetables and other niche products. The region is also well-known for its fruit and wine products, as well as producing other agriculturally linked products such as olive and grain producing areas, beef and pork products. Horse and cattle stud farms are also found within the municipality.

The municipality has made tremendous progress in mobilising and harnessing the energies and expertise of the business sector in developing effective economic development strategies and programmes.

"To strategically partner with the private sector, other spheres of government and its agencies, development institutions and donor agencies and in concert develop sizable commercial projects which encompasses the imperatives of employment creation and broad-based black economic empowerment and contributing to the general expansion of the economic base of Witzenberg."

This has led to the creation of a relationship between Witzenberg Municipality and Ceres Business Initiative (CBI) who represents the major commercial farmers and businesses in Ceres and surrounding areas.

The other major economic driver in the area is the Tourism Sector and the municipality has undertaken a number of initiatives which should come to fruition over the next five years, including:

1. The Tourism Industry has recorded a very strong growth and has become an important element of the local economy. Key tourism activities include: wine tasting, 4x4 routes, hiking, game reserves, camping, horse riding, fishing, annual community festivals, snow in Ceres during the winter months, agricultural tourism attractions, fruit tours, San cave, museums and historic buildings.

2. Witzenberg Tourism caters for Cape Town and other Western Cape day and weekend tourists, as well as up-country seasonal tourists.

3. The strengthening and partnering with national, provincial and district municipality tourist initiatives.

4. The finalisation and completion of the National Road Corridor through Witzenberg.

5. The finalisation and completion of the Ceres Golf Estate Project.

6. The strengthening of international twinning and partnership agreements (Belgium).

7. The expansion and promotion of the Epic Mountain Bike Tour.

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The expansion and promotion of the 4x4 trails, hiking trails, wine and fruit tourist routes

Skills levels

The municipal area had 59 731 employed workers in 2020, and this is expected to have decreased to 58 924 workers in 2021. The total share of formal employment was 82.2 per cent, with the majority of workers being low-skilled. The proportion of skilled employment in the municipal area was 13.5 per cent. The percentage of informal employment in 2020 was 17.8 per cent in the Witzenberg municipal area. The unemployment rate for 2020 was 8.1 per cent, and this is estimated to have increased to 10.1 per cent in 2021. Labour force participation is estimated to have reached 66.4 per cent in 2021 from 67.3 per cent in 2020..

Witzenberg skills levels

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021e
Skilled	347	330	307	329	336	404	199	338	344	-53	217
Semi-skilled	597	787	724	546	1 177	829	503	692	543	-536	172
Low-skilled	67	1 082	987	-73	3 214	524	69	484	607	-1 106	414
Informal	-204	374	946	65	1 802	-1 089	327	-425	-682	-2 318	-1 610

Source: Municipal Economic Review Outlook – PT

Between 2011 and 2020 a net total of 13 394 jobs were created in the municipal area, with the majority of jobs created for semi-skilled workers (5 862 jobs), followed by low-skilled workers (5 855 jobs), and 2 881 skilled jobs were created in the same period. A total of 1 204 informal jobs were lost between 2011 and 2020.

It is estimated that job losses continued in 2021, with an estimated 807 jobs lost. Formal labour indicated the most resilience. It is estimated that 217 jobs were created for skilled workers in 2021, which will recover the 53 skilled jobs lost in 2020. An estimated 172 jobs were created for semi-skilled workers in 2021, and for low-skilled workers it is estimated that 414 jobs were created. Informal employment continued to contract, with an estimated 1 610 jobs lost in 2021.

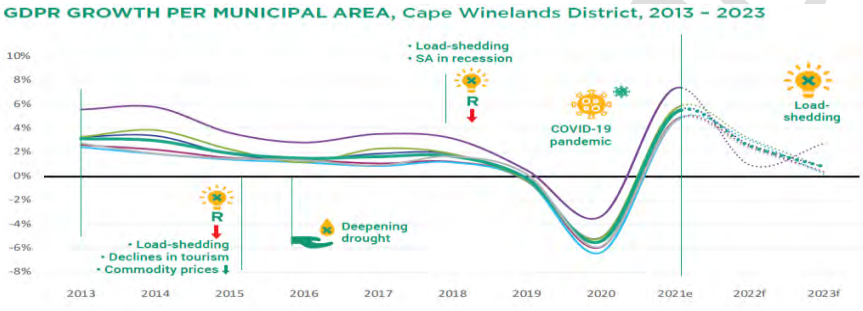
Growth in GDPR Performance

Between 2013 and 2019, the CWD recorded a downward trend in GDPR growth. This culminated in a contraction of 0.2 per cent recorded by the District in 2019. Downward trends in growth are attributable to events such as load-shedding between 2014 and 2015, as well as from 2018 onwards.8 Other causes include drought impacts on the District economy as a result of the decreased agricultural and agro-processing output.9 As the production of fruit and wine decreased in the District, agricultural exports also declined within the period.

In 2020, the CWD recorded a contraction in GDPR growth of 5.5 per cent. This contraction was below that of the Province, which recorded a contraction of 5.9 per cent during the year. The year was defined by the impact of the COVID-19 pandemic on the District economy, with all municipal areas recording contractions above 3.0 per cent. The largest contraction (6.4 per cent) was recorded by the

Stellenbosch municipal area. All trade as well as many industries in the District were affected by the national lockdown. As the District largely relies on trade and manufacturing, the CWD was greatly affected by policy responses to the pandemic, such as the national lockdown and restriction of economic activity limited only to essential goods and services.

It is estimated that the District recorded a growth rate of 5.3 per cent in 2021. It is also estimated that the Witzenberg municipal area led all the municipal areas, with a growth rate of 7.3 per cent in 2021. This is not likely to have had a large effect on the District's GDPR, as the Witzenberg municipal area has the second-smallest GDPR contribution to the District. However, it is forecast that the District will not be able to sustain the 2021 growth rate, with a forecast growth rate of 2.5 per cent in 2022. Forecasts in 2023 suggest that the District will continue the downward trend, with the District expected to record a growth rate of 0.8 per cent. Furthermore, forecasts for the District are likely to be impacted by increased inflation rates and monetary policy responses by the SARB to increase the repo rate. This is also seen in the estimated growth of the tertiary sectors in the District.



	2013	2014	2015	2016	2017	2018	2019	2020	2021e	2022f	2023f
Western Cape	2.7%	1.9%	1.5%	1.3%	0.9%	1.6%	0.1%	-5.9%	4.6%	2.3%	0.3%
Cape Winelands District	**3.1%**	**2.9%**	**1.9%**	**1.5%**	**1.6%**	**1.6%**	**-0.2%**	**-5.5%**	**5.3%**	**2.5%**	**0.8%**
Witzenberg	5.6%	5.8%	3.6%	2.8%	3.5%	3.1%	0.5%	-3.4%	7.3%	0.9%	2.7%
Drakenstein	2.6%	2.2%	1.6%	1.4%	1.1%	1.2%	-0.2%	-5.9%	4.7%	2.5%	0.4%
Stellenbosch	2.4%	1.9%	1.4%	1.1%	0.8%	1.2%	-0.4%	-6.4%	4.6%	3.0%	0.2%
Breede Valley	3.3%	3.4%	1.9%	1.4%	1.9%	1.8%	-0.4%	-5.1%	5.4%	2.6%	0.8%
Langeberg	3.3%	3.9%	2.3%	1.2%	2.3%	1.9%	-0.3%	-5.1%	5.7%	3.1%	0.8%

Source: Municipal Economic Review Outlook – PT

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GDPR contribution and average growth rates per municipal area

MUNICIPALITY	R value 2020	Trend 2011 – 2020 (%)	Trend 2016 – 2020 (%)
Witzenberg	R10.4 billion (13.5%)	3.2%	1.3%
Drakenstein	R25.2 billion (32.9%)	0.9%	-0.5%
Stellenbosch	R18.6 billion (24.3%)	0.7%	-0.7%
Breede Valley	R14.7 billion (19.1%)	1.4%	-0.1%
Langeberg	R7.8 billion (10.2%)	1.6%	0.0%
Cape Winelands District	**R76.7 billion (100.0%)**	**1.3%**	**-0.2%**
Western Cape	**R691.0 billion**	**1.0%**	**-0.4%**



Source: Municipal Economic Review Outlook – PT

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Cape Winelands District employment growth, 2020

EMPLOYMENT CONTRIBUTION AND GROWTH, Cape Winelands District



CAPE WINELANDS
361 617 (100.0%)

WESTERN CAPE
2 378 802

MUNICIPALITY	Number of jobs 2020	Average annual change 2011 – 2020	Average annual change 2016 – 2020	Net change 2021e
Witzenberg	59 731 (16.5%)	1 339	-69	-807
Drakenstein	103 684 (28.7%)	1 240	-849	-2 583
Stellenbosch	71 911 (19.9%)	639	-865	-2 435
Breede Valley	78 516 (21.7%)	950	-881	-2 241
Langeberg	47 775 (13.2%)	451	-987	-2 160
Cape Winelands District	**361 617 (100.0%)**	**4 618**	**-3 652**	**-10 226**
Western Cape	2 378 802	22 093	-20 286	-69 033

Source: Quantec Research, 2022 (e denotes estimate)

Household income

In 2020, the average monthly household income in the CWD was R17 537 (in current prices), which was lower than the average household income in the Western Cape in 2020. Between 2016 and 2020, the average household income in the Province declined by an average annual rate of 1.8 per cent, while that of the CWD declined by an average annual rate of 1.5 per cent.

The municipal areas that had the lowest average household income were the Langeberg (R14 250) and Breede Valley (R15 214) municipal areas. Notably the Witzenberg municipal area experienced the smallest decline in the period under review, contracting by an average annual rate of 0.2 per cent. The Drakenstein municipal area experienced a significant contraction in average monthly household income during the period under review (2.0 per cent). However, when considering the average inflation over the period, household income in these municipal areas did not grow sufficiently to compensate for higher prices. Since 2016, annual inflation has been on a declining trend, while remaining within the targets set by the SARB. At a rate of 3.3 per cent in 2020, inflation was at its lowest level in more than a decade. However, average inflation started increasing in 2021.

MUNICIPAL AREA	Average household income 2020 (current prices)	Trend 2016 – 2020
Witzenberg	R17 392	-0.2%
Drakenstein	R19 547	-2.0%
Stellenbosch	R19 325	-1.7%
Breede Valley	R15 214	-1.8%
Langeberg	R14 250	-0.5%
Cape Winelands District	**R17 537**	**-1.5%**
Western Cape	R18 995	-1.8%

Source: Socio-Economic Profile – PT – Quantec Research 2020

Employment per sector

Witzenberg GDPR and employment performance per sector, 2021

EMPLOYMENT PERFORMANCE PER SECTOR, Witzenberg SECTOR	Number of jobs 2020	Average annual change 2011 – 2020	Average annual change 2016 – 2020	Annual change in employment 2019	2020	2021e
Primary Sector	**18 160 (30.4%)**	**29**	**-866**	**-288**	**-1 715**	**-617**
Agriculture, forestry & fishing	18 155 (30.4%)	29	-866	-288	-1 714	-617
Mining & quarrying	5 (0.0%)	-	-0	-	-1	-
Secondary Sector	**7 601 (12.7%)**	**208**	**86**	**-21**	**-457**	**-177**
Manufacturing	3 643 (6.1%)	38	9	59	-171	-83
Electricity, gas & water	224 (0.4%)	8	6	6	-3	-
Construction	3 734 (6.3%)	162	71	-86	-283	-94
Tertiary Sector	**33 970 (56.9%)**	**1 103**	**711**	**1 121**	**-1 841**	**-13**
Wholesale & retail trade, catering & accommodation	11 684 (19.6%)	375	223	429	-1 109	-346
Transport, storage & communication	1 409 (2.4%)	42	2	45	-156	-104
Finance, insurance, real estate & business services	6 771 (11.3%)	273	244	304	-60	49
General government	3 998 (6.7%)	148	114	138	37	106
Community, social & personal services	10 108 (16.9%)	265	128	205	-553	282
Total Witzenberg	**59 731 (100.0%)**	**1 339**	**-69**	**812**	**-4 013**	**-807**

Source: Municipal Economic Review Outlook – PT Quantec Research, 2022 (e denotes estimate)

The Witzenberg municipal area had a total of 59 731 jobs in 2020. The tertiary sector was the largest contributor with 33 970 jobs (56.9 per cent), followed by the primary sector with 18 160 jobs (30.4 per cent) and the secondary sector contributing 7 601 jobs (12.7 per cent). Between 2011 and 2020 the municipal area created 1 339 jobs annually, on average, with the most jobs created in the trade sector (375 jobs). The municipal area lost 69 jobs annually, on average, between 2016 and 2020, with COVID-19 being the reason for the large number of jobs shed in 2020. The sector contributing the most to the job-shedding was the agriculture sector, with 866 jobs lost between 2016 and 2020.

The agriculture sector is estimated to have contracted by a further 617 jobs in 2021, with the largest share of the estimated total number of jobs lost within the municipal area. Some agricultural operations were affected by the COVID-19 regulations, for example the wine industry was not able to operate under level five regulations in 2020. The other possible explanation for job losses in the sector was the increase in the minimum wage from R20.76 to R21.69 per hour.

It is estimated that the effects of COVID-19 continued to result in job losses in 2021, with a total of 807 jobs lost. It is important for the municipal area to focus on skills development for workers to ensure that they have the necessary skills to be employed. The only sectors that are estimated to have created jobs in 2021 are the finance, general government and community services sectors.

V. SMALL, MICRO AND MEDIUM ENTERPRISES

Most current economic research data indicate that SMMEs play major role in creation of jobs at a local level. The Witzenberg SMME sector has been organised into an active business forum that meets regularly to develop new projects and shares business challenges. The municipality has organised a number of training sessions with this sector around mentoring and coaching, business skills, business plan writing, budgeting and financial planning etc. These programmes were organised through the Red Door, IDT, Seda, Provincial Economic Unit, DTI etc. These programmes will be expanded and specific attention will be given to the promotion of this sector through the municipal procurement supply chain.

Local contractors were capacitated with contractor development training, as well as Western Cape Department Supply Chain workshops, where they could also access information on SARS and the Construction Industry Development Board (CIDB). Mentoring projects for contractors are planned for the new financial year.

Arts and crafts entrepreneurs were capacitated with tourism awareness training and creativity workshops. Entrepreneurs were also connected with organisations in Cape Town such as the Cape Craft Development Institute (CCDI), where they were assisted with business services and product enhancement. Access to markets were provided to entrepreneurs by means of an arts and crafts expo and craft market.

A Tulbagh arts and crafts programme was also launched for youth in Tulbagh where training in products such as recycling, painting and mosaic were conducted by a local entrepreneur, thereby also empowering local artists to impart their skill. The youth were also connected with festivals where they could sell their products to tourists.

Tourism projects planned for the new financial year include increased efforts for entrepreneurs to access markets and business capacity building.

III. TOURISM

Witzenberg Municipality manages local tourism in the form of a service level agreement (SLA) with three local tourism organisations, which conduct marketing of the municipal area and local established businesses in order to draw investment and trade to the area.
Local businesses join as members of the local tourism authorities to participate in the marketing initiative. Membership holds businesses accountable to ethical norms and standards for the industry, and to a code of conduct. Tourism aims to market Witzenberg Municipality as an affordable holiday destination with activities for the entire family. Tourism liaises with district, provincial and national stakeholders to develop the Witzenberg brand through the attraction of tourists, awareness campaigns, roadshows, expos, events and festivals.
Tourism further aims to train and skill local entrepreneurs to meet tourism-related demands, and provide the requisite services and products necessary to promote local trade and economic development.
Their functions include:
Marketing the area, events and activities.
Creating opportunities for transformation, niching, diversification and support of new stakeholders.

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Ensuring that tourism development remains on trend.
Promotion and development of Accessible Tourism.
To enlist new members and plan for the growth of both operations and market.
As per our SLA with Witzenberg Tourism, which is an external entity to Witzenberg Municipality, we have the following strategic priorities:
Promotion of our towns as travel destinations and as film and photoshoot locations (with attractive scenes in farm and desert areas, mountains, snow, and skylines).
Promotion and protection of the local towns, events and the municipal brand.
Promotion of conservation and Green Tourism.
Provision of statistical research and data outputs.
Promotion of Agri-Tourism.
The growth and expansion of tourism.
Witzenberg Tourism runs educational packages with schools, front of house staff, and local stores to promote clientele service. The entity also sources courses such as first aid training, communication, administration and hospitality to help local businesses improve their output and skill levels.
Part of the municipality's agreement with Witzenberg Tourism is to expand the broad demographic of tourism to encompass culture, heritage, diversity and transformation. We aim to develop two new travel routes within Witzenberg to promote social cohesion as well as introduce formal trade to township and rural areas.
Witzenberg Tourism has produced tear-off maps which are distributed to points of sale with high traffic, providing location and contact details of local tourist attractions. They have also produced a joint brochure called the Witzenberg Meander, covering activities throughout the municipality. Tourism bureaus for Wolseley, Ceres and Tulbagh also created their own brochures with niche marketing of their sectors in conjunction with social media promotion through Facebook and websites.
Witzenberg Tourism has been successful in marketing the destination to visitors within South Africa as an affordable and picturesque location for weddings, snow tourism, heritage tourism, agri-tourism, wine tourism, adventure tourism, cultural tourism, sports tourism and rural tourism.
Witzenberg Tourism also conducts quarterly educational visits of the areas to tourism authorities outside of our borders as well as to journalists, media groups and bloggers, in order to review and publicise the activities and services offered in the area. A significant area of focus in the IDP for tourism is access to qualitative and quantitative research, specific to our area.

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5 SPATIAL ANALYSIS

EXECUTIVE SUMMARY AND MAIN FOCUS OF THE WITZENBERG MSDF

The 2019 Witzenberg Municipal Spatial Development Framework (MSDF) – once approved by Council – will replace the current MSDF prepared in 2012. The 2019 MSDF has been prepared within the legislative and regulatory framework set by the national Spatial Planning and Land Use Management Act (ACT 16 of 2013), provincial Land Use Planning Act (2014), and Witzenberg Municipality Land Use Planning By- Law, 2015. It is also directed by a range of policy and guideline documents prepared by different spheres of government, including the Western Cape Government Provincial Spatial Development Framework (2014) and the Witzenberg Municipality Integrated Development Plan (IDP) 2017-2022 (and annual reviews).

Based on analysis of existing patterns of spatial development within the municipal areas, and expected need for different activities to be accommodated over the planning period, the MSDF sets outline spatial policy, plans, proposals, guidelines, and implementation measures for Witzenberg Municipality as a whole and individual settlements within the Municipality.

In its direction, the MSDF has five specific foci:

1. The first is to maintain and protect the integrity, authenticity and accessibility of Witzenberg's natural environment and associated resources. Humanity depends on nature for physical and spiritual sustenance, livelihoods, and survival. Ecosystems provide numerous benefits or ecosystem services that underpin economic development and support human well- being. They include provisioning services such as food, freshwater, and fuel as well as an array of regulating services such as water purification, pollination, and climate regulation. Healthy ecosystems are a prerequisite to sustaining economic development and mitigating and adapting to climate change. The plan provides for activities enabling access to nature in a manner which does not detract from the functionality and integrity of nature and farming areas and landscapes.

2. The second is to maintain and expand the Municipality's key regional and intra-regional infrastructure. Appropriate infrastructure – whether in the form of transport routes or municipal services – is critical to support economic development, agriculture, and livelihoods.

3. The third is to maintain and grow the agricultural assets within the Municipality. Agriculture remains the mainstay of the regional economy and require on-going support. In a spatial sense, this specifically requires protecting high- value agricultural land from urban development.
The opportunity also exists to diversify farm income in a manner which does not detract from the functionality and integrity of farming areas and landscapes, and to expand access to farming to smaller entrepreneurs and emerging farmers.

4. The fourth is to maintain and expand access to Witzenberg's unique sense of people and place.
Important is the recognition and maintenance of unique landscapes, and diverse expressions over time of peoples' interaction with the landscape. Also critical is the SPLUMA principle of "spatial justice"; implying that past spatial and other development imbalances must be redressed through improved access to and use of land, as well as the inclusion of persons and areas that were previously excluded, with an emphasis on informal settlements, and areas characterised by widespread poverty and deprivation.

5. The fifth is to maintain and expand opportunity associated with Witzenberg's key settlements. Settlements need to be managed and provide for expansion in a manner which enables efficiency in infrastructure provision, integration and compaction to enable better thresholds and more sustainable movement, and protection of surrounding assets of nature and agriculture.

It is anticipated that a major review of the MSDF will occur every five years, in parallel with the municipal IDP. Improvements, amendments, and refinements to the MSDF can occur annually.

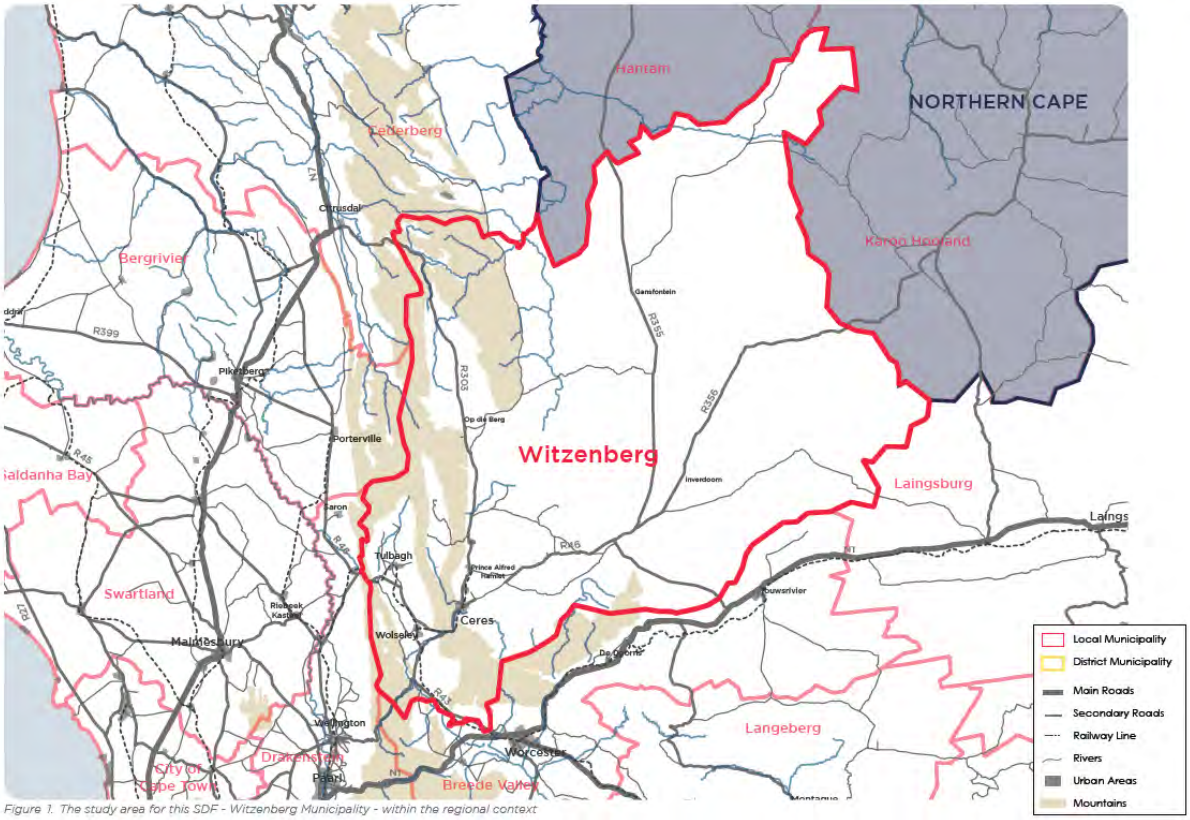


Figure 1. The study area for this SDF - Witzenberg Municipality - within the regional context

REGIONAL CONTEXT

Witzenberg Municipality is situated within the Cape Winelands District (CWD), the largest non-metro district within the broader Western Cape Province economy, contributing 11,7 % towards provincial GDPR and 14.2 % to provincial employment (as per the 2015 statistics recorded in the IDP 2017-2022). CWD is also the biggest producer of stone fruit in the Province, and accounts for approximately 74% of all stone fruit production. The most economic functional areas for the production of stone fruits in this region are the Ceres-Tulbagh area (40%) and the Montagu-Robertson area (39%). Most processors and storage facilities are located in these areas. Finished products are sent from these areas to Stellenbosch, Paarl and Wellington from where it is distributed to retailers. Most of the produce is directly exported (for example, the Du Toit Group exports to 50 countries).

Witzenberg's importance as a functional region within the broader agricultural space economy and its role as a primary regional service center has been recognized through the identification of a possible Agri-park in Ceres. The area is also situated within one of the PSDF's identified Rural Development Corridors.

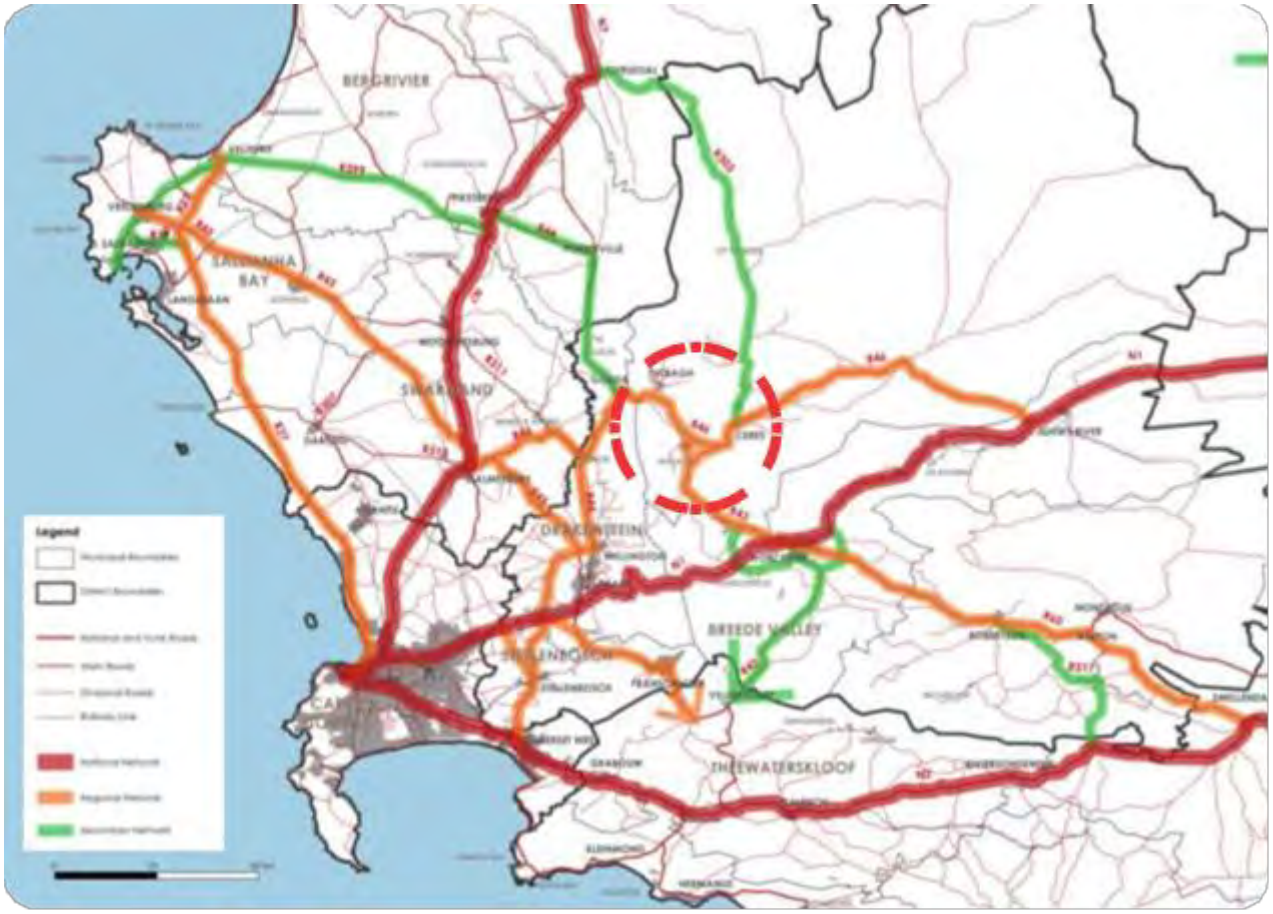
Ceres is strategically situated between the N1 and N7 national routes, forming part of the proposed regional road freight network as identified in the Greater Cape Metro and Greater Saldanha Regional Implementation frameworks.

These networks aim to improve linkages from Piketberg via Gouda/ Tulbagh through to Ceres and then linking into the N1 either via Worcester or Touwsriver, placing Ceres at the centre of the regional network.

In addition to WItzenberg's regional agricultural economic role, the area also hosts a high concentration of heritage resources, mountains, mountain passes and unique landscapes, as illustrated in Figure 21. Its position within the region as the primary gateway to the Warm and Koue Bokkeveld and Tanka Karoo also contributes to its strategic position and role in terms of tourism.



The position of Ceres and Tulbagh in relation to the GCM area and the PSDF Rural Development Corridors (GCM RSIF, 2017)



The position of Ceres in relation to the proposed regional road freight network of the Province (GS RSIF, 2018)

PLANS AND SETTLEMENT PROPOSALS

The sections below outline plans and written proposals for:

- Witzenberg Municipality as a whole.
- Individual settlements within Witzenberg Municipality.
- Guidelines for managing specific activities landscape-wide and within settlements.

It is important to remember that the plans constitute one type of planning instrument. Not all of the MSDF objectives or intent can be readily illustrated two dimensionally on a plan. Therefore, the plans are accompanied by descriptions of plan elements and associated proposals. The plans should be read with the written information contained in the descriptions accompanying the plans as well as the policies and guidelines contained in the MSDF. Each settlement plan is introduced by a concept plan, an illustration of the core ideas related to spatial management and development of the settlement.

As indicated elsewhere in this document, spatial plans and proposals can seldomly be fully implemented without supportive actions in other functional areas or sectors. For example, it is doubtful whether the desired form of compact, diverse, inclusive, and walkable settlements will be achieved without parallel supportive initiatives to manage the unimpeded use of private vehicles. For this reason, the plan descriptions also include – where important – related non-spatial proposals.

Broadly – and aligned to the SPLUMA MSDF guidelines – the settlement plans entail three types of actions or initiatives:

- Protective actions – things to be protected and maintained to achieve the vision and spatial concept.
- Change actions – things that need to change, transformed, or enhanced to achieve the vision and spatial concept.
- New development actions – new development or initiatives to be undertaken to achieve the vision and spatial concept.

Under these broad types of actions, strategic focus areas and settlement elements are dealt with; for example, protective actions will broadly relate to protecting elements of nature, agriculture, scenic landscapes, historically and culturally significant precincts and places, and so on.

WITZENBERG MUNICIPALITY AS A WHOLE

The overall plan for Witzenberg Municipality essentially comprises of:

- Landscape-wide Spatial Planning Categories

(SPCs) and associated land use guidelines.

- A settlement hierarchy and associated settlement development and management guidelines.
- Places of cultural and scenic significance.
- Municipal-wide infrastructure.

LANDSCAPE-WIDE SPATIAL PLANNING CATEGORIES

At the broadest level of municipal planning, desired land use patterns are reflected in the delineation of landscape-wide or municipal-wide Spatial Planning Categories (SPCs), namely Core, Buffer, Agriculture and Settlement categories. The definition of SPCs

is based on the Western Cape Biodiversity Spatial Plan, 2017 (WCBSP) which delineates the Western Cape's biodiversity network.

In general terms, the definition of SPCs is directed by the understanding that:

- The Western Cape's biological diversity underpins livelihoods, the Province's economy and the provision of ecosystem services. The spatial continuity and connectivity of the biodiversity network strengthens its resilience. Different categories of biodiversity areas indicated in the WCBSP Map and SPCs have specific management objectives, according

to their biodiversity priority. In broad terms,

the biodiversity priority areas need to be maintained in a healthy and functioning condition, whilst those that are less important for biodiversity can be used for a variety of other land uses.

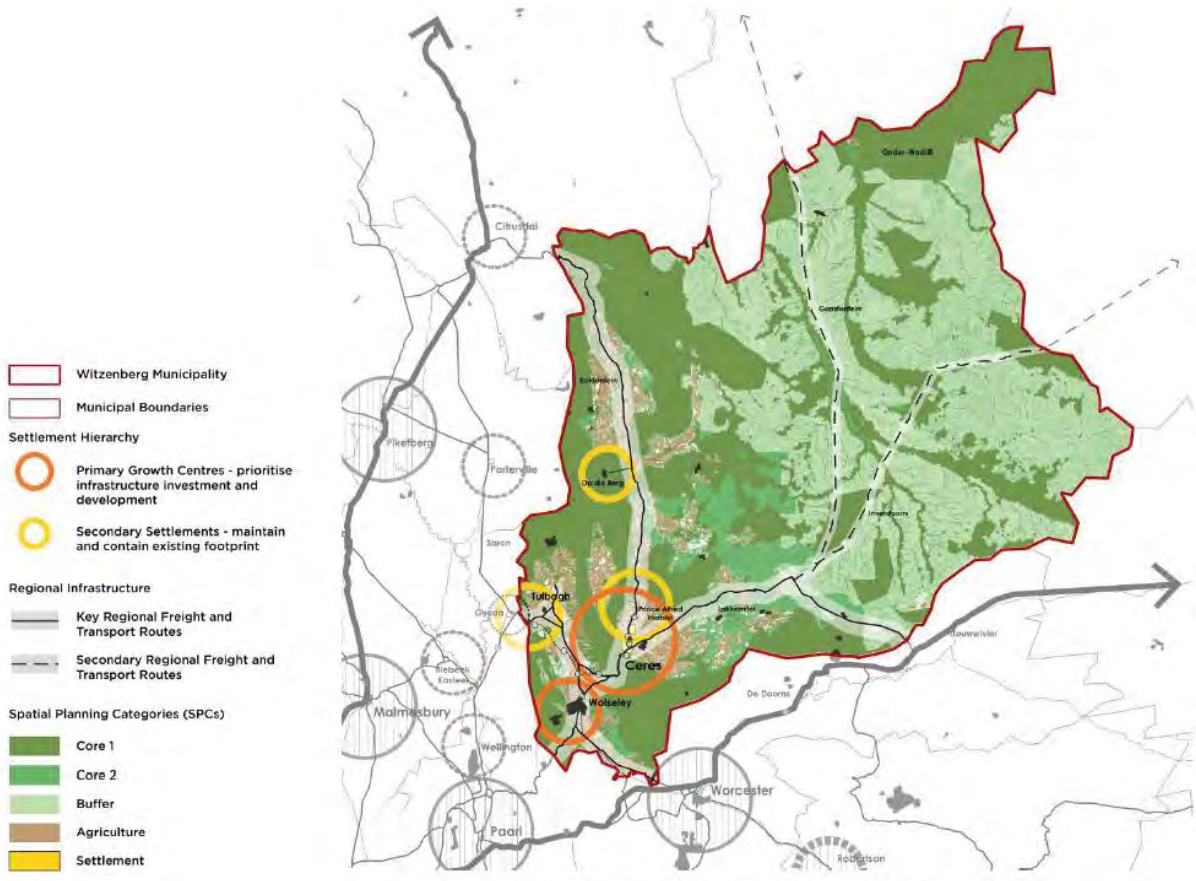
- Cultivatable soils and mineral resources are non-renewable assets, important foundations of the Western Cape economy. As agricultural output is the basis of the Western Cape's rural economy and an important input to the urban economy, safeguarding the Province's agricultural resources, and productively using them without compromising biodiversity, heritage and scenic resources, remains a key challenge. There is limited suitable land available for extension of the Province's agricultural footprint, and water availability limits the use of cultivatable soils.
- Settlements – of different sizes – support critical livelihood opportunity and economic exchange. A key concern is to maintain and grow the efficient functioning of settlements while preventing encroachment into priority biodiversity, agricultural, scenic areas.

The landscape- wide SPCs for Witzenberg Municipality. The tables also list the names of key places which forms part of each SPC, what activities are broadly supported in each category, the activities not supported, and the overall desired form of development in each category.

The activities supported and overall desired form of development in each SPC is based on the guidelines contained in the Western Cape Land Use Planning Guidelines Rural, March 2019. For a fuller explanation of each SPC, the full Rural

Guidelines document should be consulted1.

The guidelines were prepared to establish norms and standards based on evidence and is aligned with international, national, and provincial policy related to the sustainable use of natural resources and agricultural land.



Consolidated Municipal Framework Map for the Witzenberg Municipality as a whole

Landscape-wide Spatial Planning Categories

SPC	DESCRIPTION	KEY PLACES IN WITZENBERG	ACTIVITIES SUPPORTED	ACTIVITIES NOT SUPPORTED	OVERALL DESIRED FORM OF DEVELOPMENT
Core 1	Areas that must be maintained in, or restored to, a natural state in order to sustain biodiversity patterns and processes and the functionality of eco-system services.	• Formal protected areas and Mountain Catchment Areas: Tankwa Karoo NP, Matroosberg MCA, Cederberg MCA, Kouebokkeveld MCA, Winterhoek MCA, Hawequas MCA. • Private nature reserves. • Areas designated by the WCBSP as CBA1.	• Essentially Core areas are "no-go" areas from a development perspective. Human impact must be restricted to ensure that there is no further loss of natural habitat. • Conservation management activities should be encouraged. • Subject to stringent controls biodiversity-compatible land uses that may be accommodated include non-consumptive low impact eco-tourism activities (e.g. hiking trails, bird and game watching, and visitor overnight accommodation); and harvesting of natural resources (e.g. wildflowers for medicinal, culinary or commercial use). • Controlled livestock grazing and game farming must be informed by the habitat type, grazing potential and other site sensitivities. No further loss of natural habitat should occur and lower than standard stocking rates should be applied. • Land consolidation	• Mining or prospecting. • Extensive or intensive grazing. • Conversion of natural habitat for cultivation or forestry. • Large-scale eco-tourism. • Subdivision. • Expansion of settlements.	Small low-density footprints, and temporary structures are preferred with units carefully dispersed or clustered to achieve least impact. The use of alternative porous materials and innovative eco-friendly design concepts are encouraged.
Core 2	Areas in a degraded condition that must be rehabilitated in order to sustain biodiversity patterns and processes and the functionality of eco-system services. Includes areas that support the ecological functioning of critical biodiversity areas.	• Areas designated by the WCBSP as CBA2 or ESA1. • Lower slopes and foothills in Land van Waveren and Warm Bokkeveld. • Degraded reaches of the Groot and Doring Rivers in the Ceres and Tankwa Karoo. • Watercourses and their buffers in the Ceres and Tankwa Karoo.	• As for Core 1 whilst allowing for a limited increase in scale of development in less sensitive areas (provided ecological processes are not disrupted). • Where existing agricultural activities (e.g. extensive livestock or game farming) occur in Core 1 or Core 2 Areas, it needs to be subject to inter alia lower impact practices, lower than standard stocking rates, resting cycles wetland and riverbank protection, and avoiding areas containing red data species.	• Extension of intensive or extensive agriculture. • Mining or prospecting. • Large-scale cultivation. • Urban or industrial development.	As for Core 1. Detailed site-level mapping of habitat conditions should inform the placement of essential buildings or structures in Core Areas. Disturbed footprints should preferably be utilised.
Buffer 1	Large intact portions and remnants of natural or near natural vegetation not designated as Core Areas but in proximity to them.	• Areas designated by the WCBSP as Other Natural Area, in proximity to or adjacent to Core Areas. • Livestock farming areas in the Ceres and Tankwa Karoo.	• Conservation activities as per Core 1 and 2 Areas, including sustainable consumptive or non-consumptive uses. • Extensive agriculture such as game or livestock farming, subject to lower impact practices, sustainable stocking rates, rotational grazing cycles, protection of watercourses, and avoidance of areas containing species of conservation concern. • Development (e.g. structures) in support of both tourism and biodiversity conservation in Core Areas. • Extensive agriculture comprising extensive game and livestock farming, subject to inter alia lower impact practices, lower than standard stocking rates, resting cycles wetland and riverbank protection, and avoiding areas containing red data species.	• Case-specific determination based on impact on biodiversity.	Development should reinforce existing farm precincts and reflect similar vernacular in terms of scale, form and design. In the absence of existing farmsteads, development should reflect compact and unobtrusive characteristics, conforming to local vernacular in terms of scale, form and design. The design of all proposed development should embrace the spatial form, movement patterns, building design and conservation and ecology of the local area.

Landscape-wide Spatial Planning Categories (continued)

SPC	DESCRIPTION	KEY PLACES IN WITZENBERG	ACTIVITIES SUPPORTED	ACTIVITIES NOT SUPPORTED	OVERALL DESIRED FORM OF DEVELOPMENT
Buffer 2	Natural or near natural areas located in an agricultural matrix as the dominant land use.	• Areas designated by the WCBSP as ESA2 or Other Natural Area, located in an extensive or intensive agricultural matrix as the dominant land use. • River corridors on cultivated land in the Warm and Koue Bokkeveld and Land van Waveren.	• Activities and uses directly relating to the primary agricultural enterprise. • Additional land uses to facilitate diversification and "value adding", including restaurant and venue facility, farmstall and farm store, home occupation; local product processing, and tourist and recreational facilities. • Buffer 2 Areas within the "fringe" of settlements can accommodate space extensive uses not suited to location within the urban edge (e.g. regional sports and recreation facilities, tourist facilities); or associated with nuisance and buffer requirements (e.g. waste water treatment plants, cemeteries, solid waste disposal sites, airports, feedlots, quarries and mines, truck stops).	• Case-specific determination based on impact on agriculture and biodiversity.	Building development should reflect the style, scale, and form of the farmstead precinct or farm outpost, their buildings and setting. In the absence of existing farmsteads or farm outposts, development should be compact and unobtrusive, conforming to local vernacular in terms of scale, form and design.
Agriculture	Existing and potential intensive agricultural land where significant or complete loss of natural habitat and ecological functioning has taken place due to ploughing, hardening of surfaces, mining, cultivation, and so on.	• Existing intensive agriculture including irrigated and dry land crop cultivation, primarily in the western parts of the municipal area.	• Activities and uses directly related to the primary agricultural enterprise. • Additional dwelling units to support rural tourism and diversify farm income, to a maximum of 1 additional non-alienable du per 10 ha and 5 per farm. • Additional land uses to facilitate diversification and "value adding", including restaurant and venue facility, farmstall and farm store, home occupation; local product processing, and tourist and recreational facilities.	• Large scale resorts. • Tourist and recreation facilities.	Facilities for ancillary on-farm activities should be in scale with and reinforce the farmstead precinct, enhance the historic built fabric and respect conservation-worthy places (these could be natural areas or areas which are degraded but still provide ecological connectivity and/ or ecosystem services). Fragmentation of farm cadastral units should be prevented, and consent processes and spot zoning employed for managing land uses ancillary to or associated with agriculture.
Settlement	Existing towns, villages and hamlets..	• Ceres. • Wolseley. • Tulbagh. • Prince Alfred Hamlet. • Op-die-berg.	• "Normal" activities associated with urban development.	• New settlement formation that negatively impacts on municipal financial sustainability.	Development should: • Retain the compact form of smaller settlements. • Prevent settlement encroachment into agricultural areas, scenic landscapes and biodiversity- and ecological system service priority areas. • Maintain and enhance public spaces. • Reinforce the close relationship of settlements to the regional route structure. • Integrate new development into the settlement structure. • Respect socio-historical and cultural places.

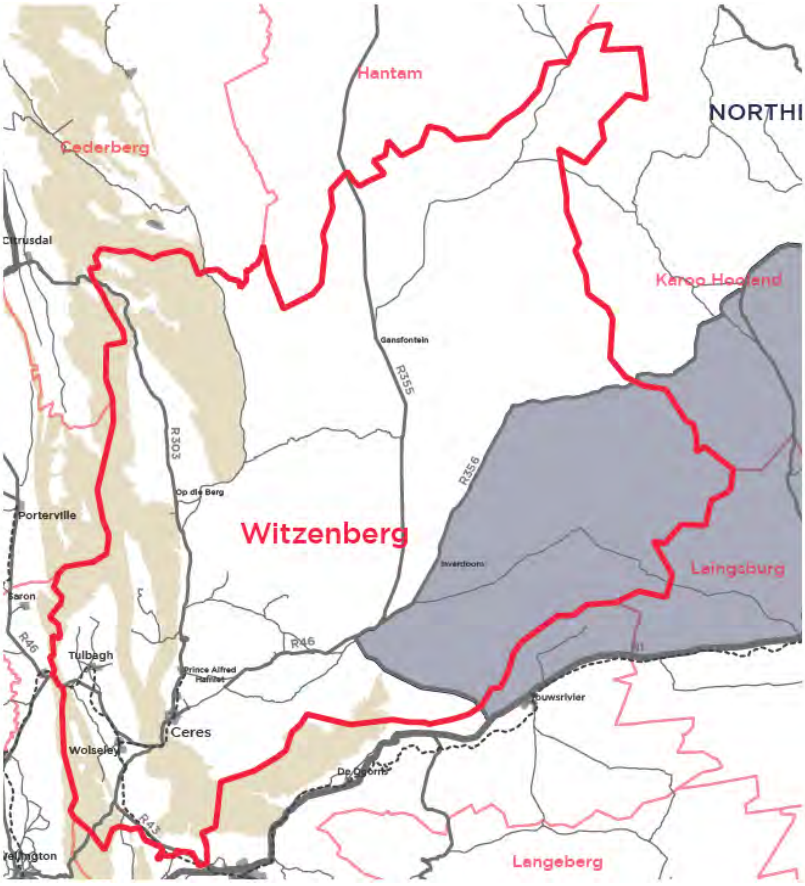
RENEWABLE ENERGY DEVELOPMENTCORRIDORS

The Strategic Environmental Assessment for Wind and Solar Photo-voltaic Energy in South Africa identified 8 Renewable Energy Development Zones (REDZs) in 2015 that are of strategic importance for large scale wind and solar photo- voltaic energy development including the roll-out of its supporting transmission and distribution infrastructure. New wind or PV projects located within one of the eight REDZ areas will now be subject to a Basic Assessment and not a full EIA process, as well as a shortened timeframe of 57 days for the processing of an Application for Environmental Authorisation.

The Council for Scientific and Industrial Research (CSIR) identified eight geographic REDZ's following a Strategic Environmental Assessment:

NAME	SIZE	PROVINCE
Cíverberg	5 263 km²	Western Cape
Komsberg	8 846 km²	Western Cape
Cookhouse	7 366 km²	Eastern Cape
Stormberg	12 041 km²	Eastern Cape
Kimberley	9 568 km²	Free State & Northern Cape
Vryburg	9 204 km²	North West
Upington	12 833 km²	Northern Cape
Springbok	15 214 km²	Northern Cape
Total	**80 335 km²**	

The Witzenberg Municipality forms part of the Komsberg REDZ. Any projects or renewable energy developments in the municipal area should preferably be located inside of this boundary, however, proposals for renewable energy developments outside of this boundary will be considered on a case by case basis based on its own merits.



The location of the Komsberg REDZ area within the Witzenberg Municipality

6 FINANCIAL VIABILITY

Capability of the municipality to execute capital projects

The capital budget for the next financial year amounts to R 68 million of which R 12 million is from own revenue. The rest of the capital budget is financed from Grants. Only funded capital projects are included in the capital budget.The upgrade to the Van Breda Bridge, The Tierhokskloof Bulk Pipeline, the construction of fencing at the Prince Alfred's Hamlet Landfill site, the construction of infrastructure at the Vredebes Housing Development and the construction of a Regional Cemetery are some of the key projects that will be undertaken during the new IDP phase.

Indigent support (including free basic services)

The equitable share allocation is utilized to fund the provision of free basic services to indigent households and informal areas.

The development of plots and building of RDP houses is a challenge to the financial viability and sustainability of Witzenberg Municipality as most of the beneficiaries will qualify for indigent support and will not contribute financially to the municipality, but will be entitled to municipal services.

In addition to the legislative R15 000 exempted valuation on a qualifying property, the first R105 000 of the municipal valuation of all residential properties are exempt from property rates.

Indigent households receive 50 kWh of electricity and 6 kilolitres of water per month while their basic charges for water refuse and sewerage are fully subsidised.

Indigents earning between R 3 000 to R 5 000 may qualify for 50% of benefits as indicated above

Indigent households with conventional electricity and/or water meters will be converted to prepaid meters to avoid over consumption, subject to affordability to the municipality.

Revenue enhancement and protection strategie

The revenue must be increased to ensure that Witzenberg Municipality can meet all the financial obligations and to improve service delivery. A policy providing for rebates on municipal services is available to new businesses/industries or extension of existing businesses/industries where new jobs are created.

New businesses and/or industries will not only increase the revenue base of the municipality, but will also assist in reducing unemployment – one of the largest challenges for Witzenberg Municipality.

Consumers with conventional water meters who do not pay their municipal accounts will be converted to prepaid meters to avoid increased outstanding debt in respect of water, subject to affordability to the municipality.

Municipal consumer debt position

The impairment provision for debtors have been emphasised by the office of the Auditor-General of South Africa.

The increase in the provision is due to:

Limited credit control procedures available in areas where Eskom is the service provider for electricity.
Limited application of the credit control procedures to indigent households.
Community resistance to the cutting of electricity in certain areas. Assistance from the South African Police Service is needed.

Grants and subsidies

Grants and subsidies are used for their intended purposes as per the Division of Revenue Act and/or Provincial Gazettes. The equitable share allocation is utilised to fund the provision of free basic services to indigent households and informal areas. Grants and

subsidies are utilised to finance 64% of the capital budget. Most of the capital expenditure financed from grants and subsidies are in respect of the provision of infrastructure, Material Recovery Facility, upgrading of Van Breda bridge in Ceres and the construction of the Tulbagh Dam.

Municipal Infrastructure Assets and Maintenance (Q&M)

The expenditure on repairs and maintenance needs to be increased. The limited revenue base of the municipality limits the amount of funding that can be earmarked for repairs and maintenance.

It is accepted that it is important to maintain municipal assets; therefore the funds available for repairs and maintenance are increases on an annual basis.

The implementation of MSCOA (Municipal Standard Chart of Accounts) regulations will improve the reporting on spending on repairs and maintenance.

~~**Current and planned borrowings**~~

~~Current borrowings are on the decline as no new loans were sourced in the recent past. The loan from the Development Bank of South Africa for the Koekedouw dam was redeemed during the 2016/17 financial year. It is envisaged that a new loan be obtained in the new financial year for the capital expenditure relating to waste management infrastructure~~

Municipality's credit rating

No official credit rating has been performed, but the financial indicators show positive movement during the last four financial years.

The cost coverage ratio improved from 1.5 months to 1,7 months, indicating that the municipality's cash and cash equivalents can cover the operating expenditure for 1,7 months.

The current ratio improved from 1.6:1 to 1.7:1 from 2020 to 2021, indicating that for every R1 owed in current liabilities, the municipality has R 1.7 in current assets available. The ratio improved slightly and it is above the acceptable norm of 1:1. An Improved ratio will result in an increased ability of the municipality to settle its debt when it becomes due. A positive liquidity position can also result in better interest rates being obtained if new loans are sourced, and can also provide confidence to companies that consider investing in the Witzenberg area.

Employee-related costs (including Councillor allowances)

The employee-related costs, including Councillor allowances, account for 32% of the operating expenditure over the medium term.

More vacant positions need to be filled to meet the demand of service delivery due to the growth of households that needs services. Any decrease in the mentioned ratio will impact negatively on service delivery.

The salary increase of permanent employees is negotiated nationally, limiting the municipality's influence over the annual salary increase. Councillors are remunerated in terms of national legislation as per annual Government Gazette publications.

Supply chain management (SCM)

Supply chain processes are followed in terms of the Municipal Supply Chain Regulations. Bids are awarded in term of the points scored according to the Preferential Procurement Policy Framework Act.

The Preferential Procurement Regulations were found to be invalid by the Supreme Court of Appeal and this judgement was subsequently upheld by the Constitutional Court in February 2022. Council awaits guidance from the National Treasury and the earliest indication is that Council needs to adopt its own Preferential Procurement Policy based upon the limits or points. It is of utmost importance that direction be provided at the earliest opportune time as this may have a significant impact on service delivery. This had

an impact on the roll out of project and also on operational execution of tasks.

7 DISASTER MANAGEMENT

Check Plan

Disaster Risk Management is not a sole responsibility that can be assigned to a municipal department. Instead, collective ownership of the principles of disaster risk management is essential if Witzenberg Municipality is to ensure the provision of sustainable service delivery. Whilst a response (as envisaged in the Disaster Management Act) is essential to ensure rapid relief and recovery from crisis, the elements of preparedness, planning and risk reduction are pivotal to success. This Plan is intended to be a working document that is expected to change as the contextual environment changes and will continually re-align to incorporate or make provisions for such changes.

A fully established and functioning Municipal Disaster Management Centre (DMC) is a key element of this plan. Therefore the Witzenberg Municipality consults with and operates in close collaboration with the Cape Winelands District Disaster M ntre. The completion of the Cape Winelands District-based Disaster Management Operating Centre in Worcester will serve the district's base needs.

In any event requiring DMOC activation, the primary role-players, i.e. disaster management representatives from both CWDM and the Witzenberg Municipality, the coordinator from SAPS, an EMS representative and any other sectorial representative are activated to these centres and coordinate all activities from this DMOC. Due to the regular occurrences of major events (e.g. floods) this DMOC is well established and functions effectively.

The need to appoint a full-time disaster management officer is crucial and needs to be addressed in the near future.

Risk prioritisation table for Witzenberg Local Municipality

Hazard	*Exposure*	*Severity*	*Probability*	*Actions needed*
Drought	*Occasional*	*Moderate*	*Normal*	*Preparedness Planning*
Earthquake	*Occasional*	*Moderate*	*Normal*	*Preparedness Planning*
Fire	*Occasional*	*Insignificant*	*Unlikely*	*Risk Reduction interventions and Preparedness*
Flood	*Seldom*	*Insignificant*	*Unlikely*	*Preparedness Planning*
Severe Storm	*Seldom*		*Unlikely*	*Preparedness Planning*
Tuberculosis	*Continuous*	*Moderate*	*Normal*	*Risk Reduction interventions and Preparedness*
HIV /AIDS	*Continuous*	*Moderate*	*Normal*	*Risk Reduction interventions and Preparedness*
Hazmat accidents by road	*Seldom*	*Insignificant*	*Unlikely*	*Preparedness Planning*
Air Pollution	*Occasional*	*Insignificant*	*Unlikely*	*Preparedness Planning*

CPUT: Community-based Risk Assessment

Numerous workshops were held in the Witzenberg Municipality, and a wide spectrum of communities and applicable role-players were involved during the

information gathering sessions during the process (2008).

The results of the assessment, in tabular form, are as follows:

WITZENBERG MUNICIPALITY			
	LIKELY	***NORMAL***	***UNLIKELY***
Floods	*22*	*0*	*0*
Water management	*21*	*1*	*0*
Hazardous loads	*17*	*3*	*0*
Drought	*16*	*4*	*0*
Electricity theft	*14*	*5*	*0*
Economic vulnerability	*11*	*10*	*1*
Veld fire	*10*	*9*	*0*
Epidemics	*9*	*10*	*0*
Road infrastructure	*7*	*13*	*4*
Dangerous installations	*4*	*16*	*2*
Rapid development	*4*	*3*	*14*
Erosion	*1*	*19*	*1*
Structural fire	*0*	*20*	*0*
Bus accidents	*0*	*18*	*3*
Earthquakes	*0*	*6*	*15*
Nuclear spill-over	*0*	*0*	*16*

The above list illustrates the types of disasters that pose the highest risk within the area of the Witzenberg Municipality and their possible effects. The communities at risk can be derived from the risk list, and are also shown in the risk assessment that was conducted for the area.

To form a more realistic profile, it would be necessary to combine the two profiles and then indicate priorities – especially as some of the areas of risk identified are beyond the scope of municipal service delivery.

It will be seen from Disaster Management Risk reduction projects that common elements present in both are addressed.
It needs to be noted that the Cape Winelands District Municipality has initiated a further Risk Assessment Project, in conjunction with the University of Stellenbosch, with the focus on Ward Disaster Management Risk Assessment, i.e. the training of representatives in wards to empower them with the knowledge and skills to perform the assessments. The US was appointed for the compilation of, and the setting of training for selected officials and ward representatives.

Risk Assessment

The following table can be used as a template to reflect risk assessment outcomes in the IDP:

Risk	***Dept 1***	***Dept 2***	***Dept 3***	***Dept 4***
Risk A: *Fires*	*Fire Services Witzenberg and CWDM*	*Housing*	*Provincial Social Services*	
Risk B: *Floods*	*Disaster Management*	*Engineering Services*	*Traffic Services*	*SAPS and EMS*

Risk C: *Transportation of dangerous goods (rail and road)*	*Provincial Roads*	*Western Cape Province*	*Dept Health CWDM: Health*	

These main risks are taken from the risk assessment tables of both Africon and the community-based assessments, as they are the main commonalities derived from the specific risk assessments.

Fire Services Department

In terms of the Municipal Structures Act, B-Municipalities such as Witzenberg are responsible for all structural fires within their municipal area. The Cape Winelands District Municipality is currently assisting Witzenberg through an unofficial inter-governmental agreement to assist with this function. It is the objective of the municipality to incrementally over a five-year period establish a fire brigade service in terms of the firefighting functions and in accordance with SANS 10090: 2003. This will effectively mean the establishment of a 24-hour facility for the eastern area (Ceres, Nduli, Prince Alfred's Hamlet and Op-die-Berg) that will drastically improve reaction time. The municipality has started with the extension of this function to the western area (Wolseley and Tulbagh) and the eastern area (Nduli). Full-time staff and Working on Fire firefighting personnel and equipment were relocated to Tulbagh and Nduli for these purposes. A Manager Fire Services and Disaster Management and a Station Officer for Fire Safety and Fire Operations were appointed. The recent consultations with stakeholders at Op-die-Berg highlighted that there is a need to appoint firefighters and allocate equipment and vehicles to this area.

Risk reduction

Fire risks

Risk reduction in respect of fire risks is not really possible, although the enforcement of building plan codes takes place and all building plans are scrutinised for fire safety requirements. Mountain and veld fires, fires in informal structures and dwellings form the general basis of fires in accordance with fire statistics. The Planning for Fire Services is included in a Fire Protection Plan that is submitted annually for consideration and approval by the Witzenberg Municipal Council. It must be noted that municipalities need to do planning and evaluate budgetary priorities from the wards in accordance with national and provincial strategic objectives.

The Department of Cooperative Governance and Traditional Affairs (CoGTA) assesses the progress made by municipalities against five key performance areas (KPAs) and cross-cutting interventions adopted in the Five-year Local Government Strategic Agenda. The five KPAs that form the basis of the assessments are:

- Municipal Transformation and Organisational Development;
- Basic Service Delivery;
- Local Economic Development (LED);
- Municipal Financial Viability and Management; and
- Good Governance and Public Participation.

These elements will become the basis of priority determination when evaluating priorities during the IDP process, project identification and compilation of a budget. This in effect implies that municipal performance will be measured in terms of these standards.

Section 152 of the Constitution of the Republic sets out clear requisites for local government

in paragraph (d) "To promote a safe and healthy environment". As this forms the legal basis in terms of the Constitution, it can however not be totally ignored.

As disaster management is not a function allocated to one discipline, but to all disciplines in a local authority, it implies that the total budget must be evaluated for inclusion of Disaster Mitigation Projects. For instance, the provision of housing will be a disaster mitigation project as it implicates the reduction of informal structures. The provision and extension of electrical power in accordance with needs is a disaster mitigation project as it decreases the effects of dwellings without power (e.g. dangers with open fires) with all its consequences.

Municipal Risk Assessment Relating to Load Shedding

Infrastructure affected by Load Shedding with possible consequences

Service at Risk	Primary Impacts
Water	➢ Non-provision of fresh water
Sewerage	Failure to pump and treat sewerage ➢ Pollution could be caused ➢ Contamination could arise
Transport/Traffic	➢ Traffic disruptions ➢ Congestion of critical intersections ➢ Dysfunctional traffic lights ➢ Capacity to transport fuel ➢ Increased accidents
Health	Disruption of Health Facilities ➢ Hospitals ➢ Clinics and pharmacies ➢ Support activities
Emergency Services	Fire, Rescue and Emergency Medical Services ➢ Disruption of emergency call taking ➢ Disruption of communications ➢ Inability to co-ordinate resources
Communications/ Telecommunications and Information Technology	Disruption of telecommunications ➢ Disruption of mobile communications ➢ Shut down of IT systems ➢ Disruption of public radio and TV ➢ Disruptions of satellite networks ➢ Late payment of accounts
Commercial Industrial Financial Markets	Disruption of commercial enterprises ➢ Disruption of operations at vital installations and National Key Points ➢ Disruption of operations of Banks (ATM's and credit card systems) ➢ Non-functioning of commercial centres ➢ Non-functioning of cold storage facilities ➢ Non-functioning of municipal pay points

Law Enforcement and Security Services	Increased Security Risk ➢ Increased crime ➢ Decrease in surveillance capacity in key areas ➢ Public disorder

Fuel Security	Disruption of operations with high fuel demand ➢ Inability of movement of municipal vehicles ➢ Inability of emergency response by emergency vehicles ➢ Inability to fill critical emergency generators ➢ Inability of fuel supplier to supply fuel to Municipality
Funeral Homes	Inability to maintain cold staorage ➢ Inadequad generator capacity ➢ Inadequad fuel storage

The Municipal departmental response teams will:

- Represent their department at Municipal Joint Operation Centre at
- Witzenberg Fire, Rescue and Disaster Management Center. Determine nature and location of critical services affected.
- Determine impact of incident on municipal service delivery areas.
- Identify energy priorities.
- Identify resources needed to stabilize the situation.
- Mobilize municipal structures and assets.
- Implement action plans for crucial services.
- Communication with key clients.
- Implementation of business continuity plans.
- Escalation of issues beyond planned capability to Municipal Joint Operation Centre.

Floods

The Witzenberg municipal area is prone to floods. Over the past decade, flooding occurred at least once a year. Due to the effects of global warming and climate change with resultant cut-off lows, is has become increasingly difficult to forecast or predict critical time periods and/or affected areas.

As stated in the Spatial Development Plan, the Planning and Development Section takes cognisance of the effects and do their planning accordingly in the face of undetermined or ambiguous flood lines in some areas.

Response and recovery

Due to the fact that flooding and other events occur frequently in this area, there is a good understanding of the different roles allocated to the different sectors during any event of disaster potential or consequences. This is managed and coordinated by the immediate activation of a DMOC (Disaster Management Operational Centre, situated in Munnik Street in Ceres), in conjunction and cooperation with the Cape Winelands District Municipality.

Information Management and Communication

Information management and communication is vital regarding all aspects of Disaster Management, especially in an age where the development of technological infrastructure is occurring at an immeasurable pace. Uninterrupted service delivery and continuation of services are imperative aspects over the total sphere of Disaster Management, albeit recordkeeping, financial control, real-time logging of incidents and the effects and fiscal implications of all occurrences taking place in the management of a local authority.

Dissemination of information to governmental agencies, NGOs and other role-players in the all-encompassing era of electronic information sharing is of paramount importance to ensure that systems are compatible to prevent time losses and confusing information.

The two critical aspects regarding Information Technology in the Witzenberg are:

- The IT platform is being updated. Regarding this, short-term plans and budgets are in place. Acquisition processes for the upgrade/ replacement of infrastructure (soft- as well as hardware) as reflected in the three year budget is in place.
- The establishment of a DM recovery site: This is subject to the completion of the upgrade/replacement of infrastructure, thus of more medium and long-term implication. As with the previous aspect this is well reflected in the multi-year budget.

Training, education and awareness

In terms of reduction, apart from the normal first aid courses and such, the Cape Winelands District Municipality, in cooperation with the University of Stellenbosch, designed a training course in Ward Based Disaster Risk Assessment which commenced during August 2013. This course has as objective to train identified personnel and other persons to enable them to assist in Ward Based Disaster Risk Assessment which will serve to ensure that risk assessments per ward are carried out, risks addressed during ward meetings and tabled as such for consideration during the IDP and budgetary process.

Funding

In an analysis of the total municipal budget, the identified Disaster Management Risk Reduction Projects are as follows:

Project	*2012/13*	*2013/14*	*2014/15*	*2015/16*	*2016/17*	*2017/2018*
Replace Firefighting Vehicle						
Establish fire facility at Ceres, Op-die-Berg						*R500 000*
Acquisition of a rescue vehicle					*R2,300,000*	

Community Emergency Response Team (CERT)

The municipality embarked on this project that entailed performing a various tasks needed before, during and after fire emergencies and disasters, including public education programmes (community and schools), cutting fire breaks, data gathering, simple firefighting tasks, damage evaluation of structures, triage, first aid and assisting in the evacuation of residents. This freed highly trained professional responders for more technical tasks. A CERT team may self-activate (self-deploy) when their own

community is affected by fire or disaster. A self-activated team will size-up the loss in their community and begin performing the skills they have learned to minimise further loss of life, property, and the environment. They will continue to respond safely until redirected or relieved by the fire and emergency services or professional responders on-scene.

Vehicles

Tulbagh	*Ceres*	*Administrative*
Toyota Hino Light pumper (6000Lt Water)	*Isuzu Light pumper (3000Lt Water)*	*Nissan x Trail*
Nissan Hard body (Hazmat, Rescue)	*New Iveco Heavy pumper (6000Lt Water)*	
	Nissan Patrol Bakkie unit (500Lt Water)	

Personnel

Tulbagh	*Ceres*	*Day Shift*
Firemen X 2	*Firemen X 1*	*Chief Fire Officer X1*
Cadet Firemen X 1	*Cadet Firemen X 2*	*Station Officer X 1*

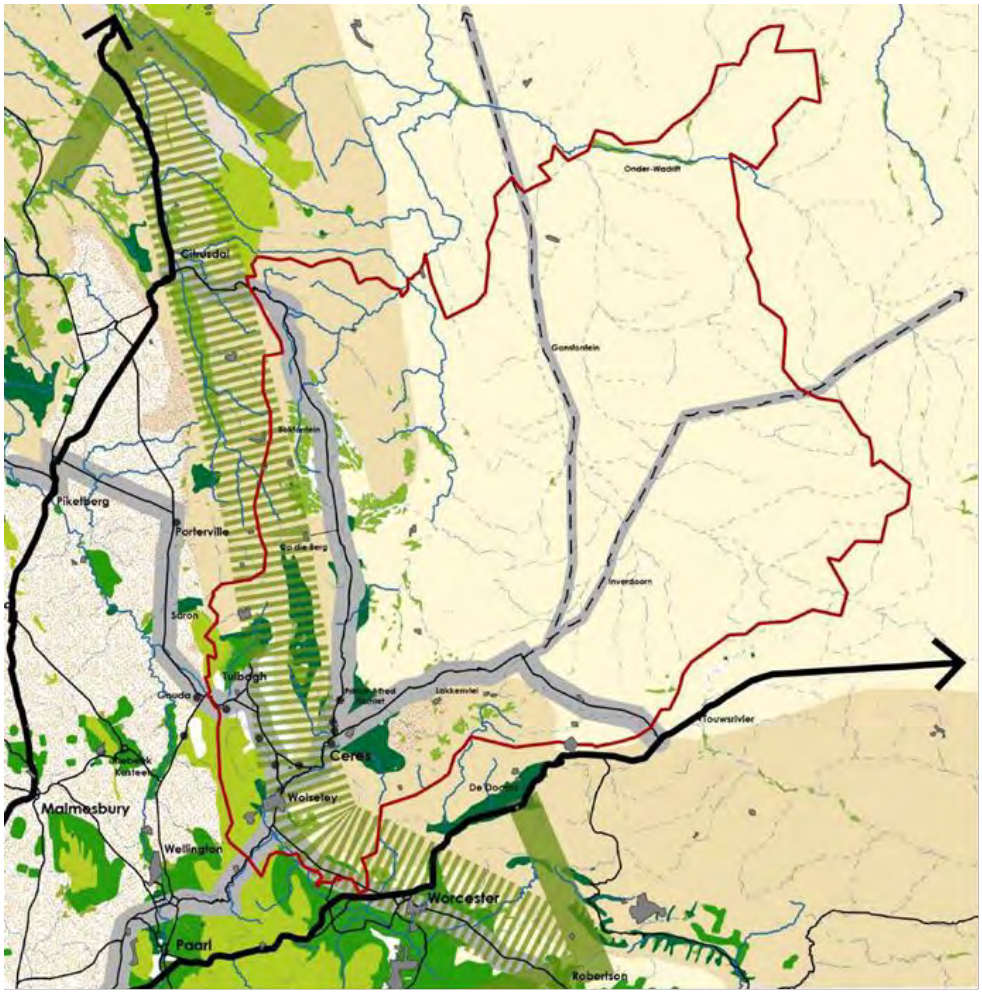
Annexure A- DoA-Proposed Agricultural Fwork for 4th Gen IDPs-29 September 2016.pdf

IV. AGRICULTURE IN THE WITZENBERG AREA

Focus: Protect food security while supporting sustainable diversification of the agricultural sector and encouraging more efficient methods and models.

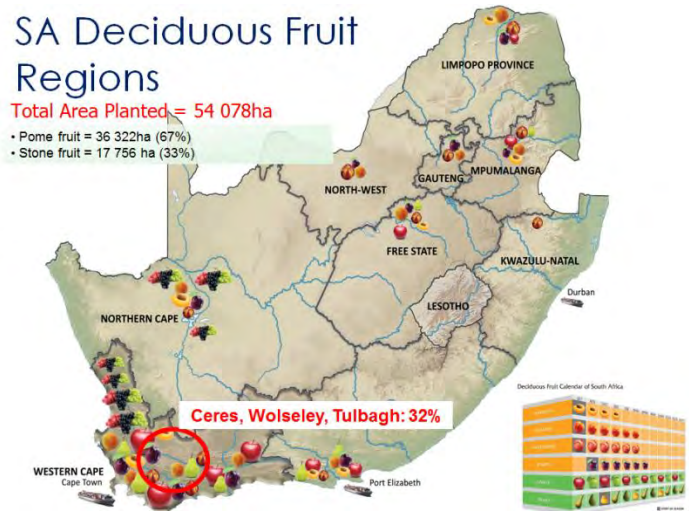
Key Development Implications:

- Support private sector led institutional arrangements to enable joint planning and development of agriculture related activities.
- Avoid the subdivision of agricultural land or changes in land-use to minimise the loss of agricultural activities while also avoiding the creation of uneconomical agricultural units.
- Enable the diversification of farmer income through enabling complimentary uses on farms in a manner which does not detract from the functionality and integrity of farming areas and landscapes.
- Develop incentives for smarter/ green agricultural practices and technologies.
- Make municipal commonages and land on the edges of settlements close to communities available for small/ emerging farmers and/or community gardens.
- Support alternative farming models such as the possibility of transforming unused and uncontaminated industrial land into community gardens.
- Support private initiatives to provide in the housing needs of agri-workers and the provision and management of associated social services.



Agricultural Concept for Witzenberg - showing key farming areas, production types and supporting infrastructure concentrated along the agricultural band along the western edge of the municipal area
Deciduous fruit is the dominant product

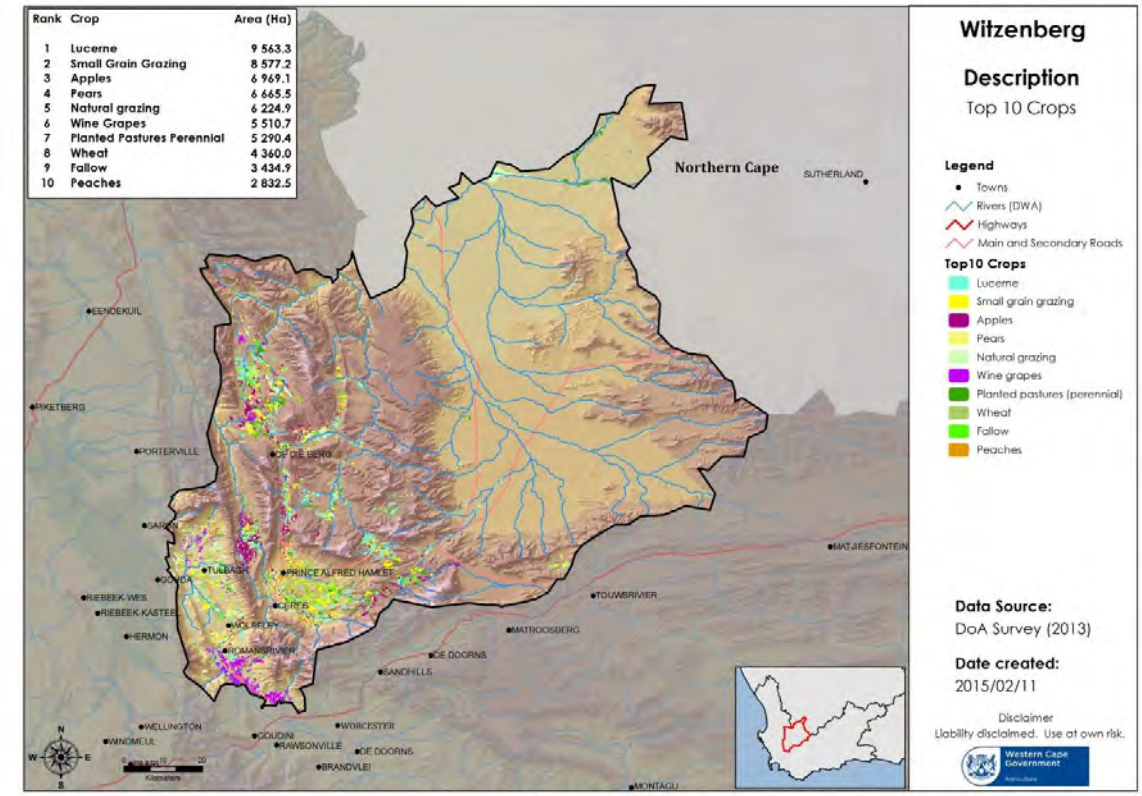
1. Primary
    i. Deciduous: Apples, Pears, Nectarines, Peaches, Plums, Apricots
    ii. Onions
    iii. Potatoes
    iv. Cattle and sheep
    v. Butternuts
    vi. Wheat
    vii. Forestry
    viii. Horses



2. Secondary
    i. Cold storage
    ii. Packing houses
    iii. Concentrates and Puree
    iv. Single Strength Products
    v. Dried fruit products
    vi. Logistics
    vii. Agri Chemical
    viii. Agri Mechanical
    ix. Technical, admin and financial services

x. Plant material (nurseries)

Top 10 crops by area



DISTRICT DEVELOPMENT MODEL & JOINT DISTRICT AND METRO APPROACH

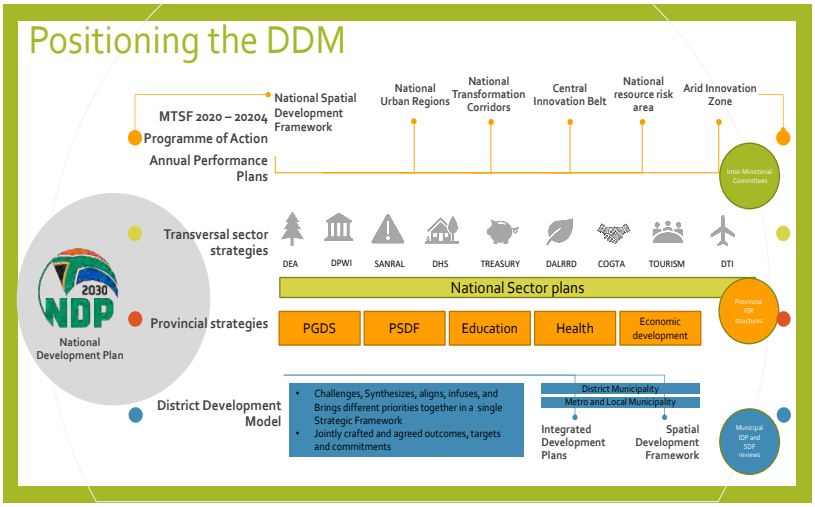
Cabinet adopted the District Development Model to build on the White Paper on Local Government (1998) which seeks to ensure that local government is capacitated and transformed to play a developmental role. The objectives are to:

- Coordinate a government response to challenges of poverty, unemployment and inequality particularly amongst women, youth and people living with disabilities;
- Ensure inclusivity by gender budgeting based on the needs and aspirations of our people and communities at a local level;
- Narrow the distance between people and government by strengthening the coordination role and capacities at the District and City levels;
- Foster a practical intergovernmental relations mechanism to plan, budget and implement jointly to provide a coherent government for the people of the Republic (solve silos, duplication and fragmentation) maximise impact and align plans and resources at our disposal through the development of 'One District, One Plan and One Budget';
- Build government capacity to support municipalities;
- Strengthen monitoring and evaluation at district and local levels;
- Implement a balanced approach towards development between urban and rural areas; and
- Exercise oversight over budgets and projects in an accountable and transparent manner.

President Ramaphosa in his budget Speech 2019 identified that there has been a pattern of operating in silos which has led to a lack of coherence in planning and implementation and has made monitoring and oversight of government's programme difficult. He thus called for the rolling out of a new integrated district-based approach to address service delivery challenges, localised procurement and job creation, to promote and support local businesses and involve communities.

The DDM 'One Plan' is a long-term (25 to 30 year) strategic framework guiding investment, service delivery and development in relation to each of the district and metro spaces.

- The DDM is positioned in relation to the NDP, MTSF and NSDF to enhance the overall system by synergizing national, provincial and local priorities in relation to the district and metro spaces.
- The One Plans as contemplated in the DDM does not deal with the non-strategic aspects that each of the existing plans may cover.
- Neither does it cover the full range of responsibilities that existing plans cover in relation to core powers and functions.
- They are IG strategic frameworks that make strategic sense of the available plans and synthesize or localize these plans in the context of the spatial and place making logic of the district and metropolitan spaces.



The Western Cape Government introduced the Joint District & Metro Approach in November 2018. As the JDMA was already institutionalized in the Province, the Provincial Cabinet endorsed the JDMA as a Western Cape approach towards the National District Development Model (DDM).

The JDMA is a geographical and team based, citizen focused approach with a Single District Plan to facilitate developmental initiatives and government services.

The Cape Winelands District (CWD) has followed the following comprehensive consultative approach to ensure the systematic institutionalisation of the JDA:

- One-on-one JDA introductory discussions between the JDA team leader and Municipal Managers and / or Senior Management Teams.
- A Joint District Approach (JDA) Coordination Interface Team between some national and provincial departments, the district and local municipalities was constituted which meet regularly to discuss matters related thereto.
- One-on-one discussions have been scheduled at political and administrative level between the District Municipality and Local Municipalities' Senior Management teams.

- The approach adopted to compile this profile was to agree on the aim of this profile: To provide an information source that at a glance highlights the challenges, what must be maintained and opportunities facing the Cape Winelands District; and
- Assist in informing catalytic or strategic projects for incorporation into the Joint District Approach Implementation Plan for this geographical area.

In view of the above, the following Strategic Priorities have been identified as of relevance to the Cape Winelands District JDA:

- Waste Management: Various Projects
- Community Safety Plan implemented
- District Urbanisation Management: Various Projects
- Develop and implement a District Plan to address Youth unemployment and related challenges
- Financial Sustainability
- Improving Resilience in terms of: Climate Change, Water Security and Electricity Security
- Working Group established to draft a Concept Paper on Data Governance (Beyond Profile 2020)
- IGR structures mapped and recommendations proposed for rationalisation
- JDA Communication Plan developed and implemented
- N1 De Doorns: Private Sector involvement in JDA

Project leaders have been constituted per priority area project identified. A core municipal and provincial team provides strategic direction and ensure that the interlinkages between the strategic priorities are managed.

The CWD JDA Implementation Plan is further underpinned by operational support plans; based on requests received following various engagements between the provincial departments and municipalities and that are not addressed on the Annual Performance Plans of provincial departments.

REGIONAL SOCIO-ECONOMIC PROGRAMME (RSEP) / VIOLENCE PREVI URBAN UPGRADING (VPUU)

~~Check with Projects and Performance~~

The Regional Socio-Economic Programme and Violence Prevention through Urban Upgrading Programme (RSEP/VPUU Programme) is an intergovernmental programme run in the Western Cape. The programme will comprise a variety of projects, driven by different role-players, including municipalities, provincial departments, the VPUU Not for Profit Company (VPUU NPC) and communities.

A core component of the programme is to promote learning and to mainstream lessons learnt, best practice and opportunities for replication in municipalities and towns.

The RSEP/VPUU Programme is about a capable state partnering with active citizens, communities and other stakeholders to plan and implement projects that improve quality of life. The majority of projects funded through the programme will be local and precinct-based, and these will mainly be urban upgrading projects that involve the development of physical infrastructure.

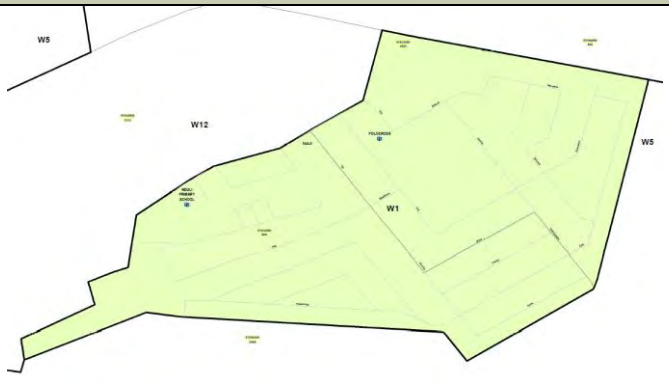
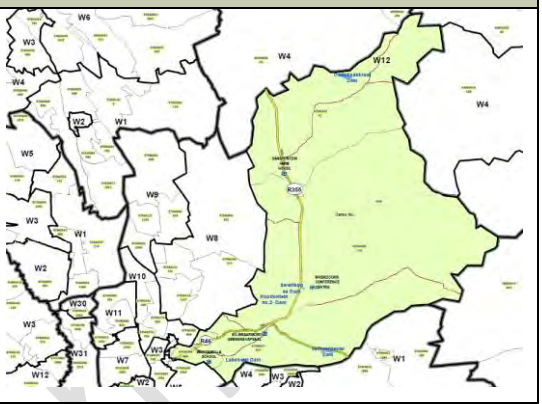
Infrastructure projects are supported by social projects that focus on providing activities, programmes or facilities for specific groups or address social challenges within communities, such as early childhood development, education, safety, economic development or social cohesion. All of the projects will be identified at municipal level through a collaborative process involving many stakeholders.

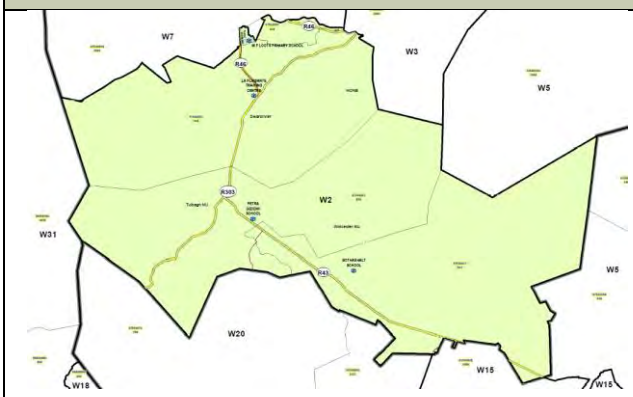
The scope of the actual work being undertaken under the RSEP/VPUU Programme operates at different scales and is grouped under eight streams. Under each of the streams, there are one or two overarching goals that indicate the

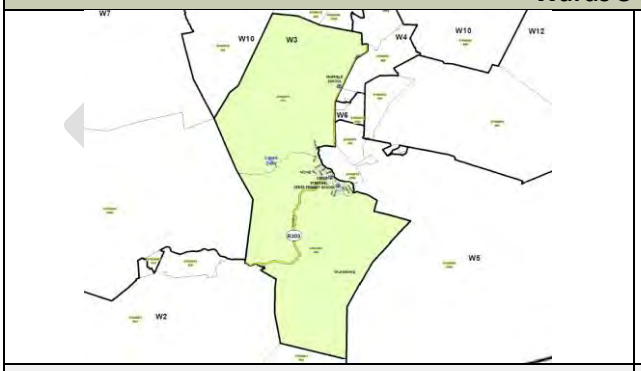
broad intentions of the work undertaken within that stream as well as a few objectives, which indicate some of the steps that may be taken to achieve the goal(s).



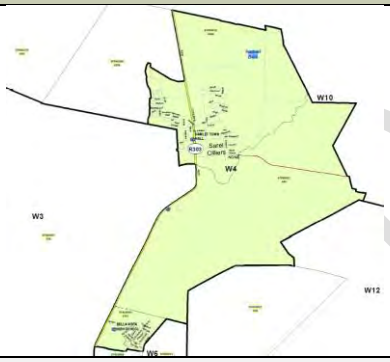
B. IDP PUBLIC NEED ANALYSIS

Wards 1 and 12	
	
Library services should be restored Provide street/security lights in unsafe areas More secure fencing at public facilities Upgrading of older streetlights Better dialogue in future with the youth Water resources for small farmers Policies must be communicated with the community Safe “walk way” / bridge between N’Duli and Vredebes Ongoing programmes on speed control Combat erosion on sidewalks and streets (rehabilitation) Community facilities need to be upgraded Rehabilitation of graveyard and fencing More prepaid electricity selling points Mobile Clinic Services – Tankwa Karroo Area Maintenance of roads Satellite connectivity in rural areas, emergency and law enforcement connectivity Resource farm watch Information signage along gravel roads in Tankwa Karroo Area Television and network connectivity in the Tankwa Karroo Area Livestock Theft Unit to have more Programms in the Tankwa Karroo Area	Skips programme needs to be sustained Sewer network needs to be improved Sports grounds needs to be restored/ upgraded Electrical theft needs to be clamped down Mini CBD to be developed in N’Duli Implementation of recycling projects/ programmes JOJO Tank subsidies from small farmers Rehabilitation of playgrounds and parks Development programmes for women and persons with disabilities Police station for N’Duli Hostel facilities for primary school children in Tankwa Karroo Area ABET facilities in the Rural Areas Substance abuse in rural farming areas Rest areas on rural roads, maintenance, district to stop cutting down trees District Municipality to rehabilitate rest areas along farming main routes Solar/renewable energy for farm houses Firefighting volunteers Water Security Programmes for communities living in the Tankwa Karroo Area

Wards 2 and 7	
	
Pine Valley library and swimming pool Bathroom facilities in the graveyard areas Secure fencing at the graveyard Substance abuse escalating under scholars Illegal shebeens and off-sales Job creation programmes Back yard dwellers still a problem, housing need Foreigners' activities (illegal) still a problem Bathroom facilities at informal settlements Wolseley requires a fire station Neighbourhood watches in all areas RDP houses are being sold to foreigners Drop-off and pick-up points at die Bossie, as you enter Wolseley Communal and church plots at Kluitjieskraal Mobile library service for the Breederiver area Homeless shelter	The water canal in Wolseley still a safety concern A concern on the education levels of Breederiver farming area, a need for training programs for people in these rural areas More Tourism programs to be rolled out Building a playpark in Kluitjieskraal and Pine Valley Taxi rank placements to be investigated Public bathroom facilities in the CBD The piece of land between Kluitjies Kraal and Pine Valley to be developed, or be made available for development e.g. food gardens, small scale farming ECD centers to be formalised Skills development programs in the Agri sector

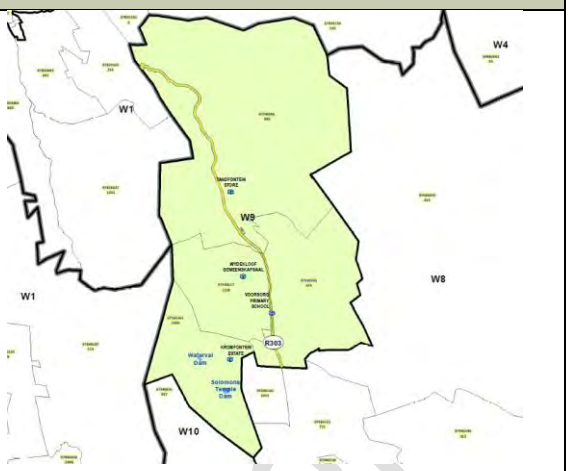
Wards 3 and 5	
	
Playgrounds for the northeastern part of the Rooikamp area Animal control a big problem, dogs and stray animals / problem has escalated Better/more speed calming efforts Street signage to be upgraded	Owen Street unsafe due to poor street lighting Owen Street walkway to be developed, as this has become a main taxi route, unsafe for pedestrians Inspection/policing of shops, occupants use as accommodation

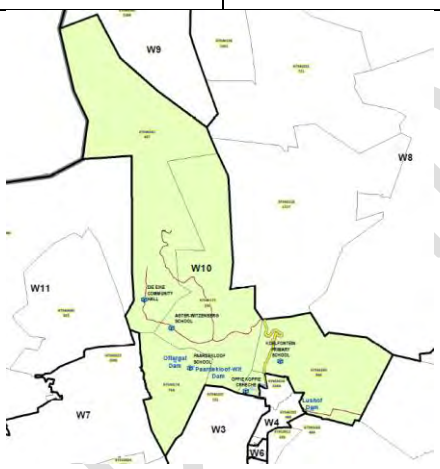
Mainmast light/ high-beam floodlights to be installed at parks and walk way areas Gap housing developments Free broadband and WiFi hotspots Establishment of CPFs in all areas and more regular SAPS patrols/ high crime still a problem Library in Lyell Street to be upgraded/ modernised Recreational facilities similar to neighbouring municipalities Sidewalks to be tarred or paved Streetlights to be upgraded, streetlights that are lower than the trees, outdated Community "Clean Green" programmes for the Rooikamp area Solar emergency street and floodlights in the Rooikamp Areas Heavy vehicles to be forced to use main routes Signage to prohibit heavy vehicles from using neighborhood streets	Walkway to be developed from the nature reserve, past the pine forest Homeless people problem getting out of hand Stormwater network a problem Walkway and lights from Egoli to Albert Crescent behind houses Railway line to be cleaned frequently, better quality fence Weekends the Town Main Roads have too much traffic Gambling taking place on street corners, SAPS need to act Bathroom facilities needed in cemeteries Better lighting needed along walkway to the Hospital Bus shelters for scholars on the outside rural roads Some playparks to be converted to gym parks

Wards 4 and 6	
	
Community hall for Phases 3, 4 and 5 Backyard dwellers still a problem – housing need Sports facilities for Phases 3, 4 and 5 High dropout rate of scholars a problem Business hub/mini CBD for Kliprug area Better controlled refuse removal in Phases areas Availability of church sites Not all dwellings connected to main sewer line Ongoing speed control programmes Animal control in all areas Xhosa medium school for PA Hamlet area More electrical selling points, even at Thusong Business hub/mini CBD for Bella Vista More prepaid electricity selling points Bus and taxi shelters for scholars Vandalization of Municipal property	Clamp down on illegal dumping of refuse Upgrade of Bella Vista Community Hall Sewer network a problem at graveyard Development of youth centre at one of municipal facilities Land availability for small farmers Off-ramp lanes at Bella Vista entrances Gap housing developments Major need for pavilions at sports grounds Need a walkway around Jakaranda, Vrede Street and Mooi Uitsig School Bella Vista clinic too small Thusong Centre open on Saturdays from 09:00 to 12:00 Walk way needed from Mooi Uitsig School to Vrede Street

Wards 8, 9 and 10







Clinic for the Agter Witzenberg area Ambulance services still a problem SAPS service must be intensified Bus and taxi shelters along main routes Fire station for Op-die-Berg and also to service surrounding areas Crime also escalating – CPF Sports grounds need secure fencing The location public ablutions facilities in the CBD area Speed calming still a problem Illegal house shops need to be regulated Illegal shebeens need to be closed Playgrounds and parks are unsafe Business development support programmes There are still streets that need tarring; Grond, Bokveld Street, etc. Upgrading of the R303 Gydo Pass Servicing of unserved erven	E-Centers needed Tourism/ ecotourism to be promoted in the area Bridge in Phase 5 to be repaired Christmas and holiday lights to be budgeted for Op-die-Berg River rehabilitation programme to be sustained No pavement curbs along main CBD routes Tarring of CBD open spaces and sidewalks Swimming pool needed for Op-die-Berg Subsidised water storage tanks for all houses Better quality street/security lights Investigation needed regarding trees in CBD area Spotlights floodlights needed at walkway over the foot bridge More municipal services to be rendered at Op Die Berg offices Illegal hokkies to be marked/numbered

Wards 7 and 11	
	
Replacement and maintenance of roads Substance abuse a problem in Tulbagh area Small-scale farmers need land for their animals Animal control must be intensified Sector departments need to assist with the establishment of sports facilities in farming areas Water shortage a problem during summer months Small business development opportunities Gap housing developments Traffic Services for Tulbagh Illegal house shops need to be regulated Upgrading of street lights Parks and playgrounds to be upgraded Better ablution facilities for schools on farms Libraries to be open on Saturday mornings Control the influx and illegal structures Informal housing getting out of control Development of vacant land/property	Illegal shebeens need to be closed Storm water network in Tulbagh needs to be maintained regularly The use of local contractors for municipal work Sewerage network in Chris Hani area needs to be maintained regularly River rehabilitation programmes to be sustained Development of Sports Facilities Tourism campaigns to be developed to attract more tourists Speed calming needed along main street walkway routs Roll out of programs for people with disabilities More ablution facilities needed in Chris Hani area, and ASLA Camp Scholar road safety to be looked at, school road/street crossings; traffic signage to be put up,

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4 KEY PERFORMANCE AREAS

Witzenberg Municipality has identified four key performance areas that group related functions and activities into focused units. Strategic objectives have been developed for each of the KPAs that are further broken down into programmes, projects and activities. Key performance indicators will indicate performance and progress on our strategic objectives over the five-year IDP term. Note that the KPAs do not relate to directorates as currently being used in the municipality.

KPA **Essential Services** include the following functions:

- Water Services
- Sanitation Services
- Roads and Storm water
- Transport Management
- Electrical Services
- Street lighting
- Solid waste management and collection



KPA **Governance** includes the following functions:

- Human Resources
- Administration
- Information Technology
- Marketing and Communication
- Internal Audit and Risk Management
- Performance Management
- Traffic and law enforcement
- Building Control
- Town Planning
- Financial administration
- Income
- Supply Chain Management
- Integrated Development Planning
- Legal and property management
- Council



KPA **Communal** includes the following functions:

- Environmental Management
- Open Spaces
- Air and noise pollution
- Trading regulations
- Amusement facilities
- Cemeteries



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- Fencing
- Amenities
- Sport facilities
- Parks and Recreation

KPA **Socio-Economic Support** includes the following functions:

- Social Development
- Local Economic Development
- Indigent support
- Housing
- Job creation



Key performance area 1:

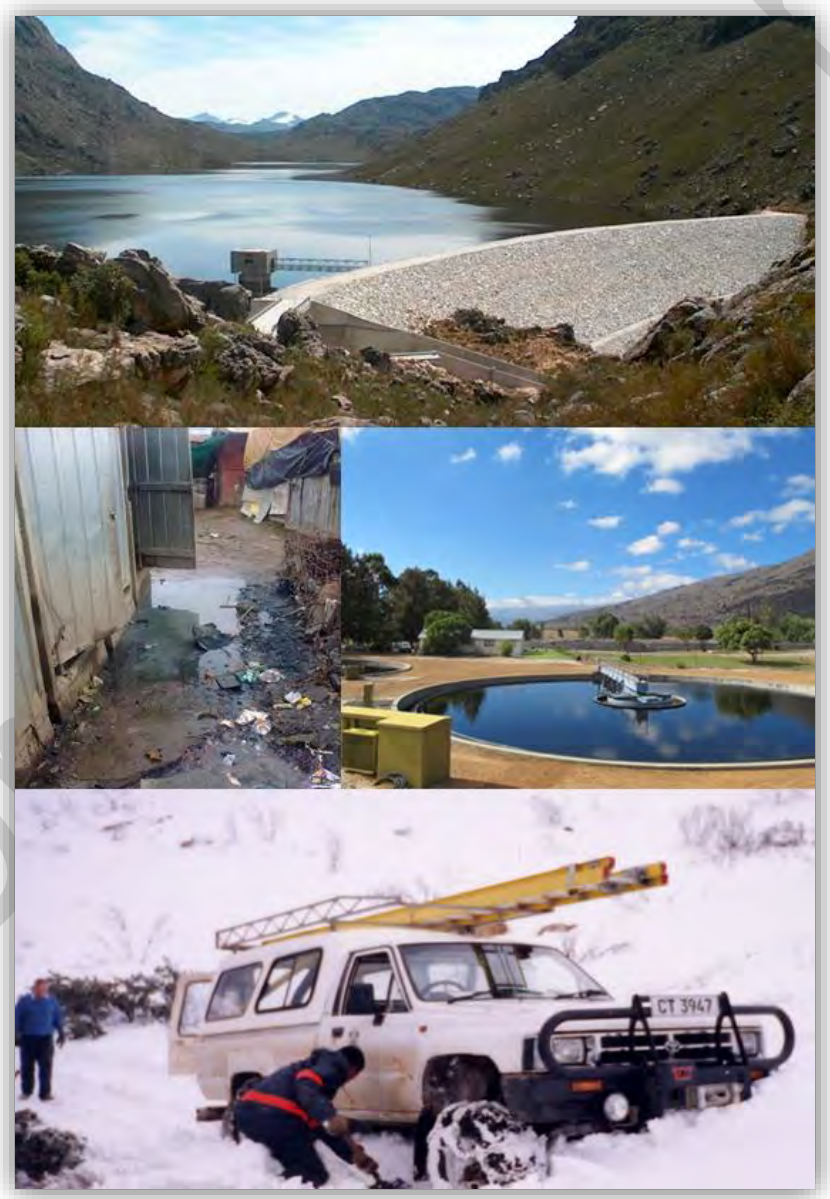
ESSENTIAL SERVICES

OBJECTIVE 1.1:

SUSTAINABLE PROVISION AND MAINTENANCE OF BASIC SERVICES

OBJECTIVE 1.2:

PROVIDE FOR THE NEEDS OF INFORMAL SETTLEMENTS THROUGH IMPROVED SERVICES



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Key Performance Area 1

A. ESSENTIAL SERVICES

I. OBJECTIVE 1.1: SUSTAINABLE PROVISION AND MAINTENANCE OF BASIC SERVICES INFRASTRUCTURE

An important emphasis for the municipality is to ensure that basic services infrastructure is provided and upgraded to support areas of growth. The further maintenance of existing infrastructure will ensure the sustainable provision of services. This will happen by means of the following programmes:

▪ PROGRAMME 1.1 (A): UPGRADING OF BULK RESOURCES AND INFRASTRUCTURE

Water Sources, storage and purification

The main resources for **Ceres** are the Koekedouw dam with a capacity of 17 million m^3 of which the municipality is entitled to 10 million m^3. Current usage is 3,9 million m^3 p/a. At the current population growth rate of 2,67%, the current supply will be sufficient for the next 20 years, excluding supplementation from our boreholes. Emergency boreholes can supply 20% of our ADD. Water quality from Koekedouw is good and is only chlorinated before distribution.

Two reservoirs (3 and 5 Ml) serve as storage reservoirs to the distribution network of 114 km with four supply zones (Bella Vista, N'Duli, Ceres main supply zone and Ceres central PRV zone). The network includes a 2 X 2 Ml service reservoirs, a booster pump station to the pressure tower at Bella Vista (500kl) as well as a 750 kl and a 4,5 Ml service reservoir at N'Duli. All the bulk infrastructure for the planned housing projects have been completed and are in operation.

Moordenaarskloof and Tierkloof are the main resources for the supply of water to **Tulbagh** at present. Construction has been completed to provide an additional 1,2 x 10^6 m^3/a from the Klein Berg River. Additional boreholes were drilled adjacent to Nuwekloof pass but the yields are insufficient for supply to the town of Tulbagh. Moordenaarskloof is evenly shared with two other users (SAPCO and Kruysvallei). The existing storage dam arise insufficient and requires the implementation of water restrictions on an annual basis. Funding for the construction of the Waverenskroon dam has been approved from DWS, and the project is currently at the implementation stage (construction).

The purification plant consists of five slow gravity sand filters as well as a chlorination system. Two reservoirs (800 kl and 1 Ml) serve as clear water storage reservoirs to the distribution network of 29 km with two pressure zones. The network includes a booster pump station to the pressure tower (500 kl). A new reservoir will have to be constructed when private residential housing projects are implemented.

Wolseley receives its water supply from the Tierkloof weir. Purification consists of pressure filters and chlorination. The Ceres Road Reservoir (680 kl) and newly constructed 6 Ml Wolseley reservoir serve as storage reservoirs to the distribution network of 44 km with two pressure zones. The network includes a 4.5 Ml services reservoir (Stamper Street Reservoir), which has been resealed to prevent losses, and a booster pump station. An additional pump station

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enables the transfer of irrigation water during periods of low flow from the Artois canal to this reservoir. The absence of a storage dam for Wolseley places the town at risk during periods of severe drought. The bulk supply line from the Tierkloof weir is at risk of collapsing due to age and is in need of replacement.

Prince Alfred's Hamlet's water sources consist of the Wabooms River weir, a fountain, three boreholes as well as a link through the agricultural pipe network of the Koekedouw Dam. Due to the quality of the raw water, only chlorination is required. Four 500 kl reservoirs serve as storage reservoirs to the distribution network of 32 km with only one pressure zone.

Op-die-Berg has three water sources, a fountain and two boreholes. Due to the quality of the water, only chlorination is required. Three reservoirs as follows: 50kl, 60kl and 500kl serve as storage reservoirs to the distribution network of 6 km with only one pressure zone. A new reservoir is required with the recent construction of 250 RDP houses. The absence of a storage dam places the town at risk during periods of severe drought.

Infrastructure Investment: Bulk Water (Note: Refer to final approved/adjusted budget for correct figures)			
Project Name	***Area***	***Budget***	***Year***
New Reservoir	***Tulbagh***	***R 7 200 000***	***2023/2025***
Tierhokskloof pipe line upgrade	***Wolseley***	***R 869 565*** ***R 10 919 000***	***2022/2023*** ***2023/2024***

Waste water treatment works and pump stations

Sewage and industrial effluent are collected from consumers via a sewer system and treated at the **Ceres** wastewater treatment plant. The plant services the areas of Ceres, N'Duli, Bella Vista and Prince Alfred's Hamlet. The sewer system includes nine booster pump stations. A portion of the treated effluent is used for irrigation. The **Tulbagh** wastewater treatment plant was upgraded in 2015 and the system includes three booster pump stations. The **Wolseley** Wastewater treatment plant was upgraded in 2014 and the system includes six booster pump stations. The **Op-die-Berg** wastewater treatment plant serves approximately 75% of the consumers and the rest are serviced with septic tanks. Septic tanks are emptied by the municipality on request.

PLANT	***SIZE (ML/DAY)***	***TECHNOLOGY***	***OPERATIONAL FLOW (% of design capacity)***
CERES WWTW	***8.5***	***Activated Sludge***	***82***
ODB WWTW	***0.308***	***Activated Sludge***	***86***
WOLSELEY WWTW	***3.6***	***Activated Sludge***	***25***
TULBAGH WWTW	***2.46***	***Activated Sludge***	***73***

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The effectiveness of the plants is measured through the quality of waste water discharge with all plants achieving targets in 2017/18. The Op-die-Berg plant requires an upgrade of sandfilters as the quality of discharge decreases, especially during winter months due to insufficient evaporation.

Electricity bulk supply and substations

Witzenberg Municipality is the main provider of electrical services to the domestic and agricultural economy within its area of jurisdiction, whilst Ceres itself is synonymous with 'world-class fruit'.

Without a sufficient and sustainable electricity supply, this economy finds itself in dire straits. The hard-hitting facts are that Witzenberg Municipality is for all intents and purposes running at its NMD (Notified Maximum Demand) of 46,2 MVA (total). In fact, NMD was exceeded in 2019/2020 as well as the current 21/22. The current Eskom backbone network does not permit an increase of this NMD until such time as their backbone network has been upgraded. The implications thereof are eight years and R250 million, meaning that 2030 is the earliest our NMD can be upgraded. Eskom however originally moved this date from 2022 to 2030 and more recently back to 2025. Time will however show when the upgrade really happens.

A conservative estimate of 2,5% growth per annum is that Witzenberg Municipality's load will be in excess of 50 MVA by then.

The realistic estimate however includes agriculture's own estimate for their industry alone to be 2,5% in addition to the natural growth of Witzenberg mentioned above. This then is a projected growth, realistically, of 5% per annum over the next ten years. By this estimate Witzenberg Municipality's load will be 90+ MVA by 2030. The reality however is that Eskom's inability to supply capacity has had a huge negative effect on the economy of Witzenberg. The intermittent load-shedding also adding to our woes.

The following initiatives were implemented to assist over the short term:

- The Witzenberg Municipality installed power factor correction equipment at the Ceres main electrical substation, which effectively provides us with an additional 1 Mva of electricity.
- Although Eskom cannot currently increase Witzenberg's NMD, an application for an additional 5 MVA was however submitted in September 2019. This is deemed a short/medium term solution.
- Council has approved more than 5 MWp of solar panels for its consumers, although this is now limited in terms of a Council decision.

Over the short term (1-2 years), the above interventions will assist Witzenberg to provide in its customers' growing demand. Should Eskom not be in a position to complete the upgrade of their bulk electricity by 2030, the Witzenberg Municipality and its agricultural economy will be brought to its knees because of Eskom's inability to provide an increased Notified Maximum Demand.

On the municipal side Witzenberg has three main areas of supply with four Eskom intake points as follows:

- The **Ceres** electrical network receives its bulk electricity from Eskom via two 11kV bulk metering points at Eskom's Ceres Power Station (northwest of the urban area) and Bon Chretien (northeast of the urban area) substation, current NMD is 36,5 MVA.
- The **Tulbagh** electrical network receives its bulk electricity from Eskom via one 11kV

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bulk metering point at Eskom's Tulbagh substation, current NMD is 4,5 MVA.

- The **Wolseley** electrical network receives its bulk from Eskom via a single 11kV bulk metering point at Eskom's Wolseley substation, current NMD is 5,2 MVA.

It remains the duty of any municipality to pursue all avenues of revenue enhancement in order to ensure the provision of the full bouquet of services to all its residents in a sustainable manner. Electricity provision to the un-electrified rural areas of Witzenberg municipal area is a huge untapped resource that the municipality is unable to exploit due to the current Eskom NMD constraints. In terms of the municipality's NERSA approved distribution licence, the municipal supply area is:

> *"The municipal area of WITZENBERG. Customers being supplied by Eskom or any other Licensed Distributor at the date of commencement of this licence are excluded from this licence"*

This implies that all un-electrified areas are considered 'green field' supply areas for the municipality and that Eskom is not allowed to supply electricity to these areas without the express permission of the municipality.

Load forecast

Below is a table depicting the current and immediate future growth.

	Ceres	Tulbagh	Wolseley
NMD	36.5 MVA NMD (41.5) Highest Registered 38.89 MVA (Feb 22)	4.5 MVA NMD Highest Registered 4.18MVA (Feb 22)	5.2 MVA NMD Highest Registered 5.1 MVA (Feb 22)
Developments proceeding	• Vredebes development (2850 RDP housing units) **5.2 MVA** • Bella Frutta **1 MVA** • Golfing estate dev (slow growth) **0.5MVA** • Erf 9602 Ceres Mall **1MVA** **[6.7 MVA]**	• Informal settlement growth **1 MVA** **[1 MVA]**	• Pine Valley 2H (120 Houses) **0.5 MVA** • Lotus Flower 3 **1.5MVA** (Construction phase) **[2 MVA]**
Developments on "hold"	• Belmont Development **0.5MVA** • Kleinbegin (220 RDP housing units) **0.5 MVA** • Mazoe (270 RDP housing units) **0.8 MVA** **[1.8 MVA]**	• Natural growth short term **0.5MVA** • Digby (315 housing units) **1MVA** • Waverenskroon (1350 housing units / Commercial 16 970m² / Institutional 20 775 m² / Recreation 24 400m² **1.5 MVA** **[3 MVA]**	• Natural growth short term **0.5MVA** • VV4 **1MVA** (phased) • Goedgevonden (269 units security/frail care) **1 MVA** **[2.5 MVA]**
	TOTAL 8.5 MVA	**Total 4 MVA**	**Total 4.5 MVA**

Proposed interventions

Eskom supplies the Ceres area with a 132 kV line that has, due to consistent growth in demand, reached its capacity in 2014. A moratorium on all new demand is currently in place. Upgrading the existing supply will consist of four phases with an associated cost of R250 million.

Management of landfill sites

The provision and operation of landfill sites in the Witzenberg Municipality have reached critical proportions due to drastically increased operating costs and permit conditions of existing sites, available landfill space and increasingly strict legislation to adhere to.

The **Ceres** landfill site has been closed since 1999 as a permit was not issued due to the nature of soil conditions that could lead to underground water pollution. Rehabilitation is however still outstanding at a cost of R 4,6m.

The **Prince Alfred's Hamlet** site is licensed for builders' rubble and garden refuse only, with the same geo-hydrological issues as the Ceres site. All builders' rubble and garden refuse from Ceres are dumped here. Vandalism and theft play a major role in the operation of the site as fences are stolen and infrastructure vandalised. Illegal entry also has the result that fires periodically break out at the site. Rehabilitation is however still outstanding at a cost of R54,3m.

The **Op-die-Berg** site needs to be closed in the near future due to high operating costs. Rehabilitation is however still outstanding at a cost of R6,1m.

The **Wolseley** site is licensed for general waste, garden refuse and builders' rubble and have sufficient space up to 2026. The municipality was forced to close the site, after the adjacent informal community burnt down the offices and damaged equipment, and it is not foreseen that the site will be opened again in the near future. Rehabilitation is however still outstanding at a cost of R28,2m.

The **Tulbagh** site has sufficient airspace for 3 months and a variation to the licence was applied for, but a court order was granted against the application. The court order indicated that the municipality has to resubmit its waste variation license with certain updates to the MEC to re-consider the amendment of our waste variation license.. If this Waste Variation License is not approved we will have to transport our solid waste to either Worcester or Drakenstein at high transport costs. The Tulbagh site needs to be upgraded to the value of R3,1m to comply with DEADP findings. Rehabilitation is however still outstanding at a cost of R19,3m.

The table below indicates the waste volumes generated per town:

Town	***Ton/annum***
Tulbagh	*4 284*
Wolseley	*4 887*
Op-die-Berg	*3 083*
Prince Alfred's Hamlet	*2 781*
Ceres	*9 664*
TOTAL	***24 699***

Witzenberg Municipality is in the process of developing a **long-term strategy for waste management** as a whole. The strategy will be required to address the following issues:

Component	Activity	Description
Waste avoidance	Public awareness	The municipality developed and implemented a public awareness programme to promote waste avoidance and waste minimisation at source.

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Waste collection	Optimise collection System	The municipality to optimise its waste collection resources.
Waste diversion	Recycling	The municipality should cooperate with the private recyclers in the municipal area instead of competing with them. Source-separated recyclables could be collected by the private recyclers after a competitive bidding process (tender). A wet MRF will be constructed at Ceres over the next 2 financial years. A waste drop off site is being constructed at Wolseley.
	Composting of green waste	The municipality should extend its current garden waste separation system to ban all garden waste from the domestic waste stream, thereby also capturing the fine garden waste (grass cuttings) for the composting process. A chipping and composting facility should be developed at the existing Prince Alfred's Hamlet garden waste site.
	Crushing of builder's rubble	Builder's rubble should be stored until a size stockpile is created to justify the mobilisation of a crusher. Such a storage area can spatially be provided at the centrally located proposed transfer facility or until then, at the Tulbagh landfill area.
	Food waste	The quantity of food waste in Witzenberg is too low to economically justify anaerobic digestion, but the food waste fraction could be composted with the garden waste. This would require source separation of food waste, but it is recommended that this activity be postponed until the composting of green waste has been successfully implemented. A zero waste to landfill pilot is currently being done at Tulbagh.
	Waste-to-energy	Witzenberg's waste volumes are too low to economically justify waste-to-energy technologies.
Waste disposal	Disposal at licensed landfill	Witzenberg Municipality has the option to either utilise the proposed new regional landfill near Worcester or to further develop the existing Tulbagh landfill. It is recommended that the regional initiative be supported because the transport cost would be the incentive to maximise the diversion of waste from landfill. A centrally located transfer facility should be established near Wolseley where the collected waste, after diversion technologies have been applied, would be transferred to long-haul vehicles.

Investigate usage of **regional landfill sites**. The development of a regional landfill site at Worcester is currently in process with the purpose to accommodate the municipalities of Witzenberg, Breede Valley (Worcester) and Langeberg (Robertson, Ashton, Montagu). The operation of a regional site should see a decrease in operating costs, but transport costs should determine if such a shift would be viable.

Witzenberg Municipality has a long-term twinning agreement with Essen Municipality in Belgium. As part of their Federal Government Programme, an application was approved for intellectual assistance and funding for the abovementioned strategy and related

Infrastructure Investment: Solid Waste (Note: Refer to final approved/adjusted budget for correct figures)			
Project Name	***Area***	***Budget***	***Year***
Drop-offs and Transfer stations	***Witzenberg***	***R 6 000 000*** ***R 2 000 000*** ***R 4 000 000***	***2022/2023*** ***2023/2024*** ***2024/2025***

Fencing Landfill Site	***Prince Alfred's Hamlet***	***R 4 000 000***	***2022/2023***

infrastructure such as the material recovery facility. The project will further assist with the establishment of drop-off points (transfer stations) in all towns that would replace the existing skip system. Additional funding for the MRF and one drop-off was approved MIG and own funding.

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▪ PROGRAMME 1.1 (B): UPGRADE AND MAINTENANCE OF NETWORK INFRASTRUCTURE

Water and sanitation networks

The Witzenberg urban area is serviced through 327 km of water networks and 216.2 km of sewer networks with pipes varying in diameter. All urban areas have access to a water connection point with the exception of the informal areas of Tulbagh, Wolseley and N'Duli, which are supplied with communal water points. All urban areas have access to a sewerage connection point with the exception of approximately 25% of the Op-die-Berg and Prince Alfred's Hamlet consumers that are not connected to a network but use septic tanks that are emptied on request. The informal areas are provided with communal toilets. Septic tanks are serviced by two sewerage trucks over an area of 10,753 km² that entails mainly rural areas.

Normal maintenance and repair has increased drastically over the past couple of years due to the ageing of networks. A pipe replacement programme and upgrade of pump stations programme are being implemented and budgeted for on an annual basis. The increasing number of pipe breakages also has an influence on water losses, although water losses have decreased significantly over the past couple of years due to several interventions that were implemented.

Infrastructure Investment: Water & Sanitation (Note: Refer to final approved/adjusted budget for correct figures)			
Project Name	***Area***	***Budget***	***Year***
Water Network Replacement	***Witzenberg***	***R 100 000*** ***R 2 000 000***	***2023/2024*** ***2024/2025***
Sewer Network Replacement	***Witzenberg***	***R 100 000*** ***R 2 000 000***	***2023/2024*** ***2024/2025***

Electrical networks

Ongoing maintenance of the network is essential to safeguard network reliability and sustainability and to ensure safe working conditions for employees and consumer safety. The negative impact of loadshedding on the electrical infrastructure can however never be emphasised enough. With its uptake in 2022, the municipality has witnessed a deep incline in cable theft, substation vandalism estimated to over R 2million and electrical fire damage to the PFC Control panels due to excessive switching as a result of loadshedding. The cable network of **Ceres** is considered sufficient to handle a reasonable capacity increase over the foreseeable short to medium term.

In the case of both Wolseley and Tulbagh, the cable capacity is 2,38 MVA, which is insufficient to handle the Notified Maximum Demand and

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the 35 mm cables should be replaced with 70 mm cables. Ageing infrastructure considered very outdated and even dangerous to operate are, e.g., oil circuit breakers which are estimated to be up to 50 years old and spares are not available. Old outdoor switchgear is susceptible to water ingress. Underway, is however a customer self-built project with plans of upgrading the existing 2x 95mm Incomer cables at Wolseley Main Switching station to 185mm, increasing the cable capacity to 5MVA.

The Electrical Masterplan is currently being reviewed. Witzenberg has developed a Small-scale Embedded Generation (SSEG) plan that supports the management of renewable energy production in the municipal jurisdiction. The municipality will continue with upgrading and installing street and public lighting to ensure a safe environment. However, continued cable theft and vandalism continue to pose a threat to the sustainable and safe provisioning of electricity and street lighting.

Illegal connections, especially in areas such as N'Duli and Pine Valley (Wolseley), pose a major threat in terms of electrical losses, loss of income and public safety if not properly addressed.

Although electricity losses are well managed at 10,5% annually it remains just above the 10% norm set by the Department of Energy, losses in areas such as N'Duli remain out of control, at times exceeding 85% mainly due to illegal connections with the result that only 15% of electricity supplied to the area is metered.

Especially in die winter, the N'Duli associated network trips due to overload. This constant tripping obviously has a frustratingly detrimental effect on the consumers with legal connections.

Infrastructure Investment: Electricity (Note: Refer to final approved/adjusted budget for correct figures)			
Project Name	***Area***	***Budget***	***Year***
MV Substation Equipment	***Witzenberg***	***R 100 000*** ***R 1 500 000***	***2022/2023*** ***2024/2025***
Upgrade of LV network cables	***Witzenberg***	***R 1 000 000***	***2024/2025***
MV Network Equipment	***Witzenberg***	***R 1 000 000***	***2024/2025***
Upgrade of MV Cables	***Witzenberg***	***R 600 000***	***2024/2025***

Solid waste collection

All formal urban residential erven receive a **weekly door-to-door waste collection** service with a wheelie-bin system being implemented for business. The implementation of the wheelie-bin system was necessary to ensure business pays for the amount of waste generated, as it was problematic with the provision of black bags in the past. The system further encourages recycling as business will save on waste removal costs when waste is collected by private recycling companies. It also addresses the problem of black bags and waste in boxes being left on pavements for collection that created pollution and unsightly streets. A new Compactor was procured in 2018/19 budget.

The **minimisation of waste** by private households is encouraged through public awareness and educational programmes. The strategic placement of large recycle bins at especially shopping centres and schools will be further expanded to support waste minimisation and recycling. The cost-effectiveness of recycling is still problematic as Witzenberg has low populations with limited volumes of waste generated. To

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increase the cost-effectiveness of the business, private companies have engaged with commercial farmers and the agri-industry to collect waste to increase volumes.

Approximately 70 skips are distributed through-out towns for the **collection of garden refuse**. An additional skip truck was procured to alleviate backlogs, but illegal dumping, dumping of household waste in skips and overflowing skips still remain an immense challenge. The municipality appointed additional law enforcement officers in to assist with curbing of illegal dumping.

Witzenberg will further implement a **waste management strategy** as mentioned under Programme 1.1 Sustainable provision and maintenance of basic services infrastructure – Managing of landfill sites that will include the placement of **drop-off points** (transfer stations) to replace the skips. The first drop-off point in Wolseley is being constructed this financial year, drop off points will be strategically placed in all towns with permanent personnel. A thorough **public awareness campaign** with ward committees and door-to-door visits by Waste Ambassadors-ensure public buy-in. The project is partly funded with the assistance of **Essen Municipality in Belgium** with whom Witzenberg has a long-term twinning agreement.

The volumes of garden waste generated by the public are however insufficient to cost-effectively implement a composting facility and it is foreseen that Witzenberg will enter a **partnership with local private composting companies**. The strategy will also seek to implement more cost-effective operational methods as it is expected that the establishment of new RDP housing projects will put more pressure on the existing workforce and vehicles. Over the past 15 years, **residential households increased by approximately 30%** and it is expected that the trend will continue over the next 10 years mainly due to the implementation of RDP housing projects. The existing workforce and vehicles will therefore have to be increased to ensure a sustainable service.

▪ PROGRAMME 1.1 (C): TRANSPORT MANAGEMENT AND ROAD MAINTENANCE

Integrated Transport planning

The Witzenberg Local Integrated Transport Plan (LITP) 2022-2027 was prepared as part of the review of the Cape Winelands District (CWD) Integrated Transport Plan (DITP) for 2022 - 2027.

As per Section 36 of the National Land Transport Act (Act 5 of 2009) all Planning Authorities must prepare an Integrated Transport Plan (ITP) for their area for a five-year period. These ITPs need to be overhauled every five years and updated annually. The Integrated Transport Plans for the Cape Winelands District have been prepared to meet the minimum requirements for preparing an Integrated Transport Plan as published by the Department of Transport (Notice No 881, July 2016).

As part of the previous update of the Cape Winelands District Integrated Transport Plan (2014/15), the planning authorities for each of the local municipalities were re-categorised. The Witzenberg Local Municipality (WLM), through the previous update process, was classified as a Level 3 Planning Authority, which requires that a Local Integrated Transport Plan be prepared.

This report comprises the 5-year review of the Witzenberg Local Integrated Transport Plan, as part of the review of the Cape Winelands District Integrated Transport Plan.

The Witzenberg Local Municipality have had two excellent documents completed for it in the recent past, namely the Roads Master Plan (March 2020) and the Operating Licence Strategy (August 2020). With the upgrade of the IDP (March 2022) and the Spatial Development Framework (April 2022) there

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was excellent recent information with which to compile this LITP to a very high standard.

The Roads Master Plan did not only provide the costing of required road projects and road maintenance actions, but also provided information of NMT projects and certain public transport projects.
The Witzenberg area has been experiencing urban development growth in the recent years. It is essential that all development planning be guided by a predetermined Roads Master Plan. The urban areas to be evaluated in the Roads Master Plan are Bella Vista, Ceres, Nduli, Op-die-Berg, Prince Alfred Hamlet, Tulbagh and Wolseley.

The Vision for Witzenberg LM Roads Master Plan was formulated to be "To provide a safe, reliable, effective and efficient road and transport system to serve the public of Witzenberg Municipality".

Due to the extent which the Roads Master Plan for Witzenberg must cover- with limited funding- the methodology would be to take information from existing sector plans and update only the information on which the capacity analysis of the roads will be based. This will ensure that all the road-related information is reported in one document where a more integrated approach is taken.

The Witzenberg Integrated Development Plan for 2019-2020 indicates that 56.6% of the population are low income earners (R1 – R50 514 per annum) with 6.4% of the 56.6% receiving no income. 38.0% of the population are middle income earners (R50 515 – R404 111 per annum) and the remaining 5.4% are the high-income earners, earning more than R404 112 per annum.

The service levels maintained in the Witzenberg LM is very positive. The main challenge is the ingress of people from outside the area that keeps the housing need constant. Housing currently have a high priority in Witzenberg LM.

In summary, the progress made in the development of "new areas" as earmarked in the 2012 SDF is slow. The focus is understandably on housing settlements as this is often where political pressure is focused.

The municipal road network is in good condition, 59% of road network being in a very good to good condition, 30% being in fair condition with 11% being poor and very poor. Out of the 204.8km of road, 91% is black top roads, 2% is block paved and 7% is gravel roads. The proposed maintenance cost over 2-3years is R42.4 mil.

Five bridges and 3 major culverts were assessed as part of the RRAMS project. The maintenance cost of these structures without professional fees were estimated to be R1.59 mil.

Traffic counts were done on 108 intersections. The AM & PM peak hours were extracted, and operational analysis were done for the current scenario and geometry. Only six intersections operated with an approach lower than LOS D.

A formal request was sent to WCG to obtain accident data within the Witzenberg LM area to identify hazardous locations. The request was denied. Potentially dangerous intersections on Vos Street (R303) and Voortrekker Street (R46) were identified by others and further investigated.

Minibus taxis is the main source of public transport within Witzenberg LM, in the absence of a public bus service. There is a need to consolidate the various taxi ranks in Ceres.

A host of new pedestrian walkways were identified as well as the required maintenance on existing facilities. In the town of Ceres, kerbs at pedestrian crossings must be dropped to improve universal access.

Precinct planning were previously done in Ceres and Tulbagh. A variety of projects were

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proposed to connect nodes with general beautifying of the area, improve vehicular, pedestrian and cycle movements. The proposed cost for Ceres was R56 mil and R7.2 mil for Tulbagh.

New spatial plans from the 2020 SDF were used to assess new roads to be developed. Various new bridge connections were also identified in Ceres and Tulbagh.

The six intersections which previously exceeded LOS D, were further analysed at a 3.7% traffic growth over the next 5years. Some proposal is made in terms of the upgrading of these intersections. An additional two intersections in Nduli which did not exceed the LOS D were also analysed with a growth of 3.7% over the next 5 years, as these intersections are expected to see a rapid growth in traffic volumes upon completion of the Vredebes development.

The site for the new taxi rank has been identified and should be pursued within the short to medium term. Negotiations with the property owner must precede any formal planning.

Pedestrian and cycle facilities should be a requirement up to Class 4 roads which are generally bus or taxi routes. Class 5 roads may however be fitted with walkways or cycling lanes, if it serves public land-uses like schools, hospitals or community buildings.

Freight routes and by-pass routes were identified by previous studies. The initial survey, planning and environmental approvals should be sought in the short to medium term.

Mention is made of a Petroport truck stop facility outside Ceres. This would give the trucks a place to overnight and eliminate the current illegal parking within the Witzenberg LM towns.

Master Planning is key to provide long term steering of projects, with the SDF and IDP planning for a shorter term. Municipal Grants like MIG is key to the sustainability of municipal projects. Developer contributions should be used to augment the bulk infrastructure where required. Tariffs are not applicable to roads and transport.

The Witzenberg LM is geared to use and project manage consultants with internal staff concentrating on smaller capital projects and operational projects. Community Participation projects needs a champion within the municipality to drive it and the handling of labour related issues as they arise. It also requires full time supervision to guide low skilled labour.

Risk Management needs to be made part of the management processes. Officials in Witzenberg, like most others in the transportation field handle problems and challenges as it arises. The provincial roads and some bridges were identified as critical assets.

The strategy for prioritising projects would be;

- All maintenance and repair actions should happen over the short and medium term;
- All small to medium size capital projects should happen over the short and medium term;
- All project likely to fall outside of this scope should happen over the long term;
- The initial work for the long-term projects (survey, planning and environmental), should be done over the short to medium term;

It can be expected that projects will be shifted forward or backwards as priorities change. These priorities are often influenced by political influences as pressure mounts from communities. It could also be that co-funding becomes available or some developments are happening faster than expected.

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The OLS document (August 2020) includes the following recommendations:

- The Provincial Regulatory Entity maintains a database of all current Operating Licences. Municipalities do not currently have access to this database. Regular engagement between Municipalities and the PRE is necessary to discuss the outcome of Operating Licence applications. This will ensure that all parties are informed about the status of OLs applications.
- Regular surveys should be conducted to establish the current situation in terms of supply and demand, verify the vehicles currently in operation and identify vehicles operating without Operating Licences. NPR cameras at key point could be put up to collect data on an ongoing basis.
- Surveys should be conducted during the picking season, when minibus taxis experience peak demand, and also during the off season. To avoid an oversupply of OLs, OLs should be issued based on the demand during the off season. During the picking season additional temporary licences could be issued to supplement the existing operating licences and accommodate the increased demand.
- A strategy should be developed to rationalise all existing OLs and manage the approval of OLs.
- Before issuing new OLs, the OLs of routes which are over supplied with public transport trips should be reassigned to routes which are undersupplied in terms of public transport trips.
- Operating Licences not brought into use within 90 days of approval or Operating Licences not used for a period longer than 180 days should be cancelled.
- No new Operating Licences should be approved on routes where there is an oversupply of public transport trips.
- Businesses should be made aware of the Operating Licence system and be encouraged to only use licenced vehicles for staff transport.
- Vehicles without Operating Licences should be subject to law enforcement as a matter of course. Operators without OLs should be encouraged to apply for OLs on routes where a demand for additional trips has been identified. A regularly-updated database which provides easy access for enforcement of OLS information and route descriptions should be established.
- When considering the impact that a development will have on the transport network, Traffic Impact Assessments should investigate the number of public transport trips a development will generate and address the provision of public transport in the area. This will help the Planning Authority to identify new routes and possible OL requirements.

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Stormwater Master Planning

The Witzenberg area has been experiencing urban development growth in the recent years. It is essential that all development planning be guided by a predetermined Stormwater Plan.

The Vision for Witzenberg LM Stormwater Plan was formulated to be “To provide a database for the Witzenberg Municipality where all stormwater data can be viewed, queried, stored, added, maintained and expanded.

The Stormwater Master Plans must identify upgrades to the existing stormwater system and propose new infrastructure in order to meet

current and future infrastructure needs to accommodate growth. It must include a funding model and a programme for the implementation of all the projects identified and prioritized. It must evaluate the long-term viability of existing infrastructure to cope with expansion and augmentation."

The Witzenberg LED Strategy (2004) stated that flooding of stormwater pipes is common in winter as these pipes are not inspected for blockages in the summer as required. The Draft Reviewed IDP 2019-2020 indicated that some areas within the Witzenberg Municipality have inadequate stormwater systems.

The existing stormwater infrastructure within Witzenberg is made up of 68.6 km of reticulation and 35.6 km of open channel.

The condition of the stormwater infrastructure was assessed based on blockage and structural integrity. 92% were found to be less than 25% blocked, 3% were found be partially blocked, and 5% were full of material (litter or debris). 46% of the structures were in a good condition, 39% were found to be in fair condition, and 15% were found to be in poor (damaged or broken) condition.

For the study area 28% of the Witzenberg PCSWMM model (existing minor system) require new stormwater infrastructure (upgrades, replacements and additional stormwater systems).

Pipe replacement and new minor systems for resolving the problem areas are proposed in this report, together with preliminary cost estimates. Costs have been calculated for each conduit that requires upgrading or new infrastructure to increase the capacity of the existing stormwater network.

The total cost estimate for the installation and upgrading of the local minor stormwater network to either the 1:2 year and 1:5 year return period standard amounts to R180.8 million, excluding long-term upgrade proposals, and R190.2 million including long-term upgrade proposals.

The hydrological analyses have indicated that the future developments requires the inclusion of detention facilities in the modelling in order to reduce the estimated post-development flood peaks to the predevelopment flood peaks.

Where practically possible, developments should be required to accommodate the difference between the pre and post-development run-offs up to the 1:50 year flood, on the development. This will reduce major and minor stormwater run-off and improve water quality.

The detention ponds modelled and proposed to be implemented to reduce the future peak floods within Witzenberg Municipal area. The high level cost estimate to construct these detention ponds amounts to R159.9 million. The bulk stormwater infrastructure required to connect the future developments to existing watercourses or the existing stormwater network amounts to R19.7 million. The proposed bulk stormwater
The main concern is that developments within Ceres and Wolseley are within the 1:50 Koekedow Flood lines.

Infrastructure Investment: Roads & Storm water (Note: Refer to final approved/adjusted budget for correct figures)			
Project Name	***Area***	***Budget***	***Year***
Upgrade Van Breda bridge	***Ceres***	***R 20 113 000***	***2023/2024***
Upgrade Van Breda bridge (Own funding)	***Ceres***	***R 2 500 000***	***2023/2024***
Network Streets	***Witzenberg***	***R 2 500 000***	***2024/2025***

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II. OBJECTIVE 1.2: PROVIDE FOR THE NEEDS OF INFORMAL SETTLEMENTS THROUGH IMPROVED SERVICES

The Constitution of South Africa sets out in Section 152.1 the responsibilities of local government with the emphasis on the provision of services to communities in a sustainable manner. The provision of services to formal billed households is covered under the previous strategic objective.

The provision of services to informal settlements create another type of challenge as informal communities are usually made up of the more vulnerable groupings with limited access to services, which usually consist of communal infrastructure.

It is for this reason that Witzenberg has identified informal settlements as one of its strategic objectives to ensure that the provision of services and upgrade of informal areas receive priority attention. This objective addresses the provision of services to existing informal settlements and the upgrade of informal areas through the Department of Human Settlements programme for the development of serviced sites.

The implementation of housing programmes such as RDP and FLISP is discussed under the Strategic Objective – "Support the poor and vulnerable through programmes and policy" as it relates to the construction of top structures.

PROGRAMME 1.2 (A): IMPLEMENTATION OF HUMAN SETTLEMENT PLAN (SERVICED SITES)

Serviced sites are funded by the Department of Human Settlements under the Upgrading of Informal Settlements Programme at approximately R60 000 per site. Services included are a water connection, toilet with washbasin and surfaced roads.

Electrical networks are funded by the Department of Energy. Serviced sites projects were recently completed at Prince Alfred's Hamlet (242 sites) and Pine Valley, Wolseley (158 sites). Although 605 serviced sites were completed in 2016/17 in Vredebes with a further 635 sites planned for 2018/19, these sites are earmarked for the construction of top structures. It is expected that serviced sites will be developed in the N'Duli informal settlement for beneficiaries who would not qualify for a housing subsidy at the Vredebes development.

At this stage the number of non-qualifiers is unknown as surveys are presently in process amongst the approximately 1096 families living in the N'Duli informal settlement. The N'duli housing project were planned to be implemented in 2021/22 to ensure alignment with the Vredebes construction of houses but due to the delay in construction on Vredebes the N'duli project could not start yet because of ESCOM's inability to provide electricity due capacity contrains on the grid. It is expected that some of the approved qualified beneficiaries in the N'Duli informal settlement will be accommodated at Vredebes. The informal areas in N'Duli are planned to be upgraded for top structures for those that qualify as well as serviced sites for the non-qualifiers.

Infrastructure Investment (Note: Refer to final approved/adjusted budget for correct figures)			
Project Name	***Area***	***Budget***	***Year***

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Vredebes Access Collector	***Ceres, Vredebes***	***R 10 909 000*** ***R 2 284 454***	***2022/2023*** ***2023/2024***

The provision of serviced sites for non-qualifiers does create a problem as a number of the non-qualifiers are foreign citizens with the result that these can't be upgraded with top structures in the future. It is further experienced in areas such as Prince Alfred's Hamlet and Pine Valley where serviced sites were occupied in the past, that the sites are occupied by more than one family, in some cases as many as six families, which also hampers the upgrade to top structures as the additional families will have to be accommodated in a new project. A service provider was appointed by the DoHS so assist the municipality with the enumeration
of the informal settlements in Tulbagh and N'duli over the period 1 April 2019 to 31 March 2021.

- **PROGRAMME 1.2 (B): PROVISION AND MAINTENANCE OF COMMUNAL SERVICES**

The informal areas of N'Duli, Pine Valley and Tulbagh are serviced with communal toilets and water points.

The table below gives an indication of the number households and services ratio:

Informal household with communal services

Informal area	***Households***	***Water points***	***Toilets***
N'Duli, Ceres	**1114**	***25***	***14***
Tulbagh	**2440**	***102***	***145(including chemical toilets)***
Pine Valley, Wolseley	**2266**	***9***	***43 in total*** ***Only 15 in working condition***

Note: The number of service points as at end of June 2020. Tulbagh service points include serviced sites occupied by more than one household.

The aforementioned informal areas have limited access to an electrical network. The main reason being that the Department of Energy does not fund electrical networks in informal areas. The upgrade of informal areas to serviced sites is however funded. The maintenance of the communal facilities is managed by the housing section. Due to limited capacity and on-going vandalism, facilities are not always in a working order with blockages resulting in sewer overflows that lead to unhygienic conditions. It remains one of the biggest challenges for the Housing Department to provide education on the hygiene and usage of the public facilities. These conditions are further examples of the urgent need to upgrade the informal settlements. Refuse bags are distributed for weekly door-to-door collections. The system is not always effective with illegal dumping and littering ongoing. Skips are also placed at some areas with regular cleaning operations by the cleansing department.

- **PROGRAMME 1.2 (C): MANAGEMENT AND CONTROL OF INFORMAL SETTLEMENTS AND ILLEGAL OCCUPATION**

The programme focuses on the management and control of informal settlements in relation to in-migration and unlawful occupation especially in the informal settlements of N'Duli,

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Tulbagh and Pine Valley (Wolseley). The growth of informal settlements is monitored through a bi-annual count by officials from the Housing Department. The demolishing of illegal structures through a legal process is however costly and time consuming. Capacity of law enforcers is limited and they have to work after hours and over weekends. Eight additional EPWP workers were utilised from 16 December 2018 to assist the housing officials and law enforcement to demolish illegal structures.

Two additional EPWP workers were appointed as from 1 April 2018 to assist with the cleaning of ASLA Camp p and these contract are still ongoing. However because of the constant growth of the settlement an additional 4 EPWP staff members were appointed in July 2022 to assist the daily cleaning of the toilets, streets and area around these settlements.

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Key Performance Area 2

GOVERNANCE

OBJECTIVE 2.1:

SUPPORT INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

OBJECTIVE 2.2:

ENSURE FINANCIAL VIABILITY

OBJECTIVE 2.3:

MAINTAIN AND STRENGTHEN RELATIONS WITH INTERNATIONAL – AND INTER-GOVERNMENTAL PARTNERS AS WELL AS THE LOCAL COMMUNITY





Key Performance Area 2

B. GOVERNANCE

I. OBJECTIVE 2.1 SUPPORT INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

▪ PROGRAMME 2.1 (A) HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT

The Witzenberg Municipality employs 561 officials (30 June 2016) (permanent and temporary employees) excluding councillors, who individually and collectively contribute to the achievement of the municipality's objectives.

The primary objective of Human Resource Management is to render an innovative HR service that addresses both skills development and an administrative function. There were 49 vacant positions at the end 2015/16, resulting in a vacancy rate of 5,7%. Measurements are to be put in place to ensure that vacant positions are filled as soon as possible for service delivery to continue.

Witzenberg has put in place a set of human resource (HR) management and development processes, including performance management, personal development plans and workplace skills planning, all of which guide staff training and development. These also deliver effective talent management by creating a 'fit for purpose' organisation that is service delivery-oriented.

Performance management

The TASK process needs to be completed as a matter of urgency with proper job descriptions for all positions on the approved organogram. Witzenberg will further start with the roll-out of operating procedures in certain departments with evaluation measures to ensure effective personnel performance management. The latter will ensure more effective disciplinary action, and policies and measures will be put in place to ensure that disciplinary actions are timeously finalised.

Equity

The Employment Equity Act (1998), Chapter 3, Section 15 (1) states that affirmative action measures are measures designed to ensure that suitable qualified people from designated groups have equal employment opportunities and are equitably represented in all occupational categories and levels in the workforce of a designated employer. The national performance indicator also refers to: "Number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan".

EE targets/Actual by racial classification

Development

Section 68(1) of the MSA states that a municipality must develop its human resource capacity to a level that enables it to perform its functions and exercise its powers in an economical, effective, efficient and accountable way. For this purpose the human resource capacity of a municipality must comply with the Skills Development Act (SDA), 1998 (Act No. 81 of 1998), and the Skills Development Levies Act, 20 1999 (Act No. 28 of 1999).

▪ PROGRAMME 2.1 (B): LAW ENFORCEMENT AND TRAFFIC

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Witzenberg aims to expand partnerships with communities, the private sector and other departments and spheres of government to improve safety and security. The aims of the Traffic Department Law Enforcement Department are as follows:

- Reduce road accident fatalities within the region and increase service delivery to all the towns within Witzenberg.
- Develop road safety initiatives and programmes aimed at educational institutions from primary to tertiary level.
- Ensure increased legal compliance to through enforcement of municipal by-laws and traffic regulations.
- Implement the Violence Prevention through Urban Upgrading (VPUU) programme
- Develop strategies to reduce road fatalities within Witzenberg

VPUU is a systemic approach to neighbourhood upgrades. It is a multilateral collaboration between Witzenberg, the Provincial Government and residents of a specific geographic area. VPUU aims to prevent violence in these areas and, consequently, to improve the quality of life of the residents. The goals include a general increase in the safety of the beneficiary population, upgrades to neighbourhood facilities, and economic and community development.

We are acutely aware that the Traffic Department is understaffed, which impacts negatively on the department's ability to effectively deal with traffic violations within the municipal jurisdictional area. It is therefore critical that the law enforcement personnel (traffic component) be progressively expanded over the next five years. The traffic infrastructure also needs to be upgraded to comply with the provincial and national regulations and requirements. It is also envisaged to purchase new traffic vehicles over the IDP term in order to render the department competitive in combating traffic- related offences. Responding to traffic-related offences as well as general law enforcement matters is not only a municipal traffic function, but also includes positive action from other law enforcement agencies. Intergovernmental relations will thus be strengthened to combat crime effectively within the Witzenberg area and to promote a proactive stance to public safety. It is further envisaged that a specialised traffic officers' component (fast response unit) be established that will lead the municipality's zero tolerance approach to speeding, reckless, negligent and drunk driving. Strategies will include specialised operations to apprehend offenders and start a name-and-shame campaign.

During October 2020 Witzenberg Municipality, together with the Department of Community Safety recruited seven peace officers to assist with the enforcement COVID 19 regulations, these learners are to be utilised on twelve month learner ship program assist the municipality render more effective and efficient by-law enforcement within Witzenberg. Coupled with the intended expansion of the fleet of traffic vehicles, the visibility and effectiveness of traffic services in all the responsible areas of Witzenberg, especially the outer towns, will improve due to this initiative.

The gradual implementation of the amended organogram will streamline the different work components and not only improve the level of service in all spheres of the department, but also present career opportunities.

During the course of the second and third quarter of the 2020 resources within the uniform component was strained mainly due to the COVID 19 Disaster Management Act and the enforcement of said regulations. Currently most of the services are decentralised to Ceres and needs to be expanded to the other towns within Witzenberg.

The intended expansion of the law enforcement component and the increased number of prosecutions, coupled with the possible impounding of items, pose a storage dilemma because at present there is no storage facility

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for impounded items. The long- term goal is to make available suitably secure storage facilities for such impoundments, which will in turn curb the present continuum of violations. For the period June 2020 until January 2021, 5 020 traffic cases, 40 arrest 58 vehicles were suspended by traffic officers. In addition for same period Law Enforcement Officers issued 789 violations with 23 arrest.

The Witzenberg Traffic Department is gradually expanding its services and operations, within all the towns however a decentralised approach will enhance service delivery to the various communities. However, this can only be done with expert planning, coupled with experienced management and the availability of adequate resources and financial provision.

▪ PROGRAMME 2.1 (C): SPATIAL AND TOWN PLANNING

The **Spatial Planning and Land Use Management Act** (Act 16 of 2013)(SPLUMA) brought about a new planning system which was implemented on 1 July 2015. The SPLUMA replaced the old 1985 Ordinance that was found to be unconstitutional. The most far-reaching changes are the following:

- Municipalities needed to regulate their own planning function within the legislative framework (SPLUMA) set by National Government. To this end the Witzenberg Land Use Planning By-Law was approved by Council and gazetted on 21 August 2015.
- Municipalities had to establish a Municipal Planning Tribunal (MPT) in order to determine land use and development applications. Witzenberg Council appointed the MPT members on 26 November 2015, consisting of 5 members; 3 internal and 2 external.
- Municipalities must adopt a single land use scheme within five years of implementation of the SPLUMA.
- The executive authority of the municipality is the appeal authority.
- Developments that will have an effect on provincial planning and agriculture will also need approval from the Provincial Department of Environmental Affairs and Development Planning.

Spatial Development Framework

Legislation requires that the Municipality adopt an SDF concurrently with the adoption of the IDP, which SDF must give spatial expression to the goals and objectives of the IDP.

Work commenced early in 2019 to review the SDF and Council approved the process plan on 31 July 2019.

Public engagements were held between 18 and 25 November 2019 at venues located in each of the towns. The draft SDF was also advertised in the press for public comment until 31 January 2020, and the Provincial Gazette with the closing date 30 March 2020.

Pursuant to section 13 of the Western Cape Land Use Planning Act, 2014 the draft SDF was presented to the Minister for comment on 4 February 2020. Comment was received from the Minister's Head of Department: Environmental Affairs and Development Planning on 5 February 2020.

On 27 May 2020 the final SDF was adopted by Council.

The MSDF has five specific focus areas.

The first is to maintain and protect the integrity, authenticity and accessibility of Witzenberg's natural environment and associated resources. The plan provides for activities enabling access to nature in a manner which does not detract from

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the functionality and integrity of nature and farming areas and landscapes.

The second is to maintain and expand the Municipality's key regional and intra-regional infrastructure. Appropriate infrastructure – whether in the form of transport routes or municipal services – is critical to support economic development, agriculture, and livelihoods.

The third is to maintain and grow the agricultural assets within the Municipality. Agriculture remains the mainstay of the regional economy and require on-going support. In a spatial sense, this specifically requires protecting high-value agricultural land from urban development. The opportunity also exists to diversify farm income in a manner which does not detract from the functionality and integrity of farming areas and landscapes, and to expand access to farming to smaller entrepreneurs and emerging farmers.

The fourth is to maintain and expand access to Witzenberg's unique sense of people and place. Important is the recognition and maintenance of unique landscapes, and diverse expressions over time of peoples' interaction with the landscape.

The fifth is to maintain and expand opportunity associated with Witzenberg's key settlements. Settlements need to be managed and provide for expansion in a manner which enables efficiency in infrastructure provision, integration and compaction to enable better thresholds and more sustainable movement, and protection of surrounding assets of nature and agriculture.

It is anticipated that a major review of the MSDF will occur every five years.

Land Use Management

Under the previous planning system, the municipality had three zoning schemes. The Spatial Planning and Land Use Management Act, 2013 stipulates in Section 24(1) that a municipality must adopt a single land use scheme for its entire municipal area within 5 years from the commencement of said Act.

Consequently, on 30 September 2020 Council adopted the Zoning Scheme By-law.

Land Use Management at Witzenberg focus on:

- Capacity of engineering services;
- Community facility needs;
- Demographic conditions;
- Transportation and road network master planning;
- Urban and rural problems;
- Visual form;
- Biodiversity and heritage resources;
- Environmental opportunities and constraints;
- Current land use;
- Housing market;
- Agricultural resources;
- Land availability;
- Growth potential;
- Existing and anticipated private and public development.

The SDF is the primary means by which the above-mentioned land use management aspects are addressed and which provides appropriate guidance as necessary.

▪ PROGRAMME 2.1 (D): ADMINISTRATION

The Administration Section aims to ensure good governance, administrative transparency and openness. To promote clean and sound administration and to ensure access and information in respect of Council resolutions, minutes, policies and by-laws. Witzenberg has started to implement a paperless policy to reduce use of paper with Council agendas and minutes.

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▪ PROGRAMME 2.1 (E): FLEET MANAGEMENT

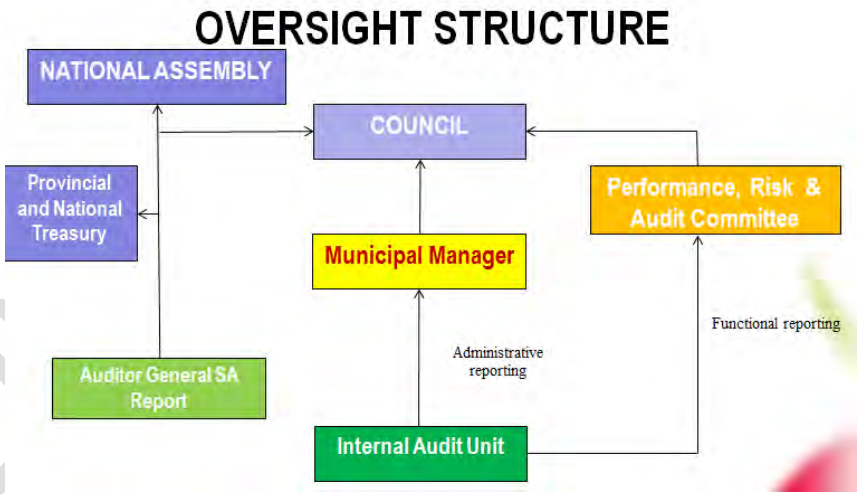
Witzenberg will develop a vehicle replacement policy that will entail the effective maintenance of vehicular resources and a well-planned replacement programme for ageing vehicle fleets spanning five, 10 and 15 years. Witzenberg is currently in the process of investigating the financial implications of long-term leasing. A vehicle tracking system will be implemented during 2017/18 to ensure effective monitoring and cost-effective usage of the municipal fleet.

▪ PROGRAMME 2.1 (F): TRANSPARENT GOVERNMENT (OVERSIGHT)

According to Section 62(c) of the MFMA, the municipality has and maintains effective, efficient and transparent systems of financial and risk management and internal control and **internal audit** operating in accordance with any prescribed norms and standards

Section 165 further states that a municipality must have an internal audit unit that advises the accounting officer and reports to the audit committee on the implementation of the internal audit plan and matters relating to -

- internal audit and internal controls; accounting procedures and practices;
- risk and risk management and performance management;
- loss control; and compliance with this Act, the annual Division of Revenue Act and any other applicable legislation.



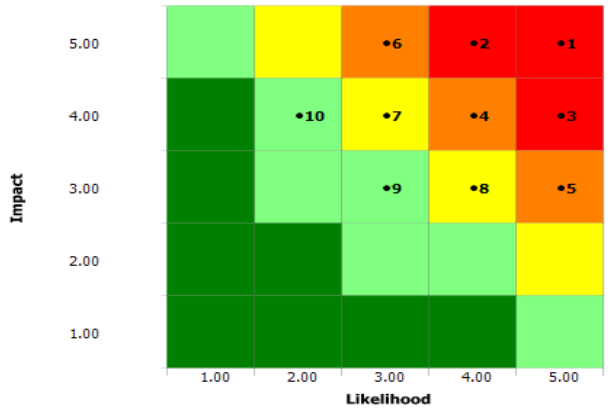
The Witzenberg Internal Audit unit must evaluate the adequacy and effectiveness of controls in responding to risks within the organisation's governance, operations and information systems regarding the:

- reliability and integrity of financial and operational information
- effectiveness and efficiency of operations and programmes
- safeguarding of assets; and
- compliance with laws, regulations, polices, procedures and contracts.

Internal Audit assists the organisation in maintaining effective controls (of which management is the custodian) by evaluating the effectiveness and efficiency and by promoting continuous improvement. A "fraud hotline" (0800 701 701) has been implemented and is communicated on a regular basis through newsletters.

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

Inherent risk heat map for Witzenberg Municipality indicating the top major risks applicable.



Title	II	IL	IR	Pt
Major unplanned not disaster related interruptions to service deliver	5.0	5.0	25.0	1
Inadequate supply for electricity to meet existing and future demands	5.0	4.0	20.0	2
Un-recoverability of outstanding receivables	5.0	4.0	20.0	2
Uneconomical utilization of assets (Klipriver Park)	4.0	5.0	20.0	3
Poor growth in revenue base	4.0	5.0	20.0	3
Non-compliance to rehabilitate closed landfill site	4.0	5.0	20.0	3
Deteriorating electrical infrastructure	4.0	5.0	20.0	3
Deteriorating water and sanitation pipe infrastructure	4.0	5.0	20.0	3
Solid waste management ineffective	4.0	5.0	20.0	3
Inability to implement provincial approved budgeted housing projects	4.0	5.0	20.0	3
Increase in unaccounted water and electricity losses	4.0	5.0	20.0	3
Inability to create a safe environment for communities	4.0	5.0	20.0	3
Escalation in vulnerable households	4.0	5.0	20.0	3
Deteriorating road infrastructure	4.0	5.0	20.0	3
Community is dissatisfied with slow progress towards services delivery	4.0	5.0	20.0	3
Growth in informal settlements	4.0	5.0	20.0	3

II – Inherent Impact; IL – Inherent Likelihood; IR – Inherent Rating; RR – Residual Rating; Pt – Map Indicator.

▪ PROGRAMME 2.1 (G): DISASTER MANAGEMENT AND FIREFIGHTING

2.1.1 Fire and Rescue Services

The CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA (ACT 108 OF 1996) establishes fire-fighting services as a Local Government matter. The FIRE BRIGADE SERVICES ACT (99

OF 1987) provides for the Witzenberg Municipality as a local authority to establish and maintain a fire brigade service for the following different purpose:

a. Preventing the outbreak or spread of a fire;
b. Fighting or extinguishing a fire;
c. The protection of life or property against a fire or other threatening danger;
d. The rescue of life or property from a fire or other danger;
e. Subject to the provisions of the Health Act, 1977 (Act No. 63 of 1977), the rendering of an ambulance service as an integral part of the fire brigade service; or
f. The performance of any other function connected with any of the matters referred to in paragraphs (a) to (e).

The Witzenberg Municipality therefore has the duty to perform the following firefighting functions:

- Coordination and regulation of local authority fire services, designated fire authorities and volunteer fire associations;
- Development of specialised fire services capacity to deal with specialised fire risks prevalent in the area such as veld fires, chemical incidents, informal settlement fires, etc.;
- Facilitation and coordination of the training and development of practitioners;
- Development and facilitation of the implementation of standardised municipal By-laws;
- Coordinate planning for the provision of fire safety and prevention;
- Development, support and implementation of community-based fire safety and Prevention programs;
- Preventing the outbreak and or spread of a fire;
- The provision of information, publicity, training, education and encouragement in respect of the steps to be taken to prevent fires and death or injury by fire;
- Conduct regular and random fire safety inspections;
- Provide advice on the means of escape from buildings and other property in case of fire;
- Fighting and extinguishing a fire; by making arrangements amongst others for having sufficient staff, equipment and vehicles at its disposal to deal with the fire risks in its area of jurisdiction;
- Provide for call taking and dispatching facilities to deal with incoming calls to report emergencies and summoning personnel and resources amongst others;
- Control and stabilisation of dangerous goods incidents;
- Protection of life and or property against fire or other related danger;
- Rescue of life and or property from fire or another form of entrapment;
- Rendering of an emergency medical care.
- Participation in special events planning;
- Provision of fire resilience training to fire practitioners and civil society at large;
- Conducting fire risk assessments;
- Provision of training and to fire services practitioners;

The SOUTH AFRICAN NATIONAL STANDARD for COMMUNITY PROTECTION AGAINST FIRE, SANS 10090:2018, is a measurement tool that indicates whether a fire service is meeting the minimum mandatory community fire protection standard, which in turn is indicative of whether a fire authority is indeed contributing to the objects of local government. The Witzenberg Municipality Fire and Rescue Service is currently classified as a category 5(b) which mean that we meet the performance criteria for staff availability and appliance availability by only 35% to 45%.

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2.1.2 Disaster Management Services

DISASTER MANAGEMENT ACT (57 OF 2005), Sections 52 and 53 require each municipality and municipal entity to prepare a Disaster Management Plan (DMP). The Witzenberg municipality has a legislated duty to:

- Establish a functional Disaster Management Centre.
- Appoint of a Head of Centre and suitably qualified persons.
- Responsible for the implementation and maintenance of an all-hazard, full-spectrum comprehensive disaster management programme, ensuring:
  - Prevention
  - Mitigation
  - Preparedness
  - Response.
  - Rehabilitation and reconstruction
- Monitor progress with post-disaster recovery & rehabilitation.
- Serve as repository of and conduit for, disaster information.
- Be the advisory and consultative body on disaster issues.
- Make recommendations regarding DM funding.
- Make recommendations on legislation affecting DM.
- Promote the recruitment, training and participation of volunteers in DM.
- Promote disaster management capacity building, training and education throughout the republic, including in schools.
- Promote research into all aspects of disaster management.
- Liaise and coordinate its activities with other relevant DM Centres.

II. OBJECTIVE 2.2: ENSURE FINANCIAL VIABILITY

The objective is to ensure that Witzenberg Municipality is financially viable over the short term and sustainable over the long term, while tariff increases are kept as low as possible to ensure that tariffs are affordable to the community at large and competitive to ensure that new businesses and/or industries are attracted.

The development of plots and building of RDP houses are challenges to the financial viability and sustainability of Witzenberg Municipality as most of the beneficiaries will qualify for indigent support and will not contribute financially to the municipality, but will be entitled to municipal services. The current workforce also needs to be extended to ensure service delivery to the new houses.

The maximum electricity demand of the Witzenberg Municipality reached the maximum supply by Eskom. Increased demand can only be supplied by Eskom in 2030. The lack of available electricity supply has a negative effect on economic growth, which also has an effect on the creation of work opportunities and the financial viability and sustainability of the municipality.

The collection rate of the municipality has decreased from 94% to 88%. This was primarily due to credit control measures not being implemented as a form of Covid-19 relief to the community. It is expected that the collection rate will increase again as we have started to implement credit control measures and have thus

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estimated that the budgeted collection rate for the new financial year will reach 91%.

▪ PROGRAMME 2.2 (A): INCOME AND DEBT MANAGEMENT

The revenue must be increased to ensure that Witzenberg Municipality can meet all its financial obligations and to improve service delivery. A policy providing for rebates on municipal services is available to new businesses/industries or extension of existing businesses/industries where new jobs are created.

New businesses and/or industries will not only increase the revenue base of the municipality but will also assist in reducing unemployment – one of the largest challenges for Witzenberg Municipality.

Witzenberg Municipality's revenue stream is modelled on a combination of past trends, forecasted economic and fiscal conditions. The revenue sources are monitored and determined to ensure sustainable medium-term to long-term cash flows.

Consumers are billed once a month for services rendered. In addition to the current practice of printing and mailing, technology will be utilised to implement an e-billing solution (**Citizen Mobile Portal**), using e-mail technology to make invoices more accessible and to encourage online transacting for citizens with internet access. Witzenberg will implement a Geospatial Information System to display billing information on maps to determine whether all users receive accounts and to easily view outstanding discrepancies.

The biggest problems exist in the towns of N'Duli, Prince Alfred's Hamlet and Op-die-Berg. The main reason being that effective debt collection through the cutting of electricity can't be implemented as Op-die-Berg and Prince Alfred's Hamlet are serviced by Eskom and in N'Duli illegal electricity connections can't be addressed due to safety issues of personnel.

▪ PROGRAMME 2.2 (B): EXPENDITURE MANAGEMENT

The financial goal was to pay off the external long-term loans and to finance new infra-structure. The bulk of the loans were redeemed and the future interest and redemption burden has been reduced significantly. The salary budget was kept below 30% of total expenditure. Controls are in place to mitigate the possibility of unauthorised, irregular and fruitless and wasteful expenditure being incurred.

▪ PROGRAMME 2.2 (C): SUPPLY CHAIN

Witzenberg Municipality is a large procurer of goods and services and as such it has enormous buying power to support economic growth through procurement. The supply chain unit will be revising their policies and procedures to ensure that goods and services are first secured locally. Unfortunately current legislation does not provide for any preference for local suppliers. The municipality will ensure that local SMMEs and local

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businesses are adequately empowered to provide these goods and services.

- **PROGRAMME 2.2 (D): MSCOA**

The Municipal Standard Chart of Accounts (MSCOA) regulation will be implemented from 1 July 2017. To achieve this, the 2017/2018 budget must be tabled in the MSCOA format. The tendency of National Treasury to move the goalpost makes it even more difficult to achieve compliance with the regulation.

III. OBJECTIVE 2.3: MAINTAIN AND STRENGTHEN RELATIONS WITH INTERNATIONAL AND INTER-GOVERNMENTAL PARTNERS AND THE LOCAL COMMUNITY

- **PROGRAMME 2.3 (A): COMMUNICATION AND MARKETING**

Local government has a legal obligation and a political responsibility to ensure regular and effective communication with the community. The Constitution of the Republic of South Africa Act 1996 and other statutory enactments all impose an obligation on local government communicators and require high levels of transparency, accountability, openness, participatory democracy and direct communication with the community to improve the lives of all.

Good customer care is of fundamental importance to government organisations due to their constant interaction with members of the public. All local government entities strive to uphold the following constitutional ideals towards the development of acceptable policy and legislative framework regarding service delivery in public service:

- Promoting and maintaining high standards of professional ethics.
- Providing service impartially, fairly, equitably and without bias.
- Utilising resources efficiently and effectively.
- Responding to people's needs; citizens are encouraged to participate in policy making.
- Rendering accountable, transparent, and development-oriented public administration.

The Witzenberg Municipality Communication Strategy is a vital document which illustrates the views of local residents regarding communication as well as their perceptions of the municipality. Many of the views expressed display dissatisfaction with aspects related to elements beyond the scope of local government, such as access to housing, employment opportunities, education and healthcare.

However, local government acts as the conduit to expedite issues of this nature to the correct government entities, while supporting and investing in various programmes aimed at skills development, youth development, social development and short-term temporary employment. Levels of literacy and education,

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understanding of language, public apathy, knowledge of government processes and access to communication tools can also affect how the public formulates perceptions of local government A successful communication strategy therefore links local demographics to the municipality's programme for the year, and influences budgetary expenditure according to the needs of the public. The aims of Witzenberg Municipality's Marketing and Communication Department are:

- To integrate communication.
- To offer service that communicates commitment, loyalty and interest.
- To generate content that engages the public with openness and positivity.
- To become proactive with communication instead of reactive.

and can potentially hamper how local government communicates and assimilates information, especially within rural environs.

- To make ease of access to communication and relaying information easier for the public.
- To effectively engage with international stakeholders and clients.
- To perform oversight and development of tourism expenditure and activities to promote the various towns within the municipality.
- To manage operations for contact centre query management and emergency services relay.

Communication is managed in the following ways:

▪ PROGRAMME 2.3 (B): INTEGRATED COMMUNICATION TECHNOLOGY

Witzenberg is in the process of developing an IT Governance Policy and will implement the following projects over the next five years:

Wide Area Network:
The establishment of a high speed backbone linking Ceres, Tulbagh, Wolseley and Op-die-Berg using AirFiber Micro towers. This will increase our network speed from 0,5 Mbps to 700Mbps which will greatly improve our footprint in these towns. Phase 1 is already completed. Phase 2 will be the upgrading of all client sites. Phase 3 configuration and qOs.

Disaster Recovery Site:
We have established a DR site at Traffic Services where we replicate from our live site. At the moment we are using virtualisation to replicate and synchronise our mission critical servers including our exchange, file, document servers. We are planning to increase these to include all servers. On completion of the WAN backbone, the movement of the site to Wolseley and the upgrading of the equipment to centralised storage. This project is critical as it would ensure business contingency during a disaster.

Citizen Mobile Portal:
We need to be able to provide all services to customers on a digital platform accessible via Mobile device or a PC/Laptop. This will include internet portals or mobile apps where users can access their accounts, perform payments, apply for services, fault reporting, procure prepaid services, refuse removal programmes, etc.

▪ PROGRAMME 2.3 (C): BUILDING STRATEGIC PARTNERSHIPS

Witzenberg is committed to working closely with the provincial and national spheres of government to put the needs of our community first. To achieve this, we engage with Provincial-

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and National Government on various formal and informal platforms.

Witzenberg will formally engage Province and other municipalities through the Premier's Coordinating Forum at a political level, as well as by means of the IDP indabas and MTECH committees at an administrative level. Witzenberg is an active partner in the Consolidated Rural Development Programme (CRDP) with regular engagements with the Department of Rural development in this regard.

Witzenberg will continue with a long-term twinning agreement with Belgium Municipality, Essen.

Several projects relating to youth development and the environment were implemented successfully in the past. Current projects include a Flemish Programme on Youth development and upgrading of open spaces. A Federal Programme focusing on Waste Management will be implemented in 2017/18.

The **Thusong Centre** is a decentralised government access hub available to the public, allowing easier access to government services such as Social Development, Home Affairs, etc., eliminating the need for clients to travel great distances to their closest office.

Being a public hub, this building experiences high volumes of public visitors, placing much pressure on the building. The government stakeholders making use of the building are tenants to the municipality and the rental generated is used to manage the overheads of the centre. As a result, a frequent expenditure for this building is maintenance. There are also capital requirements at this site, as we need to reinforce the security of the building as well as look into the expansion of the centre to accommodate more offices for rental, and provide space in the form of a sports hall for training and conferencing, recreation, cultural or sports activities for the youth and the aged.

The staff at the site is appointed on a temporary basis and we require an administrator to be appointed on a permanent basis in order to address the needs of this facility.

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Key Performance Area 3

COMMUNAL SERVICES

OBJECTIVE 3.1:

PROVIDE AND MAINTAIN FACILITIES AND AN ENVIRONMENT THAT MAKE CITIZENS FEEL AT HOME.











Key Performance Area 3

C. COMMUNAL SERVICES

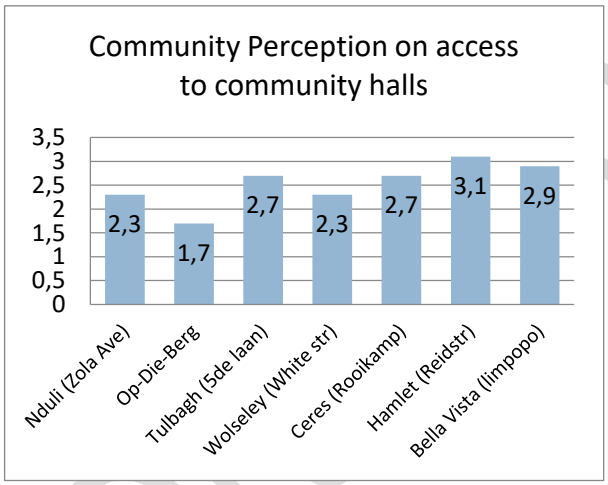
I. OBJECTIVE 3.1: PROVIDE AND MAINTAIN FACILITIES AND AN ENVIRONMENT THAT MAKE CITIZENS FEEL AT HOME

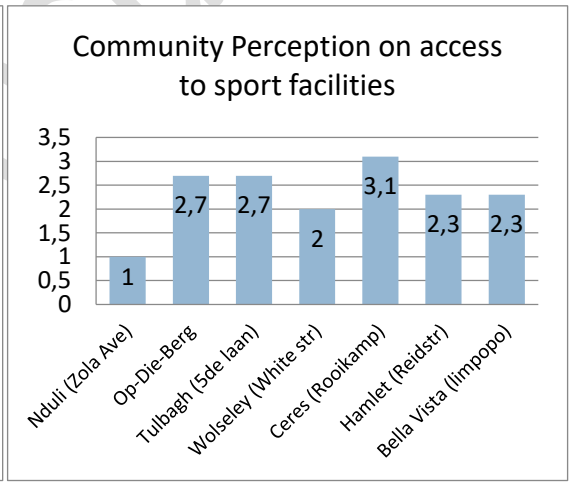
▪ PROGRAMME 3.1 (A): UPGRADING AND MAINTENANCE OF FACILITIES

Backlogs in repairs and maintenance (reactive maintenance) will be addressed, and proactive maintenance programmes for ageing infrastructure (community facilities, cemeteries, park equipment, small plant and machinery) will be investigated and implemented to meet minimum maintenance standards. The municipality aims to maintain all 55 community parks to the set standards. A five-year budgeted maintenance for communal facilities will be developed with standard operating procedures to ensure a cost-effective management of facilities.

Witzenberg will continue partnerships with local sport forums and will continue with the establishment of new sport forums in all towns. The planning and development of sport facilities will be done accordingly the Sport Master Plan.

Witzenberg has implemented a community satisfaction survey for public facilities and amenities and achieved an overall score of a "fair" perception on facilities from the community. The survey is an important tool to determine perceptions across communities and where focus and attention are required.





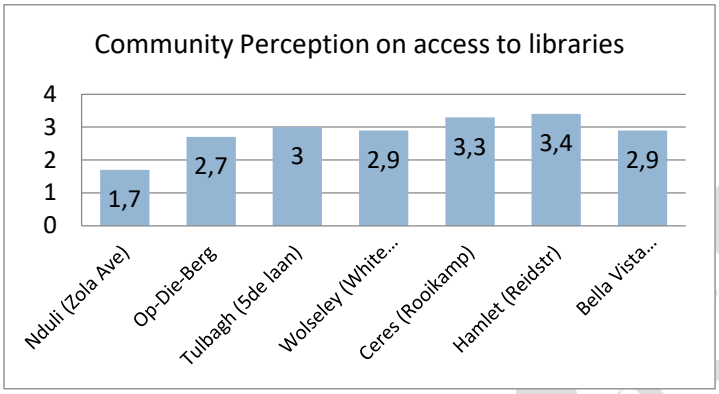
Perception scores: 1-poor, 2- fair, 3-good, 4-very good, 5-excellent

To address the escalating city burial demand resulting from population growth and over capacity of existing **cemeteries**, an approximate total of 4 ha of land is required for new cemeteries. It is especially the areas of Ceres, Bella Vista, N'Duli and Op-die-Berg that are in urgent need. To address the escalating burial demand, Witzenberg will identify suitable land and establish new burial sites for the areas as mentioned. Due to scarce suitable land, the possibility exists that a regional burial site might be developed for the greater Ceres area. The cemeteries of Wolseley and Tulbagh can be extended but proper fencing is required to cope with increasing vandalism and theft. Witzenberg will also implement an electronic booking system for burials.

Libraries are generally in a good state in terms of equipment with the exception of the John Steyn Library where urgent upgrading is required.

The libraries' core functions are primarily the:

- dissemination of information
- collection building of local, indigenous and international material
- provision of reference services
- creating awareness campaigns through exhibitions
- preserving and maintaining assets



Perception scores: 1-poor, 2- fair, 3-good, 4-very good, 5-excellent

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- **PROGRAMME 3.1 (B): ENVIRONMENTAL MANAGEMENT**

The Witzenberg area is well-known for its scenic beauty being surrounded by mountain ranges, natural surroundings, fauna, and flora. The Witzenberg local municipality (WLM) is situated within the Cape Floristic region and is rich in biodiversity and associated ecosystem services. The livelihood of Witzenberg is totally dependent on its biodiversity and ecosystem services which are essential to ensure sustainable socio-economic development and also to support human well-being. However, WLM experiences a lot of environmental challenges such as rapid urbanization, limited resources such as water, land, energy, etc.; air, land & freshwater ecosystems pollution; drought, and climate change. The risks of environmental and ecosystem degradation, social and economic challenges, and a polluted environment that is unhealthy for the local community will increase the occurrence of epidemics, and viruses. The development of an integrated environmental strategy or framework to address complex environmental, social, and economic issues that will be essential to promote sustainability and sustainable development. The composition of an environmental steering committee which include internal and external stakeholders will ensure good and effective governance.

Biodiversity and the degradation of declared nature reserves and Critical Biodiversity Areas (CBAs) are at risk due to various anthropogenic activities such as but not limited to illegal land occupants, littering, overharvesting of indigenous vegetation, illegal sand mining, illegal overgrazing of animals, uncontrolled fires. Ungoverned nature reserves and CBAs lead to biodiversity loss, extinction of endemic fauna and flora,

increased climate change impacts, soil erosion, spreading of diseases and virus outbreaks, increased fire risks. Nature reserves, CBAs and Ecological Support Areas (ESAs) under the jurisdiction of the Witzenberg municipality must be maintained/restored and degraded areas must be rehabilitated to sustain biodiversity patterns and processes and the functionality of ecosystem services. The development of nature reserve management plans followed with the appointment of a nature reserve management team for protected areas is essential to ensure the conservation and sustainability of our natural environment. Stewardship agreements between the municipality and other governmental institutions (Cape Nature) or private entities will also assist to ensure the conservation of CBAs. The acquisition of vehicles to transport teams and equipment will be essential to ensure effective and efficient management of the reserves, and CBAs. Outdated nature reserve and municipal commonage by-laws must be reviewed. Collaborative and collective action between the municipality and other governmental and non-governmental institutions, adjacent landowners, local farmers, businesses, etc should be encouraged. Co-management and public-private partnerships to ensure resilience must be promoted. Promote community-based natural resource management to enhance disadvantaged communities' socio-economic development and prevent illegal exploitation of natural resources and environmental degradation.

- Law enforcement needs to expand to include monitoring of protected areas and commonage areas. Invasive alien vegetation is controlled and managed in terms of the control plans for the Ceres Mountain Fynbos nature reserve (CMFNR) and the Wolseley, Prince Alfred Hamlet and Op-Die-Berg commonage. Draft Invasive alien species control plans for the Prince Alfred Hamlet and Op-Die-Berg commonages have been developed and to ensure effective implementation of these plans, external funding is essential. Biological control methods will also be implemented for invasive aquatic and terrestrial plants. The main goal of the alien vegetation projects is to conserve water at mountain catchment areas, water source areas and riverbanks and also to conserve and promote biodiversity in the Witzenberg. Ceres Business Initiative (CBI) funds follow-up alien clearing and areas of low infestation projects in the CMFNR. The Environmental section is continuously liaising with national and international funders to support alien vegetation clearing projects in the Witzenberg area. Rivers in our urban areas are degrading due to illegal dumping, illegal water extractions, illegal land occupation, erosion, agricultural and industrial activities. The loss of important freshwater ecosystems, erosion can also lead to flooding, and biodiversity loss. The Ceres River Restoration Program (CRRP) is a 3-year pilot project funded by WWF. The aims of the project are to tackle the current negative impacts and challenges identified at the Dwars, Modder and Titus rivers. The aim of the program is to improve the integrity of the Dwars, Modder and Titus River sections within the Ceres peri-urban areas by developing a collaborative understanding of the activities and impacts, as well as a shared level of responsibility to restore, protect, and conserve the water resources and ecological infrastructure upon which all local businesses and farmers depend. Part of the program is to develop a sustainable integrated river management plan. Other interventions are removing invasive alien vegetation, replanting indigenous vegetation, and

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developing partnerships with private landowners that will ensure the program's sustainability. The same type of program will be extended to the other degraded rivers in the Witzenberg area. Monitoring and awareness programs in conjunction with governmental institutions must be implemented with farmers, local community, factories and private owners to ensure the conservation and sustainability of our river ecosystems. Specialist studies have to be done to identify erosion control methods at rivers and rehabilitation of the Dwars River will continuously be implemented. Environmental education will be supported through the "Green Fingers" as well as an "adopt a river" project in conjunction with Cape Nature. The focus will be on "excercising respect for the nature". Other awareness campaigns include Arbor Week and Water Week.

Climate Change

The municipal climate change response has been identified in the National Climate Change response plan (NCCRP) for inclusion into IDP planning (DEA, 2010). Municipalities, especially, play a vital role in addressing the country's social, economic and environmental needs. Local government is tasked with the provision of services in a sustainable and equitable manner which includes climate change resilience, the facilitation of socio and economic development and the promotion of a safe and healthy environment for all. Climate change and climate variability already have a direct impact on the ability of municipalities to meet these objectives. Services that have a great impact on climate change within the WM is the Energy/Electricity, Town planning, Stormwater & roads, water & sanitation, waste management, human settlements, fire & disaster management, Environment, Parks & Amenities. LED & SD. The development of a climate change response strategy and climate adaptation and mitigation plan is essential. The establishment of a steering committee from a cross sector of departments to address the relevant climate change issues is important. The appointment of a champion official to drive the climate change planning process will be vital.

Air quality

Principal functions of municipalities as per National Framework for AQM

Air Quality is a function of all spheres of government, ranging from local, district, provincial and national government.

The setting of municipal standards for emissions from point, non-point or mobile sources in respect of identified substances or

mixtures of substances in ambient air, which through ambient concentrations, bioaccumulation, deposition or in any other way present a threat to health, wellbeing or the environment in the municipality. Municipalities have to monitor ambient air quality and point, non-point and mobile source emissions. The second generation Air Quality Management Plan review was approved by Council on 30 September 2020. The review takes place every five years. It is important to expand the plan parallel with economic growth and spatial development. It is therefore imperative that the plan be included in the IDP. Air Quality have budgetary implications as air emission monitoring appliances in this field is expensive and needs to be budgeted for. Work on the Air Quality By-law for the Municipality has been completed and needs to be approved by Council. The municipality is also in need of audio measuring equipment for the control of noise in its jurisdiction in terms of the Western Cape Noise Control Regulations PN200/2013. Monitoring of compliance in respect of offensive

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odors caused by any activity is essential for the compilation of an atmospheric impact report. A new approach will be taken towards the development of an emissions inventory for unlisted fuel burning appliances in the Witzenberg Municipality. Currently stack observations are done on a weekly basis to observe efficient burning at boilers.

Wellbeing of communities

The application and regulation of the requirements of Section 24 of the Constitution must be complied with to ensure an environment that is not harmful to any person's health or wellbeing. Offensive odours, noise and dust by means of the use of monitoring equipment should be prioritized. The municipality currently does not own any monitoring equipment, thus there is a need for obtaining measuring equipment to combat offences in this regard sufficiently and thereby secure the wellbeing and safety of all inhabitants.

Roaming animals

Roaming animals are still problematic in some residential areas and of great concern for the municipality. Despite of efforts to control the problems, there are still many challenges. The Municipality currently employs 21 animal monitors in Ceres, Nduli, Tulbagh, PA Hamlet and Wolseley which brought some relief to a certain extent in combatting the problems. These problems varies from lack of land for grazing, keeping of too many animals by emerging farmers, ability to feed their animals and the lack of supervising their animals. Further problems of roaming animals occurs after working hours when these animals goes into the residential areas, entering private properties, destroying peoples gardens and also creates unsafe situations for residents and vehicles. The absence of an impoundment facility in the Municipal jurisdiction, hampers the successful control of these animals.

Parks and Urban Greening Program

Through 2022 Urban Forest Management Plan (UFMP) identified the issues and values that are crucial to the Witzenberg municipality (highlighting the central business district), describe a vision for the future of an urban forest, and provide approaches to achieve that vision. The Urban Forest Management Plan (UFMP) consists of several trees inventories (indigenous and common trees) from residential and municipality properties. Tree maintenance and planting needs have been identified. The plan extends beyond planting and pruning schedules to include a variety of long-term goals, strategies and priorities that address tree canopy in a comprehensive, systematic manner. It also requires that all tree works decisions have a focus on always retaining and protecting the current and future tree investments.

Vision

The vision is to establish urban forest that provides maximum benefit while sustaining a healthy, vital canopy over the residential and governmental zones and coexisting and adapting to the expanding development of the central business district.

Goal of The UFMP Include:

Develop, promote and maintain strong community involvement for the urban forest by increasing awareness among municipality staff, local/ private landowners, and residents about the benefits and services provided by the urban forest and how to care for it.

Outcome: Passionate, knowledgeable staff, landowners and residents.

Strategic Plan

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STRATEGIC GOALS, OBJECTIVES, ACTIONS

SG 1: Grow the Urban Forest Through New Planting to Maximize (the Social, Economic and Environmental) Benefits of Trees and Urban Greening. Address disparity between soft-scapes and hardscapes.

OBJECTIVE	ACTION (HOW)
Maximise sustainable planting of trees in order to increase percentage canopy cover	• 1 Encourage and educate through workshops on value and benefits of trees
	• 2 Revise 5-year tree planting plan focused on access to alternative water sources
	• 3 Propagate and procure high quality plant material in line with 5 Year Tree Demand Plan
	• 4 Establish a committed tree planting team for big tree planting at focal points and visible sites

SG2: Protect the urban forest from threats and loss by preserving the town's existing trees

OBJECTIVE	ACTION (HOW)
Develop and give input into guiding documents for Tree Protection	• Review Tree Policy – conduct review workshops
	• Give input into Tree Bylaw (Environmental Bylaw)
Recognize trees for their special contributions to the City's landscape	• Invite nominations for Trees of Significance, implement higher level of protection and maintenance
Monitor and control diseases and pests	• Develop strategies to combat diseases and pests

SG3: Manage, monitor, measure and maintain the urban forest to ensure sustainability

OBJECTIVE	ACTION (HOW)
Maintain urban forest according to accepted best practice - including skill and competency development of staff and service providers	• Revise the Tree Work Procedures (TWP)
	• Workshop TWP to ensure skilled and trained staff and to minimize tree loss through comprehensive maintenance of trees
	• Revise / develop specifications for external contractors (minimum technical requirements and service standards)
	• Enforce Tree Work Procedures
Collect and use data to measure and monitor the urban forest	• Tree Inventory through GIS mapping that contains data for each tree • Procure and process Infrared Imagery to establish a baseline for urban forest canopy cover and to define canopy targets for future
	• Tree Planting Register maintained

SG4: Secure Resources

OBJECTIVE	ACTION (HOW)
Committed funding and resources for tree related programs and activities	Assess existing resources and identify gaps e.g. • Equipment / tools: mobile tankers, fixed tanks, pumps • Identify key technical positions and motivate for appropriately skilled and trained staff • Funding for special projects • Ensure sufficient operating funding is available for tree maintenance

SG5: Stakeholder Engagements and Awareness campaigns

OBJECTIVE	ACTION (HOW)
Source Urban Forest training and education opportunities	• Identify specialized training needs and facilitate training

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OBJECTIVE	ACTION (HOW)
Experiential opportunities	• Engage with groups to establish partnerships to transfer special skills and knowledge • Utilize Nursery as training facility e.g. Bonsai training
Encourage participation in the planting, establishment and maintenance of trees	• Community Gardens • Participate in Friends Group initiatives where feasible
Participate in national, international awareness	• Arbor Month • Arbor City

OBJECTIVE	ACTION (HOW)
campaigns related to trees	
Increase knowledge and engagement (residents, community groups, private sector, public agencies)	• Establish External and Internal Reference Group/ Tree Committee • Press and media releases • Tree-Talk internal publication

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Key Performance Area 4:

SOCIO-ECONOMIC SUPPORT SERVICES

OBJECTIVE 4.1:

SUPPORT THE POOR AND VULNERABLE THROUGH PROGRAMMES AND POLICY

OBJECTIVE 4.2:

CREATE AN ENABLING ENVIRONMENT TO SUPPORT LOCAL ECONOMY



Witzenberg Day for the Aged

Key Performance Area 4

D. SOCIO-ECONOMIC SUPPORT SERVICES

I. OBJECTIVE 4.1: SUPPORT THE POOR AND VULNERABLE THROUGH PROGRAMMES AND POLICY

- **PROGRAMME 4.1 (A): SOCIAL DEVELOPMENT PROGRAMMES**

Witzenberg is committed to the development of its **youth,** and recognises the important part they play in society. Young people living in Witzenberg face a number of challenges on a daily basis: Not only are youth unemployment levels high, but substance abuse, particularly drug abuse, is on the increase. In order to facilitate youth development and support, Witzenberg will improve its capacity to deliver on its various programmes. The programme interventions supporting youth development are multifaceted, taking into account the many challenges facing the youth.

An Implementation protocol has been signed with Western Cape Department of Social Development for the implementation of projects and initiatives in the Witzenberg Municipal area. The Protocol aims to address gaps in social development in the Witzenberg Municipal area. The Implementation Protocol agreement declare the Municipality and the Department of Social Development's shared commitment to the following in the context of social and community development:

- Building strategic partnerships towards developing communities in the Witzenberg Municipal precinct
- Promotion of the ideals of integrated governance
- Integrated, sustainable and community centred policies and programmes
- Co-ordination of shared work areas, responsibilities, skills and capacity, resources and concerns
- The Witzenberg Municipality & Department of Social Development will support, within its available resources, the following initiatives, with a special focus on Gender Based Violence (GBV) in building sustainable communities:
  - Gender Based Violence
  - Substance Abuse
  - Disability Programmes
  - HIV Programmes
  - Early Childhood Development
  - Homelessness
  - Community Development
  - Youth Development

A Joint District Approach (JDA) Social Cluster has been established that will aim to facilitate discussion around social development service delivery aspects in the various Municipal towns of Witzenberg. It will also aim to address developmental gaps in areas in order that a collaborative approach can be implemented, therefore strengthening initiatives across Government service delivery Departments and ensuring the majority of needs of the most vulnerable can be met. The JDA Social cluster meets quarterly and will be focussed on action and not duplication. The members of the Social cluster will encompass all relevant social development service delivery orientated government departments and related stakeholders.

The following major youth programmes will be implemented, in association with Government, private sector and public organisations:

- Skills development, including personal assessment, development plans and career pathing, entrepreneurial skills, income opportunity skills, technical training and computer skills development.

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- Youth programmes with the focus on building physically, emotionally and spiritually healthy citizens who can contribute meaningfully to the community in a socio-economic context by means of nation-building programmes
- Establishing partnerships with private, public and government sector to strengthen youth initiatives for bigger, collaborative impact
- Identifying youth recreational infrastructure needs and funding opportunities for implementation
- Capacity building in the fields of organisational development, leadership skills training, moral regeneration and train-the-trainer initiatives.
- Greater awareness of youth at risk, teenage pregnancy, HIV/Aids, substance abuse, the risks of gang involvement, etc.
- Getting youth involved in public participation processes
- Creating platforms for youth to engage around topical issues that affect them, so that they can take ownership and advocate for change, where necessary.
- Putting practical monitoring and evaluation mechanisms in place to ensure that programmes and interventions are relevant and that those doing youth work are held accountable.
- Innovative IT development solutions to facilitate access.
- Creating linkages between corporate entities and assessed youth with a view to possible permanent employment.
- Creating platforms and opportunities for the youth to grow in various art forms such as dancing, drama and craft skills
- Linking the youth with skills training opportunities such artisan related training
- Conducting youth dialoque with vulnerable youth about social challenges and inspiring them
- Creating opportunities for youth to showcase their arts and crafts talents
-

Substance abuse is a priority area, given the high incidence of drug and alcohol abuse in Witzenberg. The substance abuse programme focuses on prevention, intervention, suppression and coordination services with other spheres of government It also include tackling the root cause of drug abuse and social dialogue regarding the impact that it have on society.

HIV is a reality in Witzenberg and thus the HIV programme focuses on awareness, early intervention and prevention, in association with Department of Health and other stakeholders. It include preventative actions, measures & discussions with the community.

Poverty alleviation requires a targeted effort to care for the marginalised and vulnerable in Witzenberg. Given the current economic environment of ever-higher unemployment and the increasing number of residents living below the poverty line, indigent programmes and other economic enabling measures require urgent attention. The main thrust of the programme is to facilitate the resources and conditions required to satisfy poor communities' physical, social and psychological needs. The current focus of the programme is to support food production and security through the establishment and maintenance of food gardens. Food gardens help improve household food security and people's nutritional status, and also offer an opportunity for a group of people to come together and produce food collectively.

People living with disabilities programme recognises the various challenges experienced by people with disabilities. Witzenberg focuses on awareness-raising initiatives concerning disability in order to break down the barriers and promote and foster social integration and opportunities for persons with disabilities. The programme interventions are aimed at empowering and promoting a fully inclusive society for persons with disabilities. Support to caregivers and parents of disabled children is another goal of this programme. Life skills, hand skills and social skills are some of the main areas of intervention

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for youth who are differently disabled. Disability access discussions will also be facilitated for municipal buildings and then also with the private sector.

The **Gender programme** create an enabling environment that celebrates women rising above adversity, Witzenberg seeks to raise awareness of domestic and gender-based violence as well as the support services on offer to both women and men. The following programmes are provided in collaboration with numerous partner organisations:

- Women's Day events celebrating women rising above adversity
- Training to create greater awareness of domestic and gender-based violence
- Fatherhood training programmes, which entail the training and education of young men and fathers to improve gender relations and to facilitate prevention and early intervention in respect of domestic and gender-based violence
- Discussions regarding facilitating of establishment of safe house
- Awareness programme on domestic and gender-based violence during the 16 Days of Activism campaign

The **Protection of vulnerable children programme** is focused on coordinating services of all NGOs/FBOs and government departments in the field of working with children and their families.

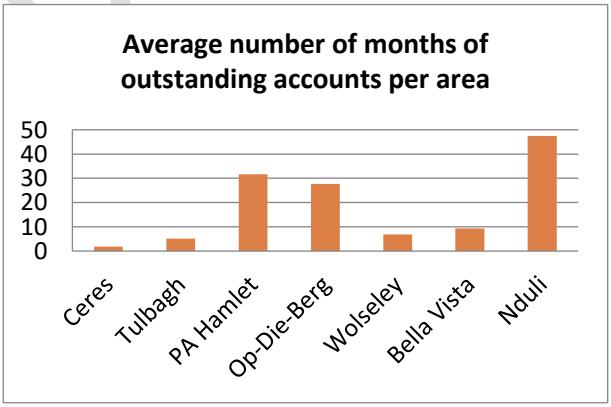
- Awareness and prevention of child abuse and child neglect.
- Fire, water and road safety awareness campaigns in collaboration with the relevant stakeholders.
- Support and assistance to other departments/stakeholders working with children.
- Assistance with addressing the problem of children under 16 who are roaming around in towns under supervised

The **Early childhood development** (ECD) programme supports quality ECD services with a variety of development components, such as ECD training, expansion and awareness, as well as the construction of ECD facilities. This also includes supporting and strengthening the role and function of the Witzenberg ECD Forum.

Furthermore, discussions must occur between the various education roleplayers regarding the need for more Model C schools on primary and secondary level.

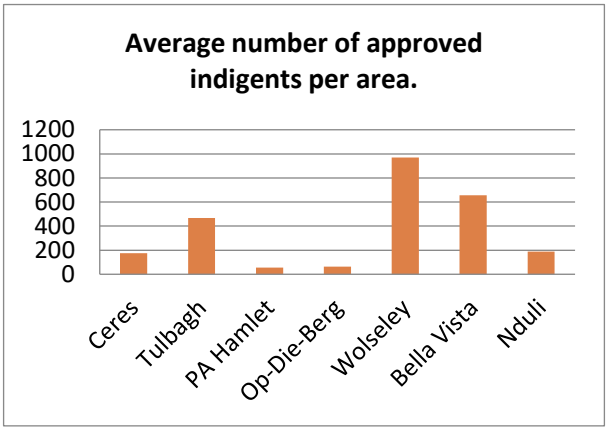
▪ PROGRAMME 4.1 (B): INDIGENT SUPPORT

Witzenberg supports the poor through its Indigent Policy and subsidises municipal services to approved households with an income of R3 000 or less per month or R5 000 or less. The total subsidy value per month is approximately R1, 8m. The outstanding debt of indigents of around R20m remains a challenge as no credit control procedures are currently implemented against indigents.



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The table below gives an indication of the number



of indigents per area. The low numbers for areas such as Prince Alfred's Hamlet, Op-die-Berg and N'Duli are particularly clear. The main reason being the ineffectiveness of debt control measures as discussed under programme 2.2(a). The table above indicates the outstanding debt per area to show how it compares with the number of indigents per area.

▪ PROGRAMME 4.1 (C): HOUSING PROGRAMME

One of the Witzenberg's biggest challenges relates to growing informality – the expansion of informal settlements and the rising number of households living in makeshift shelters in backyards. Witzenberg needs to ensure integrated sustainable human settlements and access to housing for those in need in an incremental manner.

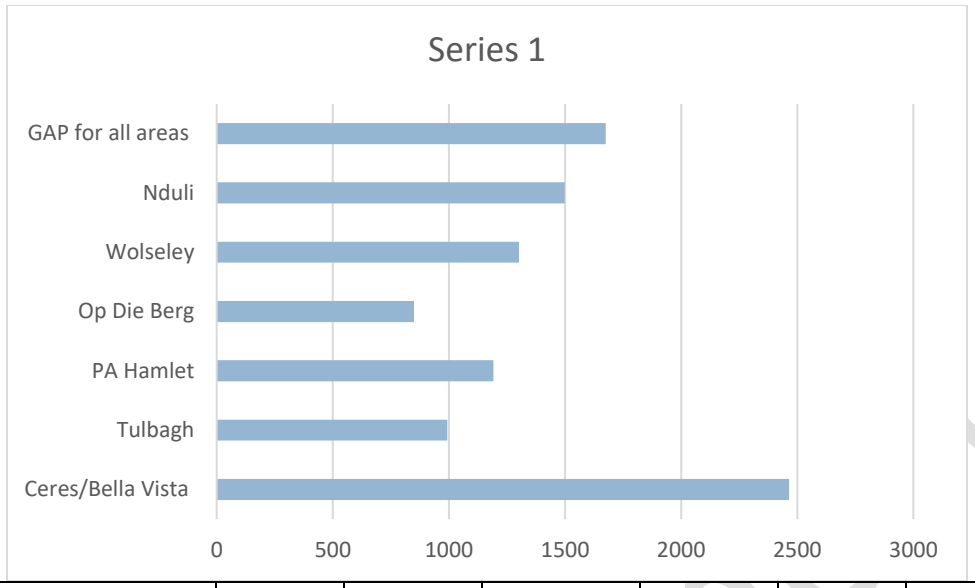


Interventions will require significant additional capital investment, together with a fundamental reconsideration of how to deliver more opportunities to access housing in an incremental, more rapid and more integrated, sustainable manner. Key elements for successful urban restructuring include higher-density housing developments in well-located areas, major improvements in public transport to link fragmented places, and higher employment levels in townships and informal settlements.

The table below gives an indication of the number of people on the municipals housing waiting list. Although the statistics includes farm residents and people from informal settlements, it is expected that the need might be much higher. The total of people on the waiting list amounts to approximately 8 300 with the agricultural sector indicating that the need of farm dwellers to obtain houses could also amount to approximately 9 000. There are approximately 17 000 residential consumers that receives services from the municipality and if the need indicated are to be accommodated all towns in the Witzenberg will have to be doubled. Currently the existing resources and infrastructure are not available to accommodate such a growth and it is not expected that it would be able in the near to medium future.

Housing Waiting List

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	Ceres/Bella Vista	Tulbagh	PA Hamlet	Op Die Berg	Wolseley	Nduli	GAP for all areas
Series 1	2465	993	1191	850	1302	1499	1675

Witzenberg will implement the following projects over the next couple of years:

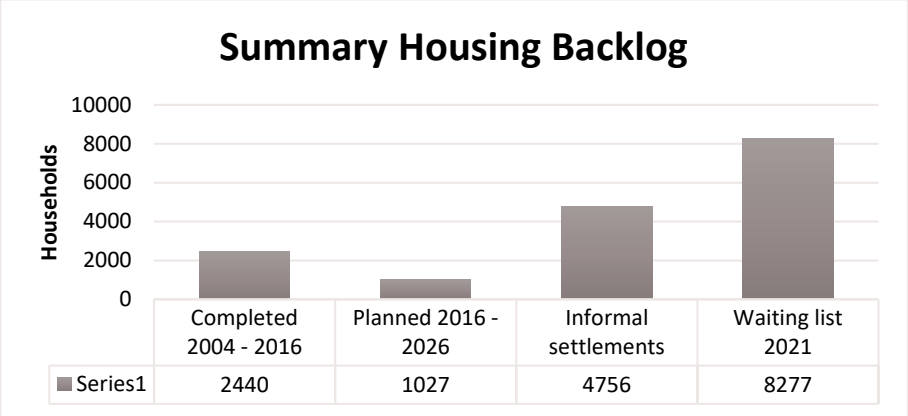
Project	***2018/19***			***2019/20***			***2020/21***		
	Sites	***Houses***	***Funds***	***Sites***	***Houses***	***Funds***	***Sites***	***Houses***	***Funds***
Vredebes (2911)		***30***	***R3.9 m***		*200 (IRDP)* *50 (FLIPS)*	*R26 m* *R3 m* *R12 m*	*200*	*200 (IRDP)* *50 (FLIPS)*	*R26 m* *R3 m* *R12m*
N'Duli (planning money only)	***0***	***0***							*R558*

Dependant on the allocation of funding from Provincial Government.

Gap (affordable) housing

The term 'gap housing' refers to houses that are provided to households earning between R3 501 and R22 000 per month, who are not provided for by the private sector or the state. The number of people seeking homes in the R150 000 to R350 000 price range has been growing steadily in the past years. The municipality recognises the critical importance of supplying houses within this price range for the proper functioning of the overall residential housing market. In this spirit, Witzenberg has undertaken the sale of serviced plots at reduced prices to enable buyers to build their own homes on a piecemeal basis via access to short-term loans or with employer assistance. The table below gives an indication of progress made in terms of the provision of housing over the past couple of years and the planning for the future.

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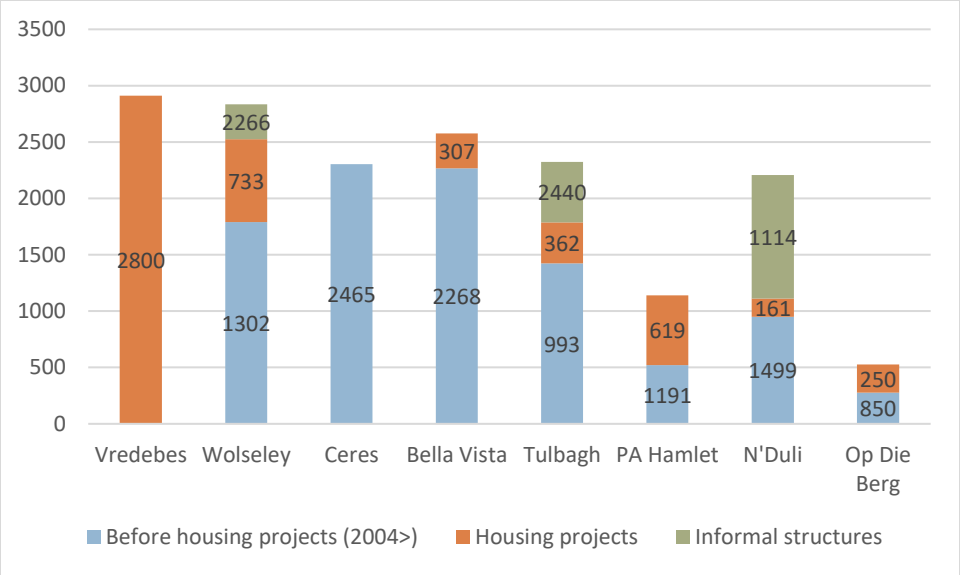
Resources and bulk infrastructure remains a major challenge in achieving planned targets. Witzenberg is in process of implementing the Bella Vista (307 units) and Vredebes (2 800 units) housing projects. Both these projects require significant bulk infrastructure upgrades. The Bella Vista project were completed in 2017 with the Vredebes project being developed over the next couple of years depending on the availability of funding to complete bulk infrastructure. Currently 229 top structures were completed until the end of 2020 in Vredebes and 529 sites serviced and completed in 2022.

All bulk water and sanitation infrastructure required should be completed by 2018 with the construction of houses can start. The upgrading of the adjacent R44, bus routes, bulk stormwater, and link road however require in the access of R150m. It should also be noted that the project's electricity requirements are approximately 5MVA of which Eskom cannot supply due to insufficient bulk capacity as discussed under Programme 1.1(a).

Witzenberg is committed to creating sustainable, integrated human settlements rather than merely providing low-cost housing. The Vredebes project when completed will have a significant influence on the municipal financial viability, service delivery, transport network and Ceres CBD. The Provincial Government will assist Witzenberg through the Regional Social and Economic Programme (RSEP) to develop an implementation plan for Vredebes to ensure an integrated and sustainable community. The main focus would be to ensure the buy-in of all sectors such as education, social and economic development, security, etc. and to align the construction of houses with the availability of social and technical infrastructure.

The table below gives an indication of the size of Vredebes. It also provides the number of beneficiaries per town over the past couple of years.

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Rental stock disposal programme

During the 1980s, government initiated the discount benefit scheme to encourage tenants and sales debtors to acquire ownership of their saleable housing units. An asset management improvement programme will soon be finalised, which will enable Witzenberg to better manage and maintain its assets especially in terms of rental stock. To meet this need, Witzenberg will assess the possible sale or transfer of rental stock to clearly identified beneficiaries according to prescripts of the National Housing Codes. This will allow for a sense of ownership for community members and support economic independence for beneficiaries. Approximately 240 of these rental units are earmarked for transfer to tenants over the next three years.

- **PROGRAMME 4.1 (D): JOB CREATION**

The Expanded Public Works Programme(EPWP) is a national government programme that aims to provide social protection through the creation of jobs. The programme's mandate is "to contribute to development by providing work opportunities to poor and unemployed people in the labour-intensive delivery of public and community assets and services". EPWP programmes in Witzenberg will complement existing municipal service delivery and will also aim to provide unemployed persons with experience in environmental cleaning initiatives, infrastructure and maintenance projects, as well as social sector programmes. An existing operating procedure are regularly updated that would include the maintenance of an unemployed database for job seekers to be utilised with EPWP recruitment. The Department of Public Works Conditional Grant will be utilised to complement service delivery in the municipality, such as assistance to youth, maintenance of parks, rivers and open spaces, neighbourhoods, the various CBD (Central Business District), as well as road & storm water maintenance. There is also a focus on maintenance projects where unemployed persons can grow in their skills and obtain experience. At the same time municipal infrastructure are being maintained on a regular basis. Workers on the programme can also benefit from training initiatives (where funding is available).

The Municipality will aim to prioritize persons with disabilities, youth and women.

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II. OBJECTIVE 4.2: CREATE AN ENABLING ENVIRONMENT TO SUPPORT LOCAL ECONOMY

▪ PROGRAMME 4.2 (A): LOCAL ECONOMIC DEVELOPMENT

Local Economic Development (LED) is concerned with promoting participation and local dialogue, as well as connecting people and their resources for better economic opportunities, job creation and a higher quality of life for both men and women.

LED is thus a participatory process and can be regarded as the process whereby the wealth in local communities is created not by government alone, but by the complement of private enterprise. These enterprises depend on favourable local business conditions to create prosperity, while the local governments have the key role of providing the enabling environment for businesses to succeed.

Witzenberg Municipality is committed to support local economic development not only through various Inter-governmental. The Witzenberg Local Economic Development Strategy is currently in its final stages of review. The implementation of the existing strategy is measured on a bi-annual basis.

Witzenberg Municipality will be supporting SMME developments through the following projects.

1. Small Business development

Facilitation of:

- Business training (entrepreneurship, business plans, marketing, financial management, customer service)
- SARS workshops (tax clearance, benefits for small business, business registration options)
- Contractor development (Construction & site compliancy)
- International business capacity building missions
- Mentorship programmes
- SMME email network establishment to distribute information and opportunities
- Business advice
- Business dialogue with small businesses in town to disseminate information, discuss challenges and tackle solutions together
- Liaison with small business forums
- Collaboration with Ceres Business Initiative

2) Linking entrepreneurs with funding opportunities by means of: information sharing, workshops& online application assistance:

- District Municipality, Provincial &National Government funding
- Corporate /Private (Company linked funding)

3) Linking clients with Supplier database registrations

- Municipal supplychain & Western Cape supplier database (assistance with completion of application forms)
- Central supplier database (online registrations at local E-Centre's)
- Small business consultations
- Referrals to organisations or State Departments

4) Facilitating access to markets

- Small Business infrastructure (construction of business centres)
- Small business expo's
- Linkages with government department procurement opportunities
- Linkages with tourism related opportunities at festivals

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- Linking local contractors with construction opportunities
- Procurement input during tender supplychain processes
- Linkages with local established businesses

5) Application & processing of informal trader permits & business licence registrations

- Include an informal trader programme to provide training and support on a business level to informal traders
- Establishment of informal trader forum
- Assisting with red tape challenges/ blockages
- Identifying new & better trading space

6) Providing SMME opportunities in new developments

- Assistance with expediting business applications for municipal land
- Waste entrepreneurship interventions and capacity building
- Investigating possible land for business development
- Development of a policy for film production companies for permits to enable, attract and to streamline applications

7) Red tape reduction

- Implementation of municipal wide case management system that aim to fast track business and public complaints, solutions and swift implementation

Tourism

Witzenberg Municipality has a service level agreement (SLA) with three local tourism associations that conduct marketing of the municipal area and local established businesses in order to draw investment and trade to the area. Local businesses join as members of the local tourism authorities to participate in the marketing initiative. Membership holds businesses accountable to ethical norms and standards for the industry, and to a code of conduct.

Their functions include:

- Marketing the area, events and activities.
- Creating opportunities for transformation, niching, diversification and support of new stakeholders.
- Ensuring that tourism development remains on trend.
- Promotion and development of Accessible Tourism.
- To enlist new members and plan for the growth of both operations and market.

Tourism aims to market Witzenberg Municipality as an affordable holiday destination with activities for the entire family. Tourism liaises with district, provincial and national stakeholders to develop the Witzenberg brand through attraction of tourists, awareness campaigns, roadshows, expos, events and festivals. Tourism further aims to train and skill local entrepreneurs to meet tourism-related demands, and provide the requisite services and products necessary to promote local trade and economic development.

As per our SLA with Witzenberg Tourism, which is an external entity to Witzenberg Municipality, we have the following strategic priorities:

- Promotion of our towns as travel destinations and as film and photoshoot locations (with attractive scenes in farm and desert areas, mountains, snow, and skylines.)
- Promotion and protection of the local towns, events and the municipal brand.
- Promotion of conservation and Green Tourism. Provision of statistical research and data outputs.
- Promotion of Agri-Tourism.

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- The growth and expansion of tourism.

Witzenberg Tourism runs educational packages with schools, front of house staff, and local stores to promote clientele service. The entity also sources courses such as first aid training, communication, administration and hospitality to help local businesses improve their output and skill levels.

Part of the municipality's agreement with Witzenberg Tourism is to expand the broad demographic of tourism to encompass culture, heritage, diversity and transformation. We aim to develop two new travel routes within Witzenberg to promote social cohesion as well as introduce formal trade to township and rural areas.

Witzenberg Tourism has produced tear-off maps which are distributed to points of sale with high traffic, providing location and contact details of local tourist attractions. They have also produced a joint brochure called the Witzenberg Meander, covering activities throughout the municipality.

Tourism bureaus for Wolseley, Ceres and Tulbagh also created their own brochures with niche marketing of their sectors in conjunction with social media promotion through Facebook and websites. Witzenberg Tourism has been successful in marketing the destination to visitors within South Africa as an affordable and picturesque location for weddings, snow tourism, heritage tourism, agri-tourism, wine tourism, adventure tourism, cultural tourism, sports tourism and rural tourism.

Witzenberg Tourism also conducts quarterly educational visits of the areas to tourism authorities outside of our borders as well as to journalists, media groups and bloggers, in order to review and publicise the activities and services offered in the area. A significant area of focus in the IDP for tourism is access to qualitative and quantitative research, specific to our area.

Ceres Business Initiative

The Ceres Business Initiative was originally founded as the Ceres Chamber of Commerce in 1936. The institution represents various business and enterprise areas in the Witzenberg area. The Witzenberg Municipality has a good relation with the CBI and plays an important supporting role in achieving the following goals of CBI:

- Building bridges between the municipality & the business community.
- Ensure that the town is clean & safe
- Accomplish economic growth, create opportunities for entrepreneurs
- To consult with the municipality regarding service delivery.

CBI has initiated several opportunities for small and upcoming entrepreneurs with support from its members and other role-players.

-

- **PROGRAMME 4.2 (B): UTILISING MUNICIPAL AND PUBLIC PROPERTY TO SUPPORT ECONOMIC GROWTH AND SUSTAINABLE DEVELOPMENT**

Witzenberg completed a land audit in 2009 indicating all municipal and public properties. These properties are categorised with the focus on underutilised properties. The land audit is updated regularly and an implementation plan was developed with annual implementation targets. The purpose is mainly to sell or make available underutilised municipal property to leverage growth, support economic development and job creation with the focus on sustainable development especially in poor communities.

Economic benefits include:

- small-business development through support initiatives stimulating local economic activity and possible job creation
- the creation of potential opportunity streams through mixed-use activities

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- encouraging and enhancing entrepreneurship across various key sectors.

Witzenberg will, in conjunction with the Department of Rural Development and Land Reform and the Department of Agriculture, investigate the utilisation of **commonage land as part of the Agri-Park development**. The main purpose would be to grow the local economy, job creation and empowerment of the previously disadvantaged.

The investigation should give an indication of the preferred commodity as determined by soil conditions and available markets, but also water availability and support by existing commercial farmers.

Large tracks of commonage has been identified as Critical Biodiversity Areas. These areas are however not managed and protected as it is being overgrazed and illegal dumping occurs in some areas.

It is therefore necessary to investigate if the land



INTERNAL MONITORING AND REPORTING

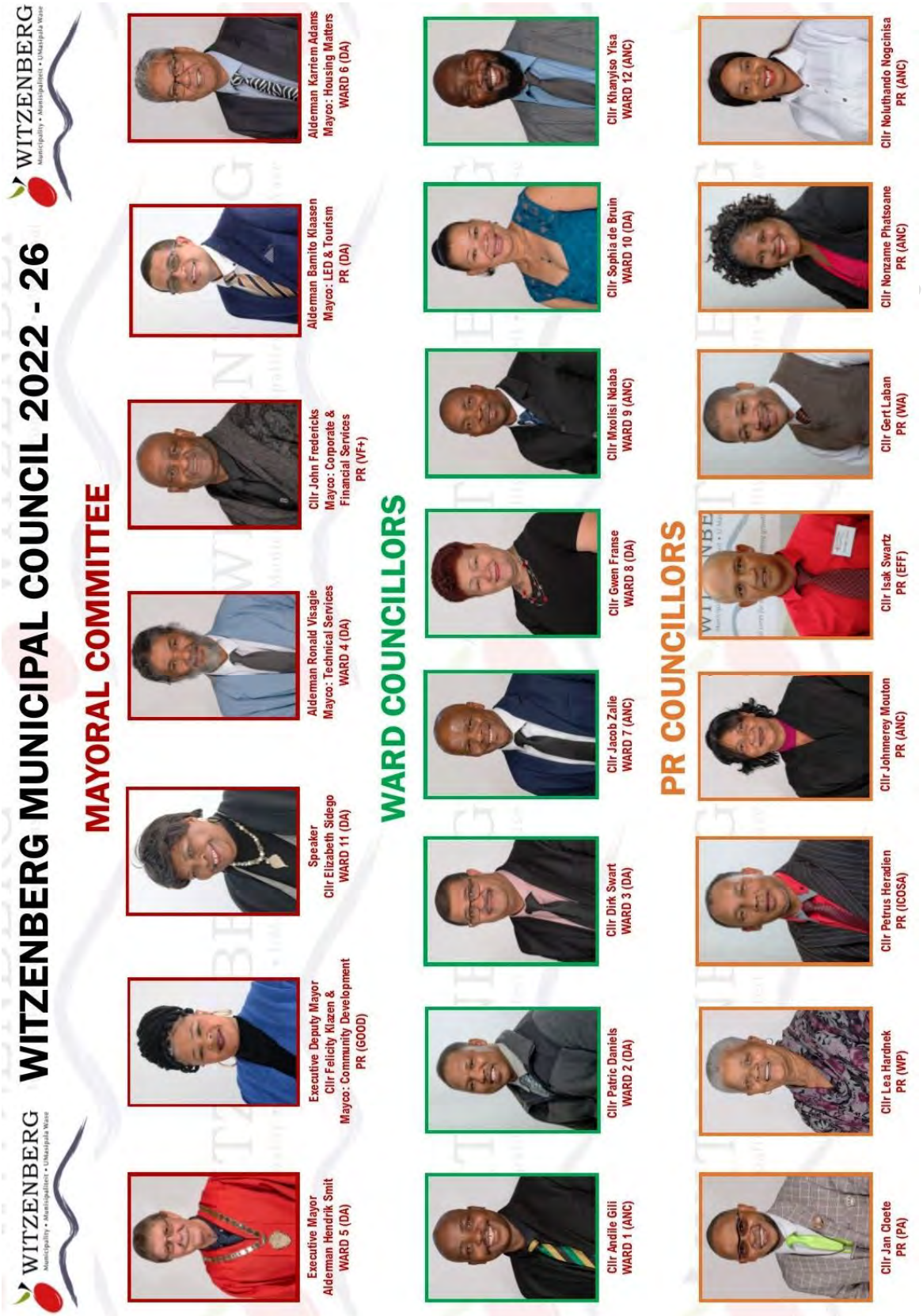
Measuring of performance on Strategic Objectives is measured through the Service Delivery and Budget Implementation Plan as included in Chapter 7. The results are published in the Annual Report.

Departmental indicators are included in the Departmental SDBIP with monthly internal reporting to managers

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5 MANAGEMENT AND GOVERNANCE

A. COUNCIL STRUCTURE



B. AUDIT COMMITTEE

Members of the Performance, Risk and Audit Committee	
Mr J George (Chairperson) 2 Dickens Close, Somerset Park, Van der Stel, SOMERSET-WEST Cell: (062) 655-0455 E-mail: jonathang@quantumadvisory.co.za	Ms Mohlekhu Constance Fagan Corner Trumali and Strand Road Parmalat Park STELLENBOSCH Cell: (082) 927-6548 / 22 Email: m.connie.fagan@gmail.com
Ms Jacqueline Lapoorta 17 Driebergen Street, Highbury KUILSRIVER Cell: E-mail: jacquilap@gmail.com	Mr Jacobus J Swarts 6 Bass Street, Soneike KUILSRIVER Cell: E-mail: jacobus.swarts@enslins.co.za

C. ESTABLISHMENT OF WARD COMMITTEES

Through the establishment process, it is intended that members of the community will understand the purpose and potential benefits of the Ward Committee System. Community members would also be in a better position to make informed decisions with regard to nominating and electing appropriate members of Ward Committees and be able to hold Ward Committees accountable once they are established.

For the months of February and March 2022 Witzenberg Municipality had an intensive mobilisation campaign on the process for the establishment of Ward Committees. On 30 March 2022 the nomination process closed.

The verifications on nominations were done, some candidates were only disqualified after verifications were done. Candidates were disqualified if they were not registered voters, if they were nominated in the wrong voting district, if they were not nominated by a registered voter, if they were nominated by a voter that was not registered in the same voting district as the candidate, and if nominations were received after the deadline of 30 March 2022.

The election process was facilitated by contract workers who also did duty as contract workers for the Independent Electoral Committee (IEC) during the 2021 Local Government Elections. The elections in the different wards took place on 4, 5, 6 and 7 April 2022. **The newly elected Ward Committee inauguration took place on [redacted].**

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D. MACRO MANAGEMENT



David Nasson

Municipal Manager

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Monwabisi Mpeluza

Director: Corporate Services

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Joseph Barnard

Director: Technical Services

Email: joseph@witzenberg.gov.za



Cobus Kritzinger

Director: Finance

Email: cobus@witzenberg.gov.za

Directors Community Services vacant

6 STRATEGIC FINANCIAL OUTLOOK

A. EXECUTIVE SUMMARY

The National Treasury projects real economic growth of 5.3 per cent in 2023, following an expected growth estimate of 4.4 per cent in 2022. Real GDP growth is expected to moderate to 0.9 per cent in 2023. Over the next 3 years, GDP growth is expected to average 1.4 percent.

The economic outlook faces a range of risks, including weaker-than-expected global growth, further disruptions to global supply chains and renewed inflationary pressures from the war in Ukraine, continued power cuts and a deterioration in port and rail infrastructure, widespread criminal activity, and any deterioration of the fiscal outlook. Government is taking urgent measures to reduce load-shedding in the short term and transform the sector through market reforms to achieve long-term energy security. Several reforms are under way to improve the performance of the transport sector, specifically freight rail and to improve the capability of the state

The main risks to the economic outlook are weaker-than-expected growth, continued deterioration in the public finances and a failure to implement structural reforms. Electricity remains a binding constraint on economic recovery, with power interruptions expected to continue into 2023.

These factors may jeopardize South Africa's prudent macroeconomic and fiscal policies, which include inflation targeting and a flexible exchange rate, the local economy's ability to adjust to global volatility and the stable investment platform.

The Russia-Ukraine War continues to have a negative impact on key global markets. Fruit Exports in the Witzenberg Region has also been negatively affected and this may pose a real risk to job security in the area.

The municipality's notional maximum demand (NMD) ceiling has also been reached and this is hampering its ability to attract investments to the municipal area. Continued talks are underway with Eskom to increase Witzenberg Municipality's NMD.

Population statistics suggest that the municipality has experienced a steep increase in population during the past 10 years. The expansion of Informal settlements within the municipal area supports this argument and this places pressure on the municipality to provide basic services within these areas.

The municipality followed a conservative approach for projecting revenue. The municipality will have to improve their efforts to limit non-priority spending and to implement stringent cost-containment measures. South Africa's economy is increasingly vulnerable to a recession in the next 12 months, with an ongoing electricity crisis seen further curbing activity.

The probability of a recession stands at 68% in February 2023, up from odds of 45% in January 2023, according to various news agencies,

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based on economist polls conducted in February 2023.

B. FINANCIAL STRATEGIC APPROACH

The 2023/24 MTREF process commenced with a technical analysis of previous years' performance outcomes, an assessment of the economic outlook, and consultation with various role-players. The process encompassed the following:

- Framework for and strategic direction of the budget provided by the MAYCO
- Long-term Financial Plan presentations to Council.
- Eskom's application for electricity tariff increases to the National Energy Regulator of South Africa (NERSA).

C. FINANCIAL MODELLING AND KEY PLANNING DRIVERS

The outcome of the LTFP modelling incorporated the assumptions outlined in the paragraphs below on which the 2023/24 MTREF was compiled. The principles applied to the MTREF in determining and maintaining an affordability envelope included:

- Higher-than-inflation repairs and maintenance provision to attain nationally benchmarked levels, thereby ensuring and enhancing the preservation of Witzenberg Municipality assets;
- Higher increases to selected cost elements subjected to higher-than-average inflationary pressure, such as employee related costs;
- The assumption of a 95% capital expenditure implementation rate;
- Credible collection rates based on collection achievements to date, and also incorporating anticipated improvements in selected revenue items;
- National and provincial allocations as per the 2023 Division of Revenue Act (DORA); and
- Province's 2023/24 MTREF allocations circular to municipalities.

D. ECONOMIC OUTLOOK/EXTERNAL FACTORS

The sluggish growth experienced in the South African economy is aggravated by the drought conditions, constraints in electricity supply decline in business confidence, Covid-19 pandemic, increase in living cost, increase in transportation cost and an increase in delivering basic services. The markets is also heavily constraint with imports and exports being hampered by the Russia-Ukraine War. The total impact on the economy of the Witzenberg area is not currently known, but we are of the opinion that there will be a definite impact as the area contribute heavily towards exports. This may result in increase in unemployment, social decline, criminal activity may increase during the coming months which will put the municipality under pressure in terms of collections

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E. NATIONAL AND PROVINCIAL INFLUENCES

Conditional grant funding targets delivery of national government's service delivery priorities. It is imperative that Witzenberg Municipality understands and complies with the conditions stipulated in the Division of Revenue Act (DoRA) in order to access this funding. The equitable share constitutes unconditional funding, and is designed to fund the provision of free basic services to disadvantaged communities.

F. EXPENDITURE ANALYSIS – A THREE-YEAR PREVIEW

I. GENERAL INFLATION OUTLOOK AND ITS IMPACT ON MUNICIPAL ACTIVITIES

The MFMA Budget Circular for 2022/2023 indicates the following inflation forecasts:

2023/2024	5,3%
2024/2025	4,9%
2025/2026	4,7%

II. INTEREST RATES FOR BORROWING AND INVESTMENT OF FUNDS

Changes in interest rates will not affect the budget over the medium term as the interest rates on most of the existing loans are fixed. The interest and redemption expenses will decrease as loans are being redeemed.

III. COLLECTION RATE FOR REVENUE SERVICES

The collection rate for revenue service will be under more pressure due to the weak economic outlook. Prepaid water meters will be installed to reduce the provision for impairment of water debtors.

IV. SALARY, WAGES AND RELATED STAFF EXPENSES

The increase in employee-related costs is expected to be more than the inflation forecast as per collective agreement. The 2,5% notch increase will increase the employee-related costs even further. The job descriptions of all employees are in the process of being re-evaluated – the outcome of the evaluations is still unknown but it is expected that the salaries of some employees will increase.

V. REPAIRS AND MAINTENANCE

Higher-than-inflation repairs and maintenance provision is made in the budget to attain nationally benchmarked levels, thereby ensuring and enhancing the preservation of Witzenberg Municipality assets.

VI. DEPRECIATION

Depreciation charges will increase on an annual basis due to new assets being added to the asset register through the capital budget.

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G. REVENUE ANALYSIS – A THREE-YEAR PREVIEW

I. GROWTH OR DECLINE IN MUNICIPAL TAX BASE

The revenue base is growing but the rate is not sufficient to support improved service delivery. The majority of the economic development in Witzenberg occurs in the rural areas where the municipality is not the service provider. The Skoonvlei area is being developed as an industrial area with assistance from Rural Development to attract industries to the town areas and to create job opportunities.

II. MAJOR TARIFFS AND CHARGES: ECONOMIC AND TRADING SERVICES

Witzenberg Municipality strives to keep tariff increases below inflation. The three-year indicative tariffs are determined for major services to illustrate the financial effect of medium-term operational and investment plans.

III. PROPERTY RATES

Property rates revenue is used to finance municipal functions other than economic and trade services. Property rates revenue is subsidised by the surpluses from economic and trade services. Property rates tariffs are therefore increased with more than the inflation forecasts. A new valuation roll will be implemented from 1 July 2023. The average valuations will be higher than those of the previous roll, but tariffs will be adjusted downward to limit the effect of the increased valuations. The limitations on property rates tariffs of Agricultural Property, Public Service Infrastructure and Public Benefit Organisation Property has a negative effect on the possible rates revenue.

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H. IMPACT OF NATIONAL, PROVINCIAL AND LOCAL POLICIES ON OPERATING REVENUE

I. 2022 DORA

Allocations and grants to Witzenberg Municipality are included in the DoRA.

The equitable share allocation is utilised to fund the provision of free basic services to indigent households.

The Municipal Infrastructure Grant is mainly allocated to the provision of bulk service infrastructure to new low cost housing projects.

The Regional Bulk Infrastructure Grant is earmarked for Bulk Water Storage for the Tulbagh area.

II. MAJOR PARAMETERS

The following table summarises the major parameters applied to the operating budget:

Description	Budget year 2023/2024	Budget year +1 2024/2025	Budget year +2 2025/2026
CPI	5.3%	4.9%	4.7%
Collection rate	92%	92%	92%
Tariff Increases:			
Rates	6%	6%	6%
Electricity - Residential	20.7%	15.7%	17.7%
Electricity - Business	20.7%	15.7%	17.7%
Water consumption - Residential	6%	6%	6%
Water consumption - Business	6%	6%	6%
Sewerage	6%	6%	6%
Refuse removal	6%	6%	6%
Equitable share allocation	R 136 mil	R 149 mil	R 166 mil
Total grant allocations	R 211 mil	R 194 mil	R 215 mil

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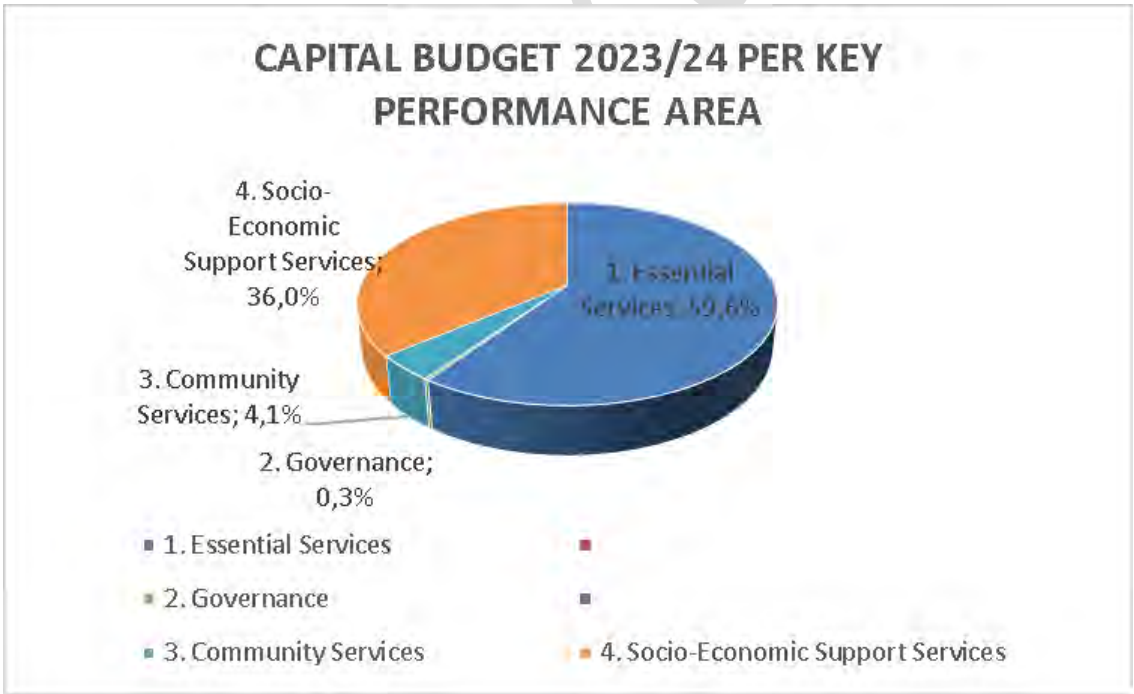
I. CAPITAL INVESTMENT FRAMEWORK

The past couple of financial years, capital investment were dominated by bulk infrastructure projects linked to especially the Vredebes subsidized housing project. The majority of the required bulk infrastructure has been completed and construction of houses and servicing of sites has commenced. No top structures will be constructed in the next two years due to the incapacity of Eskom bulk supply electricity network to Witzenberg as well as a policy change from the National Department of Housing where the focus will be more on serviced sites. It was indicated that upgrading of the electricity supply lines would only commenced by 2030. With regards to housing, 520 sites at Vredebes was completed with the purpose to accommodate the informal settlement at Nduli which should be upgraded the year after. Major projects mainly include the construction of a storage dam in Tulbagh that will be phased over 2 years, and other network upgrading for water/sanitation and electricity services.

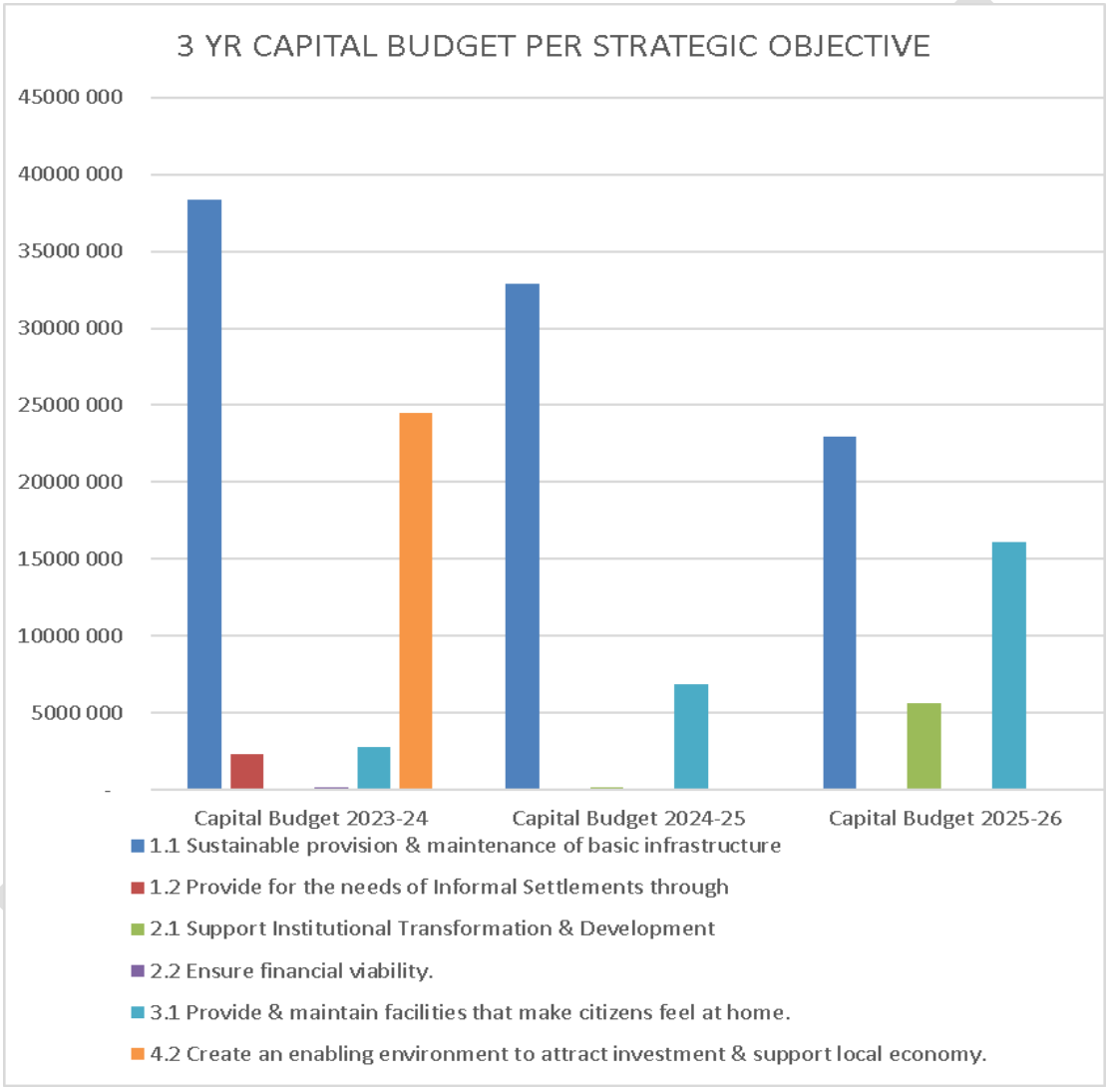
The construction of a new Material Recovery Facility where solid waste will be recycled will be completed by July 2022 followed by the construction of drop-off points and transfer stations in various towns. The upgrading of the Van Breda Bridge in Ceres has commenced and expected to be completed by 2023/24.

In terms of the Witzenberg Strategic Map, the bulk of the funding is allocated to the key performance area of Essential Services with the strategic objectives related to the provision of services receiving the majority of capital funding as indicated in the graphs below.

NOTE: PLEASE REFER TO APPROVED BUDGET AND ADJUSTED BUDGET FOR UPDATED FIGURES IN TABLES BELOW.



Key Performance Area	Strategic Objective	Capital Budget 2023-24	Capital Budget 2024-25	Capital Budget 2025-26
1. Essential Services	1.1 Sustainable provision & maintenance of basic infrastructure	38 323 372	32 890 434	22 935 652
	1.2 Provide for the needs of Informal Settlements through	2 284 454	-	-
2. Governance	2.1 Support Institutional Transformation & Development	0	190 000	5 650 000
	2.2 Ensure financial viability.	180 000	-	-
3. Community Services	3.1 Provide & maintain facilities that make citizens feel at home.	2 779 522	6 866 522	16 130 000
4. Socio-Economic Support Servic	4.2 Create an enabling environment to attract investment & support loca	24 513 043	-	-
Total		68 080 391	39 946 956	44 715 652

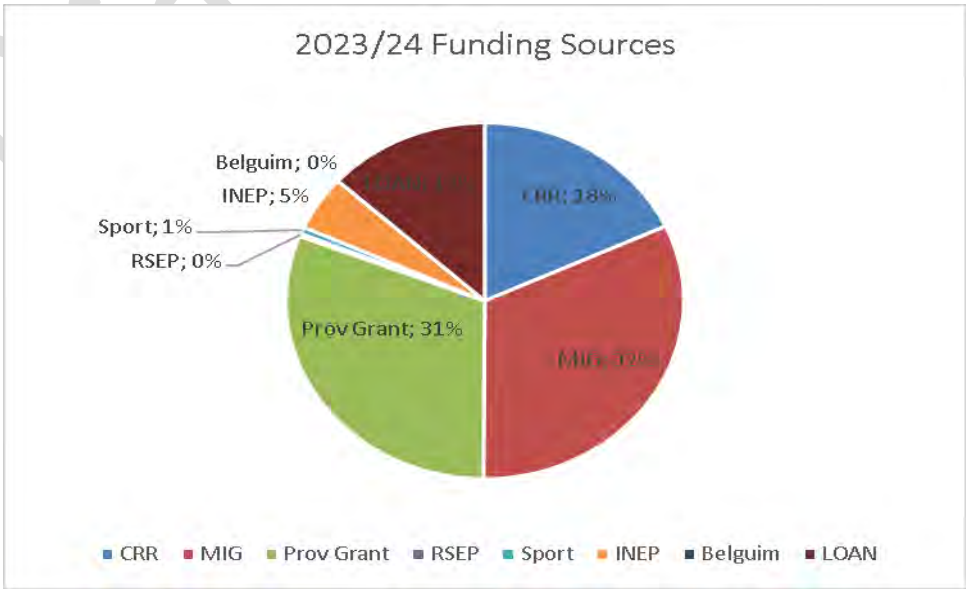


Funding Sources

The Capital Budget is funded by the following sources:

Funding Source Name		Institution	Purpose
Capital Replacement Reserve	CRR	Municipality	Mainly upgrading and equipment
Integrated Housing and Human Settlements Development Grant	IHHSDG	Dept. of Human Settlements	Capital funding for internal social housing developments' infrastructure networks as well as related bulk infrastructure. *Funding for top structures (houses) is included in the operational budget.*
Municipal Infrastructure Grant	MIG	Dept. of Cooperative Governance	Infrastructure that supports the poor, mainly bulk infrastructure related to social housing projects.
Regional Bulk Infrastructure Grant	RBIG	Dept. of Water Affairs	Bulk water and sanitation related projects.
Integrated National Electrification Programme	INEP	Dept. of Energy	Electrical networks for social housing projects.
Regional Socio-Economic Programme	RSEP	Provincial Government	Socio-economic upgrading – non-motorised transport – walkways.
Twinning agreement with Essen, Belgium	Belgium	Belgium Federal Government	Support in implementation of Waste Management Strategy
CWDM	District	Cape Winelands District Municipality	Identified projects. Non-motorised Transport such as walkways & pavements
Provincial Government	Prov Grant	Western Cape Provincial Government	Various Grant related to upgrading of main roads (bridges), fire fighting vehicles, libraries
Water Services Improvement Grant	WSIG	Department of Water and Sanitation	Upgrade to Waste Water Treatment Works
Loans	Loans	Financial Institution	Landfill Site Fencing & Transfer/Drop-off Facilities

The graph below gives an indication of the contribution value of the different funding sources to the capital budget:



Detailed five-year Capital Budget

The following tables show the individual budgeted projects as allocated per ward (note that outer years are indicative and only for planning purposes).

KEY PERFORMANCE AREA: **1. ESSENTIAL SERVICES**

Strategic Objective: **1.1 Sustainable provision and maintenance of basic infrastructure**

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Electricity Adminis	MV Substation Equipment	CRR	All		1 500 000		1 500 000
Electricity Adminis	Upgrade of LV Network Cables	CRR	All		1 000 000		1 000 000
Electricity Adminis	MV Network Equipment	CRR	All	100 000	1 000 000		1 000 000
Electricity Adminis	Upgrade of MV Cables	CRR	All		600 000	1 500 000	1 500 000
Electricity Adminis	Tools & Equipment	CRR	All		150 000	250 000	200 000
Electricity Adminis	Electrical Network Refurbishment	CRR	All		1 500 000		
Electricity Streetli	Upgrade of Streetlights	CRR	All		350 000	500 000	400 000
Electricity Adminis	Fencing Tulbagh Deport	CRR		2 000 000			
Roads	Network streets	CRR	All			2 500 000	
Roads	Rehabilitation - Streets Tulbagh	CRR	11			3 500 000	
Roads	Tools & Equipment	CRR	All		50 000		
Roads	NMT Sidewalks Ceres	CRR	3,5		500 000		
Roads	Tulbagh, Rossouwstr upgrade	MIG	11		1 381 653	9 053 130	
Roads	Tulbagh upgrade roads north of Steinthal	MIG	11		7 826 087		
Roads	Tulbagh Taxi Rank (Ph1)	RSEP	11	173 913			
Roads	Road maintenance & upgrade	MIG	All			2 712 957	
Sewerage	Aerator replacement programme	CRR	All		500 000		700 000
Sewerage	Refurbishment WWTW	CRR	All		750 000		1 000 000
Sewerage	Sewer Pumps-replacement	CRR	All		250 000		500 000
Sewerage	Sewer Network Replacement	CRR	All	100 000	2 000 000		2 000 000
Sewerage	Security upgrades	CRR	All		300 000		116 000
Sewerage	Plant & Equipment	CRR	All				344 000
Solid Waste Dispo	Transfer stations & related infrastructure (	CRR	3				5 817 400
Solid Waste Dispo	Fencing Landfill site	Loan	4,10	3 000 000			
Solid Waste Remo	Drop-offs Transfer stations Tulb/PAH/BV	Loan	All	6 000 000			
Solid Waste Remo	Waste Management Vehicles	MIG	All	5 047 826			
Storm Water	Network - Storm Water Upgrading	CRR	All		450 000		
Water Distribution	Infrastructure Management System	CRR	All		200 000		
Water Distribution	Plant & Equipment	CRR	All		50 000		
Water Distribution	Security upgrades	CRR	All		450 000		
Water Distribution	Network- Water Pipes & Valve Replaceme	CRR	All	100 000	2 000 000		
Water Distribution	Grey Water System	CRR	All		500 000	1 000 000	
Water Distribution	Tulbagh Reservoir	MIG	7,11	3 533 998	3 692 714		
Water Distribution	Tierhokskloof bulk pipeline	MIG	2,7	10 919 809			
Water Distribution	Tierhokskloof bulk pipeline (own contributi	CRR	2,7	2 956 522			
Water Distribution	Vredebes Bulk internal water pipeline	MIG	5		907 372		
Water Distribution	Nduli: Upgrade & replace water pipe line a	MIG	5		3 913 043		

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Strategic Objective: **1.2 Provide for the needs of Informal Settlements through improved services.**

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Electricity Adminis	Electrical Network Housing Project	INEP	All	3 391 304	869 565	869 565	
Roads	Nduli Infill Internal Roads	IHHSDG	1,12				
Roads	Vredebes Access Collector	MIG	5	2 284 454			
Sewerage	Nduli Infill Internal Sewerage	IHHSDG	1,12				
Sewerage	Toilets for informal settlements	Prov Grant	7				
Storm Water	Nduli Infill Internal Storm water	IHHSDG	1,12				
Water Distribution	Nduli Infill Internal Water	IHHSDG	1,12				

KEY PERFORMANCE AREA: 2. GOVERNANCE

Strategic Objective: **2.1 Support Institutional Transformation and Development**

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Fire Fighting & Pr	Capex Fire Fighting Equipment	CRR	All		350 000	150 000	400 000
Fire Fighting & Pr	Firefighting Response Vehicle	Prov Grant	All	856 522		350 000	
Administrative & C	Furniture & Equipment	CRR	All				
Administrative & Corporate Support		CRR	All			500 000	
Dir Comm	Office Equipment	CRR	All		30 000		
Dir Corp	Office Equipment	CRR	All		50 000	500 000	
Dir Tech	Office Equipment (Director)	CRR	All		30 000		
Information Techr	IT Equipment	CRR	All	50 000		650 000	215 000
Information Techr	IT Equipment	CRR	All			2 500 000	
Municipal Manage	Office Equipment	CRR	All		30 000	30 000	
Traffic	Security Cameras	Prov Grant	All				
Traffic	Vehicle Replacement Programme	CRR	All			500 000	240 000
Fleet Managemer	Vehicle Replacement Program	CRR	All	1 000 000		400 000	
Fleet Managemer	Vehicle Replacement Program	Belgium	All			300 000	
Fleet Managemer	Tools & Equipment	CRR	All				
Fleet Managemer	Workshop Building Upgrade	CRR	3			300 000	
Roads	Traffic Calming	CRR	All		200 000	50 000	

Strategic Objective: **2.2 Financial Stability**

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Dir Fin	Office Equipment	CRR	All		30 000		
Finance	Furniture & equipment	Equitable Share	All				40 000
Finance	Furniture & equipment	CRR	All	100 000			711 157
Finance	Furniture & equipment	CRR	All	30 000			50 000
Finance	IT Equipment	Grant	All				75 000

Strategic Objective: **2.3 Maintain and Strengthen Relations**

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Communication	Access Control - Furniture and Equipment	CRR	All			1 000 000	
Communication	Signage & Billboards	CRR	All				
Communication	Camera equipment	CRR	All		20 000		

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KEY PERFORMANCE AREA: 3. COMMUNAL SERVICES

Strategic Objective: 3.1 Provide and Maintain Facilities and Environment that make citizens feel at home

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Cemeteries	Expanding of Cemetery	CRR	All		300 000		
Cemeteries	New regional cemetery	MIG	All		4 956 522	6 000 000	
Community Halls	Fencing Nduli Comm Hall	CRR	1, 12				
Community Halls	Townhalls Equipment	CRR	All				
Community Parks	Chainsaws	CRR	All		90 000		100 000
Community Parks	Brushcutters	CRR	All		120 000		120 000
Community Parks	Irrigation equipment for parks	CRR	All			500 000	
Community Parks	Truck 1.3 ton	CRR	All			1 350 000	
Community Parks	Landscaping of parks	CRR	All		300 000	500 000	
Community Parks	Parks equipment	CRR	All			600 000	
Community Parks	Tools & equipment	CRR	All				
Libraries	Library Nduli	CRR	1,12	1 000 000			
Swimming Pools	Swimming Pool Nduli	CRR	1,12			30 000	
Libraries	IT Equipment	MRF	All				
Sport Grounds &	Ablution facilities at Hamlet (Breestr) spor	RSEP	4,10				695 652
Sport Grounds &	Containers 3x3m	CRR	All		100 000	500 000	
Sport Grounds &	Ceres upgrade Of Leyell Str Sport Facilitie	MIG	3				
Sport Grounds &	Vredebes sportsgrounds	MIG	5			1 000 000	15 000 000
Sport Grounds &	Tulbagh sports facilities upgrade	MIG				4 500 000	
Sport Grounds &	Kliprug sportfield change rooms	CRR	4				
Sport Grounds &	Sportsground development	CRR	All			400 000	600 000
Sport Grounds &	Resurface netball courts	CRR	All		200 000	250 000	
Sport Grounds &	Upgrade Sportsgrounds	Prov Grant	4	423 000			
Sport Grounds & Stadiums		CRR	All				
Public Toilets	Wolseley Public Toilets	District	2,7				
Public Toilets	Wolseley Public Toilets	CRR	2,7				

KEY PERFORMANCE AREA: 4. SOCIO-ECONOMIC SUPPORT SERVICES

Strategic Objective: 4.1 Support the poor and vulnerable through programmes and policies

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Housing	Fencing of Trichardtstr Flats	CRR	3	500 000			

Strategic Objective: 4.2 Create an enabling environment to support local economy

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Resorts	Chalet Furniture	CRR	3		450 000		
Roads	Upgrade Van Breda Bridge	Prov Grant	3,5	20 113 043			
Roads	Upgrade Van Breda bridge (own contribut	CRR	3,5	4 400 000			

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Provincial Investment

Below is a table - Summary of Planned and Funded Provincial Infrastructure Projects & Programmes in the Witzenberg Municipality for the MTEF period 2023/24 – 2025/26.

Sector	No of Projects	Value of Infrastructure Projects & Programmes (R'000)						Total (R'000)
		Infrastructure Transfers - Capital	Maintenance and Repairs	New or Replaced Infrastructure	Non-Infrastructure	Rehabilitation, Renovations & Refurbishment	Upgrading and Additions	
DEA&DP (Cape Nature)	2	0	0	0	0	0	7 000	7 000
Education	1	0	0	35 000	0	0	0	35 000
Health	8	0	0	241	13 800	51 472	271	65 784
Human Settlements	4	13 264	0	0	0	0	0	13 264
Transport & Public Works	4	0	242 745	0	0	468 000	0	710 745
Grand Total	**19**	**13 264**	**242 745**	**35 241**	**13 800**	**519 472**	**7 271**	**831|793**

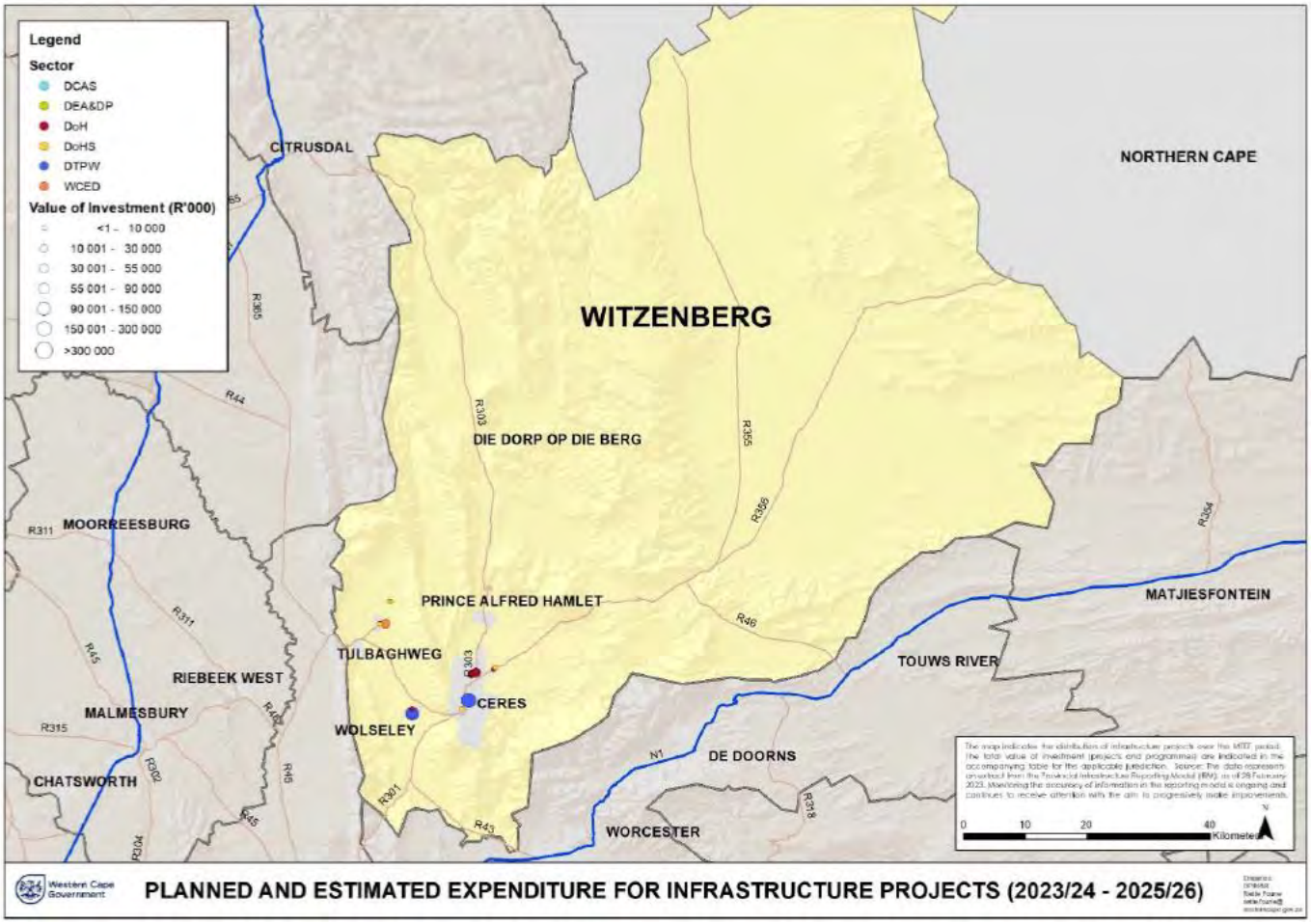
Summary: Infrastructure Projects in Witzenberg MunicipalitySource: Western Cape Government:

List of Provincial Infrastructure Investment Projects in the Witzenberg Municipality for the MTEF period 2023/24 – 2025/26

Sector	Nature of Investment	Funding Source	Project Name	Project ID	IDMS Gate	Delivery mechanism	MTEF 2023/24 (Rand)	MTEF 2024/25 (Rand)	MTEF 2025/26 (Rand)	MTEF TOTAL (Rand)
DEA&DP (Cape Nature)	Upgrading and Additions	Equitable Share	Wolwekloof-Management facilities	217710	Stage 1: Initiation/ Pre-feasibility	Individual Project	2 000 000	0	0	2 000 000
DEA&DP (Cape Nature)	Upgrading and Additions	Equitable Share	Wolwekloof-Tiger flats	217702	Stage 1: Initiation/ Pre-feasibility	Individual Project	5 000 000	0	0	5 000 000
Education	New or Replaced Infrastructure	Education Infrastructure Grant	Waveren SS	4171	Stage 5: Works	Individual Project	35 000 000	0	0	35 000 000
Health	New or Replaced Infrastructure	Health Facility Revitalisation Grant	Wolseley - Wolseley Clinic - Replacement	17012	Stage 7: Close out	Individual Project	241 000	0	0	241 000
Health	Rehabilitation, Renovations & Refurbishment	Health Facility Revitalisation Grant	Ceres - Ceres Hospital - Hospital and nurses home repairs and renovations	51169	Stage 3: Design Development	Individual Project	426 000	4 285 000	6 761 000	11 472 000
Health	Rehabilitation, Renovations & Refurbishment	Health Facility Revitalisation Grant	Ceres - Ceres CDC - Rehabilitation of acquired building	213624	Stage 2: Concept/ Feasibility	Individual Project	36 000 000	4 000 000	0	40 000 000
Health	Upgrading and Additions	Health Facility Revitalisation Grant	Ceres - Ceres Hospital - New Acute Psychiatric Ward	51070	Stage 6: Handover	Individual Project	164 000	97 000	0	261 000
Health	Upgrading and Additions	Health Facility Revitalisation Grant	Ceres - Nduli Clinic - Upgrade and Additions (Alpha)	213666	Not Applicable	Individual Project	0	0	10 000	10 000
Health	Non-Infrastructure	Health Facility Revitalisation Grant	Ceres - Ceres CDC - HT - Enabling work for Hospital OPD	184445	Not Applicable	Individual Project	0	950 000	1 425 000	2 375 000
Health	Non-Infrastructure	Health Facility Revitalisation Grant	Ceres - Ceres Hospital - HT - Hospital and Nurses Home Repairs and Renovation	196126	Not Applicable	Individual Project	475 000	950 000	0	1 425 000
Health	Non-Infrastructure	Health Facility Revitalisation Grant	Ceres - Ceres CDC - HT - Rehabilitation of acquired building	215160	Not Applicable	Individual Project	950 000	7 600 000	1 450 000	10 000 000
Human Settlements	Infrastructure Transfers - Capital	Informal Settlements Upgrading Partnership Grant	Witzenberg: Tulbagh (500) UISP	64940	Packaged Programme	Packaged with Sub-Contracts	0	884 000	0	884 000

Sector	Nature of Investment	Funding Source	Project Name	Project ID	IDMS Gate	Delivery mechanism	MTEF 2023/24 (Rand)	MTEF 2024/25 (Rand)	MTEF 2025/26 (Rand)	MTEF TOTAL (Rand)
Human Settlements	Infrastructure Transfers - Capital	Informal Settlements Upgrading Partnership Grant	Ceres Vredebes Phase H (529) Basic Services ESS UISP	200281	Stage 3: Design Development	Individual Project	5 600 000	0	0	5 600 000
Human Settlements	Infrastructure Transfers - Capital	Informal Settlements Upgrading Partnership Grant	ISSP Ceres Nduli Infills ESS (188 sites) UISP	200515	Stage 3: Design Development	Individual Project	0	0	5 280 000	5 280 000
Human Settlements	Infrastructure Transfers - Capital	Informal Settlements Upgrading Partnership Grant	Tulbagh IBS - Chris Hani & Die Gaatjie (1000) UISP	200518	Stage 3: Design Development	Individual Project	0	1 500 000	0	1 500 000
Transport & Public Works	Maintenance and Repairs	Equitable Share	Routine Maintenance CW DM	51727	Packaged Programme	Packaged with Sub-Contracts	77 000 000	80 850 000	84 895 000	242 745 000
Transport & Public Works	Rehabilitation, Renovations & Refurbishment	Provincial Roads Maintenance Grant	C1216 Reseal/rehab Ceres-Opdie Berg-Citrusdal	206158	Stage 2: Concept/ Feasibility	Individual Project	50 000 000	150 000 000	100 000 000	300 000 000
Transport & Public Works	Rehabilitation, Renovations & Refurbishment	Equitable Share	C1116.1 Reseal Wolseley - Ceres - Touwsrivier 86km	215120	Stage 4: Design Documentation	Individual Project	30 000 000	20 000 000	0	50 000 000
Transport & Public Works	Rehabilitation, Renovations & Refurbishment	Provincial Roads Maintenance Grant	C1116.1 Reseal Wolseley - Ceres - Touwsrivier 86km	217939	Stage 4: Design Documentation	Individual Project	70 000 000	48 000 000	0	118 000 000
GRAND TOTAL							**312 856 000**	**319 116 000**	**199 821 000**	**831 793 000**

Map showing the spatial distribution of Provincial infrastructure investment projects in the Witzenberg Municipality for the MTEF period 2023/24 -2025/26



7 PERFORMANCE MONITORING AND EVALUATION

The Municipal Systems Act requires that the IDP be reviewed every five years in line with municipal elections, with an annual review of the budget and progress. A Performance Management Policy Framework has been approved by Council.

The IDP is considered as the five-year strategic plan for the municipality and therefore provides an outline of Witzenberg Municipality's vision, mission, objectives and operational and service delivery indicators that are realistic and attainable.

The Municipal Finance Management Act 56 of 2003 (MFMA) and National Treasury MFMA Circular No. 13 requires that municipalities prepare a service delivery budget implementation plan (SDBIP) indicating how the budget and the strategic objectives of Council as included in the IDP will be implemented. The SDBIP is prepared in terms of Section 53(1)(c)(ii) of the Municipal Finance Management (MFMA), National Treasury MFMA Circular No. 13 and the Budgeting and Reporting Regulations.

The SDBIP serves as a "contract" between the administration, council and community; expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration in the applicable financial year. It provides the link between the mayor, the council (executive) and the administration, and facilitates the process for holding management accountable for its performance. It is therefore a management, implementation and monitoring tool that will assist the mayor, councilors, municipal manager, senior managers and community to monitor the municipality's performance on a quarterly basis. The SDBIP will ensure that appropriate information is circulated internally and externally for purposes of monitoring the implementation of the budget, the execution of projects, the performance of senior management and the achievement of the strategic objectives set by council.

The SDBIP sets in-year information, such as quarterly service delivery and monthly budget targets, and links each service delivery output to the budget of the municipality, thus providing credible management information and a detailed plan for how the municipality will provide such services with the inputs and financial resources that will be utilised.

The SDBIP will determine the performance agreements of the municipal manager and senior managers, including the outputs and deadlines for which they will be held responsible. Expenditure information (for capital projects and services) per municipal ward is provided so that each output can be broken down per ward, where it is possible to support ward councilors to provide feedback to their communities on progress with service delivery.

Reporting on achievements are done through a mid-year report and combined in the Annual Performance report included in the Annual Report.

Circular 88 indicators, output & outcome included.

The tables below indicate the following (**Note: refer to approved SDBIP for final indicators & targets):**

- Strategic Map – Strategic Objectives and linkage to Key Performance Areas.
- Five-year Scorecard – Key Performance Indicators with targets linked to the Strategic Objectives
- Definitions of Key Performance Indicators

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A. STRATEGIC MAP

WITZENBERG MUNICIPALITY: STRATEGIC MAP 2023/24					
Vision	**Mission**	**Municipal KPA**		**Pre-determined Objectives**	
A municipality that cares for its community, creating growth and opportunities.	The Witzenberg Municipality is committed to improve the quality of life of its community by: - Providing & maintaing affordable services - Promoting Social & Economic Development - The effective & efficient use of resources - Effective stakeholder & community participation.	1	Essential Services	1,1	Sustainable provision & maintenance of basic infrastructure
				1,2	Provide for the needs of informal settlements through improved services
		2	Governance	2,1	Support Institutional Transformation & Development
				2,2	Ensure financial viability.
				2,3	To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.
		3	Communal Services	3,1	Provide & maintain facilities that make citizens feel at home.
		4	Socio-Economic Support Services	4,1	Support the poor & vulnerable through programmes & policy
				4,2	Create an enabling environment to attract investment & support local economy.

B. 5 YEAR SCORECARD

A. KEY PERFORMANCE INDICATORS: 5 YEAR SCORECARD

(Refer to 2023/24 SDBIP for Quarterly targets)

KEY PERFORMANCE AREA: 1. ESSENTIAL SERVICES

Strategic Objective: 1.1 Sustainable provision and maintenance of basic infrastructure

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
TecDir1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Technical Department	Technical	95%	98%	98%	99%	99%	99%	Percentage reflecting year to date spend /preventative- & corrective planned maintenance budget votes of technical department. Maintenance as defined according to mSCOA and excludes emergency corrective maintenance.
TecDir3	% Expenditure on Capital Budget by Technical Directorate	Technical	90%	95%	95%	96%	96%	97%	Percentage reflecting year to date spend / Total capital budget less any contingent liabilities relating to the capital budget of the technical directorate. The total capital budget is the council approved adjusted budget at the time of the measurement. Contingent liabilities are only identified at the year end.
WS1.11 (Cir88)	Number of new sewer connections meeting minimum standards	Technical	New	10	10	12	12	14	The total number of new sewer connections (defined as connections to a flush toilet connected to the sewerage system or a septic tank or a VIP toilet) made as part of state-subsidised human settlements development. This is inclusive of new sewer connections to communal facilities that meet basic sanitation standards.
WS2.11 (Cir88)	Number of new water connections meeting minimum standards	Technical	New	10	10	12	12	14	Total number of new water connections meeting minimum standards (supply of water is Piped (tap) water inside dwelling/institution, Piped (tap) water inside yard, and/or Community stand: <200 m) as part of state-subsidised human settlements development. This is inclusive of new water connections to communal facilities that meet minimum standards.
WS3.1 (Cir88)	Frequency of sewer blockages per 100 KMs of pipeline	Technical	New	500	500	490	490	480	Number of blockages in sewers per 100km of sewer length per year. Blockages are defined as reported or logged blockages that result in an obstruction of system flow which may be caused by roots, obstructive items or other pipeline disruption.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
WS3.11 (Cir88)	Percentage of callouts responded to within 24 hours (sanitation/wastewater)	Technical	New	95%	95%	96%	96%	97%	Percentage callouts (inclusive of outages logged with the municipality and complaints related to outages) responded to within 24 hours (sanitation/wastewater). Responded to means that someone is on site and has initiated a process of resolving the matter within 24 hours. This does not mean the callout was resolved, only that the matter was logged, appraised and responded to within 24 hours of notification.
WS3.2 (Cir88)	Frequency of water mains failures per 100 KMs of pipeline	Technical	New	60	60	58	58	57	Number of water mains failures per 100km of mains pipe per year. "Mains" refers to all transmission and distribution pipes for water, the ownership of which is vested in the municipality for the purpose of conveying water to consumers.
WS3.21 (Cir88)	Percentage of callouts responded to within 24 hours (water)	Technical	New	95%	95%	96%	96%	97%	Percentage callouts (outages inclusive of complaints logged over outages) responded to within 24 hours (water). Responded to means that someone is on site and has initiated a process of resolving the matter within 24 hours. This does not mean the callout was resolved, only that the matter was logged, appraised and responded to within 24 hours of notification.
WS3.3 (Cir88)	Frequency of unplanned water service interruptions	Technical	New	12	12	11	11	10,5	Number of interruptions averaged per 1000 service connections per year. Interruptions are understood as occurring at the source and do not include the number of consumer units affected by an interruption.
WS4.1 (Cir88)	Percentage of drinking water samples complying to SANS241	Technical	New	98%	98%	98%	98%	98%	The percentage of water samples measured that comply with the SANS 241 requirements over a 12 month period for the defined parameters. See the SANS 241 requirements for a detailed breakdown of the various tests involved and the associated standard limits for application.
WS4.2 (Cir88)	Percentage of wastewater samples compliant to water use license conditions	Technical	New	85%	86%	86%	87%	87%	Percentage of Wastewater Quality Compliance to specified licence/permit/authorisation requirements tested during the municipal financial year. The percentage is calculated on the basis of aggregated results per Water Use License determinant.
WS5.1 (Cir88)	Percentage of non-revenue water	Technical	New	20%	20%	19%	19%	18%	Non-revenue water is defined as the sum of unbilled authorized consumption, apparent losses (unbilled unauthorised consumption and meter inaccuracies) and real losses (from transmission mains, storage facilities, distribution mains or service connections).
WS5.2 (Cir88)	Total water losses	Technical	New	30	30	28	28	27	Total (apparent and real) losses, expressed in terms of annual volume lost per service connection per day.
WS5.31 (Cir88)	Percentage of total water connections metered	Finance	New	99%	99%	99%	99%	99%	The number of metered water connections as a percentage of the total number of connections in the municipality.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
EE1.11 (Cir88)	Number of dwellings provided with connections to mains electricity supply by the municipality	Technical	New	10	10	12	12	14	Number of residential supply points commissioned and energised by the municipality
EE3.11 (Cir 88)	Percentage of unplanned outages that are restored to supply within industry standard timeframes	Technical	New	95%	96%	96%	96%	97%	The proportion of MTTRs that are within industry standards where MTTR is the average time it takes to restore unplanned outages. The following five categories of restoration time are applied as industry standards NSR 047: X=1.5, 3.5, 7.5, 24 and 168
EE3.21 (Cir88)	Percentage of planned maintenance performed	Technical	New	90%	90%	90%	90%	90%	This is a measure of the actual executed maintenance jobs planned as a percentage of budgeted planned maintenance effort in scheduled 'jobs'. A 'job' is a planned maintenance task scheduled by the municipality.
FinInc28	Number of formal residential properties for which refuse is removed once per week and which are billed for refuse removal as at period end.	Finance	13 465	13 465	13 500	13 550	13 570	13 590	The objective of the KPI is to report on the number of residential properties that have access to the service according to the number of properties billed for the service on the SAMRAS financial system Proxy measure for National Key Performance Indicator.
TecWat20	Percentage unaccounted water losses	Technical	14%	18%	17%	17%	16%	16%	Unaccounted-for water (UFW) is the difference between the quantity of water supplied to the municipality's network and the metered quantity of water used by the customers. UFW has two components: (a) physical losses due to leakage from pipes, and (b) administrative losses due to illegal connections and under registration of water meters. The reduction of UFW is a crucial step to improve the financial health and to save scarce water resources.
FM5.21 (Cir88)	Percentage of total capital expenditure on renewal/upgrading of existing assets	Finance	New	37%	38%	39%	40%	42%	This indicator measures the extent to which the municipality prioritise or protect its existing infrastructure assets. Renewal/Upgrading of Existing Assets refers to costs incurred in relation to refurbishment, rehabilitation or reconstruction of assets to return its desired service levels. It is also referred to as restoration of the service potential of the asset.
FM5.22 (Cir88)	Renewal/Upgrading of Existing Assets as a percentage of Depreciation/Asset impairment	Finance	New	72%	75%	75%	78%	78%	This indicator measures the extent at which the municipality prioritise or protect its existing infrastructure assets. Renewal, Upgrading or Replacement of Existing Assets refers to costs incurred in relation to refurbishment, rehabilitation or reconstruction of assets to return its desired service levels. It is also referred to as replacement of an asset.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
FM5.3 (Cir88)	Percentage change of repairs and maintenance of existing infrastructure	Finance	New	30%	10%	10%	15%	15%	This indicator measures the extent to which the municipality spent on repairs and maintenance of infrastructure assets. Repairs and maintenance is a group of accounts consisting of labour costs, material costs, secondary costs and etc.
FM5.31 (Cir88)	Repairs and Maintenance as a percentage of property, plant, equipment and investment property	Finance	New	2,0%	2,2%	2,2%	2,8%	2,8%	This indicator measures the extent at which the municipality spent on repairs and maintenance of infrastructure assets relative to its asset base. Repairs and maintenance is a group of accounts consisting of labour costs, material costs, secondary costs and etc.
EE4.4 (Cir88)	Percentage total electricity losses	Technical	New	10,0%	10%	10%	10%	10%	Electricity losses have two components: technical and non-technical. Technical losses occur naturally and consist mainly of power dissipation in electricity system components such as transmission and distribution lines, transformers, and measurement systems. Non-technical losses are caused by actions external to the power system and consist primarily of electricity theft, faulty or inaccurate meters, and errors in accounting and record-keeping. Losses is a measure of unaccounted for energy. Thus non-payment is not included as losses.
TR6.11 (Cir88)	Percentage of unsurfaced road graded	Technical	New	75%	75%	80%	80%	85%	The length of unsurfaced road which has been graded as a percentage of overall unsurfaced road network. Unsurfaced road is understood as a road without a prepared, durable surface intended to withstand traffic volume, usually a tar macadam (asphalt) or concrete surface. Usually dirt, gravel or natural surface. Road "graded" is the process of restoring the driving surface of a gravel or natural surface road to a desired smoothness and shape by removing irregularities such as corrugations and pot holes and redistributing gravel.. Usually dirt, gravel or natural surface. Road "graded" is the process of restoring the driving surface of a gravel or natural surface road to a desired smoothness and shape by removing irregularities such as corrugations and pot holes and redistributing gravel.
TR6.12 (Cir88)	Percentage of surfaced municipal road lanes which has been resurfaced and resealed	Technical	New	1%	1,0%	1,5%	1,5%	2,0%	The distance of surfaced municipal road lanes (class 3-5) in kilometres which has been resurfaced and resealed in relation to the total road lane length. A lane is part of a carriageway that is designated to be used by a single line of vehicles to control and guide drivers and reduce traffic conflicts. Lane widths may vary in width from 3.1m at their narrowest, to 5.5m lanes in higher-order mixed-usage streets. Total municipal road length is measured on a per lane basis, so a road that is four-lanes wide for 1 km has a total network length of 4kms for the purpose of this indicator.

146

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
TR6.13 (Cir88)	KMs of new municipal road network	Technical	New	No Target	2	3	3	3,5	The distance of municipal road network built in kilometres within the municipal area, by the municipality (inclusive of all its departments and implementing agents). This is inclusive of both surfaced and unsurfaced roads built by the municipality. A surfaced road refers to road installed with a durable surface material intended to sustain traffic, usually pavement or concrete. Total municipal road network length is measured irrespective of the road lanes for this indicator.
TR6.2(Cir88)	Number of potholes reported per 10kms of municipal road network	Technical	New	100	100	95	95	90	The indicator measures the number of potholes reported to the municipality normalised for the length of the municipality's surfaced road network. A municipal road network typically consists of residential roads and roads in built-up areas within its borders, that allow for the movement of goods, services and people that are the responsibility of the municipality to maintain. Potholes are defined as a depression in a road surface, usually asphalt pavement, where traffic has removed broken pieces of the pavement. It is usually the result of water in the underlying soil structure and traffic passing over the affected area. This indicator does not count multiple reports of the same pothole at the same location. This indicator is worded such that potholes are counted once and only once they have been reported, signalling awareness of and dissatisfaction with road quality by the public. Each municipality may have different systems or protocols to determine when it receives multiple reports for the same pothole. The Standard Operating Procedure by the municipality for the indicator should be instructive in this regard.
TR6.21 (Cir88)	Percentage of reported pothole complaints resolved within standard municipal response time	Technical	New	90%	90%	92%	92%	93%	The percentage of reported pothole complaints resolved within the standard time, as a percentage of all potholes reported. A reported pothole complaint refers to the report as the incidence, not the number of potholes that may be referred to in a given report. Municipal standard response times and operating procedures for service providers who may undertake this work for the municipality are confirmed at the municipal level in terms of the municipality's standard operating procedure for measuring the indicator.

Strategic Objective: 1.2 Provide for the needs of Informal Settlements through improved services

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
Tec Dir2	Number of subsidised serviced sites developed.	Technical	529	No target	130		50	50	A housing opportunity is incremental access to and or delivery of one of the following Housing products: Incremental Housing which provides a serviced site with or without tenure. A serviced site is being defined as a demarcated site with access to water & sanitation services located adjacent to a road.
Tec Wat 22	Percentage of households in demarcated informal areas with access to a water point (tap)	Technical	100%	95%	97%	97%	97%	97%	This indicator reflects the percentage of households in demarcated informal areas with access to a water point (tap). Access are being defined as households within 200m of a water point (tap). Certain taps may however have been vandalised or removed after provision. Excluding areas that was illegally occupied and not part of the municipalities planning initiatives. Proxy for National KPI.
Tec San 13	Percentage of households in demarcated informal areas with access to a communal toilet facility.	Technical	100%	95%	97%	97%	97%	97%	This indicator reflects the percentage of households in demarcated informal areas with access to a communal toilet facility. Access are being defined as households within 200m of a communal toilet facility. Certain toilets may however have been vandalised or removed after provision. Excluding areas that was illegally occupied and not part of the municipalities planning initiatives. Proxy for National KPI.
ENV 3.11 (Cir88)	Percentage of known informal settlements receiving basic refuse removal services	Technical	90%	90%	90%	90%	90%	90%	The proportion of recognised informal settlements within the municipal area which are receiving at least a basic standard of service for refuse collection and cleaning services.

KEY PERFORMANCE AREA: 2. GOVERNANCE

Strategic Objective: 2.1 Support Institutional Transformation and Development

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
Corp HR13	Percentage budget spent on implementation of Workplace Skills Plan.	Corporate	93%	96%	96%	96%	96%	96%	A Workplace Skills Plan is a document that outlines the planned education, training and development interventions for the organisation. Its purpose is to formally plan and allocate the budget for appropriate training interventions which will address the needs arising out of Local Governments' Skills Sector Plan, the municipality's strategic requirements as contained in the IDP and the individual departmental staffing strategies and individual employees' PDP's. The WSP shall also take into account the Employment Equity Plan, ensuring incorporation of relevant developmental equity interventions into the plan. Kpi measures percentage expenditure of vote allocated towards training needs as arise from WSP. Proxy for National KPI.
Corp HR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	Corporate	4	4 Reports	4 Reports	4 Reports	4 Reports	4 Reports	Quarterly reports on the percentage of people from employment equity target groups employed in the three highest levels of management in compliance with the municipality's approved employment equity plan. Quarterly report submitted to Municipal Manager. National Key Performance Indicator.
GG1.1 (Cir88)	Percentage of municipal skills development levy recovered	Corporate	New	80%	85%	85%	90%	90%	The indicator is a measure of the R-value of the municipal skills development levy recovered for the financial year as a percentage of the total municipal skills development allocation which the municipality could have claimed. The skills development levy is a levy imposed to encourage learning and development in South Africa as a percentage of the municipal salary bill. The funds are paid to the South African Revenue Service and

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
									can be recovered on the completion of successful skills development.
GG1.2 (Cir88)	Top management stability	Corporate	New	79%	79%	100%	100%	100%	Top management is defined as Section 56 and 57 Managers, as per the Municipal Systems Act (2000). This refers to the number of working days in which all of the top management positions in the municipality are filled by full-time employees not in an acting position, as a percentage of the total number of possible working days for those positions in a calendar year.
GG1.21 (Cir88)	Staff vacancy rate	Corporate	New	10%	8%	8%	7%	7%	The number of unfilled posts in the municipal organisational structure as a percentage of the total number of employee posts in the municipality's organisational structure. (Only budgeted positions on organigram)
GG1.22 (Cir88)	Percentage of vacant posts filled within 3 months	Corporate	New	80%	85%	85%	90%	90%	The percentage of posts for which an appointment decision has been made within three months of the authority to proceed with filling the post. 'Vacant posts' in this instance, refers to all budgeted posts on the municipal organogram for which a recruitment process has been initiated. A position is considered 'filled' when a recruitment decision is made and an offer of appointment formally accepted by a recruit, regardless of the start date. 'Authority to proceed with filling a post' refers to the point of time at which the relevant official authorises the filling of a vacancy in terms of relevant municipal policies and procedures. This refers to an individual post and does not apply to bulk recruitments.
GG5.11 (Cir88)	Number of active suspensions longer than three months	Corporate	New	2	2	2	2	2	Refers to the total number of active suspensions at the time of reporting that were initiated more than three months prior and had not yet been resolved.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
GG5.12 (Cir88)	Quarterly salary bill of suspended officials	Corporate	New	R0	R0	R0	R0	R0	The sum of the salary bill for all officials suspended from work or employment for the municipality for misconduct during the reporting period.
GG3.12 (Cir88)	Percentage of councillors who have declared their financial interests	Corporate	New	100%	100%	100%	100%	100%	The percentage of all councillors that have declared their financial interests for the financial year being reported against. Financial interests refers to all relevant financial matters or dealings which may create the potential for a conflict of interest.
GG4.1 (Cir88)	Percentage of councillors attending council meetings	Corporate	New	75%	80%	80%	85%	85%	The average percentage of members of the municipal council that attended council meetings.
GG2.31 (Cir88)	Percentage of official complaints responded to through the municipal complaint management system	Corporate	New	90%	92%	92%	93%	93%	The number of official complaints responded to as per the municipality defined norms and standards, as a percentage of the number of official complaints received. A complaint is any formal grievance, concern or issue registered with municipality as per its established systems and protocols. An official complaint, in this instance, should be formally logged within the Municipal Complaints Management System. “Norms and standards” refer to a municipality's agreed ability to respond promptly and appropriately to the complaints from the public, in line with protocols determined by the municipality, whether or not this is consistent with any external guidance or benchmarking. Note that resolution refers to an official municipal response to the complaint and does not provide for a determination of "satisfaction" with the municipal response on the part of the public.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
FD1.11 (Cir88)	Percentage compliance with the required attendance time for structural firefighting incidents	Community	New	90%	90%	91%	91%	92%	Structural fire incidents are defined as incidents of fire outbreaks in habitable formal structures (buildings that have approved building plans) and habitable informal structures (informal residential dwellings where no approved building plans exist). The indicator measures the percentage of times that these incidents receive a response within the 14 minute standard. This measure of the attendance time is the difference between the time of call (the time an official call or notice is received at the official call or reporting centre) and the arrival time (refers to the time captured for the first arriving firefighting response unit regardless from where dispatched or regardless of order of dispatch). The indicator therefore measures the number of all incidents where the attendance time was 14 minutes or less as a percentage of all incidents.

Strategic Objective: 2.2 Ensure Financial Stability

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
FinFAdm10	Financial viability expressed as Debt-Coverage ratio	Finance	431	350	350	350	350	350	This indicator measures debt coverage as (total operating revenue – operating grants received) / debt service payments due within the year. This means the municipality is able to cover its debt service payments from operating revenue excluding grants number of times. Proxy for National KPI.
FinFAdm9	Financial viability expressed as Cost-Coverage ratio	Finance	3,22	2,8	2,8	2,8	2,8	2,8	This indicator measures: (available cash + investments) / monthly fixed operating expenditure. This indicates that with the available cash the municipality is able to pay its fixed

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
									operating expenditure for certain amount of months. Proxy for National KPI.
FinFAdm11	Financial viability expressed outstanding service debtors	Finance	69%	60%	60%	60%	60%	60%	These indicator measure service debtors to revenue (total outstanding service debtors / revenue received for services). This means that a % of revenue in the SFP is still outstanding as at year end. Proxy for National KPI.
LED3.31 (Cir88)	Average number of days from the point of advertising to the letter of award per 80/20 procurement process	Finance	New	150	140	130	120	120	The average number of days from the point of advertising to the letter of award per 80/20 procurement process. An 80/20 procurement process refers to public procurement as per the terms of the Preferential Procurement Regulations in terms of the Preferential Procurement Policy Framework Act for bids where an 80/20 Broad-Based Black Economic Empowerment (B-BBEE) thresholds of between R30 000 and R50 million applies. This would apply to tenders awarded within the financial year, and where disputes to the outcome of the tender process were not raised. This does not apply to requests for quotations.
LED3.32 (Cir88)	Percentage of municipal payments made to service providers who submitted complete forms within 30-days of invoice submission	Finance	New	97%	97%	98%	98%	98%	The percentage of municipal payments made to service providers within 30-days of complete invoice submission. The indicator measures the number of payments made on the basis of invoice submissions to the municipality within the accepted standard of 30 days or less. This measures 30 calendar days from the time of submission of an accurate invoice.
FM1.1 (Cir88)	Percentage of expenditure against total budget	Finance	New	92%	92%	93%	93%	94%	The indicator measures the percentage of expenditure in relation to the municipal budget. Expenditure refers to costs incurred by the municipality in the applicable financial year, inclusive of all capital and operational spending. The municipal budget refers to the municipal

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
									council approved annual budget for a particular financial year.
FM1.11 (Cir88)	Total Capital Expenditure as a percentage of Total Capital Budget	Finance	New	95%	95%	96%	97%	97%	This indicator measures the extent to which budgeted capital expenditure has been spent during the financial year. Capital expenditure is all costs incurred by the municipality to acquire, upgrade, and renew physical assets such as property, plants, buildings, technology, or equipment.
FM1.12 (Cir88)	Total Operating Expenditure as a percentage of Total Operating Expenditure Budget	Finance	New	98%	99%	99%	99%	99%	The indicator measures the extent to which operating expenditure has been spent during the financial year. Operating Expenditure (non-capital spending) is costs which the municipality incurs through its normal operations.
FM1.13 (Cir88)	Total Operating Revenue as a percentage of Total Operating Revenue Budget	Finance	New	94%	94%	95%	95%	96%	The indicator measures the extent of actual operating revenue (excl. capital grant revenue) generated in relation to budgeted operating revenue during the financial year. Operating revenue is revenue generated from sale of goods or services, taxes or intergovernmental transfers
FM1.14 (Cir88)	Service Charges and Property Rates Revenue as a percentage of Service Charges and Property Rates Revenue Budget	Finance	New	94%	94%	95%	95%	96%	The ratio measures the extent of actual Service Charges and Property Rates Revenue generated in relation to budgeted Service Charges and Property Rates Revenue during the financial year. Service Charges includes revenue generated from sale of water, electricity, refuse and sanitation. Property rates includes revenue generated from rates and taxes charged on properties.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
FM1.21 (Cir88)	Funded budget (Y/N) (Municipal)	Finance	New	Yes	Yes	Yes	Yes	Yes	A municipality considers inputs from the National Treasury and adopts a budget that is funded in line with Section 18 of the MFMA which states that a budget is funded from either revenue realistically to be collected and accumulated cash backed reserves not committed for other purposes. Accumulated cash backed reserves refers to surpluses accumulated from previous years not committed for other purposes. A budget is funded when a municipality reflects a surplus of R0 or more on budget table A8.
FM2.1 (Cir88)	Percentage of total operating revenue to finance total debt (Total Debt (Borrowing) / Total operating revenue)	Finance	New	0,30%	0,30%	0,35%	0,35%	0,40%	The purpose of the indicator is to provide assurance that sufficient revenue will be generated to repay Liabilities. Alternatively, it assesses the municipality's affordability of the total borrowings.
FM2.2 (Cir88)	Percentage change in cash backed reserves reconciliation	Finance	New	0%	0%	0%	0%	0%	The indicator measures the extent to which a municipality increases its reserves and the basis of cash backing of reserves. Data elements, for the purpose of this indicator, are drawn from the data contained in the budget table A8.
FM3.11 (Cir88)	Cash/Cost coverage ratio	Finance	New	3,00	3,00	3,00	3,00	3,00	The ratio indicates the municipality's ability to meet at least its monthly fixed operating commitments from cash and short-term investment without collecting any additional revenue, during that month.
FM3.12 (Cir88)	Current ratio (current assets/current liabilities)	Finance	New						The ratio is used to assess the municipality's ability to pay back its short-term liabilities (Debt and Payables) with its short-term assets (Cash, Inventory, Receivables).
FM3.14 (Cir88)	Liquidity ratio	Finance	New	1,00	1,00	1,00	1,00	1,00	This ratio only considers a municipality's most liquid assets – cash and investments. These are the assets that are most readily available to a municipality to pay short-term obligations. It is a stricter and more conservative measure because

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
									cash and cash equivalent is only used in the calculation.
FM4.2 (Cir88)	Percentage of total operating expenditure on remuneration	Finance	New	32%	32%	32%	32%	32%	The indicator measures the extent of remuneration costs to total operating expenditure. To control this indicator, an organisational review needs to be performed to address duplications and inefficiencies. The municipality needs to implement a proper remuneration policy and performance management system. Remuneration includes employee related costs (permanent and short term contracts) and remuneration for councillors.
FM4.3 (Cir88)	Percentage of total operating expenditure on contracted services	Finance	New	5%	5%	5%	6%	6%	This indicator measures the extent to which the municipality financial resources are committed towards contracted services to perform municipal related functions. Contracted services refers to costs incurred by the municipality in relation to services performed on behalf of the municipality by another agency or personnel. This includes outsourced Services, Contractors and Professional and Special Services.
FM4.3 1 (Cir88)	Creditors payment period	Finance	New	30 days	30	30	30	30	This indicator reflects the average number of days taken for trade creditors to be paid. It is a useful indicator to measure the cash flow or liquidity position of a municipality. Total outstanding creditors is total amount owed (capital and operating expenditure) by the municipality. Section 65 of the MFMA clearly prescribe municipalities to pay all monies owed within 30 days of receiving an invoice.
FM5.1 1 (Cir88)	Percentage of total capital expenditure funded from own funding (Internally generated	Finance	New	43%	42%	42%	40%	40%	The ratio measures the level to which municipality's total capital expenditure is funded through Internally Generated Funds and Borrowings. It also assess the level at which a municipality is able to generate own funds to finance revenue generating assets to enhance and sustain revenue streams.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
	funds + Borrowings)								
FM6.13 (Cir88)	Percentage of tender cancellations	Finance	New	30%	25%	25%	20%	20%	This indicator measures the percentage of tender cancellations in relation to the total number of tender business cases that was recorded, advertised and closed.
FinDir3	Achieve an unqualified opinion of the Auditor-General on annual financial statements of the previous year.	Finance	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified	This indicator measures good governance and accounting practices and will be evaluated and considered by the Auditor General in determining his opinion. An unqualified audit opinion refers to the position where the auditor having completed his audit has no reservation as to the fairness of presentation of financial statements and their conformity with General Recognised Accounting Practices.
FM7.11 (Cir88)	Debtors payment period	Finance	New	30 days	30	30	30	30	Net Debtor Days refers to the average number of days required for a municipality to receive payment from its consumers for bills/invoices issued to them for services.
FM7.12 (Cir88)	Collection rate ratio	Finance	New	92%	92%	92%	91%	90%	The ratio measures the revenue collection level of a municipality. It considers the level of increase or decrease of gross debtors relative to annual billed revenue. In addition, in order to determine the real collection rate bad debts written-off is taken into consideration
FM7.2 (Cir88)	Percentage of Revenue Growth excluding capital grants	Finance	New	10%	10%	12%	12%	14%	This Ratio measures the overall Revenue Growth excluding Capital Grants. In addition, this ratio will assist in determining if the increase in Expenditure will be funded by the increased Revenue Base or by some other means.

Strategic Objective: 2.3 To maintain and strengthen relations with international- & inter- governmental partners as well as the local community through the creation of participative structures.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
MMID P9	Number of IDP community engagements held.	Municipal Manager	Changed	14	14	14	14	14	Bi-annual community engagements as per IDP Process Plan held in each of the 7 towns.
GG2.1 (Cir88)	Percentage of ward committees that are functional (meet four times a year, are quorate, and have an action plan)	Municipal Manager	New	80%	80%	90%	90%	90%	The percentage of ward committees that are deemed to be 'functional' out of all wards in the municipality. Functional is defined as- they have an agreed annual ward committee action plan by end of Q1 of the year under review and had at least four quorate meetings in that year.
GG2.11 (Cir88)	Percentage of ward committees with 6 or more ward committee members (excluding the ward councillor)	Municipal Manager	New	80%	80%	90%	90%	90%	The percentage of ward committees that had 6 or more members, excluding the ward councillor, as a proportion of the total number of wards at the last day of the reporting period.
GG2.12 Cir88)	Percentage of wards that have held at least one councillor-convened community meeting	Municipal Manager	New	80%	80%	90%	90%	90%	The number of wards where ward councillors convened at least one community meeting in the quarter as per statutory requirements, as a percentage of all the wards in the municipality. Community meetings refer to any public meeting for which public notice is given, held in the councillor's ward, and at which the ward councillor convenes the meeting.
ComSoc49	Number of meetings with inter-governmental partners.	Community	12	12	12	12	12	12	Number of Inter-Governmental meetings attended.

KEY PERFORMANCE AREA: 3. COMMUNAL SERVICES

Strategic Objective: 3.1 Provide and Maintain Facilities and Environment that make citizens feel at home

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
ComAm34	Analysis report on customer satisfaction questionnaires on community facilities.	Community	1	1 Report	1 Report	1 Report	1 Report	1 Report	This indicator measures the submission of an analysis report on a customer satisfaction questionnaire on community perception and satisfaction in respect of the access to and maintenance of certain community facilities. Result of completed questionnaires available at Community Halls and other identified facilities.
HS3.5 (Cir88)	Percentage utilisation rate of community halls	Community	New	70%	70%	70%	80%	80%	The percentage of available hours across all community halls that are booked in a year.
HS3.6 (Cir88)	Average number of library visits per library	Community	New	8000	8000	8000	8200	8200	The average number of library visits per library per year. This measures only municipality managed libraries. (1) Total number of library visits / (2) Count of municipal libraries
HS3.7 (Cir88)	Percentage of municipal cemetery plots available	Community	New	35%	35%	30%	70%	70%	The number of burial plots currently available within active, municipal-owned cemeteries as a percentage of the total amount of burial plots in all municipal-owned cemeteries.
ComDir1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Community Department.	Community	81%	98%	99%	99%	99%	99%	Percentage reflecting year to date spend /preventative- & corrective planned maintenance budget votes for the Community Department. Maintenance as defined according to mSCOA and excludes emergency corrective maintenance.
ComDir2	% Expenditure on Capital Budget by Community Directorate	Community	85%	95%	95%	96%	96%	97%	Percentage reflecting year to date spend / Total capital budget less any contingent liabilities relating to the capital budget of the community directorate. The total capital budget is the council approved adjusted budget at the time of the measurement. Contingent liabilities are only identified at the year end.

KEY PERFORMANCE AREA: 4. SOCIO-ECONOMIC SUPPORT SERVICES

Strategic Objective: 4.1 Support the poor & vulnerable through programmes & policy

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	Community	2867	4500	4400	4300	4300	4300	Refers to the number of account holders subsidised through the municipality's Indigent Policy as at the end of reporting period.
LED2.12	Percentage of the municipality's operating budget spent on indigent relief for free basic services	Finance	New	5,0%	5,0%	5,0%	4,5%	4,5%	The amount municipal operating budget expended on free basic services to indigent households (R-value) as a percentage of the total operating budget of the municipality for the period. Free Basic Services are understood in terms of water, sanitation, electricity and waste removal services only.
LED1.21	Number of work opportunities created through Public Employment Programmes (incl. EPWP, CWP and other related employment programmes)	Community	401	400	405	410	410	410	Simple count of the number of short-term work opportunities provided through the municipality by Public Employment Programmes such as Expanded Public Works Programme, Community Works Programme and other related infrastructure initiatives. EPWP is a nationwide programme covering all spheres of government and SOEs. EPWP projects employ workers on a temporary or ongoing basis with government, contractors, or other non-governmental organisations under the Ministerial Conditions of Employment for the EPWP or learnership employment conditions. The CWP was established to provide an employment safety net to eligible members of target communities by offering them a minimum number of regular days of work each month. The programme targets unemployed and underemployed people. The stipends participants receive supplement their existing livelihood means and provide them with a basic level of income security. The indicator tracks the number of unique work opportunities generated within the quarter, regardless of the duration.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
ComSoc 42	Number of engagements with target groups with the implementation of social development programmes.	Community	27	20	20	20	20	20	The indicator refers to the number of engagements with target groups for the implementation social developmental programmes and /or initiatives .
ComHS14	Number of housing opportunities provided per year.	Community	No target	0	80	80	80	80	A housing opportunity is incremental access to and or delivery of one of the following Housing products: Practically completed Subsidy Housing which provides a minimum 40m² house.
ComHS15	Number of Rental Stock transferred	Community	35	30	40	50	50	50	Number of rental stock transferred to approved beneficiaries, using established criteria. Rental stock is being defined as subsidised houses constructed before 1994 (scheme houses) and leased by the municipality to identified and approved beneficiaries.

Strategic Objective: 4.2 Create an enabling environment to support local economy

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
ComLed19	Bi-annual report on investment incentives implemented.	Community	4	2 Reports	2 Reports	2 Reports	2 Reports	2 Reports	Bi-annual report on investment incentives implemented.
ComLed20	Quarterly report on the Small Business Entrepreneurs Development Programme.	Community	4	4 Reports	4 Reports	4 Reports	4 Reports	4 Reports	Quarterly report on the Small Business Entrepreneurs Development Programme.
ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the	Community	4	4 Reports	4 Reports	4 Reports	4 Reports	4 Reports	Progress reports on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.

161

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
	Witzenberg LED Strategy.								
LED1.11	Percentage of total municipal operating expenditure spent on contracted services physically residing within the municipal area	Finance	New	6%	6%	7%	7%	7%	This indicator measures the value of municipal operating expenditure that has been spent on payments to contracted organisations with a physical address within the municipal area as a percentage of the total operating expenditure on payments to all contracted organisations. Contracted services are inclusive of consultancy services, and refer to services rendered by any entity outside of the municipality secured through a public procurement process.
LED3.11	Average time taken to finalise business license applications	Community	New	5 days	5	5	5	5	The indicator measures the average number of working days a business owner can expected to wait from the date of submission of a complete business licence application to the date of outcome of licensing decision from the municipality. Business license applications refer to those businesses registering to operate and do business within the municipal area. A 'complete application' refers to the point at which all of the required administrative information has been supplied, allowing the municipality to proceed with the processing. A 'finalised' application refers to an application where the municipality has taken a decision to approve or deny the application. An application is consider finalised at the point of the decision, regardless of the time between the decision and the communication of the application outcome.

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163

8 LIST OF STATUTORY, STRATEGIC AND OPERATIONAL PLANS

Operational Strategies and Sector Plans (See Annexures)

SECTOR PLAN	STATUS	ADOPTED DATE
INTEGRATED DEVELOPMENT PLAN 2017-2022	Adopted	May 2017
SPATIAL DEVELOPMENT FRAMEWORK	Adopted	May 2020
LOCAL ECONOMIC DEVELOPMENT PLAN	Adopted	In Process
FINANCIAL PLAN	Adopted	
DISASTER MANAGEMENT PLAN	Adopted	2021
WATER SERVICES DEVELOPMENT PLAN	Adopted	2022
AIR QUALITY MANAGEMENT	Adopted	
INTEGRATED TRANSPORT AND ROADS PLAN	Adopted	In Process
ELECTRICITY / ENERGY MASTER PLAN	Adopted	2018
HOUSING PIPELINE	Adopted	In Process
HUMAN SETTLEMENT PLAN	Adopted	In Process
INTEGRATED WASTE MANAGEMENT PLAN	Adopted	In Process
COMMUNICATIONS STRATEGY	Adopted	2022
IDP PROCESS PLAN	Adopted	Dec 2021
PUBLIC PARTICIPATION PROCESS PLAN	1st Draft	Dec 2020
ORGANISATIONAL PERFORMANCE MANAGEMENT SYSTEM	Adopted	

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9 ADDENDUMS AND ANNEXURES

ADDENDUMS AND ANNEXURES	STATUS	ADOPTED DATE
MFMA CIRCULAR 88: WITZENBERG MUNICIPALITY NATIONAL INDICATORS & QUESTIONS		

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10 BIBLIOGRAPHY

- Witzenberg Municipality – Institutional Analysis
    1. Du Toit – Mr Pieter Du toit
    2. Department of Health – Ceres Hospital
    3. South African Police Services – Ceres Cluster
    4. Department of Education – Mr Sarel Brown
    5. Directorate Technical Services
        i. Water and Sanitation
        ii. Streets and Storm water
        iii. Town Planning
        iv. Solid waste
    6. Directorate Community Services
        i. Human Settlements
        ii. Environmental Services and Amenities
        iii. Fire and Disaster Management
    7. Directorate Corporate Services
        i. Information and Communications Technology
        ii. Marketing and Communications
        iii. Traffic Services
        iv. Human Resources
    8. Directorate Finance
- Department of Local Government
- Provincial Treasury
- Department of Agriculture
- Department of Environmental Affairs and Development Planning
- Cape Winelands District Municipality
- Cooperative Governance and Traditional Affairs(CoGTA)
- South African Local Government Association (SALGA)
- Municipal Systems Act (No. 32 of 2000)
- Municipal Finance Management Act (No.56 of 2003)
- Municipal Structures Amendment Act (No.33 of 2000)

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WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

DRAFT BUDGET FOR

2023/2024 – 2025/2026

TABLE OF CONTENTS

SECTION A - BUDGET

1 Glossary

2 Mayors Report

3 Resolutions

4 Executive Summary

5 Annual budget tables

- AI Budget Summary
- A2 Budgeted Financial Performance – by standard classification
- A3 Budgeted Financial Performance – by municipal vote
- A4 Budgeted Financial Performance
- A5 Budgeted capital Expenditure by vote and Funding
- A6 Budgeted Financial Position
- A7 Budgeted Cash Flows
- A8 Cash backed reserves/accumulated surplus reconciliation
- A9 Asset Management
- A10 Basic service delivery measurement

6 Overview of annual Budget Process

7 Overview of alignment of annual budget with Integrated Development Plan

8 Measurable performance objectives and indicators

9 Overview of Budget Related Policies and amendments

10 Overview of Budget Related By-laws and amendments

11 Overview of Budget Assumptions

12 Overview of Budget Funding

13 Expenditure on allocations and grant programmes

14 Allocations or grants made by the municipality

15 Councillor allowances and employee benefits

16 Monthly targets for revenue, expenditure and cash flow

17 Capital expenditure detail

18 List of significant amendments from tabled to final budget

19 Legislation compliance status

20 Municipal Manager's quality certification

SECTION B – BUDGET

1 Capital Budget

2 Tariffs

3 Supporting Tables

4 Service Standards

5 MFMA Circulars 122-123 (For noting only)

6 NT Tariff setting tool (For noting only)

7 Budget related Policies

1 Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spentby the Municipality, and the month end balances of cash and short term investments. Cashreceipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may notbe paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted toassist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would havebeen avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification systemthat facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipalaccounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of amunicipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece oflegislation relating to municipal financial management.

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004) as amended.

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMAsets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous threeyears and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactionswhich do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources areaccounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprisingquarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgetedspending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, **s**pending without, or in excess of, anapproved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at departmentlevel.

WM – Witzenberg Municipality

2 Mayors Report

Speaker
Aldermen
Deputy Executive Mayor
Members of the Mayoral Committee
Councillors
Representatives of Provincial Government
Municipal Manager
Directors and officials

It is my privilege to present to you the budget for the 2023/2024 financial year as well as the 2024/2025 to 2025/2026 medium term revenue and expenditure framework.

It remains a challenge to collect sufficient funds for improved service delivery while tariffs must still be affordable to the community. Debt collection will have to improve to make more funds available for capital expenditure for much needed maintenance and replacement of aging municipal infrastructure. The level of outstanding debt was also highlighted in the Audit Report. Strict credit control and stewardship from council will have to improve to enhance our ability to collect what is due to the municipality.

The collection rate of the municipality has i n creased from 88% to 90%. This is still below the norm of 94%. We believe that the collection rate will rise again as we have started to implement credit control measures and have thus estimated that the budgeted collection rate for the new financial year will reach 92%. The collection rate is under pressure as no new business or expansions of current businesses can be allowed due to the inability of Eskom to increase the electricity supply to the municipal area. The ongoing load shedding have a negative effect on the financial sustainability of businesses, which are the main sources of job creation in the municipal area. We experience an alarming decrease in electricity sales that can only be attributed to load shedding.

The inability to implement credit control measures in the Eskom supply areasof Op-Die-Berg & Prince Alfred's Hamlet is of great concern. Strategic engagements with Eskom will be required to unlock the potential revenue collection. National revenue sourcessuch as the Equitable Share is decreasing and this will urge the municipality to explore other potential sources of income.

It is estimated that 19 293 households receive basic services from the municipality. Of these households 5 807 lives in informal areas where services need to be delivered, these households are not billed for services. The current indigent register has 3 024 households listed. The remainder of 10 463 households are billed for services. A recovery rate of 90% indicate that a maximum of 9 416 of the 19 293 households pay for the services delivered by the municipality.

It will be of utmost importance that we collectively strive to ensure that at all times we receive value for money on every rand spent from the municipal coffers. We must ensure radical constitutional economic growth to expand billable services. It must also be noted that Capital expenditure funded from our own resources and expenditure on repairs and maintenance is very limited due to a limited to no increase in cash and cash equivalents over the past 3 year.

The municipality cash and cash equivalents is only sufficient to cover expenditure for about 3 months. A balance must be found between improving the available cash and cash equivalents and spending money on service delivery.

Community Relief Initiatives

The following financial relief to the community was introduced in previous budgets. These reliefs have contributed tremendously to the economic upliftment of the citizens of our valley. We continuously strive to increase these package of financial relief but are constraintby the limited financial resources to implement the necessary relief to all citizens. We have so far implemented the below:

- The Indigent policy's qualifying criteria has been amended to only include the income of the property owner or account holder and his or her spouse.
- Households earning between R3 000 and R5 000 rand may qualify for a rebate equal to 50% of the normal indigent subsidy
- A pensioner's rebate in terms of Property Rates.
- A general exemption of on the first R120 000 of residential property as previous.

The capital budget

The capital budget for the next financial year amounts to R 68.0 million of which R 12.3 million is from own revenue. The rest of the capital budget is financed from Grants of R 46.7 million and a proposed external loan of R9 million.

As can be seen from the aforementioned, the municipality is too reliant on Grants to fund its capital expenditure. That said we are thankful for the Grants allocated to Witzenberg Municipality.

The bulk of the proposed capital expenditure is in respect of service delivery and infrastructure.

The operating budget

The operating revenue budget for next year amounts to R 895 million of which R 682 million is from own revenue. The rest of the operating budget is financed from Grants.

Tariff implications of the annual budget

Electricity:

The increase in electricity tariffs will be 20.7% for all customers. NERSA approved an 18.6% tariff increase for Eskom, the increase for municipalities are expected to be 20.7% as the increase is only applicable from 1 July. (Guidance from NERSA on tariff adjustments is still outstanding)

Water:

The water consumption tariff increase will be ± 6% for all consumers.

Rates:

The increase of Property Rates Revenue will be 6%. The following ratios will be applicable:

Categories	**Ratio in relation to residential Property**
Residential Property:	
Bona Fide residential	1:1
Business / Commercial property:	1:2.75
Industrial Property	1:2.75
Agricultural Properties:	
Bona Fide Agricultural	1:0.25
Public Service Purposes	1:2.75
Vacant Land	1:2.75
Public Service Infrastructure	1:2.75
Building clauses	1:2.75

The ratios are amended to minimise the impact of the new valuation roll on the different categories of property owners.

Sanitation:

The increase of Sanitation Tariffs will be 6%.

Refuse removal:

The average tariff increase for Refuse Removal Tariffs will be 6%.

Tabling:

Honourable Speaker, I hereby table the annual budget, budget related policies, tariffs and the reviewed Integrated Development Plan.

ALDERMAN HJ SMIT
EXECUTIVE MAYOR

3 Draft Resolutions

(a) That the annual budget of Witzenberg Municipality for the financial year 2023/2024; and indicative for the two projected years 2024/2025 and 2025/2026, as set out in the schedules contained in Section 4, be approved:

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

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

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

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

(b) Property rates reflected in Annexure 8.1.8(c) and any other municipal tax reflected in Annexure 8.1.8(c) are imposed for the budget year 2023/2024.

(c) Tariffs and charges reflected in Annexure 8.1.8(c) are approved for the budget year 2023/2024.

(d) The measurable performance objectives for revenue from each source reflected in Table A4 - Budgeted Financial Performance (revenue and expenditure) are approved for the budget year 2023/2024.

(e) The measurable performance objectives for each vote reflected in SA8 are approved for the budget year 2023/2024.

(f) That the new amended budget related policies be approved with implementationas from 1 July 2023:

(i) Tariff Policy

(ii) Property Rates Policy

(iii) Credit Control and Debt Collection Policy.

(iv) Cash Management and Investment Policy

(v) Consumer Payment Incentive Policy.

(vi) Municipal Supply Chain Management Policy.

(vii) SCM Policy for infrastructure Procurement.

(viii) Preferential Procurement Policy.

(ix) Petty Cash Policy

(x) Indigent Policy

(xi) Budget Policy

(xii) Budget Virement Policy

(xiii) Asset Management Policy

(xiv) Funding and Reserves Policy

(xv) Cellular telephone and data card policy

(xvi) Borrowing Policy

(xvii) Long Term Financial Plan Policy

(xviii) Transport, Travel and Subsistence Allowance

(xix) Post-Employment Medical Aid Contributions

(xx) Infrastructure Investment Policy

(xviiv) Cost Containment Policy

(g) That the reviewed Integrated Development Plan be approved

(h) That Council takes cognisance of the budget circulars issued by National Treasury and Provincial Treasury. (Only for noting)

(i) That Council takes cognisance of the Top Layer SDBIP

4 Executive Summary

Economic outlook

The National Treasury projects real economic growth of 5.3 per cent in 2023, following an expected growth estimate of 4.4 per cent in 2022. Real GDP growth is expected to moderate to 0.9 per cent in 2023. Over the next 3 years, GDP growth is expected to average 1.4 percent.

The economic outlook faces a range of risks, including weaker-than-expected global growth, further disruptions to global supply chains and renewed inflationary pressures from the war in Ukraine, continued power cuts and a deterioration in port and rail infrastructure, widespread criminal activity, and any deterioration of the fiscal outlook. Government is taking urgent measures to reduce load-shedding in the short term and transform the sector through market reforms to achieve long-term energy security. Several reforms are under way to improve the performance of the transport sector, specifically freight rail and to improve the capability of the state

The main risks to the economic outlook are weaker-than-expected growth, continued deterioration in the public finances and a failure to implement structural reforms. Electricity remains a binding constraint on economic recovery, with power interruptions expected to continue into 2023.

These factors may jeopardize South Africa’s prudent macroeconomic and fiscal policies, which include inflation targeting and a flexible exchange rate, the local economy’s ability to adjust to global volatility and the stable investment platform.

The Russia-Ukraine War continues to have a negative impact on key global markets. Fruit Exports in the Witzenberg Region has also been negatively affected and this may pose a real risk to job security in the area.

The municipality’s notional maximum demand (NMD) ceiling has also been reached and this is hampering its ability to attract investments to the municipal area. Continued talks are underway with Eskom to increase Witzenberg Municipality’s NMD.

Population statistics suggest that the municipality has experienced a steep increase in population during the past 10 years. The expansion of Informal settlements within the municipal area supports this argument and this places pressure on the municipality to provide basic services within these areas.

The municipality followed a conservative approach for projecting revenue. The municipality will have to improve their efforts to limit non-priority spending and to implement stringent cost-containment measures. South Africa's economy is increasingly vulnerable to a recession in the next 12 months, with an ongoing electricity crisis seen further curbing activity.

The probability of a recession stands at 68% in February 2023, up from odds of 45% in January 2023, according to various news agencies, based on economist polls conducted in February 2023.

Past performance

Witzenberg Municipality has now attained ten consecutive clean audit reports. Whilst the reports are very positive achievements one has to be honest and say that it tells the reader little about whether we have improved service delivery or even delivered on our constitutional mandate. What they do say is that the Council is reasonably honest in its operations to tax and spending on behalf of the local population.

Budget Summary

The Municipality's 2023/2024 budget amounts to R 994 million, represented by a Capital Budget of R 69 million and an Operating Budget of R925 million.

The total 2023/2024 budget (operating and capital) will be financed from own income R 682 million, Government Grants R 212 million. Debt Impairment is estimated at R64 million

Revenue / tariff increases

- The increase of Property Rates Revenue will be ± 6%.
- The increase of Water Consumption Tariffs will be ± 6%
- The increase of Sanitation Tariffs will be 6%.
- The average tariff increase for Refuse Removal Tariffs will be 6%.
- The tariff increase for Electricity Tariffs will be 20.7%

Expenditure category increases

The budgeted increase in expenditure categories are as follows:

Expenditure by Type	2022/2023	2023/2024	Increase
	R'000	R'000	R'000
Employee related costs	203,981	220,413	8%
Job Creation	4,302	9,683	125%
Post-Employment Provisions	32,287	33,395	3%
Remuneration of councillors	12,108	11,983	-1%
Depreciation & asset impairment	52,989	54,369	3%
Bulk purchases	314,411	374,555	19%

Expenditure by Type	2022/2023	2023/2024	Increase
Debt Impairment	61,230	64,475	5%
Repairs & Maintenance	28,377	31,148	10%
Operational Projects	7,116	5,046	-29%
General Expenses	59,625	58,233	-2%
Vehicle Expenditure	3,968	4,978	25%
Housing Top Structures	5,000	6,665	33%
Bad Debt Written Off	0	0	
Other Contracted Services	30,729	37,903	23%
	816,121	912,844	12%

The increase in salary expenditure in based on an expected increase of 5.4% CPI as well as the notch increase of 2.5% for qualifying employees. This is in line with the new wage agreement. The municipality has also limited the budget for Overtime & Standby expenditure and expenditure on these items will be closely monitored.

It is estimated that the increase in bulk purchases will be 20.7%. The municipality is awaiting final guidance for NERSA and will adjust the final budget accordingly.

The financing of capital expenditure from own funds (CRR) totals R 13.2 million. This amount is earmarked to address specific infrastructural capital investment aligned to IDP focus areas. This level is considered to be affordable over the MTREF 3-year period.

Capital investment funding from Capital Grants represents a significant portion (68%) of the Municipality's Capital Budget in 2023/2024 and consist mainly of the Provincial Housing Grant, Public Transport Infrastructure Grant and the Municipal Infrastructure Grant (MIG).

The 2023/2024 Budget was compiled in terms of the Municipal Budget and Reporting Regulations and a phased-in process will be followed to include all information regarding the tables and supporting documentation.

Financial position and MTREF strategy

The financial position of Witzenberg Municipality is set out in Table A6: Budgeted Financial Position.

Integrated Development Plan & Priorities

The Strategic priorities as per the IDP I is available in Supporting Table SA4 Reconciliation of IDP strategic objectives and budget (revenue), Supporting Table SA5 Reconciliation of IDP strategic objectives and budget (operating expenditure) and Supporting Table SA6 Reconciliation of IDP strategic objectives and budget (capital expenditure).

Effect of the annual budget

The annual budget for 2023/2024 to 2025/2026 is disclosed in detail in 'Section 4: Annual budget tables' and in 'Annexure 2: Supporting budget tables'. Each of the summarised sections below is discussed in more detail later in this document.

Financial performance

The revenue by source for medium term revenue and expenditure framework can be summarized as follows:

Revenue by source	2022/2023	2023/2024	Increase
	R'000	R'000	R'000
Property Rates	108,503	113,917	5%
Service Charges: Electricity	341,246	421,620	24%
Service Charges: Water	53,649	56,887	6%
Service Charges: Waste Water	37,094	38,703	4%
Service Charges: Waste Management	43,839	46,173	5%
Indigent Rebate	-39,191	-39,580	1%
Other Revenue	68,601	52,105	-24%
Transfers and Subsidies	228,295	204,964	-10%

The National, Provincial and District Context

The Municipality's budget must be seen within the context of the policies and financial priorities of National and Provincial Government as well as the district municipality. In essence, the spheres of Government are partners in meeting the service delivery challenges faced in Witzenberg Municipality. The Municipality alone cannot meet these challenges and we require support from the other spheres of Government through the directand indirect allocation of resources as well as the achievement of their own policies.

The following table shows the allocations to Witzenberg Municipality as set out in the National Division of Revenue Bill.

NATIONAL ALLOCATIONS	2023/2024	2024/2025	2025/2026
	R'000	R'000	R'000
UNCONDITIONAL GRANTS			
EQUITABLE SHARE	135,729	149,824	166,319
CONDITIONAL GRANTS INFRASTRUCTURE			
MIG	26,051	27,072	28,136
INEP	3,900	1,000	1,000
CONDITIONAL GRANTS SPECIFIC PURPOSE ALLOCATIONS			
LG FMG	1,550	1,550	1,688
EPWP	3,439		
NATIONAL GRANTS TOTAL	**170,669**	**179,446**	**197,143**

The following table shows the allocations to Witzenberg Municipality from the Provincial Government of the Western Cape:

PROVINCIAL ALLOCATIONS	2023/2024	2024/2025	2025/2026
	R'000	R'000	R'000
DEPARTMENT OF HUMAN SETTLEMENTS			
IHHSDG			
Municipal Accreditation and Capacity Building Grant	245	249	249
Informal Settlements Upgrading Partnership Grant: Provinces (beneficiaries)	5 600	2 384	5 280
DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING			
Regional socio-economic project/violence prevention through urban upgrading	200		
DEPARTMENT OF TRANSPORT AND PUBLIC WORKS			
Maintenance of proclaimed roads	23 130	1 375	1 400
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT			
Library Services	3,367	3,498	3,655
Library services: Municipal Replacement Funding	6,406	6,295	6,571
Development of Sport & Recreation Facilities	423		
DEPARTMENT OF LOCAL GOVERNMENT			
Thusong Centre		150	145
Community Development Worker Operational Support Grant	132	132	132
Fire Service Capacity Building Grant	985		
Municipal Interventions Grant			
PROVINCIALTREASURY			
Financial Management Capacity Building	150		
GRAND TOTAL	**40,638**	**14,083**	**17,432**

The following table shows the allocations to Witzenberg Municipality from the CapeWinela

Budget-related policies

Please refer to paragraph 9 for details of proposed amendments to the budget related policies.

Annual budget Tables

- A1 Budget Summary
- A2 Budgeted Financial Performance – by standard classification
- A3 Budgeted Financial Performance – by municipal vote
- A4 Budgeted Financial Performance
- A5 Budgeted capital Expenditure by vote and Funding
- A6 Budgeted Financial Position
- A7 Budgeted Cash Flows
- A8 Cash backed reserves/accumulated surplus reconciliation
- A9 Asset Management
- A10 Basic service delivery measurement

Annual budget Supporting Tables

SA1: Supporting Detail to Budgeted Financial Performance
SA2: Matrix Financial Performance Budget (revenue source/expenditure type and dept.)
SA3: Supporting detail to Budgeted Financial Position
SA4: Reconciliation of IDP, Strategic Objectives and Budget (Revenue)
SA5: Reconciliation of IDP, Strategic Objectives and Budget (Operating Expenditure)
SA6: Reconciliation of IDP, Strategic Objectives and Budget (Capital Expenditure)
SA7: Measurable Performance Objectives
SA8: Performance Indicators and Benchmarks
SA9: Social, Economic and Demographic Statistics and Assumptions
SA10: Funding Measurement
SA11: Property Rates Summary
SA12a: Property rates by category (current year)
SA12b: Property rates by category (budget year)
SA13: Service Tariffs by category
SA 14: Household Bills
SA15: Investment Particulars by Type
SA16: Investment Particulars by Type

SA17: Borrowing

SA18: Transfers and Grant Receipts

SA19: Expenditure on Transfers and Grant Programme

SA20: Reconciliation of Transfers, Grant Receipts and Unspent Funds

SA21: Transfers and Grants made by the Municipality

SA22: Summary Councillor and Staff Benefits

SA23: Salaries, Allowances and Benefits (political office bearers/councillors/senior managers)

SA24: Summary of Personnel Numbers

SA25: Budgeted Monthly Revenue and Expenditure

SA26: Budgeted Monthly Revenue and Expenditure (Municipal Vote)

SA27: Budgeted Monthly Revenue and Expenditure (Standard Classification)

SA28: Budgeted Monthly Capital Expenditure (Municipal Vote)

SA29: Budgeted Monthly Capital Expenditure (Standard Classification)

SA30: Budgeted Monthly Cash Flow

SA31: Entities not required

SA32: List of External Mechanisms

SA33: Contracts having Future Budgetary Implications

SA34a: Capital Expenditure on New Assets by Asset Class

SA34b: Capital Expenditure on the Renewal of Existing Assets by Asset Class

SA34c: Repairs and Maintenance Expenditure by Asset Class

SA34d: Depreciation by Assets Class

SA35: Future Financial Implications of the Capital Budget

SA36: Detail Capital Budget

SA37: Projects Delayed from Previous Financial Years

Budget Circular 122 & 123 – only attached for information

6 Overview of the Budget Process

6.1 Political oversight of the budget process

Section 53 (1) of the MFMA stipulates that the mayor of a municipality must provide general political guidance over the budget process and the priorities that guide the preparation of the budget.

Section 21(1) of the MFMA states that the Mayor of a municipality must coordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible.

Furthermore, this section also states that the Mayor must at least 10 months before the start of the budget year, table in municipal council, a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget.

This time schedule provides for political input from formal organizations such as portfolio Committees.

6.2. Schedule of Key Deadlines relating to budget and IDP process [MFMA s 21(1) (b)]

The IDP and Budget time schedule of the 2023/2024 budget cycle was adopted by Council during August 2022, 10 months before the start of the budget year in compliance with legislative directives.

The IDP and Budget Process Plan ensure that the role-players within the process are well prepared. All activities outlined within this document have been prepared in close inter-relation with the Framework that governs both the District and all local municipalities.

Public budget and IDP meetings will be held throughout Witzenberg and all members of the public are urged to attend.

6.3. Process used to integrate the review of the IDP and preparation of the Budget

Updating the IDP and Budget is an evolving and re-iterative process over a 10-month period. The initial parallel process commenced with the consultative process of the IDP in 2022 and the update of the MTREF to determine the affordability and sustainability framework at the same time.

6.4. Process for consultation with each group of stakeholders and outcomes

Following tabling of the draft budget in March 2023, local input will be solicited via notices published in the media. The budget documentation will be available on the municipal website: witzenberg.gov.za

Comments on the IDP/Budget will be made by the public via verbal presentations, facsimiles, emails, open days and in the form of correspondence to the municipality and will be considered for incorporation as part of the budget process.

6.5. Stakeholders involved in consultations

The tabled budget will be provided to National Treasury and Provincial Treasury in March/April 2023 for their consideration in line with S23 of the MFMA.

6.6. Process and media used to provide information on the Budget to the community

The Municipality's consultation process on its draft IDP and budget will be published in the relevant media during April/May 2023, where input from various stakeholders will be requested

6.7. Methods employed to make the Budget document available (including websites)

In compliance with the Municipal Finance Management Act and the Municipal Systems Act with regards to the advertising of Budget Documents (including the Tariffs, Fees and Charges for 2023/2024), advertisements will be placed in the media. The information relating to budget documentation will be displayed at the notice boards in the municipal offices as well as libraries.

In compliance with S22 of the MFMA, the Budget documentation will be published on the municipality's website.

7 IDP Overview and Amendments

- **VISION**

A Municipality that cares for its community, creating growth and opportunities

- **MISSION**

The Witzenberg Municipality is committed to improve the quality of life of its community by:

- Providing and maintaining affordable services.
- Promoting Social and Economic Development
- The effective and efficient use of available resources
- Effective Stakeholder and Community participation

- **VALUE SYSTEM**

- Driven by the aspirations of our Community, we will respect and uphold the Constitution of the Republic of South Africa.
- We commit ourselves to the Code of Conduct for Councillors and officials in the Municipal Systems Act.
- We commit ourselves to the principles of sound financial management.

- **Alignment with Provincial and National Government**

Witzenberg Municipality's development plan needs to align with National and Provincial initiatives to ensure optimal impact from the combined efforts of government. In this regard there are six critical elements: Accelerated and Shared Growth-South Africa (ASGI-SA), National Spatial Development Perspective (NSDP), National Strategy for Sustainable Development (NSSD), Provincial Growth and Development Strategy (PGDS) andProvincial Spatial Development Framework (PSDF).

All these feed into and influence the Integrated Development Plan.

- **Witzenberg Municipality Budget Priorities (Key Performance areas)**

The Municipality's 2023/2024 to 2025/2026 integrated development plan focuses on four strategic focus areas. The concrete objectives for each strategic focus area have been outlined and elaborated on. These objectives will be used to further develop key performance indicators against which performance implementation monitoring andreporting will be done.

The corporate scorecard outlines these indicators and targets.

The four focus areas are:

- Essential Services
- Governance
- Communal Services
- Socio-Economic Support Services

8 Measurable performance objectives and indicators

(a) KEY FINANCIAL INDICATORS AND RATIOS

Information regarding key financial indicators and ratios are provided on Supporting Table SA8.

(b) MEASURABLE PERFORMANCE OBJECTIVES

Information regarding revenue is provided as follows:

Revenue for each vote - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)

Revenue for each source - Table A4 Budgeted Financial Performance (revenue and expenditure)

Provision of free basic services:

(i) Cost to the Witzenberg Municipality in rand value for each of the free basic services provided to indigent households:

	2022-2023	2023-2024	2024-2025
DESCRIPTION	**R'000**	**R'000**	**R'000**
Property rates	1,978	2,121	2,275
Water	3,887	3,939	3,993
Sanitation	10,658	11,297	11,975
Electricity	4,245	4,690	5,287
Refuse	9,114	9,661	10,241
Total	29,882	31,709	33,770

More detail is provided in Table A10 Basic service delivery measurement,

(ii) Level of service to be provided

The first R 120 000 of the municipal valuation of property in Town areas are exempt from property rates.

Indigent households will receive 50 kWh of electricity and 6 kilolitre of water per month while their basic charges for water refuse and sewerage will be subsidized.

(iii) Number of households to receive free basic services

There is budgeted for 3 000 households that will receive 50 kWh electricity per month as well as 6 kilolitre water per month. Provision has also been made for households earning between R3000 and R5000 which may qualify for 50% of the indigent subsidy

A further 5 807 households in informal areas receive all services excluding electricity free of charge.

9 Overview of Budget Related Policies and Amendments

The following budget related policies are tabled with the budget documentation for comments and inputs:

Budget Policy
Tariff Policy
Property Rates Policy
Credit Control and Debt Collection Policy
Cash Management and Investment Policy
Consumer Payment Incentive Policy
Petty Cash Policy
Indigent Policy
Budget Virement Policy
Asset Management Policy
Funding and Reserves Policy
Borrowing Policy
Cellular the phone and data card policy
Municipal Supply Chain Management Policy

Preferential Procurement Policy
Long Term Financial Plan Policy
Transport- travel- and subsistence allowance Policy
Post-Employment Medical Aid Contribution Policy
Infrastructure Investment Policy

Policies will be available at libraries in the municipal area and the website of the municipality.

The budget related policies were reviewed by management. The amendments recommended are explained below:

BUDGET POLICY

The aim of the policy is to set out the principles which the municipality will follow in preparing each medium term revenue and expenditure framework (budget) and the responsibilities of the mayor and officials.

No amendments are recommended.

TARIFF POLICY

The Municipal System Act requires Council to adopt a Tariff Policy. The general financial management functions covered in section 62 of the MFMA includes the implementation of a tariff policy. Specific legislation applicable to each service has been taken into consideration when determining this policy.

It is recommended that a paragraph be added to provide for the levying of deposits to cover possible damages losses or to cover expenses incurred due to the actions of the applicant.

PROPERTY RATES POLICY

A new Rates Policy is included in the budget documentation to give effect to the amendments of the Municipal Property Rates Act (No 6 of 2004) and to provide for rates to be levied in terms of the new general valuation.

The policy guides the annual setting of property rates.

CREDIT CONTROL AND DEBT COLLECTION POLICY

This Policy has been formulated in terms of section 96 (b) and 98 of the Local Government: Municipal Systems Act, 2000 and the Credit Control and Debt Collection By-Law.

No amendments are recommended.

CASH MANAGEMENT AND INVESTMENT POLICY

The underlying cash is managed and invested in accordance with the Municipality's approved Cash Management and Investment Policy, which is aligned with National Treasury's municipal investment regulations dated 01 April 2005.

No amendments are recommended.

CONSUMER PAYMENT INCENTIVE POLICY

The purpose of the policy is to encourage residents of Witzenberg to pay for services and also to promote the culture of payment amongst its citizens.

Amendments recommended:

Verified debt as at 30 June 2021 to be "parked" and written-off in instalments as the conditions are met. Verified debt accrued after 1st July 2021 to be dealt with via an acknowledgement of debt and arrangement for payment by the participant.

PETTY CASH POLICY

The policy provides for the cash purchases up to a transaction value of R 2 000.00

No amendments are recommended.

INDIGENT POLICY

The aim of the policy is to ensure a sound and sustainable manner to provide affordable basic services to the poor by means of assisting them financially within the legal framework of the powers and functions of the municipality in order to improve the livelihood, in an effort to create a prosperous municipality free of poverty.

The following amendments are recommended:

That the definition of bond expenditure to be added:

“Monthly interest and redemption payments on a bond registered in the name of the head of the family, his or her spouse on condition that the applicant(s) occupies the house.”

Add paragraph 6.1.5.1

6.1.5.1 The household income as per paragraph 6.1.5 may be reduced with the monthly bond expenditure.

Amend paragraphs 7.1 and 7.2 to the following:

7.1 Households with a joint monthly gross income less bond cost, not exceeding R 3,000.

7.2 Households with a joint monthly gross income less bond cost, between R 3,000 and R 5,000.

BUDGET VIREMENT POLICY

National Treasury has advised municipalities to implement a Virement policy to ensure that funds can be shifted for of operational requirements to ensure that service delivery is not hampered.

No amendments are recommended.

ASSET MANAGEMENT POLICY

The aim of the policy is to ensure that the assets of the municipality are properly managed and accounted for.

FUNDING AND RESERVE POLICY

In terms of section 8 of the Municipal Budget and Reporting Regulations each municipality must have a funding and reserves policy.

The policy aims to set standards and guidelines towards ensuring financial viability over both the short- and long term and includes funding as well as reserves requirements.

No amendments are recommended.

BORROWING POLICY

The policy aims to set out the objectives, statutory requirements as well as guidelines for the borrowing of funds.

No amendments are recommended.

CELLULAR TELEPHONE AND DATA CARD POLICY

The policy aims to curb the expenditure on cellular telephones by setting maximum expenditure levels and providing processes to approve and/or recover expenditure above the levels.

It is recommended that the benefits in terms of the policy be updated to be market related.

MUNICIPAL SUPPLY CHAIN MANAGEMENT POLICY

Section 111 of the MFMA requires each Municipality and municipal entity to adopt and implement a supply chain management policy, which gives effect to the requirements of the Act. The Municipality's Supply Chain Management Policy was approved by Council.

It is proposed that paragraph 48 (9) be added to the policy in terms of National Treasury circular 62:

"48 (9) Management of expansion or variation of orders against the original contract

The accounting officer may expand contracts by not more than 20% for construction related goods, services and/or infrastructure projects and 15% for all other goods and/or services of the original value of the contract."

PREFERENTIAL PROCUREMENT POLICY

The purpose of this policy is to provide for categories of preference in awarding of bids and to provide for the advancement of persons or categories of persons disadvantaged by unfair discrimination.

No amendments are recommended.

LONG TERM FINANCIAL PLAN POLICY

The long term financial plan policy integrates the financial relationships of various revenue and expenditure streams to give effect to the Integrated Development Plan.

No amendments are recommended.

TRAVEL MANAGEMENT POLICY

This policy applies to all Councillors and employees of Witzenberg Municipality who are travelling on official business.

It is recommended that the Travel management policy and the Transport Travel and

Subsistence allowance policies be combined to reduce confusion.

POST-EMPLOYMENT MEDICAL AID CONTRIBUTION POLICY

The purpose of this policy is to determine guidelines for the management of contributions to medical aids, post-employment and to determine whether an employee is entitled to the post-employment medical aid benefit.

No amendments recommended

INFRASTRUCTURE INVESTMENT POLICY

This policy sets out the process and methodology for capital investment of any nature, regardless of the funding source.

No amendments are recommended.

10 Overview of Budget Related By-Laws and Amendments

No amendments to any By-Laws are recommended.

11 Overview of Budget Assumptions

Expenditure

Salaries and Allowances

Provision has been made for a 5.4 % increase in salaries plus an additional notch increase (2.5%) for qualifying employees

Provision has been made for a 6% increase in councillor allowances, the councillor allowances is subject to approval of the National Minister.

General expenditure

It is assumed that costs for services will increase in line with the CPIX. The current oil price is a concern and it is expected that the fuel price hikes will have a substantial effect on expenditure. It is also assumed that the capital projects for 2023/2024 will be completed during the financial year as there were budgeted for the depreciation of such projects asper

general recognized accounting practice (GRAP). Depreciation on new capital expenditure is calculated at a varying rate ranging between 3 and 100 years depending on the nature of the asset.

Repairs and Maintenance

It is assumed that municipal infrastructure and assets will be maintained as per previous years and that no major breakages will take place during the financial year.

Capital costs

It is assumed that interest rates will be stable during the financial year, but the provision for capital has not been decreased.

Bulk Purchases

It is assumed that electricity tariffs of Eskom will increase by 20.7% as from 1 July 2023, as approved by NERSA.

The NERSA Tariff Guidelines for municipalities has not been received but it is envisaged that the bulk cost increase will be adjusted to 20.7% for the final budget for consideration.

Income

Households

It is assumed that the total households in the municipal area (the tax base) will stay stable during the financial year. The new RDP houses to be built will be for the benefit of families residing in informal areas. The total number of households is thus not expected to increase. Care must be taken that the informal structures are removed as soon as the beneficiaries moved to the new houses.

Collection rate for municipal services

It is assumed that the collection rate (percentage of service charges recovered) for the financial year will be the same as the current payment rate.

In accordance with relevant legislation and national directives, the estimated revenue recovery rates are based on realistic and sustainable trends. The Municipality's collection

rate is set at an average of 92%. Adequate provision is made for non-recovery.

Grants

It is assumed that the National and Provincial grants as per Division of Revenue Act (DORA) which has been included in the budget will be received during the 2023/2024 financial year.

Indigents

It is assumed that the number of indigents will increase to an estimated 5000 during the financial year due to Covid-19 pandemic. This significant increase is also due the additional rebate the municipality is offering to households earning between R3 000 and R5 000

Efficiencies and cost containment measures

The municipality is committed through its applications and strengthening of its existing internal controls, policies and through the use of technology to ensure that the resources at its disposal will be used to the best of its ability. Cost containment measures has been implemented and operational expenses such travelling cost, catering services and consultant services are managed within the parameters of the Cost containment measures.

12 Overview of Budget Funding

Summary

The operating budget for 2023/2024 will be financed as follows:

	2022/2023	**2023/2024**	**Increase**
	R'000	R'000	R'000
Charged for electricity, water, refuse and sewerage	436,637	523,804	20%
Property Rates	108,503	113,917	5%
Provincial and National Operating Grants	143,981	157,615	9%
Sundry charges / Other	68,601	52,105	-24%
Total Operating Revenue excl. Capital Transfers	**757,723**	**847,441**	12%

The capital budget for 2023/2024 to 2025/2026 will be financed as follows:

	2023/2024	**2024/2025**	**2025/2026**
	R'000	R'000	R'000
Own Funds (Capital Replacement Reserves)	13 186	16 400	19 930
Grants	46 744	23 547	24 785
Borrowing	9 000	-	-
Total Capital Budget	**68 930**	**39 947**	**44 715**

Reserves

All the reserves of the municipality are not cash funded. The process to accumulate sufficient funds is a long term process as tariff increases must be kept to a minimum, and service delivery must be continued.

Sustainability of municipality

The way that the budget is funded will ensure that the municipality will be sustainable on the short term. The full effect of huge increases in electricity tariffs may on the long run impact negatively on the sustainability of the municipality. This is a huge concern for the municipality and the municipality has no control over the increases approved by NERSA.

Impact on rates and tariffs

The way that the budget is funded will ensure that, except for electricity, refuse removal and water tariffs, service tariff increases will be ± 6%. Property rates revenue will increase with ± 6%. The municipality has no control over the increases of electricity tariffs and the proposed 20.7% increase in electricity tariffs is subjected to NERSA approval.

Property valuations, rates, tariffs and other charges

The rates tariffs as well as tariffs for electricity, water, refuse, sewage together with thesundry tariffs are listed in Section B – Tariffs. The tariff increases are also indicated.

Collection Rate

Income levels for service charges and rates for the budget year were based on the followingrevised collection rates:

Rates	86.0%
Electricity	99.0%
Water	70.0%
Sanitation	77.0%
Refuse	70.0%

Planned savings and efficiencies

The following areas were identified for possible savings after the efficiency of the usage ofthe assets/services has been evaluated:

- Overtime
- Standby
- Operational Cost
- Contracted Services
- Materials & Supplies

Contributions and donations received

There was not budgeted for any contributions and donations to be received.

Planned proceeds of sale of assets

The municipality envisage no sale of fixed property during the 2023/2024 financial year.

Planned use of previous year's cash backed accumulated surplus

Where cash backed accumulated surplus is available, the municipality will utilize it to fund the budget.

Particulars of existing and any new borrowing proposed to be raised

Borrowing of R9 million is proposed for funding of capital expenditure relating to solid waste management infrastructure. This expenditure is rolled over from the 2022/2023 budget.

13 Expenditure on allocations and grant programs

Particulars of budgeted allocations and grants

Please refer to Supporting Table SA19: Expenditure on transfers and grant programs.

14 Allocations or grants made by the Municipality

Please refer to Supporting Table SA21 Transfers and grants made by the municipality.

15 Councillor allowances and employee benefits

Costs to Municipality:

Councillors allowances – Budgeted amounts

Position	2023/2024 R
Speaker (1)	713,001
Executive Mayor (1)	816,510
Deputy Executive Mayor (1)	730,797
Executive Committee (4)	2,612,034
Chairperson MPAC (1)	411,299
Other councillors (15)	6,699,457
TOTAL	**11,983,098**

Senior Managers (Including performance bonus provision) (budgeted amount)

Position	2023/2024 R
Municipal Manager	1 958 600
Director: Corporate Services	1 601 060
Director: Community Services	1 601 060
Director: Technical Services	1 601 060
Chief Financial Officer	1 601 060
TOTAL Senior Management	**8 362 838**
All other staff	**255 127 784**

Number of Councillors: 23

Number of Senior Managers employed: 4
(Vacancy: Director Community Services)

Details of employee numbers can be obtained on Supporting Table SA24: Summary ofpersonnel numbers.

16 Monthly targets for revenue, expenditure and cash flow

The monthly targets for revenue and expenditure are provided in Supporting Table SA25Budgeted monthly revenue and expenditure.

The monthly targets for cash flows are provided in Supporting Table SA30 Budgetedmonthly cash flow.

17 Capital spending detail

Information/detail regarding capital projects by vote is provided in Supporting Table SA36:Detailed capital budget.

18 Legislation compliance status

Witzenberg Municipality complies in general with legislation applicable with municipalities.

19 Municipal Manager's quality certification

Quality Certificate

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the annual budget and supporting documentation have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act, and that the budget and supporting documentations are consistent with the Integrated Development Plan of the municipality.

Print name Mr D NASSON

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature: 

Date: 17/03/2023

Capital Budget : MTREF 2023/2024 - 2025/2026

Department	Description	Funding Source	Ward	**Budget 2023 -2024**	**Budget 2024 -2025**	**Budget 2025 -2026**
Cemeteries	Expanding of Cemetery	CRR	All	-	300,000	-
Cemeteries	New regional cemetery	MIG	All	0	4,956,522	6,000,000
Community Parks	Chainsaws	CRR	All	-	90,000	-
Community Parks	Brushcutters	CRR	All	-	120,000	-
Community Parks	Irrigation equipment for parks	CRR	All	-	-	500,000
Community Parks	Truck 1.3 ton	CRR	All	-	0	1,350,000
Community Parks	Landscaping of parks	CRR	All	-	300,000	500,000
Community Parks	Parks equipment	CRR	All	-	-	600,000
Fire Fighting & Protection	Capex Fire Fighting Equipment	CRR	All	-	350,000	150,000
Fire Fighting & Protection	Firefighting Response Vehicle	Prov Grant	All	856,522	-	350,000
Housing	Fencing of Trichard str Flats	CRR	3	500,000	-	-
Library	Library Nduli	CRR	1	1,000,000	-	-
Library	Swimming Pool Nduli	CRR	1	-	-	30,000
Resorts	Chalet Furniture	CRR	3	-	450,000	-
Sport Grounds & Stadiums	Containers 3x3m	CRR	All	-	100,000	500,000
Sport Grounds & Stadiums	Vredebes sportsgrounds	MIG	5	0	0	1,000,000
Sport Grounds & Stadiums	Tulbagh Sports Facilities Upgrade	MIG	11	-	-	4,500,000
Roads	Tulbagh Taxi Rank	RSEP	7, 11	173,913	-	-
Sport Grounds & Stadiums	Sportsground development	CRR	All	-	0	400,000
Sport Grounds & Stadiums	Resurface netball courts	CRR	All	-	200,000	250,000
Sport Grounds & Stadiums	Upgrade of Sport Facilities	Sport	All	423,000	-	-
Administrative & Corporate Support	Council chambers furniture	CRR	All	-	-	500,000
Communication	Access Control - Furniture and Equipment	CRR	All	-	-	1,000,000
Communication	Camera equipment	CRR	All	-	20,000	-
Dir Comm	Office Equipment	CRR	All	-	30,000	-
Dir Corp	Office Equipment	CRR	All	-	50,000	500,000
Dir Fin	Office Equipment	CRR	All	-	30,000	-

Capital Budget : MTREF 2023/2024 - 2025/2026

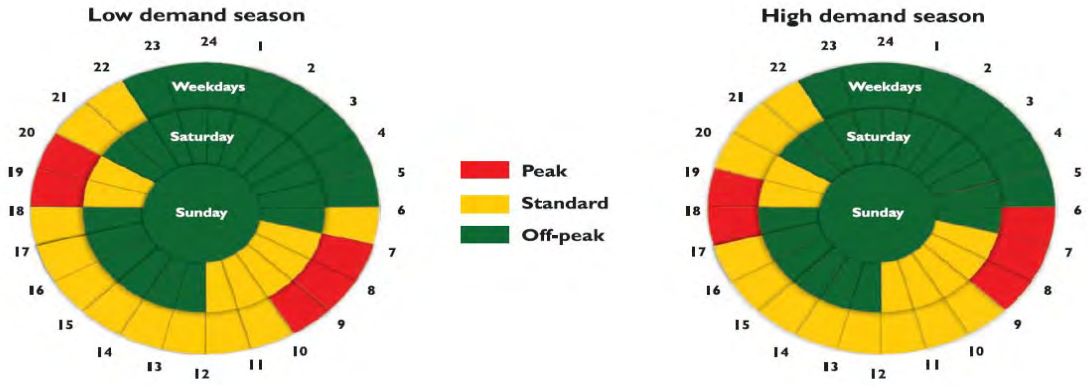
Department	Description	Funding Source	Ward	**Budget 2023 -2024**	**Budget 2024 -2025**	**Budget 2025 -2026**
Dir Tech	Office Equipment	CRR	All	-	30,000	-
Information Technology	IT Equipment	CRR	All	-	0	650,000
Information Technology	IT Equipment	CRR	All	-	-	2,500,000
Municipal Manager	Office Equipment	CRR	All	-	30,000	-
Traffic	Vehicle Replacement Programme	CRR	All	-	-	500,000
Traffic	Testing Centre Equipment	CRR	Ceres	850,000	-	-
Finance	Furniture & equipment (Parke & Tegnies)	CRR	All	100,000	-	-
Finance	Furniture & equipment	CRR	All	30,000	-	-
Information Technology	Computer hardware	CRR	All	50,000	-	-
Electricity Administration	Vredebes Electrical Network	INEP	5	3,391,304	869,565	869,565
Electricity Administration	MV Substation Equipment	CRR	All	-	1,500,000	-
Electricity Administration	Upgrade of LV Network Cables	CRR	All	-	1,000,000	-
Electricity Administration	MV Network Equipment	CRR	All	100,000	1,000,000	-
Electricity Administration	Upgrade of MV Cables	CRR	All	-	600,000	1,500,000
Electricity Administration	Tools & Equipment	CRR	All	-	150,000	250,000
Electricity Administration	Electrical Network Refurbishment	CRR	All	-	1,500,000	-
Electricity Streetlights	Upgrade of Streetlights	CRR	All	-	350,000	500,000
Fleet Management	Vehicle Replacement Program	CRR	All	1,000,000	-	400,000
Fleet Management	Workshop Building Upgrade	CRR	3	-	-	300,000
Fleet Management	Vehicle Replacement	Belguim	All	-	-	300,000
Roads	Network streets	CRR	All	-	0	2,500,000
Roads	Upgrade Van Breda Bridge	Prov Grant	3.5	20,113,043	-	-
Roads	Traffic Calming	CRR	All	-	200,000	50,000
Roads	Rehabilitation - Streets Tulbagh	CRR	11	-	0	3,500,000
Roads	Upgrade Van Breda bridge (own contribution)	CRR	3.5	4,400,000	-	-
Roads	Tools & Equipment	CRR	All	-	50,000	-
Roads	NMT Sidewalks Ceres	CRR	3.5	-	500,000	-

Capital Budget : MTREF 2023/2024 - 2025/2026

Department	Description	Funding Source	Ward	**Budget 2023 -2024**	**Budget 2024 -2025**	**Budget 2025 -2026**
Roads	Vredebes Access Collector	MIG	5	2,284,454	-	-
Roads	Road Maintenance & Upgrading	MIG	All	0	0	2,712,957
Sewerage	Aerator replacement programme	CRR	All	-	500,000	-
Sewerage	Refurbishment WWTW	CRR	All	-	750,000	-
Sewerage	Sewer Pumps-replacement	CRR	All	-	250,000	-
Sewerage	Sewer Network Replacement	CRR	All	100,000	2,000,000	-
Sewerage	Security upgrades Pumpstations	CRR	All	-	300,000	-
Solid Waste	Drop-offs Transfer stations_Tulbagh/Hamlet/Bella Vista	LOAN	All	6,000,000	0	-
Solid Waste	Fencing Landfill site	LOAN	4	3,000,000	-	-
Storm Water	Network - Storm Water Upgrading	CRR	All	-	450,000	-
Water Distribution	Infrastructure Management System	CRR	All	-	200,000	-
Water Distribution	Plant & Equipment	CRR	All	-	50,000	-
Water Distribution	Security upgrades	CRR	All	-	450,000	-
Water Distribution	Network- Water Pipes & Valve Replacement	CRR	All	100,000	2,000,000	-
Water Distribution	Grey Water System	CRR	All	-	500,000	1,000,000
Water Distribution	Tulbagh Reservoir	MIG	7.11	3,533,998	3,692,714	-
Roads	Rossouw Straat Upgrade	MIG	7.11	-	1,381,653	9,053,130
Water Distribution	Vredebes Bulk internal water pipeline	MIG	7.11	-	907,372	-
Water Distribution	Nduli: Upgrade & replace water pipe line along R46	MIG	7.11	-	3,913,043	-
Roads	Tulbagh upgrade roads north of Steinthal Rd	MIG	7.11	-	7,826,087	-
Solid Waste	Refuse Removal Truck	MIG	All	5,047,826	-	-
Water Distribution	Tierhokskloof bulk pipeline	MIG	2.7	10,919,809	-	-
Water Distribution	Tierhokskloof bulk pipeline (own contribution)	CRR	2.7	2,956,522	-	-
Electricity	Capex Fencing Tulbagh	CRR	7, 11	2,000,000	-	-
			Total Budget	**68,930,391**	**39,946,956**	**44,715,652**

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		1.	**Property rates and other municipal taxes**								
		1.1.	**Property rates**								
R 0.01054	R 0.01054	**1.1.1.**	Residential Property	0.0%	**R 0.00600**	-43.06%	R 0.00636	6.00%	R 0.00674	6.00%	R 0.00600
R 0.01054	R 0.01054	**1.1.2.**	Informal Settlements	0.0%	**R 0.00600**	-43.06%	R 0.00636	6.00%	R 0.00674	6.00%	R 0.00600
R 0.01903	R 0.01903	**1.1.3.**	Business/Commercial Property	0.0%	**R 0.01650**	-13.31%	R 0.01749	6.00%	R 0.01854	6.00%	R 0.01650
R 0.01903	R 0.01903	**1.1.4.**	Industrial Property	0.0%	**R 0.01650**	-13.31%	R 0.01749	6.00%	R 0.01854	6.00%	R 0.01650
		1.1.5.	Agricultural Properties:								
R 0.00151	R 0.00151	1.1.5.1	Bona fida Agricultural	0.0%	**R 0.00150**	-0.96%	R 0.00159	6.00%	R 0.00169	6.00%	R 0.00150
R 0.01903	R 0.01903	1.1.5.2	Agricultural/Business	0.0%	**R 0.01650**	-13.31%	R 0.01749	6.00%	R 0.01854	6.00%	R 0.01650
R 0.01903	R 0.01903	1.1.5.3	Agricultural/Industrial	0.0%	**R 0.01650**	-13.31%	R 0.01749	6.00%	R 0.01854	6.00%	R 0.01650
R 0.01723	R 0.01723	**1.1.6.**	Public service purposes	0.0%	**R 0.01650**	-4.25%	R 0.01749	6.00%	R 0.01854	6.00%	R 0.01650
R 0.01584	R 0.01584	**1.1.7.**	Vacant Land - Urban	0.0%	**R 0.01650**	4.17%	R 0.01749	6.00%	R 0.01854	6.00%	R 0.01650
R 0.00263	R 0.00263	**1.1.8.**	Public Service Infrastructure	0.0%	**R 0.01650**	527.05%	R 0.01749	6.00%	R 0.01854	6.00%	R 0.01650
R 0.00263	R 0.00263	**1.1.9.**	Public Benefit Organisations	0.0%	**R 0.01650**	527.05%	R 0.01749	6.00%	R 0.01854	6.00%	R 0.01650
R 0.01317	R 0.01317	**1.1.10.**	Building clauses	0.0%	**R 0.01650**	25.29%	R 0.01749	6.00%	R 0.01854	6.00%	R 0.01650
			Pensioners may qualify for a rebate of 50% on residential property in terms of councils policy.								
			Exemption								
			The first R 120 000.00 of property values are exempt from rates for tariffs 1.1.1; 1.1.2; 1.1.3 and 1.1.4 + 1.1.5.2 + 1.1.5.3								
		1.2.	**Concented use and departures**								
R 2,145.00	**R 2,145.00**	**1.2.1.**	Residential properties		**Removed**						Removed
R 2,145.00	**R 2,145.00**	**1.2.2.**	Bona fida Agricultural		**Removed**						Removed
		2.	**Electricity Service Tariffs**								
			High-demand (June – August) and low-demand (September – May) seasons								



		2.1	**Service Availability:**								
R 286.26	R 248.92		Unimproved sites charge per month or part of it	15.0%	**R 345.52**	20.70%	R 396.309	14.70%	R 466.456	17.70%	R 300.45

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		2.2	**Residential customers**								
		2.2.1	**Single part tariff**								
		2.2.1.1	**Prepaid**								
R 2.023	R 1.759		0-50 kWh	15.0%	**R 2.4422**	20.70%	R 2.801	14.70%	R 3.297	17.70%	R 2.1237
R 2.023	R 1.759		51-350 kWh	15.0%	**R 2.4422**	20.70%	R 2.801	14.70%	R 3.297	17.70%	R 2.1237
R 2.023	R 1.759		351-600 kWh	15.0%	**R 2.4422**	20.70%	R 2.801	14.70%	R 3.297	17.70%	R 2.1237
R 3.485	R 3.030		601-800 kWh	15.0%	**R 4.2061**	20.70%	R 4.824	14.70%	R 5.678	17.70%	R 3.6575
R 3.485	R 3.030		Above 800 kWh	15.0%	**R 4.2061**	20.70%	R 4.824	14.70%	R 5.678	17.70%	R 3.6575
		2.2.1.3	**Single phase**								
R 2.298	R 1.998		0-50 kWh	15.0%	**R 2.7739**	20.70%	R 3.182	14.70%	R 3.745	17.70%	R 2.4121
R 2.298	R 1.998		51-350 kWh	15.0%	**R 2.7739**	20.70%	R 3.182	14.70%	R 3.745	17.70%	R 2.4121
R 2.298	R 1.998		351-600 kWh	15.0%	**R 2.7739**	20.70%	R 3.182	14.70%	R 3.745	17.70%	R 2.4121
R 3.694	R 3.212		601-800 kWh	15.0%	**R 4.4585**	20.70%	R 5.114	14.70%	R 6.019	17.70%	R 3.8769
R 3.694	R 3.212		Above 800 kWh	15.0%	**R 4.4585**	20.70%	R 5.114	14.70%	R 6.019	17.70%	R 3.8769
		2.2.2	**Two part tariff**								
		2.2.2.2	**Three phase (Limited to 60 Amps per phase)**								
R 932.66	R 811.01		Basic charge per month or part of it:	15.0%	**R 1,125.73**	20.70%	R 1,291.21	14.70%	R 1,519.75	17.70%	R 978.89
			Energy in c/kWh								
R 1.336	R 1.162		0-50 kWh	15.0%	**R 1.6131**	20.70%	R 1.85	14.70%	R 2.18	17.70%	R 1.4027
R 1.336	R 1.162		51-350 kWh	15.0%	**R 1.6131**	20.70%	R 1.85	14.70%	R 2.18	17.70%	R 1.4027
R 1.336	R 1.162		351-600 kWh	15.0%	**R 1.6131**	20.70%	R 1.85	14.70%	R 2.18	17.70%	R 1.4027
R 1.923	R 1.673		Above 600 kWh	15.0%	**R 2.3216**	20.70%	R 2.66	14.70%	R 3.13	17.70%	R 2.0188
		2.3	**Commercial customers**								
		2.3.1	**Prepaid customers**								
R 0.00	R 0.00	2.3.1.1	Basic charge per month or part of it:	15.0%	**R 0.00**		R 0.000		R 0.000		R 0.00
			The basic charge on prepaid commercial customers is not applicable to schools or church properties								
		2.3.1.2	Energy in c/kWh								
R 3.235	R 2.813		0-600 kWh	15.0%	**R 3.9046**	20.70%	R 4.4786	14.70%	R 5.271	17.70%	R 3.3953
R 3.510	R 3.052		Above 600 kWh	15.0%	**R 4.2362**	20.70%	R 4.859	14.70%	R 5.719	17.70%	R 3.6837
		2.3.2	**Single phase**								
			No new connections allowed larger than 80 AMPS on Single phase on this tariff								
		2.3.2.1	Basic charge per month or part of it:								
R 566.22	R 492.36		20A - Connection	15.0%	**R 683.42**	20.70%	R 783.89	14.70%	R 922.64	17.70%	R 594.28
R 2.698	R 2.346		Energy in c/kWh	15.0%	**R 3.2563**	20.70%					R 2.8316
R 1,024.72	R 891.06		40A - Connection	15.0%	**R 1,236.84**	20.70%	R 1,418.65	14.70%	R 1,669.75	17.70%	R 1,075.5094
R 2.670	R 2.322		Energy in c/kWh	15.0%	**R 3.2224**	20.70%					R 2.8021
R 1,096.59	R 953.56		60A - Connection	15.0%	**R 1,323.59**	20.70%	R 1,518.16	14.70%	R 1,786.87	17.70%	R 1,150.9469
R 2.645	R 2.300		Energy in c/kWh	15.0%	**R 3.1924**	20.70%					R 2.7760
R 1,098.25	R 955.00		80A - Connection	15.0%	**R 1,325.59**	20.70%	R 1,520.45	14.70%	R 1,789.57	17.70%	R 1,152.6850
R 2.645	R 2.300		Energy in c/kWh	15.0%	**R 3.1924**	20.70%					R 2.7760
R 1,408.16	R 1,224.49		100A - Connection	15.0%	**R 1,699.65**	20.70%	R 1,949.50	14.70%	R 2,294.56	17.70%	R 1,477.9594
R 2.645	R 2.300		Energy in c/kWh	15.0%	**R 3.1924**	20.70%					R 2.7760
R 1,344.90	R 1,169.48		150A - Connection	15.0%	**R 1,623.30**	20.70%	R 1,861.92	14.70%	R 2,191.48	17.70%	R 1,411.5624
R 2.645	R 2.300		Energy in c/kWh	15.0%	**R 3.1924**	20.70%					R 2.7760
R 1,489.37	R 1,295.10		200A - Connection	15.0%	**R 1,797.66**	20.70%	R 2,061.92	14.70%	R 2,426.88	17.70%	R 1,563.1857
R 2.645	R 2.300		Energy in c/kWh	15.0%	**R 3.1924**	20.70%					R 2.7760
R 1,820.35	R 1,582.91		250A - Connection	15.0%	**R 2,197.16**	20.70%	R 2,520.14	14.70%	R 2,966.20	17.70%	R 1,910.5724
R 2.645	R 2.300	2.3.2.2	Energy in c/kWh	15.0%	**R 3.1924**	20.70%	R 3.662	14.70%	R 4.3098	17.70%	R 2.7760
			All users with greater than 80Amp Connections must be converted to 3 phase connections								
		2.3.3	**Three phase**								
			No new connections allowed larger than 150 AMPS on Three phase on this tariff								
		2.3.3.1	Basic charge per month or part of it:								
R 1,818.38	R 1,581.20		20A - Connection	15.0%	**R 2,194.78**	20.70%	R 2,517.416	14.70%	R 2,963.00	17.70%	R 1,908.51
R 2.398	R 2.085		Energy in c/kWh	15.0%	**R 2.8945**	20.70%	R 3.320	14.70%	R 3.9077	17.70%	R 2.5170
R 1,946.59	R 1,692.69		40A - Connection	15.0%	**R 2,349.53**	20.70%	R 2,694.915	14.70%	R 3,171.92	17.70%	R 2,043.07
R 2.333	R 2.029		Energy in c/kWh	15.0%	**R 2.8158**	20.70%	R 3.230	14.70%	R 3.8014	17.70%	R 2.4485
R 1,899.56	R 1,651.80		60A - Connection	15.0%	**R 2,292.77**	20.70%	R 2,629.812	14.70%	R 3,095.29	17.70%	R 1,993.72
R 2.373	R 2.064		Energy in c/kWh	15.0%	**R 2.8644**	20.70%	R 3.285	14.70%	R 3.8669	17.70%	R 2.4908
R 2,047.45	R 1,780.39		80A - Connection	15.0%	**R 2,471.27**	20.70%	R 2,834.546	14.70%	R 3,336.26	17.70%	R 2,148.93
R 2.373	R 2.064		Energy in c/kWh	15.0%	**R 2.8644**	20.70%	R 3.285	14.70%	R 3.8669	17.70%	R 2.4908
R 2,744.82	R 2,386.80		100A - Connection	15.0%	**R 3,313.00**	20.70%	R 3,800.012	14.70%	R 4,472.61	17.70%	R 2,880.87
R 2.398	R 2.085		Energy in c/kWh	15.0%	**R 2.8945**	20.70%	R 3.320	14.70%	R 3.9077	17.70%	R 2.5170
R 3,461.93	R 3,010.38		150A - Connection	15.0%	**R 4,178.55**	20.70%	R 4,792.800	14.70%	R 5,641.13	17.70%	R 3,633.52
R 2.398	R 2.085		Energy in c/kWh	15.0%	**R 2.8945**	20.70%	R 3.320	14.70%	R 3.9077	17.70%	R 2.5170
R 3,691.34	R 3,209.86		200A - Connection	15.0%	**R 4,455.45**	20.70%	R 5,110.397	14.70%	R 6,014.94	17.70%	R 3,874.30
R 2.348	R 2.042		Energy in c/kWh	15.0%	**R 2.8342**	20.70%	R 3.251	14.70%	R 3.8262	17.70%	R 2.4645
R 3,779.52	R 3,286.54		250A - Connection	15.0%	**R 4,561.88**	20.70%	R 5,232.476	14.70%	R 6,158.62	17.70%	R 3,966.85
R 2.348	R 2.042	2.3.3.2	Energy in c/kWh	15.0%	**R 2.8342**	20.70%	R 3.251	14.70%	R 3.8262	17.70%	R 2.4645

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		2.4	**Agricultural customers**								
		2.4.1	**< 25 KVA**								
R 1,090.64	R 948.38		Basic charge per month or part of it:	15.0%	**R 1,316.39**	20.70%	R 1,509.903	14.70%	R 1,777.16	17.70%	R 1,144.69
R 2.887	R 2.510		Energy in c/kWh	15.0%	**R 3.4845**	20.72%	R 3.997	14.70%	R 4.704	17.70%	R 3.0300
		2.4.2	**25 KVA < = 50 KVA**								
R 1,594.16	R 1,386.23		Basic charge per month or part of it:	15.0%	**R 1,924.16**	20.70%	R 2,207.008	14.70%	R 2,597.65	17.70%	R 1,673.18
R 2.887	R 2.510		Energy in c/kWh	15.0%	**R 3.4845**	20.72%	R 3.997	14.70%	R 4.704	17.70%	R 3.0300
		2.4.3	**50 KVA < = 100 KVA**								
R 2,097.91	R 1,824.27		Basic charge per month or part of it:	15.0%	**R 2,532.17**	20.70%	R 2,904.403	14.70%	R 3,418.48	17.70%	R 2,201.89
R 2.806	R 2.440		Energy in c/kWh	15.0%	**R 3.3868**	20.70%	R 3.885	14.70%	R 4.572	17.70%	R 2.9450
		2.5	**BULK CONSUMERS (LARGE POWER USERS)**								
			All Large Power Users (LPU) must maintain a power factor of 0.85 lagging or better								
			The following public holidays will always be treated as a Sunday for Large Power Users. New Year's Day, Good Friday, Family Day, Christmas Day and Day of Goodwill. All other public holidays will be treated as the day of the week on which it falls.								
		2.5.1	**Agricultural customers**								
		2.5.1.1	***Time of use customers***								
		2.5.1.1.1	***< 1 MVA High tension***								
R 12,447.44	R 10,823.86		Basic charge per month or part of it	15.0%	**R 15,024.06**	20.70%	R 17,232.597	14.70%	R 20,282.766	17.70%	R 13,064.40
R 214.429	R 186.460		Demand charge R/KVA	15.0%	**R 258.82**	20.70%	R 296.865	14.70%	R 349.411	17.70%	R 225.06
			Energy charge c/kWh								
			High season								
R 5.773	R 5.020		Peak time	15.0%	**R 6.9690**	20.72%	R 7.993	14.70%	R 9.408	17.70%	R 6.0600
R 1.863	R 1.620		Standard	15.0%	**R 2.2540**	20.99%	R 2.585	14.70%	R 3.043	17.70%	R 1.9600
R 1.104	R 0.960		Off- peak time	15.0%	**R 1.3340**	20.83%	R 1.530	14.70%	R 1.801	17.70%	R 1.1600
			Low season								
R 2.013	R 1.750		Peak time	15.0%	**R 2.4265**	20.57%	R 2.783	14.70%	R 3.276	17.70%	R 2.1100
R 1.449	R 1.260		Standard	15.0%	**R 1.7480**	20.63%	R 2.005	14.70%	R 2.360	17.70%	R 1.5200
R 0.978	R 0.850		Off- peak time	15.0%	**R 1.1799**	20.71%	R 1.353	14.70%	R 1.593	17.70%	R 1.0260
		2.5.1.1.2	***Low tension***								
R 7,978.45	R 6,937.78		Basic charge per month or part of it	15.0%	**R 9,629.99**	20.70%	R 11,045.593	14.70%	R 13,000.663	17.70%	R 8,373.90
R 199.19	R 173.21		Demand charge R/KVA	15.0%	**R 240.42**	20.70%	R 275.761	14.70%	R 324.570	17.70%	R 209.06
			Energy charge c/kWh								
			High season								
R 6.365	R 5.535		Peak time	15.0%	**R 7.6826**	20.70%	R 8.812	14.70%	R 10.372	17.70%	R 6.6805
R 2.052	R 1.785		Standard	15.0%	**R 2.4771**	20.70%	R 2.841	14.70%	R 3.344	17.70%	R 2.1540
R 1.216	R 1.058		Off- peak time	15.0%	**R 1.4683**	20.70%	R 1.684	14.70%	R 1.982	17.70%	R 1.2767
			Low season								
R 2.223	R 1.933		Peak time	15.0%	**R 2.6832**	20.70%	R 3.078	14.70%	R 3.622	17.70%	R 2.3332
R 1.577	R 1.372		Standard	15.0%	**R 1.9040**	20.70%	R 2.184	14.70%	R 2.570	17.70%	R 1.6557
R 1.064	R 0.925		Off- peak time	15.0%	**R 1.2836**	20.70%	R 1.472	14.70%	R 1.733	17.70%	R 1.1162
		2.5.1.2	***Normal***								
		2.5.1.2.1	***< 1 MVA High tension***								
R 11,913.49	R 10,359.56		Basic charge per month or part of it	15.0%	**R 14,379.59**	20.70%	R 16,493.388	14.70%	R 19,412.718	17.70%	R 12,503.99
R 272.23	R 236.72		*Demand charge R/KVA*	15.0%	**R 328.58**	20.70%	R 376.879	14.70%	R 443.587	17.70%	R 285.72
R 1.536	R 1.336		Energy charge c/kWh	15.0%	**R 1.8543**	20.70%	R 2.127	14.70%	R 2.503	17.70%	R 1.6124
		2.5.1.2.2	***< 1 MVA Low tension***								
R 6,827.11	R 5,936.62		Basic charge per month or part of it	15.0%	**R 8,240.33**	20.70%	R 9,451.653	14.70%	R 11,124.595	17.70%	R 7,165.50
R 350.05	R 304.39		*Demand charge R/KVA*	15.0%	**R 422.51**	20.70%	R 484.619	14.70%	R 570.397	17.70%	R 367.40
R 1.374	R 1.195		Energy charge c/kWh	15.0%	**R 1.6585**	20.70%	R 1.902	14.70%	R 2.239	17.70%	R 1.4421

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		2.5.2	**Urban customers**								
		2.5.2.1	***Time of use customers***								
		2.5.2.1.1	***> 1 MVA High tension***								
R 26,057.70	R 22,658.87		Basic charge per month or part of it	15.0%	**R 31,451.65**	20.70%	R 36,075.041	14.70%	R 42,460.324	17.70%	R 27,349.26
R 150.59	R 130.95		Demand charge R/KVA	15.0%	**R 181.77**	20.70%	R 208.489	14.70%	R 245.392	17.70%	R 158.06
			Energy charge c/kWh								
			High season								
R 6.739	R 5.860		Peak time	15.0%	**R 8.1305**	20.65%	R 9.326	14.70%	R 10.976	17.70%	R 7.0700
R 2.185	R 1.900		Standard	15.0%	**R 2.6335**	20.53%	R 3.021	14.70%	R 3.555	17.70%	R 2.2900
R 1.277	R 1.110		Off- peak time	15.0%	**R 1.5410**	20.72%	R 1.768	14.70%	R 2.080	17.70%	R 1.3400
			Low season								
R 2.323	R 2.020		Peak time	15.0%	**R 2.8060**	20.79%	R 3.218	14.70%	R 3.788	17.70%	R 2.4400
R 1.679	R 1.460		Standard	15.0%	**R 2.0263**	20.68%	R 2.324	14.70%	R 2.736	17.70%	R 1.7620
R 1.104	R 0.960		Off- peak time	15.0%	**R 1.3329**	20.73%	R 1.529	14.70%	R 1.799	17.70%	R 1.1590
		2.5.2.1.2	***< 1 MVA High tension***								
R 15,599.51	R 13,564.79		Basic charge per month or part of it	15.0%	**R 18,828.61**	20.70%	R 21,596.410	14.70%	R 25,418.974	17.70%	R 16,372.70
R 167.53	R 145.68		Demand charge R/KVA	15.0%	**R 202.22**	20.70%	R 231.942	14.70%	R 272.995	17.70%	R 175.84
			Energy charge c/kWh								
			High season								
R 7.188	R 6.250		Peak time	15.0%	**R 8.6756**	20.70%	R 9.951	14.70%	R 11.712	17.70%	R 7.5440
R 2.323	R 2.020		Standard	15.0%	**R 2.8037**	20.69%	R 3.216	14.70%	R 3.785	17.70%	R 2.4380
R 1.346	R 1.170		Off- peak time	15.0%	**R 1.6238**	20.68%	R 1.862	14.70%	R 2.192	17.70%	R 1.4120
			Low season								
R 2.484	R 2.160		Peak time	15.0%	**R 2.9981**	20.69%	R 3.439	14.70%	R 4.047	17.70%	R 2.6070
R 1.771	R 1.540		Standard	15.0%	**R 2.1379**	20.71%	R 2.452	14.70%	R 2.886	17.70%	R 1.8590
R 1.208	R 1.050		Off- peak time	15.0%	**R 1.4571**	20.67%	R 1.671	14.70%	R 1.967	17.70%	R 1.2670
		2.5.2.1.3	***< 1 MVA Low tension***								
R 14,021.17	R 12,192.32		Basic charge per month or part of it	15.0%	**R 16,923.55**	20.70%	R 19,411.311	14.70%	R 22,847.113	17.70%	R 14,716.13
R 185.41	R 161.23		Demand charge R/KVA	15.0%	**R 223.79**	20.70%	R 256.687	14.70%	R 302.121	17.70%	R 194.6000
			Energy charge c/kWh								
			High season								
R 6.964	R 6.056		Peak time	15.0%	**R 8.4065**	20.71%	R 9.6423	14.70%	R 11.349	17.70%	R 7.31
R 2.188	R 1.902		Standard	15.0%	**R 2.6404**	20.70%	R 3.0285	14.70%	R 3.565	17.70%	R 2.30
R 1.360	R 1.182		Off- peak time	15.0%	**R 1.6411**	20.71%	R 1.882	14.70%	R 2.215	17.70%	R 1.43
			Low season								
R 2.460	R 2.139		Peak time	15.0%	**R 2.9682**	20.68%	R 3.4045	14.70%	R 4.007	17.70%	R 2.58
R 1.730	R 1.505		Standard	15.0%	**R 2.0884**	20.70%	R 2.395	14.70%	R 2.819	17.70%	R 1.82
R 1.112	R 0.967		Off- peak time	15.0%	**R 1.3421**	20.66%	R 1.539	14.70%	R 1.812	17.70%	R 1.17
		2.5.2.2	***Normal***								
		2.5.2.2.1	***> 1 MVA High tension***								
R 19,856.84	R 17,266.82		Basic charge per month or part of it	15.0%	**R 23,967.21**	20.70%	R 27,490.387	14.70%	R 32,356.186	17.70%	R 20,841.05
R 187.36	R 162.92		*Demand charge R/KVA*	15.0%	**R 226.14**	20.70%	R 259.3780	14.70%	R 305.288	17.70%	R 196.64
R 1.875	R 1.630		Energy charge c/kWh	15.0%	**R 2.2621**	20.67%	R 2.5946	14.70%	R 3.054	17.70%	R 1.9670
		2.5.2.2.2	***< 1 MVA High tension***								
R 17,521.79	R 15,236.34		Basic charge per month or part of it	15.0%	**R 21,148.80**	20.70%	R 24,257.672	14.70%	R 28,551.280	17.70%	R 18,390.26
R 204.80	R 178.09		*Demand charge R/KVA*	15.0%	**R 247.19**	20.70%	R 283.530	14.70%	R 333.715	17.70%	R 214.95
R 1.829	R 1.591		Energy charge c/kWh	15.0%	**R 2.2080**	20.71%	R 2.533	14.70%	R 2.981	17.70%	R 1.92
		2.5.2.2.3	***< 1 MVA Low tension***								
R 14,012.58	R 12,184.85		Basic charge per month or part of it	15.0%	**R 16,913.18**	20.70%	R 19,399.413	14.70%	R 22,833.110	17.70%	R 14,707.11
R 190.44	R 165.60		*Demand charge R/KVA*	15.0%	**R 229.86**	20.70%	R 263.652	14.70%	R 310.3181	17.70%	R 199.88
R 1.944	R 1.690		Energy charge c/kWh	15.0%	**R 2.3460**	20.71%	R 2.691	14.70%	R 3.1671	17.70%	R 2.0400
		2.6	**Sport customers**								
R 3.163	R 2.750		Energy charge c/kWh	15.0%	**R 3.8180**	20.73%	R 4.379	14.70%	R 5.154	17.70%	R 3.3200
		2.7	**Streetlights**								
R 2.640	R 2.640		Energy charge c/kWh	0.0%	**R 3.1900**	20.83%	R 3.659	14.70%	R 4.307	17.70%	R 3.1900
R 543.05	R 472.22	**2.8**	Unnecessary call outs for work on customer side	15.0%	**R 655.47**	20.70%	R 751.819	14.70%	R 884.891	17.70%	R 569.970

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		3.	**Refuse Service Tariffs**								
			(All Areas in respect of residential sites)								
R 97.42	R 84.71	**3.1.**	**Service Availability charge per month or part of it: Unimproved sites**	15.0%	**R 103.26**	5.99%	R 109.50	6.04%	R 116.07	6.00%	R 89.79
			Residential Properties: (2 refuse bags or less)								
R 218.62	R 190.10		Valuation ≤ 100 000	15.0%	**R 231.73**	6.00%	R 245.63	6.00%	R 260.37	6.00%	R 201.51
R 235.43	R 204.73		Valuation > 100 000 ≤ 150 000	15.0%	**R 249.56**	6.00%	R 264.53	6.00%	R 280.41	6.00%	R 217.01
R 252.25	R 219.35		Valuation > 150 000 ≤ 200 000	15.0%	**R 267.39**	6.00%	R 283.43	6.00%	R 300.44	6.00%	R 232.51
R 269.07	R 233.97		Valuation > 200 000 ≤ 500 000	15.0%	**R 285.21**	6.00%	R 302.32	6.00%	R 320.46	6.00%	R 248.01
R 292.61	R 254.44		Valuation > 500 000 ≤ 800 000	15.0%	**R 310.17**	6.00%	R 328.78	6.00%	R 348.51	6.00%	R 269.71
R 302.70	R 263.22		Valuation > 800 000 ≤ 1 000 000	15.0%	**R 320.86**	6.00%	R 340.11	6.00%	R 360.52	6.00%	R 279.01
R 336.34	R 292.47		Valuation > 1 000 000	15.0%	**R 356.52**	6.00%	R 377.91	6.00%	R 400.59	6.00%	R 310.01
R 218.62	R 190.10		All other residential consumers	15.0%	**R 231.73**	6.00%	R 245.63	6.00%	R 260.37	6.00%	R 201.51
R 218.62	R 190.10		Additional units per collection	15.0%	**R 231.73**	6.00%	R 245.63	6.00%	R 260.37	6.00%	R 201.51
			Residential Properties : (240L Wheelie Bin)								
R 246.6750	R 214.5000		1 Collection per week per 240 Wheelie Bin per household	15.0%	**R 261.48**	6.00%	R 277.16	6.00%	R 293.79	6.00%	R 227.37
			All other properties Monthly Tariff								
			770L Wheelie Bin								
R 1,009.01	R 877.40		1 Collection per week per	15.0%	**R 1,069.55**	6.00%	R 1,133.72	6.00%	R 1,201.75	6.00%	R 930.04
R 2,018.01	R 1,754.79		2 Collections per week per 700L Wheelie Bin	15.0%	**R 2,139.09**	6.00%	R 2,267.44	6.00%	R 2,403.48	6.00%	R 1,860.08
R 3,027.02	R 2,632.19		3 Collections per week per 700L Wheelie Bin	15.0%	**R 3,208.64**	6.00%	R 3,401.16	6.00%	R 3,605.23	6.00%	R 2,790.12
R 1,009.01	R 877.40		1 Collection per week per additional Wheelie Bin	15.0%	**R 1,069.55**	6.00%	R 1,133.72	6.00%	R 1,201.75	6.00%	R 930.04
R 2,018.01	R 1,754.79		2 Collections per week per additional Wheelie Bin	15.0%	**R 2,139.09**	6.00%	R 2,267.44	6.00%	R 2,403.48	6.00%	R 1,860.08
R 3,027.02	R 2,632.19		3 Collections per week per additional Wheelie Bin	15.0%	**R 3,208.64**	6.00%	R 3,401.16	6.00%	R 3,605.23	6.00%	R 2,790.12
			If a counter system is available, the above tariffs will be implemented as follows:								
R 1,009.01	R 877.40		Service availability - per month. Include 4 removals/month.	15.0%	**R 1,069.55**	6.00%	R 1,133.72	6.00%	R 1,201.75	6.00%	R 930.04
R 250.78	R 218.07		Additional removals per removal.	15.0%	**R 265.82**	6.00%	R 281.77	6.00%	R 298.68	6.00%	R 231.15
			240L Wheelie Bin								
R 420.42	R 365.58		1 Collection per week per 240L Wheelie Bin	15.0%	**R 445.64**	6.00%	R 472.38	6.00%	R 500.72	6.00%	R 387.52
R 840.84	R 731.16		2 Collections per week per 240L Wheelie Bin	15.0%	**R 891.29**	6.00%	R 944.77	6.00%	R 1,001.45	6.00%	R 775.03
R 1,261.26	R 1,096.75		3 Collections per week per 240L Wheelie Bin	15.0%	**R 1,336.93**	6.00%	R 1,417.15	6.00%	R 1,502.17	6.00%	R 1,162.55
R 420.42	R 365.58		1 Collection per week per additional Wheelie Bin	15.0%	**R 445.64**	6.00%	R 472.38	6.00%	R 500.72	6.00%	R 387.52
R 840.84	R 731.16		2 Collections per week per additional Wheelie Bin	15.0%	**R 891.29**	6.00%	R 944.77	6.00%	R 1,001.45	6.00%	R 775.03
R 1,261.26	R 1,096.75		3 Collections per week per additional Wheelie Bin	15.0%	**R 1,336.93**	6.00%	R 1,417.15	6.00%	R 1,502.17	6.00%	R 1,162.55
			If a counter system is available, the above tariffs will be implemented as follows:								
R 420.42	R 365.58		Service availability - per month. Include 4 removals/month.	15.0%	**R 445.64**	6.00%	R 472.38	6.00%	R 500.72	6.00%	R 387.52
R 106.21	R 92.36		Additional removals per removal.	15.0%	**R 112.58**	6.00%	R 119.33	6.00%	R 126.49	6.00%	R 97.90
			Cost of Wheelie Bins								
R 6,345.95	R 5,518.22		**700L Wheelie Bin**	15.0%	**R 6,726.70**	6.00%	R 7,130.30	6.00%	R 7,558.12	6.00%	R 5,849.31
R 713.92	R 620.80		**240L Wheelie Bin**	15.0%	**R 756.75**	6.00%	R 802.16	6.00%	R 850.28	6.00%	R 658.05
-R 3.0000	-R 2.6087	**3.3**	Recyclable material per filled 15l recyclable bag/ 15l of recyclable material	15.0%	**-R 3.00**	0.00%	-R 3.18	6.00%	-R 3.37	6.00%	-R 2.61

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		4.	**Sewerage Service Tariffs**								
		4.1.	**Septic Tank systems**								
			(All Areas, excluding rural area in respect of availability charge)								
		4.1.1.	**Service Availability charge per month or part of it:**								
R 46.04	R 40.04	4.1.1.1	Per site with improvements	15.0%	**R 48.81**	6.00%	R 51.73	6.00%	R 54.84	6.00%	R 42.44
		4.1.2.	**Suction charge:**								
R 275.30	R 239.39	**4.1.2.1.**	Urban areas charge per occasion	15.0%	**R 291.81**	6.00%	R 309.32	6.00%	R 327.88	6.00%	R 253.75
		4.1.2.2.	**Rural areas:**								
R 1,110.24	R 965.43	4.1.2.2.1	Charge per occasion	15.0%	**R 1,176.85**	6.00%	R 1,247.47	6.00%	R 1,322.31	6.00%	R 1,023.35
R 51.82	R 45.06	4.1.2.2.2	Charge per kilometre	15.0%	**R 54.93**	6.00%	R 54.93	0.00%	R 54.93	0.00%	R 47.76
		4.2.	**Waterborne Sewerage systems**								
			(All Areas connected to the main sewerage system)								
			(Where more than one service point exist on the same site and more than one or one water connection exists the tariff equal to the larges water connection will be applicable on every point of service)								
		4.2.1.	**Service Availability charge per month or part of it:**								
R 97.39	R 84.69	4.2.1.1	Unimproved sites	15.0%	**R 103.24**	6.00%	R 109.43	6.00%	R 116.00	6.00%	R 89.77
R 275.30	R 239.39	4.2.1.2	Water connection size: 0 - 25 mm	15.0%	**R 291.81**	6.00%	R 309.32	6.00%	R 327.88	6.00%	R 253.75
R 1,071.31	R 931.57	4.2.1.3	Water connection size: 26 - 50 mm	15.0%	**R 1,135.58**	6.00%	R 1,203.72	6.00%	R 1,275.94	6.00%	R 987.46
R 2,743.09	R 2,385.30	4.2.1.4	Water connection size: 51 - 80 mm	15.0%	**R 2,907.68**	6.00%	R 3,082.14	6.00%	R 3,267.07	6.00%	R 2,528.42
R 4,285.66	R 3,726.66	4.2.1.5	Water connection size: 81 - 100 mm	15.0%	**R 4,542.80**	6.00%	R 4,815.37	6.00%	R 5,104.29	6.00%	R 3,950.26
R 9,639.79	R 8,382.42	4.2.1.6	Water connection size: 101 - 150 mm	15.0%	**R 10,218.18**	6.00%	R 10,831.27	6.00%	R 11,481.14	6.00%	R 8,885.37
		4.2.2.	**Exceptions: Charge per month or part of it**								
R 45,610.35	R 39,661.17	4.2.2.1	Obiqua Prison - Tulbagh	15.0%	**R 48,346.97**	6.00%	R 51,247.79	6.00%	R 54,322.66	6.00%	R 42,040.84
R 275.30	R 239.39	4.2.2.2	Schools - Op-die-Berg	15.0%	**R 291.81**	6.00%	R 309.32	6.00%	R 327.88	6.00%	R 253.75
R 275.30	R 239.39	4.2.2.3	Other sites - Op-die-Berg	15.0%	**R 291.81**	6.00%	R 309.32	6.00%	R 327.88	6.00%	R 253.75
R 98.33	R 98.33	4.2.2.4	Departmental tariff	0.0%	**R 104.23**	6.00%	R 110.48	6.00%	R 117.11	6.00%	R 104.23
		4.2.2.5	**Special Contracts, for example Del monte as per each agreement. Rand per Kg COD**								
R 7.61	R 6.62	4.2.2.5.1	Ceres Group Companies	15.0%	**R 8.07**	6.00%	R 8.55	6.00%	R 9.06	6.00%	R 7.01
R 12.23	R 10.64	4.2.2.5.2	Du Toit Vrugte	15.0%	**R 12.96**	6.00%	R 13.74	6.00%	R 14.57	6.00%	R 11.27
R 12.23	R 10.64	4.2.2.5.3	L O Rall	15.0%	**R 12.96**	6.00%	R 13.74	6.00%	R 14.57	6.00%	R 11.27
R 12.23	R 10.64	4.2.2.5.4	Bokkeveld Korrektiewe Dienste	15.0%	**R 12.96**	6.00%	R 13.74	6.00%	R 14.57	6.00%	R 11.27
R 12.23	R 10.64	4.2.2.5.5	Snocooled Marketing (Edms). Bpk.	15.0%	**R 12.96**	6.00%	R 13.74	6.00%	R 14.57	6.00%	R 11.27
R 12.23	R 10.64	4.2.2.5.6	Ceres Fruit Growers	15.0%	**R 12.96**	6.00%	R 13.74	6.00%	R 14.57	6.00%	R 11.27
R 180.67	R 180.67	4,2,2.6	Informal settlements without an account (Flat rate)	0.0%	**R 191.52**	6.00%	R 203.01	6.00%	R 215.19	6.00%	R 191.52
R 568.43	R 494.28	4.3	Unnecessary call outs for work on customer side	15.0%	**R 602.53**	6.00%	R 638.68	6.00%	R 677.00	6.00%	R 523.94

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		5.	**Water service Tariffs**								
		5.1.	**Conventional Meters (All Areas)**								
		5.1.1.	**Service Availability charge per month or part of it:**								
R 163.89	R 142.51	5.1.1.1	Unimproved sites	15.0%	**R 173.72**	6.00%	R 184.14	6.00%	R 195.19	6.00%	R 151.06
R 83.00	R 72.17	5.1.1.2	Water connection size: 0 - 25 mm	15.0%	**R 83.00**	0.00%	R 83.00	0.00%	R 83.00	0.00%	R 72.17
R 1,236.39	R 1,075.12	5.1.1.3	Water connection size: 26 - 50 mm	15.0%	**R 1,310.57**	6.00%	R 1,389.21	6.00%	R 1,472.56	6.00%	R 1,139.63
R 3,123.52	R 2,716.10	5.1.1.4	Water connection size: 51 - 80 mm	15.0%	**R 3,310.93**	6.00%	R 3,509.58	6.00%	R 3,720.16	6.00%	R 2,879.07
R 4,945.57	R 4,300.49	5.1.1.5	Water connection size: 81 - 100 mm	15.0%	**R 5,242.30**	6.00%	R 5,556.84	6.00%	R 5,890.25	6.00%	R 4,558.52
R 11,062.46	R 9,619.53	5.1.1.6	Water connection size: 101 - 150 mm	15.0%	**R 11,726.21**	6.00%	R 12,429.78	6.00%	R 13,175.57	6.00%	R 10,196.70
R 240,771.19	R 209,366.25	5.1.1.7	Consumption of more than 20,000 kl per month	15.0%	**R 255,217.46**	6.00%	R 270,530.51	6.00%	R 286,762.34	6.00%	R 221,928.23
R 364.41	R 316.88	5.1.1.8	Un-metered connections	15.0%	**R 386.28**	6.00%	R 409.46	6.00%	R 434.02	6.00%	R 335.89
		5.1.2	**Consumption per kiloliter**								
		5.1.2.1	**Block A (Aimed at residential and smaller commercial clients)**								
R 3.69	R 3.20		0-6 kl	15.0%	**R 3.91**	6.00%	R 4.14	6.00%	R 4.39	6.00%	R 3.40
R 10.66	R 9.27		7-30 kl	15.0%	**R 11.30**	6.00%	R 11.98	6.00%	R 12.70	6.00%	R 9.83
R 10.66	R 9.27		31-60 kl	15.0%	**R 11.30**	6.00%	R 11.98	6.00%	R 12.70	6.00%	R 9.83
R 10.66	R 9.27		61-300 kl	15.0%	**R 11.30**	6.00%	R 11.98	6.00%	R 12.70	6.00%	R 9.83
R 37.16	R 32.32		Above 300 kl	15.0%	**R 39.39**	6.00%	R 41.76	6.00%	R 44.26	6.00%	R 34.25
		5.1.2.2	**Block B (Aimed at larger commercial and smaller industrial clients)**								
R 12.33	R 10.72		0-300 kl	15.0%	**R 13.07**	6.00%	R 13.86	6.00%	R 14.69	6.00%	R 11.37
R 12.33	R 10.72		301-1000 kl	15.0%	**R 13.07**	6.00%	R 13.86	6.00%	R 14.69	6.00%	R 11.37
R 12.33	R 10.72		1001-8000 kl	15.0%	**R 13.07**	6.00%	R 13.86	6.00%	R 14.69	6.00%	R 11.37
R 13.57	R 11.80		Above 8000 kl	15.0%	**R 14.38**	6.00%	R 15.24	6.00%	R 16.16	6.00%	R 12.50
		5.1.2.3	**Block C (Aimed at larger industrial clients)**								
R 5.00	R 4.35		Consumption above 20,000 kl per month	15.0%	**R 5.30**	6.00%	R 6.50	22.64%	R 8.00	23.08%	R 4.61
		5.1.2.4	**Block D (Internal)**								
R 4.50	R 3.91		Departmental consumption	15.0%	**R 4.77**	6.00%	R 5.06	6.00%	R 5.36	6.00%	R 4.15
		5.1.2	**Consumption per kiloliter: Restrictions Level 1**								
		5.1.2.1	**Block A (Aimed at residential and smaller commercial clients)**								
R 3.69	R 3.20		0-6 kl	15.0%	**R 3.91**	6.00%	R 4.14	6.00%	R 4.39	6.0%	R 3.40
R 11.85	R 10.30		7-30 kl	15.0%	**R 12.56**	6.00%	R 13.31	6.00%	R 14.11	6.0%	R 10.92
R 11.85	R 10.30		31-60 kl	15.0%	**R 12.56**	6.00%	R 13.31	6.00%	R 14.11	6.0%	R 10.92
R 11.85	R 10.30		61-300 kl	15.0%	**R 12.56**	6.00%	R 13.31	6.00%	R 14.11	6.0%	R 10.92
R 42.90	R 37.30		Above 300 kl	15.0%	**R 45.47**	6.00%	R 48.20	6.00%	R 51.09	6.0%	R 39.54
		5.1.2.2	**Block B (Aimed at larger commercial and smaller industrial clients)**								
R 14.80	R 12.87		0-300 kl	15.0%	**R 15.69**	6.00%	R 16.63	6.00%	R 17.63	6.0%	R 13.65
R 14.80	R 12.87		301-1000 kl	15.0%	**R 15.69**	6.00%	R 16.63	6.00%	R 17.63	6.0%	R 13.65
R 14.80	R 12.87		1001-8000 kl	15.0%	**R 15.69**	6.00%	R 16.63	6.00%	R 17.63	6.0%	R 13.65
R 14.80	R 12.87		Above 8000 kl	15.0%	**R 15.69**	6.00%	R 16.63	6.00%	R 17.63	6.0%	R 13.65
		5.1.2.3	**Block C (Aimed at larger industrial clients)**								
R 6.00	R 5.22		Consumption above 20,000 kl per month	15.0%	**R 6.36**	6.00%	R 6.74	6.00%	R 7.15	6.0%	R 5.53
		5.1.2	**Consumption per kiloliter: Restrictions Level 2**								
		5.1.2.1	**Block A (Aimed at residential and smaller commercial clients)**								
R 3.69	R 3.20		0-6 kl	15.0%	**R 3.91**	6.00%	R 4.14	6.00%	R 4.39	6.0%	R 3.40
R 14.93	R 12.99		7-30 kl	15.0%	**R 15.83**	6.00%	R 16.78	6.00%	R 17.79	6.0%	R 13.77
R 14.93	R 12.99		31-60 kl	15.0%	**R 15.83**	6.00%	R 16.78	6.00%	R 17.79	6.0%	R 13.77
R 14.93	R 12.99		61-300 kl	15.0%	**R 15.83**	6.00%	R 16.78	6.00%	R 17.79	6.0%	R 13.77
R 48.26	R 41.97		Above 300 kl	15.0%	**R 51.16**	6.00%	R 54.23	6.00%	R 57.48	6.0%	R 44.49
		5.1.2.2	**Block B (Aimed at larger commercial and smaller industrial clients)**								
R 17.28	R 15.02		0-300 kl	15.0%	**R 18.31**	6.00%	R 19.41	6.00%	R 20.58	6.0%	R 15.93
R 17.28	R 15.02		301-1000 kl	15.0%	**R 18.31**	6.00%	R 19.41	6.00%	R 20.58	6.0%	R 15.93
R 17.28	R 15.02		1001-8000 kl	15.0%	**R 18.31**	6.00%	R 19.41	6.00%	R 20.58	6.0%	R 15.93
R 17.28	R 15.02		Above 8000 kl	15.0%	**R 18.31**	6.00%	R 19.41	6.00%	R 20.58	6.0%	R 15.93
		5.1.2.3	**Block C (Aimed at larger industrial clients)**								
R 7.00	R 6.09		Consumption above 20,000 kl per month	15.0%	**R 7.42**	6.00%	R 7.87	6.00%	R 8.34	6.0%	R 6.46

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		5.1.2	**Consumption per kiloliter: Restrictions Level 3**								
		5.1.2.1	**Block A (Aimed at residential and smaller commercial clients)**								
R 3.69	R 3.20		0-6 kl	15.0%	**R 3.91**	6.00%	R 4.14	6.00%	R 4.39	6.0%	R 3.40
R 17.07	R 14.84		7-30 kl	15.0%	**R 18.10**	6.00%	R 19.18	6.00%	R 20.33	6.0%	R 15.74
R 17.07	R 14.84		31-60 kl	15.0%	**R 18.10**	6.00%	R 19.18	6.00%	R 20.33	6.0%	R 15.74
R 17.07	R 14.84		61-300 kl	15.0%	**R 18.10**	6.00%	R 19.18	6.00%	R 20.33	6.0%	R 15.74
R 53.63	R 46.63		Above 300 kl	15.0%	**R 56.84**	6.00%	R 60.25	6.00%	R 63.87	6.0%	R 49.43
		5.1.2.2	**Block B (Aimed at larger commercial and smaller industrial clients)**								
R 19.75	R 17.17		0-300 kl	15.0%	**R 20.93**	6.00%	R 22.19	6.00%	R 23.52	6.0%	R 18.20
R 19.75	R 17.17		301-1000 kl	15.0%	**R 20.93**	6.00%	R 22.19	6.00%	R 23.52	6.0%	R 18.20
R 19.75	R 17.17		1001-8000 kl	15.0%	**R 20.93**	6.00%	R 22.19	6.00%	R 23.52	6.0%	R 18.20
R 19.75	R 17.17		Above 8000 kl	15.0%	**R 20.93**	6.00%	R 22.19	6.00%	R 23.52	6.0%	R 18.20
		5.1.2.3	**Block C (Aimed at larger industrial clients)**								
R 8.41	R 7.31		Consumption above 20,000 kl per month	15.0%	**R 8.91**	6.00%	**R 9.44**	6.00%	**R 10.01**	6.0%	R 7.75
		5.1.2	**Consumption per kiloliter: Restrictions Level 4**								
		5.1.2.1	**Block A (Aimed at residential and smaller commercial clients)**								
R 3.69	R 3.20		0-6 kl	15.0%	**R 3.91**	6.00%	R 4.14	6.00%	R 4.39	6.0%	R 3.40
R 19.21	R 16.70		7-30 kl	15.0%	**R 20.36**	6.00%	R 21.58	6.00%	R 22.88	6.0%	R 17.71
R 19.21	R 16.70		31-60 kl	15.0%	**R 20.36**	6.00%	R 21.58	6.00%	R 22.88	6.0%	R 17.71
R 19.21	R 16.70		61-300 kl	15.0%	**R 20.36**	6.00%	R 21.58	6.00%	R 22.88	6.0%	R 17.71
R 58.99	R 51.29		Above 300 kl	15.0%	**R 62.53**	6.00%	R 66.28	6.00%	R 70.26	6.0%	R 54.37
		5.1.2.2	**Block B (Aimed at larger commercial and smaller industrial clients)**								
R 22.22	R 19.32		0-300 kl	15.0%	**R 23.55**	6.00%	R 24.97	6.00%	R 26.47	6.0%	R 20.48
R 22.22	R 19.32		301-1000 kl	15.0%	**R 23.55**	6.00%	R 24.97	6.00%	R 26.47	6.0%	R 20.48
R 22.22	R 19.32		1001-8000 kl	15.0%	**R 23.55**	6.00%	R 24.97	6.00%	R 26.47	6.0%	R 20.48
R 22.22	R 19.32		Above 8000 kl	15.0%	**R 23.55**	6.00%	R 24.97	6.00%	R 26.47	6.0%	R 20.48
		5.1.2.3	**Block C (Aimed at larger industrial clients)**								
R 10.09	R 8.77		Consumption above 20,000 kl per month	15.0%	**R 10.69**	6.00%	**R 11.33**	6.00%	**R 12.01**	6.0%	R 9.30
		5.1.2	**Consumption per kiloliter: Restrictions Level 5**								
		5.1.2.1	**Block A (Aimed at residential and smaller commercial clients)**								
R 3.69	R 3.20		0-6 kl	15.0%	**R 3.91**	6.00%	R 4.14	6.00%	R 4.39	6.0%	R 3.40
R 21.33	R 18.55		7-30 kl	15.0%	**R 22.61**	6.00%	R 23.97	6.00%	R 25.41	6.0%	R 19.66
R 21.33	R 18.55		31-60 kl	15.0%	**R 22.61**	6.00%	R 23.97	6.00%	R 25.41	6.0%	R 19.66
R 21.33	R 18.55		61-300 kl	15.0%	**R 22.61**	6.00%	R 23.97	6.00%	R 25.41	6.0%	R 19.66
R 64.35	R 55.96		Above 300 kl	15.0%	**R 68.21**	6.00%	R 72.30	6.00%	R 76.64	6.0%	R 59.31
		5.1.2.2	**Block B (Aimed at larger commercial and smaller industrial clients)**								
R 24.68	R 21.46		0-300 kl	15.0%	**R 26.16**	6.00%	R 27.73	6.00%	R 29.39	6.0%	R 22.75
R 24.68	R 21.46		301-1000 kl	15.0%	**R 26.16**	6.00%	R 27.73	6.00%	R 29.39	6.0%	R 22.75
R 24.68	R 21.46		1001-8000 kl	15.0%	**R 26.16**	6.00%	R 27.73	6.00%	R 29.39	6.0%	R 22.75
R 24.68	R 21.46		Above 8000 kl	15.0%	**R 26.16**	6.00%	R 27.73	6.00%	R 29.39	6.0%	R 22.75
		5.1.2.3	**Block C (Aimed at larger industrial clients)**								
R 12.10	R 10.53		Consumption above 20,000 kl per month	15.0%	**R 12.83**	6.00%	**R 13.60**	6.00%	**R 14.42**	6.0%	R 11.16
		5.2.	**Water Management Device**								
		5.2.1.	**Water connection on site (Consumption per kiloliter)**								
R 6.59	R 5.73		0-6 kl	15.0%	**R 6.99**	6.00%	R 7.41	6.00%	R 7.85	6.00%	R 6.08
R 12.66	R 11.01		Bo 6 kl	15.0%	**R 13.42**	6.00%	R 14.23	6.00%	R 15.08	6.00%	R 11.67
			Consumption per kiloliter: Restrictions Level 1								
R 7.74	R 6.73		0-6 kl	15.0%	**R 8.20**	6.00%	R 8.70	6.00%	R 9.22	6.00%	R 7.13
R 14.87	R 12.93		Bo 6 kl	15.0%	**R 15.77**	6.00%	R 16.71	6.00%	R 17.71	6.00%	R 13.71
			Consumption per kiloliter: Restrictions Level 2								
R 8.89	R 7.73		0-6 kl	15.0%	**R 9.42**	6.00%	R 9.99	6.00%	R 10.58	6.00%	R 8.19
R 17.08	R 14.85		Bo 6 kl	15.0%	**R 18.11**	6.00%	R 19.19	6.00%	R 20.35	6.00%	R 15.75
			Consumption per kiloliter: Restrictions Level 3								
R 10.03	R 8.73		0-6 kl	15.0%	**R 10.64**	6.00%	R 11.27	6.00%	R 11.95	6.00%	R 9.25
R 19.29	R 16.78		Bo 6 kl	15.0%	**R 20.45**	6.00%	R 21.68	6.00%	R 22.98	6.00%	R 17.78
			Consumption per kiloliter: Restrictions Level 4								
R 11.18	R 9.72		0-6 kl	15.0%	**R 11.85**	6.00%	R 12.56	6.00%	R 13.32	6.00%	R 10.31
R 21.50	R 18.70		Bo 6 kl	15.0%	**R 22.79**	6.00%	R 24.16	6.00%	R 25.61	6.00%	R 19.82
			Consumption per kiloliter: Restrictions Level 5								
R 13.18	R 11.46		0-6 kl	15.0%	**R 13.97**	6.00%	R 14.81	6.00%	R 15.70	6.00%	R 12.15
R 25.33	R 22.03		Bo 6 kl	15.0%	**R 26.85**	6.00%	R 28.46	6.00%	R 30.17	6.00%	R 23.35

Pensioners may qualify for 6 Kl of water free of charge per month in terms of councils policy.

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
R 1,133.13	R 985.33	**5.3.**	**"Leiwater beurte" (In Urban areas per month)**	15.0%	**R 1,201.12**	6.00%	R 1,273.19	6.00%	R 1,349.58	6.00%	R 1,044.45
R 117.29	R 101.99	**5.4.**	**Informal settlements without an account (Flat rate)**	15.0%	**R 124.33**	6.00%	R 131.78	6.00%	R 139.69	6.00%	R 108.11
		5.5.	**Mobile Water provision**								
Free		**5.5.1**	Humanitarian purposes		**Free**		**Free**		**Free**		
R 327.44	R 284.73	**5.5.2**	All non Residential per trip	15.0%	**R 347.09**	6.00%	R 367.91	6.00%	R 389.99	6.00%	R 301.82
R 654.89	R 569.47	**5.6**	Unnecessary call outs for work on customer side	15.0%	**R 694.18**	6.00%	R 735.83	6.00%	R 779.98	6.00%	R 603.63
		5.7	**Greywater**								
R 0.3321	R 0.2888	5.7.1	Per Cubic Meter (m3)	15.0%	**R 0.35**	6.00%	R 0.37	6.00%	R 0.40	6.00%	R 0.31
		5.8	**Raw Water for Agricultural use**								
R 0.7590	R 0.6600	5.81	Per kiloliter water	15.0%	**R 0.80**	6.00%	R 0.85	6.00%	R 0.90	6.00%	R 0.70
		6.	**Other tariffs and charges**								
		6.1.	**CORPORATE SERVICES**								
R 735.00	R 639.13	6.1.1	Erection of banners (per application)	15.0%	**R 779.00**	5.99%	R 825.00	5.91%	R 874.00	5.94%	R 677.39
R 565.00	R 491.30	6.1.2	Erection of placards (deposit)	15.0%	**R 598.00**	5.84%	R 633.00	5.85%	R 670.00	5.85%	R 520.00
R 1,149.00	R 999.13	6.1.3	Cancellation of purchase agreement (Admin fee)	15.0%	**R 1,217.00**	5.92%	R 1,290.00	6.00%	R 1,367.00	5.97%	R 1,058.26
		6.1.4	Agenda and minutes of Council meetings								
R 188.00	R 163.48		001-400 g	15.0%	**R 199.00**	5.85%	R 210.00	5.53%	R 222.00	5.71%	R 173.04
R 209.00	R 181.74		401-500 g	15.0%	**R 221.00**	5.74%	R 234.00	5.88%	R 248.00	5.98%	R 192.17
R 246.00	R 213.91		501-600 g	15.0%	**R 260.00**	5.69%	R 275.00	5.77%	R 291.00	5.82%	R 226.09
R 266.00	R 231.30		601-700 g	15.0%	**R 281.00**	5.64%	R 297.00	5.69%	R 314.00	5.72%	R 244.35
R 328.00	R 285.22		701+ g	15.0%	**R 347.00**	5.79%	R 367.00	5.76%	R 389.00	5.99%	R 301.74
R 511.00	R 444.35	6.1.6	Translation service (Per hour or part of it)	15.0%	**R 541.00**	5.87%	R 573.00	5.91%	R 607.00	5.93%	R 470.43
		6.1.7	Access to information								
R 135.00	R 117.39	6.1.7.1	Fee payable when information is requested	15.0%	**R 143.00**	5.93%	R 151.00	5.59%	R 160.00	5.96%	R 124.35
		6.1.7.2	*Reproduction fees:*								
R 1.50	R 1.30		Photocopies (A4 or part of it) per page	15.0%	**R 1.50**	0.00%	R 1.60	6.67%	R 1.70	6.25%	R 1.30
R 1.00	R 0.87		Print outs per copy	15.0%	**R 1.00**	0.00%	R 1.10	10.00%	R 1.20	9.09%	R 0.87
R 27.00	R 23.48		Information on a memory stick	15.0%	**R 28.00**	3.70%	R 29.00	3.57%	R 30.00	3.45%	R 24.35
R 152.00	R 132.17		Information on a CD	15.0%	**R 161.00**	5.92%	R 170.00	5.59%	R 180.00	5.88%	R 140.00
R 84.00	R 73.04		Transcription of visual image (A4 page) per page	15.0%	**R 89.00**	5.95%	R 94.00	5.62%	R 99.00	5.32%	R 77.39
R 225.00	R 195.65		Copy of a visual image (A4 page) per page	15.0%	**R 238.00**	5.78%	R 252.00	5.88%	R 267.00	5.95%	R 206.96
R 46.00	R 40.00		Transcription of an audio record (A4 page) per page	15.0%	**R 48.00**	4.35%	R 50.00	4.17%	R 53.00	6.00%	R 41.74
R 61.00	R 53.04		Copy of audio record	15.0%	**R 64.00**	4.92%	R 67.00	4.69%	R 71.00	5.97%	R 55.65
		6.1.7.3	Investigation fee								
R 56.00	R 48.70		To search for record and to prepare it for release - - per hour, first hour excluded	15.0%	**R 59.00**	5.36%	R 62.00	5.08%	R 65.00	4.84%	R 51.30
		6.1.7.4	Postage								
Actual cost plus 20% plus VAT			If record should be posted to applicant	15.0%	**Actual cost plus 20% plus VAT**						
R 4,810.00	R 4,182.61	6.1.8	Application for extention of trading hours to sell Liquor	15.0%	**R 5,098.00**	5.99%	R 5,403.00	5.98%	R 5,727.00	6.00%	R 4,433.04
		6.2.	**COMMUNITY SERVICES**								
		6.2.1	**Libraries**								
		6.2.1.1	Hall rental (per session or part thereof)								
			NOTE: a session is from								
R 171.00	R 148.70		08:00 - 13:00	15.0%	**R 181.00**	5.85%	R 191.00	5.52%	R 202.00	5.76%	R 157.39
R 188.00	R 163.48		13:00 - 18:00	15.0%	**R 199.00**	5.85%	R 210.00	5.53%	R 222.00	5.71%	R 173.04
R 209.00	R 181.74		18:00 - 00:00	15.0%	**R 221.00**	5.74%	R 234.00	5.88%	R 248.00	5.98%	R 192.17
			NB: The amenities are available without charge to youth-, service-,charity-community-,sport-, educational-, and governmental institutions, as well as for meetings of local political parties								
R 463.00	R 402.61	6.2.1.2	Kitchen rental (per session or part thereof)	15.0%	**R 490.00**	5.83%	R 519.00	5.92%	R 550.00	5.97%	R 426.09
R 202.00			Deposit for kitchen rental	Exempt	**R 214.00**	5.94%	R 226.00	5.61%	R 239.00	5.75%	

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.2	**Traffic Services**								
		6.2.2.1	**Assistance: Escorting and Traffic assistance or Any Other Special Event**								
			(Section 111 (3) (C) of the Road Traffic Act 1989, Act 29 of 1989, in conjunction with Section 22 of the Standard Regulation Re: Roads, Provincial Notice 562 of October 1987.								
		6.2.2.1.1	Profit Organisations: (per gathering/march)								
R 742.00	R 645.22		(a) First hour per officer (normal working hours)	15.0%	**R 786.00**	5.93%	R 833.00	5.98%	R 882.00	5.88%	R 683.48
R 266.00	R 231.30		(b) Subsequent hourly tariff within normal working hours	15.0%	**R 281.00**	5.64%	R 297.00	5.69%	R 314.00	5.72%	R 244.35
R 935.00	R 813.04		(c) First hour per officer (after hours & weekends)	15.0%	**R 991.00**	5.99%	R 1,050.00	5.95%	R 1,113.00	6.00%	R 861.74
R 367.00	R 319.13		(d) Subsequent hourly tariff after hours & weekends	15.0%	**R 389.00**	5.99%	R 412.00	5.91%	R 436.00	5.83%	R 338.26
R 1,922.00	R 1,671.30		(e) Per officer (Sundays per 4 hour bracket)	15.0%	**R 2,037.00**	5.98%	R 2,159.00	5.99%	R 2,288.00	5.97%	R 1,771.30
R 225.00	R 195.65		(f) Per vehicle (less than 15 km)	15.0%	**R 238.00**	5.78%	R 252.00	5.88%	R 267.00	5.95%	R 206.96
R 11.20	R 9.74		(g) Per kilometre tariff thereafter	15.0%	**R 12.10**	8.04%	R 13.00	7.44%	R 13.50	3.85%	R 10.52
R 225.00	R 195.65		(h) Hiring of road signs and equipment	15.0%	**R 238.00**	5.78%	R 252.00	5.88%	R 267.00	5.95%	R 206.96
R 950.00	R 826.09		(i) Mega phone per day	15.0%	**R 1,007.00**	6.00%	R 1,067.00	5.96%	R 1,131.00	6.00%	R 875.65
		6.2.2.1.2	Non-Profit Organisations: (per gathering/march)								
R 266.00	R 231.30		(a) First hour per officer (normal working hours)	15.0%	**R 281.00**	5.64%	R 297.00	5.69%	R 314.00	5.72%	R 244.35
R 135.00	R 117.39		(b) Subsequent hourly tariff within normal working hours	15.0%	**R 143.00**	5.93%	R 151.00	5.59%	R 160.00	5.96%	R 124.35
R 349.00	R 303.48		(c) First hour per officer (after hours & weekends)	15.0%	**R 369.00**	5.73%	R 391.00	5.96%	R 414.00	5.88%	R 320.87
R 209.00	R 181.74		(d) Subsequent hourly tariff after hours & weekends	15.0%	**R 221.00**	5.74%	R 234.00	5.88%	R 248.00	5.98%	R 192.17
R 959.00	R 833.91		(e) Per officer (Sundays per 4 hour bracket)	15.0%	**R 1,016.00**	5.94%	R 1,076.00	5.91%	R 1,140.00	5.95%	R 883.48
R 135.00	R 117.39		(f) Per vehicle (less than 15 km)	15.0%	**R 143.00**	5.93%	R 151.00	5.59%	R 160.00	5.96%	R 124.35
R 11.20	R 9.74		(g) Per kilometre tariff thereafter	15.0%	**R 12.10**	8.04%	R 13.00	7.44%	R 13.50	3.85%	R 10.52
R 101.00	R 87.83		(h) Hiring of road signs and equipment	15.0%	**R 107.00**	5.94%	R 113.00	5.61%	R 119.00	5.31%	R 93.04
R 470.00	R 408.70		(i) Mega phone per day	15.0%	**R 498.00**	5.96%	R 527.00	5.82%	R 558.00	5.88%	R 433.04
		6.2.2.2	**Dog Tax Tariffs**								
R 282.00	R 245.22	6.2.2.2.1	Male dog: per year or part thereof	15.0%	**R 298.00**	5.67%	R 315.00	5.70%	R 333.00	5.71%	R 259.13
R 568.00	R 493.91	6.2.2.2.2	Bitch: per year or part thereof	15.0%	**R 602.00**	5.99%	R 638.00	5.98%	R 676.00	5.96%	R 523.48
R 139.00	R 120.87	6.2.2.2.3	Sterilised/castrated (proof)	15.0%	**R 147.00**	5.76%	R 155.00	5.44%	R 164.00	5.81%	R 127.83
R 224.00	R 194.78	**6..2.2.3**	**Executing of warrants of arrest**	15.0%	**R 237.00**	5.80%	R 251.00	5.91%	R 266.00	5.98%	R 206.09
		6.2.3	**Fire Brigade Service**								
			(In terms of Provincial Notice 396 of 11 June 1982) No accounts will be render to informal areas								
R 3,366.00	R 2,926.96	6.2.3.1	Call-outs (per call) (excluding resedential) This includes all fire fighting vehicles, all manpower water supply and (Per hour or part thereof)	15.0%	**R 3,567.00**	5.97%	R 3,781.00	6.00%	R 4,007.00	5.98%	R 3,101.74
		6.2.3.2	Additional services (such as pumping, cleaning roads, decontamination) and consumables								
R 561.00	R 487.83		a) Call-out per hour or part thereof	15.0%	**R 594.00**	5.88%	R 629.00	5.89%	R 666.00	5.88%	R 516.52
R 49.00	R 42.61		b) Absorbent per kilogram	15.0%	**R 51.00**	4.08%	R 54.00	5.88%	R 57.00	5.56%	R 44.35
R 52.00	R 45.22		c) Foam per litre	15.0%	**R 55.00**	5.77%	R 58.00	5.45%	R 61.00	5.17%	R 47.83
R 494.00	R 429.57		d) Handheld extinguisher	15.0%	**R 523.00**	5.87%	R 554.00	5.93%	R 587.00	5.96%	R 454.78
R 114.00	R 99.13		e) Decontamination concentrate	15.0%	**R 120.00**	5.26%	R 127.00	5.83%	R 134.00	5.51%	R 104.35
		6.2.3.3	Spesial Standby Services at Events								
R 2,244.00	R 1,951.30		a) First hour	15.0%	**R 2,378.00**	5.97%	R 2,520.00	5.97%	R 2,671.00	5.99%	R 2,067.83
R 564.00	R 490.43		b) Per hour or part thereof, thereafter	15.0%	**R 597.00**	5.85%	R 632.00	5.86%	R 669.00	5.85%	R 519.13
R 2,751.00	R 2,392.17	6.2.3.4	Controlled Burns	15.0%	**R 2,916.00**	6.00%	R 3,090.00	5.97%	R 3,275.00	5.99%	R 2,535.65
R 715.00	R 621.74	6.2.3.5	Clearing of overgrown properties (residential areas) an	15.0%	**R 757.00**	5.87%	R 802.00	5.94%	R 850.00	5.99%	R 658.26
		6.2.3.6	Flammable Liquid Certificates:								
R 132.00	R 114.78		(a) Domestic installations	15.0%	**R 139.00**	5.30%	R 147.00	5.76%	R 155.00	5.44%	R 120.87
R 506.00	R 440.00		(b) Commercial installations	15.0%	**R 536.00**	5.93%	R 568.00	5.97%	R 602.00	5.99%	R 466.09
R 571.00	R 496.52		(c) Industrial Installations	15.0%	**R 605.00**	5.95%	R 641.00	5.95%	R 679.00	5.93%	R 526.09
R 506.00	R 440.00		(d) LPG Suppliers	15.0%	**R 536.00**	5.93%	R 568.00	5.97%	R 602.00	5.99%	R 466.09
R 506.00	R 440.00		(e) Spray paint rooms	15.0%	**R 536.00**	5.93%	R 568.00	5.97%	R 602.00	5.99%	R 466.09
		6.2.3.7	Fire Safety Certification								
R 390.00	R 339.13		a) New Building plan or alterations	15.0%	**R 413.00**	5.90%	R 437.00	5.81%	R 463.00	5.95%	R 359.13
R 132.00	R 114.78		b) Educational and old age facilities	15.0%	**R 139.00**	5.30%	R 147.00	5.76%	R 155.00	5.44%	R 120.87
R 390.00	R 339.13		c) New business licence application	15.0%	**R 413.00**	5.90%	R 437.00	5.81%	R 463.00	5.95%	R 359.13
R 506.00	R 440.00		d) Commercial/Industrial Facility	15.0%	**R 536.00**	5.93%	R 568.00	5.97%	R 602.00	5.99%	R 466.09

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.3.8	Dangerous Goods Transport Permit (Annual)								
R 335.00	R 291.30		a) Light Delivery vehicle up to 3500 kg	15.0%	**R 355.00**	5.97%	R 376.00	5.92%	R 398.00	5.85%	R 308.70
R 423.00	R 367.83		b) Light Delivery vehicle above 3500 kg	15.0%	**R 448.00**	5.91%	R 474.00	5.80%	R 502.00	5.91%	R 389.57
R 830.00	R 721.74		c) Rigid tankers and flat beds up to 20 000 litres	15.0%	**R 879.00**	5.90%	R 931.00	5.92%	R 986.00	5.91%	R 764.35
R 1,243.00	R 1,080.87		d) Rigid tankers and flat beds above 20 000 litre	15.0%	**R 1,317.00**	5.95%	R 1,396.00	6.00%	R 1,479.00	5.95%	R 1,145.22
			e) Articulated vehicles up to 20 000 litres								
R 335.00	R 291.30		1) Horse	15.0%	**R 355.00**	5.97%	R 376.00	5.92%	R 398.00	5.85%	R 308.70
R 830.00	R 721.74		2) Per unit or tanker thereafter	15.0%	**R 879.00**	5.90%	R 931.00	5.92%	R 986.00	5.91%	R 764.35
			f) Articulated vehicles above 20 000 litres								
R 335.00	R 291.30		1) Horse	15.0%	**R 355.00**	5.97%	R 376.00	5.92%	R 398.00	5.85%	R 308.70
R 1,243.00	R 1,080.87		2) Per unit or tanker thereafter	15.0%	**R 1,317.00**	5.95%	R 1,396.00	6.00%	R 1,479.00	5.95%	R 1,145.22
R 187.00	R 162.61		g) Transfer of certificate	15.0%	**R 198.00**	5.88%	R 209.00	5.56%	R 221.00	5.74%	R 172.17
		6.2.3.9	Event application								
R 187.00	R 162.61		a) Below 500 attendees	15.0%	**R 198.00**	5.88%	R 209.00	5.56%	R 221.00	5.74%	R 172.17
R 373.00	R 324.35		b) Between 500 and 1000 attendees	15.0%	**R 395.00**	5.90%	R 418.00	5.82%	R 443.00	5.98%	R 343.48
R 753.00	R 654.78		c) More than 1000 attendees	15.0%	**R 798.00**	5.98%	R 845.00	5.89%	R 895.00	5.92%	R 693.91
		6.2.3.10	Training per person								
R 395.00	R 343.48		Industrial and Commercial Basic Firefighting – 3 days	15.0%	**R 418.00**	5.82%	R 443.00	5.98%	R 469.00	5.87%	R 363.48
R 660.00	R 573.91		Industrial and Commercial Advanced– 5 days	15.0%	**R 699.00**	5.91%	R 740.00	5.87%	R 784.00	5.95%	R 607.83
R 132.00	R 114.78		Portable Fire Extinguisher course – 4 hours (excluding c	15.0%	**R 139.00**	5.30%	R 147.00	5.76%	R 155.00	5.44%	R 120.87
		6.2.6	**Refuse tariffs moved to Civil Services**								
		6.2.7	**Licensing and Regulating: Hiring and Sundry**								
R 951.00	R 826.96	6.2.7.1	Vendor stalls (uncovered)	15.0%	**R 1,008.00**	5.99%	R 1,068.00	5.95%	R 1,132.00	5.99%	R 876.52
R 1,540.00	R 1,339.13	6.2.7.2	Vendor stalls -- under cover (per annum)	15.0%	**R 1,632.00**	5.97%	R 1,729.00	5.94%	R 1,832.00	5.96%	R 1,419.13
		6.2.7.3	Clean-up of premises (cost recoverable from owner)								
		6.2.8	**Holiday Resorts**								
R 720.00			Deposit for hiring C & D types Chalets at Pine Forest (*Dennebos*)	Exempt	**R 763.00**	5.97%	R 808.00	5.90%	R 856.00	5.94%	
R 559.00			Deposit for hiring of other	Exempt	**R 592.00**	5.90%	R 627.00	5.91%	R 664.00	5.90%	
		6.2.8.1	**Pine Forest (*Dennebos*)**								
		6.2.8.1.1	Administrative levy for cancellation of booking								
25.00%	21.74%		(% of rental amount, no maximum)	15.0%	**25.00%**	0.00%	25.00%	0.00%	25.00%	0.00%	R 0.22
		6.2.8.1.2	**Camping (per stand per night)**								
R 442.00	R 384.35		High season	15.0%	**R 468.00**	5.88%	R 496.00	5.98%	R 525.00	5.85%	R 406.96
R 287.00	R 249.57		High season	15.0%	**R 304.00**	5.92%	R 322.00	5.92%	R 341.00	5.90%	R 264.35
R 174.00	R 151.30		Out of season	15.0%	**R 184.00**	5.75%	R 195.00	5.98%	R 206.00	5.64%	R 160.00
R 545.00			Deposit	Exempt	**R 577.00**	5.87%	R 611.00	5.89%	R 647.00	5.89%	
		6.2.8.1.3	**Annual Booking Fee**								
R 22,872.00	R 19,888.70		A-type - caravan premises	15.0%	**R 24,244.00**	6.00%	R 25,698.00	6.00%	R 27,239.00	6.00%	R 21,081.74
R 17,982.00	R 15,636.52		B-type - caravan premises	15.0%	**R 19,060.00**	5.99%	R 20,203.00	6.00%	R 21,415.00	6.00%	R 16,573.91
R 16,731.00	R 14,548.70		C-type - caravan premises	15.0%	**R 17,734.00**	5.99%	R 18,798.00	6.00%	R 19,925.00	6.00%	R 15,420.87
R 22,872.00	R 19,888.70		Log Cabins	15.0%	**R 24,244.00**	6.00%	R 25,698.00	6.00%	R 27,239.00	6.00%	R 21,081.74
R 17,562.00	R 15,271.30		A-type - Lost City	15.0%	**R 18,615.00**	6.00%	R 19,731.00	6.00%	R 20,914.00	6.00%	R 16,186.96
R 14,729.00	R 12,807.83		B-type - Lost City	15.0%	**R 15,612.00**	5.99%	R 16,548.00	6.00%	R 17,540.00	5.99%	R 13,575.65
			Deposit	Exempt							

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.8.1.4	**Chalets (per unit per night)**								
		6.2.8.1.4.1	**A - Type**								
R 539.00	R 468.70		High season (24 December to 9 January & Easter weekend)	15.0%	**R 571.00**	5.94%	R 605.00	5.95%	R 641.00	5.95%	R 496.52
R 480.00	R 417.39		High season	15.0%	**R 508.00**	5.83%	R 538.00	5.91%	R 570.00	5.95%	R 441.74
R 391.00	R 340.00		Out of season	15.0%	**R 414.00**	5.88%	R 438.00	5.80%	R 464.00	5.94%	R 360.00
		6.2.8.1.4.2	**B - Type**								
R 878.00	R 763.48		High season (24 December to 9 January & Easter weekend)	15.0%	**R 930.00**	5.92%	R 985.00	5.91%	R 1,044.00	5.99%	R 808.70
R 714.00	R 620.87		High season	15.0%	**R 756.00**	5.88%	R 801.00	5.95%	R 849.00	5.99%	R 657.39
R 552.00	R 480.00		Out of season	15.0%	**R 585.00**	5.98%	R 620.00	5.98%	R 657.00	5.97%	R 508.70
		6.2.8.1.4.3	**C - Type**								
R 1,259.00	R 1,094.78		High season (24 December to 9 January & Easter weekend)	15.0%	**R 1,334.00**	5.96%	R 1,414.00	6.00%	R 1,498.00	5.94%	R 1,160.00
R 1,202.00	R 1,045.22		High season	15.0%	**R 1,274.00**	5.99%	R 1,350.00	5.97%	R 1,431.00	6.00%	R 1,107.83
R 662.00	R 575.65		Out of season	15.0%	**R 701.00**	5.89%	R 743.00	5.99%	R 787.00	5.92%	R 609.57
		6.2.8.1.4.4	**D - Type**								
R 1,139.00	R 990.43		High season (24 December to 9 January & Easter weekend)	15.0%	**R 1,207.00**	5.97%	R 1,279.00	5.97%	R 1,355.00	5.94%	R 1,049.57
R 955.00	R 830.43		High season	15.0%	**R 1,012.00**	5.97%	R 1,072.00	5.93%	R 1,136.00	5.97%	R 880.00
R 603.00	R 524.35		Out of season	15.0%	**R 639.00**	5.97%	R 677.00	5.95%	R 717.00	5.91%	R 555.65
		6.2.8.1.4.5	**E - Type**								
R 827.00	R 719.13		High season (24 December to 9 January & Easter weekend)	15.0%	**R 876.00**	5.93%	R 928.00	5.94%	R 983.00	5.93%	R 761.74
R 766.00	R 666.09		High season	15.0%	**R 811.00**	5.87%	R 859.00	5.92%	R 910.00	5.94%	R 705.22
R 491.00	R 426.96		Out of season	15.0%	**R 520.00**	5.91%	R 551.00	5.96%	R 584.00	5.99%	R 452.17
		6.2.8.1.4.6	**F - Type**								
R 539.00	R 468.70		High season (24 December to 9 January & Easter weekend)	15.0%	**R 571.00**	5.94%	R 605.00	5.95%	R 641.00	5.95%	R 496.52
R 480.00	R 417.39		High season	15.0%	**R 508.00**	5.83%	R 538.00	5.91%	R 570.00	5.95%	R 441.74
R 391.00	R 340.00		Out of season	15.0%	**R 414.00**	5.88%	R 438.00	5.80%	R 464.00	5.94%	R 360.00
		6.2.8.1.4.7	**G - Type**								
R 1,265.00	R 1,100.00		High season (24 December to 9 January & Easter weekend)	15.0%	**R 1,340.00**	5.93%	R 1,420.00	5.97%	R 1,505.00	5.99%	R 1,165.22
R 1,007.00	R 875.65		High season	15.0%	**R 1,067.00**	5.96%	R 1,131.00	6.00%	R 1,198.00	5.92%	R 927.83
R 624.00	R 542.61		Out of season	15.0%	**R 661.00**	5.93%	R 700.00	5.90%	R 742.00	6.00%	R 574.78
		6.2.8.1.4.8	Long-term monthly rentals are based on the weekend tariff multiplied by four (4) plus 20 percent.								
		6.2.8.1.5	**Day Visitors - Entrance**								
R 86.00	R 74.78		Per person per day	15.0%	**R 91.00**	5.81%	R 96.00	5.49%	R 101.00	5.21%	R 79.13
R 81.00	R 70.43		Per vehicle per day	15.0%	**R 85.00**	4.94%	R 90.00	5.88%	R 95.00	5.56%	R 73.91
		6.2.8.1.6	**Sundry Tariffs**								
R 800.00			Conference Hall (deposit)	Exempt	**R 800.00**	0.00%	R 848.00	6.00%	R 898.00	5.90%	
			Conference Hall hire: per session								
R 635.00	R 552.17		08:00 – 13.00	15.0%	**R 673.00**	5.98%	R 713.00	5.94%	R 755.00	5.89%	R 585.22
R 635.00	R 552.17		13:00 – 18:00	15.0%	**R 673.00**	5.98%	R 713.00	5.94%	R 755.00	5.89%	R 585.22
R 849.00	R 738.26		18:00 – 24:00	15.0%	**R 899.00**	5.89%	R 952.00	5.90%	R 1,009.00	5.99%	R 781.74
R 1,627.00	R 1,414.78		Conference Hall hire: per day	15.0%	**R 1,724.00**	5.96%	R 1,827.00	5.97%	R 1,936.00	5.97%	R 1,499.13
			Renting of Recreational Halls to sports clubs (local):								
R 350.00			Deposit	Exempt	**R 350.00**	0.00%	R 371.00	6.00%	R 393.00	5.93%	
R 2,270.40	R 1,974.26		Annual tariff	15.0%	**R 2,724.48**	20.00%	R 2,887.00	5.97%	R 3,060.00	5.99%	R 2,369.11
R 94.00	R 81.74		Bedding hiring: per set per week (chalets)	15.0%	**R 99.00**	5.32%	R 104.00	5.05%	R 110.00	5.77%	R 86.09
			Entrance (Local Residents)								
R 207.00	R 180.00		Clip cards - Local residence in Witzenberg area entrance (5 Visits)	15.0%	**R 219.00**	5.80%	R 232.00	5.94%	R 245.00	5.60%	R 190.43
			Local residence in Witzenberg annual tickets (per ticket)								
R 480.00	R 417.39		Adults	15.0%	**R 508.00**	5.83%	R 538.00	5.91%	R 570.00	5.95%	R 441.74
R 352.00	R 306.09		Children	15.0%	**R 373.00**	5.97%	R 395.00	5.90%	R 418.00	5.82%	R 324.35
R 329.00	R 286.09		Vehicles	15.0%	**R 348.00**	5.78%	R 368.00	5.75%	R 390.00	5.98%	R 302.61
R 73.00	R 63.48		Clip cards - Recreational facilities 5 clips per ticket	15.0%	**R 77.00**	5.48%	R 81.00	5.19%	R 85.00	4.94%	R 66.96
			Laundromat facilities								
R 58.00	R 50.43		Per 8kg, excluding washing powder	15.0%	**R 61.00**	5.17%	R 64.00	4.92%	R 67.00	4.69%	R 53.04
		6.2.8.2	**Klipriver Park (Closed)**								
		6.2.8.2.1	**Chalets (per unit per night)**								
			A - Type								
R 466.00	R 405.22		High season (15 December to 16 January & Easter weekend)	15.0%	**R 493.00**	5.79%	R 522.00	5.88%	R 553.00	5.94%	R 428.70
R 391.00	R 340.00		High season	15.0%	**R 414.00**	5.88%	R 438.00	5.80%	R 464.00	5.94%	R 360.00
R 274.00	R 238.26		Out of season	15.0%	**R 290.00**	5.84%	R 307.00	5.86%	R 325.00	5.86%	R 252.17
			B - Type								
R 517.00	R 449.57		High season (15 December to 16 January & Easter weekend)	15.0%	**R 548.00**	6.00%	R 580.00	5.84%	R 614.00	5.86%	R 476.52
R 411.00	R 357.39		High season	15.0%	**R 435.00**	5.84%	R 461.00	5.98%	R 488.00	5.86%	R 378.26
R 281.00	R 244.35		Out of season	15.0%	**R 297.00**	5.69%	R 314.00	5.72%	R 332.00	5.73%	R 258.26

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.8.2.2	**Camping (per stand per night)**								
R 228.00	R 198.26		High season	15.0%	**R 241.00**	5.70%	R 255.00	5.81%	R 270.00	5.88%	R 209.57
R 161.00	R 140.00		High season	15.0%	**R 170.00**	5.59%	R 180.00	5.88%	R 190.00	5.56%	R 147.83
R 93.00	R 80.87		Out of season	15.0%	**R 98.00**	5.38%	R 103.00	5.10%	R 109.00	5.83%	R 85.22
		6.2.8.2.3	**Day Visitors**								
R 80.00	R 69.57		Per person per day	15.0%	**R 84.00**	5.00%	R 89.00	5.95%	R 94.00	5.62%	R 73.04
R 80.00	R 69.57		Per vehicle per day	15.0%	**R 84.00**	5.00%	R 89.00	5.95%	R 94.00	5.62%	R 73.04
		6.2.8.3	**Discounts - Both Resorts**								
			The following discounts will be allowed on booking by:								
			Pensioners - less 50% during off-season and midweek periods out of peak season								
			Registered Caravan Clubs and Club members - less 10% in periods out of peak season								
			Midweek in- and off season - less 25%								
			Students accompanied by parents - less 12% on day visitor fee								
		6.2.9	**Swimming Pools**								
			All swimming pools in Witzenberg								
R 11.00	R 9.57		Entrance: Adults	15.0%	**R 11.00**	0.00%	R 11.00	0.00%	R 11.00	0.00%	R 9.57
R 2.50	R 2.17		Children (school-going)	15.0%	**R 2.50**	0.0%	R 2.50	0.00%	R 2.50	0.00%	R 2.17
R 150.00	R 130.43		Season tickets	15.0%	**R 150.00**	0.00%	R 150.00	0.00%	R 150.00	0.00%	R 130.43
R 600.00	R 521.74		Annual fee per School (Only for School activities)	15.0%	**R 600.00**	0.0%	R 600.00	0.00%	R 600.00	0.00%	R 521.74
R 1,100.00	R 956.52		Annual fee per Service providers for Swimming training/lessons (Allow all trainees entry free)	15.0%	**R 1,100.00**	0.00%	R 1,100.00	0.00%	R 1,100.00	0.00%	R 956.52
		6.2.10	**Sports grounds**								
		6.2.10.1	**All sports grounds in Witzenberg**								
R 89.00	R 77.39		School practices (per practice) max 2/week @3hours / occasion	15.0%	**R 94.00**	5.62%	R 99.00	5.32%	R 104.00	5.05%	R 81.74
R 191.00	R 166.09		School matches (per match)	15.0%	**R 202.00**	5.76%	R 214.00	5.94%	R 226.00	5.61%	R 175.65
R 191.00	R 166.09		Sports clubs (per practice) max 2/week @3hours / occasion	15.0%	**R 202.00**	5.76%	R 214.00	5.94%	R 226.00	5.61%	R 175.65
R 550.00	R 434.78		Sports clubs (per match) with no entrance fees	15.0%	**R 583.00**	**6.00%**	R 617.00	5.83%	R 654.00	6.00%	R 434.78
R 1,100.00	R 869.57		Sports clubs (per match) with entrance/ gate fees	15.0%	**R 1,166.00**	**6.00%**	R 1,235.00	5.92%	R 1,309.00	5.99%	R 869.57
R 1,650.00	R 1,304.35		Other events	15.0%	**R 1,749.00**	6.00%	R 1,853.00	5.95%	R 1,964.00	5.99%	R 1,304.35
R 1,650.00	R 1,304.35		Tournaments / day	15.0%	**R 1,749.00**	**6.00%**	R 1,853.00	5.95%	R 1,964.00	5.99%	R 1,304.35
R 1,650.00	R 1,304.35		Festivals and Carnivals (per day)	15.0%	**R 1,749.00**	6.00%	R 1,853.00	5.95%	R 1,964.00	5.99%	R 1,304.35
R 2,750.00	R 2,750.00	6.2.10.2	**Deposit per event**	Exempt	**R 2,915.00**	6.00%	R 3,089.00	5.97%	R 3,274.00	5.99%	R 2,915.00
			No standing depositos will be accepted. Each booking stand alone								
		6.2.11	**Community Halls and Town Halls**								
			No discos or dances in any facility								
			ALL community Halls:								
			Sessions: morning: 8h00-13h00								
			afternoon: 13h00-18h00								
			evening: 18h00-12h00								
			PENALTY : LATE OUT : 50% of deposit								
		6.2.11.1.3	**Town Hall - Ceres**								
			Hall, stage and main toilets								
R 420.00	R 365.22		Morning	15.0%	**R 445.00**	5.95%	R 471.00	5.84%	R 499.00	5.94%	R 386.96
R 420.00	R 365.22		Afternoon	15.0%	**R 445.00**	5.95%	R 471.00	5.84%	R 499.00	5.94%	R 386.96
R 518.00	R 450.43		Evening	15.0%	**R 549.00**	5.98%	R 581.00	5.83%	R 615.00	5.85%	R 477.39
			Kitchen								
R 273.00	R 237.39		Morning	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	R 251.30
R 273.00	R 237.39		Afternoon	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	R 251.30
R 301.00	R 249.57		Evening	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	R 249.57
			Banqueting Hall: (only when not used in								
R 257.00	R 223.48		Morning	15.0%	**R 272.00**	5.84%	R 288.00	5.88%	R 305.00	5.90%	R 236.52
R 257.00	R 223.48		Afternoon	15.0%	**R 272.00**	5.84%	R 288.00	5.88%	R 305.00	5.90%	R 236.52
R 292.00	R 253.91		Evening	15.0%	**R 309.00**	5.82%	R 327.00	5.83%	R 346.00	5.81%	R 268.70
			Tariff 3: Guarantee deposit								
R 2,099.00	R 2,099.00		Per function	Exempt	**R 2,224.00**	5.96%	R 2,357.00	5.98%	R 2,498.00	5.98%	R 2,224.00
			Tariff 4: equipment per occasion								
R 36.00	R 31.30		Hiring of table cloths (each, per day)	15.0%	**R 38.00**	5.56%	R 40.00	5.26%	R 42.00	5.00%	R 33.04
R 25.00	R 21.74		Hiring of tables (each, per day)	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	R 22.61
R 23.00	R 20.00		Hiring of cutlery (per dozen, per day)	15.0%	**R 24.00**	4.35%	R 25.00	4.17%	R 26.00	4.00%	R 20.87
			Tariff 5: reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 7: Pianos per function (currently not available)								
R 243.00	R 211.30		Piano organ	15.0%	**R 257.00**	5.76%	R 272.00	5.84%	R 288.00	5.88%	R 223.48
R 273.00	R 237.39		Grand piano	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	R 251.30
			Tariff 8: Rehearsals (per rehearsal)								
			In respect of hall and stage only								
R 171.00	R 148.70		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 181.00**	5.85%	R 191.00	5.52%	R 202.00	5.76%	R 157.39
R 191.00	R 166.09		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 202.00**	5.76%	R 214.00	5.94%	R 226.00	5.61%	R 175.65
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 140.00	R 121.74		Levy	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	R 128.70
R 292.00	R 253.91		**Sound system for Town Hall (per occasion)**	15.0%	**R 309.00**	5.82%	R 327.00	5.83%	R 346.00	5.81%	R 268.70

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.11.1.4	**Bella Vista Community Hall**								
			All traditional curch services (through the night)								
			X2 the 24hour tarriff								
R 2,625.00	R 2,625.00		Deposit for above	Exempt	**R 2,782.00**	5.98%	R 2,948.00	5.97%	R 3,124.00	5.97%	R 2,782.00
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 301.00	R 261.74		Morning	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	R 277.39
R 301.00	R 261.74		Afternoon	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	R 277.39
R 453.00	R 393.91		Evening	15.0%	**R 480.00**	5.96%	R 508.00	5.83%	R 538.00	5.91%	R 417.39
			Kitchen								
R 273.00	R 237.39		Morning	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	R 251.30
R 273.00	R 237.39		Afternoon	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	R 251.30
R 301.00	R 261.74		Evening	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	R 277.39
			Change rooms (excluding main toilets)								
R 77.00	R 66.96		Morning	15.0%	**R 81.00**	5.19%	R 85.00	4.94%	R 90.00	5.88%	R 70.43
R 77.00	R 66.96		Afternoon	15.0%	**R 81.00**	5.19%	R 85.00	4.94%	R 90.00	5.88%	R 70.43
R 157.00	R 136.52		Evening	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	R 144.35
			Tariff 2: Public dances per session								
R 1,041.00	R 905.22		Hall, stage and toilets	15.0%	**R 1,103.00**	5.96%	R 1,169.00	5.98%	R 1,239.00	5.99%	R 959.13
			Tariff 3: Guarantee deposit								
R 525.00	R 456.52		Per function --- excluding kitchen	15.0%	**R 556.00**	5.90%	R 589.00	5.94%	R 624.00	5.94%	R 483.48
R 2,099.00	R 1,825.22		Per function --- including kitchen	15.0%	**R 2,224.00**	5.96%	R 2,357.00	5.98%	R 2,498.00	5.98%	R 1,933.91
			Tariff 4: equipment per occasion								
R 36.00	R 31.30		Hiring of table cloths (each, per day)	15.0%	**R 38.00**	5.56%	R 40.00	5.26%	R 42.00	5.00%	R 33.04
R 25.00	R 20.87		Hiring of tables (each, per day)	15.0%	**R 26.00**	4.00%	R 27.60	6.15%	R 29.30	6.16%	R 20.87
R 18.30	R 15.91		Hiring of cutlery (per dozen, per day)	15.0%	**R 19.40**	6.01%	R 20.60	6.19%	R 21.80	5.83%	R 16.87
			Tariff 5: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 8: Rehearsals (per rehearsal)								
			In respect of hall and stage only								
R 110.00	R 95.65		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 116.00**	5.45%	R 122.00	5.17%	R 129.00	5.74%	R 100.87
R 157.00	R 136.52		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	R 144.35
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 124.00	R 107.83		Levy	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	R 113.91

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.11.1.5	**Dreyer Hall (currently on lease contract)**								
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 273.00	R 237.39		Morning	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	R 251.30
R 273.00	R 237.39		Afternoon	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	R 251.30
R 376.00	R 326.96		Evening	15.0%	**R 398.00**	5.85%	R 421.00	5.78%	R 446.00	5.94%	R 346.09
			Kitchen								
R 92.00	R 80.00		Morning	15.0%	**R 97.00**	5.43%	R 102.00	5.15%	R 108.00	5.88%	R 84.35
R 92.00	R 80.00		Afternoon	15.0%	**R 97.00**	5.43%	R 102.00	5.15%	R 108.00	5.88%	R 84.35
R 110.00	R 95.65		Evening	15.0%	**R 116.00**	5.45%	R 122.00	5.17%	R 129.00	5.74%	R 100.87
			Change rooms (excluding main toilets)								
R 79.00	R 68.70		Morning	15.0%	**R 83.00**	5.06%	R 87.00	4.82%	R 92.00	5.75%	R 72.17
R 79.00	R 68.70		Afternoon	15.0%	**R 83.00**	5.06%	R 87.00	4.82%	R 92.00	5.75%	R 72.17
R 173.00	R 150.43		Evening	15.0%	**R 183.00**	5.78%	R 193.00	5.46%	R 204.00	5.70%	R 159.13
			Tariff 2: Public dances per session								
R 1,049.00	R 912.17		Hall, stage and toilets	15.0%	**R 1,111.00**	5.91%	R 1,177.00	5.94%	R 1,247.00	5.95%	R 966.09
R 399.00	R 399.00		**Tariff 3: Guarantee deposit per function**	Exempt	**R 422.00**	5.76%	R 447.00	5.92%	R 473.00	5.82%	R 422.00
			Tariff 4: Equipment								
			Tariff 5: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R10 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 7: Pianos								
			Tariff 8: Rehearsals (per rehearsal)								
			In respect of hall and stage only								
R 79.00	R 68.70		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 83.00**	5.06%	R 87.00	4.82%	R 92.00	5.75%	R 72.17
R 126.00	R 109.57		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 133.00**	5.56%	R 140.00	5.26%	R 148.00	5.71%	R 115.65
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 126.00	R 109.57		Levy	15.0%	**R 133.00**	5.56%	R 140.00	5.26%	R 148.00	5.71%	R 115.65
		6.2.11.1.6	**Bella Vista Youth Centre and Polo cross Hall N'duli**								
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 273.00	R 237.39		Morning	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	R 251.30
R 273.00	R 237.39		Afternoon	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	R 251.30
R 374.00	R 325.22		Evening	15.0%	**R 396.00**	5.88%	R 419.00	5.81%	R 444.00	5.97%	R 344.35
			Tariff 2: Public dances per session								
R 1,041.00	R 905.22		Hall, stage and toilets	15.0%	**R 1,103.00**	5.96%	R 1,169.00	5.98%	R 1,239.00	5.99%	R 959.13
R 396.00	R 396.00		**Tariff 3: Guarantee deposit per function**	Exempt	**R 419.00**	5.81%	R 444.00	5.97%	R 470.00	5.86%	R 419.00
			Tariff 4: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 5: Levy in respect of exceeding the vacating time								
			In the event of the lessee failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R10 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 6: Rehearsals (per rehearsal)								
			In respect of hall and stage only								
R 77.00	R 66.96		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 81.00**	5.19%	R 85.00	4.94%	R 90.00	5.88%	R 70.43
R 124.00	R 107.83		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	R 113.91
			Tariff 7: Changes to bookings --- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 140.00	R 121.74		Levy	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	R 128.70

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.11.1.7	**N'duli New Hall**								
			All traditional curch services (through the night)								
			X2 the 24 hour tarriff								
R 2,625.00	R 2,625.00		Deposit for above	Exempt	**R 2,782.00**	5.98%	R 2,948.00	5.97%	R 3,124.00	5.97%	R 2,782.00
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 301.00	R 261.74		Morning	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	R 277.39
R 301.00	R 261.74		Afternoon	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	R 277.39
R 453.00	R 393.91		Evening	15.0%	**R 480.00**	5.96%	R 508.00	5.83%	R 538.00	5.91%	R 417.39
			Kitchen								
R 140.00	R 121.74		Morning	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	R 128.70
R 140.00	R 121.74		Afternoon	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	R 128.70
R 207.00	R 180.00		Evening	15.0%	**R 219.00**	5.80%	R 232.00	5.94%	R 245.00	5.60%	R 190.43
			Change rooms (excluding main toilets)								
R 58.00	R 50.43		Morning	15.0%	**R 61.00**	5.17%	R 64.00	4.92%	R 67.00	4.69%	R 53.04
R 58.00	R 50.43		Afternoon	15.0%	**R 61.00**	5.17%	R 64.00	4.92%	R 67.00	4.69%	R 53.04
R 92.00	R 80.00		Evening	15.0%	**R 97.00**	5.43%	R 102.00	5.15%	R 108.00	5.88%	R 84.35
R 525.00	R 525.00		Deposit per function- excluding kitchen	Exempt	**R 556.00**	5.90%	R 589.00	5.94%	R 624.00	5.94%	R 556.00
R 2,100.00	R 2,100.00		Deposit per function- including kitchen	Exempt	**R 2,226.00**	6.00%	R 2,359.00	5.97%	R 2,500.00	5.98%	R 2,226.00
			Tariff 4: Equipment								
R 25.00	R 20.87		**Hiring of tables (each, per day)**	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	R 20.87
			Tariff 5: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 7: Rehearsals (per rehearsal)								
			In respect of hall and stage only								
R 124.00	R 107.83		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	R 113.91
R 157.00	R 136.52		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	R 144.35
			Tariff 8: Changes to bookings --- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 124.00	R 107.83		Levy	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	R 113.91

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.11.1.8	**Prince Alfred's Hamlet Town Hall** All traditional curch services (through the night) X2 the 24 hour tarriff								
R 2,625.00	R 2,625.00		Deposit for above	Exempt	**R 2,782.00**	5.98%	R 2,948.00	5.97%	R 3,124.00	5.97%	R 2,782.00
			Tariff 1: Basic charges per session **Hall, stage and main toilets**								
R 301.00	R 261.74		Morning	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 301.00	R 261.74		Afternoon	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 453.00	R 393.91		Evening	15.0%	**R 480.00**	5.96%	R 508.00	5.83%	R 538.00	5.91%	**R 417.39**
			Kitchen								
R 140.00	R 121.74		Morning	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	**R 128.70**
R 140.00	R 121.74		Afternoon	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	**R 128.70**
R 207.00	R 180.00		Evening	15.0%	**R 219.00**	5.80%	R 232.00	5.94%	R 245.00	5.60%	**R 190.43**
			Tariff 3: Guarantee deposit								
R 525.00	R 456.52		Per function --- excluding kitchen	15.0%	**R 556.00**	5.90%	R 589.00	5.94%	R 624.00	5.94%	**R 483.48**
R 2,100.00	R 1,826.09		Per function --- including kitchen	15.0%	**R 2,226.00**	6.00%	R 2,359.00	5.97%	R 2,500.00	5.98%	**R 1,935.65**
			Tariff 4: equipment per occasion								
R 25.00	R 21.74		Hiring of tables (each, per day)	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	**R 22.61**
			Tariff 5: Reduced rates 50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 8: Rehearsals (per rehearsal)								
R 110.00	R 95.65		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 116.00**	5.45%	R 122.00	5.17%	R 129.00	5.74%	**R 100.87**
R 157.00	R 136.52		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 124.00	R 107.83		Levy	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	**R 113.91**

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.11.1.9	**Prince Alfred's Hamlet Community Hall**								
			All traditional curch services (through the night)								
			X2 the 24 hour tarriff								
R 2,625.00	R 2,625.00		Deposit for above	Exempt	**R 2,782.00**	5.98%	R 2,948.00	5.97%	R 3,124.00	5.97%	R 2,782.00
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 301.00	R 261.74		Morning	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 301.00	R 261.74		Afternoon	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 453.00	R 393.91		Evening	15.0%	**R 480.00**	5.96%	R 508.00	5.83%	R 538.00	5.91%	**R 417.39**
			Kitchen								
R 140.00	R 121.74		Morning	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	**R 128.70**
R 140.00	R 121.74		Afternoon	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	**R 128.70**
R 207.00	R 180.00		Evening	15.0%	**R 219.00**	5.80%	R 232.00	5.94%	R 245.00	5.60%	**R 190.43**
			Tariff 3: Guarantee deposit								
R 525.00	R 456.52		Per function --- excluding kitchen	15.0%	**R 556.00**	5.90%	R 589.00	5.94%	R 624.00	5.94%	**R 483.48**
R 2,100.00	R 1,826.09		Per function --- including kitchen	15.0%	**R 2,226.00**	6.00%	R 2,359.00	5.97%	R 2,500.00	5.98%	**R 1,935.65**
			Tariff 4: equipment per occasion								
R 25.00	R 21.74		Hiring of tables (each, per day)	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	**R 22.61**
			Tariff 5: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 8: Rehearsals (per rehearsal)								
R 110.00	R 95.65		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 116.00**	5.45%	R 122.00	5.17%	R 129.00	5.74%	**R 100.87**
R 157.00	R 136.52		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 124.00	R 107.83		Levy	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	**R 113.91**

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.11.1.10	**Tulbagh Community Hall**								
			All traditional curch services (through the night)								
			X2 the 24 hour tarrifftarriff								
R 2,625.00	R 2,625.00		Deposit for above	Exempt	**R 2,782.00**	5.98%	R 2,948.00	5.97%	R 3,124.00	5.97%	R 2,782.00
R 124.00	R 107.83		**Preparation of hall per hour**	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	**R 113.91**
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 301.00	R 261.74		Morning	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 301.00	R 261.74		Afternoon	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 453.00	R 393.91		Evening	15.0%	**R 480.00**	5.96%	R 508.00	5.83%	R 538.00	5.91%	**R 417.39**
			Kitchen								
R 140.00	R 121.74		Morning	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	**R 128.70**
R 140.00	R 121.74		Afternoon	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	**R 128.70**
R 207.00	R 180.00		Evening	15.0%	**R 219.00**	5.80%	R 232.00	5.94%	R 245.00	5.60%	**R 190.43**
			Tariff 3: Guarantee deposit								
R 525.00	R 456.52		Per function --- excluding kitchen	15.0%	**R 556.00**	5.90%	R 589.00	5.94%	R 624.00	5.94%	**R 483.48**
R 2,100.00	R 1,826.09		Per function --- including kitchen	15.0%	**R 2,226.00**	6.00%	R 2,359.00	5.97%	R 2,500.00	5.98%	**R 1,935.65**
			Tariff 4: equipment per occasion								
R 25.00	R 21.74		Hiring of tables (each, per day)	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	**R 22.61**
			Tariff 5: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 8: Rehearsals (per rehearsal)								
R 110.00	R 95.65		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 116.00**	5.45%	R 122.00	5.17%	R 129.00	5.74%	**R 100.87**
R 157.00	R 136.52		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 124.00	R 107.83		Levy	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	**R 113.91**

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.11.2	**Local Organisations**								
		6.2.11.2.1	**Tulbagh Town Hall**								
			All traditional curch services (through the night) X2 the 24 hour tarrifftarriff								
R 2,625.00	R 2,625.00		Deposit for above	Exempt	**R 2,782.00**	5.98%	R 2,948.00	5.97%	R 3,124.00	5.97%	**R 2,782.00**
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 420.00	R 365.22		Morning	15.0%	**R 445.00**	5.95%	R 471.00	5.84%	R 499.00	5.94%	**R 386.96**
R 420.00	R 365.22		Afternoon	15.0%	**R 445.00**	5.95%	R 471.00	5.84%	R 499.00	5.94%	**R 386.96**
R 518.00	R 450.43		Evening	15.0%	**R 549.00**	5.98%	R 581.00	5.83%	R 615.00	5.85%	**R 477.39**
			Kitchen								
R 273.00	R 237.39		Morning	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	**R 251.30**
R 273.00	R 237.39		Afternoon	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	**R 251.30**
R 301.00	R 261.74		Evening	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
			Banqueting Hall: (only when not used in conjunction with kitchen) per session								
R 257.00	R 223.48		Morning	15.0%	**R 272.00**	5.84%	R 288.00	5.88%	R 305.00	5.90%	**R 236.52**
R 257.00	R 223.48		Afternoon	15.0%	**R 272.00**	5.84%	R 288.00	5.88%	R 305.00	5.90%	**R 236.52**
R 292.00	R 253.91		Evening	15.0%	**R 309.00**	5.82%	R 327.00	5.83%	R 346.00	5.81%	**R 268.70**
			Tariff 3: Guarantee deposit								
R 2,100.00	R 1,826.09		Per function	15.0%	**R 2,226.00**	6.00%	R 2,359.00	5.97%	R 2,500.00	5.98%	**R 1,935.65**
			Tariff 4: equipment per occasion								
R 25.00	R 21.74		Hiring of tables (each, per day)	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	**R 22.61**
			Tariff 5: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 8: Rehearsals (per rehearsal)								
			In respect of hall and stage only								
R 171.00	R 148.70		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 181.00**	5.85%	R 191.00	5.52%	R 202.00	5.76%	**R 157.39**
R 191.00	R 166.09		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 202.00**	5.76%	R 214.00	5.94%	R 226.00	5.61%	**R 175.65**
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 140.00	R 121.74		Levy	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	**R 128.70**
R 157.00	R 136.52		**Preparation of hall per hour**	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.11.2.3	**Montana Community Hall**								
			All traditional curch services (through the night) X2 the 24 hour tarriff								
R 2,625.00	R 2,625.00		Deposit for above	Exempt	**R 2,782.00**	5.98%	R 2,948.00	5.97%	R 3,124.00	5.97%	R 2,782.00
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 301.00	R 261.74		Morning	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 301.00	R 261.74		Afternoon	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 453.00	R 393.91		Evening	15.0%	**R 480.00**	5.96%	R 508.00	5.83%	R 538.00	5.91%	**R 417.39**
			Kitchen								
R 273.00	R 237.39		Morning	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	**R 251.30**
R 273.00	R 237.39		Afternoon	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	**R 251.30**
R 301.00	R 261.74		Evening	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
			Change rooms (excluding main toilets)								
R 77.00	R 66.96		Morning	15.0%	**R 81.00**	5.19%	R 85.00	4.94%	R 90.00	5.88%	**R 70.43**
R 77.00	R 66.96		Afternoon	15.0%	**R 81.00**	5.19%	R 85.00	4.94%	R 90.00	5.88%	**R 70.43**
R 157.00	R 136.52		Evening	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**
			Tariff 3: Guarantee deposit								
R 525.00	R 456.52		Per function --- excluding kitchen	15.0%	**R 556.00**	5.90%	R 589.00	5.94%	R 624.00	5.94%	**R 483.48**
R 2,100.00	R 1,826.09		Per function --- including kitchen	15.0%	**R 2,226.00**	6.00%	R 2,359.00	5.97%	R 2,500.00	5.98%	**R 1,935.65**
			Tariff 4: equipment per occasion								
R 25.00	R 21.74		Hiring of tables (each, per day)	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	**R 22.61**
			Tariff 5: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 8: Rehearsals (per rehearsal)								
R 110.00	R 95.65		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 116.00**	5.45%	R 122.00	5.17%	R 129.00	5.74%	**R 100.87**
R 157.00	R 136.52		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 124.00	R 107.83		Levy	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	**R 113.91**
R 140.00	R 121.74		**Montana Library Hall :** Per occasion (No Church Services)	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	**R 128.70**
R 171.00	R 148.70		**Stamper Street Hall :** (per occasion)	15.0%	**R 181.00**	5.85%	R 191.00	5.52%	R 202.00	5.76%	**R 157.39**

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
	R 0.00	**6.2.11.2.4**	**Pine Valley Community Hall** All traditional curch services (through the night) X2 the 24 hour tarrifftarriff								
R 2,625.00	R 2,625.00		Deposit for above	Exempt	**R 2,782.00**	5.98%	R 2,948.00	5.97%	R 3,124.00	5.97%	R 2,782.00
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 301.00	R 261.74		Morning	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 301.00	R 261.74		Afternoon	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 453.00	R 393.91		Evening	15.0%	**R 480.00**	5.96%	R 508.00	5.83%	R 538.00	5.91%	**R 417.39**
			Kitchen								
R 273.00	R 237.39		Morning	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	**R 251.30**
R 273.00	R 237.39		Afternoon	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	**R 251.30**
R 301.00	R 261.74		Evening	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
			Change rooms (excluding main toilets)								
R 77.00	R 66.96		Morning	15.0%	**R 81.00**	5.19%	R 85.00	4.94%	R 90.00	5.88%	**R 70.43**
R 77.00	R 66.96		Afternoon	15.0%	**R 81.00**	5.19%	R 85.00	4.94%	R 90.00	5.88%	**R 70.43**
R 157.00	R 136.52		Evening	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**
			Tariff 3: Guarantee deposit								
R 525.00	R 456.52		Per function --- excluding kitchen	15.0%	**R 556.00**	5.90%	R 589.00	5.94%	R 624.00	5.94%	**R 483.48**
R 2,100.00	R 1,826.09		Per function --- including kitchen	15.0%	**R 2,226.00**	6.00%	R 2,359.00	5.97%	R 2,500.00	5.98%	**R 1,935.65**
			Tariff 4: equipment per occasion								
R 25.00	R 21.74		Hiring of tables (each, per day)	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	**R 22.61**
			Tariff 5: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 8: Rehearsals (per rehearsal)								
R 110.00	R 95.65		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 116.00**	5.45%	R 122.00	5.17%	R 129.00	5.74%	**R 100.87**
R 157.00	R 136.52		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 124.00	R 107.83		Levy	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	**R 113.91**

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RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.11.2.5	**Op-Die-Berg Community Hall**								
			All traditional curch services (through the night)								
			X2 the 24 hour tarrifftarriff								
R 2,625.00	R 2,625.00		Deposit for above	Exempt	**R 2,782.00**	5.98%	R 2,948.00	5.97%	R 3,124.00	5.97%	R 2,782.00
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 301.00	R 261.74		Morning	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 301.00	R 261.74		Afternoon	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 453.00	R 393.91		Evening	15.0%	**R 480.00**	5.96%	R 508.00	5.83%	R 538.00	5.91%	**R 417.39**
			Kitchen								
R 273.00	R 237.39		Morning	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	**R 251.30**
R 273.00	R 237.39		Afternoon	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	**R 251.30**
R 301.00	R 261.74		Evening	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
			Change rooms (excluding main toilets)								
R 77.00	R 66.96		Morning	15.0%	**R 81.00**	5.19%	R 85.00	4.94%	R 90.00	5.88%	**R 70.43**
R 77.00	R 66.96		Afternoon	15.0%	**R 81.00**	5.19%	R 85.00	4.94%	R 90.00	5.88%	**R 70.43**
R 157.00	R 136.52		Evening	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**
			Tariff 3: Guarantee deposit								
R 525.00	R 456.52		Per function --- excluding kitchen	15.0%	**R 556.00**	5.90%	R 589.00	5.94%	R 624.00	5.94%	**R 483.48**
R 2,100.00	R 1,826.09		Per function --- including kitchen	15.0%	**R 2,226.00**	6.00%	R 2,359.00	5.97%	R 2,500.00	5.98%	**R 1,935.65**
			Tariff 4: equipment per occasion								
R 25.00	R 21.74		Hiring of tables (each, per day)	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	**R 22.61**
			Tariff 5: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 8: Rehearsals (per rehearsal)								
R 110.00	R 95.65		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 116.00**	5.45%	R 122.00	5.17%	R 129.00	5.74%	**R 100.87**
R 157.00	R 136.52		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 124.00	R 107.83		Levy	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	**R 113.91**

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RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.12	**Cemeteries**								
			Tariffs								
		6.2.12.1	**Non-local residents**								
			All persons that were resident outside the Witzenberg Municipal jurisdiction.								
R 4,719.00	R 4,103.48		6 ft excavation: plot included	15.0%	**R 5,002.00**	6.00%	R 5,302.00	6.00%	R 5,620.00	6.00%	R 4,349.57
R 5,604.00	R 4,873.04		8 ft excavation: plot included	15.0%	**R 5,940.00**	6.00%	R 6,296.00	5.99%	R 6,673.00	5.99%	R 5,165.22
R 1,411.00	R 1,226.96		Re-burials: opening and closing of graves	15.0%	**R 1,495.00**	5.95%	R 1,584.00	5.95%	R 1,679.00	6.00%	R 1,300.00
R 474.00	R 412.17		Memorial plaque	15.0%	**R 502.00**	5.91%	R 532.00	5.98%	R 563.00	5.83%	R 436.52
		6.2.12.2	**Local residents**								
			All persons that were resident inside the Witzenberg Municipal jurisdiction.								
		6.2.12.2.1	**Indigent cases**								
			Town residents								
			Definition:								
			At the time of death the deceased had to be part of a household that was approved as an indigent case, also noted as such in the Financial system.								
			Rural residents								
			Definition:								
			At the time of death the deceased had to be part of a household of which the combined income did not exceed twice the State's Old-age Pension allowance, and that the deceased had resided in the house at that time.								
			Plots for indigent cases are free of charge, being funded from the Indigent Allocation at non-local tariffs.								
		6.2.12.2.2	**Local Residents and all other cases**								
R 524.00	R 455.65		Plot	15.0%	**R 555.00**	5.92%	R 588.00	5.95%	R 623.00	5.95%	R 482.61
R 1,683.00	R 1,463.48		6 ft excavation	15.0%	**R 1,783.00**	5.94%	R 1,889.00	5.95%	R 2,002.00	5.98%	R 1,550.43
R 1,805.00	R 1,569.57		8 ft excavation	15.0%	**R 1,913.00**	5.98%	R 2,027.00	5.96%	R 2,148.00	5.97%	R 1,663.48
R 809.00	R 703.48		Re-burials: opening and closing of graves	15.0%	**R 857.00**	5.93%	R 908.00	5.95%	R 962.00	5.95%	R 745.22
R 454.00	R 394.78		Memorial plaque	15.0%	**R 481.00**	5.95%	R 509.00	5.82%	R 539.00	5.89%	R 418.26

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.3.	**FINANCIAL SERVICES**								
		6.3.1	**Administrative fees**								
R 171.00	R 148.70	6.3.1.1	Furnishing of evaluation- and / or clearance certificates in accordance with Section 96 of Ordinance 20 of 1974: per certificate:	15.0%	**R 181.00**	5.85%	R 191.00	5.52%	R 202.00	5.76%	R 157.39
		6.3.1.2	Valuations & deed search								
		6.3.1.2.1	Re-evaluation of properties (per application)								
R 308.00	R 267.83		- Residential properties	15.0%	**R 326.00**	5.84%	R 345.00	5.83%	R 365.00	5.80%	R 283.48
R 1,505.00	R 1,308.70		- Business properties	15.0%	**R 1,595.00**	5.98%	R 1,690.00	5.96%	R 1,791.00	5.98%	R 1,386.96
R 1,872.00	R 1,627.83		- Agricultural properties	15.0%	**R 1,984.00**	5.98%	R 2,103.00	6.00%	R 2,229.00	5.99%	R 1,725.22
R 1,683.00	R 1,463.48		- State owned properties	15.0%	**R 1,783.00**	5.94%	R 1,889.00	5.95%	R 2,002.00	5.98%	R 1,550.43
R 151.00	R 131.30		- Urban vacant land	15.0%	**R 160.00**	5.96%	R 169.00	5.63%	R 179.00	5.92%	R 139.13
R 308.00	R 267.83		- Other not specified above	15.0%	**R 326.00**	5.84%	R 345.00	5.83%	R 365.00	5.80%	R 283.48
R 66.00	R 57.39	6.3.1.2.2	Deeds office search per erf	15.0%	**R 69.00**	4.55%	R 73.00	5.80%	R 77.00	5.48%	R 60.00
R 1,207.00	R 1,049.57	6.3.1.2.3	Request for valuation detail per erf	15.0%	**R 1,279.00**	5.97%	R 1,355.00	5.94%	R 1,436.00	5.98%	R 1,112.17
R 64.00	R 55.65	6.3.1.3	Tracing of any information older than six months. (per hour or part thereof)	15.0%	**R 67.00**	4.69%	R 71.00	5.97%	R 75.00	5.63%	R 58.26
R 64.00	R 55.65	6.3.1.4	Issuing of accounts' duplicates (per account)	15.0%	**R 67.00**	4.69%	R 71.00	5.97%	R 75.00	5.63%	R 58.26
R 672.00	R 584.35	6.3.1.5	Furnishing of name- and address list (per list) (per town)	15.0%	**R 712.00**	5.95%	R 754.00	5.90%	R 799.00	5.97%	R 619.13
R 135.00	R 117.39	6.3.1.6	Surcharge on *Refer to Drawer* cheques (per cheque)	15.0%	**R 143.00**	5.93%	R 151.00	5.59%	R 160.00	5.96%	R 124.35
R 44.00	R 38.26	6.3.1.7	Excess	15.0%	**R 46.00**	4.55%	R 48.00	4.35%	R 50.00	4.17%	R 40.00
		6.3.1.8	Recovery costs								
		6.3.1.8.1	Tariffs for processes and the serving of documentation by the Municipality								
R 49.00	R 42.61	6.3.1.8.1.1	Serving of a registered reminder (per reminder)	15.0%	**R 51.00**	4.08%	R 54.00	5.88%	R 57.00	5.56%	R 44.35
R 73.00	R 63.48	6.3.1.8.1.2	Stamp costs (per summons)	15.0%	**R 77.00**	5.48%	R 81.00	5.19%	R 85.00	4.94%	R 66.96
		6.3.1.8.1.3	Serving of summonses and/or writs (per serving)								
R 209.00	R 181.74		Inside the Witzenberg jurisdiction	15.0%	**R 221.00**	5.74%	R 234.00	5.88%	R 248.00	5.98%	R 192.17
R 511.00	R 444.35		Outside the Witzenberg jurisdiction	15.0%	**R 541.00**	5.87%	R 573.00	5.91%	R 607.00	5.93%	R 470.43
		6.3.1.8.2	Levying of any legal costs								
		6.3.2	**Water**								
			Re-connection of suspended supply on request by consumer per connection								
R 152.00	R 132.17	6.3.2.1	(a) Urban areas	15.0%	**R 161.00**	5.92%	R 170.00	5.59%	R 180.00	5.88%	R 140.00
R 188.00	R 163.48		(b) Rural areas	15.0%	**R 199.00**	5.85%	R 210.00	5.53%	R 222.00	5.71%	R 173.04
		6.3.2.2	Re-connection after non-payment per suspension list - per connection								
R 59.00	R 51.30		(a) Urban areas	15.0%	**R 62.00**	5.08%	R 65.00	4.84%	R 68.00	4.62%	R 53.91
R 88.00	R 76.52		(b) Rural areas	15.0%	**R 93.00**	5.68%	R 98.00	5.38%	R 103.00	5.10%	R 80.87
		6.3.2.3	Special meter reading per reading per meter								
R 225.00	R 195.65		(a) Urban areas	15.0%	**R 238.00**	5.78%	R 252.00	5.88%	R 267.00	5.95%	R 206.96
R 349.00	R 303.48		(b) Rural areas	15.0%	**R 369.00**	5.73%	R 391.00	5.96%	R 414.00	5.88%	R 320.87
		6.3.2.5	**Tampering with meter connection**								
R 1,505.00	R 1,308.70		(a) In the event where a consumer's water supply has been cut and sealed with a cap and key, and such seal had been removed without the consent of the Municipality, the following charges for tampering will be levied against the consumer, no re-connection will be made unless the prescribed payment plus the cost of a Water demand device (if not yet installed) has been received.	15.0%	**R 1,595.00**	5.98%	R 1,690.00	5.96%	R 1,791.00	5.98%	R 1,386.96
R 3,015.00	R 2,621.74		(b) Where a consumer had made an illegal water connection in front of the meter, the supply will be disconnected immediately, and one of the following options will be exercised, depending on the consumer's choice: (i) A criminal charge to be laid by the SAPS, or (ii) An admission of guilt (see tariff attached) plus the cost of the damage and possible consumption be paid.	15.0%	**R 3,195.00**	5.97%	R 3,386.00	5.98%	R 3,589.00	6.00%	R 2,778.26
			(c) Where a consumer is guilty of a second offence in terms of an illegal water connection, the connection will be summarily removed and the matter will be handed to the SAPS.								

RATES AND TARIFFS 2023/2024 - 2025/2026

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R 1,100.00	R 956.52		Gaining Access to water services without approval from the municipality	15.0%	**R 1,166.00**	6.00%	R 1,235.00	5.92%	R 1,309.00	5.99%	R 1,013.91
R 1,100.00	R 956.52		Gain Acces to water services without agreement with the Municipality	15.0%	**R 1,166.00**	6.00%	R 1,235.00	5.92%	R 1,309.00	5.99%	R 1,013.91
R 1,100.00	R 956.52		Refuse to give access required by the municipality in terms of section 19	15.0%	**R 1,166.00**	6.00%	R 1,235.00	5.92%	R 1,309.00	5.99%	R 1,013.91
R 550.00	R 478.26		Fail to comply with a notice served upon him/her in terms of bylaws relating to water, sanitation services and industrial effluent	15.0%	**R 583.00**	6.00%	R 617.00	5.83%	R 654.00	6.00%	R 506.96
R 1,100.00	R 956.52		Disconnect a measuring device and its associated apparatus from the pipe in which they are installed	15.0%	**R 1,166.00**	6.00%	R 1,235.00	5.92%	R 1,309.00	5.99%	R 1,013.91
R 550.00	R 478.26		Break a seal which the municipality has placed on a water meter	15.0%	**R 583.00**	6.00%	R 617.00	5.83%	R 654.00	6.00%	R 506.96
R 550.00	R 478.26		Interfere with a measuring device and its associated apparatus	15.0%	**R 583.00**	6.00%	R 617.00	5.83%	R 654.00	6.00%	R 506.96
R 2,200.00	R 1,913.04		Owner fail to provide and maintain approved measures to prevent the entry of substance which may be a danger to health or adversely affect water potability	15.0%	**R 2,332.00**	6.00%	R 2,471.00	5.96%	R 2,619.00	5.99%	R 2,027.83
R 550.00	R 478.26		Disregard any water restrictions imposed by the municipality	15.0%	**R 583.00**	6.00%	R 617.00	5.83%	R 654.00	6.00%	R 506.96
R 550.00	R 478.26		Permit wasteful discharge of water from the terminal fittings	15.0%	**R 583.00**	6.00%	R 617.00	5.83%	R 654.00	6.00%	R 506.96
R 550.00	R 478.26		Permit an overflow of water to persist	15.0%	**R 583.00**	6.00%	R 617.00	5.83%	R 654.00	6.00%	R 506.96
		6.3.3	**Electricity**								
		6.3.3.1	Re-connections of cut supplies of Pre-Paid, per								
R 56.00	R 48.70		(a) Urban areas	15.0%	**R 59.00**	5.36%	R 62.00	5.08%	R 65.00	4.84%	R 51.30
R 56.00	R 48.70		(b) Rural areas	15.0%	**R 59.00**	5.36%	R 62.00	5.08%	R 65.00	4.84%	R 51.30
		6.3.3.2	Re-connections of cut supplies on request of consumers of Conventional Meters, per re-connection:								
R 149.00	R 129.57		(a) Urban areas	15.0%	**R 157.00**	5.37%	R 166.00	5.73%	R 175.00	5.42%	R 136.52
R 188.00	R 163.48		(b) Rural areas	15.0%	**R 199.00**	5.85%	R 210.00	5.53%	R 222.00	5.71%	R 173.04
R 267.00	R 232.17		(c) All areas after hours	15.0%	**R 283.00**	5.99%	R 299.00	5.65%	R 316.00	5.69%	R 246.09
		6.3.3.3	Special meter reading as per Article 52(3) per								
R 225.00	R 195.65		(a) Urban areas	15.0%	**R 238.00**	5.78%	R 252.00	5.88%	R 267.00	5.95%	R 206.96
R 349.00	R 303.48		(b) Rural areas	15.0%	**R 369.00**	5.73%	R 391.00	5.96%	R 414.00	5.88%	R 320.87
R 20.00	R 17.39	6.3.3.4	Duplicate Identification Card: Pre-Paid electricity, per card.	15.0%	**R 22.00**	10.00%	R 15.00	-31.82%	R 15.00	0.00%	R 19.13
R 330.00	R 286.96	6.3.3.5	Switching Fee (Any call out for private purposes)	15.0%	**R 349.00**	5.76%	R 369.00	5.73%	R 391.00	5.96%	R 303.48
		6.3.4	**Deposits - new buildings**								
R 2,641.00	R 2,641.00		Businesses	Exempt	**R 2,799.00**	5.98%	R 2,966.00	5.97%	R 3,143.00	5.97%	R 2,799.00
			Industries (Estimated on consumption)	Exempt							
			Residential clients								
R 383.00	R 383.00		With pre-paid electricity and water meter	Exempt	**R 405.00**	5.74%	R 429.00	5.93%	R 454.00	5.83%	R 405.00
R 620.00	R 620.00		With only a pre-paid electricity meter	Exempt	**R 657.00**	5.97%	R 696.00	5.94%	R 737.00	5.89%	R 657.00
R 1,475.00	R 1,475.00		All other residential clients	Exempt	**R 1,563.00**	5.97%	R 1,656.00	5.95%	R 1,755.00	5.98%	R 1,563.00
			Deposit can be adjusted to align it to the Credit Contril Policy								

RATES AND TARIFFS 2023/2024 - 2025/2026

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		6.4.	**TECHNICAL SERVICES**								
		6.4.1.	**CIVIL SERVICES**								
		6.4.1.1	**Building Plan**								
R 28.00	R 24.35	**6.4.1.1.1**	Calculate on the gross covered area, to the nearest square meter - tariff per building plan per m² (Subject to the stipulation at 4.1.1.2 hereunder) Industrial/commercial tariff per building plan per m² (Subject to the stipulation at 4.1.1.2 hereunder)	15.0%	**R 30.00**	7.14%	R 32.00	6.67%	R 34.00	6.25%	R 26.09
R 317.00	R 275.65		With a minimum building plan tariff	15.0%	**R 336.00**	5.99%	R 356.00	5.95%	R 377.00	5.90%	R 292.17
R 2,189.00	R 2,189.00		Building deposit	Exempt	**R 2,320.00**	5.98%	R 2,459.00	5.99%	R 2,606.00	5.98%	R 2,320.00
R 172.00	R 149.57		In the event of illegal building operations without an approved plan, a charge of three times the above building plan fees plus the following tariff per day that the plan is outstanding, will apply:	15.0%	**R 182.00**	5.81%	R 192.00	5.49%	R 203.00	5.73%	R 158.26
R 533.00	R 463.48	**6.4.1.1.2**	Swimming pools - per application, irrespective of the size of the pool. Fixed tariff per swimming pool.	15.0%	**R 564.00**	5.82%	R 597.00	5.85%	R 632.00	5.86%	R 490.43
		6.4.1.1.3	**Advertising signs application**								
R 2,564.00	R 2,229.57		Permitted third party advertising sign (<2,0m²)	15.0%	**R 2,717.00**	5.97%	R 2,880.00	6.00%	R 3,052.00	5.97%	R 2,362.61
R 4,274.00	R 3,716.52		Permitted third party advertising sign (>2,0m²)	15.0%	**R 4,530.00**	5.99%	R 4,801.00	5.98%	R 5,089.00	6.00%	R 3,939.13
R 337.00	R 293.04		Advertising sign, direction indicator or name sign on building (<1,0m²) per sign	15.0%	**R 357.00**	5.93%	R 378.00	5.88%	R 400.00	5.82%	R 310.43
R 1,191.00	R 1,035.65		Advertising sign, direction indicator or name sign on building (<5,0m²) per sign	15.0%	**R 1,262.00**	5.96%	R 1,337.00	5.94%	R 1,417.00	5.98%	R 1,097.39
R 2,564.00	R 2,229.57		Advertising sign, direction indicator or name sign on building (>5,0m²) per sign	15.0%	**R 2,717.00**	5.97%	R 2,880.00	6.00%	R 3,052.00	5.97%	R 2,362.61
R 505.00	R 439.13		Advertising sign, direction indicator or name sign, Free-standing or on Refuse bin (<1,0m²) per board	15.0%	**R 535.00**	5.94%	R 567.00	5.98%	R 601.00	6.00%	R 465.22
R 1,791.00	R 1,557.39		Advertising sign, direction indicator or name sign, Free-standing or on Refuse bin (<5,0m²) per board	15.0%	**R 1,898.00**	5.97%	R 2,011.00	5.95%	R 2,131.00	5.97%	R 1,650.43
R 3,417.00	R 2,971.30		Advertising sign, direction indicator or name sign, Free-standing or on Refuse bin (>5,0m²) per board	15.0%	**R 3,622.00**	6.00%	R 3,839.00	5.99%	R 4,069.00	5.99%	R 3,149.57
R 1,000.00	R 869.57		Removal of illegal sings or advertisements	15.0%	**R 1,000.00**	new	R 1,060.00	6.00%	R 1,123.00	5.94%	R 869.57
R 777.00	R 675.65	**6.4.1.1.4**	Internal Changes (All Buildings)	15.0%	**R 823.00**	5.92%	R 872.00	5.95%	R 924.00	5.96%	R 715.65
R 2,199.00	R 1,912.17	**6.4.1.1.5**	Major Hazard Installations	15.0%	**R 2,330.00**	5.96%	R 2,469.00	5.97%	R 2,617.00	5.99%	R 2,026.09
R 1,767.00	R 1,536.52	**6.4.1.1.6**	LPG Installations	15.0%	**R 1,873.00**	6.00%	R 1,985.00	5.98%	R 2,104.00	5.99%	R 1,628.70
R 3,050.00	R 2,652.17	**6.4.1.1.7**	Cellphone Mast	15.0%	**R 3,233.00**	6.00%	R 3,426.00	5.97%	R 3,631.00	5.98%	R 2,811.30
R 1,038.00	R 902.61	**6.4.1.1.8**	Extension of approved building plan (for consideration of extending plan validity. Extension must be applied to prior to lapse date of plan)	15.0%	**R 1,100.00**	5.97%	R 1,166.00	6.00%	R 1,235.00	5.92%	R 956.52
R 1,298.00	R 1,128.70	**6.4.1.1.9**	Demolition certificate	15.0%	**R 1,375.00**	5.93%	R 1,457.00	5.96%	R 1,544.00	5.97%	R 1,195.65
R 2,601.00	R 2,261.74	**6.4.1.1.10**	Temporary commencement of building work in terms of Article 7(6) NBR (Not refundable)	15.0%	**R 2,757.00**	6.00%	R 2,922.00	5.98%	R 3,097.00	5.99%	R 2,397.39
R 500.00	R 434.78	**6.4.1.1.11**	Minimum building fee	15.0%	**R 530.00**	6.00%	R 561.00	5.85%	R 594.00	5.88%	R 460.87
R 10,499.00	R 8,695.65	**6.4.1.1.12**	Penalty Fee for moving into house without occupation certificate	15.0%	**R 11,128.00**	5.99%	R 11,795.00	5.99%	R 12,502.00	5.99%	R 8,695.65

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.4.1.2	**Sewerage**	15.0%							
R 7,387.00	R 6,423.48		Sewerage connection, per connection	15.0%	**R 7,830.00**	6.00%	R 8,299.00	5.99%	R 8,796.00	5.99%	R 6,808.70
R 7,403.00	R 6,437.39		150 mm - connection to the maximum of 10 m in length	15.0%	**R 7,847.00**	6.00%	R 8,317.00	5.99%	R 8,816.00	6.00%	R 6,823.48
R 381.00	R 331.30		> 10 m lengths (per meter)	15.0%	**R 403.00**	5.77%	R 427.00	5.96%	R 452.00	5.85%	R 350.43
			Sewerage blockages: per blockage	15.0%							
R 695.00	R 604.35		Week days	15.0%	**R 736.00**	5.90%	R 780.00	5.98%	R 826.00	5.90%	R 640.00
R 1,227.00	R 1,066.96		Weekends and Public Holidays - per call-out	15.0%	**R 1,300.00**	5.95%	R 1,378.00	6.00%	R 1,460.00	5.95%	R 1,130.43
			Sewerage Connection (Per Connections) > 10 m lengths (per meter) - **Actual Cost**								
R 2,624.00	R 2,173.91		Illegally installing a connecting sewer without the necessary authority or approval	15.0%	**R 2,781.00**	5.98%	R 2,947.00	5.97%	R 3,123.00	5.97%	R 2,173.91
R 1,575.00	R 1,304.35		Failure to provide for a grease trap of an approved type, size and capacity on a premises that discharge sewage to on-site sanitation systems and that discharge industrial and commercial effluent which contain oil, fat or inorganic solid matter	15.0%	**R 1,669.00**	5.97%	R 1,769.00	5.99%	R 1,875.00	5.99%	R 1,304.35
R 1,049.00	R 869.57		Causing or permitting an accumulation of oil, fat, inorganic solid matter, or any other substance in any trap, tank or chamber that may cause the blockage or ineffective operation of a grease trap	15.0%	**R 1,111.00**	5.91%	R 1,177.00	5.94%	R 1,247.00	5.95%	R 869.57
R 5,249.00	R 4,347.83		Discharging or causing the discharge of or permit industrial effluent to be discharged into the municipal sanitation system, without the approval of the Municipality . Charged per incident or calendar day	15.0%	**R 5,563.00**	5.98%	R 5,896.00	5.99%	R 6,249.00	5.99%	R 4,347.83
R 1,575.00	R 1,304.35		Delivering sewage by road haulage to sewage treatment plant and discharging the sewage concerned into a municipal sewage treatment plant, without the approval of the Municipality. Charged per incident	15.0%	**R 1,669.00**	5.97%	R 1,769.00	5.99%	R 1,875.00	5.99%	R 1,304.35
R 2,624.00	R 2,173.91		Discharging or causing the discharge of sewage or industrial effluent transported by road haulage at an unauthorised discharge point other than the point authorised for discharge by the Municipality. Charged per incident	15.0%	**R 2,781.00**	5.98%	R 2,947.00	5.97%	R 3,123.00	5.97%	R 2,173.91
R 2,624.00	R 2,173.91		Unlawfully and unauthorized discharging or causing or permitting sewage or industrial effluent directly or indirectly into a storm water drain, a river or a natural watercourse or artificial watercourse or any open field. Charged per incident or calendar day	15.0%	**R 2,781.00**	5.98%	R 2,947.00	5.97%	R 3,123.00	5.97%	R 2,173.91
		6.4.1.3	**Water**								
		6.4.1.3.1	Water connection (per connection)								
R 3,641.00	R 3,166.09		Size: To 25 mm	15.0%	**R 3,859.00**	5.99%	R 4,090.00	5.99%	R 4,335.00	5.99%	R 3,355.65
R 4,649.00	R 4,042.61		32 mm	15.0%	**R 4,927.00**	5.98%	R 5,222.00	5.99%	R 5,535.00	5.99%	R 4,284.35
R 5,301.00	R 4,609.57		40 mm	15.0%	**R 5,619.00**	6.00%	R 5,956.00	6.00%	R 6,313.00	5.99%	R 4,886.09
R 10,859.00	R 9,442.61		50 mm	15.0%	**R 11,510.00**	6.00%	R 12,200.00	5.99%	R 12,932.00	6.00%	R 10,008.70
R 12,178.00	R 10,589.57		80 mm	15.0%	**R 12,908.00**	5.99%	R 13,682.00	6.00%	R 14,502.00	5.99%	R 11,224.35
R 14,026.00	R 12,196.52		100 mm	15.0%	**R 14,867.00**	6.00%	R 15,759.00	6.00%	R 16,704.00	6.00%	R 12,927.83
R 27,037.00	R 23,510.43		150 mm	15.0%	**R 28,659.00**	6.00%	R 30,378.00	6.00%	R 32,200.00	6.00%	R 24,920.87
		6.4.1.3.2	Smart Meter Connection (per connection)								
R 6,222.00	R 5,410.43		15 mm	15.0%	**R 6,595.00**	5.99%	R 6,990.00	5.99%	R 7,409.00	5.99%	R 5,734.78
R 6,337.00	R 5,510.43		20 mm	15.0%	**R 6,717.00**	6.00%	R 7,120.00	6.00%	R 7,547.00	6.00%	R 5,840.87
R 30,424.00	R 26,455.65		50 mm	15.0%	**R 32,249.00**	6.00%	R 34,183.00	6.00%	R 36,233.00	6.00%	R 28,042.61

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.4.1.4	**Civil**								
			Motor driveways								
R 2,457.00	R 2,136.52		Single driveways (3,5m max) each	15.0%	**R 2,604.00**	5.98%	R 2,760.00	5.99%	R 2,925.00	5.98%	R 2,264.35
R 4,442.00	R 3,862.61		Double driveways (7,0m max) each	15.0%	**R 4,708.00**	5.99%	R 4,990.00	5.99%	R 5,289.00	5.99%	R 4,093.91
R 816.00	R 709.57		Placement of bridging/kerbing (each)	15.0%	**R 864.00**	5.88%	R 915.00	5.90%	R 969.00	5.90%	R 751.30
			Any other private word (per quotation): Actual cost + 20 %	15.0%							
			Private work forms to be completed in all cases								
		6.4.1.5	**Plans: copies**								
R 115.00	R 100.00		Copies of plans per square meter size of plan	15.0%	**R 121.00**	5.22%	R 128.00	5.79%	R 135.00	5.47%	R 105.22
R 286.00	R 248.70		Copies: Sepia, per copy	15.0%	**R 303.00**	5.94%	R 321.00	5.94%	R 340.00	5.92%	R 263.48
R 337.00	R 293.04		Copies: Durester, per copy	15.0%	**R 357.00**	5.93%	R 378.00	5.88%	R 400.00	5.82%	R 310.43
R 14.00	R 12.17		A3 or A4 , per copy	15.0%	**R 15.00**	7.14%	R 16.00	6.67%	R 17.00	6.25%	R 13.04
		6.4.1.6	**Town Planning costs**								
			(In terms of Ordinance on Land Use Planning)								
R 1,844.00	R 1,603.48	6.4.1.6.1	Concessionary use, per application	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48	6.4.1.6.2	Re-zoning, per property	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
		6.4.1.6.3	Departure Art 15(1)(a)(i)								
R 381.00	R 331.30		Erven <500m² per application	15.0%	**R 403.00**	5.77%	R 427.00	5.96%	R 452.00	5.85%	R 350.43
R 766.00	R 666.09		Erven 500m² - 750m² per application	15.0%	**R 811.00**	5.87%	R 859.00	5.92%	R 910.00	5.94%	R 705.22
R 1,844.00	R 1,603.48		Erven > 750m² per application	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48		Section 15(1)(a)(ii)(temporary) per application	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
		6.4.1.6.4	Sub-divisions: per application								
R 1,844.00	R 1,603.48		Up to 20 erven	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 80.00	R 69.57		More than 20 erven (Tariff 4.6.4.1 plus tariff per erven)	15.0%	**R 84.00**	5.00%	R 89.00	5.95%	R 94.00	5.62%	R 73.04
R 7,500.00	R 6,521.74	6.4.1.6.6.4	Buyout of parking	15.0%	**R 7,500.00**		R 7,950.00	6.00%	R 8,427.00	6.00%	R 6,521.74
		6.4.1.6.7	Town Planning costs: (In terms of the Land Use Planning By-law)								
R 1,844.00	R 1,603.48	6.4.1.6.7.1	Public place closure	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48	6.4.1.6.7.2	Restrictive condition	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48	6.4.1.6.7.3	Deemed zoning	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48	6.4.1.6.7.4	Amendment/cancellation of subdivision	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48	6.4.1.6.7.5	Consolidation	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48	6.4.1.6.7.6	Amendment of Condition	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48	6.4.1.6.7.7	Extension of validity period	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48	6.4.1.6.7.8	Lease area	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48	6.4.1.6.7.9	Transfer certificate	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 7,289.00	R 6,338.26		Strategic/High impact developments (incl. renewable energy & rezonings exceeding 10ha)	15.0%	**R 7,726.00**	6.00%	R 8,189.00	5.99%	R 8,680.00	6.00%	R 6,718.26

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.4.1.7	**Industrial effluent** **Industries that dispose via the normal network**								
As per contractual agreements			Industries that dispose directly into the sewage treatment works	15.0%	As per contractual agreements						
Penalty rate calculated as per contractual agreement			Industries that exceed with disposal	15.0%	Penalty rate calculated as per contractual agreement						
		6.4.1.8	**Refuse removal**								
R 173.00	R 150.43		Receipt and processing of private dumping at dumping site, per cubic meter	15.0%	**R 183.00**	5.78%	R 193.00	5.46%	R 204.00	5.70%	R 159.13
R 352.00	R 306.09		Abattoir waste at dumping site, per cubic meter	15.0%	**R 373.00**	5.97%	R 395.00	5.90%	R 418.00	5.82%	R 324.35
R 25.00	R 21.74		Refuse bags (Black), per package of 25 bags	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	R 22.61
R 32.00	R 27.83		Refuse bags (Green), per package of 25 bags	15.0%	**R 33.00**	3.13%	R 34.00	3.03%	R 36.00	5.88%	R 28.70
R 10.50	R 9.13		Provision of refuse bins for special events - per bin per occasion	15.0%	**R 11.10**	5.71%	R 11.80	6.31%	R 12.50	5.93%	R 9.65
R 776.00	R 674.78		Advertisements on street refuse bins. Per advertisement per bin p/a	15.0%	**R 822.00**	5.93%	R 871.00	5.96%	R 923.00	5.97%	R 714.78
R 565.00	R 491.30		Refuse removal: special events (Festivals & Carnivals)	15.0%	**R 598.00**	5.84%	R 633.00	5.85%	R 670.00	5.85%	R 520.00
R 1,076.00	R 935.65		Hire of 6m skip for Garden refuse per day	15.0%	**R 1,140.00**	5.95%	R 1,208.00	5.96%	R 1,280.00	5.96%	R 991.30
R 85.00	R 73.91		Additonial day (Skip)	15.0%	**R 90.00**	5.88%	R 95.00	5.56%	R 100.00	5.26%	R 78.26
R 1,347.00	R 1,171.30		Special Garden Refuse removal per load. Approved manageable garden Refuse will be removed if it can be loaded onto truck after payment of an account is issued by Cleansing Department (Quotation)	15.0%	**R 1,427.00**	5.94%	R 1,512.00	5.96%	R 1,602.00	5.95%	R 1,240.87
		6.4.1.9	**Development Charges**								
		6.4.1.9.1	**Ceres (Zone 1)**								
R 5,781.00	R 5,026.96	6.4.1.9.1.1	Water: Unit of measurement R/kl/day	15.0%	**R 6,127.00**	5.99%	R 6,494.00	5.99%	R 6,883.00	5.99%	R 5,327.83
R 3,858.00	R 3,354.78	6.4.1.9.1.2	Sewer: Unit of measurement R/kl/day	15.0%	**R 4,089.00**	5.99%	R 4,334.00	5.99%	R 4,594.00	6.00%	R 3,555.65
R 808.00	R 702.61	6.4.1.9.1.3	Roads: Unit of measurement R/trips/day	15.0%	**R 856.00**	5.94%	R 907.00	5.96%	R 961.00	5.95%	R 744.35
R 112,256.00	R 97,613.91	6.4.1.9.1.4	Storm water: Unit of measurement R/trips/day	15.0%	**R 118,991.00**	6.00%	R 126,130.00	6.00%	R 133,697.00	6.00%	R 103,470.43
R 1,614.00	R 1,403.48	6.4.1.9.1.5	Solid Waste: Unit of measurement R/kg/day	15.0%	**R 1,710.00**	5.95%	R 1,812.00	5.96%	R 1,920.00	5.96%	R 1,486.96
R 1,645.00	R 1,430.43	6.4.1.9.1.6	Electricity: Unit of measurement R/kVA	15.0%	**R 1,743.00**	5.96%	R 1,847.00	5.97%	R 1,957.00	5.96%	R 1,515.65
		6.4.1.9.2	**ODB (Zone 2)**								
R 5,781.00	R 5,026.96	6.4.1.9.2.1	Water: Unit of measurement R/kl/day	15.0%	**R 6,127.00**	5.99%	R 6,494.00	5.99%	R 6,883.00	5.99%	R 5,327.83
R 3,858.00	R 3,354.78	6.4.1.9.2.2	Sewer: Unit of measurement R/kl/day	15.0%	**R 4,089.00**	5.99%	R 4,334.00	5.99%	R 4,594.00	6.00%	R 3,555.65
R 808.00	R 702.61	6.4.1.9.2.3	Roads: Unit of measurement R/trips/day	15.0%	**R 856.00**	5.94%	R 907.00	5.96%	R 961.00	5.95%	R 744.35
R 112,256.00	R 97,613.91	6.4.1.9.2.4	Storm water: Unit of measurement R/trips/day	15.0%	**R 118,991.00**	6.00%	R 126,130.00	6.00%	R 133,697.00	6.00%	R 103,470.43
R 1,614.00	R 1,403.48	6.4.1.9.2.5	Solid Waste: Unit of measurement R/kg/day	15.0%	**R 1,710.00**	5.95%	R 1,812.00	5.96%	R 1,920.00	5.96%	R 1,486.96
R 1,645.00	R 1,430.43	6.4.1.9.2.6	Electricity: Unit of measurement R/kVA	15.0%	**R 1,743.00**	5.96%	R 1,847.00	5.97%	R 1,957.00	5.96%	R 1,515.65
		6.4.1.9.3	**PAH (Zone 3)**								
R 5,781.00	R 5,026.96	6.4.1.9.3.1	Water: Unit of measurement R/kl/day	15.0%	**R 6,127.00**	5.99%	R 6,494.00	5.99%	R 6,883.00	5.99%	R 5,327.83
R 3,858.00	R 3,354.78	6.4.1.9.3.2	Sewer: Unit of measurement R/kl/day	15.0%	**R 4,089.00**	5.99%	R 4,334.00	5.99%	R 4,594.00	6.00%	R 3,555.65
R 808.00	R 702.61	6.4.1.9.3.3	Roads: Unit of measurement R/trips/day	15.0%	**R 856.00**	5.94%	R 907.00	5.96%	R 961.00	5.95%	R 744.35
R 112,256.00	R 97,613.91	6.4.1.9.3.4	Storm water: Unit of measurement R/trips/day	15.0%	**R 118,991.00**	6.00%	R 126,130.00	6.00%	R 133,697.00	6.00%	R 103,470.43
R 1,614.00	R 1,403.48	6.4.1.9.3.5	Solid Waste: Unit of measurement R/kg/day	15.0%	**R 1,710.00**	5.95%	R 1,812.00	5.96%	R 1,920.00	5.96%	R 1,486.96
R 1,645.00	R 1,430.43	6.4.1.9.3.6	Electricity: Unit of measurement R/kVA	15.0%	**R 1,743.00**	5.96%	R 1,847.00	5.97%	R 1,957.00	5.96%	R 1,515.65

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.4.1.9.4	**Wolseley (Zone 4)**								
R 5,781.00	R 5,026.96	6.4.1.9.4.1	Water: Unit of measurement R/kl/day	15.0%	**R 6,127.00**	5.99%	R 6,494.00	5.99%	R 6,883.00	5.99%	R 5,327.83
R 3,858.00	R 3,354.78	6.4.1.9.4.2	Sewer: Unit of measurement R/kl/day	15.0%	**R 4,089.00**	5.99%	R 4,334.00	5.99%	R 4,594.00	6.00%	R 3,555.65
R 808.00	R 702.61	6.4.1.9.4.3	Roads: Unit of measurement R/trips/day	15.0%	**R 856.00**	5.94%	R 907.00	5.96%	R 961.00	5.95%	R 744.35
R 112,256.00	R 97,613.91	6.4.1.9.4.4	Storm water: Unit of measurement R/trips/day	15.0%	**R 118,991.00**	6.00%	R 126,130.00	6.00%	R 133,697.00	6.00%	R 103,470.43
R 1,614.00	R 1,403.48	6.4.1.9.4.5	Solid Waste: Unit of measurement R/kg/day	15.0%	**R 1,710.00**	5.95%	R 1,812.00	5.96%	R 1,920.00	5.96%	R 1,486.96
R 1,645.00	R 1,430.43	6.4.1.9.4.6	Electricity: Unit of measurement R/kVA	15.0%	**R 1,743.00**	5.96%	R 1,847.00	5.97%	R 1,957.00	5.96%	R 1,515.65
		6.4.1.9.5	**Tulbagh (Zone 5)**								
R 5,781.00	R 5,026.96	6.4.1.9.5.1	Water: Unit of measurement R/kl/day	15.0%	**R 6,127.00**	5.99%	R 6,494.00	5.99%	R 6,883.00	5.99%	R 5,327.83
R 3,858.00	R 3,354.78	6.4.1.9.5.2	Sewer: Unit of measurement R/kl/day	15.0%	**R 4,089.00**	5.99%	R 4,334.00	5.99%	R 4,594.00	6.00%	R 3,555.65
R 808.00	R 702.61	6.4.1.9.5.3	Roads: Unit of measurement R/trips/day	15.0%	**R 856.00**	5.94%	R 907.00	5.96%	R 961.00	5.95%	R 744.35
R 112,256.00	R 97,613.91	6.4.1.9.5.4	Storm water: Unit of measurement R/trips/day	15.0%	**R 118,991.00**	6.00%	R 126,130.00	6.00%	R 133,697.00	6.00%	R 103,470.43
R 1,614.00	R 1,403.48	6.4.1.9.5.5	Solid Waste: Unit of measurement R/kg/day	15.0%	**R 1,710.00**	5.95%	R 1,812.00	5.96%	R 1,920.00	5.96%	R 1,486.96
R 1,645.00	R 1,430.43	6.4.1.9.5.6	Electricity: Unit of measurement R/kVA	15.0%	**R 1,743.00**	5.96%	R 1,847.00	5.97%	R 1,957.00	5.96%	R 1,515.65
		6.4.1.10	**Wayleaves for the installation of services in the road reserve**								
		6.4.1.10.1	**Administration and Supervision (Per Application)**								
R 594.00	R 516.52	6.4.1.10.1.1	Administration fee for a miscellaneous wayleave to use the road reserve for a period of one month or less other than to install an underground service	15.0%	**R 629.00**	5.89%	R 666.00	5.88%	R 705.00	5.86%	R 546.96
R 2,019.00	R 1,755.65	6.4.1.10.1.2	Administration fee for awayleave or permit to use the road reserve to install an underground service	15.0%	**R 2,140.00**	5.99%	R 2,268.00	5.98%	R 2,404.00	6.00%	R 1,860.87
R 5,346.00	R 4,648.70	6.4.1.10.1.3	Supervision fee for a wayleave to install an underground service	15.0%	**R 5,666.00**	5.99%	R 6,005.00	5.98%	R 6,365.00	6.00%	R 4,926.96
200% of above admin & supervision fees	**200% of above admin & supervision fees**	6.4.1.10.1.4	Unauthorised commencement of use of the road reservean	15.0%	**200% of above admin & supervision fees**	New	200% of above admin & supervision fees		200% of above admin & supervision fees		200% of above admin & supervision fees
		6.4.1.10.2	**Refundable deposit**								
R 2,024.00	R 1,760.00	6.4.1.10.2.1	Trenches in roadways measured per m²	15.0%	**R 2,145.00**	5.98%	R 2,273.00	5.97%	R 2,409.00	5.98%	R 1,865.22
R 903.00	R 785.22	6.4.1.10.2.2	Trenches in surfaced sidewalks measured m²	15.0%	**R 957.00**	5.98%	R 1,014.00	5.96%	R 1,074.00	5.92%	R 832.17
R 178.00	R 154.78	6.4.1.10.2.3	Trenches in natural or grass sidewalks measured per m²	15.0%	**R 188.00**	5.62%	R 199.00	5.85%	R 210.00	5.53%	R 163.48
R 8,316.00	R 7,231.30	6.4.1.10.2.4	Use of the road reserve for storage or in conjunction with construction or maintenance per application	15.0%	**R 8,814.00**	5.99%	R 9,342.00	5.99%	R 9,902.00	5.99%	R 7,664.35
		6.4.1.10.3	**Roadway Open Trench Fee**								
R 6,652.00	R 5,784.35	6.4.1.10.3.1	Tariff for authorised trenching across a municipal roadway (per m measured from 0.5m behind the kerb or road edge)	15.0%	**R 7,051.00**	6.00%	R 7,474.00	6.00%	R 7,922.00	5.99%	R 6,131.30
R 1,425.00	R 1,239.13	6.4.1.10.3.2	Micro trenching (per m measured from 0.5m behind the kerb or road edge)	15.0%	**R 1,510.00**	5.96%	R 1,600.00	5.96%	R 1,696.00	6.00%	R 1,313.04
)% of the above	0% of the above	6.4.1.10.3.3	Tariff for unauthorised trenching across a municipal roadway (per m measured from 0.5m behind the kerb or road edge)	15.0%	**200% of the above**	New	**200% of the above**		**200% of the above**		**200% of the above**
R 241.00	R 191.30	6.4.1.10.3.4	Fee for lying Electronic Communication network in the public road reserve. Charged per kilometer per annum	15.0%	**R 255.00**	5.81%	R 270.00	5.88%	R 286.00	5.93%	R 191.30

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.4.2.	**ELECTRICAL SERVICES**								
		6.4.2.1	**Re-connection after tampering with meters**								
			In terms of Section 14 of the Supply Regulations,								
			Per re-connection								
R 2,038.00	R 1,772.17		First offence	15.0%	**R 2,160.00**	5.99%	R 2,289.00	5.97%	R 2,426.00	5.99%	R 1,878.26
R 4,081.00	R 3,548.70		Second offence	15.0%	**R 4,325.00**	5.98%	R 4,584.00	5.99%	R 4,859.00	6.00%	R 3,760.87
		6.4.2.2	**Repair to supply**								
			In terms of Section 22 of the Supply Regulations								
			Per repair to supply								
R 419.00	R 364.35		Urban areas	15.0%	**R 444.00**	5.97%	R 470.00	5.86%	R 498.00	5.96%	R 386.09
R 474.00	R 412.17		Rural areas	15.0%	**R 502.00**	5.91%	R 532.00	5.98%	R 563.00	5.83%	R 436.52
			In terms of Section 28 of the Supply Regulations								
			Per re-connection (Section 28(1))								
R 199.00	R 173.04		Urban areas	15.0%	**R 210.00**	5.53%	R 222.00	5.71%	R 235.00	5.86%	R 182.61
R 250.00	R 217.39		Rural areas	15.0%	**R 265.00**	6.00%	R 280.00	5.66%	R 296.00	5.71%	R 230.43
		6.4.2.3	**Verification and Testing of electricity meter**								
			In terms of Section 51 (3)								
			Per testing of meter								
			Urban areas								
R 743.00	R 646.09		(i) Test Single Phase electro-mechanical, per meter	15.0%	**R 787.00**	5.92%	R 834.00	5.97%	R 884.00	6.00%	R 684.35
R 973.00	R 846.09		(ii) Test Three Phase electro-mechanical, per meter	15.0%	**R 1,031.00**	5.96%	R 1,092.00	5.92%	R 1,157.00	5.95%	R 896.52
R 721.00	R 626.96		(iii) Test Single phase pre-paid meter, per meter	15.0%	**R 764.00**	5.96%	R 809.00	5.89%	R 857.00	5.93%	R 664.35
R 951.00	R 826.96		(iv) Test Three phase pre-paid meter, per meter	15.0%	**R 1,008.00**	5.99%	R 1,068.00	5.95%	R 1,132.00	5.99%	R 876.52
R 1,112.00	R 966.96		(v) Test KVA / kWh meter, per meter	15.0%	**R 1,178.00**	5.94%	R 1,248.00	5.94%	R 1,322.00	5.93%	R 1,024.35
R 400.00	R 347.83		(vi) Meter verifying	15.0%	**R 400.00**	0.00%	R 423.00	5.75%	R 448.00	5.91%	R 347.83
			Rural areas								
R 809.00	R 703.48		(i) Test Single phase electro-mechanical, per meter	15.0%	**R 857.00**	5.93%	R 908.00	5.95%	R 962.00	5.95%	R 745.22
R 1,040.00	R 904.35		(ii) Test Three phase electro-mechanical, per meter	15.0%	**R 1,102.00**	5.96%	R 1,168.00	5.99%	R 1,238.00	5.99%	R 958.26
R 794.00	R 690.43		(iii) Test Single Phase pre-paid meter, per meter	15.0%	**R 841.00**	5.92%	R 891.00	5.95%	R 944.00	5.95%	R 731.30
R 1,024.00	R 890.43		(iv) Test Three phase pre-paid meter per meter	15.0%	**R 1,085.00**	5.96%	R 1,150.00	5.99%	R 1,219.00	6.00%	R 943.48
R 1,182.00	R 1,027.83		(v) Test KVA / kWh meter per meter	15.0%	**R 1,252.00**	5.92%	R 1,327.00	5.99%	R 1,406.00	5.95%	R 1,088.70
R 604.00	R 478.26		(vi) Meter verifying	15.0%	**R 640.00**	5.96%	R 678.00	5.94%	R 718.00	5.90%	R 478.26
		6.4.2.4	**Single phase connection**								
R 16,580.00	R 14,417.39		Single phase connection with underground cable and electro-mechanical meter, per connection	15.0%	**R 17,574.00**	6.00%	R 18,628.00	6.00%	R 19,745.00	6.00%	R 15,281.74
R 16,580.00	R 14,417.39		Single phase connection with underground cable and pre-paid meter, per connection	15.0%	**R 17,574.00**	6.00%	R 18,628.00	6.00%	R 19,745.00	6.00%	R 15,281.74
R 11,533.00	R 10,028.70		Single phase connection with overhead cable and electro-mechanical meter, per connection	15.0%	**R 12,224.00**	5.99%	R 12,957.00	6.00%	R 13,734.00	6.00%	R 10,629.57
R 11,533.00	R 10,028.70		Single phase connection with overhead cable and pre-paid meter, per connection	15.0%	**R 12,224.00**	5.99%	R 12,957.00	6.00%	R 13,734.00	6.00%	R 10,629.57
R 12,973.00	R 11,280.87		Informal Single phase overhead connection with pre-paid meter and ready board	15.0%	**R 13,751.00**	6.00%	R 14,576.00	6.00%	R 15,450.00	6.00%	R 11,957.39
R 1,096.00	R 953.04		Change from electro-mechanical meter to automat meter, per change	15.0%	**R 1,161.00**	5.93%	R 1,230.00	5.94%	R 1,303.00	5.93%	R 1,009.57
		6.4.2.5	**Temporary connection**								
			Temporary connections are supplied at the tariffs mentioned in 4.2.4 for a single phase connection, and at actual cost for a three phase connection. The cost or tariff payment is deemed as a deposit. On termination of the account, the deposit is refunded after the cost of consumption, any damage to the equipment, and a 20 % administrative charge have been recovered. The connection is supplied in accordance with the Municipality's Electricity by-laws, as amended.								
R 10,387.00	R 9,032.17	**6.4.2.6**	Government-subsidised housing - (20 % admin. Charges not included)	15.0%	**R 11,010.00**	6.00%	R 11,670.00	5.99%	R 12,370.00	6.00%	R 9,573.91

Province: (WC022) - Schedule of Service Delivery Standards				
Description	2022/2023			2023/2024
Standard	Original Budget	Adjusted Budget	Full Year Forecast	Service Level Standards
Solid Waste Removal				
Premise based removal (Residential Frequency)	Weekly	Weekly	Weekly	Weekly
Premise based removal (Business Frequency)	Weekly/ Twice per week/Thrice per week (depending the need)	Weekly/ Twice per week/Thrice per week (depending the need)	Weekly/ Twice per week/Thrice per week (depending the need)	Weekly/ Twice per week/Thrice per week (depending the need)
Bulk Removal (Frequency)	Per request	Per request	Per request	Per request
Removal Bags provided(Yes/No)	Yes	Yes	Yes	Yes
Garden refuse removal Included (Yes/No)	Yes	Yes	Yes	Yes
Street Cleaning Frequency in CBD	Daily	Daily	Daily	Daily
Street Cleaning Frequency in areas excluding CBD	Monthly	Monthly	Monthly	Monthly
How soon are public areas cleaned after events (24hours/48hours/longer)	24 hours	24 hours	24 hours	24 hours
Clearing of illegal dumping (24hours/48hours/longer)	48 hours (once reported)	48 hours (once reported)	48 hours (once reported)	48 hours (once reported)
Recycling or environmentally friendly practices(Yes/No)	Yes	Yes	Yes	Yes
Licenced landfill site(Yes/No)	Yes	Yes	Yes	Yes
Water Service				
Water Quality rating (Blue/Green/Brown/N0 drop)	Blue & Green Drop	Blue & Green Drop	Blue & Green Drop	Blue & Green Drop
Is free water available to all? (All/only to the indigent consumers)	Indigent customers	Indigent customers	Indigent customers	Indigent customers
Frequency of meter reading? (per month, per year)	Monthly	Monthly	Monthly	Monthly
Are estimated consumption calculated on actual consumption over (two month's/three month's/longer period)	3 months	3 months	3 months	3 months
On average for how long does the municipality use estimates before reverting back to actual readings? (months)	6 months	6 months	6 months	6 months
Duration (hours) before availability of water is restored in cases of service interruption (complete the sub questions)				
One service connection affected (number of hours)	24 hours	24 hours	24 hours	24 hours
Up to 5 service connection affected (number of hours)	24 hours	24 hours	24 hours	24 hours
Up to 20 service connection affected (number of hours)	24 hours	24 hours	24 hours	24 hours
Feeder pipe larger than 800mm (number of hours)	24 hours	24 hours	24 hours	24 hours
What is the average minimum water flow in your municipality?	2 bar	2 bar	2 bar	2 bar
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	No	No	No	No
How long does it take to replace faulty water meters? (days)	20 days	20 days	20 days	20 days
Do you have a cathodic protection system in place that is operational at this stage? (Yes/No)	No	No	No	No

Description	2022/2023			2023/2024
Standard	Original Budget	Adjusted Budget	Full Year Forecast	Service Level Standards
Electricity Service				
What is your electricity availability percentage on average per month?	100	100	100	100
Do your municipality have a ripple control in place that is operational? (Yes/No)	No	No	No	No
How much do you estimate is the cost saving in utilizing the ripple control system?	N/A	N/A	N/A	N/A
What is the frequency of meters being read? (per month, per year)	Monthly	Monthly	Monthly	Monthly
Are estimated consumption calculated at consumption over (two month's/three month's/longer period)	3 months	3 months	3 months	3 months
On average for how long does the municipality use estimates before reverting back to actual readings? (months)	6 months	6 months	6 months	6 months
Duration before availability of electricity is restored in cases of breakages (immediately/one day/two days/longer)	24 hours	24 hours	24 hours	24 hours
Are accounts normally calculated on actual readings? (Yes/no)	Yes	Yes	Yes	Yes
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	No	No	No	No
How long does it take to replace faulty meters? (days)	20 days	20 days	20 days	20 days
Do you have a plan to prevent illegal connections and prevention of electricity theft? (Yes/No)	Yes	Yes	Yes	Yes
How effective is the action plan in curbing line losses? (Good/Bad)	Bad	Bad	Bad	Bad
How soon does the municipality provide a quotation to a customer upon a written request? (days)	24 hours	24 hours	24 hours	24 hours
How long does the municipality takes to provide electricity service where existing infrastructure can be used? (working days)	7 days	7 days	7 days	7 days
How long does the municipality takes to provide electricity service for low voltage users where network extension is not required? (working days)	7 days	7 days	7 days	7 days
How long does the municipality takes to provide electricity service for high voltage users where network extension is not required? (working days)	7 days	7 days	7 days	7 days
Sewerage Service				
Are your purification system effective enough to put water back in to the system after purification?	Yes into river only	Yes into river only	Yes into river only	Yes into river only
To what extend do you subsidize your indigent consumers?	Full monthly charge	Full monthly charge	Full monthly charge	Full monthly charge
How long does it take to restore sewerage breakages on average				
Severe overflow? (hours)	24 hours	24 hours	24 hours	24 hours
Sewer blocked pipes: Large pipes? (Hours)	24 hours	24 hours	24 hours	24 hours
Sewer blocked pipes: Small pipes? (Hours)	24 hours	24 hours	24 hours	24 hours
Spillage clean-up? (hours)	24 hours	24 hours	24 hours	24 hours
Replacement of manhole covers? (Hours)	24 hours	24 hours	24 hours	24 hours

Description Standard	2022/2023 Original Budget	 Adjusted Budget	 Full Year Forecast	2023/2024 Service Level Standards
Road Infrastructure Services				
Time taken to repair a single pothole on a major road? (Hours)	24 hours	24 hours	24 hours	24 hours
Time taken to repair a single pothole on a minor road? (Hours)	5 days	5 days	5 days	5 days
Time taken to repair a road following an open trench service crossing? (Hours)	14 days	14 days	14 days	14 days
Time taken to repair walkways? (Hours)	14 days	14 days	14 days	14 days
Property valuations				
How long does it take on average from completion to the first account being issued? (one month/three months or longer)	3 months	3 months	3 months	3 months
Do you have any special rating properties? (Yes/No)	No	No	No	No
Financial Management				
Is there any change in the situation of unauthorised and wasteful expenditure over time? (Decrease/Increase)	Decrease	Decrease	Decrease	Decrease
Are the financial statement outsources? (Yes/No)	No	No	No	No
Are there Council adopted business processes structuring the flow and managemet of documentation feeding to Trial Balance?	No	No	No	No
How long does it take for an Tax/Invoice to be paid from the date it has been received?	30 days	30 days	30 days	30 days
Is there advance planning from SCM unit linking all departmental plans quaterly and annualy including for the next two to three years procurement plans?	Yes, but for one year only.	Yes, but for one year only.	Yes, but for one year only.	Yes, but for one year only.
Administration				
Reaction time on enquiries and requests?	2 days maximum	2 days maximum	2 days maximum	2 days maximum
Time to respond to a verbal customer enquiry or request? (working days)	2 days maximum	2 days maximum	2 days maximum	2 days maximum
Time to respond to a written customer enquiry or request? (working days)	3 days	3 days	3 days	3 days
Time to resolve a customer enquiry or request? (working days)	2 days	2 days	2 days	2 days
What percentage of calls are not answered? (5%,10% or more)	0.0%	0.0%	0.0%	0.0%
How long does it take to respond to voice mails? (hours)	Immediately	Immediately	Immediately	Immediately
Does the municipality have control over locked enquiries? (Yes/No)	Yes	Yes	Yes	Yes
Is there a reduction in the number of complaints or not? (Yes/No)	Yes	Yes	Yes	Yes
How long does it take to open an account to a new customer? (1 day/ 2 days/ a week or longer)	5 Days	6 Days	7 Days	7 Days
How many times does SCM Unit, CFO's Unit and Technical unit sit to review and resolve SCM process delays other than normal monthly management meetings?	When required	When required	When required	When required

Description	2022/2023			2023/2024
Standard	Original Budget	Adjusted Budget	Full Year Forecast	Service Level Standards
Community safety and licensing services				
How long does it take to register a vehicle? (minutes)	Transaction 3 minutes	Transaction 3 minutes	Transaction 3 minutes	Transaction 3 minutes
How long does it take to renew a vehicle license? (minutes)	Transaction 3 minutes	Transaction 3 minutes	Transaction 3 minutes	Transaction 3 minutes
How long does it take to issue a duplicate registration certificate vehicle? (minutes)	Transaction 15 minutes	Transaction 15 minutes	Transaction 15 minutes	Transaction 15 minutes
How long does it take to de-register a vehicle? (minutes)	Transaction 3 minutes	Transaction 3 minutes	Transaction 3 minutes	Transaction 3 minutes
How long does it take to renew a drivers license? (minutes)	Transaction 20 minutes	Transaction 20 minutes	Transaction 20 minutes	Transaction 20 minutes
What is the average reaction time of the fire service to an incident? (minutes)	10 - 30 minutes	10 - 30 minutes	10 - 30 minutes	10 - 30 minutes
What is the average reaction time of the ambulance service to an incident in the urban area? (minutes)	Department of Health	Department of Health	Department of Health	Department of Health
What is the average reaction time of the ambulance service to an incident in the rural area? (minutes)	Department of Health	Department of Health	Department of Health	Department of Health
Economic development				
How many economic development projects does the municipality drive?	36	36	36	36
How many economic development programme are deemed to be catalytic in creating an enabling environment to unlock key economic growth projects?	4	4	4	4
What percentage of the projects have created sustainable job security?	0	0	0	0
Does the municipality have any incentive plans in place to create an conducive environment for economic development? (Yes/No)	Yes	Yes	Yes	Yes
Other Service delivery and communication				
Is a information package handed to the new customer? (Yes/No)	N/A	N/A	N/A	N/A
Does the municipality have training or information sessions to inform the community? (Yes/No)	IDP & Budget meetings	IDP & Budget meetings	IDP & Budget meetings	IDP & Budget meetings
Are customers treated in a professional and humanly manner? (Yes/No)	Yes	Yes	Yes	Yes

NATIONAL TREASURY

MFMA Circular No. 122

Municipal Finance Management Act No. 56 of 2003

Municipal Budget Circular for the 2023/24 MTREF

CONTENTS

1. THE SOUTH AFRICAN ECONOMY AND INFLATION TARGETS 2

2. KEY FOCUS AREAS FOR THE 2023/24 BUDGET PROCESS 3

2.1 Local government conditional grants allocations 3

2.2 Re-enforcing the 2023 Division of Revenue Bill, (DoRB) to facilitate improved intergovernmental relations 3

3. PENSION FUND DEFAULTS 5

4. MUNICIPAL STANDARD CHART OF ACCOUNTS (*m*SCOA) 5

4.1 Release of Version 6.7 of the Chart 5

4.2 Amendments to the regulated A1 schedules 6

4.3 Credibility of *m*SCOA data strings 7

4.4 Regulation of Minimum Business Processes and System Specifications 10

4.5 *m*SCOA Training Initiatives 10

5. THE REVENUE BUDGET 11

5.1 Maximising the revenue generation of the municipal revenue base 11

5.2 Setting cost-reflective tariffs 13

5.3 Tariffs – achieving a balance between cost-reflectiveness and affordability 14

5.4 Bulk Account Payments and Concessions 15

5.5 Critical Notice Affecting STS Meters 15

5.6 Completeness and credibility of revenue related information in the Budget 16

5.7 Eskom Bulk Tariff increases 16

5.8 Updated Municipal Borrowing Policy Framework 17

5.9 Tariff Policies 17

5.10 Non-Revenue Electricity and Non-Revenue Water/ Revenue Losses: 18

6. BURIAL OF COUNCILLORS 18

7. FUNDING CHOICES AND MANAGEMENT ISSUES 18

7.1 Employee related costs 19

7.2 Remuneration of Councillors 19

8. TRANSFERS TO MUNICIPALITIES 19

8.1 Criteria for the release of the Equitable Share 19

9. THE MUNICIPAL BUDGET AND REPORTING REGULATIONS 21

9.1 Schedule A – version to be used for the 2023/24 MTREF 21

9.2 Assistance with the compilation of budgets 21

9.3 Assessing the 2023/24 MTREF budget 22

10. SUBMITTING BUDGET DOCUMENTATION AND A1 SCHEDULES FOR 2023/24 MTREF 23

10.1 Expected submissions for 2023/24 MTREF 24

10.2 Portals for the submission of information 24

10.3 Publication of budgets on municipal websites 25

10.4 Communication by municipal entities to National Treasury 25

Introduction

This budget circular provides guidance to municipalities with their compilation of the 2023/24 Medium Term Revenue and Expenditure Framework (MTREF). It is linked to the Municipal Budget and Reporting Regulations (MBRR) and the Municipal Standard Chart of Accounts *(m*SCOA), and strives to support municipalities' budget preparation processes so that the minimum requirements are achieved.

Among the objectives of this budget circular is to demonstrate how municipalities should undertake annual budget preparation in accordance with the budget and financial management reform agenda by focussing on key "game changers". These game-changers include ensuring that municipal budgets are funded, revenue management is optimised, assets are managed efficiently, supply chain management processes are adhered to, *m*SCOA is implemented correctly and that audit findings are addressed.

Municipalities are reminded to refer to the annual budget circulars of the previous years for guidance in areas of the budget preparation that is not covered in this circular.

1. The South African economy and inflation targets

The National Treasury forecasts real economic growth of 1.9 per cent in 2022, compared with 2.1 per cent projected in the 2022 Budget Review, in response to global and domestic shocks. Growth is projected to average 1.6 per cent from 2023 to 2025. Implementing structural reforms, especially in the energy sector, remains crucial to improve the economy's productive capacity and competitiveness.

The recovery in economic activity that began in 2021 was driven by a strong rebound in global economic activity, high commodity prices and easing COVID-19 restrictions. The scarring impact of the pandemic on employment and investment decisions will likely weigh on the recovery over the medium term. Investment remains well below pre-pandemic levels.

The economy grew by 1.4 per cent in the first half of 2022 compared with the first half of 2021. Real GDP grew more than expected in the first quarter of 2022, with output returning to pre-pandemic levels. However, a deteriorating global environment, flooding in KwaZulu-Natal and the Eastern Cape, industrial action in the electricity and mining sectors, and prolonged and intense power cuts resulted in a broad-based contraction across most sectors during the second quarter. The third quarter was marked by frequent and prolonged power cuts, which significantly disrupted economic activity.

The following macro-economic forecasts must be considered when preparing the 2023/24 MTREF municipal budgets.

Table 1: Macroeconomic performance and projections, 2021 - 2026

Fiscal year	2021/22	2022/23	2023/24	2024/25	2025/26
	Actual	Estimate	Forecast		
CPI Inflation	5.2%	6.8%	4.7%	4.6%	4.6%

Source: Medium Term Budget Policy Statement 2022.

Note: the fiscal year referred to is the national fiscal year (April to March) which is more closely aligned to the municipal fiscal year (July to June) than the calendar year inflation.

It is noted that variations in regional specifics are possible, however, any variation of assumptions must be explicitly set out and well explained in the budget narratives, in the absence of which the Treasuries will refer the budget back to council for alignment to the macroeconomic performance projections.

2. Key focus areas for the 2023/24 budget process

2.1 Local government conditional grants allocations

Over the 2023 MTEF period, conditional grant allocations to municipalities will grow below inflation. This is due to a higher 2022/23 baseline (R3.8 billion) added to local government conditional grants in the 2022 Division of Revenue Amendment Act. Over the next three years, total local government resources, including the equitable share and indirect conditional grants increase at an annual average rate of 6 per cent.

The local government equitable share increases at an annual average rate of 7.8 per cent and municipal conditional grants increase by 3.6 per cent over the 2023 MTEF period. The local government equitable share formula has been updated to account for projected household growth, inflation and estimated increases in bulk water and electricity costs over the 2023 MTEF period.

The annual Division of Revenue Bill will be published in February 2023 after the Minister of Finance's budget speech. The Bill will specify grant allocations and municipalities must reconcile their budgets to the numbers published herein.

Municipalities are advised to use the indicative numbers presented in the 2022 Division of Revenue Act to compile their 2023/24 MTREF. In terms of the outer year allocations (2025/26 financial year), it is proposed that municipalities conservatively limit funding allocations to the indicative numbers as presented in the 2022 Division of Revenue Act for 2022/23. The DoRA is available at:
http://www.treasury.gov.za/documents/national%20budget/2022/default.aspx

2.2 Re-enforcing the 2023 Division of Revenue Bill, (DoRB) to facilitate improved intergovernmental relations

Towards enforcing a system of good intergovernmental relations as envisaged in the Chapter 3 of the Constitution and subsequent related legislation, the National Treasury would like to remind municipalities of Section 31 of DoRA that articulates the facilitation of personal liability for unnecessary litigation. Going forward, a municipality may therefore only institute litigation against any organ of state, state-owned enterprise, public-and/ or municipal entity after exhausting all dispute resolution mechanisms required and/ or available to the municipality in terms of existing intergovernmental relations processes, policy and/ or any related contract with the municipality, including in terms of the Municipal Finance Management Act, 2003, the Intergovernmental Relations Framework Act, 2005, and/ or the Electricity Regulation Act, 2006 (dispute processes administered by NERSA).

The 2023 DoRB will facilitate the personal liability of and refund of any expenditure related to such litigation to the national revenue fund (NRF) by any person responsible for the institution of litigation by a municipality without having exhausted all the available dispute resolution mechanisms. This will be done through the equitable share off-setting processes. Municipalities, parallel to instituting any litigation against any organ of state, must report such litigation to the Auditor-General, the National Treasury and to the relevant provincial treasury. The report must provide the details of all the dispute resolution processes that were attempted, supported by information explaining the failure of these attempts.

Division of Revenue Amendment Bill, 2022 (DoRAB)

Disaster response funding

Conversion of disaster response grants – To allow for adequate response to the April 2022 floods, funding was shifted between the disaster relief grants in August 2022. R145 million

was shifted from the Provincial Disaster Response Grant to the Municipal Disaster Response Grant and R120 million was shifted from the Municipal Emergency Housing Grant to the Provincial Emergency Housing Grant.

Additional funding for disaster response grants – In response to disasters that have occurred, most of the disaster funding for 2022/23 had been depleted by the time of the tabling of the DoRAB. To enable for response should a disaster(s) occur in the remaining months of the current financial year, R248 million is added to the Municipal Disaster Response Grant to enable immediate response by municipalities.

Additional funding for disaster reconstruction and rehabilitation[1] – For the reconstruction and rehabilitation of municipal infrastructure damaged by flash floods in the Western Cape (Overberg District Municipality, Cape Winelands District Municipality and Garden Route District Municipality) in December 2021 and the April 2022 floods in the Eastern Cape (Winnie Madikizela-Mandela Local Municipality) and KwaZulu-Natal (eThekwini Metropolitan Municipality, uMhlathuze Local Municipality, uThukela District Municipality, uMgungundlovu District Municipality and iLembe District Municipality), R3.3 billion is added to the Municipal Disaster Recovery Grant.

Purchasing of land for relocation of flood victims – R92 million is added to the Informal Settlements Upgrading Partnership Grant: Municipalities for eThekwini Metropolitan Municipality for the purchase of land identified for the relocation of displaced flood victims.

Changes to local government allocations

Roll-over of funds in the Integrated National Electrification Programme (municipal) Grant – R1 million is rolled over in the Integrated National Electrification Programme (municipal) Grant to fund 50 electrification connections in Swellendam in Dikgatlong Local Municipality.

Roll-over of funds in the indirect Regional Bulk Infrastructure Grant – R15 million is rolled over in the indirect Regional Bulk Infrastructure Grant to fund operational payments for the Vaal River pollution remediation project in Emfuleni Local Municipality.

Reprioritisation in the Neighbourhood Development Partnership Grant – R100 million of the Neighbourhood Development Partnership Grant is shifted from Schedule 5, Part B (direct) to Schedule 6, Part B (indirect) to fund project preparation, planning and implementation for municipalities that are having administrative and financial challenges that are affecting project implementation. These funds will be used for projects they were allocated for in the direct component. Affected municipalities are Mogale City Local Municipality, KwaDukuza Local Municipality and Emfuleni Local Municipality.

Changes to gazetted frameworks and allocations

Municipal Disaster Response Grant – The grant framework for the Municipal Disaster Response Grant is amended to allow for spending to respond to the disasters that occurred in December 2021 and April 2022.

Informal Settlements Upgrading Partnership Grant: Municipalities – The grant framework for the Informal Settlements Upgrading Partnership Grant is amended to ring-fence funds for

[1] There was an oversight in the allocations to Western Cape and KwaZulu-Natal, wherein the allocations or parts thereof allocated to the district municipalities in the DoRAB ought to have been allocated to the respective local municipalities in these districts. This is explained in detail in the section "*Correction of errors in the Municipal Disaster Recovery Grant framework and allocations to municipalities*" below.

the purchase of identified land for the relocation of flood victims who were previously residing in informal settlements that were washed away by April 2022 floods in eThekwini Metropolitan Municipality.

Municipal annexures – Changes to previously gazetted municipal allocations include a change of the name of a municipality. The name of Engcobo Local Municipality in the Eastern Cape is updated to Dr A.B. Xuma Local Municipality as per the Gazette published in terms of section 12 of the Local Government: Municipal Structures Act, on 30 May 2022.

Correction of errors in the Municipal Disaster Recovery Grant framework and allocations to municipalities

The National Disaster Management Centre (NDMC) has requested changes to the in-year allocations for the Municipal Disaster Recovery Grant in the DoRAB tabled in Parliament. Part of the funding allocated to uThukela and iLembe district municipalities in KwaZulu Natal (page 36 of the DoRAB), should have been allocated to Alfred Duma and KwaDukuza local municipalities, respectively. The allocations made to the Cape Winelands, Overberg, and Garden Route district municipalities in the Western Cape (page 39 of the DoRAB), should have been made to Breede Valley; Theewaterskloof and Swellendam; and Oudtshoorn and George local municipalities, respectively. These corrections also affect the ring-fencing in the grant framework (page 28 of the DoRAB).

Parliament has approved that the National Treasury correct the allocations and effect the required changes to the MDRG framework, as part of section 15(1) of the 2022 DoRA to ensure that MDRG allocations are correctly allocated to the municipalities assigned for the functions.

3. Pension fund defaults

There has been a growing trend where municipalities are deducting pension from the employees but are not paying it over to their pension fund. This in our view is inconsistent with the intent and spirit of the MFMA and constitute an act of financial misconduct in terms of section 171 of the MFMA read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings and potentially also a criminal offence in terms of section 173 of the MFMA read with other applicable legislation. Municipal Councils should refer these actions to the Disciplinary Boards for further investigation and should also consider laying criminal charges against the accounting officer and other responsible officials that has failed to perform the responsibility outlined in terms of section 65(2)(f) of the MFMA which states that “the accounting officer of a municipality must take all reasonable steps to ensure that the municipality complies with its tax, levy, duty, pension, medical aid, audit fees and other statutory commitments”. Municipal Councils should also consider further measures and actions in terms of the Pension Funds Administration Act, as may be applicable.

4. Municipal Standard Chart of Accounts (*m*SCOA)

4.1 Release of Version 6.7 of the Chart

On an annual basis, the *m*SCOA chart is reviewed to address implementation challenges and correct chart related errors. Towards this end, Version 6.7 is released with this circular.

Version 6.7 of the chart will be effective from 2023/24 and must be used to compile the 2023/24 MTREF and will be available from 20 December on the link below:

http://mfma.treasury.gov.za/RegulationsandGazettes/MunicipalRegulationsOnAStandardChartOfAccountsFinal/Pages/default.aspx

Kindly note that, in accordance with section 8(2)(j) of the Municipal Property Rates Act (MPRA) as amended in 2014, municipalities may apply for categories other than the categories in 8(2)(a) to (i). Towards this end the Minister of Cooperative Governance and Traditional Affairs approved the following categories:

- Sports Clubs and Fields for Bitou Municipality and
- Residential sectional title garages for Drakenstein Municipality.

These categories were only approved for use by municipalities indicated above. System vendors must therefore block the use of these categories for all other municipalities. The Project Summary Document (PSD) on the National Treasury webpage will be aligned to the chart changes in version 6.7 where applicable. The PSD is also available on the above link.

For the National Treasury to consider a new chart change in version 6.8 of the chart, the issue must be logged with all relevant background and details on the *m*SCOA FAQ portal by 31 August 2023. The *m*SCOA FAQ portal can be accessed by all registered GoMuni users on the following link. https://lg.treasury.gov.za/ibi_apps/signin

4.2 Amendments to the regulated A1 schedules

The following tables of the A1 Schedule that was regulated in terms of the Municipal Budget and Reporting Regulations (MBRR), have been aligned to the *m*SCOA and Generally Recognised Accounting Standards (GRAP):

- A4: Statement of Financial Performance; and
- A6: Statement of Financial Position

In addition, tables A8 and A10 have been linked to the *m*SCOA data strings and will be included in the 2023/24 budget reports available on the GoMuni portal from 01 July 2023.

The amended and protected version of the A1 schedule will be available from 20 December on the link below:
http://mfma.treasury.gov.za/RegulationsandGazettes/MunicipalRegulationsOnAStandardChartOfAccountsFinal/Pages/default.aspx

System vendors and municipalities that are managing their own in-house systems must programme the amended schedules on their financial systems. Input fields for supporting tables that are not part of the non-financial data string must be created to ensure that a complete A schedule is generated from the core municipal financial system.

The *m*SCOA Regulations require that municipalities budget, transact and report on legislated *m*SCOA segments and directly on the core financial system and submit the required data strings directly from this system to the GoMuni Upload portal. To ensure that the data strings submitted are credible, municipalities must:

- Lock the budget adopted by Council on the core municipal financial system before submitting the budget (ORGB) data string to the GoMuni Upload portal;
- Close the core financial system at month-end as required in terms of the MFMA before submitting the monthly data string to the GoMuni Upload portal; and
- Generate the regulated MBRR Schedules (A, B and C) directly from the core municipal financial system.

The preparation of budgets on excel spreadsheets that is captured in the system at a later stage and manual correction of data strings by municipal officials or system providers are not allowed in terms of the *m*SCOA Regulations. Where a municipality makes use of a stand-alone 3rd party sub-system or a system provider has entered into an agreement or consortium for the provision of certain functionality with a 3rd party sub-system provider, such a 3rd party sub-system should host the relevant part of the *m*SCOA chart to seamlessly integrate with the core financial system without manual intervention.

4.3 Credibility of *m*SCOA data strings

The credibility and accuracy of the data strings must be verified by municipalities before submission as the data strings submitted will be used as the single source for all analysis and publications in the 2023/24 municipal financial year.

Municipalities have been given access to the GoMuni portal in April 2022 and should use the reports on GoMuni to verify the credibility of their submissions. It should be emphasized that errors in the data can only be corrected in the next open period. e.g., errors in the tabled budget (TABB) data string can only be corrected in the adopted budget data string (ORGB). Municipalities are not allowed to open closed periods to make corrections.

Municipalities are reminded that incorrect or incomplete data string submissions is considered as non-submission.

The credibility of the *m*SCOA data strings remains a concern in the following areas:

The inclusion of opening balances in data strings

Municipalities and system vendors must ensure that opening balances are included in the budget and in-year data strings. The opening balances at year end (month 12 – M12) of the previous financial year must be rolled over to the first month (M01) and updated with pre-audited (PAUD) and audit (AUDA) adjustments in the current financial year in the *applicable open period*. In other words, if the audit is completed on 31 October, then the changes in the opening balances must be reflected in the in-year submission for November 2022 (M05 submission). If opening balances and changes thereto are not included in the budget and in-year data strings, the C schedules will not populate correctly. This means that the movement of the balance sheet items will not have a starting point and the Statement of Financial Position (balance sheet) will be incorrect.

Accounting for Water Inventory

As per the guidance in MFMA Budget Circular No.115 (dated 04 March 2022), municipalities must budget and account for bulk water purchases as **inventory** under current assets in the Statement of Financial Position as per GRAP 12 (paragraph. 07).

In terms of GRAP 12:

Inventories are assets:

a. In the form of materials or supplies to be consumed in the production process;
b. In the form of materials or supplies to be consumed or distributed in the rendering of services; and
c. Held for sale or distribution in the ordinary course of operations, or
d. In the process of production for sale or distribution.

Inventory acquired through non-exchange transactions should be recorded at its fair value as at the date it is acquired. The cost of inventory, except for non-purified water, will be determined or recognised in accordance with paragraph 25 and 26, which is the primary and secondary costs in getting the water either to the treatment works or to the users of the water.

It is important to note that water cannot be issued if it was not purchased or brought into the inventory through system input transactions. Therefore, the total input volume of water related to water purified and water from natural sources should include both primary and secondary cost components. The allocation of secondary cost to the input volume of water will necessitate the utilisation of the Costing Segment in the *m*SCOA. This is crucial in determining cost reflective tariffs for water.

The fair value of water from natural resources such as boreholes, springs and fountains may be determined by the primary and secondary cost components. Secondary costs include:

- Labour
- Extraction cost
- Distribution cost
- Chemicals/ Treatment
- Maintenance
- Infrastructure
- Depreciation charges

The municipality must account for water from natural resources as follows:

Debit: System Input Volume: Natural Resources
Credit: Gains and Losses: Water at fair value

Water inventory must be budgeted to be acquired and recorded in the Current Assets: Inventory: Water as indicated below. The movement accounts in the *m*SCOA structure makes provision for the different methods of acquiring and the consumption/ issuing of Water inventory.

Current assets:
- Inventory: Water Opening balance: Non-Funding Transactions
- Inventory: Water: System Input volume: Bulk Purchases: Water Treatment/Natural Resources
- Water Authorised Consumption:
  a) Billed Unmetered Consumption
  b) Un-Billed Authorised Consumption
  c) Billed Metered Consumption
- Inventory: Water Losses (Apparent and Real Losses)

Water that is issued to Consumers must be issued from the inventory and expensed in the **Expenditure:** Inventory: Consumed -Water.

Water losses will reduce the Water inventory in current assets and the corresponding amounts should be captured in **Gains and Losses:** Inventory: Water: Fair value

It is important to note that the change in accounting for water through the inventory purchased process and the change of using a methodology to report the balance of water as at year-end may impact on the Annual Financial Statements (AFS). Municipalities must ensure that they update their accounting policy, document this process, and provide comparative figures when assessing and reporting their water balance to ensure that the GRAP guidelines of changes in reporting and materiality is applied correctly.

The Local Government Municipal Property Rates (MPRA) Amendment Act, 2014

Municipalities are reminded that section 8 of the MPRA on the determination of categories of rateable properties has been revised through the Local Government Municipal Property Rates Amendment Act, 2014 ("the Amendment Act").

Municipalities were required to implement the new property categorisation framework by not later than 01 July 2021. The *m*SCOA chart Version 6.7 will only make provision for the new framework. The old framework has been retired and municipalities must prepare their 2023/24 MTREF Budgets accordingly.

Fixed Asset Register

Municipal financials systems must comply with the minimum business processes and system requirements on fixed asset registers as articulated for the asset management module in MFMA Circular No 80. The asset management module should be embedded in the core financial system or seamlessly integrate from a third-party sub-system to the core financial system. This will enable the regular and seamless updating of the fixed asset register. The register must contain the following information as a minimum requirement:

- Description of the asset
- Date of acquisition or brought into use
- Purchase cost
- Location of the asset
- Function responsible for the asset
- Current value
- Depreciation and method utilised
- Remaining life of the asset
- Maintenance information
- Insurance Coverage

Municipalities will be required to upload their updated fixed asset register in a PDF format on the GoMuni Upload portal as part of their 2023/24 MTREF tabled and adopted budget submission and thereafter on a quarterly basis as part of their in-year reporting.

Recording of Schedule 6B Grants in *m*SCOA

Grants allocated in terms of Schedule 6B of DoRA should be recorded in terms of *m*SCOA as an allocation-in-kind. This means that the municipality will only record the transaction once they received a completed asset.

Importantly, a Schedule 6B grant may not be transferred to the end-user of the asset to construct the asset as this is in contravention with the conditional grant framework. If a transferring officer of a Schedule 6B grant consider the municipality capable of constructing its own asset, the grant should be re-gazetted and reclassified as a Schedule 5B grant. The grant will then be transferred directly to the municipality to construct the asset and the receipt and expenditure of the grant must be in accordance with GRAP 17. An adjustments budget in terms of Section 28(2)(b) of the MFMA and Regulation 23(3) of the MBRR must be adopted to include the grant funding and project in the MTREF budget.

In the case where a municipality is constructing an asset for a national department but will not be the end-user of the asset being constructed, the accounting must be done in terms of GRAP 11. There will be VAT implications as the municipality will be a contractor and act as an agent. It is important to ensure that the contract between the municipality and the department outlines the responsibilities of all parties.

Municipalities must ensure that they are making provision for VAT in accordance with the VAT Act, 1991 (Act No. 89 of 1991) and the VAT 419 guide issued by SARS. The National Treasury issued *m*SCOA Circular No.12 (dated 01 October 2021) that provides guidance on the recording of VAT in the *m*SCOA.

Impact of Balance Sheet Budgeting and Movement Accounting on Cash Flow Tables

From the analysis of the *m*SCOA data strings it is evident that the cash flow tables (A7, B7 and C7) are still not populating correctly or completely. This can be contributed to the fact that a number of municipalities still do not use balance sheet budgeting and movement accounting. Guidance on the use of balance sheet budgeting and movement accounting to populate tables A7, B7 and C7 correctly was provided in MFMA Budget Circular No. 107 (dated 04 December 2020) and *m*SCOA Circular No. 11 (dated 04 December 2020).

4.4 Regulation of Minimum Business Processes and System Specifications

National Treasury will review and regulate minimum business processes and system specifications for *m*SCOA by the end of 2024/25. In preparation for the regulation of the minimum requirements, municipalities should ensure that they comply fully with the current minimum business processes and system specifications articulated in MFMA Circular No. 80 (dated 08 March 2016).

Where a municipality is not fully compliant with the *m*SCOA requirements, a *m*SCOA Road Map must be in place to drive and fast track the *m*SCOA implementation in the municipality. The *m*SCOA Steering Committee, chaired by the Accounting Officer or his/ her delegate, must use the *m*SCOA Road Map to track progress and take correction actions where required.

Road Maps must be reviewed and updated annually as part of the budget process is updated and submitted to Council for approval together with their 2023/24 MTREF budget. Municipalities will be required to upload their updated *m*SCOA Road Maps in a PDF format on the GoMuni Upload portal as part of their 2023/24 MTREF tabled and adopted budget submission and thereafter on a quarterly basis as part of their in-year reporting.

Municipalities should ensure that they budget sufficiently to become and remain mSCOA compliant.

Guidance on the content of the *m*SCOA Road Map was provided in MFMA Budget Circular No. 115 (dated 04 March 2022).

4.5 *m*SCOA Training Initiatives

Training to municipalities and municipal system vendors

The National Treasury, in conjunction with CIGFARO, will conduct monthly training sessions aimed at municipalities, municipal system vendors and other relevant role-players. The training will focus on technical aspects of budgeting, transacting and reporting in the *m*SCOA and is aimed at improving the quality of *m*SCOA data strings. The draft programme is attached as **Annexure A.**

***m*SCOA eLearning Course**

The National School of Government is hosting the *m*SCOA eLearning Course that was developed by the National Treasury. The *m*SCOA eLearning Course provides government officials with the basic knowledge on the reform and how to record transactions using the *m*SCOA.

Government institutions can enrol their employees for this course by sending a request for training to the NSG at contactcentre@thensg.gov.za. If your institution has not attended any training with the NSG previously, then you will also be required to register on the NSG database. The *m*SCOA eLearning Course will be offered as no cost until 31 March 2022. Thereafter, delegates will have to pay to attend the course.

Any queries in this regard must be directed to the NSG at contactcentre@thensg.gov.za or tel number: 086 100 8326.

5. The revenue budget

Similar to the rest of government, municipalities face a difficult fiscal environment. The weak economic growth has put pressure on consumers' ability to pay for services, while transfers from national government are growing more slowly than in the past. Some municipalities have managed these challenges well, but others have fallen into financial distress and face liquidity problems. These include municipalities that are unable to meet their payment obligations to Eskom, Water Boards and other creditors. There is a need for municipalities to focus on collecting revenues owed to them and eliminate wasteful and non-core spending.

Municipalities must ensure that they render basic services, maintain their assets and clean environment. Furthermore, there must be continuous communication with the community and other stakeholders to improve the municipality's reputation. This will assist in attracting investment in the local economy which may result in reduced unemployment. Some municipalities are experiencing serious liquidity challenges. Therefore, the new leadership is advised to:

- Decisively address unfunded budgets by reducing non-priority spending and improving revenue management processes to enable collection; and
- Address service delivery failures by ensuring adequate maintenance, upgrading and renewal of existing assets to enable reliable service delivery.

5.1 Maximising the revenue generation of the municipal revenue base

Reference is made to MFMA Circulars No. 93, paragraph 3.1 and No. 98, paragraph 4.1. The emphasis is on municipalities to comply with Section 18 of the MFMA and ensure that they fund their MTREF budgets from realistically anticipated revenues to be collected. Municipalities are cautioned against assuming collection rates that are unrealistic and unattainable as this is a fundamental reason for municipalities not attaining their desired collection rates.

The purpose of the above mentioned MFMA Circulars is to ensure that the municipalities are using their entire revenue base as the basis for the revenue budget. It is essential that municipalities reconcile their most recent consolidated valuation roll data to that of the current billing system data to ensure that revenue anticipated from property rates is realistic. The municipalities should implement a data management strategy and develop internal capacity to perform these reconciliations and investigations to improve completeness of billing.

One of the aims of the reconciliation process is to identify exceptions, i.e. records on the roll and not on the billing system and records on the billing system and not on the roll. In addition, the reconciliation must identify duplicated records, missing data, and data errors. These exceptions should then be investigated, and remedial action strategies developed for data cleansing and other corrective actions. The Debtors Ageing data should also form part of the reconciliation process so that "debtors" can be tracked and assessed at a property record level and prioritised for verification of rates liability measured against a MPRA property and owner.

To facilitate reconciliation of the separate databases (Roll and Billing), a unique property identifier (common primary unique link code) must be created and populated for each rateable property on the roll system and on the rates billing system. This property identifier must be unique, without duplicates, and remain constant for the life of the property. The standards adopted by the South African Council for the Property Valuers Profession (SACPVP), namely South African Standard: Municipal Valuations for Property Rating, specifies that the Surveyor General Code SG 21-digit Code, derived, and created from the property description, be applied for all registered full title property defined in terms of part (a) of the definition of property.

For all other MPRA defined property, Part (a) Sectional Title, Part (b) Registered Rights, Part (c) Land Tenure Rights and Part (d) PSI, and apportioned multiple use property in terms of sections 8(2)(i) and 9(2), an added suffixed 5 digits to the SG 21-digit code must be assigned by the designated municipal valuer, thereby creating a unique 26-digit code. The municipality must ensure that the SG21 digit code and 26-digit coding system is applied in their valuation roll management system and billing system and engage with their designated municipal valuer and systems service providers to implement the unique property identifier.

Further it is important that municipalities who are performing a general valuation (GV) to implement a new valuation roll on 1 July 2023, must also as best practice compare the current consolidated roll to the new valuation roll. This can identify any anomalies and errors of category of property and market values for review and investigation and the option of lodging an objection by the municipality, where applicable. This process should also identify outliers and shifts in market values by category and area so that tariffs on the new roll can be modelled and determined in an equitable manner to avoid rates shocks.

Municipalities should undertake this exercise as a routine practice during the budget process so that supplementary adjustments to the valuation roll are kept up to date. In order to ensure that the most updated information is used for the reconciliations, municipalities are reminded to adhere and comply with s23(1)(2) of the MPRA and therefore use the Part A register as the basis for performing the reconciliations going forward.

Furthermore, municipalities are also advised and expected to comply with s8(1) of the MPRA in terms of the billing methodology that needs to be specified within their policies to ensure that the correct categories (based on the selection made by the municipality) are used in the reconciliation process.

The list of exceptions derived from this reconciliation will indicate where the municipality may be compromising its revenue generation in respect of property rates or whether the municipality is overstating its revenue budget.

A further test would be to reconcile this information with the Deeds Office registry. In accordance with the MFMA Circular No. 93, municipalities are once more requested to submit their reconciliation of the Valuation roll/Part A register to the billing system to the National Treasury on a quarterly basis by no later than the 10th working day. A detailed action plan must accompany the reconciliation where variances are noted.

The above information must be uploaded by the municipality's approved registered user(s) using the GoMuni Upload Portal at: https://lg.treasury.gov.za/ibi_apps/signin. If the municipality experience any challenge uploading the information, a request for an alternative arrangement may be emailed to linda.kruger@treasury.gov.za.

No operation can be sustainable if it does not collect its revenue. A municipality is no different. There is a misconception that a municipality may not interrupt or restrict the supply of water services of a defaulting consumer. The National Treasury confirms that neither the

Water Services Act, 1997 (Act No. 108 of 1997) or any other legislation prevents a municipality from cutting the supply of water to a defaulting consumer unless the consumer is an indigent in which case the water services to that household must be restricted to the national free basic water limit of 6 kilolitre water monthly (or 50 kilowatt hours in the case of free basic electricity monthly). This was confirmed by the Constitutional Court in the matter of Mazibuko and Others v City of Johannesburg and Others (CCT 39/09) [2009] ZACC 28; 2010 (3) BCLR 239 (CC); 2010 (4) SA 1 (CC) (8 October 2009).

Municipalities are urged to use the restriction/ interruption of supply of both water and electricity services as a collection tool. Effective from the tabling and adoption of the 2023/24 MTREF, municipalities' By-laws and policies must facilitate this and clearly stipulate the order in which any partial payment of the consolidated municipal bill (including property rates) will be applied as well as the process before the supply of water and electricity services will be cut. The National Treasury recommended that any partial payment firstly be applied to property rates, wastewater, waste management, water and lastly to electricity. When interrupting or restricting the supply of water it is important that such is undertaken together with the municipal engineer(s) to ensure a continued minimum supply of waste water.

5.2 Setting cost-reflective tariffs

Reference is made to MFMA Circular No. 98, paragraph 4.2. The setting of cost-reflective tariffs is a requirement of Section 74(2) of the Municipal Systems Act which is meant to ensure that municipalities set tariffs that enable them to recover the full cost of rendering the service. This forms the basis of compiling a credible budget. A credible budget is one that ensures the funding of all approved items and is anchored in sound, timely and reliable information on expenditure and service delivery (Financial and Fiscal Commission (FFC), 2011). Credible budgets are critical for local government to fulfil its mandate and ensure financial sustainability.

A credible expenditure budget reflects the costs necessary to provide a service efficiently and effectively, namely:

- A budget adequate to deliver a service of the necessary quality on a sustainable basis; and
- A budget that delivers services at the lowest possible cost.

The National Treasury issued a tariff setting tool and guide as part of MFMA Budget Circular No. 98 (refer item 4.2) on 6 December 2019 and since 2019, encouraged municipalities to utilise the tool. **With effect, the 2023/24 MTREF, all municipalities** (**except** *metropolitan cities and district municipalities that do not provide any services*) **as part of both the tabled and adopted MTREF submissions must submit the completed National Treasury tariff tool (in excel format)** illustrating that the revenue component of the budget is credible and funded and that the municipality's tariffs are cost reflective. If the municipality's initial calculation results in high increases to facilitate cost-reflectiveness, it is recommended that such are phased in over 3 to 5 years. The municipality's strategy in this regard should be included as part of the budget narratives.

This tool will assist in setting tariffs that are cost-reflective and enable a municipality to recover costs to fulfil its mandate. Going forward it is also imperative that every municipality fully embrace the Municipal Standard Chart of Accounts (*m*SCOA): costing component. Considering, *m*SCOA implementation is entering its sixth year of implementation, all municipalities must fully embrace and report also utilising the costing segment correctly. The National Treasury Municipal Costing Guide is available on the link below on the National Treasury website.

http://mfma.treasury.gov.za/Guidelines/Documents/Forms/AllItems.aspx?RootFolder=%2fGuidelines%2fDocuments%2fMunicipal%20Costing%20Guide&FolderCTID=0x0120004720FD2D0551AE409361D6CB3E122A08.

5.3 Tariffs – achieving a balance between cost-reflectiveness and affordability

National Treasury encourages municipalities to maintain tariff increases at levels that reflect an appropriate balance between the affordability to poorer households and other consumers while ensuring the financial sustainability of the municipality.

When setting tariffs, it is therefore critical to understand the economic environment specific to the municipality and consideration should include at least –

- *The socio-economic profile undertaken for the municipality* available on the National Treasury GoMuni portal – municipalities are encouraged to annually update their own socio-economic profile using the template model available on GoMuni;
- *The most recent average monthly household income in the municipality* as per Statistics South Africa (Stats SA) available on Statistics South Africa | Improving Lives Through Data Ecosystems (statssa.gov.za);
- *The average property value in the municipality* per its most recent approved general valuation roll and/ or supplementary general valuation roll;
- *The number of indigent households in the municipality,* including any variation in the number of indigent households included in the Equitable Share: free basic services component for the municipality vs the municipality's own indigency level discretion; and
- *The economic drivers and activities specific to the municipal area[2]; etc*.

The municipality's tariff-setting or other committee tasked with this role must understand and deliberately reflect on this context during the tariff-setting process. Considering the average monthly household income, the median affordable municipal bill would ideally not exceed proportionally the average monthly household income. This median affordable bill, in combination with the median average property value should inform the basis to determine any rebates to households with income below the median.

It is also important when setting particularly water and electricity tariffs that municipalities consider setting two-tier tariffs, that include a basic availability charge to recover the fixed (direct and indirect) cost associated with the service in conjunction with consumption-based tariff bands. For example, in a drought, such tariffs will facilitate the ability to pay for infrastructure and maintenance, treating chemicals and salaries, etc. while parallel facilitating water restriction based on inclining tariffs as consumption increase. Furthermore, it is important to link the municipality's water tariffs to dam levels, also approved as part of the budget process. For example, if the dam levels drop to 60 per cent the first tier of restriction tariffs should become applicable in terms of the municipality's approved tariff policy.

It is also noted that NERSA approves seasonal tariffs for Eskom but not necessarily for the municipality. It is important that the municipality clearly factor this in its tariff application to NERSA, illustrating the cashflow crunch if the municipality is not similarly allowed a seasonal tariff to recover the higher Eskom bulk cost during winter months.

Lastly, municipalities are cautioned against setting tariffs that include operating inefficiencies. This could lead to tariffs falling into the unaffordable range.

The Consumer Price Index (CPI) inflation is forecasted to be within the 3 to 6 per cent target band; therefore, municipalities are required to ***justify all increases in excess of the*** **projected inflation target for 2023/24** in their budget narratives and pay careful attention to

[2] The spatialised tax data is now available through National Treasury for all municipalities that provides an up to date information on economic activity within a municipal boundary.

tariff increases across all consumer groups. In addition, municipalities should include a detail of their revenue growth assumptions for the different service charges in the budget narrative.

5.4 Bulk Account Payments and Concessions

During 2018/19, intense work was undertaken to resolve systemic and structural issues pertaining to the electricity function in municipalities. Core to this work was addressing the escalating Eskom debt that threatened the sustainability of Eskom as well as that of municipalities.
During the process, Eskom agreed to provide relieve in certain areas. Municipalities are reminded of the following concessions that remain in place:

- The interest rate charged on overdue municipal bulk accounts were reduced from prime plus 5 per cent to prime plus 2.5 per cent;
- Payment terms were extended from 15 days to 30 days for municipal bulk accounts; and
- Eskom allocation of municipality payments to capital first and then to interest.

These concessions align to the MFMA and are meant to curb municipal growing debt levels by allowing a more conducive payment regime than what was previously employed. In addition, municipalities are urged to budget for and ring-fence their payment of bulk services. Bulk current account payments must be honoured religiously to avoid stringent application of the bulk suppliers' credit control policy.

Municipalities are also urged to enforce a culture of payment for services through their normal credit control processes. In this regard it should be noted that municipalities are only compensated for free basic services based on an indigent user component calculation through the equitable share. As such, a municipality's allocation of free basic services to all of the municipality's consumers is not funded in the equitable share. Every municipality, during the budget process, must consider the affordability to the municipality when allocating free basic services above the national norm and to consumers other than indigent consumers. **If a municipality has any arrears on any of its bulk supplier's accounts, it must limit its provision of free basic services to registered indigent consumers only**.

5.5 Critical Notice Affecting STS Meters

As highlighted in previous MFMA Circular No. 115 (dated 06 December 2022) municipalities are once again alerted that there is still a pending business risk to the prepayment metering industry that requires urgency of action. The token identifiers (TID) used to identify each credit token will run out of available numbers in November 2024, at which point all STS meters will stop accepting credit tokens.

The remedy is to visit each meter and enter a special set of key change tokens in order to reset the meter memory. Municipalities are advised that the National Treasury, through the Office of the Chief Procurement Officer (OCPO), will soon facilitate a transversal contract for the provision of auditing, re-calibration and re-configuration services for standard transfer specification compliant prepayment meters that align to minimum and critical technical specifications for local government. In this respect the development of the transversal contract for smart prepaid meters as per NRS 049 (per latest approved version) is at an advanced stage and should be issued shortly by National Treasury.

If your municipality or municipality entity is currently in the process of procuring for a solution or is planning to, you are cautioned:

- Against proceeding prior to the OCPO having issued and awarded the transversal contract for the provision of inter alia auditing, re-calibration and re-configuration services for standard transfer specification compliant prepayment meters Terms of Reference (ToR); and

- That, with immediate effect, you must obtain the National Treasury's input prior to proceeding with any current procurement or proposed procurement for this purpose or any related solution or similar. This is to prevent unnecessary and wasteful expenditure on such solutions. Any request for National Treasury's input on the current or planned procurement of any related solution or similar or component thereof, must be directed to the National Treasury for the attention of the Local Government Budget Analysis Unit (Mr. Sadesh Ramjathan) Sadesh.Ramjathan@treasury.gov.za.

In this regard, municipalities will have two options to choose from:

- Firstly, to pursue the route of auditing, re-calibrating and re-configuring services for standard transfer specification compliant prepayment meters; and/ or
- Secondly, to replace the old meter with a new smart prepaid meter.

For both options, the municipality will have to budget accordingly as no additional funding will be available through the national fiscus.

Your assistance in proactively ensuring that the municipality and/ or its entities are not adversely affected by these processes will be appreciated.

5.6 Completeness and credibility of revenue related information in the Budget

The MBRR regulates the minimum level of information required from municipalities when compiling, implementing, monitoring, and evaluating the municipality's financial management situation. Failure to include the minimum required information hampers the municipal council, the public and stakeholders' ability to make informed decisions and engage on the matter. It also limits research, studies, and benchmarking undertaken for local, provincial, and national purposes.

The National Treasury would like to take this opportunity to caution municipalities that the MBRR prescribe the minimum level of information municipalities must include as part of their legal reporting obligations.

Going forward the Treasuries will place increased attention and focus on the adequacy of municipalities' submissions. The National Treasury regards this non-compliance to include the minimum level of information as serious and if persistent will consider applying the available legal sanctions, including recourse in terms of section 216(2) of the Constitution. In this context, National Treasury will particularly focus on the completeness of asset management related information as well as the statistical information required in the A, B and C schedules during the 2023/24 MTREF.

5.7 Eskom Bulk Tariff increases

The National Energy Regulator of South Africa (NERSA) is responsible for the price determination of the bulk costs of electricity. In the municipal financial year 2022/23, bulk electricity costs increased moderately at 9.61 per cent, compared to 17.8 per cent in the 2021/22 municipal financial year. Due to Eskom's funding needs, they are seeking higher tariff increases and have applied to NERSA for a 32 per cent hike from 1 April 2023/24. NERSA will make a final decision on the tariff application by 24 December.

In addition, a High Court hearing is still pending on the Multi-Year Price Determination (MYPD 5) application. The urgent High Court review requires NERSA to urgently process the Eskom revenue application for at least one year, as required by law. The timeframes for the review allow for a decision to be made in time for implementation by 1 April 2023.

5.8 Updated Municipal Borrowing Policy Framework

Cabinet approved the Update to the Policy Framework for Municipal Borrowing and Financial Emergencies on the 17th of August, 2022. The purpose of the Update is to re-examine the original Policy Framework, along with the legislation (i.e. Municipal Finance Management Act – MFMA) that was adopted to implement it, considering the experience with municipal borrowing that has accumulated since 2000.

The following key reforms have been introduced through the Update to the Policy Framework for Municipal Borrowing:

- The Policy Framework for Municipal Borrowing has been updated to introduce the necessary reforms that will expand the scope of responsible municipal borrowing and create an environment that attracts more players (e.g. insurers, pension funds, institutional investors and fund managers, and international Development Finance Institutions) in the municipal debt market space. The original core principles underlying municipal borrowing are maintained (i.e. creditworthy municipalities should borrow prudently to finance capital investment, and that there will be no bail-outs by the provincial or national government);

- The updated policy framework clarifies the role of Development Finance Institutions (DFIs), as it was not clearly articulated in the original policy. DFIs are required to pursue clear and agreed developmental goals, as outlined in the policy. The objective of this approach is to ensure that a DFI lending does not crowd out the private sector. Public-sector lenders, both domestic and foreign, should be guided by a social and developmental investment approach in which demonstrable social outcomes are considered alongside potential financial returns;

- The updated policy framework permits and clarifies innovative infrastructure financing mechanisms (such as pooled financing mechanisms, project finance, tax increment financing, revenue bonds, and pledging of conditional grants) that municipalities can use to leverage municipal borrowing. Municipalities are encouraged to explore these alternatives, and innovative infrastructure financing mechanisms permitted subject to the requirements contained in the Municipal Finance Management Act (MFMA) and

- The participation of both private and public sector market participants in the development of a liquid secondary market for municipal debt securities is also encouraged. The policy proposes options that can be explored to support the development and growth of an efficient and liquid market for municipal debt obligations.

The Updated Municipal Borrowing Policy Framework can be accessed at the MFMA website at the following link http://mfma.treasury.gov.za/Guidelines/Pages/default.aspx.

5.9 Tariff Policies

Municipalities must comply with the provisions of Section 74 of the Municipal Systems Act (MSA) which requires that a municipal council must adopt and implement tariff policy on the levying of fees for municipal services provided by the municipality itself or by way of service delivery agreements, and which complies with the provisions of this Act and with any other applicable legislation. Municipalities should also ensure that the tariff policies adhere to all the principles outlined in section 74(2) of the MSA. A municipality's tariff policies must also take into consideration variable factors such as water shortages and electricity feedback excess into the municipal system from new generation capacity. Municipalities must adopt by-laws to give effect to the implementation and enforcement of their tariff policies.

5.10 Non-Revenue Electricity and Non-Revenue Water/ Revenue Losses:

Water Service Authority municipalities and electricity licensed municipalities are urged to align both their non-revenue water and non-revenue electricity indicators and their set targets in the 2023/24 SDBIPs with identifiable infrastructure or operational projects and/ or programmes. Municipalities should improve on the baseline information included in the SDBIPs by indicating the volume of water losses (i.e., kilolitres/ mega-litres) and the amount of electricity losses (KwH or MWs) for the previous year. This approach will help to determine the progress of municipalities in curbing losses, which impact on municipal revenues, in both non-revenue water and non-revenue electricity.

6. Burial of Councillors

Salaries, allowances and benefits for political office-bearers and members is managed through Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils notice issued by the Minister of Cooperative Governance and Traditional Affairs.

Section 167 of the MFMA provides that a municipality may remunerate its Councillors within the framework of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998), setting the upper limits of the salaries, allowances and benefits for those political office-bearers and members. Any benefit which is not included in the above-mentioned notice will be deemed irregular expenditure and recovery thereof from the Councillor concerned is mandatory.

Municipalities may also refer to relevant Councillor Pension Scheme or personal funeral policies in existence for any funeral benefits relating to such Councillor

7. Funding choices and management issues

Municipalities are under pressure to generate revenue. The ability of customers to pay for services is declining and this means that less revenue will be collected. Therefore, municipalities must consider the following when compiling their 2023/24 MTREF budgets:

- Improving the effectiveness of revenue management processes and procedures;
- Cost containment measures to, amongst other things, control unnecessary spending on nice-to-have items and non-essential activities as highlighted in the Municipal Cost Containment Regulations read with MFMA Circular No. 82;
- Ensuring value for money through the procurement process;
- The affordability of providing free basic services to all households;
- Not taking on unfunded mandates;
- Strictly control the use of costly water tankers and fix the water infrastructure to enable the sustainable provision of water;
- Prioritise the filling of critical vacant posts, especially linked to the delivery of basic services; and
- Curbing the consumption of water and electricity by the indigents to ensure that they do not exceed their allocation.

Accounting officers are reminded of their responsibility in terms of section 62(1)(a) of the MFMA to use the resources of the municipality effectively, efficiently and economically. Failure to do this will result in the accounting officer committing an act of financial misconduct which will trigger the application of chapter 15 of the MFMA, read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.

7.1 Employee related costs

The Salary and Wage Collective Agreement for the period 01 July 2021 to 30 June 2024 dated 15 September 2021 through the agreement that was approved by the Bargaining Committee of the Central Council in terms of Clause 17.3 of the Constitution should be used when budgeting for employee related costs for the 2023/24 MTREF. In terms of the agreement, all employees covered by this agreement shall receive with effect from 01 July 2023 and 01 July 2024 an increase based on the projected average CPI percentages for 2023 and 2024. The forecasts of the Reserve Bank, in terms of the January 2023 and January 2024, shall be used to determine the projected average CPI. Municipalities are encouraged to perform an annual head count and payroll verification process by undertaking a once-a-year manual salary disbursement, in order to root out ghost employees.

According to the 2021 State of Local Government Finance Report, there are about 165 municipalities that are in financial distress. These municipalities need to ensure that they seek an early exemption from this dispensation of this salary agreement. Municipalities should also avoid paying out leave in cash while having major financial challenges.

7.2 Remuneration of Councillors

Municipalities are advised to budget for the actual costs approved in accordance with the Government Gazette on the Remuneration of Public Office Bearers Act: Determination of Upper Limits of Salaries, Allowances and Benefits of different members of municipal councils published annually between December and January by the Department of Cooperative Governance. It is anticipated that this salary determination will also take into account the fiscal constraints. Municipalities should also consider guidance provided above on salary increases for municipal officials during this process. Any overpayment to councilors contrary to the upper limits as published by the Minister of Cooperative Governance and Traditional Affairs will be irregular expenditure in terms of Section 167 of the MFMA and must be recovered from the councilor(s) concerned.

8. Transfers to municipalities

8.1 Criteria for the release of the Equitable Share

Section 216(2) of the Constitution of South Africa requires that the National Treasury must enforce compliance with the measures established to ensure both transparency and expenditure control in each sphere of government and may stop the transfer of funds to an organ of state if that organ of state commits a serious or persistent material breach of those measures.

The criteria for the release of the Equitable Share Instalments for the 2023/24 municipal financial year are as follows:

- The 2023/24 adopted budget must be funded and adopted by Council as per the legal framework, as required in terms of section 18 of the MFMA and consistent with the Budget Council and Budget Forum resolutions;
  a. The adopted budget must include budget allocations for bulk suppliers current account payments;
  b. Should the adopted budget still be unfunded, then a credible funding plan will be required to show how the municipality intends moving progressively out of this position into a funded state, if this plan has been adopted in the past, then a progress report must be submitted on the framework previously shared to guide municipalities which is aligned to the rescue phase of the new approach to Municipal Financial Recovery Service (MFRS);

c. Those municipalities that adopted an unfunded budget must work with their respective Provincial Treasuries to rectify this position in the lead up to the main adjustments budget process in February 2023; and
d. A council resolution showing commitment to address the unfunded position must be submitted by these municipalities to the National Treasury by 01 July 2023.

- Credible *m*SCOA data strings and source documents for the 2023/24 MTREF and 2022/23 audits must be generated directly from the core municipal financial system and successfully uploaded to the Local Government GoMuni Portal. Source documents must be submitted in PDF and no excel based spreadsheet/ templates will be accepted;
- The report submitted by bulk suppliers in terms of section 41 of the MFMA must indicate that the current account has been paid timeously in terms of section 65(2)(e) of the MFMA. In addition, where the municipality has a repayment plan with Eskom and/ or the water boards, proof that the current accounts have been paid and a copy of the agreed upon payment plan (or evidence of negotiations underway with creditors) must be submitted to the National and provincial treasuries;
- Municipalities must provide evidence that SARS, pension and other staff benefits deducted from municipal officials have been paid over the appropriate Funds and/ or institutions;
- The information requested in MFMA Circulars No. 93, 98 and 107 on the reconciliation of the valuation roll have been submitted to the National Treasury as per the required timeframes;
- The Competency Regulations reporting requirements have been complied with;
- Provide a copy of the Unauthorised, Irregular, Fruitless and Wasteful (UIF&W) expenditure register, the latest copy of the Municipal Public Accounts Committee (MPAC) recommendations, Council Resolution on UIFW as well as a copy of the council approved UIFW Reduction Strategy/ Plan, proof of establishment of the Disciplinary Board (or evidence of progress towards their establishment) including evidentiary evidence demonstrating functionality of the Disciplinary Board and updated audit action plan (where the audit has been completed);
- Those municipalities that received an adverse or disclaimed opinions for the 2020/21 financial year will not receive their funding allocation unless there is a council resolution committing to address these opinions with an implementable plan. The resolution must be signed by each member of the Council and submitted to National Treasury by 1 October 2023;
- The Municipal Financial Recovery Service progress reporting framework for financial recovery plans must be complied with by municipalities under intervention in terms of S139 of the Constitution;
- Additionally, those municipalities that have outstanding audits for both the 2020/21 and 2021/22 financial years as well as municipalities with outstanding 2021/22 audit opinions that also received an adverse or disclaimer opinion in 2020/21, will also not receive their allocation; and
- Any other outstanding documents as per the legal framework have been submitted including the AFS submission (municipality only and consolidated AFS).

Failure to comply with the above criteria will result in National Treasury invoking section 38 of the MFMA which empowers National Treasury to withhold a municipality's equitable share if the municipality commits a serious or persistent breach of the measures established in terms of Section 216(2) of the Constitution which includes reporting obligations set out in the MFMA and National Treasury requests for information in terms of Section 74 of the MFMA.

9. The Municipal Budget and Reporting Regulations

9.1 Schedule A – version to be used for the 2023/24 MTREF

National Treasury has released Version 6.7 of the Schedule A1 (the Excel Formats) which is aligned to Version 6.7 of the *m*SCOA classification framework and must be used when compiling the 2023/24 MTREF budget.

All municipalities must prepare their 2023/24 MTREF budgets in their financial systems and produce the Schedule A1 directly from their financial system.

Municipalities must start early enough to capture their tabled budget (and later the adopted budget) in the budget module in the financial system and must ensure that they produce their Schedule A1 directly out of the budget module. **Manual capturing on the A1 schedule version 6.7 is not allowed** in terms of the *m*SCOA Regulations.

National Treasury has protected the A1 schedule version 6.7 in order to ensure that the Schedule A1 generated directly from the financial system and not populated manually.

The budget, adjustments budget and Section 71 monthly reporting Schedules that have been regulated in terms of the MBRR have also been aligned to the *m*SCOA chart version 6.7. The revised MBRR Schedules for the 2023/24 MTREF and its linkages to the financial and non-financial data string are available on the link below:

http://mfma.treasury.gov.za/RegulationsandGazettes/Municipal%20Budget%20and%20Reporting%20Regulations/Pages/default.aspx

9.2 Assistance with the compilation of budgets

If municipalities require advice with the compilation of their respective budgets, specifically the budget documents or Schedule A1, they should direct their enquiries to their respective provincial treasuries or to the following National Treasury officials:

Province	Responsible NT officials	Tel. No.	Email
Eastern Cape	Matjatji Mashoeshoe	012-315 5553	Matjatji.Mashoeshoe@treasury.gov.za
	Pitso Zwane	012-315 5171	Pitso.Zwane@Treasury.gov.za
	Oreal Tshidino		Ophulusa.Tshidino@Treasury.gov.za
Buffalo City	Mandla Gilimani	012-315 5807	Mandla.Gilimani@treasury.gov.za
Free State	Sifiso Mabaso	012-315 5952	Sifiso.mabaso@treasury.gov.za
	Cethekile Moshane	012-315 5079	Cethekile.moshane@treasury.gov.za
Gauteng	Matjatji Mashoeshoe	012-315 5553	Matjatji.Mashoeshoe@treasury.gov.za
	Abigail Maila	012-395 6737	Abigail.Maila@Treasury.gov.za
City of Tshwane and City of Johannesburg Ekurhuleni	Willem Voigt	012-315 5830	WillemCordes.Voigt@treasury.gov.za
	Makgabo Mabotja	012-315 5156	Makgabo.Mabotja@treasury.gov.za
	Kgomotso Baloyi	012-315 5866	Kgomotso.Baloyi@treasury.gov.za
KwaZulu-Natal	Kgomotso Baloyi	012-315 5866	Kgomotso.Baloyi@treasury.gov.za
	Kevin Bell	012-315 5725	Kevin.Bell@treasury.gov.za
eThekwini	Sifiso Mabaso	012-315 5952	Sifiso.mabaso@treasury.gov.za
Limpopo	Sifiso Mabaso	012-315 5952	Sifiso.Mabaso@treasury.gov.za
Mpumalanga	Mandla Gilimani	012-315 5807	Mandla.Gilimani@treasury.gov.za
	Lesego Leqasa		Lesego.Leqasa@treasury.gov.za

Northern Cape	Mandla Gilimani Sibusisiwe Mchani	012-315 5807 012-315 5539	Mandla.Gilimani@treasury.gov.za Sibusisiwe.Mchani@treasury.gov.za
North West	Willem Voigt Makgabo Mabotja	012-315 5830 012-315 5156	WillemCordes.Voigt@treasury.gov.za Makgabo.Mabotja@treasury.gov.za
Western Cape Cape Town George	Willem Voigt Enock Ndlovu Kgomotso Baloyi Mandla Gilimani	012-315 5830 012-315 5385 012-315 5866 012-315 5807	WillemCordes.Voigt@treasury.gov.za Enock.Ndlovu@treasury.gov.za Kgomotso.Baloyi@treasury.gov.za Mandla.Gilimani@treasury.gov.za
Technical issues with Excel formats	Sephiri Tlhomeli	012-406 9064	lgdataqueries@treasury.gov.za

National and provincial treasuries will analyse the credibility of the data string submissions.

9.3 Assessing the 2023/24 MTREF budget

National and provincial treasuries will assess the 2023/24 MTREF budgets to determine if it is complete, funded and complies with the *m*SCOA requirements. The *m*SCOA data strings for the tabled (TABB) and adopted (ORGB) budgets will be used for this assessment.

Municipalities should note that the MFMA legislated timeframes for submission of the tabled and adopted budgets are outer timeframes. In this context, different to previous MTREF's, going forward, if the municipality's budget is unfunded, council in terms of MFMA section 74 is requested to table and/ or adopt a budget funding plan together with the budget at the same time.

The Treasuries' **assessment period** of municipal budgets will be from **01 April to 30 June 2023 for both the tabled and adopted budgets**. **However,** (in a context of some municipalities persisting with unfunded budgeting practices)**, if the municipality tabled and/ or adopted an unfunded budget in the 2022/23 MTREF**, the municipality must adjust its schedule of key budget deadlines to facilitate an earlier Treasuries' assessment thereof between 1 April to 15 May 2023 for both tabled and adopted budgets. In this period the national and provincial treasuries will evaluate all municipal budgets for completeness and for being fully funded. Any adjustment that needs to be made must be done before the start of the municipal financial year on 30 June 2023.

Importantly, in order to generate an adopted budget (ORGB) data string, the budget must be locked immediately on the financial system at the start of the new municipal financial year on 1 July. Therefore, once the ORGB data string has been generated, errors in the ORGB can only be corrected via an adjustments budget in February of each year. In terms of the design principles of *m*SCOA, municipalities are not allowed to open the budget on the system for corrections after it has been locked. This means that the tabled budget data string (TABB) should in fact be verified and errors in the TABB should be corrected in the ORGB **before the adopted budget is locked on the financial system and the ORGB data string is generated**.

Amending an unfunded, incomplete and erroneous budget through an adjusted budget is also not encouraged as the National Treasury only considers an adjusted budget in the third and fourth quarter of the financial year for analysis and publication purposes. This will result in overspending and unauthorised expenditure not been monitored in the first six months of the financial year.

The National Treasury would like to emphasise that ***where municipalities have adopted an unfunded budget together with a funding plan that lacks credibility, they will be required to correct the funding plan and ensure that it is credible. The credible funding plan must be immediately adopted by the Municipal Council, and the changes to the***

budget must be effected in the mid-year adjustments budget to ensure compliance with Section 18 of the MFMA.

Municipalities with municipal entities are once again reminded to prepare consolidated budgets and in-year monitoring reports for both the parent municipality and its entity or entities. The following must be compiled:

- An annual budget, adjustments budget and monthly financial reports for the parent municipality in the relevant formats;
- An annual budget, adjustments budget and monthly financial reports for the entity in the relevant formats; and
- A consolidated annual budget, adjustments budget and monthly financial reports for the parent municipality and all its municipal entities in the relevant formats.

The budget and data strings that the municipality submits to National Treasury must be a consolidated budget for the municipality (including entities). The budget of each entity must be submitted on the D Schedule in pdf format.

In the past it was noted that municipalities have challenges to align the audited outcomes on the financial system to A1 Schedule. Municipalities must ensure that the audited figures and adjusted budget figures captured on the A1 Schedule aligns to the annual financial statements and Schedule B respectively.

10. Submitting budget documentation and A1 schedules for 2023/24 MTREF

To facilitate oversight of compliance with the Municipal Budget and Reporting Regulations, accounting officers are reminded that:

- Section 22(b)(i) of the MFMA requires that, ***immediately*** after an annual budget is tabled in a municipal council, it must be submitted to the National Treasury and the relevant provincial treasury in electronic formats. If the annual budget is tabled to council on **31 March 2023**, the final date of submission of the electronic budget documents and corresponding *m*SCOA data strings is **Monday, 03 April 2023**; and
- Section 24(3) of the MFMA, read together with regulation 20(1) of the MBRR, requires that the approved annual budget must be submitted to both National Treasury and the relevant provincial treasury within ten working days after the council has approved the annual budget. However, given that municipalities are generating the annual budgets directly from the financial system as required by the *m*SCOA Regulations and that the budgets must be verified before it is locked on the financial system and transacted against, municipalities must submit the approved budget to the National Treasury and the relevant provincial treasury in electronic formats ***immediately*** after approval by the municipal council. Therefore, if the annual budget is tabled to council **on 31 May 2023**, the final date of submission of the electronic budget documents and corresponding *m*SCOA data strings is **Thursday, 01 June 2023.**

Since the 2020/21 MTREF, municipalities are no longer required to submit hard copies of all required documents including budget related, Annual Financial Statements and Annual Reports to National Treasury via post or courier services. Electronic copies must be submitted in PDF format to the GoMuni Upload portal.

10.1 Expected submissions for 2023/24 MTREF

The following information should be submitted for the 2023/24 MTREF:

- The budget documentation as set out in the MBRR. The budget document must include the main A1 Schedule Tables (A1 - A10);
- The non-financial supporting tables (A10, SA9, SA11, SA12, SA13, SA22, SA23, SA24 etc. and any other information not contained in the financial data string) in the A1 schedule must be submitted in the prescribed *m*SCOA data string in the format published with Version 6.7 of the A1 schedule;
- The draft and final service delivery and budget implementation plan (SDBIP) in electronic PDF format;
- The draft and final IDP;
- The council resolution for the tabled and adopted budgets;
- Signed Quality Certificate as prescribed in the MBRR for the tabled and adopted budgets;
- D Schedules specific for the entities;
- A budget locking certificate immediately at the start of the new municipal financial year on 1 July;
- The National or Provincial treasury input to the tabled budget must be included as an Annexure to the adopted budget together with the municipality's explanation of how such was addressed in the adopted budget. If not, the explanation should provide reasons; and
- The bulk water-and electricity invoices for the 3 months immediately preceding respectively the tabled and adopted budgets, must be included as an annexure to the tabled and adopted budgets as part of supporting the municipalities provision for and calculations of payments to bulk suppliers over the 2023/24 MTREF.

10.2 Portals for the submission of information

Municipalities must ensure that the documents are submitted to the correct portals/ mailboxes. These portals/ mailboxes are:

https://lg.treasury.gov.za/ibi_apps/signin (GoMuni Upload Portal) – All documents required in terms of legislation, including:

- *m*SCOA Data Strings by approved registered users;
- Budget-related and in-year documents and schedules (A, B and C) by approved registered users; and
- Reconciliation of the valuation roll to the financial system (as per MFMA Circular No. 93).

Budget related documents and schedules must be uploaded by approved registered users using the GoMuni Upload Portal at: https://lg.treasury.gov.za/ibi_apps/signin. The GoMuni Upload Portal does not have the same size restrictions encountered with lgdocuments@treasury.gov.za, but requires all documents to:

- Be in PDF format only; and
- Each PDF file must NOT contain multiple document e.g. council resolution and quality certificate within the budget document. Each document type must be identified clearly and uploaded separately.

Municipalities may ***only*** send electronic versions of the above documents to lgdocuments@treasury.gov.za when experiencing problems with the GoMuni Upload Portal.

lgdataqueries@treasury.gov.za – Database related and submission queries and the grant rollover templates.

lgdocuments@treasury.gov.za – Any additional information required by National Treasury that is not listed under the GoMuni Upload portal such as the documents meeting the criteria to release Equitable Share and the contact list information.

FMCMM and Audit Action plans – using the web-enabled systems and as articulated in MFMA Circulars No. 113 and 114.

Please do not submit the same document to ALL the platforms listed above as it means that our Database Team must register the same documents three times which slows down the process. ***Any document/ queries that are submitted to the incorrect portal/ mailbox will be deleted and not processed***.

10.3 Publication of budgets on municipal websites

In terms of section 75 of the MFMA, all municipalities are required to publish their tabled budgets, adopted budgets, annual reports (containing audited annual financial statements) and other relevant information on the municipality's website. This will aid in promoting public accountability and good governance.

All relevant documents mentioned in this circular are available on the National Treasury website, http://mfma.treasury.gov.za/Pages/Default.aspx. Municipalities are encouraged to visit it regularly as documents are regularly added / updated on the website.

10.4 Communication by municipal entities to National Treasury

Municipal entities should not request meetings directly from National Treasury. National Treasury will only engage the entities through the parent municipalities. This includes all communications apart from the legislative reporting requirements.

Contact

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Post	Private Bag X115, Pretoria 0001
Phone	012 315 5009
Fax	012 395 6553
Website	http://www.treasury.gov.za/default.aspx

JH Hattingh
Chief Director: Local Government Budget Analysis
09 December 2022

Annexure A

Virtual *m*SCOA Training Programme 2023

Month	TOPIC
Jan	**Getting a green submission** • Overview of *m*SCOA chart structure • Submission deadlines • Uploading to the GoMuni Upload portal • Correction of validation errors • Using GoMuni to verify receipt and credibility of submission

Feb	**Preparing the Budget in mSCOA (1)**
	• Preparing the project file (PROR)
	• Projects Typical Workstreams
	• Budgeting for disaster/special projects
	• Infrastructure Management and asset life cycle
	• The funding matrix
	  ○ Allocation of correct funding sources and alignment to the correct segments
	  ○ Funding capital expenditure

March	**Preparing the Budget in *m*SCOA (2)** • Opening balances & Balance sheet budgeting • Budgeting for cash flow • Budgeting for conditional grants
April	**Common Errors in 2023/24 Tabled Budget Data Strings** *(to be corrected in adopted budget (ORGB submission)* • Water Inventory
May	**Common Budgeting Errors** • Operating Expenditure – Deprecation • Bad debts written off • Impairment loss for consumer debtors • Travel and Subsistence
June	**Last change to get the ORGB right** • Functional allocation • Use of Regional segment • Alignment of A1 schedules
July	**Common Transacting and Reporting Errors** • Opening balances • Populating the cash flow • Reporting on conditional grants • Transacting without budget
Aug	**Preparing the pre-audit AFS Data Strings (PAUD)**
Sept	**Common Transacting and Reporting Errors**
Oct	**Preparing the AFS Data Strings (AUDA)**
Nov	**Chart changes for version 6.8**
Dec	**Preparing for the Adjustment Budget**

NATIONAL TREASURY

MFMA Circular No. 123

Municipal Finance Management Act No. 56 of 2003

Municipal Budget Circular for the 2023/24 MTREF

CONTENTS

1. THE SOUTH AFRICAN ECONOMY AND INFLATION TARGETS 2

2. KEY FOCUS AREAS FOR THE 2023/24 BUDGET PROCESS 2

2.1 Local government conditional and unconditional grants allocations 2

2.2 Re-enforcing improved intergovernmental relations in the 2023 Division of Revenue Bill, (DoRB) 4

2.3 Conditional grants usage 4

3. PENSION AND MEDICAL AID FUND DEFAULTS 4

4. MUNICIPAL STANDARD CHART OF ACCOUNTS (*m*SCOA) 4

4.1 Version 6.7 of the *m*SCOA Chart Go Live 5

4.2 Additional requirements to change municipal financial systems 5

5. THE REVENUE BUDGET 6

5.1 Maximising the revenue generation of the municipal revenue base 7

5.2 Funding Depreciation 9

5.3 Tariff-setting – the impact of loadshedding 9

5.4 Setting cost-reflective tariffs 10

5.5 Tariffs – achieving a balance between cost-reflectiveness and affordability 11

5.6 Municipal Debt Relief 12

5.7 Bulk Account Payments and Concessions 12

5.8 Critical Notice Affecting STS Meters 13

5.9 Completeness and credibility of revenue related information in the Budget 14

5.10 Eskom Bulk Tariff increases 14

5.11 Updated Municipal Borrowing Policy Framework 15

5.12 Tariff Policies 15

5.13 Non-Revenue Electricity and Non-Revenue Water/ Revenue Losses 16

6. BURIAL OF COUNCILLORS 16

7. FUNDING CHOICES AND MANAGEMENT ISSUES 16

7.1 Employee related costs 17

7.2 Remuneration of Councillors 17

8. CONDITIONAL GRANT TRANSFERS TO MUNICIPALITIES 17

8.1 Criteria for the release of the Equitable Share 17

8.2 Criteria for the rollover of conditional grant funds 18

8.3 Unspent conditional grant funds for 2022/23 19

9. THE MUNICIPAL BUDGET AND REPORTING REGULATIONS 20

9.1 Alignment of Municipal Budget and Reporting Regulations (MBRR) Schedules 20

10. SUBMITTING BUDGET DOCUMENTATION AND A1 SCHEDULES FOR 2023/24 MTREF 21

Introduction

This budget circular is a follow-up to MFMA Circular No. 122 that was issued on 09 December 2022. It aims to provide further guidance to municipalities with the preparation of their 2023/24 Medium Term Revenue and Expenditure Framework (MTREF) budgets and should be read together with the budget circulars that have been issued previously.

The grant allocations as per the 2023 Budget Review and the 2023 Division of Revenue Bill are also key focus areas in this circular. Municipalities are reminded to refer to the annual budget circulars of the previous years for guidance in areas of the budget preparation that is not covered in this circular.

1. The South African economy and inflation targets

GDP is expected to grow by 0.9 per cent in real terms in 2023, compared with an estimate of 1.4 per cent at the time of the medium-term budget policy statement (MTBPS), recovering slowly to 1.8 per cent in 2025.

The economic outlook faces a range of risks, including weaker-than-expected global growth, further disruptions to global supply chains and renewed inflationary pressures from the war in Ukraine, continued power cuts and a deterioration in port and rail infrastructure, widespread criminal activity, and any deterioration of the fiscal outlook.

Government is taking urgent measures to reduce load-shedding in the short term and transform the sector through market reforms to achieve long-term energy security. Several reforms are under way to improve the performance of the transport sector, specifically freight rail and to improve the capability of the state.

The following macro-economic forecasts must be considered when preparing the 2023/24 MTREF municipal budgets.

Table 1: Macroeconomic performance and projections, 2021 - 2026

Fiscal year	2021/22	2022/23	2023/24	2024/25	2025/26
	Actual	Estimate	Forecast		
CPI Inflation	4.9%	6.9%	5.3%	4.9%	4.7%

Source: Budget Review 2023.

Note: the fiscal year referred to is the national fiscal year (April to March) which is more closely aligned to the municipal fiscal year (July to June) than the calendar year inflation.

2. Key focus areas for the 2023/24 budget process

2.1 Local government conditional and unconditional grants allocations

Over the 2023 MTEF period, local government allocations will increase by a total of R14.3 billion, made up of R8.1 billion in the local government equitable share and R6.2 billion in direct conditional grants. This takes the total direct allocation to R521.7 billion over the same period. These allocations alleviate some of the financial pressures, particularly in basic services, where the costs of providing services are rising.

The *local government equitable share* and related allocations increases at an annual average rate of 7.8 per cent and municipal conditional grants increase by 3.5 per cent over the 2023 MTEF period.

The *local government equitable share* formula has been updated to account for projected household growth, inflation and estimated increases in bulk water and electricity costs over the 2023 MTEF period. It also includes allocations for the operational and maintenance costs associated with the provision of free basic services.

The 2023 Budget has ensured that sufficient provision has been made to ensure that all municipalities are fully subsidised to support indigent households. Following this, R1.35 billion has been left unallocated in the LGES formula for 2023/24 to serve as a precautionary measure should municipal electricity tariffs exceed the 20.7 per cent provided for in the formula (see section 5.7 on why this is above the 18.7 per cent approved by the Energy Regulator). If the actual increase in municipal bulk tariffs exceeds the provision made in the formula, it will be the first call on those unallocated funds. We will consider funding broader cost relief measures for municipalities if funds remain available after that.

The R6.2 billion in direct conditional grants is funded from the Budget Facility for Infrastructure (BFI) and is broken down as follows:

- **R2.2 billion** added to the Urban Settlements Development Grant to fund the implementation of projects in the eThekwini Metropolitan Municipality and the City of Johannesburg;
- **R461 million** added to the Public Transport Network Grant to align funding with the revised implementation plan and cash flow projections for the City of Cape Town's MyCiTi public transport network project; and
- **R3.4 billion** added to the Regional Bulk Infrastructure Grant to fund 3 water projects in Sol Plaatje Local Municipality, Drakenstein Local Municipality and Nelson Mandela Bay Metropolitan Municipality.

Notable changes to the conditional grants system

Housing emergency grants
Changes to conditional grants in the 2023 Budget include the discontinuation of the conditional emergency housing grants for provinces and municipalities. The baselines of these two grants are shifted to the Department of Human Settlements. This will allow the department to respond quickly in the event of an emergency housing need.

Changes to the INEP conditional grant frameworks
As part of government's efforts to accelerate access to electricity thereby addressing the energy crisis, Eskom and municipal INEP grants will begin funding alternative energy technologies such as rooftop solar and energy-saving devices. Due process must be followed to access funding for these new technologies. As a result, both Eskom and municipalities will need to conform to the set requirements by submitting business plans by 31 October 2023. These business plans, will need to be approved by the Department of Mineral Resources and Energy (DMRE) before they can be implemented. Priority should be given to new connections, i.e., non-grid technology should be targeted at households that do not have access to electricity.

The annual Division of Revenue Bill was published on 22 February 2023. The Bill specifies the grant allocations and municipalities must reconcile their budgets to the numbers published therein in compiling their 2023/24 MTREF.

The Division of Revenue Bill, 2023, which includes the annexures outlining allocations to each municipality is available at:
http://www.treasury.gov.za/documents/national%20budget/2023/default.aspx

2.2 Re-enforcing improved intergovernmental relations in the 2023 Division of Revenue Bill, (DoRB)

In order to strengthen the system of good intergovernmental relations as envisaged in the Chapter 3 of the Constitution and subsequent related legislation, municipalities are reminded of Section 31(3) of DoRA that provides for the facilitation of personal liability for unnecessary litigation. As required by subsection (1)(a) of this clause, read together with section 41(3) of the Constitution, a municipality may only institute litigation against any organ of state, state-owned enterprise, public- and/ or municipal entity after exhausting all dispute resolution mechanisms required and/ or available to the municipality in terms of existing intergovernmental relations processes, policy and/ or any related contract with the municipality, including in terms of the Municipal Finance Management Act, 2003, the Intergovernmental Relations Framework Act, 2005, and/ or the Electricity Regulation Act, 2006 (dispute processes administered by National Energy Regular of South Africa (NERSA)).

Section 31 is amended to include a clause that requires that where an organ of state decides to institute judicial proceedings against another organ of state, it must, within 10 working days of its decision, notify the National Treasury, the relevant provincial treasury, the Department of Cooperative Governance and the Auditor-General, of the details of compliance with Chapter 4 of the Intergovernmental Relations Framework Act, 2005, including an explanation of the failure to resolve the dispute.

2.3 Conditional grants usage

Conditional grant funds may only be used for the purposes, and subject to the conditions specified in the framework for each conditional grant. These conditions are binding in terms of sections 11 and 12 of the annual Division of Revenue Act. Any instruction by a municipal, provincial, or national official or politician that is inconsistent with the framework of a conditional grant is invalid. Municipalities are reminded that in terms of section 32 of DoRA, spending of a grant that is inconsistent with DoRA is considered irregular or unauthorised expenditure.

3. Pension and medical aid fund defaults

There has been a growing trend where municipalities are deducting pension and/ or medical aid contributions from officials but are not paying it over to their pension- and/ or medical aid fund. This is inconsistent with the intent and spirit of the MFMA and constitutes an act of financial misconduct in terms of section 171 of the MFMA read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014 and also a financial offence in terms of section 173 of the MFMA read together with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings. Municipal Councils should refer these actions to the Disciplinary Boards for further investigation and should also lay criminal charges against the accounting officer or any other responsible or delegated official who has failed to perform the responsibility outlined in terms of section 65(2)(f) of the MFMA which states that “the accounting officer of a municipality must take all reasonable steps to ensure that the municipality complies with its tax, levy, duty, pension, medical aid, audit fees and other statutory commitments”. Municipal Councils should also consider further measures and actions in terms of the Pension Funds Act, as may be applicable.

4. Municipal Standard Chart of Accounts (*m*SCOA)

4.1 Version 6.7 of the *m*SCOA Chart Go Live

Version 6.7 of the *m*SCOA chart will go live on 13 March 2023, whereafter tabled budget data strings can be uploaded on the GoMuni portal.

For new *m*SCOA chart changes to be considered for version 6.8 of the chart, a Frequently Asked Questions (FAQ) must be logged by 31 August 2023 on the *m*SCOA FAQ database on GoMuni. FAQ queries can be logged at:

https://lg.treasury.gov.za/ibi_apps/portal/mSCOA_FAQ

It is important that the issue logged is described clearly and that sufficient supporting evidence is provided to ensure that all aspects of the issue are considered. After investigating the query logged, the following actions will be taken:

- If the query does not require a chart change, the FAQ will be closed, and feedback will be provided to the logger.
- If the query warrants a chart change, it will be submitted for consideration and approval by the relevant committees within the National Treasury.

Chart changes are communicated in October of each year to allow sufficient time for municipalities and vendors to effect such changes. Chart changes are officially published in the MFMA Budget Circular in December of each year.

4.2 Additional requirements to change municipal financial systems

The cost and risk associated with procuring and implementing a new Enterprise Resource Planning (ERP) financial system necessitate careful consideration and extensive planning to ensure a smooth operational transition. Such a transition takes at least 18 months to conclude and does not come without challenges and disruptions in operations.

The National Treasury will regulate the minimum business processes and system specifications for *m*SCOA by the end of 2024/25. A new transversal tender for the provision of ERP financial systems that complies with these regulations will be put in place once the regulations have been issued. Municipalities should therefore exercise extreme caution when changing their financial systems at this stage to eliminate fruitless and wasteful expenditure by procuring financial systems that might not comply with the said regulations.

Municipalities are reminded to follow the due diligence processes set out in MFMA Budget Circulars No. 93, 98 and *m*SCOA Circulars No 5 and 6 prior to procuring new financial systems to protect them from making incorrect decisions in this regard.

In addition, and **with immediate effect**, municipalities must inform the National and relevant Provincial Treasury of any intention to replace the financial system currently operating at the municipality prior to inviting proposals from system providers. This is a requirement in terms of section 74 of the MFMA. The submission should include:

- A comprehensive motivation with specific reasons for why it is deemed necessary to replace the existing financial system;
- A copy of the service level agreement with minutes of the meetings between the municipality and the current service provider (financial system vendor) during the previous twelve months;
- An assessment to determine which modules of the existing financial system are being utilised by the municipality. Reasons must be provided for modules not in operation. Details and reasons must be provided on the use of third-party systems to provide functionality required in terms of MFMA Circular No. 80;

- An assessment to detail the proficiency of municipal users to utilise the current financial system properly. Reasons must be provided if users are not proficient in the use of the system and the details must be provided on how the system is being operated and transactions are being captured on the system in such cases;
- The date on which the existing financial system was implemented, the procurement and implementation costs and the current operational costs thereof must be disclosed;
- The organisational structure, specifically for the IT department/ function, clearly indicating management capacity and responsibility for operating the financial system;
- A technical assessment should be submitted indicating how the existing ICT infrastructure, server and network comply with the requirements of the current financial system; and
- Copies of all IT strategies, policies and procedural documents including the IT disaster recovery plan must be made available.

The above submissions and all enquiries must be forwarded to lgdocuments@treasury.gov.za. A working committee comprising representatives from the National and Provincial Treasuries, the Office of the Auditor-General and other relevant stakeholders will assess the submissions and respond with its findings. These findings must be tabled in Council and a council resolution must be submitted to lgdocuments@treasury.gov.za within 14 working days after the Council meeting has taken place.

It must be emphasized that the combination of both credible data inputs and an effective financial system is fundamental to ensure the quality and timeliness of financial reporting. If the data input into the financial system is incorrect then any management information generated by the system will lack credibility and reliability for decision making. Furthermore, a municipality with poorly designed business processes will not resolve the problem by implementing a new financial system. Processes must firstly be redesigned with the necessary data validation rules if the municipality is to improve its data integrity. This foundation is integral to ensuring that software applications generate credible information and can be used effectively by municipalities.

5. The revenue budget

Similar to the rest of government, municipalities face a difficult fiscal environment. The weak economic growth has put pressure on consumers' ability to pay for services, while transfers from national government are growing more slowly than in the past. Some municipalities have managed these challenges well, but others have fallen into financial distress and face liquidity problems. These include municipalities that are unable to meet their payment obligations to Eskom, Water Boards and other creditors. There is a need for municipalities to focus on collecting revenues owed to them and eliminate wasteful and non-core spending. It is important to note that the municipal equitable share as a policy instrument is meant to subsidies services to the poorest of the poor and not to pay municipal creditors. This bad practice by municipalities will have to be addressed as a matter of urgency. Municipal creditors should be advised that municipalities cannot use funds allocated for basic service provision to pay creditors.

Municipalities must ensure that they render basic services, maintain their assets and a clean environment. Furthermore, there must be continuous communication with the community and other stakeholders to strengthen awareness and participation and to improve the municipality's reputation. This will assist in attracting investment in the local economy which may result in increased employment.

Some municipalities are experiencing serious liquidity challenges. Therefore, the new leadership is advised to:

- Decisively address unfunded budgets by reducing non-priority spending and improving revenue management processes to enable collection; and
- Address service delivery failures by ensuring adequate maintenance, upgrading and renewal of existing assets to enable reliable service delivery.

5.1 Maximising the revenue generation of the municipal revenue base

Reference is made to MFMA Circulars No. 93, paragraph 3.1 and No. 98, paragraph 4.1. The emphasis is on municipalities to comply with Section 18 of the MFMA and ensure that they fund their MTREF budgets from realistically anticipated revenues to be collected. Municipalities are cautioned against assuming collection rates that are unrealistic and unattainable as this is a fundamental reason for municipalities not attaining their desired collection rates.

The purpose of the above mentioned MFMA Circulars is to ensure that the municipalities are using their entire revenue base as the basis for the revenue budget. It is essential that municipalities reconcile their most recent consolidated valuation roll data to that of the current billing system data to ensure that revenue anticipated from property rates is realistic. The municipalities should implement a data management strategy and develop internal capacity to perform these reconciliations and investigations to improve completeness of billing.

One of the aims of the reconciliation process is to identify exceptions, i.e. records on the general valuation roll that are not on the billing system and records on the billing system and vice versa. In addition, the reconciliation must identify duplicated records, missing data, and data errors. These exceptions should then be investigated, and remedial action strategies developed for data cleansing and other corrective actions. The Debtors Ageing data should also form part of the reconciliation process so that “debtors” can be tracked and assessed at a property record level and prioritised for verification of rates liability measured against a MPRA property and owner.

To facilitate reconciliation of the separate databases (General Valuation Roll and Billing), a unique property identifier (common primary unique link code) must be created and populated for each rateable property on the general valuation roll system and on the rates billing system. This property identifier must be unique, without duplicates, and must remain constant for the life of the property. The standards adopted by the South African Council for the Property Valuers Profession (SACPVP), namely South African Standard: Municipal Valuations for Property Rating, specifies that the Surveyor General Code SG 21-digit Code, derived, and created from the property description, be applied for all registered full title properties defined in terms of part (a) of the definition of property.

For all other MPRA defined property, Part (a) Sectional Title, Part (b) Registered Rights, Part (c) Land Tenure Rights and Part (d) PSI and, apportioned multiple use property in terms of sections 8(2)(i) and 9(2), an added suffixed 5 digits to the SG 21-digit code must be assigned by the designated municipal valuer, thereby creating a unique 26-digit code. The municipality must ensure that the SG21 digit code and 26-digit coding system is applied in their valuation roll management system and billing system and engage with their designated municipal valuer and systems service providers to implement the unique property identifier.

Further it is important that municipalities who are performing a general valuation (GV) to implement a new valuation roll on 1 July 2023, must also as best practice compare the current consolidated roll to the new valuation roll. This will identify any anomalies and errors of category of property and market values for review and investigation and the option of lodging an objection by the municipality, where applicable. This process should also identify outliers and shifts in market values by category and area so that tariffs on the new roll can be modelled and determined in an equitable manner to avoid rates shocks.

Municipalities should undertake this exercise as a routine practice during the budget process so that supplementary adjustments to the valuation roll are kept up to date. In order to ensure that the most updated information is used for the reconciliations, municipalities are reminded to adhere and comply with Section 23(1)(2) of the MPRA and therefore use the Part A register as the basis for performing the reconciliations going forward.

Furthermore, municipalities are also advised and expected to comply with Section 8(1) of the MPRA in terms of the billing methodology that should to be specified within their policies to ensure that the correct categories (based on the selection made by the municipality) are used in the reconciliation process.

The list of exceptions derived from this reconciliation will indicate where the municipality may be compromising its revenue generation in respect of property rates or whether the municipality is overstating its revenue budget.

A further test would be to reconcile this information with the Deeds Office registry. In accordance with the MFMA Circular No. 93, municipalities are once more requested to submit their reconciliation of the Valuation roll/ Part A register to the billing system to the National Treasury on a quarterly basis by no later than the 10th working day after the end of the quarter. A detailed action plan must accompany the reconciliation where variances are noted.

The above information must be uploaded by the municipality's approved registered user(s) using the GoMuni Upload Portal at: https://lg.treasury.gov.za/ibi_apps/signin. If the municipality experience any challenge uploading the information, a request for an alternative arrangement may be emailed to linda.kruger@treasury.gov.za.

Municipalities are reminded of the need to clearly communicate the GV appeals and objection process to residents to ensure that any disputes are timeously resolved.

Revenue Collection – No operation can be sustainable if it does not collect its revenue. A municipality is no different. There is a misconception that a municipality may not interrupt or restrict the supply of water services of a defaulting consumer. The National Treasury confirms that neither the Water Services Act, 1997 (Act No. 108 of 1997) or any other legislation prevents a municipality from cutting the supply of water to a defaulting consumer unless the consumer is an indigent in which case the water services to that household must be restricted to the national free basic water limit of 6 kilolitre water monthly (or 50 kilowatt hours in the case of free basic electricity monthly). This was confirmed by the Constitutional Court in the matter of Mazibuko and Others v City of Johannesburg and Others (CCT 39/09) [2009] ZACC 28; 2010 (3) BCLR 239 (CC); 2010 (4) SA 1 (CC) (8 October 2009).

Municipalities are urged to use the restriction/ interruption of supply of both water and electricity services as a collection tool. Effective from the tabling and adoption of the 2023/24 MTREF, municipalities' By-laws and policies must facilitate this and clearly stipulate the order in which any partial payment of the consolidated municipal bill (including property rates) will be applied as well as the process before the supply of water and electricity services will be cut. The National Treasury recommended that any partial payment firstly be applied to property rates, wastewater, waste management, water and lastly to electricity. When interrupting or restricting the supply of water it is important that such is undertaken together with the municipal engineer(s) to ensure a continued minimum supply of waste-water.

Municipalities should develop a Wheeling Framework to allow for the transmission of energy across their networks. These wheeling frameworks provide an opportunity for municipalities to generate revenue from their distribution networks. Provincial Treasuries or National Treasury can be approached for support to develop these frameworks.

5.2 Funding Depreciation

The information shared in Circular 115 regarding the funding of the depreciation refers. It is important to note that depreciation represents the cost of using assets in service delivery and forms part of the total cost of providing the municipal service. Accordingly, it should be included in the setting of cost reflective tariffs to recover the full cost of rendering the service, failing which the depreciation will not be cash backed on Table A7 and will remain a journal entry with no value as mentioned in MFMA Circular No. 115.

5.3 Tariff-setting – the impact of loadshedding

Loadshedding not only affects the electricity service but also some municipalities' ability to pump water, thereby negatively impacting the stability of water supplies and the related functioning of the wastewater reticulation network. The loadshedding crisis has been declared a state of disaster and will require tough budgeting choices for municipalities to make sure that basic municipal services are sustained. The regulations published in the Government Gazette No. 48152 on 27 February 2023 in terms of the Disaster Management Act, 2002 (Act 57 of 2002) require municipalities to "ensure continuous operation of water infrastructure and other specified essential infrastructure, including by installing alternative energy sources or other measures to provide an uninterrupted power supply." Municipalities are also required to "mobilise available resources" and "provide funds for this purpose, subject to affordability." As an immediate interim solution back-up electricity to pump water should be prioritised while being mindful of its affordability within the municipality's available funding sources and other critical priorities. The municipality need to adequately plan and prioritise funding in its 2023/24 MTREF for this purpose, including:

- When planning to pump water/ maintain the wastewater service by way of any alternative solution(s), it is important that the municipality properly plan and budget for the associated capital and operational costs to operate and maintain the solution(s) over the 2023/24 MTREF and longer-term;
- Any additional cost the municipality already incurred in this regard during the period of elevated loadshedding since December 2022 should be projected to continue in 2023/24 i.e. diesel to operate a generator;
- Although a state of emergency has been declared to deal with the continual loadshedding challenges in the country, it is likely that loadshedding will continue during the 2023/24 municipal financial year. It is proposed that municipalities factor in the impact of loadshedding on their electricity revenue projections, taking into account current experience in terms of loadshedding practices by Eskom;
- The additional costs of prolonged loadshedding should be considered;
- Municipalities are always asked to try to balance full cost recovery on services with affordability for their residents. In practice, this means that where the full increase in the cost of a service is not passed on to consumers, municipalities must offset the increased costs through savings identified elsewhere in their operations. Therefore, **reducing/ limiting overall expenditure** is a key part of budgeting for the response to loadshedding. The municipality should stick to its core mandate and functions and carefully review overall expenditure to manage the net effect. Measures should include aggressively cutting costs, frills, and vanity projects, dealing with bloated administrations and structures possibly duplicated across Municipal Manager and Mayoral offices, and applying for exemptions from the annual salary increases if these are not affordable;
- While municipalities are urged to maximise efficiency in their operations, tariff setting efforts should consider the need to make additional provision for repairs and maintenance associated with infrastructure breakdowns during loadshedding;
- **Reducing/ limiting overall expenditure –** the municipality should stick to its core mandate and functions – it is necessary to carefully look at the overall expenditure side to manage the net effect, including aggressively cutting costs, fancy, frills, vanity

projects, deal with bloated admin- and structures possibly duplicated across Municipal Manager and Mayoral offices, and apply for exemptions from the annual salary increases; and
- The cost should be considered and included when setting the tariffs of the service(s) to which it relates.

Municipalities should also budget for reduced bulk purchases and sales to municipal customers based on the same loadshedding assumptions cited above.

Municipalities should carefully monitor their Eskom accounts for any penalties that result from increased demand immediately after a period of loadshedding is ended. Eskom has indicated that they will reverse any penalties for exceeding notified maximum demand that results from the implementation of loadshedding. This should be factored into the tariff calculation to ensure that consumers are not overcharged.

Lastly, it is important to note that a municipality may only introduce a load-shedding levy or surcharge with the approval of the Minister of Finance and in terms of the legislated processes set-out in the MFMA and Municipal Fiscal Powers and Functions Act, 2007.

5.4 Setting cost-reflective tariffs

Reference is made to MFMA Circular No. 98, paragraph 4.2. The setting of cost-reflective tariffs is a requirement of Section 74(2) of the Municipal Systems Act which is meant to ensure that municipalities set tariffs that enable them to recover the full cost of rendering the service. This forms the basis of compiling a credible budget. A credible budget is one that ensures the funding of all approved items and is anchored in sound, timely and reliable information on expenditure and service delivery (Financial and Fiscal Commission (FFC), 2011). Credible budgets are critical for local government to fulfil its mandate and ensure financial sustainability.

A credible expenditure budget reflects the costs necessary to provide a service efficiently and effectively, namely:

- A budget adequate to deliver a service of the necessary quality on a sustainable basis; and
- A budget that delivers services at the lowest possible cost.

The National Treasury issued a tariff setting tool and guide as part of MFMA Budget Circular No. 98 (refer item 4.2) on 6 December 2019 and since 2019, has encouraged municipalities to utilise the tool. **With effect, from the 2023/24 MTREF, all municipalities** (**except** *metropolitan cities and district municipalities that do not provide any services*) **as part of both the tabled and adopted MTREF submissions must submit the completed National Treasury tariff tool (in excel format)** illustrating that the revenue component of the budget is credible and funded and that the municipality's tariffs are cost reflective. If the municipality's initial calculation results in high increases to facilitate cost-reflectiveness, it is recommended that such are phased in over 3 to 5 years. The municipality's strategy in this regard should be included as part of the budget narratives.

This tool will assist in setting tariffs that are cost-reflective and enable a municipality to recover costs to fulfil its mandate. Going forward it is also imperative that every municipality fully embrace the Municipal Standard Chart of Accounts (*m*SCOA): costing component. Considering, *m*SCOA implementation is entering its sixth year of implementation, all municipalities must fully embrace and report also utilising the costing segment correctly. The National Treasury Municipal Costing Guide is available on the link below on the National Treasury website.

http://mfma.treasury.gov.za/Guidelines/Documents/Forms/AllItems.aspx?RootFolder=%2fGuidelines%2fDocuments%2fMunicipal%20Costing%20Guide&FolderCTID=0x0120004720FD2D0551AE409361D6CB3E122A08.

5.5 Tariffs – achieving a balance between cost-reflectiveness and affordability

National Treasury encourages municipalities to maintain tariff increases at levels that reflect an appropriate balance between the affordability to poorer households and other consumers while ensuring the financial sustainability of the municipality.

When setting tariffs, it is therefore critical to understand the economic environment specific to the municipality and consideration should include at least –

- *The socio-economic profile undertaken for the municipality* available on the National Treasury GoMuni portal – municipalities are encouraged to annually update their own socio-economic profile using the template model available on GoMuni;
- *The most recent average monthly household income in the municipality* as per Statistics South Africa (Stats SA) available on Statistics South Africa | Improving Lives Through Data Ecosystems (statssa.gov.za);
- *The average property value in the municipality* per its most recent approved general valuation roll and/ or supplementary general valuation roll;
- *The number of indigent households in the municipality,* including any variation in the number of indigent households included in the Equitable Share: free basic services component for the municipality vs the municipality's own indigency level discretion; and
- *The economic drivers and activities specific to the municipal area*[1]*; etc*.

The municipality's tariff-setting or other committee tasked with this role must understand and deliberately reflect on this context during the tariff-setting process. Considering the average monthly household income, the median affordable municipal bill would ideally not exceed proportionally approximately 10 to 15 per cent the average monthly household income. This median affordable bill, in combination with the median average property value should inform the basis to determine any rebates to households with income below the median. Furthermore, municipalities contemplating to increase free basic electricity allocations as an indigent relief measure, should do so only after careful consideration of the long-term financial impact that such a decision might have.

It is also important when setting particularly water and electricity tariffs that municipalities are encouraged to set two-tier tariffs, that include a basic availability charge to recover the fixed (direct and indirect) cost associated with the service in conjunction with consumption-based tariff bands. For example, in a drought, such tariffs will facilitate the ability to pay for infrastructure and maintenance, treating chemicals and salaries, etc. while parallel facilitating water restriction based on inclining tariffs as consumption increase. Furthermore, it is important to link the municipality's water tariffs to dam levels, also approved as part of the budget process. For example, if the dam levels drop to 60 per cent the first tier of restriction tariffs should become applicable in terms of the municipality's approved tariff policy.

It is also noted that NERSA approves seasonal tariffs for Eskom but not necessarily for the municipality. It is important that the municipality clearly factors this in its tariff application to NERSA, illustrating the cash flow crunch if the municipality is not similarly allowed a seasonal tariff to recover the higher Eskom bulk cost during winter months.

Lastly, municipalities are cautioned against setting tariffs that include operating inefficiencies. This could lead to tariffs falling into the unaffordable range.

[1] The spatialised tax data is now available through National Treasury for all municipalities that provides an up to date information on economic activity within a municipal boundary.

The Consumer Price Index (CPI) inflation is forecasted to be within the 3 to 6 per cent target band; therefore, municipalities are required to ***justify all increases in excess of the* projected inflation target for 2023/24** in their budget narratives and pay careful attention to tariff increases across all consumer groups. In addition, municipalities should include a detailed account of their revenue growth assumptions for the different service charges in the budget narrative.

Additional loadshedding considerations when calculating anticipated revenue collection rates include:

- Consumption patterns amongst pre-paid users who work more sparingly with electricity units. This can have a lagging effect on revenue estimations i.e. although units are paid for up front, it is not necessarily used in high-demand periods; and
- A decline in average consumption patterns for post-paid customers.

As part of its debtor management strategy municipalities should clearly communicate the impact of loadshedding on municipal tariff setting, including through education campaigns. Consumers will expect a decrease in their electricity bills as consumption drops due to loadshedding. Not understanding the impact of tariff structures (fixed and demand-driven components) can create distrust and reduce willingness to pay municipal accounts.

5.6 Municipal Debt Relief

An optimally designed debt solution for Eskom can leverage the structural reform of the electricity sector that is needed both on the Eskom side and the municipal side, however, the municipal debt owed to Eskom pose a material risk to any Eskom debt relief package. In parallel the challenge of defaulting municipalities cannot be separated from a consumer culture to not pay for services.

Municipal Debt Relief that is **conditional and application based**, has therefore been sanctioned. The relief is aimed to correct the underlying behaviour and operational practices in defaulting municipalities and Eskom while in parallel, progressively introducing a smart metering solution to change consumer behaviour by instilling a culture of payment for services consumed. The proposal consists of 4 elements:

i. **Eskom will write-off all debt municipalities owe** as on 31 March 2023 (excluding the March 2023 current account). This will be done over three national financial years and require as a critical qualification that municipalities monthly honour their current (monthly consumption) Eskom and water accounts going forward and maintain a minimum average quarterly collection, etc;
ii. Secondly, **new mechanisms are explored to resolve non-payment** – this to include a dispute ombud mechanism and re-assigning the license of persistent defaulters;
iii. Thirdly, Eskom will continue to **implement a regime of installation of pre-paid meters** in Eskom supplied areas to improve Eskom collection. Municipalities are additionally encouraged to adopt a similar operating regime; and
iv. Lastly, the National Treasury will continue to implement municipal revenue enhancement initiatives, including a transversal tender for a smart pre-paid meter solution to change to a forward looking culture of payment of the consolidated municipal bill.

More details on the application process and related conditions for municipalities will soon be outlined and published through a separate MFMA Circular.

5.7 Bulk Account Payments and Concessions

Since 2018/19, intense work was undertaken to resolve systemic and structural issues pertaining to the electricity function in municipalities. Core to this work was addressing the

escalating Eskom debt that threatened the sustainability of Eskom as well as that of municipalities.

During the process, Eskom agreed to provide relieve in certain areas. Municipalities are reminded of the following concessions that remain in place:

- The interest rate charged on overdue municipal bulk accounts were reduced from prime plus 5 per cent to prime plus 2.5 per cent;
- Payment terms were extended from 15 days to 30 days for municipal bulk accounts; and
- Eskom allocation of municipality payments to capital first and then to interest.

These concessions align to the MFMA and are meant to curb municipal growing debt levels by allowing a more conducive payment regime than what was previously employed. In addition, municipalities are urged to budget for and ring-fence their payment of bulk services. Bulk current account payments must be honoured religiously to avoid stringent application of the bulk suppliers' credit control policy.

Municipalities are also urged to enforce a culture of payment for services through their normal credit control processes. In this regard it should be noted that municipalities are only compensated for free basic services based on an indigent user component calculation through the equitable share. As such, a municipality's allocation of free basic services to all of the municipality's consumers is not funded in the equitable share. Every municipality, during the budget process, must consider the affordability to the municipality when allocating free basic services above the national norm and to consumers other than indigent consumers. **If a municipality has any arrears on any of its bulk supplier's accounts, it must limit its provision of free basic services to registered indigent consumers only**.

5.8 Critical Notice Affecting STS Meters

As highlighted in previous MFMA Circular No. 115 (dated 04 March 2022) municipalities are once again alerted that there is still a pending business risk to the prepayment metering industry that requires urgency of action. The token identifiers (TID) used to identify each credit token will run out of available numbers in November 2024, at which point all STS meters will stop accepting credit tokens.

The remedy is to visit each meter and enter a special set of key change tokens in order to reset the meter memory. Municipalities are advised that the National Treasury, through the Office of the Chief Procurement Officer (OCPO), will soon facilitate a transversal contract for the provision of auditing, re-calibration and re-configuration services for standard transfer specification compliant prepayment meters that align to minimum and critical technical specifications for local government. In this respect the development of the transversal contract for smart prepaid meters as per NRS 049 (per latest approved version) is at an advanced stage and should be issued shortly by National Treasury.

If your municipality or municipality entity is currently in the process of procuring for a solution or is planning to, you are cautioned:

- Against proceeding prior to the OCPO having issued and awarded the transversal contract for the provision of inter alia auditing, re-calibration and re-configuration services for standard transfer specification compliant prepayment meters Terms of Reference (ToR); and
- That, with immediate effect, you must inform and obtain the National Treasury's input prior to proceeding with any current procurement or proposed procurement for this purpose or any related solution or similar. This is to prevent unnecessary and wasteful expenditure on such solutions. Any request for National Treasury's input on the current or planned procurement of any related solution or similar or component thereof, must be

directed to the National Treasury for the attention of the Local Government Budget Analysis Unit (Mr. Sadesh Ramjathan) at Sadesh.Ramjathan@treasury.gov.za.

In this regard, municipalities will have two options to choose from:

- Firstly, to pursue the route of auditing, re-calibrating and re-configuring services for standard transfer specification compliant prepayment meters; and/ or
- Secondly, to replace the old meter with a new smart prepaid meter.

For both options, the municipality will have to budget accordingly as no additional funding will be available through the national fiscus.

Your assistance in proactively ensuring that the municipality and/ or its entities are not adversely affected by these processes will be appreciated.

5.9 Completeness and credibility of revenue related information in the Budget

The MBRR regulates the minimum level of information required from municipalities when compiling, implementing, monitoring, and evaluating the municipality's financial management situation. Failure to include the minimum required information hampers the municipal council, the public and stakeholders' ability to make informed decisions and engage on the matter. It also limits research, studies, and benchmarking undertaken for local, provincial, and national purposes.

The National Treasury would like to take this opportunity to caution municipalities that the MBRR prescribe the minimum level of information municipalities must include as part of their legal reporting obligations.

Going forward the Treasuries will place increased attention and focus on the adequacy of municipalities' submissions. The National Treasury regards this non-compliance to include the minimum level of information as serious and if persistent will consider applying the available legal sanctions, including recourse in terms of section 216(2) of the Constitution. In this context, National Treasury will particularly focus on the completeness of asset management related information as well as the statistical information required in the A, B and C schedules during the 2023/24 MTREF.

5.10 Eskom Bulk Tariff increases

The National Energy Regulator of South Africa (NERSA) is responsible for the price determination of the bulk costs of electricity. In January 2023, NERSA approved tariff increases of 18.7 per cent in 2023/24 and 12.7 per cent increase in 2024/25. For purposes of calculating the free basic energy subsidy in the local government equitable share formula, the National Treasury has added 2 per cent to these increases. This is in anticipation of higher increases than those published in January, for municipalities, due to the difference in the financial years of Eskom customers and municipalities meaning that Eskom only has nine months to collect the allowable revenue from municipalities. R1.1 billion is added to the free basic energy subcomponent of the free basic services component of the local government equitable share formula to fund these higher tariff increases. To this end, the free basic electricity subsidy in the local government equitable share is calculated based on a 20.7 per cent tariff increase in 2023/24 and a 14.7 per cent increase in 2024/25. In the absence of an approved tariff increase in the outer year of the MTEF period, the formula assumes an increase of 17.7 per cent in 2025/26. This is the average of the estimated increases for the first two years of the MTEF period.

5.11 Updated Municipal Borrowing Policy Framework

Cabinet approved the Update to the Policy Framework for Municipal Borrowing and Financial Emergencies on the 17th of August, 2022. The purpose of the update was to re-examine the original Policy Framework, along with the legislation (i.e. Municipal Finance Management Act – MFMA) that was adopted to implement it, considering the experience with municipal borrowing that has accumulated since 2000.

The following key reforms have been introduced through the Update to the Policy Framework for Municipal Borrowing:

- The Policy Framework for Municipal Borrowing has been updated to introduce the necessary reforms that will expand the scope of responsible municipal borrowing and create an environment that attracts more players (e.g. insurers, pension funds, institutional investors and fund managers, and international Development Finance Institutions) in the municipal debt market space. The original core principles underlying municipal borrowing are maintained (i.e. creditworthy municipalities should borrow prudently to finance capital investment, and that there will be no bail-outs by the provincial or national government);

- The updated policy framework clarifies the role of Development Finance Institutions (DFIs), as it was not clearly articulated in the original policy. DFIs are required to pursue clear and agreed developmental goals, as outlined in the policy. The objective of this approach is to ensure that a DFI lending does not crowd out the private sector. Public-sector lenders, both domestic and foreign, should be guided by a social and developmental investment approach in which demonstrable social outcomes are considered alongside potential financial returns;

- The updated policy framework permits and clarifies innovative infrastructure financing mechanisms (such as pooled financing mechanisms, project finance, tax increment financing, revenue bonds, and pledging of conditional grants) that municipalities can use to leverage municipal borrowing. Municipalities are encouraged to explore these alternatives, and innovative infrastructure financing mechanisms permitted subject to the requirements contained in the Municipal Finance Management Act (MFMA); and

- The participation of both private and public sector market participants in the development of a liquid secondary market for municipal debt securities is also encouraged. The policy proposes options that can be explored to support the development and growth of an efficient and liquid market for municipal debt obligations.

The Updated Municipal Borrowing Policy Framework can be accessed at the MFMA website at the following link http://mfma.treasury.gov.za/Guidelines/Pages/default.aspx.

5.12 Tariff Policies

Municipalities must comply with the provisions of Section 74 of the Municipal Systems Act (MSA) which requires that a municipal council must adopt and implement a tariff policy on the levying of fees for municipal services provided by the municipality itself or by way of service delivery agreements, and which complies with the provisions of this Act and with any other applicable legislation. Municipalities should also ensure that the tariff policies adhere to all the principles outlined in section 74(2) of the MSA. A municipality's tariff policies must also take into consideration variable factors such as water shortages and electricity feedback excess into the municipal system from new generation capacity. Municipalities are urged to develop wheeling and Small-Scale Embedded Generation (SSEG) frameworks to guide the

development of associated tariffs. Municipalities must adopt by-laws to give effect to the implementation and enforcement of their tariff policies.

5.13 Non-Revenue Electricity and Non-Revenue Water/ Revenue Losses

Water Service Authority municipalities and electricity licensed municipalities are urged to align both their non-revenue water and non-revenue electricity indicators and their set targets in the 2023/24 SDBIPs with identifiable infrastructure or operational projects and/ or programmes. Municipalities should track improvements on the baseline information included in the SDBIPs by indicating the volume of water losses (i.e., kilolitres/ mega-litres) and the amount of electricity losses (KwH or MWs) for the previous year. This approach will help to determine the progress of municipalities in curbing losses, which impact on municipal revenues, in both non-revenue water and non-revenue electricity.

6. Burial of Councillors

Salaries, allowances and benefits for political office-bearers and members is managed through Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils notice issued by the Minister of Cooperative Governance and Traditional Affairs.

Section 167 of the MFMA provides that a municipality may remunerate its Councillors within the framework of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998), setting the upper limits of the salaries, allowances and benefits for those political office-bearers and members. Any benefit which is not included in the above-mentioned notice constitutes irregular expenditure and recovery thereof from the Councillor concerned is mandatory.

Municipalities may also refer to relevant Councillor Pension Scheme or personal funeral policies in existence for any funeral benefits relating to such Councillor.

7. Funding choices and management issues

Municipalities are under pressure to generate and collect revenue for service delivered. The ability of customers to pay for services is declining and this means that less revenue will be collected. Therefore, municipalities must consider the following when compiling their 2023/24 MTREF budgets:

- Improving the effectiveness of revenue management processes and procedures;
- Cost containment measures to, amongst other things, control unnecessary spending on nice-to-have items and non-essential activities as highlighted in the Municipal Cost Containment Regulations read with MFMA Circular No. 82;
- Ensuring value for money through the procurement process;
- The affordability of providing free basic services to all households;
- Not taking on unfunded mandates;
- Strictly control the use of costly water tankers and fix the water infrastructure to enable the sustainable provision of water;
- Automate business services where possible to increase efficiencies and lower customer costs;
- Prioritise the filling of critical vacant posts, especially linked to the delivery of basic services; and
- Curbing the consumption of water and electricity by the indigents to ensure that they do not exceed their allocation.

Accounting officers are reminded of their responsibility in terms of section 62(1)(a) of the MFMA to use the resources of the municipality effectively, efficiently and economically. Failure to do this will result in the accounting officer committing an act of financial misconduct which will trigger the application of chapter 15 of the MFMA, read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014.

7.1 Employee related costs

The Salary and Wage Collective Agreement for the period 01 July 2021 to 30 June 2024 dated 15 September 2021 through the agreement that was approved by the Bargaining Committee of the Central Council in terms of Clause 17.3 of the Constitution should be used when budgeting for employee related costs for the 2023/24 MTREF. In terms of the agreement, all employees covered by this agreement shall receive with effect from 01 July 2023 and 01 July 2024 an increase based on the projected average CPI percentages for 2023 (5.4 per cent according to the Reserve Bank's Monetary Committee Statement for January 2023) and 2024 (4.8 per cent according to the Reserve Bank's Monetary Committee Statement for January 2023). The forecasts of the Reserve Bank, in terms of the January 2023 and January 2024, shall be used to determine the projected average CPI. Municipalities are encouraged to perform an annual head count and payroll verification process by undertaking a once-a-year manual salary disbursement, to root out ghost employees.

According to the 2021 State of Local Government Finance Report, there are about 165 municipalities that are in financial distress. These municipalities need to ensure that they seek an early exemption from this dispensation of this salary agreement. Municipalities should also avoid paying out leave in cash while having major financial challenges.

7.2 Remuneration of Councillors

Municipalities are advised to budget for the actual costs approved in accordance with the Government Gazette on the Remuneration of Public Office Bearers Act: Determination of Upper Limits of Salaries, Allowances and Benefits of different members of municipal councils published annually between December and January by the Department of Cooperative Governance. It is anticipated that this salary determination will also take into account the fiscal constraints. Municipalities should also consider guidance provided above on salary increases for municipal officials during this process. Any overpayment to councilors contrary to the upper limits as published by the Minister of Cooperative Governance and Traditional Affairs will be irregular expenditure in terms of Section 167 of the MFMA and must be recovered from councilor(s) concerned.

8. Conditional Grant Transfers to Municipalities

8.1 Criteria for the release of the Equitable Share

The equitable share release criteria for 2023/24 were set out in MFMA Circular No. 122. To assist with managing this process, a guiding checklist has been developed (attached hereto as Annexure A) which municipalities can follow throughout the course of the year to ensure that the required documents are timeously uploaded to the GoMuni platform in line with the prescribed deadlines.

Going forward, municipalities will be required to submit the completed checklist as part of the quarterly performance reporting process for quarter 1 of the municipal financial year. According to section 52(d) of the MFMA, the mayor of a municipality must within 30 days of the end of each quarter, submit a report to council on the implementation of the budget and the financial state of affairs of the municipality. The report must then be submitted to National

and Provincial Treasury within 5 days of being tabled in council as per section 32 of the MBRR. The report for quarter 1 of 2023/24 must therefore be submitted to council by the end of October 2023 and submitted to National and Provincial Treasury by no later than 5 November 2023. By including the completed checklist in this report, municipalities confirm their adherence to the equitable share release criteria, including that all supplementary information (as defined in the checklist) was successfully uploaded to the GoMuni platform.

Please note that most of the information required for the release of the equitable share, is already uploaded/ submitted by municipalities as part of existing reporting requirements throughout the year. There are however a few items (clearly marked in the checklist) that does not have a dedicated storage location (for example, payments of employee benefits) on GoMuni. A dedicated Equitable Share Verification Folder will be created on GoMuni for this purpose.

8.2 Criteria for the rollover of conditional grant funds

In terms of Section 21 of the Division of Revenue Act, 2022 (Act No.5 of 2022) (DoRA) in conjunction with the Division of Revenue Amendment Act, 2022 (Act No. 15 of 2022) (DoRAA), the Act requires that any conditional allocation or a portion thereof that is not spent at the end of the 2022/23 financial year reverts to the National Revenue Fund (NRF), unless the rollover of the allocation is approved in terms of subsection (2). Furthermore, the receiving officer, provincial treasury and national transferring officer is required to prove to National Treasury that the unspent allocation is committed to identifiable projects, in which case the funds may be rolled over.

When requesting a rollover in terms of section 21(2) of the 2022 DoRA, municipalities must include the following information with their submission to National Treasury:

1. A formal letter, signed by the accounting officer addressed to the National Treasury requesting the rollover of unspent conditional grants in terms of section 21(2) of the 2022 DoRA;
2. A list of all the projects that are linked to the unspent conditional grants and a breakdown of how much was allocated, spent and the balance per project;
3. The following evidence indicating that work on each of the projects has commenced, as applicable to the specific rollover(s):

    a) Proof that a contractor or service provider was appointed for delivery of the project before 31 March; or
    b) Proof of project tender and tender submissions published and closed before 31 March or with the appointment of contractor or service provider for delivery of service before 30 June in cases where additional funding was allocated during the course of the financial year of the project;
    c) Incorporation of the Appropriation Statement;
    d) Evidence that all projects linked to an allocation will be fully utilised by 30 June 2024 (attach cash flow projection for the applicable grant).

4. A progress report (also in percentages) on the status of each project's implementation that includes an attached **legible implementation plan**);
5. The value of the committed project funding and the conditional allocation from the funding source;
6. Reasons why the grants were not fully spent during the year on the original allocation per the DoRA;
7. Rollover of rollovers will not be considered. Municipalities must therefore not include previous year's unspent conditional grants as rollover request;
8. An indication of the time period within which the funds are to be spent if the rollover is approved; and

9. Proof that the Municipal Manager and Chief Financial Officer are permanently appointed.

No rollover requests will be considered for municipalities with vacant or acting Chief Financial Officers and Municipal Managers for a period exceeding 6 months from the date of vacancy; this also includes acting appointments because of suspensions of either MM or CFO that are more than 12 months.

If any of the above information is not provided or the application is received by National Treasury (Intergovernmental Relations Division) after 31 August 2023, the application will be declined.

In addition, National Treasury will also consider the following information when assessing rollover applications; and reserves the right to decline an application should there be non-performance by the municipality in any of these areas:

1. Compliance with the in-year reporting requirements in terms of sections 71 and 72 of the MFMA and section 12 of the 2022 DoRA, **including the Municipal Manager and Chief Financial Officer signing-off on the information** sent to National Treasury;
2. Submission of the pre-audited Annual Financial Statements to National Treasury by 31 August 2023;
3. Accurate disclosure of grant performance in the 2022/23 pre-audited Annual Financial Statements, (i.e. correct disclosure of grant receipts and spending in the notes to the AFS);
4. Despite the fact that local government is required to comply with to different norms and standards prescribed by different legislations, municipalities are expected to fully comply with the provisions of DoRA that relate to rollover processes and disclose conditional grant performance in the 2022/23 pre-audited Annual Financial Statements (i.e Cash coverage and unspent conditional grants in the Statement of Financial Position) in order to verify grant expenditure; and
5. Cash available reflected in the Statement of Financial Position and Cash Flow Statements and the bank (net position including short term investments) as at 30 June 2023 is equivalent to the unspent amount at the end of the financial year. If the amount that is requested for rollover **is not entirely cash-backed**, such a rollover will not be approved. National Treasury will also not approve portions of rollover requests.

It should be noted that under no circumstances will the National Treasury consider requests to rollover:

1. The entire 2022/23 allocation to the municipality, in cases whereby the rollover request is more than 50 per cent of the total allocation, National Treasury will approve the rollover amount up to 50 per cent of the 2022/23 allocation;
2. Rollover request of the same grant for the third consecutive time. In a case where a municipality is applying for rollover as a result of additional funding, the application will be given a careful consideration;
3. Funding for projects procured through Regulation 32 of the Municipal Supply Chain Management Regulations (Gazette No.27636) – Projects linked to additional funding and disasters are exempted; and
4. A portion of an allocation where the proof of commitment for the rollover application is linked to invoices that were issued before or on 31 May 2023.

8.3 Unspent conditional grant funds for 2022/23

The process to ensure the return of unspent conditional grants for the 2022/23 financial year will be managed in accordance with section 22 of the DoRA. In addition to the previous MFMA Circulars, the following practical arrangements will apply:

Step 1: Municipalities must submit their June 2023 conditional grant expenditure reports according to section 71 of the MFMA reflecting all accrued expenditure on conditional grants and further ensure that expenditure reported to both National Treasury and national transferring officers reconciles;

Step 2: When preparing the Annual Financial Statements, a municipality must determine the portion of each national conditional grant allocation that remained unspent as at 30 June 2023. The unspent grant values must be determined based on the guidance that was provided in *m*SCOA Circular No. 13 in as far as VAT, retention and interest is concerned; and

Step 3: If the receiving officer wants to motivate in terms of section 22(2) of the 2020 DoRA that the unspent funds are committed to identifiable projects, the rollover application pack must be submitted to National Treasury by no later than 31 August 2023.

National Treasury will not consider any rollover requests that are incomplete or received after this deadline.

Step 4: National Treasury will confirm in writing whether or not the municipality may retain any of the unspent funds as a rollover based on criteria outlined above by 20 October 2023;

Step 5: National Treasury will communicate the unspent conditional grants amount by 08 November 2023. A municipality must return the remaining unspent conditional grant funds that are not subject to a specific repayment arrangement to the National Revenue Fund by 17 November 2023; and

Step 6: Any unspent conditional grant funds that should have but has not been repaid to the National Revenue Fund by 17 November 2023, and for which a municipality has not requested a repayment arrangement, will be offset against the municipality's 06 December 2023 equitable share allocation.

All other issues pertaining to Appropriation Statement and reporting on approved rollovers are addressed in the Annexure to MFMA Circular No. 86.

9. The Municipal Budget and Reporting Regulations

9.1 Alignment of Municipal Budget and Reporting Regulations (MBRR) Schedules

The revised Regulated MBRR Schedules (A1, B, C, D, E and F), as aligned to the *m*SCOA chart and GRAP are published on the National Treasury web page and can be accessed using the following link.

http://mfma.treasury.gov.za/RegulationsandGazettes/Municipal%20Budget%20and%20Reporting%20Regulations/Documents/Forms/AllItems.aspx?RootFolder=%2fRegulationsandGazettes%2fMunicipal%20Budget%20and%20Reporting%20Regulations%2fDocuments%2f2023%2d24&FolderCTID=0x0120001860D4A2BD7AD042BF8427FC3BB59F67

The alignment of the A1 Schedules required substantial changes to the reporting formats used for budgeting and reporting purposes which required the creation of new A1 Schedule codes to ensure that the data strings populate the new reporting formats. The relevant changes were also made in the reporting formats relating to versions 6.1 to 6.7 of the *m*SCOA chart to ensure that the historical data are populating when reports are drawn from GoMuni.

To ensure that ERP systems generate the A1 Schedule aligned to version 6.7 of the *m*SCOA chart, municipalities and system vendors should refer to the linkages provided on GoMuni. The following reports on GoMuni should be used for this purpose:

- List *m*SCOA account linkages to A1 Schedule based on 6.7 under menu option *m*SCOA Reporting; and
- List *m*SCOA A1 schedule codes WIP (i.e. new A1 Schedule codes) under menu option *m*SCOA Administration.

Both reports can be located under:

https://lg.treasury.gov.za/ibi_apps/portal/Local_Government_Database

The new format for the non-financial data strings A1D and A1F is available on the link below:

http://mfma.treasury.gov.za/RegulationsandGazettes/Municipal%20Budget%20and%20Reporting%20Regulations/Documents/Forms/AllItems.aspx?RootFolder=%2fRegulationsandGazettes%2fMunicipal%20Budget%20and%20Reporting%20Regulations%2fDocuments%2f2023%2d24&FolderCTID=0x0120001860D4A2BD7AD042BF8427FC3BB59F67

The A1D is the data string which populates information which we do not extract from the TABB while the A1F populates the budget information which we do not extract from the ORGB. Municipalities should ensure that they use the new format when submitting the non-financial data strings.

10. Submitting budget documentation and A1 schedules for 2023/24 MTREF

The MFMA and its Regulations require the submission of *m*SCOA data strings for budgets, in-year reporting, and annual financial statements in a specific format and by a required timeframe. The credibility and accuracy of the *m*SCOA data strings must be verified by municipalities prior to submission to the GoMuni Upload portal. Since the financial system must be locked at the end of the month in order to generate a *m*SCOA data string, municipalities may not open closed periods to correct errors. Errors must be corrected in the next open period. Providers of municipal financial systems must ensure that the necessary internal controls are built into the system to prevent the opening of closed periods on the financial system and the bypassing of such controls. This also applies to the correction of information in closed periods for 3rd party systems that should be integrating with the main financial system in terms of the requirements of the *m*SCOA Regulations.

From 1 July 2023, Municipal Managers and Chief Financial Officers will be required to sign off on the financial and non-financial data strings submitted to the GoMuni Upload portal when they submit their data strings. The schedules prescribed in terms of the Municipal Budget and Reporting Regulations (MBRR) populated from the *m*SCOA data strings on National Treasury's Local Government and Reporting System (LGDRS) must also be signed off monthly. These sign-offs are for audit purposes and serves as a confirmation by the municipality that the data strings submitted are accurate. Details on the submission of the signed-off figures will be communicated in due course.

In terms of Section 171 of the MFMA, financial misconduct by municipal officials includes the provision of incorrect or misleading information in any document which must be submitted to the National Treasury.

From 1 July 2023, the GoMuni Upload portal for the monthly in-year data strings will be closed at 16h00 on the 10th working day of each month. All publications by the National and Provincial Treasuries are now solely sourced from the *m*SCOA data strings submitted by

municipalities and several stakeholders including Statistics South Africa (STATSSA), Auditor General South Africa (AGSA), the Reserve Bank, and NERSA are in the process of streamlining some of their reporting to the information contained on the National Treasury Local Government Database and Reporting System (LGDRS). The resubmission of data strings after the legislated timeframes is not only illegal but also causing challenges in data sets used by various stakeholders for analysis and reporting purposes. **No data string submissions will therefore be accepted by the National Treasury after the 10th working day of the respective month**.

Contact

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JH Hattingh
Chief Director: Local Government Budget Analysis
03 March 2023

ANNEXURE A: Equitable Share Verification Checklist:

General Requirements

Criteria	Verification Requirement	Yes/No
2023/24 Adopted Budget	Council resolution, adopted *m*SCOA budget data strings (ORGB), PDF version of adopted MTREF budget uploaded to GoMuni Upload portal immediately after approval.	
• Is the municipality's completed tariff tool (National Treasury format) included as part of its budget submission (MFMA Budget Circular No. 98 (refer item 4.2).	The completed National Treasury EXCEL tariff tool uploaded to GoMuni with the adopted budget by start of budget year i.e. **1 July 2023**.	
• Are allocations made for bulk suppliers current account payments?	Allocations reflected in *m*SCOA budget data strings (ORGB) and budget schedules/ document.	
If unfunded budget position–	-	
• Is a Budget Funding Plan (BFP) adopted with the budget?	Copy of the adopted Budget Funding Plan uploaded to GoMuni with the adopted budget by start of budget year i.e. **1 July 2023**.	
	PDF version of BFP/progress report uploaded to GoMuni Upload portal by start of budget year i.e. **1 July 2023**.	
	Is the BFP credible and show how the municipality intends moving progressively out of this position into a funded state?	
	In the case of the latest progress report being submitted, is it aligned to the rescue phase of the new approach to Municipal Financial Recovery Service (MFRS)?	
• Council resolution reflecting commitment to address unfunded position.	PDF copy of resolution uploaded to GoMuni Upload portal by start of budget year i.e. **1 July 2023**.	
***m*SCOA**		
• Submission of Data Strings	Successful submission of all financial and non-financial *m*SCOA data strings to the GoMuni Upload portal	
	Timeous submission of all financial and non-financial *m*SCOA data strings to the GoMuni Upload portal	
	Data strings submitted are credible as per the analysis done by NT/PTs	
	Data strings are generated directly from the main municipal financial system	
	The regulated MBRR Schedules are generated directly from the core municipal financial system	
	Successful submission of all financial and non-financial *m*SCOA data strings to the GoMuni Upload portal	
• Submisison of documents	Municipal documents required in terms of legislation and MFMA Circulars have been submitted timeously and in the required format to the GoMuni Upload portal.	
• Financial System Changes	Municipality has followed the processes in Circulars No. 93, 98, 123 and mSCOA Circulars No 5 and 6 to change their financial system.	
UIF & W		
• UIF&W Register	Documents need to be uploaded to NTs eMonitoring Webpage	
• MPAC recommendation on UIF&W		
• Council Resolution on UIF&W		
• UIF&W Reduction Strategy		
Disciplinary Board		
• Does the municipality have a functional disciplinary board?	Proof of establishment (or efforts to establish DC Board) uploaded to NTs eMonitoring Webpage NTs eMonitoring Website.	
Competency Regulations		
• Has the minimum municipal competency regulations reporting requirements been adhered to?	In line with the Competency Regulations, consolidated reporting information must be uploaded to GoMuni by **30 January 2023** and **30 July 2023**.	
Audit Process		
• Opinion Received	Did the municipality receive an adverse or disclaimed audit opinion or had outstanding audits for two consecutive financial years?	
• Adverse or disclaimed audit opinion	Council resolution signed by each member of the Council was was uploaded to NT's eMonitoring Webpage within 1 month after conclusion of the audit process reflecting council's commitment to address the opinion.	
• Is a council approved audit action plan in place?	Audit action plan, together with council resolution, to be uploaded to NT's eMonitoring Webpage within 60 days from audit report issuance.	
Interventions (where applicable)		
• In the event of a discretionary or mandatory intervention in terms of section 139 of the Constitution, is a Financial Recovery Plan (FRP) in place?	The FRP and monthly progress reports submitted in terms of sections 145 and 146 of the MFMA must be uploaded to GoMuni Upload portal for each month since the inception of the FRP.	

Quarterly Requirements

Criteria	Verification Requirement	Quarter 3 (Jan – March)	Quarter 4 (April – June)	Quarter 1 (July – Sept)	Quarter 2 (Oct – Dec)
Bulk Supplier Payments					
• Were current account payments to bulk suppliers (Eskom and Water Boards) timeously made?	PT/NT to verify status according to MFMA S41 Report. No action required from municipality if account in good standing.	-	-	-	-
• *If current account in arrears, are payment agreements in place?*	Copy of payment agreement or evidence of discussions are uploaded to on GoMuni Upload portal.				
Staff benefit Deductions					
• Were a) SARS, b) pension and c) other staff benefits timeously paid over to the relevant funds/institutions?	Proof of payment for each category, for each month of the quarter uploaded to on GoMuni Upload portal.				
Reconciliation of Valuation Roll					
• Has the valuation role been reconciled to the financial system?	In line with MFMA Circulars No. 93, 98 and 107, proof of the verification for each quarter should be uploaded on GoMuni Upload portal.				

DRAFT PROCUREMENT PLAN: 2023/24

Function	Project Description	2023/24	Request Date	Bid Specification	Advertisement	Technical Report	Evaluation Date	Adjudication Date	Comment
Fire Fighting & Protection	Firefighting Response Vehicle	856 522	2023/05/30	2023/06/09	2023/07/11	2023/07/21	2023/07/26	2023/08/02	
Housing	Fencing of Trichard str Flats	500 000	2023/05/30	2023/06/09	2023/07/11	2023/07/21	2023/07/26	2023/08/02	
Library	Library Nduli	1 000 000	2023/05/30	2023/06/09	2023/07/11	2023/07/21	2023/07/26	2023/08/02	
Roads	Tulbagh Taxi Rank	173 913	Alternative SCM procurement process. Please refer to comment column.						*3 Quotes*
Sport Grounds & Stadiums	Upgrade of Sport Facilities	423 000	2023/05/30	2023/06/09	2023/07/11	2023/07/21	2023/07/26	2023/08/02	
Traffic	Testing Centre Equipment	850 000	2023/05/30	2023/06/09	2023/07/11	2023/07/21	2023/07/26	2023/08/02	
Finance	Furniture & equipment (Parke & Tegnies)	100 000	Alternative SCM procurement process. Please refer to comment column.						*3 Quotes*
Finance	Furniture & equipment	30 000	Alternative SCM procurement process. Please refer to comment column.						*3 Quotes*
Information Technology	Computer hardware	50 000	Alternative SCM procurement process. Please refer to comment column.						*3 Quotes*
Electricity Administration	Vredebes Electrical Network	3 391 304	2023/04/22	2023/05/02	2023/06/01	2023/06/14	2023/06/21	2023/06/28	*Subject to the ability to continue with the project due to risk of vandilism*
Electricity Administration	MV Network Equipment	100 000	Alternative SCM procurement process. Please refer to comment column.						*Internal Stores*

DRAFT PROCUREMENT PLAN: 2023/24

Function	Project Description	2023/24	Request Date	Bid Specification	Advertisement	Technical Report	Evaluation Date	Adjudication Date	Comment
Fleet Management	Vehicle Replacement Program	1 000 000	Alternative SCM procurement process. Please refer to comment column.						*RT Tender*
Roads	Upgrade Van Breda Bridge	20 113 043	Procurement Done						*Existing tender*
Roads	Upgrade Van Breda bridge (own contribution)	4 400 000	Procurement Done						*Existing tender*

DRAFT PROCUREMENT PLAN: 2023/24

Function	Project Description	2023/24	Request Date	Bid Specification	Advertisement	Technical Report	Evaluation Date	Adjudication Date	Comment
Roads	Vredebes Access Collector	2 284 454	2023/04/20	2023/05/03	2023/06/03	2023/06/14	2023/06/22	2023/06/28	
Sewerage	Sewer Network Replacement	100 000	Procurement Done						*Existing tender*
Solid Waste	Drop-offs Transfer stations_Tulbagh/Hamlet/Bella Vista	6 000 000	Tender process already in process						
Solid Waste	Fencing Landfill site	3 000 000	2023/06/03	2023/06/13	2023/07/13	2023/07/26	2023/08/02	2023/08/09	
Water Distribution	Network- Water Pipes & Valve Replacement	100 000	2023/06/03	2023/06/13	2023/07/13	2023/07/26	2023/08/02	2023/08/09	
Water Distribution	Tulbagh Reservoir	3 533 998	2023/06/01	2023/06/11	2023/07/14	2023/07/26	2023/08/02	2023/08/09	
Solid Waste	Refuse Removal Truck	5 047 826	2023/06/01	2023/06/11	2023/07/14	2023/07/26	2023/08/02	2023/08/09	
Water Distribution	Tierhokskloof bulk pipeline	10 919 809	2023/06/20	2023/06/30	2023/08/02	2023/08/12	2023/08/17	2023/08/23	
Water Distribution	Tierhokskloof bulk pipeline (own contribution)	2 956 522	2023/06/08	2023/06/21	2023/07/21	2023/08/04	2023/08/09	2023/08/16	
Electricity	Capex Fencing Tulbagh	2 000 000	Tender process already in process						
		68 930 391							

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Budget Related Policies 2023/2024

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INDEX

- Budget Policy
- Tariff Policy
- Property Rates Policy
- Credit Control and Debt Collection Policy
- Cash Management and Investment Policy
- Consumer Payment Incentive Policy
- Petty Cash Policy
- Indigent Policy
- Budget Virements Policy
- Asset Management Policy
- Funding and Reserves Policy
- Borrowing Policy
- Cellular telephone and data card policy
- Supply Chain Management Policy
- Preferential Procurement Policy
- Long Term Financial Plan Policy
- Post-Employment Medical Aid Contribution Policy
- Infrastructure Investment Policy
- Cost Containment Policy
- Travel Management Policy

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BUDGET POLICY

Date of implementation 01 July 2010

Adopted by Council 15/06/2010

TABLE OF CONTENTS

	Page No.
1. DEFINITIONS	2
2. INTRODUCTION	7
3. OBJECTIVE OF THE POLICY	7
4. BUDGETING PRINCIPLES	7
5. BUDGET PREPARATION PROCESS	7
5.1. Formulation of the Budget	7
5.2. Public Participation Process	8
5.3. Approval of the Budget	8
5.4. Publication of the Budget	9
5.5. Service Delivery and Budget Implementation Plan (SDBIP)	9
6. CAPITAL BUDGET	9
7. OPERATING BUDGET	11
8. FUNDING OF CAPITAL AND OPERATING BUDGET	11
9. UNSPENT FUNDS / ROLL OVERS	11
10. BUDGET TRANSFERS / VIREMENTS	12
11. ADJUSTMENT BUDGET	12
12. BUDGET IMPLEMENTATION	13
12.1. Monitoring	13
12.2. Reporting	13
13. CONCLUSION	14

1. DEFINITIONS

"Accounting Officer"

(a) means the City Manager;

"**Allocation**", means

(a) a municipality's share of the local government's equitable share referred to in section 214(l) (a) of the Constitution;

(b) an allocation of money to a municipality in terms of section 214(1) (c) of the Constitution;

(c) an allocation of money to a municipality in terms of a provincial budget; or

(d) any other allocation of money to a municipality by an organ of state, including by another municipality, otherwise than in compliance with a commercial or other business transaction;

"**Annual Division of Revenue Act"** means the Act of Parliament, which must be enacted annually in terms of section 214 (1) of the Constitution;

"Approved budget," means an annual budget

(a) approved by a municipal council in terms of section 24 of the MFMA, or

(b) includes such an annual budget as revised by an adjustments budget in terms of section 28 of the MFMA;

"**Basic Municipal Service**" means a municipal service that is necessary to ensure an acceptable and Reasonable quality of life and which, if not provided, would endanger public health or safety or the environment;

"**Budget-related Policy**" means a policy of a municipality affecting or affected by the annual budget of the municipality, including

(a) the tariffs policy, which the municipality must adopt in terms of section 74 of the Municipal Systems Act;
(b) the rates policy which the municipality must adopt in terms of section 3 of the municipal property rates Act;
(c) the credit control and debt collection policy, which the municipality must adopt in terms of section 96 of the Municipal Systems Act;
(d) the cash management and investment policy which the municipality must adopt in terms of section 13(2) of the Act;
(e) a borrowing policy which must comply with Chapter 6 of the Act;
(f) a funding and reserves policy;
(g) a policy related to the long-term financial plan;
(h) the supply chain management policy which the municipality is required o adopt in terms of section 111 of the Act;
(i) any policies dealing with the management and disposal of assets;
(j) any policies dealing with infrastructure investment and capital projects, including –
    (i) the policy governing the planning and approval of capital projects; and
    (ii) the policy on developer contributions for property developments;

(k) the indigents policy of the municipality;
(l) any policies related to the provision of free basic services;
(m) any policies related to budget implementation and monitoring including –
  (i) a policy dealing with the shifting of funds within votes;
  (ii) a policy dealing with unforeseen and unavoidable expenditure; and
  (iii) policies dealing with management and oversight;
(n) any policies related to the managing electricity and water including -
  (i) a policy related to the management of losses; and
  (ii) a policy to promote conservation and efficiency;
(o) any polices related to personnel including polices on overtime, vacancies and temporary staff;
(p) any policies dealing with municipal entities, including –
  (i) the service delivery agreement; and
  (ii) the dividend preference of the municipality; and
(q) any other budget-related or financial management policies of the municipality.

"**Budget transfer**" means transfer of funding within a function / vote.

"**Budget Year**" means the financial year of the municipality for which an annual budget is to be approved in terms of section 16(1) of the MFMA;

"**chief financial officer**" means a person designated in terms of section 80(2) (a) of the MFMA;

"**councillor**" means a member of a municipal council;

"creditor", means a person to whom money is owed by the municipality;

"**current year**" means the financial year, which has already commenced, but not yet ended;

"delegation", in relation to a duty, includes an instruction or request to perform or to assist in performing the duty;

"**financial recovery plan**" means a plan prepared in terms of section 141 of the MFMA

"**financial statements**", means statements consisting of at least

(a) a statement of financial position;

(b) a statement of financial performance;

(c) a cash-flow statement;

(d) any other statements that may be prescribed; and

(e) any notes to these statements;

"**financial year"** means a twelve months period commencing on 1 July and ending on 30 June each year

"**financing agreement**" includes any loan agreement, lease, and instalment purchase contract or hire purchase arrangement under which a municipality undertakes to repay a long-term debt over a period of time;

"**fruitless and wasteful expenditure**" means expenditure that was made in vain and would have been avoided had reasonable care been exercised;

"**irregular expenditure**", means

(a) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in Accordance with, a requirement of the MFMA Act, and which has not been condoned in terms of section 170 of the MFMA;

(b) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the Municipal Systems Act, and which has not been condoned in terms of that Act;

(c) expenditure incurred by a municipality in contravention of, or that is not in accordance with, a requirement of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998); or

(d) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the supply chain management policy of the municipality or entity or any of the municipality's by-laws giving effect to such policy, and which has not been condoned in terms of such policy or by-law, but excludes expenditure by a municipality which falls within the definition of "unauthorised expenditure";

"investment", in relation to funds of a municipality, means

(a) the placing on deposit of funds of a municipality with a financial institution; or
(b) the acquisition of assets with funds of a municipality not immediately required, with the primary aim of preserving those funds;

"lender", means a person who provides debt finance to a municipality;

"**local community**" has the meaning assigned to it in section 1 of the Municipal Systems Act;

"**Municipal Structures Act"** means the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);

"Municipal Systems Act" means the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);

"**long-term debt"** means debt repayable over a period exceeding one year;

"**executive mayor**" means the councillor elected as the executive mayor of the municipality in terms of section 55 of the Municipal Structures Act;

"**municipal council**" or "council" means the council of a municipality referred to in section 18 of the Municipal Structures Act;

"municipal debt instrument" means any note, bond, debenture or other evidence of indebtedness issued by a municipality, including dematerialised or electronic evidence of indebtedness intended to be used in trade;

"**municipal entity**" has the meaning assigned to it in section 1 of the Municipal Systems Act (refer to the MSA for definition);

"**municipality**"

(a) when referred to as a corporate body, means a municipality as described in section 2 of the Municipal Systems Act; or
(b) when referred to as a geographic area, means a municipal area determined in terms of the Local Government: Municipal Demarcation Act, 1998 (Act No. 27 of 1998);

"accounting officer" means a person appointed in terms of section 82(l) (a) or (b) of the Municipal Structures Act;

"**municipal service**" has the meaning assigned to it in section 1 of the Municipal Systems Act (refer to the MSA for definition);

"**municipal tariff**" means a tariff for services which a municipality may set for the provision of a service to the local community, and includes a surcharge on such tariff;

"municipal tax" means property rates or other taxes, levies or duties that a municipality may impose;

"National Treasury" means the National Treasury established by section 5 of the Public Finance Management Act;

"official", means

(a) an employee of a municipality or municipal entity;
(b) a person seconded to a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity; or
(c) a person contracted by a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity otherwise than as an employee;

"**overspending"**

(a) means causing the operational or capital expenditure incurred by the municipality during a financial year to exceed the total amount appropriated in that year's budget for its operational or capital expenditure, as the case may be;

(b) in relation to a vote, means causing expenditure under the vote to exceed the amount appropriated for that vote; or
(c) in relation to expenditure under section 26 of the MFMA, means causing expenditure under that section to exceed the limits allowed in subsection (5) of this section;

"**past financial year**" means the financial year preceding the current year;

"quarter" means any of the following periods in a financial year:

(a) 1 July to 30 September;
(b) 1 October to 31 December;
(c) 1 January to 31 March; or
(d) 1 April to 30 June;

"**service delivery and budget implementation plan**" means a detailed plan approved by the executive mayor of a municipality in terms of section 53(l)(c)(ii) of the MFMA for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate

(a) projections for each month of(
    (i) revenue to be collected, by source; and
    (ii) operational and capital expenditure, by vote;
(b) service delivery targets and performance indicators for each quarter; and
(c) any other matters that may be prescribed, and includes any revisions of such plan by the executive mayor in terms of section 54(l) (c) of the MFMA;

"short-term debt" means debt repayable over a period not exceeding one year;

"**standards of generally recognised accounting practice**", means an accounting practice complying with standards applicable to municipalities or municipal entities as determined by the Accounting Standards Board

"**unauthorised expenditure",** means any expenditure incurred by a municipality otherwise than in accordance with section 15 or 11(3) of the MFMA, and includes

(a) overspending of the total amount appropriated in the municipality's approved budget;
(b) overspending of the total amount appropriated for a vote in the approved budget;
(c) expenditure from a vote unrelated to the department or functional area covered by the vote;
(d) expenditure of money appropriated for a specific purpose, otherwise than for that specific purpose;
(e) spending of an allocation referred to in paragraph (b), (c) or (d) of the definition of "allocation" otherwise than in accordance with any conditions of the allocation; or
(f) a grant by the municipality otherwise than in accordance with the MFMA;

"**virement"** means transfer of funds between functions / votes

"vote" means

(a) one of the main segments into which a budget of a municipality is divided for the appropriation of money for the different departments or functional areas of the municipality; and
(b) which specifies the total amount that is appropriated for the purposes of the department or functional area concerned.

2. INTRODUCTION

In terms of the Municipal Finance Management Act, No. 56 of 2003, Chapter 4 on Municipal Budgets, subsection (16), states that the council of a municipality must for each financial year approve an annual budget for the municipality before the commencement of that financial year. According to subsection (2) of the Act concerned, in order to comply with subsection (1), the executive mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year. This policy must be read, analysed, explained, interpreted, implemented and understood against this legislative background. The budget plays a critical role in an attempt to realise diverse community needs. Central to this, the formulation of a municipality budget must take into account the government's macro-economic and fiscal policy fundamentals. In brief, the conceptualisation and the operationalisation of the budget must be located within the national government's policy framework.

3. OBJECTIVE

The objective of the budget policy is to set out:

- The principles which the municipality will follow in preparing each medium term revenue and expenditure framework budget,
- The responsibilities of the executive mayor, the accounting officer, the chief financial officer and other senior managers in compiling the budget
- To establish and maintain procedures to ensure adherence to Witzenberg Municipality's IDP review and budget processes.

4. BUDGETING PRINCIPLES

- The municipality shall not budget for a cash deficit and should also ensure that revenue projections in the budget are realistic taking into account actual collection levels.
- Expenses may only be incurred in terms of the approved annual budget (or adjustments budget) and within the limits of the amounts appropriated for each vote in the approved budget.
- Witzenberg Municipality shall prepare three-year budget (medium term revenue and expenditure framework (MTREF)) and that be reviewed annually and approved by Council.
- The MTREF budget must at all times be within the framework of the Municipal Integrated Development Plan.

5. BUDGET PREPARATION PROCESS

5.1. Formulation of the budget

(a) The Accounting Officer with the assistance of the Chief Financial Officer, Manager Financial Administration and the Manager IDP shall draft the IDP process plan as well as the budget timetable for the municipality including municipal entities for the ensuing financial year.

(b) The executive mayor shall table the IDP process plan as well as the budget timetable to Council not later than 31 August of each year for approval (10 months before the start of the next budget year).

(c) IDP process plan as well as the budget timetable shall indicate the key deadlines for the review of the IDP as well as the preparation of the medium term revenue and expenditure framework budget and the revision of the annual budget. Such target dates shall follow the prescriptions of the Municipal Finance Management Act, Municipal Budget and reporting regulations as well as the guidelines set by National Treasury.

(d) The Executive Mayor shall convene a strategic workshop in September/October with the mayoral committee and senior managers in order to determine the IDP priorities which will form the basis for the preparation of the MTREF budget taking into account the financial and political pressures facing the municipality. The executive mayor shall table the IDP priorities with the draft budget to Council.

(e) The Executive Mayor shall table the draft IDP and MTREF budget to council by 31 March of each year (90 days before the start of the new budget year) together with the draft resolutions and budget related policies.

(f) The Chief Financial Officer and senior managers undertake the technical preparation of the budget.

(g) The budget must be in the prescribed format by National Treasury, and must be divided into capital and operating budget.

(h) The budget must reflect the realistically expected revenues by major source for the budget year concerned.

(i) The expenses reflected in the budget must be divided into items.

(j) The budget must contain the information related to the two financial years following the financial year to which the budget relates, as well as the estimated revenues and expenses for the current year and the two prior year actual revenue and expenditures.

5.2. Public participation process

Immediately after the draft annual budget has been tabled, the municipality must convene hearings on the draft budget in April and invite the public, stakeholder organisations, to make representation at the council hearings and to submit comments in response to the draft budget.

5.3. Approval of the budget

(a) Council shall consider the next medium term expenditure framework budget for approval not later than 31 May (30 days before the start of the budget year).

(b) The council resolution, must contain budget policies and performance measures be adopted.

(c) Should the municipality fail to approve the budget before the start of the budget year, the executive mayor must inform the MEC for Finance that the budget has not been approved.

(d) The budget tabled to Council for approval shall include the following supporting documents:

i. draft resolutions approving the budget;
ii. and levying property rates, other taxes and tariffs for the financial year concerned;
iii. measurable performance objectives for each budget vote, taking into account the municipality's IDP;
iv. the projected cash flows for the financial year by revenue sources and expenditure votes;
v. any proposed amendments to the IDP;
vi. any proposed amendments to the budget-related policies;
vii. the cost to the municipality of the salaries, allowances and other benefits of its political office bearers and other councillors, the accounting officer, the chief financial officer, and other senior managers;
viii. particulars of any proposed allocations or grants to other municipalities, municipal entities, external mechanisms assisting the municipality in service delivery, other organs of state, and organisations such as Non-Governmental Organisations, welfare institutions and so on;
ix. particulars of the municipality's investments; and

x. various information in regard to municipal entities under the shared or sole control of the municipality

5.4. Publication of the budget

(a) Within 14 days after the draft annual budget has been tabled, the Director must post the budget and other budget-related documentation onto the municipal website so that it is accessible to the public.

(b) The Chief Financial Officer must within 14 days after the draft annual budget is tabled:

(i) submit the approved budget in both printed and electronic formats to the National Treasury, the Provincial Treasury as well as post it on the municipal website.

(ii) ensure that a newspaper advertisement is placed that the draft budget is available at the Municipal offices and available for comments.

5.5. Service Delivery and Budget Implementation Plan (SDBIP)

(a) The Executive mayor must approve the Service Delivery and Budget Implementation Plan not later than 28 days after the approval of the Budget by Council.

(b) The SDBIP shall include the following components:

(i) Monthly projections of revenue to be collected for each source

(ii) Monthly projections of expenditure (operating and capital) and revenue for each vote

(iii) Quarterly projections of service delivery targets and performance indicators for each vote

(iv) Ward information for expenditure and service delivery

(v) Detailed capital works plan broken down by ward over three years

6. CAPITAL BUDGET

(a) Expenditure of a project shall be included in the capital budget if it meets the asset definition i.e. if it results in an asset being acquired or created and has a useful life in excess of one year.

(b) The capital budget shall distinguish between replacement and new assets.

(c) A municipality may spend money on a capital project only if the money for the project has been appropriated in the capital budget.

(d) The envisaged sources of funding for the capital budget must be properly considered and the Council must be satisfied that this funding is available and has not been committed for other purposes.

(e) Before approving a capital project, the Council must consider:

(i) the projected cost of the project over all the ensuing financial years until the project becomes operational,

ii. future operational costs and any revenues, which may arise in respect of such project, including the likely future impact on operating budget (i.e. on property rates and service tariffs).

(f) Before approving the capital budget, the council shall consider:

(i) the impact on the present and future operating budgets of the municipality in relation to finance charges to be incurred on external loans,

(ii) depreciation of fixed assets,

(iii) maintenance of fixed assets, and

(iv) any other ordinary operational expenses associated with any item on such capital budget.

(g) Council shall approve the annual or adjustment capital budget only if it has been properly cash funded.

(h) The capital expenditure shall be funded from the following sources:

(i) Revenue or Surplus

- If any project is to be financed from revenue this financing must be included in the cash budget to raise sufficient cash for the expenditure.

- If the project is to be financed from surplus there must be sufficient cash available at time of execution of the project.

(ii) External loans

- External loans can be raised only if it is linked to the financing of an asset;
- A capital project to be financed from an external loan can only be included in the budget if the loan has been secured or if can be reasonably assumed as being secured;
- The loan redemption period should not exceed the estimated life span of the asset. If this happens the interest payable on the excess redemption period shall be declared as fruitless expenditure;
- Interest payable on external loans shall be included as a cost in the operating budget;
- Finance charges relating to such loans shall be charged to or apportioned only between the departments or votes to which the projects relate.

Capital Replacement Reserve (CRR)

- Council shall establish a CRR for the purpose of financing capital projects and the acquisition of assets. Such reserve shall be established from the following sources of revenue:

  - inappropriate cash-backed surpluses to the extent that such surpluses are not required for operational purposes;
  - interest on the investments of the CRR, appropriated in terms of the investments policy;
  - additional amounts appropriated as contributions in each annual or adjustments budget; and
  - interact on investments of unutilised grants;
  - only VAT claimed back on grants and subsidies; and
  - Sale of land and profit or loss on the sale of assets.

- Before any asset can be financed from the CRR the financing must be available within the reserve and available as cash as this fund must be cash backed;

- If there is insufficient cash available to fund the CRR this reserve fund must then be adjusted to equal the available cash;

- Transfers to the CRR must be budgeted for in the cash budget

Grant Funding

- Non capital expenditure funded from grants
  - must be budgeted for as part of the revenue budget;
  - Expenditure must be reimbursed from the funding creditor and transferred to the operating and must be budgeted for as such.
  - Capital expenditure must be budgeted for in the capital budget;

- Grant funding does not need to be cash backed but cash should be secured before spending can take place.
- All unutilized grants received must be ring fenced and cash backed by means of an investment.

7. OPERATING BUDGET

(a) The municipality shall budget in each annual and adjustments budget for the contribution to:

(i) provision for accrued leave entitlements equal to 100% of the accrued leave
(ii) entitlement of officials as at 30 June of each financial year,
(iii) provision for the impairment of debtors taking into account prior year, current year improvements and future improvement in debt collection percentages.
(iv) provision for the obsolescence and deterioration of stock in accordance with its stores management policy
(v) Depreciation and finance charges shall be charged to or apportioned only between the departments or votes to which the projects relate.
(vi) At least 5% of the operating budget component of each annual and adjustments budget shall be set aside for maintenance.

(b) When considering the draft annual budget, council shall consider the impact, which the proposed increases in rates and service tariffs will have on the monthly municipal accounts of households.

(c) The impact of such increases shall be assessed on the basis of a fair sample of randomly selected accounts.

(d) The operating budget shall reflect the impact of the capital component on:
- depreciation charges
- repairs and maintenance expenses
- interest payable on external borrowings.
- other operating expenses.

(e) The chief financial officer shall ensure that the cost of indigent relief is separately reflected in the appropriate votes.

8. FUNDING OF CAPITAL AND OPERATING BUDGET

(a) The budget may be financed only from:

(i) realistically expected revenues, based on current and previous collection levels;
(ii) cash-backed funds available from previous surpluses where such funds are not required for other purposes; and
(iii) borrowed funds in respect of the capital budget only.

9. UNSPENT FUNDS / ROLL OVER OF BUDGET

(a) The appropriation of funds in an annual or adjustments budget will lapse to the extent that they are unspent by the end of the relevant budget year, but except for funds relating to capital expenditure.

(b) Only unspent grant (if the conditions for such grant funding allows that) or loan funded capital budget may be rolled over to the next budget year

(c) Conditions of the grant fund shall be taken into account in applying for such roll over of funds

(d) Application for roll over of funds shall be forwarded to the budget office by the 15th of April each year to be included in next year's budget for adoption by Council in May.

(e) No funding for projects funded from the Capital Replacement Reserve shall be rolled over to the next budget year except in cases where a commitment has been made at least 30 days (31 May each year) prior the end of that particular financial year.

(f) No unspent operating budget shall be rolled over to the next budget year

10. BUDGET TRANSFERS AND VIREMENTS

Budget transfers and veriments are dealt with in terms of the councils Budget Veriment Policy.

11. ADJUSTMENT BUDGET

Each adjustments budget shall reflect realistic excess, however nominal, of current revenues over expenses.

(a) The chief financial officer shall ensure that the adjustments budgets comply with the requirements of the National Treasury reflect the budget priorities determined by the executive mayor, are aligned with the IDP, and comply with all budget-related policies, and shall make recommendations to the executive mayor on the revision of the IDP and the budget-related policies where these are indicated.

(b) Council may revise its annual budget by means of an adjustments budget in terms of section 28 of the MFMA and according to the timelines of the Municipal Budget and reporting regulations section 23.

(c) The Accounting Officer must promptly adjust its budgeted revenues and expenses if a material under-collection of revenues arises or is apparent.

(d) The Accounting Officer shall appropriate additional revenues, which have become available but only to revise or accelerate spending programmes already budgeted for or any areas of critical importance identified by Council.

(e) The Council shall in such adjustments budget, and within the prescribed framework, confirm unforeseen and unavoidable expenses on the recommendation of the Executive Mayor.

(f) An adjustments budget must contain all of the following:
- (i) an explanation of how the adjustments affect the approved annual budget;
- (ii) appropriate motivations for material adjustments; and
- (iii) an explanation of the impact of any increased spending on the current and future annual budgets.

(g) Any inappropriate surplus from previous financial years, even if fully cash-backed, shall not be used to balance any adjustments budget, but shall be appropriated to the municipality's capital replacement reserve.

(h) Municipal taxes and tariffs may not be increased during a financial year except if required in terms of a financial recovery plan.

(i) Unauthorised expenses may be authorised in an adjustments budget.

(j) In regard to unforeseen and unavoidable expenditure, the following apply:
- (i) the Executive mayor may authorise such expenses in an emergency or other exceptional circumstances in terms of Section 29 of the MFMA;
- (ii) the authorized amount may not exceed 4 % of the approved own revenue included in the annual budget in respect of such unforeseen and unavoidable expenses;
- (iii) these expenses must be reported by the Executive mayor to the next Council meeting;
- (iv) the expenses must be appropriated in an adjustments budget; and
- (v) Council must pass the adjustments budget within sixty days after the expenses were incurred.

k) New Projects may not be added during the financial year unless it falls within the ambit of unforeseen and unavoidable expenditure and/or an additional allocation received

Funds for SDBIP projects or items may not be removed from the budget through an adjustments budget process unless:

- the necessity thereof is as a consequence of funds that is no longer available or
- a significant reduction in the collection rate substantiates and justifies the removal and
- performance agreements have been amended prior to the removal thereof.

12. BUDGET IMPLEMENTATION

12.1 Monitoring

(a) The accounting officer with the assistance of the chief financial officer and other senior managers is responsible for the implementation of the budget, and must take reasonable steps to ensure that:
- funds are spent in accordance with the budget;
- expenses are reduced if expected revenues are less than projected; and
- revenues and expenses are properly monitored.

(b) The Accounting officer with the assistance of the chief financial officer must prepare any adjustments budget when such budget is necessary and submit it to the Executive mayor for consideration and tabling to Council.

(c) The Accounting officer must report in writing to the Council any impending shortfalls in the annual revenue budget, as well as any impending overspending, together with the steps taken to prevent or rectify these problems.

12.2 Reporting

12.2.1 Monthly budget statements

(a) The accounting officer with the assistance of the chief financial officer must, not later than ten working days after the end of each calendar month, submit to the Executive mayor and Provincial and National Treasury a report in the prescribed format on the state of the municipality's budget for such calendar month, as well as on the state of the budget cumulatively for the financial year to date.

This report must reflect the following:

(i) actual revenues per source, compared with budgeted revenues;
(ii) actual expenses per vote, compared with budgeted expenses;
(iii) actual capital expenditure per vote, compared with budgeted expenses;

(iv) actual borrowings, compared with the borrowings envisaged to fund the capital budget;
(v) the amount of allocations received, compared with the budgeted amount;
(vi) actual expenses against allocations, but excluding expenses in respect of the equitable share;
(vii) explanations of any material variances between the actual revenues and expenses as indicated above and the projected revenues by source and expenses by vote as set out in the service delivery and budget implementation plan;
(viii) the remedial or corrective steps to be taken to ensure that the relevant projections remain within the approved or revised budget; and
(ix) projections of the revenues and expenses for the remainder of the financial year, together with an indication of how and where the original projections have been revised.

(b) The report to the National Treasury must be both in electronic format and in a signed written document.

12.2.2 Quarterly Reports

(a) The Executive mayor must submit to Council within thirty days of the end of each quarter a report on the implementation of the budget and the financial state of affairs of the municipality.

12.2.3 Mid-year budget and performance assessment

(a) The Accounting officer must assess the budgetary performance of the municipality for the first half of the financial year, taking into account all the monthly budget reports for the first six months, the service delivery performance of the municipality as against the service delivery targets and performance indicators which were set in the service delivery and budget implementation plan.

(b) The Accounting officer must then submit a report on such assessment to the Executive mayor by 25 January each year and to Council, Provincial Treasury and National Treasury by 31 January each year.

(c) The Accounting officer may in such report make recommendations after considering the recommendation of the Chief Financial Officer for adjusting the annual budget and for revising the projections of revenues and expenses set out in the service delivery and budget implementation plan.

13. CONCLUSION

The Director Corporate Services must place on the municipality's official website the following:

- the annual and adjustments budgets and all budget-related documents;
- all budget-related policies;
- the integrated development plan
- the annual report;
- all performance agreements;
- all service delivery agreements;
- all long-term borrowing contracts;
- all quarterly and mid-year reports submitted the Council on the implementation of the budget and the financial state of affairs of the municipality.

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

TARIFF POLICY

Date of implementation: 1 July 2010
Reviewed and amendments by Council on: *20/04/2011* *31/05/2012* *29/05/2013* *28/05/2014* *30/05/2017* *30/05/2019* *25/05/2020* *26/05/2021* *30/05/2022*

Contents

1. Introduction 2
2. Purpose 2
3. Principles 2
3.1 Basic principles 2
3.2 The Municipal account 2
3.3 Credit control 2
3.4 Costs of the provision of services and the calculation of tariffs 3
3.5 Socio-economic factors 3
3.6 Egalisation of principles 3
3.7 Phasing in of new tariffs structures 3
3.8 Profit-taking 3
4. Tariffs structure 4
4.1 Electricity 4
4.1.1 Client groups 5
4.1.2 Tariffs structures 5
4.2 Water 6
4.2.1 Client groups 6
4.2.2 Tariffs structures 6
4.2.3 Calculation of tariffs during water restrictions 8
4.3 Refuse removal 8
4.2.1 Client groups 8
4.2.1 Tariffs structure 9
4.2 Sewerage 9
4.2.1 Costs structure and client groups 9
4.4.2 Water-closet system 9
4.4.3 Suction-drain system 10
4.5 Property rates 10
5. Diverse Tariffs 11
5.1 Resorts 11
5.2 Tariffs for halls 12
5.2.1 Tariff 12
5.2.2 Deposits 12
5.2.3 Letting periods 12
5.3 Fees for Cemeteries 13
5.4 Other 13
6. Rebates 13
7. Conclusion 16

1. Introduction

Every Municipality is responsible for the drafting and annual revision of a tariffs policy within the framework provided by the Municipal Systems Act (Act 32 of 2000 as amended).

2. Purpose

The purpose of the policy is to ensure that:

- the provisions of section 74 of the Municipal Systems Act (Act 32 of 2000 as amended) are complied with;
- a properly documented policy is in place to determine how the tariffs of the Witzenberg Municipality are to be determined; and
- the tariffs are realistic and affordable.

3. Principles

The determination of tariffs should in all instances be based on sound economic principles. The Council's input is to ensure that the tariffs policy be reviewed and modified during the annual budgetary process.

3.1 Basic principles

The following principles, in addition to those enunciated in section 74 Municipal Systems Act (Act 32 of 2000 as amended), were considered:

- Equalisation within the shortest possible time
- Affordability of service
- Discouragement of wastage through pricing mechanisms
- Ensuring adequate cash flow
- Simple and understandable structure
- Justifiable structure
- Transparent structure

3.2 The Municipal account

The accounts for property rates and services charges may not be viewed in isolation. They must be approached collectively in order to determine the most affordable amount to be paid by different clients as a total account.

3.3 Credit control

It is not possible to successfully calculate a tariffs structure without considering the provisions of an effective credit control system. Similarly, a credit control system cannot function without a sound tariffs policy drafted in support of the problems of indigent persons.

3.4 Costs of the provision of services and the calculation of tariffs

Tariffs must be capable of recovering the costs of the provision of a service. If a service should be run at a loss, there will by necessity have to be cross-subsidising from other services. It is therefore imperative that the tariffs for each service be accurately calculated and that the correct tariffs structure is accepted and implemented.

3.5 Socio-economic factors

As a result of non-payment, local authorities are experiencing problems with their cash flow. One of the most important reasons for non-payment is the failure of tariffs structures to make proper allowance for the socio-economic circumstances of the communities involved. The implementation of pre-paid electricity, as well as "free" water and electricity, partially address this problem.

Clients have been divided into the following categories:

- Clients unable to make any contribution towards the provision of services and who have to be subsidised fully.
- Clients who can afford a partial contribution and who need only to be subsidised partially.
- Users who can fully afford the services.

It is important to identify these categories and to plan the tariffs structures accordingly. The subsidies are derived from two sources, namely:

- Contributions by the State – The State determine the extent of these contributions from year to year and may increase or lower the contribution, while the needs of the local authority increase annually.
- Contributions from Municipal funds – These funds must be budgeted for.

Services may also be subsidised from a combination of the aforementioned funds.

The tariffs structure has been compiled in the following manner in order to make provision for subsidising:

- Fully subsidised in terms of the Indigent policy;
- Full tariff payable.

3.6 Equalisation of principles

In order to accomplish the total legalisation of tariffs, the tariffs must as far as possible be standardised throughout the whole municipality. Unique circumstances of a particular town will, however, play a role in preventing the tariffs from being 100% identical throughout. The principles for the determination of the tariffs should however, never vary.

3.7 Phasing in of new tariffs structures

Time is needed for the phasing in of any new structure. In practice this will mean that different towns will be subjected to different tariff increases during the period of phasing in.

3.8 Profit-taking

The following goals for profit-taking are applicable within Witzenberg.

- Electricity - Profit of 15%
- Water - Profit of 15%
- Sewerage - Profit of 0,5%
- Refuse removal - Profit of 0,5%

3.9 Basic and Availability charges

Tariffs are set in a manner that will ensure sustainability of the service. Therefore, basic services charges and service availability charges are levied on every site whether the service is utilized or not. The aim is to recover all fixed costs and a portion of the variable cost of the relevant service.

The Chief financial officer is delegated to exclude a site from availability charges if it is not possible to develop the site due to its size being less than the minimum size in terms of town planning regulations and the plot cannot be improved.[1]

4. Tariffs structure

4.1 Electricity

The following directions of the NER were considered during the drafting of the electricity tariffs structure:

- Tariffs must be economically sustainable.
- Clients must be given a choice of tariffs.
- The tariffs should be based on the costs of delivery, while also complying with the guidelines laid down in NRS 058.
- The tariffs must be transparent and the level of cross-subsidising must be known.
- The tariffs must be comparable with the tariffs of neighbouring suppliers
- The tariffs must be conveniently administered and must reflect the standard of service provision.

NERSA suggested five categories of tariffs to form the basis of the tariffs structure.

Name of Tariff	Tariff Components			
	Minimum levy (Rand/client/ month)	Energy levy (Cent/ kWh)	Duration of use of energy tariff (Cent/ kWh)	Demand tariff (Rand/KVA)
Singular energy tariff		√		
Dual tariff	√	√		
Dual time of consumption tariff	√		√	
Tripartite tariff	√	√		
Tripartite time of consumption tariff	√		√	√

The structuring of the tariffs structure for the provision of electricity, with due consideration of the NER directions, is based on the following principles:

- Structure is divided into client groups;
- A costing structure is allocated to each client group;
- Five tariffs structures and components were used as per the NER's directions;
- Profit-taking of the existing tariffs in the new structure;
- Phasing in of existing tariffs into new structure.

[1] Recommended for inclusion – November 2022

4.1.1 Client groups

The tariffs structure is divided into the following client groups:

- Residential clients
- Commercial clients
- Industrial clients
- Rural clients
- Large-scale clients

The classification of the client is left up to the client himself, and will largely be determined by the client's own needs.

- Street lights and sports bodies are identified as a special group.

4.1.2 Tariffs structures

The following tariffs are used:

- Availability tariff

This tariff is levied on all vacant premises with the potential of being linked to the municipal services.[2]

The availability tariff is levied monthly or part thereof, provided that where a resident is connected after the 15th of a month, a levy will only be imposed on the following month's account.

- Singular energy tariff

This structure is only available to clients who are residential, street lights or sports bodies. The tariff is based on the quantity kwh consumed. Provision is made for the following varying sizes of connections:

- Pre-paid meters up to 1 X 40A
- Single phase
- Three-phase

It is up to the client to decide which connection meets his particular requirements. Depending on the consumption of kWh, the client should decide whether a single-phased tariffs structure will suit his requirements better than a dual tariffs structure. The cut-off point is approximately 1 000kwh consumption.

- Dual tariff

This tariffs structure is available for commercial, rural and residential clients. The tariff consists of a minimum component and an energy component.

The minimum levy is a levy per month, or portion thereof, provided that where a resident is connected after the 15th of a month, a levy will only be imposed on the following month's account.

The energy component is based on the kWh consumed from one reading to the next.

Two sizes of residential connections are provided:
- single phase
- three phase.

[2] Amended by council on 28 May 2014

For the commercial client a distinction is made between single and three-phase supplies as well as between the following sizes per phase:

20A
40A
60A
80A
100A
150A
200A
250A

Rural clients are divided into smaller than 25KVA, larger than 25KVA but smaller than 50KVA and larger than 50KVA to a maximum of 100KVA. The energy tariff is divided into two tariffs, i.e. fewer than 1000 units and more than 1000 units during a period measured from one reading to the next.

- Tripartite tariff

This tariffs structure is available to commercial, industrial, rural and large-scale clients.

As with the dual structure, the levies are based on a minimum as well as an energy levy. Additionally, however, a demand levy is imposed, based on the client's maximum demand during the previous month.

Within the groups, a distinction is made between:

Bigger than 1MVA high tension
Smaller than 1MVA high tension
Low tension

- Tripartite tariff for time of use

This tariffs structure is exactly the same as the tripartite tariff. It is also available to the same groups of clients. The only difference is that the time of consumption is linked to the tariff. The client has to apply for this tariff, usually following a thorough examination by him.

4.2 Water

4.2.1 Client groups

Recovery of the costs of the water service is not based only on consumption and the type of client, but also on the extent to which the client has access to the service and what the service must provide for, as well as the actual consumption. The principle of equity is taken into account when the client groups are classified.

Clients are classified in accordance with the size of their connections to the main supply. By classifying the client in accordance with the size of the connection, a more equitable basis for contributions towards costs is obtained than when a tariff is simply allocated to a certain type of consumer. In this way, cross-subsidising is largely eliminated.

2.2 Tariffs structures

The following tariffs structures will be in existence:

- Availability levy on all vacant premises within the town areas linked to the water network.
- Minimum levies for every size of connection with distinction being made between the following sizes:

Size of connections	Factor
Vacant premises	1.64
0-25mm	1.00
26-50mm	11.45
51-80mm	28.92
81-100mm	45.78
101-150mm	102.41
Client consuming > 20 000 kl./per month	2228.92
Un-metered connections	3.37

The consumption tariff is a block tariff, with the client able to choose between block A and B:

- Block A

Consumption	Factor
0-6	0.32
7-30	0.92
31-60	0.92
61-300	0.92
Above 300	3.19

- Block B

Consumption	Factor
0-300	1.00
301-1000	1.00
1001-8000	0.97
Above 8000	0.97

- Block C (Only for consumers with consumption of over 20 000 kilolitres per month)

Consumption	Factor
0-20 000	0
Above 20 000	0.31

- Block D (Only municipal consumption)

Consumption	Factor
Above 0	0.26

The block tariffs should encourage consumption, but discourage abuse, with Block A for residential clients and Block B for commercial clients. The choice nevertheless remains the client's. The third block is clients with consumption of over 20 000 kilolitres per month.

The above factors will be phased out as the water demand is growing in relation to the water supply.[3]

- Pre-paid water tariff – This tariff is calculated together with the other tariffs with a factor of 0.85.

- Municipal tariff – A departmental tariff based on the size of the connection is levied together with a consumption tariff. The departmental levy is aimed at the mere recovery of maintenance and running costs. In calculating this, loan costs, administrative levies, provision for bad debts and profit-taking are not considered.

The availability and minimum levies are levied monthly or part thereof, provided that where a resident is connected after the 15th of a month, a levy will only be imposed on the following month's account.

[3] Amended by Council resolution 30/05/2017

If a client on Block A consumption is higher than 300 kl of water per meter reading cycle, then that client may apply for relief if the client can proof that leakage existed. The relief application will be considered based on the following criteria:

(a) Usage portion of the client indicated that the clients' consumption prior to the leakage was less than 300kl and
(b) Proof can be provided of the cost of repair of the leakage.

The account will be adjusted as follow:

A = Usage during period of meter reading (can be more than one period)
B = 300
C = Tariff of Block A for consumption (61 – 300)

Formula: A – B X C

If a client's consumption increased due to a leakage, an average consumption can be charged for a period not exceeding 3 months on submission of proof that the leakage existed and was subsequently repaired.

That the authority for the approval of the relief be assigned to the Manager: Income or Chief Financial Officer.[4]

Clients are entitled to one claim in a financial year for relief for high water accounts caused by leaking pipes and fittings. Any additional applications can only be approved by the Chief Financial Officer.[5]

4.2.3 Calculation of tariffs during water restrictions

Council determine water saving tariffs with the annual budget and tariff approval process. Provision is made for moderate and extreme restrictions.

4.3 Refuse removal

No distinction is made between fixed and variable costs in the costing structure of refuse removal.

The total costs are divided amongst the clients in relation to the municipal valuation of residential property.

All other consumers are billed according to the size and number of wheelie bins removed.

[6]Where more than one dwelling unit or business unit, as defined in the Council's zoning scheme regulations, is situated on a premises (such as a semi-detached dwelling or a block of flats etc.) each such a dwelling unit or each business unit shall for the purpose considered to be a consumer. This will be measured by the number of electricity connections, unless the combined connections are less than 60 Amps single phase, when it will be regarded as only one consumer. Dwelling or business unit is defined as a formal structure with a building plan. That discretion for possible exemption be given to the Accounting Officer regarding this paragraph to evaluate on a case by case basis.

4.3.1 Client groups

The following client groups are distinguished:

- Non Residential Clients with one removal per week
- Non Residential Clients with two removals per week
- Non Residential Clients with three removals per week

[4] Amended by Council resolution 27/8/2014
[5] Amended by Council resolution 30/05/2017
[6] Amended by Council resolution on 30/05/2022

- Residential Clients with one removal per week

4.3.2 Tariffs structure

A minimum tariff equal to one removal per week is levied on all commercial and industrial clients, irrespective of whether the service is utilised or not.

All levies are levied monthly or part thereof, provided that where a resident is connected after the 15th of a month, a levy will only be imposed on the following month's account.

Non Residential Clients are compelled to use wheelie bins for refuse removal purposes. The minimum monthly charge will be equal to the charge for a 240L Wheelie Bin.

4.4 Sewerage

Different types of services provided by the Municipality are in existence in respect of sewerage. These include a water-closet system and a suction-drain system, primarily in Prince Alfred's Hamlet.

4.4.1 Costs structure and client groups

In order to determine a basis for the equitable sharing of costs, each client group's share in the costing structure should be considered.

Potential dumping is used as the fairest method. The client is levied in accordance with his dumping potential. This is determined by the size of the water connection to the property. The client with a bigger connection has the ability to dump more water into the sewerage system. The quantity of water used is not taken into account.

As sewage sludge is based on the flow of water, the costs are largely incurred in respect of the dumping into the sewage works and the treatment of the substances.

The following categories are distinguished:

<20mm water connection
21-50mm water connection
80mm water connection
100mm water connection
150> water connection

A special category was created for Qbiqua Prison.

[7]Where more than one dwelling unit or business unit, as defined in the Council's zoning scheme regulations, is situated on a premises (such as a semi-detached dwelling or a block of flats etc.) each such a dwelling unit or each business unit shall for the purpose considered to be a consumer. This will be measured by the number of electricity connections, unless the combined connections are less than 60 Amps single phase, when it will be regarded as only one consumer. Dwelling or business unit is defined as a formal structure with a building plan. That discretion for possible exemption be given to the Accounting Officer regarding this paragraph to evaluate on a case by case basis.

[7] Amended by Council resolution on 30/05/2022

4.4.2 Water-closet system

For the purposes of classification where one connection is in place but more than one usage is separately operated on the premises, each separate usage is regarded as a connection in accordance with the classification under which such usage would normally be connected, but not bigger than the connection that serves the premises. Examples of these are flats, shopping centres where sub-letting takes place and a residential house with a separate flat.

All levies are a monthly levy, or part thereof, provided that where a resident is connected after the 15th of a month, a levy will only be imposed on the following month's account.

A monthly availability levy is imposed on vacant premises where the possibility exists for the connection of a water-closet system to the main sewerage system. The availability tariff will not be less than 35% of the tariff applicable to normal residential plots, this percentage can be increased during the budget processes.

4.4.3 Suction-drain system

The suction-drain system is based on usage. Seepage systems which are never sucked make no contribution towards the costs of the service, although the service must still be provided. Fixed costs are accordingly recovered by consumer's tariffs and not by a fixed levy.

The suction-drain service structure entails the following:

- Availability levies are recovered monthly from all built-up properties in Prince Alfred's Hamlet.
- Variable costs which recover vehicle and personnel costs, are levied per suction service provided.
- A distinction is made between areas inside and outside the town area.

Based on vehicle costs, a kilometre tariff is recovered from clients outside the town area.

All levies, with the exception of the kilometre tariff and suction-drain service tariff, are imposed monthly or pro rata on both water-closet and suction-drain services, provided that where a resident is connected after the 15th of a month, a levy will only be imposed on the following month's account.

4.5 Property rates

The general valuation roll for Witzenberg will come into effect on 1 July 2018.[8] The Municipality has at its disposal a rates policy which addresses the following:

- Criteria for differentiated property rates categories
- Differentiated tariffs

The purpose of property rates is to recover costs that cannot be redeemed by tariff-recovering services or direct revenue.

[8] Amended by Council resolution 30/05/2017

5. Sundry Tariffs

The principles expounded for tariff construction, are also applicable to diverse tariffs.

5.1 Resorts

The full costs of the resorts must be recovered by the tariffs so that they place no further burden on the inhabitants of Witzenberg, while at the same time the utilisation of the resorts should be encouraged. The costs of the swimming baths within the resorts form part of the resorts' costs.

The following tariff groups are distinguished:

- Chalets or houses
- Caravan sites
- Semi-permanent camping sites
- Day visitors'/motor vehicles
- Renting of conference facilities and halls

A distinction is also made in respect of seasons and the following seasons are defined:

High season

The period of 26 days during the December and January school holidays. Exact dates are determined from year to year

And

The four days coinciding with the Easter weekend during March or April.

In-season

From the commencement of the Western Cape's school holidays during September until the end of April, excluding the high seasons indicated above.

Off-season

All other days, excluding high season and in-season.

A further distinction exists between weekends and weekdays in the event of high season and in-season. No such distinction exists during the off-season.

The following rebates will be given:

(a) Rebate of 25 % for bookings during weekdays except in school holidays of the Western Cape;
(b) Pensioners qualifies for a rebate of 50 % in off-season;
(c) Students accompanied by parents receives 12 % discount on day visit tariffs;
(d) 50 % rebate for bookings of conference facilities where 5 or more chalets or houses are booked and occupied.

The Director: Community Services may use his/her discretion in terms of the delegation of powers to grant rebates other than stipulated above based on occupation rate and tourism potential.

5.2 Tariffs for halls

Tariffs are levied for the use of municipal halls (e.g. Community halls).

5.2.1 Tariff

All halls must be graded in accordance with their size, condition and available facilities, in the following grades:

A-grade = 100%
B-grade = 75%
C-grade = 50%

The tariffs are determined on the basis of economical and equitable rent and are calculated as follows:

- Costs of personnel and equipment utilised from time to time during use of the hall and preparations and tidying-up activities, to be calculated on the same basis for each property.
- Letting of property, which will vary per grouping (e.g. eating utensils, etc.).
- Categories of functions.

5.2.2 Deposits

Sufficient deposits must be obtained for each letting to cover not only the Municipality's costs, but also to provide for breakage.

5.2.3 Letting periods

Letting is to be divided into morning, afternoon and evening sessions while preparation and tidying up are also provided. This division is retained and is defined as follows:

- Morning session - from 08:00 – 13:00, including preparation and tidying up
- Afternoon session – from 13:00 - 18:00, including preparation and tidying up.
- Evening session - from 18:00 – 24:00, including preparation and tidying up.
- A pro-rata contribution must be paid, in addition to the letting fee, for every hour or portion there of falling outside those indicated above.

5.2.4 Free of Charge

The Library Halls may be provided free of charge to the following organisations:

- Youth
- Charity
- Community
- Sport
- Education
- Government and
- Local management meetings of political parties

Community halls may be provided free of charge twice a quarter per party which are represented in the Council, which may be used for political meetings with the community. The political party must however give notice in omitting to the Accounting Officer.

The provision is subject to the availability of the facility and will be dealt with accordingly to priority of application based on time of receipt of the application.

5.3 Fees for Cemeteries

Cemetery fees are based on the following:

- Value of land
- Costs of preparing grave
- Maintenance in future
- Costs of digging and closing up of grave (should the family not do so)
- A premium on the sale of the grave to a non-inhabitant of Witzenberg.

As only one costing centre is used, the costs for the preparation of a grave must be the same at all cemeteries. Exceptions, however, may be made in relation to ground formation in respect of the digging of the grave. In order to provide for those who cannot afford the full tariff, a subsidy is to be calculated that is based on specific criteria, and be included in the Municipality's indigent policy.

5.4 Other Deposits

The municipality may levy a deposit as a security to cover possible damages, losses.

After all internal procedures has been exhausted, all unclaimed deposits older than 36 months, will be recognized as Sundry Revenue in the books of the municipality. A listing of all moneys recognized as revenue must be kept for future reference and audit purposes.

5.5 Other

The other diverse tariffs must, wherever possible, be determined on actual costs plus a percentage.

6. Rebates (To be phased out)[9]

The Municipality provides rebates to people or organisations that assist with economic growth within Witzenberg by the creation of new structures or by additions to existing buildings and the creation of job opportunities.

The person or organisation who wants to apply for the rebate must do so that the application speaks to the criteria extent and conditions as stipulated below:

6.1 Criteria

The person or organisation must create new or extent building and create new job opportunities. The investor must apply for the rebate and provide at least the following information in writing:

- Total cost of building plan
- Total number of jobs created after completion of building phase
- Number of Directors
- Number of Directors classified as historically disadvantaged individuals HDI

[9] Phasing out approved by Council 26/05/2021

The criteria and weights for evaluating the application are as follow:

Criteria	Points
Improvement value of Buildings extended	60
Job opportunities	30
HDI points based on Directors	10

The allocation of points will be as follow:

Improvement value of extension
1 Point for every R80,000.00 of value added

Job opportunities
2 Points for every permanent new job opportunity created, and
1 Point for every seasonal job opportunity created

HDI points
The percentage of the number of HDI directors is used as a basis to allocate a point out of 10.

The applicant must score at least 50 points to qualify for a rebate. The applicant must be prepared that an audit be performed at any stage during the period when the rebates are allocated. If at any stage it is found the applicant do not meet the requirements, then the rebate will be stopped immediately.

6.2 Extent

Two categories of rebates exist. A minimum of 75 points must be obtained to qualify for a category A rebate.

The rebate will be for a period of 5 years and will be as follow:

	Rebate A Percentage rebate	Rebate B Percentage rebate
Year 1	25 %	15 %
Year 2	20 %	12 %
Year 3	15 %	9 %
Year 4	10 %	6 %
Year 5	5 %	3 %

The rebate will be applicable on all service charges as well as property rates.
The rebate will only be applicable on the additional services account of the applicant to the original account.[10]

7 Rebates (From 1 July 2021)[11]

The Municipality provides rebates to people or organisations that assist with economic growth within Witzenberg by the creation of new structures or by additions to existing buildings and the creation of local job opportunities.

The person or organisation who wants to apply for the rebate must do so that the application speaks to the criteria extent and conditions as stipulated below:

7.1 Criteria

[10] Amended by Council 25/05/2020
[11] New paragraph approved by council 26/05/2021

The person or organisation must create new or extent building and create new local job opportunities. The investor must apply for the rebate and provide at least the following information in writing:

- Total cost of planned new buildings
- Total number of local jobs created after completion of building phase
- Number of Directors
- Number of Directors classified as historically disadvantaged individuals HDI

The criteria and weights for evaluating the application are as follow:

Criteria	Points
Improvement value of Buildings extended	60
Job opportunities	30
HDI points based on Directors	10

The allocation of points will be as follow:

Improvement value of extension
1 Point for every R100,000.00 of value added

Job opportunities
2 Points for every permanent new job opportunity created, and
1 Point for every seasonal job opportunity created

HDI points
The percentage of the number of HDI directors is used as a basis to allocate a point out of 10. (e.g. if 60% of directors are HDI 6 points will be allocated.

Cancelation of Rebate
The applicant must be prepared that an audit be performed at any stage during the period when the rebates are allocated. If at any stage it is found the applicant do not meet the requirements, then the rebate will be stopped immediately.

If it is found that false information was submitted the rebate will be stopped immediately and all rebates already credited to the municipal account will be cancelled.

7.2 Extent

Two categories of rebates exist. A minimum of 75 points must be obtained to qualify for a category A rebate. A minimum of 50 points must be obtained to qualify for a category B rebate

The rebate will be for a period of 5 years and will be as follow:

	Rebate A Percentage rebate	Rebate B Percentage rebate
Year 1	75 %	50 %
Year 2	60 %	40 %
Year 3	45 %	30 %
Year 4	30 %	20 %
Year 5	15 %	10 %

The rebate will be applicable to property rates only.

The rebate will only be applicable on the rates payable on the additions to the buildings.

The chief financial officer will calculate the property value that qualify for the rebate based on the previous valuations when a new general valuation is implemented.

7. Conclusion

In drafting any tariffs policy, the principles enunciated above must be applied in order to determine the equity of the tariff. However, irrespective of the fairness or equity of the tariff, huge problems will be encountered with maintaining and continuing a service if the tariff is not affordable to a large portion of the clients.



PROPERTY RATES POLICY

FORMULATED IN TERMS OF SECTION 3 OF THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, NO. 6 OF 2004

Date of Implementation: 01 July 2023

OUR VISION: **"A MUNICIPALITY THAT CARES FOR ITS COMMUNIY, CREATING GROWTH AND OPPORTUNITIES"**

TABLE OF CONTENTS

1.	INTRIDUCTION	3
2.	LEGISLATIVE CONTEXT	3
3.	DEFINITIONS	3
4.	POLICY PRINCIPLES	4
5.	SCOPE OF THE POLICY	5
6.	APPLICATION OF THE POLICY	5
7.	CATEGORIES OF PROPERTY	6
8.	CATEGORIES OF OWNERS	6
9.	DIFFERENTIAL RATING	11
10.	EXEMPTIONS	12
11.	REDUCTIONS	13
12.	REBATES	13
13.	MULTIPLE-USE PROPERTIES	15
14.	RATES INCREASES	15
15.	NOTIFICATION OF RATES	15
16.	PAYMENT OF RATES	16
17.	CLEARANCE CERTIFICATES	17
18.	REGULAR REVIEW PROCESS	18
19.	SHORT TITLE	18
20.	ENFORCEMENT/IMPLEMENTATION	18

1. INTRODUCTION

Municipalities need a reliable source of revenue to provide basic services and perform their functions. Property rates are an important source of general revenue for municipalities. Revenue from property rates is used to fund services that benefit the community as a whole as opposed to individual households. These include installing and maintaining streets, roads, sidewalks, lighting, and storm drainage facilities; operating parks, recreational facilities and cemeteries. Property rates revenue is also used to fund municipal administration, such as computer equipment and stationery, and costs of governance, such as council and community meetings, which facilitate community participation on issues of Integrated Development Plans (IDPs) and municipal budgets.

Municipal property rates are set, collected, and used locally. National and provincial governments do not have the power to levy rates, nor do they share in the revenue collected. Revenue from property rates is spent within a municipality, where the local community has a voice in decisions on how the revenue is spent as part of the IDPs and budget processes, which municipalities invite communities to input prior municipal council adoption of the budget.

2. LEGISLATIVE CONTEXT

2.1 This policy is mandated by Section 3 of the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) (MPRA) as amended, which specifically provides that a municipality must adopt a Rates Policy.

2.2 In terms of Section 229 of the Constitution of the Republic of South Africa, 1996 (No.108 of 1996), a municipality may impose rates on property.

2.3 In terms of the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) as amended a municipality in accordance with-

Section 2(1), may levy a rate on property in its area; and

Section 2(3), must exercise its power to levy a rate on property subject to-

Section 229 and any other applicable provisions of the Constitution;

2.4 In terms of Section 4 (1) (c) of the Local Government: Municipal Systems Act, 2000 (No. 32 of 2000), the municipality has the right to finance the affairs of the municipality by imposing, *inter alias*, rates on property.

2.5 In terms of Section 62(1)(f)(ii) of the Local Government: Municipal Finance Management Act, 2003 (No. 56 of 2003) the municipal manager must ensure that the municipality has and implements a rates policy.

3. DEFINITIONS

3.1. **Act** means the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) as amended.

3.2. **Municipality** means the municipal council for the municipal area of Witzenberg.

3.3. **Pensioners** mean natural persons 60 years old or older.

3.4. **All other terms** are used within the context of the definitions contained in the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) as amended.

3.5. "Agricultural property" means property that is used primarily for agricultural purposes and excludes any portion thereof that is used commercially for the hospitality of guests, and excludes the use of the property for the purpose of eco-tourism or for the trading in or hunting of game**;**

3.6. "**Agricultural purposes**" means a property that is used for agricultural activities and the business of which must be registered with the South African Revenue Service (SARS).

3.7. **"Mining property"** means a property used for mining operations.;

3.8. **"Multiple purposes",** in relation to a property, means the use of a property for more than one purpose;

3.9. **"Public Benefit Organisation property"** As defined in the Regulations on the rate ratio between the residential and non-residential categories of property;

3.10. **"Public Service Infrastructure"** means publicly controlled infrastructure of the following kinds:

3.10.1. national, provincial or other public roads on which goods, services or labour move across a municipal boundary;
3.10.2. water or sewer pipes, ducts or other conduits, dams and water supply reservoirs, water treatment plants or water pumps forming part of a water or sewer scheme serving the public;
3.10.3. power stations, power substations or power lines forming part of an electricity scheme serving the public;
3.10.4. gas or liquid fuel plants or refineries or pipelines for gas or liquid fuels, forming part of a scheme for transporting such fuels;
3.10.5. railway lines forming part of a national railway system;

3.10.6. communication towers, masts, exchanges or lines forming part of a communications system serving the public;
3.10.7. runways or aprons at national or provincial airports;
3.10.8. breakwaters, sea walls, channels, basin, quay walls, jetties, roads, railway or infrastructure used for the provision of water, lights, power, sewerage or similar services of ports, or navigational aids comprising light houses, radio navigational aids, buoys, beacons or any other device or system used to assist the safe and efficient navigation of vessels;
3.10.9. any other publicly controlled infrastructure as may be prescribed;
3.10.10. or rights of way, easements or servitudes in connection with infrastructure mentioned in paragraphs (a) to (i); provided that (a), (b), (e), (g) and (h) may not be rated.

3.11. **"Public service purposes",** means a property owned and used by an organ of state as hospitals or clinics, schools, pre-schools, early childhood development centres or further education and training colleges, national and provincial libraries and archives, police stations, correctional facilities; courts of law; and

3.12. **"Residential property"** means a property whose primary use or permitted use is residential.

3.13. ***"Exemption"***, in relation to the payment of a rate, means an exemption granted by a municipality.

3.14. ***"Rebate",*** in relation to a rate payable on a property, means a discount granted on the amount of the rate payable on the property.

4. POLICY PRINCIPLES

4.1. Rates are levied in accordance with the Act as an amount in the rand based on the market value of all rateable property contained in the municipality's valuation roll and supplementary valuation roll.

4.2. As allowed for in the Act, the municipality has chosen to differentiate between various categories of property and categories of owners of property. Some categories of property and categories of owners are granted relief from rates. The municipality however does not grant relief in respect of payments for rates to any category of owners or properties, or to owners of properties on an individual basis, other than by way of an exemption, rebate or reduction provided for in this policy.

4.3. There would be no phasing in of rates based on the new valuation roll, except as prescribed by legislation.

4.4. The rates policy for the municipality is based on the following principles:

4.4.1. Equity
The municipality will treat all ratepayers with similar properties the same.

4.4.2. Affordability
The ability of a person to pay rates will be taken into account by the municipality. In dealing with the poor/indigent ratepayers the municipality will provide relief measures through exemptions, reductions or rebates.

4.4.3. Sustainability
Rating of property will be implemented in a way that:

4.4.4. it supports sustainable local government by providing a stable an buoyant revenue source within the discretionary control of the municipality; and

4.4.5. supports local social economic development policy of the municipality

4.4.6. Cost efficiency
Rates will be based on the value of all rateable property and the amount required by the municipality to balance the operating budget after taking into account profits generated on trading (water, electricity) and economic (refuse removal, sewerage removal) services and the amounts required to finance exemptions, rebates, reductions and phasing-in of rates as approved by the municipality from time to time.

5. SCOPE OF THE POLICY

This policy document guides the annual setting (or revision) of property rates. It does not make specific property rates proposals. Details pertaining to the applications of the various property rates are published in the Provincial Gazette and the municipality's schedule of tariffs, which must be read in conjunction with this policy.

6. APPLICATION OF THE POLICY

In imposing the rate in the rand for each annual operating budget component, the municipality shall grant exemptions, rebates and reductions to the categories of properties and categories of owners as allowed for in this policy document.

7. CATEGORIES OF PROPERTY

The municipality has determined categories of rateable properties based on the following criteria:
7.1. Use of the property

7.2. The permitted use of the property
7.3. The combination of (a) and (b)
7.4. For properties used for multiple purposes, the Municipality may apply the category of multiple use. For such properties the Municipal Valuer as appointed by the Municipality, will apportion a value to each distinct use of said property and apply the appropriate category for billing at the applicable rate.

7.5. Categories of property for the municipality include-

7.5.1. residential properties
7.5.2. industrial properties
7.5.3. business and commercial properties
7.5.4. agricultural properties
7.5.5. mining properties
7.5.6. properties owned by an organ of state and used for public service purposes
7.5.7. public service infrastructure properties
7.5.8. properties owned by public benefit organisations and used for specified public benefit activities
7.5.9. properties used for multiple purposes, subject to Section 9;
7.5.10. vacant Land or
7.5.11. any other category of property as may be determined by the Minister, with the concurrence of the Minister of Finance, by notice in the Gazette.

8. CATEGORIES OF OWNERS

8.1. For the purposes of determining a property's category, the use of the property will be applied.

8.2. For properties used for multiple purposes, the Municipality may apply the category of multiple use. For such properties the Municipal Valuer as appointed by the Municipality, will apportion a value to each distinct use of said property and apply the appropriate category for billing at the applicable rate.

Item	Category (of the property)	Purpose/use
(a)	Residential	means a property in respect of which the primary use is for residential purposes without derogating from section 9 of the MPRA.
(b)	Industrial	means a property that is used for the purpose described as the branch of trade or manufacturing, production assembling or processing of finished or partially finished

		products from raw materials or fabricated part, typically via a high volume production process and on so large scale that capital and labour are significantly involved.
(c)	Business and Commercial	means a property that is used for the purpose described as the activity of buying, selling or trade in goods or services and includes any office or other buildings on the same erf, the use of which is incidental to such business. This definition excludes the business of mining and agriculture activities
(d)	Agricultural	means property that is used primarily for agricultural purposes but, without derogating from section 9, excludes any portion thereof that is used commercially for the hospitality of guests, and excludes the use of [a] the property for the purpose of eco-tourism or for the trading in or hunting of game;'’;
(e)	Mining	means a property used for mining operations as defined in the Mineral and Petroleum Resources Development Act, 2002 (Act No. 28 of 2002);'
(f)	Public Service Purposes	means property owned and used by an organ of state as— (a) hospitals or clinics; (b) schools, pre-schools, early childhood development centres or further education and training colleges; (c) national and provincial libraries and archives; (d) police stations; (e) correctional facilities; or (f) courts of law,
(g)	Public Service Infrastructure	means publicly controlled infrastructure of the following kinds: (a) national, provincial or other public roads on which goods, services or labour move across a municipal boundary; (b) water or sewer pipes, ducts or other conduits, dams, water supply reservoirs, water treatment plants or water pumps forming part of a water or sewer scheme serving the public; (c) power stations, power substations or power lines forming part of an electricity scheme serving the public; (d) gas or liquid fuel plants or refineries or pipelines for gas or liquid fuels, forming part of a scheme for transporting such fuels; (e) railway lines forming part of a national railway system; (f) communication towers, masts, exchanges or lines forming part of a communications system serving the public;

		(g) runways aprons and the air traffic control unit at national or provincial airports, including the vacant land known as the obstacle free zone surrounding these. which must be vacant for the air navigation purposes; (h) breakwaters, sea walls, channels, basins, quay walls, jetties, roads, railway or infrastructure used for the provision of water, lights, power, sewerage or similar services of ports, or navigational aids comprising lighthouses, radio navigational aids, buoys, beacons or any other device or system used to assist the safe and efficient navigation of vessels; (i) any other publicly controlled infrastructure as may be prescribed; or (j) a right registered against immovable property in connection with infrastructure mentioned in paragraphs (a) to (i);
(h)	Public Benefit Organisation use for specific activities	"means an activity listed in 1 (welfare and humanitarian) and item 2 (health care) and item 4 (education and development) as part 1 of the Ninth schedule of the Income Act
(I)	Multiple Use	in relation to a property means a property that is used for more than one purpose as described in paragraph 7.1 of this Policy and Section 9 of the MPRA and where each distinct purpose is categorised separately and rated accordingly
(k)	Vacant	means a property without any buildings or structures, where no immovable improvements have been erected and irrespective of its permitted or intended use.

9. RATES RATIOS TO BE APPLIED

The rates ratio in relation to residential properties to be applied on non-residential properties is set in the table below:

Categories	**Ratio in relation to residential Property**
Residential Property:	
Bona Fide residential	1:1
Business / Commercial property:	1:2.75
Industrial Property	1:2.75
Agricultural Properties:	
Bona Fide Agricultural	1:0.25

Public Service Purposes	1:2.75
Vacant Land	1:2.75
Public Service Infrastructure	1:2.75
Building clauses	1:2.75

10. EXEMPTIONS

The following categories of property are exempted from rates:

10.1. Municipal properties

Municipal-owned properties as stated in Section 7 (2) (a) (i) of the MPRA will be excluded from paying property rates.

10.2. Public Service Infrastructure

The following public service infrastructure will be excluded from paying property rates:

10.2.1. national, provincial or other public roads on which goods, services or labour move across a municipal boundary;
10.2.2. water or sewer pipes, ducts or other conduits, dams, water supply reservoirs, water treatment plants or water pumps forming part of a water or sewer scheme serving the public;
10.2.3. railway lines forming part of a national railway system;
10.2.4. runways aprons and the air traffic control unit at national or provincial airports, including the vacant land known as the obstacle free zone surrounding these. which must be vacant for the air navigation purposes;
10.2.5. breakwaters, sea walls, channels, basins, quay walls, jetties, roads, railway or infrastructure used for the provision of water, lights, power, sewerage or similar services of ports, or navigational aids comprising lighthouses, radio navigational aids, buoys, beacons or any other device or system used to assist the safe and efficient navigation of vessels;
10.2.6. the first 30% of the market value of other public service infrastructure.

10.3. Public Benefit Organisations

The Municipality will apply the rate ratio as set out in the MPRA to public benefit organisations.

The following Public Benefit Organisations may apply for the exemption of property rates subject to producing a tax exemption certificate issued by the South African Revenue Services (SARS) as contemplated in Part 1 of the Ninth Schedule of the Income Tax Act, 1962 (No 58 of 1962):

Welfare organisations

Properties owned by not for gain institutions or public benefit organisations and are solely use for the benefit of the institution and or for charitable purposes and performs welfare and humanitarian work as contemplated by part 1 of the ninth Schedule of the Income Tax Act (Act 58 of 1962). Council may grant a rebate as of 100% in the case of Inst. 2 uses and 50% in the case of Inst. 3 users.

Animal welfare
Property owned or used by institutions/organisations whose exclusive aim is to protect birds, reptiles and animals on a not-for-gain basis.

10.4. Public Worship

In terms of section 17(i) of the MPRA, the council do not levy a rate on the property registered in the name of and used primarily as a place of public worship by a religious community, including one official residence registered in the name of that community which is occupied by an office bearer of that community who officiates at services at that place of worship.

(**The exclusion lapses if not used for the purposes as indicated above**.)

10.5. Protected Areas

Protected areas as per Section 17(1) (e) of the MPRA.

10.6. Land reform beneficiary

A property belonging to a land reform beneficiary or his or her heirs, dependants or spouse provided that this exclusion lapses—
(i) ten years from the date on which such beneficiary's title was registered in the office of the Registrar of Deeds; or
(ii) upon alienation of the property by the land reform beneficiary or his or her heirs, dependants or spouse.

10.7. Exemptions will be subject to the following conditions:

10.7.1. all applications must be addressed in writing to the municipality;
10.7.2. a SARS tax exemption certificate must be attached to all applications;
10.7.3. the municipal manager or his/her nominee must approve all applications;
10.7.4. applications must reach the municipality before the end of October preceding the start of the new municipal financial year for which relief is sought; and
10.7.5. the municipality retains the right to refuse exemptions if the details supplied in the application form were incomplete, incorrect or false.

11. REDUCTIONS IN THE MUNICIPAL VALUATION

A reduction in the municipal valuation as contemplated in section 15(1)(b) of the Act will be granted where the value of a property is affected by-

11.1. a disaster within the meaning of the Disaster Management Act, 2002 (Act No. 57 of 2002); or

11.2. any other serious adverse social or economic conditions

11.3. The reduction will be in relation to the certificate issued for this purpose by the municipal valuer.

11.4. All categories of owners can apply for a reduction in the rates payable as described above

12. REBATES

The municipality may grant rebates to rateable enterprises that promote local, social and economic development in its area of jurisdiction, based on its Local, Social and Economic Development Policy and as included in the council tariff policy.

Rebates will be granted once an application was received and approved by the municipal manager or his/her delegate.

12.1. Historical or heritage properties

No rebates are granted other than residential rebates if appropriate.

12.2. Cemeteries.

Privately owned cemeteries received a rebate of 50% and must be exclusively be used for the purpose of a cemetery.

12.3. Residential Properties.

The Municipality will not levy a rate on the first value up to R 120 000 of the market value as per the Valuation Roll of Residential Properties, as follows:

12.3.1. on the first R15 000 on the basis set out in Section 17(1)(h) of the MPRA; and

12.3.2. on the balance of the market value up to R105 000 in respect of residential properties, as an important part of the Councils indigent relief measures aimed primarily at alleviating poverty amongst those persons owning low-value properties.

12.4. Pensioners

12.4.1. Pensioners may qualify for a rebate of 50% on residential property in terms of councils' policy.

12.4.2. Only the primary property of the owner will qualify for the 50% rebate.

12.4.3. Only persons 60 years and older will qualify for the 50% rebate.

12.4.4. Rebates will be granted once an application was received and approved by the municipal manager or his/her delegate.

13. RATES INCREASES

The municipality will consider increasing rates annually during the budget process in terms of the guidelines issued by National Treasury from time to time.

Rate increases will be used to finance the increase in operating costs of community and subsidised services.

14. PAYMENT OF RATES

14.1. Liability for and payment of rates is governed by the MPRA and the Municipality's Credit Control and Debt Collection Policy and By-Laws as well as any other applicable legislation.

14.2. Ratepayers may choose, not later than 31 August in any financial year, or such later date in such financial year as may be determined by the municipal manager or his/her nominee, between paying rates annually in one instalment on or before 30 September or in twelve equal instalments on or before the 15th day of the month following on the month in which it becomes payable.

14.3. An owner is liable for payment of a rate whether or not that person has received a written account. The furnishing of accounts for rates in terms of this section is subject to section 102 of the Municipal Systems Act.

14.4. A rate levied by a municipality on a sectional title unit is payable by the owner of the unit.

14.5. Interest on arrears rates, whether payable on or before 30 September or in equal monthly instalments, shall be calculated in accordance with the provisions of the credit control, debt collection and indigent policy of the municipality.

14.6. If a property owner, who is responsible for the payment of property rates in terms of this policy, fails to pay such rates in the prescribed manner, it will be recovered from him/her in accordance with the provisions of the Credit Control, Debt Collection and indigent policy of the Municipality.

14.7. Arrears rates shall be recovered from tenants, occupiers and agents of the owner, in terms of section 28 and 29 of the Act.

14.8. Where the rates levied on a particular property have been incorrectly determined, whether because of an error or omission on the part of the municipality or false information provided by the property owner concerned or a contravention of the permitted use to which the property concerned may be put, the rates payable shall be appropriately adjusted for the period extending from the date on which the error or omission is detected back to the date on which rates were first levied in terms of the current valuation roll.

14.9. In addition, where the error occurred because of false information provided by the property owner or as a result of a contravention of the permitted use of the property concerned, interest on the unpaid portion of the adjusted rates payable shall be levied at the maximum rate permitted by prevailing legislation.

15. CLEARANCE CERTIFICATES

15.1. Are issued in terms of Section 118 (1) (a) of the Local Government: Municipal Systems Act, 2000, Act No. 32 of 2000, and will be valid for a period of 60 days from the date it has been issued.

15.2. Are issued within 7 working days after receipt of the applicable fees and receipt of the clearance application form.

15.3. Are issued when all amounts due in connection with that property for municipal fees, surcharges, property rates and other municipal taxes, levies and duties have been fully paid.

15.4. The Municipality requires a payment in advance equal to two months' payments in respect rates for the financial year and two months' average consumption of all relevant services prior to the issuing of such a clearance certificate in order to allow for any consumption that may take place during the time taken for the transfer to go through.

15.5. The administration is allowed to issue a clearance certificate in the name of the buyer (as registered owner) in the instance of simultaneous transfers.

15.6. If an amount liable for rates and services in respect of a property is outstanding and the property needs to be transferred, a rates clearance certificate will only be issued upon payment of the current account and after completion of an agreement by the new owner for any municipal services in arrears, subject to Council's Credit Control and Debt Collecting Policy in respect of the following transfers:

15.6.1. Transfer of a property from the Municipality to the new owner;

15.6.2. Transfer of a property from one spouse to the other;

15.6.3. Transfer of a property from the owner (parent) to a child.

16. REGULAR REVIEW PROCESSES

The rates policy will be reviewed on an annual basis to ensure that it complies with the Municipality's strategic objectives and with legislation.

17. SHORT TITLE

This policy is the Property Rates Policy of the Witzenberg Municipality.

18. ENFORCEMENT/IMPLEMENTATION

This policy has been approved by the Municipality and came into effect from 1 July 2023 and replace the previous property rates policy.

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

CREDIT CONTROL & DEBT COLLECTION POLICY

OUR VISION: "A MUNICIPALITY THAT CARES FOR ITS COMMUNIY, CREATING GROWTH AND OPPORTUNITIES"

Date of implementation: 01 July 2008
Latest review and updates by Council on 30/05/2019

Reviewed and amended by Council 29/05/2019
Reviewed and amended by Council 28/05/2014
Reviewed by Council 29/05/2013
Reviewed by Council 31/05/2012
Reviewed by Council 28/09/2011
Reviewed by Council 20/04/2011
Reviewed by Council 15/06/2010
Council 28/05/2009 Item 8.1.2
Council 04/08/2008

INDEX

Section Details

Preamble

I Definitions

2 Introduction

3 Objectives

4 Underlying Principles of this Policy

5 Role and Responsibility of Municipal Manager

6 Role and Responsibility of Councillors

7 Duties and Functions of Ward Councillors

8 Duties and Functions of Communities, Ratepayers and Residents

9 Expected Debtor Payment Levels

10 Area of Application

11 Application for Services and Service Agreements

12 Deposits and Guarantees

13 Access to Property to Read Meters

14 Accounts and Billing

15 Metering of Consumable Services

16 Valuations of Properties

17 Property Rates

18 Interest on Arrears and Other Penalty Charges

19 Agreements and Arrangements for Payment of Arrear Accounts

20 Allocation of Payments and Part-Payments

21 Dishonoured and Other Unacceptable Cheques/Debit Orders

22 Queries in respect of Accounts

23 Unresolved Customer Queries

24 Disconnections/Restrictions of Service

25 Reconnection/Reinstatement of Terminated/Restricted Services

26 Period for Reconnection or Reinstatement

27 Procedure for Debt Collection and Write-off

28 Illegal Tampering and/or Theft of Services

29 Unoccupied Premises

30 Clearance Certificates

31 Municipal Staff

32 Reporting and Performance Management

33 Communication of Policy to Consumers

34 By-laws to be adopted

35 Enforcement of Other Legislation

36 Commencement date

PREAMBLE

WHEREAS Section 152 (1) (b) of the Constitution of the Republic of South Africa Act 108 of 1996 (*the Constitution*) provides that one of the objects of local government is to ensure that the provision of services to communities occurs in a sustainable manner;

AND WHEREAS Section 153 (a) of the Constitution provides that a municipality must structure its administration, budgeting and planning processes to give priority to the basic needs of the community, and to promote the social and economic development of the community;

AND WHEREAS Section 195 (1) of the Constitution provides that the public administration must be governed by the democratic values and principles enshrined in the Constitution, including-

- the promotion of the efficient, economic and effective use of resources;
- the provision of services impartially, fairly, equitably and without bias; and
- the fact that people's needs must be responded to.

AND WHEREAS Section 4 (1) (c) of the Local Government: Municipal Systems Act 33 of 2000 (*the Systems Act*) provides that the Council of a municipality has the right to finance the affairs of the municipality by charging fees for services, imposing surcharges on fees, rates on property and, to the extent authorised by national legislation, other taxes, levies and duties;

AND WHEREAS Section 5 (1) (g), read with subsection (2) (b), of the Systems Act provides that members of the local community have the right to have access to municipal services which the municipality provides provided that, where

applicable and subject to the policy for indigent debtors, pay promptly for services fees, surcharges on fees, other taxes, levies and duties imposed by the municipality;

AND WHEREAS Section 6 (2) (c), (e) and (f) of the Systems Act provides that the administration of a municipality must take measures to prevent corruption; give members of a local community full and accurate information about the level and standard of municipal services that they are entitled to receive; and inform the local community about how the municipality is managed, of the costs involved and the persons in charge;

AND WHEREAS Chapter 9, Sections 95, 96, 97, 98, 99 and 100, of the Systems Act provides for Customer Care Management, Debt Collection responsibility of the Municipality, contents of the policy, by-laws that give effect to the policy, Supervisory authority and Implementing authority.

The Witzenberg Municipal Council, at its meeting of 28May 2008adopts this policy to be known as: The Witzenberg Municipality Credit Control and Debt Collection Policy". This policy replaces that policy in its entirety.

1. DEFINITIONS

In this policy, unless the context indicates otherwise, the word or expression has the following meaning:

1.1 "Accounting Officer" The Municipal Manager appointed in terms of Section 82(1) (a) or (b) of the Municipal Structures Act, 1998 (Act No. 117 of 1998);

1.2 "Actual consumption" means the measured consumption of a consumer of a municipal service during a specified period;

1.3 "Arrangements" means a formal agreement entered into between the Council and a debtor where specific repayment parameters are agreed to.

1.4. "Arrears "mean any amount due, owing and payable by a customer in respect of a municipal account not paid on the due date;

1.5. "Average consumption" means the deemed consumption of a customer of a municipal service a specific period, which consumption is calculated by adding the recorded monthly average consumption and the current actual consumption and dividing the total by 2;

1.6. "Bank guarantee" refers to an undertaking by a registered financial institution whereby it guarantees a specified maximum amount to be paid if the principal debtor (the consumer) fails to pay;

1.7. "Calculated amounts" refers to the amounts calculated by the Chief Financial Officer, in consultation with the relevant technical departments, to be due to the Council by a consumer in respect of the supply of the applicable municipal services for any period during which the exact quantity of the supply cannot be determined accurately for reasons beyond the control of the Chief Financial Officer. This shall normally be based on the average consumption figures, if available, for the service rendered to the customer or, failing the availability of such data, on the average consumption figures applicable to one or more properties of similar size and nature in the area in which the customer resides or carries on business;

1.8. "Charges" refers to charges incurred by the municipality to collect arrears;

1.9. "Chief Financial Officer" refers to the person so designated in terms of Section 75(2)(a) of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003) or any person duly authorised to act on behalf of such person and shall have the same meaning as Strategic Executive Manager: Finance or City Treasurer;

1.10. "Consolidated account" refers to one combined account for all municipal services, housing rents and instalments, rates and basic charges payable, and" consolidated bill" has a corresponding meaning;

1.11. "Consumer" means a customer;

1.12 "Conventional electricity and water meters means "electricity and/or water meters, as the case may be, which are used to determine the supply of electricity and water and which are normally read on a monthly or other fixed interval basis;

1.13 "Council" refers to The Witzenberg Municipality and its successors in law and includes the Council of that municipality or its Executive Committee or any other body acting by virtue of any power delegated to it in terms of legislation, as well as any official to whom the Executive Committee has delegated any powers and duties with regard to this policy;

1.14 "Councillor" refers to any member of a municipal council;

1.15 "Credit Control "refers to all functions relating to the collection of monies owed by customers and users of municipal services.

1.16 "Customer" refers to any occupier of any premises to which Council has agreed to supply or is actually supplying services, or if there is no occupier, then the owner of the premises and includes any debtor of the municipality;

1.17 "Defaulter" refers to any customer owing the municipality money in respect of rates and / or service or sundry charges; not paid on the due date as stipulated on the account or on the agreement. The owner will be held responsible for occupiers / tenants, arrear accounts, for water, electricity and any other service or sundry accounts;

1.18 "Deposit" refers to a minimum sum of money specified by the Chief Financial Officer and payable by the consumer to the Municipality prior to occupation of the property or prior to the date on which services to the property are required;

1.19 "Due date" in the absence of any express agreement in relation thereto between the Council and the customer, refers to the date stipulated on the account and determined from time to time as the last date on which the account must be paid;

1.20 "Equipment" refers to any building or other structure, pipe, pump, wire, cable, meter, engine or any accessories;

1.21 "Estimated "consumption arises when no actual reading can be taken and is equivalent to the existing average consumption;

1.22 "Existing" customers refer to the customers who have already entered into an agreement for the supply of municipal services;

1.23 "Financial year" refers to the period starting from 1 July in a year to 30 June the next year;

1.24 "Fees" refers to expenses incurred by the municipality to collect arrears;

1.25 "Implementing Authority" means the Municipal Manager or his nominee, acting in terms of Section 100 of the Local Government Municipal Systems Act, 2000 (Act No. 32 of 2000);

1.26 "Interest" is a charge levied with the same legal priority as service fees and calculated at a rate determined by Council from time to time on all arrear monies;

1.27 "Meter" audits refer to an investigation to verify the correctness of the consumption and supply of electricity and water;

1.28 "Municipality" when referred to as:

(a) a corporate body, means a municipality as described in Section 2 of the Municipal Systems Act, 2000 (Act No. 32 of 2000);

(b) A geographic area means a municipal area determined in terms of the Local Government Municipal Demarcation Act, 1998 (Act No. 27 of 1998).

1.29 "Municipal Manager" means the person appointed as Municipal Manager in terms of Section 82 of the Local Government Municipal Structures Act, 1998, (Act No. 117 of 1998) and includes any person acting in that position or to whom authority has been delegated;

1.30 "Municipal services "refers to any services provided by the municipality or any authorised and contracted service provider, available or applied for, or provision made for any service, for which it is entitled to charge a fee or formulate a tariff, payable by a customer or user, thereof;

1.31 "Normal office hours" means the hours when the Chief Financial Officer' s offices are open to the public from Mondays to Fridays, excluding public holidays, Saturdays and Sundays;

1.32 "Official" refers to an employee of The Witzenberg Municipality

1.33 "Occupier" means any person, who occupies any property or part thereof, without regard to the title under which he or she occupies the property,

1.34 "Owner" means:

(a) The person in who from time to time is vested the legal title to premises, which title is registered at the Deeds Office;

(b) In a case where the person in whom the legal title is vested is insolvent or deceased, or is under any form of legal disability whatsoever, the person in whom the administration of and control of such premises is vested as curator, trustee, executor, administrator, judicial manager, liquidator or other legal representative;

(c) In a case where the Council is unable to determine the identity of such person, a person who is entitled to the benefit of such premises with a building thereon;

(d) In the case of premises for which a lease of 30 years or more has been entered into, the lessee thereof;

(e) In relation to

i. A piece of land delineated on a sectional plan registered in terms of the Sectional Titles Act 1986, (Act 95 of 1986), and without restricting the above the developer or the body corporate in respect of the common property; or

ii. A section, as defined in such Act, the person in whose name such a section is registered under a sectional title deed and includes the lawfully appointed agent of such a person;

(f) Any legal person including but not limited to

i. A company registered in terms of the Companies Act, 1973 (Act 61 of 1973), a Trust, a Closed Corporation registered in terms of the Closed Corporations Act, 1984 (Act 69 of 1984) and a voluntary association;

ii. Any department of State;

iii. Any Council or Board established in terms of any legislation applicable to the Republic of South Africa;

iv. Any Embassy or other foreign entity;

1.35 "Premises" includes any piece of land, the external surface boundaries of which are delineated on-

(a) A general plan or diagram registered in terms of the Land Survey Act, 1927 (9 of 1927), or in terms of the Deed Registry Act, 1937 (47 of 1937); or

(b) A sectional plan registered in terms of the Sectional Titles Act, 1986 (95 of 1986), which is situated within the area of jurisdiction of the Council;

1.36 "Rates" refers to property rates on property situated in the municipal area, any other tax, duty or levy imposed by the municipality;

1.37 "Service agreement" refers to an agreement for the consumption of electricity and/or water and other services as determined from time to time;

1.38 "Terminated account" refers to:

(a) the final account for services after the customer has left the premises, whether or not the customer has given notice to terminate the supply of service; OR

(b) the final account for services if the customer has contravened the service provisions of this policy and attendant municipal bylaws;

1.39 "Variable flow-restricting device" refers to a device that is coupled to the water connection that allows the water supply to be restricted or closed;

1.40 "Visitation fee" refers to the fee charged for attendance and/or disconnection/reconnection of an electricity/water supply when the supply has been disconnected due to non-payment and/or tampering, or where access to disconnect/restrict has not been gained, which fee shall be

1.41 "Voluntary garnishee order/emoluments order" refers to a court order for the deduction of an amount of money from the salary or other income of a customer.

2. INTRODUCTION

2.1. The Council cannot develop the local economy and provide acceptable services to its residents unless it receives payment, in full, of all bills raised for the services that it provides.

2.2. The municipality must develop, maintain and implement a credit control and debt collection policy that is consistent and complies with the relevant legislation.

2.3. In regard to payments expected from registered indigents and Council tariffs, this policy is to be read in conjunction with The Witzenberg Municipality Indigent Policy and The Witzenberg Municipal Tariff Policy.

3. OBJECTIVES

The objectives of the Credit Control and Debt Collection Policy are:

3.1 To define a framework within which the municipality can develop an effective procedure to bill and collect its revenues;

3.2 To ensure that all monies due and payable to the municipality are collected and used to deliver municipal services in the best interests of the community, residents and ratepayers and in a financially sustainable manner as prescribed by the Municipal Systems Act, 2000 (Act No. 32 of 2000), and other applicable legislation;

3.3 To maintain and implement a credit control and debt collection policy, which is consistent and complies with Section 97 of the Municipal Systems Act, 2000 (Act No. 32 of 2000).

3.4 To ensure that the municipality develops credit control procedures and mechanisms that are considered to be consistent, fair and effective to all its consumers.

4. UNDERLYING PRINCIPLES OF THIS POLICY

4.1 The administrative integrity of the municipality must be maintained at all times. The democratically elected councillors are responsible for policymaking, while it is the responsibility of the Councillors, Municipal Manager and all staff to ensure the execution of these policies.

4.2 This policy shall take effect and be enforceable from the date of approval thereof by Council.

4.3 The collection process must be cost-effective and enforcement of payment for services rendered must be prompt, consistent and effective.

4.4 Unauthorised consumption, connection and reconnection, the tampering with or theft of meters, service supply equipment and the reticulation network and any fraudulent activity in connection with the provision of municipal services will lead to disconnections and/or restrictions, penalties, loss of rights and criminal prosecutions.

4.5 All Witzenberg Municipality employees shall:

4.5.1 Embrace the principles of Batho Pele and treat all debtors with dignity and respect at all times

4.5.2 Employees shall execute their duties in an honest and transparent manner whilst protecting the confidentiality of information in accordance with the Access to Information Act.

5. ROLE AND RESPONSIBILITY OF MUNICIPAL MANAGER

5.1 In terms of Section 100 of the Municipal Systems Act, 2000 (Act No. 32 of 2000), the Municipal Manager is responsible for implementing the credit control and debt collection policy. In line with this, the Municipal Manager is to perform the following:

5.2 install and maintain appropriate accounting system.

5.3 bill customers.

5.4 demand payment on due dates.

5.5 raise penalties and interest for defaulters.

5.6 appropriate payments received.

5.7 collect outstanding debt.

5.8 provide different/alternate payment methods.

5.9 determine credit control and debt collection measures.

5.10 determine all relevant work procedures for, inter alias, public relations, arrangements, disconnection/reconnection of services, summonses, attachments of assets, sales in execution, write-off of debts, sundry debtors and legal processes.

5.11 instruct attorneys to proceed with the legal process (i.e. attachment and sale in execution of assets, emolument attachment orders, etc.).

5.12 appoint staff to execute Council's policy and by-laws.

5.13 determine internal control procedures.

5.14 monitor contracts with service providers in connection with credit control and debt collection.

5.15 The Municipal Manager may delegate these responsibilities to the Chief Financial Officer. However, this delegation does not absolve the Municipal Manager from being held accountable for implementing this policy.

5.16 The Municipal Manager is to report monthly to the Executive Committee, and quarterly to the Council, on the actions taken in terms of this policy, and on the payment levels for the periods concerned.

5.17 Although the Municipal Manager is held accountable for implementing this policy, it is the responsibility of all officials of the municipality to promote and support this credit control and debt collection policy.

6 ROLE AND RESPONSIBILITY OF COUNCILLORS

6.1 To approve budgets consistent with the needs of communities, ratepayers and residents.

6.2 To impose rates and taxes and to determine service charges, fees and penalties to finance the budget.

6.3 To facilitate sufficient funds to give access to basic services for the poor.

6.4 To provide for a bad debt provision, in line with the payment record of the community, ratepayers and residents, as reflected in the financial statements of the municipality.

6.5 To, together with the Chief Financial Officer, set an annual improvement target for debt collection (refer Section 9), in line with acceptable accounting ratios and the ability and performance of any appointed external service providers.

6.6 To approve a reporting framework for credit control and debt collection.

6.7 To consider and approve by-laws to give effect to the Council's policy.

6.8 To revise the budget should Council's targets for credit control and debt collection is not met.

6.9 To take disciplinary and/or legal action against Councillors, officials and agents who do not execute Council policies and by-laws, or act improperly in terms of such policies.

6.10 To approve a list of suitably qualified service providers that will act on behalf of Council in all collection and legal matters relating to debt collection.

6.11 To provide sufficient capacity in the Municipality's Budget and Treasury Office for credit control and debt collection or, alternatively, to appoint service providers or debt collection agents to assist with the credit control and debt collection procedures.

6.12 To assist the Municipal Manager in the execution of his duties, if and when required.

6.13 To provide funds for the training of staff in connection with credit control and debt collection.

6.14 In terms of Section 99 of the Municipal Systems Act, 2000 (Act No. 32 of 2000), the Executive Committee, is to monitor and supervise the application of this policy, and is to report to Council on the extent and success of the municipality's credit control actions.

6.15 In order to maintain the credibility of the municipality in the implementation of the present policy, Councillors, by adopting this policy, pledge that their own accounts will at no stage fall into arrears.

7. DUTIES AND FUNCTIONS OF WARD COUNCILORS

7.1 To adhere to and convey Council policies to residents and ratepayers.

7.2 To adhere to the Code of Conduct for Councillors.

7.3 The ward committees will act in terms of roles and functions as approved by Council.

7.4 The ward committees are encouraged to actively promote this policy, and to ensure, at the same time, that the municipality's customer service is of a standard acceptable to the community.

8. DUTIES AND FUNCTIONS OF COMMUNITIES, RATEPAYERS AND RESIDENTS

8.1 To fulfil certain responsibilities, as brought about by the privilege and or right to use and enjoy public facilities and municipal services.

8.2 To pay service fees, rates on property and other taxes, levies and duties imposed by the municipality on or before the due date for payment.

8.3 To observe the mechanisms and processes of the municipality in exercising their rights.

8.4 To allow municipal officials access to their property to execute municipal functions.

8.5 To comply with the by-laws and other legislation of the municipality.

8.6 To refrain from tampering with municipal services and property.

9. EXPECTED DEBTOR PAYMENT LEVELS

9.1 The municipality is to aim at ensuring that payment levels (i.e. the percentage level of income received from debtors) for the present and future financial years, in respect of all amounts due to the municipality, exclusive of the balance of the monthly accounts payable by registered indigents, are maintained at an annual average of at least 96%.

9.2 The long-term target is a debtor turnover ratio of 30 days, that is, debtors are expected to pay for services on average within one month of receiving accounts.

10. AREA OF APPLICATION

10.1 This policy shall apply and be enforceable throughout the entire area of jurisdiction of The Witzenberg Municipality

10.2 The Council reserves the right to differentiate between different categories of consumers, debtors, services or service standards when applying this policy. The Council will, on application of this policy, avoid discrimination as forbidden by the Constitution unless it is established that the discrimination is fair as allowed by the Constitution.

11 APPLICATION FOR SERVICES AND SERVICE AGREEMENTS

11.1 Before being provided with electricity, water and/or other customer services, and prior to taking occupation of premises, every customer shall enter into a service agreement with the Council in which, inter alias, the customer agrees that the electricity, water and/or other services, supplied by either Prepaid or Credit meter systems, may be used for credit control purposes to collect arrears in respect of all outstanding debt.

11.2 All consumers wishing to utilise municipal services must apply to enter into a service agreement.

11.3 The service agreement will be entered into prior to the provision of services and prior to the consumer taking occupation of the premises.

11.4 A new service agreement will only be entered into once all amounts owed by a consumer on other debtor accounts are settled in full.

11.5 A new service agreement will only be entered into on a property, once all outstanding amounts owed on the property are settled in full. The owner of the property shall have the responsibility to ensure that all debts incurred after are fully paid by the tenant in order to mitigate the non-provision of services to tenants/residents after the date mentioned above.

11.6 Paragraph 11.5 is not applicable to outstanding accounts in respect of houses allocated by the housing committee.[1]

11.7 Where municipal services are used/consumed or made use of, and the owner, tenant, or occupants of a property, have not entered into nor completed an agreement for such services, the owner responsible for the payment of rates on the property will be billed for the metered consumption and all municipal service charges applicable to the property.

11.8 The service agreement shall indicate that transfer of a property may not be registered until the municipality issues a clearance certificate which reflects that all amounts due in connection with that property for municipal service fees, property rates and other municipal taxes, levies and duties have been fully paid. The outstanding monies include accounts relating to tenants who may have left the property of the seller.

11.9 Application forms are available at the municipal offices and the application process must occur at least ten (10) working days prior to taking occupation of the premises. This will ensure that services are available when occupation is taken. Failure to adhere to the timeframe may result in customers not having the services available when occupation is taken.

11 .10 The Municipality will render the first account after the first meter reading cycle following the date of signing the service agreement or as soon as is administratively possible.

11.11 Consumers who illegally consume services without a valid service agreement will be subject to disconnection and/or removal of the service and may have charges laid against them for theft and fraud.

[1] Amended by Council on 28 May 2014

11.12 The service agreement shall set out the conditions under which the services are provided and shall require the signatories thereto to accept the contents of the municipality' s credit control and debt collection policy, as well as the provisions of the Municipal Systems Act, 2000 (Act No. 32 of 2000).

(a) An undertaking by customers:

- That the electricity, water and/or other services supplied by either the Prepaid or Credit meter systems, may be used for credit control purposes to collect arrears in respect of all outstanding debt and shall include rates if the customer is the owner of the property;
- That they are liable for the costs of collection, including any administration fees, penalties for late payment, legal costs, interest, disconnection fees and reconnection fees, and
- That any alleged non-receipt of an account does not affect the customers' liability for the account, nor stop the credit control process;

(b) An undertaking by Council:

- That it will deliver accounts to customers by Post Office delivery and emails
- That if customers do not receive an account and have accordingly requested one, a statement will be supplied to them.

11.13 Where a signatory is not the owner of the property to which the services are to be provided, a letter from the owner indicating that the signatory is the lawful occupant of the property and where a lessor/lessee arrangement exists between the parties, a copy of such agreement shall be attached to the service agreement.

11.14 Where a consumer has failed to enter into a service agreement with the Council, water and/or electricity shall be restricted or disconnected, as the circumstances may require, until such time as a service agreement has been entered into and the applicable deposits have been paid. In such circumstances, the consumer will be held liable for any calculated amounts.

12 DEPOSITS AND GUARANTEES

12.1 Every customer is to pay a deposit on application for the provision of municipal services before the municipality renders any service to the property. Deposits are payable when new customers sign service agreements and when existing customers move to a new supply address. All deposits shall be paid at least 5 (days) days prior to occupation of the property or prior to the date on which the services are required. Failure to comply with this clause may result in a delay in the connection of services and the Council shall not be liable for any loss or prejudice suffered by a customer as a result thereof.[2]

12.2 Subject to the provisions of clauses 12.3, 12.4 and 12.5 hereunder, the calculation for deposits shall be based on two months' consumption of metered services together with any charges for other municipal services, or a minimum amount specified by the Chief Financial Officer from time to time. Also refer to 6.3.4 of the tariff listing

12.3 In the case of Housing Projects an amount of R500.00 is payable for deposit. To be reviewed by the CFO from time to time. In determining the deposit described in Section 12.2, the Chief Financial Officer may differentiate between areas to give cognisance to differences in service standards and usage.

12.4 The Chief Financial Officer may re-assess customer deposits for new domestic, commercial and industrial customers three months after the initial deposit date and may, as a result of this reassessment, require an additional deposit from the customer.

12.5 The Chief Financial Officer may review deposits annually and, in the case of a customer' s service being disconnected or restricted as a result of non-payment or tampering, may increase the deposit. Should the deposit be increased as a result of this review the customer must immediately make payment of the increased amount in line with the instruction from the Chief Financial Officer.

12.6 The outcome of the review contemplated in clause 12.5 shall be communicated to the customer in the event of any variation in the deposit arrangements being required.

12.7 Should a customer's services be disconnected twice during any twelvemonth period due to non-payment, the customer's deposit shall be adjusted the following month to conform to Clause 12.5.

12.8 Not applicable no current guarantees

12.9 The municipality will pay no interest on deposits[3]

[2] Amended by Council on 28 May 2014.
[3] Amended and reviewed by Council on 30 May 2019

13 ACCESS TO PROPERTY TO READ METERS

13.1 In terms of Section 101 of the Municipal Systems Act, 2000 (Act No. 32 of2000), the occupier, owner or tenant of a property is to allow municipal officials or the municipality' s authorised service providers access to read meters, install or repair meters as well as to, discontinue or restrict the provision of a service. The official is to have the proper authorisation and can only request access during reasonable hours.

13.2 If the municipality is unable to read any meter on any property because the meter has been rendered inaccessible, the municipality shall estimate the consumption of the service concerned and thereafter bill the accountholder for the monetary value of such estimated consumption.

13.3 In the event that the Council continues to be unsuccessful in obtaining access to the property and, therefore, is unable to obtain an accurate meter reading, the Chief Financial Officer or his authorised representative may disconnect the supply of services.

13.4 Voluntary readings:

- These will be permitted provided the municipality obtains any final reading should the consumer move to another supply address.
- Consumers may be liable for a fee to cover the costs of obtaining a reading if no advance warning is given and special arrangements are required to obtain a reading.
- The Municipality is entitled to make suitable adjustments to the readings should a consumer fail to ensure that a final reading is obtained.
- An audit reading during the normal reading cycles must be obtained at least once every 6 months. If a special audit reading becomes necessary, this will be done at the cost of the consumer.
- The consumer may elect to supply voluntary readings subject to compliance with these rules. The Chief Financial Officer may, however, cancel the voluntary reading convenience if the consumer fails to render readings on two or more consecutive occasions.

14 ACCOUNTS, BILLING AND PAYMENT

14.1 The Council shall produce and post one consolidated monthly bill to consumers for services supplied or available (inter alias, electricity, water, refuse and sewerage charges) and for rates levied on property within the municipal area unless, for whatever reason, the rates account has not been consolidated with the services account in which case separate monthly accounts will be posted. These accounts will be produced in accordance with meter reading cycles at regular intervals or as prescribed by law.

14.2 The account/invoice will reflect the following details:

- Consumer name;
- Consumer account number;
- Consumer postal address;
- Address details to which the services have been supplied;
- The consumption or estimated consumption for each metered service within a specified period;
- The applicable service tariff;
- The monthly amount due on property rates and the total annual amount due;
- The valuation of the property;
- The amount due on any other service charges;
- The total amount due and payable;
- The amount in arrears, if any;
- The final date for payment (due date);
- The method, name and location of any municipal offices and authorised agents where payments may be made, and
- A notification that failure to settle the total amount due by due date will result in termination or restriction of services.

14.3 The Council shall undertake to post the consolidated account to the customer address, in South Africa, as specified by each customer. However, non-receipt of an account does not negate the responsibility of the customer to pay the amount owing by due date nor prevent interest charges and debt collection procedures. In the event of non-receipt of an account, the onus rests on the account holder to obtain a free copy of the most recent account, before the due date.

14.4 The consumer shall, in writing, notify the Council of any change of address, including an e-mail address, and contact details. Notwithstanding the fact that a consumer has not received an account as a result of his failing to notify the Council of his change of address or due to delays on the part of external service providers, the customer is nevertheless liable for payment of such account. Any change of address only becomes effective when the notification of the change is received and acknowledged by the Council.

14.5 Accounts must be paid in full on or before the due date as indicated on the account. Failure to comply with this section shall result in debt collection action (as contained in Section 27 of this policy) being instituted against the customer. Interest on arrears, at the rate determined from time to time by the Council or, in the absence of any determination, as prescribed by law, will accrue after due date if the account remains unpaid irrespective of the reason for non-payment (refer Section 18).

14.6 Bulk consumers may at the discretion of Council be notified of their unpaid accounts prior to the commencement of the debt collection process.

14.7 Payments for accounts must be received at a Municipal pay-point by close of business on or before the due date. In the case of any electronic payments the money must be received in the municipal bank account no later than the close of business on the due date. In the case of monies paid to agents, the money must be deposited with the agent prior to the close of business on due date and proof thereof may be required to validate any claims.

14.8 The following methods of payment and payment points can be used: Debit order payments, which forms are available from the municipal cash offices;

- Cash payments can be made at the municipality' s cash offices, any South African Post Office and their agencies, ABSA and Easy Pay Outlets e.g. Pick & Pay, Checkers, etc.

- Electronic banking payments directly into the municipality' s account;

14.9 The consumer acknowledges that any agent used for transmitting payments to the Municipality is at the risk and cost of the consumer. In addition, the consumer must take into account the transfer time of the particular agent.

14.10 All payments and/or part-payments received by the Municipality shall be allocated to services in the manner as contained in Section 20.

15. METERING OF CONSUMABLE SERVICES

15.1 The municipality may introduce various metering equipment for the measurement of service consumption and customers may be encouraged to convert to a system preferred by the municipality.

15.2 Customers who default (fail to pay by the due date) may be required by the municipality to convert to another metering system.

15.3 Meters (credit) will be read in monthly cycles, at regular intervals or as prescribed by Council. Should circumstances prevent such a reading, the Municipality is entitled to continue with the procedure as laid down in Section 13 of this policy.

15.4 A consumer is responsible to ensure access to metering equipment and will be liable for any cost incurred to ensure access (such as relocating or disconnecting the meter) if satisfactory access is not possible.

15.5 Routine or special maintenance of metering equipment will be communicated to the consumer prior to being undertaken in order to establish a suitable time to perform such maintenance.

16. VALUATION OF PROPERTIES

16.1 All properties within the boundaries of the Witzenberg Municipality are to be valued in terms of the legislation applicable to the valuation of properties for the purpose of levying property rates.

16.2 If the Municipality has not yet included such valuation for the purpose of levying rates, the Municipal Valuer shall conduct a valuation of the relevant property for purposes of a supplementary valuation

17. PROPERTY RATES

17.1 In terms of the Council Rates Policy, and in accordance with the tariff of Charges Schedule, Property Rates will be raised annually in July of each year, charged on a monthly basis and will be reflected on the consumers monthly bill.

17.2 All Property Rates not paid by due date will, in addition to any procedures as prescribed by law, be subject to credit control and debt collection procedures as stipulated in this policy.

17.3 An owner may apply to have his/her property rates be charged monthly. In which the due date for application is set at 30th June of each year.[4]

17.4 If in default it will reversed to yearly and the total annual rates amount become payable.

18. INTEREST ON ARREARS AND OTHER PENALTY CHARGES

18.1 Interest shall be charged for a full month on all arrear amounts at the percentage determined by Council irrespective of when payment is made.

18.2 For purposes of determining arrear amounts, all amounts that are unpaid after due date, excluding interest, penalty charges previously raised including collection charges and Value Added Taxation, shall be taken into account.

18.3 The Chief Financial Officer will be entitled to raise the following charges/fees in addition to the interest charge contemplated in clause 18.1:

- charges for disconnection or restriction of services
- charges for reconnection or reinstatement of services
- charges for notices of default and other correspondence
- penalty charges for illegal reconnections
- Reconnection fee to be paid for both prepaid and conventional meters

[4] Updated 04/08/2008 Special Council meeting

- Charges / Fees on all legal proceedings[6]

18.4 Other than those penalty charges prescribed by legislation, the value of each of these charges will be determined on an annual basis by Council when considering its annual budget and shall be contained in the Witzenberg Municipality Tariff Register.

19. AGREEMENTS AND ARRANGEMENTS FOR PAYMENT OF ARREARACCOUNTS

19.1 The Chief Financial Officer is authorised to enter into agreements with customers in arrears with their accounts and to grant customers extensions of time for settlement of the amounts due to Council. No arrangement for the payment of debt in instalments may be entered into with a tenant without the consent of the property owner.[7]

19.2 Where a customer in arrears is a business or commercial concern, a minimum of 50% of the total overdue amount, as an initial payment, shall be paid, and the balance of the account shall be paid in equal instalments over a maximum period of twelve months. Any future monthly current accounts shall be paid on or before the due dates for the month in question. In respect of business or commercial consumers who are in arrears, interest will be raised in terms of Section 18 of this policy.

In exceptional circumstances, The Accounting Officer and CFO can deviate from the general rule above provided that:

- The current account is paid in full
- A written agreement is entered into that provides for the down payment of the arrears amount in monthly instalments.

19.3 Where a customer in arrears is a domestic consumer the following processes will be follows:

i) When the customer account include outstanding debt, the customer payment incentive policy as approved by Council may apply; and

ii) In the case of all other debt, the current account, as an initial payment, shall be paid, and the balance of the account shall be paid in equal instalments over a maximum period of forty-eight [48] months.

iii) In exceptional circumstances, The Accounting Officer and CFO can deviate from the general rule in (ii) above provided that:

- The current account is paid in full
- A written agreement is entered into that provides for the down payment of the arrears amount in monthly instalments.

iv) A customer can make a maximum of 2 arrangements within a financial year of the Municipality.[8]

[6] Amended by Council on 28 May 2014
[7] Amended by council on 28 May 2014
[8] Updated 28/05/2009

Any future monthly accounts shall be paid on or before the due date. Consumers, who honour their agreements and arrangements to pay, will not be charged interest from the date of the agreement on municipal service arrears, with the exception of property rates in arrears where statutory provisions may apply. Should they default on their credit extension for whatever reason, interest shall be raised from the date of default on the full outstanding debt in terms of Section 18 of this policy."

19.4 A consumer may be required to complete a debit order for the payment of arrears in terms of the agreement.

19.5 Should a customer breach the arrangement in any way, the balance of the arrear account, together with the balance of interest outstanding on the account, shall immediately become due and payable to the municipality.

19.6 A customer who fails to comply with any credit arrangement shall not be permitted to enter into any further arrangement or extension of time for payment and shall have his services terminated, however a customer who brings his credit arrangement up to date by an immediate payment shall have his services reconnected as soon as is practically possible.

19.7 A customer who fails to comply with any arrangement of debt shall have his service agreement terminated, services disconnected/restricted, and/or his deposit adjusted with an amount of R500 to cover a part of the arrear debt.

19.8 Only debtors with positive proof of identity or an authorised agent with a Power of Attorney shall be permitted to enter into an Acknowledgment of Debt agreement with the Council. If the arear account is in the name of a tenant, the owner of the property, have to give written consent to the Municipality to enter in to Acknowledgement of Debt agreement with his /her tenant.

19.9 Where a debtor is a close corporation, trust, or a company, the person who signs an acknowledgment of debt on behalf of such close corporation, trust or company, shall produce written proof that he is authorised to sign such acknowledgment on behalf of all members and/or directors of the close corporation, trust, or the company.

19.10 An Acknowledgment of Debt agreement shall contain all arrangements for paying off arrear accounts, which may include interest. One copy of the agreement shall be handed to the customer and another filed with the Chief Financial Officer.

19.11 In instances where a customer is employed, the municipality may obtain a voluntary garnishee order or emoluments attachment order.

19.12 Where any debt has arisen as a result of the Council having applied an incorrect charge and/or tariff, the consumer may arrange to pay the debt over a maximum period equivalent to the period over which the incorrect charge was applied or over twelve months, whichever is the shorter.

19.13 The Director Finance and Deputy Director Finance may deviate from the policy in special circumstances.[9]

20. ALLOCATION OF PAYMENTS AND PART-PAYMENTS

20.1 Receipt of the total outstanding monies will be allocated to the credit of the account in full.

20.2 A customer shall not be entitled to allocate any payment made to any portion of the total debt due to the Council.

21 DISHONOURED QUES/DEBIT ORDERS

21.1 Refusal by banks to honour payments by debit order is regarded as non- payment, upon which the relevant debtor is subject to credit control measures.

21.2 The Council shall, at the earliest opportunity, be entitled to disconnect or restrict, as the case may be, the electricity and/or water supply of a customer who has offered a cheque or debit order as payment for municipal services if such cheque or debit order is returned or dishonoured by the financial institution on which it is drawn as a result of a lack of funds or for any other reason.

21.3 A customer tendering a debit order referred to in Clause 21 .2 shall be liable for all administration charges and bank fees as determined by Council as a result of such transaction.

21 .4 Should a dishonoured debit order be received, the customer may be contacted telephonically with the request that a cash deposit equal in amount to that of the dishonoured cheque be made into the municipality' s account within 24 hours.

21.5 Should any attempt to contact the customer fail, then the municipality shall immediately discontinue the supply of services to the premises.

21.6 In the event of the customer not having sufficient funds to settle the outstanding debt, the Municipality may open a case of fraud with the South African Police Service.

[9] Recommended for amendment.

21.7 Dishonoured cheques are to be kept on file and will only be given to account holders on request if the account is paid up to date after the reversal of the dishonoured payment.

21.8 A customer who has offered three dishonoured debit order payments in any 12 month period will not be allowed to make further payments by cheque for a period of at least one year, although a bank guaranteed cheque may be accepted by the Chief Financial Officer.

22. QUERIES IN RESPECT OF ACCOUNTS

22.1 The enquiries counter at the municipality's service centres can be contacted for all account queries.

22.2 An enquiry clerk stationed at the municipality's service centres shall be available to assist consumers with account balance queries as well as the opening and closing of accounts.

22.3 Any resident or consumer who may feel aggrieved concerning his/her account may address a written grievance / appeal to the Chief Financial Officer.

22.4 The municipality endeavours to investigate any query and give feedback within fourteen working days of the receipt of the query.

22.5 Any query in respect of the amount due and payable on the consolidated bill must be lodged, in writing, at the municipality within 10 days of the consolidated bill date in order that it may be investigated. Should the query not be lodged within 10 days, the municipality cannot be bound to the provisions of clause 22.4.

22.6 A customer who has lodged an enquiry is not relieved of the responsibility to maintain regular payment on his account. In the event of an accountholder reasonably querying any item or items on the monthly municipal account, no action shall be taken against the accountholder provided the accountholder has paid, by due date, an amount equal to the monthly average monetary value of the three most recent un-queried accounts in respect of the service under query, as well as all un-queried balances on such account, and, provided further that, such query is made in writing by the accountholder or is recorded in writing by the Chief Financial Officer or his designate on behalf of the accountholder within 10 days of the consolidated bill date.

22.7 If a customer has received a response to a query but is still not convinced that the account is correct, the customer will still be liable for the full outstanding amount and will be subject to credit control action.

23. UNRESOLVED CUSTOMER QUERIES

23.1 Should a query remain unresolved after 14 working days have passed from the date the query was lodged, the customer is to notify the Section Head of the relevant section who will follow up and resolve the query.

23.2 Should the Section Head, as a result of the complexity of the case, be unable to resolve the query, it is to be referred to the Consolidated Billing Manager for resolution.

24. DISCONNECTIONS/RESTRICTIONS OF SERVICE

24.1 The Council shall disconnect/restrict services to consumers whose consolidated accounts remain unpaid after due date.

24.2 The municipality shall, prior to disconnection and/or restriction of services, not be obliged to issue any final demand notices or other reminders to customers whose accounts are unpaid after due date.

24.3 The municipal account shall reflect a warning message that shall be deemed to be proper and sufficient notice to the customer that his services may be disconnected or restricted unless payment is received on or before due date.

24.4 In the event that full payment of the consolidated account, including any accumulated arrears, is not received by close of business on due date, the electricity supply and thereafter the water supply may be disconnected/restricted, unless a formal arrangement for an extension of payment, in terms of Section 19, has been approved by the Chief Financial Officer or his authorised representative.

24.5 Even though a customer may have concluded satisfactory credit arrangements in terms of Section 19, the Council is not obliged to effect a reconnection of services on the day that payment is received or the agreement has been signed, but will, unless unable to do so because of circumstances beyond the control of the municipality, endeavour to do so within three (3) working days in terms of Section 26 read in conjunction with Section 25.

24.6 Where a customer's services are disconnected, or where access to disconnect services has not been obtained, the customer shall be charged a visitation fee, as determined by the Council, which shall be paid prior to the services being reconnected.

24.7 Where a customer's account and/or service agreement has been terminated or is in arrears and no credit arrangement has been entered into,

the Council may, at the customer' s cost, proceed to collect such amount as is outstanding and due in terms of the procedures for debt collection contained in Section 27 of this policy.

24.8 Where a customer or owner' s account is in arrears and no credit arrangement for the settlement of any outstanding debt has been entered into, and, whether the services to the property have been disconnected / restricted or no the Council may, regardless of whether the service agreement is terminated or not, implement the procedures for debt collection as set out in Section 27 of this policy, if such action is deemed by the Chief Financial Officer to be in the best interests of the Council.

24.9 Should the Chief Financial Officer be of the opinion that the termination of services, in respect of which the account is in arrear, could result in the endangerment of the life of any person, the Chief Financial Officer may appropriately restrict rather than terminate the services in question.

If a household is classified as an indigent household in terms of section 6.1 of the Assistance to the poor policy, as amended, then the following will be applicable with regard to disconnection/restriction of services:

(i) Prepaid electricity may be blocked for purchases if the other services are in arrears; and[10]

24. 10 Changing meters of defaulters[11]

i) The water meters of defaulters can be replaced with water management meters, and the consumption can be limited to a minimum of 200 litres per day (6 kilolitres per month);

(ii) The electricity meters of defaulters can be replaced with split prepaid meters;

(iii) The cost of the replacement meters will be borne by the consumer who can pay the cost in three monthly instalments. If the consumer defaults on the payment for the meters, the electricity supply will be blocked and/or the water consumption will be limited to 200 litres per day (6 kilolitres per month).

(iv) The cost of the replacement meters will be borne by the municipality for approved indigent customers.

[10]Updated 31/05/2012 Council meeting
[11]Updated Council 28/09/2011

(v) The cost of the replacement meters will be borne by the municipality if the consumer defaulted by at least three occasions within a financial year. (The cost borne by the municipality will be limited to the meter and installation cost of the meter.)[12]

25. RECONNECTION/REINSTATEMENT OF TERMINATED/RESTRICTED SERVICES

25.1 Services which have been terminated or restricted shall be reconnected or reinstated by the municipality only when all the following conditions have been met:

- the 30 days arrear account plus the reconnection fee has been paid in full, including the interest raised on such account; and an acceptable arrangement has been entered on the arrears older than 30 days with the municipality, including the interest raised on such account; or a query, as contemplated in Section 22, has been resolved and arrangements for payment as approved by the Chief Financial Officer have been concluded; a revised/existing service agreement has been entered into/reinstated with the municipality, as contemplated in Section 11 of this policy; and
- a suitable cash deposit, as determined by the Chief Financial Officer in terms of Section 12, has been paid to the municipality.

[12] Paragraph 24.10 (iv) & (v) added by council 30/05/2022

26. PROCEDURE FOR DEBT COLLECTION AND WRITE OFF

Where consumer accounts are in arrears, the Chief Financial Officer is authorised to institute the following procedures with the intention of proceeding until the debt is collected or written off:

26.1 Immediately after due date, disconnect and/or restrict all water and/or electricity services for all overdue amounts relating to rates, service charges or any charges for services rendered by the municipality in terms of the procedures laid down in Section 24 of this policy;

26.2 Thirty days after the due date:

- Tracing action may be authorized and instituted if the whereabouts of the debtor is unknown.

26.3 Sixty days (or any earlier period if the Chief Financial Officer deems that it is in the best interest of the Council) after the due date, and where an account rendered to a customer remains outstanding, the following action may be taken:

- All arrear amounts shall be handed over to the Council's internal or external debt collection agents.

The collection agents will then make use of normal debt collection procedures including a call centre approach and legal processes to collect the amounts owed to Council

- If necessary, the sale in execution of such property to recover arrear property rates and service charges will be instituted irrespective if the accountholder is also the owner of the property).

- All legal expenses incurred by the municipality shall be for the account of the accountholder in default[13].

26.4 The Chief Financial Officer may insist that a consumer, who is utilising a credit meter, convert from that credit metered supply to a prepayment supply. The cost of such a conversion is to be borne by the consumer.

26.5 The Chief Financial Officer may allocate up to thirty (30) percent of any payment for prepayment services to arrear debt.

26.6 The Chief Financial Officer may order that emolument attachment or garnishee orders be instituted on debtors' salaries.

[13]Updated 20/04/2011

26.7 The Chief Financial Officer may/must withhold rates clearance certificates in terms of Section 118 of the Municipal Systems Act, 2000 (Act No. 32 of 2000) and Section 30 of this policy.

26.8 The Chief Financial Officer may/must withhold payments of grants-in-aid to consumers whose accounts are in arrears.

26.9 The Chief Financial Officer may/must withhold payment to suppliers whose accounts are in arrears in terms of the Supply Chain Management policy.

26.10 The Chief Financial Officer may withhold/reject the approval of building plans relating to improvements on properties if there are arrears on that property.

26.11 Whenever all the legal avenues and procedures listed above have been exhausted, or it becomes uneconomical to proceed further, the arrear amounts should be classified as irrecoverable and should be written off.

26.12 The Chief Financial Officer, may forward a report to Council for the writing off of consumer, if such debts may be irrecoverable.

26.13 The Executive Committee, in terms of its delegated authority, may authorize the writing off of the debts wherein after a report will be forwarded to full Council for ratification.

26.14 The Chief Financial Officer shall as soon as possible after 30 June each year, or more regularly if requested by Council to do so, present to the Council a report indicating the amount of the arrears that have been written off during the financial year, together with the reasons for the write off.

26.15 The Chief Financial Officer may write off debts to the value of R1000.00 per individual if he is satisfied that:

- All reasonable steps have been taken to recover the debt and the debt is considered to be irrecoverable, or
- He/she is convinced that recovery of the debt would be uneconomical.

26.16 The Chief Financial Officer may approve the write off of debt outstanding for more than three years, excluding property rates, on condition that all the other debt is paid immediately in full.[14]

26.17 Any debtors whose amounts are written off may be listed with the Credit Bureau and may not be permitted to enter into future service contracts with the Council.

[14] Amended by Council on 28 May 2014

26.18 Industrial consumers can qualify for an early payment rebate of one percent if their account is paid in full within 15 days after the month during which the services were consumed.[15]

26.19 A collection fee of up to 5% of the amount collected on behalf of the municipality may be paid to employers that deduct municipal accounts from their employees.[16]

26.20 If a household is classified as an indigent household in terms of section 6.1 of the Assistance to the poor policy, as amended, then the Chief Financial Officer must prior to implementation of sections 26.2 and 26.3 determine whether the debt would be uneconomical to recover as set out in section 26.15.[17]

26.21 That rental debt when the municipality is the lessor be referred to the Housing Committee for a decision regarding the arrear debt where the unit is to be assigned to another lessee. Where the Housing Committee's decision is to write-off the debt that this first be approved by the Municipal Council before implementation. [18]

27 ILLEGAL TAMPERING AND/OR THEFT OF SERVICES

The Municipality does not condone theft and fraud of municipal services and will monitor the service networks for signs of tampering or irregularities. Furthermore,

27.1 Water and electricity metering and connection equipment remain the property of the municipality and anyone involved in instances of tampering, damaging or theft thereof will be liable for criminal prosecution.

27.2 With regard to electricity services, if tampering of any nature or theft of such services is identified, the electricity supply to the property may be discontinued by the removal of the meter and the cable and the water supply may be restricted. In addition, the customer's service agreement with the Council may be cancelled and the customer's deposit may be offset against any amounts owed to the Council.

27.3 If the restricted water supply is tampered with or any variable flow-restricting device removed, the water supply may be discontinued, the service connection removed and the customer' s service agreement with the Council may be cancelled. The customer's deposit may be offset against any amounts owed to the Council.

27.4 Once Council becomes aware that any terminated or restricted service has been irregularly reconnected or reinstated, the necessary action to remedy the situation will be implemented which could include the Municipal Manager reporting such action to the South African Police Service.

[15] Amended by Council on 28 May 2014
[16] Amended by Council on 28 May 2014
[17] Updated 04/08/2008 Special Council meeting
[18] Amended by Council on 30 May 2019

27.5 All outstanding amounts including, all metered consumption since the date of the illegal reconnection, or the estimated consumption, if a reliable meter reading is not possible, shall be paid in full together with the required deposit, before any reconnection/reinstatement, and new services agreement are considered.

27.6 If found that any person (natural or juristic) are illegally connected or reconnected to municipal services, or that he/she fiddled with any meter, reticulation network or any other supply equipment, or delivered any unlawful service associated with the provision of municipal services, or stole or damaged any municipal property, he/she shall be prosecuted and/or held liable for fines, as determined by the magistrate.[19]

However, the receipt of payment will not necessarily impact on nor prejudice any legal or criminal proceedings against the customer.

28 UNOCCUPIED PREMISES

28.1 When a consumer terminates a consumption account and no new owner registers, the property is deemed to be unoccupied.

28.2 Whenever water and/or electricity consumption is recorded at a property that is deemed to be unoccupied effort will be made to establish the identity of the person responsible for that consumption, failing which an appropriate bill will be raised and forwarded to the owner of the property for payment. Should payment not be received then the registered owner of the property is liable for the services consumed.

29. CLEARANCE CERTIFICATES

29.1 Before any property can be transferred from one owner to another, all amounts owing to the municipality on the property must be settled. Only after settlement, will the Municipality issue a certificate stating that all outstanding debts have been settled. No property transfer can take place without such a certificate.

29.2 The Municipality requires a payment in advance equal to two[20] months average consumption of all relevant services prior to the issuing of such a clearance certificate in order to allow for any consumption that may take place during the time taken for the transfer to go through.

[19] Amended by Council on 30 May 2019
[20] Updated 04/08/2008 Special Council meeting

29.3 The Municipality shall, wherever possible, issue a clearance certificate within ten working days of such request once all outstanding debts and administration fees have been paid in full.

29.4 The above provisions do not apply in the case of transfers from National Government, Provincial Government or another municipality of residential property where the provisions of Section 118 of the Municipal Systems Act are applicable.

30. MUNICIPAL STAFF

30.1 Any member of staff of the Council and any Councillor may not be in arrears with the Council for rates and/or service charges for a period longer than three months, and the Council will deduct any outstanding amounts from the salary or allowance of such member of staff or Councillor after this period, in accordance with item 10 of Schedule 2 of the Municipal Systems Act, 2000 (Act No. 32 of 2000).

30.2 Staff arrangements made to pay off debt will be adjusted yearly equal to the percentage salary increase.

30.3 Salary deductions will be made from yearly bonuses & performance bonuses to be set off against any arrears or outstanding amount.

30.4 Any back pay, promotions, overtime & standby are first use to reduce arrears of staff.

30.5 Staff members that made arrangements to pay off debt must complete a salary deduction form and this deduction may not be stopped until debt has been paid in full.

30.6 If a staff member is sixty (60) days in arrears and has made no arrangement to pay off the outstanding amount, deduct full amount from salary.

31. REPORTING AND PERFORMANCE MANAGEMENT

31.1 The Chief Financial Officer shall report monthly to the Municipal Manager in a suitable format to enable the Municipal Manager to report to the Executive Committee as supervisory authority in terms of Section 99 of the Municipal Systems Act, 2000 (Act No.32 of 2000), read with section 100(c).

31.2 If, in the opinion of the Chief Financial Officer, Council will not achieve cash receipt income equivalent to the income projected in the annual budget as approved by Council, the Chief Financial Officer will report this with

motivation to the Municipal Manager who will immediately move for a revision of the budget according to realistically realisable income levels.

31.3 The Executive Committee shall, at intervals of 3 months, report to Council as contemplated in Section 99(c) of the Municipal Systems Act.

32. DEFINITION OF IRRECOVERABLE DEBT

Debt will only be considered as irrecoverable if it complies with the following criteria:

(a) All reasonable notifications and cost effective legal avenues have been exhausted to recover specific outstanding amount, or

(b) Any amount equal to or less than R500.00, or as determined by Council from time to time, will be considered too small, after having followed basic checks, to warrant further endeavours to collect it, or

(c) The cost to recover debt does not warrant further action, or

(d) The debtor is untraceable or cannot be identified so as to proceed with further action, or

(i) the debtor has immigrated leaving no assets of value to cost effectively recover Council's claim, or

(e) It is not possible to prove debt outstanding, or

(i) a court has ruled that the claim is not recoverable, or

(ii) the outstanding amount is due to an irrecoverable administrative error by the Municipality, or

(f) All arrears will be written off to bad debts where water consumers have had their water leaks repaired, provide the necessary proof and for a period of six months from the date of repair –

(i) Pay their water & sewer bill above the free portion on or before the due date, and

(ii) Maintain their water consumption within affordable levels.

33. COMMUNICATION OF POLICY TO CONSUMERS

33.1 The municipality will, at its own cost, publish the Credit Control and Debt Collection Policy in the local media. The Chief Financial Officer operating under delegated authority will publish the policy on whatever basis is to the Council's best advantage. A copy of the policy will be posted on the municipality's website and hardcopies will be made available on request at the service centres. Any amendments may be communicated on the website and in a newsletter from time to time.

33.2 Councillors must, from time to time, address ward committees on the contents of the policy and any amendments thereto.

34. BY-LAWS TO BE ADOPTED

34.1 By-laws shall be adopted to give effect to the Council's credit control and debt collection policy.

34.2 The by-laws are to comply with the requirements of the Municipal Systems Act, 2000 (Act No. 32 of 2000), the Water Services Act, 1997 (Act No. 108 of 1997), the Electricity Act, 1987 (Act No. 41 of 1987) and the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

34.3 The by-laws deal severely with defaulters, and their application requires a considerable degree of commitment from the Municipal Manager and his or her administration, as well as from the municipality's political structures. For the by-laws to ensure the avoidance of financial misfortunes for the municipality, and to lead to sustained financial stability, their application will have to receive the constant attention of all the municipality' s key role-players and decision makers. If the by-laws are not constantly and consistently applied, from month to month and from year-to-year, the municipality' s political and administrative credibility will be severely impaired, and it may not be able to ensure financial sustainability in the long run.

34.4 Although the by-laws envisage even the termination of basic services for defaulting accountholders this will not in itself, no matter how harsh it may seem to those councillors and officials who are disposed to greater leniency, prevent the accumulation of arrears. The monthly billing for property rates, sewerage charges and refuse removal fees will continue in respect of defaulting accountholders, even though their consumption of electricity and water may have been terminated or restricted. The termination or restriction of services must therefore be seen merely as a vital first step in the credit control programme, and the commitment by the municipality to

follow up such actions with the full force of the law at the municipality' s disposal is an essential further step if the accumulation of debts is to be meaningfully curtailed.

35 DECEASED ESTATES

Deceased Estates need to be registered at the Master of the High Court if, the Value of the property exceeds the amount of R250 000 if less it may be registered at the Local Court, Legal Aid

- S.A.(LASA) can be contacted to assist in this regardThe accounts of deceased estates may be transferred into the names of relatives as determined by the executor of the deceased estate, to allow for the continuation of service delivery to the relevant property on the following conditions: review
- The historical debt remains a claim against the deceased estate; review
- The executor of the deceased estate together with the new account holder must enter into an agreement with Witzenberg municipality for the payment of the historical debt;
- The normal service deposit is payable by the new account holder
- If the property is let out, the service deposit is payable without any exceptions;
- A clearance certificate in terms of section 118 of the municipal systems act may be issued by Witzenberg municipality on condition that the executor of the deceased estate provides the municipality with a guarantee that the outstanding debt will be paid on transfer; review

In the instance of a child-headed household the account must remain in the name of the deceased estate, but the estate will qualify for indigent support, if the other criteria for an indigent household are met.

36. ENFORCEMENT OF OTHER LEGISLATION

36.1 In addition to the credit control and debt collection provisions contained in this policy and the published by-laws relating hereto, the Council may enforce any other rights or exercise any power conferred upon it by the Municipal Systems Act, 2000 (No. 32 of 2000), the Water Services Act, 1997 (Act No. 108 of 1997), the Property Rates Act, 2004 (Act No. 6 of 2004) and the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

36.2 In the event of an inconsistency between the provisions of these and any other by-laws, the provisions of these by-laws shall prevail.

37. CUSTOMERS ASSISTANCE

Water Leaks Rebates

A customer will qualify for a water leak rebate if:

- the leak occurred and was not easily discernible from above ground;
- the leak had been repaired after detection;
- the customer had only applied for one rebate in a 24-month cycle;
- a certificate from a registered plumber, or a sworn affidavit from any other person who has repaired the leak, and must reach the Chief Financial Officer within 30 working days of the repair, and contain the following details:
    - the date on which the leak was repaired;
    - confirmation that the leak was not discernible from above ground;
- The adjustment will be calculated based on the difference between the greater of the average consumption (Kl) for the previous year's corresponding periods
- or three months' average usage after the leakage has been fixed and the consumption of period of the leakage for a maximum period of three years. The rebate will be limited to a maximum period of 3 months

38 COMMENCEMENT DATE

This policy as amended takes effect as from the 01 July 2019.



CASH MANAGEMENT AND INVESTMENT POLICY

Date of implementation: 01 July 2008

Reviewed Council 15/06/2010
Council 28/05/2009
Special Council Meeting 13/11/2008 Item 5.4

TABLE OF CONTENTS

		PAGE NO.
APPENDIX A -	PREAMBLE	3
1.	DEFINITIONS	3
2.	LEGAL FRAMEWORK	3
3.	OBJECTIVES	4
4.	CASH MANAGEMENT	4
4.1	General Policy	4
4.2	Bank Accounts	4
4.2.1	Cheque Management	4
4.2.2	Delegation/Rights	4
4.2.3	Cheques	5
4.2.4	Electronic Funds Transfer (EFT)	5
4.3	Bank Overdraft	5
4.4	Cash Collection	6
4.4.1	Controlled, secured and prompt cash collection	6
4.4.2	Availability of receipting points	6
4.4.3	Electronic payments directly into bank account	7
4.4.4	Receipt of money by post	7
5.	INVESTMENT POLICY	7
5.1	General Policy	7
5.2	Application	7
5.3	Diversification	8
5.4	Investment Managers	8
5.4.1	External Investment Managers	8
5.5.2	Internal Investment Manager	8
5.5	INTERNAL CONTROLS OVER INVESTMENT	8
5.5.1	Delegations	8
5.5.2	Concluding deals	8
5.7	Ownership	9
6.	DUE CARE	9
7.	PERFORMANCE MEASUREMENT	9
8.	REPORTING	10
8.1	Reports	10
8.2	Monthly Reports	10
9.	ANNAUL REIVEW OF POLICY	10
10.	EFFECTIVE DATE	10

APPENDIX A

PREAMBLE

Whereas section 13 of the Local Government: Municipal Finance Management Act, 2003 (No. 56 of 2003) determines that a municipality must introduce an appropriate, prudent and effective cash management and investment arrangement;

and whereas a bank, in accordance with the provisions of section 13 of the Act, has to disclose details regarding a municipalities' investments;

and whereas councillors and officials, as trustees of public funds have an obligation to ensure that cash resources are managed as effectively, efficiently and economically as possible;

now therefore the Witzenberg Municipality adopt the cash and investment management policy set out in this document.

1. DEFINITIONS

"Act" means the local government Municipal Finance Management Act, 2003 (Act no. 56 of 2003)

"Council" means the Municipal Council of Witzenberg Municipality

"Gazette" means the Government Gazette

"Investee" means an institution or counterparty with which an investment is placed, or its agent.

"Investment" means an amount of funds deposited in deposit taking institutions registered in terms of the Bank's Act, 1990 (Act 94 of 1990) on which interest is earned or received.

"Internal investment manager" means the official appointed or acting as the Manager: Financial administration of Witzenberg Municipality.

2. LEGAL FRAMEWORK

a) Legislation – local government: Municipal Finance Management Act 56 of 2003 (As amended)

b) Treasury regulations in terms of Section 13(1) of the Act (As amended).

3. OBJECTIVES

a) To maximize returns from authorized investments, consistent with the secondary objective of minimizing risk
b) To ensure compliance with all legislation governing the investment of funds.
c) To maintain adequate liquidity to meet cash flow needs
d) To undertake the investment of funds not immediately required for operational purposes in a prudent financial manner.
e) To ensure diversification of permitted investment.
f) To ensure complaints with regard to revenue management as contemplated in Sect 64(d), 64(f) and 64(h) of the Act
g) The ensure complaints with regard to Sect 10 and 11 of the Act

4. CASH MANAGEMENT POLICY

4.1. General Policy

It is recognised that from time to time, Council has cash flow surpluses and borrowing requirements due to daily receipts and payments. Council maintains a daily cash position summary and a yearly cash flow projection is prepared during the annual planning process and is updated monthly. This determines Council's borrowing requirements and surpluses for investment. Cash invested "outside" the bank account is covered by section 4 of this policy.

4.2. Bank Accounts

Council operates one primary bank account for its day to day operational activity requirements. All monies due to Council and due by Council emanating from Council activities must pass through this primary account.

4.2.1 Cheque Management

Cheques are printed in batch format. To prevent the removing of cheques, cheques are delivered in sealed boxes where strict control is exercised over the numerical sequence of cheques on the expenditure system by means of a cheque register.

4.2.2 Delegation/Rights

The incumbents of the following post are authorized to sign cheques on behalf of Council

4.2.3 Cheques

A-Signatories:	Director: Financial Services/Chief Financial Officer Deputy Director: Finance
	Manager: Financial Administration
	Manager Income
	Manager: Supply Chain
B-Signatories:	Accountant Assets & Budgets Accountant Credit Control Accountant Debtors Accountant Expenditure

Each payment needs to be signed by at least two A-signatories, or one A-signatory and one B signatory.

4.2.4 Electronic Funds Transfer (EFT)

Authorisation same as cheques above

4.3 Bank Overdraft

4.3.1 Barring the fact that Council has an approved overdraft facility with its primary banker for possible unanticipated short-term cash flow shortfall, its general policy is to avoid going into overdraft.

Short-term debt is incurred based on expected income and must be repaid within the same financial year. (Section 45 of the MFMA)

4.3.2 Council set the credit limit for the bank overdraft facility at R6, 000, 000 (six million rand).

4.3.3 The terms of the agreement for the bank overdraft facility, including the credit limit, may be changed only by a resolution of council.

4.3.4 Any overdrawn bank account at any date must be reported without avail to Council supported by reasons therefore.

4.3.5 Any short term facility that requires review must first be approved by the Accounting Officer.

4.4 Cash collection

4.4.1 Controlled, secured and prompt cash collection

a) All cashier banking batches and or shifts must be closed at least on a daily basis;

b) Each cashier banking batch must be closed and deposit in the primary bank account separately;

c) All forms, categories or types of money receipted must be quoted in the form or type received, for example cheques as cheques and cash as cash;

d) A cashier must count the money he/she receipted, record the outcome on the cash-up sheet per category, then report to the senior responsible for the closing of the banking batches;

e) No cashier may have access to the closing bank batch facility of the financial system;

f) The senior verifies whether the amounts are correct and send the cashier back if necessary, otherwise closed the banking batch;

g) The cashier in the presence of the senior put the money in the cash bags; seal it and lock it away in his/her fault for collection;

h) All closed banking batches must be deposited and received by the bank within 72 hours;

I) An independent service provider will collect all bags; quote the seal serial number and issue a receipt for the money bags;

j) The service provider must ensure that the bank check the seals, verify the seal number and sign for the money bag; and

k) All shortages must be paid in by the cashier and all surpluses must be receipted in an item number open for this purpose.

4.4.2 Availability of receipting points

a) Cash receipting points will be available in Wolseley, Tulbagh, Ceres, Prince Alfred Hamlet and Op-Die-Berg at municipal offices;

b) The normal office hours are Monday to Thursday 08h30 till 15h30 and Friday 08h30 till 14h30;

c) The Municipality makes use of prepaid electricity sales points in all the suburbs where the Municipality is the approved electricity supplier, these points is open at least from 07h00 till 20h00; and

d) The Municipality also make use of third party payments for example Easy pay and Pay – a- Bill.

4.4.3 Electronic payments directly into bank account

Electronic payments directly into the bank account are allowed provided that the client use his/her debtors account number as reference or booking number or traffic fine number.

4.4.4 Receipt of money by post

a) All mail of the Municipality is opened by an official responsible for Archives in the presence of a cashier responsible for collecting the mail received payments;

b) All monies (cash, cheques and postal orders) are recorded in a register signed by the mail received payments;

c) This cashier will then capture the received payments on the financial system; records the receipting number with the date of the receipt and sign the register;

d) When a cheque is post-dated, it is written in a post-dated cheque register and then kept in a safe until the valid date and then it is captured; and

e) The senior responsible for the cashiers must verify at least once a week that all payment received via mail is receipted and that all post-dated payments has been captured.

4.4.5 Unallocated Deposits to be recognized as revenue

Unallocated Deposits refers to those monies paid into the municipality's bank account without any traceable reference.

After all internal procedures has been exhausted, all unallocated deposits older than 12 months, will be recognized as Sundry Revenue in the books of the municipality. A listing of all moneys recognized as revenue must be kept for future reference and audit purposes.

5. INVESTMENT POLICY

5.1 General Policy

Generally, Council will invest surplus funds with deposit taking institutions registered in terms of the Bank's Act, 1990 (Act 94 of 1990) for terms not exceeding one year in anticipation of cash flow expectations. From time to time, with prior Executive Mayoral Committee approval, investments can exceed 1 [one] year and be made at other institutions/instruments as approved in the National Treasury regulations from time to time.

5.2 Application

5.2.1 This policy applies to all investments made by the Witzenberg Municipality or its duly appointed investment manager.

5.2.2 In addition, all investments must be in accordance with the Municipal Investment Regulations. Where there is a conflict between this policy and the Municipal Investment Regulation, the Municipal Investment Regulations will supersede this policy.

5.2.3 This policy does not apply to -

(a) a pension or provident fund registered in terms of the Pension Funds Act 24 of 1956, or any subsequent legislation; or

(b) in respect of trust money administered by a municipality where a trust deed prescribes how the trust money is to be invested.

5.2.4 Investments dominated in foreign currencies prohibited

Council may make an investment only if the investment is dominated in Rand and is not indexed to, or affected by, fluctuations in value of the Rand against foreign currency.

5.3 Diversification

5.3.1 Council will only make investments with approved institutions which have an A rating as per Appendix A.

5.3.2 Not more than 30% of available funds will be placed with a single institution.

5.3.3 Council must regularly monitor its investment portfolio and when appropriate liquidate an investment that no longer has the minimum acceptable credit rating as specified in 4.4.1 above.

5.4 Investment Managers

5.4.1 External Investment Managers

The municipality may as and when the need arise approach an external A-graded investment manager to administer the investment portfolio on its behalf. The external investment manager will be appointed in terms of SCM policy and service level agreement will govern the functions and responsibility of the service provider. All investments made by the external investment manager on behalf of the Council of Witzenberg must be made within the ambit of this policy and with National Treasury's investment Regulations.

5.4.2 Internal Investment Manager.

All investments made by the internal investment manager shall be in accordance with section 4.4 of this policy.

5.5 INTERNAL CONTROLS OVER INVESTMENTS

5.5.1 Delegations

In terms of section 79 of the Act, the Accounting Officer has delegated to the Director: Finance (CFO), in writing, his duty under section 65(2)(h) to manage the councils available working capital effectively and economically in terms of the prescribed cash management and investment framework. The CFO has sub delegated this duty to the Manager Financial Administration.

5.5.2 Concluding deals

Written mandates, signed by the Manager Financial Administration and the CFO, shall be issued to all investees with whom the Council of Witzenberg invests funds setting out the following:

5.5.2.1 Authorised dealers: name and particulars of the Councils officials who are authorised to transact investments deals with the investees;

5.5.2.2 Authorised signatories: name and particulars of the Councils officials who are authorised to sign written confirmations or any other correspondence in respect of investments transactions.

5.5.2.3 A dealing sheet, signed by an authorised dealer, shall be prepared in all instances for each individual investment, detailing the quotations received and the recommended investee. The Manager Financial Administration, together with any one of the authorised signatories referred

to above, shall be authorised to approve the transaction.
A written confirmation of the terms of each investment transaction shall be prepared, and signed off by the Manager Financial Administration and the CFO.

5.6 Ownership

5.6.1 All investments must be made in the name of the Council of Witzenberg Municipality.

5.6.2 Written proof of investments made must obtained from the institution where the investment is made and must be kept on file.

5.6.3 Council may not borrow money for the purposes of investment.

6. DUE CARE

In dealing with financial institutions, the following ethical principles must be observed:

6.1 The Chief Financial Officer and all staff in his/her directorate shall not accede to any influence by or interference from Councillors, investment agents, institutions or any other outsiders.
6.2 Under no circumstances may inducements to invest be accepted;
6.3 Interest rates quoted by one institution must not be disclosed to another institution; and
6.4 The business ethics of any controlling body of which the relevant financial institution is a member must be observed by such institution or body at all times.
6.5 Investments must be made with such judgement and care, under prevailing circumstances like a person of prudence, discretion and intelligence would exercise.
6.6 Investment may not be made for speculation but must be a genuine investment; and
6.7 Investments must in the first instance be made with the primary regards being to the probable safety of the investment, in the second instance to the liquidity needs of the municipality and lastly to the probable income derived from the investment.

7. PERFORMANCE MEASUREMENT

Measuring the effectiveness of Council's treasury activities is achieved through a mixture of subjective measures. The predominant subjective measure is the overall quality of treasury management information. The Chief Financial Officer has primary responsibility for determining this overall quality. Objective measures include: -

7.1 Adherence to policy.

7.2 Timely receipt of interest income.

8. REPORTING

8.1 Reports

REPORT NAME	FREQUENCY	PREPARED BY	RECIPIENT
Bank Balance	Report Daily	Senior Clerk Bank Reconciliations	Manager: Financial administration
Investments	Monthly within 10 working days of the end of the month. As part of section 71 of MFMA report	Accountant	Manager: Financial administration, Chief Finance Officer and Council

8.2 Monthly reports

Monthly reports must set out at least –

(a) the market value of each investment as at the beginning of the reporting period;
(b) any changes to the investment portfolio during the reporting period;
(c) the, market value of each investment as at the end of the reporting period; and
(d) fully accrued interest and yield for the reporting period

9. ANNUAL REVIEW OF POLICY

This policy on investments will be reviewed annually or earlier if so required by legislation. Any changes to the investment policy must be adopted by council and be consistent with the Act and any National Treasury regulations.

10. EFFECTIVE DATE

The effective date of this amended policy shall be 1 July 2010.

APPENDIX A

APPROVED INSTITUTIONS

Banking Institution	Short-term	Long-term
ABSA Bank Ltd		AAA
Development Bank of SA		AAA
First Rand Bank Ltd		AA+
Sanlam Capital Markets Ltd		A
Imperial Bank Ltd		A+
Investec Bank Ltd		A+
Land and Agricultural Bank of SA		AA-
Nedbank Ltd		AA-
Standard Bank of South Africa Ltd		AA+

1. Long-term ratings

AAA- Obligations which have the highest rating assigned by Fitch IBCA on its nation rating scale for that country. This rating is automatically assigned to all obligations issued or guaranteed by the sovereign state. Capacity for timely repayment of principal and interest is extremely strong, relative to other obligors in the same country.

AA- Obligations for which capacity for timely repayment of principal and interest is very strong relative to other obligors in the same country. The risk attached to these obligations differs only slightly from the country's highest rated debt.

A- Obligations for which capacity for timely repayment of principal and interest is strong relative to other obligors in the same country. However, adverse changes in business economic or financial conditions are more likely to affect the capacity for timely repayment than for obligations in higher rated categories.

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CONSUMER PAYMENT INCENTIVE POLICY (CPIP)

Date of implementation 01/07/2009
Reviewed and amended by Council on 15/06/2010
Reviewed and amended by Council on 20/04/2011
Reviewed and amended by Council on 31/05/2012
Reviewed and amended by Council on 29/05/2013
Reviewed and amended by Council on 28/05/2014
Reviewed and amended by Council on 27/05/2015
Reviewed and amended by Council on 18/05/2016
Reviewed and amended by Council on 30/05/2017
Reviewed and amended by Council on 29/05/2018
Reviewed and amended by Council on 30/05/2019
Reviewed and amended by Council on 27/05/2020
Reviewed and amended by Council on 26/05/2021
Reviewed and amended by Council on 30/05/2022

1. BACKGROUND

The Credit Control and Debt Collection Bylaws were reviewed and adopted by Council on the 28 May 2008. The purpose of the policy is to encourage the residents of Witzenberg to pay for services and also to promote the culture of payment amongst its citizens. The policy also aims to promote the Municipal Systems Act 32 of 2000, Sec 97(F) which relates to the extension of time for payment of services. The main focus of the policy is to institute incentive schemes to encourage prompt payment of debtor accounts.

2. OBJECTIVE OF THE SCHEME

To outline the parameters, criteria and procedures within which identified debts of participants to the scheme is written-off in exchange for prompt and timeous payment of future accounts rendered by the Municipality.

3. INCENTIVE DEFINED

3.1 Benefits derived by a participant to scheme

- One tenth of verified debt to be written-off every six months until debt is written-off in totality upon the participant fully complying with the conditions of the scheme.
- Assist consumers in improving the status of their municipal account in two ways, namely the decreasing of their existing debt through write-off and assisting them in ensuring that their current accounts do not deteriorate to a similar state.
- Registered Indigents must ensure that their monthly accounts are up-to-date if consumption has been more than the subsidy provided.
- The Incentive Policy is applicable only on debt relating to Service Charges excluding charges on Property Rates.

3.2 Benefit to Council

- Promotes sustainable and reliable revenue for the Council for future years.
- Creates amongst consumers the awareness and principle of paying for services consumed.
- Limits the financial burden of bad debt on the municipal council in future years.

4. CONDITIONS APPLICABLE TO THE SCHEME

4.1 Participant to promptly and timorously pay six (6) consecutive months' account rendered. The account must be paid before or on due date.

4.2 Participant to honour the acknowledgement of debt agreement entered into for the debt not identified for write-off, failing which it invalidates the application on the Incentive Policy.

5. WHO MAY APPLY

5.1 Only domestic consumers and educational schools and Hostels service accounts (Rates excluded) that have active accounts at date of application.

5.2 Only consumers that have outstanding debts as at the 30th June 2021 and the said debt or portion thereof is at date of application still outstanding.[1]

6. WHO MAY NOT APPLY

6.1 Registered indigent consumers.

6.2 Commercial and Industrial consumers.

6.3 Government Departments, which includes schools and Parastatals.

6.4 Consumers utilising domestic premises to operate businesses.

7. METHOD OF COMMUNICATION ON THE SCHEME

7.1 The incentive scheme will be advertised in different mediums - newspapers, road shows and through the monthly statements.

7.2 A consumer must then complete an application form.

7.3 A reconciliation of the account will then be performed to verify whether the applicant qualifies.

8. THE PROCEDURE APPLICABLE

8.1 Verified debt as at 30th June 2021[2] to be "parked" and written-off in instalments as the conditions are met.

8.2 Verified debt accrued after 1st July 2021[3] to be dealt with via an acknowledgement of debt and arrangement for payment by the participant.

8.3 Incentive to be applied with effect from the 1st July 2010 retrospectively and upon approval.

[1] Adjusted annually
[2] Adjusted annually
[3] Adjusted annually

9. INCENTIVE CALCULATION

One tenth of applicable debt to be written-off upon the participant promptly and timorously paying six (6) consecutive months account rendered in addition to the acknowledgement of debt accrued after 1st July 2021.[4]

Example

(a)	Verified outstanding debt as at the 30th June 2021 amounts to	R5 000-00
(b)	Incentive portion written off each quarter 1/10th of debt as per (a)	R 500-00
(c)	Verified outstanding debt for the period accrued after 1st July 2021	R2 400-00
(d)	Monthly accounts rendered to be paid timeously.	
(e)	Acknowledgement of debt agreement (2400/36)	R66-67 per month

Incentive calculation

- The R5 000-00 is "parked thereby targeting it for write-off.
- An agreement is entered into for the R2 400 at R66-67 per month (2400/36)
- For every six (6) consecutive months that the participants' current account and the arrangement of (66-67) must be paid up, an amount of R500-00 will be written-off from the "parked debt".

10. PARTICIPANTS TO THE SCHEME THAT DEFAULT

10.1 Participants, who default will not automatically be removed from the scheme, however their participation will be automatically suspended by the financial system that Council is using should they be in default for by two months or more.

10.2 The participants, in order to be reinstated on the Incentive Policy, must pay all outstanding amounts from the last account which was paid.

10.3 The incentive portion will only be affected if the participant has fully complied with the said conditions referred to in Section 4 of this scheme.

10.4 Participants who default on a regular basis will at management's discretion be removed from the scheme and normal credit control actions in terms of the bylaws will be instituted.

[4] Adjusted annually

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PETTY CASH POLICY

Date of implementation: 01 July 2010

Petty Cash Policy

1. INTRODUCTION

The management of expenditure of the municipality in an effective and controlled manner is the responsibility of the Accounting Officer of the municipality. Therefore, the following petty cash policy is adopted by the Witzenberg Municipality.

2. OBJECTIVES

To comply with regulatory framework in terms of the relevant legislation.

3. REGULATORY FRAMEWORK

a) The Municipal Finance Management Act (56 of 2003)
b) The Municipal Supply Chain Management Regulations of 2005
c) The Municipal Supply Chain Management Policy

4. RESPONSIBILITY AND ACCOUNTABILITY

The key responsibilities in terms of the MFMA (Section 65) are:

(1) The accounting officer of a municipality is responsible for the management of the expenditure of the municipality.
(2) The accounting officer must for the purpose of subsection (1) take all reasonable steps to ensure—

(a) that the municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorisation, withdrawal and payment of funds;

(b) that the municipality has and maintains a management, accounting and information system which—
(i) recognises expenditure when it is incurred;
(ii) accounts for creditors of the municipality; and
(iii) accounts for payments made by the municipality;

(c) that the municipality has and maintains a system of internal control in respect of creditors and payments;

(d) that payments by the municipality are made—
(i) directly to the person to whom it is due unless agreed otherwise for reasons as may be prescribed; and
(ii) Electronically or by way of non-transferable cheques, provided that cash payments and payments by way of cash cheques may be made for exceptional reasons only, and only up to a prescribed limit;

The Municipal Manager hereby delegates authority to the Chief Financial Officer.

5. PETTY CASH PURCHASES

Petty cash requests will be made to the designated Petty cash officer in writing. The applicant must ensure that the items requested must be approved Petty Cash items. Petty cash officers will be held accountable for the safe guarding of petty cash.

(a) Petty cash is strictly restricted to cash purchases:

i. up to a transaction value of R2 000.00 (VAT included)

(b) Approved list of Petty cash purchases are as follows:

i. Condolences, well wish cards, bouquets and flowers to the value of R350 (to be approved by Municipal Manager or relevant Director);
ii. Keys for offices; Courier services; Postage
iii. Temporary vehicle licensing and public driver permits
iv. Tollgate fees when an employee is driving with an official vehicle registered in the name of the Municipality
v. Refunds (Library book fees);
vi. Refreshments and catering – only if approved by Municipal Manager
vii. Purchases are not split over two or more cash purchase claims;
viii. Purchase other than that specified in (i) to (v) above, may be approved by the CFO in exceptional cases where it is impractical or impossible to follow the official procurement processes:
    1. No approved store items may be purchased by means of a petty cash transaction;
    2. No fixed asset may be purchased by means of a petty cash transaction;
    3. No travel and subsistence claims or disbursements may be paid via petty cash;

(c) Petty cash Receipts

i. Receipts must be provided immediate when petty cash has been issued to the purchaser and goods has been paid and received;
ii. Failure to provide receipts, the receiver of petty cash automatically gives permission that the petty cash can be recovered from their monthly salary in a once off amount

6. MAXIMUM AMOUNT OF PETTY CASH PER MONTH

Petty cash will only be held in Ceres. The maximum float may not exceed R5 000.00 at any point in time. The maximum amounts of petty cash purchases are limited to R10 000.00 per month.

7. REPORTING

A monthly reconciliation report must be provided within 5 working days after month end to the chief financial officer, including:

(a) The total amount of petty cash purchases for that month: and

(b) Receipts and appropriate documents for each purchase

WITZENBERG
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INDIGENT POLICY

OUR VISION

A Municipality that cares for its community, creating growth and opportunities.

OUR MISSION

The Witzenberg Municipality is committed to improve the quality of life of its community by:

- Providing and maintaining affordable services.
- Promoting Social and Economic Development
- The effective and efficient use of available resources
- Effective Stakeholder and Community participation

Reviewed by Council 30 May 2022
Reviewed by Council September 2021
Reviewed by Council 27/05/2020
Reviewed by Council 30/05/2019
Reviewed by Council 30/05/2017
Reviewed by Council 18/05/2016
Reviewed by Council 28/09/2011
Adopted by Council 15/06/2010

109

INDEX

1. INTRODUCTION
2. AIM
3. OBJECT OF THE POLICY
4. PRINCIPLES
5. DEFINITIONS
6. CRITERIA
7. BENEFITS
8. RESTRICTIONS / LIMITATIONS ON INDIGENT RELIEVE
9. ADMINISTRATIVE PROCEDURES
10. TERMINATION OF INDIGENT SUPPORT
11. COMMENCEMENT
12. ANNEXURES

1. INTRODUCTION

Witzenberg acknowledges the fact that priority must be given to the basic needs of the community and that the social and economic development of the community is assisted in an effort to provide access to the basic level of service in terms of the Constitution of South Africa, Sect 152 (1) (b) and 153 (b).

In an effort to make basic services accessible to the poor and to contribute to poverty alleviation program of National Government, the Council will allocate funds to assist the Poor. This policy, the Indigent Policy, is the tool to ensure that eventually the poor is in the safety net and are protected from measures to deny them access to the basic services. It is however acknowledged that the assistance will only be possible with the assistance of National Governments Fiscal support.

2. AIM

To ensure a sound and sustainable manner to provide affordable basic services to the Poor by means of assisting them financially within the legal framework of the powers and functions of the Municipality in order to improve the livelihood, in an effort to creating a prosperous Municipality free of poverty.

3. OBJECT OF THE POLICY

The object of this policy is to:

- Ensure a transparent, accountable and sustainable manner to assist the poor to access of basic services as defined later in the policy;
- Ensure a sustainable manner to assist the poor with the graveyard costs, transfer duties and to change the municipal accounts in the cases of death, legal separation, divorce, etc. when necessary; and to
- Ensure that a fair portion of the equitable share, as provided by National Government, is utilized as a contribution to poverty alleviation.

4. LEGAL FRAMEWORK

The legal framework within to provide basic services, are in terms the Constitution of South Africa:

- Sect 152 (1) (b) – provision of services in sustainable manner,
- Sect 153 (b) – participation in national and provincial programs, and
- Sect 156 – powers and functions to be performed by the municipalities.

Section 74(2)(c) of the Systems Act, Act 32 of 2000 deals with the ability of the municipality to make provision for the provision of access to at least basic services for the poor households. Sect 118 of the same Act provides the powers to the Municipality to issue clearance certificates and to hold back those of owners who are in arrears.

It is also seen that Sect 151(1) (b) of the Constitution, read with Section 74(2) (c) of the systems act provides enough powers to the Municipality to subsidize the poor with regard to other tariffs as well as to ensure that the household can maintain access to basic services when the head of the household should pass away.

5. DEFINITIONS

In this policy the under mentioned means, unless the context indicates otherwise-

"Bond expenditure" – Monthly interest and redemption payments on a bond registered in the name of the name of the head of the family, or his or her spouse on condition that the applicant(s) occupies the house.[1]

"Household" a family unit consisting of a head of the family, and his or her spouse.[2]

"Indigent household" a household that complies with the criteria as determined in section 6 of this policy.

"Income" All sources of income of a head of the family, and his or her spouse[3], for example salaries, allowances, pensions, rental and business income not limiting it to the examples mentioned, excluding state child support grants, care dependency grants, foster care grants or maintenance support.[4]

"Spouse" includes husband, wife or living partner, including traditional marriages.[5]

6. CRITERIA

Assistance is provided to households that meet the criteria as set out in 6.1, to old age homes that meet the criteria as set out in 6.2 and to schemes aimed at providing housing for the less privileged elderly as set out in 6.3.

6.1. The qualification criteria for urban households in order to receive assistance are as follow:

6.1.1. The head of the household must be a South African citizen;

6.1.2. An application on the prescribe form, fully completed with the required information and signed, must be provided;

6.1.3. The household, except in the case of rural households, must receive an account from the Municipality of Witzenberg;

6.1.3.1. If the municipal account is not in the name of the people residing in the house the following procedures may be followed:

6.1.3.1.1. An indigent application process to determine whether the household qualifies for benefits – if they qualify then:

6.1.3.1.1.1. A letter from the owner, or the executer of the estate, if applicable, authorising the municipality to open a service account in the name of the person residing in the house;

6.1.3.1.1.2. If the owner has died and an executer has not been appointed, all the children of the deceased must give permission with an affidavit that the account can be opened in the specific person's name;

6.1.3.1.1.3. In the case of municipal property, the housing committee will determine the lessee.

6.1.3.1.2. In exceptional circumstances the municipal manager can authorise the opening of an account in the name of the person residing on the premises. (When it is not possible to obtain approval from the owner/s or heir/s to open an account in the name of the people residing in the house)

6.1.3.1.3. The municipal manager is delegated to write off the old debt on the property if the property is transferred into the name of the beneficiary within 24 months after the approval of the indigent application.[6]

1 Recommended for inclusion February 2023

2 Amended by Council 30/05/2019

3 Amended by Council 30/05/2019

4 Amended by Council 28/09/2011

5 Amended by Council 30/05/2019

6 Paragraph 6.1.3.1 Amended by Council Sept 2021

6.1.4. No member of the household, except in the case of rural households which resides on the farm where he/she works and is not the owner, may own a fixed property other that the site on which the household resides; and

6.1.5. The household joint gross income may not exceed the level of R 5,000.00[7] per month. The average monthly income for seasonal workers may be calculated by multiplying the monthly income with the number of months the person normally works and dividing the answer by 12. The monthly income for weekly wages may be calculated by multiplying the weekly wage by 4.3.[8]

6.1.5.1. The household income as per paragraph 6.1.5 may be reduced with the monthly bond expenditure.[9]

6.1.6. Two individual government pension (old age or disability) that exceeds the threshold as per 7.1 may qualify for the 100% benefit if it is the only household income.[10]

6.1.7. The municipal manager may approve a household as indigent in exceptional circumstances.[11]

6.1.8. As a pre-requisite the municipality will install water demand management meters free of charge at indigent properties as a prerequisite to be registered as an indigent and all water leaks on the property will be repaired by the municipality at the cost of the municipality.[12]

6.1.9. No applicants who have a mobile shop in their erven (whether they are the owner or operator of the shop or not) is eligible for any Indigent benefit;[13]

6.1.10. No Indigent application will be approved if any illegal trading is conducted on the property;[14]

6.1.11. Where there is a business operated by the main account holder or their spouse/ life partner, an affidavit must be accompanied stating that the income (profit) from the business is not more than the thresholds of the Indigent (100% or 50%) subsidy. Where discretion regarding this matter is needed, the application is to be referred to the Municipal Manager or Director Community for approval.[15]

6.1.12. [16]

6.2. The qualification criteria for old age homes in order to receive assistance are as follow:

6.2.1. More 50% of the residence within the old age home must receive less than R 3,000 per month income; and

6.2.2. An application on the prescribe form, fully completed with the required information and signed, must be provided.

6.3. People residing in approved schemes aimed at providing housing for the less privileged elderly will qualify automatically for the full indigent benefit.:

6.3.1. Maple Park
6.3.2. Moredou
6.3.3. Hamlet Selfsorg oord.

7 Amended by Council 27/05/2020

8 Recommended for amendment Sept 2021

9 Recommended for inclusion February 2023

10 Amended by Council 30/05/2019, Amended by Council Sept 2021

11 Amended by Council 30/05/2017

12 Amended by Council 27/05/2020

13 Amended by Council Sept 2021

14 Amended by Council Sept 2021

15 Amended by Council Sept 2021

16 Removed by Council 30 Mei 2022

6.3.4. Other schemes approved by council.[17]

7. BENEFITS

All benefits are awarded in the form of free use consumption tickets or as a subsidy on the municipal account.

The following benefits are available for:

7.1. Households with a joint monthly gross income less bond cost, not exceeding R 3,000.[18]

7.1.1 Property rates

In terms of the Property Rates Act, Act 6 of 2004, section 17(h) all residential sites are exempt from the first R 15,000 of the market value on property. As additional subsidy the Municipality will increase this level to R105 000 by means of a subsidy in the form a credit on the municipal account. This subsidy will be equal to the smallest of R 105 000 market value or the total valuation of property.

7.1.2 Electricity

A subsidy equal to the amount charged for the first 50 kWh consumed per month.

7.1.3 Water

A subsidy equal to the amount charged for the first 6 kilolitres consumption per month as well as 100% subsidy on the basic charge for water, where the Municipality is the service providers.

7.1.4 Sanitation

A subsidy equal to 100% of the amount charged for the service per month where the Municipality is the service provider.

7.1.5 Refuse removal

A subsidy equal to 100% of the amount charged for the service per month where the Municipality is the service provider.

7.1.6 House rental

A subsidy equal to 100% of the amount charged in the case of municipal sub economical rental stock as house rental per month.

7.1.7 Graveyard costs

A subsidy equal to 100% of the amount charged for graveyard cost. The subsidy can be in terms of every deceased member of the household and minor dependents.

7.1.8 Transfer costs

7.1.8.1. A subsidy equal to 100% of the amount charged for transferring the municipal services accounts as a result of death of the head of the household. In the event of separation or divorce, the person who is residing at this plot, qualifies for the subsidy on transfer costs. This household is also exempt from making a consumer deposit or to increase the existing deposit.

17 Amended by Council Sept 2021

18 Recommended for adjustment February 2023

7.1.8.2. A subsidy equal to 100%, but limited to R 5000.00[19] of the costs of an attorney to transfer the property into the spouse name, as a result of death of the head of the household whilst approved as an Indigent household and the current, registration is not in both parties' name registered in the deeds office. The appointment of the attorney is entirely the prerogative of the Municipality.

7.2. Households with a joint monthly gross income less bond cost, between R 3,000 and R 5,000.[20]

7.2.1. Property rates

In terms of the Property Rates Act, Act 6 of 2004, section 17(h) all residential sites are exempt from the first R 15,000 of the market value on property. As additional subsidy the Municipality will increase this level to R105 000 by means of a subsidy in the form a credit on the municipal account. This subsidy will be equal to the smallest of R 105 000 market value or the total valuation of property.

7.2.2. Electricity

A subsidy equal to 100% of the amount charged for the first 25 kWh consumed per month, where the Municipality is the service provider.

7.2.3. Water

A subsidy equal to 100% of the amount charged for the first 3 kilolitres consumption per month as well as 50% subsidy on the basic charge for water, where the Municipality is the service provider.

7.2.4. Sanitation

A subsidy equal to 50% of the amount charged for the service per month where the Municipality is the service provider.

7.2.5. Refuse removal

A subsidy equal to 50% of the amount charged for the service per month where the Municipality is the service provider.

7.2.6. House rental

A subsidy equal to 50% of the amount charged in the case of municipal sub economical rental stock as house rental per month

7.2.7. Graveyard costs

A subsidy equal to 50% of the amount charged for graveyard cost. The subsidy can be in terms of every deceased member of the household and minor dependents.

7.2.8. Transfer costs

7.2.8.1. A subsidy equal to 50% of the amount charged for transferring the municipal services accounts as a result of death of the head of the household. In the event of separation or divorce, the person who is residing at this plot, qualifies for the subsidy on transfer costs. This household is also exempt from making a consumer deposit or to increase the existing deposit.

19 Amended by Council Sept 2021

20 Paragraph 7.2 inserted by council 27/05/2020 - Recommended for adjustment February 2023

7.2.8.2. A subsidy equal to 50%, but limited to R 5000.00[21] of the costs of an attorney to transfer the property into the spouse name, as a result of death of the head of the household whilst approved as an Indigent household and the current registration is not in both parties name registered in the deeds office. The appointment of the attorney is entirely the prerogative of the Municipality.

7.3. The rebates in terms of sections 7.2.2', 7.2.3, 7.2.4, 7.2.5 and 7.2.6 is subject to the payment of the municipal account by the applicant. The accounts will be monitored on regular intervals and if it is found that the applicant failed to pay the monthly account, the rebates may be stopped.

7.4. Old age Homes

7.4.1. Electricity

A subsidy equal to 10% of the amount charged for the service per month

7.4.2. Water

A subsidy equal to 81.2% of the amount charged for the service per month

7.4.3. Sanitation

A subsidy equal to 59% of the amount charged for the service per month.

7.4.4. Refuse removal

A subsidy equal to 33% of the amount charged for the service per month.

7.5. The municipal manger is delegated to write off all outstanding debt on indigent accounts as at 30 September 2021 and all outstanding debt of new approvals as a once off benefit.[22]

7.6. If an applicant failed to pay the monthly account, 30% of prepaid electricity purchases may be utilised as payment on the municipal account.[23]

8. RESTRICTIONS / LIMITATIONS ON INDIGENT RELIEVE:[24]

8.1. The water meters of indigents who consumed in excess of 6 kilolitre water per month and do not pay regularly for the excess can be replaced with water management meters, and the consumption can be limited to a minimum of 200 litres per day (6 kilolitres per month);

8.2. The electricity meters of indigents who consumed in excess of 50 kWh units of electricity per month and do not pay regularly for the excess can be replaced with split prepaid meters and the connection can be limited to a minimum of 40 Amps;[25]

8.3. The cost of the replacement meters will be borne by the municipality.

9. ADMINISTRATIVE PROCEDURES

9.1. Organizational Structure

21 Amended by Council Sept 2021
22 Amended by Council Sept 2021
23 Amended by Council Sept 2021
24 Amended council 28/09/2011
25 Amended by Council Sept 2021

The organizational structure dealing with assistance to the poor is split in decision making and execution.

The decision making component will consist of the elected councillors in the Finance Committee, with the execution unit being the advisors of the committee.

Responsibilities of the Committee:

This committee will ensure that recommendations be made with regard to:

- Policy changes;
- Monitoring of the assistance provided; and
- Serve as the dispute handling committee.

The execution portion will be dealt with by the Social and Economic Development unit of Witzenberg Municipality.

Responsibilities of the unit will include at least:

- Assist households with applications;
- Consider applications according to criteria
- Approve applications;
- Ensure implementation of approved applications;
- Keep administrative record of all applications,
- Assist in reconciling information with the financial system; and
- Prepare monitoring reports.

9.2. Application Procedure – First/new applications

9.2.1. The head of the household, if not the municipal account holder supported by the municipal account holder, must apply for the subsidy in person. The onus to apply is placed on the head of household.

9.2.2. The application must be on the prescribe application form. Attached as Annexure 12.1.2.

9.2.3. The application form must at least include the following documents:

9.2.3.1. Copy of the latest municipal accounts, where applicable;
9.2.3.2. Copy of the head of the household identification document and in the case of not the account holder the account holder documentation;
9.2.3.3. Copy of the deceased identification and death certificate documents, where applicable;
9.2.3.4. Proof of income, certified by employer as a true reflection, if applicable;
9.2.3.5. Copy of the pension card, UIF card, or interest certificate, etc., if applicable;
9.2.3.6. An affidavit that certifies that the information provided is the truth and nothing but the truth. (Attached as Annexure 12.1.3)
9.2.3.7. Copy of the last three months' bank statements when required; and
9.2.3.8. Additional information such as tax information or other information may be requested as mandatory for the indigent application process.[26]

9.2.4. The municipality acknowledged the fact that support must be offered in order to ensure access to the subsidy. For this purpose, a unit is in tack to assist the poor. All applications must be lodged at this unit, called the Social & Economic Development unit of Witzenberg Municipality.

9.2.5. The Municipality reserves the right that an official of the unit may visit the household residing place in order to establish or confirm the information provided.

26 Amended by Council September 2021

9.2.6. The Municipality reserves the right to verify information received by means of ITC checks.[27]

9.2.7. The Municipality undertakes to remind the household, ±two months prior to expiry of the approval, of the expiry. The non-receiving of the notice in the form of a house visit, letter or via the municipal account will not place the responsibility on the Municipality to ensure re-application.

9.2.8. Elderly people and or people with medical conditions may apply for house visits for application purposes.[28]

9.2.9. No credit control measures will be implemented for a period of two months from date of application, to allow for the follow up and consideration of the application.[29]

9.3. RENEWAL PROCEDURE[30]

9.3.1. For renewal purposes the application procedure may be replaced by an affidavit stating:

9.3.1.1. There have been no changes in the income of the household;
9.3.1.2. The households' income is still below the monthly thresholds as per the municipal indigent policy;
9.3.1.3. That the person making the affidavit acknowledge that it is a criminal offence to make a false declaration.

9.3.2. Where the applicant(s) are 60 years and older and their application has been approved they only need to provide proof of living for the renewal of their benefits.[31]

9.4. Measurement and duration of applications for approval

9.4.1. Measurement whether the application qualify in terms of the criteria as set in section 6 is based on the information as on the date of the application. The municipality reserves the right to lodge their own investigation in order to ensure compliance with the criteria.

9.4.2. An approved application is valid for a period of twelve months.

9.4.3. If an applicant's financial position changes and it is of a permanent nature the applicant must inform the Municipality of the change. If the change affects the household in such a manner that it no longer meet the criteria as set in section 6 the approval will automatically stop.

9.4.4. The onus rest with the applicant to inform the Municipality of any such changes.

9.4.5. The approval will stop automatically two months after the head of the household passed away. If the household left behind is still financially in the same position the subsidy must be transferred to the new head of the household. The onus to apply is placed on the new head of the household.

9.4.6. Where the applicant is deceased the surviving next of kin (husband/wife/child/grandchild) have to apply as the new head of the household.[32]

9.4.7. The applicant must:[33]

- indicate that the owner is deceased;
- attached an affidavit (declaration) that he or she is the person to whom the house has been allocated to in the estate;

27 Amended by Council 30/05/2019

28 Amended by Council Sept 2021

29 Paragraph 9.2.9 Amended by Council Sept 2021

30 Paragraph 11 Amended by Council Sept 2021

31 Paragraph 9.3.2 Added by Council 30 May 2022

32 Paragraph 9.3.6 included by council 27/05/2020

33 Paragraph 9.3.7 included by council 27/05/2020

- If there is no estate, all surviving next of kind have to give consent to the applicant to occupy the estate property.

10. Disputes

Any dispute based on the administrative process or approval of an application will be dealt with by the Finance Committee. The Committee may call the applicant to put their dispute in words or ask the applicant to put it in writing. The Social and Welfare unit must be afforded to provide the committee with documentary proof of the process followed and or reasons for the decision made. The committee may not include in their decision any deviation of this policy.

11. TERMINATION OF INDIGENT SUPPORT[34]

Indigent Support will be terminated under the following circumstances:

11.1. Death of account-holder;
11.2. Upon sale of the property;
11.3. When circumstances in the indigent household have improved in terms of a gross income exceeding the limit;
11.4. If the applicant is found to have furnished false information regarding indigent status;
11.5. If the household head owns ~~a business or~~[35] a second property or there is a business operated in the property;
11.6. If it is determined during a visit that the household does not meet the requirements any longer.[36]
11.7. If there is any illegal trading on the property.[37]

12. COMMENCEMENT DATE

This amended policy takes effect when approved by Council.

34 Paragraph 10 included by council 27/05/2020

35 Amended by Council Sept 2021

36 Amended by Council Sept 2021

37 Amended by Council Sept 2021

WITZENBERG
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BUDGET VIREMENT POLICY

Date of implementation 01 July 2010

Reviewed by Council 31/05/2012
Council 15/06/2010

Index

1. Definitions

2. Abbreviations

3. Objective

4. Financial Responsibility

5. Transfer/ Virement Restrictions

7. Transfer / Virement Procedure

Annexure “A” Vote Classification

Annexure “B” Item Classification

1. Definitions

"Accounting officer'' The municipal manager of a municipality is the accounting officer of the municipality in terms of section 60 of the MFMA

''Approved budget'' means an annual budget approved by a municipal council.

"Budget-related policy'' means a policy of a municipality affecting or affected by the annual budget of the municipality as defined in the Budget Policy of the Council

''Chief financial officer'' means a person designated in terms of the MFMA who performs such budgeting, and other duties as may in terms of section 79 of the MFMA be delegated by the accounting officer to the chief financial officer.

"Deputy Chief financial officer''" Deputy Director: Finance

"Capital Budget" This is the estimated amount for capital items in a given fiscal period. Capital items are fixed assets such as facilities and equipment, the cost of which is normally written off over a number of fiscal periods

''Council'' means the council of a municipality referred to in section 18 of the Municipal Structures Act.

"Financial year" means a 12-month year ending on 30 June.

"Line Item" an appropriation that is itemized on a separate line in a budget adopted with the idea of greater control over expenditures [See annexure "B" for current item structure]

"Operating Budget" The Town's financial plan, which outlines proposed expenditures for the coming financial year and estimates the revenues used to finance them.

''Ring Fenced" an exclusive combination of line items grouped for specific purposes for instance salaries and wages.

''Service delivery and budget implementation plan'' means a detailed plan approved by the mayor of a municipality in terms of section 53(1) (c) (ii) for implementing the municipality's delivery of municipal services and its annual budget.

"Virement" is the process of transferring an approved budget allocation from one vote to another, with the approval of the Municipal Manager. To enable budget managers to amend budgets in the light of experience or to reflect anticipated changes.

''Vote'' means one of the main segments into which a budget of a municipality is divided for the appropriation of funds for the different departments or functional areas of the municipality; and which specifies the total amount that is appropriated for the purposes of the department or functional area concerned. [See annexure "A" for current Vote structure]

"Budget transfer" means the transfer of an approved budget allocation from one operating or capital line item to another within a vote, with the approval of the relevant senior manager.

[1]Updated 31/05/2012 Council meeting

2. Abbreviations

2.1. CFO – Chief Financial Officer

2.2. Deputy CFO: Deputy Chief Financial Officer

2.3. IDP – Integrated Development Plan

2.4. MFMA – Municipal Finance Management Act No. 56 of 2003

2.5. SDBIP -Service delivery and budget implementation plan

2.6. CM – Council Minute/'s

3. Objective

To allow limited flexibility in the use of budgeted funds to enable management to act on occasions such as disasters, unforeseen expenditure or savings, etc. as they arise to accelerate service delivery in a financially responsible manner.

4. Financial Responsibilities

4.1 Strict budgetary control must be maintained throughout the financial year in order that potential overspends and / or income under-recovery within individual vote departments is identified at the earliest possible opportunity. (Section 100 MFMA)

4.2 The Chief Financial Officer has a statutory duty to ensure that adequate policies and procedures are in place to ensure an effective system of financial control. The budget virement process is one of these controls. (Section 27(4) MFMA)

4.3 It is the responsibility of each manager or head of a department or activity to which funds are allotted, to plan and conduct assigned operations so as not to expend more funds than budgeted. In addition, they have the responsibility to identify and report any irregular or fruitless and wasteful expenditure in terms of the MFMA sections 78 and 102.

5. Virement Restrictions

5.1 No funds may be viremented between votes without consent of both vote holders and the Municipal Manager.

5.2 Virements may not exceed a maximum annual limit of 5 % per vote from which the virement originates.

5.3 A virement may not create new policy, significantly vary current policy, or alter the approved outcomes / outputs as approved in the IDP for the current or subsequent years.

5.4 No virement may commit the Municipality to increase recurrent expenditure, which commits the Council's resources in the following financial year, without the prior approval of the Mayoral Committee.

5.5 No funds may be transferred between line items without approval of the vote holder authorization, in other words the senior Manager's approval.

5.6 Budget may not be transferred from Support service (interdepartmental) costs, Capital financing, Depreciation, Contributions, Grant Expenditure, Insurance and Income Foregone.

5.7 Budget may only be transferred from or t0 employee related costs if approved by the CFO.

5.8 Transfers Virements in capital budget allocations are only permitted within specified action plans and not across funding sources without the written approval of the CFO and the Municipal Manager and must in addition have comparable asset lifespan classifications.

5.9 No virements are permitted in the first three months or the final month of the financial year without the express agreement of the CFO or the Deputy CFO.

5.10 An approved virement/transfer does not give expenditure authority and all expenditure resulting from approved virements must still be subject to the supply chain management policy of Council as periodically reviewed.

5.11 Virements/transfers may not be made between Expenditure and Income.

5.12 No virements/transfers are allowed in terms of income line items.

5.13 No virement/transfers are allowed from capital budget to the operating budget

5.14 Virements/transfers should not result in new projects on the capital budget without the written approval of the CFO and the Municipal Manager

5.15 Virements/transfers of conditional grant funds to a purpose outside than specified in the relevant conditional grant framework are not permitted.

5.16 Virements / Transfers to Travelling and Accommodation and Entertainment line items are only permitted with the approval of the CFO and Municipal Manager

5.17. Virements / Transfers from Repairs & Maintenance Projects are only permitted with the approval of the CFO and Municipal Manager

5.18 Virements / Transfers from Specific Operational Typical Work streams Projects are only permitted with the approval of the CFO and Municipal Manager

5.19 No virements be permitted from projects allocated to specific regions/areas[1]

5.20 No virements be permitted from projects used to measure performance in terms of the SDBIP[2]

5.21 No virements be permitted for Funds allocated as grants to individuals (e.g. bursaries)[3]

Appendix A Classification be repealed and replaced with the updated Municipal Votes as disclosed in the Budget Schedules[4]

Appendix B Classification be repealed and replaced with the MSCOA line items[5]

6. Virement Procedure

[1] Added by council 30/05/2022
[2] Added by council 30/05/2022
[3] Added by council 30/05/2022
[4] Added by council 30/05/2022
[5] Added by council 30/05/2022

6.1 All virement/transfer proposals must be completed on the appropriate documentation and forwarded to the relevant Finance Officer for checking and implementation.

6.2 All virements must be signed by the Initiator, Vote Holder, Municipal Manager and the official responsible for budgets.

6.3 All transfers must be signed by the Initiator, Vote holder, the official responsible to process the proposals and a Line Manager within Finance.

6.4 The form must be completed for all Budget Transfers, virements as well as transfers.

6.5 Virements/transfers in excess of R 50,000 require the approval of the Deputy CFO and Virements / Transfers in excess of R 200,000 require the approval of the Chief Financial Officer[5]

6.6 All documentation must be in order and approved before any expenditure can be committed or incurred. (Section 79 MFMA)

6.7 The Municipal Manager will report to the Mayor on a quarterly basis on those virements that have taken place during that quarter.

APPENDIX A WITZENBERGMUNICIPALITY

GFS CLASSIFICATION, COST CENTRE & VOTE STRUCTURE (To Be Replaced)

GFS Classification	Cost centers	Municipal Votes	Vote Holder (Responsible Sec 57 Appointment)	Support Vote Holder (Responsible Line Manager)
Budget & Treasury Office	Property rates	Financial Services	Director: Financial Services	Manager: Income
Budget & Treasury Office	Treasury: Administration	Financial Services	Director: Financial Services	Manager: Financial Administration
Budget & Treasury Office	Treasury: Debtors	Financial Services	Director: Financial Services	Manager: Income
Budget & Treasury Office	Treasury: Credit control	Financial Services	Director: Financial Services	Manager: Income
Budget & Treasury Office	Treasury: Supply Chain	Financial Services	Director: Financial Services	Manager: Supply Chain
Community & Social Services	Cemeteries	Community Services	Director: Community Services	Manager: Amenities & Environment
Community & Social Services	Library services	Community Services	Director: Community Services	Manager: Amenities & Environment
Community & Social Services	Community Halls & Facilities	Community Services	Director: Community Services	Manager: Amenities & Environment
Community & Social Services	Thusong Centre	Community Services	Director: Community Services	Manager: Amenities & Environment
Community & Social Services	Social & Welfare services	Community Services	Director: Community Services	Manager: Social and Economic services
Corporate Services	Control centre	Corporate Services	Director: Community Services	Manager: Protection Services
Corporate Services	Property maintenance	Corporate Services	Director: Community Services	Manager: Amenities & Environment
Corporate Services	Administration	Corporate Services	Director: Corporate Services	Manager: Administration
Corporate Services	Property administration	Corporate Services	Director: Corporate Services	Unknown
Corporate Services	Information Technology	Corporate Services	Director: Corporate Services	Manager: Administration
Corporate Services	Human resources	Corporate Services	Director: Corporate Services	Manager: Human Resources
Corporate Services	Tourism	Corporate Services	Director: Corporate Services	Manager: Communications
Corporate Services	Administration	Corporate Services	Director: Corporate Services	Manager: Administration
Corporate Services	Mechanical Workshop	Corporate Services	Director: Technical Services	Head: Electro Technical Services
Corporate Services	Marketing & Communications	Corporate Services	Director: Corporate Services	Manager: Communications
Electricity	Electricity: Administration	Technical Services	Director: Technical Services	Head: Electro Technical Services
Electricity	Electricity: Client Services	Technical Services	Director: Technical Services	Head: Electro Technical Services
Electricity	Electricity: Generation	Technical Services	Director: Technical Services	Head: Electro Technical Services
Electricity	Electricity: Distribution	Technical Services	Director: Technical Services	Head: Electro Technical Services
Environmental Protection	Environmental Protection	Community Services	Director: Community Services	Manager: Amenities & Environment
Executive & Council	Municipal Manager	Municipal Manager	Municipal Manager	Manager: IDP

APPENDIX A WITZENBERGMUNICIPALITY

GFS CLASSIFICATION, COST CENTRE & VOTE STRUCTURE

GFS Classification	Cost centers	Municipal Votes	Vote Holder (Responsible Sec 57 Appointment)	Support Vote Holder (Responsible Line Manager)
Executive & Council	Council cost	Corporate Services	Director: Corporate Services	Manager: Administration
Executive & Council	Town secretary	Corporate Services	Director: Corporate Services	Manager: Administration
Executive & Council	Chief Executive's	Corporate Services	Municipal Manager	Manager: IDP
Housing	Housing: Administration	Community Services	Director: Community Services	Manager: Housing
Housing	Housing: Construction	Community Services	Director: Community Services	Manager: Housing
Housing	Housing: Maintenance	Community Services	Director: Community Services	Manager: Housing
Planning & Development	Licensing & regulation	Community Services	Director: Community Services	Manager: Amenities & Environment
Planning & Development	Local Economic Development	Community Services	Director: Community Services	Manager: Social and Economical services
Planning & Development	Integrated Development Planning	Municipal Manager	Municipal Manager	Manager: IDP
Planning & Development	Building Control	Technical Services	Director: Technical Services	Manager: Planning & Projects
Planning & Development	Town Planning	Technical Services	Director: Technical Services	Manager: Planning & Projects
Planning & Development	Project Management	Municipal Manager	Director: Technical Services	Manager: Planning & Projects
Planning & Development	Performance Management	Municipal Manager	Director: Technical Services	Manager: Planning & Projects
Public Safety	Electricity: Street Lights	Technical Services	Director: Technical Services	Head: Electro Technical Services
Public Safety	Fire Protection	Community Services	Director: Community Services	Manager: Protection Services
Public Safety	Police & Traffic	Community Services	Director: Community Services	Manager: Protection Services
Public Safety	Disaster management	Community Services	Director: Community Services	Manager: Protection Services
Road Transport	Vehicle Licensing & Testing	Community Services	Director: Community Services	Manager: Protection Services
Road Transport	Roads	Technical Services	Director: Technical Services	Manager: Roads & Storm water
Sport and Recreation	Pine forest: Administration	Technical Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Pine forest: Security services	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Pine forest: Semi permanent units	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Pine forest: Cleaning services	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Pine forest: Swimming pools	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Klipriver park: Administration	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Klipriver park: Cleaning services	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Klipriver park: Swimming pool	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Parks	Community Services	Director: Community Services	Manager: Amenities & Environment
Sport and Recreation	Sport grounds	Community Services	Director: Community Services	Manager: Amenities & Environment
Sport and Recreation	Swimming pools	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Waste Management	Public Toilets	Technical Services	Director: Technical Services	Manager: Solid Waste
Waste Management	Solid Waste - Dumping Site	Technical Services	Director: Technical Services	Manager: Solid Waste
Waste Management	Solid Waste - Garden	Technical Services	Director: Technical Services	Manager: Solid Waste
Waste Management	Solid Waste - Removal	Technical Services	Director: Technical Services	Manager: Solid Waste
Waste Water Management	Sewerage	Technical Services	Director: Technical Services	Manager: Water & Sewerage
Waste Water Management	Storm water Management	Technical Services	Director: Technical Services	Manager: Roads & Storm water
Water	Water Storage	Technical Services	Director: Technical Services	Manager: Water & Sewerage
Water	Water Distribution	Technical Services	Director: Technical Services	Manager: Water & Sewerage

Appendix B

Description	Classification	Budget Transfer to	Budget Transfer from
Bad Debts Written Off	Bad Debts Written Off	No	No
Decommissioning, Restoration and Similar Liability	Operational Cost	Yes	Yes
Business and Advisory: Organisational	Contracted Services	Yes	Yes
Outsourced Services: Catering Services	Contracted Services	Yes	Yes
Outsourced Services: Cleaning Services	Contracted Services	Yes	Yes
Outsourced Services: Security Services	Contracted Services	Yes	Yes
Business and Advisory: Accounting and Auditing	Contracted Services	Yes	Yes
Business and Advisory: Business and Financial Manag	Contracted Services	Yes	Yes
Business and Advisory: Human Resources	Contracted Services	Yes	Yes
Business and Advisory: Research and Advisory	Contracted Services	Yes	Yes
Business and Advisory: Forensic Investigators	Contracted Services	Yes	Yes
Business and Advisory: Actuaries	Contracted Services	Yes	Yes
Infrastructure and Planning: Geodetic, Control and	Contracted Services	Yes	Yes
Contractors: Catering Services	Contracted Services	Yes	Yes
Contractors: Maintenance of Buildings and Facilitie	Contracted Services	Yes	Yes
Contractors: Maintenance of Unspecified Assets	Contracted Services	Yes	Yes
Licences and Rights: Computer Software and Applicat	Depreciation and Amortisation	No	No
Depreciation:Computer Equipment	Depreciation and Amortisation	No	No
Depreciation:Furniture and Office Equipment	Depreciation and Amortisation	No	No
Electrical Infrastructure:MV Networks	Depreciation and Amortisation	No	No
Depreciation:Machinery and Equipment	Depreciation and Amortisation	No	No
Depreciation:Transport Assets	Depreciation and Amortisation	No	No
Information and Communication Infrastructure:Data	Depreciation and Amortisation	No	No
Depreciation:Other Assets	Depreciation and Amortisation	No	No
Operational Buildings:Municipal Offices	Depreciation and Amortisation	No	No
Salaries, Wages and Allowances:Basic Salary and Wa	Employee Related Cost	Yes*	Yes*
Salaries, Wages and Allowances:Bonuses	Employee Related Cost	Yes*	Yes*
Allowances:Accommodation, Travel and Incidental	Employee Related Cost	Yes*	Yes*
Allowances:Cellular and Telephone	Employee Related Cost	Yes*	Yes*
Housing Benefits and Incidental:Housing Benefits	Employee Related Cost	Yes*	Yes*
Housing Benefits and Incidental:Rental Subsidy	Employee Related Cost	Yes*	Yes*
Allowances:Travel or Motor Vehicle	Employee Related Cost	Yes*	Yes*
Service Related Benefits:Acting and Post Related A	Employee Related Cost	Yes*	Yes*
Service Related Benefits:Standby Allowance	Employee Related Cost	Yes*	Yes*
Overtime:Non Structured	Employee Related Cost	Yes*	Yes*
Overtime:Night Shift	Employee Related Cost	Yes*	Yes*
Social Contributions:Bargaining Council	Employee Related Cost	Yes*	Yes*
Social Contributions:Group Life Insurance	Employee Related Cost	Yes*	Yes*
Social Contributions:Medical	Employee Related Cost	Yes*	Yes*
Social Contributions:Pension	Employee Related Cost	Yes*	Yes*
Social Contributions:Unemployment Insurance	Employee Related Cost	Yes*	Yes*

Interest Paid:Bank Overdraft	Interest, Dividends and Rent o	No	No
Borrowings:Annuity Loans	Interest, Dividends and Rent o	No	No
Interest Paid:Discounting of Financial Instruments	Interest, Dividends and Rent o	No	No
Interest Paid:Finance Leases	Interest, Dividends and Rent o	No	No
Interest Paid:Overdue Accounts	Interest, Dividends and Rent o	No	No
Interest Paid:Overpayments of Interest due to Quer	Interest, Dividends and Rent o	No	No
Interest Paid:Deposits	Interest, Dividends and Rent o	No	No
Consumables:Standard Rated	Inventory Consumed	Yes	Yes
Inventory Consumed:Materials and Supplies	Inventory Consumed	Yes	Yes
Inventory Consumed:Housing Stock	Inventory Consumed	Yes	Yes
Inventory Consumed:Land	Inventory Consumed	Yes	Yes
Operating Leases:Transport Assets	Operating Leases	Yes	Yes
Advertising, Publicity and Marketing:Corporate and	Operational Cost	Yes	Yes
Operational Cost:External Audit Fees	Operational Cost	Yes	Yes
Bank Charges, Facility and Card Fees:Bank Accounts	Operational Cost	Yes	Yes
Bank Charges, Facility and Card Fees:Third Parties	Operational Cost	Yes	Yes
Bank Charges, Facility and Card Fees:Investments	Operational Cost	Yes	Yes
Bank Charges, Facility and Card Fees:Lease Payment	Operational Cost	Yes	Yes
Bank Charges, Facility and Card Fees:Long and Shor	Operational Cost	Yes	Yes
Operational Cost:Courier and Delivery Services	Operational Cost	Yes	Yes
Communication:Cellular Expenditure	Operational Cost	Yes	Yes
Communication:Licences (Radio and Television)	Operational Cost	Yes	Yes
Communication:Postage/Stamps/Franking Machines	Operational Cost	Yes	Yes
Communication:Radio and TV Transmissions	Operational Cost	Yes	Yes
Communication:Telephone, Fax, Telegraph and Telex	Operational Cost	Yes	Yes
External Computer Service:Information Services	Operational Cost	Yes	Yes
External Computer Service:Mainframe Time	Operational Cost	Yes	Yes
External Computer Service:Remote Server Access	Operational Cost	Yes	Yes
External Computer Service:Recovery Centre Hosting	Operational Cost	Yes	Yes
External Computer Service:Software Licences	Operational Cost	Yes	Yes
External Computer Service:Specialised Computer Ser	Operational Cost	Yes	Yes
External Computer Service:System Adviser	Operational Cost	Yes	Yes
External Computer Service:System Development	Operational Cost	Yes	Yes
Insurance Underwriting:Claims paid to Third Partie	Operational Cost	Yes	Yes
Insurance Underwriting:Insurance Brokers Fees	Operational Cost	Yes	Yes
Insurance Underwriting:Insurance Claims	Operational Cost	Yes	Yes
Insurance Underwriting:Excess Payments	Operational Cost	Yes	Yes
Insurance Underwriting:Premiums	Operational Cost	Yes	Yes
Operational Cost:Learnerships and Internships	Operational Cost	Yes	Yes
Registration Fees:Professional and Regulatory Bodi	Operational Cost	Yes	Yes
Seminars, Conferences, Workshops and Events:Nation	Operational Cost	Yes	Yes
Operational Cost:Travel Agency and Visa's	Operational Cost	Yes	Yes
Operational Cost:Printing, Publications and Books	Operational Cost	Yes	Yes
Operational Cost:Professional Bodies, Membership a	Operational Cost	Yes	Yes
Operational Cost:Resettlement Cost	Operational Cost	Yes	Yes
Operational Cost:Road Worthy Test	Operational Cost	Yes	Yes
Operational Cost:Toll Gate Fees	Operational Cost	Yes	Yes

Transport Provided as Part of Departmental Activit	Operational Cost	Yes	Yes
Domestic:Accommodation	Operational Cost	Yes	Yes
Domestic:Daily Allowance	Operational Cost	Yes	Yes
Domestic:Food and Beverage (Served)	Operational Cost	Yes	Yes
Domestic:Incidental Cost	Operational Cost	Yes	Yes
Transport without Operator:Car Rental	Operational Cost	Yes	Yes
Transport without Operator:Own Transport	Operational Cost	Yes	Yes
Transport with Operator:Other Transport Provider	Operational Cost	Yes	Yes
Public Transport:Air Transport	Operational Cost	Yes	Yes
Public Transport:Railway Transport	Operational Cost	Yes	Yes
Public Transport:Road Transport	Operational Cost	Yes	Yes
Operational Cost:Uniform and Protective Clothing	Operational Cost	Yes	Yes
Operational Cost:Workmen's Compensation Fund	Operational Cost	Yes	Yes
Operational Cost:Hire Charges	Operational Cost	Yes	Yes
Fines and Penalties:Road Traffic and Other Fines	Operational Cost	Yes	Yes
Other Transfers (Cash):Bursaries (Non-Employee)	Transfers and Subsidies	No	No
Default	Default	No	No
Surplus / Deficit:Transfer to Accumulated Surplus	Surplus / Deficit	No	No
Business and Advisory:Quality Control	Contracted Services	Yes	Yes
Business and Advisory:Valuer	Contracted Services	Yes	Yes
Contractors:Tracing Agents and Debt Collectors	Contracted Services	Yes	Yes
Advertising, Publicity and Marketing:Customer/Clie	Operational Cost	Yes	Yes
Operational Cost:Cash Discount	Operational Cost	Yes	Yes
Cleaning Services:Car Valet and Washing Services	Operational Cost	Yes	Yes
Operational Cost:Deeds	Operational Cost	Yes	Yes
Licences:Motor Vehicle Licence and Registrations	Operational Cost	Yes	Yes
Operational Cost:Wet Fuel	Operational Cost	Yes	Yes
Electricity:ESKOM	Bulk Purchases	Yes	No
Outsourced Services:Meter Management	Contracted Services	Yes	Yes
Connection/Dis-connection:Electricity	Contracted Services	Yes	Yes
Commission:Third Party Vendors	Operational Cost	Yes	Yes
Communication:SMS Bulk Message Service	Operational Cost	Yes	Yes
Operational Cost:Municipal Services	Operational Cost	Yes	Yes
Outsourced Services:Hygiene Services	Contracted Services	Yes	Yes
Contractors:Auctioneers	Contracted Services	Yes	Yes
Contractors:Pest Control and Fumigation	Contracted Services	Yes	Yes
Community Facilities:Centres	Depreciation and Amortisation	No	No
Advertising, Publicity and Marketing:Auctions	Operational Cost	Yes	Yes
Advertising, Publicity and Marketing:Bursaries (No	Operational Cost	Yes	Yes
Advertising, Publicity and Marketing:Tenders	Operational Cost	Yes	Yes
Operational Cost:Search Fees	Operational Cost	Yes	Yes
Contractors:Plants, Flowers and Other Decorations	Contracted Services	Yes	Yes
Allowance:Housing Benefits	Employee Related Cost	Yes*	Yes*
Allowance:Non-pensionable	Employee Related Cost	Yes*	Yes*
Salaries and Allowances:Basic Salary	Employee Related Cost	Yes*	Yes*
Salaries and Allowances:Bonuses	Employee Related Cost	Yes*	Yes*
Allowance:Cellular and Telephone	Employee Related Cost	Yes*	Yes*
Allowance:Housing Benefits	Employee Related Cost	Yes*	Yes*
Allowance:Travel or Motor Vehicle	Employee Related Cost	Yes*	Yes*

Allowance:Accommodation, Travel and Incidental	Employee Related Cost	Yes*	Yes*
Social Contributions:Medical	Employee Related Cost	Yes*	Yes*
Social Contributions:Pension	Employee Related Cost	Yes*	Yes*
Social Contributions:Unemployment Insurance	Employee Related Cost	Yes*	Yes*
Social Contributions:Bargaining Council	Employee Related Cost	Yes*	Yes*
Entertainment:Senior Management	Operational Cost	Yes	Yes
Operational Cost:Office Decorations	Operational Cost	Yes	Yes
Operational Cost:Skills Development Fund Levy	Operational Cost	Yes	Yes
Operational Cost:Entrance Fees	Operational Cost	Yes	Yes
Outsourced Services:Burial Services	Contracted Services	Yes	Yes
Community Facilities:Cemeteries/Crematoria	Depreciation and Amortisation	No	No
Consumables:Zero Rated	Inventory Consumed	Yes	Yes
Outsourced Services:Illegal Dumping	Contracted Services	Yes	Yes
Outsourced Services:Personnel and Labour	Contracted Services	Yes	Yes
Business and Advisory:Medical Examinations	Contracted Services	Yes	Yes
Legal Cost:Legal Advice and Litigation	Contracted Services	Yes	Yes
Contractors:Management of Informal Settlements	Contracted Services	Yes	Yes
Operating Leases:Investment Properties	Operating Leases	Yes	Yes
Housing Support:Project Linked Support (Housing)	Transfers and Subsidies	No	No
Contractors:Gardening Services	Contracted Services	Yes	Yes
Contractors:Stage and Sound Crew	Contracted Services	Yes	Yes
Sanitation Infrastructure:Waste Water Treatment Wo	Depreciation and Amortisation	No	No
Sanitation Infrastructure:Toilet Facilities	Depreciation and Amortisation	No	No
Community Facilities:Libraries	Depreciation and Amortisation	No	No
Advertising, Publicity and Marketing:Gifts and Pro	Operational Cost	Yes	Yes
Outsourced Services:Clearing and Grass Cutting Ser	Contracted Services	Yes	Yes
Outsourced Services:Fire Services	Contracted Services	Yes	Yes
Contractors:Maintenance of Equipment	Contracted Services	Yes	Yes
Community Facilities:Fire/Ambulance Stations	Depreciation and Amortisation	No	No
Interest, Dividends and Rent on Land:Rent on Land	Interest, Dividends and Rent o	No	No
Contractors:Chipping	Contracted Services	Yes	Yes
Sport and Recreation Facilities:Outdoor Facilities	Depreciation and Amortisation	No	No
Advertising, Publicity and Marketing:Signs	Operational Cost	Yes	Yes
Cleaning Services:Laundry Services	Operational Cost	Yes	Yes
Contractors:Gas	Contracted Services	Yes	Yes
Community Facilities:Halls	Depreciation and Amortisation	No	No
Community Facilities:Public Ablution Facilities	Depreciation and Amortisation	No	No
Outsourced Services:Alien Vegetation Control	Contracted Services	Yes	Yes
Outsourced Services:Animal Care	Contracted Services	Yes	Yes
Outsourced Services:Veterinary Services	Contracted Services	Yes	Yes
Business and Advisory:Quality Control	Contracted Services	Yes	Yes
Contractors:Stream Cleaning and Ditching	Contracted Services	Yes	Yes
Contribution to Provisions:Alien Vegetation	Operational Cost	Yes	Yes
Transport Provided as Part of Departmental Activit	Operational Cost	Yes	Yes
Outsourced Services:Litter Picking and Street Clea	Contracted Services	Yes	Yes
Contractors:Forestry	Contracted Services	Yes	Yes

Roads Infrastructure:Roads	Depreciation and Amortisation	No	No
Community Facilities:Public Open Space	Depreciation and Amortisation	No	No
Operational Buildings:Workshops	Depreciation and Amortisation	No	No
Outsourced Services:Traffic Fines Management	Contracted Services	Yes	Yes
Outsourced Services:Drivers Licence Cards	Contracted Services	Yes	Yes
Legal Cost:Issue of Summons	Contracted Services	Yes	Yes
Contractors:Traffic and Street Lights	Contracted Services	Yes	Yes
Contractors:Transportation	Contracted Services	Yes	Yes
Depreciation:Roads Infrastructure	Depreciation and Amortisation	No	No
Operational Cost:Firearm Handling Fees	Operational Cost	Yes	Yes
Outsourced Services:Transport Services	Contracted Services	Yes	Yes
Engineering:Structural	Contracted Services	Yes	Yes
Contractors:Event Promoters	Contracted Services	Yes	Yes
Operational Cost:Indigent Relief	Operational Cost	Yes	Yes
Operating Leases:Land	Operating Leases	Yes	Yes
Business and Advisory:Research and Advisory	Contracted Services	Yes	Yes
Contractors:Exhibit Installations	Contracted Services	Yes	Yes
Community Facilities:Markets	Depreciation and Amortisation	No	No
Salaries and Allowances:Basic Salary	Employee Related Cost	Yes*	Yes*
Salaries and Allowances:Bonuses	Employee Related Cost	Yes*	Yes*
Allowance:Travel or Motor Vehicle	Employee Related Cost	Yes*	Yes*
Allowance:Accommodation, Travel and Incidental	Employee Related Cost	Yes*	Yes*
Social Contributions:Medical	Employee Related Cost	Yes*	Yes*
Social Contributions:Pension	Employee Related Cost	Yes*	Yes*
Social Contributions:Unemployment Insurance	Employee Related Cost	Yes*	Yes*
Social Contributions:Bargaining Council	Employee Related Cost	Yes*	Yes*
Outsourced Services:Removal of Structures and Ille	Contracted Services	Yes	Yes
Outsourced Services:Translators, Scribes and Edito	Contracted Services	Yes	Yes
Operational Cost:Storage of Files (Archiving)	Operational Cost	Yes	Yes
Operational Cost:Remuneration to Section 79 Commit	Operational Cost	Yes	Yes
Social Assistance:Social Relief	Transfers and Subsidies	No	No
Licences and Rights:Water Rights	Depreciation and Amortisation	No	No
Communication:Telephone Installation	Operational Cost	Yes	Yes
External Computer Service:Data Lines	Operational Cost	Yes	Yes
External Computer Service:Internet Charge	Operational Cost	Yes	Yes
External Computer Service:Network Extensions	Operational Cost	Yes	Yes
External Computer Service:Wireless Network	Operational Cost	Yes	Yes
Outsourced Services:Medical Services [Medical Heal	Contracted Services	Yes	Yes
Business and Advisory:Occupational Health and Safe	Contracted Services	Yes	Yes
Business and Advisory:Organisational	Contracted Services	Yes	Yes
Business and Advisory:Qualification Verification	Contracted Services	Yes	Yes
Contractors:Employee Wellness	Contracted Services	Yes	Yes
Service Related Benefits:Long Service Award	Employee Related Cost	Yes*	Yes*
Service Related Benefits:Leave Pay	Employee Related Cost	Yes*	Yes*
Medical:Current Service Cost	Employee Related Cost	Yes*	Yes*
Medical:Interest Cost	Employee Related Cost	Yes*	Yes*
Medical:Past Service Cost	Employee Related Cost	Yes*	Yes*

Medical:Effect of asset recognition ceiling	Employee Related Cost	Yes*	Yes*
Medical:Expected return on Plan Assets/Reimburseme	Employee Related Cost	Yes*	Yes*
Medical:Curtailment and Settlement	Employee Related Cost	Yes*	Yes*
Medical:Defined Contribution Fund Expenses	Employee Related Cost	Yes*	Yes*
Pension:Current Service Cost	Employee Related Cost	Yes*	Yes*
Pension:Interest Cost	Employee Related Cost	Yes*	Yes*
Pension:Past Service Cost	Employee Related Cost	Yes*	Yes*
Pension:Effect of asset recognition ceiling	Employee Related Cost	Yes*	Yes*
Pension:Expected return on Plan Assets/Reimburseme	Employee Related Cost	Yes*	Yes*
Pension:Curtailment and Settlement	Employee Related Cost	Yes*	Yes*
Pension:Defined Contribution Fund Expenses	Employee Related Cost	Yes*	Yes*
Other Benefits:Leave Gratuity	Employee Related Cost	Yes*	Yes*
Other Benefits:Long Term Service Awards	Employee Related Cost	Yes*	Yes*
Interest Paid:Interest costs non-current Provision	Interest, Dividends and Rent o	No	No
Operational Cost:Achievements and Awards	Operational Cost	Yes	Yes
Advertising, Publicity and Marketing:Staff Recruit	Operational Cost	Yes	Yes
Operational Cost:Full Time Union Representative	Operational Cost	Yes	Yes
Operational Cost:Management Fee	Operational Cost	Yes	Yes
Operational Cost:Rewards Incentives	Operational Cost	Yes	Yes
Revenue Generating:Improved Properties	Depreciation and Amortisation	No	No
Revenue Generating:Unimproved Properties	Depreciation and Amortisation	No	No
Non-revenue Generating:Improved Properties	Depreciation and Amortisation	No	No
Non-revenue Generating:Unimproved Properties	Depreciation and Amortisation	No	No
Allowances and Service Related Benefits:Out of poc	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Travelling	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Basic Sala	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Cell phone	Remuneration of Councillors	No	No
Social Contributions:Pension Fund Contributions	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Out of poc	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Travelling	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Basic Sala	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Cell phone	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Housing Al	Remuneration of Councillors	No	No
Social Contributions:Pension Fund Contributions	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Out of poc	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Travelling	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Basic Sala	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Cell phone	Remuneration of Councillors	No	No
Social Contributions:Pension Fund Contributions	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Out of poc	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Travelling	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Basic Sala	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Cell phone	Remuneration of Councillors	No	No
Social Contributions:Pension Fund Contributions	Remuneration of Councillors	No	No
Social Contributions:Medial Aid Benefits	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Out of poc	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Travelling	Remuneration of Councillors	No	No

Allowances and Service Related Benefits:Basic Sala	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Cell phone	Remuneration of Councillors	No	No
Social Contributions:Pension Fund Contributions	Remuneration of Councillors	No	No
Social Contributions:Medial Aid Benefits	Remuneration of Councillors	No	No
Entertainment:Executive Mayor	Operational Cost	Yes	Yes
Entertainment:Total for All Other Councillors	Operational Cost	Yes	Yes
Operational Cost:Remuneration to Ward Committees	Operational Cost	Yes	Yes
Non-profit institutions:Tourism	Transfers and Subsidies	No	No
Salaries and Allowances:Basic Salary	Employee Related Cost	Yes*	Yes*
Salaries and Allowances:Bonuses	Employee Related Cost	Yes*	Yes*
Allowance:Cellular and Telephone	Employee Related Cost	Yes*	Yes*
Allowance:Travel or Motor Vehicle	Employee Related Cost	Yes*	Yes*
Social Contributions:Pension	Employee Related Cost	Yes*	Yes*
Social Contributions:Unemployment Insurance	Employee Related Cost	Yes*	Yes*
Social Contributions:Bargaining Council	Employee Related Cost	Yes*	Yes*
Contractors:Photographer	Contracted Services	Yes	Yes
Advertising, Publicity and Marketing:Municipal New	Operational Cost	Yes	Yes
Communication:Satellite Signals	Operational Cost	Yes	Yes
Operational Cost:Signage	Operational Cost	Yes	Yes
Infrastructure and Planning:Geoinformatic Services	Contracted Services	Yes	Yes
External Computer Service:GPS Licence Fees	Operational Cost	Yes	Yes
Outsourced Services:Electrical	Contracted Services	Yes	Yes
Engineering:Electrical	Contracted Services	Yes	Yes
Contractors:Removal of Hazardous Waste	Contracted Services	Yes	Yes
Electrical Infrastructure:HV Substations	Depreciation and Amortisation	No	No
Electrical Infrastructure:HV Switching Station	Depreciation and Amortisation	No	No
Electrical Infrastructure:HV Transmission Conducto	Depreciation and Amortisation	No	No
Electrical Infrastructure:MV Substations	Depreciation and Amortisation	No	No
Electrical Infrastructure:MV Switching Stations	Depreciation and Amortisation	No	No
Electrical Infrastructure:LV Networks	Depreciation and Amortisation	No	No
Electrical Infrastructure:Capital Spares	Depreciation and Amortisation	No	No
Operational Cost:Electricity Compliance Certificat	Operational Cost	Yes	Yes
Operational Cost:Environmental Levy	Operational Cost	Yes	Yes
Other Transfers Public Corporations:ESKOM	Transfers and Subsidies	No	No
Operational Cost:Vehicle Tracking	Operational Cost	Yes	Yes
Operational Cost:Warrantees and Guarantees	Operational Cost	Yes	Yes
Outsourced Services:Sewerage Services	Contracted Services	Yes	Yes
Engineering:Civil	Contracted Services	Yes	Yes
Contractors:Sewerage Services	Contracted Services	Yes	Yes
Water Supply Infrastructure:Distribution	Depreciation and Amortisation	No	No
Sanitation Infrastructure:Pump Station	Depreciation and Amortisation	No	No
Sanitation Infrastructure:Reticulation	Depreciation and Amortisation	No	No
Sanitation Infrastructure:Outfall Sewers	Depreciation and Amortisation	No	No
Storm water Infrastructure:Drainage Collection	Depreciation and Amortisation	No	No
Storm water Infrastructure:Storm Water Conveyance	Depreciation and	No	No

	Amortisation		
Infrastructure and Planning:Architectural	Contracted Services	Yes	Yes
Storm water Infrastructure:Attenuation	Depreciation and Amortisation	No	No
Roads Infrastructure:Road Structures	Depreciation and Amortisation	No	No
Roads Infrastructure:Road Furniture	Depreciation and Amortisation	No	No
Community Facilities:Airports	Depreciation and Amortisation	No	No
Solid Waste Infrastructure:Landfill Sites	Depreciation and Amortisation	No	No
Solid Waste Infrastructure:Waste Transfer Stations	Depreciation and Amortisation	No	No
Solid Waste Infrastructure:Waste Processing Facili	Depreciation and Amortisation	No	No
Solid Waste Infrastructure:Waste Drop-off Points	Depreciation and Amortisation	No	No
Solid Waste Infrastructure:Waste Separation Facili	Depreciation and Amortisation	No	No
Solid Waste Infrastructure:Electricity Generating	Depreciation and Amortisation	No	No
Decommissioning, Restoration and Similar Liabiliti	Operational Cost	Yes	Yes
Business and Advisory:Project Management	Contracted Services	Yes	Yes
Water Supply Infrastructure:Dams and Weirs	Depreciation and Amortisation	No	No
Water Supply Infrastructure:Boreholes	Depreciation and Amortisation	No	No
Water Supply Infrastructure:Reservoirs	Depreciation and Amortisation	No	No
Water Supply Infrastructure:Pump Stations	Depreciation and Amortisation	No	No
Water Supply Infrastructure:Water Treatment Works	Depreciation and Amortisation	No	No
Operational Cost:Levies Paid - Water Resource Mana	Operational Cost	Yes	Yes
Contractors:Bore Waterhole Drilling	Contracted Services	Yes	Yes
Water Supply Infrastructure:Bulk Mains	Depreciation and Amortisation	No	No
Water Supply Infrastructure:Distribution Points	Depreciation and Amortisation	No	No
Water Supply Infrastructure:PRV Stations	Depreciation and Amortisation	No	No
Inventory Consumed:Water	Inventory Consumed	Yes	Yes
Communication:Telemetric Systems	Operational Cost	Yes	Yes
Salaries and Allowances:Basic Salary	Employee Related Cost	Yes*	Yes*
Salaries and Allowances:Bonuses	Employee Related Cost	Yes*	Yes*
Allowance:Travel or Motor Vehicle	Employee Related Cost	Yes*	Yes*
Allowance:Accommodation, Travel and Incidental	Employee Related Cost	Yes*	Yes*
Social Contributions:Unemployment Insurance	Employee Related Cost	Yes*	Yes*
Social Contributions:Bargaining Council	Employee Related Cost	Yes*	Yes*
CERES BUSINESS INITIATIVE	Transfers and Subsidies	No	No
Salaries and Allowances:Basic Salary	Employee Related Cost	Yes*	Yes*
Salaries and Allowances:Bonuses	Employee Related Cost	Yes*	Yes*
Allowance:Cellular and Telephone	Employee Related Cost	Yes*	Yes*
Allowance:Travel or Motor Vehicle	Employee Related Cost	Yes*	Yes*
Allowance:Accommodation, Travel and Incidental	Employee Related Cost	Yes*	Yes*
Social Contributions:Medical	Employee Related Cost	Yes*	Yes*
Social Contributions:Pension	Employee Related Cost	Yes*	Yes*
Social Contributions:Unemployment Insurance	Employee Related Cost	Yes*	Yes*
Social Contributions:Bargaining Council	Employee Related Cost	Yes*	Yes*

Operational Cost:Honoraria (Voluntarily Workers)	Operational Cost	Yes	Yes
Seminars, Conferences, Workshops and Events:Intern	Operational Cost	Yes	Yes
Transport Provided as Part of Departmental Activit	Operational Cost	Yes	Yes
Foreign:Accommodation	Operational Cost	Yes	Yes
Foreign:Daily Allowance	Operational Cost	Yes	Yes
Foreign:Food and Beverage	Operational Cost	Yes	Yes
Foreign:Incidental Cost	Operational Cost	Yes	Yes
Transport without Operator:Car Rental	Operational Cost	Yes	Yes
Transport with Operator:Other Transport Providers	Operational Cost	Yes	Yes
Public Transport:Air Transport	Operational Cost	Yes	Yes
Public Transport:Railway Transport	Operational Cost	Yes	Yes
Public Transport:Road Transport	Operational Cost	Yes	Yes
Operational Cost:Cost relating to the Sale of Hous	Operational Cost	Yes	Yes
Operational Cost:Servitudes and Land Surveys	Operational Cost	Yes	Yes
Social Assistance:Social Relief	Transfers and Subsidies	No	No
Other Transfers (Cash):Farmer Support Households (	Transfers and Subsidies	No	No
Public Schools:Section 20 Schools	Transfers and Subsidies	No	No
Section 21 Schools:Matric Support	Transfers and Subsidies	No	No
Section 21 Schools:Sport and Recreational Events	Transfers and Subsidies	No	No
Other Educational Institutions:School Support	Transfers and Subsidies	No	No
Non-profit institutions:Sport Councils	Transfers and Subsidies	No	No
Business and Advisory:Accounting and Auditing	Contracted Services	Yes	Yes
Business and Advisory:Audit Committee	Contracted Services	Yes	Yes

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

ASSET MANAGEMENT POLICY

Date of Implementation: 01 July 2010

TABLE OF CONTENTS

1. INTRODUCTION
2. OBJECTIVE
3. STATUTORY FRAMEWORK
4. ACCOUNTING STANDARDS
5. DEFINITIONS
6. BACKGROUND
7. DELEGATION OF POWERS
8. RESPONSIBILITY
9. ASSET REGISTER
10. CLASSIFICATION OF ASSETS
11. CAPITALISATION CRITERIA
12. DEPRECIATION
13. AMENDMENT OF ASSET LIVES AND DIMNUTION IN THE VALUE OF PPE
14. IMPAIRMENT OF ASSETS
15. REVALUATION OF ITEMS OF PPE
16. ACQUISITION OF ASSETS
17. PURCHASE OR HIRE OF IMMOVABLE PROPERTY
18. GUIDELINE PROCEDURES FOR ADDITIONS TO ASSETS
19. FUNDING OF PPE AND RESERVES
20. ALIENATION OF ASSETS
21. GUIDELINE PROCEDURES FOR THE DISPOSAL OF ASSETS
22. OTHER WRITE-OFFS OF PPE
23. MANAGEMENT AND OPERATIONS OF ASSETS
24. MAINTENANCE
25. REPLACEMENT STRATEGY
26. TRANSFER OF ASSETS
27. PHYSICAL SECURITY OF ASSETS
28. INSURANCE OF ASSETS
29. SHORT TITLE

1. INTRODUCTION

This policy for the management of assets has been designed to assist management and officials of the Witzenberg Municipality with the description of management procedures for Property, Plant and Equipment, Investment Property, Agricultural Assets and Intangible Assets. It also should assist with the capacity to differentiate between activities, which are acceptable in terms of general authorization, supervisory responsibilities and limits of authority to the management of assets and functions of the organisation.

This policy will provide certainty with respect to the handling of asset management procedures undertaken within the organization and will ensure that management and employees understand their respective responsibilities and duties.

For the purpose of this policy, assets exclude inventory and monetary assets such as debtors.

This policy replaces all asset management procedures/instructions and memoranda that have been previously issued.

Failure to comply with this policy will result in the institution of disciplinary procedures in terms of the stipulated human resource policies and procedures of Witzenberg Municipality.

2. OBJECTIVE

The objective of this policy is to ensure that assets of the Municipality are properly managed and accounted for by:

- The accurate recording of essential asset information;
- The accurate recording of asset movements;
- Exercising strict physical controls over all assets;
- Treating the assets correctly in the Municipality's financial statements;
- Providing accurate and meaningful management information;
- Compliance with the Council's accounting policies and Generally Recognised Accounting Practices;
- Adequate insuring of assets;
- Maintenance of Council's assets;
- Ensuring that managers are aware of their responsibilities with regard to the assets; and
- Setting out the standards of management, recording and internal controls so as to safeguard the assets against inappropriate utilisation or loss.

3. STATUTORY FRAMEWORK

The statutory framework for this policy is:

- The Constitution of the Republic of South Africa, Act 108 of 1996;
- Local Government: Municipal Structures Act, No 117 of 1998;
- Local Government: Municipal Systems Act, No 32 of 2000;

- Local Government: Municipal Finance Management Act, No. 56 of 2003;
- Regulation No. 31346 of 2008;
- Municipal Supply Chain Management Regulations No. 27636;
- Generally Recognised Accounting Practice.

4. ACCOUNTING STANDARDS

This document constitutes a policy statement and shall not take precedence over the standards specified by the Accounting Standards Board. The relevant accounting standards include:

- GRAP 1 – Presentation of Financial Statements;
- GRAP 13 – Leases;
- GRAP 16 – Investment Property;
- GRAP 17 - Property, Plant and Equipment;
- GRAP 100 - Non – current Assets Held for Sale and Discontinued Operations;
- GRAP 101 - Agricultural;
- GRAP 102 – Intangible Assets; and
- IAS 36 - Impairment of Assets

Other relevant accounting standards are:
- GRAP 12 on Inventories
- GRAP 11 on Construction Contracts

5. DEFINITIONS

Every effort has been made to use definitions established through legislation, standards of accounting and other guidance on asset management.

"Accounting Officer" means the municipal manager appointed in terms of Section 82 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) and being the head of administration and accounting officer in terms of Section 60 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

"Agricultural Activity" is the management by an entity of the biological transformation of biological assets for sale, into agricultural produce, or into additional biological assets.

"Active market" is a market in which all the following conditions exist:

- The item traded within the market are homogeneous;
- Willing buyer and seller can normally be found at any time; and
- Prices are available to the public.

"Agricultural Produce" is the harvested product of the entity's biological assets.

"Amortisation" is the systematic allocation of the depreciable amount of an intangible asset over its useful life.

"Assets" are resources controlled by the municipality as a result of past events and from which future economic benefit or service potential are expected to flow. However for the purpose of this policy exclude inventory and other monetary assets.

"Asset categories" are the six main asset categories defined as follows:

"Asset Life-Cycle" is the cycle of activities that an asset goes through – including planning, design, initial acquisition and/or construction, cycle of operation and maintenance and capital renewal and finally disposal.

"Asset Manager" is any official who has been delegated responsibility and accountability for the control, usage, physical and financial management of the municipality's assets in accordance with the entity's standards, policies, procedures and relevant guidelines.

"Asset Register" is a record of information on each asset that supports the effective financial and technical management of the assets, and meets statutory requirements.

"Biological Asset" is a living animal or plant.

"Biological Transformation" comprises the processes of growth, degeneration, production and procreation that cause qualitative or quantitative changes to a biological asset.

"Carrying amount" is the amount at which an asset is recognized after deducting any accumulated depreciation and accumulated impairment losses.

"Chief Financial Officer" means an officer of a municipality designated by the municipal manager to be administratively in charge of the budgetary and treasury functions.

"Class of property, plant and equipment" means a grouping of assets of a similar nature or function in a municipality's operations, which is shown as a single item for the purpose of disclosure in the financial statements.

"Commercial service" means a service other than a municipal service

(a) rendered by a private sector party or organ of state to or for a municipality or municipal entity on a commercial basis; and
(b) which is procured by the municipality or municipal entity through its supply chain management policy.

"Community Assets" – are defined as any asset that contributes to the community's well-being. Examples are parks, libraries and fire stations.

"Cost" – is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire an asset at the time of its acquisition or construction or where applicable, the amount attributed to that asset when initially

recognized in accordance with the specific requirements of Standards of GRAP.

"Depreciation" – is the systematic allocation of the depreciable amount of an asset over its useful life.

"Depreciable Amount" – is the cost of an asset, or other amount substituted for cost in the financial statements, less its residual value.

"Depreciated replacement cost", in relation to a capital asset, means an amount equivalent to the cost to replace the capital asset on the date of transfer adjusted by a deemed depreciated cost at the date of the transfer taking into account the age and condition of the asset.

"Disposal", in relation to a capital asset, includes –

(a) the demolition, dismantling or destruction of the capital asset; or
(b) any other process applied to a capital asset which results in loss of ownership of the capital asset otherwise than by way of transfer of ownership.

"Disposal management system" means the system contemplated in regulation 40 of the Municipal Supply Chain Management Regulations, published by General Notice No. 868 of 2005.

"Enhancements / Rehabilitation" is an improvement or augmentation of an existing asset beyond its original recognized service potential for example useful life, capacity, quality and functionality.

"Fair Value" – is the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction.

"GRAP" is Standards of Generally Recognised Accounting Practice

"Head of department / senior manager" – means a manager referred to in section 56 of the Municipal Systems Act.

"Heritage Assets" – are defined as culturally significant resources. Examples are works of art, historical buildings and statues.

"Historical cost" means the original purchase price or cost of acquisition of the capital asset at the time the asset was acquired

An "**impairment loss"** of a cash generating asset is the amount by which the carrying amount of an asset exceeds its recoverable amount.

An "**impairment loss"** of non-cash generating asset is the amount by which the carrying amount of an asset exceeds its recoverable service amount.

"Infrastructure assets" are defined as any asset that is part of a network of similar assets. Examples are roads, water reticulation schemes, sewerage

purification and trunk mains, transport terminals and car parks.

"Intangible assets" are identifiable non-monetary assets without physical substance.

"Investment Properties" – are defined as property (land or a building-or part of a building-or both) held (by the owner or by lessee under a finance lease) to earn rentals or for capital appreciation or both, rather than for:

(a) use in the production and supply of goods or services or for administrative purposes; or
(b) sale in the ordinary course of business.

"Municipality" means the Witzenberg Municipality.

"Other Assets" – are defined as assets utilized in normal operations. Examples are plant and equipment, motor vehicles and furniture and fittings.

"Property, Plant and Equipment" (PPE) – are tangible assets that:

- are held by a municipality for use in the production or supply of goods or services, for rental to others, or for administrative purposes, and
- are expected to be used during more than one period.

"Realisable value" means the amount of cash or cash equivalents that could currently be obtained by transferring the capital asset, less the estimated cost of completion and the estimated costs necessary to make the transfer.

"Recoverable Amount" – is the amount that the municipality expects to recover from the future use of an asset, including its residual value on disposal.

"Recoverable service amount" is the higher of a non-cash-generating asset's fair value less costs to sell and its future value in use.

"Residual Value" – of an asset is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and condition expected at the end of its useful life.

"Right to use, control or manage" means a right to use, control or manage the capital asset for a period exceeding one calendar month without ceding legal ownership in the asset. In other words, where the granting of such rights do not amount to the transfer or permanent disposal of the asset, for example when a right is acquired through a leasing, letting or hiring out arrangement.

"Senior Manager" is a manager referred to Section 57 of the Municipal Systems Act (MSA) being someone reporting directly to the municipal manager.

"Service provider" –

(a) in relation to a municipal service, means a private sector party or organ of state appointed by a municipality in terms of Chapter 8 of the Municipal Systems Act to perform a municipal service in accordance with that Act; or

(b) in relation to a commercial service, means a private sector party or organ of state appointed in terms of the supply chain management policy of a municipality or municipal entity to render a commercial service to or for the municipality or entity as an independent contractor.

"Supply chain management policy" means the supply chain management policy which a municipality or municipal entity is required to have in terms of Chapter 11 of the Act.

"The Act" means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

"Transfer", in relation to a capital or subsidiary asset, means transfer of ownership in the asset as a result of a sale or other transaction.

"Useful Life" – is either:
- the period of the time over which an asset is expected to be used by the municipality, or
- the number of production or similar units expected to be obtained from the asset by the municipality.

6. BACKGROUND

The utilization and management of property, plant and equipment, investment property, intangible assets and agricultural assets is the prime mechanism by which the Municipality can fulfil its constitutional mandates for:-

- Delivery of sustainable services;
- Social and economic development;
- Promoting safe and healthy environments; and
- Fulfilling the basic needs to the community.

As trustees on behalf of the local community, the Municipality has a legislative and moral obligation to ensure it implements policies to safeguard the monetary value and future service provision invested in assets.

The policy for the management of assets deals with the Municipal rules required to ensure the enforcement of appropriate stewardship of assets. Stewardship has two components being the:-

- Financial administration by the Chief Financial Officer; and
- Physical administration by the relevant managers.

Statutory provisions are being implemented to protect public property against arbitrary and inappropriate management or disposals by local government.

Accounting standards have been approved by the Accounting Standards Board to

ensure the appropriate financial treatment for property, plant and equipment, investment property, intangible assets and agricultural assets. The requirements of these new accounting standards include:-

- The compilation of asset registers covering all assets controlled by the Municipality.
- Accounting treatment for the acquisition, disposal, recording and depreciation/amortisation of assets.
- The standards to which financial records must be maintained to comply with the new accounting standards.

7. DELEGATION OF POWERS

This policy should be applied with due observance of the Municipality's policy with regard to delegated powers. Such delegations refer to delegations between the Municipal Manager and other responsible officials as well as between the Council and the Executive Mayor and the Council and the Municipal Manager. All delegations in terms of this policy must be recorded in writing.

In accordance with the Local Government: Municipal Finance Management Act (Act 56 of 2003) (MFMA), the Municipal Manager is the accounting officer of the Municipality and therefore all designated officials are accountable to him/her. The Municipal Manager is therefore accountable for all transactions entered into by his/her designates.

The overall responsibility of asset management lies with the Municipal Manager. However, the day to day handling of assets should be the responsibility of all officials in terms of delegated authority reduced in writing.

8. RESPONSIBILITY

Municipal Manager

The Municipal Manager is responsible for the management of the assets of the Municipality, including the safeguarding and the maintenance of those assets. He/she must ensure that:-

- The Municipality has and maintains a management, accounting and information system that accounts for the assets of the Municipality.
- The Municipality's assets are valued in accordance with standards of Generally Recognized Accounting Practice (GRAP).
- The Municipality has and maintains a system of internal control of assets, including an asset register.
- Senior managers and their teams comply with this policy.

Chief Financial Officer

The Chief Financial Officer is responsible to the Municipal Manager to ensure that

the financial investment in the Municipality's assets is safeguarded and maintained. He/she may delegate or otherwise assign responsibility for performing these functions but he/she will remain accountable for ensuring that these activities are performed. He/she must ensure that:-

- Appropriate systems of financial management and internal control are established and carried out diligently.
- The financial and other resources of the Municipality assigned to him/her are utilized effectively, efficiently, economically and transparently.
- Any unauthorized, irregular or fruitless or wasteful expenditure, and losses resulting from criminal or negligent conduct, are prevented.
- The systems, processes and registers required to substantiate the financial values of the Municipality's assets are maintained to standards sufficient to satisfy the requirements of effective management.
- Financial processes are established and maintained to ensure the Municipality's financial resources are optimally utilized through appropriate asset plan, budgeting, purchasing, maintenance and disposal decisions.
- The Municipal Manager is appropriately advised on the exercise of powers and duties pertaining to the financial administration of assets.
- The senior managers and senior management teams are appropriately advised on the exercise of their powers and duties pertaining to the financial administration of assets.

Senior Managers

The Senior Managers must ensure that:-

- Appropriate systems of physical management and control are established and carried out for assets in their area of responsibility.
- The Municipal resources assigned to them are utilized effectively, efficiently, economically and transparently.
- Any unauthorized, irregular or fruitless or wasteful utilization and losses resulting from criminal or negligent conduct are prevented.
- Their management systems and controls can provide an accurate, reliable and up to date account of assets under their control.
- They are able to justify that their plans, budgets, purchasing, maintenance and disposal decisions for assets optimally achieve the Municipality's strategic objectives.

The senior managers may delegate or otherwise assign responsibility for performing these functions but they will remain accountable for ensuring that these activities are performed.

Each senior manager should report to the Municipal Manager on issues that will significantly impede the item of asset capabilities to provide the required level of service or economic benefit.

The responsibility for the physical control of assets rests with the relevant senior manager to whom the responsibility was delegated to in terms of section 79 of the Municipal Finance Management Act, No 56 of 2003.

Each senior manager shall ensure that assets entrusted to him / her are adequately maintained, properly used and insured and ensure that section 78 of the Municipal Finance Management Act, No 56 of 2003, is adhered to.

No amendments, deletions or additions to the asset register shall be made other than by the Asset Manager or by an official acting as the Asset Manager and must be authorized by the Chief Financial Officer.

Upon the resignation / retirement of an employee, the applicable senior manager must inform the Chief Financial Officer and Corporate Service Department in writing that the asset items entrusted to that employee to execute his / her duties are in good order and returned. When necessary the applicable senior manager must inform the Corporate Services Department of any losses and the value of such losses. The ultimate responsibility of any losses lies with the relevant senior manager.

9. ASSET REGISTER

The asset register shall be maintained in the format determined by the Chief Financial Officer, which format shall comply with the requirements of generally recognised accounting practice (GRAP) and any other accounting requirements which may be prescribed.

The asset register shall reflect the following information:

- a brief but meaningful description of each asset
- the date on which the asset was acquired or brought into use
- the location of the asset
- the responsible senior manager and department(s) or vote(s) within which the assets will be used
- the title deed number, in the case of property
- the stand number, in the case of property
- where applicable, the identification number
- the measurement based used (Cost or Fair Value)
- the original useful live
- the revised useful live
- the residual value
- the original cost, or the revalued amount or the fair value if no costs are available
- the (last) revaluation date of the assets subject to revaluation
- the revalued value of such assets
- who did the (last) revaluation
- accumulated depreciation to date
- the depreciation charge for the current financial year
- the carrying value of the asset
- the method and rate of depreciation

- impairment losses incurred during the financial year (and the reversal of such losses, where applicable)
- method of calculating recoverable amount (when impairment test are required in terms of GRAP)
- increases or the decreases resulting from revaluations (if applicable)
- the source of financing
- condition of the asset
- the current insurance arrangements
- whether the asset is required to perform basic municipal services
- whether the asset has been used to secure any debt, and – if so – the nature and duration of such
- security arrangements
- the date on which the asset is disposed of
- the disposal price
- the date on which the asset is retired from use, if not disposed of.

All heads of department under whose control any asset falls shall promptly provide the Chief Financial Officer in writing with any information required to compile the asset register, and shall promptly advise the Chief Financial Officer in writing of any material change which may occur in respect of such information.

An asset shall be capitalised, that is, recorded in the asset register, as soon as it is acquired. If the asset is constructed over a period of time, it shall be recorded as work-in-progress until it is available for use, where after it shall be appropriately capitalised as a fixed asset. An asset shall remain in the asset register for as long as it is in physical existence.

The Asset Manager must ensure that reconciliations are performed on a monthly basis between the general ledger values and the asset values and to be submitted to the Chief Financial Officer.

The Chief Financial Officer must check and authorize the reconciliations as correct.

Depreciation methods and rates used must be approved by the Chief Financial Officer.

The asset manager should allocate depreciation rates and methods to each asset class, and ensure that depreciation calculations are correctly applied and posted in the general ledger.

10. CLASSIFICATION OF ASSETS

In compliance with the requirements of the National Treasury, the Chief Financial Officer shall ensure that all assets are classified under the following headings in the Fixed Assets Register, and Heads of Departments shall in writing provide the Chief Financial Officer with such information or assistance as is required to compile a proper classification:

10.1 Property, Plant and Equipment

- Land (not held as investment assets).
- Infrastructure assets (assets which are part of a network of similar assets).
- Community assets (assets contributing to the general well-being of the community).
- Heritage assets (culturally significant assets).
- Other assets (ordinary operational assets).
- Housing (rental stock or housing stock not held for capital gain).

Save for land and buildings other assets shall be classified under the following headings:

- Computer equipment;
- Office equipment;
- Furniture and fittings;
- Radio Equipment;
- Plant and machinery;
- Motor Vehicles; and
- Emergency Equipment.

10.2 Investment Property

Investment assets (resources held for capital or operational gain and which are not used by the Municipality). Properties occupied by the Municipality, Councillors or officials are classified as owner-occupied property and are therefore not classed as investment property

Investment properties will be treated in accordance with GRAP 16 and will separately be classified in the Statement of Financial Position. Investment properties will not be depreciated but will annually be revalued.

10.3 Intangible Assets

Intangible assets are identifiable non-monetary assets without physical substance.

Intangible assets will be treated in accordance with GRAP 102 and will separately be classified in the Statement of Financial Position. Intangible assets shall be valued at cost less any accumulated amortization and any impairment losses.

10.4 Agricultural Assets

Agricultural Assets will be treated in accordance with GRAP 101 and will separately be classified in the Statement of Financial Position,

10.5 Assets Treated as Inventory

Any land or buildings owned or acquired by the municipality with the intention of selling such property in the ordinary course of business, or any land or buildings owned or acquired by the municipality with the intention of developing such property for the purpose of selling it in the ordinary course of business, shall be accounted for as inventory, and not included in either property, plant and equipment or investment property in the municipality's statement of position.

Such inventories shall, however, be recorded in the asset register in the same manner as other fixed assets, but a separate section of the asset register shall be maintained for this purpose.

The Chief Financial Officer shall use the classifications indicated in the Annexure on estimated lives of assets, as a guideline and in the case of an item of assets not appearing in the Annexure shall use the classification applicable to the asset most closely comparable in the Annexure.

11. CAPITALISATION CRITERIA

PPE and Intangible Assets

All assets may only be acquired in terms of council's Supply Chain Management Policy and in terms of the budgetary provisions. The responsibility for the purchase of assets would be delegated in terms of council's Delegation Framework and Supply Chain Management Policy. Depending on the cost of the asset to be purchased the following procedure for purchasing an asset must be followed:

- Senior managers shall at all times ensures that there are enough funds in their departmental budgets before requesting approval to any requisition to purchase an asset;
- Senior managers shall ensure that the correct vote and expenditure line item are used and recorded on the requisition requesting approval to purchase an asset;
- Tenders or quotations as required in terms of council's Supply Chain Management policy should be obtained and where required submitted to council's tender committee for approval;
- The tender committee resolution of the approved tender or recommended quotation should be attached to the requisition signed by the relevant head of department;
- The order would then be generated by the Budget and Treasury department;
- Once delivered the asset must be labelled / bar-coded by the Budget and Treasury department before such asset is put into use;
- The senior manager should endorse receipt of the asset on the invoice and forwarded it for payment to the Budget and Treasury department; and
- The Budget and Treasury department would then generate payment.

The completion of any immovable asset by or under control of every head of department should promptly be declared to the Chief Financial Officer in writing

stating the full details required for recording in the assets register.

All PPE and intangible assets shall be carried in the asset register, and appropriately recorded in the annual financial statements, at their original cost or fair value less any accumulated depreciation or amortisation in the case of intangible assets.

The original cost of an item of PPE or intangible assets may include:

- Cost price;
- Financing costs (MFMA section 46(4));
- Import tax;
- Non-claimable purchase tax; and
- Any costs directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

When payment for an item of PPE or intangible assets is deferred beyond normal credit terms, its cost is the cash price equivalent. The difference between this amount and the total payments is recognized as an interest expense over the period of credit.

When an item of PPE is acquired to be exchanged or partly exchanged for a dissimilar item of PPE or other asset, the cost of such item is measured at the fair value of the asset received, which is equivalent to the fair value of the asset given up adjusted by the amount of any cash or cash equivalents paid additional. For the purpose hereof, “fair value” shall be determined by the council with due regard to the definition ascribed to fair value in paragraph 2 hereof.

The only exceptions to this rule shall be revalued items of PPE (see part 7.9 below) and heritage assets in respect of which no depreciation is recorded in the fixed asset register.

Subsequent expenditure relating to an asset that has already been capitalized, should only be added to the carrying amount of the asset when it is probable that future economic benefits or potential service delivery, in excess of the originally assessed standard of performance of the existing asset, will flow to the municipality.

Investment Property

An investment property shall be measured initially at its cost. Transaction costs shall be included in the initial measurement. The cost of purchased investment property includes all directly attributable expenditure (professional fees for legal services, property transfer taxes and other transaction costs).

When payment for an investment property is deferred beyond normal credit terms, its cost is the cash price equivalent. The difference between this amount and the total payments is recognized as an interest expense over the period of credit.

When investment property is acquired to be exchanged or partly exchanged for a dissimilar investment property or other asset, the cost of such item is measured at the fair value of the asset received, which is equivalent to the fair value of the asset given up adjusted by the amount of any cash or cash equivalents paid additional. For the purpose hereof, “fair value” shall be determined by the council with due regard to the definition ascribed to fair value in paragraph 2 hereof.

After initial recognition investment property will be measured at fair value. A gain or loss arising from a change in fair value shall be recognized as a profit or loss in the Statement of Financial Performance in the period in which it arises. The fair value of investment property shall reflect market conditions at reporting date.

In terms of GRAP 16 transfers to and from investment property shall be made when there is a change in use:

(a) Commencement of owner-occupation, for a transfer from investment property to owner-occupied property;
(b) Commencement of development with a view to sale, for a transfer from investment property to inventories;
(c) End of owner-occupation, for a transfer from owner-occupied property to investment property; or
(d) Commencement of an operating lease to another party, for a transfer from inventories to investment property.

When an investment property is transferred to inventory or owner-occupied property, the property’s deemed cost is the fair value of the property at the date of the change in use.

For a transfer from inventories to investment property, that will be carried at fair value, any difference between the fair value of the property at that date and its previous carrying amount shall be recognized in the Statement of Financial Performance.

Reinstatement, Maintenance and Other Expenses

Only expenses incurred in the enhancement of an asset (in the form of improved or increased services or benefits flowing from the use of such asset) or in the material extension of the useful operating life of an asset shall be capitalised.

Expenses incurred in the maintenance or reinstatement of an asset shall be considered as operating expenses incurred in ensuring that the useful operating life of the asset concerned is attained, and shall not be capitalised, irrespective of the quantum of the expenses concerned.

Expenses, which are reasonably ancillary to the bringing into operation of an asset, may be capitalised as part of such asset. Such expenses may include but need not be limited to import duties, forward cover costs, transportation costs, and installation, assembly and communication costs.

Intangible Assets

Assets that meet the criteria of GRAP 102 (Intangible Assets) shall be recognized as Intangible Assets at cost.

Heritage Assets

If no original costs or fair values are available in the case of one or more or all heritage assets, the Chief Financial Officer may, if it is believed that the determination of a fair value for the assets in question will be a laborious or expensive undertaking, record such asset or assets in the fixed asset register without an indication of the costs or fair value concerned.

For Statement of Financial Position purposes, the existence of such heritage assets shall be disclosed by means of an appropriate note.

Donated Assets

Where an asset is donated to the municipality, or an asset is acquired by means of an exchange of assets between the municipality and one or more other parties, the asset concerned shall be recorded in the asset register at its fair value, as determined by the Chief Financial Officer.

12. DEPRECIATION

Depreciation of PPE

All PPE, except land and heritage assets, shall be depreciated – or amortised in the case of intangible assets.

Depreciation may be defined as the monetary quantification of the extent to which PPE is used or consumed in the provision of economic benefits or the delivery of services.

Depreciation shall generally take the form of an expense both calculated and debited on a annual basis against the appropriate line item in the department or vote in which the item of PPE is used or consumed.

However, depreciation shall initially be calculated from the day following the day in which an item of PPE is acquired or – in the case of construction works and plant and machinery – the day following the day in which the item is brought into use, until the end of the year concerned. Thereafter, depreciation charges shall be calculated annually.

Each Head of Department, acting in consultation with the Chief Financial Officer, shall ensure that reasonable budgetary provision is made annually for the depreciation of all applicable PPE controlled or used by the department in question or expected to be so controlled or used during the ensuing financial year.

The procedures to be followed in accounting and budgeting for the amortisation of intangible assets shall be identical to those applying to the depreciation of other PPE.

Rate of Depreciation and Amortisation

The Chief Financial Officer shall assign a useful operating life to each depreciable item of PPE recorded on the Municipality's asset register. In determining such a useful life the Chief Financial Officer shall use to the useful lives set out in the annexure to this document as a guideline.

In the case of an item of PPE which is not listed in this annexure, the Chief Financial Officer shall determine a useful operating life, if necessary in consultation with the Head of Department who shall control or use the item in question, and shall be guided in determining such useful life by the likely pattern in which the item's economic benefits or service potential will be consumed.

The procedures to be followed in accounting and budgeting for the amortisation of intangible assets shall be identical to those applying to the depreciation of other PPE.

Method of Depreciation

The Chief Financial Officer shall allocate the depreciable amount of all depreciable PPE and intangible on a systematic basis over its useful life.

The residual value and useful life of an asset shall be reviewed at least at each reporting date and, if expectations differ from previous estimates, the changes shall be accounted for as a change in accounting estimate in accordance with GRAP 3.

13. AMENDMENT OF ASSET LIVES AND DIMINUTION IN THE VALUE OF PPE

Only the Chief Financial Officer may amend the useful operating life assigned to any PPE, and when any material amendment occurs the Chief Financial Officer shall inform the Council of such amendment.

The Chief Financial Officer shall amend the useful operating life assigned to any item of PPE if it becomes known that such item has been materially impaired or improperly maintained to such an extent that its useful operating life will not be attained, or any other event has occurred which materially affects the pattern in which the item's economic benefits or service potential will be consumed.

If the value of an item of PPE or intangible assets has been diminished to such an extent that it has no or a negligible further useful operating life or value such item shall be fully depreciated or eradicated in the financial year in which such diminution in value occurs.

Similarly, if an item of PPE has been lost, stolen or damaged beyond repair, it shall be fully depreciated in the financial year in which such event occurs, and if the item has physically ceased to exist, it shall be written off in the asset register.

In all of the foregoing instances, the additional depreciation expenses shall be debited to the department or vote controlling or using the item of PPE or intangible asset in question.

If any of the foregoing events arises in the case of a normally non-depreciable item of PPE, and such item has been capitalised at a value other than a purely nominal value, such item shall be partially or fully depreciated, as the case may be, as though it were an ordinary depreciable item of PPE, and the department or vote controlling or using the item in question shall bear the full depreciation expenses concerned.

Additional depreciation not budgeted for as a result of unforeseeable or unavoidable circumstances must be provided for in an adjustments budget and, if such circumstances arises close to the end of the financial year and there will not be time for Council to consider the adjustments before the end of the financial year, may in advance be approved by the Mayor in terms of Section 29 of the MFMA, provided that any other provisions of the MFMA be complied with.

14. IMPAIRMENT OF ASSETS

The accounting treatment relating to impairment losses is outlined in IAS37.

The carrying amount of an item or a group of identical items of property, plant and equipment should be reviewed periodically in order to assess whether or not the recoverable amount has declined below the carrying amount.

When such a decline has occurred, the carrying amount should be reduced to the recoverable amount. The amount of the reduction should be recognised as an expense immediately, unless it reverses a previous revaluation in which case it should be charged to the Revaluation Reserve.

The recoverable amount of individual assets, or groups of identical assets, is determined separately and the carrying amount reduced to the recoverable amount on an individual asset, or group of identical assets, basis. However, there may be circumstances when it may not be possible to assess the recoverable amount of an asset on this basis, for example when all of the plant and equipment in a sewerage purification works is used for the same purpose. In such circumstances, the carrying amount of each of the related assets is reduced in proportion to the overall decline in recoverable amount of the smallest grouping of assets for which it is possible to make an assessment of the recoverable amount.

The following may be indicators that an asset is impaired:

- The asset has been damaged.
- The asset has become technologically obsolete.
- The asset remains idle for a considerable period either prior to it being put into use or during its useful life.
- Land is purchased at market value and is to be utilized for subsidized housing developments, where the subsidy is less than the purchase price.

The following steps will have to be performed regularly during the year to account for impairment losses:

- Departments will identify and inform the Chief Financial Officer of assets that:

  - Are in a state of damage at year end.
  - Are technologically obsolete at year end. .
  - Have remained idle for a considerable period either prior to them being put into use at year end or during their useful life.
  - Are subject to impairment losses because the subsidies to be received in exchange for assets are less than the carrying amounts.

- The recoverable amounts of these assets need to be determined by calculating the net selling price per asset as defined above.

- The impairment loss per asset is the difference between the net selling price and the carrying value of the asset.

- The impairment loss needs to be accounted for by identifying the relevant funding source.

15. REVALUATION OF ITEMS OF PPE

All land and buildings recorded in the Municipality's asset register shall be revalued when the Council is of the opinion that economic conditions have had a substantial impact on the on the value of land and buildings within the municipal area. Under such circumstances a sworn valuer will be appointed to perform a valuation of all land and buildings.

The Chief Financial Officer shall adjust the carrying value of the land and buildings concerned to reflect in each instance the value of the items as recorded in the valuation roll, provided the Chief Financial Officer is satisfied that such value reflects the fair value of the land and buildings concerned.

The Chief Financial Officer shall also, where applicable, create a revaluation reserve for each such item equal to the difference between the value as recorded in the valuation roll and the carrying value of the item before the adjustment in question.

The buildings concerned shall thereafter be depreciated on the basis of its revalued amount, over its remaining useful operating life, and such increased depreciation expenses shall be budgeted for and debited against the appropriate line item in the department or vote controlling or using the buildings in question.

The Chief Financial Officer shall ensure that an amount equal to the difference between the new (enhanced) annual depreciation expense and the depreciation expenses determined in respect of such buildings before the revaluation in question is transferred each year from the revaluation reserve to the Municipality's appropriation account. An adjustment of the aggregate transfer shall be made at the end of each financial year, if necessary.

If the amount recorded by the valuer is less than the carrying value of the item of

land or buildings recorded in the asset register, the Chief Financial Officer shall adjust the carrying value of such item by increasing the accumulated depreciation of the item in question by an amount sufficient to adjust the carrying value to the value as recorded by the valuer. such additional depreciation expenses shall form a charge, in the first instance, against the balance in any revaluation reserve previously created for such item, and to the extent that such balance is insufficient to bear the charge concerned, an immediate additional charge against the department or vote controlling or using the item of land or building in question

Revalued land and buildings shall be carried in the asset register, and recorded in the annual financial statements, at their revalued amount, less accumulated depreciation (in the case of buildings).

16. ACQUISITION OF ASSETS

Pre-acquisition Planning

Before a capital project is included in the budget for approval, the Chief Financial Officer must demonstrate that he/she has considered the following:

- The projected cost over all the financial years until the project is operational;
- The future operational costs and revenue on the project, including the tax and tariff implications;
- The financial sustainability of the project over its use full life including revenue generation and subsidisation requirements;
- The physical and financial stewardship of that asset through all stages of its life including acquisition, installation, maintenance, operations, disposal and rehabilitation;
- The inclusion of the capital project in the Integrated Development Plan and future budgets; and
- Alternatives to the capital purchase.

The heads of department are accountable to ensure that the Chief Financial Officer receives all reasonable assistance, guidance and explanation to enable him to achieve his planning requirements.

Approval to Acquire Property, Plant and Equipment

Money can only be spent on a project if:

- The money has been appropriated in an approved Capital Budget;
- The project, including the total cost has been approved by the Council;
- The Chief Financial Officer confirms that funding is available for that specific project; and
- Any contract that will impose financial obligations beyond two years after the budget year is appropriately disclosed.
- The Supply Chain Management Policy is adhered to.

Authorization for the acquisition of assets should be as per this municipality's delegation of authority and payment for assets shall be in accordance with financial policies and regulations of this Municipality.

Funding of Capital Projects

Within the Municipality's on-going financial, legislative or administrative capacity, the Chief Financial Officer must establish and maintain the funding strategies that optimise the municipality's ability to achieve its strategic objectives as stated in the Integrated Development Plan. The acquisition of assets may not be funded over a period longer than the useful life of that asset.

17. PURCHASE OR HIRE OF IMMOVABLE PROPERTY

The municipality may acquire by purchase, or by hire, immovable property within- or outside the municipal boundary provided it complies with the requirements of the MFMA and the Supply Chain Management policy and subject to the following:

- The cost of the purchase or hire had been budgeted for; and
- The intention to buy or hire the immovable property had been advertised for public comment.
- After consideration of any public comments/objections the Council will:
    - In the case of the following paragraph complies with the requirements of that paragraph; and
    - In the case of all other immovable property, finally resolve to continue with the purchase or hire and apply the supply chain management processes
- The Council will not continue with the purchase or hire of any immovable property where:
    - The price is in excess of the market value thereof as assessed by an appraiser; or
    - The rental which, when calculated per annum in the case of:
        - Immovable property hired for agricultural purposes, exceeds six present; and
        - Immovable property hired for any other purpose, exceed twelve present of the market value of the property, as assessed by an appraiser.

The Council may accept a gift or conveyance of immovable property either for the municipality or in trust for charitable or other public purposes not connected with public worship, and hold the same in such trust or for such purpose as may be declared by such donors and may administer, utilize and improve such property.

The trustees of any immovable property held in trust for any township village of settlement which has become a municipality or part of a municipality may transfer such property to the Council, subject to any special trusts in their deeds of title and upon conditions not at variance therewith.

18. GUIDELINE PROCEDURES FOR ADDITIONS TO ASSETS

The Asset Manager must ensure all additions to assets are in accordance with an approved Capital Budget. Additions must be updated on a monthly basis in the Municipality's Asset Register. All additions must be approved by the Chief Financial Officer.

19. FUNDING OF PPE AND RESERVES

The purchase of assets may be funded from the raising of external loans, leases, government- and public contributions, the Capital Replacement Reserve and surplus cash.

The Chief Financial Officer shall ensure that in respect of all assets financed from grants or subsidies or contributions received from other spheres of government or from the public at large, as well as in respect of assets donated to the Municipality, a government grants reserve or public contribution reserve for future depreciation is created equal in value to the capitalised value of each item of asset in question.

The Chief Financial Officer shall thereafter ensure that in the case of depreciable PPE an amount equal to the annual depreciation expenses of the items concerned are transferred each year from such reserve to the Municipality's accumulated surplus.

20. ALIENATION OF ASSETS

In compliance with the principles and prescriptions of the Municipal Finance Management Act, the transfer of ownership of any item of PPE shall be fair, equitable, transparent, competitive and consistent with the municipality's supply chain management policy and the Municipal Asset Transfer Regulations

Every head of department shall report in writing to the Chief Financial Officer on 30 April of each financial year on all assets controlled or used by the department concerned which such head of department wishes to alienate by public auction or public tender.

The Chief Financial Officer shall thereafter consolidate the requests received from the various departments, and shall promptly report such consolidated information to the council or the municipal manager of the municipality, as the case may be, recommending the process of alienation to be adopted.

The council shall delegate to the municipal manager the authority to approve the alienation of any moveable asset with a carrying value less than R200 000 (two hundred thousand rand). The council shall ensure that the alienation of any asset with a carrying value equal to or in excess of R200 000 (two hundred thousand rand) takes place in compliance with Section 14 of the Municipal Finance Management Act, 2004.

In terms of Section 14 of the Municipal Finance Management Act, 2004 the Municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of assets needed to provide the minimum level of basic municipal services.

The Municipality may transfer ownership or otherwise dispose of assets other than one contemplated above, but only after the Council, in a meeting open to the public:-

- has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and
- has considered the fair market value of the item and the economic and community value to be received in exchange for the asset;
- That a public participation process be held before council's assets can be alienated.

The decision that a specific asset is not needed to provide the minimum level of basic municipal services, may not be subsequently reversed by the Municipality after that asset has been sold, transferred or otherwise disposed of.

Once the assets are alienated, the Chief Financial Officer shall treat the disposal of the items in terms of GRAP and amend the relevant records of the asset register. If the proceeds of the alienation are less than the carrying value recorded in the asset register, such difference shall be recognised as a loss in the Statement of Financial Performance of the department or vote concerned.

If the proceeds of the alienation, on the other hand, are more than the carrying value of the asset concerned, the difference shall be recognised as a gain in the Statement of Financial Performance of the department or vote concerned.

All gains realised on the alienation of assets shall be appropriated annually to the municipality's Capital Replacement Reserve (except in the cases outlined below), and all losses on the alienation of fixed assets shall remain as expenses on the Statement of Financial Performance of the department or vote concerned.

If, however, both gains and losses arise in any one financial year in respect of the alienation of the assets of any department or vote, only the net gain (if any) on the alienation of such assets shall be appropriated to the Capital Replacement Reserve.

Transfer of assets to other municipalities, municipal entities (whether or not under the municipality's sole or partial control) or other organs of state shall take place in accordance with the Municipal Asset Transfer Regulations.

21. GUIDELINE PROCEDURES FOR THE DISPOSAL OF ASSETS

The Senior Manager must submit a motivation for the disposal of an asset under his/her control to the Chief Financial Officer.

The Chief Financial Officer must authorize, by signature the motivation and submit the motivation to the Accounting Officer for his/her approval.

Before computer equipment is disposed the Chief Financial Officer must consult the IT section.

All combined motivations must be submitted to the Asset Manager to update the asset register of the municipality and the book of accounts regarding the sale.

The following information should be update in the asset register:

- Reason for disposal;
- Information relating to the buyer;
- Individual requesting disposal;
- Cost, book value and proposed selling price of the asset;
- Date of sale;
- Method of payment;
- Receipt number; and
- The relevant asset information

22. OTHER WRITE-OFFS OF PPE

An item of PPE, even though fully depreciated, shall be written off when it can no longer be used, in consultation with the Head of Department controlling or using the item concerned.

Every Head of Department shall report to the Chief Financial Officer on 31 October and 30 April of each financial year on any item of PPE which such Head of Department wishes to have written off, stating in full the reason for such recommendation.

The Chief Financial Officer shall consolidate all such reports, and shall promptly notify the Council on the PPE to be written off.

The only reasons for writing off PPE, other than the alienation of such item of PPE, shall be the loss, theft, and destruction or material impairment of the PPE in question.

If an item of PPE must be written off as a result of an occurrence out of the control of the municipality, such as malicious damage, theft or destruction, the municipal manager must determine whether a third party or an employee was involved in the loss and take all reasonable steps to recover such loss, including reporting the incident to the South African Police Services and the Auditor General, the insurance as well as institute disciplinary steps against any employee who might have been involved in such incident.

In every instance where a not fully depreciated item of PPE is written off, the Chief Financial Officer shall immediately debit to such department or vote, as additional depreciation expenses, the full carrying value of the item concerned.

23. MANAGEMENT AND OPERATION OF ASSETS

Accountability to manage assets

Each Senior Manager is accountable to ensure that Municipal resources assigned to them are utilized effectively, efficiently, economically and transparently. This will include:

- Developing appropriate management systems, procedures, processes and controls for managing assets;
- Providing accurate, reliable and up to date account of assets under their control; and
- The development and motivation of relevant strategic asset management plans and operational budgets that optimally achieve the Municipality's strategic objectives.

Contents of a strategic management plan

Senior Managers need to manage assets under their control to provide the required level of service or economic benefit at the lowest possible long-term cost. To achieve this, the Senior Manager will need to develop strategic asset management plans that cover:-

- Alignment with the Integrated Development Plan;
- Operational guidelines;
- Performance monitoring;
- Maintenance programs;
- Renewal, refurbishment and replacement plans;
- Disposal and Rehabilitation plans;
- Operational, financial and capital support requirements, and
- Risk mitigation plans including insurance strategies

The operational budgets are the short to medium term plan for implementing this strategic asset management plan.

Reporting of Emerging Issues

Each Functional Manager should report to the Municipal Manager on issues that will significantly impede the item of asset capabilities to provide the required level of service or economic benefit.

Verification of Assets

The Municipality shall at least once during every financial year undertake on a

date as determined by the Chief Financial Officer a comprehensive verification of all moveable assets controlled or used by all the departments of the Municipality.

Every Head of Department shall promptly and fully report in writing to the Chief Financial Officer, in the format determined by the Chief Financial Officer, all relevant results of such verification, provided that each such item of asset verification shall be undertaken and completed during 30 June of each financial year, and that the resultant report shall be submitted to the Chief Financial Officer not later than 30 June of the year in question.

Movement of Assets

Every Head of Department shall promptly and fully report in writing to the Chief Financial Officer, in the format determined by the Chief Financial Officer, all transfers from its original location of assets (including minor assets items) within 5 working days after transfer of such item.

24. MAINTENANCE

Maintenance Plans

Every Head of Department shall ensure that a maintenance plan in respect of every new infrastructure asset with a value of R100 000 (one hundred thousand rand) or more is promptly prepared and submitted to the Council for approval.

If so directed by the Municipal Manager, the maintenance plan shall be submitted to the Council prior to any approval being granted for the acquisition or construction of the infrastructure asset concerned.

The Head of Department controlling or using the infrastructure asset in question, shall annually report to the Council, not later than in July or the earliest Council meeting thereafter, of the extent to which the relevant maintenance plan has been complied with, and of the likely effect which any non-compliance may have on the useful operating life of the item concerned.

Deferred Maintenance

If there is material variation between the actual maintenance expenses incurred and the expenses reasonably envisaged in the approved maintenance plan for any infrastructure asset, the Chief Financial Officer shall disclose the extent of and possible implications of such deferred maintenance in an appropriate note to the annual financial statements. Such note shall also indicate any plans which the Council has approved in order to redress such deferral of the maintenance requirements concerned.

If no such plans have been formulated or are likely to be implemented, the Chief Financial Officer shall re-determine the useful operating life of the fixed asset in question, if necessary in consultation with the Head of Department controlling or using such item, and shall recalculate the increased annual depreciation expenses accordingly.

General Maintenance of Assets

Every Head of Department shall be directly responsible for ensuring that all assets are properly maintained and in a manner which will ensure that such item attain their useful operating lives.

25. REPLACEMENT STRATEGY

The Municipal Manager, in consultation with the Chief Financial Officer and other Heads of Departments, shall formulate norms and standards for the replacement of all normal operational assets. Such norms and standards shall be incorporated in a formal strategy, which shall be submitted to the Council for approval. This strategy shall cover the replacement of motor vehicles, furniture and fittings, computer equipment, and any other appropriate operational items.

Such strategy shall also provide for the replacement of assets which are required for service delivery but which have become uneconomical to maintain.

26. TRANSFER OF ASSETS

When assets are transferred to other Government Departments or municipalities, a document with specific authorization should be attached to the asset to ensure the validity of the transfer.

The document should also include:

- Asset description;
- Cost of the asset;
- Date of acquisition;
- Unique asset number;
- Effective date of transfer;
- Quantity; and
- Authorization by both transferor and transferee.

The asset manager must then effect the transactions in the book of accounts of the municipality on the day the asset is transferred to the transferee.

27. PHYSICAL SECURITY OF ASSETS

Every Senior Manager shall be directly responsible for the physical safekeeping of any asset controlled or used by their department.

In exercising this responsibility, every Senior Manager shall adhere to directives issued by the Chief Financial Officer with regard to the control and safekeeping of the municipality's assets.

All assets should be kept in a secure location, maintained regularly, insured against theft or destruction, utilized economically and efficiently.

When it is suspect that an employee abuses assets, this fact should be reported to the Chief Financial Officer within 48 hours. Such an employee should be subject to the disciplinary procedures as described in terms of the Standard

Conditions of Service.

All items of Property, Plant and Equipment lost, stolen or damage must be reported to the Chief Financial Officer within 48 hours after discovery for further investigation and reporting required by the Municipal Finance Management Act No. 56 of 2003.

28. INSURANCE OF ASSETS

The Accounting Officer must ensure that all movable assets are insured at least against fire and theft, and municipal buildings and infrastructure are insured at least against fire and allied perils.

The Accounting Officer shall recommend, after consultation with the Chief Financial Officer, the basis of insurance cover to be applied: either the carrying value or the replacement value of the assets. Such a recommendation shall take due cognizance of the budgetary resources of the municipality.

Any theft, loss or damage to an asset should immediately be reported to council's insurance brokers by the relevant head of department under whose responsibility the asset falls. A copy of the insurance claim submitted should be forwarded to the Chief Financial Officer. All insurance claims must be recorded in an insurance register and all outstanding insurance claims reported on a monthly basis to the Chief Financial Officer. It is the responsibility of the relevant head of department to ensure that all documents / information for the completion of the claim is forwarded to council's insurance brokers and that copies thereof is forwarded to the Chief Financial Officer. The head of department should in writing request the replacement of the asset which can only be authorized, if sufficient provision for the replacement of the asset is on the capital budget, by the Municipal Manager after consultation with the Chief Financial Officer. If sufficient provision is not on the capital budget the asset can only be replaced if provision for the replacement is made on an Adjustments budget. In the case where an asset must be replaced as an emergency measure, the Mayor may authorise such expenditure, subject to compliance with Section 29 of the MFMA.

Third-party (insurance) pay-outs must be treated as revenue when the amount is certain and may not be offset against the cost of replacing the item. The carrying value of items lost, stolen or damaged beyond repair must be treated as impairment against the relevant department or vote. The full cost of the replacement item must then be capitalised.

If the municipality operates a self-insurance reserve, the Chief Financial Officer shall annually determine the premiums payable by the departments or votes after having received a list of the assets and insurable values of all relevant assets from the heads of departments concerned.

The municipal manager shall recommend to the council of the municipality, after consulting with the Chief Financial Officer, the basis of the insurance to be applied to each type of asset: either the carrying value or the replacement value of the assets concerned. Such recommendation shall take due cognisance of the

budgetary resources of the municipality.

The Chief Financial Officer shall annually submit a report to the council of the municipality on any reinsurance cover which it is deemed necessary to procure for the municipality's self-insurance reserve.

29. SHORT TITLE

This policy shall be called the Asset Management Policy of the **Witzenberg Municipality.**

APPENDIX A

SCHEDULE OF EXPECTED USEFUL LIVES OF ASSETS			
	ASSET LIFE		ASSET LIFE
INFRASTRUCTRE ASSETS		**INFRASTRUCTRE ASSETS**	
ELECTRICITY:		**GAS:**	
Power stations	30	Meters	20
Cooling towers	30	Main supply	20
Transformer kiosks	30	Storage tanks	20
Meters	20	Supply and reticulation networks	20
Load control equipment	20		
Switchgear	20	**SEWERAGE:**	
Supply and reticulation networks	20	Sewer mains	20
Main supply	20	Outflow sewers	20
		Sewerage purification works	20
ROADS:		Sewerage pumps	15
Motorways	15	Sludge machines	15
Other roads	10		
Traffic islands	10	**PEDESTRAIN MALLS:**	
Traffic lights	20	Footways	20
Street lights	25	Kerbing	20
Overhead bridges	30	Paving	20
Storm water drains	20		
Bridges, subways and culverts	30	AIRPORTS:	20
Car parks	20	Taxiways	20
Bus terminals	20	Runways	20
		Aprons	20
		Airport and radio beacons	20
WATER		**SECURITY**	
Meters	15	Fencing	3
Mains	20	Security systems	5
Rights	20	Access control systems	5
Supply and reticulation networks	20		
Reservoirs and storage tanks	20		
COMMUNITY ASSETS		**COMMUNITY ASSETS**	
RECREATIONAL FACILITIES		**BUILDINGS**	
Bowling greens	20	Ambulance stations	30
Tennis courts	20	Aquariums	30
Swimming pools	20	Beach developments	30
Golf courses	20	Care centres'	30
Jukskei pitches	20	Cemeteries	30
Outdoor sport facilities	20	Civic theatres and community centres'	30
Organ	20	Clinics and hospitals	30
Lakes and dams	20	Game reserves and rest camps	30
Fountains	20	Stadiums and indoor sports	30
Flood lights	20	Museums and galleries	30
		Parks and public conveniences	30
		Recreational centres' and zoo	30
OTHER ASSETS		**OTHER ASSETS**	

SCHEDULE OF EXPECTED USEFUL LIVES OF ASSETS			
	ASSET LIFE		ASSET LIFE
BUILDINGS		**EMERGENCY EQUIPMENT**	
Abattoirs	30	Other fire fighting equipment	15
Asphalt plant	30	Ambulances	5-10
Cable stations	30	Fire hoses	5
Caravan Parks	30	Emergency lights	5
Bioscope	30		
Compacting stations	30	MOTOR VEHICLES	
Hostels for public / tourists	30	Fire engines	20
Hostels for employees	30	Buses	15
Housing schemes	30	Motor vehicles	5-7
Kilns	30	Motorcycles	3
Laboratories	30	Trucks and light delivery vehicles	5-7
Markets	30		
Nurseries	30	**AIRCRAFT**	15
Office buildings	30		
Old age homes	30	**WATERCRAFT**	15
Quarries	30		
Tip sites	30	**PLANT AND EQUIPMENT**	
Training centres	30	Graders	10-15
Transport facilities	30	Tractors	10-15
Workshops and depots	30	Mechanical horses	10-15
		Farm equipment	5
OFFICE EQUIPMENT		Lawn mowers	2
Computer hardware	5	Compressors	5
Computer software	3-5	Laboratory equipment	5
Office machines	3-5	Radio equipment	5
Air conditioners	5-7	Firearms	5
FURNITURE AND FITTINGS		General	5
Chairs	7-10	Cable cars	15
Tables and desks	7-10	Irrigation systems	15
Cabinets and cupboards	7-10	Cremators	15
Sundry	7-10	Lathes	15
		Machining equipment	15
BINS AND CONTAINERS		Conveyors	15
Household refuse bins	5	Feeders	15
Bulk refuse containers	10	Tippers	15
		Pulverising mills	15

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

FUNDING AND RESERVES POLICY

Date of implementation: 01 July 2010

169

Adopted by Council 15/06/2010

FUNDING AND RESERVES POLICY

INDEX

1. INTRODUCTION AND OBJECTIVE 3

2. SECTION A: FUNDING POLICY 3
2.1 LEGISLATIVE REQUIREMENTS 3
2.2 STANDARD OF CARE 3
2.3 STATEMENT OF INTENT 4
2.4 CASH MANAGEMENT 4
2.5 DEBT MANAGEMENT 4
2.6 FUNDING THE OPERATING BUDGET 4
2.7 FUNDING THE CAPITAL BUDGET 6
2.8 FUNDING COMPLIANCE MEASUREMENT 7

3. SECTION B: RESERVES POLICY 12
3.1 INTRODUCTION 12
3.2 LEGAL REQUIREMENTS 12
3.3 TYPES OF RESERVES 12
3.4 ACCOUNTING FOR RESERVES 14

4. SECTION C: REVIEW OF THE POLICY 14

APPENDIX A 14

FUNDING AND RESERVES POLICY

Version: Final

Date: 15 June 2010

Summary: This document describes the Funding and Reserves Policy that will be applicable to the municipality, detailed.

Approved: This policy was approved by the Municipal Council on 15 June 2010.

Signature: _____ **Date**: _____

Municipal Manager

FUNDING AND RESERVE POLICY

1. INTRODUCTION AND OBJECTIVE

The Council sets as objective a long term financially sustainable municipality with acceptable levels of service delivery to the community.

This policy aims to set standards and guidelines towards ensuring financial viability over both the short- and long term and includes funding as well as reserves requirements.

2. SECTION A: FUNDING POLICY

2.1 LEGISLATIVE REQUIREMENTS

In terms of Sections 18 and 19 of the Municipal Finance Management Act (Act No 56 of 2003) (MFMA), an annual budget may only be funded from:

- Realistically anticipated revenues to be collected;
- Cash backed accumulated funds from previous years' surpluses not committed for other purposes. and
- Borrowed funds, but only for capital projects.

Furthermore, spending on a capital project may only be commenced once the funding sources have been considered, are available and have not been committed for other purposes.

The requirements of the MFMA are therefore clear in that the budget must be cash – funded i.e. cash receipts inclusive of prior cash surpluses must equal or be more than cash paid.

In determining whether the budget is actually cash funded and in addition ensuring long term financial sustainability, the municipality will use analytical processes, including those specified by National Treasury from time to time.

2.2 STANDARD OF CARE

Each functionary in the budgeting and accounting process must do so with judgment and care, under the prevailing circumstances, as a person of prudence, discretion and intelligence would exercise to the management of his or her own finances with the primary objective of ensuring that the objectives of this policy are achieved.

2.3 STATEMENT OF INTENT

The municipality will not pass a budget which is not cash – funded or where any of the indicators as listed in this document are negative, unless acceptable reasons can be provided for non-compliance, provided that the requirements of the MFMA must at all times be adhered to.

2.4 CASH MANAGEMENT

Cash must be managed in terms of the municipality's Cash Management and Investment Policy.

2.5 DEBT MANAGEMENT

Debt must be managed in terms of the municipality's Debt Management Policy, together with any requirements in this policy.

2.6 FUNDING THE OPERATING BUDGET

2.6.1 INTRODUCTION

The municipality's objective is that the user of municipal resources must pay for such usage in the period it occurs.

The municipality however, recognises the plight of the poor, and in line with national and provincial objectives, the municipality commits itself to subsidised services to the poor. This will necessitate cross subsidisation in tariffs to be calculated in the budget process.

2.6.2 GENERAL PRINCIPLE WHEN COMPILING THE OPERATING BUDGET

The following specific principles apply when compiling the budget:

a) The budget must be cash – funded, i.e. revenue and expenditure projections must be realistic and the provision for impairment of receivables must be calculated on proven recovery rates;

b) Growth parameters must be realistic and be based on historic patterns adjusted for current reliable information;

c) Tariff adjustments must be fair, taking into consideration general inflation indicators as well as the geographic region's ability to pay;

d) Revenue from Government Grants and Subsides must be in accordance with the amounts promulgated in the Division of Revenue Act, proven

provincial transfers and any possible transfers to or from other municipalities.

For the purpose of the Cash flow budget any National or Provincial grants that have been re-appropriated for roll–over purposes must be excluded from the calculation as it must be included in changes in Cash and Cash Equivalents and Payables.

Furthermore, in the budget the total grants recognised as revenue must equal the total expected expenditure from grants, inclusive of capital expenditure and VAT as per directive given in MFMA circular 48.

e) Projected revenue from services charges must be reflected as net (all billing less revenue foregone, which is free basic services, discounts and rebates).

f) Projected revenue from property rates must include all rates to be levied, but rebates and discounts must be budgeted for as either revenue foregone or a grant, as per directive in MFMA Budget Circular 51, depending on the conditions of the exemption, rebate or reduction.

For the purpose of the Cash flow Budget all rebates and discounts must be deducted from the projected revenue.

g) Only changes in fair values related to cash may be included in the cash flow budget. Changes to unamortised discount must be included in the Operating Budget but excluded in the cash flow budget.

h) Employee related costs include contributions to non-current and current employee benefits. It is acknowledged that the non-current benefits' requirements are well above the initial cash capabilities of the municipality, and it is therefore determined that provision for the short term portion of employee benefits, as well as an operating surplus calculated at 5% of the prior year balance of the long–term benefits, be included in the operating budget, in order to build sufficient cash for these requirements. The cash portion of the employee benefits must be accounted for in an "Employee Benefits Reserve".

i) Depreciation must be fully budgeted for in the operating budget.

In order to ensure a sufficient accumulation of cash for the replacement of Property, Plant and Equipment and Intangible Assets, the amount of depreciation on assets funded from own sources, excluding assets funded from grants, public contributions and external loans must be reflected as a surplus on the cash flow budget.

j) Contributions to provisions (non-current and current) do not form part of the cash flow. It is however, necessary to provide for an increase in cash resources in order to comply with the conditions of the provision at the time when it is needed.

It is therefore a requirement that the contribution to current provisions, as well as 20% of the prior year balance of the non current provision, is budgeted as cash surpluses until the necessary funding level is obtained.

2.7 FUNDING THE CAPITAL BUDGET

2.7.1 INTRODUCTION

The municipality's objective is to maintain, through proper maintenance and replacement measures, existing levels of service and to improve and implement services which are neglected or non – existent.

In order to achieve this objective the municipality must annually, within financial means, budget for the replacement of redundant assets as well as new assets.

2.7.2 FUNDING SOURCES FOR CAPITAL EXPENDITURE

The capital budget can be funded by way of own contributions, grants, public contributions as well as external loans.

Own Contributions

The capital budget financed from own contributions must primarily be funded from the Capital Replacement Reserve.

Notwithstanding the above the capital budget or portions thereof may also be funded from surplus cash. The allocations of the funding sources from own contributions are determined during the budget process.

Contributions to the Capital Replacement Reserve (CRR)

All proceeds from the sale of redundant property plant and equipment, and the VAT portion of capital grants that represents own income must be transferred to the CRR.

Funds must be transferred to the CRR in the budget process to ensure that sufficient funds are available in the reserve to finance the capital expenditure from own contributions.

Grants (Including Public Contributions)

Grants for capital expenditure have become a common practice, especially in order to extend service delivery to previously disadvantaged areas. While such grants are welcomed, care should also be taken that unusual grant funding does not place an unreasonable burden on the residents for future maintenance costs which may be higher than their ability to pay.

It is therefore determined that the accounting officer must evaluate the long term effect of unusual capital grants on future tariffs, and if deemed necessary, report on such to Council.

It is furthermore determined that the depreciation charges on assets financed from grants and donations must not have a negative effect on tariffs charged to the users of such assets. The Accounting Officer must put such accounting measures in place to comply with this requirement, to a reasonable extent.

External Loans

The municipality may only raise loans in accordance with its Debt Management Policy.

The Accounting Officer must also put such accounting measures in place to ensure that no unspent portions of loans are utilised for operating purposes.

For budgeting purposes any difference between proposed capital spending from loans and proposed loans raised must be included in the cash surplus for the year.

2.8 FUNDING COMPLIANCE MEASUREMENT

2.8.1 INTRODUCTION

The municipality wants to ensure that the budget or adjustments budget complies with the requirements of the MFMA and this policy. For this purpose a set of indicators must be used as part of the budget process and be submitted with the budget. These indicators include all the indicators as recommended by National Treasury as well as reconciliations according to this policy. Any additional indicators recommended by National Treasury in future must also be taken into account, as well as any additional reconciliation items as either determined by the Council or the Accounting Officer.

If any of the indicators are negative during the compilation or approval process of the budget, the budget may not be approved until all the indicators provide a positive return, unless any negative indicators can be reasonably explained and

future budget projections address the turn-around of these indicators to within acceptable levels.

2.8.2 CASH AND CASH EQUIVALENTS AND INVESTMENTS

A positive Cash and Cash Equivalents position throughout the year is crucial. In addition, the forecasted cash position at year-end must at least be the amount as calculated in the Reconciliation of Cash Requirements as determined by this policy and attached to this policy as Appendix "A".

2.8.3 CASH PLUS INVESTMENTS LESS APPLICATION OF FUNDS

The overall cash position of the municipality must be sufficient to include:

- unspent conditional grants;
- unspent conditional public contributions;
- unspent borrowings;
- vat due to SARS;
- secured investments;
- the cash portion of statutory funds such as the Housing Development Fund;
- other working capital requirements; and
- In addition, it must be sufficient to back reserves as approved by the municipality and the portions of provisions as indicated below:
    - Current portion of Rehabilitation of landfill sites
    - Current portion of Post-retirement benefits
    - Current portion of Long service provisions
    - Current portion of Ex-gratia pension provisions
    - 20% of staff leave
    - 100% of performance bonuses
    - 100% of staff bonuses
    - 100% of any other employee benefits

2.8.4 MONTHLY AVERAGE PAYMENT COVERED BY CASH AND CASH EQUIVALENTS ("CASH COVERAGE")

This indicator shows the level of risk should the municipality experience financial stress.

2.8.5 SURPLUS/DEFICIT EXCLUDING DEPRECIATION OFFSETS

It is almost certain that the operating budget, which includes depreciation charges on assets funded by grants and public contributions, as well as on revalued assets, will result in a deficit.

As determined elsewhere in this policy it is not the intention that the users of the assets funded from grants, public contributions and revaluations must be burdened with tariff increases to provide for such depreciation charges. In order to ensure a "balanced" budget but excluding such depreciation charges, the depreciation charges may be offset against the net surplus / deficit.

Should the budget result in a deficit after the offsetting, the budget will be deemed unfunded and must be revised.

2.8.6 PROPERTY RATES/SERVICE CHARGE REVENUE PERCENTAGE INCREASE LESS MACRO INFLATION TARGET

The intention of this indicator is to ensure that tariff increases are in line with macro economic targets, but also to ensure that revenue increases for the expected growth in the geographic area is realistically calculated.

The formula to be used is as follows:

	DESCRIPTION	PROPERTY RATES	SERVICE CHARGES	TOTAL
A	Revenue of budget year	R XX	R XX	R XX
B	Less: Revenue of prior year	R XX	R XX	R XX
C	**=Revenue increase/decrease**	**R XX**	**R XX**	**R XX**
D	% Increase/(Decrease)	C/B %	C/B %	C/B %
E	Less: Upper limit of macro Inflation target	%	%	%
F	**=Growth in excess of inflation target**	**%**	**%**	**%**
G	Less: Expected growth %	%	%	%
H	**=Increase attributed to tariff Increase above macro inflation target**	**%**	**%**	**%**

In the event that the percentage in (h) above is greater than zero, a proper motivation must accompany the budget at submission, or the budget must be revised.

2.8.7 CASH COLLECTION % RATE

The object of the indicator is to establish whether the projected cash to be collected is realistic and complies with section 18 of the MFMA.

The collection rate for calculating the provision for impairment of receivables must be based on past and present experience. Past experience refers to the collection rates of the prior years and present experience refers to the collection rate of the current financial year as from 1 July.

It is not permissible to project a collection rate higher than the rate currently being obtained, even if the municipality recently approved a debt collection policy or implemented additional debt collection measures. Any improvement in collection rates during the budget year may be appropriated in an Adjustment Budget.

2.8.8 DEBT IMPAIRMENT EXPENSE AS A PERCENTAGE OF BILLABLE REVENUE

This indicator provides information whether the contribution to the provision for impairment of receivables is adequate. In theory it should be equal to the difference between 100% and the cash collection rate, but other factors such as past performance might have an influence on it. Any difference, however, must be motivated in the budget report.

2.8.9 CAPITAL PAYMENTS AS A PERCENTAGE OF CAPITAL EXPENDITURE

This indicator provides information as to the timing for payments on capital projects and utilising allowed payment terms.

2.8.10 BORROWING AS A PERCENTAGE OF CAPITAL EXPENDITURE (EXCLUDING GRANTS AND CONTRIBUTIONS)

This indicator provides information as to compliance with the MFMA in determining borrowing needs. The Accounting Officer must ensure compliance with the Municipality's Debt Management Policy.

2.8.11 GRANTS REVENUE AS A PERCENTAGE OF GRANTS AVAILABLE

The percentage should never be less than 100% and the recognition of expected unspent grants at the current year-end as revenue in the next financial year must be substantiated in a report.

2.8.12 CONSUMER DEBTORS CHANGE (CURRENT AND NON - CURRENT)

The object of the indicator is to determine whether budgeted reductions in outstanding debtors are realistic.

An unacceptable high increase in either current– or non– current debtors' balances should be investigated and acted upon.

2.8.13 REPAIRS AND MAINTENANCE EXPENDITURE LEVEL

It is of utmost importance that the municipality's Property Plant and Equipment be maintained properly, in order to ensure sustainable service delivery. The budget should allocate sufficient resources to maintain assets and care should be exercised not to allow a declining maintenance program in order to fund other less important expenditure requirements.

Similarly, if the maintenance requirements become excessive, it could indicate that a capital renewal strategy should be implemented or reviewed.

As a general benchmark the maintenance budget should be between 4% and 8% of the value of assets.

2.8.14 ASSET RENEWAL/REHABILITATION EXPENDITURE LEVEL

This indicator supports further the indicator for repairs and maintenance.

The Accounting Officer must, as part of the capital budget, indicate whether each project is a new asset or a replacement/renewal asset in order to determine whether the renewal program is sufficient or needs revision.

2.8.15 FINANCIAL PERFORMANCE BUDGET

Although it is not a legal requirement that the financial performance budget should balance, it only makes management sense that it should balance.

A number of line–items influence the net result of the financial performance budget. It includes capital grant revenue, depreciation charges including those where assets were funded from grants and public contributions, unamortised discounts and gains/losses on the disposal of Property Plant and Equipment. These items need to be taken into consideration in order to establish if the operating budget is realistic and credible.

2.8.16 FINANCIAL POSITION BUDGET

This indicator provides an overall view of the projected financial position over the periods of the Medium Term Expenditure framework, including movements in inventory and payables.

2.8.17 CASH FLOW BUDGET

A positive cash flow is a good indicator of a balanced budget, as well as the ability of the municipality to meet its future commitments.

The cash flow budget, however, does not include those items such as contributions to the provisions described elsewhere in this policy, the effect of depreciation charges etc, and care must be taken not to let a projected positive cash inflow lead to additional expenditure requests, without taking the requirements of those items into consideration.

3. SECTION B: RESERVES POLICY

3.1 INTRODUCTION

Fund accounting historically formed a huge part of municipal finance in the IMFO standards.

Since the municipality changed to General Recognised Accounting Practices (GRAP), fund accounting is no more allowed.

The municipality, however, recognises the importance of providing to the municipality itself, as well as its creditors, financiers, staff, and general public a measure of protection for future losses, as well as providing the necessary cash resources for future capital replacements and other current and non-current liabilities.

This policy aims to provide for such measure of protection by creating certain reserves.

3.2 LEGAL REQUIREMENTS

There are no specific legal requirements for the creation of reserves, except for the Housing Development Fund. The GRAP Standards itself also do not provide for reserves.

However, the GRAP “Framework for the Preparation and Presentation of Financial Statements” states in paragraph 91 that such reserves may be created, but “Fund Accounting” is not allowed and any such reserves must be a “legal” reserve, i.e. created by law or Council Resolution.

3.3 TYPES OF RESERVES

Reserves can be classified into two main categories being “cash funded reserves” and “non – cash funded reserves”.

3.3.1 CASH FUNDED RESERVES

In order to provide for sufficient cash resources for future expenditure, the municipality hereby approves the establishment of the following reserves:

(a) Capital Replacement Reserve (CRR)

The CRR is to be utilised for future capital expenditure from own funds and may not be used for maintenance– or other operating expenditure.

The CRR must be cash–backed and the Accounting Officer is hereby delegated to determine the contribution to the CRR during the compilation of the annual financial statements.

(b) **Employee benefits reserve**

The aim of the reserve is to ensure sufficient cash resources are available for the future payment of employee benefits.

The contributions to the reserve must be made in accordance with the directives set in this Funding Policy.

(c) **Non-current provisions reserve**

The aim of this reserve is to ensure sufficient cash resources are available for the future payment of non – current provisions.

The contributions to the reserve must be made in accordance with the directives set in this Funding Policy.

(d) **Valuation reserve**

The aim of this reserve is to ensure sufficient cash resources are available to undertake a General Valuation as per the Municipal Property Rates Act.

The contribution to this reserve should be approximately 25% of the anticipated cost of the General Valuation and the Accounting Officer is hereby delegated to determine this amount annually during the compilation of the annual financial statements.

(e) **Other statutory reserves**

It may be necessary to create reserves prescribed by law, such as the Housing Development Fund. The Accounting Officer must create such reserves according to the directives in the relevant laws.

3.3.2 NON – CASH FUNDED RESERVES

It might be necessary to create non – cash funded reserves for a variety of reasons, including GRAP requirements. The Accounting Officer must create any reserves prescribed by the accounting standards, such as the Revaluation Reserve, if required.

The Accounting Officer is hereby delegated and may also in the discretion of the Accounting Officer, create reserves for future depreciation offsetting, in the absence of a standard similar to IAS 20.

3.4 ACCOUNTING FOR RESERVES

3.4.1 REVALUATION RESERVE

The accounting for the Revaluation Reserve must be done in accordance with the requirements of GRAP 17.

3.4.2 OTHER RESERVES

The accounting for all other reserves must be processed through the Statement of Financial Performance. The required transfer to or from the reserves must be processed in the Statement of Net Assets to or from the accumulated surplus.

It is a condition of GRAP and this policy that no transactions may be directly appropriated against these reserves.

4. SECTION C: REVIEW OF THE POLICY

This Funding and Reserves Policy is the only policy of the municipality and replaces any past policies in this regard. Any revision of the policy must be approved by the Municipal Council.

Whenever the Minister of Finance or the National Treasury or the Auditor – General requests changes to the policy by way of legislation, changes to GRAP or otherwise, it must be reviewed and submitted for consideration by the Council on an annual basis. Such submission must be accompanied with a full description of the reasons for the change to the policy.

APPENDIX A

RECONCILIATION OF CASH REQUIREMENTS

Cash flow from operating activities	R XX
Add : Depreciation from own funds	R XX
Add : Current provisions balance	R XX
Add : Current employee benefits balance	R XX
Add : Unspent conditional grants	R XX
Add : Unspent public contributions	R XX
Add : Unspent borrowings	R XX
Add : VAT due to SARS	R XX
Add : Secured investments	R XX
Add : Cash portion of Statutory Reserves	R XX
Add : Working Capital Requirements	R XX
= Minimum Cash Surplus Requirements for the year	R XX

WITZENBERG
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BORROWING POLICY

Date of implementation 01 July 2013

BORROWING POLICY

Contents **Page No**

1. PURPOSE 2
2. OBJECTIVES 2
3. SCOPE OF THIS POLICY 2
4. BORROWING ETHICS 3
5. LEGISLATION 3
6. COMPULSORY DISCLOSURE WHEN INCURRING MUNICIPAL DEBT 3
7. PROCESS 3
8. CONDITIONS 6
9. SECURITIES 6
10. DISCLOSURE 6
11. GUARANTEES 6
12. SUBMISSION OF DOCUMENTS 7
13. NOTIFICATION TO NATIONAL TREASURY 8
14. FINANCIAL AFFAIRS OF THE MUNICIPALITY 9
15. INTEREST RATE RISK 9
16. LIMITATIONS 9
17. PROHIBITED BORROWING PRACTICES 10
18. IMPLEMENTATION AND REVIEW 10

1. PURPOSE

1.1. To provide the Municipality with a borrowing framework policy.
1.2. Set out the objectives, policies, statutory requirements as well as guidelines for the borrowing of funds.

2. OBJECTIVES

2.1. The objectives of the policy are to:
2.2. enable the municipality to exercise their obligation to ensure sufficient cash resources to implement capital programme in the most cost effective manner;
2.3. ensure compliance with the relevant legal and statutory requirements relating to Municipal borrowing;
2.4. govern the taking up of short-term and long-term debt according to the legislative framework
2.5. manage interest rate and credit risk exposure
2.6. maintain debt with specified limits and ensure adequate provision for the repayment of debt and
2.7. To maintain financial sustainability.

3. SCOPE OF THIS POLICY

3.1. The primary goal in the borrowing of funds is to ensure that the funds are obtained at the lowest possible interest rates at minimum risk, within the parameters of authorized borrowings.
3.2. This policy shall apply the Council, Mayoral Committee, all Portfolio Committees, Accounting Officer, Strategic Executive Directors and all staff of the municipality. It is, however, specifically applicable to the council and all officials who have a formal, administrative duty to deal with capital projects and programmes of the municipality and the management of the budget.

4. BORROWING ETHICS

4.1. In dealing with financial institutions, the following ethical principles must be adhered to:
4.2. The Chief Financial Officer shall not accede to any influence by or interference from councillors, borrowing institutions or any outsiders.
4.3. Under no circumstances may inducements to borrow be accepted.

5. LEGISLATION

5.1. The legislative framework governing borrowings are:
5.1.1. Local Government Municipal Finance Management Act, Act 56 of 2003; and
5.1.2. Local Government Municipal Regulations and Debt Disclosure, Regulation R492, published under Government Gazette 29966, 15 June 2007.

6. COMPULSORY DISCLOSURE WHEN INCURRING MUNICIPAL DEBT

6.1. The Municipal Regulations on Debt Disclosure has been promulgated (Government Gazette no. 29966, 15 June 2007) and has been effective from 01 July 2007 for a municipality or municipal entity. Refer to Annexure A2, Municipal Finance Management Act: Municipal Regulations on Debt Disclosure.

6.2. The implementation of the regulations will help to strengthen the level of confidence in municipal fiscal affairs and enable the capital markets to effectively participate by providing access to a range of competitive funding instruments for the provision of municipal infrastructure and other capital development in accordance with section 46 of the Municipal Finance Management Act

6.3. In the case of short-term debt it must be disclosed whether the debt is to bridge:

6.3.1. Shortfalls within a financial year during which the debt is incurred, in expectation or specific and realistic anticipated revenue to be received with that financial year; or

6.3.2. Capital needs within a financial year, to be repaid from specific funds to be received from enforceable allocation or long-term debt commitments.

6.4. In the case of long-term debt, whether the purposes of the debt is for:

6.5. Capital expenditure on property, plant or equipment to be used for the purpose of achieving the objectives of local government, subject to section 46(4) of the Act.

6.6. Refinancing of existing long-term debt, subject to section 46(5) of the Act.

7. PROCESS

The process as required by the Act is as follows:

7.1. Short-term debt

7.1.1. A municipality may incur short-term debt only if:

7.1.1.1. A resolution of the municipal council, signed by the executive mayor, has approved the debt agreement; and

7.1.1.2. The accounting officer has signed the agreement or other document which creates or acknowledges the debt.

7.1.2. A short term debt transaction may be:

7.1.2.1. approve individually; or

7.1.2.2. approve an agreement with a lender for short-term credit facility to be accessed as and when required, including a line of credit or bank overdraft facility, provided that:

7.1.3. the credit limit must be specified in the resolution of the council;

7.1.4. in terms of the agreement, including the credit limit, may be changed only by a resolution of the council; and

7.1.5. if the council approves a credit facility that is limited to emergency use, the accounting officer must notify the council in writing as soon as practical of the

amount, duration and cost of any debt incurred in terms of such a credit facility, as well as options for repaying such debt.

7.1.6. A municipality:

7.1.6.1. Must pay off short-term debt within the financial year; and

7.1.6.2. May not renew or refinance short-term debt, whether its own debt or that of any other entity, where such renewal or refinancing will have the effect of extending the short-term debt into a new financial year.

7.1.6.3. No lender may wilfully extend credit to a municipality for the purpose of renewing or refinancing short-term debt that must be paid off in terms of subsection 7.1.6.2

7.1.6.4. If a lender wilfully extends credit to a municipality in contravention of paragraph 7.1.6.3, the municipality is not bound to repay the loan or interest on the loan.

7.1.6.5. Subsection 7.1.6.1 does not apply if the lender:

7.1.6.5.1. Relied in good faith on written representations of the municipality as to the purpose of the borrowing; and

7.1.6.5.2. Did not know and had no reason to believe that the borrowing was for the purpose of renewing or refinancing short-term debt. Long-term debt

7.2. **Long-term debt**

7.2.1. A municipality may incur long-term debt only if:

7.2.1.1. A resolution of the municipal council, signed by the executive mayor, has approved the debt agreement; and

7.2.1.2. The accounting officer has signed the agreement or other document which creates or acknowledges the debt.

7.2.2. A municipality may incur long-term debt only if the accounting officer of the municipality:

7.2.2.1. has, in accordance with section 21A of the Municipal Systems Act:

7.2.2.2. at least twenty one (21) days prior to the meeting the council at which approval for the debt is to be considered, made public an information statement setting out particulars of the proposed debt, including the amount of the proposed debt, the purposes for which the debt is to be incurred and particulars of any security to be provided; and

7.2.2.3. invited the public, the National Treasury and the relevant provincial treasury to submit written comments or representations to the council in respect of the proposed debt; and

7.2.2.4. has submitted a copy of the information statement to the municipal council at least twenty one (21) days prior to the meeting of the council, together with particulars of:

7.2.2.4.1. the essential repayment terms, including the anticipated debt repayment schedule; and

7.2.2.4.2. The anticipated total cost in connection with such debt over the repayment period.

7.2.3. Capital expenditure contemplated in 5.3(a) may include:
7.2.3.1. Financing costs, including:
7.2.3.1.1. capitalized interest for a reasonable initial period;
7.2.3.1.2. Costs associated with security arrangements in accordance with section 48 of the Act;
7.2.3.1.3. discounts and fees in connection with the financing;
7.2.3.1.4. fees for legal, financial, advisory, trustee, credit rating and other services directly connected to the financing; and
7.2.3.1.5. Costs connected to the sale or placement of debt, and costs for printing and publication directly connected to the financing.
7.2.3.1.6. Costs of professional services directly related to the capital expenditure; and
7.2.3.1.7. Such other costs as may be prescribed.

7.2.4. A municipality may borrow money for the purpose of refinancing existing long-term debt, provided that:
7.2.4.1. the existing long-term debt was lawfully incurred;
7.2.4.2. the refinancing does not extend the term of the debt beyond the useful life of the property, plant or equipment for which the money was originally borrowed
7.2.4.3. the net present value of projected future payments (including principal and interest payments) after refinancing is less than the net present value of projected future payments before refinancing; and
7.2.4.4. the discount rate used in projecting net present value referred to in paragraph (c), and any assumptions in connection with the calculations, must be reasonable and in accordance with criteria set out in a framework that may be prescribed.
7.2.5. A municipality's long-term debt must be consistent with its capital budget referred to in section 17(2) of the Act.

8. CONDITIONS

Witzenberg Municipality may incur debt only if:
8.1. the debt is denominated in rand and is not indexed to, or affected by fluctuations in the value of the rand against any foreign currency; and
8.2. section 48(3) of the Act has been complied with, if security is to be provided by the municipality.

9. SECURITIES

9.1. Witzenberg Municipality may by resolution of its council provide security for:
9.1.1. any of its debt obligations; and
9.1.2. contractual obligations of the municipality undertaken in connection with capital expenditure by the persons on property, plant or equipment to be used by the

municipality or such other person for the purpose of achieving the objectives of local government in terms of section 152 of the Constitution.

9.2. Appropriate security is contemplated in section 48(2) of the Act.

9.3. Other additional conditions to be complied with are contemplated in section 48(3) to (5) of the Act.

10. DISCLOSURE

The Municipality must, when interacting with a prospective Lender or when preparing documentation for consideration by a prospective Investor, disclose all relevant information that may be requested or that may be material to the decision of the prospective Lender or Investor. Reasonable care must be taken to ensure the accuracy of any information disclosed. Whilst this is a standard and acceptable business practice, it is also in compliance with section 49 of the Municipal Finance Management Act.

11. GUARANTEES

11.1. The Municipal Finance Management Act provides that the Municipality may not guarantee any debt of any entity unless the entity is a Municipal entity under its sole ownership control. The debt must be reflected in the approved business plan of the entity. The guarantee must be authorized by the Municipality. This must be done in the same manner and subject to the same conditions applicable to any other borrowings. Neither the National nor Provincial Government may guarantee the debt of any Municipality.

11.2. Witzenberg Municipality may not issue any guarantee for any commitment or debt of any organ of state or person, except on the following condition:

11.3. The guarantee must be within limits specified in the municipality's approved budget.

11.4. Neither the national nor a provincial government may guarantee the debt of a municipality except to the extent that chapter 8 of the Public Finance Management Act provides for such guarantees

12. SUBMISSION OF DOCUMENTS

When entering into discussion with a prospective lender with a view to incur short-term or long-term debt, the following information must be made available to the prospective lender.

12.1. audited financial statements for the preceding three (3) financial years with audited outcomes;

12.2. approved annual budget;

12.3. the municipal integrated development plan;

12.4. Repayment schedules pertaining to existing short-term or long-term debt.

13. NOTIFICATION TO NATIONAL TREASURY

All information prescribed in the act must be provided to National Treasury with respect to a long-term debt proposal.

Information to be provided with respect to a long-term debt proposal

	Details	MFMA
A	A copy of the *information statement* required by section 46(3), containing particulars of the proposed borrowing (debt) instrument.	46(3)(a)(i)
B	If not already incorporated in the *information statement*, the following information should be provided separately (note QBMR = Quarterly Borrowing Monitoring Return to NT, see over page for further information): amount of debt to be raised through borrowing or other means purposes for which the borrowing (debt) is to be incurred interest rate(s) applicable (state whether fixed or variable etc) planned start and end date (term of instrument) detailed repayment schedule for the duration of the borrowing (debt) (showing dates and all payments of principal and interest, etc) total estimated cost of the borrowing (debt) over the repayment period type of instrument (select from QBMR) security to be provided (select from QBMR) and provide details source of loan funds (select from QBMR)	46(3)(b)(i) and (ii)
C	A schedule of consultation undertaken, including: date(s) when the *information statement* was made public details of meetings, media adverts and other methods used to consult on the proposed long-term borrowing (debt)	46(3)(a)(i), (ii)
D	A copy of the approved budget, and relevant documentation supporting the budget, highlighting the asset(s) to be funded by the proposed borrowing (debt) and the revenue to be received. It must be demonstrated that the proposed borrowing (debt) is consistent with the IDP, the capital budget and the revenue is shown accordingly.	46(6) 17(2) 19
E	If the borrowing (debt) is for the purpose of refinancing existing long-term borrowing (debt), the following information: description of the asset(s) for which the original loan was required the useful remaining life of the asset(s) the net present value of the asset(s), including the discount rate used	46(5)

	and any assumptions in the calculations the net present value of projected future payments before refinancing, including the discount rate and assumptions used. the net present value of projected future payments after refinancing, including the discount rate and assumptions used.	
F	What source of funding will be used to repay the loan? Please specify the revenue stream(s) and whether this is existing revenue, or new revenue.	19(1)(d)
G	Schedule of all long-term borrowing (debt) obligations in the format of the QBMR showing principal and interest payments for the life of all loans and any associated investments set up as sinking funds etc.	
H	A copy of the council/board of directors' resolution approving the borrowing (debt) instrument should be forwarded once approved.	

14. FINANCIAL AFFAIRS OF THE MUNICIPALITY

14.1. The following information concerning the financial situation and financial management of the municipality must be disclosed:

14.1.1. schedule of all long-term debt obligations stating principal and interest payments for the life of all loans and any security provided to secure such debt;

14.1.2. the amount of any short-term debt outstanding;

14.1.3. the revenue of the municipality for the preceding three (3) financial years stated separately:

14.1.4. Government grants and public donations;

14.1.5. Revenue from rates and service charges and other revenue sources

14.1.6. what source of funding will be used to repay the loan;

14.1.7. details of any default by the municipality on outstanding or repaid debt during the preceding three (3) years;

14.1.8. the reserves of the municipality;

14.1.9. a summary of financial policies and practices; and

14.1.10. The latest credit rating obtained.

15. INTEREST RATE RISK

15.1. As a general principle when interest rates are expected to decrease, it is advisable that a floating rate be negotiated in order to take advantage of the lower interest rates in future. If interest rates are expected to increase, it is advisable to obtain a fixed rate so that the benefits of the current low interest rate are maintained.

15.2. The interest risk must be limited in so far as possible. The policy directive is to negotiate fixed interest rates for all long-term borrowings. This will ensure stability

of the repayments and reduce the risk for high rates and tariff increases as a result of interest rate hikes in the market.

15.3. Variable rates should be considered for short-term debt only.

16. LIMITATIONS

To ensure a financial viable municipality the following ratios are used to determine the municipal gearing ability to borrow:

16.1. Long-term credit rating of BBB;

16.2. Interest cost to total expenditure to not exceed 8%;

16.3. Long-term debt to revenue (excluding grants) not be exceed 50%;

16.4. Payment rate mature above 95%; and

16.5. Percentage of capital charges to operating expenditure less than 18%.

17. PROHIBITED BORROWING PRACTICES

Witzenberg Municipality shall not borrow for investment purposes, with the sole purpose of investing to earn a return. The cost of debt is almost always more expensive than the return that the Municipality can derive by investing in permitted investments. Foreign Borrowing is permitted in terms of section 47 of the Municipal Finance Management Act, whereby the debt must be denominated in Rand and is not indexed to, or affected by, fluctuations in the value of the Rand against any foreign currency.

18. IMPLEMENTATION AND REVIEW

18.1. The Accounting Officer shall be responsible for the implementation and administration of this policy with the assistance of the Strategic Executive Director for Financial Services Department once approved by Council. All future borrowings must be considered in accordance with this policy read with MFMA and Local Government Municipal Regulations and Debt Disclosure, Regulation R492, published under Government Gazette 29966, 15 June 2007 and other directives and guidelines issued by National Treasury.

18.2. In terms of section 17(1) (e) of the Municipal Finance Management Act, 2003 this policy shall be reviewed on annual basis to ensure that it complies with changes in applicable legislation and regulation and the reviewed policy tabled to Council for approval as part of the budget process .

18.3. This policy must be read together with the Budget and Funding and Reserves Policies; Local Government Municipal Finance Management Act, Act 56 of 2003; and Local Government Municipal Budget and Reporting Regulation, Regulation 393, published under Government Gazette 32141, 17 April 2009.

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CELLULAR TELEPHONE AND DATA CARD POLICY

Date of implementation 01 July 2013

CELLULAR TELEPHONE AND DATA CARD POLICY

1. Purpose

The purpose of this policy is to determine guidelines for the:

- Management of cellular telephones
- Acquisition of cellular telephones
- Acquisition of data cards
- Management of data cards

2. General

2.1 It is recognised that cellular telephones are useful communications tools is in many cases essential for Municipal officials to carry out their duties. To this end this policy shall regulate the provision of a cellular telephone and/or data cards for officials in the Witzenberg Municipality.

2.2 All applications for cellular telephones and/or data cards shall require the approval of the Municipal Manager.

2.3 In considering the granting of a cellular phone and/or data card, the Municipal Manager shall take into account all of the following: -

2.3.1 Operational responsibility of the applicant.
2.3.2 Availability of funds.
2.3.3 Time spent outside of the office by the official.
2.3.4 The need for constant and immediate contact of the official.
2.3.5 Improvement in efficiency of the official.
2.3.6 Need for immediate contact with councillors and the public.
2.3.7 Safety of officials.

3 General Controls

3.1 An annual review shall be carried out by the Municipal Manager to determine the continued need for all cellular telephones and/or data cards.

3.2 If it is determined that an official no longer qualify for a cellular telephone and/or data card, he/she must be advised in writing of the decision with at least a two months' notice period.

4 Limit of allowances

4.1 The allowable all-inclusive expenditure for cellular telephones, tablets and/or data cards will be limited to the following maximum monthly amounts excluding VAT.

Positions[1]	Contract by municipality	Allowance to employee
Municipal Manager	3 000	5 000
Directors	3 000	5 000
T Level 18	900	1 200
T Level 14 - 17	700	1 000
Other Approved Employee's	350	500
Data Allowance	350	500
Tablets MM & Directors	1 550	2 600

[1] Amendment proposed

4.2 The municipal manager can in exceptional cases and on justifiable grounds on written application by a person whose cell phone expenditure is above the maximum monthly limit set above, determine in writing a higher limit for that specific month.

4.3 Any account in excess of the allowable maximum amounts as stated in paragraph 4.1 or the higher limit in paragraph 4.2 above, will be deducted from the relevant employee's salary as soon as possible.

4.4 Where no written determination by the municipal manager in terms of paragraph 4.2 is received on or before the 10th of the month, any account in excess of the allowable maximum amounts as stated in paragraph 4.1 will be deducted from the relevant employee's salary as soon as possible.

4.5 Before any cellular telephone and/or data card is handed over to an employee he or she must sign the relevant authority that any excess can be deducted from his or her salary.

4.6 The municipal manager can adjust these amounts annually subject to budgetary provisions.

4.7 All employees that qualify for the cellular phone, tablet and data card allowance will receive the allowance and not a municipal funded cellular phone or data card. All employees' receiving this allowance must ensure that the item for which the allowance is received is in working condition and has the necessary airtime/data to perform their functions.

4.8 The local government regulations on appointment and conditions of employment of senior managers in terms of the Local Government: Municipal Systems Act, 2000 (act no. 32 of 2000) section 40 determines that a senior manager is entitled to compensation for the use of a mobile telephone and data card for official purposes in accordance with the relevant policy of the municipality.[2]

4.9 The municipal manager and directors shall receive the above allowances and have the option to use municipal contracts, on condition that the cost of the contract be deducted from their respective allowances/salaries.[3]

5 Additional charges

5.1 All additional charges including but not limited to the following will be for the account of the user:

Content charges
Subscriptions
Cellular phone data charges

6 Cellular telephones, tablets and Data Card Allowance

6.1 The municipal manager may approve that a monthly allowance not exceeding the limits as per paragraph 4.1 be paid to employees that qualify for the use of cellular telephones or data cards.

6.2 Employees that elect the allowance option must provide a cellular phone and/or data card to be used for official business and may not use municipal cellular telephones and/or data cards.

6.3 Proof that the cellular phone and/or data card is available for official use must be provided on request. If the required proof cannot be provided the allowance will be stopped with immediate effect.

6.4 The municipality will only pay the allowance to the user; all cost in excess of the allowance will be for the account of the user.

6.5 The allowance will be paid together with the employees' monthly salary.

[2] Included 29 May 2018
[3] Recommended for inclusion

6.6 The recipient of the allowance will be responsible for the payment of income tax on the allowance, which will be deducted from the employee's salary.

7 Management and control of cellular telephones and data card needs

7.1 A register of all cellular telephones and data cards and service agreements must be maintained by the Administration department.

7.2 All cellular telephones and data cards will be obtained on a rental agreement.

7.3 The agreement for a cellular phone must be conducted in the Municipalities name.

7.4 The agreement for a data card must be conducted in the Municipalities name.

7.5 No cellular telephones or data cards will be upgraded for improved models before the contract has expired, unless indicated to the contrary by the service provider or on recommendation by the relevant director or head of department.

7.6 After lapse of the agreement, the cellular phone or data card becomes the property of the employee.

7.7 If the relevant employee leaves the employment of the municipality before the agreement lapse, the cellular phone and/or data cards with the relevant SIM cards must be handed in at the administration department who must ensure that it is in working condition and that it is the correct SIM cards.

7.8 The cellular phone number is the property of the Witzenberg municipality and cannot be transferred to employees.

8 Insurance

8.1 All reasonable care must be taken to protect the equipment from damage, destruction or loss and any proof of negligence shall be dealt with within the context of Council's disciplinary code.

8.2 The Excess payment on insurance claims will be for the account of the user of the cellular phone or data card.

9 ICT policies

9.1 Users of data cards acknowledge that all other ICT policies adopted by Witzenberg Municipality are applicable on the usage of the data cards.

10 Promotional Items and or Gift Vouchers

10.1 Any promotional items and or gift vouchers received with a cellular phone and or data contract will be the property of the municipality and not of the employee.

10.2 The only exception to the above is tablets that can be used by the employee for official purposes for the duration of the rental agreement, where after it will become the property of the employee.

11 Procurement

11.1 The administration of the procurement process will be done by the Administration section.

11.2 The procurement of cellular telephones and data cards will be done by the Supply Chain Unit.

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SUPPLY CHAIN MANAGEMENT POLICY

Reviewed by Council 10/03/2023
Reviewed by Council 30/03/2022
Reviewed by Council 26/05/2021
Reviewed by Council 30/05/2017
Reviewed by Council 18/05/2016
Reviewed by Council 28/05/2015
Reviewed by Council 27/05/2014
Adopted by Council 29/05/2013

SUPPLY CHAIN MANAGEMENT POLICY

LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003

Proposed date for adoption: 1 April 2013

Council resolves in terms of section 111 of the Local Government Municipal Finance Management Act (No. 56 of 2003), to adopt the following proposal as the Supply Chain Management Policy of the municipality**.**

TABLE OF CONTENTS

1. Definitions
2. Policy statement and objectives

CHAPTER 1

IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

3. Supply chain management policy
4. Amendment of supply chain management policy
5. Delegation of supply chain management powers and duties
6. Sub delegations
7. Oversight role of council
8. Supply chain management unit
9. Training of supply chain management officials

CHAPTER 2

SUPPLY CHAIN MANAGEMENT SYSTEM

10. Format of supply chain management system
11. Communication with the municipality

Part 1: Demand management

12. System of demand management

Part 2: Acquisition management

13. System of acquisition management
14. Range of procurement processes

15. General preconditions for consideration of written quotations or bids
16. Lists of accredited prospective providers
17. Petty cash purchases
18. Written price quotations
19. Formal written price quotations
20. Procedures for procuring goods or services through written or verbal quotations and formal written price quotations
21. Competitive bids
22. Process for competitive bidding
23. Bid documentation for competitive bids
24. Public invitation for competitive bids
25. Site meetings/ bid clarification meetings
26. Submission of bids
27. Procedure for handling, opening and recording of bids and formal written price quotations in excess of R30 000
28. Procedure for the opening of bids where a two envelope system is followed
29. Communication with bidders before bid closing
30. Negotiations with preferred bidders
31. Two-stage bidding process
32. Validity periods
33. Samples
34. Committee system for competitive bids
35. Bid specification committees
36. Bid evaluation committees
37. Bid adjudication committees
38. Procurement of banking services
39. Procurement of IT related goods or services
40. Procurement of goods and services under contracts secured by other organs of state
41. Procurement of goods necessitating special safety arrangements
42. Proudly SA Campaign
43. Appointment of consultants
44. Deviation from, and ratification of minor breaches of, procurement processes
45. Unsolicited bids
46. Combating of abuse of supply chain management system

Part 3: Logistics, Contract, Disposal, Risk and Performance Management

47. Logistics management
48. Contract Management
49. Disposal management
50. Risk management
51. Performance management

Part 4: Other matters

52. Prohibition on awards to persons whose tax matters are not in order
53. Prohibition on awards to persons in the service of the state
54. Awards to close family members of persons in the service of the state
55. Ethical standards
56. Inducements, rewards, gifts and favours to municipalities, officials and other role players
57. Sponsorships
58. Objections and complaints
59. Resolution of disputes, objections, complaints and queries
60. Contracts providing for compensation based on turnover
61. Compliance with Ethical standards
62. Handling of proprietary information
63. Non-compliance with peremptory requirements of bids
64. Right of appeal
65. Unsuccessful bidder(s) debriefing
66. Successful bidder briefing
67. Acceptance of offers
68. Cancellation of tenders
69 Commencement date

Annexure A Annexure B

1. **Definition -** In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, and –

"Accounting officer" – means the municipal official referred to in section 60 of the Act

"BBBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.

"BBBEE Status Level of Contributor" means the BBBEE status of an entity in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act. [1]

"Bid" means a written offer in a prescribed or stipulated form in response to an invitation by the municipality for the provision of goods, services or construction works through price quotations, advertised competitive bidding processes or proposals.

"Bidder" means any person submitting a competitive bid or a quotation.

"Black designated groups" has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act. [2]

"Black people" has the meaning assigned to it in section 1 of the Broad-Based Black Economic Empowerment Act. [3]

"Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 53 of 2003 and Codes of Good Practice pertaining thereto.

"Chief Financial Officer or CFO" means a person designated in terms of section 80(2) (a) of the Act.

"CIDBA regulations" means any regulations issued in terms of the Construction Industry Development Board Act, 2000 (Act No. 38 of 2000);

"Class deviation" means a deviation from the normal procurement process for goods and services anticipated to be procured more than once in a financial year but exclude procurement made in an emergency situation.

[1] Amended by council 30 May 2017
[2] Amended by council 30 May 2017
[3] Amended by council 30 May 2017

"Community Based Vendor" means a supplier of goods, services and/or construction works who resides in the Witzenberg municipal area or has its principal business activities in the Witzenberg municipal area, who meets the criteria for community based vendor as determined by the Municipal Council from time to time, and who is registered as such on the municipality's supplier database.

"Competitive bidding process" means a competitive bidding process referred to in paragraph 21 of this Policy;[4]

"Competitive bid" means a bid in terms of a competitive bidding process;

"Consultant/ consulting engineer" means a person or entity providing advisory services to the municipality which amongst others include consulting firms,
management firms, procurement agents, inspection agents, auditors, other multinational organisations, investment and merchant banks, universities, research agencies, government agencies, non-governmental organisations (NGOs) and individuals.

"Contract" means the agreement which is concluded when the municipality accepts, in writing, a competitive bid or quotation submitted by a supplier.

"Contract manager" refers to an internal official assigned to ensure the effective administration of the contract

"Day(s)" means calendar days unless the context indicates otherwise.

~~**"Designated sector"** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content.[5]~~

"**Disposal"** in relation to capital assets means –

(a) The demolition, dismantling or destruction of the capital asset; or

(b) Any other process applied to a capital asset which results in loss of ownership of the capital asset otherwise than by way of transfer of ownership;

"Exempted Micro Enterprise" means an exempted micro enterprise in terms of a code of

[4] Amended by council 30 May 2017

[5] Removed by Council 10 March 2023

good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act. [6]

"Final award", in relation to bids or quotations submitted for a contract, means the final decision on which bid or quote was accepted;

"Formal written price quotation" means a written or electronic offer to the municipality in response to an invitation to submit a quotation as referred to in paragraph 19 of this Policy;

"Green procurement" means the procurement of environmentally friendly products and services;[7]

"Head of Department" means a Senior Manager as defined in the Municipal Finance Management Act, 2003 (Act no.56 of 2003) and who is responsible for a vote as assigned by the Accounting Officer;

"Individual deviation" means a deviation from the normal procurement process as set out in this policy that affect only one contract / procurement award made in circumstances where it is impractical to follow the normal procurement process and in an emergency situation.

"In the service of the state" means to be –

(a) A member of –
  (i) Any municipal council;
  (ii) Any provincial legislature; or
  (iii) The National Assembly or the National Council of Provinces;
(b) A member of the board of directors of any municipal entity;
(c) An official of any municipality or municipal entity;
(d) An employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Municipal Finance Management Act, 2003 (Act No.56 of 2003); and Public Finance Management Act, 1999 (Act No. 1 of 1999)
(e) A member of the accounting authority of any national or provincial public entity; or
(f) An employee of Parliament or a provincial legislature;

"Joint Venture or Consortium" means an association of persons formed for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for

[6] Amended by council 30 May 2017
[7] Amended by council 30 May 2017

the execution of a contract or contracts. The Joint Venture must be formalised by agreement between the parties.

"Line manager" means a manager reporting directly to a senior manager and who is responsible for a cost centre as assigned by the relevant senior manager;

"Long term contract" means a contract with a duration period exceeding one year and does not have the same meaning as contracts of a long term nature referred to in paragraph 24(1)(e) of this policy;[8]

"Long term nature contract" means a contract as defined by section 33(1) of the Municipal Finance Management Act imposing financial obligations on the Municipality beyond the first three years covered in the approved annual budget; [9]

"List of accredited prospective providers" means the list of accredited prospective providers which the municipality must keep in terms of paragraph 16 of this policy;[10]

" Municipality" means Witzenberg Municipality or any person(s) or committee delegated with the authority to act on its behalf.

"Other applicable legislation" means any other legislation applicable to municipal supply chain management, including –

(a) the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), as amended;
(b) The Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003), as amended;
(c) The Construction Industry Development Board Act, 2000 (Act No.38 of 2000), as amended; and
(d) The Preferential Procurement Regulations, as amended[11]
(e) The Local Government: Municipal Systems Act;[12]
(f) The Competition Act; and[13]

[8] Amended by council 30 May 2017
[9] Amended by council 30 May 2017
[10] Amended by council 30 May 2017
[11] Amended by council 30 May 2017
[12] Amended by council 30 May 2017
[13] Amended by council 30 May 2017

(g) The Promotion of Administrative Justice Act.[14]

"Policy" means this Supply Chain Management Policy as amended from time to time by Council

"Targeted Labour" means those individuals employed by a contractor, or sub- contractor, in the performance of a contract, who are defined in the contract as the target group, and who permanently reside in the municipal area.

"Tender' referred to in the Preferential Procurement Regulations as amended, has the same meaning as "bid" as defined in this policy[15]

"Treasury guidelines" means any guidelines on supply chain management issued by the Minister in terms of section 168 of the Act;

"The Act" means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

"The Regulations" means the Local Government: Municipal Finance Management Act, 2003, Municipal Supply Chain Management Regulations published by Government Notice 868 of 2005;

"Written quotations" means quotations referred to in paragraph 18 of this Policy.[16]

2. Policy statement and objectives

Section 111 of the Municipal Finance Management Act requires each municipality and municipal entity to adopt and implement a supply chain management policy, which gives effect to the requirements of the Act.

In addition, the Preferential Procurement Policy Framework Act requires an Organ of State to determine its Preferential Procurement Policy and to implement it within the framework prescribed.

[14] Amended by council 30 May 2017
[15] Amended by council 30 May 2017
[16] Amended by council 30 May 2017

The objectives of this Policy are:

- to give effect to section 217 of the Constitution of the Republic of South Africa by implementing a system that is fair, equitable, transparent, competitive and cost effective;
- to comply with all applicable provisions of the Municipal Finance Management Act including the Municipal Supply Chain Management Regulations published under GN868 in Government Gazette 27636 30 May 2005 and any National Treasury Guidelines issued in terms of the MFMA; regulations pertaining thereto, including:
  - the Preferential Procurement Policy Framework Act;
  - the Broad-Based Black Economic Empowerment Act;
  - the Construction Industry Development Board Act;
  - the Local Government: Municipal Systems Act; and
  - the Promotion of Administrative Justice Act.
  - the Competition Act.[17]

CHAPTER 1
IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

3. Supply chain management policy

(1) All officials and other role players in the supply chain management system of the municipality must implement this Policy in a way that –

(a) Gives effect to –

(i) Section 217 of the Constitution; and

(ii) Part 1 of Chapter 11 and other applicable provisions of the Act;

(b) is fair, equitable, transparent, competitive and cost effective; (c) Complies with –

(i) The Regulations; and

(ii) Any minimum norms and standards that may be prescribed in terms of section 168 of the Act;

(d) is consistent with other applicable legislation;

(e) does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres; and

[17] Amended by council 30 May 2017

(f) is consistent with national economic policy concerning the promotion of investments and doing business with the public sector.

(2) This Policy applies when the municipality – (a) Procures goods or services;

(b) Disposes of goods no longer needed;

(c) Selects contractors to provide assistance in the provision of municipal services otherwise than in circumstances where Chapter 8 of the Municipal Systems Act applies; and

(d) Selects external mechanisms referred to in section 80 (1) (b) of the Municipal Systems Act for the provision of municipal services in circumstances contemplated in section 83 of that Act.

(e) the procurement of goods and services under a contract secured by that other organ of state, provided that the relevant supplier has agreed to such procurement.

(3) This Policy, except where provided otherwise, does not apply in respect of the procurement of goods and services contemplated in section 110(2) of the Act, including –

(a) Water from the Department of Water Affairs or a public entity, another municipality or a municipal entity; and

(b) Electricity from Eskom or another public entity, another municipality or a municipal entity.

4. Amendment of the supply chain management policy

(1) The accounting officer must –

(a) at least annually review the implementation of this Policy; and

(b) When the accounting officer considers it necessary, submit proposals for the amendment of this Policy to the Council.

(2) If the accounting officer submits proposed amendments to the Council that differs from the model policy issued by the National Treasury, the accounting officer must –

(a) Ensure that such proposed amendments comply with the Regulations; and

(b) Report any deviation from the model policy to the National Treasury and the relevant provincial treasury.

(3) When amending this supply chain management policy, the need for uniformity in supply chain practices, procedures and forms between organs of state in all spheres, particularly to promote accessibility of supply chain management systems for small businesses must be taken into account.

5. Delegation of supply chain management powers and duties

(1) The council hereby delegates all powers and duties to the accounting officer which are necessary to enable the accounting officer –

(a) To discharge the supply chain management responsibilities conferred on accounting officers in terms of –

(i) Chapter 8 or 10 of the Act; and

(ii) This Policy;

(b) to maximize administrative and operational efficiency in the implementation of this Policy;

(c) to enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism and unfair and irregular practices in the implementation of this Policy; and

(d) To comply with his or her responsibilities in terms of section 115 and other applicable provisions of the Act.

(2) Sections 79 and 106 of the Act apply to the sub delegation of powers and duties delegated to an accounting officer in terms of subparagraph (1).

(3) The accounting officer may not sub delegate any supply chain management powers or duties to a person who is not an official of the municipality or to a committee which is not exclusively composed of officials of the municipality;

(4) This paragraph may not be read as permitting an official to whom the power to make final awards has been delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 35-37 of this Policy.

6. Sub delegations

(1) The accounting officer may in terms of section 79 or 106 of the Act sub delegate

any supply chain management powers and duties, including those delegated to the accounting officer in terms of this Policy, but any such sub delegation must be consistent with subparagraph (2) of this paragraph and paragraph 4 of this Policy.

(2) The power to make a final award –

(a) Above R 10 million (VAT included) may not be sub delegated by the accounting officer;

(b) Above R2 million (VAT included), but not exceeding R10 million (VAT included), may be sub delegated but only to – (i) The chief financial officer;

(ii) A bid adjudication committee of which the Chief Financial Officer is a member / Chairperson;

(c) Not exceeding R2 million (VAT included) may be sub delegated but only to –

(i) The chief financial officer; (ii) A senior manager;

(iii) A manager directly accountable to the chief financial officer or a senior manager; or

(iv) A bid adjudication committee.

(3) An official or bid adjudication committee to which the power to make final awards has been sub delegated in accordance with subparagraph 5(2) must within five days of the end of each month submit to the official referred to in subparagraph 5(4) a written report containing particulars of each final award made by such official or committee during that month, including–

(a) The amount of the award;

(b) The name of the person to whom the award was made; and

(c) The reason why the award was made to that person.

(4) A written report referred to in subparagraph 5(3) must be submitted – (a) To the accounting officer, in the case of an award by –

(i) The chief financial officer;

(ii) A bid adjudication committee of which the chief financial officer; or

(b) To the chief financial officer or his delegate responsible for the relevant bid, in the case of an award by –

(i) A manager referred to in subparagraph 5 (2) (c) (ii); or

(ii) A bid adjudication committee of which the chief financial officer is a member.

(5) Subparagraphs 5(3) and 5(4) of this policy do not apply to procurements out of petty cash.

(6) This paragraph may not be interpreted as permitting an official to whom the power to make final awards has been sub delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 26 of this Policy.

(7) No supply chain management decision-making powers may be delegated to an advisor or consultant/ consulting engineer.

7 Oversight role of council

(1) The Council reserves its right to maintain oversight over the implementation of this Policy.

(2) For the purposes of such oversight the accounting officer must –

(a) within 30 days of the end of each financial year, submit a report on the implementation of this Policy and the supply chain management policy of any municipal entity under the sole or shared control of the municipality, to the council of the municipality; and

(b) Whenever there are serious and material problems in the implementation of this Policy, immediately submit a report.

(3) The Supply Chain Manager must, within 4 days of the end of each quarter, submit a report on the implementation of the supply chain management policy to the Chief Financial Officer, of which he must submit it within 3 days to the Accounting Officer**.** The Accounting Officer must within 3 days after receiving the report submit it to the Mayor.

(4) The reports must be made public in accordance with section 21A of the Municipal Systems Act.

8. Supply chain management unit

(1) Witzenberg Municipality has established a supply chain management unit to implement this Policy.

(2) The supply chain management unit operates under the direct supervision of the chief financial officer whom this duty has been delegated in terms of section 82 of the Act.

9 Training of supply chain management officials

(1) The training of officials involved in implementing this Policy should be in accordance with any Treasury guidelines on supply chain management training.

CHAPTER 2
SUPPLY CHAIN MANAGEMENT SYSTEM

10. Format of supply chain management system

This Policy provides systems for –

(1) Demand management;

(2) Acquisition management;

(3) Logistics management;

(4) Disposal management;

5) Risk management; and

(6) Performance management.

11. Communication with the municipality

(1) All correspondence with regards to this policy shall be addressed to the Manager: Supply Chain Management.

Part 1: Demand management

12. System of demand management

(1) The accounting officer has established and implemented an appropriate demand management system in order to ensure that the resources required by the municipality support its operational commitments and its strategic goals outlined in the Integrated Development Plan.

(2) The demand management system -

(a) include timely planning and management processes to ensure that all goods and services required by the municipality are quantified, budgeted for and timely and effectively delivered at the right locations and at the critical delivery dates, and are of the appropriate quality and quantity at a fair cost;

(b) take into account any benefits of economies of scale that may be derived in the case of acquisitions of a repetitive nature; and

(c) Provide for the compilation of the required specifications to ensure that its needs are met.

(d) undertake appropriate industry analysis and research to ensure that innovations and technological benefits are maximized.

(e) provide efficient and effective provisioning and procurement systems and practices to enable the municipality to deliver the required quantity and quality of services to the communities.

(f) establish uniform procedures, documents and contracts and the implementation of sound systems of control and accountability.

(g) establish a professional supply chain management system which results in continuing improvement in affordability and value for money, based on total cost of ownership and quality of procurement as competition amongst suppliers is enhanced.

(3) Green procurement must be incorporated as far as reasonable possible, for all specifications of goods, services and construction works.

(4) In the development of bid specifications, innovative mechanisms should be explored to render the service or product more resource and energy efficient.

Part 2: Acquisition management

13 System of acquisition management

(1) The objectives of this acquisition management system are to ensure:

(a) that goods and services, including construction works and consultant services are procured by the municipality only in accordance with the authorised procedures incorporated herein;

(b) that expenditure on goods and services, including construction works and consultant services is incurred in terms of an approved budget; and

(c) that the threshold values of the different procurement procedures are complied with.

(d) that bid documentation, evaluation and adjudication criteria, and general conditions of contract are in accordance with the requirements of relevant legislation including, the Preferential Procurement Policy Framework Act, and any conditions of the Construction Industry Development Board Act; and

(e) that procurement guidelines issued by the National Treasury are taken into account.

(2) When procuring goods or services contemplated in section 110(2) of the Act, the accounting officer must make public the fact that such goods or services are procured otherwise than through the municipality's supply chain management system, including -

(a) The kind of goods or services; and

(b) The name of the supplier.

(3) Unless otherwise indicated in the bid documents, the municipality shall not be liable for any expenses incurred in the preparation and / or submission of a bid or quotation.

(4) Bid documentation may state that alternative bids can be submitted provided that a bid is in accordance with the bid documents is also submitted.

(5) An alternative bid shall be submitted on a separate complete set of bid documents and shall be clearly marked "Alternative Bid" to distinguish it from the main bid offer referred to above.

(6) Bid documentation shall state that the municipality will not be bound to consider alternative bids.

(7) The Manager Supply Chain management may extend the bid closing date if circumstances justify the action, provided that the closing date may not be

extended unless a notice is published in the same newspapers as the original advertisement prior to the original bid closing date.

(8) The notice referred to in paragraph 13 (7) must also be posted on the municipal notice boards, the municipal website and a notice must be sent to all bidders

14. Range of procurement processes

(1) Goods and services may only be procured by way of

(a) One written price quotation up to a transaction value of R 2,000 (VAT included);

(b) Petty cash purchases up to a transaction value of R 2,000 (VAT included) for items specified in the Petty Cash policy;

(c) Three written price quotations for procurements of a transaction value over R 2,000 up to R10,000 (VAT included);

(d) Three formal written price quotations for procurements of a transaction value over R 10,000 up to R200,000 (VAT included); and

(e) A competitive bidding process for–

(i) Procurements above a transaction value of R200 000 (VAT included); and

(ii) The procurement of long term contracts.

(2) The accounting officer may, in writing lower, but not increase, the different threshold values specified in subparagraph 14(1);

(3) For quotations (up to R 30 000) bidders are required to be registered on the municipality's supplier database or Central Supplier database (CSD) prior to the acceptance of their quotation in respect of the goods or services required.[18]

(4) Goods or services may not deliberately be split into parts or items of a lesser value merely to avoid complying with the requirements of the policy. When determining transaction values, a requirement for goods or services consisting of different parts or items must as far as possible be treated and dealt with as a single transaction.

[18] Amended by Council 10 March 2023

15. General preconditions for consideration of written quotations or bids

(1) A written quotation or bid may not be considered unless the provider who submitted the quotation or bid –

(a) Has furnished that provider's – (I) Full name;

(ii) Identification number or company or other registration number; and

(iii) Tax reference number and VAT registration number, if any;

(iv) registration number in terms of section 18(1) of the Construction Industry Development Board Act, 2000 (Act No.38 of 2000), should the provider quote or bid to undertake, carry out or complete any construction works or portion thereof;

(b) Has provided the municipality with an original and valid tax clearance from the South African Revenue Services confirming that the provider's tax matters are in order; and

(c) Has indicated –

(I) Whether he or she is in the service of the state, or has been in the service of the state in the previous twelve months;

(ii) if the bidder is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state, or has been in the service of the state in the previous twelve months; or

(iii) Whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in subparagraph (ii) is in the service of the state, or has been in the service of the state in the previous twelve months;

(iv) On their supplier database application form if the supplier or person is in the service of the state, that such declaration be deemed as sufficient and that the responsibility rests on the supplier to notify the supply chain management unit of any changes hereto.

(v) Has completed, signed and submitted a certificate of independent bid determination with their bid or quotation.

(2) Laws of the Republic of South Africa shall govern contracts arising from the acceptance of bids and quotations.

(3) Where the acquisition in question is likely to involve an imported component which will be subject to foreign exchange rate adjustments, the bid documentation must specify that the contractor take out a forward exchange contract in order to fix the Rand based price as soon as possible after the award.

16 Lists of accredited prospective providers

(1) The accounting officer must –

(a) keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements through written or verbal quotations and formal written price quotations for procurement up to R 30 000; and

(b) at least twice a year through newspapers commonly circulating locally, the website and any other appropriate ways, invite prospective providers of goods or services to apply for evaluation and listing as accredited prospective providers;

(c) specify the listing criteria for accredited prospective providers;

(d) disallow the listing of any prospective supplier on the municipality's supplier database who do not comply with the accreditation requirements i.e. listing criteria and also based on standards, set by any relevant control bodies that govern or regulate the category of service or industry.

(e) disallow the listing of any prospective provider whose name appears on the National Treasury's List of Restricted Suppliers and/or Registered for Tender Defaulters and/or a person or business prohibited from doing business with the public sector.

(2) The list must be updated at least quarterly to include any additional prospective providers and any new commodities or types of services. Prospective providers must be allowed to submit applications for listing at any time.

(3) The list must be compiled per commodity and per type of service.

(4) The accounting officer may use the Central Supplier Database hosted by National Treasury for procurement.[19]

17 Petty cash purchases

Petty cash purchases must be done according to the Petty Cash policy. The conditions for the procurement of goods by means of petty cash purchases referred to in paragraph 14 (1) (b) of this Policy, are as follows–

(a) The Accounting Officer may delegate the responsibility for petty cash to an official directly or indirectly reporting to the CFO;

(b) No item that is an approved stores item might be purchase by means of a petty cash transaction;

(c) No fixed asset of whatever value may be purchase through petty cash;

(d) The nature of petty cash transactions that can be processed as petty cash transactions are listed in paragraph 5 of the Petty Cash policy;

(e) The Council will determine annually the maximum amount of petty cash expenditure per month as referred to in paragraph 6 of the petty cash policy;

(f) A monthly reconciliation report must be provided to the chief financial officer, within five days of the end of each month containing particulars of each final award made by an official during that month, including:

(i) The total amount of petty cash purchases for that month; and

(ii) Receipts and appropriate documents for each purchase.

18 Written Price quotations

(1) The conditions for the procurement of goods or services through written price quotations are as follows:

(a) All requirements below R2 000.00 (VAT incl.) which are not covered by the Petty Cash policy, one written price quotation must be obtained from providers who are listed as accredited prospective service providers.

(b) All requirements between R2 000.00 (VAT incl.) and R 10 000.00 (VAT incl.) three written price quotations must be obtained from providers who are listed as accredited prospective service providers.

[19] Amended by council 30 May 2017

(c) Where no suitable providers are available from the list of accredited prospective providers, quotations may be obtained from other possible providers, provided that such providers meet the listing criteria;[20]

19 Formal written price quotations

(1) The conditions for the procurement of goods or services through formal written price quotations are as follows:

(a) Quotations must be obtained in writing from at least three different providers whose names appear on the list of accredited prospective providers of the municipality;

(b) Quotations may be obtained from providers who are not listed, provided that such providers meet the listing criteria; [21]

(c) if it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the chief financial officer or an official designated by the chief financial officer, and

(d) The Chief Financial Officer must record the names of the potential providers and their written quotations.

(2) A designated official referred to in subparagraph 19 (1) (c) must within three days of the end of each month report to the chief financial officer on any approvals given during that month by that official in terms of that subparagraph.

20 Procedures for procuring goods or services through written or verbal quotations and formal written price quotations

(1) The procedure for the procurement of goods or services through written quotations or formal written price quotations is as follows:

(a) When using the list of accredited prospective providers, the accounting officer must promote on-going competition amongst providers by inviting providers to submit quotations on a rotation basis;

(b) all requirements in excess of R30 000 (VAT included) that are to be procured by means of formal written price quotations must, in addition to the requirements of paragraph 19, be advertised for at least seven days on the website and official notice boards of the municipality;

[20] Amended by council 30 May 2017
[21] Amended by council 30 May 2017

(c) Offers received must be evaluated on a comparative basis taking into account unconditional discounts;

(d) the accounting officer or chief financial officer must on a monthly basis be notified in writing of all written quotations and formal written price quotations accepted by an official acting in terms of a sub delegation;

(e) Offers below R30 000 (VAT included) must be awarded based on compliance to specifications and conditions of contract, ability and capability to deliver the goods and services and lowest price;

(f) Acceptable offers, which are subject to the preference points system (PPPFA; Preferential Procurement Regulations as amended and this policy), must be awarded to the bidder who scored the highest points;[22]

(g) Comply with all requirements for proper record keeping.

21 Competitive bids

(1) Goods or services above a transaction value of R200 000 (VAT included) and long term contracts may only be procured through a competitive bidding process, subject to paragraph 13(2) of this Policy.

(2) No requirement for goods or services above an estimated transaction value of R200 000 (VAT included), may deliberately be split into parts or items of lesser value merely for the sake of procuring the goods or services otherwise than through a competitive bidding process.

(3) The accounting officer may split unduly large quantities of work into smaller contracts (units) to provide opportunities for emerging entrepreneurs and make it manageable. This may only be done when it is technically, logistically and financially feasible.

22 Process for competitive bidding

(1) The procedures for the following stages of a competitive bidding process are as follows:

(a) Compilation of bidding documentation as detailed in paragraph 23

(b) Public invitation of bids as detailed in paragraph 24;

(c) Site meetings or bid clarification meetings as detailed in paragraph 25;

(d) Handling of bids submitted in response to public invitation as detailed in

[22] Amended by council 30 May 2017

paragraph 27;

(e) Evaluation of bids as detailed in paragraph 36;

(f) Award of contracts as detailed in paragraph 37;

(g) Administration of contracts - After approval of a bid, the accounting officer and the bidder must enter into a written agreement.

(h) Proper record keeping -

(i) Original / legal copies of written contracts agreements should be kept in a secure place for reference purposes.

23 Bid documentation for competitive bids

(1) The criteria to which bid documentation for a competitive bidding process must –

(a) Take into account –

(i) The general conditions of contract and any special conditions of contract, if specified;

(ii) Any Treasury guidelines on bid documentation; and

(iii) The requirements of the Construction Industry Development Board, in the case of a bid relating to construction, upgrading or refurbishment of buildings or infrastructure;

(iv) And clearly indicate the terms and conditions of contract specifications, criteria for evaluation and adjudication procedures to be followed where applicable, and include if and where site meetings/ bid clarification meetings are compulsory.

(b) include the preference points system to be used, goals as contemplated in the PPPFA; Preferential Procurement Regulations as amended and this policy;[23]

(c) Compel bidders to declare any conflict of interest they may have in the transaction for which the bid is submitted;

(d) Provide for an appropriate contract and / or delivery period;

(e) stipulate if the value of the transaction is expected to exceed R10 million (VAT included), require bidders to furnish–[24]

(i) If the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements

[23] Amended by council 30 May 2017

[24] Amended by Council 26 May 2021

–

(aa) for the past three years; or

(bb) since their establishment if established during the past three years;

(ii) a certificate signed by the bidder certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;

(iii) Particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract;

(iv) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic; and

(f) Stipulate that disputes must be settled by means of mutual consultation, mediation (with or without legal representation), or, when unsuccessful, in a South African court of law.

(g) Not be aimed at hampering competition, but rather to ensure fair, equitable, transparent, competitive and cost effective bidding, as well as the protection or advancement of persons or categories of persons.

24 Public invitations for competitive bids

(1) The procedure for the invitation of competitive bids is as follows:

(a) On completion of the bid specification process the municipality shall publicly invite bids.

(b) Any invitation to prospective providers to submit bids must be by means of a public advertisement in newspapers commonly circulating locally, the website of the municipality or any other appropriate ways (which may include an advertisement in the Government Tender Bulletin);

(b) The notice may require a payment of a non-refundable bid fee by bidders who require bid documents. The bid documentation fee shall be determined by the accounting officer from time to time

(d) The information contained in a public advertisement, must indicate –

(i) The title of the proposed bid;

(ii) The bid number;

(iii) The date, time and location of any site meeting/ bid clarification meeting and whether such meetings are compulsory;

(iv) Whether functionality is required;

(v) The place where the bid documentation is available for collection and the times between which bid documents may be collected;

(vi) The bid documentation fee;

(vii) The place where bids must be submitted;

(viii) The closing date and time for submission of bids; and

(ix) The required CIDB contractor grading for construction work, if applicable.

(e) The closure date for the submission of bids, which may not be less than 30 days in the case of transactions over R4 million (VAT included), or which are of a long term nature, or 14 days in any other case, from the date on which the advertisement is placed in a newspaper, subject to subparagraph 22(2) of this policy;

(f) A statement that bids may only be submitted on the bid documentation provided by the municipality, must be included.

(2) The accounting officer may determine a closure date for the submission of bids which is less than the 30 or 14 days' requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process.

(3) Bids submitted must be sealed and must clearly indicate the bid number and bid title on the outside of the envelope for which the bid is being submitted.[25]

(4) Details of all prospective bidders who have been issued with bid documents

[25] Amended by council 30 May 2017

must be recorded by the Supply Chain Management Unit and shall remain confidential for the duration of the bid period. Details of prospective bidders must, wherever possible, include the full name of the person drawing documents, the name of the company for whom the bid documents are, a contact person, a contact telephone, a fax number and a postal and email address.

(5) A bidder that did not pay the prescribed bid document fee, will be disqualified from the bidding process.

(6) The municipality may require bidders to submit section(s) of their bid in electronic format, but only after the bid closing date. If the electronic copy differs from the original hard copy, the original hard copy will be binding.

25. Site meetings/ bid clarification meetings

(1) Site meetings/ bid clarification meetings will, in general, not be compulsory. In exceptional circumstances however, a site meeting/ bid clarification meeting may be made compulsory with the approval of the relevant director.

(2) If site meetings/ bid clarification meeting are to be held, full details must be included in the bid notice and the bid document, including whether or not the site meeting/ bid clarification meeting is compulsory.

(3) Where site meetings/ bid clarification meetings are made compulsory, the date for the site meetings/ bid clarification meeting shall be not less than 7 (seven) days after the bid has been advertised.

(4) Site meetings/ bid clarification meeting will be chaired by a duly authorised representative from the Supply Chain Management Unit. The relevant line manager responsible for a specific bid or the duly appointed consulting engineering firm employee must be present at the site meetings/ bid clarification meeting in order to provide technical information and to answer technical related questions that might arise from the prospective bidders.

(5) The chairperson of the site meeting/ clarification meeting must explain the way how the site meetings/ bid clarification will be conducted and must exclude prospective bidders that arrive after the meeting has been opened.

(6) Prospective bidders present at the site meetings/ bid clarification meeting, will be required to confirm their attendance by signing the attendance register as provided by the Supply Chain Management Unit.

(7) In instances where bid documentation provides for an attendance certificate, such a certificate must be signed by the representative of the Supply Chain Management Unit who was present at the site meetings/ bid clarification meeting and submitted with the bid document.

(8) If at a site meetings/ bid clarification meeting, any additional information is provided or clarification of vague points is given, such additional information or clarification must be conveyed to all bidders in writing within a time frame as determined by the municipality, but not later than 7 (seven) days before the bid closing date.

(9) Drawings and other supplements to bid documents may be provided to prospective bidders at the site meetings/ bid clarification meeting.

(10) A bidder who failed to attend a compulsory site meeting/ bid clarification meeting will be disqualified from the bidding process.

26. Submission of bids

(1) Bids must be submitted before the closing time, at the address and in accordance with the directives in the bid documents.

(2) Each bid must be in writing using non-erasable ink and must be submitted on the official Form of Bid/Offer issued with the bid documents.

(3) The bid must be submitted in a separate sealed envelope with the name and address of the bidder, the bid number and title, the bid box number (where applicable), and the closing date indicated on the envelope. The envelope may not contain documents relating to any bid other than that shown on the envelope. Only sealed bids will be accepted.

(4) The onus shall be on the bidder to place the sealed envelope in the official,

marked and locked bid box provided for this purpose, at the designated venue, not later than the closing date and time specified in the bid notice.

(5) No bids forwarded by telegram, facsimile or similar apparatus shall be considered.

(6) A bid is late if it is not placed in the relevant bid box by the closing time and date of such bid.

(7) A late bid shall not be admitted for consideration and shall be returned unopened (where feasible) to the bidder with the reason for the return thereof endorsed on the envelope.

27 Procedure for handling, opening and recording of competitive bids and formal written price quotations in excess of R 30 000[26]

(1) The procedures for the handling, opening and recording of **competitive** bids and formal written price quotations in excess of R 30 000, are as follows:[27]

(a) At least two officials, of whom one must be the delegated Supply Chain Management representative, must at all times, administer the opening of bids.

(b) At the specified closing time on the closing date the applicable bid box shall be closed.

(c) The bid box shall be opened in public as soon as practical after the closing time of the bid.

(d) Immediately after the opening of the bid box, all bids that are clearly marked shall be opened.

(e) The Supply Chain Management representative as delegated, shall read out the name of the bidder, if practical the bid amount, the BBBEE status level contribution of each bidder and the bid opening register will be made available for public inspection and published on the municipality's website.[28]

(f) Any bidder or member of the public has the right to request that the names of the bidders who submitted bids in time must be read out and,

[26] Amended by council 30 May 2017
[27] Amended by council 30 May 2017
[28] Amended by council 30 May 2017 – Amended by Council 10 March 2023

if practical, also each bidder's total bidding price;

(g) No information, except the provisions in subparagraph (e), relating to the bid should be disclosed to bidders or other persons until the successful bidder is notified of the award; and

(h) The Supply Chain Management representative that is delegated to open the bids must –

(i) stamp the bid document with the official municipal stamp together with the two signatories administering the bid opening

(ii) record in a register all bids received in time;

(iii) sign the register as well as the official assisting at the bid opening.

(iv) Make the register available for public inspection; and

(v) Publish the entries in the register and the bid results on the website.

(vi) No councillor may be present at the opening of bids.

(2) Bids shall be invalid, and shall be endorsed and recorded as such in the bid opening record by the responsible official to open the bid, in the following instances:

(a) If the bid is not sealed;

(b) if the bid, including the bid price amount, where applicable is not submitted on the official Form of Bid/Offer;

(c) if the bid is not completed in non-erasable ink;

(d) if the Form of Bid/Offer is signed, but the name of the bidder is not stated, or is indecipherable; or

(e) if in a two envelope system is followed, the bidder fails to submit both a technical proposal and a separate sealed financial offer/bid.

(3) A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount.

(4) The Manager Supply Chain Management may, in compliance with paragraph 63 of this policy, provide a reasonable opportunity to a bidder who made

an innocent error and/ or omission in his/ her bid document, to correct the innocent error and/ or omission, provided that such opportunity will not unduly prejudice any of the other bidders.

(5) Bidders shall be afforded no longer than 48 hours from time of notification to correct such innocent errors and/ or omissions. If no response is received from such bidders at the deadline, the bid may be invalidated.

(6) When bids are declared invalid at the bid opening, the bid sum of such bids shall not be read out. However, the name of the bidder and the reason for the bid having been declared invalid shall be announced.

28 Procedure for the opening of bids where a two envelope system is followed

(1) If a two envelope system is followed, only the technical proposal will be opened at the bid opening.

(2) The unopened envelope containing the financial proposal shall be stamped and endorsed with the opening official's signature, and be retained by him/her for safekeeping.

(3) When required the financial offers/bids corresponding to responsive technical proposals, shall be opened by the opening officials in accordance with paragraph 27 (1) (a)

(4) All bidders who submitted responsive technical proposals must be invited to attend the opening of the financial offers/bids.

(5) Envelopes containing financial offers/bids corresponding to non-responsive technical proposals shall be returned unopened along with the notification of the decision of the Bid Adjudication Committee in this regard.

29 Communication with bidders before bid closing

(1) The Manager Supply Chain Management may, if necessary, communicate with bidders prior to bids closing.

(2) Such communication shall be in the form of a notice issued to all bidders by the Manager Supply Chain Management by either e-mail, facsimile, or

registered post as may be appropriate. A copy of the notice together with a transmission verification report/proof of posting shall be kept for record purposes. Notices should be issued at least one week prior to the bid closing date, where possible, except in terms of paragraph 13 (7).

(3) Notwithstanding a request for acknowledgement of receipt of any notice issued, the bidder will be deemed to have received such notice if the procedures in paragraph 29 (2) have been complied with.

30 Negotiations with preferred bidders

(1) The accounting officer may negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation –

(a) does not allow any preferred bidder a second or unfair opportunity; (b) is not to the detriment of any other bidder; and

(c) does not lead to a higher price than the bid as submitted. (2)

Minutes of such negotiations must be kept for record purposes.

31 Two-stage bidding process

(1) A two-stage bidding process is allowed for – (a) Large complex projects;

(b) Projects where it may be undesirable to prepare complete detailed technical specifications; or

(c) Long term projects with a duration period exceeding three years' subject to section 33 of the Act.

(2) In the first stage technical proposals on conceptual design or performance specifications should be invited, subject to technical as well as commercial clarifications and adjustments.

(3) In the second stage final technical proposals and priced bids should be invited.

(4) A two envelope system differs from a two-stage (prequalification) bidding process in that a technical proposal and the financial offer are submitted in separate envelopes at the same place and time. The financial offers will only be opened once the technical proposals have been evaluated.

32 Validity periods

(1) The period for which bids are to remain valid and binding must be indicated in the bid documents.

(2) The validity period is calculated from the bid closure date and bids shall remain in force and binding until the end of the final day of that period.

(3) This period of validity may be extended by the Manager: Supply Chain Management, provided that the original validity period has not expired, and that all bidders are given an opportunity to extend such period. Any such extension shall be agreed to by a bidder in writing.

(4) Bidders who fail to respond to such a request before the validity of their bid expires, or who decline such a request shall not be considered further in the bid evaluation process.

(5) In the event that an appeal is received, the validity period is deemed to be extended until finalisation of the appeal.

33. Samples

(1) Bid documents may require samples that must be submitted.

(2) Where samples are called for in the bid documents, samples (marked with the bid and item number as well as the bidder's name and address) shall be delivered separately (to the bid) to the Supply Chain Management representative mentioned in the bid document before the bid closing date.

(3) A register will be kept by the Supply Chain Management representative of samples received from prospective bidders. An acknowledgement of receipt shall be issued to the prospective bidder as proof of delivery.

(4) Bids may not be included in parcels containing samples.

(5) If samples are not submitted as required in the bid documents then the bid concerned must be declared non-responsive.

(6) Samples shall be supplied by a bidder at his/her own expense and risk. The municipality shall not be obliged to pay for such samples or compensate for the loss thereof, unless otherwise specified in the bid documents.

(7) If a bid is accepted for the supply of goods according to a sample submitted by the bidder, that sample will become the contract sample. All goods/materials supplied shall comply in all respects to that contract sample. If not, it might be deemed as a breach in contract.

(8) The municipality reserves the right not to return the contract sample and may dispose of it at its own discretion.

34. Committee system for competitive bids

(1) A committee system for competitive bids is hereby established, consisting of the following committees for procurement or cluster of procurements as the accounting officer may determine:

(a) A bid specification committee; (b) A bid evaluation committee; and

(c) A bid adjudication committee;

(2) The accounting officer appoints the members of each committee, taking into account section 117 of the Act; and

(3) A neutral or independent observer, appointed by the accounting officer, must attend or oversee a committee when this is appropriate for ensuring fairness and promoting transparency.

(4) The committee system must be consistent with – (a) Paragraph 35, 36 and 37 of this Policy; and (b) Any other applicable legislation.

(5) The accounting officer may apply the committee system to formal written price quotations.

35. Bid specification committees

(1) A bid specification committee must compile the specifications for

procurement of goods or services by the municipality.

(2) Specifications –

(a) Must be drafted in an unbiased manner to allow all potential suppliers to offer their goods or services;

(b) must take account of any accepted standards such as those issued by Standards South Africa, the International Standards Organisation, or an authority accredited or recognised by the South African National Accreditation System with which the equipment or material or workmanship should comply;

(c) Must, where possible, be described in terms of performance required rather than in terms of descriptive characteristics for design;

(d) may not create trade barriers in contract requirements in the forms of specifications, plans, drawings, designs, testing and test methods, packaging, marking or labelling of conformity certification;

(e) may not make reference to any particular trade mark, name, patent, design, type, specific origin or producer unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the word “equivalent”;

(f) must indicate the preference points system to be utilised as set out in the PPPFA; Preferential Procurement Regulations as amended and this policy; and[29]

(g) Must be approved by the relevant director prior to publication of the invitation for bids in terms of paragraph 24 of this Policy.[30]

(3) A bid specification committee must be composed of one or more officials of the municipality preferably the manager responsible for the function involved, and may, when appropriate, include external specialist advisors.

(4) No person, advisor or corporate entity involved with the bid specification committee, or director of such a corporate entity, may bid for any resulting contracts.

[29] Amended by council 30 May 2017
[30] Amended by council 30 May 2017

36. Bid evaluation committees

(1) A bid evaluation committee must –

(a) Evaluate bids in accordance with –

(a) the specifications for a specific procurement; and

(b) The points system set out in terms of paragraph 35 (2) (f). (b) Evaluate each bidder's ability to execute the contract;

(c) Check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears, and;

(d) Submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.

(2) A bid evaluation committee must as far as possible be composed of- (a) Officials from departments requiring the goods or services; and

(b) At least one supply chain management practitioner of the municipality.

(3) The accounting officer may sub-delegate its power in terms of paragraph 63 of this policy to the bid evaluation committee.

37. Bid adjudication committees

(1) A bid adjudication committee must –

(a) Consider the report and recommendations of the bid evaluation committee; and

(b) Either –

(i) Depending on its delegations, make a final award or a recommendation to the accounting officer to make the final award; or

(ii) Make another recommendation to the accounting officer how to proceed with the relevant procurement.

(2) A bid adjudication committee must consist of at least four senior Managers of the municipality which must include –

(a) The Chief Financial Officer or, if the chief financial officer is not available, another manager in the budget and treasury office reporting directly to the chief financial officer and designated by the chief financial officer;

(b) at least one senior supply chain management practitioner who is an official of the municipality or the municipal entity; and

(c) a technical expert in the relevant field who is a Director of the municipality or municipal entity, if the municipality or municipal entity has such an expert

(3) A quorum is of 50 % plus 1, with the Chief Financial Officer or, if the chief financial officer is not available, another manager in the budget and treasury office reporting directly to the chief financial officer and designated by the chief financial officer being, at all times one of the quorum-forming members:

(4) The accounting officer may appoint the CFO as chairperson of the committee. If the chairperson is absent from a meeting, the members of the committee who are present must elect one of them to preside at the meeting and will be documented in the minutes.

(5) Neither a member of a bid evaluation committee, nor an advisor or person assisting the evaluation committee, may be a member of a bid adjudication committee.

(6) If the bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid –

(a) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears, and;

(b) Notify the accounting officer. (c) The accounting officer may –

(i) After due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in paragraph (a)-(b); and

(ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.

(7) The accounting officer may at any stage of a bidding process, refer any

recommendation made by the evaluation committee or the adjudication committee back to that committee for reconsideration of the recommendation.

(8) The accounting officer must comply with section 114 of the Act within 10 working days

(9) If the Bid Adjudication Committee or other delegated official has resolved that a bid be accepted, the successful and unsuccessful bidders shall be notified in writing of this decision

(10) Every notification of decision shall be sent via fax or sent via electronic mail to the address chosen by the bidder, with a copy of proof of transmission kept for record purposes, or shall be delivered by hand, in which case acknowledgement of receipt must be signed and dated on a copy of such notification and kept for record purposes.[31]

(11) Members of the bid specification committee, bid evaluation committee and technical advisors may attend the bid adjudication committee to provide clarity, but has no decision making rights pertaining to the award.

(12) The accounting officer may sub-delegate its power in terms of paragraph 63 of this policy to the bid evaluation committee, the bid adjudication committee and the Manager Supply Chain Management.

38. Procurement of banking services

(1) A contract for banking services –

(a) Must be procured through competitive bids;

(b) Must be consistent with section 7 or 85 of the Act; and

(c) May not be for a period of more than five years at a time.

(2) The process for procuring a contract for banking services must commence at least nine months before the end of an existing contract.

(3) The closure date for the submission of bids may not be less than 60 Days

[31] Amended by Council 10 March 2023

from the date on which the advertisement is placed in a newspaper in terms of paragraph 22(1). Bids must be restricted to banks registered in terms of the Banks Act, 1990 (Act No. 94 of 1990).

39. Procurement of IT related goods or services

(1) The accounting officer may request the State Information Technology Agency (SITA) to assist with the acquisition of IT related goods or services through a competitive bidding process.

(2) Both parties must enter into a written agreement to regulate the services rendered by, and the payments to be made to, SITA.

(3) The accounting officer must notify SITA together with a motivation of the IT needs if –

(a) the transaction value of IT related goods or services required in any financial year will exceed R50 million (VAT included); or

(b) The transaction value of a contract to be procured whether for one or more years exceeds R50 million (VAT included).

(4) If SITA comments on the submission and the municipality disagree with such comments, the comments and the reasons for rejecting or not following such comments must be submitted to the council, the National Treasury, the relevant provincial treasury and the Auditor General.

40. Procurement of goods and services under contracts secured by other organs of state

(1) the accounting officer may procure goods or services under a contract secured by another organ of state, but only if –

(a) The contract has been secured by that other organ of state by means of a competitive bidding process applicable to that organ of state;

(b) There is no reason to believe that such contract was not validly procured;

(c) There are demonstrable discounts or benefits to do so; and

(d) That other organ of state and the provider have consented to such procurement in writing.

(2) Subparagraphs (1) (c) and (d) do not apply if –

(a) a municipal entity procures goods or services through a contract secured by its parent municipality; or

(b) A municipality procures goods or services through a contract secured by a municipal entity of which it is the parent municipality.

41. Procurement of goods necessitating special safety arrangements

(1) The acquisition and storage of goods in bulk (other than water), which necessitate special safety arrangements, including gasses and fuel, should be avoided where ever possible.

(2) Where the storage of goods in bulk is justified, such justification must be based on sound reasons, including the total cost of ownership, cost advantages and environmental impact and must be approved by the accounting officer.

42. Proudly SA Campaign/Local content

(1) The municipality supports the Proudly SA Campaign to the extent that, all things being equal, preference is given to procuring local goods and services.

(2) ~~Bids in respect of services, works or goods that have been designated for local production and content, must contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods with a stipulated minimum threshold for local production and content will be considered~~

~~(3) The National Department of Trade and Industry is empowered to designate industry sectors, in line with national development and industrial policies for local production, where only locally produced goods, services or construction works, or locally manufactured goods that meet a stipulated minimum threshold for local production and content, may be used.~~

~~(4) In the case of designated sectors, where in the award of bids, local production and content is of critical importance, such bids must be advertised with a specific condition of bidding, that only locally produced goods, services or construction works or locally manufactured goods, with a stipulated minimum~~

~~threshold for local production and content will be considered.~~

~~(5) Any instructions, circulars and guidelines issued by National Treasury in the above regard may be complied with.~~

~~(6) Where there is no designated sector, bids may include, as a specific condition of bidding, that only locally produced goods, services or construction works, or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered, on condition that such prescript and threshold(s) are in accordance with the specific directives issued for this purpose by the National Treasury in consultation with the Department of Trade and Industry.~~

~~(7) Every bid where local production and content are used, it must be measurable and audited.~~

~~(8) Bids must be evaluated in terms of the evaluation criteria stipulated in the bid documents. The amendment of the stipulated minimum threshold for local production and content after the closure of bids is not allowed as this may jeopardise the fairness of the process.~~[32]

43. Appointment of consultants

(1) the accounting officer may procure consulting services provided that any Treasury guidelines in respect of consulting services are taken into account when such procurements are made.

(2) Consultancy services must be procured through competitive bids if

(a) The value of the contract exceeds R200 000 (VAT included); or

(b) The duration period of the contract exceeds one year.

[32] Amended by council 10 March 2023

(3) In addition to any requirements prescribed by this policy for competitive bids, bidders must furnish particulars of –

(a) all consultancy services provided to an organ of state in the last five years; and

(b) Any similar consultancy services provided to an organ of state in the last five years.

(4) The accounting officer must ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the municipality.

44. Deviation from and ratification of minor breaches of, procurement processes

(1) The accounting officer may –

(a) Dispense with the official procurement processes established by this Policy and procure any required goods or services through any convenient process, which may include direct negotiations and through the process set out in this paragraph provided that the municipality shall adhere to fair, equitable, transparent, competitive and cost-effective, procurements to the maximum extent practicable.

(b) Dispense with the official procurement processes established by this Policy only –

i. In an emergency;
ii. If such goods or services are produced or available from a single provider only;
iii. For the acquisition of special works of art or historical objects where specifications are difficult to compile;
iv. Acquisition of animals for zoos and/or nature and game reserves; or
v. In any other exceptional case where it is impractical or impossible to follow the official procurement processes; and

(c) Ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a

technical nature.

(2) In compliance with the provisions of paragraph 44(1) the municipality implements individual and class deviations.

(3) Individual Deviations

The accounting officer may decide to consider an individual deviation only if –

(a) In an emergency

(b) In any other exceptional case where it is impractical or impossible to follow the official procurement processes; and the goods or services are anticipated to be used only once during the financial year.

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(4) The conditions warranting procurement in an emergency dispensation should include, where time of the essence, the existence of one or more of the following:

(a) the possibility of human injury or death;

(b) the prevalence of human suffering or deprivation of rights;

(c) the possibility of damage to property, or suffering and death of livestock and animals;

(d) the interruption of essential services, including transportation and communication facilities or support services critical to the effective functioning of the municipality as a whole;

(e) the possibility of serious damage occurring to the natural environment;

(f) the possibility that failure to take necessary action may result in the municipality not being able to render an essential community service; and

(g) the possibility that the security of the state could be compromised.

(5) The accounting officer must be satisfied that the prevailing situation as indicated in (a)-(g) above is of such a scale and nature that it could not readily be alleviated by interim measures in order to allow time for normal bid, at least three quote procurement process or a class deviation.

(6) Where possible, in an emergency situation, three quotes in accordance with general acquisition management principles should be obtained and a report submitted to the Municipal Manager for approval. However, where time is of the essence, the emergency shall be immediately addressed, and the process formalised in a report to the Municipal Manager as soon as possible thereafter.

(7) System of class deviations:

(a) The accounting officer may decide to consider a class deviation, only if –

(i) Such goods or services are produced or available from a single provider;

(ii) For the acquisition of special works of art or historical objects where specifications are difficult to compile;

(iii) Acquisition of animals for zoos and/or nature and game reserves; or

(iv) In any other exceptional case where it is impractical or impossible to follow the official procurement processes and a contract for goods or services are likely to be awarded more than once in the financial year to the same supplier;

(8) Where possible, in considering a class deviation in terms of paragraph 44(7), three quotes in accordance with general acquisition management principles should be obtained and a report submitted to the Municipal Manager for approval.

(9) If the accounting officer decides to consider a class deviation in terms of paragraph 44 (7) (i)-(iv), other than in paragraph 44(8) the decision must be made public in accordance with section 21A of the Municipal Systems Act, together with

a) Reasons as to why the procurement is done through a class deviation and why it is not open to other competitors; and

(c) An invitation to the public or other potential suppliers to submit their comments within 14 days of the notice.

(10) The bid adjudication committee must consider the class deviation and make a recommendation to the accounting officer

(11) A meeting of the adjudication committee to consider a class deviation may be open to the public.

(12) When considering the class deviation, the adjudication committee must take into account –

(a) Any comments submitted by the public or suppliers;

(b) The indicative market prices of the goods or services;

(c) The duration or planned times of when the service or goods are needed;

(d) he proposed circumstances, conditions or limitations for the of use of the class deviation; and

(e) The reasons for deviating from the normal procurement process in compliance with paragraph 44

(13) The accounting officer must record the reasons for any deviations in terms of this policy and report them to the next meeting of the council and include it as a note to the annual financial statements.

(14) Paragraph 44 (13) of this policy does not apply to the procurement of goods and services contemplated in paragraph 13(2) of this policy.

45. Unsolicited bids

(1) In accordance with section 113 of the Act there is no obligation to consider unsolicited bids received outside a normal bidding process.

(2) The accounting officer may decide in terms of section 113(2) of the Act to consider an unsolicited bid, only if –

(a) the product or service offered in terms of the bid is a demonstrably or proven unique innovative concept;

(b) The product or service will be exceptionally beneficial to, or have exceptional cost advantages;

(c) The person who made the bid is the sole provider of the product or service; and

(d) The reasons for not going through the normal bidding processes are found to be sound by the accounting officer.

(3) If the accounting officer decides to consider an unsolicited bid that complies with subparagraph 45(2) of this policy, the decision must be made public in accordance with section 21A of the Municipal Systems Act, together with –

(a) Reasons as to why the bid should not be open to other competitors; (b) An explanation of the potential benefits if the unsolicited bid were accepted; and

(c) An invitation to the public or other potential suppliers to submit their comments within 30 days of the notice.

(4) The accounting officer must submit all written comments received pursuant to subparagraph (3), including any responses from the unsolicited bidder,

to the National Treasury and the relevant provincial treasury for comment.

(5) The adjudication committee must consider the unsolicited bid and may award the bid or make a recommendation to the accounting officer, depending on its delegations.

(6) A meeting of the adjudication committee to consider an unsolicited bid must be open to the public.

(7) When considering the matter, the adjudication committee must take into account –

(a) any comments submitted by the public; and

(b) Any written comments and recommendations of the National Treasury or the relevant provincial treasury.

(8) If any recommendations of the National Treasury or provincial treasury are rejected or not followed, the accounting officer must submit to the Auditor General, the relevant provincial treasury and the National Treasury the reasons for rejecting or not following those recommendations.

(9) Such submission must be made within seven days after the decision on the award of the unsolicited bid is taken, but no contract committing the municipality to the bid may be entered into or signed within 30 days of the submission.

46. Combating of abuse of supply chain management system

(1) The accounting officer must–

(a) Take all reasonable steps to prevent abuse of the supply chain management system;

(b) Investigate any allegations against an official or other role player of fraud, corruption, favouritism, unfair or irregular practices or failure to comply with this Policy, and when justified –

(i) Take appropriate steps against such official or other role player; or

(ii) Report any alleged criminal conduct to the South African Police Service;

(c) Check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector;

(d) Reject any bid from a bidder–

(i) if any municipal rates and taxes or municipal service charges owed by that bidder or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months; or

(ii) Who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;

(e) Reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in competing for the particular contract;

(f) Cancel a contract awarded to a person if –

(i) The person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or

(ii) An official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person; and

(g) Reject the bid of any bidder if that bidder or any of its directors –

i. Has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system;

(ii) Has been convicted for fraud or corruption during the past five years;

(iii) has wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or

(iv) Has been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

(2) The accounting officer must inform the National Treasury and relevant provincial treasury in writing of any actions taken in terms of paragraphs 46 (1) (b) (i)-(ii) of this policy.

Part 3: Logistics, Contract, Disposal, Risk and Performance Management

47. Logistics management

Logistics management must provide for an effective system in order to provide for the setting of inventory levels, placing of orders, receiving and distribution of goods, stores and warehouse management, expediting orders, transport management, vendor performance, maintenance and contract administration.

(1) The accounting officer must establish and implement an effective system of logistics management, which must include –

(a) Placing of orders:

(i) Purchase orders will be created with reference to requisitions where the supply source is either bids or quotations.

(ii) All purchase orders will be captured on the municipality's financial system

(b) Receiving of goods:

(i) Goods received must be captured on the municipality's financial system via a goods receive note with reference to the relevant purchase order number.

(ii) Deliveries of goods may not exceed the order quantity. Short deliveries will keep the purchase order open until the balance of the order is received or when the order is cancelled.

(c) Expediting orders:

(i) The purchasing expeditor will be required to monitor and expedite the transport of goods and outstanding purchase orders.

(ii) Reminder letters can be communicated automatically to vendors

based on the reminder levels (days before delivery due date) that are set in the bid or quotation.

(d) Stores / warehouse management

i. Stock is valued at the weighted average costing method per item and is VAT exclusive.

ii. Regular monitoring of spending patterns on types or classes of goods must be performed, where practical.

iii. Each item must have a unique stock item number.

iv. A formal stock count must be done on a quarterly basis and any surpluses, deficits, losses, damaged stock and obsolete stock must be reported by the Manager Supply Chain Management to Council.

v. Each stock item must have a minimum, maximum and re-order level which must be captured on the financial system.

vi. Stock items must be systematically replenished using the re-order point as per the financial system.

vii. Goods in transit must be taken into account during the replenishment of stock

viii. Stock levels must be revisited on an annual basis

ix. The financial system must indicate lead times for stock items x.

Before payment is approved, certification by the Storekeeper that the goods and services are received or rendered on time and is in accordance with the order, the general conditions of contract and specifications where applicable and that the price charged is as quoted in terms of a contract

xi. The Storekeeper must ensure appropriate standards of internal control and warehouse management are adhered to, to ensure that goods placed in stores are secure, safe and only used for the purpose for which they were purchased

xii. The Storekeeper must perform regular spot-checking of stock items to ensure that the items are on the correct shelving space and that the physical quantities correspond with the quantities as per the financial system. Any differences found must be reported to the Manager Supply Chain Management.

xiii. Items listed as stock, may not be procured outside of the stock system.

xiv. Where user departments require higher quantities of stock, a demand forecast must be provided to the Storekeeper in advance, taking lead time into consideration, to enable the Storekeeper to procure the requested quantities on time.

48. Contract management

1) Contract administration includes all administrative duties associated with a contract that has arisen through the acquisition/procurement processes described in this policy.

2) All contracts must be administered by a contract manager, who will be an internal official assigned to ensure the effective administration of the contract.

3) The contract manager will typically be the internal project manager assigned to the project as a whole, but may also be a cost centre owner or other responsible official.

4) A contract manager must be assigned to each contract and, where possible, should be involved from the earliest stages of the acquisition process.

5) The contract manager's duties and powers shall be governed by the conditions of contract and the general law.

6) In administering a contract, the contract manager will be required to form opinions and make decisions which, while in the Witzenberg Municipality's best interests, must be fair to all parties concerned.

7) Directors shall be responsible for ensuring that contract managers are: (a) assigned to all contracts within the Director's area of responsibility; and

(b) adequately trained so that they can exercise the necessary level of responsibility in the performance of their duties.

8) The contract manager must:

(a) ensure that all the necessary formalities in signing up the contract and/or issuing the purchase order(s) are adhered to;

(b) ensure that purchase orders are captured on the municipality's financial system in the form in accordance with the pricing schedule;

(c) ensure that all original contract documentation is lodged with Archives for record purposes;

(d) monitor on a monthly basis the performance of the service provider order to ensure that all of the terms and conditions of the contract are met;

(e) regularly report to the accounting officer on the management of the contract and the performance of the service provider;

(f) conduct contract risk assessments for contracts longer than 3 months as stated in paragraph 50 (4) and 50 (5);

(g) where necessary, take appropriate action where a service provider is underperforming or is in default or breach of the contract and to report such failures promptly to the accounting officer;

(h) where appropriate, authorise payments due in terms of the contract by processing payment certificates (if applicable), and ensuring that the necessary Service Entry Sheets or Goods Received Notes are lodged with the Finance Department for capturing on the municipality's financial system;

(i) contract variation or change procedures are approved by the accounting officer in writing which must be in line with the applicable general conditions of contract and this policy;

(j) administer disputes, in consultation with the Supply Chain Management Unit, in terms of this policy and the applicable conditions of contract;

(k) conduct, as appropriate, post contract reviews;

(l) maintain adequate records (paper and/or electronic) in sufficient detail on an appropriate contract file to provide an audit trail;

(m) act with care and diligence and observe all accounting and legal requirements;

(n) inform the Asset Management section of the location of newly procured assets for asset register and insurance purposes; and

(o) provide contract information to the Supply Chain Management Unit, as determined by the unit, after a contract has ended.

9) **Management of expansion or variation of orders against the original contract**

The accounting officer may expand contracts by not more than 20% for construction related goods, services and/or infrastructure projects and 15% for all other goods and/or services of the original value of the contract.

49. Disposal management

(1) Subject to the provisions of the Municipal Asset Transfer Regulations:

(a) moveable assets may be sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous to the municipality;

(b) immovable property may be sold only at market related prices except when the public interest or the plight of the poor demands otherwise;

(c) in the case of the free disposal of computer equipment, the provincial department of education must first be approached to indicate within 30 days whether any of the local schools are interested in the equipment;

(d) in the case of fire arms, the National Conventional Arms Control Committee must approve any sale or donation of firearms to any person within or outside the Republic.

(e) where assets are traded in for other assets, the highest possible trade in price is negotiated

(2) The criteria for the disposal or letting of assets, including unserviceable, redundant or obsolete assets, subject to sections 14 and 90 of the Act; are as follows:

(A) A municipality may not transfer ownership as a result of sale or other transaction or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic municipal services.

(B) A municipality may transfer ownership or otherwise dispose of capital asset other than one contemplated in subsection (1), but only after the municipal council, in a meeting open to the public-

(a) has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and

(b) has considered the fair market value of the asset and the economic

and community value to be received in exchange for the asset

(3) Immovable property may only be let at market related rates except when the public interest or the plight of the poor demands otherwise and provided that all charges, rates, tariffs, scales of fees or other charges relating to the letting of immoveable property are annually reviewed;

(a) Except for compliance with paragraph 49(3) above, this policy shall not apply to the letting of immovable property unless decide otherwise by council.

(4) Assets may be disposed of by –

(i) Transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets;

(ii) Transferring the asset to another organ of state at market related value or, when appropriate, free of charge;

(iii) Selling the asset; or

(iv) Destroying the asset.

50. Risk management

(1) The accounting officer has established and implemented an effective system of risk management for the identification, consideration and avoidance of potential risks in the supply chain management system.

(2) Risk management include –

(a) The early and systematic identification of risks on a case-by-case basis;

(b) The allocation and acceptance of risks to the party best suited to manage such risks;

(c) Acceptance of the cost of the risk where the cost of transferring the risk is greater than that of retaining it;

(d) The management of risks in a pro-active manner and the provision of adequate cover for residual risks; and

(e) The assignment of relative risks to the contracting parties through clear and unambiguous contract documentation.

(3) Due care must be taken in the bid administration and

management process to minimise the risks of:

(a) litigation by unsatisfied service providers
(b) misinterpretation of municipal needs
(c) overstatement or understatement of municipal needs
(d) selecting or delivery of inappropriate goods and services
(e) poor value for money
(f) appointing inappropriate suppliers
(g) unethical conduct of suppliers and other official involved in the supply chain management process
(h) uneconomical, uncompetitive and inequitable procurement

(4) To give effect to paragraph 3 above, the municipality will identify risk inherent to a particular bid

(a) Risks may be identified for all bids during the specification stage of the bid process.
(b) Risks identified in (i) above may cover the entire life cycle of a contract from initiation to completion of the goods/services
(c) For contracts with a life cycle in access of 3 months, the risks may be reviewed at least monthly by the contract manager as referred to in paragraph 48(1)(e)(iii)
(d) The contract manager in conducting the review of the bid risks during the life cycle of the contract may add new or emerging risks when identified

(5) A risk table may be included at specification stage for each bid that may set out:

(a) Risk description
(b) Background to the risk
(c) Impact
(d) Likelihood
(e) Inherent risk
(f) Current controls
(g) Perceived control effectiveness
(h) Residual risk
(i) Risk owner
(j) Actions to improve management of the risk

(k) Time scale

(6) The risk rating methodology will be in accordance with the Witzenberg Municipality's risk management policy.

(7) The Evaluation and Adjudication Committee may review risks of bids receivedagainst the predetermined risk as identified at the bid specification stage and may in conducting the review of the bid add new or emerging risks and mitigating strategies when identified.

(8) At the briefing session with the successful bidder in terms of paragraph 66 of this policy:

(a) Risks identified during the Bid specification, bid evaluation and Bid adjudication process that pertains to the contract for goods or services may be disclosed to the successful bidder to improve mitigating factors.

(b) New and emerging risks identified may be added

(c) Risks identified by the successful bidder may be added to the contract risks if agreed to by the municipality.

51. Performance management

(1) The accounting officer must establish and implement an internal monitoring system in order to determine, on the basis of a retrospective analysis, whether the authorised supply chain management processes were followed and whether the objectives of this Policy were achieved.

(2) The quarterly report and annual report on the implementation of this policy, the monitoring of the service delivery and budget implementation plan (SDBIP) and the Annual Report may be used as tools to perform a retrospective analysis of supply chain management processes.

(3) **Vendor performance**

(a) Each project manager shall monitor the supplier's compliance and performance to the set of specifications.

(b) If the supplier fails to perform in accordance with the specification requirements, the project manager must report such failure to the supplier in writing immediately upon becoming aware of such non-compliance for them to correct the situation.

(c) The above information will be kept and made available for future evaluation purposes, contract negotiations and regular feedback to vendors.

(d) If vendors fail to deliver in terms of paragraph 23 (1) (a) of the General conditions of contract, the municipality reserves the right to make use of remedies at its disposal in terms of applicable law.

Part 4: Other matters

52. Prohibition on awards to persons whose tax matters are not in order

(1) No award above R15 000 (including VAT) may be made in terms of this policy to a person whose tax matters have not been declared by South African Revenue Service to be in order.[33]

(2) Before making an award to a person the accounting officer must first check with SARS whether that person's tax matters are in order.

(3) If SARS does not respond within 7 days such person's tax matters may for purposes of subparagraph (1) be presumed to be in order.

(4) It is the supplier's responsibility to provide the municipality with a valid and original tax clearance certificate.

53. Prohibition on awards to persons in the service of the state

(1) Irrespective of the procurement process followed, no award may be made to a person in terms of this Policy –

(a) Who is in the service of the state;

(b) If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or

(c) A person who is an advisor or consultant contracted with the municipality with the purpose of assisting the municipality with the defining of requirements, drafting of specifications or the evaluation of the bids.

(2) Persons and business must declare their interest as stated in 53(1)(a)-(c)

[33] Amended by council 30 May 2017

of this policy when completing their supplier database application forms and bid documents. Failure to do so may lead to disqualification.

(3) The municipality may utilise mechanisms at its disposal to determine whether a person is in the service of the state.

54. Awards to close family members of persons in the service of the state

(1) The municipality does not encourage the awarding of contract by employees in decision-making positions to close family members or friends. To this extent the municipality requires all employees to make full disclosures of businesses owned by close family members and/ or friends and it is further expected that such individuals must not directly or indirectly be involved in the awarding of such business

(2) The accounting officer must ensure that the notes to the annual financial statements disclose particulars of any award of more than R2000 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including –

(a) The name of that person;

(b) The capacity in which that person is in the service of the state; and

(c) The amount of the award.

55. Ethical standards

(1) A code of ethical standards as set out in the "National Treasury's code of conduct for supply chain management practitioners" is hereby established for officials and other role players in the supply chain management system of the municipality in order to promote –

(a) mutual trust and respect; and

(b) An environment where business can be conducted with integrity and in a fair and reasonable manner.

(2) A breach of the code of ethics must be dealt with as follows -

(a) in the case of an employee, in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of the Municipal

Systems Act;

(b) In the case a role player who is not an employee, through other appropriate means in recognition of the severity of the breach.

(c) In all cases, financial misconduct must be dealt with in terms of chapter 15 of the Act.

56. Inducements, rewards, gifts and favours to municipalities, officials and other role players

(1) No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of may either directly or through a representative or intermediary promise, offer or grant –

(a) any inducement or reward to the municipality for or in connection with the award of a contract; or

(b) Any reward, gift, favour or hospitality to – (i) Any official; or

(ii) Any other role player involved in the implementation of this Policy.

(2) The accounting officer must promptly report any alleged contravention of subparagraph 55 (1) to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.

(3) Subparagraph 55 (1) does not apply to gifts less than R350 in value.

57. Sponsorships

(1) The accounting officer must promptly disclose to the National Treasury and the relevant provincial treasury any sponsorship promised, offered or granted, whether directly or through a representative or intermediary, by any person who is –

(a) a provider or prospective provider of goods or services; or

(b) A recipient or prospective recipient of goods disposed or to be disposed.

58. Objections and complaints

(1) Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.

59. Resolution of disputes, objections, complaints and queries

(1) The accounting officer must appoint an independent and impartial person, not directly involved in the supply chain management processes –

(a) To assist in the resolution of disputes between the municipality and other persons regarding -

(i) Any decisions or actions taken in the implementation of the supply chain management system; or

(ii) Any matter arising from a contract awarded in the course of the supply chain management system; or

(b) To deal with objections, complaints or queries regarding any such decisions or actions or any matters arising from such contract.

(2) The accounting officer, or another official designated by the accounting officer, is responsible for assisting the appointed person to perform his or her functions effectively.

(3) The person appointed must –

(a) Strive to resolve promptly all disputes, objections, complaints or queries received; and

(b) Submit monthly reports to the accounting officer on all disputes, objections, complaints or queries received, attended to or resolved.

(4) A dispute, objection, complaint or query may be referred to the Relevant provincial treasury if –

(a) The dispute, objection, complaint or query is not resolved within 60 days; or

(b) No response is forthcoming within 60 days.

(5) If the provincial treasury does not or cannot resolve the matter, the Dispute, objection, complaint or query may be referred to the National Treasury for resolution.

(6) This paragraph must not be read as affecting a person's rights to approach a court at any time.

60. Contracts providing for compensation based on turnover

(1) If a service provider acts on behalf of a municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to the service provider is fixed as an agreed percentage of turnover for the service or the amount collected, the contract between the service provider and the municipality must stipulate –

(a) A cap on the compensation payable to the service provider; and

(i) That such compensation must be performance based.

61. Compliance with Ethical standards

(1) In order to create an environment where business can be conducted with integrity and in a fair and reasonable manner, this Policy will strive to ensure that the accounting officer and all representatives of the Witzenberg Municipality involved in supply chain management activities shall act with integrity and in accordance with the highest ethical standards. All supply chain management representatives shall adhere to the code of conduct of municipal staff contained in schedule 2 of the Systems Act, the code of conduct for supply chain management practitioners and other role players (annexure A to this policy) and the Ethical code of suppliers (annexure B to this policy).

62. Handling of proprietary information

(1) All information designed and prepared for the municipality is deemed as proprietary. No such information may be distributed, modified or customised for third parties without the written permission of the accounting officer.

(2) All supplier information shall be treated as confidential

(3) In appropriate instances, the municipality may require security clearance and confidentiality agreements to be entered into with suppliers.

63. Non-compliance with peremptory requirements of bids

(1) The accounting officer is empowered to condone non-compliance with peremptory requirements of bids in cases where the condonation is not incompatible with

public interest and promote the values of fairness, competitiveness and cost-effectiveness which are listed in Section 217 of the Constitution.

64. Right of Appeal

(1) In terms of Section 62 of the Municipal Systems Act (Act 32 of 2000 as amended), a person whose rights are affected by a decision taken by the municipality, in terms of a delegated authority, in the implementation of its supply chain management system, may appeal against that decision by giving written notice of the appeal and reasons to the Municipal Manager within 14 days of the date of receipt of the notification of the decision.[34]

Bid documents must state that any appeal in terms of paragraph 64 must be submitted to the Municipal Manager, and must contain the following:

(a) reasons and/or grounds for the appeal;
(b) the way in which the appellants' rights have been affected; and
(c) the remedy sought by the appellant.

(2) The Municipal manager shall establish an appropriate appeal authority in terms of section 62 of the Systems Act, to consider appeals received in terms of paragraph 64(1) above

(3) The appeal authority must consider the appeal, and confirm, vary or revoke the decision, but no such variation or revocation of a decision may detract from any rights that may have accrued as a result of the decision

65. Unsuccessful bidder debriefing

(1) The unsuccessful bidder debriefing service is offered by the municipality to unsuccessful bidders upon request.

(2) During the debriefing unsuccessful bidders can find out how their proposal scored against required criteria and obtain comments from the evaluation team on their bid.

(3) The debriefing should be a positive and constructive experience that explains how bidders can improve future submissions.

(4) The debriefing an opportunity for unsuccessful bidders to:

[34] Amended by Council 26 May 2021

(a) Learn more about the procurement and evaluation process in an informal setting.

(b) Find out how their proposal scored against the required criteria. (c) Hear the overall comments from the evaluation team on your bid. (d) Gather information on how future submissions may be improved.

(5) The debriefing is not part of the Supply Chain complaint or appeal process in terms of paragraph 58 or 64 of this policy.

(6) The debriefing is not legal proceeding and no legal representation is permitted at the debriefing.

(7) At the debriefing session the unsuccessful bid is not compared to other bids, nor will information be provided to the unsuccessful bidder about other bids.

(8) In scheduling bidders' debriefings session upon the request of the unsuccessful bidder, the municipality must:

(a) Confirm the date and time of the debriefing session in writing; (b) Conduct separate debriefings with each vendor;

(c) Ensure that proper minutes are kept of each debriefing session;

(d) Retain all correspondence and documentation relevant to the debriefing session as part of the procurement documentation.

(9) In conducting bidder's debriefings, the municipality may:

(a) Provide a general overview of the evaluation process set out in the bid documents;

(b) Discuss the strengths and weaknesses of the bidder's submission in relation to the specific evaluation criteria and the bidders evaluated score.

(c) Provide suggestions on how the supplier may improve future submissions;

(d) Address specific questions and issues raised by the supplier in relation to their submission.

66. Successful bidder briefing

(1) The notification to the successful bidder in terms of paragraph 37(8) may require of the successful bidder to attend a compulsory briefing session with the municipality before commencement of the contract at no cost to the municipality.

(2) The purpose of the briefing session is to:

(a) Introduce the municipal contract manager allocated to the specific contract in terms of paragraph 48 and to meet the successful bidders contract manager;

(b) Examine and analyse the bid document and contractual conditions to ensure that specific expectations of the municipality and the obligations of the successful bidder are well understood;

(c) Discuss the strengths and weaknesses of the bidder's submission in relation to the specific evaluation criteria and the bidders evaluated score.

(d) Communicate and document the anticipated contract risks and challenges as perceived by both the municipality and the successful bidders;

(e) To develop mitigating strategies to address and mitigate the contract risk and challenges; and

(f) Communicate the contract administration process as stated in paragraph 48 of this policy.

(g) Formally sign the bid contract

(3) At least the following persons must attend the briefing session: (a) The municipal contract manager

(b) The authorised municipal supply chain official

(c) The successful bidders authorised contract signatory

(d) The successful bidders contract manager

(4) The notification to the successful bidder refer to in paragraph 66(1) must state the date, time and place of the briefing session in writing.

(a) Proper minutes must be kept of each briefing session;

(b) All correspondence and documentation in relation to the briefing session must be maintained as part of the procurement documentation.

67. Acceptance of offers

(1) At the invitation of bids, or quotations;

(a) the municipality is not obliged to accept the lowest or any offer;

(b) The municipality may, where an offer relates to more than one item, accept such offer in respect of or any specific item or items.

(c) The municipality may accept any offer notwithstanding the fact that the offer does not comply with the bid invitation in respect of which the offer has been made subject to the conditions of paragraph 63 of this policy.

68. ~~Preferential Procurement~~[35]

~~68.1 80/20 preference point system for acquisition of goods or services with Rand value equal to or above R30 000 and up to R50 million~~

~~(1) The following formula must be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:~~

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

~~Where-~~
~~Ps = Points scored for price of tender under consideration;~~
~~Pt = Price of tender under consideration; and~~
~~Pmin = Price of lowest acceptable tender.~~

~~(2) A maximum of 20 points may be awarded to a tenderer for the specified goals envisaged in section 2(1)(d) and (e) of the Act.~~
~~(3) The points scored must be rounded off to the nearest two decimal places.~~
~~(4) A contract may be awarded to a tenderer that did not score the highest points only in accordance with section 2(1)(f) of the Act.~~

~~68.2 90/10 preference point system for acquisition of goods or services with Rand value above R50 million~~

~~(1) The following formula must be used to calculate the points out 90 for price in respect of a tender with a Rand value above R50 million, inclusive of all applicable taxes:~~

$$Ps = 90\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

~~Where-~~
~~Ps = Points scored for price of tender under consideration;~~

[35] Included 30 March 2022 – Removed by Council 10 March 2023

Pt = Price of tender under consideration; and
Pmin = Price of lowest acceptable tender.

(2) A maximum of 10 points may be awarded to a tenderer for the specified goals envisaged in section 2(1)(d) and (e) of the Act.
(3) The points scored must be rounded off to the nearest two decimal places.
(4) A contract may be awarded to a tenderer that did not score the highest points only in accordance with section 2(1)(f) of the Act.

68.3 80/20 preference points system for tenders to generate income or to dispose of or lease assets with Rand value equal to or above R30 000 and up to Rand value of R50 million

(1) The following formula must be used to calculate the points for price in respect of a tender to generate income or to dispose of or lease assets, with a Rand value equal to, or above R 30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:

$$Ps = 80\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where
Ps = Points scored for price of tender under consideration;
Pt = Price of tender under consideration; and
Pmax = Price of highest acceptable tender.

(2) A maximum of 20 points may be awarded to a tenderer for the specified goals envisaged in section 2(1)(d) and (e) of the Act.
(3) The points scored must be rounded off to the nearest 2 decimal places.
(4) A contract may be awarded to a tenderer that did not score the highest points only in accordance with section 2(1)(f) of the Act.

68.4 90/10 preference point system for tenders to generate income or to dispose of or lease assets with Rand value equal to or above R50 million

(1) The following formula must be used to calculate the points for price in respect of a tender to generate income or to dispose of or lease assets, with a Rand value above R50 million, inclusive of all applicable taxes:

$$Ps = 90\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmax = Price of highest acceptable tender.

(2) A maximum of 10 points may be awarded to a tenderer for the specified goals envisaged in section 2(1)(d) and (e) of the Act.

(3) The points scored must be rounded off to the nearest 2 decimal places.

(4) A contract may be awarded to a tenderer that did not score the highest points only in accordance with section 2(1)(f) of the Act.

68.5 Points allocated for BBBEE:

BBBEE Status Level of Contributor	Number of Points Tenders with Rand value equal to or above R30 000 and up to Rand value of R50 million	Number of Points - tenders with Rand value equal to or above R50 million.
1	20	10
2	18	9
3	14	6
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

68 Cancellation of tenders[36]

(1) Tender invitations may, before the award be cancelled if;

(a) due to changed circumstances, there is no longer a need for the goods or services specified in the invitation;

(b) funds are no longer available to cover the total envisaged expenditure;

(c) no acceptable tender is received; or

[36] Included by Council 10 March 2023

(d) there is a material irregularity in the tender process.

(2) The decision to cancel a tender invitation in terms paragraph 68 (1) must be published in the same manner in which the original tender invitation was advertised

69. Commencement

This Policy takes effect on 1 July 2017
Paragraph 68 will be effective retrospectively from 16 January 2023
Where the content of this policy is in contradiction of laws and regulations, the latter will take preference.[37]

[37] Included 30/03/2022

ANNEXURE A

WITZENBERG MUNICIPALITY

CODE OF CONDUCT FOR SUPPLY CHAIN MANAGEMENT PRACTITIONERS AND OTHER ROLE PLAYERS

The purpose of this Code of Conduct is to promote mutual trust and respect and an environment where business can be conducted with integrity and in a fair and reasonable manner.

1. **General Principles**

The municipality commits itself to a policy of fair dealing and integrity in the conducting of its business. Officials and other role players involved in supply chain management (SCM) are in a position of trust, implying a duty to act in the public interest. Officials and other role players should not perform their duties to unlawfully gain any form of compensation, payment or gratuities from any person, or provider/contractor for themselves, their family or their friends.

Officials and other role players involved in SCM should ensure that they perform their duties efficiently, effectively and with integrity, in accordance with the relevant legislation, policies and guidelines. They should ensure that public resources are administered responsibly.

Officials and other role players involved in SCM should be fair and impartial in the performance of their functions. They should at no time afford any undue preferential treatment to any group or individual or unfairly discriminate against any group or individual. They should not abuse the power and authority vested in them.

2. **Conflict of interest**

An official or other role player involved with supply chain management – (a) must treat all providers and potential providers equitably;

(b) may not use his or her position for private gain or to improperly benefit another person;

(c) may not accept any reward, gift, favour, hospitality or other benefit directly

or indirectly, including to any close family member, partner or associate of that person, of a value more than R350;

(d) must declare to the accounting officer details of any reward, gift, favour, hospitality or other benefit promised, offered or granted to that person or to any close family member, partner or associate of that person;

(e) must declare to the accounting officer details of any private or business interest which that person, or any close family member, partner or associate, may have in any proposed procurement or disposal process, or in any award of a contract by the municipality;

(f) must immediately withdraw from participating in any manner whatsoever in a procurement or disposal process or in the award of a contract in which that person, or any close family member, partner or associate, has any private or business interest;

(g) must declare any business, commercial and financial interests or activities undertaken for financial gain that may raise a possible conflict of interest;

(h) should not place him/herself under any financial or other obligation to outside individuals or organizations that might seek to influence them in the performance of their official duties; and

(i) Should not take improper advantage of their previous office after leaving their official position.

3. Accountability

Practitioners are accountable for their decisions and actions to the public. Practitioners should use public property scrupulously.

Only accounting officers or their delegates have the authority to commit the municipality to any transaction for the procurement of goods and / or services.

All transactions conducted by a practitioner should be recorded and accounted for in an appropriate accounting system. Practitioners should not make any false or misleading entries into such a system for any reason whatsoever.

Practitioners must assist the accounting officer in combating fraud, corruption, favouritism and unfair and irregular practices in the supply chain management system.

Practitioners must report to the accounting officer any alleged irregular conduct in the

supply chain management system which that person may become aware of, including:

(i) Any alleged fraud, corruption, favouritism or unfair conduct;

(ii) any alleged contravention of the policy on inducements, rewards, gifts and favours to municipalities or municipal entities, officials or other role players; and

(iii) Any alleged breach of this code of conduct.

Any declarations made must be recorded in a register which the accounting officer must keep for this purpose. Any declarations made by the accounting officer must be made to the **Mayor** who must ensure that such declaration is recorded in the register.

4. Openness

Practitioners should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only if it is in the public interest to do so.

5. Confidentiality

Any information that is the property of the municipality or its providers should be protected at all times. No information regarding any bid / contract / bidder / contractor may be revealed if such an action will infringe on the relevant bidder's / contractors personal rights.

Matters of confidential nature in the possession of officials and other role players involved in SCM should be kept confidential unless legislation, the performance of duty or the provisions of law requires otherwise. Such restrictions also apply to officials and other role players involved in SCM after separation from service**.**

6. Bid Specification / Evaluation / Adjudication Committees

Bid specification, evaluation and adjudication committees should implement supply chain management on behalf of the municipality in an honest, fair, impartial, transparent, cost-effective and accountable manner.

Bid evaluation / adjudication committees should be familiar with and adhere to the prescribed legislation, directives and procedures in respect of supply chain management

in order to perform effectively and efficiently.

All members of bid adjudication committees should be cleared by the accounting officer at the level of "CONFIDENTIAL" and should be required to declare their financial interest annually.
No person should-

(i) Interfere with the supply chain management system of the municipality; or
(ii) Amend or tamper with any price quotation / bid after its submission.

7. Combative Practices

Combative practices are unethical and illegal and should be avoided at all cost. They include but are not limited to:

(i) Suggestions to fictitious lower quotations; (ii) Reference to non-existent competition;
(iii) Exploiting errors in price quotations / bids;
(iv) Soliciting price quotations / bids from bidders / contractors whose names appear on the Register for Tender Defaulters.

ANNEXURE B

Witzenberg Municipality's Supply Chain Management: Supplier's Code of Conduct

The purpose of this Code of Conduct is to promote mutual trust and respect and an environment where business can be conducted with integrity and in a fair and reasonable manner.

WM is committed to high standards of business ethics and integrity as reflected in this WM Code of Conduct. WM expects all of its suppliers to adhere to similar good working standards and business ethics. The Supplier is expected to comply with the requirements set out in this WM Supplier Code of Conduct. In addition, WM and the Supplier may agree on further standards in supply agreements.

1. Human Rights

This Bill of Rights, as enshrined in Constitution Act 108 of 1996, is a cornerstone of democracy in South Africa. It enshrines the rights of all people in our country and affirms the democratic values of human dignity, equality and freedom. The Constitution obliges municipalities to respect, protect, promote and fulfil the rights in the Bill of rights. To this end, when service providers provide services to and on behalf of the WM they are also oblige to respect, protect, promote and fulfil the rights in the Bill of rights insofar as it is relevant to their business.

In accordance with the aforementioned ethics and standards, WM require the following business practices from Suppliers:

- To not unfairly discriminate directly or indirectly against anyone on one or more grounds, including race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth.
- To respect the right of everyone to inherent dignity and the right to have their dignity respected and protected.
- To respect the right of every person not to be subjected to slavery, servitude or forced labour.
- To respect everyone's right to freedom of conscience, religion, thought, belief and opinion.

2. Fair Labour Conditions and Child Labour

The Supplier will ensure fair labour conditions. In particular, the supplier will:

- refrain from employment discrimination based on gender, colour, ethnicity, religion, disability, union membership, political affiliation or sexual orientation;
- respect the rights of employees to freely associate and bargain collectively;
- comply with all applicable laws on employment and in particular the Basic Conditions of Employment Act 75 of 1997 and the Labour Relations Act 66 of 1995.
- not use any forced or compulsory labour or involuntary prison labour and give all employees the choice to leave their employment freely upon

reasonable notice;

- compensate employees fairly and adhere to the Basic Conditions of Employment Act 75 of 1997, sector specific minimum wages and / or collective agreements and where these do not exist, compensate employees so they can at the least meet their basic needs; and
- The Supplier will protect children from exploitative labour practices and in particular they will not require or permit children to perform work or provide services that-
    - o are inappropriate for a person of that child's age; or
    - o place at risk the child's well-being, education, physical or mental health or spiritual, moral or social development;

3. Occupational Health and Safety

The Supplier will strive to provide a safe and healthy workplace for all of its employees and strive to adhere to the requirements of Occupational Health and Safety Act 85 of 1993.

4. Environmental Responsibility

The Supplier is committed to environmental protection and will conduct its business in an environmentally sensitive way.

5. Business Ethics

The Supplier will conduct its business in an ethical manner in accordance with all applicable rules and regulations. In particular, the Supplier will

- refrain from any and all forms of extortion and bribery;
- adhere to anti-trust and other competition laws, e.g. not participating in price fixing or bid-rigging; and
- disclose to WM information about any principal shareholder, directors in the service of the state
- The Supplier will protect all confidential information provided by WM and its respective business partners.

6. Conflict of Interest

The Supplier must disclose to WM information about conflict of interest of any

WM employee, or close family member of an employee that have an interest in any of the Supplier's business.

Suppliers must not use their position for private gain or to improperly benefit any person or company.

Suppliers must not offer any reward, gift, favour, hospitality or other benefit directly or indirectly, including to any close family member, partner or associate of a WM employee, irrespective of the value of the gift, reward, favour, hospitality or benefit.

Suppliers must declare to the accounting officer of WM details of any private or business interest which an employee of WM, or any close family member, partner or associate, may have in any proposed procurement or disposal process, or in any award of a contract by WM;

Suppliers must not place WM employees under any financial or other obligation that might seek to influence WM employees in the performance of their official duties; and

Suppliers must not take improper advantage of previous WM employees to unfairly benefit the supplier by using the information or knowledge of previous employees of WM after leaving office.

7. Business Continuity Planning

The Supplier shall maintain appropriate insurance and or policies to mitigate exposures to business risk, business threats, terrorism, crime, pandemics, natural disasters and related major accident exposures.

8. Procurement by Supplier

WM expects the Supplier to obtain confirmation from each of its sub-suppliers providing goods or services directly or indirectly to WM that the sub-supplier acts in compliance with this WM Supplier Code of Conduct.

Preferential Procurement Policy

Date of Approval by Council	10 March 2023
Implementation date	10 March 2023

Preferential Procurement Policy

TABLE OF CONTENTS

1. Definitions

2. Application of the policy

3. Objective of the Policy

4. Identification of preference points system

5. Specific goals

6. 80/20 preference point system for acquisition of goods and services with Rand value equal to or below R50 million

7. 90/10 preference point system for acquisition of goods and services with Rand value above R50 million

8. 80/20 preference point system for tenders to generate income or to dispose of or lease assets with Rand value equal to or below R50 million

9. 90/10 preference point system for tenders to generate income or to dispose of or lease assets with Rand value above R50 million

10. Criteria for breaking deadlock in scoring

11. Oversight role of Council

12. Short title

Preferential Procurement Policy

1. Definitions

1.1 In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act or the Regulations shall bear the meaning so assigned –

1.1.1 "Acceptable Tender" means any tender which, in all respects, complies with the specification and conditions of tender as set out in tender document.

1.1.2 "Act" means the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 as amended;

1.1.3 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

1.1.4 "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

1.1.5 "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, Act No. 53 of 2003 as amended;

1.1.6 "district municipal area" means the Cape Winelands District Municipal Area;

1.1.7 "EME" means an exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

1.1.8 "highest acceptable tender" means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;

1.1.9 "Historically disadvantaged individual (HDI)" means a South African citizen –

(1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa,1983 (Act No 110 of 1983); and / or
(2) who is a female; and / or
(3) who has a disability:

Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.

1.1.10 "locality" means the suppliers and/or service providers that has its place of business within the municipal area, or the district area where the municipality is located or the province where the municipality is located;

1.1.11 "lowest acceptable tender" means a tender that complies with all specifications and conditions of tender and that has lowest price compared to other tenders;

1.1.12 "municipal area" means within the jurisdiction of Witzenberg Municipality;

1.1.13 "Municipality" refer to Witzenberg Municipality;

1.1.14 "Policy" means the Preferential Procurement Policy of Witzenberg Municipality;

1.1.15 "proof of B-BBEE status level of contributor" means

1.1.15.1 The B-BBEE status level certificate issued by an authorised body or person;

1.1.15.2 A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or

1.1.15.3 Any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act;

1.1.16 "proof of locality" means a –

1.1.16.1 municipal account in the name of the tenderer not older than 90 days;

1.1.16.2 lease agreement where the tenderer is the lessee; or

1.1.16.3 an affidavit in cases where the tenderer is not a municipal account holder or is not a lessee to a lease agreement confirming the registered address of the tenderer;

1.1.17 "province" means the Western Cape Province;

1.1.18 "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

1.1.19 "rand value" means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;

1.1.20 "Regulations" means the Preferential Procurement Regulations, 2022 as issued by the Minister of Finance

1.1.21 "specific goals" means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;

1.1.22 "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation that includes formal written price quotations, competitive bids and deviations from the official procurement processes as defined;

1.1.23 "tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions.

Preferential Procurement Policy

2. Application of the policy

(1) This policy applies to all procurement of goods and services by the municipality with a value of R30,000 and above.

(2) This policy does not apply to public auctions or any other sale or lease of assets where it is not practical to apply a system of preference.

(3) This policy must be applied concurrently with other legislative prescripts and other policies that regulates the procurement of goods and services by the municipality.

3. Objective of the policy

(1) The purpose of this policy is to:

(a) Provide for categories of preference in awarding of bids;

(b) Provide for the advancement of persons or categories of persons disadvantaged by unfair discrimination; and

(c) Clarify the mechanisms how the above items in paragraph 3.1 (a) and (b) will be implemented.

4. Identification of preference point system

(1) The tender documents must stipulate –

(a) the preference point system applicable; and

(b) any specific goal as envisaged in section 2(1)(d) and (e) of the Act.

(2) If it is unclear whether the 80/20 or 90/10 preference point system applies, the tender documents must state/stipulate that in the case of –

(a) an invitation for tender for income generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system.

5. Specific goals

(1) Specific goals must be measurable, quantifiable and monitored for compliance.

(2) A maximum of 20 points on the 80/20 preference points system or 10 points on the 90/10 preference points system will be allocated for specific goals as contemplated

in the Act for the acquisition of goods and services and income generating contracts. These goals are as follows:

(a) B-BBEE that is inclusive of contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability; and

(b) locality of enterprises in the municipal area, district municipal area or province that promotes implementing the programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994 the preference point system.

(3) Regarding paragraph 5(2) of this Policy, 50% of the 20 points on the 80/20 preference points system and 50% of the 10 points on the 90/10 preference points system, will be allocated to promote B-BBEE in terms of the following scorecard:

No	B-BBEE status level of contributor	Number of points on 80/20 points system	Number of points on 90/10 points system
1	Level 1 contributor	10	5
2	Level 2 contributor	9	4.5
3	Level 3 contributor	6	3
4	Level 4 contributor	5	2.5
5	Level 5 contributor	4	2
6	Level 6 contributor	3	1.5
7	Level 7 contributor	2	1
8	Level 8 contributor	1	0.5
9	Non-compliant contributor	0	0

(4) The following points for specific goals per procurement process based on the 80/20 preference point system will be applied:

No	Procurement Process	Procurement ranges (inclusive of all applicable taxes)	Maximum points for Broad-Based Black Economic Empowerment (B-BBEE)	Maximum points for enterprises within Witzenberg Municipal area	Maximum points for enterprises within Cape Winelands District region	Maximum points for enterprises within the Western Cape Province
1	Formal written price and competitive tendering	R30,000 – R50 million	10	10	5	2

(5) The following points for specific goals per procurement process based on the 90/10 preference point system will be applied:

No	Procurement Process	Procurement ranges (inclusive of all applicable taxes)	Maximum Points for Broad-Based Black Economic Empowerment (B-BBEE)	Maximum points for enterprises within Witzenberg Municipal area	Maximum points for enterprises within Cape Winelands District region	Maximum points for enterprises within the Western Cape Province
1	Competitive tendering	Above R50 million	5	5	2.5	1

(6) The total number of points allocated towards specific goals must always add up to 20 points on the 80/20 preference points system or 10 points on the 90/10 preference points system.

(7) A tenderer that is located outside the Western Cape Province will score 0 points for locality.

6. 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million

(1) The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender

(2) A maximum of 20 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.

(3) The points scored for the specific goal(s) must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.

(4) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

(6) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.

(7) A tenderer must submit proof of locality in order to claiming point(s) for locality.

(8) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.

(9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.

(10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.

(11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

7. 90/10 preference point system for acquisition of goods and services with Rand value above R50 million

(1) The following formula must be used to calculate the points out of 90 for price in respect of an invitation for a tender with a Rand value above R50 million, inclusive of all applicable taxes:

$$Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender

(2) A maximum of 10 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.

(3) The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.

(4) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

(5) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.

(6) A tenderer must submit proof of locality in order to claiming point(s) for locality.

(7) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.

(9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.

(10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.

(11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

8. 80/20 preference point system for tenders to generate income or to dispose of or lease assets with Rand value equal to or below R50 million

(1) The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender for income-generating contracts with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$Ps = 80\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmax = Price of highest acceptable tender

(2) A maximum of 20 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.

(3) The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.

(4) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

(6) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.

(7) A tenderer must submit proof of locality in order to claim point(s) for locality.

(8) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.

(9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.

(10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.

(11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

9. 90/10 preference point system for tenders to generate income or to dispose of or lease assets with Rand value above R50 million

(1) The following formula must be used to calculate the points out of 90 for price in respect of an invitation for a tender for income-generating contracts with a Rand value above R50 million, inclusive of all applicable taxes:

$$Ps = 90\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmax = Price of highest acceptable tender

(2) A maximum of 10 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.

(3) The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.

(4) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tendering scoring the highest points.

(5) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

(6) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.

(7) A tenderer must submit proof of locality in order to claiming point(s) for locality.

(8) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.

(9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.

(10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.

(11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

10. Criteria for breaking deadlock in scoring

(1) If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.

(2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

11. Oversight role of Council

For the purpose of oversight, the Accounting Officer must within 30 days of the end of each financial year, submit a report on the implementation of this Policy to the Council.

12. Short title

This Policy is called the Preferential Procurement Policy of Witzenberg Municipality.



SCM POLICY FOR INFRASTRUCTURE PROCUREMENT AND DELIVERY MANAGEMENT

Contents

1 Scope 3
2 Terms, definitions and abbreviations 3
2.1 Terms and definitions 3
2.2 Abbreviations 4
3 General requirements 4
3.1 Delegations 4
3.2 Objections and complaints 5
3.3 Resolution of disputes, objections, complaints and queries 5
4 Control framework for infrastructure delivery management 5
4.1 Assignment of responsibilities for approving or accepting end of stage deliverables 5
4.2 Gateway reviews 8
5 Control framework for infrastructure procurement 9
6 Infrastructure delivery management requirements 9
6.1 Institutional arrangements 9
6.1.1 Committee system for procurement 9
6.1.2 Actions of the accounting officer relating to the award of a contract or an order 15
6.1.3 Conduct of those engaged in infrastructure delivery 15
6.1.4 Measures to prevent abuse of the infrastructure delivery system 19
6.1.5 Awards to persons in the service of the state 19
6.1.6 Collusive tendering 19
6.1.7 Placing of contractors under restrictions 20
6.1.8 Complaints 20
6.2 Acquisition management 20
6.2.1 Unsolicited proposal 20
6.2.2 Tax and rates compliance 21
6.2.3 Declarations of interest 22
6.2.4 Invitations to submit expressions of interest or tender offers 22
6.2.5 Publication of submissions received and the award of contracts 23
6.2.6 Disposal committee 23
6.3 Reporting of infrastructure delivery management information 23
7 Infrastructure procurement 24
7.3 Payment of contractors 24
7.4 Approval to utilise specific procurement procedures 24
7.5 Receipt and safeguarding of submissions 24
7.6 Opening of submissions 24
7.7 Use of another organ of state's framework agreement 25
7.8 Insurances 25
7.8.1 Contractors shall be required to take out all insurances required in terms of the contract. 25
7.9 Written reasons for actions taken 26
7.10 Request for access to information 27

1 Scope

This policy establishes the *Witzenberg Municipality*'s policy for infrastructure procurement and delivery management in accordance with the provisions of the regulatory frameworks for procurement and supply chain management. It includes the procurement of goods and services necessary for a new facility to be occupied and used as a functional entity

2 Terms, definitions and abbreviations

2.1 Terms and definitions

For the purposes of this document, the definitions and terms given in the standard and the following apply:

accept: receive as adequate, valid, or suitable

agent: person or organization that is not an employee of *Witzenberg Municipality* that acts on the *Witzenberg Municipality*'s behalf in the application of this document

approve: officially agree to

authorised person: the Accounting Officer or chief executive or the appropriately delegated authority to award, cancel, amend, extend or transfer a contract or order

conflict of interest: any situation in which:

a) someone in a position of trust has competing professional or personal interests which make it difficult for him to fulfil his duties impartially,

b) an individual or organization is in a position to exploit a professional or official capacity in some way for his personal or for corporate benefit, or

c) incompatibility or contradictory interests exist between an employee and the organization which employs that employee

contract manager: person responsible for administering a package on behalf of the employer and performing duties relating to the overall management of such contract from the implementer's point of view

family member: a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption

framework agreement: an agreement between an organ of state and one or more contractors, the purpose of which is to establish the terms governing orders to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged

gate: a control point at the end of a process where a decision is required before proceeding to the next process or activity

gateway review: an independent review of the available information at a gate upon which a decision to proceed or not to the next process is based

gratification: an inducement to perform an improper act

infrastructure delivery: the combination of all planning, technical, administrative and managerial actions associated with the construction, supply, renovation, rehabilitation, alteration, maintenance, operation or disposal of infrastructure

infrastructure procurement: the procurement of goods or services including any combination thereof associated with the acquisition, renovation, rehabilitation, alteration, maintenance, operation or disposal of infrastructure with an estimated value of one million Rand or more.

maintenance: the combination of all technical and associated administrative actions during an item's service life to retain it in a state in which it can satisfactorily perform its required function

operation: combination of all technical, administrative and managerial actions, other than maintenance actions, that results in the item being in use

order: an instruction to provide goods, services or any combination thereof under a framework agreement

organ of state: an organ of state as defined in section 239 of the Constitution of the Republic of South Africa

procurement document: documentation used to initiate or conclude (or both) a contract or the issuing of an order

principal: a natural person who is a partner in a partnership, a sole proprietor, a director a company established in terms of the Companies Act of 2008 (Act No. 71 of 2008) or a member of a close corporation registered in terms of the Close Corporation Act, 1984, (Act No. 69 of 1984)

standard: the latest edition of the Standard for Infrastructure Procurement and Delivery Management as published by National Treasury

working day: any day of a week on which is not a Sunday, Saturday or public holiday

2.2 Abbreviations

For the purposes of this document, the following abbreviations apply

CIDB: Construction Industry Development Board

SARS: South African Revenue Services

3 General requirements

3.1 Delegations

3.1.1 The *council* of *Witzenberg Municipality* hereby delegates all powers and duties which are necessary to enable the *Accounting Officer* to:

a) discharge the supply chain management responsibilities conferred on accounting officers in terms of Chapter 8 or 10 of the Local Government Municipal Finance Management Act of 2003 and this document;

b) maximise administrative and operational efficiency in the implementation of this document;

c) enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism and unfair and irregular practices in the implementation of this document; and

d) comply with his or her responsibilities in terms of section 115 and other applicable provisions of the Local Government Municipal Finance Management Act of 2003 Act.

e) The Accounting Officer may in terms of section 79 or 106 of the Act sub delegate any supply chain management powers and duties.

3.1.2 No departure shall be made from the provisions of this policy without the approval of the Accounting Officer of Witzenberg Municipality.

3.1.3 The *Accounting Officer* shall for oversight purposes:

Within 60 days of the end of each financial year, submit a report on the implementation of this policy, to the council of the *Witzenberg Municipality.*

3.2 Objections and complaints

Will be dealt with in terms of the stipulations of the Supply Chain Policy of Witzenberg Municipality.

3.3 Resolution of disputes, objections, complaints and queries

Will be dealt with in terms of the stipulations of the Supply Chain Policy of Witzenberg Municipality.

4 Control framework for infrastructure delivery management

4.1 Assignment of responsibilities for approving or accepting end of stage deliverables

The responsibilities for approving or accepting end of stage deliverables shall be as stated in Table 1.

Table 1: Responsibilities for approving or accepting end of stage deliverables in the control framework for the management of infrastructure delivery

<table>
<tr><td colspan="2">Stage</td><td rowspan="2">Person assigned the responsibility for approving or accepting end of stage deliverables</td><td rowspan="2">Output</td><td rowspan="2">Project Value</td></tr>
<tr><td>No</td><td>Name</td></tr>
<tr><td rowspan="4">0</td><td rowspan="4">Project initiation</td><td colspan="3">An initiation report which outlines the high-level business case together with the estimated project cost and proposed schedule for a single project or a group of projects having a similar high-level scope</td></tr>
<tr><td>Accept: Relevant Director</td><td rowspan="3">Approved IDP</td><td rowspan="3">All</td></tr>
<tr><td>Recommend: Municipal Manager</td></tr>
<tr><td>Council approves 5 year IDP</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td rowspan="4">1</td><td rowspan="4">Infrastructure planning</td><td colspan="3">An infrastructure plan which identifies and prioritizes projects and packages against a forecasted budget over a period of at least three years</td></tr>
<tr><td>Accept: Relevant Director</td><td rowspan="3">Approved Budget</td><td rowspan="3">All</td></tr>
<tr><td>Recommend: Municipal Manager</td></tr>
<tr><td>Council approves budget for MTREF</td></tr>
</table>

Stage		Person assigned the responsibility for approving or accepting end of stage deliverables	Output	Project Value
No	Name			
2	Strategic resourcing	A delivery and/or procurement strategy which, for a portfolio of projects, identifies the delivery strategy in respect of each project or package and, where needs are met through own procurement system, a procurement strategy		
		Accept: Relevant Manager	Procurement Strategy / Plan	All
		Recommend : Relevant Director		
		Accounting Officer approves the Procurement Strategy / Plan		
3	Pre-feasibility	A prefeasibility report which determines whether or not it is worthwhile to proceed to the feasibility stage		
		Accept: Service Provider	Approved pre-feasibility report	Projects Above R 1 Million
		Recommend: Relevant Manager		
		Relevant Director approves the pre-feasibility report		
	Preparation and briefing (Inception)	A strategic brief which defines project objectives, needs, acceptance criteria and client priorities and aspirations, and which sets out the basis for the development of the concept report for one or more packages		
		Accept: Service Provider	Approved Inception Report	Projects Above R 1 Million
		Recommend: Relevant Manager		
		Relevant Director approves the pre-feasibility report		
4	Feasibility	A feasibility report which presents sufficient information to determine whether or not the project should be implemented		
		Accept: Service Provider	Approved Feasibility Report	Projects Above R 1 Million
		Recommend: Relevant Manager		
		Relevant Director approves the feasibility report		
	Concept and viability (Preliminary Design)	A concept report which establishes the detailed brief, scope, scale, form and control budget, and sets out the integrated concept for one or more packages		
		Accept: Service Provider	Approved Concept and viability report	Projects Above R 1 Million
		Recommend: Relevant Manager		
		Relevant Director approves the Concept and viability report		

Stage			Person assigned the responsibility for approving or accepting end of stage deliverables	Output	Project Value
No	Name				
	Gateway review		An independent review of the available information at a gate upon which a decision to proceed or not to the next process is based		
			Accept: Review team (not less than three people) is led by a professional engineer, professional quantity surveyor or professional architect.	Approved Concept and viability report	Projects Above R 50 Million
			Recommend: Relevant Manager		
			Relevant Director approves the Gateway review		
5	Design development (Detailed Design)		A design development report which develops in detail the approved concept to finalize the design and definition criteria, sets out the integrated developed design, and contains the cost plan and schedule for one or more packages		
			Accept: Service Provider	Approved Detailed Design	Projects above R 200 000
			Recommend: Relevant Manager		
			Relevant Director approves the Detailed Design		
6	Design documentation (& Procurement)	6A Production information	Production information which provides the detailing, performance definition, specification, sizing and positioning of all systems and components enabling either construction (where the constructor is able to build directly from the information prepared) or the production of manufacturing and installation information for construction		
			Accept: Relevant Manager	Approved bid Document	Projects above R 200 000
			Recommend: Bid specification committee		
			Relevant Director approves the Bid document		
		6B Manufacture, fabrication and construction information	Manufacture, fabrication and construction information produced by or on behalf of the constructor, based on the production information provided for a package which enables manufacture, fabrication or construction to take place		
			Accept: Relevant Manager	Contract Award Approved Order	All
			Recommend: Bid evaluation committee		
			Bid adjudication committee approves the bid		Projects below R 10 million
			The accounting officer approves the bid		Projects above R 10 million

Stage		Person assigned the responsibility for approving or accepting end of stage deliverables	Output	Project Value
No	Name			
7	Works (Contract Administration & Inspection)	The relevant manager / consulting engineer manages the contract in terms of contract conditions		
		Accept: relevant manager / consulting engineer	Minutes of site meetings, progress payment certificates and Contract Correspondence	All
		Recommend: relevant manager		
		Relevant director approves		
8	Handover	Works which have been taken over by the municipality, complete with record information		
		Accept: relevant manager / consulting engineer	Practical completion certificate & project unbundling information	All
		Recommend: relevant manager		
		Relevant director approves		
9	Package completion (Close Out)	Works with notified defects corrected, final account settled and the close out report issued		
		Accept: relevant manager / consulting engineer	Final completion certificate	All
		Recommend: relevant manager		
		Relevant director approves		

4.2 Gateway reviews

4.2.1 All major capital projects having an estimated capital expenditure equal to or fifty million rand shall have a gateway review of the end-of-stage 4 deliverable, prior to the acceptance of such deliverable. The review shall be initiated by the organ of state which intends implementing the project. The focus of such a review shall in the first instance be on the quality of the documentation, and thereafter on:
a) deliverability (the extent to which a project is deemed likely to deliver the expected benefits within the declared cost, time and performance envelope);
b) affordability (the extent to which the level of expenditure and financial risk involved in a project can be taken up on, given the organisation's overall financial position, both singly and in the light of its other current and projected commitments); and
a) value for money.

4.2.2 A gateway review team shall comprise not less than three persons who are not involved in the project associated with the works covered by the end of the stage 4 deliverable, and who are familiar with various aspects of the subject matter of the deliverable at the end of the stage under review. Such a team shall be led by a person who has at least six years postgraduate experience in the planning of infrastructure projects and is registered either as a professional engineer in terms of the Engineering Profession Act, a professional quantity surveyor in terms of the Quantity Surveying Profession Act or a professional architect in terms of the Architectural Profession Act. The members of the team shall, as relevant, have expertise in key technical areas, cost estimating, scheduling and implementation of similar projects.

4.2.3 The relevant treasury shall be notified of a proposed gateway review for a major capital project, three weeks prior to the conducting of such a review. Such notification shall be accompanied by a brief outline of the proposed project or package, the names and qualifications of the reviewers and the timeframes for the review. The relevant treasury may nominate additional persons to serve on the review team.

4.2.4 The gateway review team shall base its findings primarily on:
a) the information contained in the end-of-stage deliverables;
b) supplementary documentation, if any, provided by key staff obtained during an interview process; and
c) interviews with key staff members and stakeholders.

4.2.5 The gateway review team shall issue a report at the conclusion of a gateway review which indicates the team's assessment of the information at the end of a stage and provides findings or recommendations on areas where further work may be undertaken to improve such information.

4.2.6 Aspects in the report shall be flagged as being:
a) code red: team considers the aspect to pose a significant risk to the project or package;
b) code amber: team considers the aspects which indicate a minor risk to the project or package; or
c) code green: team considers the aspect to have been given adequate consideration to the extent that it is unlikely to jeopardise the success of progressing to the next stage, or minor adjustments may be required before proceeding.

4.2.7 The contents of the gateway review report shall be taken into account when accepting the stage 4 deliverable. A stage 4 deliverable shall not be accepted until such time that all code red risks have been addressed in the stage 4 end-of-stage deliverable.

5 Control framework for infrastructure procurement

5.1 The responsibilities for taking the key actions associated with the formation and conclusion of contracts including framework agreements above the quotation threshold shall be as stated in Table 2.

5.2 The responsibilities for taking the key actions associated with the quotation procedure and the negotiation procedure where the value of the contract is less than the threshold set for the quotation procedure shall be as follows:

a) Bid Specification Committee shall grant approval for the issuing of the procurement documents, based on the contents of a documentation review report developed in accordance with the provisions of the standard;

b) the authorised person may award the contract if satisfied with the recommendations contained in the evaluation report prepared in accordance with the provisions of the standard.

5.3 The responsibilities for taking the key actions associated with the issuing of an order in terms of a framework agreement shall be as stated in Table 3.

6 Infrastructure delivery management requirements

6.1 Institutional arrangements

6.1.1 Committee system for procurement

6.1.1.1 General

6.1.1.1.1 A committee system comprising the Bid Specification Committee, Bid evaluation committee and Bid Adjudication committee shall be applied to all procurement procedures where the estimated value of the procurement exceeds the financial threshold for quotations and to the putting in place of framework agreements.

6.1.1.1.2 The Bid evaluation committee shall, where competition for the issuing of an order amongst framework contractors takes place and the value of the order exceeds the financial threshold for quotations, evaluate the quotations received.

6.1.1.1.3 The persons appoint in writing as technical advisors and subject matter experts may attend any committee meeting.

6.1.1.1.4 No person who is a political officer bearer, a public office bearer including any councilor of a municipality, a political advisor or a person appointed in terms of section 12A of the Public Service Act of 1994 or who has a conflict of interest shall be appointed to a bid specification, bid evaluation or bid adjudication committee.

6.1.1.1.5 Committee decisions shall as far as possible be based on the consensus principle i.e. the general agreement characterised by the lack of sustained opposition to substantial issues. Committees shall record their decisions in writing. Such decisions shall be kept in a secured environment for a period of not less than five years after the completion or cancellation of the contract unless otherwise determined in terms of the National Archives and Record Services Act of 1996.

6.1.1.1.6 Committees may make decisions at meetings or, subject to the committee chairperson's approval, on the basis of responses to documents circulated to committee members provided that not less than sixty percent of the members are present or respond to the request for responses. Where the committee chairperson is absent from the meeting, the members of the committee who are present shall elect a chairperson from one of them to preside at the meeting.

6.1.1.2 Bid Specification committee

6.1.1.2.1 The *Accounting Officer* shall appoint in writing on a procurement by procurement basis:

a) the members of the bid specification committee.

6.1.1.2.2 The Bid Specification Committee shall comprise one or more persons. The chairperson shall be an employee of *Witzenberg Municipality* with requisite skills. Other members shall, where relevant, include a representative of the end user or the department requiring infrastructure delivery.

6.1.1.2.3 No member of, or technical adviser or subject matter expert who participates in the work of the any of the procurement committees or a family member or associate of such a member, may tender for any work associated with the tender which is considered by these committees.

Table 2: Procurement activities and gates associated with the formation and conclusion of contracts above the quotation threshold

Activity		Sub-Activity (see Table 3 of the standard)		Key action	Person assigned responsibility to perform key action
1*	Establish what is to be procured	1.3 PG1	Obtain permission to start with the procurement process	Make a decision to proceed / not to proceed with the procurement based on the broad scope of work and the financial estimates.	Council (BUDGET APPROVAL) Relevant Manager
2*	Decide on procurement strategy	2.5 PG2	Obtain approval for procurement strategies that are to be adopted including specific approvals to approach a confined market or the use of the negotiation procedure	Confirm selection of strategies so that tender offers can be solicited	Relevant director
3	Solicit tender offers	3.2 PG3	Obtain approval for procurement documents	Grant approval for the issuing of the procurement documents	Procurement documentation committee BSC and relevant director
		3.3 PG4	Confirm that budgets are in place	Confirm that finance is available for the procurement to take place	CFO (BSC)
4	Evaluate tender offers	4.2 PG5	Obtain authorisation to proceed with next phase of tender process in the qualified, proposal or competitive negotiations procedure	Review evaluation report, ratify recommendations and authorise progression to the next stage of the tender process	Director (BEC)
		4.7 PG6	Confirm recommendations contained in the tender evaluation report	Review recommendations of the evaluation committee and refer back to evaluation committee for reconsideration or make recommendation for award	Tender committee BAC, Accounting Officer
5	Award contract	5.3 PG7	Award contract	Formally accept the tender offer in writing and issue the contractor with a signed copy of the contract	Accounting Officer
		5.5 GF1	Upload data in financial management and payment system	Verify data and upload contractor's particulars and data associated with the contract or order	CFO or delegate.

* Applies only to goods and services not addressed in a procurement strategy developed during stage 2 (strategic resourcing) of the control framework for infrastructure delivery management

Table 2 (continued)

Activity		Sub-Activity		Key action	Person assigned responsibility to perform key action
6	Administer contracts and confirm compliance with requirements	6.4 PG8A	Obtain approval to waive penalties or low performance damages.	Approve waiver of penalties or low performance damages	Director
		6.5 PG8B	Obtain approval to notify and refer a dispute to an adjudicator	Grant permission for the referral of a dispute to an adjudicator or for final settlement to an arbitrator or court of law	Director
		6.6 PG8C	Obtain approval to increase the total of prices, excluding contingencies and price adjustment for inflation, or the time for completion at the award of a contract or the issuing of an order up to a specified percentage	Approve amount of time and cost overruns up to the threshold	Director
		6.7 PG8D	Obtain approval to exceed the total of prices, excluding contingencies and price adjustment for inflation, or the time for completion at award of a contract or the issuing of an order by more than 20% and 30%, respectively	Approve amount of time and cost overruns above a the threshold	Accounting Officer
		6.8 PG8E	Obtain approval to cancel or terminate a contract	Approve amount	Accounting Officer
		6.9 PG8F	Obtain approval to amend a contract	Approve proposed amendment to contract	Accounting Officer

Table 3: Procurement activities and gates associated with the issuing of an order above the quotation threshold in terms of a framework agreement

Activity		Key action	Person assigned responsibility to perform key action
1 FG1	Confirm justifiable reasons for selecting a framework contactor where there is more than one framework agreement covering the same scope of work	Confirm reasons submitted for not requiring competition amongst framework contractors or instruct that quotations be invited	*Relevant director or manager*
3 FG2	Obtain approval for procurement documents	Grant approval for the issuing of the procurement documents	*BSC*
4 FG3	Confirm that budgets are in place	Confirm that finance is available so that the order may be issued	*Relevant director or manager / Approved budget*
6 FG4	Authorise the issuing of the order	If applicable, review evaluation report and confirm or reject recommendations. Formally accept the offer in writing and issue the contractor with a signed copy of the order	*BAC*

6.1.1.3 Evaluation committee

6.1.1.3.1 The *Accounting Officer* shall appoint on a procurement by procurement basis in writing:

a) the members of the bid evaluation committee.

6.1.1.3.2 The bid evaluation committee shall comprise not less than three people. The chairperson shall be an employee of *Witzenberg Municipality* with requisite skills. Other members shall include a supply chain management practitioner and, where relevant, include an official from the department requiring infrastructure delivery.

6.1.1.3.3 The bid evaluation committee shall review the evaluation reports prepared in accordance with sub clause 4.2.3 of the standard and as a minimum verify the following in respect of the recommended tenderer:

a) the capability and capacity of a tenderer to perform the contract;

b) the tenderer's tax and municipal rates and taxes compliance status;

b) confirm that the tenderer's municipal rates and taxes and municipal service charges are not in arrears;

d) the Compulsory Declaration has been completed; and

e) the tenderer is not listed in the National Treasury's Register for Tender Defaulters or the List of Restricted Suppliers.

6.1.1.3.4 No tender submitted by a member of, or technical adviser or subject matter expert who participates in the work of the procurement documentation committee or a family member or associate of such a member, may be considered by the evaluation committee.

6.1.1.3.5 The chairperson of the evaluation committee shall promptly notify the *Accounting Officer* of any respondent or tenderer who is disqualified for having engaged in fraudulent or corrupt practices during the tender process.

6.1.1.4 Bid Adjudication Committee

6.1.1.4.1 The tender committee shall comprise the following persons or their mandated delegate:

a) *Chief financial officer* who shall be the chairperson:

b) *Director Technical Services*

c) *Director Community Services*

d) Director Corporate services

e) Manager Supply Chain

6.1.1.4.2 No member of the evaluation committee may serve on the bid adjudication committee. A member of an evaluation committee may, however, participate in the deliberations of a Bid Adjudication committee as a technical advisor or a subject matter expert.

6.1.1.4.3 The Bid Adjudication committee shall:

a) consider the report and recommendations of the evaluation committee and:

1) verify that the procurement process which was followed complies with the provisions of this document;

2) confirm that the report is complete and addresses all considerations necessary to make a recommendation;

3) confirm the validity and reasonableness of reasons provided for the elimination of tenderers; and

4) consider commercial risks and identify any risks that have been overlooked or fall outside of the scope of the report which warrant investigation prior to taking a final decision; and

b) refer the report back to the evaluation committee for their reconsideration, make a reward for bids below R 10 000 000 or make a recommendation to the accounting officer on the award of a tender, with or without conditions, together with reasons for such recommendation for bids above R 10 000 000.

6.1.1.4.4 The Bid Adjudication committee shall consider proposals regarding the cancellation, amendment, extension or transfer of contracts that have been awarded and make a recommendation to the Municipal Manager on the course of action which should be taken.

6.1.1.4.5 The Bid Adjudication committee shall consider the merits of an unsolicited offer and make a recommendation to the Accounting Officer.

6.1.1.4.6 The Bid Adjudication committee shall report to the *Accounting Officer* any recommendation made to award a contract to a tenderer other than the tenderer recommended by the evaluation committee, giving reasons for making such a recommendation.

6.1.1.4.7 The Bid Adjudication committee shall not make a recommendation for an award of a contract or order if the recommended tenderer or framework contractor has:

a) made a misrepresentation or submitted false documents in competing for the contract or order; or

b) been convicted of a corrupt or fraudulent act in competing for any contract during the past five years.

6.1.1.4.8 The Bid Adjudication committee may on justifiable grounds and after following due process, disregard the submission of any tenderer if that tenderer or any of its directors, members or trustees or partners has abused the delivery management system or has committed fraud, corruption or any other improper conduct in relation to such system. The National Treasury and the *Western Cape Treasury* shall be informed where such tenderers are disregarded.

6.1.2 Actions of the accounting officer relating to the award of a contract or an order

6.1.2.1 Award of a contract

6.1.2.1 The accounting officer shall, consider the report(s) and recommendations of the Bid Adjudication committee, and either:

a) award the contract after confirming that the report is complete and addresses all considerations necessary to make a recommendation and budgetary provisions are in place; or

b) decide not to proceed or to start afresh with the process.

6.1.3 Conduct of those engaged in infrastructure delivery

6.1.3.1 General requirements

6.1.3.1.1 All personnel and agents of *Witzenberg Municipality* shall comply with the requirements of the CIDB Code of Conduct for all Parties engaged in Construction Procurement. They shall:

a) behave equitably, honestly and transparently;

b) discharge duties and obligations timeously and with integrity;

c) comply with all applicable legislation and associated regulations;

d) satisfy all relevant requirements established in procurement documents;

e) avoid conflicts of interest; and

f) not maliciously or recklessly injure or attempt to injure the reputation of another party.

6.1.3.1.2 All personnel and agents engaged in *Witzenberg Municipality*'s infrastructure delivery management system shall:

a) not perform any duties to unlawfully gain any form of compensation, payment or gratification from any person for themselves or a family member or an associate;

b) perform their duties efficiently, effectively and with integrity and may not use their position for private gain or to improperly benefit another person;

c) strive to be familiar with and abide by all statutory and other instructions applicable to their duties;

d) furnish information in the course of their duties that is complete, true and fair and not intended to mislead;

e) ensure that resources are administered responsibly;

f) be fair and impartial in the performance of their functions;

g) at no time afford any undue preferential treatment to any group or individual or unfairly discriminate against any group or individual;

h) not abuse the power vested in them;

i) not place themselves under any financial or other obligation to external individuals or firms that might seek to influence them in the performance of their duties;

j) assist *Witzenberg Municipality* in combating corruption and fraud within the infrastructure procurement and delivery management system;

k) not disclose information obtained in connection with a project except when necessary to carry out assigned duties;

l) not make false or misleading entries in reports or accounting systems; and

m) keep matters of a confidential nature in their possession confidential unless legislation, the performance of duty or the provision of the law require otherwise.

6.1.3.1.2 An employee or agent may not amend or tamper with any submission, tender or contract in any manner whatsoever.

6.1.3.2 Conflicts of interest

6.1.3.2.1 The employees and agents of *Witzenberg Municipality* who are connected in any way to procurement and delivery management activities which are subject to this policy, shall:

a) disclose in writing to the employee of the *Witzenberg Municipality* to whom they report, or to the person responsible for managing their contract, if they have, or a family member or associate has, any conflicts of interest; and

b) not participate in any activities that might lead to the disclosure of *Witzenberg Municipality* proprietary information.

6.1.3.2.2 The employees and agents of *Witzenberg Municipality* shall declare and address any perceived or known conflict of interest, indicating the nature of such conflict to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to a procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

6.1.3.2.3 Agents who prepare a part of a procurement document may in exceptional circumstances, where it is in *Witzenberg Municipality*'s interest to do so, submit a tender for work associated with such documents provided that:

a) *Witzenberg Municipality* states in the tender data that such an agent is a potential tenderer;

b) all the information which was made available to, and the advice provided by that agent which is relevant to the tender, is equally made available to all potential tenderers upon request, if not already included in the scope of work; and

c) the procurement documentation committee is satisfied that the procurement document is objective and unbiased having regard to the role and recommendations of that agent.

6.1.3.3 Evaluation of submissions received from respondents and tenderers

6.1.3.3.1 The confidentiality of the outcome of the processes associated with the calling for expressions of interest, quotations or tenders shall be preserved. Those engaged in the evaluation process shall:

a) not have any conflict between their duties as an employee or an agent and their private interest;

b) may not be influenced by a gift or consideration (including acceptance of hospitality) to show favour or disfavour to any person;

c) deal with respondents and tenderers in an equitable and even-handed manner at all times; and

d) not use any confidential information obtained for personal gain and may not discuss with, or disclose to outsiders, prices which have been quoted or charged to *Witzenberg Municipality*.

6.1.3.3.2 The evaluation process shall be free of conflicts of interest and any perception of bias. Any connections between the employees and agents of *Witzenberg Municipality* and a tenderer or respondent shall be disclosed and recorded in the tender evaluation report.

6.1.3.3.3 *Witzenberg Municipality* personnel and their agents shall immediately withdraw from participating in any manner whatsoever in a procurement process in which they, or any close family member, partner or associate, has any private or business interest.

6.1.3.4 Non-disclosure agreements

Confidentiality agreements in the form of non-disclosure agreements shall, where appropriate, be entered into with agents and potential contractors to protect *Witzenberg Municipality*'s confidential information and interests.

6.1.3.5 Gratifications, hospitality and gifts

6.1.3.5.1 The employees and agents of *Witzenberg Municipality* shall not, directly or indirectly, accept or agree or offer to accept any gratification from any other person including a commission, whether for the benefit of themselves or for the benefit of another person, as an inducement to improperly influence in any way a procurement process, procedure or decision.

6.1.3.5.2 The employees and agents of *Witzenberg Municipality* as well as their family members of associates shall not receive any of the following from any tenderer, respondent or contractor or any potential contractor:

a) money, loans, equity, personal favours, benefits or services;

b) overseas trips; or

c) any gifts or hospitality irrespective of value from tenderers or respondents prior to the conclusion of the processes associated with a call for an expression of interest or a tender.

6.1.3.5.3 The employees and agents of *Witzenberg Municipality* shall not purchase any items at artificially low prices from any tenderer, respondent or contractor or any potential contractor at artificially low prices which are not available to the public.

6.1.3.5.4 All employees and agents of *Witzenberg Municipality* may for the purpose of fostering inter-personal business relations accept the following:

a) meals and entertainment, but excluding the cost of transport and accommodation;

b) promotional material of small intrinsic value such as pens, paper-knives, diaries, calendars, etc;

c) incidental business hospitality such as business lunches or dinners, which the employee is prepared to reciprocate;

d) complimentary tickets to sports meetings and other public events, but excluding the cost of transport and accommodation, provided that such tickets are not of a recurrent nature; and

e) gifts in kind other than those listed in a) to d) which have an intrinsic value greater than R350, they must declare these gifts to the *Accounting Officer*.

6.1.3.5.5 Under no circumstances shall gifts be accepted from prospective contractors during the evaluation of calls for expressions of interest, quotations or tenders that could be perceived as undue and improper influence of such processes.

6.1.3.5.6 Employees and agents of *Witzenberg Municipality* shall without delay report to the *Accounting Officer* any incidences of a respondent, tenderer or contractor who directly or indirectly offers a gratification to them or any other person to improperly influence in any way a procurement process, procedure or decision.

6.1.3.6 Reporting of breaches

Employees and agents of *Witzenberg Municipality* shall promptly report to the *Accounting Officer* any alleged improper conduct which they may become aware of, including any alleged fraud or corruption.

6.1.4 Measures to prevent abuse of the infrastructure delivery system

The *Accounting Officer s*hall investigate all allegations of corruption, improper conduct or failure to comply with the requirements of this policy against an employee or an agent, a contractor or other role player and, where justified:

a) take steps against an employee or role player and inform the National Treasury and *Western Cape Treasury* of those steps;

b) report to the South African Police Service any conduct that may constitute a criminal offence;

c) lodge complaints with the Construction Industry Development Board or any other relevant statutory council where a breach of such council's code of conduct or rules of conduct are considered to have been breached;

d) cancel a contract if:

1) it comes to light that the contractor has made a misrepresentation, submitted falsified documents or has been convicted of a corrupt or fraudulent act in competing for a particular contract or during the execution of that contract; or

2) an employee or other role player committed any corrupt or fraudulent act during the tender process or during the execution of that contract.

6.1.5 Awards to persons in the service of the state

6.1.5.1 Any submissions made by a respondent or tenderer who declares in the Compulsory Declaration that a principal is one of the following shall be rejected:

a) a member of any municipal council, any provincial legislature, or the National Assembly or the National Council of Provinces;

b) a member of the council of any municipal entity;

c) an official of any municipality or municipal entity;

d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

e) a member of the accounting authority of any national or provincial public entity; or

f) an employee of Parliament or a provincial legislature.

6.1.5.2 The notes to the annual financial statements of the *Witzenberg Municipality* shall disclose particulars of an award of more than R 2 000 to a person who is a family member of a person identified in 6.1.5.1 or who has been in the previous 12 months. Such notes shall include the name of the person, the capacity in which such person served and the amount of the award.

6.1.6 Collusive tendering

Any submissions made by a respondent or tenderer who fails to declare in the Compulsory Declaration that the tendering entity:

a) is not associated, linked or involved with any other tendering entity submitting tender offers; or

b) has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract etc.) or intention to not win a tender shall be rejected.

6.1.7 Placing of contractors under restrictions

6.1.7.1 If any tenderer which has submitted a tender offer or a contractor which has concluded a contract has, as relevant:

a) withdrawn such tender or quotation after the advertised closing date and time for the receipt of submissions;

b) after having been notified of the acceptance of his tender, failed or refused to commence the contract;

c) had their contract terminated for reasons within their control without reasonable cause;

d) offered, promised or given a bribe in relation to the obtaining or the execution of such contract;

e) acted in a fraudulent, collusive or anti-competitive or improper manner or in bad faith towards *Witzenberg Municipality*; or

f) made any incorrect statement in any affidavit or declaration with regard to a preference claimed and is unable to prove to the satisfaction of *Witzenberg Municipality* that the statement was made in good faith or reasonable steps were taken to confirm the correctness of the statements,

The relevant manager shall prepare a report on the matter and make a recommendation to the *Accounting Officer* for placing the contractor or any of its principals under restrictions from doing business with the *Witzenberg Municipality*.

6.1.7.2 The *Accounting Officer* may, as appropriate, upon the receipt of a recommendation made in terms of 6.1.7.1 and after notifying the contractor of such intention in writing and giving written reasons for such action, suspend a contractor or any principal of that contractor from submitting a tender offer to *[name of municipality or municipal entity* for a period of time.

6.1.7.3 The relevant manager shall:

a) record the names of those placed under restrictions in an internal register which shall be accessible to employees and agents of *Witzenberg Municipality* who are engaged in procurement processes; and

b) notify the National Treasury and relevant Provincial *Treasury* and , if relevant, the Construction Industry Development Board, of such decision and provide them with the details associated therewith.

6.1.8 Complaints

6.1.8.1 All complaints regarding the *Witzenberg Municipality*'s infrastructure delivery management system shall be addressed to the Accounting officer. Such complaints shall be in writing.

6.1.8.2 The Accounting officer shall investigate all complaints regarding the infrastructure procurement and delivery management system and who will decide on what action to take.

6.2 Acquisition management

6.2.1 Unsolicited proposal

6.2.1.1 The *Witzenberg Municipality* is not obliged to consider unsolicited offers received outside a normal procurement process but may consider such an offer only if:

a) the goods, services or any combination thereof that is offered is a demonstrably or proven unique innovative concept;

b) proof of ownership of design, manufacturing, intellectual property, copyright or any other proprietary right of ownership or entitlement is vested in the person who made the offer;

c) the offer presents a value proposition which demonstrates a clear, measurable and foreseeable benefit for *Witzenberg Municipality*;

d) the offer is in writing and clearly sets out the proposed cost;

e) the person who made the offer is the sole provider of the goods or service; and

f) the *Accounting Officer* finds the reasons for not going through a normal tender processes to be sound.

6.2.1.2 The *Accounting Officer* may only accept an unsolicited offer and enter into a contract after considering the recommendations of the tender committee if:

a) the intention to consider an unsolicited proposal has been made known in accordance with Section 21A of the Municipal Systems Act of 2000 together with the reasons why such a proposal should not be open to other competitors, an explanation of the potential benefits for the *municipality* and an invitation to the public or other potential suppliers and providers to submit their comments within 30 days after the notice;

b) the *Witzenberg Municipality*' has obtained comments and recommendations on the offer from the National Treasury and *Western Cape Treasury*;

c) the Bid Adjudication committee meeting which makes recommendations to accept an unsolicited proposal was open to the public and took into account any public comments that were received and any comments and recommendations received from the National Treasury and *Western Cape Treasury*; and

d) the provisions of 6.2.1.3 are complied with.

6.2.1.3 The *Accounting Officer* shall, within 14 working days after the decision to award the unsolicited offer is taken, submit the reasons for rejecting or not following the recommendations to the National Treasury, the *Western Cape Treasury* and Auditor General. A contract shall in such circumstances not be entered into or signed within 30 days of such submission.

6.2.2 Tax and rates compliance

6.2.2.1 SARS tax clearance

6.2.2.1.1 No contract may be awarded or an order issued where the value of such transaction exceeds R 15 000, unless a tenderer or contractor is in possession of an original valid Tax Clearance Certificate issued by SARS

6.2.2.1.2 In the case of a partnership, each partner shall comply with the requirements of 6.2.2.2.1.

6.2.2.1.3 Notwithstanding the requirements of 6.2.2.1 and 6.2.2.3 the following shall apply, unless a person who is not tax compliant indicates to the Accounting officer that it intends challenging its tax compliance status with SARS,

a) a contract may be awarded to a non-compliant tenderer if such a tenderer is able to remedy its tax compliance status within a period not exceeding 10 working days after being duly notified of its non-compliant status;

b) an order may be awarded to a non-compliant contractor if such a contractor is able to remedy its tax compliance status within a period not exceeding 10 working days after being duly notified of its non-compliant status;

c) a non-compliant contractor shall be issued with a first warning that payments in future amounts due in terms of the contract may be withheld, before the authorising of any payment due to such contractor;

d) before authorising a further payment due to a non-compliant contractor who has failed to remedy its tax compliance status after receiving a first warning, a second and final warning shall be issued to such contractor;

e) no payments may be released for any amounts due in terms of the contract due to a non-compliant contractor if, after a period of 30 calendar days have lapsed since the second warning was issued, the non-compliant contractor has failed to remedy its tax compliance status.

6.2.2.1.4 The *Witzenberg Municipality* may cancel a contract with a non-compliant contractor if such a contractor fails to remedy its tax compliance status after a period of 30 calendar days have lapsed since the second warning was issued in terms of 6.2.2.1.4e).

6.2.2.2 Municipal rates and taxes

No contract may be awarded to a tenderer who, or the principals of that tenderer, owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity and are in arrears for more than 3 months.

6.2.3 Declarations of interest

Tenders and respondents making submissions in response to an invitation to submit a tender or a call for an expression of interest, respectively shall declare in the Compulsory Declaration whether or not any of the principals:

a) are an employee of the *Witzenberg Municipality* or in the employ of the state; or

b) have a family member or a business relation with a person who is in the employ of the state.

6.2.4 Invitations to submit expressions of interest or tender offers

6.2.4.1 All invitations to submit tenders where the estimated value of the contract exceeds R200 000 including VAT, except where a confined tender process is followed, and expressions of interest shall be advertised on the *Witzenberg Municipality*'s website and on the National Treasury eTender Publication Portal. Advertisements shall be placed by the Supply Chain Management department.

6.2.4.2 Advertisements relating to construction works which are subject to the Construction Industry Development Regulations issued in terms of the Construction Industry Development Act of 2000 shall in addition to the requirements of 6.2.4.1 be advertised on the CIDB website. Advertisements shall be placed by the Supply Chain Management department.

6.2.4.3 Where deemed appropriate by the Bid Specification Committee an invitation to tender and a call for an expression of interest shall be advertised in suitable local and national newspapers and the Government Tender Bulletin as directed by such person. Advertisements shall be placed by the Supply Chain Management department.

6.2.4.4 Such advertisements shall be advertised for a period of at least 30 days before closure, except in urgent cases when the advertisement period may be shortened as determined by the *Accounting Officer.*

6.2.4.5 Invitations to submit expressions of interest or tender offers shall be issued not less than 10 working days before the closing date for tenders and at least 5 working days before any compulsory clarification meeting. Procurement documents shall be made available not less than 7 days before the closing time for submissions.

6.2.5 Publication of submissions received and the award of contracts

6.2.5.1 The Supply Chain Management department shall publish within 10 working days of the closure of any advertised call for an expression of interest or an invitation to tender where the estimated value of the contract exceeds R200 000 including VAT on the municipality's or municipal entity's website, the names of all tenderers that made submissions to that advertisement, and if practical or applicable, the total of the prices and the preferences claimed. Such information shall remain on the website for at least 30 days.

6.2.5.2 The Supply Chain Management department shall publish within 7 working days of the award of a contract the following on the *Witzenberg Municipality*'s website

a) the contract number;

b) contract title;

c) brief description of the goods, services or works;

d) the total of the prices, if practical;

e) the names of successful tenderers and their B-BBEE status level of contribution;

f) duration of the contract; and

g) brand names, if applicable.

6.2.5.3 the Supply Chain Management department shall submit within 7 working days of the award of a contract the information required by National Treasury on the National Treasury eTender Publication Portal regarding the successful and unsuccessful tenders. Submissions shall be made by the Supply Chain Management department.

6.2.5.4 The award of contracts relating to construction works which are subject to the Construction Industry Development Regulations issued in terms of the Construction Industry Development Act of 2000 shall in addition to the requirements of 6.2.5.3 be notified on the CIDB website. The notification shall be made by placed by the Supply Chain Management department.

6.2.6 Disposal committee

6.2.6.1 The *Accounting Officer* shall appoint on a disposal by disposal basis in writing the members of the disposal committee to decide on how best to undertake disposals in accordance with the provisions of clause 10 of the standard.

6.2.6.2 The disposal panel shall comprise not less than three people. The chairperson shall be an employee of *Witzenberg Municipality.*

6.2.6.3 The disposal committee shall make recommendations to *Accounting Officer* who shall approve the recommendations, refer the disposal strategy back to the disposal committee for their reconsideration, and decide not to proceed or to start afresh with the process.

6.3 Reporting of infrastructure delivery management information

The Manager: Supply Chain Management and relevant technical expert shall submit any reports required in terms of the standard to the National Treasury or *Western Cape Treasury*.

7 Infrastructure procurement

7.2.1 The *Witzenberg Municipality*'s preapproved templates for Part C1 (Agreements and contract data) of procurement documents shall be utilised to obviate the need for legal review prior to the awarding of a contract. All modifications to the standard templates shall be approved by the Accounting Officer prior to being issued for tender purposes.

7.2.2 Disputes arising from the performance of a contract shall be finally settled in a South African court of law.

7.2.3 The Municipal Declaration and returnable documents contained in the standard shall be included in all tenders for:

a) consultancy services; and

b) goods and services or any combination thereof where the total of the prices is expected to exceed R10 m including VAT.

7.3 Payment of contractors

The *Witzenberg Municipality* shall settle all accounts within 30 days of invoice or statement as provided for in the contract.

7.4 Approval to utilise specific procurement procedures

7.4.1 Prior approval shall be obtained for the following procurement procedures from the following persons, unless such a procedure is already provided for in the approved procurement strategy:

a) The Accounting Officer shall authorise the use of the negotiated procedure above the thresholds provided in the standard.

b) The Accounting Officer shall authorise the approaching of a confined market except where a rapid response is required in the presence of, or the imminent risk of, an extreme or emergency situation arising from the conditions set out in the standard and which can be dealt with or the risks relating thereto arrested within 48 hours; and

c) the proposal procedure using the two-envelope system, the proposal procedure using the two-stage system or the competitive negotiations procedure.

7.4.2 The person authorised to pursue a negotiated procedure in an emergency is *[designated person].*

7.5 Receipt and safeguarding of submissions

7.5.1 A dedicated and clearly marked tender box shall be made available to receive all submissions made.

7.6 Opening of submissions

7.6.1 Submissions shall be opened by an opening panel comprising two people nominated by the chief financial officer who have declared their interest or confirmed that they have no interest in the submissions that are to be opened.

7.6.2 The opening panel shall open the tender box at the stipulated closing time and:

a) sort through the submissions and return those submissions to the box that are not yet due to be opened including those whose closing date has been extended;

b) return submissions unopened and suitably annotated where:

1) submissions are received late, unless otherwise permitted in terms of the submission data;

2) submissions were submitted by a method other than the stated method,

3) submissions were withdrawn in accordance with the procedures contained in SANS 10845-3; and.

4) only one tender submission is received and it is decided not to open it and to call for fresh tender submissions;

c) record in the register submissions that were returned unopened;

d) open submissions if received in sealed envelopes and annotated with the required particulars and read out the name of and record in the register the name of the tenderer or respondent and, if relevant, the total of prices including VAT where this is possible;

e) record in the register the name of any submissions that is returned with the reasons for doing so;

f) record the names of the tenderer's representatives that attend the public opening;

g) sign the entries into the register; and

h) stamp each returnable document in each tender submission.

7.6.3 Each member of the opening panel shall initial the front cover of the submission and all pages that are stamped in accordance with the requirements of 7.6.2h).

7.6.4 Respondents and tenderers whose submissions are to be returned shall be afforded the opportunity to collect their submissions.

7.6.5 Submissions shall be safeguarded from the time of receipt until the conclusion of the procurement process.

7.7 Use of another organ of state's framework agreement

The *Witzenberg Municipality* may make use of another organ of state's framework contract which has been put in place by means of a competitive tender process and there are demonstrable benefits for doing so. The *Accounting Officer* shall make the necessary application to that organ of state to do so.

7.8 Insurances

7.8.1 Contractors shall be required to take out all insurances required in terms of the contract.

7.8.2 The insurance cover in engineering and construction contracts for loss of or damage to property (except the works, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) caused by activity in connection with a contract shall in general not be less than the value stated in Table 4, unless otherwise directed by the Accounting Officer.

7.8.3 Lateral earth support insurance in addition to such insurance shall be take out on a case by case basis.

Table 4: Minimum insurance cover

Type of insurance	Value
Engineering and construction contracts - loss of or damage to property (except the works, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) caused by activity in connection with a contract	Not less than R20 million
Professional services and service contracts - death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with a contract or damage to property	Not less than R10 million
Professional indemnity insurance	geotechnical, civil and structural engineering: R5,0 million electrical, mechanical and engineering: R3,0 million architectural: R5,0 million other R3,0 million

7.8.4 The insurance cover in professional services and service contracts for damage to property or death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with a contract shall not be less than the value stated in Table 4 for any one event unless otherwise directed by the Bid Specification Committee

7.8.5 SASRIA: Special Risk Insurance in respect of riot and associated risk of damage to the works, Plant and Materials shall be taken out on all engineering and construction works.

7.8.6 Professional service appointments shall as a general rule be subject to proof of current professional indemnity insurance being submitted by the contractor in an amount not less than the value stated in Table 4 in respect of each claim, without limit to the number of claims, unless otherwise directed by the *Bid Specification Committee* in relation to the nature of the service that they provide.

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7.8.6 Witzenberg *Municipality* shall take out professional indemnity insurance cover where it is deemed necessary to have such insurance at a level higher than the levels of insurance commonly carried by contractors.

7.8.7 Where payment is to be made in multiple currencies, either the contractor or *Witzenberg Municipality* should be required to take out forward cover. Alternatively, the prices for the imported content should be fixed as soon as possible after the starting date for the contract.

7.9 Written reasons for actions taken

7.9.1 Written reasons for actions taken shall be provided by the relevant manager.

7.9.2 The written reasons for actions taken shall be as brief as possible and shall as far as is possible, and where relevant, be framed around the clauses in the:

a) SANS 10845-3, *Construction procurement - Part 3: Standard conditions of tender,* and, giving rise to the reason why a respondent was not short listed, prequalified or admitted to a data base; or

b) SANS 10845-4, *Construction procurement - Part 4: Standard conditions for the calling for expressions of interest;*

as to why a tenderer was not considered for the award of a contract or not awarded a contract.

7.9.3 Requests for written reasons for actions taken need to be brief and to the point and may not divulge information which is not in the public interest or any information which is considered to prejudice the legitimate commercial interests of others or might prejudice fair competition between tenderers.

7.10 Request for access to information

7.10.1 Should an application be received in terms of Promotion of Access to Information Act of 2000 (Act 2 of 2000), the "requestor" should be referred to the *Witzenberg Municipality*'s Information Manual which establishes the procedures to be followed and the criteria that have to be met for the "requester" to request access to records in the possession or under the control of *Witzenberg Municipality*'s.

7.10.2 Access to technical and commercial information such as a comprehensive programme which links resources and prices to such programme should be refused as such information provides the order and timing of operations, provisions for time risk allowances and statements as to how the contractor plans to do the work which identifies principal equipment and other resources which he plans to use. Access to a bill of quantities and rates should be provided in terms of the Act.

Preferential Procurement Policy

Date of Approval by Council	10 March 2023
Implementation date	10 March 2023

Preferential Procurement Policy

TABLE OF CONTENTS

1. Definitions

2. Application of the policy

3. Objective of the Policy

4. Identification of preference points system

5. Specific goals

6. 80/20 preference point system for acquisition of goods and services with Rand value equal to or below R50 million

7. 90/10 preference point system for acquisition of goods and services with Rand value above R50 million

8. 80/20 preference point system for tenders to generate income or to dispose of or lease assets with Rand value equal to or below R50 million

9. 90/10 preference point system for tenders to generate income or to dispose of or lease assets with Rand value above R50 million

10. Criteria for breaking deadlock in scoring

11. Oversight role of Council

12. Short title

Preferential Procurement Policy

1. Definitions

1.1 In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act or the Regulations shall bear the meaning so assigned –

1.1.1 "Acceptable Tender" means any tender which, in all respects, complies with the specification and conditions of tender as set out in tender document.

1.1.2 "Act" means the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 as amended;

1.1.3 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

1.1.4 "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

1.1.5 "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, Act No. 53 of 2003 as amended;

1.1.6 "district municipal area" means the Cape Winelands District Municipal Area;

1.1.7 "EME" means an exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

1.1.8 "highest acceptable tender" means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;

1.1.9 "Historically disadvantaged individual (HDI)" means a South African citizen –

(1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa,1983 (Act No 110 of 1983); and / or
(2) who is a female; and / or
(3) who has a disability:

Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.

1.1.10 "locality" means the suppliers and/or service providers that has its place of business within the municipal area, or the district area where the municipality is located or the province where the municipality is located;

1.1.11 "lowest acceptable tender" means a tender that complies with all specifications and conditions of tender and that has lowest price compared to other tenders;

1.1.12 "municipal area" means within the jurisdiction of Witzenberg Municipality;

1.1.13 "Municipality" refer to Witzenberg Municipality;

1.1.14 "Policy" means the Preferential Procurement Policy of Witzenberg Municipality;

1.1.15 "proof of B-BBEE status level of contributor" means

1.1.15.1 The B-BBEE status level certificate issued by an authorised body or person;

1.1.15.2 A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or

1.1.15.3 Any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act;

1.1.16 "proof of locality" means a –

1.1.16.1 municipal account in the name of the tenderer not older than 90 days;

1.1.16.2 lease agreement where the tenderer is the lessee; or

1.1.16.3 an affidavit in cases where the tenderer is not a municipal account holder or is not a lessee to a lease agreement confirming the registered address of the tenderer;

1.1.17 "province" means the Western Cape Province;

1.1.18 "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

1.1.19 "rand value" means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;

1.1.20 "Regulations" means the Preferential Procurement Regulations, 2022 as issued by the Minister of Finance

1.1.21 "specific goals" means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;

1.1.22 "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation that includes formal written price quotations, competitive bids and deviations from the official procurement processes as defined;

1.1.23 "tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions.

Preferential Procurement Policy

2. Application of the policy

(1) This policy applies to all procurement of goods and services by the municipality with a value of R30,000 and above.

(2) This policy does not apply to public auctions or any other sale or lease of assets where it is not practical to apply a system of preference.

(3) This policy must be applied concurrently with other legislative prescripts and other policies that regulates the procurement of goods and services by the municipality.

3. Objective of the policy

(1) The purpose of this policy is to:

(a) Provide for categories of preference in awarding of bids;

(b) Provide for the advancement of persons or categories of persons disadvantaged by unfair discrimination; and

(c) Clarify the mechanisms how the above items in paragraph 3.1 (a) and (b) will be implemented.

4. Identification of preference point system

(1) The tender documents must stipulate –

(a) the preference point system applicable; and

(b) any specific goal as envisaged in section 2(1)(d) and (e) of the Act.

(2) If it is unclear whether the 80/20 or 90/10 preference point system applies, the tender documents must state/stipulate that in the case of –

(a) an invitation for tender for income generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system.

5. Specific goals

(1) Specific goals must be measurable, quantifiable and monitored for compliance.

(2) A maximum of 20 points on the 80/20 preference points system or 10 points on the 90/10 preference points system will be allocated for specific goals as contemplated

in the Act for the acquisition of goods and services and income generating contracts. These goals are as follows:

(a) B-BBEE that is inclusive of contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability; and

(b) locality of enterprises in the municipal area, district municipal area or province that promotes implementing the programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994 the preference point system.

(3) Regarding paragraph 5(2) of this Policy, 50% of the 20 points on the 80/20 preference points system and 50% of the 10 points on the 90/10 preference points system, will be allocated to promote B-BBEE in terms of the following scorecard:

No	B-BBEE status level of contributor	Number of points on 80/20 points system	Number of points on 90/10 points system
1	Level 1 contributor	10	5
2	Level 2 contributor	9	4.5
3	Level 3 contributor	6	3
4	Level 4 contributor	5	2.5
5	Level 5 contributor	4	2
6	Level 6 contributor	3	1.5
7	Level 7 contributor	2	1
8	Level 8 contributor	1	0.5
9	Non-compliant contributor	0	0

(4) The following points for specific goals per procurement process based on the 80/20 preference point system will be applied:

No	Procurement Process	Procurement ranges (inclusive of all applicable taxes)	Maximum points for Broad-Based Black Economic Empowerment (B-BBEE)	Maximum points for enterprises within Witzenberg Municipal area	Maximum points for enterprises within Cape Winelands District region	Maximum points for enterprises within the Western Cape Province
1	Formal written price and competitive tendering	R30,000 – R50 million	10	10	5	2

(5) The following points for specific goals per procurement process based on the 90/10 preference point system will be applied:

No	Procurement Process	Procurement ranges (inclusive of all applicable taxes)	Maximum Points for Broad-Based Black Economic Empowerment (B-BBEE)	Maximum points for enterprises within Witzenberg Municipal area	Maximum points for enterprises within Cape Winelands District region	Maximum points for enterprises within the Western Cape Province
1	Competitive tendering	Above R50 million	5	5	2.5	1

(6) The total number of points allocated towards specific goals must always add up to 20 points on the 80/20 preference points system or 10 points on the 90/10 preference points system.

(7) A tenderer that is located outside the Western Cape Province will score 0 points for locality.

6. 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million

(1) The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender

(2) A maximum of 20 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.

(3) The points scored for the specific goal(s) must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.

(4) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

(6) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.

(7) A tenderer must submit proof of locality in order to claiming point(s) for locality.

(8) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.

(9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.

(10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.

(11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

7. 90/10 preference point system for acquisition of goods and services with Rand value above R50 million

(1) The following formula must be used to calculate the points out of 90 for price in respect of an invitation for a tender with a Rand value above R50 million, inclusive of all applicable taxes:

$$Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender

(2) A maximum of 10 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.

(3) The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.

(4) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

(5) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.

(6) A tenderer must submit proof of locality in order to claiming point(s) for locality.

(7) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.

(9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.

(10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.

(11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

8. 80/20 preference point system for tenders to generate income or to dispose of or lease assets with Rand value equal to or below R50 million

(1) The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender for income-generating contracts with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$Ps = 80\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmax = Price of highest acceptable tender

(2) A maximum of 20 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.

(3) The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.

(4) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

(6) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.

(7) A tenderer must submit proof of locality in order to claim point(s) for locality.

(8) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.

(9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.

(10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.

(11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

9. 90/10 preference point system for tenders to generate income or to dispose of or lease assets with Rand value above R50 million

(1) The following formula must be used to calculate the points out of 90 for price in respect of an invitation for a tender for income-generating contracts with a Rand value above R50 million, inclusive of all applicable taxes:

$$Ps = 90\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmax = Price of highest acceptable tender

(2) A maximum of 10 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.

(3) The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.

(4) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tendering scoring the highest points.

(5) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

(6) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.

(7) A tenderer must submit proof of locality in order to claiming point(s) for locality.

(8) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.

(9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.

(10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.

(11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

10. Criteria for breaking deadlock in scoring

(1) If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.

(2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

11. Oversight role of Council

For the purpose of oversight, the Accounting Officer must within 30 days of the end of each financial year, submit a report on the implementation of this Policy to the Council.

12. Short title

This Policy is called the Preferential Procurement Policy of Witzenberg Municipality.

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

LONG-TERM FINANCIAL PLAN POLICY

Date of implementation 01 July 2013

LONG-TERM FINANCIAL PLAN POLICY

Contents **Page No**

1. DEFINITIONS AND ABBREVIATIONS 2
2. INTRODUCTION 3
3. PROBLEM STATEMENT 3
4. PURPOSE 3
5. GUIDING PRINCIPLES 3
6. ROLE PLAYERS AND STAKEHOLDERS 4
7. REGULATORY CONTEXT 7
8. POLICY DIRECTIVE DETAILS 8
9. EVALUATION AND REVIEW 9

1. DEFINITIONS AND ABBREVIATIONS

''basic municipal service'' means a municipal service that is necessary to ensure an acceptable and reasonable quality of life and which, if not provided, would endanger public health or safety or the environment;

"BSC" means Budget Steering Committee, a committee established to provide technical assistance to the Mayor in discharging the responsibilities set out in section 53 of the MFMA;

''budget-related policy'' means a policy of a municipality affecting or affected by the annual budget of the municipality, including—

the tariffs policy which the municipality must adopt in terms of section 74 of the Municipal Systems Act;

the rates policy which the municipality must adopt in terms of legislation regulating municipal property rates; or

the credit control and debt collection policy which the municipality must adopt in terms of section 96 of the Municipal Systems Act;

"IDP" means the Integrated Development Plan;

"LTFP" means Long Term Financial Plan;

''long-term debt'' means debt repayable over a period exceeding one year;

"MBRR" means the Municipal Budget and Reporting Regulations;

"MFMA" means the Municipal Finance Management Act No 56 of 2003;

"MTREF" means Medium Term Revenue and Expenditure Framework, as prescribed by the MFMA. It sets out indicative revenue and projected expenditure for the budget year, plus two outer financial years;

"Municipality" means Witzenberg Municipality;

''municipal tariff'' means a tariff for services which a municipality may set for the provision of a service to the local community, and includes a surcharge on such tariff;

''municipal tax'' means property rates or other taxes, levies or duties that a municipality may impose;

''National Treasury'' means the National Treasury established by section 5 of the Public Finance Management Act.

"Short Term" refers to a period up to 3 (three) years

"Medium Term" refers to a period between 3 (three) and 5 (five) years

"Long Term" refers to any period longer than 5 (five) years

2. INTRODUCTION

2.1. The Local Government: Municipal Finance Management Act No 56 of 2003 (hereafter MFMA) has instituted various financial reform measures. Sound financial management practices have been identified as essential to the long- term sustainability of municipalities. In this regard the MFMA necessitates that municipality's must have a policy related the Long Term Financial Plan (hereafter LTFP).

2.2. A municipality's financial plan integrates the financial relationships of various revenue and expenditure streams to give effect to the Integrated Development Plan (hereafter IDP). It provides guidance for the development of current budgets and assesses financial impacts on outer years' budgets by incorporating capital expenditure outcomes, operating expenditure trends, optimal asset management plans and the consequential impact on rates, tariffs and other service charges.

2.3. The Municipality has developed a financial model that aims to determine the appropriate mix of parameters and assumptions within which the municipality should operate to facilitate budgets which are affordable and sustainable at least 10 years into the future. In addition, it identifies the consequential financial impact of planned capital projects on the municipality's operational budget.

3. PROBLEM STATEMENT

3.1. Preceding the inception of the MFMA municipal budgets usually catered for immediate demands with little or no view to future needs or the future consequences of particular decisions. This poor planning practice fragmented the sustainability of municipal budgets.

4. PURPOSE

4.1. The policy aims to ensure that all long-term financial planning is based on a structured and consistent methodology thereby ensuring long-term financial affordability and sustainability.

5. GUIDING PRINCIPLES

5.1. The policy is based on the following principles:-
5.1.1. Future financial sustainability;
5.1.2. Optimal collection of revenue, taking into consideration the socio economic environment;
5.1.3. Optimal utilisation of grant funding;
5.1.4. Continuous improvement and expansion in service delivery framework, and
5.1.5. Prudent financial strategies.

6. ROLE PLAYERS AND STAKEHOLDERS

The following role players will ensure that the LTFP is implemented in accordance with the prescribed legislative requirements and Council processes.

6.1. Budget Office
6.1.1. Responsible for the preparation and the compilation of the LTFP;
6.1.2. Responsible for overall oversight;
6.1.3. Present long term financial plan outcome to the Budget Steering Committee;
6.1.4. Review Policy and Strategy, in consultation with relevant stakeholders, to ensure maximum compliance in terms of legislation.

6.2. Directorates and Departments
6.2.1. Responsible for providing reasons on past performance outcomes
6.2.2. Responsible for providing information to Budget Office to update the financial plan;
6.2.3. Required to identify revenue and expenditure plans for both operating and capital budgets for at least 3 years.
6.2.4. Required to make recommendations on future service delivery matters.

6.3. Budget Steering Committee

6.3.1. Responsible for providing strategic guidance on matters relevant to the long term financial plan
6.3.2. Responsible for endorsing the projected MTREF assumptions and parameters contemplated by the LTFP.

7. REGULATORY CONTEXT

7.1. Section 17 (3) of the MFMA states that "when an annual budget is tabled it must be accompanied by amongst other "any proposed amendments to the budget-related policies of the municipality".

7.2. Section 21 of the MFMA states that the mayor of a municipality must at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for, amongst other:
(i) The preparation, tabling and approval of the annual budget;
(ii) the annual review of—
(aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and
(bb) the budget-related policies;
(ii) The tabling and adoption of any amendments to the IDP and the budget-related policies; and
(iii) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).

7.3. Section 7 (1) of the Local Government: Municipal Finance Management Act, 2003, Municipal Budget and Reporting Regulations, 2009 (hereafter MBRR) states that:
"the Municipal Manager of a municipality must prepare, or take all reasonable steps to ensure the preparation of budget-related policies of the municipality, or any or any necessary amendments to such policies, in accordance with the legislation applicable to those policies for tabling in the municipal council by the applicable deadline specified by the mayor in terms of section 21 (1) (b) of the MFMA".

7.4. Section 7 (1) reference (1) of the MBRR, further states that "as defined in section 1 of the MFMA. Policies that affect or are affected by the annual budget of a municipality include …. "(g) A policy related to the long term financial plan".

7.5. Section 4 (1) of the MBRR states "that the mayor of a municipality must establish a budget steering committee to provide technical assistance to the mayor in discharging the responsibilities set out in section 53 of the MFMA".

7.6. Section 26 (h) of the Local Government: Municipal Systems Act 32 of 2000 (hereafter the MSA) states that "An Integrated Development Plan must reflect a financial plan, which must include a budget projection for at least the next three years".

8. POLICY DIRECTIVE DETAILS

8.1. Financial strategies
8.1.1. An intrinsic feature of the LTFP is to give effect to the Municipality's financial strategies. These strategies include:
8.1.1.1. Increasing funding for asset maintenance and renewal;
8.1.1.2. Continuous improvement to the financial position;
8.1.1.3. Ensuring affordable debt levels to fund the capital budget;
8.1.1.4. Maintaining fair, equitable and affordable rates and tariff increase;
8.1.1.5. Maintaining or improving basic municipal services;
8.1.1.6. Achieving and maintaining a breakeven/surplus Operating budget; and
8.1.1.7. Ensuring full cost recovery for the provision of internal services.

8.2. Non – financial strategies
8.2.1. The LTFP is a key component for achieving the goals listed in the IDP of the Municipality. The LTFP must consider the following non – financial strategic strategies:
8.2.1.1. The Municipality's Strategic Focus Areas;
8.2.1.2. Infrastructure led growth strategies; and
8.2.1.3. The Municipality's Spatial Development Framework.

8.3. Preparation of the LTFP
8.3.1. The LTFP process should commence by latest June of each year.
8.3.2. The LTFP should consider the fiscal overview by reviewing past financial performance, projection of long-term financial outlook and financing and funding arrangements. The following matters should be considered annually:
8.3.2.1. Revising the long-term financial plan for events that may have impacted during the recent past;

8.3.2.2. Assessing the outcomes and achievements of the past few years financial performance as per the audited financial statements;
8.3.2.3. Reviewing the financial objective and assumptions;
8.3.2.4. Reviewing the past and summarise long term financial outlook;
8.3.2.5. Assess the current overall financial position and liquidity situation;
8.3.2.6. Identify any financial challenges and constraints;
8.3.2.7. Identifying strategies to deal with the challenges, and to maintain financial viability and capacity to sustain services;
8.3.2.8. Identify overall funding mix and implications for own revenue and external funding; and
8.3.2.9. Assess compliance with the MFMA and other relevant legislation etc.

8.3.3. The LTFP is prepared in an uncertain environment it is therefore required to make certain assumptions on the following internal and external factors:
8.3.3.1. Reviewing the external factors (population migration, employment, health, development of businesses, and new residential areas, etc.);
8.3.3.2. General inflation outlook and its impact on the municipal activities;
8.3.3.3. Credit rating outlook;
8.3.3.4. Interest rates for borrowing and investment of funds;
8.3.3.5. Rates, tariffs, charges and timing of revenue collection;
8.3.3.6. Growth or decline in tax base of the municipality;
8.3.3.7. Collection rates for each revenue source;
8.3.3.8. Price movements on specifics e.g. bulk purchases of water and electricity, fuel etc.;
8.3.3.9. Average salary increases;
8.3.3.10. Industrial relations climate, reorganisation and capacity building;
8.3.3.11. Trends in population and households (growth, decline, stable);
8.3.3.12. Changing demand characteristics (demand for services);
8.3.3.13. Trends in demand for free or subsidised basic services;
8.3.3.14. Impact of national, provincial and local policies;
8.3.3.15. Ability of the municipality to spend and deliver on the programmes; and
8.3.3.16. Implications of restructuring and other major events into the future.

8.3.4. Intergovernmental fiscal transfers/allocations from National and Provincial government play a pivotal role in the finances of the Municipality. The following unconditional transfers/allocations must be considered, as a minimum, when projecting the budget:
8.3.4.1. Local Government Equitable Share;
8.3.4.2. Grants related to the provision of Provincial government functions.

8.4. The Municipality's LTFP model and scenario planning
8.4.1. The Municipality financial model gives effect to the LTFP. It enables the forecasting of the operating and capital budgets for at least 10 years into the future. The model embodies National Treasury's budget preparation guidelines, drawing on assumptions and parameters to forecast the operating budget.
8.4.2. Strategic initiatives should be prioritised and quantified to be included in the financial model.
8.4.3. The financial forecasting model must be updated using the fiscal overview, assumption and intergovernmental fiscal transfers/allocations information to identify immediate opportunities and/or risks.
8.4.4. The medium and long-term financial viability should be evaluated.
8.4.5. Reiterative scenario planning should be executed to ensure optimum use of resources to cater for strategic initiatives.
8.4.6. To identify the optimum balance between revenue collection and municipal spending the following should be taken into account:
8.4.6.1. The impact each scenario has on the financial sustainability and affordability of the Municipality;
8.4.6.2. Whether scenarios are realistic in terms of revenue projections;
8.4.6.3. Potential revenue enhancement strategies which may have a long-term impact on the revenue base of the Municipality;
8.4.6.4. Potential cost saving mechanisms related to strategic initiatives; and
8.4.6.5. The impact of infrastructure investments and maintenance programs on future revenue streams.
8.4.7. Presentations on scenarios should be presented to the BSC as may be requested.
8.4.8. BSC should endorse the final MTREF scenario inclusive of assumptions and parameters annually by latest January.

8.5. The annual updated LTFP should identify the following:
8.5.1. Assumptions and parameters to be used to compile the Operating and Capital budgets over the next MTREF;
8.5.2. Future Operating revenue and expenditure projections based on assumptions and parameters;
8.5.3. Future affordability of projected Capital Plans
8.5.4. The level of infrastructure development required to achieve the
8.5.5. Municipal priorities, within the funding restrictions; and
8.5.6. External funding requirements in respect of long term debt.

8.6. Implementation of the LTFP
8.6.1. The annual updated LTFP should provide the parameters and assumptions for the compilation of the operating and capital budgets for the next MTREF.
8.6.2. This information should be provided to the Operating and Capital budget departments by latest January of each year.

9. EVALUATION AND REVIEW
9.1. This policy shall be implemented once approved by Council.
9.2. In terms of section 17(1) (e) of the MFMA this policy must be reviewed on an annual basis
9.3. Changes in financial strategy, non – financial strategic strategies and legislation must be taken into account for future amendments to this policy.
9.4. Any amendments must be tabled to Council for approval as part of the budget process.

WITZENBERG
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POST-EMPLOYMENT MEDICAL AID CONTRIBUTION POLICY

Reviewed by Council 30/05/2017
Adopted by Council 26/07/2016

POST-EMPLOYMENT MEDICAL AID CONTRIBUTION POLICY

1. **Purpose**

The purpose of this policy is to determine guidelines for the:

1.1 Management of contributions to medical aids, post-employment.

1.2 Determine whether an employee is entitled to the post-employment medical aid benefit.

2. **Definitions**

2.1 Approved medical aid: A medical aid approved by the Bargaining Council.

2.2 Bargaining Council: The South African Local Government Bargaining Council.

2.3 Medical disability: Employees not able to continue with employment due to medical reasons with proof from medical practitioners.

2.4 Normal retirement age: The retirement age for the purpose of this policy is set at 60 years.[1]

2.5 **Qualifying dependants:** Legally married spouse and dependent children below the age of 21.

3. **Object of the policy**

To ensure a transparent, accountable and sustainable manner to assist qualifying employees access of post-employment health care benefits.

4. **Qualifying employees**

4.1 An employee retiring at normal retirement age, with at least 10 years' service and who was a member of an approved medical aid for at least the last 5 years before retirement.

4.2 An employee retiring within 5 years of normal retirement age, with at least 20 years' service, and who was a member of an approved medical aid for at least the last 5 years before retirement.

4.3 An employee leaving employment due to health reasons with at least 5 years' service and who was a member of an approved medical aid for at least the last year before retirement.

4.4 An employee not capable to continue employment due to injury on duty and who was a member of an approved medical aid for at least the last year before medical retirement.

4.5 An employee who did not have a medical condition that resulted in the medical boarding at date of appointment.

4.6 An employee retiring at normal retirement age who was in the employment of the municipality at the date of implementation of this policy and who was a

[1] Amended by Council 30/05/2017

member of an approved medical aid for at least the last 5 years before retirement.

4.7 The qualifying dependants of an employee if the employee passed while in service and the employee and his qualifying dependants were members of an approved medical aid.[2]

4.8 The qualifying dependants of an employee will be entitled to the benefits even after the passing of the employee after retirement. [3]

5. **Limit of benefit**

The benefit will be limited to the smaller of:

5.1 The maximum amount applicable to in-service members as agreed on at the Bargaining Council.

5.2 70 % of the total contribution payable to an approved medical aid scheme in respect of the employee and his/her qualifying dependants.

6. **Payment of benefit**

6.1 The municipality will only be responsible to pay the employer's contribution over to the relevant medical aid. The employee must make his/her own arrangements to pay his/her contribution to the medical aid.

6.2 If the employee fails to pay his/her contribution to the medical aid the contribution payable by the municipality can be stopped.

7. **Cancellation of benefit**

The benefit in terms of this policy may be terminated:

7.1 If the beneficiary is still economically active (Employed by another entity or self-employed.)

7.2 If the beneficiary is in arrears for three months or longer with his contribution to the medical aid.

7.3 The Municipal Manager may consider the continuation of the benefit on receipt of a motivated application.

8. **Transitional arrangements**

8.1 Existing beneficiaries of the post-employment medical scheme will retain their current benefit until 31 December 2017 when they can choose more affordable options from their medical schemes.

8.2 The future benefit of existing beneficiaries whose current benefit is more than the benefit as per paragraph 5.1 will receive the larger of the current benefit and the benefit as per paragraph 5.1, but limited to the amount as per paragraph 5.2.

[2] Amended by Council 30/05/2017
[3] Amended by Council 30/05/2017



WITZENBERG MUNICIPALITY

CAPITAL INFRASTRUCTURE INVESTMENT POLICY

335

TABLE OF CONTENTS

1. DEFINITIONS 3

2. INTRODUCTION 4

3. PURPOSE 4

4. GUIDING PRINCIPLES 4

5. NEW CAPITAL INFRASTRUCTURE INVESTMENT 4

6. REFURBISHMENT & SIGNIFICANT INFRASTRUCTURE MAINTENANCE PROJECTS 5

7. FUNDING OF CAPITAL INFRASTRUCTURE INVESTMENTS 6

8. INFRASTRUCTURE BUDGETING 6

9. IMPLEMENTATION & REVIEW OF THIS POLICY 6

1. DEFINITIONS

"Asset" means a tangible or intangible resource capable of ownership.

"Capital Asset" means:-

(a) Any immovable asset such as land, property or buildings; or

(b) Any moveable asset that can be used continuously or repeatedly for more than one year in the production or supply of goods or services, for rental to others or for administrative purposes, and from which future economic or social economic benefit can be derived, such as plant, machinery and equipment.

"Capital Expenditure (CAPEX)" means expenditure used to create new assets or to increase the capacity of existing assets.

"Carrying Value" means the Cost less Accumulated Depreciation of an Asset.

"Infrastructure Assets" includes all core assets which are integral to the delivery of municipal services, including water supply, sanitation, road transport and storm water drainage, solid waste removal, electricity supply, and community facilities. In terms of GRAP, it includes all immovable Property, Plant and Equipment (PPE), as well as specific immovable assets such as vehicles that are directly used in the delivery of the service (such as waste removal trucks). It excludes intangible assets (such as licenses, software, etc.) and current assets (ones with a life less than 12 months, such as consumables).

"Infrastructure Asset Management Plan (IAM)" means a plan developed for the management of Infrastructure Assets with the aim of providing specified levels of service in a cost-effective manner, now and in the future. Multi-disciplinary management techniques (including technical and financial) are combined to determine the aggregated asset life-cycle needs. A significant component of the plan is a long-term cash-flow.

"Infrastructure Asset Management Policy" means a formal statement adopted by Council that indicates the municipality's policy objective, the policy principles, and how these will be pursued (including the establishment of an IAM Team, and aligned systems and planning).

"Infrastructure Asset Management Strategy" means a document that defines key IAM processes and targets including the definition of Consumer Groups and Service Catchments; Service Performance Standards and targets that accommodate the municipality's vision of future growth and demand; interaction and coordination measures; AMS functionality and data standards; risk management processes; IAM practice improvement processes; a funding and prioritisation strategy; and allocation of responsibility for implementation.

"Operation" relates to running the service e.g. record keeping, accounting, monitoring, complaints and repairs.

"Maintenance" means the actions required for an asset to achieve its expected useful life and ensuring that the asset functions efficiently for the whole of its Expected Useful Life. Maintenance can be planned or unplanned. Planned Maintenance includes measures to prevent known failure modes and can be time or condition-based. Repairs are a form of unplanned maintenance to restore an asset to its previous condition after failure or damage. Expenses on maintenance are considered operational expenditure.

2. INTRODUCTION

2.1 This policy aims to describe the process through which the Municipality can initiate projects of a capital nature. It ultimately aims to serve as a principal instrument to steer the budget for Infrastructure and Capital projects in the Municipality around a particular agreeable and sustainable developmental path.

2.2 This policy is mandated by section 8 of the Local Government: Municipal Budget and Reporting Regulations.

3. PURPOSE

3.1 This policy sets out the process and methodology for capital investment of any nature, regardless of the funding source. The following investments of a capital infrastructure nature fall within the ambit of this policy:

3.1.1 New building construction or acquisitions;
3.1.2 Extensions to existing buildings;
3.1.3 Upgrades to accommodation and housing, other than those projects relating to low cost housing;
3.1.4 Land acquisitions;
3.1.5 All major capital works, as covered within the Asset Maintenance / Life-Cycle Management Policy;
3.1.6 All infrastructure developments; and
3.1.7 Information and communication infrastructure renewals and/or upgrades;

4. GUIDING PRINCIPLES

4.1. The Capital Infrastructure Investment Policy is based on the following principles:-

4.1.1 Need as identified within the IDP, underpinned by the Municipal Capital Investment Program and National Spatial Development Perspective;
4.1.2 Necessity to fulfil the service delivery mandate as identified within the Asset Maintenance / Life-Cycle Management Policy; and
4.1.3 Affordability.

5. NEW CAPITAL INFRASTRUCTURE INVESTMENT

5.1 New infrastructure development may only be entered into if:-

5.1.1 The project is in line with the Municipality's IDP;
5.1.2 Funding has been secured through either internal or external funding mechanisms and has been approved in the Municipality's Capital Budget; and
5.1.3 A detailed life-cycle funding plan has been developed, supported and integrated into the Asset Maintenance / Life –Cycle Management Policy;

5.2. All new infrastructure investments will be subject to:-

5.2.1 Needs analysis based on:-
i. Service delivery sustainability;
ii. Consumer growth projections which are in line with the National and Regional Spatial Development Growth Perspectives; and
iii. National, Regional and Municipal strategic directives.
5.2.2 Strategic project plan, including:-

i. A holistic overview of the direct benefits, risks and impact of the intended project;

ii. An assessment on the impact of current Infrastructure;

iii. A service delivery framework relevant to the project;

iv. A cost assessment, detailing the capital and maintenance cost projections for the entire life-cycle; and

v. A funding model, detailing the financing source and associated cost, if any, as well as any revenue projections associated with the project.

5.2.3 Outcome of stakeholder consultation, including:-

i. Environmental impact studies; and

ii. Feedback from community participation process, with specific focus on:-

- Rights and entitlements of members of the community; and
- impact on quality of life.

5.2.4 Implementation model, detailing:-

i. Relevant skills base and source of skills required for implementation; and

ii. Specific timeframes for each activity throughout the project lifecycle (cradle to grave approach).

6. REFURBISHMENT AND SIGNIFICANT INFRASTRUCTURE MAINTENANCE PROJECTS

6.1 All Capital Infrastructure refurbishment and significant maintenance projects may only be entered into if:

6.1.1 The project is in line with the Municipality's IDP or emergency maintenance framework;

6.1.2 Funding has been secured through either internal or external funding mechanisms and has been approved in the Municipality's Capital Budget; and

6.1.3 A detailed life-cycle funding plan has been developed, supported and integrated into the Asset Maintenance / Life –Cycle Management Policy.

6.2 All refurbishments and significant infrastructure maintenance projects will be subject to:-

6.2.1 Needs analysis based on:-

i. Service delivery sustainability; and

ii. Asset redundancy and failure assessment of the asset under scrutiny.

6.2.2 Strategic project plan, including:-

i. A holistic overview of the direct benefits, risks and impact of the intended refurbishment project;

ii. An assessment on the potential impact of unavailability of the asset during the refurbishment process, including redundancy measures;

iii. A service delivery framework relevant to the project;

iv. A cost assessment, detailing the capital and maintenance cost projections for the entire life-cycle; and

v. A funding model, detailing the financing source and associated cost, if any, as well as any revenue projections associated with the project.

6.2.3 Outcome of stakeholder consultation, including:-

i. Environmental impact studies; and

ii. Feedback from community participation process, with specific focus on;

- Rights and entitlements of members of the community; and
- Impact on quality of life;

6.2.4 Implementation model, detailing:-

i. Relevant skills base and source of skills required for implementation; and

ii. Specific timeframes for each activity throughout the project lifecycle (cradle to grave approach).

7. FUNDING OF CAPITAL INFRASTRUCTURE INVESTMENTS

7.1 All new Capital Infrastructure Investments may be funded from:-

7.1.1 Cash backed accumulated surpluses;
7.1.2 Borrowings;
7.1.3 Government grants and subsidies;
7.1.4 Public donations and contributions;
7.1.5 PPP initiatives in line with the MFMA PPE regulations; and
7.1.6 Operating Revenue.

7.2 All refurbishment and significant infrastructure maintenance projects may be funded from:-

7.2.1 Cash backed accumulated surpluses;
7.2.2 Borrowings in respect of refurbishment;
7.2.3 Government grants and subsidies in accordance with their relevant conditions; and
7.2.4 Operating Revenue.

8. INFRASTRUCTURE BUDGETING

8.1 The on-going renewal of Infrastructure Assets should be approximately 1.0 % of the Carrying Value of the Assets.

8.2 On-going Repairs and Maintenance of Infrastructure Assets should be at the very least 2.0 % of the Carrying Value of the Assets.

9. IMPLEMENTATION & REVIEW OF THIS POLICY

9.1 This policy shall be implemented once approved by Council.

9.2 In terms of section 17(1)(e) of the MFMA this policy must be reviewed on a regular basis as deemed necessary and the reviewed policy tabled to Council for approval as part of the budget process.

DRAFT
MUNICIPAL COST CONTAINMENT POLICY

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

July 2019

MUNICIPAL COST CONTAINMENT POLICY
LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, No 56 of 2003
Date of adoption: 1 July 2019

The Council of the Witzenberg Municipality resolves in terms of section 168 (1) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), to adopt the Municipal Cost Containment Regulations (*Government Gazette* No. 42514) as the Cost Containment Policy of the municipality:

TABLE OF CONTENTS

ITEM	CONTENT	PAGE NO.
1	Definitions	2
2	Object of Policy	2
3	Application of Policy	2
4	Cost containment	2
5	Use of consultants	2
6	Vehicles used for political office-bearers	2 - 3
7	Travel and subsistence	3
8	Domestic accommodation	3
9	Credit and Debit cards	3
10	Sponsorships, events and catering	3 - 4
11	Communication	4
12	Conferences, meetings and study tours	4 - 5
13	Other related expenditure items	5 - 6
14	Enforcement procedures	6
15	Disclosures of cost containment measures	6
16	Short title and commencement	6

1. DEFINITIONS

In the policy a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, unless the context indicates otherwise, and-

"Act" means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

"consultant" means a professional person, individual, partnership, corporation, or a company appointed to provide technical and specialist advice or to assist with a design and implementation of projects or to assist a municipality or municipal entity to perform its functions to achieve the objects of local government in terms of section 152 of the Constitution;

"cost containment" means measures implemented to curtail spending in terms of the policy; and

"credit card" means a card issued by a financial services provider, which creates a revolving account and grants a line of credit to the cardholder.

2. OBJECT OF POLICY

The object of this policy is to ensure that resources of a municipality are used effectively, efficiently and economically by implementing cost containment measures.

3. APPLICATION OF POLICY

This Policy applies to all officials and political office bearers in the municipality.

4. COST CONTAINMENT

The municipality must develop and implement a cost containment policy which must-

(a) be adopted by council as part of its budget related policies; and

(b) be consistent with the Act and the Cost Containment Regulation

5. USE OF CONSULTANTS

The use and appointment of consultants will be in line with the cost regulations and Council's policy on municipal supply chain.

6. VEHICLES USED FOR POLITICAL OFFICE-BEARERS

(1) The threshold limit for vehicle purchases relating to official use by political office-bearers must not exceed R700 000 or 70% (VAT inclusive) of the total annual remuneration package for the different grades of municipalities, as defined in the Public Office Bearers Act and the notices issued in terms thereof by the Minister of Cooperative Governance and Traditional Affairs, whichever is lower.

(2) The procurement of vehicles in sub-regulation (1) must be undertaken using the national government transversal contract mechanism, unless it may be procured at a lower cost through other procurement mechanisms.

(3) Before deciding to procure a vehicle as contemplated in sub-regulation (2), the accounting officer or delegated official must provide the council with information relating to the following criteria which must be considered-

(a) status of current vehicles;

(b) affordability of options including whether to procure a vehicle as compared to rental or hire thereof, provided that the most cost effective option is followed and the cost is equivalent to or lower than that contemplated in sub-regulation (1);

(c) extent of service delivery backlogs;

(d) terrain for effective usage of the vehicle; and

(e) any other policy of council.

(4) If the rental referred to in sub-regulation (3) is preferred, the accounting officer must review the costs incurred regularly to ensure that value for money is obtained.

(5) Regardless of their usage, vehicles for official use by political office bearers may only be replaced after completion of 120 000 kilometres.

(6) Notwithstanding sub-regulation (5), a municipality or municipal entity may replace a vehicle for official use by political office bearers before the completion of 120 000km only in instances where the vehicle has a serious mechanical problem and is in a poor condition and subject to obtaining a detailed mechanical report by the vehicle manufacturer or approved dealer.

(7) The utilisation of municipal vehicles for official purposes is contained in the Fleet Management Policy.

7. TRAVEL AND SUBSISTENCE

The Municipal policy on travel and Subsistence will be applicable. The hiring of private vehicles, as refer to in the cost containment policy will not be allowed.

8. DOMESTIC ACCOMMODATION

Accommodation arrangements will only be approved if the return trip undertaken by any official and or Councillor, for official purposes is more than 500km. All bookings will be made as prescribe by the cost containment regulations.

9. CREDIT AND DEBIT CARDS

(1) The use of any credit and debit card for municipal activities are forbidden.

(2) Where officials or political office bearers incur expenditure in relation to official municipal activities, such officials or political officer bearers must use their personal credit cards or cash or arrangements made by the municipality, and request reimbursement in accordance with the written approved Travel and Subsistence Policy and processes.

10. SPONSORSHIPS, EVENTS AND CATERING

(1) The municipality may not incur catering expenses for meetings which are only attended by persons in the employ of the municipality, unless the prior written approval of the accounting officer is obtained.

(2) The accounting officer may incur catering expenses for the hosting of meetings, conferences, workshops, courses, forums, recruitment interviews, and proceedings of council that exceed five hours.

(3) Entertainment allowances of qualifying officials may not exceed two thousand rand per person per financial year, unless approved otherwise by the accounting officer.

(4) The municipality may not incur expenses on alcoholic beverages unless the municipality recovers the cost from the sale of such beverages.

(5) The accounting officer must ensure that social events, team building exercises, year-end functions, sporting events and budget vote dinners are not financed from the municipality or the municipal entity's budgets or by any suppliers or sponsors.

(6) The municipality may not incur expenditure on corporate branded items like clothing or goods for personal use of officials, other than uniforms, office supplies and tools of trade unless costs related thereto are recovered from affected officials or is an integral part of the business model.

(7) The accounting officer may incur expenditure not exceeding the limits for petty cash usage to host farewell functions in recognition of officials who retire after serving the municipality for ten or more years or retire on grounds of ill health.

11. COMMUNICATION

(1) The municipality may, as far as possible, advertise municipal related events on its website instead of advertising in magazines or newspapers.

(2) The accounting officer must ensure that allowances to officials for private calls and data costs are limited to an amount as determined by the accounting officer.

(3) Newspapers and other related publications must be discontinued on expiry of existing contracts or supply orders, unless required for professional purposes and where unavailable in electronic format.

(4) The municipality may participate in the transversal term contract arranged by the National Treasury for the acquisition of mobile communication services.

12. CONFERENCES, MEETINGS AND STUDY TOURS (HR Manager to ensure if such policies and procedures exist)

(1) The accounting officer must establish policies and procedures to manage applications to attend conferences or events hosted by professional bodies or non-governmental institutions held within and outside the borders of South Africa taking into account their merits and benefits, costs and available alternatives.

(2) When considering applications from officials or political office bearers to attend conferences or events within and outside the borders of South Africa, an accounting officer or mayor as the case may be, must take the following into account-

(a) the official's or political office bearer's role and responsibilities and the anticipated benefits of the conference or event;

(b) whether the conference or event addresses relevant concerns of the institution;

(c) the appropriate number of officials or political office bearers, not exceeding three, attending the conference or event; and

(d) the availability of funds to meet expenses related to the conference or event.

(3) An accounting officer may consider appropriate benchmark costs with other professional bodies or regulatory bodies prior to granting approval for an official to attend a conference or event within and outside the borders of South Africa.

(4) The benchmark costs referred to in sub-regulation (3) may not exceed an amount

as determined from time to time by the National Treasury through a notice.

(5) The amount referred to in sub-regulation (4) excludes costs related to travel, accommodation and related expenses, but includes-

(a) conference or event registration expenses; and

(b) any other expense incurred in relation to the conference or event.

(6) When considering costs for conferences or events these may not include items such as laptops, tablets and other similar tokens that are built into the price of such conferences or events.

(7) The accounting officer of a municipality or municipal entity must ensure that meetings and planning sessions that entail the use of municipal funds are, as far as may be practically possible, held in-house.

(8) Municipal or provincial office facilities must be utilised for conference, meetings, strategic planning sessions, *inter alia,* where an appropriate venue exists within the municipal jurisdiction.

(9) The accounting officer must grant the approval for officials and in the case of political office bearers and the accounting officer, the mayor, as contemplated in sub-regulation (2).

(10) The municipality must, where applicable, take advantage of early registration discounts by granting the required approvals to attend the conference, event or study tour, in advance.

13. OTHER RELATED EXPENDITURE ITEMS

(1) All commodities, services and products covered by a transversal contract concluded by the National Treasury must be considered before approaching the market, to benefit from savings where lower prices or rates have been negotiated.

(2) Municipal resources may not be used to fund elections, campaign activities, including the provision of food, clothing, printing of agendas and brochures and other inducements as part of, or during election periods or to fund any activities of any political party at any time.

(3) Expenditure on tools of trade for political office bearers must be limited to the upper limits as approved and published by the Cabinet member responsible for local government in terms of the Remuneration of Public Office Bearers Act, 1998.

(4) The municipality must avoid expenditure on elaborate and expensive office furniture.

(5) The municipality may only use the services of the South African Police Service to conduct periodical or quarterly security threat assessments of political office bearers and key officials and a report must be submitted to the speaker's office.

(6) The municipality may consider providing additional time-off in lieu of payment for overtime worked. Planned overtime must be submitted to the relevant manager for consideration on a monthly basis. A motivation for all unplanned overtime must be submitted to the relevant manager. (Refer to Overtime Policy)

(7) A municipality must ensure that due process is followed when suspending or dismissing officials to avoid unnecessary litigation costs. (Refer to Disciplinary Policy)

14. ENFORCEMENT PROCEDURES

Failure to implement or comply with this policy may result in any official of the municipality, political office bearer or director of the board that authorised or incurred any expenditure contrary to this policy being held liable for financial misconduct or a financial offence in the case of political office bearers as defined in Chapter 15 of the Act read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014.

15. DISCLOSURES OF COST CONTAINMENT MEASURES

(1) The disclosure of cost containment measures applied by the municipality must be included in the municipal in-year budget reports and annual costs savings disclosed in the annual report.

(2) The measures implemented and aggregate amounts saved per quarter, together with the regular reports on reprioritisation of cost savings and on the implementation of the cost containment measures must be submitted to the Municipal Council for review and resolution. The municipal council can refer such reports to an appropriate Council Committee for further recommendations and actions.

(3) The reports referred to in sub-regulation (2) must be copied to the National Treasury and the relevant provincial treasury within seven calendar days after the report is submitted to municipal council.

16. SHORT TITLE AND COMMENCEMENT

The Municipality Cost Containment policy is in line with the Municipal Cost Containment Regulations published in the Government Gazette 42514 of 7 June 2019 and take effect on 1 July 2019.

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

TRAVEL MANAGEMENT POLICY

1. FDEFINITIONS AND ABBREVIATIONS

For purposes of this policy, except where clearly indicated otherwise, the words and expressions set out below have the following meanings: -

1.1 DEFINITIONS

1.1.1 "Accommodation" means the rental of lodging facilities while away from theTraveller's place of residence while on authorised official duty.

1.1.2 "After-hours reservation" means the travel request that is processed after normalworking hours of the Travel Management Company (TMC).

1.1.3 "Air travel" means travel by airline on authorised official duty.

1.1.4 "Boundaries of the Municipality" means the boundaries as determined by theDemarcation Board.

1.1.5 "Car Rental" means the rental of a vehicle for a short period of time by aTraveller for official purposes.

1.1.6 "Municipality" means municipality established by the Municipality EstablishmentNotice No. 479 of 22 September 2000, issued in terms of the Local Government: Municipal Structures Act, 1998, (Act No. 117 of 1998) or any structure or employee of the Municipality acting in terms of delegated authority.

1.1.7 "Municipal Manager" means the Accounting Officer of the Municipality as defined in the Local Government: Municipal Finance Management Act, 2003(Act No. 56 of 2003) (MFMA).

1.1.8 "Council" means the Council of the Municipality.

1.1.9 "Councillor" means a member of the Council.

1.1.10 "Day" means a completed period of twenty-four hours away from normal place ofdomicile and employment on official business of the Municipality.

1.1.11 "Delegated Authority" means any person who has been appointed to authorisetravel in respect of travel requests and expenses.

1.1.12 "Domestic Travel" means travel within the borders of the Republic of SouthAfrica.

1.1.13 "DOT Tariffs" means Department of Transport Tariffs for the use of Motor Transport, Circular for Category A, Petrol vehicles, tariffs for fuel and maintenance adjusted quarterly.

1.1.14 "Executive Mayor" means the person elected in terms of Section 55 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998) to be the Executive Mayor of the Municipality and shall include any person acting in that position.

1.1.15 "Emergency Reservation" means the booking of travel when unforeseen circumstances necessitate an unplanned trip or a diversion from an original planned trip.

1.1.16 “Director” means a person appointed by the Council to lead a directorate of the Municipality and shall include any person acting in that position.

1.1.17 ‘Incidentals" means any minor expenses associated with business travel.

1.1.18 "International Travel" means travel to a location outside of the territorial boundariesof the Republic of South Africa.

1.1.19 ‘‘NGO" means a non-profit, citizen-based group that functions

independently of government.

1.1.20 "Private Individual" means any person not employed by the Municipality who is requested to travel at the Municipality's expense for official purposes.

1.1.21 "Official" means a person employed by the Municipality.

1.1.22 “Place of work" means the place where principal duties of the official are performed.

1.1.23 "Quarterly" means at the end of the 3rd month of every quarter within a calendar year.

1.1.24 "Sponsored Trip" means a trip where the total cost, or portion thereof is sponsored by another Organisation or Third Party other than the Municipality.

1.1.25 "Subsistence Allowance" means any allowance given to an employee or a holder ofany office for expenses incurred or to be incurred in respect of personal subsistence and incidental costs (for example: drinks and telephone calls).

1.1.26 “Travel Allowance” means an allowance paid by the Municipality to the Traveller forthe use of his or her own private motor vehicle for business purposes.

1.1.27 “Travel Management Company" means a Service Provider appointed to manage alltravel arrangements of the Municipality.

1.1.28 "Traveller" means any Councillor or Official travelling away from his or her normal place of domicile and employment on official business of the Municipality. It includes a private individual who travels on behalf of the Municipality.

1.1.29 "Travel Booker" means the person from line departments coordinating travel reservations on behalf of the Travellers.

1.1.30 "Travel Expenses" means expenses incurred by the Traveller on official business trips.

1.1.31 "Travel Voucher" means a document issued by the Travel Management Company to confirm the reservation and/or payment of specific travel arrangements.

1.1.32 "Travel Order Number'' means a sequential number issued by the ExpenditureDepartment to the Traveller authorizing a specific trip.

1.1.33 "Travel Advance" means the payment to a Traveller, prior to departure, to cover unexpected expenses which may need to be settled by the Traveller while away onofficial business.

1.1.34 "Executive Officials" for ease of reference he purpose of this policy it refers to aremembers of MAYCO, the Speaker and Senior Management Team.

1.2 ABBREVIATIONS

1.2.1	"DOT"	Department of Transport
1.2.2	"SARS"	South African Revenue Services;
1.2.3	"SIRP"	Strategic International Relations Policy
1.2.4	"IDP"	Integrated Development Plan
1.2.5	"DPSA"	Department of Public Service and Administratior
1.2.6	"EDP"	Economic Development Partnership

1.2.7	"SMT"	Senior Management Team
1.2.8	"NGO"	Non-Governmental Organisation
1.2.9	"NT"	National Treasury
1.2.10	"TMC"	Travel Management Company
1.2.11	SALGA	South African Local Government Association

2. PROBLEM STATEMENT

2.1 From time to time Municipality Councillors and Officials travel locally and/or internationally in execution of their duties, hence the need for the development, implementation and monitoring of a Travel Management Policy.

2.2 A principle of cost containment and financial prudence is maintained at all times.

3. DESIRED OUTCOMES

3.1 To provide a policy framework for consistent decision making on matters related totravel management within the Municipality.

3.2 To provide a mechanism to ensure cost effective and sustainable travel management.

3.3 To set parameters within which Travellers may claim reimbursements for costs incurred prior to, during and after the trip has been undertaken.

3.4 To prevent any unauthorised, irregular, fruitless and wasteful expenditure.

4. PURPOSE

4.1 The purpose of this policy is to provide a regulatory framework for travelling and accommodation services for the Witzenberg Municipality and to create minimum norms and standards for Travellers while on official business both domestically and internationally.

4.2 Further, this policy aims to establish procedures that will ensure effective control over the processing, administration, authorisation of travel expenditure and containing costs at all times.

5. REGULATORY CONTEXT

This policy is developed and guided by the following legislation, regulationsand circulars, amongst others: -

5.1 Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of2003) (MFMA)

5.2 National Treasury Regulations, Circulars and other publications affecting travel in terms of MFMA

5.3 Transport Tariffs as determined by the Department of Transport

5.4 Income Tax Act, 1962 (Act No. 58 of 1962) (as amended) as well as guidelines

5.5 Taxation Laws Amendment Act 2017

5.6 SARS Interpretation Notices & other Notices

5.7 Municipality System of Delegations

5.8 SALGA Subsistence and Travel Policy

5.9 Remuneration of Public Office Bearers Act, 1998

5.10 Municipality Leave Management Policy

5.11 Municipality Integrated Development Plan

5.12 RSA Department of National Treasury: National Travel Policy Framework

5.13 Municipality Budget Related Policies

5.14 Value -Added Tax Act, 1991 (Act No. 89 of 1991)

6. ROLE PLAYERS AND STAKEHOLDERS

6.1 There is a wide range of existing and potential external stakeholders. These range from departments and agencies in other spheres of Government that have a role to play in monitoring the Municipality's activities and finances (for example, Auditor General) to government, non-government and private sector organisations that would be affected by the Policy (for example, conference organisers).

6.2 The principal role player is the office of the Municipal Manager which will be responsible for implementing the policy and administering its ongoing management and evaluation. The office of the Municipal Manager will be

supported by Finance Directorate

6.3 Key internal stakeholders will include the MAYCO, Mayco Member for Finance, Finance Committee, Office of Municipal Manager and Directorate Finance.

6.4 The table below provides an outline of the affected role-players and Stakeholders,amongst others, the following:-

6.4.1	Office Municipal Manager	(internal)
6.4.2	NGOs	(external)
6.4.3	Private Sector	(external)
6.4.4	Finance Committee	(internal)
6.4.5	Mayor's Office	(internal)
6.4.6	Strategic Policy Branch	(internal)
6.4.7	Public Participation Unit	(internal)
6.4.8	Human Resources Unit	(internal/primary)
6.4.9	All other Municipality Directorates	(internal/secondary)
6.4.10	Auditor General	(external/government)
6.4.11	Western Cape Local Government	(external/government)
6.4.12	SALGA	(external/government)
6.4.13	Conference and/or Event Organisers	(external/government)
6.4.14	External Government Departments	(external/government) and (non-government)
6.4.15	Directorate Finance	(internal)

7. APPLICATION OF THE POLICYthis policy is applicable to:-

7.1 Any Councillor or employee of the Municipality required to travel on an approvedMunicipality business.

7.2 Any prospective employee required to travel at the Municipality's expense to attendinterviews or for any other Municipality related purposes.

7.3 Any private individual who is required to travel on behalf of the Municipality onapproved Municipality business.

8. TRAVEL RESTRICTIONS

8.1 Executive Officials are discouraged from travelling as a group, in the same transport at the same time.

8.2 The number of employees travelling on authorised official duty for the same mattermust be limited to three (3) employees, unless otherwise approved in advance by the Delegated Authority.

9. GENERAL PRINCIPLES

9.1 All bookings must be done through the official TMC based on an official authorisation number.

9.2 Travellers should plan official travel well in advance. They should obtain approval and make a booking/reservation at least seven (7) working days prior to departure for domestic travel and fourteen (14) working days prior to departure for International travel.

9.3 From time to time, National Treasury (NT) issues Circulars guiding Municipalities on measures to contain operational costs, including travel matters. Municipalities are expected to adhere to these measures.

9.4 For both Domestic and International trips, a motivation must be submitted to

the Delegated Authority for approval, highlighting the necessity of the trip and the benefits the Municipality will achieve.

9.5 Only the TMC is permitted to make travel booking arrangements on behalf of the Municipality in line with the provision of the Travel Management Policy, and any other related NT Circulars adopted by Council.

9.6 The Traveller must obtain prior approval from the Delegated Authority via the applicable travel report, and must ensure that the applicable travel template (which is updated periodically) is used.

9.7 The TMC shall be liable for any expenses incurred on behalf of the Municipality in respect of which no proper authorisation was obtained.

9.8 Upon approval by Delegated Authority, personal travelling may be combined with a business trip if it does not lead to additional expenditure for the Municipality or impairon the work performance of the individual. No costs incurred during the personal trip will be for the account of the Municipality.

9.9 The Municipality distances itself from any private reservations made with the TMC. The arrangement is solely between the TMC and the Traveller. Thus, the processing of the related payments through the Municipality's official payment system is not allowed.

9.10 The Municipality will reimburse the Traveller for all business-related expensespersonally incurred by the Traveller while travelling on behalf of the Municipality for both Domestic and International trips which is not contrary to this policy.

9.11 The Traveller must safeguard municipal information and assets while travelling and avoid compromising that security.

9.12 The Traveller should maintain personal travel documents such as a passport. The cost of obtaining a passport is for the Traveller's own account.

9.13 The most cost-effective mode of transportation should be used at all times, domestically and internationally.

9.14 Travellers should make use of public transport when travelling to/from the airport ifit is more cost effective than the cost of car rental, parking and kilometres claimed.

9.15 Where possible and permissible Travellers are encouraged to first consider the use of the Municipality's fleet vehicles when travelling on official business. Where fleet vehicles are used, no claims shall be paid, except for unforeseen circumstances, such as breakdowns and parking. It must be noted that employee on vehicleschemes may not use fleet vehicles.

9.16 In order to contain costs, the use of free Wi-Fi (where applicable) should be considered when travelling.

9.17 The Traveller should consider the most cost effective and safe parking options whenparking at the airport. (For example at Cape Town International Airport, the offsite longer-term parking area should be considered).

9.18 The Traveller will be reimbursed for parking and toll fees while on an official trip. TheTraveller should supply proof of expenses incurred when submitting a claim.

10. POLICY DIRECTIVES

10.1 AIR TRAVEL- Domestic & International

10.1.1 For domestic trips, the Municipality makes use of NT negotiated South African Airways (SAA)/British Airways (BA) rates and/or low cost carriers. All Travellers should use discounted economy class (best fare on the day) where possible. In the event where discounted economy class tickets are not available, special authorisation is required from the Delegated Authority to

book Full Economy Tickets.

Full Economy Tickets can be considered for Executives (Executive Mayor, Executive Deputy Mayor, Mayoral Committee Members, Speaker, Municipal Manager, and the Senior Management Team (SMT)) to ensure flexibility of flights,however, discounted tickets may be purchased for Executives when travel is reasonably certain.

10.1.2 In the event that the Traveller must attend an early morning meeting, in a distant location in South Africa, consideration could be given to allow the travelling to take place a day before the event

10.1.3 For international trips, the Municipality makes use of all airlines where the most economical airline is chosen on quotation basis.

10.1.4 Business Class is not encouraged, however where a single flight exceeds five (5) hours, consideration may be applied for International trips, for the Executives (Executive Mayor, Executive Deputy Mayor, Mayoral Committee Members, Speaker, Municipality Manager, and the Senior Management Team (SMT).

10.1.5 Business Class travel may also be approved for Domestic and International trips under the following scenarios including amongst others: -

10.1.5.1 Travellers with special needs based on medical grounds (e.g. Deep vein thrombosis, varicose veins, recent surgery and pregnancy).In these instances, a medical certificate noting the medical need and the applicable period of time must be provided. If this is a long-term condition, an updated Doctor's Certificate should be presented on an annual basis to confirm that the condition still exists.

10.1.5.2 Where Economy Class tickets are not available, Travellers are not allowed to book business class unless otherwise approved by the Delegated Authority, where it has been confirmed that the permitted airline class was full and no other applicable flights are available.

10.1.5.3 Disabled persons can be accommodated in Business Class upon approval by the Delegated Authority.

10.1.6 For international trips the comparison of more expensive direct flights from Cape Town versus cheaper indirect flights should always be performed. When choosing aflight, consideration should also be given to the Travellers' ability to function optimally when arriving at their destination especially when travelling across time zones.

10.1.7 If exceptional unforeseen circumstances necessitate a change to a booking and it has cost implications, it must be authorised by the Delegated Authority. These changes should be kept to a minimum as they may result in fruitless and wasteful expenditure.

10.1.8 Where special circumstances exist, which necessitate a Deviation from the above principles, prior approval Municipality Manager or in the case of the Municipal Manager the approval of the Mayor is required.

Amendments to Air Tickets

10.1.9 Travellers should limit the number of amendments to air tickets.

10.1.10 The costs associated with amendments is subject to the rules of the particular ticketand can include penalty fees.

10.1.11 The costs incurred as a result of amendments requested by a Traveller for his/herconvenience or lack of planning will be for the Traveller's personal account.

10.1.12 The costs of amendments as a result of revised business requirements or any othercircumstances outside the Traveller's control will be incurred by the relevant Line Department.

Air Ticket Cancellations and Refunds

10.1.13 The Travellers must inform the TMC immediately when they realise that they will not be able to use a specific flight which has already been booked.

10.1.14 If there is a possibility that the Traveller might not fly to the same destination within the next six months (in the case of a domestic destination) or a year (in case of an international destination), the ticket must be cancelled immediately and a refund requested via the TMC. If the Traveller will be travelling to the samedomestic destination within the next six months, the ticket must be amended to the new date and kept by the TMC.

10.1.15 In the event that the ticket was amended to a new date, the Traveller should inform the TMC when the ticket needs to be re-used.

Baggage Allowance

10.1.16 The Traveller must acquaint himself or herself with the Baggage Policy of the airline that he/she will be travelling on. The Baggage Policy will provide information on the prescribed baggage allowance and the cost for baggage in instances where the airline charges separately for baggage_

10.1.17 Based on the class of travel, the airline will prescribe the specific number of piecesof luggage that will be allowed as well as the weight and size per piece.

10.1.18 The reimbursement of excess baggage is subject to the Traveller obtaining approval for exceeding the baggage allowance due to a valid business reason, prior to the trip.

Denied Boarding Compensation

10.1.19 Travellers are discouraged from volunteering to be bumped off flights for compensation. If a Traveller volunteers to be bumped-off a flight, the Traveller is extending the travel time for personal reasons and is then personally responsible for all expenses that result from the extended trip. Any vouchers for a free ticketshould be applied for business trips.

10.2 ACCOMMODATION AND MEALS –
Domestic and International Accommodation

10.2.1 Hotel accommodation for domestic and international travel are restricted to a three or a four-star grading.

10.2.2 When sourcing accommodation, the Municipality uses options that are equal to or lower than NT rates set for Domestic Hotel Accommodation, depending on theallowable star-grading.

10.2.3 Guest Houses and/or Bed and Breakfast accommodation can be utilised provided that the related costs do not exceed the proposed three or a four-star Hotel, or are within NT rates set for Domestic Hotel Accommodation.

10.2.4 In line with NT agreement with Hotels, TMCs must obtain quotes from these hotels. However, it is not necessarily limited to these hotels as accommodation depends on availability, locality and rates, which could be lower. Competition andcost effectiveness must remain a key principle.

10.2.5 If a negotiated rate for a specific star grading is equivalent to or lower than the rate for the lower star grading, the official may be accommodated in the establishment with the higher star grading. This means that an official may be accommodated at a four-star establishment if the rate at the four-star establishment is the same as or lower than a three-star establishment.

10.2.6 The TMC and line departments must ensure that their domestic accommodation costs do not exceed the NT rates which are reviewed periodically.

10.2.7 In line with Cost containment Regulations 2019, overnight accommodation is limited to instances where the distance travelled by road by the Traveller exceedsfive hundred (500) kilometres to and from the destination (return journey),unless approved otherwise by the Delegated Authority.

10.2.8 Only the services as approved and described on the travel voucher can be signedoff at time of check-out from a place of accommodation. These are the only coststhat are allowed to reflect on the invoice. All other charges are for the Travellers' own account. Travellers will not be reimbursed for

any consumable items taken from mini bars.

10.2.9 The Traveller may not redeem a Travel Accommodation Voucher or part thereof for cash.

10.2.10 Receipts for meals for domestic trips paid for by the Traveller, should be kept andattached to the claim form. In cases where receipts are lost, the Traveller should provide a declaration that the expense was actually incurred.

Private Accommodation

10.2.11 Travellers who choose to make use of private accommodation (staying with family or friends) will be compensated at the fixed subsistence allowance amount for each night at SARS rates, as per Section 8 (1)(c) of the Income Tax Act.

Meal and Incidental expenses - Domestic Trips

10.2.12 The Municipality is responsible for all meal expenses for Travellers for the duration of their official trip unless the meals are sponsored.

10.2.13 Where Travellers stay at establishments which do not offer meals or only offers breakfast, an advance can be provided.

10.2.14 A service charge of up to 10% of the bill will also be paid by the Municipality.

Meal and Incidental expenses - International Trips

10.2.15 The Municipality is responsible for all meal expenses for Travellers for the duration of their official trip.

10.2.16 These meals will be covered in terms of SARS rates applicable to the country being visited.

No-Shows and Cancellations

10.2.17 It is the responsibility of the Traveller to notify the TMC of any cancellations of reserved accommodation as soon as he/she becomes aware of the fact. Each establishment has different conditions/rules in terms of cancellations. Last-minute cancellations can result in the payment of a cancellation fee. The Traveller must familiarise himself/herself with the cancellation policy of the specific establishment.

10.2.18 The Traveller should inform the TMC or the establishment if he/she expects to be arriving later than the expected arrival time to ensure that the reservation is not cancelled or a cancellation fee is charged.

10.2.19 If the Traveller does not check in at all in a Hotel /B&B without any prior notification to the TMC or the Hotel/B&B, any no-show cost charged is regarded as fruitless and wasteful expenditure.

10.2.20 The Traveller could be responsible for any fruitless expenditure incurred due to ano-show or late cancellation where it was in his/her ability to cancel the booking on time.

10.3 VEHICLES - Domestic and International

Hiring of Vehicles

10.3.1 The Municipality makes use of the TMC for car rental.

10.3.2 In compliance with NT Directive, the hiring of vehicles from a category below Group B or an equivalent class is permitted. Due to the small size of cars lower than Group B, a Delegated Authority could, where necessary, approve the use ofa Group B car.

10.3.3 The hiring of larger vehicles is permitted under the following cases: -

10.3.3.1 When extra luggage must be accommodated;

10.3.3.2 To cater for the special needs of Travellers.

10.3.4 For groups of five (5) or more Travellers a Microbus or similar vehicle may be arranged.

10.3.5 Where a number of Travellers/officials are attending the same official function/meeting, they must at all times attempt to reduce the cost to the Municipality by using one vehicle where circumstances permit.

10.3.6 Under no circumstances may a rental vehicle be used for private purposes.

10.3.7 Any fines, penalties and administration fees payable as a result of the contravention of any traffic rules and regulations while driving a hired vehicle will be for the Traveller's personal account. The Traveller should settle the amount within thirty (30) days of receipt of the fine and should then provide proof of payment to the TMC.

10.3.8 The Delegated Authority may permit employees to accept an upgraded group of hired vehicles if such an upgrade is offered for free or at a lower charge than Group B.

10.3.9 The Traveller should book a rental vehicle for the period that it is actually

requiredfor official business only as the car rental companies charge a full daily rate for a24-hour cycle or part thereof.

10.3.10 The Traveller must ensure that the vehicle is returned within the specified rental period as it can be regarded as stolen if the vehicle is not returned in time withoutany notification to the car rental company. The Traveller will be held responsible for the additional charges for the late return of the vehicle, unless approved by the Delegated Authority upon submitting sound reason by the Traveller.

10.3.11 The Traveller must take every reasonable precaution to safeguard a rental or fleet vehicle against damage, theft or irregular use while driving it and when it is parked.

10.3.12 The most suitable vehicle will be arranged for persons living with disabilities whoare only able to drive a particular type of vehicle and those in possession of a driver's licence restricted to automatic vehicles.

10.3.13 If the Traveller needs to extend the rental period for official business purposes, the Traveller must obtain approval and the TMC will issue a voucher for the extended period.

10.3.14 If the Traveller extends his/her stay for personal reasons, the charges will be for the Traveller's personal account. The TMC and car rental company must be informed of the arrangement and the car must be returned. The Traveller must enter into a separate rental agreement for the period of private travel for personalusage.

10.3.15 The responsibility and related costs of obtaining an International Driving Licence,where required, rests with the Traveller.

10.3.16 The hiring of a vehicle on an international trip is not permitted except in countriesneighbouring South Africa.

10.3.17 For Car Rental Inspections, the Traveller should verify and complete the

Quality Check Card prior to leaving the car rental premises, both on collection and returnof the rental vehicle. The Traveller must ensure that all scratches, chips, dents, windscreen and cracks are marked on the card and signed off by the car rental attendant. Failure to complete the Quality Check Card could result in the Traveller being held personally responsible for any damages.

Private Vehicles used by Travellers

10.3.18 The boundaries of the Municipality shall be used to determine payment for traveloutside such boundaries by means of private transport for officials who are in receipt of a fixed transportation allowance, or where such an allowance has beenfactored into the total cost of employment package of the official concerned. Officials will be reimbursed in accordance with Department of Transport: Tariffs for the use of motor transport.

10.3.19 Employees who are not in receipt of a travel allowance shall be reimbursed according to the latest prescribed SARS km tariff, calculated from their place of residence.

10.3.20 Employees who are in receipt of an Essential User Transport Allowance as provided for in the Human Resources policy of the Municipality shall be reimbursed in accordance with Department of Transport: Tariffs for the use of their vehicles. The travelling distance shall be calculated from their place of residence minus the kilometres for the trip from home to their office.

10.3.21 Councillors using private transport outside the boundaries of the Municipality shall be reimbursed in accordance with Department of Transport: Tariffs for the use oftheir vehicles as determined in the "Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils" as amended annually in the Government Gazette.

10.3.22 A Traveller who uses private transport to conduct business on behalf of theMunicipality shall be paid the lower of the following:-

10.3.22.1 A cash equivalent of the avoided air ticket cost, which would have beenpaid in the event of air travel being the most economical and practical means of transport plus any hired vehicle charge to get to the Traveller's destination; or

10.3.22.2 The actual cost per kilometre in accordance with DOT: Tariffs for theuse of own vehicle.

10.3.23 A person may not claim subsistence costs for a longer period than would havebeen applicable in the case of air travel.

10.3.24 Under no circumstances shall fuel advances be paid for privately owned vehicles.

Public Transportation

10.3.25 The Traveller will be reimbursed when making use of public transport for officialbusiness.

10.3.26 The Traveller must submit a receipt as proof of payment to the TravelOffice for reimbursement.

10.3.27 In the absence of the proof of payment, the Traveller must submit a declaration detailing the cost incurred and the reason/s for the absence of the receipt or proofof payment.

10.3.28 The use of public transport for interviewees who makes use of Cape Town International Airport should be encouraged instead of the more expensive shuttleoption.

Shuttle and Transfer Services

10.3.29 Travellers should make use of shuttle services if the cost of such a service is lower than the cost of hiring a vehicle. The analysis should take into account the petrol costs, distance and the cost of parking.

10.4 SUBSISTENCE ALLOWANCES- Domestic and International

Domestic Travel

10.4.1 Subsistence Allowances for domestic official trips will apply when Travellers are away from their office of employment on official business and spend at least one night away from his/her place of residence and will be paid in accordance with SARS rates for meals and incidental cost per night.

10.4.2 If the Traveller makes use of private accommodation while on an official trip, he/she will receive a Fixed Daily Allowance as determined by SARS for meals and incidental costs.

10.4.3 A day allowance is payable equal to the tariff as defined by SARS as a "incidental cost only", if an employee is away from their office of employment on official business for more than 4 hours but less than 24 hours.

International Travel

10.4.3 Subsistence Allowances for international trips will apply when Travellers spend at least one night away from his/her place of residence and will be calculated basedon SARS rates for the applicable country per night.

10.4.4 Details of these amounts are published on the SARS website under Legal Counsel/Secondary Legislation/Income Tax Notices as per the relevant year.

10.4.5 If sponsored trips provide a subsistence allowance to the Traveller equal to or higher than the prescribed allowance, the Traveller shall not receive any allowance from the Municipality.

10.4.6 If the subsistence allowance paid by the sponsor is lower than the prescribedallowance, the Traveller will receive the difference from the Municipality.

10.4.7 For cost containment purposes, the Delegated Authority reserves the right to limit the international subsistence to a reasonable amount, per Traveller per trip, when necessary.

10.5 TRAVEL ADVANCES - Domestic and International

10.5.1 Travel Advances may be paid for official journeys if provided for in the approved travel report. Any unspent portion of the advance must be repaid to the Municipality immediately on return.

10.5.2 Travellers shall submit reconciliation, together with supporting documentary proofof disbursements on the official trip within seven (7) days of return from such trip.

10.5.3 Travel Advances may not be paid out more than ten (10) days prior to departure.

10.5.4 Travel Advances will not be granted to Travellers with any outstanding advances, not utilised during previous trips.

10.6 MISCELLANEOUS EXPENSES - Domestic and International

Domestic

10.6.1 The following expenses incurred are regarded as miscellaneous and may be claimed within the boundaries of the Republic of South Africa on production of proof of expenditure: -

10.6.1.1 Parking fees while travelling

10.6.1.2 Toll fees

10.6.1.3 Public transport costs

International

10.6.2 The following expenses incurred may be claimed on production of proof ofexpenditure:

10.6.2.1 Parking/bus fares;

10.6.2.2 Transport costs to and from official meetings;

10.6.2.3 Visas (for the shortest available period);

10.6.2.4 Inoculations;

10.6.2.5 Specialised tours and entries to events related to the travelling;

10.6.2.6 Copying & Printing of relevant documentation;

10.7 CONFERENCE FEES- Domestic and International

10.7.1 Employees of municipalities may attend conferences hosted by professional bodies or non-governmental institutions (external conferences) held within the borders of South Africa provided that expenses related to their attendance do notexceed the bench mark cost as prescribed by National Treasury from time to timethrough a notice.

10.7.2 Employees must make every effort to take advantage of early registration discounts by seeking the required approvals to attend well in advance of the conference as it relates to their area of work. No late registration is acceptable.

10.7.3 International Conferences must be limited to their ultimate minimum or none atall, unless otherwise approved by the Delegated Authority.

11. AMENDMENTS AND CANCELLATIONS TO TRAVEL RESERVATIONS

11.1 In the event that the Traveller makes any amendments to an authorised trip priorto the commencement thereof, the TMC must be informed of the amendments.

11.2 These amendments may include amongst others the following: -

11.2.1 Amendments in period of stay

11.2.2 Additional accommodation

11.2.3 Inclusion of hired or chauffeur drive vehicles

11.2.4 Amendments in dates of air tickets

11.2.5 Amendments in amount

11.3 If the Traveller requests any amendments after the commencement of an official trip, the following will apply: -

11.3.1 If it happens during office hours, the Travel Booker must inform theTMC.

11.3.2 In the event of amendments required after hours, the TMC should becontacted, via After Hours Telephone Service.

11.4 If amendments to a trip have financial implications in excess of 20% of the initial amount authorised for the trip, an addendum explaining the reason for the amendments and cost implications thereof must be prepared by the Traveller for approval by the Delegated Authority.

11.5 As soon as the Traveller becomes aware of the cancellation of the trip or any specific component of the trip, the Traveller should inform the TMC immediately to ensure the cancellation of the reservation/s to avoid cancellation/no-show penalties.

12. AFTER HOUR ARRANGEMENTS

12.1 After-hour requests must be limited to late approvals by the DelegatedAuthority.

12.2 If the Order Number is not available at the time of the after-hour reservation, itmust be forwarded to the TMC on the next working day.

12.3 Contact numbers for after-hour services can be obtained from the TMC.

13. SPONSORED TRIPS- Domestic and International

13.1 If the trip is funded by the sponsor, the Municipality will not be responsible for thetravel costs.

13.2 If a sponsor requests that the Municipality pays the travel costs upfront and the expenses are only claimed from the sponsor after the trip, it is the responsibility ofthe Municipality to make the necessary travel arrangements and the Traveller should:

13.2.1 Obtain proof of this arrangement with relevant contact details in writingfrom the sponsor prior to the trip;

13.2.2 State the conditions in the travel report; and

13.2.3 Provide proof of expenses (i.e. invoices, receipts and/or any other relevant documents) to the sponsor for claiming purposes.

13.3 Trips that are funded upfront by the sponsor, are considered official trips.However, it will not be the responsibility of the Municipality to make the necessary travel arrangements.

13.4 As a result, the Municipality will not incur any expenses to that effect, with the exception of subsistence allowance, travel insurance and other possible non- funded expenses, except in instances where the Municipality will reclaim expenses from the sponsor.

14. HEALTH AND SAFETY RULES FOR TRAVELLERS

14.1 It is the duty of the Traveller to ensure that he/she is aware of and/or comply withany health requirements and recommended precautions relevant to his/her travel.

14.2 The Traveller should consult his/her doctor or Travel Clinic prior to commencingtravel to ensure that the necessary vaccinations are administered.

14.3 A Traveller will only be allowed to enter certain countries if he/she shows

proof ofthe required vaccinations.

14.4 The Traveller must carry the necessary vaccination document with him/her at alltimes.

14.5 It is not advisable for pregnant women to undertake flights during their first and third trimesters. Pregnant women are advised to consult their doctors before a flight.

15. TRAVEL INSURANCE

15.1 Travellers, where the necessary travel and special leave forms have been duly authorised by the delegated authority, will be insured by the Municipality in terms of its current approved policies, practices and standard operating procedures. Non- officials authorised to travel for the Municipality are also included. The Travel Insurance Policy is available on request.

15.2 Insurance cover is only for the period that the traveller is away from home or placeof work on a trip relating to Municipality business. Any other extra days spent by the traveller outside Municipality business will be regarded as private.

15.3 Private vehicles and contents thereof will not be covered under this Policy.

15.4 Hired vehicles are automatically covered for both Super Waiver Damage andTheft by the vehicle rental company.

16. GIFTS AND PROMOTIONAL GOODS

16.1 Where appropriate, the Travellers may offer gifts to their hosts.

16.2 The gifts in question shall be provided by the Municipality, through the appropriate department.

16.3 Suitable promotional and marketing products shall be supplied, on request, by theCommunications department of the Municipality.

16.4 Gifts received by Councillors should be declared to the Speaker and gifts receivedby Officials must be declared to the Municipal Manager.

17. MONITORING, EVALUATION AND REVIEW

17.1 This policy framework is important for the Financial Compliance of the Municipality. It provides an all-inclusive administrative procedure for the management of travel within the Municipality.

17.2 The revised Travel Management Policy shall be implemented once approved by Council.

17.3 Directorates are to ensure that during implementation stages of the policy, thereis consistent monitoring and evaluation of the policy.

17.4 Changes in legislation must be taken into account for future amendments to this policy.

17.5 Any amendments to this policy must be re-submitted to Council for review andapproval.

18. TRANSPORT ALLOWANCE

18.1 Councillors

A councillor may, in line with applicable legislation, structure his or her total remuneration package to provide for motor vehicle allowance.

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.

18.2 Municipal Manager and Senior Managers

The Municipal Manager and Senior Managers shall be required to utilize their own motor vehicle when they is required to travel for purposes relating to their employment and may therefore structure their total cost of employment to provide for a car allowance for tax purposes.

18.3 Other qualifying employees: Fixed Travelling Allowance Scheme (Perk scheme)

All applications for a Transport Allowance shall require the approval of the Municipal Manager. The monthly transport allowance of other qualifying employees will be determined according to their task levels:

T LEVEL	New Transport Allowance (2023/2024)	Current Transport Allowance (2022/2023)
T 14	R 11 008	R 10 719
T 15	R 12 231	R 11 910
T 16	R 13 454	R 13 101
T 17	R 14 677	R 14 292
T 18	R 14 677	R 14 292

The monthly allowance will increase with 50% of the annual salary increase as agreed upon by the Bargaining Council from 1 July 2024.

18.4 Essential User Transport Allowance

The allowance is determined as per the transport allowance scheme for essential users, as indicated in the government gazette No 16407 dated 12 May 1995.

19 Travelling expenses

19.1 Travelling expenses shall only be paid to a representative or in the case of an employee where he/she uses private transport to undertake a trip on behalf of the Municipality.

19.2 Every trip by an employee must have the prior authorization of the employee's senior manager.

Travelling expense reimbursements for Councillors, the Municipal Manager and other senior managers shall be dealt with as follows:

Destinations outside of the Municipality's area of jurisdiction:

19.3 Councillors, the Municipal Manager and other senior managers (section 56 appointments) shall be reimbursed for the actual kilometers travelled in accordance with the tariffs of the Department of Transport.

19.4 Reimbursement of travelling expenses to destinations outside of the Municipality's jurisdictional area, shall be payable to Employees who participate in the Essential User Transportation Scheme as per kilometres measured from the employee's location or place of residence, whichever is the shortest. The tariff per kilometre will is according to the running cost of the scheme

19.5 Reimbursement of travelling expenses to destinations outside of the Municipality's jurisdictional area, shall be payable to employees who participate in the **FixedTravelling Allowance Scheme (Perk scheme)** as per kilometres measured from theemployee's location or place of residence, whichever is the shortest. The tariff per kilometre is R 2.40.

The running cost will increase with 50% of the annual salary increase as agreed upon by the Bargaining Council from 1 July 2024.

19.6 Employees who are not part of any Transportation Scheme shall be reimbursed for actual kilometres travelled from their place of residence or from his/her location during office hours in accordance with Section 8(1)(b) of the Income Tax Act and in conjunction with the prescribed tariffs per kilometre for employees not travelling more than 8 000 kilometres per annum.

Destinations within the Municipality's area of jurisdiction:

19.7 The Municipal Manager and other senior managers (section 56 appointments) shall receive reimbursement for actual kilometres travelled within the Municipality's area of jurisdiction, in terms of section 39 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, in accordance with the tariffs of the Department of Transport.

Reimbursement for applicants who attend interviews.

Accommodation expenses

19.8 The actual cost of the accommodation, including the cost of meals, as arranged by the Municipality.

Travelling expenses

19.9 In the consideration of expenditure the most practical and economical mode of transport must be used, the tariff per actual kilometers travelled will apply, as outlined in paragraph 19.5. Where a hired vehicle is used to transport the applicant from the airport, the actual cost of a hired vehicle with the engine capacity of 1300cc to 1500cc shall be paid.

19.10 Where the applicant has to make use of air travel to attend an interview, the actual shall be paid. Prior approval of the Municipal manager is required.

19.11 Travelling expenses shall be paid only for applicants who reside within the boundaries of the Republic of South Africa.

20 Claims

For a claim to be processed for payment, the following documentary proof must be handed in to the Directorate: Finance:

20.1 In the case of an employee, the representative's attendance must be authorised by the Municipal Manager or his nominee in terms of the delegation of authority.

20.2 In the case of a senior manager, his/her attendance must be authorised by the Municipal Manager.

20.3 In the case of Councillors or the Municipal Manager, their attendance must be authorised by the Executive Mayor, in consultation with the Municipal Manager.

20.4 In the case of the Executive Mayor, his/her attendance must be authorised by the Municipal Manager.

20.5 A properly completed official claim form must be handed in, having been signed by an official who is duly authorised to approve expenses.

20.6 Supporting documentation in the form of invoices for overnight allowances in terms of miscellaneous expenses and communication expenses. (The latter being applicable only to overseas trips).

20.7 All claims to be processed must be handed in to the Directorate: Finance not later than 10 working days after the journey has been undertaken or a longer period approved by the Director Finance.

21 COMMENCEMENT AND REVIEW

21.1 This policy is effective from the date on which it is adopted by Council. If any legislation is enacted or amended that conflicts with any part of this Policy, such legislation will take precedence and will be implemented by the Municipality without amending this Policy. Amendment of the Policy would be done as expeditiously aspossible.

21.2 The Municipality Manager must, annually, review the implementation of this Policy and if she/he considers it necessary, submit proposals for the amendment of the Policy to the Council for approval.

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Annual Risk Assessment Report 2022

June 2022

Ref. 2/12/1

Contents

Distribution list....2
Purpose....3
Background....3
Executive Summary....4
Legal Framework....4
Objectives and scope....4
Risk Rating Criteria....5
Risk Scoring....6
Results of Risk Assessment....7
Risk Universe....8
Top risks of Witzenberg Municipality....9
Top 20 risks- Directorate Finance....9
Top 20 risks- Directorate Community Services....10
Top 20 risks- Directorate Corporate Service....11
Top 20 risks- Office of the Municipal Manager....12
Top 20 risks- Technical Services....13
Risk Registers....14
Strategic Risk Register....14
Operational Risk Register....14
Community Services....14
Corporate Services....16
Finance....21
Office of the Municipal Manager....25
Technical Services....27
Appendix A –Risk category definitions....32

Distribution list

Responsible Personnel	Designation	For Information Only
Mr D Nasson	Municipal Manager	X
Mr D Nasson	Act Director: Community Services	X
Mr M Mpeluza	Director: Corporate Services	X
Mr C Kritzinger	Director: Financial Services	X
Mr J Barnard	Director: Technical Services	X

This Report is also distributed via Performance, Risk and Audit Committee agenda to:

Performance, Risk and Audit Committee members
AGSA, Senior Manager for Witzenberg Municipality

8 July 2022

Mr David Nasson
Municipal Manager
Witzenberg Municipality

Dear Sir,

Purpose

The purpose of this report is to provide the Council, Management and the Performance, Risk and Audit Committee with the results of the 2022 annual risk assessment.

Background

It is the responsibility of Witzenberg Municipality to ensure adherence to good corporate governance practices, to assess potential risks within the Witzenberg municipality operations and implement an appropriate system of internal control to address such risks. It is also the responsibility of Witzenberg Municipality management to ensure that there is an effective control system in place to prevent and detect fraud.

The role of Internal Audit is limited to the facilitation of the Annual Risk Assessment Process on behalf of the Chief Risk Officer, to populate/update the Risk Register based on the information obtained from management and risk owners. The following conditions are applied:

- IA Consulting standards are applied;
- Work is performed on behalf and for the delegated CRO;
- Management remains responsible for risk management.
- Internal audit's responsibilities are documented in the internal audit charter and the Performance, Risk and Audit Committee advised Council to approve.
- The Internal Audit Unit does not manage any of the risks, apart from the risks associated with Internal Audit, on behalf of management.
- Internal auditing provides advice, challenge and support to management's decision-making, as opposed to taking risk management decisions themselves.

It is the responsibility of Management and Senior Management to assess risks and to apply the appropriate risk response according to the Risk Management Policy. It is the responsibility of Management and risk owners to ensure that risks are managed within the risk appetite level.

Gerhard Louw
Head: Internal Audit
Signature Register Number 3693

Executive Summary

Legal Framework

In terms of the Local Municipal Finance Management Act, no 56 of 2003, (MFMA) section 62, *(1) The accounting officer of a municipality is responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure—*

(c) that the municipality has and maintains effective, efficient and transparent systems—

(i) of financial and risk management and internal control"

National Treasury has implemented a Public Sector Risk Management Framework. In terms of paragraph 3, the Framework provides "*principles to support and sustain effective risk management".* This as the Risk Management Policy was used as a guideline to perform the work.

Objectives and scope

The objective of the annual risk assessment was to facilitate the identification, validation and prioritisation of material risks that can significantly impact on service delivery and strategic objectives set according to the amended 2022/2023 Integrated Development Plan of Witzenberg Municipality.

The result of this risk assessment is also utilised to develop the risk-based internal audit plan for 2022/2023 in terms of section 165 (2)(a) of the Municipal Finance Management Act, no 56 of 2003.

The following Departments and functions are included in the assessment:

Department	Section
Community Services	Disaster Management
	Environmental Management
	Facility management
	Firefighting Services
	Housing
	Local & social Economic Development
	Resorts
Corporate Services	Administration
	ICT
	Human Resources
	Health & Safety
	Labour Relations
	Leave Management
	Recruitment & Benefits
	Time and attendance
	Training
	Marketing & Communication
	Protection Services - Law enforcement
	Protection Services - Traffic Services
Finance	Financial Administration
	Budget and Assets
	System administration
	Revenue
	Income

Department	Section
	Client Services
	Debtors accounts and credit Control
	Income
	Meter reading
	Property Rates
	Supply Chain
	Procurement
	Stores
	Salaries
Office of the Municipal Manager	Integrated Development Planning
	Internal Audit
	Legal Department
	Media relations
	Performance Management
	Property Management
	Risk Management
Technical Services	Electricity
	Fleet Management
	Solid Waste and Cleansing
	Streets and Storm water
	Town Planning
	Water and Sanitation

The current risks recorded in the risk register of Witzenberg Municipality were reviewed and identified to be retained, improved (in terms of description and background information), removed or moved to a new risk owner. New risks were identified. All risks were assessed based on the potential impacts as well as their estimated likelihood of materialising in future (i.e. inherent risks). Controls in place to mitigate these risks were assessed with their perceived effectiveness resulting in a residual risk score.

Risk Rating Criteria

Based on the Risk Management Policy of Witzenberg Municipality the following rating and scoring methodology was applied.

Potential Loss / Impact		
Severity Ranking	Assessment	Factor
Critical	Negative outcomes or missed opportunities that are of critical importance to the achievement of objectives	5
Major	Negative outcomes or missed opportunities that are likely to have a relatively substantial impact on the ability to meet objectives	4
Moderate	Negative outcomes or missed opportunities that are likely to have a relatively moderate impact on the ability to meet objectives	3
Minor	Negative outcomes or missed opportunities that are likely to have a relatively low impact on the ability to meet objectives	2
Insignificant	Negative outcomes or missed opportunities that are likely to have a relatively negligible impact on the ability to meet objectives	1

Likelihood (In the absence of controls)		
Likelihood category	Category definition	Factor
Common	The risk is already occurring, or is likely to occur more than once within the next 12 months	5
Likely	The risk could easily occur, and is likely to occur at least once within the next 12 months	4
Moderate	There is an above-average chance that the risk will occur at least once in the next three years	3
Unlikely	The risk occurs infrequently and is unlikely to occur within the next three years	2
Rare	The risk is conceivable but is only likely to occur in extreme circumstances	1
Perceived control effectiveness		
Effectiveness category	Category definition	Factor
Very good	Risk exposure is effectively controlled and managed	20%
Good	Majority of risk exposure is effectively controlled and managed	40%
Satisfactory	There is room for some improvement	65%
Weak	Some of the risk exposure appears to be controlled, but there are major deficiencies	80%
Unsatisfactory	Control measures are ineffective	100%

Risk Scoring

The following sample indicates the methodology followed to calculate inherent and residual risk:

Impact	Likelihood	Inherent Risk (IR)	Control effectiveness	Residual Risk (RR)
Critical	Likely	Critical X Likely = Inherent Risk	Good	Inherent risk X Control Effectiveness = Residual Risk
5	4	20	40%	8
Result		Inherent Risk is at maximum		Residual Risk is low

Inherent risk exposure	Factor	Residual risk exposure	Factor
Maximum	20- 25	Maximum	20- 25
High	15 < 20	High	15 < 20
Medium	10 < 15	Medium	10 < 15
Low	5 < 10	Low	5 < 10
Minimum	< 5	Minimum	< 5

The residual risk rating and the associated management action plan that is required to mitigate the inherent risks are indicated in the table below:

Residual Risk Rating	Action plan required	Details Thereof
20- 25	Immediate Action Required	Material risks and/or control weaknesses of critical importance. Management should take immediate action to reduce residual risk exposure to an acceptable level.
15 < 20	Immediate Action Required	Risks and/or control weaknesses considered being of a less critical but serious nature. Management should take action to reduce residual risk exposure to an acceptable level
10 < 15	Action Required	Risks and/or control weaknesses considered being of a moderate nature. Management should implement more controls or increase the effectiveness of current controls to reduce the residual risk to a more acceptable level.
5 < 10	Monitor	These issues do not represent a risk to the environment and can be corrected at minimal cost. However, resolution of these issues will lead to an improvement in the overall control environment in the long term. Management should constantly monitor the risk exposure and related control effectiveness.
< 5	Monitor	These issues do not represent a risk to the environment and can be corrected at minimal cost. Management should constantly monitor the risk exposure and related control effectiveness.

Results of Risk Assessment

A total of 719 risks were identified. This can be illustrated as follows.

Risk Universe

This table provides an overview of the average Inherent versus average Residual Risk per risk area

AIR = Average Inherent Risk ARR = Average Residual Risk

Strategic risk/ Business process	#	AIR	ARR	Business process	#	AIR	ARR
Strategic	27	21	16	Finance	184	16	9
Unfunded budget		25	25	Procurement	11	20	10
Inability to provide landfill facility in Witzenberg municipal area		25	18	Expenditure	8	19	9
Major unplanned not disaster related interruptions to service deliver		25	17	System administration	7	18	11
Community protest, unrest and uprising		25	16	Budget and Assets	46	18	9
Covid -19 pandemic		25	16	Meter reading	3	17	8
Eskom's inability to provide increased electricity supply to the municipal area		25	16	Income	11	17	10
Inability to deal with disaster, business continuity and fire hazard		25	13	Client Services	22	16	9
Illegal invasion and occupation of land		20	20	Finance *(DirRisks)*	14	16	11
Inability to minimise recyclable waste		20	20	Stores	10	15	6
Unsustainable High cost of electricity bulk supply		20	20	Salaries	9	15	6
The municipality is unable to mitigate illegal land use and building work		20	17	Debtors accounts and credit Control	35	14	11
Growth in informal settlements		20	16	Supply Chain	1	12	5
Deteriorating electrical infrastructure		20	16	Property Rates	7	12	9
Deteriorating road infrastructure		20	16				
Deteriorating water and sanitation infrastructure		20	16	Technical Services	123	16	9
Lack of funding to rehabilitated landfill site in Witzenberg		20	16	Electricity	23	18	12
Uneconomical utilization of assets (Klipriver, Dennebos and Eiland)		20	16	Technical Services *(DirRisks)*	21	17	11
Poor growth in revenue base		20	13	Fleet Management	9	16	10
Ageing vehicle fleet		20	13	Solid Waste and Cleansing	15	16	8
Escalation in vulnerable and indigent households		20	13	Streets and Storm water	16	15	8
Failure of law enforcement agencies to assist municipality		20	13	Water and Sanitation	23	15	8
Increase in vandalism, theft of municipal assets		20	13	Town Planning	16	15	7
Rapid increase in Salary budget		20	13				
UIFW expenditure		20	13	Community Services	180	16	8
Un-recoverability of outstanding receivables		20	13	Disaster Management	14	23	11
Increase in unaccounted water and electricity losses		20	12	Firefighting Services	7	19	7
Non-compliance to POPI Act		16	16	Housing	11	18	11
Corporate Services	180	15	8	Local & social Economic Development	7	9	9
Protection Services - Law enforcement	10	21	12	Resorts	31	7	7
Time and attendance	10	20	14	Community Services *(DirRisks)*	2	7	7
IT	17	18	8	Facility management	11	7	7
ICT Security Management	12	15	10	Environmental Management	5	5	5
Protection Services - Traffic Services	52	15	7				
Training	6	14	7	Office of the Municipal Manager	114	16	9
Human Resources	4	14	7	Legal Department	1	20	20
Corporate Services *(DirRisks)*	4	13	9	Integrated Development Planning	15	19	9
Leave Management	4	13	6	Internal Audit	9	16	9
ICT Governance	15	13	10	Property Management	12	16	7
Labour Relations	3	12	5	Risk Management	6	16	8
Administration	8	12	4	Performance Management	66	15	9
Recruitment & Benefits	21	11	5	Media relations	5	13	6
Marketing & Communication	7	11	4				
Health & Safety	7	11	4				

Risk rating				
Maximum 20- 25	High 15 < 20	Medium 10 < 15	Low 5 < 10	Minimum < 5

Top risks of Witzenberg Municipality

The following tables represent the top-rated risks of Witzenberg Municipality. The top risks are those as noted in the Risk profile.

Top 20 risks- Directorate Finance

Unit Title	Risk Title	IR	RR
Finance	Unfunded budget	25	25
System administration	Data breach	25	25
Client Services	Money collected late for depositing to the bank	25	25
Income	Un- recoverability of outstanding receivables	25	25
Procurement	Bids cancelled due to non-compliance by bidders resulting higher prices	25	25
Finance	Un-recoverability of outstanding receivables	25	18
Budget and Assets	Asset register incomplete, inaccurate, over or understated	25	18
Expenditure	Supplier data changed without notification result in payments to incorrect bank account	25	16
Budget and Assets	Asset existence not verified (Asset not on asset register)	25	16
Budget and Assets	Loss of grant funding	25	16
Client Services	Inaccurate deposits detected by bank	25	16
Client Services	Misappropriation of funds - online processing	25	16
Client Services	Money not collected daily	25	13
Budget and Assets	Assets not capitalized	25	12
Expenditure	Supplier invoices/statements not reconciled to order data on SAMRAS before payment	25	10
Budget and Assets	Assets not commissioned	25	10
Budget and Assets	Irregular disposal of assets/Alienation of property/Rental of Property	25	10
Budget and Assets	Non-Adherence to DORA	25	10
System administration	Access violations to SAMRAS system not detected	25	10
Salaries	Employees paid late	25	10
Procurement	Non-compliance to the SCM policy in terms of advertising, closing, opening evaluation, adjudication of bid and contract management resulting in irregular expenditure	25	10
Procurement	Specification biased, incomplete or does not fit needs resulting in possible fruitless and wasteful expenditure	25	10
Client Services	Theft / loss of funds from prepaid vendors	25	8
Debtors accounts and credit Control	1. Warrants not issued	20	20
Debtors accounts and credit Control	3. Warrants not executed	20	20
Debtors accounts and credit Control	All possible legal action not taken to recover debt	20	20

Top 20 risks- Directorate Community Services

Unit Title	Risk Title	IR	RR
Housing	Inability to implement provincial approved budgeted housing projects	25	25
Disaster Management	Poor response times	25	18
Disaster Management	Lack of communication and co-ordinations with national/provincial and district disaster support services and community	25	16
Local & social Economic Development	Indigent register is incomplete, inaccuracy and invalid	25	16
Housing	Community protest, unrest and uprising	25	16
Firefighting Services	Inability to deal with disaster, business continuity and fire hazard	25	13
Disaster Management	Incorrect or ineffective mitigation factor deployed	25	10
Disaster Management	Ineffective preparedness readiness plans	25	10
Disaster Management	Insufficient capacity to perform required disaster management activities	25	10
Disaster Management	Insufficient information and analysis for early detection	25	10
Disaster Management	Lack of human, capital and equipment resources to mitigated risk	25	10
Disaster Management	Lack of policies and procedures to govern disaster management	25	10
Disaster Management	Out-dated disaster management plans	25	10
Firefighting Services	Poor response times	25	10
Firefighting Services	Poor service delivery due to lack of capacity	25	10
Environmental Management	Major transgression not detected	25	10
Firefighting Services	Fire inspection not performed	25	5
Facility management	Facility income not reconciled to Samras system	20	20
Housing	Illegal invasion and occupation of land	20	20
Resorts	Uneconomical utilization of assets (Klipriver, Dennebos and Eiland)	20	16

Top 20 risks- Directorate Corporate Service

Unit Title	Risk Title	IR	RR
ICT Security Management	Unauthorised use of software	25	20
ICT Security Management	Passive and active cyber attacks	25	19
Protection Services - Law enforcement	Lack of an approved protection/operational plan that is also regularly reviewed and approved	25	16
Protection Services - Traffic Services	Lack of/or underdeveloped Standard Operating Procedures/guideline	25	10
Protection Services - Traffic Services	Non-performance of contract agreement	25	10
Protection Services - Traffic Services	Notices not capture on the traffic system	25	10
Protection Services - Traffic Services	Summons and warrants not issued by service provider within legal timeframe	25	10
Time and attendance	Inadequate policies and procedures to govern time and attendance	20	20
Protection Services - Law enforcement	Failure of law enforcement agencies to assist municipality	20	20
Protection Services - Law enforcement	Non-Compliance to the Fire Arms Control Act	20	20
Time and attendance	All employees on the payroll is not on the time and attendance system	20	16
Time and attendance	System interface errors not detected and cleared in a timely manner	20	16
ICT Security Management	Data breach	20	16
Time and attendance	Clocking devices not Functional	20	13
Time and attendance	Corrective action on exceptions reported not monitored by management	20	13
Time and attendance	Deficiencies pertaining to segregation of duties	20	13
Time and attendance	Exceptions are not cleared and reconciliation are not done	20	13
Time and attendance	Inadequate reporting on time and attendance	20	13
Time and attendance	No disaster management recovery plan	20	13
Time and attendance	No service level agreement with service provider	20	13

Top 20 risks- Office of the Municipal Manager

Unit Title	Risk Title	IR	RR
Performance Management	Grants not utilized for intended purposes	25	25
Performance Management	Non-compliance: 13(1)- Monitoring, measurement and review of performance	25	16
Performance Management	Non-compliance: 13(2)- Monitoring, measurement and review of performance	25	16
Performance Management	Non-compliance: 13(3)(c)- Monitoring, measurement and review of performance	25	16
Performance Management	Non-compliance: 13(3)- Monitoring, measurement and review of performance	25	16
Performance Management	Non-compliance: 13(4)(1a-c)- Monitoring, measurement and review of performance	25	16
Integrated Development Planning	Vision of the municipality not internalized among all level of staff	25	13
Integrated Development Planning	Integrated Development Plan/ Budget steering committee not effective	25	10
Integrated Development Planning	Timeframes for budgeting process for inclusion in the Integrated Development Plan not adhered to resulting in crisis management to complete Integrated Development Plan and Budget in a timely manner	25	10
Performance Management	Performance agreements not in line with Integrated Development Plan	25	10
Performance Management	Poor performance not detected and control	25	10
Legal Department	Illegal invasion and occupation of land	20	20
Integrated Development Planning	Ineffective ward committees	20	13
Integrated Development Planning	Not creating an enabling environment for the achievement of economic development in areas identified in the Integrated Development Plan	20	13
Integrated Development Planning	Poor Public participation and lack of feedback on Integrated Development Plan matters	20	13
Internal Audit	Making the wrong decision when there was some evidence of fraud	20	13
Internal Audit	Use of audit teams or lack of staff that do not have the appropriate level of competence based on experience or knowledge of high risk areas.	20	13
Performance Management	Financial data does not reconcile with SDBIP PMS data	20	13
Performance Management	Key performance indicators not reviewed annually	20	13
Performance Management	Key performance target not" SMART" to measure achievement	20	13

Top 20 risks- Technical Services

Unit Title	Risk Title	IR	RR
Technical Services	Lack of funding to rehabilitated landfill site in Witzenberg	25	25
Electricity	Eskom's inability to provide increased electricity supply to the municipal area	25	25
Electricity	Safety and maintenance inspections not performed due to lack personnel	25	25
Electricity	Insufficient maintenance and capital re-investment due to Insufficient resources (Human and capital)	25	21
Fleet Management	Ageing vehicle fleet	25	20
Solid Waste and Cleansing	Major unplanned not disaster related interruptions to service deliver	25	18
Streets and Storm water	Major unplanned not disaster related interruptions to service deliver	25	18
Water and Sanitation	Major unplanned not disaster related interruptions to service deliver	25	18
Electricity	Major unplanned not disaster related interruptions to service deliver	25	17
Town Planning	Zoning of properties incorrect	25	10
Electricity	Nersa's threat to change municipal electricity distribution License	20	20
Electricity	Poor quality of electricity supply due to Lack of knowledge/skilled personnel and resources	20	20
Fleet Management	Lack of spares for older equipment	20	20
Water and Sanitation	Inability to provide bulk water storage capacity to the Tulbagh area	20	20
Streets and Storm water	Deteriorating road infrastructure	20	16
Town Planning	Illegal land use and building works	20	16
Water and Sanitation	Deteriorating water and sanitation infrastructure	20	16
Electricity	Deteriorating electrical infrastructure	20	15
Electricity	Poor growth in revenue base	20	13
Technical Services	Increase in unaccounted water and electricity losses	20	13

Risk Registers

Strategic Risk Register

Risk Title	IR	RR
Unfunded budget	25	25
Inability to provide landfill facility in Witzenberg municipal area	25	18
Major unplanned not disaster related interruptions to service deliver	25	17
Community protest, unrest and uprising	25	16
Covid -19 pandemic	25	16
Eskom's inability to provide increased electricity supply to the municipal area	25	16
Inability to deal with disaster, business continuity and fire hazard	25	13
Illegal invasion and occupation of land	20	20
Inability to minimise recyclable waste	20	20
Unsustainable high cost of electricity bulk supply	20	20
The municipality is unable to mitigate illegal land use and building work	20	17
Growth in informal settlements	20	16
Deteriorating electrical infrastructure	20	16
Deteriorating road infrastructure	20	16
Deteriorating water and sanitation infrastructure	20	16
Lack of funding to rehabilitate landfill site in Witzenberg	20	16
Uneconomical utilization of assets (Klipriver, Dennebos and Eiland)	20	16
Poor growth in revenue base	20	13
Ageing vehicle fleet	20	13
Escalation in vulnerable and indigent households	20	13
Failure of law enforcement agencies to assist municipality	20	13
Increase in vandalism, theft of municipal assets	20	13
Rapid increase in Salary budget	20	13
UIFW expenditure	20	13
Un-recoverability of outstanding receivables	20	13
Increase in unaccounted water and electricity losses	20	12
Non-compliance to POPI Act	16	16

Operational Risk Register

The table below reflects the Risk Register of Witzenberg Municipality per directorate.

Community Services

Unit Title	Risk Title	IR	RR
Community Services	Possibility of corrupt activities by officials and politicians	16	6
Community Services	ComLed20-Performance data unreliable (invalid, incomplete and inaccurate)	12	8
Disaster Management	Poor response times	25	18
Disaster Management	Lack of communication and co-ordinations with national/provincial and district disaster support services and community	25	16
Disaster Management	Incorrect or ineffective mitigation factor deployed	25	10
Disaster Management	Ineffective preparedness readiness plans	25	10
Disaster Management	Insufficient capacity to perform required disaster management activities	25	10
Disaster Management	Insufficient information and analysis for early detection	25	10
Disaster Management	Lack of human, capital and equipment resources to mitigated risk	25	10

Unit Title	Risk Title	IR	RR
Disaster Management	Lack of policies and procedures to govern disaster management	25	10
Disaster Management	Out-dated disaster management plans	25	10
Disaster Management	Lack of early warning systems	20	15
Disaster Management	Insufficient knowledge or funds to assess hazards	20	11
Disaster Management	Insufficient and untimely reporting	20	8
Disaster Management	Key factor of risk not identified	20	8
Disaster Management	Safety of recovery personnel	20	8
Environmental Management	Major transgression not detected	25	10
Environmental Management	Failure by Municipality to enforce legal compliance	12	5
Environmental Management	Minor transgression not detected	10	4
Environmental Management	Limited funds not utilized effectively	9	4
Environmental Management	Litigation risk due to polluted rivers	9	4
Facility management	Facility income not reconciled to Samras system	20	20
Facility management	Maintenance not performed	20	8
Facility management	Facility use without payment	16	6
Facility management	Client do not sign for equipment and facility	12	8
Facility management	Defects not detected during inspections and reported	12	6
Facility management	All applications not registered	12	5
Facility management	Damages not identified resulting in financial loss	12	5
Facility management	Deposits refunded without damages being deducted	12	5
Facility management	Double bookings	12	5
Facility management	Public abuse of open space	12	5
Facility management	Facility not prepared or required equipment not provided	9	4
Firefighting Services	Inability to deal with disaster, business continuity and fire hazard	25	13
Firefighting Services	Poor response times	25	10
Firefighting Services	Poor service delivery due to lack of capacity	25	10
Firefighting Services	Fire inspection not performed	25	5
Firefighting Services	Wrong/hoax/severity of fire reported incorrect/cancellations	12	5
Firefighting Services	Lack of reporting and analysis	12	4
Firefighting Services	Fire break roads not maintained	9	4
Housing	Inability to implement provincial approved budgeted housing projects	25	25
Housing	Community protest, unrest and uprising	25	16
Housing	Illegal invasion and occupation of land	20	20
Housing	Growth in informal settlements	20	15
Housing	The housing waiting list perceived as not being credible	20	15
Housing	Delay on appointment of service provider	16	6
Housing	List of material requirements inflated by maintainers to commit theft	16	6
Housing	Inability to maintain Rental Stock (Rental scheme houses)	15	10
Housing	All maintenance requests are not registered	12	5
Housing	Tasks not performed according to work instructions	12	5
Housing	Waiting list register incomplete and inaccurately	12	2
Local & social Economic Development	Indigent register is incomplete, inaccuracy and invalid	25	16
Local & social Economic Development	Escalation in vulnerable and indigent households	20	13
Local & social Economic Development	Unrealistic expectations of non- municipal mandate	16	9
Local & social Economic Development	People not aware of indigent relief	16	6
Local & social Economic Development	ComLed20-Performance data unreliable (invalid, incomplete and inaccurate)	12	8
Local & social Economic Development	Community not aware of LED services	12	6

Unit Title	Risk Title	IR	RR
Local & social Economic Development	Program outcomes not evaluated	9	6
Resorts	Uneconomical utilization of assets (Klipriver, Dennebos and Eiland)	20	16
Resorts	Pine Forrest income captured against incorrect vote number on SAMRAS	20	13
Resorts	No key register for safes	20	10
Resorts	Income (Sales) received not recorded	20	8
Resorts	Poor access control and theft	20	8
Resorts	Advance rental payment not received in a timely manner.	16	6
Resorts	Bad impression to visitors that resorts are not well maintained	16	6
Resorts	Bags not sealed and locked and placed in safes	16	6
Resorts	Guest registration form incomplete	16	6
Resorts	Income not accounted for	16	6
Resorts	Injuries due to incorrect water purification chemicals(Chlorine and acid)	16	6
Resorts	Lack of maintenance strategy and plans	16	6
Resorts	Long outstanding debt as a result of ineffective debt collection processes (all services).	16	6
Resorts	Misappropriation of cash	16	6
Resorts	Revenue of day visitors not received	16	6
Resorts	Aged pools and equipment resulting in high maintenance cost and resources allocation to clean	15	10
Resorts	Receipt allocation of income to incorrect vote numbers (e.g. chalets, stands, etc.)	15	10
Resorts	Unauthorized access	15	10
Resorts	Accommodation and facilities poorly cleaned and not inspected	12	5
Resorts	Inventory not checked properly at departure or visitor depart without inventory being checked	12	5
Resorts	Summary sheets not signed off	12	5
Resorts	Surpluses and shortages not paid in	12	5
Resorts	Key (usage) deposits not paid	9	9
Resorts	Bookings not recorded on the booking system	9	4
Resorts	Breakages not deducted from deposit	9	4
Resorts	Cancellation fees not deducted from deposit	9	4
Resorts	Key/usage Deposit refunds not authorised	9	4
Resorts	No documented key movement or handling procedure	9	4
Resorts	Payment for service not received or recorded	9	4
Resorts	Stand occupies without a valid agreement	9	4
Resorts	Vehicle permit not issued	9	4

Corporate Services

Unit Title	Risk Title	IR	RR
Administration	Agenda items from other departments received late	15	8
Administration	All correspondence not registered on TRIM	12	5
Administration	Calls not logged	12	5
Administration	Council decisions not routed to responsible person or incorrectly routed	12	5
Administration	Minutes compiled inaccurate	12	5
Administration	Correspondence not/ incorrectly routed Correspondence miss-filed	12	2
Administration	Archive File Register not adequately maintained result in ineffective filing	9	2
Administration	Minutes not approved by chairperson	9	2
Corporate Services	Possibility of corrupt activities by officials and politicians	16	6
Corporate Services	Office space is insufficient to accommodate staff	12	12
Corporate Services	CorpHR12 - Performance data unreliable (Invalid, Incomplete and inaccurate)	12	8
Corporate Services	Irregular disposal of assets/Alienation of property/Rental of Property	12	8
Health & Safety	Lack of corporate directive, uncoordinated efforts and disorganized management systems	12	5
Health & Safety	Persons with possible previous injuries employed	12	5
Health & Safety	Possibility of injury on duty fraud	12	5
Health & Safety	Prolonged period to conclude on injury on duty and disability cases	12	5

Unit Title	Risk Title	IR	RR
Health & Safety	Inadequate systems of risk control or non-compliance to loss control standards may impact upon human safety; cause equipment losses and liabilities	9	4
Health & Safety	Unreliable data. Poor decision-making information, non-achievement of objectives	9	4
Health & Safety	Inadequate identification, evaluation and mitigation of risk exposures could cause loss of life, injuries to health, damages and process interruptions	9	2
Human Resources	Possibility of corrupt activities by officials and politicians	16	6
Human Resources	Reliance on key staff	15	10
Human Resources	CorpHR12 - Performance data unreliable (Invalid, Incomplete and inaccurate)	12	8
Human Resources	Labour unrest	12	5
ICT Governance	2. The ICT portfolio failing to support the municipality's objectives and strategies	16	10
ICT Governance	Fragmented, inefficient infrastructures	15	15
ICT Governance	Lack of alignment between strategic objectives and the ICT architecture (Hardware, Software, network infra.)	15	15
ICT Governance	Service performance failures causing legal and regulatory compliance exposures (POPI)	15	15
ICT Governance	1. Ineffective responsibilities and accountabilities established for IT processes	15	11
ICT Governance	Inappropriate priorities used for the allocation of resources	12	12
ICT Governance	Service deviations and degradations not recognised and addressed resulting in failure to deliver business requirements	12	12
ICT Governance	Value not obtained from the ICT assets and services	12	12
ICT Governance	3. Remedial actions to maintain and improve IT process effectiveness and efficiency not identified or implemented	12	8
ICT Governance	Decreased stakeholder(Council, Senior Management, Steering Committee) confidence	12	8
ICT Governance	Failure to identify risks rising from services delivery strategies and activities	12	8
ICT Governance	Ineffective IT governance, risk management and internal control arrangements	12	8
ICT Governance	Insufficient capabilities, skills and resources to achieve strategic objectives	12	8
ICT Governance	Decreasing response time	10	8
ICT Governance	Performance gaps not identified in a timely manner	9	6
ICT Security Management	Unauthorised use of software	25	20
ICT Security Management	Passive and active cyber attacks	25	19
ICT Security Management	Data breach	20	16
ICT Security Management	Theft, loss and damage of ICT hardware	16	6
ICT Security Management	Failure of baseline security rules to prevent and detect unauthorised access.	15	11
ICT Security Management	Disclosure of corporate assets and sensitive information accessible for unauthorised parties	15	6
ICT Security Management	Unauthorised activities not detected and mitigated	12	10
ICT Security Management	Failure of firewall rules to prevent and detect unauthorised access.	12	6
ICT Security Management	Lack of segregation of duties between system administrators and users	12	5
ICT Security Management	Unauthorised access not prevented and detected	12	5
ICT Security Management	Failure of network security rules to detect unauthorised access.	9	6
ICT Security Management	Ignorant internet users	9	6
IT	Inadequate segregation of duties between user account management responsibilities and end user responsibilities	20	13
IT	Access to the server room may not be regularly monitored and reviewed.	20	8
IT	In the event of a disaster the municipality may not be able to continue to operate	20	8
IT	Inadequate backup of the SAMRAS system could result in loss of information in the event of a disaster	20	8
IT	Inadequate backup of the TRIM system could result in loss of information in the event of a disaster	20	8
IT	No policy and procedures to govern logical access to SAMRAS that could possibly result in inadequate procedures being followed allowing errors, fraud and the loss of data confidentiality	20	8
IT	Server room may have inadequate environmental controls in place i.e. : o Fire exposure; o Water damage; o Air conditioning; o Electrical exposure; and o Other housekeeping issues	20	8
IT	Terminated users not removed in a timely manner	20	8
IT	Unauthorised user/s can get access to SAMRAS and/or TRIM	20	8
IT	User access right to SAMRAS on TRIM systems are inappropriate resulting in unauthorised access	20	8
IT	The use of third party providers of IT may introduce control weaknesses which impact the integrity of financial result	16	16
IT	Inadequate passwords that could result in unauthorised access to the application system	16	6
IT	Unauthorised access to systems increases the risk of misappropriation of funds, error or abuse	16	6
IT	Unauthorised transaction may impact upon the integrity of the financial result	15	10

Unit Title	Risk Title	IR	RR
IT	Inability to restore information systems	15	6
IT	No or inadequate service level agreements with third party/s responsible for IT infrastructure maintenance	15	6
IT	Unauthorised access to server room facilities could occur	15	6
Labour Relations	Minimum services level agreement not agreed with local labour	12	5
Labour Relations	Possibility of procedural errors made by presiding officers	12	5
Labour Relations	Possibility that disciplinary action is not taken within 3 months	12	5
Leave Management	Employee abuse of sick leave and high absenteeism	20	9
Leave Management	Leave document incomplete and not approved	16	6
Leave Management	Leave document processed and/or received late	10	7
Leave Management	Shop steward leave not monitored	6	2
Marketing & Communication	Possibility that contractual obligations are not adhered with leading to legal claims and or litigation	15	6
Marketing & Communication	Non-compliance to written language requirements	12	5
Marketing & Communication	Poor above/below line advertising	12	5
Marketing & Communication	Poor public image resulting in adverse reaction	12	5
Marketing & Communication	Outcome of measurement not implemented and or no corrective action taken	9	4
Marketing & Communication	Poor/lack of research	9	4
Marketing & Communication	Poor or no branding and logo on assets	8	3
Protection Services - Law enforcement	Lack of an approved protection/operational plan that is also regularly reviewed and approved	25	16
Protection Services - Law enforcement	Failure of law enforcement agencies to assist municipality	20	20
Protection Services - Law enforcement	Non-Compliance to the Fire Arms Control Act	20	20
Protection Services - Law enforcement	Human resource limitations	20	13
Protection Services - Law enforcement	Firearm users have not signed off on the enforcement duties	20	8
Protection Services - Law enforcement	Firearms register not maintained according to prescripts of the Act	20	8
Protection Services - Law enforcement	insufficient safe custody facilities for firearms	20	8
Protection Services - Law enforcement	Invalid accreditation certificate	20	8
Protection Services - Law enforcement	Non-compliance to minimum training requirements	20	8
Protection Services - Law enforcement	Unlicensed firearms	20	8
Protection Services - Traffic Services	Lack of/or underdeveloped Standard Operating Procedures/guideline	25	10
Protection Services - Traffic Services	Non-performance of contract agreement	25	10
Protection Services - Traffic Services	Notices not capture on the traffic system	25	10
Protection Services - Traffic Services	Summons and warrants not issued by service provider within legal timeframe	25	10
Protection Services - Traffic Services	1st Notices not posted within 30 days (non-compliance to the TCSP)	20	13
Protection Services - Traffic Services	Law and traffic enforcement needs not determined and analysed	20	13
Protection Services - Traffic Services	Notice books issued not recorded again a user name	20	13
Protection Services - Traffic Services	Suspense accounts not cleared in a timely manner	20	13
Protection Services - Traffic Services	Allocation of e-Natis, TCS transactions to vote numbers incomplete and inaccurate	20	8
Protection Services - Traffic Services	Cut off numbers not reconciled on a monthly basis	20	8
Protection Services - Traffic Services	e-Natis, TCS and Nu-traffic transactions not reconciled to SAMRAS on a monthly basis	20	8

Unit Title	Risk Title	IR	RR
Protection Services - Traffic Services	Misappropriation of monies	20	8
Protection Services - Traffic Services	Notice books received not registered	20	8
Protection Services - Traffic Services	Fraudulent bank notes	16	10
Protection Services - Traffic Services	Surpluses & shortages not reported	16	10
Protection Services - Traffic Services	System's payment received reports not verified with cashier's cash on hand	16	10
Protection Services - Traffic Services	Theft of cash	16	10
Protection Services - Traffic Services	Unauthorised access to receipting system (IT Control)	16	10
Protection Services - Traffic Services	Unauthorised cancellations	16	10
Protection Services - Traffic Services	Unauthorised manual cancellations	16	10
Protection Services - Traffic Services	Cash received daily not deposited on a daily basis by cashier	16	6
Protection Services - Traffic Services	Court roll incomplete, inaccurate and not delivered in a timely manner to the applicable court	16	6
Protection Services - Traffic Services	Invalid, inaccurate and incomplete transactions processed on the E-natis Systems	16	6
Protection Services - Traffic Services	Money bags seals misappropriated	16	6
Protection Services - Traffic Services	Outstanding/unpaid notices not followed up in a timely manner	16	6
Protection Services - Traffic Services	R27. Surpluses and shortages not investigated or made good	16	6
Protection Services - Traffic Services	Unreliable or not legally compliant cameras deployed	16	6
Protection Services - Traffic Services	Court Hearing not attend by an assigned official and outcome not recorded	15	10
Protection Services - Traffic Services	Traffic processing system not updated with court hearing results	15	10
Protection Services - Traffic Services	Summons served by the municipality on offenders or warrants of arrest not forwarded to Sheriff of Court for serving purposes	15	6
Protection Services - Traffic Services	Misappropriation of funds - online processing	12	8
Protection Services - Traffic Services	Money collected late for depositing to the bank	12	8
Protection Services - Traffic Services	Money not collected daily	12	8
Protection Services - Traffic Services	Poor exception management	12	8
Protection Services - Traffic Services	All speed violations not downloaded from the camera onto the traffic system	12	5
Protection Services - Traffic Services	Cash collected not deposited by Cash Collection Service Provider	12	5
Protection Services - Traffic Services	Fines reduced or withdrawn without valid reason or fraudulently	12	5
Protection Services - Traffic Services	Misappropriation of mailed cheque and postal order	12	5
Protection Services - Traffic Services	Monthly reporting incomplete, inaccurate and irrelevant	12	5
Protection Services - Traffic Services	Notice not issued for an offence observed by the Law Enforcement-/Traffic Officer	12	5
Protection Services - Traffic Services	Receipts captured incomplete, inaccurate and not in a timely manner	12	5
Protection Services - Traffic Services	Receipts not processed on E-Natis/TMT-Traffic and TCS systems for cash received	12	5
Protection Services - Traffic Services	Valid photos not adjudicated independently	12	5
Protection Services - Traffic Services	Direct bank deposit payments allocated to incorrect / invalid consumer accounts	9	6
Protection Services - Traffic Services	Equipment set up incorrect for speed testing (Non-compliance to the TCSP)	9	4
Protection Services - Traffic Services	Money bags not collected and deposited daily by the appointed cash collection and deposit services provider	9	4

Unit Title	Risk Title	IR	RR
Protection Services - Traffic Services	Notices compiled inaccurate and incomplete by Traffic Officer	9	4
Protection Services - Traffic Services	Notices not handed in for processing	9	4
Protection Services - Traffic Services	Photo detail incorrectly identified and mismatched to e-Natis vehicle information.	9	4
Protection Services - Traffic Services	Possible speed violations rejected or removed fraudulently from record (Possible fraud consideration)	8	5
Protection Services - Traffic Services	Unmatched/removed photos not approved	8	5
Protection Services - Traffic Services	Notice books (empty and completed) not physically safe guarded	8	3
Recruitment & Benefits	Invalid information supplied by candidate not detected	16	6
Recruitment & Benefits	Non-monitoring of the 5 year Equity plan	16	6
Recruitment & Benefits	Uninformed employees	16	6
Recruitment & Benefits	Employees occupying municipal houses without being taxed on fringe benefits resulting in non-compliance to the Tax Act and the property being classified incorrectly	15	10
Recruitment & Benefits	Allowances, subsidies are not approved	12	5
Recruitment & Benefits	Employee master file data incomplete and inaccurate	12	5
Recruitment & Benefits	Fraudulent overtime claims	12	5
Recruitment & Benefits	Invalid employment contracts concluded with permanent and temporary employees and senior management	12	5
Recruitment & Benefits	Short listed candidates do not meet the criteria	12	5
Recruitment & Benefits	Shortcoming not identified	12	5
Recruitment & Benefits	Unapproved appointments made	12	2
Recruitment & Benefits	Employment terminated not according to applicable municipal procedures or collective agreement	9	4
Recruitment & Benefits	Excessive overtime approved and paid resulting in non-compliance to section 10 of the BCEA	9	4
Recruitment & Benefits	Job description incomplete or does not exists	9	4
Recruitment & Benefits	lack of a proper adjudication system	9	4
Recruitment & Benefits	No exit interviews are held and exit documentation are not signed-off by applicable departments to ensure that all municipal property were returned and accounted for	9	4
Recruitment & Benefits	Non-approval of permanent appointments	9	4
Recruitment & Benefits	Organisational structure not approved	9	4
Recruitment & Benefits	Promotions and demotions are not concluded based on policy and procedure	9	4
Recruitment & Benefits	Technical questions inadequate	9	4
Recruitment & Benefits	Incorrect or incomplete advert placed in newspapers	6	2
Time and attendance	Inadequate policies and procedures to govern time and attendance	20	20
Time and attendance	All employees on the payroll is not on the time and attendance system	20	16
Time and attendance	System interface errors not detected and cleared in a timely manner	20	16
Time and attendance	Clocking devices not Functional	20	13
Time and attendance	Corrective action on exceptions reported not monitored by management	20	13
Time and attendance	Deficiencies pertaining to segregation of duties	20	13
Time and attendance	Exceptions are not cleared and reconciliation are not done	20	13
Time and attendance	Inadequate reporting on time and attendance	20	13
Time and attendance	No disaster management recovery plan	20	13
Time and attendance	No service level agreement with service provider	20	13
Training	Under performing employees	20	13
Training	Skills development Act requirements not adhered to resulting in non-compliance	16	6
Training	Planned training not completed	12	6
Training	Skill shortage not identified	12	5
Training	Training not attended due to short notice, cancellations	12	5
Training	Training outcomes not monitored	12	5

Finance

Unit Title	Risk Title	IR	RR
Budget and Assets	Asset register incomplete, inaccurate, over or understated	25	18
Budget and Assets	Asset existence not verified (Asset not on asset register)	25	16
Budget and Assets	Loss of grant funding	25	16
Budget and Assets	Assets not capitalized	25	12
Budget and Assets	Assets not commissioned	25	10
Budget and Assets	Irregular disposal of assets/Alienation of property/Rental of Property	25	10
Budget and Assets	Non-Adherence to DORA	25	10
Budget and Assets	Monthly and yearly depreciation run not performed	20	16
Budget and Assets	Incorrect depreciation charges	20	15
Budget and Assets	Assets not properly safeguarded against misuse	20	14
Budget and Assets	Assets not properly safeguarded against abuse	20	14
Budget and Assets	Assets not properly safeguarded against theft	20	13
Budget and Assets	Assets moved between departments without proper authorization	20	13
Budget and Assets	Escalation in insurance claims making WBM uninsurable	20	11
Budget and Assets	Noncompliance to MFMA and Budget Regulations	20	10
Budget and Assets	Asset register not reconciled to main ledger votes	20	8
Budget and Assets	Budget not approved by council before end of June	20	8
Budget and Assets	Budget not funded according to national treasury prescript compliance model	20	8
Budget and Assets	Draft budget not tabled in a timely manner before council	20	8
Budget and Assets	Funds not secured to finance approved capital programs	20	8
Budget and Assets	Irregular capital acquisitions	20	8
Budget and Assets	Noncompliance to General Recognized Accounting Principles	20	8
Budget and Assets	Reconciliations not performed	20	8
Budget and Assets	Reports/ financial statements not submitted on time	20	8
Budget and Assets	Trail balance out of balance	20	8
Budget and Assets	Grants not utilized for intended purposes	16	16
Budget and Assets	Non-compliance to MSCOA requirements	16	12
Budget and Assets	Grants not included in budget	16	6
Budget and Assets	Impaired assets not updated on financial system	15	10
Budget and Assets	Municipal immovable property on asset register does not agree with the valuation roll and deeds office	15	10
Budget and Assets	Misallocation of capital	15	9
Budget and Assets	Assets not identified and safeguarded in a timely manner by user departments	15	8
Budget and Assets	Assets identified for disposal but still useable or still economical to repair	15	6
Budget and Assets	Investments are not made in the best interest of the municipality resulting in noncompliance to the cash and investment policy	15	6
Budget and Assets	Long outstanding bank reconciliation items not cleared	15	6
Budget and Assets	Noncompliance to MFMA and policy	15	6
Budget and Assets	Obligations for loan payments not adhered to	15	6
Budget and Assets	Reports inaccurate/ incomplete due to errors or manual capturing error	15	6
Budget and Assets	New assets not insured at time of delivery	12	10
Budget and Assets	Budget steering committee not implemented	12	5
Budget and Assets	Incorrect investment interest recognized and received	12	5
Budget and Assets	Received incorrect water inventory from Technical department	12	5
Budget and Assets	Draft budget not submitted to treasury in a timely manner	12	2
Budget and Assets	Possibility that financial statements might contain material errors and or mis-statements	8	5
Budget and Assets	Possibility that transaction are invalid and incorrectly recorded resulting in misstatement of financial information	8	3
Budget and Assets	Possibility that transactions are invalid and incorrectly recorded resulting in the misstatement of financial information	8	3
Client Services	Money collected late for depositing to the bank	25	25
Client Services	Inaccurate deposits detected by bank	25	16
Client Services	Misappropriation of funds - online processing	25	16

Unit Title	Risk Title	IR	RR
Client Services	Money not collected daily	25	13
Client Services	Theft / loss of funds from prepaid vendors	25	8
Client Services	Unauthorised cancellations	20	13
Client Services	Unauthorized access	20	13
Client Services	Surpluses & shortages not reported	20	8
Client Services	Manual receipts (in event of power failure) not processed	16	10
Client Services	Unauthorised manual cancellations	15	10
Client Services	Receipt allocation to incorrect consumer account or u-key numbers by client or cashiers	15	7
Client Services	Direct bank deposit payments allocated to incorrect / invalid consumer accounts	15	7
Client Services	Inaccurate and incomplete cash receipts amounts recorded	15	6
Client Services	Fraudulent bank notes	12	8
Client Services	Unauthorised access to prepaid electricity system (IT Control)	12	8
Client Services	Data breach	12	5
Client Services	Incorrect upload of consumer data to SAMRAS	12	5
Client Services	Theft / loss of funds from account payment vendors	12	5
Client Services	Unauthorised access to receipting system (IT Control)	12	5
Client Services	Theft of cash	10	4
Client Services	Lack of corrective measures	9	4
Client Services	Poor exception management	9	4
Debtors accounts and credit Control	1. Warrants not issued	20	20
Debtors accounts and credit Control	3. Warrants not executed	20	20
Debtors accounts and credit Control	All possible legal action not taken to recover debt	20	20
Debtors accounts and credit Control	Theft of cash	20	13
Debtors accounts and credit Control	2. Account ("relaas") not returned by sheriff	16	16
Debtors accounts and credit Control	Summons and warrants not issued by service provider within legal timeframe	16	16
Debtors accounts and credit Control	Summons served by the municipality on offenders or warrants of arrest not forwarded to Sheriff of Court for serving purposes	16	16
Debtors accounts and credit Control	Summonses not issued or notices incomplete and inaccurate	16	16
Debtors accounts and credit Control	Un- recoverability of outstanding receivables	16	16
Debtors accounts and credit Control	Data breach	16	10
Debtors accounts and credit Control	Fraudulent bank notes	16	10
Debtors accounts and credit Control	Misappropriation of funds - online processing	16	10
Debtors accounts and credit Control	Theft / loss of funds from prepaid vendors	16	10
Debtors accounts and credit Control	Unauthorised access to prepaid electricity system (IT Control)	16	10
Debtors accounts and credit Control	Unauthorised access to receipting system (IT Control)	16	10
Debtors accounts and credit Control	Unauthorised cancellations	16	10
Debtors accounts and credit Control	Unauthorised manual cancellations	16	10
Debtors accounts and credit Control	Recoverable debt written-off	16	6
Debtors accounts and credit Control	Cut-off list incomplete and inaccurate	12	12
Debtors accounts and credit Control	Incorrect account details e.g... address, name etc.	12	12
Debtors accounts and credit Control	Notices not issued or notices incomplete and inaccurate	12	12
Debtors accounts and credit Control	PCI DSS Non-compliance	12	12

Unit Title	Risk Title	IR	RR
Debtors accounts and credit Control	Direct bank deposit payments allocated to incorrect / invalid consumer accounts	12	8
Debtors accounts and credit Control	Inaccurate and incomplete cash receipts amounts recorded	12	8
Debtors accounts and credit Control	Inaccurate deposits detected by bank	12	8
Debtors accounts and credit Control	Manual receipts (in event of power failure) not processed	12	8
Debtors accounts and credit Control	Money collected late for depositing to the bank	12	8
Debtors accounts and credit Control	Money not collected daily	12	8
Debtors accounts and credit Control	Names removed from the cut-off list without approval	12	8
Debtors accounts and credit Control	Poor exception management	12	8
Debtors accounts and credit Control	Receipt allocation to incorrect consumer account or u-key numbers by client or cashiers	12	8
Debtors accounts and credit Control	Surpluses & shortages not reported	12	8
Debtors accounts and credit Control	Data transfer or interface to geodebt incomplete and inaccurate	9	9
Debtors accounts and credit Control	Lack of corrective measures	9	6
Debtors accounts and credit Control	Theft / loss of funds from account payment vendors	0	0
Expenditure	Supplier data changed without notification result in payments to incorrect bank account	25	16
Expenditure	Supplier invoices/statements not reconciled to order data on SAMRAS before payment	25	10
Expenditure	Invalid and incorrect invoices are paid	20	15
Expenditure	Payments made on invoices that do not reflect both the municipality's and the supplier's VAT registration numbers	20	8
Expenditure	Payments made to incorrect /invalid/fictitious suppliers	20	8
Expenditure	Payments not made within 30 days	20	8
Expenditure	Master file incomplete and inaccurate	12	7
Expenditure	Payment documentation/evidence not safeguarded	9	4
Finance	Unfunded budget	25	25
Finance	Un-recoverability of outstanding receivables	25	18
Finance	Poor growth in revenue base	20	13
Finance	Escalation in insurance claims making WBM uninsurable	16	10
Finance	FinAdm11 - Performance data unreliable (Invalid, Incomplete and inaccurate)	16	10
Finance	FinDir3 - Performance data unreliable (Invalid, Incomplete and inaccurate)	16	10
Finance	FinFAdm10 - Performance data unreliable (Invalid, Incomplete and inaccurate)	16	10
Finance	FinFAdm9 - Performance data unreliable (Invalid, Incomplete and inaccurate)	16	10
Finance	FinInc15- Portfolio of evidence for the KPI is accurate, valid and complete	16	10
Finance	Possibility of corrupt activities by officials and politicians	16	6
Finance	Non-compliance to MSCOA requirements	15	6
Finance	Key deadline dates not approved treasury requirements not followed	12	8
Finance	Non-Compliance to cost containment Regulations	12	8
Finance	Possibility that financial statements might contain material errors and or mis statements	8	5
Income	Un- recoverability of outstanding receivables	25	25
Income	Indigent register is incomplete, inaccuracy and invalid	20	13
Income	Rental contracts not received (excluding schemes)	20	13
Income	Recoverable debt written-off	16	10
Income	Accounts inaccurate and delivered late	16	6
Income	Annual tariff upload incomplete and inaccurate	16	6
Income	Master file incomplete and inaccurate	16	6
Income	Service application for vacant property incorrect	16	6
Income	Sevice application for excisting property incorrect	16	6
Income	Finance not informed or informed late of installation and services renders by applicable department	15	10

Unit Title	Risk Title	IR	RR
Income	Deposits not paid by tenants	12	5
Meter reading	Faulty meter readings	20	9
Meter reading	Meter tampering and theft of electricity and water	20	8
Meter reading	Meters not accessible resulting in estimations	12	8
Procurement	Bids cancelled due to non-compliance by bidders resulting higher prices	25	25
Procurement	Non-compliance to the SCM policy in terms of advertising, closing, opening evaluation, adjudication of bid and contract management resulting in irregular expenditure	25	10
Procurement	Specification biased, incomplete or does not fit needs resulting in possible fruitless and wasteful expenditure	25	10
Procurement	Fictitious/unauthorised/quotations obtained	20	8
Procurement	Non -compliance to budgetary controls resulting in possible unauthorised expenditure	20	8
Procurement	Possibility of nepotism	20	8
Procurement	Possible conflict of interest	20	8
Procurement	Procurement range and deviation policy manipulated/splitting of order	20	8
Procurement	CSD cannot detect government employees who are directors of companies	16	10
Procurement	CSD does not verify the B-BBEE status of suppliers.	16	10
Procurement	Delays in the drafting of specifications resulting delayed service delivery	15	6
Property Rates	General valuations incomplete (records)	16	16
Property Rates	Contractor paid for services not rendered	16	10
Property Rates	Advertisements not placed according to the act	12	8
Property Rates	All appeals not send to appeal board	12	8
Property Rates	Owner not informed	12	8
Property Rates	Property rates based on incorrect zoning	9	6
Property Rates	Specifications not according to needs (splitting of land and buildings)	6	4
Salaries	Employees paid late	25	10
Salaries	Fictitious employees	20	8
Salaries	Payroll cost and related items are not accurately accounted for	16	8
Salaries	Fines or penalties due to non compliance legislation	16	6
Salaries	Changes and deductions not captured/ incorrectly captured	12	5
Salaries	Master file incomplete and inaccurate	12	5
Salaries	Over/under payment of employees	12	5
Salaries	Overtime/ acting allowances/ bonuses captured incorrectly	12	5
Salaries	Third party payments	6	4
Stores	Inadequate process in place regarding contract management.	20	10
Stores	Stock are not safeguarded against theft	20	8
Stores	Stock issued against incorrect item number, incorrect quantity of issue and not recorded on the financial system in a timely manner	20	8
Stores	Goods received not properly checked for quality, quantity and whether delivered according to agreement	15	6
Stores	Outstanding orders not followed up	15	6
Stores	Stock not recorded on financial system correctly and in a timely manner	15	6
Stores	Stock on hand are not verified against the financial system and damaged or obsolete stock are not identified	15	6
Stores	Optimal stock levels not maintained	12	5
Stores	Replenishment orders invalid, not timely placed and incorrect items are ordered	12	5
Stores	Stock placed under incorrect item number not stored according to supplier specification or best practice	10	4
Supply Chain	Key deadline dates not approved treasury requirements not followed	12	5
System administration	Data breach	25	25
System administration	Access violations to SAMRAS system not detected	25	10
System administration	No policy and procedures to govern logical access to SAMRAS that could possibly result in inadequate procedures being followed allowing errors, fraud and the loss of data confidentiality	20	8
System administration	Unauthorised access not prevented and detected	16	13
System administration	Unauthorised activities not detected and mitigated	16	11
System administration	Lack of segregation of duties between system administrators and users	12	8
System administration	Unauthorised access to receipting system (IT Control)	12	5

Office of the Municipal Manager

Unit Title	Risk Title	IR	RR
Integrated Development Planning	Vision of the municipality not internalized among all level of staff	25	13
Integrated Development Planning	Integrated Development Plan/ Budget steering committee not effective	25	10
Integrated Development Planning	Timeframes for budgeting process for inclusion in the Integrated Development Plan not adhered to resulting in crisis management to complete Integrated Development Plan and Budget in a timely manner	25	10
Integrated Development Planning	Ineffective ward committees	20	13
Integrated Development Planning	Not creating an enabling environment for the achievement of economic development in areas identified in the Integrated Development Plan	20	13
Integrated Development Planning	Poor Public participation and lack of feedback on Integrated Development Plan matters	20	13
Integrated Development Planning	Inefficient management meetings to incorporate the situational, financial and institutional analyses into the Integrated Development Plan	20	8
Integrated Development Planning	Internal and external sector plans incomplete and/or non existent	20	8
Integrated Development Planning	Non alignment of the Budget to the Integrated Development Plan	20	8
Integrated Development Planning	Failure to integrate community needs into Integrated Development Plan needs	16	6
Integrated Development Planning	Internal Structures fails to approve the Process Plan in order to ensure that the process plan is table 10 months prior to be implementation of the annual budget. SEC 21 of MFMA	16	6
Integrated Development Planning	Possibility of corrupt activities by officials and politicians	16	6
Integrated Development Planning	Poor Public participation and quality of public input into in Integrated Development Plan process	15	10
Integrated Development Planning	Integrated Development Plan and Budget not approved by council in a timely manner as required by legislation (Section 25 of Municipal Systems Act, Section 24 MFMA)	15	6
Integrated Development Planning	Intergovernmental alignment of information ineffective due to differences in budget cycles	12	5
Internal Audit	Making the wrong decision when there was some evidence of fraud	20	13
Internal Audit	Use of audit teams or lack of staff that do not have the appropriate level of competence based on experience or knowledge of high risk areas.	20	13
Internal Audit	Failure of adequate internal audit supervision.	20	8
Internal Audit	Failure to exercise heightened professional scepticism and extended internal audit procedures related to findings or control deficiencies.	16	6
Internal Audit	Failure to design effective internal audit procedures to test the “real” risks and the right controls.	15	10
Internal Audit	Failure to evaluate both the design adequacy and the control effectiveness as part of internal audit procedures.	15	10
Internal Audit	Failure to report adequately.	15	6
Internal Audit	Lack of an effective risk assessment process to identify key audit areas during the strategic risk assessment, as well as areas of high risk during the planning of individual audits	15	6
Internal Audit	Failure to communicate suspicions to the right people.	12	8
Legal Department	Illegal invasion and occupation of land	20	20
Media relations	Media related issues not received or received late	15	8
Media relations	No follow up report back system in place	15	6
Media relations	Incorrect/no decision taken/no response	12	5
Media relations	Information not registered	12	5
Media relations	Responsible person/department not notified	12	5
Performance Management	Grants not utilized for intended purposes	25	25
Performance Management	Invalid and incorrect invoices are paid	25	25
Performance Management	Non-compliance: 13(1)- Monitoring, measurement and review of performance	25	16
Performance Management	Non-compliance: 13(2)- Monitoring, measurement and review of performance	25	16
Performance Management	Non-compliance: 13(3)(c)- Monitoring, measurement and review of performance	25	16
Performance Management	Non-compliance: 13(3)- Monitoring, measurement and review of performance	25	16
Performance Management	Non-compliance: 13(4)(1a-c)- Monitoring, measurement and review of performance	25	16
Performance Management	Performance agreements not in line with Integrated Development Plan	25	10
Performance Management	Poor performance not detected and control	25	10
Performance Management	Financial data does not reconcile with SDBIP PMS data	20	13
Performance Management	Key performance indicators not reviewed annually	20	13

Unit Title	Risk Title	IR	RR
Performance Management	Key performance target not" SMART" to measure achievement	20	13
Performance Management	Poor performance not mitigated	20	13
Performance Management	Public not informed on performance management	20	13
Performance Management	Reports not issues or published	20	13
Performance Management	Targets set not in terms of quality, quantity and time	20	13
Performance Management	SDBIP and annual performance agreements and indicators not approved and published	20	11
Performance Management	Non-Adherence to DORA	16	10
Performance Management	Non-compliance: 09(1)(a) Municipal Planning and Performance Management Regulations 2001	16	10
Performance Management	Non-compliance: 09(1)(b)- Setting of key performance indicators	16	10
Performance Management	Non-compliance: 09(2)(a-b)- Setting of key performance indicators	16	10
Performance Management	Non-compliance: 10(a-g) General key performance indicators	16	10
Performance Management	Non-compliance: 24(1) Commencement and duration of performance agreements	16	10
Performance Management	Non-compliance: 25(2) The inclusion of performance objectives in the performance plan	16	10
Performance Management	Non-compliance: 25(3) The inclusion of performance objectives in the performance plan	16	10
Performance Management	Non-compliance: 25(4) The inclusion of performance objectives in the performance plan	16	10
Performance Management	Non-compliance: S40 - A municipality must establish mechanisms to monitor and review its performance management system	16	10
Performance Management	Non-compliance: S41(2) - The system applied by a municipality in compliance with subsection (1) (c), must be devised in such a way that it may serve as an early warning indicator of underperf	16	10
Performance Management	Non-compliance: S41- Core components	16	10
Performance Management	Inefficiency of Performance Management System	12	8
Performance Management	Non-compliance: 52(d) General responsibilities	12	8
Performance Management	Noncompliance: 53(1)(c) Budget processes and related matters	12	8
Performance Management	Noncompliance: 53(2)(3) Budget processes and related matters	12	8
Performance Management	Noncompliance: 72(1) Mid-year budget and performance assessment	12	8
Performance Management	Noncompliance: 75(1)(a-l) Information to be placed on websites of municipalities	12	8
Performance Management	Non-compliance: 07(1)(2)- Nature of the performance management system	12	8
Performance Management	Non-compliance: 08- Adoption of a performance management system	12	8
Performance Management	Non-compliance: 10(a-g) The following general key performance indicators are prescribed in terms of section 43 of the Act	12	8
Performance Management	Non-compliance: 12(1)- Setting of performance targets	12	8
Performance Management	Non-compliance: 12(2)- Setting of performance targets	12	8
Performance Management	Non-compliance: 24(4) Commencement and duration of performance agreements	12	8
Performance Management	Non-compliance: 25(1) The inclusion of performance objectives in the performance plan	12	8
Performance Management	Non-compliance: 28(1) Schedule for performance reviews	12	8
Performance Management	Non-compliance: 28(2) Schedule for performance reviews	12	8
Performance Management	Non-compliance: 28(3) Schedule for performance reviews	12	8
Performance Management	Non-compliance: 28(4) Schedule for performance reviews	12	8
Performance Management	Non-compliance: 28(5) Schedule for performance reviews	12	8
Performance Management	Projects not identified according to integrated development Plan	12	8
Performance Management	Non-compliance: 24(2) Commencement and duration of performance agreements	12	2
Performance Management	Non-compliance: 14(2)(a)- Performance Audit Committee	9	6
Performance Management	Non-compliance: 14(2)(b)-Performance Audit Committee	9	6
Performance Management	Non-compliance: 14(2)(c)- Performance Audit Committee	9	6
Performance Management	Non-compliance: 14(2)(d)-Performance Audit Committee	9	6
Performance Management	Non-compliance: 14(2)(e)-Performance Audit Committee	9	6
Performance Management	Non-compliance: 14(2)(f)- Performance Audit Committee	9	6
Performance Management	Non-compliance: 14(2)(g)- Performance Audit Committee	9	6
Performance Management	Non-compliance: 14(2)(h)(I)- Performance Audit Committee	9	6
Performance Management	Non-compliance: 14(3)(a-c- Performance Audit Committee	9	6
Performance Management	Non-compliance: 14(4)-Performance Audit Committee	9	6
Performance Management	Non-compliance: S42- A municipality, through appropriate mechanisms, processes and procedures established in terms of Chapter 4, must involve the local community in the development, implemented	9	6

Unit Title	Risk Title	IR	RR
Performance Management	Non-compliance: S44 - A municipality, in a manner determined by its council, must make known, both internally and to the general public, the key performance indicators and performance targets	9	6
Performance Management	Non-compliance: S76(b) - If a municipal service is provided through a service delivery agreement in terms of section 76 (b), the municipality remains responsible for ensuring that the service	9	6
Performance Management	Non-compliance: S76- A municipality may provide a municipal service in its area or a part of its area through-	9	6
Performance Management	Non-compliance: S81(2)(a-e)- A municipality, through a service delivery agreement may assign to a service provider responsibility for developing and implementing detailed service delivery plans	9	6
Performance Management	Non-compliance: S81(3)(4a-b) - The municipal council has the right to set, review or adjust the tariffs within its tariff policy. The service delivery agreement may provide for the adjustment o	9	6
Performance Management	Non-compliance: 24(3) Commencement and duration of performance agreements	6	4
Property Management	Lack of a strategic plan, for the management of municipal immovable properties	20	13
Property Management	Property occupied without a valid agreement or before start date of agreement	20	13
Property Management	Contract not legal vetted and approval in a timely manner	20	12
Property Management	All contracts relevant to immoveable assets not renewed or terminated in a timely manner	20	8
Property Management	Inability of client to pay	20	8
Property Management	Incomplete and invalid list/data of properties	20	8
Property Management	Property list not updated with changes etc. rent and terms and condition of the agreement not tracked	20	8
Property Management	Rental not market related or deviation not approved by Council	15	6
Property Management	The transfer process (sale agreement) is not properly management	15	6
Property Management	Lease concluded without a valid agreement	12	3
Property Management	Lease agreement concluded without approval	12	2
Property Management	Municipal Asset Register and property valuation roll not updated	2	0
Risk Management	Results on the risk management process not reported and deviations not addressed effectively	20	13
Risk Management	Failure to consider all factors that could influence the rating values of risks	16	6
Risk Management	Failure to identify risks rising from services delivery strategies and activities	16	6
Risk Management	Level of acceptable risk not determined	15	10
Risk Management	Risk mitigation plans not designed and implemented effectively to reduce or manage risks to an acceptable level	15	6
Risk Management	Risks not re-assessed on a regularly basis	12	5

Technical Services

Unit Title	Risk Title	IR	RR
Electricity	Eskom's inability to provide increased electricity supply to the municipal area	25	25
Electricity	Safety and maintenance inspections not performed due to lack personnel	25	25
Electricity	Insufficient maintenance and capital re-investment due to Insufficient resources (Human and capital)	25	21
Electricity	Major unplanned not disaster related interruptions to service deliver	25	17
Electricity	Nersa's threat to change municipal electricity distribution License	20	20
Electricity	Poor quality of electricity supply due to Lack of knowledge/skilled personnel and resources	20	20
Electricity	Deteriorating electrical infrastructure	20	15
Electricity	Poor growth in revenue base	20	13
Electricity	Small scale Embedded generation (SSEG)	20	13
Electricity	Unreliable Protection Equipment (Referring to the Substation Breakers and the Relays that control them	20	13
Electricity	Lack of information and systems to monitor and update electricity supply master plan	20	12
Electricity	Inconsistency of customer metering equipment (LPU) & AMR system provided by service provider	20	8
Electricity	Projects not identified according to integrated development Plan	20	8
Electricity	TecEl37- Performance data unreliable (Invalid, incomplete and inaccurate)	16	10

Unit Title	Risk Title	IR	RR
Electricity	TecEl60- Performance data unreliable (Invalid, incomplete and inaccurate)	16	10
Electricity	Failure of contractor to comply with specification	16	8
Electricity	Delay on appointment of service provider	16	6
Electricity	Insufficient inventory	16	6
Electricity	Theft and or vandalism of electrical equipment (line)	15	10
Electricity	No official close out for all projects	15	6
Electricity	Planning and specification - Identification not done in a timely manner	12	5
Electricity	Reliability of Metering Equipment (substations) problematic	9	4
Electricity	Ageing Quality of Supply measuring Equipment (NRS048)	5	3
Fleet Management	Ageing vehicle fleet	25	20
Fleet Management	Lack of spares for older equipment	20	20
Fleet Management	Insufficient feedback to users from workshop regarding work performed and cost	16	6
Fleet Management	Poor turnaround time	16	6
Fleet Management	Work outsourced without following the works order process	16	6
Fleet Management	Work performed without a valid work requisition	16	6
Fleet Management	Prolonged and/or frequent breakdown of key service delivery vehicles	15	10
Fleet Management	Poor quality control (own work and outsourced work)	12	5
Fleet Management	Incorrect pricing applied	9	6
Solid Waste and Cleansing	Major unplanned not disaster related interruptions to service deliver	25	18
Solid Waste and Cleansing	Refuse not collected/ missed	20	10
Solid Waste and Cleansing	Projects not identified according to integrated development Plan	20	8
Solid Waste and Cleansing	Inability to provide landfill facility in Witzenberg municipal area	16	16
Solid Waste and Cleansing	Delay on appointment of service provider	16	6
Solid Waste and Cleansing	Failure of contractor to comply with specification	16	6
Solid Waste and Cleansing	Vehicle failures/breakdowns due to age of vehicles	16	6
Solid Waste and Cleansing	Removal of garden refuse not financially sustainable and equitable	15	10
Solid Waste and Cleansing	Employees absent resulting in a delay to collect garden refuse, solid waste, public toilets and cleansing	15	6
Solid Waste and Cleansing	No official close out for all projects	15	6
Solid Waste and Cleansing	Non-compliance to the Waste Act and Landfill permit	15	6
Solid Waste and Cleansing	Incomplete schedule/ changes not updated	12	5
Solid Waste and Cleansing	Invalid payment made for landfill services provided by contractor	12	5
Solid Waste and Cleansing	Planning and specification - Identification not done in a timely manner	12	5
Solid Waste and Cleansing	Source information incomplete	9	4
Streets and Storm water	Major unplanned not disaster related interruptions to service deliver	25	18
Streets and Storm water	Deteriorating road infrastructure	20	16

Unit Title	Risk Title	IR	RR
Streets and Storm water	Lack of policies and procedures	20	8
Streets and Storm water	Projects not identified according to integrated development Plan	20	8
Streets and Storm water	Essential future transport needs not planned for	16	16
Streets and Storm water	TecRo7 - Performance data unreliable (Invalid, incomplete and inaccurate)	16	10
Streets and Storm water	Delay on appointment of service provider	16	6
Streets and Storm water	Failure of contractor to comply with specification	16	6
Streets and Storm water	No official close out for all projects	15	6
Streets and Storm water	Contractors work not verified and certified	12	5
Streets and Storm water	Defects not detected or recorded during inspections	12	5
Streets and Storm water	Incorrect prioritising of maintenance work	12	5
Streets and Storm water	Inspection schedule not followed by inspector	12	5
Streets and Storm water	Planning and specification - Identification not done in a timely manner	12	5
Streets and Storm water	Poor supervision or SANS standards not complied with	12	5
Streets and Storm water	Incomplete and inaccurate reporting on SDBIP and to Technical Committee	8	3
Technical Services	Lack of funding to rehabilitated landfill site in Witzenberg	25	25
Technical Services	Increase in unaccounted water and electricity losses	20	13
Technical Services	Irregular disposal of assets/Alienation of property/Rental of Property	16	10
Technical Services	TecDir02 - Performance data unreliable (Invalid, Incomplete and inaccurate)	16	10
Technical Services	TecDir03 - Performance data unreliable (Invalid, Incomplete and inaccurate)	16	10
Technical Services	TecDir1 - Performance data unreliable (Invalid, incomplete and inaccurate)	16	10
Technical Services	TecEl36 - Performance data unreliable (Invalid, Incomplete and inaccurate)	16	10
Technical Services	TecEl37 - Performance data unreliable (Invalid, Incomplete and inaccurate)	16	10
Technical Services	TecEl37- Performance data unreliable (Invalid, incomplete and inaccurate)	16	10
Technical Services	TecEl60 - Performance data unreliable (Invalid, Incomplete and inaccurate)	16	10
Technical Services	TecEl60- Performance data unreliable (Invalid, incomplete and inaccurate)	16	10
Technical Services	TecRef31 - Performance data unreliable (Invalid, Incomplete and inaccurate)	16	10
Technical Services	TecRef46 - Performance data unreliable (Invalid, Incomplete and inaccurate)	16	10
Technical Services	TecRo7 - Performance data unreliable (Invalid, incomplete and inaccurate)	16	10
Technical Services	TecSan13 - Performance data unreliable (Invalid, Incomplete and inaccurate)	16	10
Technical Services	TecSan22 - Performance data unreliable(Invalid, incomplete and inaccurate)	16	10
Technical Services	TecWat20 - Performance data unreliable (Invalid, Incomplete and inaccurate)	16	10
Technical Services	TecWat21 - Performance data unreliable (Invalid, Incomplete and inaccurate)	16	10
Technical Services	TecWat22 - Performance data unreliable (Invalid, incomplete and inaccurate)	16	10
Technical Services	TecWat36 - Performance data unreliable(Invalid, incomplete and inaccurate)	16	10
Technical Services	Possibility of corrupt activities by officials and politicians	16	6

Unit Title	Risk Title	IR	RR
Town Planning	Zoning of properties incorrect	25	10
Town Planning	Illegal land use and building works	20	16
Town Planning	Interim and final inspections not requested resulting in occupation without approval	20	11
Town Planning	Approval of building Plans not done by a qualified person	20	8
Town Planning	Confirmation given without fees being paid or legal conditions being complied with	16	10
Town Planning	Services connected without approval or payment	16	6
Town Planning	All applicable legislation not consider to validate the rezoning/sub-division application of land	15	6
Town Planning	All stakeholders not consulted	15	6
Town Planning	Approval of building plans not done in a timely manner	15	6
Town Planning	Non-compliance to SPLUMA	12	12
Town Planning	Building plans approved that does not comply to the building regulations or in contravention of zoning	12	5
Town Planning	Failure to register and acknowledge rezoning and/or sub-division application	12	5
Town Planning	Inspections not performed	12	5
Town Planning	Invalid decisions could impact on reputation or lead to litigation	12	5
Town Planning	Incorrect fees charged	8	3
Town Planning	Poor/incorrect advice given to applicant for re-zoning	6	4
Water and Sanitation	Major unplanned not disaster related interruptions to service deliver	25	18
Water and Sanitation	Inability to provide bulk water storage capacity to the Tulbagh area	20	20
Water and Sanitation	Deteriorating water and sanitation infrastructure	20	16
Water and Sanitation	Drought	20	13
Water and Sanitation	Projects not identified according to integrated development Plan	20	8
Water and Sanitation	Insufficient budget	16	11
Water and Sanitation	TecWat22 - Performance data unreliable (Invalid, incomplete and inaccurate)	16	10
Water and Sanitation	Delay on appointment of service provider	16	6
Water and Sanitation	Failure of contractor to comply with specification	16	6
Water and Sanitation	Overtime abuse/ fraud	16	6
Water and Sanitation	Water and waste management compliance monitoring not performed	16	6
Water and Sanitation	Insufficient stock to perform emergency work	15	9
Water and Sanitation	Interruption in bulk water supply	15	6
Water and Sanitation	No official close out for all projects	15	6
Water and Sanitation	Water losses not detected resulting in a loss of income	15	6
Water and Sanitation	Calls not transferred to relevant official	12	5
Water and Sanitation	Inadequate security to prevent contamination of network water	12	5
Water and Sanitation	Incorrect/ insufficient information received or obtained	12	5
Water and Sanitation	Planning and specification - Identification not done in a timely manner	12	5

Unit Title	Risk Title	IR	RR
Water and Sanitation	Water and sewerage assets not maintained	12	5
Water and Sanitation	All maintainable assets not planned for	9	4
Water and Sanitation	Community health hazards not detected	9	4
Water and Sanitation	Maintenance not performed in full	9	4

Appendix A –Risk category definitions

The following matrix is utilised for the identification of risk categories.

Risk category	Description
Financial	Risks encompassing the entire scope of general financial management
Compliance \ Regulatory	Risks related to the compliance requirements that an institution has to meet.
Service delivery	Every institution exists to provide value for its stakeholders. The risk will arise if the appropriate quality of service is not delivered to the citizens.
Human resources	Risks that relate to human resources of an institution. These risks can have an effect on an institution's human capital
Strategic	Strategic risks
Fraud and corruption	These risks relate to illegal or improper acts by employees resulting in a loss of the institution's assets or resources.
Reputation	Factors that could result in the tarnishing of an institution's reputation, public perception and image.
Disaster	Risks related to the municipality's Emergency Services preparedness or absence thereto to natural or manmade disasters that could impact the normal functioning of citizens
Information Technology	The risks relate specifically to the institution's IT objectives, infrastructure requirement, etc.
Material resources (procurement risk)	Risks relating to an institution's material resources.
Business continuity	Risks related to the Municipality's preparedness or absence thereto to disasters that could impact the normal functioning of the municipality e.g. natural disasters, act of terrorism etc. This would lead to the disruption of processes and service delivery and could include the possible disruption of operations at the onset of a crisis to the resumption of critical activities.
Loss \ theft of assets	Risks that an institution might suffer losses due to either theft or loss of an asset of the institution.
Health & Safety	Risks from occupational health and safety issues e.g. injury on duty; outbreak of disease within the institution.
Third party performance	Risks related to an institution's dependence on the performance of a third party. Risk in this regard could be that there is the likelihood that a service provider might not perform according to the service level agreement entered into with an institution.
Knowledge and Information management	Risks relating to an institution's management of knowledge and information.
Litigation	Risks that the institution might suffer losses due to litigation and lawsuits against it
External: Legislative environment	Risks related to the institution's legislative environment e.g. changes in legislation, conflicting legislation.
External: Natural environment	Risks relating to the institution's natural environment and its impact on normal operations.
Cultural	Risks relating to an institution's overall culture and control environment.
External: Economic Environment	Risks related to the institution's economic environment
External: Political environment	Risks emanating from political factors and decisions that have an impact on the institution's mandate and operations.
External: Social environment	Risks related to the institution's social environment.
External: Technological environment	Risks emanating from the effects of advancements and changes in technology.

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

INDIGENT POLICY

OUR VISION

A Municipality that cares for its community, creating growth and opportunities.

OUR MISSION

The Witzenberg Municipality is committed to improve the quality of life of its community by:

- Providing and maintaining affordable services.
- Promoting Social and Economic Development
- The effective and efficient use of available resources
- Effective Stakeholder and Community participation

Reviewed by Council 30 May 2022
Reviewed by Council September 2021
Reviewed by Council 27/05/2020
Reviewed by Council 30/05/2019
Reviewed by Council 30/05/2017
Reviewed by Council 18/05/2016
Reviewed by Council 28/09/2011
Adopted by Council 15/06/2010

INDEX

1. INTRODUCTION
2. AIM
3. OBJECT OF THE POLICY
4. PRINCIPLES
5. DEFINITIONS
6. CRITERIA
7. BENEFITS
8. RESTRICTIONS / LIMITATIONS ON INDIGENT RELIEVE
9. ADMINISTRATIVE PROCEDURES
10. TERMINATION OF INDIGENT SUPPORT
11. COMMENCEMENT
12. ANNEXURES

1. INTRODUCTION

Witzenberg acknowledges the fact that priority must be given to the basic needs of the community and that the social and economic development of the community is assisted in an effort to provide access to the basic level of service in terms of the Constitution of South Africa, Sect 152 (1) (b) and 153 (b).

In an effort to make basic services accessible to the poor and to contribute to poverty alleviation program of National Government, the Council will allocate funds to assist the Poor. This policy, the Indigent Policy, is the tool to ensure that eventually the poor is in the safety net and are protected from measures to deny them access to the basic services. It is however acknowledged that the assistance will only be possible with the assistance of National Governments Fiscal support.

2. AIM

To ensure a sound and sustainable manner to provide affordable basic services to the Poor by means of assisting them financially within the legal framework of the powers and functions of the Municipality in order to improve the livelihood, in an effort to creating a prosperous Municipality free of poverty.

3. OBJECT OF THE POLICY

The object of this policy is to:

- Ensure a transparent, accountable and sustainable manner to assist the poor to access of basic services as defined later in the policy;
- Ensure a sustainable manner to assist the poor with the graveyard costs, transfer duties and to change the municipal accounts in the cases of death, legal separation, divorce, etc. when necessary; and to
- Ensure that a fair portion of the equitable share, as provided by National Government, is utilized as a contribution to poverty alleviation.

4. LEGAL FRAMEWORK

The legal framework within to provide basic services, are in terms the Constitution of South Africa:

- Sect 152 (1) (b) – provision of services in sustainable manner,
- Sect 153 (b) – participation in national and provincial programs, and
- Sect 156 – powers and functions to be performed by the municipalities.

Section 74(2)(c) of the Systems Act, Act 32 of 2000 deals with the ability of the municipality to make provision for the provision of access to at least basic services for the poor households. Sect 118 of the same Act provides the powers to the Municipality to issue clearance certificates and to hold back those of owners who are in arrears.

It is also seen that Sect 151(1) (b) of the Constitution, read with Section 74(2) (c) of the systems act provides enough powers to the Municipality to subsidize the poor with regard to other tariffs as well as to ensure that the household can maintain access to basic services when the head of the household should pass away.

5. DEFINITIONS

In this policy the under mentioned means, unless the context indicates otherwise-

"Bond expenditure" – Monthly interest and redemption payments on a bond registered in the name of the name of the head of the family, or his or her spouse on condition that the applicant(s) occupies the house.[1]

"Household" a family unit consisting of a head of the family, and his or her spouse.[2]

"Indigent household" a household that complies with the criteria as determined in section 6 of this policy.

"Income" All sources of income of a head of the family, and his or her spouse[3], for example salaries, allowances, pensions, rental and business income not limiting it to the examples mentioned, excluding state child support grants, care dependency grants, foster care grants or maintenance support.[4]

"Spouse" includes husband, wife or living partner, including traditional marriages.[5]

6. CRITERIA

Assistance is provided to households that meet the criteria as set out in 6.1, to old age homes that meet the criteria as set out in 6.2 and to schemes aimed at providing housing for the less privileged elderly as set out in 6.3.

6.1. The qualification criteria for urban households in order to receive assistance are as follow:

6.1.1. The head of the household must be a South African citizen;

6.1.2. An application on the prescribe form, fully completed with the required information and signed, must be provided;

6.1.3. The household, except in the case of rural households, must receive an account from the Municipality of Witzenberg;

6.1.3.1. If the municipal account is not in the name of the people residing in the house the following procedures may be followed:

6.1.3.1.1. An indigent application process to determine whether the household qualifies for benefits – if they qualify then:

6.1.3.1.1.1. A letter from the owner, or the executer of the estate, if applicable, authorising the municipality to open a service account in the name of the person residing in the house;

6.1.3.1.1.2. If the owner has died and an executer has not been appointed, all the children of the deceased must give permission with an affidavit that the account can be opened in the specific person's name;

6.1.3.1.1.3. In the case of municipal property, the housing committee will determine the lessee.

6.1.3.1.2. In exceptional circumstances the municipal manager can authorise the opening of an account in the name of the person residing on the premises. (When it is not possible to obtain approval from the owner/s or heir/s to open an account in the name of the people residing in the house)

6.1.3.1.3. The municipal manager is delegated to write off the old debt on the property if the property is transferred into the name of the beneficiary within 24 months after the approval of the indigent application.[6]

1 Recommended for inclusion February 2023

2 Amended by Council 30/05/2019

3 Amended by Council 30/05/2019

4 Amended by Council 28/09/2011

5 Amended by Council 30/05/2019

6 Paragraph 6.1.3.1 Amended by Council Sept 2021

6.1.4. No member of the household, except in the case of rural households which resides on the farm where he/she works and is not the owner, may own a fixed property other that the site on which the household resides; and

6.1.5. The household joint gross income may not exceed the level of R 5,000.00[7] per month. The average monthly income for seasonal workers may be calculated by multiplying the monthly income with the number of months the person normally works and dividing the answer by 12. The monthly income for weekly wages may be calculated by multiplying the weekly wage by 4.3.[8]

6.1.5.1. The household income as per paragraph 6.1.5 may be reduced with the monthly bond expenditure.[9]

6.1.6. Two individual government pension (old age or disability) that exceeds the threshold as per 7.1 may qualify for the 100% benefit if it is the only household income.[10]

6.1.7. The municipal manager may approve a household as indigent in exceptional circumstances.[11]

6.1.8. As a pre-requisite the municipality will install water demand management meters free of charge at indigent properties as a prerequisite to be registered as an indigent and all water leaks on the property will be repaired by the municipality at the cost of the municipality.[12]

6.1.9. No applicants who have a mobile shop in their erven (whether they are the owner or operator of the shop or not) is eligible for any Indigent benefit;[13]

6.1.10. No Indigent application will be approved if any illegal trading is conducted on the property;[14]

6.1.11. Where there is a business operated by the main account holder or their spouse/ life partner, an affidavit must be accompanied stating that the income (profit) from the business is not more than the thresholds of the Indigent (100% or 50%) subsidy. Where discretion regarding this matter is needed, the application is to be referred to the Municipal Manager or Director Community for approval.[15]

6.1.12. [16]

6.2. The qualification criteria for old age homes in order to receive assistance are as follow:

6.2.1. More 50% of the residence within the old age home must receive less than R 3,000 per month income; and

6.2.2. An application on the prescribe form, fully completed with the required information and signed, must be provided.

6.3. People residing in approved schemes aimed at providing housing for the less privileged elderly will qualify automatically for the full indigent benefit.:

6.3.1. Maple Park
6.3.2. Moredou
6.3.3. Hamlet Selfsorg oord.

7 Amended by Council 27/05/2020

8 Recommended for amendment Sept 2021

9 Recommended for inclusion February 2023

10 Amended by Council 30/05/2019, Amended by Council Sept 2021

11 Amended by Council 30/05/2017

12 Amended by Council 27/05/2020

13 Amended by Council Sept 2021

14 Amended by Council Sept 2021

15 Amended by Council Sept 2021

16 Removed by Council 30 Mei 2022

6.3.4. Other schemes approved by council.[17]

7. BENEFITS

All benefits are awarded in the form of free use consumption tickets or as a subsidy on the municipal account.

The following benefits are available for:

7.1. Households with a joint monthly gross income less bond cost, not exceeding R 3,000.[18]

7.1.1 Property rates

In terms of the Property Rates Act, Act 6 of 2004, section 17(h) all residential sites are exempt from the first R 15,000 of the market value on property. As additional subsidy the Municipality will increase this level to R105 000 by means of a subsidy in the form a credit on the municipal account. This subsidy will be equal to the smallest of R 105 000 market value or the total valuation of property.

7.1.2 Electricity

A subsidy equal to the amount charged for the first 50 kWh consumed per month.

7.1.3 Water

A subsidy equal to the amount charged for the first 6 kilolitres consumption per month as well as 100% subsidy on the basic charge for water, where the Municipality is the service providers.

7.1.4 Sanitation

A subsidy equal to 100% of the amount charged for the service per month where the Municipality is the service provider.

7.1.5 Refuse removal

A subsidy equal to 100% of the amount charged for the service per month where the Municipality is the service provider.

7.1.6 House rental

A subsidy equal to 100% of the amount charged in the case of municipal sub economical rental stock as house rental per month.

7.1.7 Graveyard costs

A subsidy equal to 100% of the amount charged for graveyard cost. The subsidy can be in terms of every deceased member of the household and minor dependents.

7.1.8 Transfer costs

7.1.8.1. A subsidy equal to 100% of the amount charged for transferring the municipal services accounts as a result of death of the head of the household. In the event of separation or divorce, the person who is residing at this plot, qualifies for the subsidy on transfer costs. This household is also exempt from making a consumer deposit or to increase the existing deposit.

17 Amended by Council Sept 2021

18 Recommended for adjustment February 2023

7.1.8.2. A subsidy equal to 100%, but limited to R 5000.00[19] of the costs of an attorney to transfer the property into the spouse name, as a result of death of the head of the household whilst approved as an Indigent household and the current, registration is not in both parties' name registered in the deeds office. The appointment of the attorney is entirely the prerogative of the Municipality.

7.2. Households with a joint monthly gross income less bond cost, between R 3,000 and R 5,000.[20]

7.2.1. Property rates

In terms of the Property Rates Act, Act 6 of 2004, section 17(h) all residential sites are exempt from the first R 15,000 of the market value on property. As additional subsidy the Municipality will increase this level to R105 000 by means of a subsidy in the form a credit on the municipal account. This subsidy will be equal to the smallest of R 105 000 market value or the total valuation of property.

7.2.2. Electricity

A subsidy equal to 100% of the amount charged for the first 25 kWh consumed per month, where the Municipality is the service provider.

7.2.3. Water

A subsidy equal to 100% of the amount charged for the first 3 kilolitres consumption per month as well as 50% subsidy on the basic charge for water, where the Municipality is the service provider.

7.2.4. Sanitation

A subsidy equal to 50% of the amount charged for the service per month where the Municipality is the service provider.

7.2.5. Refuse removal

A subsidy equal to 50% of the amount charged for the service per month where the Municipality is the service provider.

7.2.6. House rental

A subsidy equal to 50% of the amount charged in the case of municipal sub economical rental stock as house rental per month

7.2.7. Graveyard costs

A subsidy equal to 50% of the amount charged for graveyard cost. The subsidy can be in terms of every deceased member of the household and minor dependents.

7.2.8. Transfer costs

7.2.8.1. A subsidy equal to 50% of the amount charged for transferring the municipal services accounts as a result of death of the head of the household. In the event of separation or divorce, the person who is residing at this plot, qualifies for the subsidy on transfer costs. This household is also exempt from making a consumer deposit or to increase the existing deposit.

19 Amended by Council Sept 2021

20 Paragraph 7.2 inserted by council 27/05/2020 - Recommended for adjustment February 2023

7.2.8.2. A subsidy equal to 50%, but limited to R 5000.00[21] of the costs of an attorney to transfer the property into the spouse name, as a result of death of the head of the household whilst approved as an Indigent household and the current registration is not in both parties name registered in the deeds office. The appointment of the attorney is entirely the prerogative of the Municipality.

7.3. The rebates in terms of sections 7.2.2', 7.2.3, 7.2.4, 7.2.5 and 7.2.6 is subject to the payment of the municipal account by the applicant. The accounts will be monitored on regular intervals and if it is found that the applicant failed to pay the monthly account, the rebates may be stopped.

7.4. Old age Homes

7.4.1. Electricity

A subsidy equal to 10% of the amount charged for the service per month

7.4.2. Water

A subsidy equal to 81.2% of the amount charged for the service per month

7.4.3. Sanitation

A subsidy equal to 59% of the amount charged for the service per month.

7.4.4. Refuse removal

A subsidy equal to 33% of the amount charged for the service per month.

7.5. The municipal manger is delegated to write off all outstanding debt on indigent accounts as at 30 September 2021 and all outstanding debt of new approvals as a once off benefit.[22]

7.6. If an applicant failed to pay the monthly account, 30% of prepaid electricity purchases may be utilised as payment on the municipal account.[23]

8. RESTRICTIONS / LIMITATIONS ON INDIGENT RELIEVE:[24]

8.1. The water meters of indigents who consumed in excess of 6 kilolitre water per month and do not pay regularly for the excess can be replaced with water management meters, and the consumption can be limited to a minimum of 200 litres per day (6 kilolitres per month);

8.2. The electricity meters of indigents who consumed in excess of 50 kWh units of electricity per month and do not pay regularly for the excess can be replaced with split prepaid meters and the connection can be limited to a minimum of 40 Amps;[25]

8.3. The cost of the replacement meters will be borne by the municipality.

9. ADMINISTRATIVE PROCEDURES

9.1. Organizational Structure

21 Amended by Council Sept 2021

22 Amended by Council Sept 2021

23 Amended by Council Sept 2021

24 Amended council 28/09/2011

25 Amended by Council Sept 2021

The organizational structure dealing with assistance to the poor is split in decision making and execution.

The decision making component will consist of the elected councillors in the Finance Committee, with the execution unit being the advisors of the committee.

Responsibilities of the Committee:

This committee will ensure that recommendations be made with regard to:

- Policy changes;
- Monitoring of the assistance provided; and
- Serve as the dispute handling committee.

The execution portion will be dealt with by the Social and Economic Development unit of Witzenberg Municipality.

Responsibilities of the unit will include at least:

- Assist households with applications;
- Consider applications according to criteria
- Approve applications;
- Ensure implementation of approved applications;
- Keep administrative record of all applications,
- Assist in reconciling information with the financial system; and
- Prepare monitoring reports.

9.2. Application Procedure – First/new applications

9.2.1. The head of the household, if not the municipal account holder supported by the municipal account holder, must apply for the subsidy in person. The onus to apply is placed on the head of household.

9.2.2. The application must be on the prescribe application form. Attached as Annexure 12.1.2.

9.2.3. The application form must at least include the following documents:

9.2.3.1. Copy of the latest municipal accounts, where applicable;
9.2.3.2. Copy of the head of the household identification document and in the case of not the account holder the account holder documentation;
9.2.3.3. Copy of the deceased identification and death certificate documents, where applicable;
9.2.3.4. Proof of income, certified by employer as a true reflection, if applicable;
9.2.3.5. Copy of the pension card, UIF card, or interest certificate, etc., if applicable;
9.2.3.6. An affidavit that certifies that the information provided is the truth and nothing but the truth. (Attached as Annexure 12.1.3)
9.2.3.7. Copy of the last three months' bank statements when required; and
9.2.3.8. Additional information such as tax information or other information may be requested as mandatory for the indigent application process.[26]

9.2.4. The municipality acknowledged the fact that support must be offered in order to ensure access to the subsidy. For this purpose, a unit is in tack to assist the poor. All applications must be lodged at this unit, called the Social & Economic Development unit of Witzenberg Municipality.

9.2.5. The Municipality reserves the right that an official of the unit may visit the household residing place in order to establish or confirm the information provided.

26 Amended by Council September 2021

9.2.6. The Municipality reserves the right to verify information received by means of ITC checks.[27]

9.2.7. The Municipality undertakes to remind the household, ±two months prior to expiry of the approval, of the expiry. The non-receiving of the notice in the form of a house visit, letter or via the municipal account will not place the responsibility on the Municipality to ensure re-application.

9.2.8. Elderly people and or people with medical conditions may apply for house visits for application purposes.[28]

9.2.9. No credit control measures will be implemented for a period of two months from date of application, to allow for the follow up and consideration of the application.[29]

9.3. RENEWAL PROCEDURE[30]

9.3.1. For renewal purposes the application procedure may be replaced by an affidavit stating:

9.3.1.1. There have been no changes in the income of the household;
9.3.1.2. The households' income is still below the monthly thresholds as per the municipal indigent policy;
9.3.1.3. That the person making the affidavit acknowledge that it is a criminal offence to make a false declaration.

9.3.2. Where the applicant(s) are 60 years and older and their application has been approved they only need to provide proof of living for the renewal of their benefits.[31]

9.4. Measurement and duration of applications for approval

9.4.1. Measurement whether the application qualify in terms of the criteria as set in section 6 is based on the information as on the date of the application. The municipality reserves the right to lodge their own investigation in order to ensure compliance with the criteria.

9.4.2. An approved application is valid for a period of twelve months.

9.4.3. If an applicant's financial position changes and it is of a permanent nature the applicant must inform the Municipality of the change. If the change affects the household in such a manner that it no longer meet the criteria as set in section 6 the approval will automatically stop.

9.4.4. The onus rest with the applicant to inform the Municipality of any such changes.

9.4.5. The approval will stop automatically two months after the head of the household passed away. If the household left behind is still financially in the same position the subsidy must be transferred to the new head of the household. The onus to apply is placed on the new head of the household.

9.4.6. Where the applicant is deceased the surviving next of kin (husband/wife/child/grandchild) have to apply as the new head of the household.[32]

9.4.7. The applicant must:[33]

- indicate that the owner is deceased;
- attached an affidavit (declaration) that he or she is the person to whom the house has been allocated to in the estate;

27 Amended by Council 30/05/2019

28 Amended by Council Sept 2021

29 Paragraph 9.2.9 Amended by Council Sept 2021

30 Paragraph 11 Amended by Council Sept 2021

31 Paragraph 9.3.2 Added by Council 30 May 2022

32 Paragraph 9.3.6 included by council 27/05/2020

33 Paragraph 9.3.7 included by council 27/05/2020

- If there is no estate, all surviving next of kind have to give consent to the applicant to occupy the estate property.

10. Disputes

Any dispute based on the administrative process or approval of an application will be dealt with by the Finance Committee. The Committee may call the applicant to put their dispute in words or ask the applicant to put it in writing. The Social and Welfare unit must be afforded to provide the committee with documentary proof of the process followed and or reasons for the decision made. The committee may not include in their decision any deviation of this policy.

11. TERMINATION OF INDIGENT SUPPORT[34]

Indigent Support will be terminated under the following circumstances:

11.1. Death of account-holder;
11.2. Upon sale of the property;
11.3. When circumstances in the indigent household have improved in terms of a gross income exceeding the limit;
11.4. If the applicant is found to have furnished false information regarding indigent status;
11.5. If the household head owns ~~a business or~~[35] a second property or there is a business operated in the property;
11.6. If it is determined during a visit that the household does not meet the requirements any longer.[36]
11.7. If there is any illegal trading on the property.[37]

12. COMMENCEMENT DATE

This amended policy takes effect when approved by Council.

34 Paragraph 10 included by council 27/05/2020

35 Amended by Council Sept 2021

36 Amended by Council Sept 2021

37 Amended by Council Sept 2021

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Director: Finance

DATUM / DATE: 21 February 2023

VERW. / REF.:

CONSIDERATION OF APPROVAL OF LONG TERM LOAN

1. PURPOSE

The purpose of this report to is seek council's approval for the take up of a loan of R 10 000 000 with the successful bidder ABSA Bank to finance the construction of a fence at the Prince Alfred Landfill site to the value of R 4 000 000 and Drop-offs Transfer stations at Tulbagh/Hamlet/Bella Vista to the value of R 6 000 000 at an estimated interest rate of 10.86% over a proposed term of 5 years with bi-annual repayment terms.

2. LEGAL FRAMEWORK

Section 46 of the Municipal Finance Management Act states the following:

Long-term debt
46. (1) A municipality may incur long-term debt only in accordance with and subject to any applicable provisions of this Act, including section 19, and only for the purpose of—

(a) capital expenditure on property, plant or equipment to be used for the purpose of achieving the objects of local government as set out in section 152 of the Constitution, including costs referred to in subsection (4); or
(b) re-financing existing long-term debt subject to subsection (5).

(2) A municipality may incur long-term debt only if—

(a) a resolution of the municipal council, signed by the mayor, has approved the debt agreement; and
(b) the accounting officer has signed the agreement or other document which creates or acknowledges the debt.

(3) A municipality may incur long-term debt only if the accounting officer of the municipality—

(a) has, in accordance with section 21A of the Municipal Systems Act—
(i) at least 21 days prior to the meeting of the council at which approval for the debt is to be considered, made public an information statement

setting out particulars of the proposed debt, including the amount of the proposed debt, the purposes for which the debt is to be incurred and particulars of any security to be provided; and
(ii) invited the public, the National Treasury and the relevant provincial treasury to submit written comments or representations to the council in respect of the proposed debt; and
(b) has submitted a copy of the information statement to the municipal council at least 21 days prior to the meeting of the council, together with particulars of—
(i) the essential repayment terms, including the anticipated debt repayment schedule; and
(ii) the anticipated total cost in connection with such debt over the repayment period.

(4) Capital expenditure contemplated in subsection (1)(a) may include—
(a) financing costs, including—
(i) capitalised interest for a reasonable initial period;
(ii) costs associated with security arrangements in accordance with section48;
(iii) discounts and fees in connection with the financing;
(iv) fees for legal, financial, advisory, trustee, credit rating and other services directly connected to the financing; and
(v) costs connected to the sale or placement of debt, and costs for printing and publication directly connected to the financing;
(b) costs of professional services directly related to the capital expenditure; and
(c) such other costs as may be prescribed.

(5) A municipality may borrow money for the purpose of re-financing existing long-term debt, provided that—
(a) the existing long-term debt was lawfully incurred;
(b) the re-financing does not extend the term of the debt beyond the useful life of the property, plant or equipment for which the money was originally borrowed;
(c) the net present value of projected future payments (including principal and interest payments) after re-financing is less than the net present value of projected future payments before re-financing; and
(d) the discount rate used in projecting net present value referred to in paragraph (c), and any assumptions in connection with the calculations, must be reasonable and in accordance with criteria set out in a framework that may be prescribed.

(6)A municipality's long-term debt must be consistent with its capital budget referred to in section 17(2).

Conditions applying to both short-term and long-term debt

47. A municipality may incur debt only if—
(a) the debt is denominated in Rand and is not indexed to, or affected by, fluctuations in the value of the Rand against any foreign currency; and
(b) section 48(3) has been complied with, if security is to be provided by the municipality.

Security

48. (1) A municipality may, by resolution of its council, provide security for—

(a) any of its debt obligations;
(b) any debt obligations of a municipal entity under its sole control; or
(c) contractual obligations of the municipality undertaken in connection with capital expenditure by other persons on property, plant or equipment to be used by the municipality or such other person for the purpose of achieving the objects of local government in terms of section 152 of the Constitution.

(2) A municipality may in terms of subsection (1) provide any appropriate security, including by—

(a) giving a lien on, or pledging, mortgaging, ceding or otherwise hypothecating, an asset or right, or giving any other form of collateral;
(b) undertaking to effect payment directly from money or sources that may become available and to authorise the lender or investor direct access to such sources to ensure payment of the secured debt or the performance of the secured obligations, but this form of security may not affect compliance with section 8(2);
(c) undertaking to deposit funds with the lender, investor or third party as security;
(d) agreeing to specific payment mechanisms or procedures to ensure exclusive or dedicated payment to lenders or investors, including revenue intercepts, payments into dedicated accounts or other payment mechanisms or procedures;
(e) ceding as security any category of revenue or rights to future revenue;
(f) undertaking to have disputes resolved through mediation, arbitration or other dispute resolution mechanisms;
(g) undertaking to retain revenues or specific municipal tariffs or other charges, fees or funds at a particular level or at a level sufficient to meet its financial obligations;
(h) undertaking to make provision in its budgets for the payment of its financial obligations, including capital and interest;
(i) agreeing to restrictions on debt that the municipality may incur in future until the secured debt is settled or the secured obligations are met; and
(j) agreeing to such other arrangements as the municipality may consider necessary and prudent.

(3) A council resolution authorising the provision of security in terms of subsection(2)(a)—

(a) must determine whether the asset or right with respect to which the security is provided, is necessary for providing the minimum level of basic municipal services; and
(b) if so, must indicate the manner in which the availability of the asset or right for the provision of that minimum level of basic municipal services will be protected.

(4) If the resolution has determined that the asset or right is necessary for providing the minimum level of basic municipal services, neither the party to whom the municipal security is provided, nor any successor or assignee of such party, may, in the event of a default by the municipality, deal with the asset or right in a manner that would preclude or impede the continuation of that minimum level of basic municipal services.

(5) A determination in terms of subsection (3) that an asset or right is not necessary for providing the minimum level of basic municipal services is binding on the municipality until the secured debt has been paid in full or the secured obligations have been performed in full, as the case may be.

Disclosure

49. (1) Any person involved in the borrowing of money by a municipality must, when interacting with a prospective lender or when preparing documentation for consideration by a prospective investor—

> *(a) disclose all information in that person's possession or within that person's knowledge that may be material to the decision of that prospective lender or investor; and*
> *(b) take reasonable care to ensure the accuracy of any information disclosed.*

(2) A lender or investor may rely on written representations of the municipality signed by the accounting officer, if the lender or investor did not know and had no reason to believe that those representations were false or misleading.

Municipal guarantees

50. A municipality may not issue any guarantee for any commitment or debt of any organ of state or person, except on the following conditions:
(a) The guarantee must be within limits specified in the municipality's approved budget;
(b) a municipality may guarantee the debt of a municipal entity under its sole control only if the guarantee is authorised by the council in the same manner and subject to the same conditions applicable to a municipality in terms of this Chapter if it incurs debt;
(c) a municipality may guarantee the debt of a municipal entity under its shared control or of any other person, but only with the approval of the National Treasury, and then only if—

(i) the municipality creates, and maintains for the duration of the guarantee, a cash-backed reserve equal to its total potential financial exposure as a result of such guarantee; or
(ii) the municipality purchases and maintains in effect for the duration of the guarantee, a policy of insurance issued by a registered insurer, which covers the full amount of the municipality's potential financial exposure as a result of such guarantee.

3. DISCUSSION

An information statement was published on 27 January 2023 informing both the community, provincial and national treasuries of the municipality's intention to take on a loan and invited the said stakeholders to comment and advice.

Copies of the information statement published as well as the comments received from national treasury are attached as Annexure A.

No comments were received from the community. This could be due to the diligent process of public participation that was already conducted during the IDP and Budget process where the municipality already explained its intention to take on a loan.

National Treasury conducted a compliance and affordability assessment and concluded the following:

" In terms of the working capital management, it takes the municipality 65 days to receive cash from consumers and 42 days to pay its creditors. The municipality's collection rate of 85% for both 2019 and 2020 are below the 95% norm. It is imperative that the municipality continues to implement its revenue enhancement initiatives and enforce credit control policies to increase the debtor's collection rate and reduce the increasing debtors' balance.

When the proposed borrowing of R10 million and the planned borrowing over the MTREF period is taken into account, the debt to revenue ratio is likely to increase over a 2-year period from less than 1% in 2021/22 to 2% in 2022/23 and will stabilise at 2% in 2023/24. This indicates that the municipality has room to take up additional borrowings as the added borrowings will result in the ratio being below the 45% norm. The capital cost to total operating expenditure ratio will remain at less than 1% over the MTREF period. This is well below the norm of 6% to 8%."

4. RECOMMENDATION

That Council approves the long term loan in terms of section 46 of the Municipal Finance Management Act to finance the construction of both the fence and drop-offs transfer stations.

Yours faithfully

H J KRITZINGER
DIRECTOR FINANCE

WITZENBERG
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M E M O R A N D U M

AAN / TO: Municipal Manager

VAN / FROM: Manager: Projects & Performance

DATUM / DATE: 15/02/2023

VERW. / REF.: 05/1/5/15/17

MID-YEAR REVISION OF KEY PERFORMANCE INDICATORS: SDBIP 2022/23

Herewith an analysis of the 2022/23 SDBIP with the purpose of revision of certain indicators and targets. The proposed revisions included the following:

A. Top Layer Strategic Indicators

The Municipal Finance Management Act in terms of Section 54(1)(c) determines that: *"On receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72, the mayor must –*

(c) consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustment budget;"

The 2022/23 Mid-year budget and performance assessment (Section 72 Report) was tabled at the Council meeting held on the 25th of January 2023 as item 4.5.

A thorough assessment of the performance of the municipality in the first half of the financial year was completed and no revision to the non-financial annual service delivery targets and performance indicators are proposed after collaboration with Senior Management and indicator owners except for the following adjustment of reporting period and definition for indicator:

ComAm34: Report on annual customer satisfaction survey on community facilities.
Reporting period: 1 Report in 2nd quarter changed to 1 report in 4th quarter. The report is an analysis of input received from customers regarding satisfaction and perception on the access to- and maintenance of facilities such as community halls and sports facilities. The report is presented by the Manager: Amenities at the annual IDP Institutional Analysis workshops to motivate for additional resources as required. A report in the 4th quarter would be more extensive covering inputs received over the whole year and not only six months.
Definition: It is proposed that the definition be changed to the following:
"This indicator measures the submission of an analysis report on a community survey on community perception and satisfaction in respect of the access to and maintenance of certain community facilities. The survey include at least the provision of questionnaires at certain facilities for customers to complete."

B. Senior Management Performance Indicators

The Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006: Section 28(4) determines that: "The employer will be entitled to review and make reasonable changes to the provisions of the performance plan from time to time for operational reasons on agreement between both parties."

The 2022/23 Mid-year budget and performance assessment (Section 72 Report) was tabled at the Council meeting held on the 25th of January 2023 as item 4.5.

A thorough assessment of the performance of the municipality in the first half of the financial year was completed. The following adjustments are proposed:

Ref nr	Indicator Name	Director	Proposed Adjustment
FinDir4	Draft budget presented in November	Finance	No change in target. Adjust target date to February as IDP Institutional Analysis did not take place in November but was postponed to February.
FinDir5	Financial policies & procedures presented at IDP Strategic workshop in November		
FinFAdm23	Update of Asset Register on a quarterly basis.		The samras system does not allow the updating of the Asset Register during the compiling of the Annual Financial Statements & AGSA audit that occur during quarters 1 & 2. Updates of the register must occur after year end and in-year updates mainly has the purpose to reduce the workload at year-end. It is therefor proposed that target be reduced from 4 quarterly updates to 2 quarterly updates in 3rd & 4th quarter.
FinSCM28	Prepare evaluation reports per bid within 60 calender days from date of bid closing to the date of Bid Evaluation Committee meeting		The target of 90% to remain unchanged. The indicator is the responsibility of the SCM unit and include the preparation of the Technical Report by the relevant Line Manager as well as the compiling of the Evaluation Report by the SCM unit. The SCM unit has no control over the time it takes for the Line Manager to complete the Technical Report. It is proposed that the indicator be split between the 2 different reports required. The indicator name will therefor be changed to the following: Prepare evaluation reports per bid within 30 calender days from date of receival of final Technical Report from Line Manager to the date of Bid Evaluation Committee meeting.
GG1.21	Staff Vacancy Rate	Corporate	This is a proposed National Indicator which is currently in a pilot phase for official implementing in 2023/24. The indicator measures the difference between nr of budgeted positions on organigram and number of budget positions actually filled. The original target of 42% vacant budgeted positions was determined on an incorrect formula and definition and it is proposed that target be adjusted to a more sensible target of 5%.

C. COGTA Circular 88 Indicators

Circular 88 indicators was included in the SDBIP as a pilot process for 2021/22/23. Target setting of these indicators are consider preliminary targets as part of the Circular No. 88 piloting process and municipalities will have the opportunity to revise and adjust their targets as part of established municipal processes and planning reviews. Municipalities should be able to update and revise their targets during IDP review (annually) or as part of the mid-term adjustment (for SDBIPs). These indicators are currently not officially being reported on or audited and require only Council's notice. **Annexure A**.

Ref	Directorate	Department	Key Performance Indicator	Indicator Formula	Data Element	Data Element Accumulative	Annual Target 2022/23	Dec Accumulative Monthly Target	Dec Accumulative Monthly Result	Proposed new annual target	Reason for adjustment - Notes
HS3.6	Community Services	Library Services	Average number of library visits per library	(1) Total number of library visits / (2) Count of municipal libraries	Total number of library visits	53401	1500		4855	8000	Expected target for full year. Annual target.
					Count of municipal libraries	11					
GG1.21	Corporate Services	Human Resources	Staff vacancy rate (budgeted)	(((1) The number of employee posts on the approved organisational structure - (2) The number of permanent employees in the municipality) / (1) The number of employee posts on the approved organisational structure)	The number of employee posts on the approved organisational structure	926	42%	42%	45%	5%	Measure budgeted positions.
					The number of permanent employees in the municipality	510					
FM1.12	Financial Services	Financial Administration	Total Operating Expenditure as a percentage of Total Operating Expenditure Budget	(1) Actual Operating Expenditure / (2) Budgeted Operating Expenditure	Budgeted Operating Expenditure	R21 863 508	98%	50%	39%	90%	Various expenditure that are not fully controlled by municipality - Bulk Purchases from Eskom - Fuel price flactuations.
					Actual Operating Expenditure	R8 524 793					
FM1.13	Financial Services	Financial Administration	Total Operating Revenue as a percentage of Total Operating Revenue Budget	(1) Actual Operating Revenue / (2) Budgeted Operating Revenue	Budgeted Operating Revenue	R23 757 280	98%	50%	53%	90%	Various income that are not fully controlled by municipality - Bulk Purchases from Eskom - Fuel price flactuations.
					Actual Operating Revenue	R12 675 442					
FM1.14	Financial Services	Financial Administration	Service Charges and Property Rates Revenue as a percentage of Service Charges and Property Rates Revenue Budget	((1) Actual Service Charges Revenue + (2) Actual Property Rates Revenue) / (3) Budgeted Service Charges and Property Rates Revenue	Budgeted Service Charges and Property Rates Revenue	R545 078 209	98%	50%	54%	90%	Various income that are not fully controlled by municipality - Bulk Purchases from Eskom - Fuel price flactuations.
					Actual Service Charges Revenue	R225 139 564					
					Actual Property Rates Revenue	R66 690 029					
FM2.1	Financial Services	Financial Administration	Percentage of total operating revenue to finance total debt (Total Debt (Borrowing) / Total operating revenue)	(1) Debt (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / ((2) Total Operating Revenue - (3) Operating Conditional Grant)	(1) Debt (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease)		0,4%			1,5%	New loans to be taken up
					(2) Total Operating Revenue						
					(3) Operating Conditional Grant						
FM3.1	Financial Services	Financial Administration	Percentage change in cash and cash equivalent (short term)	((1) Cash and cash equivalent (Current year) - (2) cash and cash equivalent (Previous year)) / cash and cash equivalent (previous year)	(1) Cash and cash equivalent (Current year)		-21%			5%	Available cash must increase to be able to pay all financial obligations
					(2) Cash and cash equivalent (Previous year)						
FM5.1	Financial Services	Financial Administration	Percentage change of own funding (Internally generated funds + Borrowings) to fund capital expenditure				43%			5%	Anticipated annual growth in revenue
					(1) Internally Generated Funds (current year)	R189 000					

Ref	Directorate	Department	Key Performance Indicator	Indicator Formula	Data Element	Data Element Accumulative	Annual Target 2022/23	Dec Accumulative Monthly Target	Dec Accumulative Monthly Result	Proposed new annual target	Reason for adjustment - Notes
FM5.11	Financial Services	Financial Administration	Percentage of total capital expenditure funded from own funding (Internally generated funds + Borrowings)	(Own funding ((1) Internally Generated Funds + (2) Borrowings (Current year)) - Own funding ((3) Internally Generated Funds + (4) Borrowings (previous year))) / Own funding ((3) Internally Generated Funds + (4) Borrowings (previous year))	(2) Borrowings (current year)	R66 793	43%	43%	35%	33%	According to original budget
					(3) Internally Generated Funds (previous year)	R0					
					(4) Borrowings (previous year)						
LED2.12	Financial Services	Income	Percentage of the municipality's operating budget spent on indigent relief for free basic services	((1) R-value of operating budget expenditure on free basic services / (2) R-value of the total operating budget)	R-value of the total operating budget	R0	10%	10%		3,5%	To be amended in line with budgeted amounts. Indigent relief R 26 million - Operating Budget R 796 million.
					R-value of operating budget expenditure on free basic services	R0					
FM7.11	Financial Services	Income	Debtors payment period	(((1) Gross Debtors - (2) Bad Debt Provision) / (3) Billed Revenue) × 365	(1) Gross Debtors	R0	30	30 days	#DIV/0!	50 days	Council to consider full implementation of credit control policy, and write off of prescribed debt.
					(2) Bad Debt Provision	R0					
					(3) Billed Revenue	R0					
FM7.12	Financial Services	Income	Collection rate ratio	((1) Gross Debtors Opening Balance + (2) Billed Revenue – (3) Gross Debtors Closing Balance - (4) Bad Debts Written Off) / (2) Billed Revenue	(1) Gross Debtors Opening Balance	R0	92%	92%	#DIV/0!	90%	Council to consider full implementation of credit control policy
					(2) Billed Revenue	R0					
					(3) Gross Debtors Closing Balance	R0					
					(4) Bad Debts Written Off	R0					
FM6.13	Financial Services	Supply Chain	Percentage of tender cancellations	(1) Number of tenders cancelled / (2) Total number of tenders advertised and closed	(1) Number of tenders cancelled	27	5%	5%	30%	30%	Non responsive tenders submitted by bidders
					(2) Total number of tenders advertised and closed	8					
WS1.11	Technical Services	Sanitation	Number of new sewer connections meeting minimum standards	The (1) number of new sewer connections to consumer units + (2) the number of new sewer connections to communal toilet facilities.	(1) Number of new sewer connections to consumer units	5	12	6	5	5	No control over the applications for new sewer connections.
					(2) Number of new sewer connections to communal toilet facilities.						
WS5.2	Technical Services	Water	Total water losses (Litres per connection per day)	((1) System input volume- (2) Authorised consumption volume) in m³ x 1000) / (365 x (3) Number of service connections)]	(1) System input volume	2596030	20	20	130,0	40	Initial formula incorrect and rectified resulting in adjustment of target.
					(2) Authorised consumption	2373710,06					
					Number of service connections	18582					

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Director: Finance

DATUM / DATE: 12 January 2023

VERW. / REF.: 05/01/1/20

2021/2022 ADJUSTMENT BUDGET FOR CONSIDERATION

1. PURPOSE

The purpose of this report is to:

- Document the 2021/2022 adjustment budget for consideration to the Municipal Manager and Executive Mayor.
- Provide the background information regarding the consideration and approval of the budget.

2. LEGAL FRAMEWORK

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

*"**28.** Municipal adjustments budgets. — (1) A municipality may revise an approved annual budget through an adjustments budget.*

(2) An adjustments budget—

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

"Timeframes for tabling of adjustments budgets

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

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

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

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

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

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

a) dealt with as part of the adjustment budget contemplated in sub regulation (1); and
b) a special adjustment budget tabled in the municipal council when the mayor tables the annual report in terms of section 127(2) of the Act, which may only deal with unauthorised expenditure from the previous financial year which the council is being ***requested to authorise in terms of section 32(2)(a)(i) of the Act."***

3. PROGRESS TO DATE

The Original Budget for the 2022/2022 financial year was approved by Council during May 2021.

Adjustment budgets were approved by Council during February 2022 and May 2022.

4. DISCUSSION

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

5. RECOMMENDATION

That no official or public office bearer that made, permitted or authorised the unauthorised expenditure acted deliberately or in grossly negligent manner?

That the municipality has not suffered any loss as a result of the action.

That the unauthorised expenditure not be recovered from any official or public office bearer, and that the amount be written off.

That the adjustment budget of Witzenberg Municipality for the financial year 2021/2022 as set out in the budget documents be approved by Council.

Yours faithfully

HJ Kritzinger
DIRECTOR: FINANCE

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Medium Term Revenue and Expenditure Framework

Adjustments Budget 2021/2022 to 2023/2024

Table of Contents

Glossary 3
PART 1 – ADJUSTMENTS BUDGET 5
Section 1 – Mayor's Report 5
Section 2 – Resolutions 6
Section 3 – Executive Summary 7
PART 2 – SUPPORTING DOCUMENTATION 8
Section 5 – Adjustments to budget assumptions 8
Section 6 – Adjustments to budget funding 8
Section 7 – Adjustments to expenditure on allocations and grant programmes 9
Section 8 – Adjustments to allocations or grants made by the municipality 9
Section 9 – Adjustments to councillors and board members allowances and employee benefits 9
Section 10 – Adjustments to service delivery and budget implementation plan 9
Section 11 Municipal Manager's quality certification 10

Glossary

Adjustments Budget – Prescribed in section 28 of the MFMA. The formal means by which a municipality may revise its annual budget during the year.
Allocations – Money received from Provincial or National Government or other municipalities.
AFS – Annual Financial Statements.
Budget – The financial plan of the Municipality.
Budget Related Policy – Policy of a municipality affecting or affected by the budget, examples include tariff policy, rates policy and credit control and debt collection policy.
Capital Expenditure - Spending on assets such as land, buildings and machinery. Any capital expenditure must be reflected as an asset on the Municipality's Statement of Financial Performance.
Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality. Cash payments do not always coincide with budgeted expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month it is received, even though it may not be paid in the same period.
CFO – Chief Financial Officer
DORA – Division of Revenue Act. Annual legislation that shows the total allocations made by national to provincial and local government.
Equitable Share – A general grant paid to municipalities. It is predominantly targeted to help with free basic services.
Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.
GFS – Government Finance Statistics. An internationally recognised classification system that facilitates like for like comparison between municipalities.
GRAP – Generally Recognised Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.
IDP – Integrated Development Plan. The main strategic planning document of the Municipality
KPI's – Key Performance Indicators. Measures of service output and/or outcome.
MFMA – The Municipal Finance Management Act – No. 53 of 2003. The principle piece of legislation relating to municipal financial management.
MTREF – Medium Term Revenue and Expenditure Framework. A medium term financial plan, usually 3 years, based on a fixed first year and indicative further two years budget allocations. Also includes details of the previous three years and current years' financial position. NT – National Treasury
Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.
Operating Expenditure – Spending on the day to day expenses of the Municipality such as salaries and wages.
Rates – Local Government tax based on the assessed value of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.
R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.
SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.
Strategic Objectives – The main priorities of the Municipality as set out in the IDP. Budgeted spending must contribute towards the achievement of the strategic objectives.
Unauthorised expenditure – Generally, expenditure without, or in excess of, an approved budget.
Virement – A transfer of budget.
Virement Policy – The policy that sets out the rules for budget transfers.
Vote – One of the main segments into which a budget is divided. In Witzenberg Municipality the following votes and responsible senior manager was approved: • Budget & Treasury Office – Director: Financial services • Civil Services - Director: Technical services • Community & Social Services – Director: Community services • Corporate Services – Director: Corporate services • Electro Technical Services - Director: Technical services • Executive & Council – Municipal Manager • Housing– Director: Community services • Planning - Director: Technical services • Public Safety– Director: Community services • Sport & Recreation– Director: Community services

PART 1 – ADJUSTMENTS BUDGET
Section 1 – Mayor's Report

Introduction

Speaker
Aldermen
Deputy Executive Mayor
Members of the Mayoral Committee
Councillors
Representatives of Provincial Government
Municipal Manager
Directors and officials
Distinguished guests
Members of the media

It is my privilege to present to you the Adjustments Budget for 2021/2022

This adjustments budget seeks to condone unauthorised expenditure incurred in the 2021/2022 financial year in terms of section 23 (6)(b) of the Local Government: Municipal Finance Management Act: Municipal Budget and Reporting Regulations, quoted below for ease of reference.

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

Highlights in terms of the adjustments required is summarised in the executive summary of this report.

ALDERMAN HJ SMIT

EXECUTIVE MAYOR

Section 2 – RECOMMENDATION

ADJUSTMENTS MTREF 2021/2022

The resolutions tabled at Council for consideration with approval of the adjustments budget will be:

RECOMMENDATION:

a) That the adjustment budget of Witzenberg Municipality for the financial year 2021/2022 as set out in the main tables of the budget documents be approved:

i. Table B1 - Budget summary;
ii. Table B2 - Adjustments Budget Financial Performance (by standard classification);
iii. Table B3 - Budgeted Financial performance (Revenue and Expenditure) by Vote;
iv. Table B4 - Adjustments Budget Financial Performance (revenue by source); and
v. Table B5 - Budgeted Capital Expenditure by Vote, standard classification and funding.

Section 3 – Executive Summary

3.1 Introduction

Adjustments to the operating and budget is required. This Adjustments Budget is tabled with the specific purposes to adjust expenditures in terms of section 28 of the Municipal Finance Management Act.

Operational budget

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

Item	Amount
Expenditure item for the Budget & Treasury Office reduced	(R 8 933 855)
Expenditure item for Depreciation - increased	R 8 933 855

The operational budget for the Civil Services vote is exceeded with the recognition of depreciation on the deemed asset – Capitalized Restoration cost – Rehabilitation of Landfill sites. The mentioned item could only be calculated after the report on the rehabilitation cost was received from the relevant sources. The depreciation charge is a book entry – no cash payments were made.

3.2. Effect of the adjustments budget

3.2.1 Service delivery and budget implementation plan

None

3.2.2 Service delivery agreements

None

3.2.3 Medium term revenue and expenditure framework

None

PART 2 – SUPPORTING DOCUMENTATION

Section 5 – Adjustments to budget assumptions

Revenue

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

Expenditure

There are no changes to the budget assumptions for operating expenditure

Section 6 – Adjustments to budget funding

6.1 Summary of the impact of the adjustments budget

6.1.1 Funding of operating and capital expenditure

The budget is funded by realistic anticipated revenue.

6.1.2 Financial plans

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

6.1.2 Reserves

No impact

6.1.3 Financial sustainability of the municipality

No impact

6.1.4 Expenditure funded in accordance with MFMA section 18

No impact

6.1.5 Adjustments to the monetary investments

No impact

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

None

6.1.7 Adjustments related to proceeds from the sale of assets

None

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

None

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

None

Section 7 – Adjustments to expenditure on allocations and grant programmes

None

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

None

Section 9 – Adjustments to councillors and board members' allowances and employee benefits

None

Section 10 – Adjustments to service delivery and budget implementation plan

10.1 Quarterly service delivery targets and performance indicators in the SDBIP

No adjustments were made to any non-financial indicators.

10.2 Key financial indicators

None

10.3 Monthly targets for revenue, expenditure and cash flow

None

Section 11 Municipal Manager's quality certification

Quality Certificate

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the adjustment budget and supporting documentation have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act, and that the budget and supporting documentations are consistent with the Integrated Development Plan of the municipality.

Print name Mr D NASSON

Municipal Manager of Witzenberg Municipality

Signature _____

Date _____

WC022 Witzenberg - Table B1 Adjustments Budget Summary -

Description	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
R thousands	Original Budget A	Prior Adjusted 1 A1	Accum. Funds 2 B	Multi-year capital 3 C	Unfore. Unavoid. 4 D	Nat. or Prov. Govt 5 E	Other Adjusts. 6 F	Total Adjusts. 7 G	Adjusted Budget 8 H	Adjusted Budget	Adjusted Budget
Financial Performance											
Property rates	83,290	83,290	–	–	–	–	–	–	83,290	89,121	96,250
Service charges	413,772	422,672	–	–	–	–	–	–	422,672	428,362	463,935
Investment revenue	6,990	6,990	–	–	–	–	–	–	6,990	7,089	7,193
Transfers recognised - operational	145,903	148,292	–	–	–	–	–	–	148,292	128,604	130,741
Other own revenue	52,768	55,037	–	–	–	–	–	–	55,037	51,081	50,254
Total Revenue (excluding capital transfers and contributions)	702,723	716,281	–	–	–	–	–	–	716,281	704,257	748,374
Employee costs	237,025	233,837	–	–	–	–	–	–	233,837	248,881	263,817
Remuneration of councillors	12,007	11,007	–	–	–	–	–	–	11,007	12,607	13,238
Depreciation & asset impairment	39,729	39,729	–	–	–	–	8,934	8,934	48,662	39,589	39,589
Finance charges	8,696	8,690	–	–	–	–	–	–	8,690	9,116	9,558
Materials and bulk purchases	300,766	305,485	–	–	–	–	–	–	305,485	326,638	355,060
Transfers and grants	25,603	23,948	–	–	–	–	–	–	23,948	2,273	2,575
Other expenditure	151,096	144,523	–	–	–	–	(8,934)	(8,934)	135,590	149,381	156,952
Total Expenditure	774,922	767,219	–	–	–	–	–	–	767,219	788,486	840,788
Surplus/(Deficit)	(72,199)	(50,938)	–	–	–	–	–	–	(50,938)	(84,230)	(92,414)
Transfers recognised - capital	74,937	70,331	–	–	–	–	–	–	70,331	69,330	26,360
Contributions recognised - capital & contributed assets	170	170	–	–	–	–	–	–	170	179	187
Surplus/(Deficit) after capital transfers & contributions	2,908	19,563	–	–	–	–	–	–	19,563	(14,721)	(65,866)
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–	–	–	–	–
Surplus/ (Deficit) for the year	2,908	19,563	–	–	–	–	–	–	19,563	(14,721)	(65,866)
Capital expenditure & funds sources											
Capital expenditure	89,244	82,189	–	–	–	–	–	–	82,189	86,369	27,540
Transfers recognised - capital	74,937	70,543	–	–	–	–	–	–	70,543	74,239	26,360
Public contributions & donations	–	–	–	–	–	–	–	–	–	–	–
Borrowing	–	–	–	–	–	–	–	–	–	–	–
Internally generated funds	14,157	11,462	–	–	–	–	–	–	11,462	12,080	1,130
Total sources of capital funds	89,094	82,005	–	–	–	–	–	–	82,005	86,319	27,490
Financial position											
Total current assets	59,336	252,623	–	–	–	–	–	–	252,623	226,537	228,153
Total non current assets	49,516	1,072,810	–	–	–	–	–	–	1,072,810	1,077,130	1,018,302
Total current liabilities	70,203	145,107	–	–	–	–	–	–	145,107	136,694	127,785
Total non current liabilities	35,741	213,111	–	–	–	–	–	–	213,111	214,354	215,631
Community wealth/Equity	–	967,252	–	–	–	–	–	–	967,252	947,652	947,652
Cash flows											
Net cash from (used) operating	182,253	103,109	–	–	–	–	–	–	103,109	87,750	45,271
Net cash from (used) investing	–	(184)	–	–	–	–	–	–	(184)	(50)	(50)
Net cash from (used) financing	–	–	–	–	–	–	–	–	–	–	–
Cash/cash equivalents at the year end	182,253	102,925	–	–	–	–	–	–	102,925	203,006	160,526
Cash backing/surplus reconciliation											
Cash and investments available	60,736	136,475	–	–	–	–	–	–	136,475	121,606	133,047
Application of cash and investments	76,081	971,954	–	–	–	–	–	–	971,954	938,658	887,160
Balance - surplus (shortfall)	(15,346)	(835,479)	–	–	–	–	–	–	(835,479)	(817,052)	(754,113)
Asset Management											
Asset register summary (WDV)	49,516	1,072,800	–	–	–	–	–	–	1,072,800	1,077,120	1,018,291
Depreciation & asset impairment	39,729	39,729	–	–	–	–	8,934	8,934	48,662	39,589	39,589
Renewal of Existing Assets	600	–	–	–	–	–	–	–	–	5,000	–
Repairs and Maintenance	19,633	15,344	–	–	–	–	–	–	15,344	19,550	20,386
Free services											
Cost of Free Basic Services provided	(5,406)	(5,406)	–	–	–	–	–	–	(5,406)	(5,460)	(5,516)
Revenue cost of free services provided	(39,283)	(34,283)	–	–	–	–	–	–	(34,283)	(42,083)	(45,215)
Households below minimum service level											
Water:	–	–	–	–	–	–	–	–	–	–	–
Sanitation/sewerage:	–	–	–	–	–	–	–	–	–	–	–
Energy:	–	–	–	–	–	–	–	–	–	–	–
Refuse:	–	–	–	–	–	–	–	–	–	–	–

WC022 Witzenberg - Table B2 Adjustments Budget Financial Performance (functional classification) -

Standard Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands	1, 4	A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H		
Revenue - Functional												
Governance and administration		110,918	113,109	–	–	–	–	–	–	113,109	112,680	117,352
Executive and council		–	–	–	–	–	–	–	–	–	–	31
Finance and administration		110,918	113,109	–	–	–	–	–	–	113,109	112,680	117,321
Internal audit		–	–	–	–	–	–	–	–	–	–	–
Community and public safety		171,710	174,544	–	–	–	–	–	–	174,544	160,965	160,993
Community and social services		120,006	122,331	–	–	–	–	–	–	122,331	130,502	127,923
Sport and recreation		1,661	2,734	–	–	–	–	–	–	2,734	1,701	1,786
Public safety		26,158	26,902	–	–	–	–	–	–	26,902	27,451	29,681
Housing		23,884	22,577	–	–	–	–	–	–	22,577	1,312	1,604
Health		–	–	–	–	–	–	–	–	–	–	–
Economic and environmental services		25,287	19,692	–	–	–	–	–	–	19,692	31,586	2,745
Planning and development		2,365	2,937	–	–	–	–	–	–	2,937	2,734	2,472
Road transport		22,907	16,742	–	–	–	–	–	–	16,742	28,842	262
Environmental protection		14	14	–	–	–	–	–	–	14	10	10
Trading services		469,795	479,316	–	–	–	–	–	–	479,316	488,094	514,952
Energy sources		334,664	338,664	–	–	–	–	–	–	338,664	353,176	384,904
Water management		72,201	72,101	–	–	–	–	–	–	72,101	64,990	48,407
Waste water management		27,843	31,465	–	–	–	–	–	–	31,465	33,355	29,357
Waste management		35,087	37,087	–	–	–	–	–	–	37,087	36,574	52,284
Other		120	120	–	–	–	–	–	–	120	126	133
Total Revenue - Functional	2	777,830	786,782	–	–	–	–	–	–	786,782	793,453	796,175
Expenditure - Functional												
Governance and administration		145,004	145,380	–	–	–	–	–	–	145,380	149,928	157,871
Executive and council		29,621	28,789	–	–	–	–	–	–	28,789	31,154	32,872
Finance and administration		112,849	114,511	–	–	–	–	–	–	114,511	116,111	122,160
Internal audit		2,534	2,080	–	–	–	–	–	–	2,080	2,664	2,839
Community and public safety		133,059	138,668	–	–	–	–	(8,934)	(8,934)	129,735	112,933	119,730
Community and social services		28,680	29,777	–	–	–	–	–	–	29,777	27,658	29,371
Sport and recreation		32,356	30,481	–	–	–	–	–	–	30,481	33,081	34,830
Public safety		43,012	51,812	–	–	–	–	(8,934)	(8,934)	42,878	45,893	48,625
Housing		29,011	26,598	–	–	–	–	–	–	26,598	6,302	6,904
Health		–	–	–	–	–	–	–	–	–	–	–
Economic and environmental services		36,288	32,916	–	–	–	–	–	–	32,916	37,859	39,382
Planning and development		11,280	11,685	–	–	–	–	–	–	11,685	12,121	12,510
Road transport		22,910	19,762	–	–	–	–	–	–	19,762	23,509	24,498
Environmental protection		2,098	1,469	–	–	–	–	–	–	1,469	2,228	2,374
Trading services		459,620	449,314	–	–	–	–	8,934	8,934	458,247	486,813	522,849
Energy sources		327,833	323,444	–	–	–	–	–	–	323,444	356,857	386,940
Water management		36,559	37,773	–	–	–	–	–	–	37,773	38,093	40,006
Waste water management		43,400	38,815	–	–	–	–	–	–	38,815	39,064	40,942
Waste management		51,829	49,283	–	–	–	–	8,934	8,934	58,216	52,798	54,961
Other		951	941	–	–	–	–	–	–	941	953	956
Total Expenditure - Functional	3	774,922	767,219	–	–	–	–	–	–	767,219	788,486	840,788
Surplus/ (Deficit) for the year		2,908	19,563	–	–	–	–	–	–	19,563	4,967	(44,613)

WC022 Witzenberg - Table B2 Adjustments Budget Financial Performance (functional classification) - B -

Standard Classification Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			5	6	7	8	9	10	11	12		
R thousand	1	A	A1	B	C	D	E	F	G	H		
Revenue - Functional												
Municipal governance and administration		110,918	113,109	–	–	–	–	–	–	113,109	112,680	117,352
Executive and council		–	–	–	–	–	–	–	–	–	–	31
Mayor and Council		–	–	–	–	–	–	–	–	–	–	31
Municipal Manager, Town Secretary and Chief Executive		–	–	–	–	–	–	–	–	–	–	–
Finance and administration		110,918	113,109	–	–	–	–	–	–	113,109	112,680	117,321
Administrative and Corporate Support		9	9	–	–	–	–	–	–	9	10	10
Asset Management		–	–	–	–	–	–	–	–	–	–	–
Finance		110,250	112,441	–	–	–	–	–	–	112,441	111,979	116,584
Fleet Management		–	–	–	–	–	–	–	–	–	–	–
Human Resources		580	580	–	–	–	–	–	–	580	609	639
Information Technology		–	–	–	–	–	–	–	–	–	–	–
Legal Services		–	–	–	–	–	–	–	–	–	–	–
Marketing, Customer Relations, Publicity and Media Co-		5	5	–	–	–	–	–	–	5	5	5
Property Services		–	–	–	–	–	–	–	–	–	–	–
Risk Management		–	–	–	–	–	–	–	–	–	–	–
Security Services		–	–	–	–	–	–	–	–	–	–	–
Supply Chain Management		74	74	–	–	–	–	–	–	74	78	82
Valuation Service		–	–	–	–	–	–	–	–	–	–	–
Internal audit		–	–	–	–	–	–	–	–	–	–	–
Governance Function		–	–	–	–	–	–	–	–	–	–	–
Community and public safety		171,710	174,544	–	–	–	–	–	–	174,544	160,965	160,993
Community and social services		120,006	122,331	–	–	–	–	–	–	122,331	130,502	127,923
Aged Care		109,415	111,015	–	–	–	–	–	–	111,015	115,092	117,128
Agricultural		–	–	–	–	–	–	–	–	–	–	–
Animal Care and Diseases		–	–	–	–	–	–	–	–	–	–	–
Cemeteries, Funeral Parlours and Crematoriums		367	367	–	–	–	–	–	–	367	5,061	254
Child Care Facilities		–	–	–	–	–	–	–	–	–	–	–
Community Halls and Facilities		485	485	–	–	–	–	–	–	485	449	471
Consumer Protection		–	–	–	–	–	–	–	–	–	–	–
Cultural Matters		–	–	–	–	–	–	–	–	–	–	–
Disaster Management		–	–	–	–	–	–	–	–	–	–	–
Education		–	–	–	–	–	–	–	–	–	–	–
Indigenous and Customary Law		–	–	–	–	–	–	–	–	–	–	–
Industrial Promotion		–	–	–	–	–	–	–	–	–	–	–
Language Policy		–	–	–	–	–	–	–	–	–	–	–
Libraries and Archives		9,739	10,463	–	–	–	–	–	–	10,463	9,901	10,070
Literacy Programmes		–	–	–	–	–	–	–	–	–	–	–
Media Services		–	–	–	–	–	–	–	–	–	–	–
Museums and Art Galleries		–	–	–	–	–	–	–	–	–	–	–
Population Development		–	–	–	–	–	–	–	–	–	–	–
Provincial Cultural Matters		–	–	–	–	–	–	–	–	–	–	–
Theatres		–	–	–	–	–	–	–	–	–	–	–
Zoo's		–	–	–	–	–	–	–	–	–	–	–
Sport and recreation		1,661	2,734	–	–	–	–	–	–	2,734	1,701	1,786
Beaches and Jetties		–	–	–	–	–	–	–	–	–	–	–
Casinos, Racing, Gambling, Wagering		–	–	–	–	–	–	–	–	–	–	–
Community Parks (including Nurseries)		–	–	–	–	–	–	–	–	–	–	–
Recreational Facilities		1,611	2,684	–	–	–	–	–	–	2,684	1,648	1,730
Sports Grounds and Stadiums		50	50	–	–	–	–	–	–	50	53	55
Public safety		26,158	26,902	–	–	–	–	–	–	26,902	27,451	29,681
Civil Defence		–	–	–	–	–	–	–	–	–	–	–
Cleansing		–	–	–	–	–	–	–	–	–	–	–
Control of Public Nuisances		–	–	–	–	–	–	–	–	–	–	–
Fencing and Fences		–	–	–	–	–	–	–	–	–	–	–
Fire Fighting and Protection		6	6	–	–	–	–	–	–	6	7	864
Licensing and Control of Animals		–	–	–	–	–	–	–	–	–	–	–
Police Forces, Traffic and Street Parking Control		26,152	26,896	–	–	–	–	–	–	26,896	27,444	28,817
Pounds		–	–	–	–	–	–	–	–	–	–	–
Housing		23,884	22,577	–	–	–	–	–	–	22,577	1,312	1,604
Housing		23,884	22,577	–	–	–	–	–	–	22,577	1,312	1,604
Informal Settlements		–	–	–	–	–	–	–	–	–	–	–
Health		–	–	–	–	–	–	–	–	–	–	–
Ambulance		–	–	–	–	–	–	–	–	–	–	–
Health Services		–	–	–	–	–	–	–	–	–	–	–
Laboratory Services		–	–	–	–	–	–	–	–	–	–	–
Food Control		–	–	–	–	–	–	–	–	–	–	–
Health Surveillance and Prevention of Communicable		–	–	–	–	–	–	–	–	–	–	–
Vector Control		–	–	–	–	–	–	–	–	–	–	–
Chemical Safety		–	–	–	–	–	–	–	–	–	–	–
Economic and environmental services		25,287	19,692	–	–	–	–	–	–	19,692	31,586	2,745
Planning and development		2,365	2,937	–	–	–	–	–	–	2,937	2,734	2,472
Billboards		–	–	–	–	–	–	–	–	–	–	–
Corporate Wide Strategic Planning (IDPs, LEDs)		–	–	–	–	–	–	–	–	–	–	–
Central City Improvement District		–	–	–	–	–	–	–	–	–	–	–
Development Facilitation		–	–	–	–	–	–	–	–	–	–	–
Economic Development/Planning		279	851	–	–	–	–	–	–	851	387	–
Regional Planning and Development		–	–	–	–	–	–	–	–	–	–	–
Town Planning, Building Regulations and Enforcement,		1,426	1,426	–	–	–	–	–	–	1,426	1,497	1,572
Project Management Unit		660	660	–	–	–	–	–	–	660	850	900
Provincial Planning		–	–	–	–	–	–	–	–	–	–	–
Support to Local Municipalities		–	–	–	–	–	–	–	–	–	–	–
Road transport		22,907	16,742	–	–	–	–	–	–	16,742	28,842	262
Public Transport		–	–	–	–	–	–	–	–	–	–	–
Road and Traffic Regulation		–	–	–	–	–	–	–	–	–	–	–
Roads		22,907	16,742	–	–	–	–	–	–	16,742	28,842	262
Taxi Ranks		–	–	–	–	–	–	–	–	–		
Environmental protection		14	14	–	–	–	–	–	–	14	10	10
Biodiversity and Landscape		14	14	–	–	–	–	–	–	14	10	10
Coastal Protection		–	–	–	–	–	–	–	–	–	–	–

Standard Classification Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			5	6	7	8	9	10	11	12		
R thousand	1	A	A1	B	C	D	E	F	G	H		
Indigenous Forests		–	–	–	–	–	–	–	–	–	–	–
Nature Conservation		–	–	–	–	–	–	–	–	–	–	–
Pollution Control		–	–	–	–	–	–	–	–	–	–	–
Soil Conservation		–	–	–	–	–	–	–	–	–	–	–
Trading services		469,795	479,316	–	–	–	–	–	–	479,316	488,094	514,952
Energy sources		334,664	338,664	–	–	–	–	–	–	338,664	353,176	384,904
Electricity		333,099	337,099	–	–	–	–	–	–	337,099	353,176	384,904
Street Lighting and Signal Systems		1,565	1,565	–	–	–	–	–	–	1,565	–	–
Nonelectric Energy		–	–	–	–	–	–	–	–	–	–	–
Water management		72,201	72,101	–	–	–	–	–	–	72,101	64,990	48,407
Water Treatment		–	–	–	–	–	–	–	–	–	–	–
Water Distribution		60,921	60,821	–	–	–	–	–	–	60,821	64,990	48,407
Water Storage		11,279	11,279	–	–	–	–	–	–	11,279	–	–
Waste water management		27,843	31,465	–	–	–	–	–	–	31,465	33,355	29,357
Public Toilets		–	–	–	–	–	–	–	–	–	–	–
Sewerage		26,954	30,575	–	–	–	–	–	–	30,575	30,535	29,357
Storm Water Management		889	889	–	–	–	–	–	–	889	2,820	–
Waste Water Treatment		–	–	–	–	–	–	–	–	–	–	–
Waste management		35,087	37,087	–	–	–	–	–	–	37,087	36,574	52,284
Recycling		–	–	–	–	–	–	–	–	–	–	–
Solid Waste Disposal (Landfill Sites)		–	–	–	–	–	–	–	–	–	–	–
Solid Waste Removal		35,087	37,087	–	–	–	–	–	–	37,087	36,574	52,284
Street Cleaning		–	–	–	–	–	–	–	–	–	–	–
Other		120	120	–	–	–	–	–	–	120	126	133
Abattoirs		–	–	–	–	–	–	–	–	–	–	–
Air Transport		–	–	–	–	–	–	–	–	–	–	–
Forestry		–	–	–	–	–	–	–	–	–	–	–
Licensing and Regulation		120	120	–	–	–	–	–	–	120	126	133
Markets		–	–	–	–	–	–	–	–	–	–	–
Tourism		–	–	–	–	–	–	–	–	–	–	–
Total Revenue - Functional	2	777,830	786,782	–	–	–	–	–	–	786,782	793,453	796,175

Standard Classification Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		5	6	7	8	9	10	11	12			
R thousand	1	A	A1	B	C	D	E	F	G	H		
Expenditure - Functional												
Municipal governance and administration		145,004	145,380	–	–	–	–	–	–	145,380	149,928	157,871
Executive and council		29,621	28,789	–	–	–	–	–	–	28,789	31,154	32,872
Mayor and Council		18,723	17,929	–	–	–	–	–	–	17,929	19,473	20,431
Municipal Manager, Town Secretary and Chief Executive		10,897	10,860	–	–	–	–	–	–	10,860	11,681	12,441
Finance and administration		112,849	114,511	–	–	–	–	–	–	114,511	116,111	122,160
Administrative and Corporate Support		11,560	12,655	–	–	–	–	–	–	12,655	12,925	13,656
Asset Management		5,167	1,591	–	–	–	–	–	–	1,591	5,513	5,894
Finance		37,107	38,093	–	–	–	–	–	–	38,093	35,950	38,068
Fleet Management		2,806	2,848	–	–	–	–	–	–	2,848	3,043	3,238
Human Resources		36,284	39,106	–	–	–	–	–	–	39,106	37,326	38,692
Information Technology		3,372	4,924	–	–	–	–	–	–	4,924	3,489	3,601
Legal Services		2,279	1,532	–	–	–	–	–	–	1,532	2,437	2,614
Marketing, Customer Relations, Publicity and Media Co-		3,900	3,823	–	–	–	–	–	–	3,823	4,170	4,445
Property Services		1,268	1,521	–	–	–	–	–	–	1,521	1,309	1,355
Risk Management		497	355	–	–	–	–	–	–	355	529	566
Security Services		–	–	–	–	–	–	–	–	–	–	–
Supply Chain Management		7,052	7,200	–	–	–	–	–	–	7,200	7,474	7,961
Valuation Service		1,557	862	–	–	–	–	–	–	862	1,945	2,070
Internal audit		2,534	2,080	–	–	–	–	–	–	2,080	2,664	2,839
Governance Function		2,534	2,080	–	–	–	–	–	–	2,080	2,664	2,839
Community and public safety		133,059	138,668	–	–	–	–	(8,934)	(8,934)	129,735	112,933	119,730
Community and social services		28,680	29,777	–	–	–	–	–	–	29,777	27,658	29,371
Aged Care		4,347	7,546	–	–	–	–	–	–	7,546	1,811	1,896
Agricultural		–	–	–	–	–	–	–	–	–	–	–
Animal Care and Diseases		–	–	–	–	–	–	–	–	–	–	–
Cemeteries, Funeral Parlours and Crematoriums		3,600	3,575	–	–	–	–	–	–	3,575	3,831	4,085
Child Care Facilities		972	161	–	–	–	–	–	–	161	1,036	1,108
Community Halls and Facilities		6,608	6,375	–	–	–	–	–	–	6,375	6,988	7,403
Consumer Protection		–	–	–	–	–	–	–	–	–	–	–
Cultural Matters		–	–	–	–	–	–	–	–	–	–	–
Disaster Management		236	208	–	–	–	–	–	–	208	69	73
Education		831	104	–	–	–	–	–	–	104	887	948
Indigenous and Customary Law		–	–	–	–	–	–	–	–	–	–	–
Industrial Promotion		–	–	–	–	–	–	–	–	–	–	–
Language Policy		–	–	–	–	–	–	–	–	–	–	–
Libraries and Archives		12,086	11,809	–	–	–	–	–	–	11,809	13,036	13,859
Literacy Programmes		–	–	–	–	–	–	–	–	–	–	–
Media Services		–	–	–	–	–	–	–	–	–	–	–
Museums and Art Galleries		–	–	–	–	–	–	–	–	–	–	–
Population Development		–	–	–	–	–	–	–	–	–	–	–
Provincial Cultural Matters		–	–	–	–	–	–	–	–	–	–	–
Theatres		–	–	–	–	–	–	–	–	–	–	–
Zoo's		–	–	–	–	–	–	–	–	–	–	–
Sport and recreation		32,356	30,481	–	–	–	–	–	–	30,481	33,081	34,830
Beaches and Jetties		–	–	–	–	–	–	–	–	–	–	–
Casinos, Racing, Gambling, Wagering		–	–	–	–	–	–	–	–	–	–	–
Community Parks (including Nurseries)		7,228	7,960	–	–	–	–	–	–	7,960	7,647	8,072
Recreational Facilities		18,999	16,364	–	–	–	–	–	–	16,364	18,987	19,962
Sports Grounds and Stadiums		6,129	6,156	–	–	–	–	–	–	6,156	6,447	6,797
Public safety		43,012	51,812	–	–	–	–	(8,934)	(8,934)	42,878	45,893	48,625
Civil Defence		–	96	–	–	–	–	–	–	96	–	–
Cleansing		–	–	–	–	–	–	–	–	–	–	–
Control of Public Nuisances		–	–	–	–	–	–	–	–	–	–	–
Fencing and Fences		–	–	–	–	–	–	–	–	–	–	–
Fire Fighting and Protection		8,118	9,903	–	–	–	–	–	–	9,903	8,503	8,919
Licensing and Control of Animals		–	–	–	–	–	–	–	–	–	–	–
Police Forces, Traffic and Street Parking Control		34,894	41,813	–	–	–	–	(8,934)	(8,934)	32,879	37,391	39,706
Pounds		–	–	–	–	–	–	–	–	–	–	–
Housing		29,011	26,598	–	–	–	–	–	–	26,598	6,302	6,904
Housing		27,003	26,340	–	–	–	–	–	–	26,340	4,160	4,617
Informal Settlements		2,009	258	–	–	–	–	–	–	258	2,141	2,287
Health		–	–	–	–	–	–	–	–	–	–	–
Ambulance		–	–	–	–	–	–	–	–	–	–	–
Health Services		–	–	–	–	–	–	–	–	–	–	–
Laboratory Services		–	–	–	–	–	–	–	–	–	–	–
Food Control		–	–	–	–	–	–	–	–	–	–	–
Health Surveillance and Prevention of Communicable		–	–	–	–	–	–	–	–	–	–	–
Vector Control		–	–	–	–	–	–	–	–	–	–	–
Chemical Safety		–	–	–	–	–	–	–	–	–	–	–
Economic and environmental services		36,288	32,916	–	–	–	–	–	–	32,916	37,859	39,382
Planning and development		11,280	11,685	–	–	–	–	–	–	11,685	12,121	12,510
Billboards		–	–	–	–	–	–	–	–	–	–	–
Corporate Wide Strategic Planning (IDPs, LEDs)		1,982	2,187	–	–	–	–	–	–	2,187	2,109	2,247
Central City Improvement District		–	–	–	–	–	–	–	–	–	–	–
Development Facilitation		–	–	–	–	–	–	–	–	–	–	–
Economic Development/Planning		2,115	2,031	–	–	–	–	–	–	2,031	2,365	2,104
Regional Planning and Development		–	–	–	–	–	–	–	–	–	–	–
Town Planning, Building Regulations and Enforcement, and City Engineer		4,473	4,667	–	–	–	–	–	–	4,667	4,759	5,076
Project Management Unit		2,710	2,799	–	–	–	–	–	–	2,799	2,888	3,083
Provincial Planning		–	–	–	–	–	–	–	–	–	–	–
Support to Local Municipalities		–	–	–	–	–	–	–	–	–	–	–
Road transport		22,910	19,762	–	–	–	–	–	–	19,762	23,509	24,498
Public Transport		–	–	–	–	–	–	–	–	–	–	–
Road and Traffic Regulation		–	–	–	–	–	–	–	–	–	–	–
Roads		22,910	19,762	–	–	–	–	–	–	19,762	23,509	24,498
Taxi Ranks		–	–	–	–	–	–	–	–	–	–	–
Environmental protection		2,098	1,469	–	–	–	–	–	–	1,469	2,228	2,374
Biodiversity and Landscape		2,098	1,469	–	–	–	–	–	–	1,469	2,228	2,374
Coastal Protection		–	–	–	–	–	–	–	–	–	–	–
Indigenous Forests		–	–	–	–	–	–	–	–	–	–	–

Standard Classification Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			5	6	7	8	9	10	11	12		
R thousand	1	A	A1	B	C	D	E	F	G	H		
Nature Conservation		–	–	–	–	–	–	–	–	–	–	–
Pollution Control		–	–	–	–	–	–	–	–	–	–	–
Soil Conservation		–	–	–	–	–	–	–	–	–	–	–
Trading services		459,620	449,314	–	–	–	–	8,934	8,934	458,247	486,813	522,849
Energy sources		327,833	323,444	–	–	–	–	–	–	323,444	356,857	386,940
Electricity		324,461	320,830	–	–	–	–	–	–	320,830	353,106	383,008
Street Lighting and Signal Systems		3,371	2,613	–	–	–	–	–	–	2,613	3,751	3,932
Nonelectric Energy		–	–	–	–	–	–	–	–	–	–	–
Water management		36,559	37,773	–	–	–	–	–	–	37,773	38,093	40,006
Water Treatment		1,838	1,278	–	–	–	–	–	–	1,278	1,961	2,096
Water Distribution		30,463	32,386	–	–	–	–	–	–	32,386	31,768	33,427
Water Storage		4,258	4,109	–	–	–	–	–	–	4,109	4,365	4,482
Waste water management		43,400	38,815	–	–	–	–	–	–	38,815	39,064	40,942
Public Toilets		1,984	1,762	–	–	–	–	–	–	1,762	2,114	2,254
Sewerage		30,347	27,698	–	–	–	–	–	–	27,698	25,945	27,170
Storm Water Management		8,141	7,902	–	–	–	–	–	–	7,902	7,882	8,180
Waste Water Treatment		2,928	1,453	–	–	–	–	–	–	1,453	3,123	3,338
Waste management		51,829	49,283	–	–	–	–	8,934	8,934	58,216	52,798	54,961
Recycling		–	–	–	–	–	–	–	–	–	–	–
Solid Waste Disposal (Landfill Sites)		16,403	14,619	–	–	–	–	8,934	8,934	23,553	17,010	17,646
Solid Waste Removal		33,991	34,144	–	–	–	–	–	–	34,144	34,256	35,677
Street Cleaning		1,436	519	–	–	–	–	–	–	519	1,532	1,638
Other		951	941	–	–	–	–	–	–	941	953	956
Abattoirs		–	–	–	–	–	–	–	–	–	–	–
Air Transport		–	–	–	–	–	–	–	–	–	–	–
Forestry		–	–	–	–	–	–	–	–	–	–	–
Licensing and Regulation		51	41	–	–	–	–	–	–	41	53	56
Markets		–	–	–	–	–	–	–	–	–	–	–
Tourism		900	900	–	–	–	–	–	–	900	900	900
Total Expenditure - Functional	3	774,922	767,219	–	–	–	–	–	–	767,219	788,486	840,788
Surplus/ (Deficit) for the year		2,908	19,563	–	–	–	–	–	–	19,563	4,967	(44,613)

WC022 Witzenberg - Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote) -

Vote Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
[Insert departmental structure etc]			3	4	5	6	7	8	9	10		
R thousands		A	A1	B	C	D	E	F	G	H		
Revenue by Vote	1											
Vote 1 - Financial Services		107,712	109,575	–	–	–	–	–	–	109,575	109,373	113,799
Vote 2 - Community Services		146,125	148,786	–	–	–	–	–	–	148,786	134,198	132,476
Vote 3 - Corporate Services		26,746	27,490	–	–	–	–	–	–	27,490	28,068	29,502
Vote 4 - Technical Services		496,176	499,432	–	–	–	–	–	–	499,432	520,530	519,043
Vote 5 - Municipal Manager		1,072	1,499	–	–	–	–	–	–	1,499	1,282	1,354
Vote 6 - Planning and Development		–	–	–	–	–	–	–	–	–	–	–
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–	–	–	–	–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–	–	–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–	–	–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–	–	–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–	–	–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–	–	–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–	–	–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–	–	–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–	–	–
Total Revenue by Vote	2	777,830	786,782	–	–	–	–	–	–	786,782	793,453	796,175
Expenditure by Vote	1											
Vote 1 - Financial Services		52,465	49,575	–	–	–	–	–	–	49,575	52,568	55,793
Vote 2 - Community Services		104,441	102,034	–	–	–	–	–	–	102,034	82,338	86,854
Vote 3 - Corporate Services		112,705	124,317	–	–	–	–	(8,934)	(8,934)	115,383	118,908	124,844
Vote 4 - Technical Services		491,848	478,276	–	–	–	–	8,934	8,934	487,210	520,309	557,994
Vote 5 - Municipal Manager		13,462	12,767	–	–	–	–	–	–	12,767	14,363	15,303
Vote 6 - Planning and Development		–	–	–	–	–	–	–	–	–	–	–
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–	–	–	–	–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–	–	–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–	–	–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–	–	–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–	–	–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–	–	–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–	–	–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–	–	–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–	–	–
Total Expenditure by Vote	2	774,922	766,969	–	–	–	–	–	–	766,969	788,486	840,788
Surplus/ (Deficit) for the year	2	2,908	19,813	–	–	–	–	–	–	19,813	4,967	(44,613)

WC022 Witzenberg - Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote) - B -

Vote Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
[Insert departmental structure etc]			3	4	5	6	7	8	9	10		
R thousands		A	A1	B	C	D	E	F	G	H		
Revenue by Vote	1											
Vote 1 - Financial Services		107,712	109,575	–	–	–	–	–	–	109,575	109,373	113,799
1.1 - Direcrtor: Finance		–	–	–	–	–	–	–	–	–	–	–
1.2 - Income		83,491	83,505	–	–	–	–	–	–	83,505	89,331	96,471
1.3 - Financial Administrastion		23,901	25,750	–	–	–	–	–	–	25,750	19,707	16,976
1.4 - Credit Control		245	245	–	–	–	–	–	–	245	258	270
1.5 - Supply Chain & Expenditure		74	74	–	–	–	–	–	–	74	78	82
		–	–	–	–	–	–	–	–	–	–	–
		–	–	–	–	–	–	–	–	–	–	–
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		–	–	–	–	–	–	–	–	–	–	–
		–	–	–	–	–	–	–	–	–	–	–
Vote 2 - Community Services		146,125	148,786	–	–	–	–	–	–	148,786	134,198	132,476
2.1 - Director: Community Services		–	–	–	–	–	–	–	–	–	–	–
2.2 - Cemetries		367	367	–	–	–	–	–	–	367	5,061	254
2.3 - Housing		23,998	22,691	–	–	–	–	–	–	22,691	1,425	1,717
2.4 - Libraries		9,944	10,668	–	–	–	–	–	–	10,668	10,116	10,296
2.5 - Resorts & Swimmng Pools		1,609	2,682	–	–	–	–	–	–	2,682	1,646	1,728
2.6 - Social Services		109,415	111,015	–	–	–	–	–	–	111,015	115,092	117,128
2.7 - Fire Services & Disaster Management		6	6	–	–	–	–	–	–	6	7	864
2.8 - Environment & Licencing		135	135	–	–	–	–	–	–	135	136	143
2.9 - Community Halls and Amenities		371	371	–	–	–	–	–	–	371	329	345
2.10 - Local Economic Development		279	851	–	–	–	–	–	–	851	387	–
Vote 3 - Corporate Services		26,746	27,490	–	–	–	–	–	–	27,490	28,068	29,502
3.1 - Director: Corporate Services		–	–	–	–	–	–	–	–	–	–	–
3.2 - Human Resources		580	580	–	–	–	–	–	–	580	609	639
3.3 - Administration		9	9	–	–	–	–	–	–	9	10	10
3.4 - Information Technology		–	–	–	–	–	–	–	–	–	–	–
3.5 - Marketing & Communication		5	5	–	–	–	–	–	–	5	5	5
3.6 - Thusong Centre		–	–	–	–	–	–	–	–	–	–	–
3.7 - Traffic and Protection Services		26,152	26,896	–	–	–	–	–	–	26,896	27,444	28,817
3.8 - Tourism		–	–	–	–	–	–	–	–	–	–	–
3.9 - Council Cost		–	–	–	–	–	–	–	–	–	–	31
		–	–	–	–	–	–	–	–	–	–	–
Vote 4 - Technical Services		496,176	499,432	–	–	–	–	–	–	499,432	520,530	519,043
4.1 - Director: Technical Services		–	–	–	–	–	–	–	–	–	–	–
4.2 - Electro Technical Services		336,663	340,663	–	–	–	–	–	–	340,663	355,317	387,199
4.3 - Water Storage & Distribution		72,201	72,101	–	–	–	–	–	–	72,101	64,990	48,407
4.4 - Waste Water Management		27,281	30,803	–	–	–	–	–	–	30,803	30,782	29,625
4.5 - Waste Management		35,024	37,024	–	–	–	–	–	–	37,024	36,508	52,215
4.6 - Roads		22,907	16,742	–	–	–	–	–	–	16,742	28,842	262
4.7 - Storm Water Management		889	889	–	–	–	–	–	–	889	2,820	–
4.8 - Town Planning & Building Control		1,211	1,211	–	–	–	–	–	–	1,211	1,272	1,335

Vote Description *[Insert departmental structure etc]* R thousands	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			3	4	5	6	7	8	9	10		
		A	A1	B	C	D	E	F	G	H		
4.9 - Public Toilets		–	–	–	–	–	–	–	–	–	–	–
4.10 - Mechanical Workshop		–	–	–	–	–	–	–	–	–	–	–
Vote 5 - Municipal Manager		1,072	1,499	–	–	–	–	–	–	1,499	1,282	1,354
5.1 - Municipal Manager		–	–	–	–	–	–	–	–	–	–	–
5.2 - Performance & Project Management		660	660	–	–	–	–	–	–	660	850	900
5.3 - Property & Legal Services		412	839	–	–	–	–	–	–	839	432	454
5.4 - Internal Audit		–	–	–	–	–	–	–	–	–	–	–
5.5 - IDP		–	–	–	–	–	–	–	–	–	–	–
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Vote 6 - Planning and Development		–	–	–	–	–	–	–	–	–	–	–
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Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–	–	–	–	–
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Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–	–	–
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Vote Description *[Insert departmental structure etc]* R thousands	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	A1	B	C	D	E	F	G	H		
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Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–	–	–
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Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–	–	–
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Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–	–	–
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Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–	–	–
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Vote Description *[Insert departmental structure etc]* R thousands	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
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Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–	–	–
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Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–	–	–
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Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–	–	–
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Total Revenue by Vote	2	777,830	786,782	–	–	–	–	–	–	786,782	793,453	796,175
Expenditure by Vote	1											
Vote 1 - Financial Services		52,465	49,575	–	–	–	–	–	–	49,575	52,568	55,793
1.1 - Direcrtor: Finance		2,022	1,733	–	–	–	–	–	–	1,733	2,157	2,305
1.2 - Income		11,223	12,204	–	–	–	–	–	–	12,204	10,195	10,850
1.3 - Financial Administrastion		23,920	18,460	–	–	–	–	–	–	18,460	24,035	25,423
1.4 - Credit Control		8,247	9,978	–	–	–	–	–	–	9,978	8,707	9,254
1.5 - Supply Chain & Expenditure		7,052	7,200	–	–	–	–	–	–	7,200	7,474	7,961

Vote Description *[Insert departmental structure etc]* R thousands	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			3	4	5	6	7	8	9	10		
		A	A1	B	C	D	E	F	G	H		
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Vote 2 - Community Services		104,441	102,034	–	–	–	–	–	–	102,034	82,338	86,854
2.1 - Director: Community Services		1,865	1,552	–	–	–	–	–	–	1,552	1,989	2,126
2.2 - Cemetries		3,600	3,564	–	–	–	–	–	–	3,564	3,831	4,085
2.3 - Housing		29,011	26,598	–	–	–	–	–	–	26,598	6,302	6,904
2.4 - Libraries		16,504	15,398	–	–	–	–	–	–	15,398	16,694	17,701
2.5 - Resorts & Swimmng Pools		14,277	12,775	–	–	–	–	–	–	12,775	15,004	15,772
2.6 - Social Services		6,150	7,811	–	–	–	–	–	–	7,811	3,734	3,952
2.7 - Fire Services & Disaster Management		8,353	10,040	–	–	–	–	–	–	10,040	8,572	8,992
2.8 - Environment & Licencing		2,149	1,510	–	–	–	–	–	–	1,510	2,281	2,429
2.9 - Community Halls and Amenities		20,417	20,905	–	–	–	–	–	–	20,905	21,566	22,789
2.10 - Local Economic Development		2,115	1,881	–	–	–	–	–	–	1,881	2,365	2,104
Vote 3 - Corporate Services		112,705	124,317	–	–	–	–	(8,934)	(8,934)	115,383	118,908	124,844
3.1 - Director: Corporate Services		2,113	2,082	–	–	–	–	–	–	2,082	2,253	2,405
3.2 - Human Resources		36,284	39,106	–	–	–	–	–	–	39,106	37,326	38,692
3.3 - Administration		12,187	13,255	–	–	–	–	–	–	13,255	13,555	14,289
3.4 - Information Technology		3,371	4,923	–	–	–	–	–	–	4,923	3,488	3,600
3.5 - Marketing & Communication		3,901	3,824	–	–	–	–	–	–	3,824	4,171	4,446
3.6 - Thusong Centre		332	485	–	–	–	–	–	–	485	351	375
3.7 - Traffic and Protection Services		34,894	41,813	–	–	–	–	(8,934)	(8,934)	32,879	37,391	39,706
3.8 - Tourism		900	900	–	–	–	–	–	–	900	900	900
3.9 - Council Cost		18,723	17,929	–	–	–	–	–	–	17,929	19,473	20,431
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Vote 4 - Technical Services		491,848	478,276	–	–	–	–	8,934	8,934	487,210	520,309	557,994
4.1 - Director: Technical Services		2,081	2,129	–	–	–	–	–	–	2,129	2,231	2,383
4.2 - Electro Technical Services		324,300	319,104	–	–	–	–	–	–	319,104	353,011	382,751
4.3 - Water Storage & Distribution		36,881	37,523	–	–	–	–	–	–	37,523	38,444	40,388
4.4 - Waste Water Management		36,443	33,475	–	–	–	–	–	–	33,475	32,518	34,265
4.5 - Waste Management		51,829	49,033	–	–	–	–	8,934	8,934	57,966	52,798	54,961
4.6 - Roads		22,910	19,762	–	–	–	–	–	–	19,762	23,509	24,498
4.7 - Storm Water Management		8,141	7,902	–	–	–	–	–	–	7,902	7,882	8,180
4.8 - Town Planning & Building Control		4,473	4,667	–	–	–	–	–	–	4,667	4,759	5,076
4.9 - Public Toilets		1,984	1,762	–	–	–	–	–	–	1,762	2,114	2,254
4.10 - Mechanical Workshop		2,806	2,919	–	–	–	–	–	–	2,919	3,043	3,238
Vote 5 - Municipal Manager		13,462	12,767	–	–	–	–	–	–	12,767	14,363	15,303
5.1 - Municipal Manager		3,265	3,772	–	–	–	–	–	–	3,772	3,531	3,735
5.2 - Performance & Project Management		2,710	2,799	–	–	–	–	–	–	2,799	2,888	3,083
5.3 - Property & Legal Services		2,475	1,573	–	–	–	–	–	–	1,573	2,643	2,833
5.4 - Internal Audit		3,031	2,435	–	–	–	–	–	–	2,435	3,193	3,405
5.5 - IDP		1,982	2,187	–	–	–	–	–	–	2,187	2,109	2,247

Vote Description *[Insert departmental structure etc]* R thousands	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	A1	B	C	D	E	F	G	H		
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Vote 6 - Planning and Development		–	–	–	–	–	–	–	–	–	–	–
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Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–	–	–	–	–
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Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–	–	–
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Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–	–	–
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Vote Description *[Insert departmental structure etc]* R thousands	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	A1	B	C	D	E	F	G	H		
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Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–	–	–
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Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–	–	–
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Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–	–	–
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Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–	–	–
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Vote Description *[Insert departmental structure etc]* R thousands	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			3	4	5	6	7	8	9	10		
		A	A1	B	C	D	E	F	G	H		
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Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–	–	–
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Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–	–	–
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Total Expenditure by Vote	2	774,922	766,969	–	–	–	–	–	–	766,969	788,486	840,788
Surplus/ (Deficit) for the year	2	2,908	19,813	–	–	–	–	–	–	19,813	4,967	(44,613)

WC022 Witzenberg - Table B4 Adjustments Budget Financial Performance (revenue and expenditure) -

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands	1	A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
Revenue By Source												
Property rates	2	83,290	83,290	–	–	–	–	–	–	83,290	89,121	96,250
Service charges - electricity revenue	2	323,478	327,478	–	–	–	–	–	–	327,478	346,576	376,970
Service charges - water revenue	2	39,677	39,577	–	–	–	–	–	–	39,577	42,328	45,139
Service charges - sanitation revenue	2	25,043	28,043	–	–	–	–	–	–	28,043	12,350	13,091
Service charges - refuse revenue	2	25,574	27,574	–	–	–	–	–	–	27,574	27,108	28,735
Service charges - other		–	–	–	–	–	–	–	–	–	–	–
Rental of facilities and equipment		1,470	2,970	–	–	–	–	–	–	2,970	1,543	1,620
Interest earned - external investments		6,990	6,990	–	–	–	–	–	–	6,990	7,089	7,193
Interest earned - outstanding debtors		8,677	8,677	–	–	–	–	–	–	8,677	9,111	9,566
Dividends received		–	–	–	–	–	–	–	–	–	–	–
Fines, penalties and forfeits		21,479	21,479	–	–	–	–	–	–	21,479	22,553	23,681
Licences and permits		2,111	2,111	–	–	–	–	–	–	2,111	2,216	2,327
Agency services		4,046	4,046	–	–	–	–	–	–	4,046	4,249	4,461
Transfers and subsidies		145,903	148,292	–	–	–	–	–	–	148,292	128,604	130,741
Other revenue	2	14,985	15,754	–	–	–	–	–	–	15,754	11,409	8,598
Gains		–	–	–	–	–	–	–	–	–	–	–
Total Revenue (excluding capital transfers and contributions)		702,723	716,281	–	–	–	–	–	–	716,281	704,257	748,374
Expenditure By Type												
Employee related costs		237,025	233,837	–	–	–	–	–	–	233,837	248,881	263,817
Remuneration of councillors		12,007	11,007	–	–	–	–	–	–	11,007	12,607	13,238
Debt impairment		63,750	63,750	–	–	–	–	(8,934)	(8,934)	54,817	57,829	61,399
Depreciation & asset impairment		39,729	39,729	–	–	–	–	8,934	8,934	48,662	39,589	39,589
Finance charges		8,696	8,690	–	–	–	–	–	–	8,690	9,116	9,558
Bulk purchases - electricity		285,789	288,779	–	–	–	–	–	–	288,779	311,224	338,923
Inventory Consumed		14,977	16,706	–	–	–	–	–	–	16,706	15,415	16,137
Contracted services		48,390	36,382	–	–	–	–	–	–	36,382	51,549	53,718
Transfers and subsidies		25,603	23,948	–	–	–	–	–	–	23,948	2,273	2,575
Other expenditure		38,955	44,391	–	–	–	–	–	–	44,391	40,003	41,834
Losses		0	0	–	–	–	–	–	–	0	1	1
Total Expenditure		774,922	767,219	–	–	–	–	–	–	767,219	788,486	840,788
Surplus/(Deficit)		(72,199)	(50,938)	–	–	–	–	–	–	(50,938)	(84,230)	(92,414)
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		74,937	70,331	–	–	–	–	–	–	70,331	69,330	26,360
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educational Institutions)		170	170	–	–	–	–	–	–	170	179	187
Transfers and subsidies - capital (in-kind - all)		–	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) before taxation		2,908	19,563	–	–	–	–	–	–	19,563	(14,721)	(65,866)
Taxation		–	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after taxation		2,908	19,563	–	–	–	–	–	–	19,563	(14,721)	(65,866)
Attributable to minorities		–	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) attributable to municipality		2,908	19,563	–	–	–	–	–	–	19,563	(14,721)	(65,866)
Share of surplus/ (deficit) of associate		–	–	–	–	–	–	–	–	–	–	–
Surplus/ (Deficit) for the year		2,908	19,563	–	–	–	–	–	–	19,563	(14,721)	(65,866)

WC022 Witzenberg - Table B5 Adjustments Capital Expenditure Budget by vote and funding -

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H		
Capital expenditure - Vote												
Multi-year expenditure *to be adjusted*	2											
Vote 1 - Financial Services		–	–	–	–	–	–	–	–	–	–	–
Vote 2 - Community Services		5,456	3,479	–	–	–	–	–	–	3,479	6,843	–
Vote 3 - Corporate Services		–	–	–	–	–	–	–	–	–	–	–
Vote 4 - Technical Services		47,857	54,276	–	–	–	–	–	–	54,276	38,115	11,563
Vote 5 - Municipal Manager		–	–	–	–	–	–	–	–	–	–	–
Vote 6 - Planning and Development		–	–	–	–	–	–	–	–	–	–	–
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–	–	–	–	–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–	–	–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–	–	–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–	–	–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–	–	–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–	–	–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–	–	–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–	–	–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–	–	–
Capital multi-year expenditure sub-total	3	53,313	57,755	–	–	–	–	–	–	57,755	44,958	11,563
Single-year expenditure *to be adjusted*	2											
Vote 1 - Financial Services		180	1,022	–	–	–	–	–	–	1,022	80	80
Vote 2 - Community Services		696	1,406	–	–	–	–	–	–	1,406	4,929	7,624
Vote 3 - Corporate Services		900	976	–	–	–	–	–	–	976	700	100
Vote 4 - Technical Services		34,156	21,031	–	–	–	–	–	–	21,031	35,702	8,152
Vote 5 - Municipal Manager		–	–	–	–	–	–	–	–	–	–	20
Vote 6 - Planning and Development		–	–	–	–	–	–	–	–	–	–	–
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–	–	–	–	–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–	–	–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–	–	–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–	–	–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–	–	–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–	–	–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–	–	–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–	–	–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–	–	–
Capital single-year expenditure sub-total		35,932	24,434	–	–	–	–	–	–	24,434	41,411	15,977
Total Capital Expenditure - Vote		89,244	82,189	–	–	–	–	–	–	82,189	86,369	27,540
Capital Expenditure - Functional												
Governance and administration		2,080	3,275	–	–	–	–	–	–	3,275	1,780	1,200
Executive and council		600	–	–	–	–	–	–	–	–	–	20
Finance and administration		1,480	3,275	–	–	–	–	–	–	3,275	1,780	1,180
Internal audit		–	–	–	–	–	–	–	–	–	–	–
Community and public safety		5,456	4,653	–	–	–	–	–	–	4,653	11,773	7,624
Community and social services		–	670	–	–	–	–	–	–	670	4,859	6,768
Sport and recreation		5,456	3,479	–	–	–	–	–	–	3,479	6,913	–
Public safety		–	504	–	–	–	–	–	–	504	–	857
Housing		–	–	–	–	–	–	–	–	–	–	–
Health		–	–	–	–	–	–	–	–	–	–	–
Economic and environmental services		27,042	16,007	–	–	–	–	–	–	16,007	29,886	8,237
Planning and development		696	736	–	–	–	–	–	–	736	–	–
Road transport		26,347	15,272	–	–	–	–	–	–	15,272	29,886	8,237
Environmental protection		–	–	–	–	–	–	–	–	–	–	–
Trading services		54,666	58,254	–	–	–	–	–	–	58,254	42,931	10,478
Energy sources		13,163	13,204	–	–	–	–	–	–	13,204	6,715	3,478
Water management		21,135	18,281	–	–	–	–	–	–	18,281	29,076	7,000
Waste water management		3,386	4,391	–	–	–	–	–	–	4,391	7,140	–
Waste management		16,982	22,377	–	–	–	–	–	–	22,377	–	–
Other		–	–	–	–	–	–	–	–	–	–	–
Total Capital Expenditure - Functional	3	89,244	82,189	–	–	–	–	–	–	82,189	86,369	27,540
Funded by:												
National Government		49,637	49,637	–	–	–	–	–	–	49,637	40,523	25,351
Provincial Government		24,801	19,827	–	–	–	–	–	–	19,827	33,715	1,009
District Municipality		500	1,079	–	–	–	–	–	–	1,079	–	–
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educational Institutions)		–	–	–	–	–	–	–	–	–	–	–
Transfers recognised - capital	4	74,937	70,543	–	–	–	–	–	–	70,543	74,239	26,360
Borrowing		–	–	–	–	–	–	–	–	–	–	–
Internally generated funds		14,157	11,462	–	–	–	–	–	–	11,462	12,080	1,130
Total Capital Funding		89,094	82,005	–	–	–	–	–	–	82,005	86,319	27,490

WC022 Witzenberg - Table B5 Adjustments Capital Expenditure Budget by vote and funding - B -

Vote Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
[Insert departmental structure etc]			3	4	5	6	7	8	9	10		
R thousands		A	A1	B	C	D	E	F	G	H		
Capital expenditure - Municipal Vote												
Multi-year expenditure appropriation	2											
Vote 1 - Financial Services		–	–	–	–	–	–	–	–	–	–	–
1.1 - Direcrtor: Finance		–	–	–	–	–	–	–	–	–	–	–
1.2 - Income		–	–	–	–	–	–	–	–	–	–	–
1.3 - Financial Administrastion		–	–	–	–	–	–	–	–	–	–	–
1.4 - Credit Control		–	–	–	–	–	–	–	–	–	–	–
1.5 - Supply Chain & Expenditure		–	–	–	–	–	–	–	–	–	–	–
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Vote 2 - Community Services		5,456	3,479	–	–	–	–	–	–	3,479	6,843	–
2.1 - Director: Community Services		–	–	–	–	–	–	–	–	–	–	–
2.2 - Cemetries		–	–	–	–	–	–	–	–	–	–	–
2.3 - Housing		–	–	–	–	–	–	–	–	–	–	–
2.4 - Libraries		–	–	–	–	–	–	–	–	–	–	–
2.5 - Resorts & Swimmng Pools		–	–	–	–	–	–	–	–	–	–	–
2.6 - Social Services		–	–	–	–	–	–	–	–	–	–	–
2.7 - Fire Services & Disaster Management		–	–	–	–	–	–	–	–	–	–	–
2.8 - Environment & Licencing		–	–	–	–	–	–	–	–	–	–	–
2.9 - Community Halls and Amenities		5,456	3,479	–	–	–	–	–	–	3,479	6,843	–
2.10 - Local Economic Development		–	–	–	–	–	–	–	–	–	–	–
Vote 3 - Corporate Services		–	–	–	–	–	–	–	–	–	–	–
3.1 - Director: Corporate Services		–	–	–	–	–	–	–	–	–	–	–
3.2 - Human Resources		–	–	–	–	–	–	–	–	–	–	–
3.3 - Administration		–	–	–	–	–	–	–	–	–	–	–
3.4 - Information Technology		–	–	–	–	–	–	–	–	–	–	–
3.5 - Marketing & Communication		–	–	–	–	–	–	–	–	–	–	–
3.6 - Thusong Centre		–	–	–	–	–	–	–	–	–	–	–
3.7 - Traffic and Protection Services		–	–	–	–	–	–	–	–	–	–	–
3.8 - Tourism		–	–	–	–	–	–	–	–	–	–	–
3.9 - Council Cost		–	–	–	–	–	–	–	–	–	–	–
		–	–	–	–	–	–	–	–	–	–	–
Vote 4 - Technical Services		47,857	54,276	–	–	–	–	–	–	54,276	38,115	11,563
4.1 - Director: Technical Services		–	–	–	–	–	–	–	–	–	–	–
4.2 - Electro Technical Services		11,597	11,639	–	–	–	–	–	–	11,639	6,715	3,478
4.3 - Water Storage & Distribution		17,391	17,391	–	–	–	–	–	–	17,391	19,550	–
4.4 - Waste Water Management		–	522	–	–	–	–	–	–	522	2,820	–
4.5 - Waste Management		16,982	22,377	–	–	–	–	–	–	22,377	–	–
4.6 - Roads		889	1,457	–	–	–	–	–	–	1,457	6,210	8,085
4.7 - Storm Water Management		997	889	–	–	–	–	–	–	889	2,820	–
4.8 - Town Planning & Building Control		–	–	–	–	–	–	–	–	–	–	–
4.9 - Public Toilets		–	–	–	–	–	–	–	–	–	–	–
4.10 - Mechanical Workshop		–	–	–	–	–	–	–	–	–	–	–
Vote 5 - Municipal Manager		–	–	–	–	–	–	–	–	–	–	–
5.1 - Municipal Manager		–	–	–	–	–	–	–	–	–	–	–
5.2 - Performance & Project Management		–	–	–	–	–	–	–	–	–	–	–
5.3 - Property & Legal Services		–	–	–	–	–	–	–	–	–	–	–
5.4 - Internal Audit		–	–	–	–	–	–	–	–	–	–	–
5.5 - IDP		–	–	–	–	–	–	–	–	–	–	–
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Vote 6 - Planning and Development		–	–	–	–	–	–	–	–	–	–	–
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Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–	–	–	–	–
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Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–	–	–
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Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–	–	–
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Vote Description *[Insert departmental structure etc]* R thousands	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
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Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–	–	–
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Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–	–	–
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Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–	–	–
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Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–	–	–
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Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–	–	–
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Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–	–	–
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Capital multi-year expenditure sub-total		53,313	57,755	–	–	–	–	–	–	57,755	44,958	11,563
Capital expenditure - Municipal Vote	2											
Single-year expenditure appropriation												
Vote 1 - Financial Services		180	1,022	–	–	–	–	–	–	1,022	80	80
1.1 - Direcrtor: Finance		–	–	–	–	–	–	–	–	–	–	–
1.2 - Income		–	–	–	–	–	–	–	–	–	–	–
1.3 - Financial Administrastion		180	1,022	–	–	–	–	–	–	1,022	80	80
1.4 - Credit Control		–	–	–	–	–	–	–	–	–	–	–
1.5 - Supply Chain & Expenditure		–	–	–	–	–	–	–	–	–	–	–
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Vote 2 - Community Services		696	1,406	–	–	–	–	–	–	1,406	4,929	7,624
2.1 - Director: Community Services		–	–	–	–	–	–	–	–	–	–	–
2.2 - Cemetries		–	–	–	–	–	–	–	–	–	4,819	6,768

Vote Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
[Insert departmental structure etc]			3	4	5	6	7	8	9	10		
R thousands		A	A1	B	C	D	E	F	G	H		
2.3 - Housing		–	–	–	–	–	–	–	–	–	–	–
2.4 - Libraries		–	670	–	–	–	–	–	–	670	–	–
2.5 - Resorts & Swimmng Pools		–	–	–	–	–	–	–	–	–	–	–
2.6 - Social Services		–	–	–	–	–	–	–	–	–	–	–
2.7 - Fire Services & Disaster Management		–	–	–	–	–	–	–	–	–	–	857
2.8 - Environment & Licencing		–	–	–	–	–	–	–	–	–	–	–
2.9 - Community Halls and Amenities		–	–	–	–	–	–	–	–	–	110	–
2.10 - Local Economic Development		696	736	–	–	–	–	–	–	736	–	–
Vote 3 - Corporate Services		900	976	–	–	–	–	–	–	976	700	100
3.1 - Director: Corporate Services		–	–	–	–	–	–	–	–	–	–	–
3.2 - Human Resources		–	–	–	–	–	–	–	–	–	–	–
3.3 - Administration		–	–	–	–	–	–	–	–	–	–	–
3.4 - Information Technology		300	472	–	–	–	–	–	–	472	700	100
3.5 - Marketing & Communication		–	–	–	–	–	–	–	–	–	–	–
3.6 - Thusong Centre		–	–	–	–	–	–	–	–	–	–	–
3.7 - Traffic and Protection Services		–	504	–	–	–	–	–	–	504	–	–
3.8 - Tourism		–	–	–	–	–	–	–	–	–	–	–
3.9 - Council Cost		600	–	–	–	–	–	–	–	–	–	–
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Vote 4 - Technical Services		34,156	21,031	–	–	–	–	–	–	21,031	35,702	8,152
4.1 - Director: Technical Services		–	–	–	–	–	–	–	–	–	–	–
4.2 - Electro Technical Services		1,565	1,565	–	–	–	–	–	–	1,565	–	–
4.3 - Water Storage & Distribution		3,744	889	–	–	–	–	–	–	889	9,526	7,000
4.4 - Waste Water Management		889	1,480	–	–	–	–	–	–	1,480	1,500	–
4.5 - Waste Management		–	–	–	–	–	–	–	–	–	–	–
4.6 - Roads		25,457	13,815	–	–	–	–	–	–	13,815	23,675	152
4.7 - Storm Water Management		–	–	–	–	–	–	–	–	–	–	–
4.8 - Town Planning & Building Control		–	–	–	–	–	–	–	–	–	–	–
4.9 - Public Toilets		1,500	1,500	–	–	–	–	–	–	1,500	–	–
4.10 - Mechanical Workshop		1,000	1,781	–	–	–	–	–	–	1,781	1,000	1,000
Vote 5 - Municipal Manager		–	–	–	–	–	–	–	–	–	–	20
5.1 - Municipal Manager		–	–	–	–	–	–	–	–	–	–	20
5.2 - Performance & Project Management		–	–	–	–	–	–	–	–	–	–	–
5.3 - Property & Legal Services		–	–	–	–	–	–	–	–	–	–	–
5.4 - Internal Audit		–	–	–	–	–	–	–	–	–	–	–
5.5 - IDP		–	–	–	–	–	–	–	–	–	–	–
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Vote 6 - Planning and Development		–	–	–	–	–	–	–	–	–	–	–
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Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–	–	–	–	–
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Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–	–	–
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Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–	–	–
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Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–	–	–
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Vote Description *[Insert departmental structure etc]* R thousands	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
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Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–	–	–
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Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–	–	–
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Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–	–	–
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Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–	–	–
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Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–	–	–
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Capital single-year expenditure sub-total		35,932	24,434	–	–	–	–	–	–	24,434	41,411	15,977
Total Capital Expenditure		89,244	82,189	–	–	–	–	–	–	82,189	86,369	27,540

WC022 Witzenberg - Table B6 Adjustments Budget Financial Position -

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
ASSETS												
Current assets												
Cash		60,736	136,466	–	–	–	–	–	–	136,466	121,596	133,037
Call investment deposits	1	–	–	–	–	–	–	–	–	–	–	–
Consumer debtors	1	(22,444)	73,550	–	–	–	–	–	–	73,550	50,546	39,592
Other debtors		20,146	33,463	–	–	–	–	–	–	33,463	43,471	44,529
Current portion of long-term receivables		–	–	–	–	–	–	–	–	–	–	–
Inventory		899	9,144	–	–	–	–	–	–	9,144	10,924	10,996
Total current assets		59,336	252,623	–	–	–	–	–	–	252,623	226,537	228,153
Non current assets												
Long-term receivables		–	–	–	–	–	–	–	–	–	–	–
Investments		–	9	–	–	–	–	–	–	9	10	10
Investment property		(742)	42,688	–	–	–	–	–	–	42,688	42,688	42,688
Investment in Associate		–	–	–	–	–	–	–	–	–	–	–
Property, plant and equipment	1	50,656	1,028,838	–	–	–	–	–	–	1,028,838	1,033,158	974,329
Agricultural		–	–	–	–	–	–	–	–	–	–	–
Biological		–	–	–	–	–	–	–	–	–	–	–
Intangible		(398)	724	–	–	–	–	–	–	724	724	724
Other non-current assets		–	550	–	–	–	–	–	–	550	550	550
Total non current assets		49,516	1,072,810	–	–	–	–	–	–	1,072,810	1,077,130	1,018,302
TOTAL ASSETS		108,852	1,325,433	–	–	–	–	–	–	1,325,433	1,303,667	1,246,455

LIABILITIES												
Current liabilities												
Bank overdraft		–	–	–	–	–	–	–	–	–	–	–
Borrowing		(988)	598	–	–	–	–	–	–	598	599	600
Consumer deposits		–	8,732	–	–	–	–	–	–	8,732	8,732	8,732
Trade and other payables		71,191	108,376	–	–	–	–	–	–	108,376	105,075	97,316
Provisions		–	27,401	–	–	–	–	–	–	27,401	22,288	21,137
Total current liabilities		70,203	145,107	–	–	–	–	–	–	145,107	136,694	127,785
Non current liabilities												
Borrowing	1	415	1,592	–	–	–	–	–	–	1,592	1,604	1,611
Provisions	1	35,326	211,519	–	–	–	–	–	–	211,519	212,751	214,020
Total non current liabilities		35,741	213,111	–	–	–	–	–	–	213,111	214,354	215,631
TOTAL LIABILITIES		105,944	358,218	–	–	–	–	–	–	358,218	351,048	343,416
NET ASSETS	2	2,908	967,215	–	–	–	–	–	–	967,215	952,618	903,039
COMMUNITY WEALTH/EQUITY												
Accumulated Surplus/(Deficit)		–	956,810	–	–	–	–	–	–	956,773	937,210	937,210
Reserves		–	10,442	–	–	–	–	–	–	10,442	10,442	10,442
TOTAL COMMUNITY WEALTH/EQUITY		–	967,252	–	–	–	–	–	–	967,215	947,652	947,652

WC022 Witzenberg - Table B7 Adjustments Budget Cash Flows -

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
R thousands		Original Budget A	Prior Adjusted 3 A1	Accum. Funds 4 B	Multi-year capital 5 C	Unfore. Unavoid. 6 D	Nat. or Prov. Govt 7 E	Other Adjusts. 8 F	Total Adjusts. 9 G	Adjusted Budget 10 H	Adjusted Budget	Adjusted Budget
CASH FLOW FROM OPERATING ACTIVITIES												
Receipts												
Property rates		78,476	80,384	–	–	–	–	–	–	80,384	85,095	90,180
Service charges		379,328	385,845	–	–	–	–	–	–	385,845	431,308	478,441
Other revenue		16,283	15,377	–	–	–	–	–	–	15,377	13,236	13,184
Government - operating	1	124,778	140,667	–	–	–	–	–	–	140,667	128,354	130,878
Government - capital	1	112,333	99,150	–	–	–	–	–	–	99,150	70,683	33,595
Interest		15,666	6,971	–	–	–	–	–	–	6,971	7,069	7,173
Dividends		–	–	–	–	–	–	–	–	–	–	–
Payments												
Suppliers and employees		(544,150)	(624,823)	–	–	–	–	–	–	(624,823)	(647,532)	(707,707)
Finance charges		(461)	(461)	–	–	–	–	–	–	(461)	(463)	(473)
Transfers and Grants	1	–	–	–	–	–	–	–	–	–	–	–
NET CASH FROM/(USED) OPERATING ACTIVITIES		182,253	103,109	–	–	–	–	–	–	103,109	87,750	45,271
CASH FLOWS FROM INVESTING ACTIVITIES												
Receipts												
Proceeds on disposal of PPE		–	–	–	–	–	–	–	–	–	–	–
Decrease (increase) other non-current receivables		–	–	–	–	–	–	–	–	–	–	–
Decrease (increase) in non-current investments		–	–	–	–	–	–	–	–	–	–	–
Payments												
Capital assets		–	(184)	–	–	–	–	–	–	(184)	(50)	(50)
NET CASH FROM/(USED) INVESTING ACTIVITIES		–	(184)	–	–	–	–	–	–	(184)	(50)	(50)
CASH FLOWS FROM FINANCING ACTIVITIES												
Receipts												
Short term loans		–	–	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–
Increase (decrease) in consumer deposits		–	–	–	–	–	–	–	–	–	–	–
Payments												
Repayment of borrowing		–	–	–	–	–	–	–	–	–	–	–
NET CASH FROM/(USED) FINANCING ACTIVITIES		–	–	–	–	–	–	–	–	–	–	–
NET INCREASE/ (DECREASE) IN CASH HELD		182,253	102,925	–	–	–	–	–	–	102,925	87,700	45,221
Cash/cash equivalents at the year begin:	2	–	–	–	–	–	–	–	–	–	115,305	115,305
Cash/cash equivalents at the year end:	2	182,253	102,925	–	–	–	–	–	–	102,925	203,006	160,526

WC022 Witzenberg - Table B8 Cash backed reserves/accumulated surplus reconciliation -

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
Cash and investments available												
Cash/cash equivalents at the year end	1	182,253	102,925	–	–	–	–	–	–	102,925	203,006	160,526
Other current investments > 90 days		(121,517)	33,541	–	–	–	–	–	–	33,541	(81,409)	(27,490)
Non current assets - Investments	1	–	9	–	–	–	–	–	–	9	10	10
Cash and investments available:		60,736	136,475	–	–	–	–	–	–	136,475	121,606	133,047
Applications of cash and investments												
Unspent conditional transfers		10,490	41,014	–	–	–	–	–	–	41,014	22,777	31,436
Unspent borrowing		–	–	–	–	–	–	–	–	–	–	–
Statutory requirements		–	–	–	–	–	–	–	–	–	–	–
Other working capital requirements	2	62,682	(57,170)					–	–	(57,170)	(37,945)	(46,957)
Other provisions		1	1	–	–	–	–	–	–	1	1	1
Long term investments committed		–	9					–	–	9	10	10
Reserves to be backed by cash/investments		2,908	988,099					–	–	988,099	953,815	902,670
Total Application of cash and investments:		76,081	971,954	–	–	–	–	–	–	971,954	938,658	887,160
Surplus(shortfall)		(15,346)	(835,479)	–	–	–	–	–	–	(835,479)	(817,052)	(754,113)

References

1. Must reconcile with the Adjustments Budget Cash Flow and Adjustements Budget Financial Position

2. Council approval for policy required - include sufficient working capital (e.g. allowing for a % of current debtors > 90 days as uncollectable)

3. Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.

4. Additional cash-backed accumulated funds/unspent funds (MFMA section 18(1)(b) and section 28(2)(e)) identified after the Original Budget approved and after annual financial statements audited (note: only where underspending could not reasonably have been foreseen)

5. Increases of funds approved under MFMA section 31

6. Adjustments approved in accordance with MFMA section 29

7. Adjustments to transfers from National or Provincial Government

8. Adjusts. = 'Other' Adjustments proposed to be approved; including revenue under-collection (MFMA section 28(2)(a)); additional revenue appropriation on existing programmes (section 28(2))(b); projected savings (section 28(2)(d)); error

9. G = B + C + D + E + F

10. Adjusted Budget H = (A or A1/2 etc) + G

Other working capital requirements												
Debtors		(1,982)	91,869							91,869	87,580	80,175
Creditors due		60,701	34,699							34,699	49,636	33,218
Total		(62,682)	57,170							57,170	37,945	46,957
Debtors collection assumptions:												
Balance outstanding - debtors		(2,298)	107,014							107,014	94,017	84,121
Estimate of debtors collection rate		86%	86%							86%	93%	95%
Long term investments committed												
Balance (Insert description; eg sinking fund)												
Bankers Acceptance Certificate		–	–	–	–	–	–	–	–	–	–	–
Deposit Taking Institutions		–	–	–	–	–	–	–	–	–	–	–
Bank Repurchase Agreements		–	–	–	–	–	–	–	–	–	–	–
Derivative Financial Assets		–	9	–	–	–	–	–	–	9	10	10
Guaranteed Endowment Policies (Sinking)		–	–	–	–	–	–	–	–	–	–	–
Listed/Unlisted Bonds and Stocks		–	–	–	–	–	–	–	–	–	–	–
Municipal Bonds		–	–	–	–	–	–	–	–	–	–	–
National Government Securities		–	–	–	–	–	–	–	–	–	–	–
Negotiable Certificate of Deposits: Banks		–	–	–	–	–	–	–	–	–	–	–
Unamortised Debt Expense		–	–	–	–	–	–	–	–	–	–	–
Unamortised Preference Share Expense		–	–	–	–	–	–	–	–	–	–	–
Interest Rate Swaps		–	–	–	–	–	–	–	–	–	–	–
		–	9	–	–	–	–	–	–	9	10	10
Reserves to be backed by cash/investments												
Housing Development Fund												
Capital replacement			10,442							10,442	10,442	10,442
Self-insurance												
Other reserves												
Compensation for Occupational Injuries and Diseases												
Employee Benefit Reserve			10,442							10,442	10,442	10,442
Non-current Provisions Reserve		2,908	967,215							967,215	932,931	881,785
Valuation Reserve												
Investment in associate account												
Capitalisation Reserve												
Revaluation												
		2,908	988,099	–	–	–	–	–	–	988,099	953,815	902,670

WC022 Witzenberg - Table B9 Asset Management -

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		7		8	9	10	11	12	13	14		
R thousands		A	A1	B	C	D	E	F	G	H		
CAPITAL EXPENDITURE												
Total New Assets *to be adjusted*	1	57,231	64,696	–	–	–	–	–	–	64,696	35,570	27,388
Roads Infrastructure		889	2,170	–	–	–	–	–	–	2,170	1,390	8,085
Storm water Infrastructure		997	889	–	–	–	–	–	–	889	–	–
Electrical Infrastructure		12,663	12,663	–	–	–	–	–	–	12,663	2,715	3,478
Water Supply Infrastructure		21,135	18,281	–	–	–	–	–	–	18,281	24,756	7,000
Sanitation Infrastructure		2,389	2,911	–	–	–	–	–	–	2,911	–	–
Solid Waste Infrastructure		16,982	22,377	–	–	–	–	–	–	22,377	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Infrastructure		55,056	59,291	–	–	–	–	–	–	59,291	28,861	18,563
Community Facilities		696	736	–	–	–	–	–	–	736	4,819	6,768
Sport and Recreation Facilities		–	–	–	–	–	–	–	–	–	30	–
Community Assets		696	736	–	–	–	–	–	–	736	4,849	6,768
Heritage Assets		–	–	–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–	–	–
Operational Buildings		–	–	–	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–	–	–
Other Assets	6	–	–	–	–	–	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–	–	–
Intangible Assets		–	–	–	–	–	–	–	–	–	–	–
Computer Equipment		450	979	–	–	–	–	–	–	979	750	150
Furniture and Office Equipment		30	1,449	–	–	–	–	–	–	1,449	30	50
Machinery and Equipment		–	221	–	–	–	–	–	–	221	80	–
Transport Assets		1,000	2,021	–	–	–	–	–	–	2,021	1,000	1,857
Land		–	–	–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–	–	–
Total Renewal of Existing Assets *to be adjusted*	2	600	–	–	–	–	–	–	–	–	5,000	–
Roads Infrastructure		–	–	–	–	–	–	–	–	–	2,000	–
Storm water Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Electrical Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Water Supply Infrastructure		–	–	–	–	–	–	–	–	–	1,500	–
Sanitation Infrastructure		–	–	–	–	–	–	–	–	–	1,500	–
Solid Waste Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Infrastructure		–	–	–	–	–	–	–	–	–	5,000	–
Community Facilities		–	–	–	–	–	–	–	–	–	–	–
Sport and Recreation Facilities		–	–	–	–	–	–	–	–	–	–	–
Community Assets		–	–	–	–	–	–	–	–	–	–	–
Heritage Assets		–	–	–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–	–	–
Operational Buildings		600	–	–	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–	–	–
Other Assets	6	600	–	–	–	–	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–	–	–
Intangible Assets		–	–	–	–	–	–	–	–	–	–	–
Computer Equipment		–	–	–	–	–	–	–	–	–	–	–
Furniture and Office Equipment		–	–	–	–	–	–	–	–	–	–	–
Machinery and Equipment		–	–	–	–	–	–	–	–	–	–	–
Transport Assets		–	–	–	–	–	–	–	–	–	–	–
Land		–	–	–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–	–	–
Total Upgrading of Existing Assets *to be adjusted*	2a	31,413	17,493	–	–	–	–	–	–	17,493	45,799	152
Roads Infrastructure		25,457	13,102	–	–	–	–	–	–	13,102	26,495	152
Storm water Infrastructure		–	–	–	–	–	–	–	–	–	2,820	–
Electrical Infrastructure		500	542	–	–	–	–	–	–	542	4,000	–
Water Supply Infrastructure		–	–	–	–	–	–	–	–	–	2,820	–
Sanitation Infrastructure		–	370	–	–	–	–	–	–	370	2,820	–
Solid Waste Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Infrastructure		25,957	14,014	–	–	–	–	–	–	14,014	38,955	152
Community Facilities		–	–	–	–	–	–	–	–	–	–	–
Sport and Recreation Facilities		5,456	3,479	–	–	–	–	–	–	3,479	6,843	–
Community Assets		5,456	3,479	–	–	–	–	–	–	3,479	6,843	–
Heritage Assets		–	–	–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–	–	–
Operational Buildings		–	–	–	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–	–	–
Other Assets	6	–	–	–	–	–	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–	–	–
Intangible Assets		–	–	–	–	–	–	–	–	–	–	–
Computer Equipment		–	–	–	–	–	–	–	–	–	–	–
Furniture and Office Equipment		–	–	–	–	–	–	–	–	–	–	–
Machinery and Equipment		–	–	–	–	–	–	–	–	–	–	–

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			7	8	9	10	11	12	13	14		
R thousands		A	A1	B	C	D	E	F	G	H		
Transport Assets		–	–	–	–	–	–	–	–	–	–	–
Land		–	–	–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–	–	–
Total Capital Expenditure *to be adjusted*	4											
Roads Infrastructure		26,347	15,272	–	–	–	–	–	–	15,272	29,886	8,237
Storm water Infrastructure		997	889	–	–	–	–	–	–	889	2,820	–
Electrical Infrastructure		13,163	13,204	–	–	–	–	–	–	13,204	6,715	3,478
Water Supply Infrastructure		21,135	18,281	–	–	–	–	–	–	18,281	29,076	7,000
Sanitation Infrastructure		2,389	3,281	–	–	–	–	–	–	3,281	4,320	–
Solid Waste Infrastructure		16,982	22,377	–	–	–	–	–	–	22,377	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Infrastructure		81,013	73,305	–	–	–	–	–	–	73,305	72,816	18,716
Community Facilities		696	736	–	–	–	–	–	–	736	4,819	6,768
Sport and Recreation Facilities		5,456	3,479	–	–	–	–	–	–	3,479	6,873	–
Community Assets		6,151	4,215	–	–	–	–	–	–	4,215	11,693	6,768
Heritage Assets		–	–	–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–	–	–
Operational Buildings		600	–	–	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–	–	–
Other Assets		600	–	–	–	–	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–	–	–
Intangible Assets		–	–	–	–	–	–	–	–	–	–	–
Computer Equipment		450	979	–	–	–	–	–	–	979	750	150
Furniture and Office Equipment		30	1,449	–	–	–	–	–	–	1,449	30	50
Machinery and Equipment		–	221	–	–	–	–	–	–	221	80	–
Transport Assets		1,000	2,021	–	–	–	–	–	–	2,021	1,000	1,857
Land		–	–	–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–	–	–
TOTAL CAPITAL EXPENDITURE *to be adjusted*	4	89,244	82,189	–	–	–	–	–	–	82,189	86,369	27,540
ASSET REGISTER SUMMARY - PPE (WDV)	5											
Roads Infrastructure		21,589	272,851	–	–	–	–	–	–	272,851	287,466	265,817
Storm water Infrastructure		(1,094)	95,934	–	–	–	–	–	–	95,934	97,865	95,045
Electrical Infrastructure		9,251	(29,536)	–	–	–	–	–	–	(29,536)	(37,025)	(39,262)
Water Supply Infrastructure		(1,690)	166,276	–	–	–	–	–	–	166,276	177,733	172,386
Sanitation Infrastructure		(3,169)	115,747	–	–	–	–	–	–	115,747	116,785	112,465
Solid Waste Infrastructure		15,242	84,810	–	–	–	–	–	–	84,810	62,433	62,433
Rail Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	1,609	–	–	–	–	–	–	1,609	1,609	1,609
Infrastructure		40,128	707,692	–	–	–	–	–	–	707,692	706,865	670,494
Community Assets		2,485	80,601	–	–	–	–	–	–	80,601	88,219	83,294
Heritage Assets		–	550	–	–	–	–	–	–	550	550	550
Investment properties		(742)	42,688	–	–	–	–	–	–	42,688	42,688	42,688
Other Assets		10,470	157,948	–	–	–	–	–	–	157,948	157,286	140,557
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–	–	–
Intangible Assets		(398)	724	–	–	–	–	–	–	724	724	724
Computer Equipment		(1,923)	184	–	–	–	–	–	–	184	(45)	(645)
Furniture and Office Equipment		(0)	906	–	–	–	–	–	–	906	(513)	(493)
Machinery and Equipment		(1,505)	8,586	–	–	–	–	–	–	8,586	9,445	8,365
Transport Assets		1,000	2,470	–	–	–	–	–	–	2,470	1,449	2,305
Land		–	70,452	–	–	–	–	–	–	70,452	70,452	70,452
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–	–	–
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	5	49,516	1,072,800	–	–	–	–	–	–	1,072,800	1,077,120	1,018,291
EXPENDITURE OTHER ITEMS												
Depreciation & asset impairment		39,729	39,729	–	–	–	–	8,934	8,934	48,662	39,589	39,589
Repairs and Maintenance by asset class	3	19,633	15,344	–	–	–	–	–	–	15,344	19,550	20,386
Roads Infrastructure		7,173	4,166	–	–	–	–	–	–	4,166	7,489	7,826
Storm water Infrastructure		2,971	2,189	–	–	–	–	–	–	2,189	2,484	2,531
Electrical Infrastructure		2,012	1,459	–	–	–	–	–	–	1,459	2,100	2,195
Water Supply Infrastructure		1,299	707	–	–	–	–	–	–	707	1,356	1,417
Sanitation Infrastructure		1,639	2,668	–	–	–	–	–	–	2,668	1,711	1,788
Solid Waste Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Infrastructure		15,094	11,189	–	–	–	–	–	–	11,189	15,141	15,757
Community Facilities		605	526	–	–	–	–	–	–	526	633	662
Sport and Recreation Facilities		510	450	–	–	–	–	–	–	450	532	556
Community Assets		1,115	976	–	–	–	–	–	–	976	1,165	1,218
Heritage Assets		–	–	–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–	–	–
Operational Buildings		357	321	–	–	–	–	–	–	321	373	389
Housing		99	128	–	–	–	–	–	–	128	103	108
Other Assets		456	449	–	–	–	–	–	–	449	476	497
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–	–	–
Intangible Assets		–	–	–	–	–	–	–	–	–	–	–
Computer Equipment		311	180	–	–	–	–	–	–	180	325	339
Furniture and Office Equipment		53	20	–	–	–	–	–	–	20	55	58
Machinery and Equipment		288	120	–	–	–	–	–	–	120	300	314
Transport Assets		2,316	2,411	–	–	–	–	–	–	2,411	2,087	2,202
Land		–	–	–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals	6	–	–	–	–	–	–	–	–	–	–	–
TOTAL EXPENDITURE OTHER ITEMS to be adjusted		59,362	55,073	–	–	–	–	8,934	8,934	64,007	59,138	59,975

Description	Ref	Budget Year 2021/22								Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			7	8	9	10	11	12	13	14		
R thousands		A	A1	B	C	D	E	F	G	H		
Renewal and upgrading of Existing Assets as % of total capex		*35.9%*	*21.3%*							*21.3%*	*58.8%*	*0.6%*
Renewal and upgrading of Existing Assets as % of deprecn"		*80.6%*	*44.0%*							*35.9%*	*128.3%*	*0.4%*
R&M as a % of PPE		*39.6%*	*1.4%*							*1.4%*	*1.8%*	*2.0%*
Renewal and upgrading and R&M as a % of PPE		*104.3%*	*3.1%*							*3.1%*	*6.5%*	*2.0%*

WC022 Witzenberg - Table B10 Basic service delivery measurement -

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Household service targets	1											
Water:												
Piped water inside dwelling									–	–		
Piped water inside yard (but not in dwelling)									–	–		
Using public tap (at least min.service level)	2								–	–		
Other water supply (at least min.service level)									–	–		
Minimum Service Level and Above sub-total		–	–	–	–	–	–	–	–	–	–	–
Using public tap (< min.service level)	3								–	–		
Other water supply (< min.service level)	3,4								–	–		
No water supply									–	–		
Below Minimum Servic Level sub-total		–	–	–	–	–	–	–	–	–	–	–
Total number of households	5	–	–	–	–	–	–	–	–	–	–	–
Sanitation/sewerage:												
Flush toilet (connected to sewerage)									–	–		
Flush toilet (with septic tank)									–	–		
Chemical toilet									–	–		
Pit toilet (ventilated)									–	–		
Other toilet provisions (> min.service level)									–	–		
Minimum Service Level and Above sub-total		–	–	–	–	–	–	–	–	–	–	–
Bucket toilet									–	–		
Other toilet provisions (< min.service level)									–	–		
No toilet provisions									–	–		
Below Minimum Servic Level sub-total		–	–	–	–	–	–	–	–	–	–	–
Total number of households	5	–	–	–	–	–	–	–	–	–	–	–
Energy:												
Electricity (at least min. service level)									–	–		
Electricity - prepaid (> min.service level)									–	–		
Minimum Service Level and Above sub-total		–	–	–	–	–	–	–	–	–	–	–
Electricity (< min.service level)									–	–		
Electricity - prepaid (< min. service level)									–	–		
Other energy sources									–	–		
Below Minimum Servic Level sub-total		–	–	–	–	–	–	–	–	–	–	–
Total number of households	5	–	–	–	–	–	–	–	–	–	–	–
Refuse:												
Removed at least once a week (min.service)									–	–		
Minimum Service Level and Above sub-total		–	–	–	–	–	–	–	–	–	–	–
Removed less frequently than once a week									–	–		
Using communal refuse dump									–	–		
Using own refuse dump									–	–		
Other rubbish disposal									–	–		
No rubbish disposal									–	–		
Below Minimum Servic Level sub-total		–	–	–	–	–	–	–	–	–	–	–
Total number of households	5	–	–	–	–	–	–	–	–	–	–	–
Households receiving Free Basic Service	15											
Water (6 kilolitres per household per month)									–	–		
Sanitation (free minimum level service)									–	–		
Electricity/other energy (50kwh per household per month)									–	–		
Refuse (removed at least once a week)									–	–		
Cost of Free Basic Services provided (R'000)	16											
Water (6 kilolitres per household per month)		(5,406)	(5,406)	–	–	–	–	–	–	(5,406)	(5,460)	(5,516)
Sanitation (free sanitation service)		–	–	–	–	–	–	–	–	–	–	–
Electricity/other energy (50kwh per household per month)		–	–	–	–	–	–	–	–	–	–	–
Refuse (removed once a week)		–	–	–	–	–	–	–	–	–	–	–
Total cost of FBS provided (minimum social package)		(5,406)	(5,406)	–	–	–	–	–	–	(5,406)	(5,460)	(5,516)
Highest level of free service provided												
Property rates (R'000 value threshold)									–	–		
Water (kilolitres per household per month)									–	–		
Sanitation (kilolitres per household per month)									–	–		
Sanitation (Rand per household per month)									–	–		
Electricity (kw per household per month)									–	–		
Refuse (average litres per week)									–	–		
Revenue cost of free services provided (R'000)	17											
Property rates (tariff adjustment) (impermissable values per section 17 of MPRA)		–	–	–	–	–	–	–	–	–	–	–
Property rates exemptions, reductions and rebates and impermissable values in excess of section 17 of MPRA)		(10,371)	(10,371)	–	–	–	–	–	–	(10,371)	(11,097)	(11,985)
Water (in excess of 6 kilolitres per indigent household per month)		–	–	–	–	–	–	–	–	–	–	–
Sanitation (in excess of free sanitation service to indigent households)		(13,392)	(10,392)	–	–	–	–	–	–	(10,392)	(14,196)	(15,048)
Electricity/other energy (in excess of 50 kwh per indigent household per month)		(4,860)	(4,860)	–	–	–	–	–	–	(4,860)	(5,492)	(6,206)
Refuse (in excess of one removal a week for indigent households)		(10,635)	(8,635)	–	–	–	–	–	–	(8,635)	(11,273)	(11,950)
Municipal Housing - rental rebates		(24)	(24)	–	–	–	–	–	–	(24)	(25)	(27)
Housing - top structure subsidies	6	–	–	–	–	–	–	–	–	–	–	–
Other		–	–	–	–	–	–	–	–	–	–	–
Total revenue cost of subsidised services provided		(39,283)	(34,283)	–	–	–	–	–	–	(34,283)	(42,083)	(45,215)

WC022 Witzenberg - Supporting Table SB1 Supporting detail to 'Budgeted Financial Performance' -

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			6	7	8	9	10	11	12	13		
R thousands		A	A1	B	C	D	E	F	G	H		
REVENUE ITEMS:												
Property rates												
Total Property Rates		93,662	93,662	–	–	–	–	–	–	93,662	100,218	108,236
less Revenue Foregone (exemptions, reductions and rebates and impermissable values in excess of section 17 of MPRA)		(10,371)	(10,371)	–	–	–	–	–	–	(10,371)	(11,097)	(11,985)
Net Property Rates		83,290	83,290	–	–	–	–	–	–	83,290	89,121	96,250
Service charges - electricity revenue												
Total Service charges - electricity revenue		328,338	332,338	–	–	–	–	–	–	332,338	352,068	383,176
less Revenue Foregone (in excess of 50 kwh per indigent household per month)		(4,860)	(4,860)	–	–	–	–	–	–	(4,860)	(5,492)	(6,206)
less Cost of Free Basic Services (50 kwh per indigent household per month)		–	–	–	–	–	–	–	–	–	–	–
Net Service charges - electricity revenue		323,478	327,478	–	–	–	–	–	–	327,478	346,576	376,970
Service charges - water revenue												
Total Service charges - water revenue		45,083	44,983	–	–	–	–	–	–	44,983	47,788	50,656
less Revenue Foregone (in excess of 6 kilolitres per indigent household per month)		–	–	–	–	–	–	–	–	–	–	–
less Cost of Free Basic Services (6 kilolitres per indigent household per month)		(5,406)	(5,406)	–	–	–	–	–	–	(5,406)	(5,460)	(5,516)
Net Service charges - water revenue		39,677	39,577	–	–	–	–	–	–	39,577	42,328	45,139
Service charges - sanitation revenue												
Total Service charges - sanitation revenue		38,435	38,435	–	–	–	–	–	–	38,435	26,546	28,138
less Revenue Foregone (in excess of free sanitation service to indigent households)		(13,392)	(10,392)	–	–	–	–	–	–	(10,392)	(14,196)	(15,048)
less Cost of Free Basic Services (free sanitation service to indigent households)		–	–	–	–	–	–	–	–	–	–	–
Net Service charges - sanitation revenue		25,043	28,043	–	–	–	–	–	–	28,043	12,350	13,091
Service charges - refuse revenue												
Total refuse removal revenue		35,498	35,498	–	–	–	–	–	–	35,498	37,628	39,885
Total landfill revenue		712	712	–	–	–	–	–	–	712	754	799
less Revenue Foregone (in excess of one removal a week to indigent households)		(10,635)	(8,635)	–	–	–	–	–	–	(8,635)	(11,273)	(11,950)
less Cost of Free Basic Services (removed once a week to indigent households)		–	–	–	–	–	–	–	–	–	–	–
Net Service charges - refuse revenue		25,574	27,574	–	–	–	–	–	–	27,574	27,108	28,735
Other Revenue By Source												
Fuel Levy		–	–	–	–	–	–	–	–	–	–	–
Other Revenue		14,985	15,754	–	–	–	–	–	–	15,754	11,409	8,598
Discontinued Operations		–	–	–	–	–	–	–	–	–	–	–
Rent on Land		23	23	–	–	–	–	–	–	23	25	26
Operational Revenue		1,258	1,258	–	–	–	–	–	–	1,258	1,157	1,246
Intercompany/Parent-subsidiary Transactions		–	–	–	–	–	–	–	–	–	–	–
Surcharges and Taxes		10,769	11,538	–	–	–	–	–	–	11,538	7,145	4,091
Sales of Goods and Rendering of Services		2,935	2,935	–	–	–	–	–	–	2,935	3,082	3,236
Fuel Levy		–	–	–	–	–	–	–	–	–	–	–
Total 'Other' Revenue	1	14,985	15,754	–	–	–	–	–	–	15,754	11,409	8,598
EXPENDITURE ITEMS												
Employee related costs												
Basic Salaries and Wages		144,052	134,834	–	–	–	–	–	–	134,834	150,593	159,877
Pension and UIF Contributions		21,584	20,892	–	–	–	–	–	–	20,892	22,367	23,393
Medical Aid Contributions		9,359	9,239	–	–	–	–	–	–	9,239	9,986	10,675
Overtime		24	24	–	–	–	–	–	–	24	26	27
Performance Bonus		10,362	13,480	–	–	–	–	–	–	13,480	11,057	11,820
Motor Vehicle Allowance		6,551	7,157	–	–	–	–	–	–	7,157	6,990	7,473
Cellphone Allowance		562	605	–	–	–	–	–	–	605	600	641
Housing Allowances		2,128	1,312	–	–	–	–	–	–	1,312	2,267	2,423
Other benefits and allowances		13,175	15,473	–	–	–	–	–	–	15,473	14,854	16,397
Payments in lieu of leave		1,050	3,043	–	–	–	–	–	–	3,043	1,120	1,197
Long service awards		1,087	687	–	–	–	–	–	–	687	1,119	1,153
Post-retirement benefit obligations	4	27,091	27,091	–	–	–	–	–	–	27,091	27,904	28,741
sub-total		237,025	233,837	–	–	–	–	–	–	233,837	248,881	263,817
Less: Employees costs capitalised to PPE		–	–	–	–	–	–	–	–	–	–	–
Total Employee related costs	1	237,025	233,837	–	–	–	–	–	–	233,837	248,881	263,817
Contributions recognised - capital												
List contributions by contract		–	–	–	–	–	–	–	–	–	–	–
Total Contributions recognised - capital		–	–	–	–	–	–	–	–	–	–	–
Depreciation & asset impairment												
Depreciation of Property, Plant & Equipment		39,331	39,331	–	–	–	–	8,934	8,934	48,265	39,191	39,191
Lease amortisation		398	398	–	–	–	–	–	–	398	398	398
Capital asset impairment		–	–	–	–	–	–	–	–	–	–	–
Depreciation resulting from revaluation of PPE		–	–	–	–	–	–	–	–	–	–	–
Total Depreciation & asset impairment	1	39,729	39,729	–	–	–	–	8,934	8,934	48,662	39,589	39,589
Bulk purchases												
Electricity Bulk Purchases		285,789	288,779	–	–	–	–	–	–	288,779	311,224	338,923
Total bulk purchases	1	285,789	288,779	–	–	–	–	–	–	288,779	311,224	338,923
Transfers and grants												
Cash transfers and grants		25,603	23,948	–	–	–	–	–	–	23,948	2,273	2,575
Non-cash transfers and grants		–	–	–	–	–	–	–	–	–	–	–
Total transfers and grants		25,603	23,948	–	–	–	–	–	–	23,948	2,273	2,575
Contracted services												
Outsourced Services		26,514	19,935	–	–	–	–	–	–	19,935	29,247	30,567
Consultants and Professional Services		15,470	10,980	–	–	–	–	–	–	10,980	15,991	16,508
Contractors		6,406	5,467	–	–	–	–	–	–	5,467	6,310	6,643
Total contracted services		48,390	36,382	–	–	–	–	–	–	36,382	51,549	53,718
Other Expenditure By Type												
Collection costs		1,669	2,829	–	–	–	–	–	–	2,829	1,738	1,825

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			6	7	8	9	10	11	12	13		
R thousands		A	A1	B	C	D	E	F	G	H		
Contributions to 'other' provisions		1	1	–	–	–	–	–	–	1	1	1
Audit fees		3,792	3,372	–	–	–	–	–	–	3,372	3,967	4,165
Other Expenditure		33,493	38,189	–	–	–	–	–	–	38,189	34,297	35,843
Total Other Expenditure	1	38,955	44,391	–	–	–	–	–	–	44,391	40,003	41,834
Repairs and Maintenance by Expenditure Item	14											
Employee related costs		–	–	–	–	–	–	–	–	–	–	–
Inventory Consumed (Project Maintenance)		–	–	–	–	–	–	–	–	–	–	–
Contracted Services		–	–	–	–	–	–	–	–	–	–	–
Other Expenditure		–	–	–	–	–	–	–	–	–	–	–
Total Repairs and Maintenance Expenditure	15	–	–	–	–	–	–	–	–	–	–	–
Inventory Consumed												
Inventory Consumed - Water		0	0	–	–	–	–	–	–	0	0	0
Inventory Consumed - Other		14,977	16,695	–	–	–	–	–	–	16,695	32,109	48,246
Total Inventory Consumed & Other Material		14,977	16,695	–	–	–	–	–	–	16,695	32,110	48,246

WC022 Witzenberg - Supporting Table SB2 Supporting detail to 'Financial Position Budget' -

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			4	5	6	7	8	9	10	11		
R thousands		A	A1	B	C	D	E	F	G	H		
ASSETS												
Consumer debtors												
Consumer debtors		41,306	367,136	–	–	–	–	–	–	367,136	347,209	339,826
Less: provision for debt impairment		(63,750)	(293,585)	–	–	–	–	–	–	(293,585)	(296,664)	(300,234)
Total Consumer debtors	1	(22,444)	73,550	–	–	–	–	–	–	73,550	50,546	39,592
Debt impairment provision												
Balance at the beginning of the year		–	(238,835)	–	–	–	–	–	–	(238,835)	(238,835)	(238,835)
Contributions to the provision		(63,750)	(53,750)	–	–	–	–	–	–	(53,750)	(57,829)	(61,399)
Bad debts written off		–	(1,000)	–	–	–	–	–	–	(1,000)	–	–
Balance at end of year		(63,750)	(293,585)	–	–	–	–	–	–	(293,585)	(296,664)	(300,234)
Inventory												
Water												
Opening Balance		–								–	(0)	(0)
System Input Volume		–	–	–	–	–	–	–	–	–	–	–
Water Treatment Works		–	–	–	–	–	–	–	–	–	–	–
Bulk Purchases		–	–	–	–	–	–	–	–	–	–	–
Natural Sources		–	–	–	–	–	–	–	–	–	–	–
Authorised Consumption	12	–	–	–	–	–	–	–	–	–	–	–
Billed Authorised Consumption		–	–	–	–	–	–	–	–	–	–	–
Billed Metered Consumption		–	–	–	–	–	–	–	–	–	–	–
Free Basic Water		–	–	–	–	–	–	–	–	–	–	–
Subsidised Water		–	–	–	–	–	–	–	–	–	–	–
Revenue Water		–	–	–	–	–	–	–	–	–	–	–
Billed Unmetered Consumption		–	–	–	–	–	–	–	–	–	–	–
Free Basic Water		–	–	–	–	–	–	–	–	–	–	–
Subsidised Water		–	–	–	–	–	–	–	–	–	–	–
Revenue Water		–	–	–	–	–	–	–	–	–	–	–
UnBilled Authorised Consumption		–	–	–	–	–	–	–	–	–	–	–
Unbilled Metered Consumption		–	–	–	–	–	–	–	–	–	–	–
Unbilled Unmetered Consumption		–	–	–	–	–	–	–	–	–	–	–
Water Losses		(0)	(0)	–	–	–	–	–	–	(0)	(0)	(0)
Apparent losses		–	–	–	–	–	–	–	–	–	–	–
Unauthorised Consumption		–	–	–	–	–	–	–	–	–	–	–
Customer Meter Inaccuracies		–	–	–	–	–	–	–	–	–	–	–
Real losses		(0)	(0)	–	–	–	–	–	–	(0)	(0)	(0)
Leakage on Transmission and Distribution Mains		–	–	–	–	–	–	–	–	–	–	–
Leakage and Overflows at Storage Tanks/Reservoirs		–	–	–	–	–	–	–	–	–	–	–
Leakage on Service Connections up to the point of Customer M		–	–	–	–	–	–	–	–	–	–	–
Data Transfer and Management Errors		(0)	(0)	–	–	–	–	–	–	(0)	(0)	(0)
Unavoidable Annual Real Losses		–	–	–	–	–	–	–	–	–	–	–
Non-revenue Water		(0)	(0)	–	–	–	–	–	–	(0)	(0)	(0)
Closing Balance Water		(0)	(0)	–	–	–	–	–	–	(0)	(0)	(0)
Agricultural												
Opening Balance		–								–	–	–
Acquisitions		–	–	–	–	–	–	–	–	–	–	–
Issues	13	–	–	–	–	–	–	–	–	–	–	–
Adjustments	14	–	–	–	–	–	–	–	–	–	–	–
Write-offs	15	–	–	–	–	–	–	–	–	–	–	–
Closing balance - Agricultural		–	–	–	–	–	–	–	–	–	–	–
Consumables												
Standard Rated												
Opening Balance		–								–	(3,025)	(4,798)
Acquisitions		(1,839)	(3,025)	–	–	–	–	–	–	(3,025)	(1,773)	(1,858)
Issues	13	–	–	–	–	–	–	–	–	–	–	–
Adjustments	14	–	–	–	–	–	–	–	–	–	–	–
Write-offs	15	–	–	–	–	–	–	–	–	–	–	–
Closing balance - Consumables Standard Rated		(1,839)	(3,025)	–	–	–	–	–	–	(3,025)	(4,798)	(6,656)
Zero Rated												
Opening Balance		–								–	(43)	(84)
Acquisitions		(53)	(43)	–	–	–	–	–	–	(43)	(40)	(42)
Issues	13	–	–	–	–	–	–	–	–	–	–	–
Adjustments	14	–	–	–	–	–	–	–	–	–	–	–
Write-offs	15	–	–	–	–	–	–	–	–	–	–	–
Closing balance - Consumables Zero Rated		(53)	(43)	–	–	–	–	–	–	(43)	(84)	(126)
Finished Goods												
Opening Balance		–								–	–	–
Acquisitions		–	–	–	–	–	–	–	–	–	–	–
Issues	13	–	–	–	–	–	–	–	–	–	–	–
Adjustments	14	–	–	–	–	–	–	–	–	–	–	–
Write-offs	15	–	–	–	–	–	–	–	–	–	–	–
Closing balance - Finished Goods		–	–	–	–	–	–	–	–	–	–	–
Materials and Supplies												
Opening Balance		–								–	(13,626)	(27,227)
Acquisitions		(13,085)	(13,626)	–	–	–	–	–	–	(13,626)	(13,601)	(14,236)
Issues	13	–	–	–	–	–	–	–	–	–	–	–
Adjustments	14	–	–	–	–	–	–	–	–	–	–	–
Write-offs	15	–	–	–	–	–	–	–	–	–	–	–
Closing balance - Materials and Supplies		(13,085)	(13,626)	–	–	–	–	–	–	(13,626)	(27,227)	(41,464)
Work-in-progress												
Opening Balance		–								–	–	–
Materials		–	–	–	–	–	–	–	–	–	–	–
Transfers		–	–	–	–	–	–	–	–	–	–	–
Closing balance - Work-in-progress		–	–	–	–	–	–	–	–	–	–	–
Housing Stock												
Opening Balance		–								–	–	–
Acquisitions		–	–	–	–	–	–	–	–	–	–	–
Transfers		–	–	–	–	–	–	–	–	–	–	–
Sales		–	–	–	–	–	–	–	–	–	–	–
Closing Balance - Housing Stock		–	–	–	–	–	–	–	–	–	–	–
Land												
Opening Balance		–								–	–	–
Acquisitions		–	–	–	–	–	–	–	–	–	–	–
Sales		–	–	–	–	–	–	–	–	–	–	–
Adjustments		–	–	–	–	–	–	–	–	–	–	–
Correction of Prior period errors		–	–	–	–	–	–	–	–	–	–	–
Closing Balance - Land		–	–	–	–	–	–	–	–	–	–	–
Closing Balance - Inventory & Consumables		(14,977)	(16,695)	–	–	–	–	–	–	(16,695)	(32,110)	(48,246)

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			4	5	6	7	8	9	10	11		
R thousands		A	A1	B	C	D	E	F	G	H		
Property, plant & equipment												
PPE at cost/valuation (excl. finance leases)		89,244	1,381,369	–	–	–	–	–	–	1,381,369	1,385,549	1,326,720
Leases recognised as PPE	2	–	3,111	–	–	–	–	–	–	3,111	3,111	3,111
Less: Accumulated depreciation		(38,589)	(355,642)	–	–	–	–	–	–	(355,642)	(355,502)	(355,502)
Total Property, plant & equipment	1	50,656	1,028,838	–	–	–	–	–	–	1,028,838	1,033,158	974,329
LIABILITIES												
Current liabilities - Borrowing												
Short term loans (other than bank overdraft)		–	–	–	–	–	–	–	–	–	–	–
Current portion of long-term liabilities		(988)	598	–	–	–	–	–	–	598	599	600
Total Current liabilities - Borrowing		(988)	598	–	–	–	–	–	–	598	599	600
Trade and other payables												
Trade Payables		60,701	34,699	–	–	–	–	–	–	34,699	49,636	33,218
Other creditors		–	(834)	–	–	–	–	–	–	(834)	(834)	(834)
Unspent conditional grants and receipts		10,490	41,014	–	–	–	–	–	–	41,014	22,777	31,436
VAT		–	33,497	–	–	–	–	–	–	33,497	33,497	33,497
Total Trade and other payables	1	71,191	108,376	–	–	–	–	–	–	108,376	105,075	97,316
Non current liabilities - Borrowing												
Borrowing	3	415	1,591	–	–	–	–	–	–	1,591	1,604	1,611
Finance leases (including PPP asset element)		0	0	–	–	–	–	–	–	0	0	0
Total Non current liabilities - Borrowing		415	1,592	–	–	–	–	–	–	1,592	1,604	1,611
Provisions - non current												
Retirement benefits		27,091	90,361	–	–	–	–	–	–	90,361	91,174	92,012
List other major items									–	–		
Refuse landfill site rehabilitation		8,235	110,611	–	–	–	–	–	–	110,611	111,029	111,461
Other		–	10,547	–	–	–	–	–	–	10,547	10,547	10,547
Total Provisions - non current		35,326	211,519	–	–	–	–	–	–	211,519	212,751	214,020
CHANGES IN NET ASSETS												
Accumulated surplus/(Deficit)												
Accumulated surplus/(Deficit) - opening balance		–	937,210					–	–	937,210	937,210	937,210
GRAP adjustments												
Restated balance		–	937,210	–	–	–	–	–	–	937,210	937,210	937,210
Surplus/(Deficit)		2,908	19,563	–	–	–	–	–	–	19,563	(14,721)	(65,866)
Transfers from Reserves		–	–	–	–	–	–	–	–	–	–	–
Depreciation offsets		–	–	–	–	–	–	–	–	–	–	–
Other adjustments		–	–	–	–	–	–	–	–	–	–	–
Accumulated Surplus/(Deficit)	1	2,908	956,773	–	–	–	–	–	–	956,773	922,489	871,343
Reserves												
Housing Development Fund		–	–	–	–	–	–	–	–	–	–	–
Capital replacement		–	10,442	–	–	–	–	–	–	10,442	10,442	10,442
Self-insurance		–	–	–	–	–	–	–	–	–	–	–
Other reserves		–	–	–	–	–	–	–	–	–	–	–
Revaluation		–	–	–	–	–	–	–	–	–	–	–
Total Reserves	2	–	10,442	–	–	–	–	–	–	10,442	10,442	10,442
TOTAL COMMUNITY WEALTH/EQUITY	2	2,908	967,215	–	–	–	–	–	–	967,215	932,931	881,785

Total capital expenditure includes expenditure on nationally significant priorities:

Provision of basic services		–	–	–	–	–	–	–	–	–	–	–
2010 World Cup		–	–	–	–	–	–	–	–	–	–	–
		–	–	–	–	–	–	–	–	–	–	–

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			4	5	6	7	8	9	10	11		
R thousands		A	A1	B	C	D	E	F	G	H		

References

1. Must reconcile with 'Financial Position' budget

2. Leases treated as assets to be depreciated as the same as purchased/constructed assets. Includes PPP asset element accounted for as finance leases

3. Borrowing (original budget) must reconcile to Budget Table A16

4. Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget. Column D should be a complete Adjustment Budget which indicates that if some figures were not adjusted the o

5. Additional cash-backed accumulated funds/unspent funds (section 18(1)(b) and section 28(2)(e) MFMA) identified after Original Budget approved and after annual financial statements audited (note: only where underspending could not reasonably be

6. Increases of funds approved under section 31 MFMA

7. Adjustments approved in accordance with section 29 MFMA

8. Adjustments to funding allocations from National or Provincial Government

9. Adjusts. = 'Other' Adjustments proposed to be approved; including revenue under-collection (MFMA section 28(2)(a)); additional revenue appropriation on existing programmes (section 28(2))(b); projected savings (section 28(2)(d)); error correction (sect

10. G = B + C + D + E + F

11. Adjusted Budget H = (A or A1) + G

check 2,908,094.00 -

12. Inventory Consumed - Water - included under "Other materials & inventory " on Table B4 - Detail to be submitted on Table SB1

13. Inventry Consumed Other materials - included under "Other materials & inventory " on Table B4 - Detail to be submitted on Table SB1

14. Inventory Transfers/Adjustments (Include under gains/losses on Table A4) - Note that the amount could be positive or negative - please capture according to the sign

15. Inventory Write-offs (Include under losses on Table A4) - capture Cr amounts

WC022 Witzenberg - Supporting Table SB3 Adjustments to the SDBIP - performance objectives -

Description	Unit of measurement	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget A	Prior Adjusted A1	Accum. Funds B	Multi-year capital C	Unfore. Unavoid. D	Nat. or Prov. Govt E	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	Adjusted Budget	Adjusted Budget
Essential Services												
Sustainable provision & maintenance of basic												
% Expenditure on Operational Budget by		99.0%	99.0%									
Insert measure/s description									–	–	–	–
% Expenditure on Capital Budget by Technical												
Insert measure/s description		98.0%	98.0%						–	0	0	0
Percentage compliance with drinking water		100.0%	100.0%									
Insert measure/s description												
									–	–	–	–
Number of outstanding valid applications for		0.00	0.00									
Insert measure/s description												
Number of outstanding valid applications for		0.00	0.00						–	–	–	–
Insert measure/s description												
									–	–	–	–
Number of outstanding valid applications for		0.00	0.00									
Insert measure/s description									–	–	–	–
Number of outstanding valid applications for		0.00	0.00						–	–	–	–
Insert measure/s description												
Decrease unaccounted water losses.		19.0%	19.0%									
Insert measure/s description									–	–	–	–
Decrease unaccounted electricity losses.		10.0%	10.0%						–	0	0	0
Insert measure/s description												
									–	–	–	–
Percentage compliance with drinking water		1070.0%	1070.0%									
Insert measure/s description									–	–	–	–
Provide for the needs of informal settlements												
Number of subsidised serviced sites									–	–	–	–
Insert measure/s description												
									–	–	–	–
Provide basic services - number of informal		3.00	3.00									
Insert measure/s description									–	–	–	–
Provide basic services - number of informal		3.00	3.00									
Insert measure/s description												
									–	–	–	–
Improve basic services - number of informal		3.00	3.00									
Insert measure/s description									–	–	–	–
Number of subsidised electricity connections		94.00	94.00									
Insert measure/s description									–	–	–	–
Governance									–	–	–	–
Support Institutional Transformation &												
Percentage budget spent on implementation of		98.0%	98.0%						–	0	0	0
Insert measure/s description												
Percentage of people from employment equity		75.0%	75.0%						–	0	0	0
Insert measure/s description												
									–	–	–	–
Ensure financial viability.												
Financial viability expressed as Debt-Coverage		39.70	39.70						–	0	0	0
Insert measure/s description												
									–	–	–	–
Financial viability expressed as Cost-Coverage		2.40	2.40									
Insert measure/s description									–	–	–	–
Financial viability expressed outstanding		54.0%	54.0%									
Insert measure/s description												
Opinion of the Auditor-General on annual		Unqualified	Unqualified									
Insert measure/s description												
Increased revenue collection		95.0%	95.0%									
Insert measure/s description												
Percentage of budget spent on repairs &		99.0%	99.0%									
Insert measure/s description												
Percentage spend of capital budget.		97.4%	97.4%									
Insert measure/s description												
To maintain and strengthen relations with												
Number of IDP community meetings held.		14.00	14.00									
Number of meetings with inter-governmental		12.00	12.00									
Insert measure/s description												
Communal Services												
Provide & maintain facilities that make citizens												
Customer satisfaction survey (Score 1-5) -		220.0%	220.0%									
Insert measure/s description												
% Expenditure on Operational Budget by		99.9%	99.9%									
Insert measure/s description												

Description	Unit of measurement	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget A	Prior Adjusted A1	Accum. Funds B	Multi-year capital C	Unfore. Unavoid. D	Nat. or Prov. Govt E	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	Adjusted Budget	Adjusted Budget
% Expenditure on Capital Budget by		96.1%	96.1%									
Insert measure/s description												
Socio-Economic Support Services												
Support the poor & vulnerable through												
Number of account holders subsidised		2521.00	2521.00									
Insert measure/s description												
Number of jobs created through municipality's		398.00	398.00									
Insert measure/s description												
Number of social development programmes		22.00	22.00									
Insert measure/s description												
Number of housing opportunities provided per		200.00	200.00									
Insert measure/s description												
Number of Rental Stock transferred		65.00	65.00									
Insert measure/s description												
Create an enabling environment to attract												
Revisit Municipal Land Audit and draw up an		Phase 2	Phase 2									
Insert measure/s description												
Compile & Imlementation of LED Strategy		Approved	Approved									
Insert measure/s description												
And so on for the rest of the Votes									–	–	–	–

WC022 Witzenberg - Supporting Table SB4 Adjustments to budgeted performance indicators and benchmarks -

Description of financial indicator	Basis of calculation	2018/19	2019/20	2020/21	Budget Year 2021/22			Budget Year +1 2022/23	Budget Year +2 2023/24
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Prior Adjusted	Adjusted Budget	Adjusted Budget	Adjusted Budget
Borrowing Management									
Credit Rating	Short term/long term rating								
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure	1.7%	1.5%	1.5%	1.1%	1.1%	1.1%	1.2%	1.1%
Capital Charges to Own Revenue	Finance charges & Repayment of borrowing /Own Revenue	2.0%	2.0%	2.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Borrowed funding of 'own' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Safety of Capital									
Gearing	Long Term Borrowing/ Funds & Reserves	0.0%	0.0%	-565.6%	0.0%	15.2%	15.2%	15.4%	15.4%
Liquidity									
Current Ratio	Current assets/current liabilities	7.04	0.21	0.72	84.5%	174.1%	174.1%	165.7%	178.5%
Current Ratio adjusted for aged debtors	Current assets/current liabilities less debtors > 90 days/current liabilities	7.04	0.21	0.72	84.5%	174.1%	0.0%	0.0%	0.0%
Liquidity Ratio	Monetary Assets/Current Liabilities	5.77	-0.20	0.67	0.9	0.9	0.9	0.9	1.0
Revenue Management									
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/ Last 12 Mths Billing		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Current Debtors Collection Rate (Cash receipts % of Ratepayer & Other revenue)		0.0%	0.0%	0.0%	105.6%	102.4%	102.4%	94.5%	96.1%
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue	0.9%	1.2%	0.4%	-0.3%	14.9%	14.9%	13.3%	11.2%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Creditors Management									
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA s 65(e))	99.0%	99.0%	99.0%	99.0%	99.0%	99.0%	99.0%	99.0%
Creditors to Cash and Investments		0.0%	0.5%	0.3%	39.1%	105.3%	105.3%	51.8%	60.6%
Other Indicators									
Electricity Distribution Losses (2)	Total Volume Losses (kW)	20,636	21,334	20,764	21,802	21,802	21,802	24,037	25,239
	Total Cost of Losses (Rand '000)	17,967	23,697	19,861	20,854	20,854	20,854	22,991	24,141
	% Volume (units purchased and generated less units sold)/units purchased and generated	10.03	10.51%	10.68%	0.11	0.11	0.11	0	0
Water Distribution Losses (2)	Total Volume Losses (kℓ)	1,260	1,136	1,009	1,059	1,059	1,059	1,168	1,226
	Total Cost of Losses (Rand '000)	488	458	379	398	398	398	439	461
	% Volume (units purchased and generated less units sold)/units purchased and generated	0	17.73%	15.04%	0	0	0	0	0
Employee costs	Employee costs/(Total Revenue - capital revenue)	30.5%	32.1%	31.1%	33.7%	32.6%	32.6%	35.3%	35.3%
Remuneration	Total remuneration/(Total Revenue - capital revenue)	31.8%	29.7%	31.5%					
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)	3.6%	3.4%	2.4%	2.8%	2.1%	2.1%	2.8%	2.7%
Finance charges & Depreciation	FC&D/(Total Revenue - capital revenue)	2.6%	7.4%	7.0%	6.9%	6.8%	8.0%	6.9%	6.6%
IDP regulation financial viability indicators									
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	0.00	0.00	-13.73	6107.9%	6230.4%	6230.4%	6022.5%	6461.7%
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	1.2%	1.7%	0.6%	-3.2%	10.3%	10.3%	7.2%	5.3%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	-0.07	-21.80	-16.67	0.0	0.0	0.0	0.0	0.0

WC022 Witzenberg - Supporting Table SB5 Adjustments Budget - social, economic and demographic statistics and assumptions -

Description of economic indicator	Ref.	Basis of calculation	2001 Census	2007 Survey	2011 Census	2018/19	2019/20	2020/21	Budget Year 2021/22	Budget Year 2021/22
						Outcome	Outcome	Outcome	Original Budget	Actual
Demographics										
Population			–	–	–	116	116	116	116	116
Females aged 5 - 14			–	–	–	–	–	–	–	–
Males aged 5 - 14			–	–	–	–	–	–	–	–
Females aged 15 - 34			–	–	–	21	21	21	21	21
Males aged 15 - 34			–	–	–	24	24	24	24	24
Unemployment			–	–	–	3	3	3	3	3
Monthly household income (no. of households)	1, 12									
No income			–	–	–	1,757	1,757	1,757	1,757	1,757
R1 - R1 600			–	–	–	6,703	6,703	6,703	6,703	6,703
R1 601 - R3 200			–	–	–	7,079	7,079	7,079	7,079	7,079
R3 201 - R6 400			–	–	–	5,723	5,723	5,723	5,723	5,723
R6 401 - R12 800			–	–	–	2,863	2,863	2,863	2,863	2,863
R12 801 - R25 600			–	–	–	1,851	1,851	1,851	1,851	1,851
R25 601 - R51 200			–	–	–	1,064	1,064	1,064	1,064	1,064
R52 201 - R102 400			–	–	–	253	253	253	253	253
R102 401 - R204 800			–	–	–	77	77	77	77	77
R204 801 - R409 600			–	–	–	49	49	49	49	49
R409 601 - R819 200			–	–	–	–	–	–	–	–
> R819 200			–	–	–	–	–	–	–	–
Poverty profiles (no. of households)										
< R2 060 per household per month	13		–	–	–	8,460	8,460	8,460	8,460	8,460
	2		–	–	–	15,539	15,539	15,539	15,539	15,539
Household/demographics (000)										
Number of people in municipal area			–	–	–	116	116	116	116	116
Number of poor people in municipal area			–	–	–	90	90	90	90	90
Number of households in municipal area			–	–	–	27	27	27	27	27
Number of poor households in municipal area			–	–	–	21	21	21	21	21
Definition of poor household (R per month)			–	–	–	>R6400	>R6400	>R6400	>R6400	>R6400
Housing statistics	3									
Formal			–	–	–	23,642	23,642	23,642	23,642	23,642
Informal			–	–	–	3,778	3,778	3,778	3,778	3,778
Total number of households			-	-	-	27,420	27,420	27,420	27,420	27,420
Dwellings provided by municipality	4		–	–	–	-	-	-	-	-
Dwellings provided by province/s			–	–	–	-	-	-	-	-
Dwellings provided by private sector	5		–	–	–	-	-	-	-	-
Total new housing dwellings			-	-	-	-	-	-	-	-
Economic	6									
Inflation/inflation outlook (CPIX)						0.0%	0.0%	0.0%	0.0%	0.0%
Interest rate - borrowing						0.0%	0.0%	0.0%	0.0%	0.0%
Interest rate - investment						0.0%	0.0%	0.0%	0.0%	0.0%
Remuneration increases						0.0%	0.0%	0.0%	0.0%	0.0%
Consumption growth (electricity)						0.0%	0.0%	0.0%	0.0%	0.0%
Consumption growth (water)						0.0%	0.0%	0.0%	0.0%	0.0%
Collection rates	7									
Property tax/service charges						0.0%	0.0%	0.0%	0.0%	0.0%
Rental of facilities & equipment						0.0%	0.0%	0.0%	0.0%	0.0%
Interest - external investments						0.0%	0.0%	0.0%	0.0%	0.0%
Interest - debtors						0.0%	0.0%	0.0%	0.0%	0.0%

Revenue from agency services						0.0%	0.0%	0.0%	0.0%	0.0%		

Detail on the provision of municipal services for A10

Total municipal services	Ref.		2018/19	2019/20	2020/21	Budget Year 2021/22			2020/21 Medium Term Revenue & Expenditure Framework		
			Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
		Household service targets (000)									
		Water:									
		Piped water inside dwelling	–	–	–	–	–	–	–	–	–
		Piped water inside yard (but not in dwelling)	–	–	–	–	–	–	–	–	–
	8	Using public tap (at least min.service level)	–	–	–	–	–	–	–	–	–
	10	Other water supply (at least min.service level)	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–
	9	Using public tap (< min.service level)	–	–	–	–	–	–	–	–	–
	10	Other water supply (< min.service level)	–	–	–	–	–	–	–	–	–
		No water supply	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
		Total number of households	–	–	–	–	–	–	–	–	–
		Sanitation/sewerage:									
		Flush toilet (connected to sewerage)	–	–	–	–	–	–	–	–	–
		Flush toilet (with septic tank)	–	–	–	–	–	–	–	–	–
		Chemical toilet	–	–	–	–	–	–	–	–	–
		Pit toilet (ventilated)	–	–	–	–	–	–	–	–	–
		Other toilet provisions (> min.service level)	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–
		Bucket toilet	–	–	–	–	–	–	–	–	–
		Other toilet provisions (< min.service level)	–	–	–	–	–	–	–	–	–
		No toilet provisions	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
		Total number of households	–	–	–	–	–	–	–	–	–
		Energy:									
		Electricity (at least min.service level)	–	–	–	–	–	–	–	–	–
		Electricity - prepaid (min.service level)	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–
		Electricity (< min.service level)	–	–	–	–	–	–	–	–	–
		Electricity - prepaid (< min. service level)	–	–	–	–	–	–	–	–	–
		Other energy sources	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
		Total number of households	–	–	–	–	–	–	–	–	–
		Refuse:									
		Removed at least once a week	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–
		Removed less frequently than once a week	–	–	–	–	–	–	–	–	–
		Using communal refuse dump	–	–	–	–	–	–	–	–	–
		Using own refuse dump	–	–	–	–	–	–	–	–	–
		Other rubbish disposal	–	–	–	–	–	–	–	–	–
		No rubbish disposal	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
		Total number of households	–	–	–	–	–	–	–	–	–

Municipal in-house services	Ref.		2018/19	2019/20	2020/21	Budget Year 2021/22			2020/21 Medium Term Revenue & Expenditure Framework		
			Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
		Household service targets (000)									
		Water:									
		Piped water inside dwelling	–	–	–	–	–	–	–	–	–
		Piped water inside yard (but not in dwelling)	–	–	–	–	–	–	–	–	–
	8	Using public tap (at least min.service level)	–	–	–	–	–	–	–	–	–
	10	Other water supply (at least min.service level)	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–

	9	Using public tap (< min.service level)	–	–	–	–	–	–	–	–	–		
	10	Other water supply (< min.service level)	–	–	–	–	–	–	–	–	–		
		No water supply	–	–	–	–	–	–	–	–	–		
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–		
		Total number of households	–	–	–	–	–	–	–	–	–		
		Sanitation/sewerage:											
		Flush toilet (connected to sewerage)	–	–	–	–	–	–	–	–	–		
		Flush toilet (with septic tank)	–	–	–	–	–	–	–	–	–		
		Chemical toilet	–	–	–	–	–	–	–	–	–		
		Pit toilet (ventilated)	–	–	–	–	–	–	–	–	–		
		Other toilet provisions (> min.service level)	–	–	–	–	–	–	–	–	–		
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–		
		Bucket toilet	–	–	–	–	–	–	–	–	–		
		Other toilet provisions (< min.service level)	–	–	–	–	–	–	–	–	–		
		No toilet provisions	–	–	–	–	–	–	–	–	–		
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–		
		Total number of households	–	–	–	–	–	–	–	–	–		
		Energy:											
		Electricity (at least min.service level)	–	–	–	–	–	–	–	–	–		
		Electricity - prepaid (min.service level)	–	–	–	–	–	–	–	–	–		
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–		
		Electricity (< min.service level)	–	–	–	–	–	–	–	–	–		
		Electricity - prepaid (< min. service level)	–	–	–	–	–	–	–	–	–		
		Other energy sources	–	–	–	–	–	–	–	–	–		
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–		
		Total number of households	–	–	–	–	–	–	–	–	–		
		Refuse:											
		Removed at least once a week	–	–	–	–	–	–	–	–	–		
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–		
		Removed less frequently than once a week	–	–	–	–	–	–	–	–	–		
		Using communal refuse dump	–	–	–	–	–	–	–	–	–		
		Using own refuse dump	–	–	–	–	–	–	–	–	–		
		Other rubbish disposal	–	–	–	–	–	–	–	–	–		
		No rubbish disposal	–	–	–	–	–	–	–	–	–		
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–		
		Total number of households	–	–	–	–	–	–	–	–	–		

Municipal entity services	Ref.		2018/19	2019/20	2020/21	Budget Year 2021/22			2020/21 Medium Term Revenue & Expenditure Framework		
			Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
		Household service targets (000)									
Name of municipal entity		***Water:***									
		Piped water inside dwelling	–	–	–	–	–	–	–	–	–
		Piped water inside yard (but not in dwelling)	–	–	–	–	–	–	–	–	–
	8	Using public tap (at least min.service level)	–	–	–	–	–	–	–	–	–
	10	Other water supply (at least min.service level)	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–
	9	Using public tap (< min.service level)	–	–	–	–	–	–	–	–	–
	10	Other water supply (< min.service level)	–	–	–	–	–	–	–	–	–
		No water supply	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
		Total number of households	–	–	–	–	–	–	–	–	–
Name of municipal entity		***Sanitation/sewerage:***									
		Flush toilet (connected to sewerage)	–	–	–	–	–	–	–	–	–
		Flush toilet (with septic tank)	–	–	–	–	–	–	–	–	–
		Chemical toilet	–	–	–	–	–	–	–	–	–
		Pit toilet (ventilated)	–	–	–	–	–	–	–	–	–
		Other toilet provisions (> min.service level)	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–
		Bucket toilet	–	–	–	–	–	–	–	–	–
		Other toilet provisions (< min.service level)	–	–	–	–	–	–	–	–	–
		No toilet provisions	–	–	–	–	–	–	–	–	–

		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
		Total number of households	–	–	–	–	–	–	–	–	–
Name of municipal entity		*Energy:*									
		Electricity (at least min.service level)	–	–	–	–	–	–	–	–	–
		Electricity - prepaid (min.service level)	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–
		Electricity (< min.service level)	–	–	–	–	–	–	–	–	–
		Electricity - prepaid (< min. service level)	–	–	–	–	–	–	–	–	–
		Other energy sources	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
		Total number of households	–	–	–	–	–	–	–	–	–
Name of municipal entity		*Refuse:*									
		Removed at least once a week	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–
		Removed less frequently than once a week	–	–	–	–	–	–	–	–	–
		Using communal refuse dump	–	–	–	–	–	–	–	–	–
		Using own refuse dump	–	–	–	–	–	–	–	–	–
		Other rubbish disposal	–	–	–	–	–	–	–	–	–
		No rubbish disposal	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
		Total number of households	–	–	–	–	–	–	–	–	–

Services provided by 'external mechanisms'	Ref.		2018/19	2019/20	2020/21	Budget Year 2021/22			2020/21 Medium Term Revenue & Expenditure Framework		
			Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
		Household service targets (000)									
Names of service providers		*Water:*									
		Piped water inside dwelling	–	–	–	–	–	–	–	–	–
		Piped water inside yard (but not in dwelling)	–	–	–	–	–	–	–	–	–
	8	Using public tap (at least min.service level)	–	–	–	–	–	–	–	–	–
	10	Other water supply (at least min.service level)	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–
	9	Using public tap (< min.service level)	–	–	–	–	–	–	–	–	–
	10	Other water supply (< min.service level)	–	–	–	–	–	–	–	–	–
		No water supply	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
		Total number of households	–	–	–	–	–	–	–	–	–
Names of service providers		*Sanitation/sewerage:*									
		Flush toilet (connected to sewerage)	–	–	–	–	–	–	–	–	–
		Flush toilet (with septic tank)	–	–	–	–	–	–	–	–	–
		Chemical toilet	–	–	–	–	–	–	–	–	–
		Pit toilet (ventilated)	–	–	–	–	–	–	–	–	–
		Other toilet provisions (> min.service level)	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–
		Bucket toilet	–	–	–	–	–	–	–	–	–
		Other toilet provisions (< min.service level)	–	–	–	–	–	–	–	–	–
		No toilet provisions	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
		Total number of households	–	–	–	–	–	–	–	–	–
Names of service providers		*Energy:*									
		Electricity (at least min.service level)	–	–	–	–	–	–	–	–	–
		Electricity - prepaid (min.service level)	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–
		Electricity (< min.service level)	–	–	–	–	–	–	–	–	–
		Electricity - prepaid (< min. service level)	–	–	–	–	–	–	–	–	–
		Other energy sources	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
		Total number of households	–	–	–	–	–	–	–	–	–
Names of service providers		*Refuse:*									
		Removed at least once a week	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–
		Removed less frequently than once a week	–	–	–	–	–	–	–	–	–

		Using communal refuse dump	–	–	–	–	–	–	–	–	–		
		Using own refuse dump	–	–	–	–	–	–	–	–	–		
		Other rubbish disposal	–	–	–	–	–	–	–	–	–		
		No rubbish disposal	–	–	–	–	–	–	–	–	–		
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–		
		Total number of households	–	–	–	–	–	–	–	–	–		

Detail of Free Basic Services (FBS) provided			Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
			Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
Electricity	Ref.	*Location of households for each type of FBS*											
List type of FBS service		Formal settlements - (50 kwh per indigent household per month Rands)	–	–	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Informal settlements (Rands)	–	–	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Informal settlements targeted for upgrading (Rands)	–	–	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Living in informal backyard rental agreement (Rands)	–	–	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Other (Rands)	–	–	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Total cost of FBS - Electricity for informal settlements	–	–	–	–	–	–	–	–	–	–	–
Water	Ref.	*Location of households for each type of FBS*											
List type of FBS service		Formal settlements - (6 kilolitre per indigent household per month Rands)	5,406,089	5,406,089	–	–	–	–	–	–	5,406	5,459,872	5,516,343
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Informal settlements (Rands)	–	–	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Informal settlements targeted for upgrading (Rands)	–	–	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Living in informal backyard rental agreement (Rands)	–	–	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Other (Rands)	–	–	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Total cost of FBS - Water for informal settlements	–	–	–	–	–	–	–	–	–	–	–
Sanitation	Ref.	*Location of households for each type of FBS*											
List type of FBS service		Formal settlements - (free sanitation service to indigent households)	–	–	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Informal settlements (Rands)	–	–	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Informal settlements targeted for upgrading (Rands)	–	–	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Living in informal backyard rental agreement (Rands)	–	–	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Other (Rands)	–	–	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Total cost of FBS - Sanitation for informal settlements	–	–	–	–	–	–	–	–	–	–	–
Refuse Removal	Ref.	*Location of households for each type of FBS*											
List type of FBS service		Formal settlements - (removed once a week to indigent households)	–	–	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Informal settlements (Rands)	–	–	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Informal settlements targeted for upgrading (Rands)	–	–	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Living in informal backyard rental agreement (Rands)	–	–	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Other (Rands)	–	–	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–	–	–
		Total cost of FBS - Refuse Removal for informal settlements	–	–	–	–	–	–	–	–	–	–	–

WC022 Witzenberg - Supporting Table SB6 Adjustments Budget - funding measurement -

Description	Ref	MFMA section	2018/19	2019/20	2020/21	Medium Term Revenue and Expenditure Framework				
R thousands			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Prior Adjusted	Adjusted Budget	Budget Year +1 2022/23	Budget Year +2 2023/24
Funding measures										
Cash/cash equivalents at the year end - R'000	1	18(1)b	–	–	–	182,253	102,925	102,925	203,006	160,526
Cash + investments at the yr end less applications - R'000	2	18(1)b	–	–	–	(15,346)	(835,479)	(835,479)	(817,052)	(754,113)
Cash year end/monthly employee/supplier payments	3	18(1)b	–	–	–	–	–	–	–	–
Surplus/(Deficit) excluding depreciation offsets: R'000	4	18(1)	–	–	–	2,908	19,563	19,563	(14,721)	(65,866)
Service charge rev % change - macro CPIX target exclusive	5	18(1)a,(2)				0.0%	0.0%	0.0%	-3.7%	2.3%
Cash receipts % of Ratepayer & Other revenue	6	18(1)a,(2)	0.0%	0.0%	0.0%	86.2%	85.8%	85.8%	93.2%	95.3%
Debt impairment expense as a % of total billable revenue	7	18(1)a,(2)				12.8%	12.5%	10.8%	11.1%	10.9%
Capital payments % of capital expenditure	8	18(1)c;19				0.0%	0.2%	0.0%	0.0%	0.0%
Borrowing receipts % of capital expenditure (excl. transfers)	9	18(1)c				0.0%	0.0%	0.0%	0.0%	0.0%
Grants % of Govt. legislated/gazetted allocations	10	18(1)a				0.0%	101.8%	0.0%	0.0%	0.0%
Current consumer debtors % change - incr(decr)	11	18(1)a							-12.1%	-10.5%
Long term receivables % change - incr(decr)	12	18(1)a							0.0%	0.0%
R&M % of Property Plant & Equipment	13	20(1)(vi)				39.6%	1.4%	1.4%	1.8%	2.0%
Asset renewal % of capital budget	14	20(1)(vi)				0.7%	0.0%	0.0%	5.8%	0.0%

References

1. Positive cash balances indicative of minimum compliance - subject to 2

2. Deduct applications (defined) from cash balances

3. Indicative of sufficient liquidity to meet average monthly operating payments

4. Indicative of funded operational requirements

5. Indicative of adherence to macro-economic targets (prior to 2003/04 revenue not available for high capacity municipalities and later for other capacity classifications)

6. Realistic average cash collection forecasts as % of annual billed revenue

7. Realistic average increase in doubtful debt provision

8. Indicative of planned capital expenditure level & cash payment timing

9. Indicative of compliance with borrowing 'only' for the capital budget - should not exceed 100% unless refinancing

10. Substantiation of National/Province allocations included in budget

11. Indicative of realistic current arrear debtor collection targets (prior to 2003/04 revenue not available for high cap municipalities and later for other capacity classifications)

12. Indicative of realistic long term arrear debtor collection targets (prior to 2003/04 revenue not available for high cap municipalities and later for other capacity classifications)

13. Indicative of a credible allowance for repairs & maintenance of assets

14. Indicative of a credible allowance for asset renewal (requires analysis of asset renewal projects as % of total capital projects - detailed capital plan)

Macro CPIX target						6%	6%	6%	6%	6%
Total service charge revenue						497,062	505,962	505,962	517,483	560,186
Total service charge revenue - previous year								–	505,962	517,483
Provincial government gazetted allocations	–	–	–			59,069	53,842	53,842	39,800	12,441
National government DoRA allocations	–	–	–			160,992	160,992	160,992	157,747	144,660
Cash receipts from ratepayers						474,087	481,606	481,606	529,639	581,805
Ratepayer & Other revenue						549,831	561,000	561,000	568,564	610,440
Change in debtors									(12,997)	(9,896)

WC022 Witzenberg - Supporting Table SB7 Adjustments Budget - transfers and grant receipts -

Description	Ref	Budget Year 2021/22							Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	7 A1	8 B	9 C	10 D	11 E	12 F		
RECEIPTS:	1, 2									
Operating Transfers and Grants										
National Government:		111,493	111,493	–	–	–	–	111,493	117,360	119,446
Operational Revenue:General Revenue:Equitable Share		106,666	106,666	–	–	–	–	106,666	114,960	116,996
Operational:Revenue:General Revenue:Fuel Levy	3	–	–	–	–	–	–	–	–	–
2014 African Nations Championship Host City Operating Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Agriculture Research and Technology		–	–	–	–	–	–	–	–	–
Agriculture, Conservation and Environmental		–	–	–	–	–	–	–	–	–
Arts and Culture Sustainable Resource Management		–	–	–	–	–	–	–	–	–
Community Library		–	–	–	–	–	–	–	–	–
Department of Environmental Affairs		–	–	–	–	–	–	–	–	–
Department of Tourism		–	–	–	–	–	–	–	–	–
Department of Water Affairs and Sanitation Masibambane		–	–	–	–	–	–	–	–	–
Emergency Medical Service		–	–	–	–	–	–	–	–	–
Energy Efficiency and Demand-side [Schedule 5B]		–	–	–	–	–	–	–	–	–
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		2,617	2,617	–	–	–	–	2,617	–	–
HIV and Aids		–	–	–	–	–	–	–	–	–
Housing Accreditation		–	–	–	–	–	–	–	–	–
Housing Top structure		–	–	–	–	–	–	–	–	–
Infrastructure Skills Development Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Integrated City Development Grant		–	–	–	–	–	–	–	–	–
Khayelitsha Urban Renewal		–	–	–	–	–	–	–	–	–
Local Government Financial Management Grant [Schedule 5B]		1,550	1,550	–	–	–	–	1,550	1,550	1,550
Mitchell's Plain Urban Renewal		–	–	–	–	–	–	–	–	–
Municipal Demarcation and Transition Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Municipal Disaster Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Municipal Human Settlement Capacity Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Municipal Systems Improvement Grant		–	–	–	–	–	–	–	–	–
Natural Resource Management Project		–	–	–	–	–	–	–	–	–
Neighbourhood Development Partnership Grant		–	–	–	–	–	–	–	–	–
Operation Clean Audit		–	–	–	–	–	–	–	–	–
Municipal Disaster Recovery Grant		–	–	–	–	–	–	–	–	–
Public Service Improvement Facility		–	–	–	–	–	–	–	–	–
Public Transport Network Operations Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Restructuring - Seed Funding		–	–	–	–	–	–	–	–	–
Revenue Enhancement Grant Debtors Book		–	–	–	–	–	–	–	–	–
Rural Road Asset Management Systems Grant		–	–	–	–	–	–	–	–	–
Sport and Recreation		–	–	–	–	–	–	–	–	–
Terrestrial Invasive Alien Plants		–	–	–	–	–	–	–	–	–
Water Services Operating Subsidy Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Health Hygiene in Informal Settlements		–	–	–	–	–	–	–	–	–
Municipal Infrastructure Grant [Schedule 5B]		660	660	–	–	–	–	660	850	900
Water Services Infrastructure Grant		–	–	–	–	–	–	–	–	–
Public Transport Network Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Smart Connect Grant		–	–	–	–	–	–	–	–	–
Urban Settlement Development Grant		–	–	–	–	–	–	–	–	–
WiFi Grant [Department of Telecommunications and Postal Services		–	–	–	–	–	–	–	–	–
Street Lighting		–	–	–	–	–	–	–	–	–
Traditional Leaders - Imbizion		–	–	–	–	–	–	–	–	–
Department of Water and Sanitation Smart Living Handbook		–	–	–	–	–	–	–	–	–
Integrated National Electrification Programme Grant		–	–	–	–	–	–	–	–	–
Municipal Restructuring Grant		–	–	–	–	–	–	–	–	–
Regional Bulk Infrastructure Grant		–	–	–	–	–	–	–	–	–
Municipal Emergency Housing Grant		–	–	–	–	–	–	–	–	–
Metro Informal Settlements Partnership Grant		–	–	–	–	–	–	–	–	–
Provincial Government:		13,285	28,934	–	–	–	–	28,934	10,994	11,432
Capacity Building		–	–	–	–	–	–	–	–	–
Capacity Building and Other		10,937	12,770	–	–	–	–	12,770	10,264	10,432
Disaster and Emergency Services		–	–	–	–	–	–	–	–	–
Health		–	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–
Infrastructure		2,348	16,164	–	–	–	–	16,164	730	1,000
Libraries, Archives and Museums		–	–	–	–	–	–	–	–	–
Other		–	–	–	–	–	–	–	–	–
Public Transport		–	–	–	–	–	–	–	–	–
Road Infrastructure - Maintenance	4	–	–	–	–	–	–	–	–	–
Sports and Recreation		–	–	–	–	–	–	–	–	–
Waste Water Infrastructure - Maintenance		–	–	–	–	–	–	–	–	–
Water Supply Infrastructure - Maintenance	5	–	–	–	–	–	–	–	–	–
District Municipality:		–	–	–	–	–	–	–	–	–
All Grants							–	–		
Other grant providers:		–	–	–	–	–	–	–	–	–
Departmental Agencies and Accounts		–	–	–	–	–	–	–	–	–
Foreign Government and International Organisations		–	–	–	–	–	–	–	–	–
Households		–	–	–	–	–	–	–	–	–
Non-profit Institutions		–	–	–	–	–	–	–	–	–
Private Enterprises		–	–	–	–	–	–	–	–	–
Public Corporations		–	–	–	–	–	–	–	–	–
Higher Educational Institutions		–	–	–	–	–	–	–	–	–
Parent Municipality / Entity		–	–	–	–	–	–	–	–	–
Total Operating Transfers and Grants	6	124,778	140,427	–	–	–	–	140,427	128,354	130,878
Capital Transfers and Grants										
National Government:		57,082	57,082	–	–	–	–	57,082	46,602	29,154
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		12,762	12,762	–	–	–	–	12,762	3,122	4,000
Municipal Infrastructure Grant [Schedule 5B]		24,320	24,320	–	–	–	–	24,320	24,241	25,154
Municipal Water Infrastructure Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Neighbourhood Development Partnership Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Public Transport Infrastructure Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–

Description	Ref	Budget Year 2021/22							Budget Year +1 2022/23	Budget Year +2 2023/24
R thousands		Original Budget A	Prior Adjusted 7 A1	Multi-year capital 8 B	Nat. or Prov. Govt 9 C	Other Adjusts. 10 D	Total Adjusts. 11 E	Adjusted Budget 12 F	Adjusted Budget	Adjusted Budget
Rural Household Infrastructure Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Rural Road Asset Management Systems Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Urban Settlement Development Grant [Schedule 4B]		–	–	–	–	–	–	–	–	–
Municipal Human Settlement		–	–	–	–	–	–	–	–	–
Community Library		–	–	–	–	–	–	–	–	–
Integrated City Development Grant [Schedule 4B]		–	–	–	–	–	–	–	–	–
Municipal Disaster Recovery Grant [Schedule 4B]		–	–	–	–	–	–	–	–	–
Energy Efficiency and Demand Side Management Grant		–	–	–	–	–	–	–	–	–
Khayelitsha Urban Renewal		–	–	–	–	–	–	–	–	–
Local Government Financial Management Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Municipal Systems Improvement Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Public Transport Network Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Public Transport Network Operations Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Regional Bulk Infrastructure Grant (Schedule 5B)		20,000	20,000	–	–	–	–	20,000	19,239	–
Water Services Infrastructure Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
WIFI Connectivity		–	–	–	–	–	–	–	–	–
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		–	–	–	–	–	–	–	–	–
Aquaponic Project		–	–	–	–	–	–	–	–	–
Restition Settlement		–	–	–	–	–	–	–	–	–
Infrastructure Skills Development Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Restructuring Seed Funding		–	–	–	–	–	–	–	–	–
Municipal Disaster Relief Grant		–	–	–	–	–	–	–	–	–
Municipal Emergency Housing Grant		–	–	–	–	–	–	–	–	–
Metro Informal Settlements Partnership Grant		–	–	–	–	–	–	–	–	–
Provincial Government:		48,970	33,617	–	–	–	–	33,617	18,410	1,160
Capacity Building		–	–	–	–	–	–	–	–	–
Capacity Building and Other		–	–	–	–	–	–	–	–	985
Disaster and Emergency Services		–	–	–	–	–	–	–	–	–
Health		–	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–
Infrastructure		48,970	33,617	–	–	–	–	33,617	18,410	175
Libraries, Archives and Museums		–	–	–	–	–	–	–	–	–
Other		–	–	–	–	–	–	–	–	–
Public Transport		–	–	–	–	–	–	–	–	–
Road Infrastructure		–	–	–	–	–	–	–	–	–
Sports and Recreation		–	–	–	–	–	–	–	–	–
Waste Water Infrastructure		–	–	–	–	–	–	–	–	–
Water Supply Infrastructure		–	–	–	–	–	–	–	–	–
District Municipality:		500	1,004	–	–	–	–	1,004	–	–
All Grants		500	1,004	–	–	–	–	1,004	–	–
Other grant providers:		–	–	–	–	–	–	–	–	–
Departmental Agencies and Accounts		–	–	–	–	–	–	–	–	–
Foreign Government and International Organisations		–	–	–	–	–	–	–	–	–
Households		–	–	–	–	–	–	–	–	–
Non-Profit Institutions		–	–	–	–	–	–	–	–	–
Private Enterprises		–	–	–	–	–	–	–	–	–
Public Corporations		–	–	–	–	–	–	–	–	–
Higher Educational Institutions		–	–	–	–	–	–	–	–	–
Parent Municipality / Entity		–	–	–	–	–	–	–	–	–
Transfer from Operational Revenue		–	–	–	–	–	–	–	–	–
Total Capital Transfers and Grants	6	106,552	91,703	–	–	–	–	91,703	65,012	30,314
TOTAL RECEIPTS OF TRANSFERS & GRANTS		231,330	232,130	–	–	–	–	232,130	193,366	161,192

WC022 Witzenberg - Supporting Table SB8 Adjustments Budget - expenditure on transfers and grant programme -

Description	Ref	Budget Year 2021/22							Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	2 A1	3 B	4 C	5 D	6 E	7 F		
EXPENDITURE ON TRANSFERS AND GRANT PROGRAM:	1									
Operating expenditure of Transfers and Grants										
National Government:		61,657	61,543	–	–	–	–	61,543	62,011	65,851
Operational Revenue:General Revenue:Equitable Share		56,917	57,175	–	–	–	–	57,175	59,698	63,489
Operational:Revenue:General Revenue:Fuel Levy	3	–	–	–	–	–	–	–	–	–
2014 African Nations Championship Host City Operating Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Agriculture Research and Technology		–	–	–	–	–	–	–	–	–
Agriculture, Conservation and Environmental		–	–	–	–	–	–	–	–	–
Arts and Culture Sustainable Resource Management		–	–	–	–	–	–	–	–	–
Community Library		–	–	–	–	–	–	–	–	–
Department of Environmental Affairs		–	–	–	–	–	–	–	–	–
Department of Tourism		–	–	–	–	–	–	–	–	–
Department of Water Affairs and Sanitation Masibambane		–	–	–	–	–	–	–	–	–
Emergency Medical Service		–	–	–	–	–	–	–	–	–
Energy Efficiency and Demand-side [Schedule 5B]		–	–	–	–	–	–	–	–	–
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		2,617	2,617	–	–	–	–	2,617	–	–
HIV and Aids		–	–	–	–	–	–	–	–	–
Housing Accreditation		–	–	–	–	–	–	–	–	–
Housing Top structure		–	–	–	–	–	–	–	–	–
Infrastructure Skills Development Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Integrated City Development Grant		–	–	–	–	–	–	–	–	–
Khayelitsha Urban Renewal		–	–	–	–	–	–	–	–	–
Local Government Financial Management Grant [Schedule 5B]		1,463	1,453	–	–	–	–	1,453	1,463	1,463
Mitchell's Plain Urban Renewal		–	–	–	–	–	–	–	–	–
Municipal Demarcation and Transition Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Municipal Disaster Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Municipal Human Settlement Capacity Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Municipal Systems Improvement Grant		–	–	–	–	–	–	–	–	–
Natural Resource Management Project		–	–	–	–	–	–	–	–	–
Neighbourhood Development Partnership Grant		–	–	–	–	–	–	–	–	–
Operation Clean Audit		–	–	–	–	–	–	–	–	–
Municipal Disaster Recovery Grant		–	–	–	–	–	–	–	–	–
Public Service Improvement Facility		–	–	–	–	–	–	–	–	–
Public Transport Network Operations Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Restructuring - Seed Funding		–	–	–	–	–	–	–	–	–
Revenue Enhancement Grant Debtors Book		–	–	–	–	–	–	–	–	–
Rural Road Asset Management Systems Grant		–	–	–	–	–	–	–	–	–
Sport and Recreation		–	–	–	–	–	–	–	–	–
Terrestrial Invasive Alien Plants		–	–	–	–	–	–	–	–	–
Water Services Operating Subsidy Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Health Hygiene in Informal Settlements		–	–	–	–	–	–	–	–	–
Municipal Infrastructure Grant [Schedule 5B]		660	299	–	–	–	–	299	850	900
Water Services Infrastructure Grant		–	–	–	–	–	–	–	–	–
Public Transport Network Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Smart Connect Grant		–	–	–	–	–	–	–	–	–
Urban Settlement Development Grant		–	–	–	–	–	–	–	–	–
WiFi Grant [Department of Telecommunications and Postal Services		–	–	–	–	–	–	–	–	–
Street Lighting		–	–	–	–	–	–	–	–	–
Traditional Leaders - Imbizion		–	–	–	–	–	–	–	–	–
Department of Water and Sanitation Smart Living Handbook		–	–	–	–	–	–	–	–	–
Integrated National Electrification Programme Grant		–	–	–	–	–	–	–	–	–
Municipal Restructuring Grant		–	–	–	–	–	–	–	–	–
Regional Bulk Infrastructure Grant		–	–	–	–	–	–	–	–	–
Municipal Emergency Housing Grant		–	–	–	–	–	–	–	–	–
Metro Informal Settlements Partnership Grant		–	–	–	–	–	–	–	–	–
Provincial Government:		34,306	33,458	–	–	–	–	33,458	10,994	11,432
Capacity Building		–	–	–	–	–	–	–	–	–
Capacity Building and Other		10,975	11,968	–	–	–	–	11,968	10,264	10,432
Disaster and Emergency Services		–	–	–	–	–	–	–	–	–
Health		–	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–
Infrastructure		23,331	21,490	–	–	–	–	21,490	730	1,000
Libraries, Archives and Museums		–	–	–	–	–	–	–	–	–
Other		–	–	–	–	–	–	–	–	–
Public Transport		–	–	–	–	–	–	–	–	–
Road Infrastructure - Maintenance	4	–	–	–	–	–	–	–	–	–
Sports and Recreation		–	–	–	–	–	–	–	–	–
Waste Water Infrastructure - Maintenance		–	–	–	–	–	–	–	–	–
Water Supply Infrastructure - Maintenance	5	–	–	–	–	–	–	–	–	–
District Municipality:		–	–	–	–	–	–	–	–	–
All Grants							–	–		
Other grant providers:		829	1,799	–	–	–	–	1,799	987	–
Departmental Agencies and Accounts		–	–	–	–	–	–	–	–	–
Foreign Government and International Organisations		829	1,799	–	–	–	–	1,799	987	–
Households		–	–	–	–	–	–	–	–	–
Non-profit Institutions		–	–	–	–	–	–	–	–	–
Private Enterprises		–	–	–	–	–	–	–	–	–
Public Corporations		–	–	–	–	–	–	–	–	–
Higher Educational Institutions		–	–	–	–	–	–	–	–	–
Parent Municipality / Entity		–	–	–	–	–	–	–	–	–
Total Operating Transfers and Grants	6	96,792	96,800	–	–	–	–	96,800	73,992	77,283
Capital Transfers and Grants										
National Government:		49,637	49,637	–	–	–	–	49,637	40,523	25,351
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		11,097	11,097	–	–	–	–	11,097	2,715	3,478
Municipal Infrastructure Grant [Schedule 5B]		21,148	21,148	–	–	–	–	21,148	21,079	21,873
Municipal Water Infrastructure Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Neighbourhood Development Partnership Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Public Transport Infrastructure Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–

Description	Ref	Budget Year 2021/22							Budget Year +1 2022/23	Budget Year +2 2023/24
R thousands		Original Budget A	Prior Adjusted 2 A1	Multi-year capital 3 B	Nat. or Prov. Govt 4 C	Other Adjusts. 5 D	Total Adjusts. 6 E	Adjusted Budget 7 F	Adjusted Budget	Adjusted Budget
Rural Household Infrastructure Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Rural Road Asset Management Systems Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Urban Settlement Development Grant [Schedule 4B]		–	–	–	–	–	–	–	–	–
Municipal Human Settlement		–	–	–	–	–	–	–	–	–
Community Library		–	–	–	–	–	–	–	–	–
Integrated City Development Grant [Schedule 4B]		–	–	–	–	–	–	–	–	–
Municipal Disaster Recovery Grant [Schedule 4B]		–	–	–	–	–	–	–	–	–
Energy Efficiency and Demand Side Management Grant		–	–	–	–	–	–	–	–	–
Khayelitsha Urban Renewal		–	–	–	–	–	–	–	–	–
Local Government Financial Management Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Municipal Systems Improvement Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Public Transport Network Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Public Transport Network Operations Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Regional Bulk Infrastructure Grant (Schedule 5B)		17,391	17,391	–	–	–	–	17,391	16,730	–
Water Services Infrastructure Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
WIFI Connectivity		–	–	–	–	–	–	–	–	–
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		–	–	–	–	–	–	–	–	–
Aquaponic Project		–	–	–	–	–	–	–	–	–
Restition Settlement		–	–	–	–	–	–	–	–	–
Infrastructure Skills Development Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Restructuring Seed Funding		–	–	–	–	–	–	–	–	–
Municipal Disaster Relief Grant		–	–	–	–	–	–	–	–	–
Municipal Emergency Housing Grant		–	–	–	–	–	–	–	–	–
Metro Informal Settlements Partnership Grant		–	–	–	–	–	–	–	–	–
Provincial Government:		24,801	19,827	–	–	–	–	19,827	33,715	1,009
Capacity Building		–	–	–	–	–	–	–	–	–
Capacity Building and Other		–	670	–	–	–	–	670	–	857
Disaster and Emergency Services		–	–	–	–	–	–	–	–	–
Health		–	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–
Infrastructure		24,801	19,157	–	–	–	–	19,157	33,715	152
Libraries, Archives and Museums		–	–	–	–	–	–	–	–	–
Other		–	–	–	–	–	–	–	–	–
Public Transport		–	–	–	–	–	–	–	–	–
Road Infrastructure		–	–	–	–	–	–	–	–	–
Sports and Recreation		–	–	–	–	–	–	–	–	–
Waste Water Infrastructure		–	–	–	–	–	–	–	–	–
Water Supply Infrastructure		–	–	–	–	–	–	–	–	–
District Municipality:		500	1,079	–	–	–	–	1,079	–	–
All Grants		500	1,079	–	–	–	–	1,079	–	–
Other grant providers:		–	–	–	–	–	–	–	–	–
Departmental Agencies and Accounts		–	–	–	–	–	–	–	–	–
Foreign Government and International Organisations		–	–	–	–	–	–	–	–	–
Households		–	–	–	–	–	–	–	–	–
Non-Profit Institutions		–	–	–	–	–	–	–	–	–
Private Enterprises		–	–	–	–	–	–	–	–	–
Public Corporations		–	–	–	–	–	–	–	–	–
Higher Educational Institutions		–	–	–	–	–	–	–	–	–
Parent Municipality / Entity		–	–	–	–	–	–	–	–	–
Transfer from Operational Revenue							–	–		
Total Capital Transfers and Grants	6	74,937	70,543	–	–	–	–	70,543	74,239	26,360
TOTAL EXPENDITURE OF TRANSFERS & GRANTS		171,729	167,343	–	–	–	–	167,343	148,231	103,643

WC022 Witzenberg - Supporting Table SB9 Adjustments Budget - reconciliation of transfers, grant receipts, and unspent funds -

Description	Ref	Budget Year 2021/22							Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			2	3	4	5	6	7		
R thousands		A	A1	B	C	D	E	F		
Operating transfers and grants:										
National Government:										
Balance unspent at beginning of the year		–	–	–	–	–	–	–	(9,370)	(9,370)
Current year receipts		(2,210)	(2,210)	–	–	–	–	(2,210)	(2,400)	(2,450)
Conditions met - transferred to revenue		2,210	2,210	–	–	–	–	2,210	11,770	11,820
Conditions still to be met - transferred to liabilities		–	–	–	–	–	–	–	–	–
Provincial Government:										
Balance unspent at beginning of the year		–	–	–	–	–	–	–	(6,797)	(6,797)
Current year receipts		(15,902)	(31,551)	–	–	–	–	(31,551)	(10,994)	(11,432)
Conditions met - transferred to revenue		15,902	31,551	–	–	–	–	31,551	17,791	18,229
Conditions still to be met - transferred to liabilities		–	–	–	–	–	–	–	–	–
District Municipality:										
Balance unspent at beginning of the year		–	–	–	–	–	–	–	(2,287)	(2,287)
Current year receipts		–	(240)	–	–	–	–	(240)	–	–
Conditions met - transferred to revenue		–	240	–	–	–	–	240	2,287	2,287
Conditions still to be met - transferred to liabilities		–	–	–	–	–	–	–	–	–
Other grant providers:										
Balance unspent at beginning of the year		–	–	–	–	–	–	–	(3,767)	(3,767)
Current year receipts		–	–	–	–	–	–	–	–	–
Conditions met - transferred to revenue		–	–	–	–	–	–	–	3,767	3,767
Conditions still to be met - transferred to liabilities		–	–	–	–	–	–	–	–	–
Total operating transfers and grants revenue		18,112	34,001	–	–	–	–	34,001	35,615	36,103
Total operating transfers and grants - CTBM	2	–	–	–	–	–	–	–	–	–
Capital transfers and grants:										
National Government:										
Balance unspent at beginning of the year		–	–	–	–	–	–	–	(679)	(679)
Current year receipts		(57,082)	(57,082)	–	–	–	–	(57,082)	(46,602)	(29,154)
Conditions met - transferred to revenue		57,082	57,082	–	–	–	–	57,082	47,281	29,833
Conditions still to be met - transferred to liabilities		–	–	–	–	–	–	–	–	–
Provincial Government:										
Balance unspent at beginning of the year		–	–	–	–	–	–	–	(2,889)	(2,889)
Current year receipts		(48,970)	(33,617)	–	–	–	–	(33,617)	(18,410)	(1,160)
Conditions met - transferred to revenue		48,970	33,617	–	–	–	–	33,617	21,299	4,049
Conditions still to be met - transferred to liabilities		–	–	–	–	–	–	–	–	–
District Municipality:										
Balance unspent at beginning of the year		–	–	–	–	–	–	–	–	–
Current year receipts		–	–	–	–	–	–	–	–	–
Conditions met - transferred to revenue		(500)	(1,004)	–	–	–	–	(1,004)	–	–
Conditions still to be met - transferred to liabilities		(500)	(1,004)	–	–	–	–	(1,004)	–	–
Other grant providers:										
Balance unspent at beginning of the year		–	–	–	–	–	–	–	–	–
Current year receipts		–	–	–	–	–	–	–	–	–
Conditions met - transferred to revenue		–	–	–	–	–	–	–	–	–
Conditions still to be met - transferred to liabilities		–	–	–	–	–	–	–	–	–
Total capital transfers and grants revenue		105,552	89,695	–	–	–	–	89,695	68,579	33,881
Total capital transfers and grants - CTBM		(500)	(1,004)	–	–	–	–	(1,004)	–	–
TOTAL TRANSFERS AND GRANTS REVENUE		123,664	123,696	–	–	–	–	123,696	104,194	69,984
TOTAL TRANSFERS AND GRANTS - CTBM		(500)	(1,004)	–	–	–	–	(1,004)	–	–

WC022 Witzenberg - Supporting Table SB10 Adjustments Budget - transfers and grants made by the municipality -

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	6 A1	7 B	8 C	9 D	10 E	11 F	12 G	13 H		
Cash transfers to other municipalities												
Operational	1	–	–	–	–	–	–	–	–	–	–	–
Capital		–	–	–	–	–	–	–	–	–	–	–
									–	–		
Total Cash Transfers To Municipalities:		–	–	–	–	–	–	–	–	–	–	–
Cash transfers to Entities/Other External Mechanisms												
Operational	2	–	–	–	–	–	–	–	–	–	–	–
Capital		–	–	–	–	–	–	–	–	–	–	–
									–	–		
Total Cash Transfers To Entities/Ems'		–	–	–	–	–	–	–	–	–	–	–
Cash transfers to other Organs of State												
Operational	3	–	–	–	–	–	–	–	–	–	–	–
Capital		–	–	–	–	–	–	–	–	–	–	–
									–	–		
Total Cash Transfers To Other Organs Of State:		–	–	–	–	–	–	–	–	–	–	–
Cash transfers to other Organisations												
Operational	4	1,235	1,915	–	–	–	–	–	–	1,915	1,346	1,368
Capital		–	–	–	–	–	–	–	–	–	–	–
									–	–		
Total Cash Transfers To Organisations		1,235	1,915	–	–	–	–	–	–	1,915	1,346	1,368
Cash Transfers to Groups of Individuals												
Operational	4	24,368	22,033	–	–	–	–	–	–	22,033	927	1,207
Capital		–	–	–	–	–	–	–	–	–	–	–
									–	–		
Total Cash Transfers To Groups Of Individuals:		24,368	22,033	–	–	–	–	–	–	22,033	927	1,207
TOTAL CASH TRANSFERS AND GRANTS	5	25,603	23,948	–	–	–	–	–	–	23,948	2,273	2,575
Non-cash transfers to other municipalities												
Operational	1	–	–	–	–	–	–	–	–	–	–	–
Capital		–	–	–	–	–	–	–	–	–	–	–
									–	–		
Total Non-Cash Transfers To Municipalities:		–	–	–	–	–	–	–	–	–	–	–
Non-cash transfers to Entities/Other External Mechanisms												
Operational	2	–	–	–	–	–	–	–	–	–	–	–
Capital		–	–	–	–	–	–	–	–	–	–	–
									–	–		
Total Non-Cash Transfers To Entities/Ems'		–	–	–	–	–	–	–	–	–	–	–
Non-cash transfers to other Organs of State												
Operational	3	–	–	–	–	–	–	–	–	–	–	–
Capital		–	–	–	–	–	–	–	–	–	–	–
									–	–		
Total Non-Cash Transfers To Other Organs Of State:		–	–	–	–	–	–	–	–	–	–	–
Non-cash transfers to other Organisations												
Operational	4	–	–	–	–	–	–	–	–	–	–	–
Capital		–	–	–	–	–	–	–	–	–	–	–
									–	–		
TOTAL NON-CASH TRANSFERS TO OTHER ORGANISATIONS:		–	–	–	–	–	–	–	–	–	–	–
Non-cash transfers to Groups of Individuals												
Operational	4	–	–	–	–	–	–	–	–	–	–	–
Capital		–	–	–	–	–	–	–	–	–	–	–
									–	–		
Total Non-Cash Grants To Groups Of Individuals:		–	–	–	–	–	–	–	–	–	–	–
TOTAL NON-CASH TRANSFERS AND GRANTS	5	–	–	–	–	–	–	–	–	–	–	–
TOTAL TRANSFERS AND GRANTS		25,603	23,948	–	–	–	–	–	–	23,948	2,273	2,575

WC022 Witzenberg - Supporting Table SB11 Adjustments Budget - councillor and staff benefits -

Summary of remuneration	Ref	Budget Year 2021/22									% change
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	
R thousands		A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H	
Councillors (Political Office Bearers plus Other)											
Basic Salaries and Wages		7,980	7,980	–		–		–	–	7,980	0.0%
Pension and UIF Contributions		1,787	1,706	–		–		–	–	1,706	-4.6%
Medical Aid Contributions		335	335	–		–		–	–	335	0.0%
Motor Vehicle Allowance		817	0	–		–		–	–	0	-100.0%
Cellphone Allowance		985	942	–		–		–	–	942	0.0%
Housing Allowances		43	43	–		–		–	–	43	0.0%
Other benefits and allowances		59	0	–		–		–	–	0	0.0%
Sub Total - Councillors		12,007	11,007	–		–		–	–	11,007	
% increase			-8.3%								-8.3%
Senior Managers of the Municipality											
Basic Salaries and Wages		4,497	3,788	–		–		–	–	3,788	-15.8%
Pension and UIF Contributions		925	925	–		–		–	–	925	0.0%
Medical Aid Contributions		159	159	–		–		–	–	159	0.0%
Overtime		–	–	–		–		–	–	–	0.0%
Performance Bonus		1,052	1,052	–		–		–	–	1,052	0.0%
Motor Vehicle Allowance		1,242	1,242	–		–		–	–	1,242	0.0%
Cellphone Allowance		84	94	–		–		–	–	94	11.9%
Housing Allowances		182	182	–		–		–	–	182	0.0%
Other benefits and allowances		136	136	–		–		–	–	136	0.0%
Payments in lieu of leave		–	–	–		–		–	–	–	0.0%
Long service awards		–	–	–		–		–	–	–	0.0%
Post-retirement benefit obligations	5	–	–	–		–		–	–	–	0.0%
Sub Total - Senior Managers of Municipality		8,276	7,577	–		–		–	–	7,577	
% increase			-8.5%								-8.5%
Other Municipal Staff											
Basic Salaries and Wages		136,537	130,999	–		–		–	–	130,999	-4.1%
Pension and UIF Contributions		20,659	19,967	–		–		–	–	19,967	-3.4%
Medical Aid Contributions		9,200	9,080	–		–		–	–	9,080	-1.3%
Overtime		10,906	11,631	–		–		–	–	11,631	6.7%
Performance Bonus		9,311	12,428	–		–		–	–	12,428	33.5%
Motor Vehicle Allowance		5,309	5,915	–		–		–	–	5,915	11.4%
Cellphone Allowance		478	511	–		–		–	–	511	7.0%
Housing Allowances		1,947	1,131	–		–		0	0	1,131	-41.9%
Other benefits and allowances		5,175	3,777	–		–		–	–	3,777	-27.0%
Payments in lieu of leave		1,050	3,043	–		–		–	–	3,043	190.0%
Long service awards		–	–	–		–		–	–	–	0.0%
Post-retirement benefit obligations	5	28,178	27,778	–		–		–	–	27,778	-1.4%
Sub Total - Other Municipal Staff		228,749	226,261	–		–		0	0	226,261	
% increase			-1.1%								-1.1%
Total Parent Municipality		249,032	244,844	–		–		0	0	244,844	-1.7%
Board Members of Entities											
Basic Salaries and Wages		–	–	–		–		–	–	–	0.0%
Pension and UIF Contributions		–	–	–		–		–	–	–	0.0%
Medical Aid Contributions		–	–	–		–		–	–	–	0.0%
Overtime		–	–	–		–		–	–	–	0.0%
Performance Bonus		–	–	–		–		–	–	–	0.0%
Motor Vehicle Allowance		–	–	–		–		–	–	–	0.0%
Cellphone Allowance		–	–	–		–		–	–	–	0.0%
Housing Allowances		–	–	–		–		–	–	–	0.0%
Other benefits and allowances		–	–	–		–		–	–	–	0.0%
Board Fees		–	–	–		–		–	–	–	0.0%
Payments in lieu of leave		–	–	–		–		–	–	–	0.0%
Long service awards		–	–	–		–		–	–	–	0.0%
Post-retirement benefit obligations	5	–	–	–		–		–	–	–	0.0%
Sub Total - Board Members of Entities		–	–	–		–		–	–	–	
% increase			0.0%								0.0%
Senior Managers of Entities											
Basic Salaries and Wages		–	–	–		–		–	–	–	0.0%
Pension and UIF Contributions		–	–	–		–		–	–	–	0.0%
Medical Aid Contributions		–	–	–		–		–	–	–	0.0%
Overtime		–	–	–		–		–	–	–	0.0%
Performance Bonus		–	–	–		–		–	–	–	0.0%
Motor Vehicle Allowance		–	–	–		–		–	–	–	0.0%
Cellphone Allowance		–	–	–		–		–	–	–	0.0%
Housing Allowances		–	–	–		–		–	–	–	0.0%
Other benefits and allowances		–	–	–		–		–	–	–	0.0%
Payments in lieu of leave		–	–	–		–		–	–	–	0.0%
Long service awards		–	–	–		–		–	–	–	0.0%
Post-retirement benefit obligations	5	–	–	–		–		–	–	–	0.0%
Sub Total - Senior Managers of Entities		–	–	–		–		–	–	–	
% increase			0.0%								0.0%
Other Staff of Entities											
Basic Salaries and Wages		–	–	–		–		–	–	–	0.0%
Pension and UIF Contributions		–	–	–		–		–	–	–	0.0%
Medical Aid Contributions		–	–	–		–		–	–	–	0.0%
Overtime		–	–	–		–		–	–	–	0.0%
Performance Bonus		–	–	–		–		–	–	–	0.0%
Motor Vehicle Allowance		–	–	–		–		–	–	–	0.0%

Summary of remuneration R thousands	Ref	Budget Year 2021/22 Original Budget A	Prior Adjusted 5 A1	Accum. Funds 6 B	Multi-year capital 7 C	Unfore. Unavoid. 8 D	Nat. or Prov. Govt 9 E	Other Adjusts. 10 F	Total Adjusts. 11 G	Adjusted Budget 12 H	% change
Cellphone Allowance		–	–	–		–		–	–	–	0.0%
Housing Allowances		–	–	–		–		–	–	–	0.0%
Other benefits and allowances		–	–	–		–		–	–	–	0.0%
Payments in lieu of leave		–	–	–		–		–	–	–	0.0%
Long service awards		–	–	–		–		–	–	–	0.0%
Post-retirement benefit obligations	5	–	–	–		–		–	–	–	0.0%
Sub Total - Other Staff of Entities		–	–	–		–		–	–	–	
% increase			0.0%								0.0%
Total Municipal Entities		–	–	–		–		–	–	–	0.0%
TOTAL SALARY, ALLOWANCES & BENEFITS		249,032	244,844	–		–		0	0	244,844	
% increase			-1.7%								-1.7%
TOTAL MANAGERS AND STAFF		237,025	233,837	–		–		0	0	233,837	-1.3%

WC022 Witzenberg - Supporting Table SB12 Adjustments Budget - monthly revenue and expenditure (municipal vote) -

Description	Ref	Budget Year 2021/22												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousands		Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
Revenue by Vote																
Vote 1 - Financial Services		43,337	6,216	6,067	5,947	2,375	7,179	6,493	5,966	6,812	6,549	6,394	6,238	109,575	109,373	113,799
Vote 2 - Community Services		47,170	3,248	3,248	3,248	19,719	19,719	3,248	3,248	36,190	3,248	3,248	3,249	148,786	134,198	132,476
Vote 3 - Corporate Services		2,228	2,228	2,288	2,228	2,228	2,288	2,228	2,228	2,288	2,228	2,228	2,803	27,490	28,068	29,502
Vote 4 - Technical Services		59,750	36,258	35,534	36,125	44,474	44,286	37,114	36,659	52,812	36,166	36,978	43,277	499,432	520,530	519,043
Vote 5 - Municipal Manager		334	70	70	70	169	169	70	70	268	70	70	70	1,499	1,282	1,354
Vote 6 - Planning and Development		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Revenue by Vote		152,820	48,021	47,207	47,619	68,965	73,641	49,154	48,171	98,370	48,260	48,918	55,637	786,782	793,453	796,175
Expenditure by Vote																
Vote 1 - Financial Services		3,726	3,760	4,884	3,757	3,748	4,899	3,741	3,743	4,890	3,736	3,747	4,945	49,575	52,568	55,793
Vote 2 - Community Services		8,297	8,480	8,608	8,461	8,415	8,694	8,380	8,387	8,643	8,348	8,408	8,913	102,034	82,338	86,854
Vote 3 - Corporate Services		9,527	9,601	9,652	9,592	9,574	9,685	9,560	9,563	9,665	9,549	9,572	9,843	115,383	118,908	124,844
Vote 4 - Technical Services		40,260	40,664	40,622	40,607	40,515	40,781	40,442	40,464	40,687	40,392	40,508	41,267	487,210	520,309	557,994
Vote 5 - Municipal Manager		1,043	1,069	1,062	1,066	1,060	1,075	1,055	1,056	1,067	1,050	1,059	1,105	12,767	14,363	15,303
Vote 6 - Planning and Development		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Expenditure by Vote		62,853	63,574	64,829	63,483	63,312	65,135	63,178	63,213	64,953	63,074	63,293	66,073	766,969	788,486	840,788
Surplus/ (Deficit)		89,967	(15,554)	(17,622)	(15,864)	5,653	8,507	(14,024)	(15,042)	33,417	(14,814)	(14,375)	(10,436)	19,813	4,967	(44,613)

WC022 Witzenberg - Supporting Table SB13 Adjustments Budget - monthly revenue and expenditure (functional classification) -

Description - Standard classification	Ref	Budget Year 2021/22												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousands		Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
Revenue - Functional																
Governance and administration		43,628	6,507	6,359	6,239	2,667	7,470	6,784	6,257	7,104	6,840	6,685	6,568	113,109	112,680	117,352
Executive and council		–	–	–	–	–	–	–	–	–	–	–	–	–	–	31
Finance and administration		43,628	6,507	6,359	6,239	2,667	7,470	6,784	6,257	7,104	6,840	6,685	6,568	113,109	112,680	117,321
Internal audit		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Community and public safety		49,253	5,332	5,392	5,332	21,802	21,862	5,332	5,332	38,333	5,332	5,332	5,913	174,544	160,965	160,993
Community and social services		44,886	1,065	1,065	1,065	17,498	17,498	1,065	1,065	33,931	1,065	1,065	1,065	122,331	130,502	127,923
Sport and recreation		228	228	228	228	228	228	228	228	228	228	228	228	2,734	1,701	1,786
Public safety		2,179	2,179	2,239	2,179	2,179	2,239	2,179	2,179	2,239	2,179	2,179	2,753	26,902	27,451	29,681
Housing		1,961	1,860	1,860	1,860	1,898	1,898	1,860	1,860	1,936	1,860	1,860	1,866	22,577	1,312	1,604
Health		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Economic and environmental services		2,063	1,530	1,530	1,530	1,730	1,730	1,530	1,530	1,930	1,530	1,530	1,530	19,692	31,586	2,745
Planning and development		454	190	190	190	289	289	190	190	388	190	190	190	2,937	2,734	2,472
Road transport		1,609	1,339	1,339	1,339	1,440	1,440	1,339	1,339	1,541	1,339	1,339	1,339	16,742	28,842	262
Environmental protection		1	1	1	1	1	1	1	1	1	1	1	1	14	10	10
Trading services		57,806	34,583	33,859	34,450	42,698	42,510	35,439	34,984	50,935	34,491	35,303	42,258	479,316	488,094	514,952
Energy sources		31,654	26,589	26,589	26,589	28,489	28,489	26,589	26,589	30,388	26,589	26,589	33,519	338,664	353,176	384,904
Water management		15,254	3,395	2,815	3,423	7,745	8,007	4,246	3,744	12,725	3,316	4,195	3,235	72,101	64,990	48,407
Waste water management		5,341	2,342	2,068	2,074	2,887	2,355	2,234	2,113	2,950	2,199	2,131	2,770	31,465	33,355	29,357
Waste management		5,557	2,257	2,387	2,363	3,577	3,659	2,371	2,538	4,872	2,386	2,387	2,733	37,087	36,574	52,284
Other		10	10	10	10	10	10	10	10	10	10	10	10	120	126	133
Total Revenue - Functional		152,761	47,962	47,149	47,560	68,907	73,583	49,095	48,112	98,312	48,202	48,860	56,279	786,782	793,453	796,175
Expenditure - Functional																
Governance and administration		11,650	11,746	12,864	11,737	11,712	12,910	11,694	11,697	12,883	11,677	11,709	13,101	145,380	149,928	157,871
Executive and council		2,393	2,394	2,406	2,394	2,394	2,407	2,394	2,394	2,407	2,393	2,394	2,419	28,789	31,154	32,872
Finance and administration		9,101	9,174	10,286	9,167	9,148	10,321	9,134	9,137	10,300	9,121	9,146	10,474	114,511	116,111	122,160
Internal audit		156	178	172	176	170	182	166	167	176	162	169	208	2,080	2,664	2,839
Community and public safety		10,562	10,774	10,954	10,752	10,699	11,055	10,658	10,666	10,994	10,620	10,691	11,309	129,735	112,933	119,730
Community and social services		2,473	2,483	2,480	2,482	2,480	2,485	2,478	2,478	2,482	2,476	2,479	2,501	29,777	27,658	29,371
Sport and recreation		2,432	2,492	2,656	2,486	2,471	2,684	2,459	2,461	2,667	2,449	2,468	2,756	30,481	33,081	34,830
Public safety		3,487	3,570	3,606	3,562	3,541	3,646	3,525	3,528	3,622	3,510	3,538	3,744	42,878	45,893	48,625
Housing		2,170	2,229	2,212	2,223	2,208	2,240	2,196	2,199	2,223	2,186	2,206	2,308	26,598	6,302	6,904
Health		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Economic and environmental services		2,635	2,769	2,736	2,755	2,721	2,800	2,695	2,700	2,761	2,672	2,716	2,956	32,916	37,859	39,382
Planning and development		958	978	973	976	971	982	967	968	977	963	970	1,004	11,685	12,121	12,510
Road transport		1,557	1,668	1,641	1,657	1,629	1,694	1,607	1,611	1,662	1,587	1,624	1,825	19,762	23,509	24,498
Environmental protection		120	123	122	123	122	123	121	122	123	121	122	127	1,469	2,228	2,374
Trading services		37,948	38,227	38,217	38,181	38,122	38,312	38,073	38,092	38,257	38,048	38,120	38,650	458,247	486,813	522,849
Energy sources		26,917	26,968	26,961	26,946	26,944	26,948	26,939	26,949	26,957	26,953	26,951	27,010	323,444	356,857	386,940
Water management		3,000	3,186	3,132	3,167	3,120	3,221	3,084	3,091	3,168	3,051	3,113	3,438	37,773	38,093	40,006
Waste water management		3,185	3,221	3,273	3,217	3,208	3,290	3,201	3,203	3,280	3,195	3,207	3,335	38,815	39,064	40,942
Waste management		4,846	4,852	4,850	4,852	4,850	4,853	4,849	4,849	4,852	4,848	4,850	4,866	58,216	52,798	54,961

Description - Standard classification	Ref	Budget Year 2021/22												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousands		Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
Other		78	78	78	78	78	78	78	78	78	78	78	78	941	953	956
Total Expenditure - Functional		62,873	63,595	64,850	63,503	63,333	65,155	63,199	63,234	64,973	63,095	63,314	66,094	767,219	788,486	840,788
Surplus/ (Deficit) 1.		89,888	(15,633)	(17,701)	(15,943)	5,574	8,427	(14,103)	(15,121)	33,338	(14,893)	(14,455)	(9,815)	19,563	4,967	(44,613)

WC022 Witzenberg - Supporting Table SB14 Adjustments Budget - monthly revenue and expenditure -

Description	Ref	Budget Year 2021/22												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousands		Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
Revenue By Source																
Property rates		40,708	4,152	4,002	3,883	99	4,902	4,429	3,902	4,323	4,484	4,330	4,076	83,290	89,121	96,250
Service charges - electricity revenue		26,707	26,707	26,707	26,707	26,707	26,707	26,707	26,707	26,707	26,707	26,707	33,697	327,478	346,576	376,970
Service charges - water revenue		3,184	3,148	2,568	3,176	3,065	3,327	3,999	3,497	3,610	3,069	3,948	2,988	39,577	42,328	45,139
Service charges - sanitation revenue		4,536	2,249	1,975	1,981	2,527	1,995	2,140	2,020	2,323	2,106	2,038	2,155	28,043	12,350	13,091
Service charges - refuse		2,233	2,131	2,260	2,237	2,251	2,334	2,244	2,411	2,348	2,260	2,260	2,607	27,574	27,108	28,735
Service charges - other		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Rental of facilities and equipment		247	247	247	247	247	247	247	247	247	247	247	248	2,970	1,543	1,620
Interest earned - external investments		582	582	582	582	582	582	582	582	582	582	582	583	6,990	7,089	7,193
Interest earned - outstanding debtors		723	723	723	723	723	723	723	723	723	723	723	723	8,677	9,111	9,566
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Fines, penalties and forfeits		1,789	1,789	1,790	1,789	1,789	1,790	1,789	1,789	1,790	1,789	1,789	1,799	21,479	22,553	23,681
Licences and permits		176	176	176	176	176	176	176	176	176	176	176	177	2,111	2,216	2,327
Agency services		337	337	337	337	337	337	337	337	337	337	337	339	4,046	4,249	4,461
Transfers and subsidies		47,722	3,026	3,086	3,026	19,787	19,847	3,026	3,026	36,608	3,026	3,026	3,086	148,292	128,604	130,741
Other revenue		1,306	1,306	1,306	1,306	1,306	1,306	1,306	1,306	1,306	1,306	1,306	1,388	15,754	11,409	8,598
Gains		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Revenue		130,250	46,573	45,760	46,171	59,597	64,273	47,706	46,723	81,081	46,813	47,470	53,864	716,281	704,257	748,374
Expenditure By Type																
Employee related costs		19,050	19,050	20,352	19,050	19,050	20,352	19,050	19,050	20,352	19,050	19,050	20,379	233,837	248,881	263,817
Remuneration of councillors		917	917	917	917	917	917	917	917	917	917	917	921	11,007	12,607	13,238
Debt impairment		4,568	4,568	4,568	4,568	4,568	4,568	4,568	4,568	4,568	4,568	4,568	4,568	54,817	57,829	61,399
Depreciation & asset impairment		4,054	4,054	4,054	4,054	4,054	4,054	4,054	4,054	4,054	4,054	4,054	4,070	48,662	39,589	39,589
Finance charges		724	724	724	724	724	724	724	724	724	724	724	727	8,690	9,116	9,558
Bulk purchases - electricity		24,035	24,078	24,073	24,056	24,056	24,056	24,054	24,063	24,068	24,069	24,064	24,106	288,779	311,224	338,923
Inventory consumed		1,383	1,383	1,398	1,383	1,383	1,399	1,383	1,383	1,398	1,383	1,383	1,451	16,706	15,415	16,137
Contracted services		2,448	3,126	3,071	3,056	2,886	3,392	2,754	2,780	3,200	2,635	2,860	4,173	36,382	51,549	53,718
Grants and subsidies		1,996	1,996	1,996	1,996	1,996	1,995	1,996	1,996	1,996	1,996	1,996	1,993	23,948	2,273	2,575
Other expenditure		3,699	3,699	3,698	3,699	3,699	3,698	3,699	3,699	3,698	3,699	3,699	3,705	44,391	40,003	41,834
Losses		–	–	–	–	–	–	–	–	–	–	–	0	0	1	1
Total Expenditure		62,873	63,595	64,850	63,503	63,333	65,155	63,199	63,234	64,973	63,095	63,314	66,094	767,219	788,486	840,788
Surplus/(Deficit)		67,377	(17,022)	(19,090)	(17,332)	(3,736)	(882)	(15,493)	(16,511)	16,108	(16,282)	(15,844)	(12,230)	(50,938)	(84,230)	(92,414)
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		22,497	1,375	1,375	1,375	9,296	9,296	1,375	1,375	17,216	1,375	1,375	2,401	70,331	69,330	26,360
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educational Institutions)		14	14	14	14	14	14	14	14	14	14	14	14	170	179	187
Transfers and subsidies - capital (in-kind - all)		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after capital transfers & contributions		89,888	(15,633)	(17,701)	(15,943)	5,574	8,427	(14,103)	(15,121)	33,338	(14,893)	(14,455)	(9,815)	19,563	(14,721)	(65,866)

WC022 Witzenberg - Supporting Table SB15 Adjustments Budget - monthly cash flow -

Monthly cash flows	Ref	Budget Year 2021/22												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousands		Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
Cash Receipts By Source	1															
Property rates		6,699	6,699	6,699	6,699	6,699	6,699	6,699	6,699	6,699	6,699	6,699	6,699	80,384	85,095	90,180
Service charges - electricity revenue		26,500	26,500	26,500	26,500	26,500	26,500	26,500	26,500	26,500	26,500	26,500	26,500	318,000	359,252	405,864
Service charges - water revenue		2,653	2,653	2,653	2,653	2,653	2,653	2,653	2,653	2,653	2,653	2,653	2,653	31,841	33,920	32,095
Service charges - sanitation revenue		1,384	1,384	1,384	1,384	1,384	1,384	1,384	1,384	1,384	1,384	1,384	1,384	16,614	17,597	18,725
Service charges - refuse		1,616	1,616	1,616	1,616	1,616	1,616	1,616	1,616	1,616	1,616	1,616	1,616	19,390	20,539	21,757
Service charges - other		57	57	57	57	57	57	57	57	57	57	57	57	686	714	774
Rental of facilities and equipment		6	6	6	6	6	6	6	6	6	6	6	6	74	78	82
Interest earned - external investments		581	581	581	581	581	581	581	581	581	581	581	581	6,971	7,069	7,173
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Fines, penalties and forfeits		111	111	111	111	111	111	111	111	111	111	111	112	1,333	1,400	1,470
Licences and permits		184	184	184	184	184	184	184	184	184	184	184	185	2,209	2,320	2,436
Agency services		329	329	329	329	329	329	329	329	329	329	329	330	3,948	4,145	4,353
Transfer receipts - operational		45,078	2,411	3,678	2,411	18,411	19,678	2,411	2,411	35,678	2,411	2,411	3,678	140,667	128,354	130,878
Other revenue		594	594	594	594	594	594	594	594	594	594	594	595	7,126	4,579	4,070
Cash Receipts by Source		85,792	43,126	44,392	43,126	59,125	60,392	43,126	43,126	76,392	43,126	43,126	44,396	629,243	665,062	719,856
Other Cash Flows by Source																
Transfers receipts - capital		5,440	5,440	13,631	5,440	5,440	13,631	5,440	5,440	13,631	5,440	5,440	14,737	99,150	70,683	33,595
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Short term loans		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Increase (decrease) in consumer deposits		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Decrease (Increase) in non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Decrease (increase) other non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Decrease (increase) in non-current investments		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Cash Receipts by Source		91,232	48,566	58,023	48,566	64,566	74,023	48,566	48,566	90,023	48,566	48,566	59,133	728,393	735,745	753,451
Cash Payments by Type																
Employee related costs		18,586	18,586	18,586	18,586	18,586	18,586	18,586	18,586	18,586	18,586	18,586	(427,481)	(223,034)	(238,665)	(257,375)
Remuneration of councillors		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Finance charges		38	38	38	38	38	38	38	38	38	38	38	(884)	(461)	(463)	(473)
Bulk purchases - Electricity		24,149	24,149	24,149	24,149	24,149	24,149	24,149	24,149	24,149	24,149	24,149	(555,428)	(289,789)	(302,139)	(348,895)
Acquisitions - water & other inventory		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Contracted services		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Transfers and grants - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Transfers and grants - other		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Other expenditure		9,333	9,333	9,333	9,333	9,333	9,333	9,333	9,333	9,333	9,333	9,333	(214,667)	(112,000)	(106,728)	(101,437)
Cash Payments by Type		52,107	52,107	52,107	52,107	52,107	52,107	52,107	52,107	52,107	52,107	52,107	(1,198,460)	(625,283)	(647,995)	(708,180)
Other Cash Flows/Payments by Type																
Capital assets		(6,829)	(6,829)	(6,829)	(6,829)	(6,829)	(6,829)	(6,829)	(6,829)	(6,829)	(6,829)	(6,829)	(6,829)	(81,949)	(81,459)	(27,540)
Repayment of borrowing		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Other Cash Flows/Payments		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Cash Payments by Type		45,278	45,278	45,278	45,278	45,278	45,278	45,278	45,278	45,278	45,278	45,278	(1,205,289)	(707,232)	(729,454)	(735,720)

Monthly cash flows	Ref	Budget Year 2021/22												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousands		Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
NET INCREASE/(DECREASE) IN CASH HELD		45,954	3,288	12,745	3,288	19,288	28,745	3,288	3,288	44,745	3,288	3,288	1,264,422	1,435,625	1,465,199	1,489,171
Cash/cash equivalents at the month/year beginning:		115,305	161,259	164,547	177,292	180,580	199,868	228,612	231,900	235,188	279,933	283,221	286,508	115,305	1,550,930	3,016,130
Cash/cash equivalents at the month/year end:		161,259	164,547	177,292	180,580	199,868	228,612	231,900	235,188	279,933	283,221	286,508	1,550,930	1,550,930	3,016,130	4,505,301

WC022 Witzenberg - Supporting Table SB16 Adjustments Budget - monthly capital expenditure (municipal vote) -

Description - Municipal Vote	Ref	Budget Year 2021/22												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousands		Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
Multi-year expenditure appropriation	1															
Vote 1 - Financial Services		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 2 - Community Services		290	290	290	290	290	290	290	290	290	290	290	290	3,479	6,843	–
Vote 3 - Corporate Services		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 4 - Technical Services		2,675	3,530	3,530	6,379	6,379	4,385	2,675	3,530	3,530	6,379	6,379	4,906	54,276	38,115	11,563
Vote 5 - Municipal Manager		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 6 - Planning and Development		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Capital Multi-year expenditure sub-total	3	2,965	3,820	3,820	6,669	6,669	4,674	2,965	3,820	3,820	6,669	6,669	5,196	57,755	44,958	11,563
Single-year expenditure appropriation																
Vote 1 - Financial Services		85	85	85	85	85	85	85	85	85	85	85	85	1,022	80	80
Vote 2 - Community Services		73	94	94	164	164	115	73	94	94	164	164	115	1,406	4,929	7,624
Vote 3 - Corporate Services		59	59	59	59	59	59	59	59	59	59	59	323	976	700	100
Vote 4 - Technical Services		1,497	1,497	2,263	1,497	1,497	2,263	1,497	1,497	2,263	1,497	1,497	2,263	21,031	35,702	8,152
Vote 5 - Municipal Manager		–	–	–	–	–	–	–	–	–	–	–	–	–	–	20
Vote 6 - Planning and Development		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Capital single-year expenditure sub-total	3	1,715	1,736	2,502	1,805	1,805	2,523	1,715	1,736	2,502	1,805	1,805	2,787	24,434	41,411	15,977
Total Capital Expenditure	2	4,680	5,555	6,322	8,474	8,474	7,197	4,680	5,555	6,322	8,474	8,474	7,983	82,189	86,369	27,540

WC022 Witzenberg - Supporting Table SB17 Adjustments Budget - monthly capital expenditure (functional classification) -

Description	Ref	Budget Year 2021/22												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2021/22	Budget Year +1 2022/23	Budget Year +2 2023/24
R thousands		Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
Capital Expenditure - Functional																
Governance and administration		273	273	273	273	273	273	273	273	273	273	273	273	3,275	1,780	1,200
Executive and council		–	–	–	–	–	–	–	–	–	–	–	–	–	–	20
Finance and administration		273	273	273	273	273	273	273	273	273	273	273	273	3,275	1,780	1,180
Internal audit		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Community and public safety		366	366	366	366	366	366	366	366	366	366	366	630	4,653	11,773	7,624
Community and social services		56	56	56	56	56	56	56	56	56	56	56	56	670	4,859	6,768
Sport and recreation		290	290	290	290	290	290	290	290	290	290	290	290	3,479	6,913	–
Public safety		20	20	20	20	20	20	20	20	20	20	20	284	504	–	857
Housing		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Health		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Economic and environmental services		1,290	1,311	1,311	1,380	1,380	1,332	1,290	1,311	1,311	1,380	1,380	1,332	16,007	29,886	8,237
Planning and development		17	38	38	108	108	59	17	38	38	108	108	59	736	–	–
Road transport		1,273	1,273	1,273	1,273	1,273	1,273	1,273	1,273	1,273	1,273	1,273	1,273	15,272	29,886	8,237
Environmental protection		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Trading services		2,751	3,606	4,372	6,455	6,455	5,227	2,751	3,606	4,372	6,455	6,455	5,749	58,254	42,931	10,478
Energy sources		267	600	991	1,710	1,710	1,324	267	600	991	1,710	1,710	1,324	13,204	6,715	3,478
Water management		422	944	944	2,683	2,683	1,465	422	944	944	2,683	2,683	1,465	18,281	29,076	7,000
Waste water management		197	197	572	197	197	572	197	197	572	197	197	1,094	4,391	7,140	–
Waste management		1,865	1,865	1,865	1,865	1,865	1,865	1,865	1,865	1,865	1,865	1,865	1,865	22,377	–	–
Other		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Capital Expenditure - Functional		4,680	5,555	6,322	8,474	8,474	7,197	4,680	5,555	6,322	8,474	8,474	7,983	82,189	86,369	27,540

WC022 Witzenberg - Supporting Table SB18a Adjustments Budget - capital expenditure on new assets by asset class -

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Capital expenditure on new assets by Asset Class/Sub-class												
Infrastructure		55,056	59,291	–	–	–	–	–	–	59,291	28,861	18,563
Roads Infrastructure		889	2,170	–	–	–	–	–	–	2,170	1,390	8,085
Roads		889	1,457	–	–	–	–	–	–	1,457	1,390	8,085
Road Structures		–	713	–	–	–	–	–	–	713	–	–
Road Furniture		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Storm water Infrastructure		997	889	–	–	–	–	–	–	889	–	–
Drainage Collection		–	–	–	–	–	–	–	–	–	–	–
Storm water Conveyance		997	889	–	–	–	–	–	–	889	–	–
Attenuation		–	–	–	–	–	–	–	–	–	–	–
Electrical Infrastructure		12,663	12,663	–	–	–	–	–	–	12,663	2,715	3,478
Power Plants		–	–	–	–	–	–	–	–	–	–	–
HV Substations		–	–	–	–	–	–	–	–	–	–	–
HV Switching Station		–	–	–	–	–	–	–	–	–	–	–
HV Transmission Conductors		–	–	–	–	–	–	–	–	–	–	–
MV Substations		–	–	–	–	–	–	–	–	–	–	–
MV Switching Stations		–	–	–	–	–	–	–	–	–	–	–
MV Networks		11,097	11,097	–	–	–	–	–	–	11,097	2,715	3,478
LV Networks		1,565	1,565	–	–	–	–	–	–	1,565	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Water Supply Infrastructure		21,135	18,281	–	–	–	–	–	–	18,281	24,756	7,000
Dams and Weirs		17,391	17,391	–	–	–	–	–	–	17,391	16,730	–
Boreholes		–	–	–	–	–	–	–	–	–	–	–
Reservoirs		2,855	–	–	–	–	–	–	–	–	–	7,000
Pump Stations		–	–	–	–	–	–	–	–	–	–	–
Water Treatment Works		–	–	–	–	–	–	–	–	–	–	–
Bulk Mains		–	–	–	–	–	–	–	–	–	8,026	–
Distribution		889	889	–	–	–	–	–	–	889	–	–
Distribution Points		–	–	–	–	–	–	–	–	–	–	–
PRV Stations		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Sanitation Infrastructure		2,389	2,911	–	–	–	–	–	–	2,911	–	–
Pump Station		–	–	–	–	–	–	–	–	–	–	–
Reticulation		889	889	–	–	–	–	–	–	889	–	–
Waste Water Treatment Works		–	–	–	–	–	–	–	–	–	–	–
Outfall Sewers		–	–	–	–	–	–	–	–	–	–	–
Toilet Facilities		1,500	2,022	–	–	–	–	–	–	2,022	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Solid Waste Infrastructure		16,982	22,377	–	–	–	–	–	–	22,377	–	–
Landfill Sites		–	–	–	–	–	–	–	–	–	–	–
Waste Transfer Stations		–	–	–	–	–	–	–	–	–	–	–
Waste Processing Facilities		–	–	–	–	–	–	–	–	–	–	–
Waste Drop-off Points		–	–	–	–	–	–	–	–	–	–	–
Waste Separation Facilities		16,982	22,377	–	–	–	–	–	–	22,377	–	–
Electricity Generation Facilities		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Rail Lines		–	–	–	–	–	–	–	–	–	–	–
Rail Structures		–	–	–	–	–	–	–	–	–	–	–
Rail Furniture		–	–	–	–	–	–	–	–	–	–	–
Drainage Collection		–	–	–	–	–	–	–	–	–	–	–
Storm water Conveyance		–	–	–	–	–	–	–	–	–	–	–
Attenuation		–	–	–	–	–	–	–	–	–	–	–
MV Substations		–	–	–	–	–	–	–	–	–	–	–
LV Networks		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Sand Pumps		–	–	–	–	–	–	–	–	–	–	–
Piers		–	–	–	–	–	–	–	–	–	–	–
Revetments		–	–	–	–	–	–	–	–	–	–	–
Promenades		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Data Centres		–	–	–	–	–	–	–	–	–	–	–
Core Layers		–	–	–	–	–	–	–	–	–	–	–
Distribution Layers		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Community Assets		696	736	–	–	–	–	–	–	736	4,849	6,768
Community Facilities		696	736	–	–	–	–	–	–	736	4,819	6,768
Halls		–	–	–	–	–	–	–	–	–	–	–
Centres		–	–	–	–	–	–	–	–	–	–	–
Crèches		–	–	–	–	–	–	–	–	–	–	–
Clinics/Care Centres		–	–	–	–	–	–	–	–	–	–	–
Fire/Ambulance Stations		–	–	–	–	–	–	–	–	–	–	–
Testing Stations		–	–	–	–	–	–	–	–	–	–	–
Museums		–	–	–	–	–	–	–	–	–	–	–
Galleries		–	–	–	–	–	–	–	–	–	–	–
Theatres		–	–	–	–	–	–	–	–	–	–	–
Libraries		–	–	–	–	–	–	–	–	–	–	–
Cemeteries/Crematoria		–	–	–	–	–	–	–	–	–	4,819	6,768
Police		–	–	–	–	–	–	–	–	–	–	–
Parks		–	–	–	–	–	–	–	–	–	–	–
Public Open Space		–	–	–	–	–	–	–	–	–	–	–
Nature Reserves		–	–	–	–	–	–	–	–	–	–	–
Public Ablution Facilities		–	–	–	–	–	–	–	–	–	–	–
Markets		696	736	–	–	–	–	–	–	736	–	–
Stalls		–	–	–	–	–	–	–	–	–	–	–
Abattoirs		–	–	–	–	–	–	–	–	–	–	–
Airports		–	–	–	–	–	–	–	–	–	–	–
Taxi Ranks/Bus Terminals		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Sport and Recreation Facilities		–	–	–	–	–	–	–	–	–	30	–
Indoor Facilities		–	–	–	–	–	–	–	–	–	–	–
Outdoor Facilities		–	–	–	–	–	–	–	–	–	30	–

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Heritage assets		–	–	–	–	–	–	–	–	–	–	–
Monuments		–	–	–	–	–	–	–	–	–	–	–
Historic Buildings		–	–	–	–	–	–	–	–	–	–	–
Works of Art		–	–	–	–	–	–	–	–	–	–	–
Conservation Areas		–	–	–	–	–	–	–	–	–	–	–
Other Heritage		–	–	–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–	–	–
Improved Property		–	–	–	–	–	–	–	–	–	–	–
Unimproved Property		–	–	–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–	–	–
Improved Property		–	–	–	–	–	–	–	–	–	–	–
Unimproved Property		–	–	–	–	–	–	–	–	–	–	–
Other assets		–	–	–	–	–	–	–	–	–	–	–
Operational Buildings		–	–	–	–	–	–	–	–	–	–	–
Municipal Offices		–	–	–	–	–	–	–	–	–	–	–
Pay/Enquiry Points		–	–	–	–	–	–	–	–	–	–	–
Building Plan Offices		–	–	–	–	–	–	–	–	–	–	–
Workshops		–	–	–	–	–	–	–	–	–	–	–
Yards		–	–	–	–	–	–	–	–	–	–	–
Stores		–	–	–	–	–	–	–	–	–	–	–
Laboratories		–	–	–	–	–	–	–	–	–	–	–
Training Centres		–	–	–	–	–	–	–	–	–	–	–
Manufacturing Plant		–	–	–	–	–	–	–	–	–	–	–
Depots		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–	–	–
Staff Housing		–	–	–	–	–	–	–	–	–	–	–
Social Housing		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–	–	–
Intangible Assets		–	–	–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–	–	–
Water Rights		–	–	–	–	–	–	–	–	–	–	–
Effluent Licenses		–	–	–	–	–	–	–	–	–	–	–
Solid Waste Licenses		–	–	–	–	–	–	–	–	–	–	–
Computer Software and Applications		–	–	–	–	–	–	–	–	–	–	–
Load Settlement Software Applications		–	–	–	–	–	–	–	–	–	–	–
Unspecified		–	–	–	–	–	–	–	–	–	–	–
Computer Equipment		450	979	–	–	–	–	–	–	979	750	150
Computer Equipment		450	979	–	–	–	–	–	–	979	750	150
Furniture and Office Equipment		30	1,449	–	–	–	–	–	–	1,449	30	50
Furniture and Office Equipment		30	1,449	–	–	–	–	–	–	1,449	30	50
Machinery and Equipment		–	221	–	–	–	–	–	–	221	80	–
Machinery and Equipment		–	221	–	–	–	–	–	–	221	80	–
Transport Assets		1,000	2,021	–	–	–	–	–	–	2,021	1,000	1,857
Transport Assets		1,000	2,021	–	–	–	–	–	–	2,021	1,000	1,857
Land		–	–	–	–	–	–	–	–	–	–	–
Land		–	–	–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–	–	–
Total Capital Expenditure on new assets *to be adjusted*	1	57,231	64,696	–	–	–	–	–	–	64,696	35,570	27,388

WC022 Witzenberg - Supporting Table SB18b Adjustments Budget - capital expenditure on renewal of existing assets by asset class -

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Capital expenditure on renewal of existing assets by Asset Class/Sub-class												
Infrastructure		–	–	–	–	–	–	–	–	–	5,000	–
Roads Infrastructure		–	–	–	–	–	–	–	–	–	2,000	–
Roads		–	–	–	–	–	–	–	–	–	2,000	–
Road Structures		–	–	–	–	–	–	–	–	–	–	–
Road Furniture		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Storm water Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Drainage Collection		–	–	–	–	–	–	–	–	–	–	–
Storm water Conveyance		–	–	–	–	–	–	–	–	–	–	–
Attenuation		–	–	–	–	–	–	–	–	–	–	–
Electrical Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Power Plants		–	–	–	–	–	–	–	–	–	–	–
HV Substations		–	–	–	–	–	–	–	–	–	–	–
HV Switching Station		–	–	–	–	–	–	–	–	–	–	–
HV Transmission Conductors		–	–	–	–	–	–	–	–	–	–	–
MV Substations		–	–	–	–	–	–	–	–	–	–	–
MV Switching Stations		–	–	–	–	–	–	–	–	–	–	–
MV Networks		–	–	–	–	–	–	–	–	–	–	–
LV Networks		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Water Supply Infrastructure		–	–	–	–	–	–	–	–	–	1,500	–
Dams and Weirs		–	–	–	–	–	–	–	–	–	–	–
Boreholes		–	–	–	–	–	–	–	–	–	–	–
Reservoirs		–	–	–	–	–	–	–	–	–	–	–
Pump Stations		–	–	–	–	–	–	–	–	–	–	–
Water Treatment Works		–	–	–	–	–	–	–	–	–	–	–
Bulk Mains		–	–	–	–	–	–	–	–	–	–	–
Distribution		–	–	–	–	–	–	–	–	–	1,500	–
Distribution Points		–	–	–	–	–	–	–	–	–	–	–
PRV Stations		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Sanitation Infrastructure		–	–	–	–	–	–	–	–	–	1,500	–
Pump Station		–	–	–	–	–	–	–	–	–	–	–
Reticulation		–	–	–	–	–	–	–	–	–	1,500	–
Waste Water Treatment Works		–	–	–	–	–	–	–	–	–	–	–
Outfall Sewers		–	–	–	–	–	–	–	–	–	–	–
Toilet Facilities		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Solid Waste Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Landfill Sites		–	–	–	–	–	–	–	–	–	–	–
Waste Transfer Stations		–	–	–	–	–	–	–	–	–	–	–
Waste Processing Facilities		–	–	–	–	–	–	–	–	–	–	–
Waste Drop-off Points		–	–	–	–	–	–	–	–	–	–	–
Waste Separation Facilities		–	–	–	–	–	–	–	–	–	–	–
Electricity Generation Facilities		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Rail Lines		–	–	–	–	–	–	–	–	–	–	–
Rail Structures		–	–	–	–	–	–	–	–	–	–	–
Rail Furniture		–	–	–	–	–	–	–	–	–	–	–
Drainage Collection		–	–	–	–	–	–	–	–	–	–	–
Storm water Conveyance		–	–	–	–	–	–	–	–	–	–	–
Attenuation		–	–	–	–	–	–	–	–	–	–	–
MV Substations		–	–	–	–	–	–	–	–	–	–	–
LV Networks		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Sand Pumps		–	–	–	–	–	–	–	–	–	–	–
Piers		–	–	–	–	–	–	–	–	–	–	–
Revetments		–	–	–	–	–	–	–	–	–	–	–
Promenades		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Data Centres		–	–	–	–	–	–	–	–	–	–	–
Core Layers		–	–	–	–	–	–	–	–	–	–	–
Distribution Layers		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Community Assets		–	–	–	–	–	–	–	–	–	–	–
Community Facilities		–	–	–	–	–	–	–	–	–	–	–
Halls		–	–	–	–	–	–	–	–	–	–	–
Centres		–	–	–	–	–	–	–	–	–	–	–
Crèches		–	–	–	–	–	–	–	–	–	–	–
Clinics/Care Centres		–	–	–	–	–	–	–	–	–	–	–
Fire/Ambulance Stations		–	–	–	–	–	–	–	–	–	–	–
Testing Stations		–	–	–	–	–	–	–	–	–	–	–
Museums		–	–	–	–	–	–	–	–	–	–	–
Galleries		–	–	–	–	–	–	–	–	–	–	–
Theatres		–	–	–	–	–	–	–	–	–	–	–
Libraries		–	–	–	–	–	–	–	–	–	–	–
Cemeteries/Crematoria		–	–	–	–	–	–	–	–	–	–	–
Police		–	–	–	–	–	–	–	–	–	–	–
Parks		–	–	–	–	–	–	–	–	–	–	–
Public Open Space		–	–	–	–	–	–	–	–	–	–	–
Nature Reserves		–	–	–	–	–	–	–	–	–	–	–
Public Ablution Facilities		–	–	–	–	–	–	–	–	–	–	–
Markets		–	–	–	–	–	–	–	–	–	–	–
Stalls		–	–	–	–	–	–	–	–	–	–	–
Abattoirs		–	–	–	–	–	–	–	–	–	–	–
Airports		–	–	–	–	–	–	–	–	–	–	–
Taxi Ranks/Bus Terminals		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Sport and Recreation Facilities		–	–	–	–	–	–	–	–	–	–	–
Indoor Facilities		–	–	–	–	–	–	–	–	–	–	–
Outdoor Facilities		–	–	–	–	–	–	–	–	–	–	–

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Heritage assets		–	–	–	–	–	–	–	–	–	–	–
Monuments		–	–	–	–	–	–	–	–	–	–	–
Historic Buildings		–	–	–	–	–	–	–	–	–	–	–
Works of Art		–	–	–	–	–	–	–	–	–	–	–
Conservation Areas		–	–	–	–	–	–	–	–	–	–	–
Other Heritage		–	–	–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–	–	–
Improved Property		–	–	–	–	–	–	–	–	–	–	–
Unimproved Property		–	–	–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–	–	–
Improved Property		–	–	–	–	–	–	–	–	–	–	–
Unimproved Property		–	–	–	–	–	–	–	–	–	–	–
Other assets		600	–	–	–	–	–	–	–	–	–	–
Operational Buildings		600	–	–	–	–	–	–	–	–	–	–
Municipal Offices		600	–	–	–	–	–	–	–	–	–	–
Pay/Enquiry Points		–	–	–	–	–	–	–	–	–	–	–
Building Plan Offices		–	–	–	–	–	–	–	–	–	–	–
Workshops		–	–	–	–	–	–	–	–	–	–	–
Yards		–	–	–	–	–	–	–	–	–	–	–
Stores		–	–	–	–	–	–	–	–	–	–	–
Laboratories		–	–	–	–	–	–	–	–	–	–	–
Training Centres		–	–	–	–	–	–	–	–	–	–	–
Manufacturing Plant		–	–	–	–	–	–	–	–	–	–	–
Depots		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–	–	–
Staff Housing		–	–	–	–	–	–	–	–	–	–	–
Social Housing		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–	–	–
Intangible Assets		–	–	–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–	–	–
Water Rights		–	–	–	–	–	–	–	–	–	–	–
Effluent Licenses		–	–	–	–	–	–	–	–	–	–	–
Solid Waste Licenses		–	–	–	–	–	–	–	–	–	–	–
Computer Software and Applications		–	–	–	–	–	–	–	–	–	–	–
Load Settlement Software Applications		–	–	–	–	–	–	–	–	–	–	–
Unspecified		–	–	–	–	–	–	–	–	–	–	–
Computer Equipment		–	–	–	–	–	–	–	–	–	–	–
Computer Equipment		–	–	–	–	–	–	–	–	–	–	–
Furniture and Office Equipment		–	–	–	–	–	–	–	–	–	–	–
Furniture and Office Equipment		–	–	–	–	–	–	–	–	–	–	–
Machinery and Equipment		–	–	–	–	–	–	–	–	–	–	–
Machinery and Equipment		–	–	–	–	–	–	–	–	–	–	–
Transport Assets		–	–	–	–	–	–	–	–	–	–	–
Transport Assets		–	–	–	–	–	–	–	–	–	–	–
Land		–	–	–	–	–	–	–	–	–	–	–
Land		–	–	–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–	–	–
Total Capital Expenditure on renewal of existing assets *to be adjusted*	1	600	–	–	–	–	–	–	–	–	5,000	–

WC022 Witzenberg - Supporting Table SB18c Adjustments Budget - expenditure on repairs and maintenance by asset class -

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Repairs and maintenance expenditure by Asset Class/Sub-class												
Infrastructure		15,094	11,189	–	–	–	–	–	–	11,189	15,141	15,757
Roads Infrastructure		7,173	4,166	–	–	–	–	–	–	4,166	7,489	7,826
Roads		6,263	3,471	–	–	–	–	–	–	3,471	6,538	6,832
Road Structures		–	–	–	–	–	–	–	–	–	–	–
Road Furniture		911	696	–	–	–	–	–	–	696	951	993
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Storm water Infrastructure		2,971	2,189	–	–	–	–	–	–	2,189	2,484	2,531
Drainage Collection		–	–	–	–	–	–	–	–	–	–	–
Storm water Conveyance		2,971	2,189	–	–	–	–	–	–	2,189	2,484	2,531
Attenuation		–	–	–	–	–	–	–	–	–	–	–
Electrical Infrastructure		2,012	1,459	–	–	–	–	–	–	1,459	2,100	2,195
Power Plants		–	–	–	–	–	–	–	–	–	–	–
HV Substations		28	1	–	–	–	–	–	–	1	29	30
HV Switching Station		–	–	–	–	–	–	–	–	–	–	–
HV Transmission Conductors		–	–	–	–	–	–	–	–	–	–	–
MV Substations		825	519	–	–	–	–	–	–	519	862	900
MV Switching Stations		0	0	–	–	–	–	–	–	0	0	0
MV Networks		999	360	–	–	–	–	–	–	360	1,043	1,090
LV Networks		160	578	–	–	–	–	–	–	578	167	174
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Water Supply Infrastructure		1,299	707	–	–	–	–	–	–	707	1,356	1,417
Dams and Weirs		204	–	–	–	–	–	–	–	–	213	223
Boreholes		154	69	–	–	–	–	–	–	69	161	168
Reservoirs		–	–	–	–	–	–	–	–	–	–	–
Pump Stations		51	–	–	–	–	–	–	–	–	54	56
Water Treatment Works		103	247	–	–	–	–	–	–	247	107	112
Bulk Mains		419	195	–	–	–	–	–	–	195	437	457
Distribution		317	158	–	–	–	–	–	–	158	331	346
Distribution Points		51	38	–	–	–	–	–	–	38	54	56
PRV Stations		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Sanitation Infrastructure		1,639	2,668	–	–	–	–	–	–	2,668	1,711	1,788
Pump Station		–	–	–	–	–	–	–	–	–	–	–
Reticulation		556	1,217	–	–	–	–	–	–	1,217	581	607
Waste Water Treatment Works		988	1,416	–	–	–	–	–	–	1,416	1,032	1,078
Outfall Sewers		–	–	–	–	–	–	–	–	–	–	–
Toilet Facilities		95	36	–	–	–	–	–	–	36	99	104
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Solid Waste Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Landfill Sites		–	–	–	–	–	–	–	–	–	–	–
Waste Transfer Stations		–	–	–	–	–	–	–	–	–	–	–
Waste Processing Facilities		–	–	–	–	–	–	–	–	–	–	–
Waste Drop-off Points		–	–	–	–	–	–	–	–	–	–	–
Waste Separation Facilities		–	–	–	–	–	–	–	–	–	–	–
Electricity Generation Facilities		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Rail Lines		–	–	–	–	–	–	–	–	–	–	–
Rail Structures		–	–	–	–	–	–	–	–	–	–	–
Rail Furniture		–	–	–	–	–	–	–	–	–	–	–
Drainage Collection		–	–	–	–	–	–	–	–	–	–	–
Storm water Conveyance		–	–	–	–	–	–	–	–	–	–	–
Attenuation		–	–	–	–	–	–	–	–	–	–	–
MV Substations		–	–	–	–	–	–	–	–	–	–	–
LV Networks		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Sand Pumps		–	–	–	–	–	–	–	–	–	–	–
Piers		–	–	–	–	–	–	–	–	–	–	–
Revetments		–	–	–	–	–	–	–	–	–	–	–
Promenades		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Data Centres		–	–	–	–	–	–	–	–	–	–	–
Core Layers		–	–	–	–	–	–	–	–	–	–	–
Distribution Layers		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Community Assets		1,115	976	–	–	–	–	–	–	976	1,165	1,218
Community Facilities		605	526	–	–	–	–	–	–	526	633	662
Halls		156	160	–	–	–	–	–	–	160	163	170
Centres		–	–	–	–	–	–	–	–	–	–	–
Crèches		38	67	–	–	–	–	–	–	67	40	41
Clinics/Care Centres		–	–	–	–	–	–	–	–	–	–	–
Fire/Ambulance Stations		–	–	–	–	–	–	–	–	–	–	–
Testing Stations		–	–	–	–	–	–	–	–	–	–	–
Museums		–	–	–	–	–	–	–	–	–	–	–
Galleries		–	–	–	–	–	–	–	–	–	–	–
Theatres		–	–	–	–	–	–	–	–	–	–	–
Libraries		(3)	45	–	–	–	–	–	–	45	(3)	(3)
Cemeteries/Crematoria		159	116	–	–	–	–	–	–	116	166	173
Police		–	–	–	–	–	–	–	–	–	–	–
Parks		–	–	–	–	–	–	–	–	–	–	–
Public Open Space		–	–	–	–	–	–	–	–	–	–	–
Nature Reserves		–	–	–	–	–	–	–	–	–	–	–
Public Ablution Facilities		186	75	–	–	–	–	–	–	75	195	205
Markets		70	65	–	–	–	–	–	–	65	73	76
Stalls		–	–	–	–	–	–	–	–	–	–	–
Abattoirs		–	–	–	–	–	–	–	–	–	–	–
Airports		–	–	–	–	–	–	–	–	–	–	–
Taxi Ranks/Bus Terminals		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Sport and Recreation Facilities		510	450	–	–	–	–	–	–	450	532	556
Indoor Facilities		254	176	–	–	–	–	–	–	176	265	277
Outdoor Facilities		256	274	–	–	–	–	–	–	274	267	279

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Heritage assets		–	–	–	–	–	–	–	–	–	–	–
Monuments		–	–	–	–	–	–	–	–	–	–	–
Historic Buildings		–	–	–	–	–	–	–	–	–	–	–
Works of Art		–	–	–	–	–	–	–	–	–	–	–
Conservation Areas		–	–	–	–	–	–	–	–	–	–	–
Other Heritage		–	–	–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–	–	–
Improved Property		–	–	–	–	–	–	–	–	–	–	–
Unimproved Property		–	–	–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–	–	–
Improved Property		–	–	–	–	–	–	–	–	–	–	–
Unimproved Property		–	–	–	–	–	–	–	–	–	–	–
Other assets		456	449	–	–	–	–	–	–	449	476	497
Operational Buildings		357	321	–	–	–	–	–	–	321	373	389
Municipal Offices		357	321	–	–	–	–	–	–	321	373	389
Pay/Enquiry Points		–	–	–	–	–	–	–	–	–	–	–
Building Plan Offices		–	–	–	–	–	–	–	–	–	–	–
Workshops		–	–	–	–	–	–	–	–	–	–	–
Yards		–	–	–	–	–	–	–	–	–	–	–
Stores		–	–	–	–	–	–	–	–	–	–	–
Laboratories		–	–	–	–	–	–	–	–	–	–	–
Training Centres		–	–	–	–	–	–	–	–	–	–	–
Manufacturing Plant		–	–	–	–	–	–	–	–	–	–	–
Depots		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Housing		99	128	–	–	–	–	–	–	128	103	108
Staff Housing		–	–	–	–	–	–	–	–	–	–	–
Social Housing		99	128	–	–	–	–	–	–	128	103	108
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–	–	–
Intangible Assets		–	–	–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–	–	–
Water Rights		–	–	–	–	–	–	–	–	–	–	–
Effluent Licenses		–	–	–	–	–	–	–	–	–	–	–
Solid Waste Licenses		–	–	–	–	–	–	–	–	–	–	–
Computer Software and Applications		–	–	–	–	–	–	–	–	–	–	–
Load Settlement Software Applications		–	–	–	–	–	–	–	–	–	–	–
Unspecified		–	–	–	–	–	–	–	–	–	–	–
Computer Equipment		311	180	–	–	–	–	–	–	180	325	339
Computer Equipment		311	180	–	–	–	–	–	–	180	325	339
Furniture and Office Equipment		53	20	–	–	–	–	–	–	20	55	58
Furniture and Office Equipment		53	20	–	–	–	–	–	–	20	55	58
Machinery and Equipment		288	120	–	–	–	–	–	–	120	300	314
Machinery and Equipment		288	120	–	–	–	–	–	–	120	300	314
Transport Assets		2,316	2,411	–	–	–	–	–	–	2,411	2,087	2,202
Transport Assets		2,316	2,411	–	–	–	–	–	–	2,411	2,087	2,202
Land		–	–	–	–	–	–	–	–	–	–	–
Land		–	–	–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–	–	–
Total Repairs and Maintenance Expenditure to be adjusted	1	19,633	15,344	–	–	–	–	–	–	15,344	19,550	20,386

WC022 Witzenberg - Supporting Table SB18d Adjustments Budget - depreciation by asset class -

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Depreciation by Asset Class/Sub-class												
Infrastructure		23,494	23,494	–	–	–	–	8,934	8,934	32,427	23,494	23,494
Roads Infrastructure		4,758	4,758	–	–	–	–	–	–	4,758	4,758	4,758
Roads		558	558	–	–	–	–	–	–	558	558	558
Road Structures		2,100	2,100	–	–	–	–	–	–	2,100	2,100	2,100
Road Furniture		2,100	2,100	–	–	–	–	–	–	2,100	2,100	2,100
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Storm water Infrastructure		2,091	2,091	–	–	–	–	–	–	2,091	2,091	2,091
Drainage Collection		507	507	–	–	–	–	–	–	507	507	507
Storm water Conveyance		1,077	1,077	–	–	–	–	–	–	1,077	1,077	1,077
Attenuation		507	507	–	–	–	–	–	–	507	507	507
Electrical Infrastructure		3,912	3,912	–	–	–	–	–	–	3,912	3,912	3,912
Power Plants		–	–	–	–	–	–	–	–	–	–	–
HV Substations		474	474	–	–	–	–	–	–	474	474	474
HV Switching Station		474	474	–	–	–	–	–	–	474	474	474
HV Transmission Conductors		474	474	–	–	–	–	–	–	474	474	474
MV Substations		474	474	–	–	–	–	–	–	474	474	474
MV Switching Stations		474	474	–	–	–	–	–	–	474	474	474
MV Networks		591	591	–	–	–	–	–	–	591	591	591
LV Networks		474	474	–	–	–	–	–	–	474	474	474
Capital Spares		474	474	–	–	–	–	–	–	474	474	474
Water Supply Infrastructure		5,434	5,434	–	–	–	–	–	–	5,434	5,434	5,434
Dams and Weirs		407	407	–	–	–	–	–	–	407	407	407
Boreholes		407	407	–	–	–	–	–	–	407	407	407
Reservoirs		407	407	–	–	–	–	–	–	407	407	407
Pump Stations		407	407	–	–	–	–	–	–	407	407	407
Water Treatment Works		407	407	–	–	–	–	–	–	407	407	407
Bulk Mains		100	100	–	–	–	–	–	–	100	100	100
Distribution		1,100	1,100	–	–	–	–	–	–	1,100	1,100	1,100
Distribution Points		1,100	1,100	–	–	–	–	–	–	1,100	1,100	1,100
PRV Stations		1,100	1,100	–	–	–	–	–	–	1,100	1,100	1,100
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Sanitation Infrastructure		5,559	5,559	–	–	–	–	–	–	5,559	5,559	5,559
Pump Station		100	100	–	–	–	–	–	–	100	100	100
Reticulation		1,200	1,200	–	–	–	–	–	–	1,200	1,200	1,200
Waste Water Treatment Works		1,200	1,200	–	–	–	–	–	–	1,200	1,200	1,200
Outfall Sewers		1,200	1,200	–	–	–	–	–	–	1,200	1,200	1,200
Toilet Facilities		1,859	1,859	–	–	–	–	–	–	1,859	1,859	1,859
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Solid Waste Infrastructure		1,740	1,740	–	–	–	–	8,934	8,934	10,674	1,740	1,740
Landfill Sites		100	100	–	–	–	–	8,934	8,934	9,034	100	100
Waste Transfer Stations		328	328	–	–	–	–	–	–	328	328	328
Waste Processing Facilities		328	328	–	–	–	–	–	–	328	328	328
Waste Drop-off Points		328	328	–	–	–	–	–	–	328	328	328
Waste Separation Facilities		328	328	–	–	–	–	–	–	328	328	328
Electricity Generation Facilities		328	328	–	–	–	–	–	–	328	328	328
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Rail Lines		–	–	–	–	–	–	–	–	–	–	–
Rail Structures		–	–	–	–	–	–	–	–	–	–	–
Rail Furniture		–	–	–	–	–	–	–	–	–	–	–
Drainage Collection		–	–	–	–	–	–	–	–	–	–	–
Storm water Conveyance		–	–	–	–	–	–	–	–	–	–	–
Attenuation		–	–	–	–	–	–	–	–	–	–	–
MV Substations		–	–	–	–	–	–	–	–	–	–	–
LV Networks		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Sand Pumps		–	–	–	–	–	–	–	–	–	–	–
Piers		–	–	–	–	–	–	–	–	–	–	–
Revetments		–	–	–	–	–	–	–	–	–	–	–
Promenades		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Data Centres		–	–	–	–	–	–	–	–	–	–	–
Core Layers		–	–	–	–	–	–	–	–	–	–	–
Distribution Layers		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Community Assets		3,667	3,667	–	–	–	–	–	–	3,667	3,527	3,527
Community Facilities		2,079	2,079	–	–	–	–	–	–	2,079	2,079	2,079
Halls		1,422	1,422	–	–	–	–	–	–	1,422	1,422	1,422
Centres		–	–	–	–	–	–	–	–	–	–	–
Crèches		–	–	–	–	–	–	–	–	–	–	–
Clinics/Care Centres		–	–	–	–	–	–	–	–	–	–	–
Fire/Ambulance Stations		–	–	–	–	–	–	–	–	–	–	–
Testing Stations		–	–	–	–	–	–	–	–	–	–	–
Museums		–	–	–	–	–	–	–	–	–	–	–
Galleries		–	–	–	–	–	–	–	–	–	–	–
Theatres		–	–	–	–	–	–	–	–	–	–	–
Libraries		385	385	–	–	–	–	–	–	385	385	385
Cemeteries/Crematoria		13	13	–	–	–	–	–	–	13	13	13
Police		–	–	–	–	–	–	–	–	–	–	–
Parks		–	–	–	–	–	–	–	–	–	–	–
Public Open Space		260	260	–	–	–	–	–	–	260	260	260
Nature Reserves		–	–	–	–	–	–	–	–	–	–	–
Public Ablution Facilities		–	–	–	–	–	–	–	–	–	–	–
Markets		–	–	–	–	–	–	–	–	–	–	–
Stalls		–	–	–	–	–	–	–	–	–	–	–
Abattoirs		–	–	–	–	–	–	–	–	–	–	–
Airports		–	–	–	–	–	–	–	–	–	–	–
Taxi Ranks/Bus Terminals		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Sport and Recreation Facilities		1,588	1,588	–	–	–	–	–	–	1,588	1,448	1,448
Indoor Facilities		–	–	–	–	–	–	–	–	–	–	–
Outdoor Facilities		1,588	1,588	–	–	–	–	–	–	1,588	1,448	1,448

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Heritage assets		–	–	–	–	–	–	–	–	–	–	–
Monuments		–	–	–	–	–	–	–	–	–	–	–
Historic Buildings		–	–	–	–	–	–	–	–	–	–	–
Works of Art		–	–	–	–	–	–	–	–	–	–	–
Conservation Areas		–	–	–	–	–	–	–	–	–	–	–
Other Heritage		–	–	–	–	–	–	–	–	–	–	–
Investment properties		742	742	–	–	–	–	–	–	742	742	742
Revenue Generating		371	371	–	–	–	–	–	–	371	371	371
Improved Property		185	185	–	–	–	–	–	–	185	185	185
Unimproved Property		185	185	–	–	–	–	–	–	185	185	185
Non-revenue Generating		371	371	–	–	–	–	–	–	371	371	371
Improved Property		185	185	–	–	–	–	–	–	185	185	185
Unimproved Property		185	185	–	–	–	–	–	–	185	185	185
Other assets		–	–	–	–	–	–	–	–	–	–	–
Operational Buildings		–	–	–	–	–	–	–	–	–	–	–
Municipal Offices		–	–	–	–	–	–	–	–	–	–	–
Pay/Enquiry Points		–	–	–	–	–	–	–	–	–	–	–
Building Plan Offices		–	–	–	–	–	–	–	–	–	–	–
Workshops		–	–	–	–	–	–	–	–	–	–	–
Yards		–	–	–	–	–	–	–	–	–	–	–
Stores		–	–	–	–	–	–	–	–	–	–	–
Laboratories		–	–	–	–	–	–	–	–	–	–	–
Training Centres		–	–	–	–	–	–	–	–	–	–	–
Manufacturing Plant		–	–	–	–	–	–	–	–	–	–	–
Depots		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–	–	–
Staff Housing		–	–	–	–	–	–	–	–	–	–	–
Social Housing		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–	–	–
Intangible Assets		398	398	–	–	–	–	–	–	398	398	398
Servitudes		–	–	–	–	–	–	–	–	–	–	–
Licences and Rights		398	398	–	–	–	–	–	–	398	398	398
Water Rights		17	17	–	–	–	–	–	–	17	17	17
Effluent Licenses		–	–	–	–	–	–	–	–	–	–	–
Solid Waste Licenses		–	–	–	–	–	–	–	–	–	–	–
Computer Software and Applications		381	381	–	–	–	–	–	–	381	381	381
Load Settlement Software Applications		–	–	–	–	–	–	–	–	–	–	–
Unspecified		–	–	–	–	–	–	–	–	–	–	–
Computer Equipment		2,373	2,373	–	–	–	–	–	–	2,373	2,373	2,373
Computer Equipment		2,373	2,373	–	–	–	–	–	–	2,373	2,373	2,373
Furniture and Office Equipment		630	630	–	–	–	–	–	–	630	630	630
Furniture and Office Equipment		630	630	–	–	–	–	–	–	630	630	630
Machinery and Equipment		1,505	1,505	–	–	–	–	–	–	1,505	1,505	1,505
Machinery and Equipment		1,505	1,505	–	–	–	–	–	–	1,505	1,505	1,505
Transport Assets		6,921	6,921	–	–	–	–	–	–	6,921	6,921	6,921
Transport Assets		6,921	6,921	–	–	–	–	–	–	6,921	6,921	6,921
Land		–	–	–	–	–	–	–	–	–	–	–
Land		–	–	–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–	–	–
Total Depreciation to be adjusted	1	39,729	39,729	–	–	–	–	8,934	8,934	48,662	39,589	39,589

WC022 Witzenberg - Adjustments Budget - capital expenditure on upgrading of existing assets by asset class -

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Capital expenditure on upgrading of existing assets by Asset Class/Sub-class												
Infrastructure		25,957	14,014	–	–	–	–	–	–	14,014	38,955	152
Roads Infrastructure		25,457	13,102	–	–	–	–	–	–	13,102	26,495	152
Roads		–	–	–	–	–	–	–	–	–	2,820	–
Road Structures		25,457	13,102	–	–	–	–	–	–	13,102	23,675	152
Road Furniture		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Storm water Infrastructure		–	–	–	–	–	–	–	–	–	2,820	–
Drainage Collection		–	–	–	–	–	–	–	–	–	–	–
Storm water Conveyance		–	–	–	–	–	–	–	–	–	2,820	–
Attenuation		–	–	–	–	–	–	–	–	–	–	–
Electrical Infrastructure		500	542	–	–	–	–	–	–	542	4,000	–
Power Plants		–	–	–	–	–	–	–	–	–	–	–
HV Substations		–	–	–	–	–	–	–	–	–	–	–
HV Switching Station		–	–	–	–	–	–	–	–	–	–	–
HV Transmission Conductors		–	–	–	–	–	–	–	–	–	–	–
MV Substations		500	542	–	–	–	–	–	–	542	1,000	–
MV Switching Stations		–	–	–	–	–	–	–	–	–	–	–
MV Networks		–	–	–	–	–	–	–	–	–	2,000	–
LV Networks		–	–	–	–	–	–	–	–	–	1,000	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Water Supply Infrastructure		–	–	–	–	–	–	–	–	–	2,820	–
Dams and Weirs		–	–	–	–	–	–	–	–	–	–	–
Boreholes		–	–	–	–	–	–	–	–	–	–	–
Reservoirs		–	–	–	–	–	–	–	–	–	–	–
Pump Stations		–	–	–	–	–	–	–	–	–	–	–
Water Treatment Works		–	–	–	–	–	–	–	–	–	–	–
Bulk Mains		–	–	–	–	–	–	–	–	–	–	–
Distribution		–	–	–	–	–	–	–	–	–	2,820	–
Distribution Points		–	–	–	–	–	–	–	–	–	–	–
PRV Stations		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Sanitation Infrastructure		–	370	–	–	–	–	–	–	370	2,820	–
Pump Station		–	–	–	–	–	–	–	–	–	–	–
Reticulation		–	–	–	–	–	–	–	–	–	2,820	–
Waste Water Treatment Works		–	370	–	–	–	–	–	–	370	–	–
Outfall Sewers		–	–	–	–	–	–	–	–	–	–	–
Toilet Facilities		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Solid Waste Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Landfill Sites		–	–	–	–	–	–	–	–	–	–	–
Waste Transfer Stations		–	–	–	–	–	–	–	–	–	–	–
Waste Processing Facilities		–	–	–	–	–	–	–	–	–	–	–
Waste Drop-off Points		–	–	–	–	–	–	–	–	–	–	–
Waste Separation Facilities		–	–	–	–	–	–	–	–	–	–	–
Electricity Generation Facilities		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Rail Lines		–	–	–	–	–	–	–	–	–	–	–
Rail Structures		–	–	–	–	–	–	–	–	–	–	–
Rail Furniture		–	–	–	–	–	–	–	–	–	–	–
Drainage Collection		–	–	–	–	–	–	–	–	–	–	–
Storm water Conveyance		–	–	–	–	–	–	–	–	–	–	–
Attenuation		–	–	–	–	–	–	–	–	–	–	–
MV Substations		–	–	–	–	–	–	–	–	–	–	–
LV Networks		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Sand Pumps		–	–	–	–	–	–	–	–	–	–	–
Piers		–	–	–	–	–	–	–	–	–	–	–
Revetments		–	–	–	–	–	–	–	–	–	–	–
Promenades		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–	–	–
Data Centres		–	–	–	–	–	–	–	–	–	–	–
Core Layers		–	–	–	–	–	–	–	–	–	–	–
Distribution Layers		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Community Assets		5,456	3,479	–	–	–	–	–	–	3,479	6,843	–
Community Facilities		–	–	–	–	–	–	–	–	–	–	–
Halls		–	–	–	–	–	–	–	–	–	–	–
Centres		–	–	–	–	–	–	–	–	–	–	–
Crèches		–	–	–	–	–	–	–	–	–	–	–
Clinics/Care Centres		–	–	–	–	–	–	–	–	–	–	–
Fire/Ambulance Stations		–	–	–	–	–	–	–	–	–	–	–
Testing Stations		–	–	–	–	–	–	–	–	–	–	–
Museums		–	–	–	–	–	–	–	–	–	–	–
Galleries		–	–	–	–	–	–	–	–	–	–	–
Theatres		–	–	–	–	–	–	–	–	–	–	–
Libraries		–	–	–	–	–	–	–	–	–	–	–
Cemeteries/Crematoria		–	–	–	–	–	–	–	–	–	–	–
Police		–	–	–	–	–	–	–	–	–	–	–
Parks		–	–	–	–	–	–	–	–	–	–	–
Public Open Space		–	–	–	–	–	–	–	–	–	–	–
Nature Reserves		–	–	–	–	–	–	–	–	–	–	–
Public Ablution Facilities		–	–	–	–	–	–	–	–	–	–	–
Markets		–	–	–	–	–	–	–	–	–	–	–
Stalls		–	–	–	–	–	–	–	–	–	–	–
Abattoirs		–	–	–	–	–	–	–	–	–	–	–
Airports		–	–	–	–	–	–	–	–	–	–	–
Taxi Ranks/Bus Terminals		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Sport and Recreation Facilities		5,456	3,479	–	–	–	–	–	–	3,479	6,843	–
Indoor Facilities		–	–	–	–	–	–	–	–	–	–	–
Outdoor Facilities		5,456	3,479	–	–	–	–	–	–	3,479	6,843	–

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Heritage assets		–	–	–	–	–	–	–	–	–	–	–
Monuments		–	–	–	–	–	–	–	–	–	–	–
Historic Buildings		–	–	–	–	–	–	–	–	–	–	–
Works of Art		–	–	–	–	–	–	–	–	–	–	–
Conservation Areas		–	–	–	–	–	–	–	–	–	–	–
Other Heritage		–	–	–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–	–	–
Improved Property		–	–	–	–	–	–	–	–	–	–	–
Unimproved Property		–	–	–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–	–	–
Improved Property		–	–	–	–	–	–	–	–	–	–	–
Unimproved Property		–	–	–	–	–	–	–	–	–	–	–
Other assets		–	–	–	–	–	–	–	–	–	–	–
Operational Buildings		–	–	–	–	–	–	–	–	–	–	–
Municipal Offices		–	–	–	–	–	–	–	–	–	–	–
Pay/Enquiry Points		–	–	–	–	–	–	–	–	–	–	–
Building Plan Offices		–	–	–	–	–	–	–	–	–	–	–
Workshops		–	–	–	–	–	–	–	–	–	–	–
Yards		–	–	–	–	–	–	–	–	–	–	–
Stores		–	–	–	–	–	–	–	–	–	–	–
Laboratories		–	–	–	–	–	–	–	–	–	–	–
Training Centres		–	–	–	–	–	–	–	–	–	–	–
Manufacturing Plant		–	–	–	–	–	–	–	–	–	–	–
Depots		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–	–	–
Staff Housing		–	–	–	–	–	–	–	–	–	–	–
Social Housing		–	–	–	–	–	–	–	–	–	–	–
Capital Spares		–	–	–	–	–	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–	–	–
Intangible Assets		–	–	–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–	–	–
Water Rights		–	–	–	–	–	–	–	–	–	–	–
Effluent Licenses		–	–	–	–	–	–	–	–	–	–	–
Solid Waste Licenses		–	–	–	–	–	–	–	–	–	–	–
Computer Software and Applications		–	–	–	–	–	–	–	–	–	–	–
Load Settlement Software Applications		–	–	–	–	–	–	–	–	–	–	–
Unspecified		–	–	–	–	–	–	–	–	–	–	–
Computer Equipment		–	–	–	–	–	–	–	–	–	–	–
Computer Equipment		–	–	–	–	–	–	–	–	–	–	–
Furniture and Office Equipment		–	–	–	–	–	–	–	–	–	–	–
Furniture and Office Equipment		–	–	–	–	–	–	–	–	–	–	–
Machinery and Equipment		–	–	–	–	–	–	–	–	–	–	–
Machinery and Equipment		–	–	–	–	–	–	–	–	–	–	–
Transport Assets		–	–	–	–	–	–	–	–	–	–	–
Transport Assets		–	–	–	–	–	–	–	–	–	–	–
Land		–	–	–	–	–	–	–	–	–	–	–
Land		–	–	–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–	–	–
Total Capital Expenditure on upgrading of existing assets *to be adjusted*	1	31,413	17,493	–	–	–	–	–	–	17,493	45,799	152

WC022 Witzenberg - Supporting Table SB19 List of capital programmes and projects affected by Adjustments Budget -

Municipal Vote/Capital project	Program/Project description	Project number	IDP Goal Code	Individually Approved Yes/No	Asset Class	Asset Sub-Class	GPS co-ordinates	Medium Term Revenue and Expenditure Framework					
								Budget Year 2021/22		Budget Year +1 2022/23		Budget Year +2 2023/24	
R thousand			3	6	4	4	5	Original Budget	Adjusted Budget	Original Budget	Adjusted Budget	Original Budget	Adjusted Budget
Parent municipality:													
List all capital programs/projects grouped by Municipal Vote													
Entities:													
List all capital programs/projects grouped by Municipal Entity													
Entity Name													
Project name													

WC022 Witzenberg - Supporting Table SB20 Not required -

Description	Ref	Budget Year 2021/22									Budget Year +1 2022/23	Budget Year +2 2023/24
R thousands		Original Budget A	Prior Adjusted 3 A1	Accum. Funds 4 B	Multi-year capital 5 C	Unfore. Unavoid. 6 D	Nat. or Prov. Govt 8 E	Other Adjusts. 9 F	Total Adjusts. 10 G	Adjusted Budget 11 H	Adjusted Budget	Adjusted Budget
Revenue By Municipal Entity												
Entity 1 total revenue									–	–		
Entity 2 total revenue									–	–		
Entity 3 (etc) total revenue									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
Total Operating Revenue	1	–	–	–	–	–	–	–	–	–	–	–
Expenditure By Municipal Entity												
Entity 1 total operating expenditure									–	–		
Entity 2 total operating expenditure									–	–		
Entity 3 etc. total operating expenditure									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
Total Operating Expenditure	2	–	–	–	–	–	–	–	–	–	–	–
Capital Expenditure By Municipal Entity												
Entity 1 total capital expenditure									–	–		
Entity 2 total capital expenditure									–	–		
Entity 3 etc. total capital expenditure									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
									–	–		
Total Capital Expenditure	2	–	–	–	–	–	–	–	–	–	–	–

WITZENBERG

Municipality • Munisipaliteit • UMasipala Wase

MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) CHARTER

July 2019

Table of Contents

1. INTRODUCTION 3
2. MANDATE 3
3. MEMBERSHIP 3
4. ROLE AND RESPONSIBILITIES 4
5. MEETING PROCEEDINGS 5
6. REPORTING AND ACCOUNTABILITY 6
7. COMMITTEE RESOURCES 6
8. COMMITTEE PERFORMANCE 7
9. GENERAL 7

1. INTRODUCTION

1.1. The Municipal Public Accounts Committee (hereafter referred to as MPAC) is established in terms of Section 79 of the Local Government: Municipal Structures Act, Act 117 of 1998 as a Committee of Council for the efficient and effective performance of its functions.

1.2. The purpose of the MPAC terms of reference is to promote transparency and public accountability and is required in terms of Section 53 of the Local Government: Municipal Systems Act, Act 32 of 2000.

1.3. MPAC may evaluate, direct and supervise investigations into any matters within the scope of its roles and responsibilities as instructed by the Council.

1.4. MPAC activities would help to increase Council and public awareness of the financial and performance issues of the municipality..

2. MANDATE

2.1. The authority, duties and functions of MPAC is derived from the following;

2.1.1. Municipal Finance Management Act, Act 56 of 2003;

2.1.1.1. Chapter 4: Municipal Budgets, Section 32: Unauthorised, irregular or fruitless and wasteful expenditure; and

2.1.1.2. Chapter 12: Financial Reporting and Auditing, Section 129: Oversight Reports on Annual Reports.

2.1.2. Council's Rules of Order; and

2.2. The purpose of MPAC is to perform an oversight function on behalf of Council.

3. MEMBERSHIP

3.1. MPAC is a committee of Council and therefore Council determines its composition by a resolution of Council in terms of Section 79 of the Municipal Structures Act, Act 117 of 1998.

3.2. The composition –

3.2.1. The Council shall appoint MPAC Members.

3.2.2. Councillors serving on MPAC should represent a wide range of experience and expertise available in Council, especially with a financial background and should represent the various political affiliations.

3.2.3. The following Councillors will be excluded from the MPAC, i.e. Executive Mayor or Deputy Executive Mayor, Speaker, a member of the Mayoral Committee, Chairpersons of Subcouncil

and Portfolio Committee Chairpersons.

3.3. The Chairperson will be appointed by Council resolution. If the chairperson of the MPAC is absent from a specific meeting of MPAC, the members present must elect a chairperson from the members present to act as chairperson for that meeting.

3.4. Members should be appointed for a term which corresponds to the sitting of Council. If re-elected they may serve for only one further term of office (5 year period). To ensure continuity of expertise in the future, it is proposed that the terms of appointment of two members appointed in the first year, vary.

3.5. When a member of the MPAC cannot for any reason continue as a member he/she shall forthwith be replaced by Council.

3.6. Membership of the MPAC shall be published in the annual report.

4. ROLE AND RESPONSIBILITIES

4.1. MPAC has no executive powers.

4.2. The oversight role of MPAC is to review the Municipality of Witzenberg's Annual Report with specific focus on the financial aspects as contained in the Auditor-General's Report on the Annual Financial Statements of the Municipality and also when instructed by Council to advise Council in respect of unauthorised, irregular or fruitless and wasteful expenditure.

4.3 The Municipality's oversight report as envisaged in Section 129 of the MFMA is prepared for adoption by Council by following due process. MPAC's due process entails -

4.3.1 consider and make recommendations on the Oversight Report to Council regarding the Audit Report of the AGSA and queries, comments and responses in respect thereof;

4.3.2 investigate the alleged financial misconduct by Councillors and report thereon to Council as the case may be;

4.3.3 recommend on any proposals in respect of the oversight process for improving efficiency, effectiveness and economy in the financial sphere of the Municipality; and

4.3.4 liaise with the Performance risk and Audit Committee and any other relevant combined assurance committees and role-players.

4.4 Investigate unauthorised, irregular or fruitless and wasteful expenditure in terms of section 32 of the MFMA, as instructed by Council, and as guided by the National Treasury Circular 68: Unauthorised, Irregular and Fruitless and Wasteful Expenditure. The purpose being to recommend to Council whether such expenditure-

4.4.1 resulted in the Municipality receiving "value-for-money" (i.e. services received within a reasonable price);

4.4.2 is irrecoverable or not (financial implications);

4.4.3 resulted from non-compliance in following due process and subsequent disciplinary action is necessary, including whether legal action (common law) is appropriate; and / or

4.4.4 was as a result of control failures or gaps and what remedial and disciplinary actions are proposed.

4.5 To follow up that corrective action has been taken in respect of the comments and resolutions of MPAC during the oversight reporting process.

4.6 To promote good governance, transparency and accountability on the use of municipal resources.

5. MEETING PROCEEDINGS

5.1. Attendance

5.1.1. At a minimum four (4) meeting shall be held in a year. These meetings shall be included on the annual calendar of the Council. The chairperson may cancel any meeting if the workload of the committee does not justify a meeting. Special meetings can be called when circumstances warrant it.

5.1.2. A quorum shall be the majority of the members.

5.1.3. Conduct shall be in terms of the Rules of Order of Council.

5.1.4. Meetings are open to the public media unless otherwise determined by the Committee.

5.1.5. The applicable Directors (or delegated nominee) must attend as and when necessary, depending on the content and detail of the agenda.

5.1.6. The MPAC is also empowered to invite persons employed by the Municipality with relevant experience to attend its meetings as it deems fit. Where internal resources are not available, external assistance may only be obtained through Council resolution.

5.1.7. The Auditor-General or his or her representative may be invited to attend a meeting as and when circumstances may require. Financial consideration will be taken into account before inviting AGSA.

5.1.8. The Chief Financial Officer must attend all meetings, except where the chairperson, after consultation with the Chief Financial Officer, agrees that his/her presence will not be necessary at the particular meetings.

5.1.9. Internal Audit must attend all meetings, except where the chairperson, after consultation with the Head of Internal Audit, agrees that Internal Audit's presence will not be necessary at the particular meetings.

5.2. Agendas, Minutes and Logistics

5.2.1. Agendas must be distributed at least seven days prior to a meeting for preparation purposes. Notice of the meeting shall be given at least 14 days prior to the meeting.

5.2.2. Municipality Secretariat and Internal Audit provides research, secretarial and administrative support to the Committee. Internal Audit, and on occasion the Auditor-General, provides the Committee with support of a technical nature.

6. REPORTING AND ACCOUNTABILITY

6.1. MPAC investigation findings and recommendations are reported to Council, through the Office of the Speaker, as soon as possible after the MPAC resolution.

6.2. The MPAC must discuss and adopt its report for Council in accordance with the procedures for tabling matters in Council defined in the Rules of Order of Council and Municipality administration secretariat reporting template requirements.

6.3. The names of individuals are not included in its reports, except in exceptional circumstances, and only if all MPAC members agree. These reports would then be considered at in-committee meetings.

6.4. The MPAC may be able to communicate freely with the Audit Committee, Executive Mayor, the Mayoral Committee, the Speaker and Finance Portfolio Committee.

6.5. The MPAC must report to Council at least on all instructions mandated by Council and may bring items before Council as and when necessary.

7. COMMITTEE RESOURCES

7.1. MPAC must have access to –

7.1.1. The financial statements and the Annual Report of the municipality as part of the Committee's oversight process;

7.1.2. audit opinion, other reports and recommendations from the Performance Risk and Audit Committee;

7.1.3. reports in respect of transgressions in terms of the MFMA pertaining Section 32 of the MFMA;

7.1.4. information in respect of transgressions in terms of the MFMA pertaining to the Municipality, i.e. failure to prepare and adopt the Annual Report as well as the submission and auditing of the annual financial statements,

7.1.5. feedback on corrective action taken in respect of recommendations by the MPAC;

7.1.6. information in respect of any disciplinary action taken in terms of the MFMA where it related to an item that is currently serving on or has served before the committee;

7.1.7. any other audit report from the municipality;

7.1.8. performance information of the municipality;

7.1.9. all reports of the Auditor-General;

7.1.10. in-year reports of the Municipality;

7.1.11. legal, technical and any other specialised assistance required to exercise their functions as approved by Council;

7.1.12. direct access to internal and external auditors; and

7.1.13. resolutions and reports of the Audit Committee, Portfolio Committees and Sub Councils (public comments) related to the annual and audit reports.

7.2. The Auditor-General (AG) or his or her representative will provide annual feedback on the AG report during the outset of the oversight process.

7.3. Internal Audit shall assist MPAC in the achievement of the work plan in a technical capacity.

7.4. In the case of any irregular expenditure or any fruitless and wasteful expenditure incurred by the Municipality, the MPAC may call upon the accounting officer of the municipality to appear before it to provide information or clarity.

8. COMMITTEE PERFORMANCE

8.1 The Committee after consultation with the Head of Internal Audit develops a programme of activities annually. The programme is flexible, however, and is often amended to accommodate new priorities. The annual work programme must be approved by Council.

8.2. An evaluation of its work for the year should be done annually for the Committee to determine how effective it had been, through a process of self-evaluation and evaluation by Council.

8.3. The performance of the MPAC must be evaluated by representatives of the Council, through the Office of the Speaker, on an annual basis.

8.4. MPAC performance outcomes are reported to Council, through the Office of the Speaker.

9. GENERAL

9.1. MPAC will formalise operational processes, systems and procedures as necessary for the performance of its terms of reference, in consultation with the Office of the Speaker.

9.2. MPAC uses a schedule of outstanding matters to keep track of the various stages of the Committee's review process with respect to each of the reports or topics under consideration.

9.3. MPAC must deal with all matters, as instructed by Council. It is therefore important to prioritise the items on the schedule of outstanding matters.

8.1.8

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WITZENBERG ELECTRICITY: RINGFENCING, COST OF SUPPLY AND TARIFF STUDY – 2021/2022

Table of contents:

1. INTRODUCTION. 2
2. INITIAL ASSESMENT 2
3. METHODOLOGY SUMMARY 3
4. NETWORK CAPITAL COST ANALYSIS 6
5. SALES. 15
6. CUSTOMER CONSUMPTION PATTERNS. 21
7. CUSTOMER / SALES / REVENUE ANALYSIS. 23
8. NETWORK LOSSES. 32
9. ESKOM ANALYSIS. 33
10. REPRESENTATIVE LOAD PROFILE ANALYSIS. 47
10.1. Network profiles. 51
10.2. Profile re-conciliation. 52
10.3. Representative Profile Quantities. 53
10.4. Network Profile Quantities. 54
11. RINGFENCING. 54
11.1. Key focus areas 54
11.2. Methodology applied 55
11.3. Overhead cost allocation 61
12. REVENUE REQUIREMENT. 64
13. COST OF SUPPLY 65
13.1. Cost Categorization 65
13.2. Cost allocation: phase 1 68
13.3. Cost allocation: phase 2 70
13.4. Cost allocation: phase 3 71
13.5. Tariff structure analysis 82
13.6. Key findings 82
14. PRICING STUDY 83
14.1. Pricing Policy Drivers 83
14.2. Pricing policy. 84
14.3. Cross subsidies to the poor. 85
15. INDIGENT POLICY 88
16. PROPOSED TARIFFS 88
17. FINANCIAL IMPACT 91
18. TARIFF IMPACT 91
19. CUSTOMER IMPACT 93
20. BULK TOU TARIFFS 98
20.1. Bulk TOU tariff impact study 99
20.2. TOU tariff recommendations 104
21. SMALL SCALE EMBEDDED GENERATION (SSEG) 104
22. PHASE IN 105
23. TARIFF SCHEDULE 105
24. CONCLUSIONS 108
25. ANNEXURE 108

DRAFT

25.1. Allocation of network costs to tariff categories. 108
25.2. Definitions......110
25.3. Abbreviations 112

1. INTRODUCTION.

Witzenberg Municipality (Witzenberg) sanctioned a comprehensive electricity pricing study which contains 3 main components, more than that required by NERSA:

- Ringfencing electricity. The key objective of this part of the study is to establish the true cost and revenue of electricity supply in the municipality.
- The Cost of Supply study. The objective of the cost of supply study is to know the cost of supplying customers on each tariff and to compare this with the revenue from current tariffs and thus the cross-subsidies.
- Tariff study. The final step is to analyse the structure of the tariffs and how it differs from the cost structures and identify the cross subsidies within the tariffs and then to propose new tariffs.

This paper describes the details relating to all three components of the study undertaken for Witzenberg Municipality. It contains the detailed results for the whole area.

2. INITIAL ASSESMENT

This section summarises the findings in terms of the existing tariffs and related issues. This was determined through analysis of the existing tariffs and discussions with electricity staff:

Domestic consumers.

- The domestic tariffs are all Inclining Block (IBT). This means that at low usage consumers are subsidised and at high consumption levels consumer are overcharged.
- Furthermore pre-payment consumers do not pay any fixed or capacity charges. This also means subsidising low usage consumers.
- There are no capacity charges to encourage demand management by consumers.
- These two factors cause the municipality to lose much more revenue than what the save when consumers use less electricity either because of behaviour, more efficient appliances, solar geysers or installation of renewable power at their premises.
- The first block price does not even cover the marginal cost of Eskom energy purchases, making no contribution to Eskom demand and access charges or local network costs.
- Conventional consumers are charged more than pre-payment consumers. There is no basis for such big price differences.
- Conventional two part tariff basic for 1 and 3 phase is the same whereas costs differ significantly.

Commercial consumers:

- The prepaid tariff has no fixed charges thus subsidising low usage consumers.
- The differentiation in basic charges between the various capacities fall short of covering the true costs differences.
- Consumers above 100 kVA should be on Bulk TOU tariffs.
- The energy rates are exceeding energy cost.
- The size of fixed charge blocks are high thus limiting consumers' ability to reduce capacity with demand side management.
- The municipality is thus also exposed to net revenue loss when consumers reduce energy consumption.

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Rural consumers.

- The small consumer tariffs follow the Eskom tariffs.
- The energy rates are too high and the fixed charges too low.
- This exposes the municipality against net revenue losses when consumers reduce consumption.
- The Time of use tariffs are good but should:
    - Contain a capacity charge especially in view of the seasonal nature of many of these loads.
    - Excess Reactive energy charge because of extensive use of electrical motors with bad load factors.

Bulk consumers.

Non-TOU
- These consumers should all be on TOU.

TOU.
- All tariffs should have access charges.
- All tariffs should have excess reactive energy charges.
- Cost differentiation between MV < 1 MVA and > 1 MVA is questionable.
- Basic charges are very high.
- Levels will be assessed as part of cost of supply study.

Sport tariff.

- This is obviously a subsidy tariff for irregular usage consumers. Need to investigate.

Streetlight tariff.

- There should be a maintenance charge to cover the operating and maintenance cost.
- The energy charges is too high.

Availability charge.

- To be evaluated.

3. METHODOLOGY SUMMARY

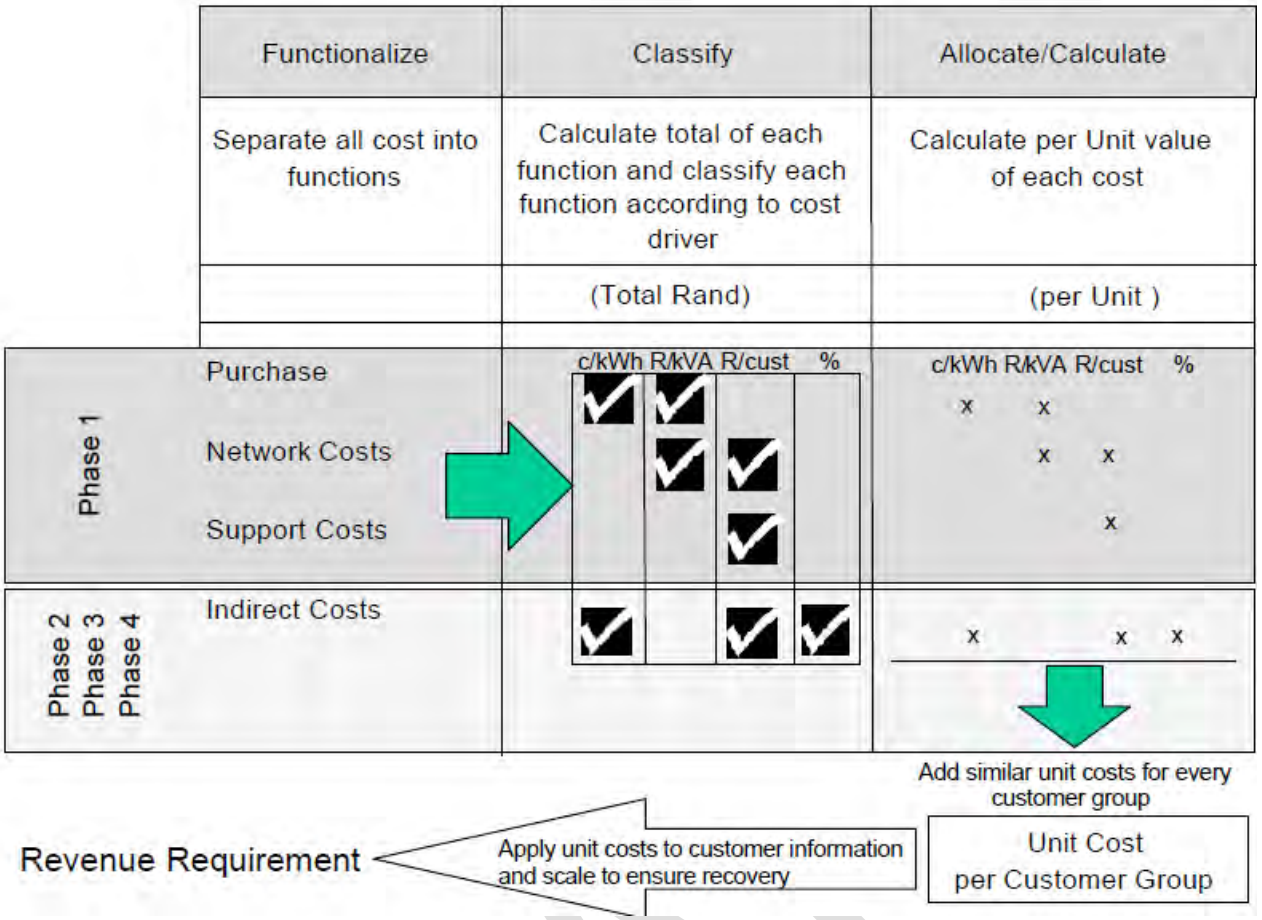
The NERSA cost of supply Framework describes the steps as shown in **Figure 1**. It is considered to be an oversimplification and does not cover all aspects.

Figure 1



NRS058, the National Standard Specification “Cost of Supply Methodology for application in the Electrical Distribution Industry”, which was developed many years ago but never received final approval due to a legal dispute, shows the framework as in the **Figure 2**.

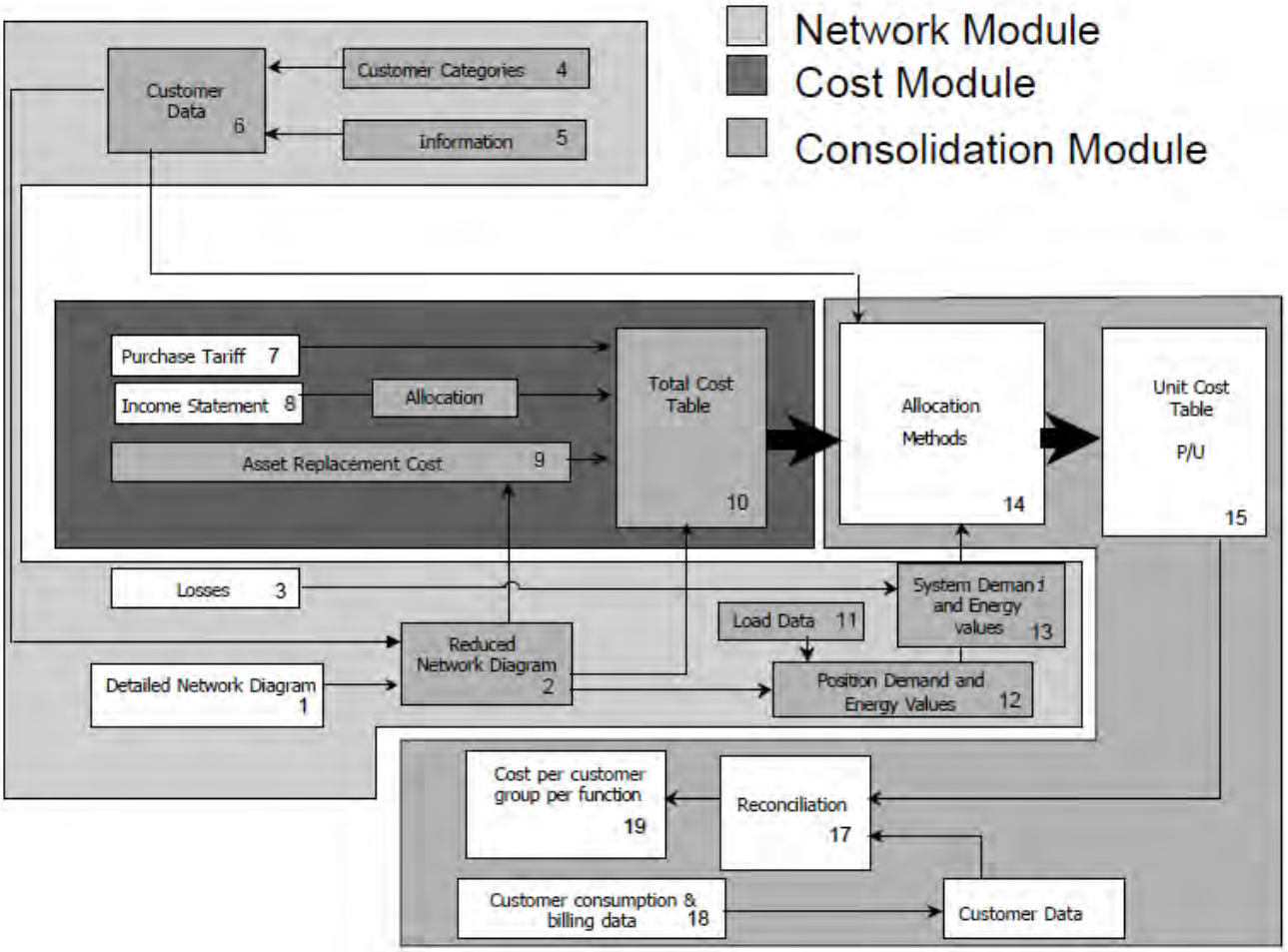
Figure 2



Later in the NRS058 standard, a procedure diagram is provided as is shown in **Figure 3**. The NERSA framework does not feature any of these very important steps.

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Figure 3



This report will thus follow the NERSA framework, but it must be realised that it is an over implication of a much more complex process and thus feature many more steps. It must also be remembered that NRS058 was developed largely by an Eskom employee who only undertook cost of supply in Eskom. The issues of ring-fencing of electricity from the rest of the municipality do thus not feature in NRS058. For a proper study, Ringfencing must be done.

It is however proposed that anybody who really wants to appreciate the complexity of this cost of supply study should read the Interim NRS058 before reading this report.

Before starting with the ringfencing study, some background calculations need to be done as detailed in the next few sections.

4. NETWORK CAPITAL COST ANALYSIS

The first step in analysing network assets is to develop a Reduced network diagram (RND). **Figure 4** illustrates this for the Witzenberg network. Most rural supplies in the area are provided by Eskom.

Figure 4

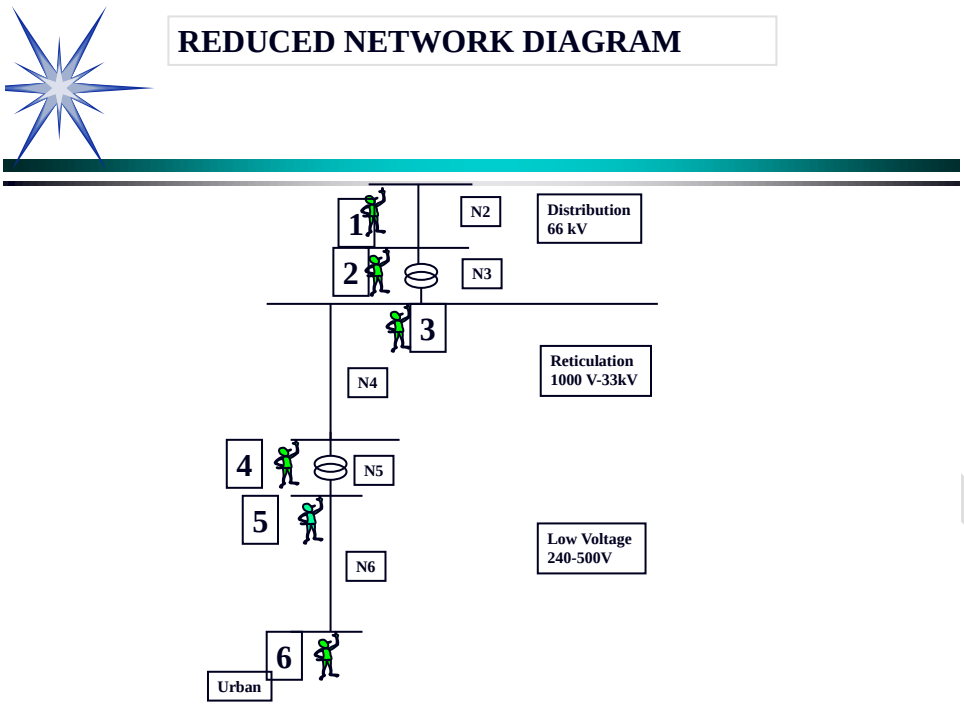


Table 1 shows the RND in table form. All costs and customers will be linked to these networks in the cost of supply study.

Table 1

WITZENBERG				
				Table 1
NETWORK CONSTRUCTION				
PRIMARY DESCRIPTION		SECONDARY DESCRIPTION	NETWORK CODE	VOLTAGE
Reticulation		Reticulation urban	N4	11 KV
Retic/LV transf		Retic subs urban	N5	11 KV to 400 V
LV		LV urban	N6	400 V
Reticulation		Rural MV	N7	11 kV
Rural		Rural LV	N8	400 V

The following comments in this respect:

- Witzenberg buys all its power from Eskom at 4 x 11kV intake points.

The following should be noted in terms of the asset registers:

- There is a technical network asset register:
  - This seem to be very accurate.
  - It contains details of the type of equipment and the number and quantities of each.
  - It contains no LV or consumer or streetlight assets.
  - It does not contain replacement values.
  - The replacement values ware then determined by using industry replacement values per asset type.

- There is a financial asset for the whole municipality:
  - This asset register is very confusing and not well structured:

- Assets are grouped per project and not per type of equipment.
- Assets are not provided with details such as capacity, lengths, quantities.
- Many assets do not have any historical values.
- No replacement values are provided.
- The asset categories really mixed up: network assets categorised as furniture, etc.
- The estimated replacement values were calculated by escalating the historical values using the official inflation rates up to current values.

The following was then done:

- Both asset registers were analysed and data sorted as best as possible.
- The results were then compared.

The summary results of the electricity asset register is shown in Table 2.

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Table 2

WITZENBERG ASSET SUMMARY			
	Sum of Final qty	Sum of Current Replacement Cost (CRC)	Unit cost
Row Labels	**Sum of QTY**		
MV			
MV Cables	**87 687.25**	**83 015 496**	
16mm Cu	91.23	47 897	525
185mm Al	16 614.99	13 291 995	800
185mm Cu	11 792.49	22 287 800	1 890
25mm Cu	3 336.78	1 751 812	525
35mm Cu	10 205.18	6 378 236	625
50mm Cu	473.52	402 494	850
70mm Cu	44 268.87	38 381 112	867
70mm XLPE Cu	301.52	261 414	867
95mm Cu	538.57	212 736	395
MV Overhead Line	**122 948.48**	**7 305 455**	
16mm Cu O/H	3 369.59	320 111	95
35mm Cu O/H	3 001.79	495 295	165
50mm Cu O/H	363.29	308 796	850
70mm Cu O/H	19.77	5 238	265
Fox	341.77	5 127	15
Gopher	4 484.23	89 685	20
Hare	36.09	1 971	54.6
Hare	110 828.11	6 051 215	54.6
Rabbit	559.70	20 877	37.3
95mm ABC	8.24	7 141	867
MV Bulk Metering Unit	**34.00**	**14 662 466**	
MV Bulk Metering Unit	34.00	14 662 466	431249
Auto Recloser	**1.00**	**500 000**	
Auto Recloser	1.00	500 000	500000
MV switchgear	**92.00**	**38 207 600**	
Switchgear-BON CHRETIEN SS	19.00	7 890 700	415300
Switchgear-DE BOS SS	8.00	3 322 400	415300
Switchgear-JAKARANDA SS	7.00	2 907 100	415300
Switchgear-LYELL SS	6.00	2 491 800	415300
Switchgear-PANORAMA SS	12.00	4 983 600	415300
Switchgear-POWER STATION 66/11kV SS	15.00	6 229 500	415300
Switchgear-STASIEWEG SS	5.00	2 076 500	415300
Switchgear-TULBAGH MAIN SS	3.00	1 245 900	415300
Switchgear-VREDEBES SS	12.00	4 983 600	415300
Switchgear-WOLSELEY MAIN SS	5.00	2 076 500	415300
Ring Main Unit	**90.00**	**38 092 590**	
(blank)	90.00	38 092 590	423 251
Ring Main Unit Bank	**9.00**	**4 321 683**	
(blank)	9.00	4 321 683	480 187
Switching Station - Building	**11.00**	**4 400 000**	
Switching Station - Building	11.00	4 400 000	400000
Sub-Total		**190 505 291**	
MV TO LV		-	
Substation - Building	**10.00**	**5 000 000**	
Substation - Building	10.00	5 000 000	500000
Transformers	**339.00**	**37 828 500**	
Floor Standing TRF	1.00	215 000	215000
Pole Mounted TRF	1.00	61 000	61 000
1000kVA Floor Standing TRF	1.00	506 000	506000
100kVA Floor Standing TRF	1.00	65 000	65 000
100kVA Pole Mounted TRF	65.00	3 965 000	61 000
10kVA Pole Mounted TRF	1.00	39 000	39000
150kVA Floor Standing TRF	1.00	65 000	65 000
150kVA Pole Mounted TRF	1.00	94 000	94 000
160kVA Floor Standing TRF	1.00	103 500	103 500
160kVA Pole Mounted TRF	12.00	1 128 000	94 000
16kVA Pole Mounted TRF	7.00	273 000	39000
20000kVA Floor Standing TRF	1.00	8 500 000	8500000
200kVA Floor Standing TRF	2.00	230 000	115 000
200kVA Pole Mounted TRF	39.00	4 290 000	110 000
20kVA Pole Mounted TRF	1.00	35 000	35 000
250kVA Floor Standing TRF	1.00	215 000	215000
250kVA Pole Mounted TRF	2.00	242 000	121000
25kVA Pole Mounted TRF	44.00	1 540 000	35 000
300kVA Floor Standing TRF	9.00	1 935 000	215000
30kVA Pole Mounted TRF	2.00	77 000	38500
315kVA Floor Standing TRF	8.00	1 720 000	215000
315kVA Pole Mounted TRF	10.00	2 050 000	205000
500kVA Floor Standing TRF	16.00	5 440 000	340000
50kVA Pole Mounted TRF	112.00	5 040 000	45 000
Batery Chargers	**9.00**	**2 561 652**	
Batery Chargers	9.00	2 561 652	284628
Miniture Substation	**105.00**	**59 030 000**	
100kVA Miniature Substation	1.00	500 000	500000
160kVA Miniature Substation	3.00	1 500 000	500000
200kVA Miniature Substation	4.00	2 200 000	550000
300kVA Miniature Substation	2.00	1 100 000	550000
315kVA Miniature Substation	76.00	41 800 000	550000
500kVA Miniature Substation	16.00	9 920 000	620000
630kVA Miniature Substation	3.00	2 010 000	670000
Sub-Total		**104 420 152**	
Grand Total	**211 335.73**	294 925 443	

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The financial asset register was then analysed.

- The current values (equivalent for replacement values) were determined by escalating the historic cost up to present day using the inflation rates as shown in the table Table 3:

Table 3

Year-	Inflation%	5-year Avg.%	10-year Avg.%	%	Years from 2021	Cumm from 2021
2000	6.99	6.66	8.94	6.99%	22	206.52%
2001	4.59	6.33	8	4.59%	21	186.49%
2002	13.51	6.51	7.58	13.51%	20	173.92%
2003	-1.63	6.27	7.17	-1.63%	19	141.32%
2004	2.2	5.05	6.19	2.20%	18	145.32%
2005	2.02	4.39	5.52	2.02%	**17**	**140.04%**
2006	4.82	3.9	5.11	4.82%	16	135.28%
2007	7.57	3.26	4.87	7.57%	15	124.47%
2008	9.34	4.11	5.18	9.34%	14	108.67%
2009	6.11	5.72	5.38	6.11%	13	90.84%
2010	3.42	6.13	5.26	3.42%	12	79.85%
2011	6.26	6.49	5.19	6.26%	11	73.91%
2012	5.73	6.4	4.82	5.73%	10	63.66%
2013	5.26	5.56	4.83	5.26%	9	54.79%
2014	5.44	5.34	5.53	5.44%	8	47.06%
2015	5.16	5.43	5.78	5.16%	7	39.47%
2016	7.03	5.75	6.12	7.03%	6	32.63%
2017	4.46	5.64	6.02	4.46%	5	23.92%
2018	4.51	5.39	5.47	4.51%	4	18.62%
2019	3.97	4.98	5.16	3.97%	3	13.51%
2020	3.06	4.71	5.07	3.06%	2	9.17%
2021	5.93	4.33	5.03	5.93%	1	5.93%

The summary results of the network assets from the financial asset register is shown in Table 4 below.

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Table 4

SL	Sum of Escalated to 2022	Column Label					
CS	Row Labels	ELECTRICITY:ADMINISTRATIO	ELECTRICITY:CLIENT SERVIC	ELECTRICITY:DISTRIBUTION	ELECTRICITY:STREET LIGHTS	(blank)	Grand Total
	⊟			-			-
	⊟			-			-
	Electrical Network Refurbishment			-			-
	⊟ **Buildings**	-					-
	⊟ **OFFICE BUILDINGS**	-					-
	Building upgrade Wolseley stores	-					-
	Tulbagh storage area.	-					-
	⊟ **Infrastructure**	**34 497 508**	**17 078 936**	**405 901 449**	**20 608 215**		**478 086 108**
	⊟ **FENCING**	**806 055**	**87 397**				**893 452**
	Capex Fencing Wolseley Stores	-					-
	Perimeter protection-Security fencing Qty meter Collard Street Wolseley	806 055					806 055
	Security Fence - Stores Technical Services		-				-
	Security Fence: Wolseley Stores		87 397				87 397
	⊟ **MAINS**			**228 977**			**228 977**
MV	HIGH VOLTAGE CONDUCTOR - CERES OPEN WIRE CONDUCTOR - ALUMINIUM HARE			108 794			108 794
MV	HIGH VOLTAGE CONDUCTOR - TULBAGH UNDERGROUND CABLE - 95MM 11KV			120 183			120 183
	⊟ **METERS**	**931 983**		**833 465**			**1 765 448**
MV/LV	Capex MV Substation Equipment	926 535					926 535
	CLAMP MET DIG 1000A AC/DC TRMS TOP TRONIC	2 072					2 072
	CLAMP METER AC/DC TBM 197 CATIV TOP	3 376					3 376
	Digital Multi Meter			858			858
CS	Low Voltage Equipment - Ceres- Consumption Meter - Remote meter with modem (QTY 3) UNB3			32 000			32 000
CS	Low Voltage Equipment - Nduli - Consumption Meter - Remote meter with modem (QTY 3) UNB3			32 000			32 000
CS	Low Voltage Equipment - Tulbagh - Consumption Meter - Remote meter with modem (QTY1) UNB3			10 667			10 667
CS	Low Voltage Equipment - Wolseley -Mill street - 11KV metering unit (QTY 1)			96 331			96 331
CS	Low Voltage Equipment - Wolseley Pine valley- Consumption Meter - Remote meter with modem			10 667			10 667
CS	Low Voltage Equipment - Wolseley Pine valley- Consumption Meter - Remote meter with modem UNB3			-			-
CS	Remote metering			-			-
CS	Remote Metering Bon Crechtion QTY1			73 291			73 291
CS	Remote Metering CCS QTY1			73 291			73 291
CS	Remote Metering CFG QTY1			73 291			73 291
CS	Remote Metering Koekedouw QTY1			73 291			73 291
CS	Remote Metering Tulbagh Hoofsub QTY1			146 582			146 582
CS	Remote Metering Vreeland Plaas QTY1			73 291			73 291
CS	Remote metering : Position CFP- Modem			4 597			4 597
CS	Remote metering : Motla AMR Position CCS SkoonvleiModem			4 597			4 597
CS	Remote metering :Motla AMR Position Ceres Abatoir Modem			4 597			4 597
CS	Remote metering :Position Telkom Bellavista			4 597			4 597
CS	Remote metering: Motla AMR Position Ceres Private Hospital- Modem			4 597			4 597
CS	Remote metering: Position Blochs- Modem			4 597			4 597
CS	Remote metering: Position Ceres Fisheries Modem			4 597			4 597
CS	Remote metering: Position CFG			4 597			4 597
CS	Remote metering: Position CFJ - Modem			4 597			4 597
CS	Remote metering: Position Crispy Cool- Modem			4 597			4 597
CS	Remote metering: Position Du Toit Vrugte			4 597			4 597
CS	Remote metering: Position Goedehoop Vrugte			4 597			4 597
CS	Remote metering: Position KFC			4 597			4 597
CS	Remote metering: Position Landros Kantoor			4 597			4 597
CS	Remote metering: Position Nicholls			4 597			4 597
CS	Remote metering: Position Obiqua Correctional Serv			4 597			4 597
CS	Remote metering: Position P De Wet farm Trust Erf 5406			4 597			4 597
CS	Remote metering: Position Pedal Tading			4 597			4 597
CS	Remote metering: Position Pick n Pay Ceres			4 597			4 597
CS	Remote metering: Position Shoprite			9 194			9 194
CS	Remote metering: Position Snow Cool			4 597			4 597
CS	Remote metering: Position Snow Cool (Old)			4 597			4 597
CS	Remote metering: Position Spar Ceres			4 597			4 597
CS	Remote metering: Position Telkom Ceres			4 597			4 597
CS	Remote metering: Position Wallet Fruits			-			-
CS	Remote metering: Position Wolfpack			4 597			4 597
CS	Remote metering:Position Ceres Provincial Hosp Modem			4 597			4 597
CS	Remote metering:Position Loxtonia			4 597			4 597
CS	Remote metering:Position Spar Tulbagh			4 597			4 597
CS	Remote metering:Position Tulpack			4 597			4 597
	⊟ **POWER STATIONS**	-					-
	CAPEX: Power Factor Correction	-					-
MV	CAPEX: Retief RMU to Station road - cable upgrade 35mm to 70	-					-
	⊟ **STREET LIGHTING**	**8 194 090**			**20 056 273**		**28 250 363**
SL	Capex Electrical Network Housing Project	8 160 927					8 160 927
SL	Capex Nduli Lighting Upgrade				-		-
SL	Capex Security upgrades				-		-
SL	Capex Streetlights				-		-
SL	Capex Telemetric Systems	-					-
SL	Capex Vredebes Streetlights				1 776 565		1 776 565
SL	CAPEX: Housing Projects Streetlights	-			-		-
SL	Housing Projects Streetlights (Own Contribution)				-		-
MV/LV	MV SUBSTATION EQUIPMENT	-					-
SL	POLE - TULBAGH - STREETLIGHT -				203 550		203 550
SL	Pole 9m. Streetlight				38 806		38 806
SL	POLE-CERES-POLE. STREETLIGHT-STREETLIGHT ARM				32 353		32 353
SL	POLE-CERES-POLE-0				12 991		12 991
SL	POLE-CERES-STEEL MAST-0				90 459		90 459
SL	POLE-CERES-STEEL-0				12 139 882		12 139 882
SL	Pole-Pole. Streetlight-Floodlight 1500WQTY3				52 104		52 104
SL	Pole-Pole. Streetlight-Floodlight 160W LEDQTY4				34 027		34 027
SL	Pole-Pole. Streetlight-Floodlight 160W LEDQTY8				41 434		41 434
SL	Pole-Pole. Streetlight-Floodlight 180W LEDQTY10				100 649		100 649
SL	Pole-Pole. Streetlight-Floodlight 180W LEDQTY13				130 844		130 844
SL	Pole-Pole. Streetlight-Floodlight 180W LEDQTY2				21 150		21 150
SL	Pole-Pole. Streetlight-Floodlight 180W LEDQTY4				40 260		40 260
SL	Pole-Pole. Streetlight-Floodlight 180W LEDQTY7				70 454		70 454
SL	Pole-Pole. Streetlight-Floodlight 470WQTY10				173 676		173 676
SL	Pole-Pole. Streetlight-Led light 144WQTY19				82 103		82 103
SL	Pole-Pole. Streetlight-Led light 144WQTY20				115 160		115 160
SL	Pole-Pole. Streetlight-Led light 144WQTY25				112 903		112 903
SL	Pole-Pole. Streetlight-Led light 144WQTY4				41 096		41 096
SL	Pole-Pole. Streetlight-Led light 144WQTY5				33 265		33 265
SL	Pole-Pole. Streetlight-Led light 36WQTY10				76 315		76 315
SL	Pole-Pole. Streetlight-Led light 36WQTY2				5 454		5 454
SL	Pole-Pole. Streetlight-Led light 36WQTY20				54 544		54 544
SL	Pole-Pole. Streetlight-Led light 36WQTY4				10 909		10 909
SL	Pole-Pole. Streetlight-Led light 36WQTY5				15 757		15 757
SL	Pole-Pole. Streetlight-Streetlight 125WQTY10				37 197		37 197
SL	Pole-Pole. Streetlight-Streetlight 125WQTY15				47 265		47 265
SL	Pole-Pole. Streetlight-Streetlight 125WQTY2				6 301		6 301
SL	Pole-Pole. Streetlight-Streetlight 125WQTY20				63 021		63 021
SL	Pole-Pole. Streetlight-Streetlight 125WQTY40				126 041		126 041
SL	Pole-Pole. Streetlight-Streetlight 400WQTY3				19 934		19 934
SL	Pole-Pole. Streetlight-Streetlight 400WQTY5				138 994		138 994
SL	POLE-TULBAGH-STREETLIGHT-0				156 589		156 589
SL	POLE-WOLSELEY-POLE-POLE 9M. STREETLIGHT. PMT A				10 282		10 282
SL	POLE-WOLSELEY-POLE-POLE 9M. STREETLIGHT. PMT B				20 564		20 564
SL	POLE-WOLSELEY-POLE-POLE 9M. STREETLIGHT. PMT C				30 845		30 845
SL	POLE-WOLSELEY-POLE-POLE 9M. STREETLIGHT. PMT E				10 282		10 282
SL	POLE-WOLSELEY-POLE-POLE 9M. STREETLIGHT. PMT H				10 282		10 282

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SL	POLE-WOLSELEY-POLE-POLE 9M. STREETLIGHT. PMT A				164 509		164 509
SL	POLE-WOLSELEY-POLE-POLE 9M. STREETLIGHT. PMT B				51 409		51 409
SL	POLE-WOLSELEY-POLE-POLE 9M. STREETLIGHT. PMT C				30 845		30 845
SL	POLE-WOLSELEY-POLE-POLE 9M. STREETLIGHT. PMT D				82 255		82 255
SL	POLE-WOLSELEY-POLE-POLE 9M. STREETLIGHT. PMT E				143 946		143 946
SL	POLE-WOLSELEY-POLE-POLE 9M. STREETLIGHT. PMT F				61 691		61 691
SL	POLE-WOLSELEY-POLE-POLE 9M. STREETLIGHT. PMT G				113 100		113 100
SL	POLE-WOLSELEY-POLE-POLE 9M. STREETLIGHT. PMT H				51 409		51 409
SL	POLE-WOLSELEY-POLE-POLE 9M. STRUT. STREETLIGHT . PMT A				34 773		34 773
SL	POLE-WOLSELEY-POLE-POLE 9M. STRUT. STREETLIGHT . PMT B				34 773		34 773
SL	POLE-WOLSELEY-POLE-POLE 9M. STRUT. STREETLIGHT . PMT E				17 386		17 386
SL	STREET LIGHTS				44 590		44 590
SL	Street Lights Bella Vista				-		-
SL	Street Lights Vredebes				-		-
SL	Streetlight Floodlight				256 206		256 206
SL	Streetlight Lantern				744 561		744 561
SL	Streetlight Lantern Burgstr	9 475					9 475
SL	Streetlight Lantern Various	23 688					23 688
SL	Streetlight Lantern Various Areas				10 296		10 296
SL	Streetlight Lantern Floodlight 180W				363 032		363 032
SL	Streetlight Lantern Floodlight 470W				198 359		198 359
SL	Streetlight Lantern LED				177 720		177 720
SL	Streetlight Post Top				23 049		23 049
SL	Streetlight. 15W 6LED LUMINAIRE Project 30 UNB 2016-17				957 272		957 272
SL	Streetlight. 36W 16LED LUMINAIRE Project 30 UNB 2016-17				236 589		236 589
SL	Streetlighting Chris Hani - AFF				-		-
SL	Streetlights				74 199		74 199
SL	Streetlights Housing Project				-		-
SL	Vredebes Streetlights				-		-
	SUPPLY/RETICULATION	**24 565 379**	**16 991 539**	**404 839 007**	**551 943**		**446 947 868**
MV	11 kV breakers 5 Wolseley (Voortrekker sub)			-			-
MV	11 kV cable Bon Chretien/ Eselfontein lyn	-					-
MV	11 KV Cable- Orange/Voortrekker	-					-
MV	11 KV Line-Eselfontein	-					-
LV	Bella Vista ERF 2623A&B 70mm Conductor		1 004 422				1 004 422
LV	Bella Vista ERF 2623A&B Airdec -housing connectio		594 039				594 039
LV	Bella Vista ERF 2623A&B Distribution boxes		508 907				508 907
LV	Bella Vista ERF 2623A&B Earth Conductor		159 394				159 394
SL	Bella Vista ERF 2623A&B External Streetlighting-		1 419 155				1 419 155
CS	Bella Vista ERF 2623A&B LV Installation - 50mm		14 684				14 684
CS	Bella Vista ERF 2623A&B LV Installation - 6mm		8 881				8 881
CS	Bella Vista ERF 2623A&B LV Installation - 70mm		17 125				17 125
CS	Bella Vista ERF 2623A&B LV Installation - 95mm		71 507				71 507
LV	Bella Vista ERF 2623A&B LV Overhead Conductor 35m		74 677				74 677
LV	Bella Vista ERF 2623A&B LV Overhead Conductor 70m		163 747				163 747
LV	Bella Vista ERF 2623A&B LV Overhead Conductor 95m		13 406				13 406
MV/LV	Bella Vista ERF 2623A&B MV Substation 315kva		1 299 452				1 299 452
SL	Bella Vista ERF 2623A&B Streetlighting 36W LED		352 809				352 809
LV	Bella Vista ERF 2623A&B Wooden Poles 10m		3 925				3 925
LV	Bella Vista ERF 2623A&B Wooden Poles 5m		5 293				5 293
LV	Bella Vista ERF 2623A&B Wooden Poles 9m		311 101				311 101
LV	BOREHOLE - CERES - CABLE 35MM 4C + 25MM -			290 132			290 132
LV	BOREHOLE - CERES - CABLE. 16MM 4C -			89 516			89 516
	Building Skoonvlei QTY Project 26 UNB 2016-17			1 118 305			1 118 305
MV	-Cable. 95mm 3c MV-QTY900	1 047 647					1 047 647
	Capex Ceres Vredebes New Bulk Sanitation	-					-
MV	Capex Electrical Network Housing Project	-					-
MV	Capex MV Network Equipment	-					-
MV/LV	Capex MV Substation Equipment	-					-
LV	Capex Network - Storm Water Upgrading				-		-
LV	Capex Upgrade of LV Network Cables	-					-
SL	Capex Vredebes Streetlights				-		-
MV	CAPEX: Replacement outdated switchgear and RMU's	-					-
MV	CAPEX: Replacement outdated switchgear and RMU's Bon Crection Capacitor Breaker 11kv	227 288					227 288
MV	CAPEX: Replacement outdated switchgear and RMU's El Rio 500kva	491 488					491 488
MV	CAPEX: Replacement outdated switchgear and RMU's Grens Street RMU	198 273					198 273
MV	CAPEX: Replacement outdated switchgear and RMU's Panorama 315kva	375 382					375 382
MV	CAPEX: Replacement outdated switchgear and RMU's Rand Stanley Ring	193 156					193 156
MV	CAPEX: Replacement outdated switchgear and RMU's Rand Street RMU	382 261					382 261
MV	CAPEX: Replacement outdated switchgear and RMU's Schoonvlei RMU	207 837					207 837
MV	CAPEX: Replacement outdated switchgear and RMU's Van Riebeeck 500kva	837 656					837 656
MV	ELECTRICITY NETWORK CONNECTIONS			685 884			685 884
MV	Fibre optic cable Skoonvlei QTY Project 26 UNB 2016-17			532 864			532 864
MV	High Voltage Conductor - Tulbagh - Underground Cable - 95mm2 x core Cu 3 11kV-(Qty 60m) Chris Hani		135 540				135 540
MV	High Voltage Conductor-Tulbagh-Open Wire Conductor-Aluminium HARE CHRIS HANI QTY 300M UNB 1		283 512				283 512
MV	High Voltage Conductor-Wolseley-Open Wire Conductor-Aluminium HARE 100mm (4500m) Ind Area UNB2			204 585			204 585
MV	Housing Connection Pine Valley Electricitfication		848 639				848 639
SL	Housing Projects Streetlights (Own Contribution)		-				-
MV	HYDRO ELECTRICAL PLANT-CERES ELECTRICAL PLANT			13 334 636			13 334 636
	HYDRO ELECTRICAL PLANT-CERES MECHANICAL PLANT			73 363			73 363
MV/LV	HYDRO ELECTRICAL PLANT-CERES MEDIUM VOLTAGE SUBSTATION-TRANSFORMER			112 380			112 380
	Increase Notified Maximum demand (Ceres Bon Chretien)	-					-
LV	KABEL 70 MM X 3 AAR HS QTY 600m			531 698			531 698
LV	Kiosk-Cabinet-9 wayQTY41	506 886					506 886
LV	KIOSK-CERES-CABINET CABINET FIBRE GLASS LARGE 1 DOOR			1 725 071			1 725 071
LV	KIOSK-CERES-CABINET CABINET FIBRE GLASS LARGE 2 DOOR			1 799 002			1 799 002
LV	KIOSK-CERES-CABINET CABINET FIBRE GLASS MEDIUM 1 DOOR			86 504			86 504
LV	KIOSK-CERES-CABINET CABINET FIBRE GLASS SMALL 1 DOOR			309 502			309 502
LV	KIOSK-CERES-CABINET CABINET FIBRE GLASS SMALL 2 DOOR			206 779			206 779
LV	KIOSK-CERES-CABINET-0			33 421			33 421
LV	KIOSK-CERES-CABINET-CABINET PLASTIC LARGE 2 DOOR			239 125			239 125
LV	KIOSK-CERES-CABINET-CABINET STEEL LARGE 2 DOORST L 2D			477 432			477 432
LV	KIOSK-CERES-CABINET-CABINET STEEL LARGE 1DOOR			23 240			23 240
LV	KIOSK-CERES-KIOSK-CABINET PLASTIC LARGE 2 DOOR			28 681			28 681
LV	KIOSK-WOLSELEY-CABINET-0			244 683			244 683
LV	KIOSK-WOLSELEY-CABINET-FIBRE GLASS KIOSK			133 464			133 464
LV	Low voltage - Tulbagh- cable termination UNB 1 - QTY 1 CHRIS HANI NETWORK		12 523				12 523
LV	Low Voltage Cable Overhead Bella Vista Electricifi		2 772 155				2 772 155
LV	Low Voltage Cable Overhead Pine Valley Electricitf		987 103				987 103
LV	Low voltage cables-Cable Aerial Bundled Conductor-		151 250				151 250
LV	Low voltage cables-Cable-OverheadKharasi streetQTY	56 704					56 704
LV	Low voltage cables-Cable-OverheadMunic Main Supply	334 282					334 282
LV	Low voltage cables-Cable-OverheadNduliQTY	273 396					273 396
LV	Low voltage cables-Cable-OverheadOwen StreetQTY	58 512					58 512
LV	Low voltage cables-Cable-OverheadStaadsaal Main Su	218 328					218 328
LV	LOW VOLTAGE CABLES-WOLSELEY CABLE-OVERHEAD			14 444			14 444
LV	LOW VOLTAGE CABLES-WOLSELEY CABLE-UNDERGROUND			5 735 260			5 735 260
LV	LOW VOLTAGE CABLES-WOLSELEY ERF CONNECTION-CABLE 16MM 4C OH			69 058			69 058
LV	LOW VOLTAGE CABLES-WOLSELEY OPEN WIRE CONDUCTOR-OVERHEAD			1 190 773			1 190 773
LV	LOW VOLTAGE CABLES-WOLSELEY-AIRDAC-CABLE 10MM AIRDAC. STREETLIGHT			9 228			9 228
LV	LOW VOLTAGE CABLES-WOLSELEY-CABLE AERIAL BUNDLED CONDUCTOR-CABLE ABC. PMT-A			121 531			121 531
LV	LOW VOLTAGE CABLES-WOLSELEY-CABLE AERIAL BUNDLED CONDUCTOR-CABLE ABC. PMT-B			69 906			69 906
LV	LOW VOLTAGE CABLES-WOLSELEY-CABLE AERIAL BUNDLED CONDUCTOR-CABLE ABC. PMT-C			36 899			36 899
LV	LOW VOLTAGE CABLES-WOLSELEY-CABLE AERIAL BUNDLED CONDUCTOR-CABLE ABC. PMT-D			71 768			71 768
LV	LOW VOLTAGE CABLES-WOLSELEY-CABLE AERIAL BUNDLED CONDUCTOR-CABLE ABC. PMT-E			95 126			95 126
LV	LOW VOLTAGE CABLES-WOLSELEY-CABLE AERIAL BUNDLED CONDUCTOR-CABLE ABC. PMT-F			69 736			69 736
LV	LOW VOLTAGE CABLES-WOLSELEY-CABLE AERIAL BUNDLED CONDUCTOR-CABLE ABC. PMT-G			82 770			82 770
LV	LOW VOLTAGE CABLES-WOLSELEY-CABLE AERIAL BUNDLED CONDUCTOR-CABLE ABC. PMT-H			39 946			39 946
LV	LOW VOLTAGE CABLES-WOLSELEY-CABLE UNDERGROUND-CABLE 25MM 4C			844 797			844 797
LV	LOW VOLTAGE CABLES-WOLSELEY-CABLE UNDERGROUND-CABLE 50MM 4C UG			57 267			57 267

LV	LOW VOLTAGE CABLES-WOLSELEY-CABLE	UNDERGROUND-CABLE 6MM 2C UG		117 100			117 100
LV	LOW VOLTAGE CABLES-WOLSELEY-CABLE	UNDERGROUND-CABLE 70MM UG		242 641			242 641
LV	LOW VOLTAGE CABLES-WOLSELEY-CABLE-OVERHEAD			1 451 164			1 451 164
LV	Low Voltage Conductor 10 mm2 Cu x 2-core with pilo		879 404				879 404
LV	Low Voltage Conductor 120 mm Alu x 4-core		630 565				630 565
SL	Low Voltage Conductor 4 mm2 x 3-core				90 584		90 584
LV	Low Voltage Conductor 70 mm2 Alu x 4-core		49 247				49 247
LV	Low voltage conductor OH-Cable. 10 mm ABC-QTY10500		1 273 576				1 273 576
LV	Low voltage conductor OH-Cable. 120mm ABC-QTY1507		653 988				653 988
LV	Low voltage conductor OH-Cable. 70 mm ABC-QTY1000		300 894				300 894
LV	LOW VOLTAGE CONDUCTOR OH-CERES	AERIAL BUNDLED CONDUCTOR-OVERHEAD		1 374			1 374
LV	LOW VOLTAGE CONDUCTOR OH-CERES	CABLE. 70X3X55X25 ABC-0		152 702			152 702
LV	LOW VOLTAGE CONDUCTOR OH-CERES	LOW VOLTAGE CONDUCTOR OH-OVERHEAD		12 064			12 064
LV	LOW VOLTAGE CONDUCTOR OH-CERES	OPEN WIRE CONDUCTOR-OVERHEAD		1 239 112			1 239 112
LV	LOW VOLTAGE CONDUCTOR OH-CERES	OVERHEAD CABLE-OVERHEAD		1 979			1 979
LV	LOW VOLTAGE CONDUCTOR OH-CERES-	OPEN WIRE CONDUCTOR-OVERHEAD		298 697			298 697
LV	LOW VOLTAGE CONDUCTOR OH-CERES-CABLE-OVERHEAD			5 686 686			5 686 686
LV	LOW VOLTAGE CONDUCTOR OH-CERES-OVERHEAD			3 174 287			3 174 287
LV	LOW VOLTAGE CONDUCTOR OH-TULBAGH	LOW VOLTAGE NETWORK-0		187 688			187 688
LV	LOW VOLTAGE CONDUCTOR UG-CERES	CABLE 70MM 4C-0		219 275			219 275
LV	LOW VOLTAGE CONDUCTOR UG-CERES-CABLE	UNDERGROUND CABLE		63 645 392			63 645 392
LV	LOW VOLTAGE EQUIPMENT - CERES	CONSUMPTION METER - REMOTE METER WITH MODEM		318 711			318 711
MV	Medium Voltage Cable50/70/95mm² Cu	Skoonvlei Project 26 UNB 2016-17		605 481			605 481
MV	Medium Voltage Cable5150/185mm² Cu	Skoonvlei Project 26 UNB 2016-17		586 832			586 832
MV	Medium Voltage Cable70mm² Cu	Skoonvlei QTY Project 26 UNB 2016-17		91 339			91 339
MV	Medium Voltage Cable 185mm² Cu	Skoonvlei QTY Project 26 UNB 2016-17		20 554 104			20 554 104
MV	Medium Voltage Cable Pine Valley Electricitficatio			726 903			726 903
MV	Medium Voltage Cable-Open wire conductor-OverheadC		145 104				145 104
MV	Medium Voltage Cable-Open wire conductor-OverheadE		729 950				729 950
MV	Medium Voltage Cable-Open wire conductor-OverheadEEsselfontein		-				-
MV	MEDIUM VOLTAGE CABLE-WOLSELEY	CABLE UNDERGROUND		8 754 699			8 754 699
MV	MEDIUM VOLTAGE CABLE-WOLSELEY	MEDIUM VOLTAGE CONDUCTOR-MV CONDUCTOR. ALLUMINIUM.		240 044			240 044
MV	MEDIUM VOLTAGE CABLE-WOLSELEY	OPEN WIRE CONDUCTOR-OVERHEAD		339 029			339 029
MV	MEDIUM VOLTAGE CONDUCTOR - TULBAGH	- CABLE 70MM X3C -		200 576			200 576
MV	MEDIUM VOLTAGE CONDUCTOR OH-CERES	OPEN WIRE CONDUCTOR-OVERHEAD		129 315			129 315
MV	Medium Voltage Conductor-Arial Bundle Conductor 70	Various	17 232				17 232
MV	Medium Voltage Conductor-Cable 25mm x4c-	Burgstraat	625				625
MV	Medium Voltage Conductor-Cable 50mm x4c-	Keet MS works	7 724				7 724
MV	Medium Voltage Conductor-Cable 70mm x3c-	Belmont cable	254 919				254 919
MV	Medium Voltage Conductor-Cable 70mm x3c-	Fabriek	70 494				70 494
MV	Medium Voltage Conductor-Cable 70mm x3c-	keet ms	252 544				252 544
MV	Medium Voltage Conductor-Cable 70mm x3c-	Keet MS works	7 499				7 499
MV	Medium Voltage Conductor-Cable 70mm x5c-	Bella Vista LV	119 835				119 835
MV	Medium Voltage Conductor-Cable 95mm x4c-		538 586				538 586
MV	Medium Voltage Conductor-Cable 95mm x4c-	Burgstraat	35 085				35 085
MV	Medium Voltage Conductor-Cable 95mm x4c-	Oranje SS Works	16 561				16 561
MV	Medium voltage conductor-Cable-Underground cableOr		-				-
MV	Medium voltage conductor-Cable-Underground cableWo		334 648				334 648
MV	MEDIUM VOLTAGE CONDUCTOR-TULBAGH	CABLE 70MM X3C-0		1 573 833			1 573 833
MV	MEDIUM VOLTAGE CONDUCTOR-TULBAGH	OPEN WIRE CONDUCTOR-ALUMINIUM HARE		106 918			106 918
MV	MEDIUM VOLTAGE CONDUCTOR-TULBAGH	OPEN WIRE CONDUCTOR-OVERHEAD CONDUCTORS		497 128			497 128
MV	MEDIUM VOLTAGE CONDUCTOR-TULBAGH-CABLE	UNDERGROUND CABLE		10 154 427			10 154 427
MV/LV	Medium voltage equipment-Medium Voltage Substation		1 602 392		248 455		1 850 847
MV/LV	Medium voltage equipment-Medium Voltage Substation	Distribution	15 459				15 459
MV/LV	Medium voltage equipment-Medium Voltage Substation	Keet Street	355 791				355 791
MV/LV	Medium voltage equipment-Medium Voltage Substation	Municipal Offices kiosk	48 280				48 280
MV/LV	Medium voltage equipment-Medium Voltage Substation	Oranje Str Ceres	492 908				492 908
MV/LV	Medium voltage equipment-Medium Voltage Substation	RMU	297 567				297 567
MV/LV	Medium voltage equipment-Medium Voltage Substation	Stadsaal kiosk	38 852				38 852
MV/LV	Medium voltage equipment-Medium Voltage Substation	Streetlights	28 675				28 675
MV/LV	MEDIUM VOLTAGE EQUIPMENT-TULBAGH	MEDIUM VOLTAGE SUBSTATION-MINI SUBSTATION		5 280 803			5 280 803
MV/LV	MEDIUM VOLTAGE EQUIPMENT-TULBAGH	MEDIUM VOLTAGE SUBSTATION-RMU		1 532 246			1 532 246
MV/LV	MEDIUM VOLTAGE EQUIPMENT-TULBAGH	MEDIUM VOLTAGE SUBSTATION-SECURITY FENCE		69 100			69 100
MV/LV	MEDIUM VOLTAGE EQUIPMENT-TULBAGH	MEDIUM VOLTAGE SUBSTATION-TRANSFORMER		3 590 805			3 590 805
MV/LV	Medium voltage equipment-Tulbagh-Medium Voltage S	ubstation-Switchgear-Sewerage plant(QTY1)UNB4		-			-
MV/LV	MEDIUM VOLTAGE EQUIPMENT-WOLSELEY	MEDIUM VOLTAGE SUBSTATION-CIVIL STRUCTURE		549 788			549 788
MV/LV	MEDIUM VOLTAGE EQUIPMENT-WOLSELEY	MEDIUM VOLTAGE SUBSTATION-LINK FUSE		117 454			117 454
MV/LV	MEDIUM VOLTAGE EQUIPMENT-WOLSELEY	MEDIUM VOLTAGE SUBSTATION-MINI SUBSTATION		4 213 919			4 213 919
MV/LV	MEDIUM VOLTAGE EQUIPMENT-WOLSELEY	MEDIUM VOLTAGE SUBSTATION-SECURITY FENCING		41 442			41 442
MV/LV	MEDIUM VOLTAGE EQUIPMENT-WOLSELEY	MEDIUM VOLTAGE SUBSTATION-SWITCHGEAR		1 273 234			1 273 234
MV/LV	MEDIUM VOLTAGE EQUIPMENT-WOLSELEY	MEDIUM VOLTAGE SUBSTATION-TRANSFORMER		2 528 502			2 528 502
MV/LV	Medium Voltage Med voltage su	bstation equipment Tulbagh reticulation UNB4(QTY1)		196 586			196 586
MV/LV	Medium Voltage Substation-Metering Unit		163 267				163 267
MV/LV	Medium Voltage Substation-Triswitches	De Bos hooflyn	48 375				48 375
MV/LV	Medium Voltage Transformer	CHRIS HANI UNB 1		368 966			368 966
MV/LV	MINI SUBSTATION 315KVA	Project 29 UNB 2016-17		501 970			501 970
MV/LV	MINI SUBSTATION 500 KVA	Project 29 UNB 2016-17		476 660			476 660
MV	MV Cables		308 443				308 443
MV	MV circuitbreakers - Born Cretion	Skoonvlei QTProject 26 UNB 2016-17		614 735			614 735
MV	MV circuitbreakers - Panorama	Skoonvlei QTY Project 26 UNB 2016-17		4 956 973			4 956 973
MV	MV circuitbreakers - Vredebes	Skoonvlei QTY Project 26 UNB 2016-17		4 938 728			4 938 728
MV	Network - Subsidised Housing - INEP			-			-
MV	New 11 kV breakers x 4 (Spares)			-			-
MV	Op-Die-Berg Network			-			-
MV	Op-Die-Berg Network	WIP		176 138			176 138
LV	OVERHEAD CABLE-TULBAGH	CABLE AERIAL BUNDLED CONDUCTOR		124 574			124 574
LV	OVERHEAD CABLE-TULBAGH	CABLE AERIAL BUNDLED CONDUCTOR-3X70MM ABC		11 969			11 969
LV	OVERHEAD CABLE-TULBAGH	CABLE AERIAL CONDUCTOR		31 999			31 999
LV	OVERHEAD CONDUCTOR-CERES-OPEN WIRE CONDUCTOR	OVERHEAD		12 965 010			12 965 010
LV	OVERHEAD CONDUCTOR-TULBAGH	OPEN WIRES X2-OVERHEAD		63 344			63 344
LV	OVERHEAD CONDUCTOR-TULBAGH	OPEN WIRES X3-OVERHEAD		43 962			43 962
LV	OVERHEAD CONDUCTOR-TULBAGH	OPEN WIRES X4-OVERHEAD		704 512			704 512
LV	OVERHEAD CONDUCTOR-TULBAGH	OPEN WIRES X5-OVERHEAD		88 893			88 893
LV	OVERHEAD CONDUCTOR-TULBAGH	OVERHEAD CONDUCTOR-OVERHEAD		9 270			9 270
LV	OVERHEAD CONDUCTOR-TULBAGH-CABLE AERIAL BUNDLED CO			357 322			357 322
LV	Overhead Conductor-Tulbagh-Cable Aerial Bundled Conductor-3x70mm ABC QTY 2225M	CHRIS HANI NET		638 326			638 326
LV	OVERHEAD CONDUCTOR-TULBAGH-CABLE AERIAL BUNDLED COPRIOR YEAR WIP			13 709			13 709
LV	OVERHEAD CONDUCTOR-TULBAGH-CABLE-OVERHEAD			1 679 742			1 679 742
LV	PA Hamlet Phase 5 Network			-			-
LV	PALE HOUT 35 FEET (11M) QTY 5			15 626			15 626
MV	Panorama sub 11 kV incomer upgrade			-			-
MV	POLE - CERES - POLE 11M	MEDIUM VOLTAGE DISTRIBUTION		117 033			117 033
LV	POLE - TULBAGH - POLE 9M	LOW VOLTAGE DISTRIBUTION		102 301			102 301
MV	Pole 11m-Medium Voltae Distribution		2 984				2 984
LV	Pole 11m-Steel		13 663				13 663
SL	Pole 7.2m Streetlight				212 904		212 904
SL	Pole 9m. Streetlight		12 482				12 482
MV	POLE-CERES-CONCRETE & STEEL-0			166 551			166 551
MV	POLE-CERES-FIBRE GLASS PILLAR-0			223 007			223 007
MV	POLE-CERES-FIBRE GLASS-0			963 614			963 614
MV	POLE-CERES-STEEL TELESCOPIC-0			207 734			207 734
MV	POLE-CERES-STEEL-2 STAYS			8 867			8 867
MV	POLE-CERES-STEEL-STAY			548 485			548 485
MV	POLE-CERES-WOOD-0			15 135 995			15 135 995
MV	POLE-CERES-WOOD-2 STAYS			270 889			270 889
MV	POLE-CERES-WOOD-2STAYS			935 055			935 055
MV	POLE-CERES-WOOD-3 STAYS			8 774			8 774
MV	POLE-CERES-WOOD-4STAYS			21 432			21 432
MV	POLE-CERES-WOOD-STAY			2 791 360			2 791 360
MV	POLE-CERES-WOOD-WOOD			1 664 093			1 664 093

MV	POLE-CERES-WOOD-WOOD 2STAYS			140 762			140 762
MV	POLE-CERES-WOOD-WOOD AFRAME			2 163			2 163
MV	POLE-CERES-WOOD-WOOD STAY			225 088			225 088
MV	POLE-CERES-WOOD-WOOD STAY AFRAME			2 163			2 163
MV	POLE-CERES-WOOD-WOOD STRUT			142 209			142 209
MV	Pole-Pole-Pole 11mNduliQTY	131 377					131 377
MV	Pole-Pole-Pole 11mQTY	181 941					181 941
MV	Pole-Pole-Pole 11mQTY6	133 853					133 853
MV	Pole-Pole-Pole 11mWolseleyQTY	182 668					182 668
MV	Pole-Pole-Pole 7.2mQTY65	749 272					749 272
MV	Pole-Steel	68 747					68 747
MV	POLE-TULBAGH-CONCRETE-0			674 332			674 332
MV	POLE-TULBAGH-CONCRETE-STAY			28 399			28 399
MV	POLE-TULBAGH-FIBRE GLASS-0			560 286			560 286
MV	POLE-TULBAGH-POLE 11M MEDIUM VOLTAGE DISTRIBUTION			330 262			330 262
LV	POLE-TULBAGH-POLE 9M-LOW VOLTAGE DISTRIBUTION			411 541			411 541
MV	POLE-TULBAGH-STEEL-0			3 098 699			3 098 699
MV	POLE-TULBAGH-STEEL-2 STAYS			71 463			71 463
MV	POLE-TULBAGH-STEEL-STAY			530 488			530 488
MV	POLE-TULBAGH-WOOD-0			2 827 342			2 827 342
MV	Pole-Tulbagh-Wood-11m- Medium Voltae Distribution (Qty 25) - Chris Hani UNB 1		6 033				6 033
MV	Pole-Tulbagh-Wood-11m- Medium Voltae Distribution CHRIS HANI UNB 1		144 790				144 790
MV	POLE-TULBAGH-WOOD-2 STAYS			82 046			82 046
MV	Pole-Tulbagh-Wood-9m (QTY 111) Chris Hani		745 796				745 796
MV	Pole-Tulbagh-Wood-9m - CHRIS HANI UNB 1		10 368				10 368
MV	POLE-TULBAGH-WOOD-STAY			1 017 547			1 017 547
MV	POLE-WOLSELEY-CONCRETE-0			386 092			386 092
MV	POLE-WOLSELEY-FIBRE GLASS-0			104 133			104 133
MV	POLE-WOLSELEY-POLE-0			3 557			3 557
MV/LV	POLE-WOLSELEY-POLE-POLE 11M. PMT B			7 105			7 105
MV/LV	POLE-WOLSELEY-POLE-POLE 11M. PMT E			7 105			7 105
MV/LV	POLE-WOLSELEY-POLE-POLE 11M. PMT F			7 105			7 105
MV/LV	POLE-WOLSELEY-POLE-POLE 11M. STAY X2. PMT C			8 024			8 024
MV/LV	POLE-WOLSELEY-POLE-POLE 11M. STAY. PMT A			7 564			7 564
MV/LV	POLE-WOLSELEY-POLE-POLE 11M. STAY. PMT B			7 564			7 564
MV/LV	POLE-WOLSELEY-POLE-POLE 11M. STAY. PMT D			7 564			7 564
MV/LV	POLE-WOLSELEY-POLE-POLE 11M. STAY. PMT G			7 564			7 564
MV/LV	POLE-WOLSELEY-POLE-POLE 11M. STAY. PMT H			7 564			7 564
SL	POLE-WOLSELEY-POLE-POLE 11M. STAY. STREETLIGHT . PMT C			13 366			13 366
SL	POLE-WOLSELEY-POLE-POLE 11M. STAY. STREETLIGHT . PMT D			13 366			13 366
SL	POLE-WOLSELEY-POLE-POLE 11M. STAY. STREETLIGHT . PMT G			13 366			13 366
SL	POLE-WOLSELEY-POLE-POLE 11M. STAY. STREETLIGHT . PMT H			13 366			13 366
SL	POLE-WOLSELEY-POLE-POLE 11M. STREETLIGHT. PMT B			12 906			12 906
SL	POLE-WOLSELEY-POLE-POLE 11M. STREETLIGHT. PMT E			12 906			12 906
SL	POLE-WOLSELEY-POLE-POLE 11M. STREETLIGHT. PMT G			25 812			25 812
SL	POLE-WOLSELEY-POLE-POLE 11M. STREETLIGHT. PMT H			12 906			12 906
SL	POLE-WOLSELEY-POLE-POLE 11M. STRUT. STREETLIGHT . PMT F			20 011			20 011
SL	POLE-WOLSELEY-POLE-POLE 11M. STRUT. STREETLIGHT . PMT G			20 011			20 011
MV/LV	POLE-WOLSELEY-POLE-POLE 9M. PMT A			58 243			58 243
MV/LV	POLE-WOLSELEY-POLE-POLE 9M. PMT B			8 960			8 960
MV/LV	POLE-WOLSELEY-POLE-POLE 9M. PMT C			8 960			8 960
MV/LV	POLE-WOLSELEY-POLE-POLE 9M. PMT D			31 362			31 362
MV/LV	POLE-WOLSELEY-POLE-POLE 9M. PMT E			44 802			44 802
MV/LV	POLE-WOLSELEY-POLE-POLE 9M. PMT F			44 802			44 802
MV/LV	POLE-WOLSELEY-POLE-POLE 9M. PMT G			40 322			40 322
MV/LV	POLE-WOLSELEY-POLE-POLE 9M. PMT H			13 441			13 441
MV/LV	POLE-WOLSELEY-POLE-POLE 9M. STAY X2. PMT H			5 400			5 400
SL	POLE-WOLSELEY-POLE-POLE 9M. STAY X2. STREETLIGHT . PMT G			11 201			11 201
MV/LV	POLE-WOLSELEY-POLE-POLE 9M. STAY. PMT F			29 640			29 640
SL	POLE-WOLSELEY-POLE-POLE 9M. STAY. STREETLIGHT . PMT F			21 483			21 483
MV/LV	POLE-WOLSELEY-POLE-POLE 9M. STAY. PMT A			4 940			4 940
MV/LV	POLE-WOLSELEY-POLE-POLE 9M. STAY. PMT B			24 700			24 700
MV/LV	POLE-WOLSELEY-POLE-POLE 9M. STAY. PMT C			24 700			24 700
MV/LV	POLE-WOLSELEY-POLE-POLE 9M. STAY. PMT D			14 820			14 820
MV/LV	POLE-WOLSELEY-POLE-POLE 9M. STAY. PMT E			9 880			9 880
MV/LV	POLE-WOLSELEY-POLE-POLE 9M. STAY. PMT H			14 820			14 820
SL	POLE-WOLSELEY-POLE-POLE 9M. STAY. STREETLIGHT . PMT D			10 742			10 742
SL	POLE-WOLSELEY-POLE-POLE 9M. STAY. STREETLIGHT . PMT F			10 742			10 742
SL	POLE-WOLSELEY-POLE-POLE 9M. STAY. STREETLIGHT . PMT G			10 742			10 742
SL	POLE-WOLSELEY-POLE-POLE 9M. STAY. STREETLIGHT . PMT A			85 933			85 933
SL	POLE-WOLSELEY-POLE-POLE 9M. STAY. STREETLIGHT . PMT B			32 225			32 225
SL	POLE-WOLSELEY-POLE-POLE 9M. STAY. STREETLIGHT . PMT C			10 742			10 742
SL	POLE-WOLSELEY-POLE-POLE 9M. STAY. STREETLIGHT . PMT D			75 191			75 191
SL	POLE-WOLSELEY-POLE-POLE 9M. STAY. STREETLIGHT . PMT E			85 933			85 933
SL	POLE-WOLSELEY-POLE-POLE 9M. STAY. STREETLIGHT . PMT F			21 483			21 483
SL	POLE-WOLSELEY-POLE-POLE 9M. STAY. STREETLIGHT . PMT G			42 967			42 967
SL	POLE-WOLSELEY-POLE-POLE 9M. STAY. STREETLIGHT . PMT H			10 742			10 742
SL	POLE-WOLSELEY-POLE-POLE 9M. STAY. STRUT . STREETLIGHT. PMT A			35 692			35 692
MV	POLE-WOLSELEY-STEEL BENT SPECIAL-0			27 527			27 527
MV	POLE-WOLSELEY-STEEL-0			1 281 849			1 281 849
MV	POLE-WOLSELEY-STEEL-STAY			54 203			54 203
MV	POLE-WOLSELEY-WOOD-0			2 235 464			2 235 464
MV	POLE-WOLSELEY-WOOD-2 STAYS			83 076			83 076
MV	POLE-WOLSELEY-WOOD-3 STAYS			4 387			4 387
MV	Pole-Wolseley-Wood-9m (QTY 3) INDUSTRIAL AREA UNB2			557			557
MV	Pole-Wolseley-Wood-Medium Voltae Distribution INDUSTRIAL AREA UNB2 (QTY 10 UNITS)			15 114			15 114
MV	POLE-WOLSELEY-WOOD-STAY			1 037 529			1 037 529
MV	Pole-Wood	14 209					14 209
MV	Pole-Wood Albertstraat	130 133					130 133
MV	Pole-Wood Bella Vista LV	175 583					175 583
MV	Pole-Wood Fabriek	104 775					104 775
MV	Pole-Wood Various	4 567					4 567
MV	Pole-Wood 9m	204 001					204 001
MV	Prof Fees Rural Development Projects		-				-
MV	Professional Fees Rural Development Projects			495 661			495 661
MV/LV	Replace Minisub:Long Street	423 720					423 720
MV/LV	Replace Minisub:Mill Street	280 478					280 478
MV	Ring Main Unit Skoonvlei QTY Project 26 UNB 2016-17			280 478			280 478
MV	RING MAIN UNIT (OUTDOOR) QTY 2			374 164			374 164
MV	RING MAIN UNIT QTY 1			171 512			171 512
CS	SERVICE CONNECTION - CERES - SERVICE CONNECTION -			16 450			16 450
CS	SERVICE CONNECTION - CERES - SERVICE CONNECTION ERF CONNECTION			118 256			118 256
CS	SERVICE CONNECTION - TULBAGH - SERVICE CONNECTION ERF CONNECTION			2 790 671			2 790 671
CS	SERVICE CONNECTION-CERES-SERVICE CONNECTION-0			373 447			373 447
CS	SERVICE CONNECTION-TULBAGH-SERVICE CONNECTION ERF CONNECTION			792 798			792 798
CS	Service Connection-Tulbagh-Service Connection- QTY 125 CHRIS HANI NETWORK UNB 1		893 785				893 785
MV	SEWERAGE MAIN FEEDER		-	-			-
MV	Skoonvlei Electricity			-			-
SL	Streetlight Lantern Fabriek	76 401					76 401
SL	Streetlighting - Chris Hani 600		-				-
SL	Streetlighting Chris Hani - AFF		-				-
SL	Streetlights	26 745					26 745
MV/LV	Substation equipment - Vredebes Skoonvlei QTY Project 26 UNB 2016-17			409 877			409 877
MV/LV	SWITCH GEAR VOORTREKKER CFA Project 29 UNB 2016-17			806 012			806 012
MV/LV	Swtichgear -Wolseley Voortrekker Sub		618 609				618 609
MV/LV	Termination-Box-QTY6	67 420					67 420
MV/LV	TRANSFORMER - CERES - MEDIUM VOLTAGE SUBSTATION TRANSFORMER 315KVA			280 534			280 534
MV/LV	TRANSFORMER - TULBAGH MEDIUM VOLTAGE SUBSTATION - LM PANEL CIRCUIT BREA			365 058			365 058
MV/LV	TRANSFORMER - TULBAGH - MEDIUM VOLTAGE SUBSTATION TRANSFORMER 200KVA			169 501			169 501
MV/LV	TRANSFORMER - TULBAGH - RING MAIN UNIT -			147 950			147 950

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MV/LV	TRANSFORMER-CERES-MEDIUM VOLTAGE SUBSTATION MINI SUBSTATION			41 326 070			41 326 070
MV/LV	TRANSFORMER-CERES-MEDIUM VOLTAGE SUBSTATION MINI SUBSTATION. 315KVA. VYGIE M/S			393 262			393 262
MV/LV	TRANSFORMER-CERES-MEDIUM VOLTAGE SUBSTATION MINI SUBSTATION. 500KVA. POMP 5			376 001			376 001
MV/LV	TRANSFORMER-CERES-MEDIUM VOLTAGE SUBSTATION SWITCHGEAR			159 360			159 360
MV/LV	TRANSFORMER-CERES-MEDIUM VOLTAGE SUBSTATION TRANSFORMER			44 258 660			44 258 660
MV/LV	TRANSFORMER-CERES-TRANSFORMER. 500 KVA-0			82 578			82 578
MV/LV	Transformer-Distribution Box-Pole MountedNduli Upg	332 188					332 188
MV/LV	Transformer-Medium Voltage Substation-Mini Substat	2 996 839					2 996 839
MV/LV	Transformer-Medium Voltage Substation-Mini SubstatChris Hani	-					-
MV/LV	Transformer-Medium Voltage Substation-Mini SubstatDelmien TRF	37 373					37 373
MV/LV	Transformer-Medium Voltage Substation-Mini SubstatKeet MS works	562 743					562 743
MV/LV	Transformer-Medium Voltage Substation-Mini SubstatMorceax New	121 493					121 493
MV/LV	Transformer-Medium Voltage Substation-Mini SubstatNkonjane Ave	110 710					110 710
MV/LV	Transformer-Medium Voltage Substation-Mini SubstatSlove Ave	75 397					75 397
MV/LV	Transformer-Medium Voltage Substation-Mini SubstatVan der Stel	562 743					562 743
MV/LV	Transformer-Medium Voltage Substation-Transformer	486 710					486 710
MV/LV	Transformer-Ring Main Unit-300 kVAQTY1	764 425					764 425
MV/LV	Transformer-Ring Main Unit-500 kVA	179 990					179 990
MV/LV	Transformer-Ring Main Unit-500 kVAQTY1		914 337				914 337
MV/LV	Transformer-Ring Main Unit-Panaroma	222 167					222 167
MV/LV	TRANSFORMER-TULBAGH-DISTRIBUTION BOX			76 867			76 867
MV/LV	TRANSFORMER-TULBAGH-DISTRIBUTION BOX POLE MOUNTED			149 614			149 614
MV/LV	Transformer-Tulbagh-Distribution Box-Pole Mounted- 95mm - CHRIS HANI UNB 1		43 770				43 770
MV/LV	Transformer-Tulbagh-Distribution Box-Pole Mounted- 95mm CHRIS HANI UNB 1		87 540				87 540
MV/LV	TRANSFORMER-TULBAGH-MEDIUM VOLTAGE SUBSTATION MINI SUBSTATION. 315KVA. KRIEGLER			372 155			372 155
MV/LV	TRANSFORMER-TULBAGH-MEDIUM VOLTAGE SUBSTATION POLE MOUNTED TRANSFORMER 200KVA			557 728			557 728
MV/LV	Transformer-Tulbagh-Medium Voltage Substation-Pole mounted transformer 200kVA CHRIS HANI UNB 1		184 483				184 483
MV/LV	TRANSFORMER-TULBAGH-TRANSFORMER STRUCTURE POLE STRUCTURE			46 277			46 277
MV/LV	TRANSFORMER-WOLSELEY-MEDIUM VOLTAGE SUBSTATION MINI SUBSTATION. 500KVA. KERK STRAAT M/S			370 999			370 999
MV/LV	TRANSFORMER-WOLSELEY-MEDIUM VOLTAGE SUBSTATION TRANSFORMER. 200KVA POLEMOUNTED			530 084			530 084
MV/LV	TRANSFORMER-WOLSELEY-MEDIUM VOLTAGE SUBSTATION TRANSFORMER. 315KVA POLEMOUNTED			1 105 872			1 105 872
SL	Tulbagh Streetlights		-				-
LV	TULBAGH UPPER RESERVOIR		-				-
SL	Tulbagh-Streetlight-Streetlight arm QTY 44 CHRIS HANI NETWORK UNB1		218 451				218 451
MV	UNDERGROUND CABLE-CERES CABLE-UNDERGROUND			69 027 926			69 027 926
MV	UNDERGROUND CABLE-CERES-CABLE. 70MM 3C MV-0			74 636			74 636
MV	Underground cable-Wolseley-Cable. 70mm x 3 AAR HS (QTY 600M) INDUSTRIAL AREA UNB2			360 048			360 048
MV	Upgrading Elec Network			-			-
MV	Vredebes Electrification			-			-
	(blank)						
	(blank)						
	(blank)						
	Grand Total	**34 497 508**	**17 078 936**	**405 901 449**	**20 608 215**		**478 086 108**

The results from the two asset registers are shown in Table 5 below.

Table 5

ASSET VALUES	FROM FAR ASSET REGISTER	FROM TECHNICAL ASSET REGISTER	Differences
MV	190 107 225	175 842 825	7.5%
MV/LV	127 924 403	104 420 152	18.4%
LV	120 749 115	106 409 248	11.9%
SL	31 283 727	27 568 549	11.9%
CS	5 930 211	44 834 983	
	475 994 682	**462 790 935**	

It shows that the escalated values form the financial asset register yielded higher results than the replacement values form the technical asset register. The following adjustment was then done:

- The MV, MV/LV and Customer services uses replacement values form technical asset register.
- The LV and Streetlight escalated values were then reduced by the average difference of the MV and MV/LV assets and these values used.

An extract of NERSA technical D-form is shown in Table 6. The quantities tie up with the asset register quantities.

Table 6

Category of network			Circuit length (KM) [3]				Transformers installed capacity [1]		
			Total O/H lines		Total Cables		Number	Total (MVA)	
LV Supply	Supply voltage < 1kV	Domestic	16.12	km	67.72	km	128.00	40.95	MVA
		Commercial/small to medium industrial	NA	km	71.30	km	NA	NA	MVA
	≥ 1kV and ≤ 22kV	Rural overhead up to 22kV	133.50	km	NA	km	283.00	19.80	MVA
MV Supply	Supply voltage > 22 kV to ≤ 44 kV		NA	km	NA	km	NA	NA	MVA
	> 44 kV to ≤ 132kV		NA	km	NA	km	NA	NA	MVA
HV Supply	> 132 kV		NA	km	NA	km	NA	NA	MVA
Total			**149.62**	km	**139.02**	km	**411.00**	**60.75**	MVA

A comparison is shown in Table 7 below:

Table 7

ASSET COMPARISON	Register	D-form
MV lines	122 948.48	133 500.00
MV cable	87 687.25	71 300.00
Transformers No	444.00	411.00
Transformers kVA	102 642	61.00

It looks like the transformer kVA for the D-form is low.

The depreciation and ROA making up the total Capital revenue requirement is shown in Table 8.

Table 8

ELECTRICITY ASSET REGISTER SUMMARY	Sum of Quantity	Service connection	Meter	Current Replacement cost	Life expectancy Years	CRC Depreciation	ROA @ 3.5%	Total Capex provision	Current Depreciation	Current Interest	Total current provision	Depreciation ratios
Energy					15	-	-	-	-	-	-	0.0%
HV					50	-	-	-	-	-	-	0.0%
HV/MV					45	-	-	-	-	-	-	0.0%
MV	210 838.73			175 842 825	50	3 516 856	6 154 499	9 671 355	950 175	6 245	956 420	28.2%
MV to LV	463.00			104 420 152	45	2 320 448	3 654 705	5 975 153	626 932	4 121	631 053	18.6%
LV				106 409 248	35	3 040 264	3 724 324	6 764 588	821 410	5 399	826 809	24.4%
1 PH kWh Pre-paid	8 783.50	2 000	1 200	28 107 200	25	1 124 288	983 752	2 108 040	303 757	1 996	305 754	9.0%
3 PH kWh Pre-paid	1.00	4 000	2 200	6 200	25	248	217	465	67	0	67	0.0%
1 PH kWh	1 385.42	2 000	1 000	4 156 250	25	166 250	145 469	311 719	44 917	295	45 212	1.3%
3 Ph kWh	503.17	6 000	2 000	4 025 333	25	161 013	140 887	301 900	43 502	286	43 788	1.3%
3 PH MD & ct's	1.00	10 000	5 000	15 000	25	600	525	1 125	162	1	163	0.0%
3 PH TOU & ct's	33.00	10 000	12 000	726 000	25	29 040	25 410	54 450	7 846	52	7 898	0.2%
TOU RMU & CT/VT's	16.00	430 000	12 000	7 072 000	30	235 733	247 520	483 253	63 690	419	64 108	1.9%
TOU at HV sub With CB	1.00	715 000	12 000	727 000	30	24 233	25 445	49 678	6 547	43	6 590	0.2%
Streetlight				27 568 549	15	1 837 903	964 899	2 802 802	496 560	3 264	499 823	14.8%
TOTALS	2 963 949.65			459 075 757		12 456 878	16 067 651	28 524 529	3 365 565	22 121	3 387 686	100%
		35 mv										

The following in this respect:
The consumer connection costs are calculated as follows:

- The number of consumers per connection type is obtained from the saes analysis.
- The estimated cost of the connection (cable / line and DB) and meter is determined.
- These combined make up the capital costs assisted with each consumer.

CRC depreciation – Calculated using the NERSA prescribed life expectancy.
ROA - Return on Assets. The 3.5% is a real rate return considered internationally acceptable. This component is to cover the average cost of capital, including interest and return.

The process followed is to calculate the Total capital provision as by international standards (depreciation plus ROA also called levelised cost) and then the ratio of these provisions relative to the total provision. Then apportion the current total provision (depreciation and interest) to the various asset categories using these ratios. These values will be used as a basis for the cost of supply analysis.

5. SALES.

NERSA requires the source data for **all** tables. The Tables below provides the source data from municipal billing and pre-payment vending reports. Table 9 shows streetlight details.

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Table 9

Streetlight consumption - All Towns							
Streetlight Type	**Ceres Quantity**	**Ceres Wattage**	**Tulbagh Quantity**	**Tulbagh Wattage**	**Wolseley Quantity**	**Wolseley Wattage**	
125w MV	2598	324 750	485	60625	139	17375	
400w MV&HPS	15	6000	6	750	17	6800	
70w HPS	232	29 000	34	4250	245	30625	
250w MH	64	25600	2	250	0	0	
150w HPS	94	11 750	4	500	39	4875	
400wMH	19	7600	14	1750	5	2000	
LED 16/37 PT	76	9 500	92	11500	59	7375	
LED 470w Flood	1	400	8	1000	0	0	
LED 180w Flood	106	13 250	3	375	5	625	
LED 16/36w	523	209200	61	7625	93	37200	
LED 48/162w	401	50 125	50	6250	27	3375	
LED 24/81w	11	4400	30	3750	0	0	Total
Total Lights	4096		757		682		5535
Total Wattage		**691 575**		**98 625**		**110 250**	
Monthly Consumption Kwh		**248 967**		**35 505**		**39 690**	
						Year	
Total Monthly Consumption Kwh		**324 162**				**3 889 944**	

The summary of prepaid sales per tariff is shown in Table 10 below. The information provided only shows the 4 monthly consumption.

Table 10

Row Labels	Count of Meter Number	Sum of Jul 2021	Sum of Aug 2021	Sum of Sep 2021	Sum of Oct 2021	Sum of Nov 2021	Sum of Dec 2021	Sum of Jan 2022	Sum of Feb 2022	Sum of Mar 2022	Sum of Apr 2022	Sum of May 2022	Sum of Jun 2022	4 month units
01 CERES	12915	2458745.03	2390410.1	2233802	2092201.18	1951209.91	2157383.5	2190174.5	1975404.02	2119511.9	2042834.38	2192248.4	2335328.08	4 422 916
02 WOLSELEY	3514	666934	635198.29	601113	577563	548339	590267.5	595436.2	519306	582970	556078	586163	603952	1 193 105
03 TULBAGH	3925	798956	779300	749491	727707	676589	760103	779268	711995	772248	713062	730236	798447	1 542 537
CERES BUSINESS	746	423968	429326	422510	410110	418187	525631	553130	527603	565553	466242	455005	536930	648 681
Deernis 25 Ceres	86	12990	11008	10422	10957	8438	10386	9899	9075	10249	9825	9554	10941	22 406
Deernis 25 Tulbagh	111	15452	14653	13913	14205	12603	14418	15626	15520	16097	16415	14213	14103	30 668
Deernis 25 Wolseley	177	19389	17318	14795	13166	13408	15084	14405	12993	13893	14884	14678	14322	31 200
DEERNIS CERES	6545	815950.53	757805	686873.34	675629.8	633591.22	697353.01	671799.01	597065.08	654634	646385.01	651523.11	666930.08	1 437 572
DEERNIS TULBAGH	2794	356234	334229.9	314296	306091	278394	323943	322672	282541	310867	294865	305963	312526	662 071
DEERNIS WOLSELEY	3909	424843	394362	366637.5	359814	342723	372538	366964	316473	364568	358002.08	362296	363433	761 722
SPORT KLUB	4	0	0	150	600	400	300	300	200	400	200	200	400	430
TULBAGH BUSINESS	205	105130	111440	117030	116820	116150	141250	149150	134734	143687	98552	108814	111774	164 501
WITZ CERES BUSINESS	5	2000	4000	2000				2000	0	4000	0	2000	7500	5 039
WOLSELEY BUSINESS	202	77701	100165	81679	82014	90897	120026	99545	96827	106317	82731	90823	110122	134 195
Grand Total	**35 138**	**6 178 293**	**5 979 215**	**5 614 712**	**5 386 878**	**5 090 929**	**5 728 683**	**5 770 369**	**5 199 736**	**5 664 995**	**5 300 075**	**5 523 717**	**5 886 708**	**11 057 043**

The total kWh is slightly less than the quantities in the NERSA D-form and these were then increased slightly as shown in Table 11 below.

Table 11

Annual	33 171 129
FBE	1 838 970
Tot	35 010 099
D-form	35 446 635

A summary of the results is shown in Table 12 below.

Table 12

PP SUMMARY	TARIFF	Consumers	Total Rand (inc VAT)	R/kWh	Estimated total Units	FBE units
D1p1ØPP	Domestic pre-p	5088.5	42220328.99	1.940	21 766 082	0
D1p1ØPPDeer	Domestic pre-p	3405.5	16783733.67	1.843	9 106 091	1 838 970
SP	Sports club	1	3154	2.824	1 117	0
C1p3ØPP	Busines Pre-pai	289.5	8352231	3.055	2 734 375	0
TOTALS		8 785	67 359 448	2.004	33 607 665	0

No report has been provided with the kWh quantities per IBT block. If consumption per consumer per month is available the block quantities can be obtained. In view of this the block quantities will be estimated.

A summary of the conventional and prepaid kWh and Rand is Table 13 shown in below.

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Table 13

`	BS-Q904A (Ver.1) 22/09/28 13:33:35 CARMEN						
	WITZENBERG MUNISIPALITEIT LIVE						
	Consumption Analysis			Consumption			
	==========						
	Start Billing Period : 202107		Average	Total	Total	Total	Total
	Up to Count Number of Aver. Consumption/ Basic/ Consum		**Basic/**	**Consumption**	**Basic charge**	**Rand kWh**	**Rand inc**
	Units Meters Days Estim.Units Minimum charge Extra/K		**charge**			**0**	
	Service: Electricity Consumption	Tariff					
D1p1ØPP20	==========						
D1p1ØPP							
C2P3ØC20	Tariff : C3020 Ceres Driefase 20A	C3020 Driefase 20	16.00	55291	139761.6	106158.72	282 809
C2P3ØC40	Tariff : C3040 Ceres Driefase 40A	C3040 Driefase 40	18.00	141348	149616	264009.31	475 670
C2P3ØC60	Tariff : C3060 Ceres Driefase 60A	C3060 Driefase 60	42.67	567601	366524.85	1078441.9	1 661 713
C2P3ØC80	Tariff : C3080 Ceres Driefase 80A	C3080 Driefase 80	56.67	1056675	577016	2007682.5	2 972 405
C2P3ØC100	Tariff : C3100 Ceres Driefase 100A	C3100 Driefase 10	100.00	2202658	1318554	4229103.36	6 379 807
C2P3ØC150	Tariff : C3150 Ceres Driefase 150A	C3150 Driefase 15	41.67	2364695	759454.02	4540214.4	6 094 619
C2P3ØC200	Tariff : C3200 Ceres Driefase 200A	C3200 Driefase 20	16.00	1082401	283718.4	2034913.88	2 666 427
C2P3ØC250	Tariff : C3250 Ceres Driefase 250A	C3250 Driefase 25	12.00	2075569	217872	3902069.72	4 737 933
C2P3ØC20M	Tariff : CA020 Ceres Driefase 20AMUN	CA020 Driefase 20	10.00	47846	122291.4	91864.32	214 156
C2P3ØC40M	Tariff : CA040 Ceres Driefase 40AMUN	CA040 Driefase 40	6.00	16335	56106	30510.34	86 616
C2P3ØC80M	Tariff : CA080 Ceres Driefase 80AMUN	CA080 Driefase 80	2.00	67865	19671	128943.5	148 615
C2P3ØC100M	Tariff : CA100 Ceres Driefase 100AMUN	CA100 Driefase 10	34.00	845366	527421.6	1623102.72	2 150 524
C2P3ØC150M	Tariff : CA150 Ceres Driefase 150AMUN	CA150 Driefase 15	2.00	45140	33260.76	86668.8	119 930
C2P3ØC250M	Tariff : CA250 Ceres Driefase 250AMUN	CA250 Driefase 25	2.00	7102	36312	13351.76	49 664
D1p1ØConM	Tariff : CEM1H Ceres E/Fase 40/60/80Amps Mun	CEM1H E/Fase 40	18.00	98479	0	218776.56	218 777
D2p3ØConM	Tariff : CEM3H Ceres Driefase ResMun	CEM3H Driefase R	14.00	1331400	53763.84	2034596.43	2 088 360
C2P3ØC40M	Tariff : CEM3K Ceres D/Fase KommersieelMun	CEM3K D/Fase K	2.00	30199	18702	49133.73	67 836
D1p1ØCon20M	Tariff : CEMH Ceres Enkelfase Res20ampMun	CEMH Enkelfase I	12.00	47422	0	108536.18	108 536
D1p1ØCon	Tariff : CER11 Ceres E/Fase 40/60/80Amps	CER11 E/Fase 40	7.00	86836	0	185916.04	213 803
D1p1ØCon	Tariff : CER1H Ceres E/Fase 40/60/80Amps	CER1H E/Fase 40	1 591.33	5459468	0	10901185.12	12 536 364
D2p1ØCon	Tariff : CER2H Ceres E/Fase Res(Tweeledig)	CER2H E/Fase Re	9.50	48625	0	103256.5	118 745
D2p3ØCon	Tariff : CER3H Ceres Driefase Res)	CER3H Driefase R	134.17	953714	601109.6	1279969.91	2 163 243
C2P3ØC80	Tariff : CER3K Ceres Driefase Kommersieel	CER3K Driefase K	13.50	235840	163114.73	383711.32	628 850
D1p1ØCon20	Tariff : CERH Ceres Enkelfase Res20amp	CERH Enkelfase F	340.33	630802	0	1181005.73	1 358 157
C2p1ØC20	Tariff : CK020 Ceres Enkelfase 20A	CK020 Enkelfase 2	12.00	60840	32639.76	131414.4	188 662
C2p1ØC40	Tariff : CK040 Ceres Enkelfase 40A	CK040 Enkelfase 4	42.00	347915	218879.76	751496.4	1 115 932
C2p1ØC60	Tariff : CK060 Ceres Enkelfase 60A	CK060 Enkelfase (	12.00	42616	63881.28	91198.24	178 342
C2p1ØC80	Tariff : CK080 Ceres Enkelfase 80A	CK080 Enkelfase 8	13.50	82266	71974.98	176049.24	285 228
C2p1ØC40M	Tariff : CM040 Ceres Enkelfase 40AMUN	CM040 Enkelfase	12.00	35060	59694.48	75729.6	135 424
C2p1ØC60M	Tariff : CM060 Ceres Enkelfase 60AMUN	CM060 Enkelfase	2.00	2142	10646.88	4583.88	15 231
C2p1ØC80M	Tariff : CM080 Ceres Enkelfase 80AMUN	CM080 Enkelfase	2.00	25966	10662.96	55567.24	66 230
UN<1MV	Tariff : DN<H Dorpe Nor <1Hoogspanning	DN<H Nor <1Hoog	6.00	6670585	0	9872465.8	11 353 336
UN<1LV	Tariff : DNL Dorpe Nor Laagspanning	DNL Nor Laagspar	19.00	7459614	0	11625061.47	13 368 821
UN<1LVM	Tariff : DNLM Dorpe Nor LaagspanningMun	DNLM Nor Laagsp	11.00	2488940	0	3878763.53	3 878 764
UTOU<1MV	Tariff : DT<H1 Dorpe Tvg <1Binne Spits	DT<H1 Tvg <1Binr	4.25	707830	0	1617712.9	1 860 370
UTOU<1MV	Tariff : DT<H2 Dorpe Tvg <1Binne Std	DT<H2 Tvg <1Binr	4.00	1370332	0	2103442.04	2 418 958
UTOU<1MV	Tariff : DT<H3 Dorpe Tvg <1Binne NSpits	DT<H3 Tvg <1Binr	4.00	1710163	0	1708769.73	1 965 085
UTOU>1MV	Tariff : DT>H1 Dorpe TvG >1H Binne Spits	DT>H1 TvG >1H B	5.75	11417091	0	28520907.48	32 799 044
UTOU>1MV	Tariff : DT>H2 Dorpe TvG >1H Binne Std	DT>H2 TvG >1H B	6.00	29431131	0	42135351.95	48 455 655
UTOU>1MV	Tariff : DT>H3 Dorpe TvG >1H Binne NSpits	DT>H3 TvG >1H B	6.00	38506267	0	35026455.88	40 280 424
UTOU>1MV	Tariff : DT>H4 Dorpe TvG >1H Buite Spits	DT>H4 TvG >1H B	2.70	506131	0	999771.97	1 149 738
UTOU>1MV	Tariff : DT>H5 Dorpe TvG >1H Buite Stand	DT>H5 TvG >1H B	2.70	1209993	0	1685673.36	1 938 524
UTOU>1MV	Tariff : DT>H6 Dorpe TvG >1H Buite Spits	DT>H6 TvG >1H B	2.70	1379714	0	1238044.64	1 423 751
UTOU<1LV	Tariff : DTL1 Dorpe TvG LaagBinne Spits	DTL1 TvG LaagBin	0.75	144493	0	814218.04	936 351
UTOU<1LV	Tariff : DTL2 Dorpe TvG LaagBinne Std	DTL2 TvG LaagBin	0.75	314146	0	556038.42	639 444
UTOU<1LV	Tariff : DTL3 Dorpe TvG LaagBinne NSpits	DTL3 TvG LaagBin	0.50	263849	0	290233.9	333 769
UTOU<1LV	Tariff : DTL6 Dorpe TvG LaagBuite NSpits	DTL6 TvG LaagBui	0.25	81925	0	73732.5	84 792
L25	Tariff : LAND Landelik	LAND Landelik	193.00	7611047	3357568.66	17359271.82	23 824 367
L50	Tariff : LANDM Landelik Mun	LANDM Landelik M	-	61264.32	0	0	61 264
L100	Tariff : LNL Landelik Nor Laagspanning	LNL Landelik Nor L	9.00	2048852	0	2253941.58	2 592 033
LTOU<1LV	Tariff : LT<H1 Landelik TvG <1H Binne Spits	LT<H1 Landelik Tv	2.00	696120	0	1708964.39	1 965 309
LTOU<1LV	Tariff : LT<H2 Landelik TvG <1H Binne Std	LT<H2 Landelik Tv	2.00	1553152	0	1940386.67	2 231 445
LTOU<1LV	Tariff : LT<H3 Landelik TvG <1H Binne NSpits	LT<H3 Landelik Tv	2.00	2225513	0	1791715.74	2 060 473
SL	Tariff : STR Straatligte	STR Straatligte	91.00	2441971	0	5933989.53	5 933 990
C2P1ØC20	Tariff : T1020 Tulbach Enkelfase 20A	T1020 Enkelfase 2	2.00	4544.3	906.66	23.76	6 283
C2P1ØC40	Tariff : T1040 Tulbach Enkelfase 40A	T1040 Enkelfase 4	6.00	48127	29847.24	103954.32	153 872
C2P1ØC60	Tariff : T1060 Tulbach Enkelfase 60A	T1060 Enkelfase 6	8.00	99992	42587.52	213982.88	295 056
C2P1ØC150	Tariff : T1150 Tulbach Enkelfase 150A	T1150 Enkelfase 1	4.00	807296	26115.6	1727613.44	2 016 788
C2P3ØC40	Tariff : T3040 Tulbach Driefase 40A	T3040 Driefase 40	6.00	101769	56106	190083.95	283 119
C2P3ØC60	Tariff : T3060 Tulbach Driefase 60A	T3060 Driefase 60	26.00	544959	237252.6	1035422.1	1 463 577
C2P3ØC80	Tariff : T3080 Tulbach Driefase 80A	T3080 Driefase 80	8.00	257299	78684	488868.1	652 685
C2P3ØC100	Tariff : T3100 Tulbach Driefase 100A	T3100 Driefase 10	9.00	334893	118669.86	642994.56	875 914
C2P3ØC150	Tariff : T3150 Tulbach Driefase 150A	T3150 Driefase 15	9.00	262535	149673.42	504067.2	751 802
C2P3ØC200	Tariff : T3200 Tulbach Driefase 200A	T3200 Driefase 20	2.00	68174	35464.8	128167.12	188 177
C2P3ØC40M	Tariff : TA040 Tulbach Driefase 40AMUN	TA040 Driefase 40	2.00	126	18702	235.3	18 937
C2P3ØC60M	Tariff : TA060 Tulbach Driefase 60AMUN	TA060 Driefase 60	4.00	3702	36500.4	7033.8	43 534
C2P1ØC40M	Tariff : TM040 Tulbach Enkelfase 40AMUN	TM040 Enkelfase 4	4.00	482863	19898.16	1042984.08	1 062 882
C2P1ØC60M	Tariff : TM060 Tulbach Enkelfase 60AMUN	TM060 Enkelfase (	2.00	125	10646.88	267.5	10 914
SP	Tariff : TSPRT Tulbagh Sport	TSPRT Tulbagh Sp	8.00	61586	0	155812.58	179 185
D1p1ØCon	Tariff : TUL1H Tulbagh E/Fase 40/60/80amps	TUL1H Tulbagh E/	140.33	996087	0	2017864.83	2 320 545
C2P1ØC40	Tariff : TUL1K Tulbagh Enkelfase Kommersieel	TUL1K Tulbagh En	4.00	15895	16102.92	29151.34	52 042
D2p3ØCon	Tariff : TUL3H Tulbagh Driefase Res	TUL3H Tulbagh Dr	2.00	15964	8960.64	21200.56	34 685
D1p1ØCon	Tariff : TUM1H Tulbagh E/Fase 40/60/80amps	TUM1H Tulbagh E	48.00	270368	0	584768.22	584 768
C2P1ØC40	Tariff : W1040 Wolseley Enkelfase 40A	W1040 Enkelfase	4.00	65881	19898.16	142302.96	186 531
C2P1ØC60	Tariff : W1060 Wolseley Enkelfase 60A	W1060 Enkelfase	10.00	35037	53234.4	74979.18	147 446
C2P3ØC40	Tariff : W3040 Wolseley Driefase 40A	W3040 Driefase 40	2.00	16421	18702	30671.09	56 779
C2P3ØC60	Tariff : W3060 Wolseley Driefase 60A	W3060 Driefase 60	26.00	466151	237252.6	885686.9	1 287 134
C2P3ØC80	Tariff : W3080 Wolseley Driefase 80A	W3080 Driefase 80	12.00	446342	118026	848049.8	1 110 987
C2P3ØC100	Tariff : W3100 Wolseley Driefase 100A	W3100 Driefase 10	12.00	271906	158226.48	522059.52	782 329
C2P3ØC150	Tariff : W3150 Wolseley Driefase 150A	W3150 Driefase 15	14.00	652294	199564.56	1252404.48	1 669 764
C2P3ØC200	Tariff : W3200 Wolseley Driefase 200A	W3200 Driefase 20	2.00	53626	35464.8	100816.88	156 724
C2P3ØC250	Tariff : W3250 Wolseley Driefase 250A	W3250 Driefase 25	2.00	437883	36312	823220.04	988 462
C2P3ØC80M	Tariff : WA080 Wolseley Driefase 80AMUN	WA080 Driefase 8	2.00	5171	19671	9824.9	29 496
C2P3ØC40M	Tariff : WM040 Wolseley Enkelfase 40AMUN	WM040 Enkelfase	2.00	8592	9949.08	18558.72	28 508
C2P3ØC60M	Tariff : WM060 Wolseley Enkelfase 60AMUN	WM060 Enkelfase	4.00	3210	21293.76	6869.4	28 163
D1P1ØCon	Tariff : WOL11 Wolseley E/Fase Res(Enkel)	WOL11 E/Fase Re	45.67	137850	0	267736.65	307 897
D1P1ØCon	Tariff : WOL1H Wolseley E/Fase 40/60/80Amps	WOL1H E/Fase 40	302.00	932722	0	1838515.08	2 114 293
D2P1ØCon	Tariff : WOL2H Wolseley 1Fase Tweeledig	WOL2H 1Fase Tw	20.00	100551	0	215091.94	247 356
D2p3ØCon	Tariff : WOL31 Wolseley Driefase Res(Enkel)	WOL31 Driefase R	8.00	24631	0	28258.2	32 497
D2p3ØCon	Tariff : WOL3H Wolseley Driefase Res	WOL3H Driefase F	4.00	20960	17921.28	26033.51	50 548
D1P1ØCon	Tariff : WOM1H Wolseley E/Fase 40/60/80Amps	WOM1H E/Fase 4	4.00	99832	0	0	-
SP	Tariff : WSPRT Wolseley Sport	WSPRT Sport	1.00	730	0	1846.9	2 124
TOTALS			**3 742.68**	**148 551 700**	**11 101 853**	**226 991 497**	**271 306 117**

A summary of the conventional and pre-paid revenue and kWh is shown in Table 14.

Table 14

Rand sales	
Conv Energy	226 991 497
Basics	11 101 853
PP	67 359 448
Availability	830 613
Tot	**306 283 411**
D-form	**355 569 474**
Diff	49 286 063

KWH sales	
Con	148 551 699.6
Add SL	1 447 973.0
PP	35 446 635
Total	185 446 307.6
D-Form	183 982 691.0
Diff	1 463 616.62

There is a big difference in revenue figures which is probably because the conventional sales report does not contain the demand and capacity charge revenues.

Table 15 below shows the quantities from the income statement.

Table 15

Sum of Actual 21/22	
	Electro Technical Services Total
Row Labels	
Revenue	-358 081 996
Interest, Dividend and Rent on	-826 331
Interrest on consumer arrears	-826 331
Sales of Goods and Rendering o	-107 174
Appliance Maintenance	-180 432
Availability Charges	-830 613
Connection/Reconnection	-3 547 677
Agricultural High	-21 906 776
Agricultural Low	-5 202 161
Agricultural Medium	-
Commercial Conventional (3-Pha	-575 097
Commercial Conventional (Singl	-33 322 417
Commercial Prepaid	-
Domestic High	-314 580
Domestic Low	-74 859 664
Industrial more than (11 000	-86 177 522
Industrial (400 Volts) (Low Vo	-10 053 279
Industrial more than 400 less	-18 764 854
Sewer Pumps	-
Sports Grounds/Churches/Holida	-867
Street Lighting	-5 836 816
Time of Use Tariffs	-70 964 676
Water pumps	-
Availability Charges	-830 613
Municipal charges	-19 915 811
Equatable share	-3 038 305
Revenue	-358 081 996

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Table 16 shows the revenue quantities from the NERSA D-forms.

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Table 16

REVENUE:		
Revenue from sale of electricity to the following consumers:	**Actual 2021/22**	**Budget 2022/23**
Domestic (pre-paid)	60 527 607	59 158 708
Domestic (conventional)	0	0
Agriculture	27 108 936	37 146 638
Mining & quarrying	0	0
Manufacturing / Industrial	181 602 046	184 597 117
Commercial (pre-paid)	0	0
Commercial (conventional)	33 897 514	39 011 483
Transport	0	0
Redistributors/Resellers	0	0
Other consumers (please specify below)	0	0
1.	Type here	Type here
2.	Type here	Type here
3.	Type here	Type here
4.	Type here	Type here
Total	303 136 104	319 913 946

Revenue from street lighting & sold to other municipal departments	**Actual 2021/22**	**Budget 2022/23**
Street lighting	5 838 045	6 305 089
Sold to other municipal departments	14 078 995	15 205 314
Total	19 917 040	21 510 403

Other Income	**Actual 2021/22**	**Budget 2022/23**
Reconnection fees	123 629	977 208
New connections	3 424 048	459 629
Free Basic Electricity(Equitable share)	14 647 504	14 579 083
Other revenue (Please specify below)	10 985 059	7 546 997
Appliance Maintenance	180 432	4 997
Availability Charges	830 613	762 262
Temporary Connection Fee	0	452 411
Grant Revenue	9 040 509	5 154 234
Interest on outstanding debtors	826 331	842 859
Other Revenue	107 174	330 234
Other Income	29 180 240	23 562 917

Summary Stats (for office use)		
Total Income	**Actual 2021/22**	**Budget 2022/23**
	352 233 384	364 987 266

Table 17 shows the revenue from the NERSA d-form tariff sheet.

Table 17

Tariff Name	Tariff Number	Tariff structure (code)	Number of consumers	Energy Sales	Revenue derived from energy charges	Revenue derived from demand charges	Revenue derived from fixed charge	Revenue	Extra municipal surcharge
Service Availability:	2.1	0		kWh			830 613	830 613	Type here %
Prepaid	2.2.1.1	0	11 360	35 446 635 kWh	72 955 047			72 955 047	0 %
1 x 20 A	2.2.1.2	5.1	163	616 691 kWh	1 159 938	0	0	1 159 938	Type here %
Single phase	2.2.1.3	5.1	1 114	7 391 636 kWh	14 888 934	0	-172	14 888 762	Type here %
Three phase	2.2.1.4	5.1	5	39 661 kWh	48 363	0	9 025	57 388	Type here %
Single phase	2.2.2.1	5.2	14	145 806 kWh	315 548	0	0	315 548	Type here %
Three phase	2.2.2.2	5.2	68	898 405 kWh	1 198 850	0	621 162	1 820 013	Type here %
Prepaid customers	2.3.1	5.1	0	0 kWh	0	0	0	0	Type here %
Single phase	2.3.2	5.2	0	0 kWh	0	0	0	0	Type here %
Basic charge per month	2.3.2.1	0	0	0 kWh	0	0	0	0	Type here %
Energy in c/kWh	2.3.2.2	5.2	300	16 658 962 kWh	30 470 688	0	6 864 107	37 334 795	Type here %
Three phase	2.3.3	0	0	0 kWh	0	0	0	0	Type here %
Energy in c/kWh	2.3.3.2	5.2	7	371 525 kWh	412 624	0	167 251	579 874	Type here %
Energy charge c/kWh	2.4.4	5.2	178	6 541 569 kWh	15 003 649	0	3 378 078	18 381 727	Type here %
< 1 MVA High tension	2.5.1.1.1	5.2	8	4 504 823 kWh	5 537 422	2 270 472	240 895	8 048 789	Type here %
Low tension	2.5.1.1.2	0	0	0 kWh	0	0	0	0	Type here %
Low tension	2.5.1.1.2	0	0	0 kWh	0	0	0	0	Type here %
Low tension	2.5.1.1.2	0	0	0 kWh	0	0	0	0	Type here %
Low tension	2.5.1.1.2	0	0	0 kWh	0	0	0	0	Type here %
< 1 MVA High tension	2.5.1.2.1	5.2	0	0 kWh	0	0	0	0	Type here %
< 1 MVA High tension		0	0	0 kWh	0	0	0	0	Type here %
< 1 MVA High tension		0	0	0 kWh	0	0	0	0	Type here %
Low tension	2.5.1.2.2	5.2	8	2 030 194 kWh	2 243 546	2 476 126	528 501	5 248 172	Type here %
> 1 MVA High tension	2.5.2.1.1	5.2	28	80 085 411 kWh	107 938 374	23 477 801	1 131 554	132 547 728	Type here %
< 1 MVA High tension	2.5.2.1.2	5.2	13	3 723 444 kWh	5 310 728	1 321 471	452 846	7 085 045	Type here %
Low tension	2.5.2.1.3	5.2	11	3 543 382 kWh	5 310 447	997 043	273 972	6 581 461	Type here %
> 1 MVA High tension	2.5.2.2.1	0	0	-472 509 kWh	-699 313	0	0	-699 313	Type here %
< 1 MVA High tension	2.5.2.2.2	5.2	16	6 788 091 kWh	10 903 115	3 279 285	1 027 076	15 209 475	Type here %
Low tension	2.5.2.2.3	5.2	20	7 575 913 kWh	11 898 940	3 851 586	2 723 074	18 473 600	Type here %
Sport customers	2.6	0	9	63 983 kWh	163 083	0	0	163 083	Type here %
Municipal Charges	MUN CHARGE	5.2	52	4 237 275 kWh	6 704 599	1 250 715	1 626 210	9 581 524	Type here %
Streetlights	2.7	0	87	3 791 794 kWh	5 836 816	0	0	5 836 816	Type here %
Type here	Type here	Type here	0	Type here kWh	0	0	0	0	Type here %
Type here	Type here	Type here	0	Type here kWh	0	0	0	0	Type here %
Type here	Type here	Type here	0	Type here kWh	0	0	0	0	Type here %
Type here	Type here	Type here	0	Type here kWh	0	0	0	0	Type here %
Type here	Type here	Type here	0	Type here kWh	0	0	0	0	Type here %
Type here	Type here	Type here	0	Type here kWh	0	0	0	0	Type here %
Type here	Type here	Type here	0	Type here kWh	0	0	0	0	Type here %
Total			**13 461**	**183 982 691 kWh**	**297 601 396**	**38 924 498**	**19 043 580**	**355 569 474**	

It is clear that there are some discrepancies between these various documents.

6. CUSTOMER CONSUMPTION PATTERNS.

The sales are then analysed even further to determine the number of consumers per consumption block. This is important when deliberating about categorising consumers and developing appropriate tariff structures and consumer impact. Table 18 below show a section of the analysis for each of the prepaid tariffs. No per consumer data was provided for conventional consumers.

Table 18

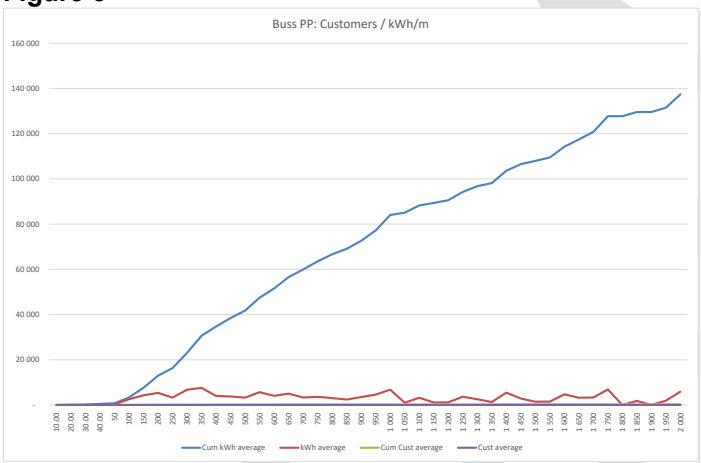
Busines Pre-paid		Average														
	10.00	20.00	30.00	40.00	50	100	150	200	250	300	350	400	450	500	550	600
Cum kWh average	34	124	178	527	796	3 352	7 621	13 002	16 293	23 089	30 657	34 708	38 489	41 762	47 465	51 544
kWh average	34	91	54	349	269	2 555	4 270	5 381	3 290	6 796	7 567	4 052	3 781	3 274	5 702	4 079
Cum Cust average	6	12	14	24	30	66	101	133	148	173	196	207	216	223	234	241
Cust average	6	6	2	10	6	36	35	32	15	25	23	11	9	7	11	7
Block	50	350	600	> 600	Total	Check										
kWh/y	9 555	358 323	310 973	2 415 600	3 094 451	3 094 451										
Customers	30	136	83	102	351	351										

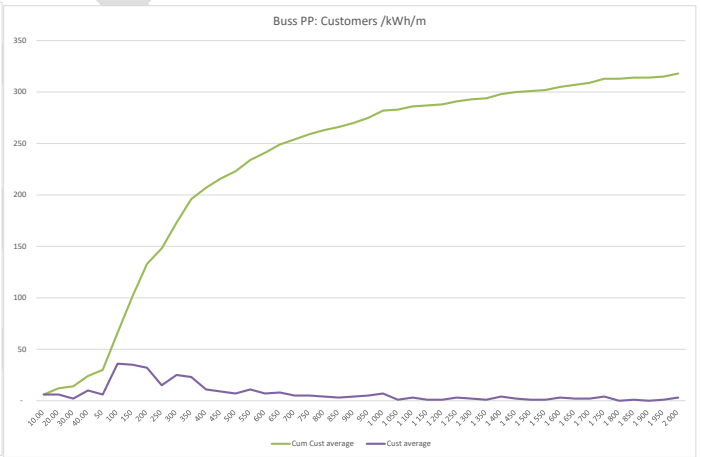
Domestic pre-paid	Average															
	10.00	20.00	30.00	40.00	50	100	150	200	250	300	350	400	450	500	550	600
Cum kWh average	50	1 004	2 409	3 525	5 635	32 999	104 486	229 374	374 155	521 828	679 033	814 792	949 116	1 060 634	1 192 854	1 301 675
kWh average	50	954	1 405	1 116	2 110	27 364	71 487	124 888	144 781	147 673	157 205	135 759	134 324	111 518	132 220	108 820
Cum Cust average	9	74	130	162	209	569	1 138	1 854	2 501	3 040	3 524	3 887	4 204	4 439	4 690	4 880
Cust average	9	65	56	32	47	360	569	716	647	539	484	363	317	235	251	190
Block	50	350	600	> 600	Total	Check										
kWh/y	67 625	8 080 773	8 572 497	5 974 467	22 695 362	22 695 362										
Customers	209	3 106	1 712	567	5 594	5 594										

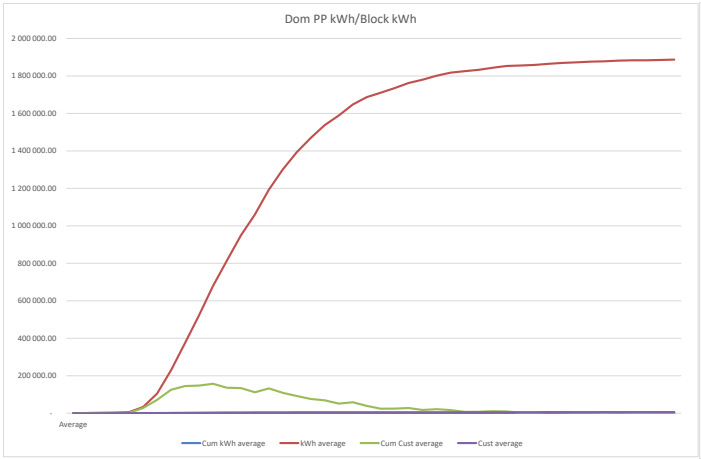
Domestic pre-paid Deernis		Average														
	10.00	20.00	30.00	40.00	50	100	150	200	250	300	350	400	450	500	550	600
Cum kWh average	276	988	2 511	4 709	7 499	44 562	123 032	232 275	330 950	416 505	494 864	552 019	596 966	633 032	657 544	677 038
kWh average	276	712	1 523	2 199	2 789	37 063	78 470	109 243	98 676	85 555	78 359	57 154	44 947	36 066	24 512	19 494
Cum Cust average	43	95	154	216	277	760	1 384	2 012	2 452	2 763	3 006	3 159	3 266	3 342	3 389	3 423
Cust average	43	52	59	62	61	483	624	628	440	311	243	153	107	76	47	34
Block	50	350	600	> 600	Total	Check										
kWh/y	89 982	5 848 391	2 365 996	696 723	9 001 093	9 001 093										
Customers	277	2 452	718	69	3 516	3 516										

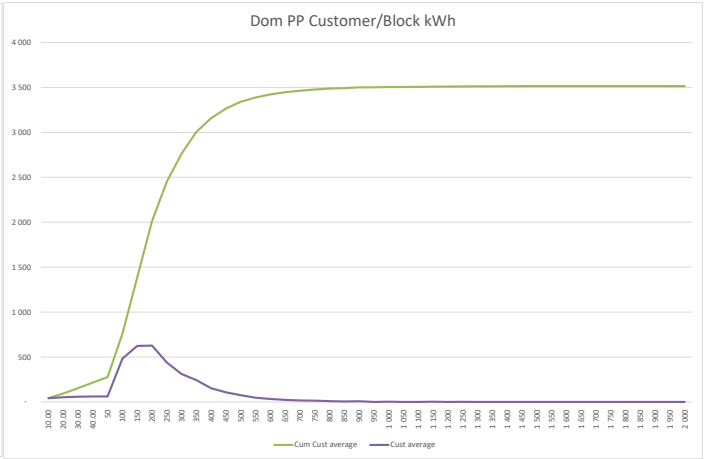
This is then shown graphically in Figure 5 below. In each case it shows the number of consumers on the vertical axis and the consumption block on the horizontal axis. Each show two graphs namely the number of consumers in each block and the communicative consumers up to that level of consumption.

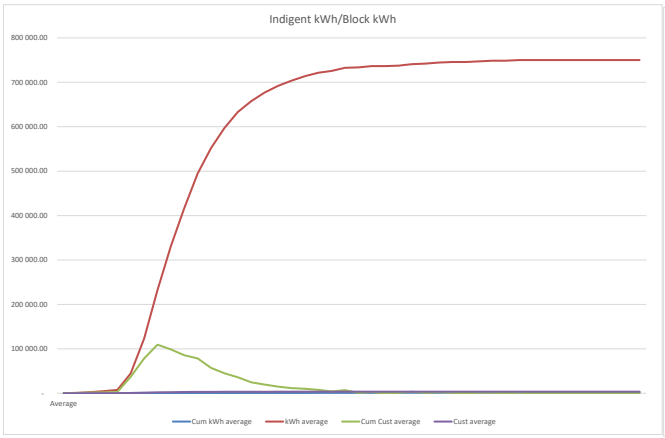
Figure 5

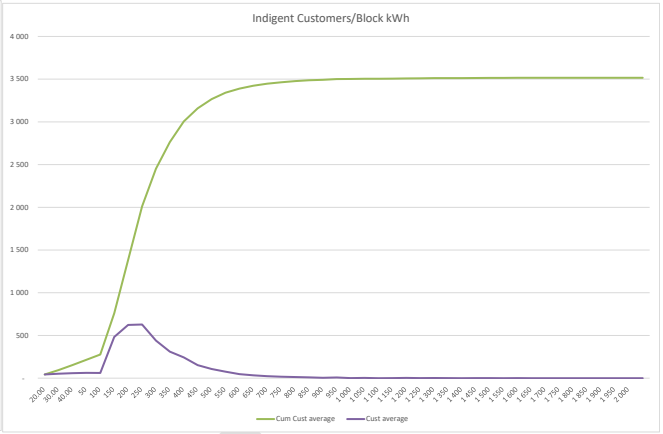












The following very important conclusions can be made from this data:

- There is merit is providing for a different consumer class for the domestic and commercial consumers using less than 350 kWh/m.
- There are 718 and 69 indigent consumer on average using more than 350 and 600 kWh/m respectively. These are questionable indigent or involve backyard shacks.

7. CUSTOMER / SALES / REVENUE ANALYSIS.

Before one can start classifying costs, some calculations need to be done which will be used in the classification process. It starts off with the analysis of customers, tariffs and revenue.

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Error! Not a valid bookmark self-reference. shows the 2021/2022 and 2022/2023 tariffs. The current tariffs are used to ensure that any restructuring that was done during the last tariff change is incorporated.

Table 19

WITZENBERG ELECTRICITY TARIFFS								2021/2022	2022/2023	Increase
All Subject to 15% Vat. All rates excluding.						Full Name	Charge Type			
2,1 Service Availa	Service Availability: Unimproved site					Availability	R/month	R 229.19	R 248.92	8.61%
2,2 Residential customers										
	2.2.1 Single part tariff					Res One part 1 Ph PP	0-50 kWh	R 1.6200	R 1.7595	8.61%
		2.2.1.1 Prepaid				Res One part PP 1 Ph 20 Amp	51-350 kWh	R 1.6200	R 1.7595	8.61%
							351-600 kWh	R 1.6200	R 1.7595	8.61%
							601-800 kWh	R 2.7900	R 3.0302	8.61%
							Above 800 kWh	R 2.7900	R 3.0302	8.61%
		2.2.1.3 Single phase (Conventional)				Res One part 1 Ph Conv	0-50 kWh	R 1.8400	R 1.9984	8.61%
						Res One part Conv 1 Ph 20 Amp	51-350 kWh	R 1.8400	R 1.9984	8.61%
							351-600 kWh	R 1.8400	R 1.9984	8.61%
							601-800 kWh	R 2.4900	R 3.2120	29.00%
							Above 800 kWh	R 2.4900	R 3.2120	29.00%
	2.2.2 Two part tariff					Res Two part Conv 1 Ph	Basic charge per month	R 746.7200	R 811.0100	8.61%
		2.2.2.2 Three phase (Max 60 A/p)				Res Two part Conv 3 Ph	0-50 kWh	R 1.0700	R 1.1621	8.61%
							51-350 kWh	R 1.0700	R 1.1621	8.61%
							351-600 kWh	R 1.0700	R 1.1621	8.61%
							> 601 kWh	R 1.5400	R 1.6726	8.61%
2,3 Commercial customers										
	2.3.1 Prepaid customers					Comm Prepaid	Basic charge per month	R 0.00	0	
							0-600 kWh	R 2.59	R 2.8130	8.61%
							Above 600 kWh	R 2.81	R 3.0519	8.61%
	2.3.2 Single phase <= 80 Am				20A	Comm Conv 1 Ph 20 Amp	Basic charge per month	R 453.33	R 492.36	8.61%
							Energy in R/kWh	R 2.16	R 2.3460	8.61%
					40A	Comm Conv 1 Ph 40 Amp	Basic charge per month	R 829.09	R 891.06	7.47%
							Energy in R/kWh	R 2.16	R 2.3215	7.48%
					60A	Comm Conv 1 Ph 60 Amp	Basic charge per month	R 887.24	R 953.56	7.47%
							Energy in R/kWh	R 2.14	R 2.2999	7.47%
					80A	Comm Conv 1 Ph 80 Amp	Basic charge per month	R 888.58	R 955.00	7.47%
							Energy in R/kWh	R 2.14	R 2.2999	7.47%
					100A	Comm Conv 1 Ph 100 Amp	Basic charge per month	R 1 139.33	R 1 224.49	7.47%
							Energy in R/kWh	R 2.14	R 2.2999	7.47%
					150A	Comm Conv 1 Ph 150 Amp	Basic charge per month	R 1 088.15	R 1 169.48	7.47%
							Energy in R/kWh	R 2.14	R 2.2999	7.47%
					200A	Comm Conv 1 Ph 200 Amp	Basic charge per month	R 1 295.10	R 1 295.10	0.00%
							Energy in R/kWh	R 2.14	R 2.2999	7.47%
					250A	Comm Conv 1 Ph 250 Amp	Basic charge per month	R 1 472.82	R 1 582.91	7.47%
							Energy in R/kWh	R 2.14	R 2.2999	7.47%
	2.3.3 Three phase <=150 Am				20A	Comm Conv 3 Ph 20 Amp	Basic charge per month	R 1 455.85	R 1 581.20	8.61%
							Energy in R/kWh	1.92	R 2.0853	8.61%
					40A	Comm Conv 3 Ph 40 Amp	Basic charge per month	1 558.50	R 1 692.69	8.61%
							Energy in R/kWh	1.868	R 2.0286	8.60%
					60A	Comm Conv 3 Ph 60 Amp	Basic charge per month	1 520.85	R 1 651.80	8.61%
							Energy in R/kWh	R 1.90	R 2.0636	8.61%
					80A	Comm Conv 3 Ph 80 Amp	Basic charge per month	1 639.25	R 1 780.39	8.61%
							Energy in R/kWh	R 1.90	R 2.0636	8.61%
					100A	Comm Conv 3 Ph 100 Amp	Basic charge per month	2 197.59	R 2 386.80	8.61%
							Energy in R/kWh	1.92	R 2.3868	24.31%
					150A	Comm Conv 3 Ph 150 Amp	Basic charge per month	2 771.73	R 3 010.38	8.61%
							Energy in R/kWh	1.92	R 2.0853	8.61%
					200A	Comm Conv 3 Ph 200 Amp	Basic charge per month	2 955.40	R 3 209.19	8.59%
							Energy in R/kWh	1.88	R 2.0419	8.61%
					250A	Comm Conv 3 Ph 250 Amp	Basic charge per month	3 026.00	R 3 286.54	8.61%
							Energy in R/kWh	1.88	R 2.0419	8.61%
2,4 Rural customers										
	2.4.1 < 25 KVA					Rural 2 part 25 kVA	Basic charge per month	R 873.20	R 948.38	8.61%
							Energy in R/kWh	R 2.3100	R 2.5100	8.66%
	2.4.2 25 KVA < = 50 KVA					Rural 2 part 50 kVA	Basic charge per month	R 1 276.34	R 1 386.23	8.61%
							Energy in R/kWh	R 2.3100	R 2.5100	8.66%
	2.4.3 50 KVA < = 100 KVA					Rural 2 part 100 kVA	Basic charge per month	R 1 679.65	R 1 824.27	8.61%
							Energy in R/kWh	R 2.2460	R 2.4400	8.64%

WITZENBERG ELECTRICITY TARIFFS							2021/2022	2022/2023	Increase
All Subject to 15% Vat. All rates excluding.						Full Name	Charge Type			
2,1 Service Availa			Service Availability: Unimproved site			Availability	R/month	R 229.19	R 248.92	8.61%
2.5 BULK CONSUMERS (LARGE POWER USERS)										
	2.5.1 Agricultural customers									
		2.5.1.1 Time of use customers								
			2.5.1.1.1 < 1 MVA Medium Voltage			Bulk Rural TOU < 1 MVA MV	Basic charge per month	R 9 965.80	R 10 823.86	8.61%
							Demand charge R/KVA	R 171.68	R 186.46	8.61%
			Energy charge c/		Medium season		Peak	R 4.62	R 5.0200	8.66%
							Standard	R 1.49	R 1.6200	8.72%
							Off- peak	R 0.88	R 0.9600	9.09%
					Low season		Peak	R 1.61	R 1.7500	8.70%
							Standard	R 1.16	R 1.2600	8.62%
							Off- peak	R 0.78	R 0.8500	8.97%
			2.5.1.1.2 Low Voltage			Bulk Rural TOU LV	Basic charge per month	R 6 387.79	R 6 937.78	8.61%
							Demand charge R/KVA	R 159.48	R 173.21	8.61%
					Medium season		Peak	R 5.10	R 5.5348	8.61%
							Standard	R 1.64	R 1.7846	8.62%
							Off- peak	R 0.97	R 1.0578	8.60%
					Low season		Peak	R 1.78	R 1.9331	8.60%
							Standard	R 1.26	R 1.3717	8.61%
							Off- peak	R 0.85	R 0.9248	8.67%
			2.5.1.2 Normal							
			2.5.1.2.1 < 1 MVA Medium Voltage			Bulk Rural MD < 1 MVA MV	Basic charge per month	R 9 538.31	R 10 359.56	8.61%
							Demand charge R/KVA	R 217.95	R 236.72	8.61%
							Energy charge R/kWh	R 1.23	R 1.3359	8.61%
			2.5.1.2.2 < 1 MVA Low Voltage			Bulk Rural MD LV	Basic charge per month	R 5 466.00	R 5 936.62	8.61%
							Demand charge R/KVA	R 280.26	R 304.39	8.61%
							Energy charge R/kWh	R 1.10	R 1.1948	8.62%
	2.5.2 Urban customers									
		2.5.2.1 Time of use customers								
			2.5.2.1.1 > 1 MVA Medium Voltage			Bulk Urban TOU > 1 MVA MV	Basic charge per month	R 20 862.60	R 22 658.87	8.61%
							Demand charge R/KVA	R 120.57	R 130.95	8.61%
			Energy charge c/		Medium season		Peak	R 5.40	R 5.8600	8.52%
							Standard	R 1.75	R 1.9000	8.57%
							Off- peak	R 1.02	R 1.1100	8.82%
					Low season		Peak	R 1.86	R 2.0200	8.60%
							Standard	R 1.34	R 1.4600	8.96%
							Off- peak	R 0.88	R 0.9600	9.09%
			2.5.2.1.2 < 1 MVA Medium Voltage			Bulk Urban TOU < 1 MVA MV	Basic charge per month	R 12 489.45	R 13 564.79	8.61%
							Demand charge R/KVA	R 134.13	R 145.68	8.61%
					Medium season		Peak	R 5.75	R 6.2500	8.70%
							Standard	R 1.86	R 2.0200	8.60%
							Off- peak	R 1.08	R 1.1700	8.33%
					Low season		Peak	R 1.99	R 2.1600	8.54%
							Standard	R 1.42	R 1.5400	8.45%
							Off- peak	R 0.97	R 1.0500	8.25%
			2.5.2.1.3 < 1 MVA Low Voltage			Bulk Urban TOU < 1 MVA LV	Basic charge per month	R 11 344.86	R 12 192.32	7.47%
							Demand charge R/KVA	R 150.00	R 161.23	7.49%
					Medium season		Peak	R 5.64	R 6.0559	7.47%
							Standard	R 1.77	R 1.9022	7.47%
							Off- peak	R 1.10	R 1.1822	7.47%
					Low season		Peak	R 1.99	R 2.1387	7.47%
							Standard	R 1.40	R 1.5046	7.47%
							Off- peak	R 0.90	R 0.9672	7.47%
	2.5.2.2 Normal									
		2.5.2.2.1 > 1 MVA High tension				Bulk Urban MD > 1 MVA MV	Basic charge per month	R 1 589.80	R 1 726.68	8.61%
							Demand charge R/KVA	R 150.00	R 162.92	8.61%
							Energy charge R/kWh	R 1.50	R 1.6300	8.67%
		2.5.2.2.2 < 1 MVA High tension				Bulk Urban MD < 1 MVA MV	Basic charge per month	R 14 176.64	R 15 236.34	7.47%
							Demand charge R/KVA	R 165.70	R 178.09	7.48%
							Energy charge R/kWh	R 1.48	R 1.5906	7.47%
		2.5.2.2.3 < 1 MVA Low tension				Bulk Urban MD < 1 MVA LV	Basic charge per month	R 11 218.90	R 12 184.85	8.61%
							Demand charge R/KVA	R 152.47	R 165.60	8.61%
							Energy charge R/kWh	R 1.56	R 1.6900	8.47%
2,6 Sport customers						Sport	Energy charge R/kWh	R 2.53	R 2.7500	8.70%
2.7 Streetlights						Streetlights	Energy charge R/kWh	R 2.43	R 2.6400	8.64%

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Table 20 shows the 2022/2023 tariff charges for purpose of calculations and assessment.

Table 20

WITZENBERG		CHARGES APPLICABLE FOR ALL MONTHS OF THE YEAR								HIGH SEASON CHARGES			LOW SEASON CHARGES		
year	30/06/2022	2022/2023 TARIFF RATES								Months in year.		3.000	Months in year.		9.000
TARIFF CHARGES	M	Customer service	Basic	Access	MD (aLL hours)	ALL Energy	Block 1 kWh	Block 2 kWh	Block 3 kWh	Energy Peak	Energy Standard	Energy Off-Peak	Energy Peak	Energy Standard	Energy Off-Peak
TARIFF NAME	TARIFF CODE	R/cust/m	R/POS/m	R/kVA/m	R/kVA/m	R/ kWh	50.000	600.000	>600	c/kWh	c/kWh	c/kWh	c/kWh	c/kWh	c/kWh
Res One part PP 1 Ph Deernis	D1p1ØPP20							1.7595	1.7595						
Res One part PP 1 Ph 20 Amp	D1p1ØPP						1.7595	1.7595	3.0302						
Res One part PP 1 Ph	D1p1ØPP20						1.7595	1.7595	3.0302						
Res One part 1 Ph Conv	D1p1ØCon							1.9984	3.2120						
Res One part Conv 1 Ph 20 Amp	D1p1ØCon20							1.9984	3.2120						
Res Two part Conv 1 Ph	D2p1ØCon		811.01					1.1621	1.6726						
Res Two part Conv 3 Ph	D2p3ØCon		811.01					1.1621	1.6726						
Comm Prepaid	C1p13ØPP		492.36					2.8130	3.0519						
Comm Conv 1 Ph 20 Amp	C2p1ØC20		891.06			R 2.3460		-							
Comm Conv 1 Ph 40 Amp	C2p1ØC40		891.06			R 2.3215									
Comm Conv 1 Ph 60 Amp	C2p1ØC60		953.56			R 2.2999									
Comm Conv 1 Ph 80 Amp	C2p1ØC80		955.00			R 2.2999									
Comm Conv 1 Ph 100 Amp	C2p1ØC100		1 224.49			R 2.2999									
Comm Conv 1 Ph 150 Amp	C2p1ØC150		1 169.48			R 2.2999									
Comm Conv 1 Ph 200 Amp	C2p1ØC200		1 295.10			R 2.2999									
Comm Conv 1 Ph 250 Amp	C2p1ØC250		1 582.91			R 2.2999									
Comm Conv 3 Ph 20 Amp	C2P3ØC20		1 581.20			R 2.0853									
Comm Conv 3 Ph 40 Amp	C2P3ØC40		1 692.69			R 2.0286									
Comm Conv 3 Ph 60 Amp	C2P3ØC60		1 651.80			R 2.0636									
Comm Conv 3 Ph 80 Amp	C2P3ØC80		1 780.39			R 2.0636									
Comm Conv 3 Ph 100 Amp	C2P3ØC100		2 386.80			R 2.3868									
Comm Conv 3 Ph 150 Amp	C2P3ØC150		3 010.38			R 2.0853									
Comm Conv 3 Ph 200 Amp	C2P3ØC200		3 209.19			R 2.0419									
Comm Conv 3 Ph 250 Amp	C2P3ØC250		3 286.54			R 2.0419									
Rural 2 part 25 kVA	L25		948.38			R 2.5100									
Rural 2 part 50 kVA	L50		1 386.23			R 2.5100									
Rural 2 part 100 kVA	L100		1 824.27			R 2.4400									
Bulk Rural TOU < 1 MVA MV	LTOU<1MV		10 823.86		R 186.4600					R 5.0200	R 1.6200	R 0.9600	R 1.7500	R 1.2600	R 0.8500
Bulk Rural TOU LV	LTOU<1LV		6 937.78		R 173.2100					R 5.5348	R 1.7846	R 1.0578	R 1.9331	R 1.3717	R 0.9248
Bulk Rural MD < 1 MVA MV	LN<1MV		10 359.56		R 236.7200	R 1.3359									
Bulk Rural MD LV	LN<1LV		5 936.62		R 304.3900	R 1.1948									
Bulk Urban TOU > 1 MVA MV	UTOU>1MV		22 658.87		R 130.9500					R 5.8600	R 1.9000	R 1.1100	R 2.0200	R 1.4600	R 0.9600
Bulk Urban TOU < 1 MVA MV	UTOU<1MV		13 564.79		R 145.6800					R 6.2500	R 2.0200	R 1.1700	R 2.1600	R 1.5400	R 1.0500
Bulk Urban TOU < 1 MVA LV	UTOU<1LV		12 192.32		R 161.2300					R 6.0559	R 1.9022	R 1.1822	R 2.1387	R 1.5046	R 0.9672
Bulk Urban MD > 1 MVA MV	UN>1MV		1 726.68		R 162.9200	R 1.6300									
Bulk Urban MD < 1 MVA MV	UN<1MV		15 236.34		R 178.0900	R 1.5906									
Bulk Urban MD < 1 MVA LV	UN<1LV		12 184.85		R 165.6000	R 1.6900									
Sport	SP					R 2.7500									
Streetlights	SL					R 2.6400									
Res One part 1 Ph ConvM	D1p1ØConM		-		-	-		1.9984	3.2120	-	-	-	-	-	-
Res One part Conv 1 Ph 20 AmpM	D1p1ØCon20M		-		-	-		1.9984	3.2120	-	-	-	-	-	-
Res Two part Conv 3 PhM	D2p3ØConM		811.01		-	-		1.1621	1.6726	-	-	-	-	-	-
Comm Conv 1 Ph 40 AmpM	C2p1ØC40M		891.06		-	2.32	-	-	-	-	-	-	-	-	-
Comm Conv 1 Ph 60 AmpM	C2p1ØC60M		953.56		-	2.30	-	-	-	-	-	-	-	-	-
Comm Conv 1 Ph 80 AmpM	C2p1ØC80M		955.00		-	2.30	-	-	-	-	-	-	-	-	-
Comm Conv 3 Ph 20 AmpM	C2P3ØC20M		1 581.20		-	2.09	-	-	-	-	-	-	-	-	-
Comm Conv 3 Ph 40 AmpM	C2P3ØC40M		1 692.69		-	2.03	-	-	-	-	-	-	-	-	-
Comm Conv 3 Ph 60 AmpM	C2P3ØC60M		1 651.80		-	2.06	-	-	-	-	-	-	-	-	-
Comm Conv 3 Ph 80 AmpM	C2P3ØC80M		1 780.39		-	2.06	-	-	-	-	-	-	-	-	-
Comm Conv 3 Ph 100 AmpM	C2P3ØC100M		2 386.80		-	2.39	-	-	-	-	-	-	-	-	-
Comm Conv 3 Ph 150 AmpM	C2P3ØC150M		3 010.38		-	2.09	-	-	-	-	-	-	-	-	-
Comm Conv 3 Ph 250 AmpM	C2P3ØC250M		3 286.54		-	2.04									
Bulk Urban MD < 1 MVA LVM	UN<1LVM		12 184.85	-	165.60	1.69									
Availability	Avail		R 248.92				-								

Table 21 Table 21shows the 2021/2022 consumptions details.

WITZENBERG		QUANTITIES CHARGEBLE FOR ALL MONTHS OF THE YEAR								HIGH SEASON QUANTITIES			LOW SEASON QUANTITIES		
CONSUMPTION		Number of customers	Number of POD's	Highest MD in year	Σ MDs all hours / 12	ALL Energy	Block 1 kWh	Block 2 kWh	Block 3 kWh	Energy Peak	Energy Standard	Energy Off-Peak	Energy Peak	Energy Standard	Energy Off-Peak
TARIFF NAME	TARIFF CODE	Customers	POD's	kVA	kVA	kWh	kWh	kWh	kWh	kWh	kWh	kWh	kWh	kWh	kWh
Res One part PP 1 Ph Deernis	D1p1ØPP20		3 406			**10 945 061**	1 838 970	8 756 049	350 042						
Res One part PP 1 Ph 20 Amp	D1p1ØPP		3 315			**8 148 398**		7 333 558	814 840						
Res One part PP 1 Ph	D1p1ØPP20		1 774			**13 617 684**		10 641 000	2 976 684						
Res One part 1 Ph Conv	D1p1ØCon		1 117			7 983 163	8 359 931	6 338 581	2 021 350						
Res One part Conv 1 Ph 20 Amp	D1p1ØCon20		163			630 802	630 802	504 642	126 160						
Res Two part Conv 1 Ph	D2p1ØCon		13			149 176	147 643	79 869	67 774						
Res Two part Conv 3 Ph	D2p3ØCon		73			1 015 269	918 590	353 938	564 652						
Comm Prepaid	C1p13ØPP		290			**2 734 375**		1 367 187	1 367 187						
Comm Conv 1 Ph 20 Amp	C2p1ØC20		5			65 384	48 156								
Comm Conv 1 Ph 40 Amp	C2p1ØC40		26			477 818	130 343								
Comm Conv 1 Ph 60 Amp	C2p1ØC60		14			177 645	135 029								
Comm Conv 1 Ph 80 Amp	C2p1ØC80		6			82 266	109 416								
Comm Conv 1 Ph 100 Amp	C2p1ØC100		-			-									
Comm Conv 1 Ph 150 Amp	C2p1ØC150		2			807 296	852 436								
Comm Conv 1 Ph 200 Amp	C2p1ØC200		-			-									
Comm Conv 1 Ph 250 Amp	C2p1ØC250		-			-									
Comm Conv 3 Ph 20 Amp	C2P3ØC20		6			55 291	57 469								
Comm Conv 3 Ph 40 Amp	C2P3ØC40		12			259 538	259 538								
Comm Conv 3 Ph 60 Amp	C2P3ØC60		43			1 578 711	1 585 311								
Comm Conv 3 Ph 80 Amp	C2P3ØC80		41			1 996 156	1 760 316								
Comm Conv 3 Ph 100 Amp	C2P3ØC100		60			2 809 457	2 964 354								
Comm Conv 3 Ph 150 Amp	C2P3ØC150		31			3 279 524	3 283 957								
Comm Conv 3 Ph 200 Amp	C2P3ØC200		10			1 204 201	1 204 201								
Comm Conv 3 Ph 250 Amp	C2P3ØC250		6			2 513 452	2 693 769								
Rural 2 part 25 kVA	L25		3			7 611 047	6 628 416								
Rural 2 part 50 kVA	L50		106			61 264									
Rural 2 part 100 kVA	L100		72			2 048 852									
Bulk Rural TOU < 1 MVA MV	LTOU<1MV		-												
Bulk Rural TOU LV	LTOU<1LV		2		13 073	4 474 785	4 474 785			195 419	420 395	558 156	500 701	1 132 757	1 667 357
Bulk Rural MD < 1 MVA MV	LN<1MV		-			-									
Bulk Rural MD LV	LN<1LV		-			-									
Bulk Urban TOU > 1 MVA MV	UTOU>1MV		7		192 822	82 450 327	79 735 145			2 057 943	6 579 601	8 149 578	9 416 292	22 990 144	30 541 587
Bulk Urban TOU < 1 MVA MV	UTOU<1MV		3		9 891	3 788 325	3 788 325			55 620	358 115	453 742	652 210	1 012 217	1 256 421
Bulk Urban TOU < 1 MVA LV	UTOU<1LV		2		6 511	804 413	3 519 595			144 493	314 146	263 849	448 987	1 071 379	1 276 741
Bulk Urban MD > 1 MVA MV	UN>1MV		-			-									
Bulk Urban MD < 1 MVA MV	UN<1MV		5			6 670 585									
Bulk Urban MD < 1 MVA LV	UN<1LV		20		53 116	7 459 614									
Sport	SP		9			63 433									
Streetlights	SL		87			3 889 944									
Res One part 1 Ph ConvM	D1p1ØConM		9			98 479	207 037.000	59 933.0	147 104.000						
Res One part Conv 1 Ph 20 AmpM	D1p1ØCon20M		2			47 422									
Res Two part Conv 3 PhM	D2p3ØConM		5			1 331 400	1 331 400.000	33 531.0	1 297 869.0						
Comm Conv 1 Ph 40 AmpM	C2p1ØC40M		6			517 923									
Comm Conv 1 Ph 60 AmpM	C2p1ØC60M		2			2 267									
Comm Conv 1 Ph 80 AmpM	C2p1ØC80M		1			25 966									
Comm Conv 3 Ph 20 AmpM	C2P3ØC20M		1			47 846									
Comm Conv 3 Ph 40 AmpM	C2P3ØC40M		6			55 252									
Comm Conv 3 Ph 60 AmpM	C2P3ØC60M		4			6 912									
Comm Conv 3 Ph 80 AmpM	C2P3ØC80M		2			73 036									
Comm Conv 3 Ph 100 AmpM	C2P3ØC100M		16			845 366									
Comm Conv 3 Ph 150 AmpM	C2P3ØC150M		1			45 140									
Comm Conv 3 Ph 250 AmpM	C2P3ØC250M		1			7 102									
Bulk Urban MD < 1 MVA LVM	UN<1LVM		11		8 420	2 488 940									
Availability	Avail		278												
185 446 308	185 446 308	0.00%	11 073	-	283 833	185 446 308	126 664 934	35 468 288	9 733 663	2 453 475	7 672 257	9 425 325	11 018 190	26 206 497	34 742 106
1.00			Losses		Purchase	208 044 545	10.86%	Losses							

Error! Not a valid bookmark self-reference. shows the 2021/2022 actual revenue from the sales reports.

Table 22

WITZENBERG		REVENUES FROM CHARGES APPLICABLE ALL MONTHS OF THE YEAR							
ACTUAL REVENUE		Customer service	Basic	Access	Σ MDs all hours	ALL Energy	Block 1 kWh	Block 2 kWh	Block 3 kWh
TARIFF NAME	TARIFF CODE	R/year	R/year	R/year	R/year	R/year	R/year	R/year	R/year
Res One part PP 1 Ph Deernis	D1p1ØPP20		-			16 783 734			
Res One part PP 1 Ph 20 Amp	D1p1ØPP					15 220 329			
Res One part PP 1 Ph	D1p1ØPP20					27 000 000			
Res One part 1 Ph Conv	D1p1ØCon		-			15 795 986			
Res One part Conv 1 Ph 20 Amp	D1p1ØCon20		-			1 181 006			
Res Two part Conv 1 Ph	D2p1ØCon		-			318 348			
Res Two part Conv 3 Ph	D2p3ØCon		627 992			1 355 462			
Comm Prepaid	C1p13ØPP					8 352 231			
Comm Conv 1 Ph 20 Amp	C2p1ØC20		33 546			131 438			
Comm Conv 1 Ph 40 Amp	C2p1ØC40		284 728			1 026 905			
Comm Conv 1 Ph 60 Amp	C2p1ØC60		159 703			380 160			
Comm Conv 1 Ph 80 Amp	C2p1ØC80		71 975			176 049			
Comm Conv 1 Ph 100 Amp	C2p1ØC100		-			-			
Comm Conv 1 Ph 150 Amp	C2p1ØC150		26 116			1 727 613			
Comm Conv 1 Ph 200 Amp	C2p1ØC200		-			-			
Comm Conv 1 Ph 250 Amp	C2p1ØC250		-			-			
Comm Conv 3 Ph 20 Amp	C2P3ØC20		139 762			106 159			
Comm Conv 3 Ph 40 Amp	C2P3ØC40		224 424			484 764			
Comm Conv 3 Ph 60 Amp	C2P3ØC60		841 030			2 999 551			
Comm Conv 3 Ph 80 Amp	C2P3ØC80		936 841			3 728 312			
Comm Conv 3 Ph 100 Amp	C2P3ØC100		1 595 450			5 394 157			
Comm Conv 3 Ph 150 Amp	C2P3ØC150		1 108 692			6 296 686			
Comm Conv 3 Ph 200 Amp	C2P3ØC200		354 648			2 263 898			
Comm Conv 3 Ph 250 Amp	C2P3ØC250		254 184			4 725 290			
Rural 2 part 25 kVA	L25		3 357 569			17 359 272			
Rural 2 part 50 kVA	L50		-			-			
Rural 2 part 100 kVA	L100		-			2 253 942			
Bulk Rural TOU < 1 MVA MV	LTOU<1MV		-			-			
Bulk Rural TOU LV	LTOU<1LV		675 019			5 441 067			
Bulk Rural MD < 1 MVA MV	LN<1MV		-			-			
Bulk Rural MD LV	LN<1LV		-			-			
Bulk Urban TOU > 1 MVA MV	UTOU>1MV		-			109 606 205			
Bulk Urban TOU < 1 MVA MV	UTOU<1MV		-			5 429 925			
Bulk Urban TOU < 1 MVA LV	UTOU<1LV		-			1 734 223			
Bulk Urban MD > 1 MVA MV	UN>1MV		-			-			
Bulk Urban MD < 1 MVA MV	UN<1MV		-			9 872 466			
Bulk Urban MD < 1 MVA LV	UN<1LV		-			11 625 061			
Sport	SP		-			160 813			
Streetlights	SL		-			5 933 990			
Res One part 1 Ph ConvM	D1p1ØConM		-			218 777			
Res One part Conv 1 Ph 20 AmpM	D1p1ØCon20M		-			108 536			
Res Two part Conv 3 PhM	D2p3ØConM		53 764			2 034 596			
Comm Conv 1 Ph 40 AmpM	C2p1ØC40M		79 593			1 118 714			
Comm Conv 1 Ph 60 AmpM	C2p1ØC60M		21 294			4 851			
Comm Conv 1 Ph 80 AmpM	C2p1ØC80M		10 663			55 567			
Comm Conv 3 Ph 20 AmpM	C2P3ØC20M		122 291			91 864			
Comm Conv 3 Ph 40 AmpM	C2P3ØC40M		103 459			98 438			
Comm Conv 3 Ph 60 AmpM	C2P3ØC60M		57 794			13 903			
Comm Conv 3 Ph 80 AmpM	C2P3ØC80M		39 342			138 768			
Comm Conv 3 Ph 100 AmpM	C2P3ØC100M		527 422			1 623 103			
Comm Conv 3 Ph 150 AmpM	C2P3ØC150M		33 261			86 669			
Comm Conv 3 Ph 250 AmpM	C2P3ØC250M		36 312			13 352			
Bulk Urban MD < 1 MVA LVM	UN<1LVM		-			3 878 764			
Availability	Avail		830 613						
306 283 411	306 958 430	-0.2%	12 607 486	-	-	294 350 945	-	-	-

Table 23 shows the 2021/2022 consumptions statistics.

Table 23

WITZENBERG		CONSUMPTION STATISTICS FOR CHARGES APPLICABLE FOR ALL MONTHS OF THE YEAR							
CONSUMPTION STATISTICS		POD's / custo	MD-kVA/Cust	LF (annual)	LF (ave month)	Ave consump.	% 1 st block energy Vs total energy	% 2 nd block energy Vs total energy	% 3 rd block energy Vs total energy
TARIFF NAME	TARIFF CODE	Ratio	%	%	%	kWh/cust/m	%		
Res One part PP 1 Ph Deernis	D1p1ØPP20		-			267.8	17%	80%	3%
Res One part PP 1 Ph 20 Amp	D1p1ØPP		-			204.8	0%	90%	10%
Res One part PP 1 Ph	D1p1ØPP20		-			639.9	0%	78%	22%
Res One part 1 Ph Conv	D1p1ØCon		-			595.6	105%	79%	25%
Res One part Conv 1 Ph 20 Amp	D1p1ØCon20		-			322.5	100%	80%	20%
Res Tw o part Conv 1 Ph	D2p1ØCon		-			956.3	99%	54%	45%
Res Tw o part Conv 3 Ph	D2p3ØCon		-			1 159.0	90%	35%	56%
Comm Prepaid	C1p13ØPP		-			787.1	0%	50%	50%
Comm Conv 1 Ph 20 Amp	C2p1ØC20		-			1 089.7	74%	0%	0%
Comm Conv 1 Ph 40 Amp	C2p1ØC40		-			1 531.5	27%	0%	0%
Comm Conv 1 Ph 60 Amp	C2p1ØC60		-			1 057.4	76%	0%	0%
Comm Conv 1 Ph 80 Amp	C2p1ØC80		-			1 142.6	133%	0%	0%
Comm Conv 1 Ph 100 Amp	C2p1ØC100		#DIV/0!			#DIV/0!			
Comm Conv 1 Ph 150 Amp	C2p1ØC150		-			33 637.3	106%	0%	0%
Comm Conv 1 Ph 200 Amp	C2p1ØC200		#DIV/0!			#DIV/0!			
Comm Conv 1 Ph 250 Amp	C2p1ØC250		#DIV/0!			#DIV/0!			
Comm Conv 3 Ph 20 Amp	C2P3ØC20		-			767.9	104%	0%	0%
Comm Conv 3 Ph 40 Amp	C2P3ØC40		-			1 802.3	100%	0%	0%
Comm Conv 3 Ph 60 Amp	C2P3ØC60		-			3 059.5	100%	0%	0%
Comm Conv 3 Ph 80 Amp	C2P3ØC80		-			4 057.2	0%	0%	0%
Comm Conv 3 Ph 100 Amp	C2P3ØC100		-			3 902.0	0%	0%	0%
Comm Conv 3 Ph 150 Amp	C2P3ØC150		-			8 815.9	100%	0%	0%
Comm Conv 3 Ph 200 Amp	C2P3ØC200		-			10 035.0	100%	0%	0%
Comm Conv 3 Ph 250 Amp	C2P3ØC250		-			34 909.1	107%	0%	0%
Rural 2 part 25 kVA	L25		-			211 418.0	87%	0%	0%
Rural 2 part 50 kVA	L50		-			48.2	0%	0%	0%
Rural 2 part 100 kVA	L100		-			2 371.4	0%	0%	0%
Bulk Rural TOU < 1 MVA MV	LTOU<1MV		#DIV/0!			#DIV/0!			
Bulk Rural TOU LV			-		46.89%	186 449.4	100%	0%	0%
Bulk Rural MD < 1 MVA MV			#DIV/0!			#DIV/0!			
Bulk Rural MD LV			#DIV/0!			#DIV/0!			
Bulk Urban TOU > 1 MVA MV			-		58.58%	981 551.5	97%	0%	0%
Bulk Urban TOU < 1 MVA MV			-		52.47%	105 231.3	100%	0%	0%
Bulk Urban TOU < 1 MVA LV			-		16.92%	33 517.2	438%	0%	0%
Bulk Urban MD > 1 MVA MV			#DIV/0!			#DIV/0!			
Bulk Urban MD < 1 MVA MV	UN<1MV		-			111 176.4	0%	0%	0%
Bulk Urban MD < 1 MVA LV	UN<1LV		-		19.24%	31 081.7	0%	0%	0%
Sport	SP		-			587.3	0%	0%	0%
Streetlights	SL		-			3 726.0	0%	0%	0%
Res One part 1 Ph ConvM	D1p1ØConM		-			911.8	210%	61%	149%
Res One part Conv 1 Ph 20 AmpM	D1p1ØCon20M		-			1 975.9	0%	0%	0%
Res Tw o part Conv 3 PhM	D2p3ØConM		-			22 190.0	100%	3%	97%
Comm Conv 1 Ph 40 AmpM	C2p1ØC40M		-			7 193.4	0%	0%	0%
Comm Conv 1 Ph 60 AmpM	C2p1ØC60M		-			94.5	0%	0%	0%
Comm Conv 1 Ph 80 AmpM	C2p1ØC80M		-			2 163.8	0%	0%	0%
Comm Conv 3 Ph 20 AmpM	C2P3ØC20M		-			3 987.2	0%	0%	0%
Comm Conv 3 Ph 40 AmpM	C2P3ØC40M		-			767.4	0%	0%	0%
Comm Conv 3 Ph 60 AmpM	C2P3ØC60M		-			144.0	0%	0%	0%
Comm Conv 3 Ph 80 AmpM	C2P3ØC80M		-			3 043.2	0%	0%	0%
Comm Conv 3 Ph 100 AmpM	C2P3ØC100M		-			4 402.9	0%	0%	0%
Comm Conv 3 Ph 150 AmpM	C2P3ØC150M		-			3 761.7	0%	0%	0%
Comm Conv 3 Ph 250 AmpM	C2P3ØC250M		-			591.8	0%	0%	0%
Bulk Urban MD < 1 MVA LVM	UN<1LVM		-		40.49%	18 855.6	0%	0%	0%
Availability	Avail		-			-			
Total.					0		0.683		

Table 24 shows the calculated revenue by multiplying the 2021/2022 consumption by the 2022/2023 tariffs.

Table 24

WITZENBERG	30/06/2022	REVENUES FROM CHARGES APPLICABLE FOR ALL MONTHS OF THE YEAR								HIGH SEASON REVENUES			LOW SEASON REVENUES			
CALCULATED REVENUE		Customer servic	Basic	Access	MD (aLL hours)	ALL Energy	Block 1 kWh		Block 3 kWh	Energy Peak	Energy Standard	Energy Off-Peak	Energy Peak	Energy Standard	Energy TotaL	TotaL
TARIFF NAME	TARIFF CODE	R/year	R/year	R/year	R/year	R/year	R/year		R/year	Rand /season	Rand /season	Rand /season	Rand /season	Rand /season	Rand /season	R/year
Res One part PP 1 Ph Deernis	D1p1ØPP20	-	-	-	-	-	-	15 406 269	615 899	-	-	-	-	-	-	16 022 168
Res One part PP 1 Ph 20 Amp	D1p1ØPP	-	-	-	-		-	12 903 396	2 469 128	-	-	-	-	-	-	15 372 523
Res One part PP 1 Ph	D1p1ØPP20	-	-	-	-		-	18 722 840	9 019 948	-	-	-	-	-	-	27 742 787
Res One part 1 Ph Conv	D1p1ØCon	-	-	-	-	-	-	12 667 020	6 492 576	-	-	-	-	-	-	19 159 596
Res One part Conv 1 Ph 20 Amp	D1p1ØCon20	-	-	-	-	-	-	1 008 476	405 227	-	-	-	-	-	-	1 413 703
Res Two part Conv 1 Ph	D2p1ØCon	-	126 518	-	-	-	-	92 816	113 359	-	-	-	-	-	-	332 692
Res Two part Conv 3 Ph	D2p3ØCon	-	710 445	-	-	-	-	411 311	944 437	-	-	-	-	-	-	2 066 193
Comm Prepaid	C1p13ØPP	-	1 710 459	-	-	-	-	3 845 898	4 172 519	-	-	-	-	-	-	9 728 876
Comm Conv 1 Ph 20 Amp	C2p1ØC20	-	53 464	-	-	153 392	-	-	-	-	-	-	-	-	-	206 855
Comm Conv 1 Ph 40 Amp	C2p1ØC40	-	278 011	-	-	1 109 254	-	-	-	-	-	-	-	-	-	1 387 265
Comm Conv 1 Ph 60 Amp	C2p1ØC60	-	160 198	-	-	408 566	-	-	-	-	-	-	-	-	-	568 764
Comm Conv 1 Ph 80 Amp	C2p1ØC80	-	68 760	-	-	189 204	-	-	-	-	-	-	-	-	-	257 964
Comm Conv 1 Ph 100 Amp	C2p1ØC100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Comm Conv 1 Ph 150 Amp	C2p1ØC150	-	28 068	-	-	1 856 700	-	-	-	-	-	-	-	-	-	1 884 768
Comm Conv 1 Ph 200 Amp	C2p1ØC200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Comm Conv 1 Ph 250 Amp	C2p1ØC250	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Comm Conv 3 Ph 20 Amp	C2P3ØC20	-	113 846	-	-	115 298	-	-	-	-	-	-	-	-	-	229 145
Comm Conv 3 Ph 40 Amp	40 195 466	-	243 747	-	-	526 499	-	-	-	-	-	-	-	-	-	770 246
Comm Conv 3 Ph 60 Amp	C2P3ØC60	-	852 329	-	-	3 257 828	-	-	-	-	-	-	-	-	-	4 110 157
Comm Conv 3 Ph 80 Amp	C2P3ØC80	-	875 952	-	-	4 119 268	-	-	-	-	-	-	-	-	-	4 995 219
Comm Conv 3 Ph 100 Amp	C2P3ØC100	-	1 718 496	-	-	6 705 612	-	-	-	-	-	-	-	-	-	8 424 108
Comm Conv 3 Ph 150 Amp	C2P3ØC150	-	1 119 861	-	-	6 838 791	-	-	-	-	-	-	-	-	-	7 958 653
Comm Conv 3 Ph 200 Amp	C2P3ØC200	-	385 103	-	-	2 458 858	-	-	-	-	-	-	-	-	-	2 843 961
Comm Conv 3 Ph 250 Amp	C2P3ØC250	-	236 631	-	-	5 132 218	-	-	-	-	-	-	-	-	-	5 368 849
Rural 2 part 25 kVA	L25	-	34 142	-	-	19 103 728	-	-	-	-	-	-	-	-	-	19 137 870
Rural 2 part 50 kVA	L50	-	1 763 285	-	-	153 773	-	-	-	-	-	-	-	-	-	1 917 058
Rural 2 part 100 kVA	L100	-	1 576 169	-	-	4 999 199	-	-	-	-	-	-	-	-	-	6 575 368
Bulk Rural TOU < 1 MVA MV	LTOU<1MV	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bulk Rural TOU LV	0	-	166 507	-	2 264 374	-	-	-	-	1 081 605	750 237	590 417	967 905	1 553 803	1 541 972	8 916 820
Bulk Rural MD < 1 MVA MV	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bulk Rural MD LV	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bulk Urban TOU > 1 MVA MV	0	-	1 903 345	-	25 250 041	-	-	-	-	12 059 546	12 501 242	9 046 032	19 020 910	33 565 610	29 319 924	142 666 649
Bulk Urban TOU < 1 MVA MV	0	-	488 332	-	1 440 921	-	-	-	-	347 625	723 392	530 878	1 408 774	1 558 814	1 319 242	7 817 979
Bulk Urban TOU < 1 MVA LV	0	-	292 616	-	1 049 769	-	-	-	-	875 035	597 569	311 922	960 248	1 611 997	1 234 864	6 934 019
Bulk Urban MD > 1 MVA MV	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bulk Urban MD < 1 MVA MV	UN<1MV	-	914 180	-	-	10 610 233	-	-	-	-	-	-	-	-	-	11 524 413
Bulk Urban MD < 1 MVA LV	UN<1LV	-	2 924 364	-	8 796 010	12 606 748	-	-	-	-	-	-	-	-	-	24 327 121
Sport	SP	-	-	-	-	174 440	-	-	-	-	-	-	-	-	-	174 440
Streetlights	SL	-	-	-	-	10 269 452	-	-	-	-	-	-	-	-	-	10 269 452
Res One part 1 Ph ConvM	D1p1ØConM	-	-	-	-	-	-	119 770	472 498	-	-	-	-	-	-	592 268
Res One part Conv 1 Ph 20 AmpM	D1p1ØCon20M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Res Two part Conv 3 PhM	D2p3ØConM	-	48 661	-	-	-	-	38 966	2 170 816	-	-	-	-	-	-	2 258 443
Comm Conv 1 Ph 40 AmpM	C2p1ØC40M	-	64 156	-	-	1 202 358	-	-	-	-	-	-	-	-	-	1 266 515
Comm Conv 1 Ph 60 AmpM	C2p1ØC60M	-	22 885	-	-	5 214	-	-	-	-	-	-	-	-	-	28 099
Comm Conv 1 Ph 80 AmpM	C2p1ØC80M	-	11 460	-	-	59 719	-	-	-	-	-	-	-	-	-	71 179
Comm Conv 3 Ph 20 AmpM	C2P3ØC20M	-	18 974	-	-	99 773	-	-	-	-	-	-	-	-	-	118 748
Comm Conv 3 Ph 40 AmpM	C2P3ØC40M	-	121 874	-	-	112 084	-	-	-	-	-	-	-	-	-	233 958
Comm Conv 3 Ph 60 AmpM	C2P3ØC60M	-	79 286	-	-	14 264	-	-	-	-	-	-	-	-	-	93 550
Comm Conv 3 Ph 80 AmpM	C2P3ØC80M	-	42 729	-	-	150 717	-	-	-	-	-	-	-	-	-	193 446
Comm Conv 3 Ph 100 AmpM	C2P3ØC100M	-	458 266	-	-	2 017 720	-	-	-	-	-	-	-	-	-	2 475 985
Comm Conv 3 Ph 150 AmpM	C2P3ØC150M	-	36 125	-	-	94 130	-	-	-	-	-	-	-	-	-	130 255
Comm Conv 3 Ph 250 AmpM	C2P3ØC250M	-	39 438	-	-	14 502	-	-	-	-	-	-	-	-	-	53 940
Bulk Urban MD < 1 MVA LVM	UN<1LVM	-	1 608 400	-	1 394 352	4 206 309	-	-	-	-	-	-	-	-	-	7 209 061
Availability	Avail	-	830 613	-	-	-	-	-	-	-	-	-	-	-	-	830 613
306 958 430	386 661 741	26.0%	22 127 694	-	40 195 466	98 765 850	-	65 216 761	26 876 407	14 363 811	14 572 440	10 479 249	22 357 837	38 290 224	33 416 001	386 661 741

Table 25 shows an analysis of the newly calculated revenue compared with the actual revenue

Table 25

AdTUAL VS CALC REV ERROR		TotaL
TARIFF NAME	TARIFF CODE	%
Res One part PP 1 Ph Deernis	D1p1ØPP20	-5%
Res One part PP 1 Ph 20 Amp	D1p1ØPP	1%
Res One part PP 1 Ph	D1p1ØPP20	3%
Res One part 1 Ph Conv	D1p1ØCon	18%
Res One part Conv 1 Ph 20 Amp	D1p1ØCon20	16%
Res Tw o part Conv 1 Ph	D2p1ØCon	4%
Res Tw o part Conv 3 Ph	D2p3ØCon	4%
Comm Prepaid	C1p13ØPP	-4%
Comm Conv 1 Ph 20 Amp	C2p1ØC20	10%
Comm Conv 1 Ph 40 Amp	C2p1ØC40	5%
Comm Conv 1 Ph 60 Amp	C2p1ØC60	5%
Comm Conv 1 Ph 80 Amp	C2p1ØC80	4%
Comm Conv 1 Ph 100 Amp	C2p1ØC100	
Comm Conv 1 Ph 150 Amp	C2p1ØC150	7%
Comm Conv 1 Ph 200 Amp	C2p1ØC200	
Comm Conv 1 Ph 250 Amp	C2p1ØC250	
Comm Conv 3 Ph 20 Amp	C2P3ØC20	-7%
Comm Conv 3 Ph 40 Amp	C2P3ØC40	8%
Comm Conv 3 Ph 60 Amp	C2P3ØC60	7%
Comm Conv 3 Ph 80 Amp	C2P3ØC80	7%
Comm Conv 3 Ph 100 Amp	C2P3ØC100	17%
Comm Conv 3 Ph 150 Amp	C2P3ØC150	7%
Comm Conv 3 Ph 200 Amp	C2P3ØC200	8%
Comm Conv 3 Ph 250 Amp	C2P3ØC250	7%
Rural 2 part 25 kVA	L25	-8%
Rural 2 part 50 kVA	L50	100%
Rural 2 part 100 kVA	L100	66%
Bulk Rural TOU < 1 MVA MV	LTOU<1MV	
Bulk Rural TOU LV	LTOU<1LV	31%
Bulk Rural MD < 1 MVA MV	LN<1MV	
Bulk Rural MD LV	LN<1LV	
Bulk Urban TOU > 1 MVA MV	UTOU>1MV	23%
Bulk Urban TOU < 1 MVA MV	UTOU<1MV	31%
Bulk Urban TOU < 1 MVA LV	UTOU<1LV	75%
Bulk Urban MD > 1 MVA MV	UN>1MV	
Bulk Urban MD < 1 MVA MV	UN<1MV	34%
Bulk Urban MD < 1 MVA LV	UN<1LV	52%
Sport	SP	8%
Streetlights	SL	42%
Res One part 1 Ph ConvM	D1p1ØConM	63%
Res One part Conv 1 Ph 20 AmpM	D1p1ØCon20M	
Res Tw o part Conv 3 PhM	D2p3ØConM	8%
Comm Conv 1 Ph 40 AmpM	C2p1ØC40M	5%
Comm Conv 1 Ph 60 AmpM	C2p1ØC60M	7%
Comm Conv 1 Ph 80 AmpM	C2p1ØC80M	7%
Comm Conv 3 Ph 20 AmpM	C2P3ØC20M	-80%
Comm Conv 3 Ph 40 AmpM	C2P3ØC40M	14%
Comm Conv 3 Ph 60 AmpM	C2P3ØC60M	23%
Comm Conv 3 Ph 80 AmpM	C2P3ØC80M	8%
Comm Conv 3 Ph 100 AmpM	C2P3ØC100M	13%
Comm Conv 3 Ph 150 AmpM	C2P3ØC150M	8%
Comm Conv 3 Ph 250 AmpM	C2P3ØC250M	8%
Bulk Urban MD < 1 MVA LVM	UN<1LVM	46%
Availability	Avail	0%
Total.		20.97%

It shows an increase of more than 20% which is less than the average price increase of 7.47%.
The reasons why the calculated revenue is higher that the actual revenue are as follows:

- The actual revenue as provided in the stated reports exclude the maximum demand revenue which is calculated at R40 mill.
- Various values from these tables will be used to calculate various factors.

8. NETWORK LOSSES.

The losses in the network are required in various instances. The first step is to determine the amount of energy flowing through each of the networks for each representative load profile. This is done by obtaining the kWh from each customer category from the actual consumption table and allocating it to the relevant point on the network. The result is shown in Table 26.

Table 26

WITZENBERG												
kWh CONNECTED BY NETWORK												
Supply position	Total MV at HV sub	Bulk MV	Bulk LV	Industrial	Municipal	Commercial	Res	Res Poor	Ind	Lights	Rural	
	P01	P01	P02	P03	P03	P04	P05	P06	P06	P07	P08	Total
S00	0	0	0	0	0	0	0	0	0	0	0	0
S01	0	0	0	0	0	0	0	0	0	0	0	0
S02	0	0	0	0	0	0	0	0	0	0	0	0
S03	0	0	0	0	0	0	0	0	0	0	0	0
S04	0	92 909 237	0	0	0	0	0	0	0	0	0	92 909 237
S05	0	0	8 264 027	0	0	0	0	0	0	0	0	8 264 027
S06	0	0	0	0	5 593 051	18 104 547	23 396 094	8 148 398	10 945 061	3 889 944	14 195 948	84 273 044
S07	0	0	0	0	0	0	0	0	0	0	0	0
S08	0	0	0	0	0	0	0	0	0	0	0	0
S09	0	0	0	0	0	0	0	0	0	0	0	0
	0	92 909 237	8 264 027	0	5 593 051	18 104 547	23 396 094	8 148 398	10 945 061	3 889 944	14 195 948	185 446 308
											Bulk +SSE	208 044 545
											Difference	10.86%
												185 446 308
												-22 598 237

The next step in the process, to calculate the losses of every network component, is as follows:

- An estimate is made about the loss % for every network component. This is done by considering the impedances of individual network components, the numbers involved and the loads flowing through it.
- The total infeed loads are then added to the relevant losses for every network through which it flows and are then added to the loads through all other networks to yield the total load.
- The initial estimated loss factors are then modified until the total load, as calculated, is equal to the total load supplied in bulk.

The resultant calculations are shown in Table 27 and **Table 28**

Table 28.

DRAFT

Table 27

WITZENBERG

ENERGY BALANCING

kWh	
Input at each network.	
Supply position	kWh/y
S0	0
S1	0
S2	0
S3	0
S4	92 909 237
S5	8 264 027
S6	84 273 044
S7	0
S8	0
S9	0
	185 446 308

FIRST PASS - BALANCE TOTALS BY	
Through Network	Grand Total
TOTAL	208 044 545
NL0	208 044 545
NL1	208 044 545
NL2	208 044 545
NL3	203 734 279
NL4	196 795 179
NL5	99 668 698
NL6	84 273 044
NL7	0
NL8	0
NL9	0

COMPARISONS

Supply position	Grand Total
Bulk Purchases	208044545.1
Total calculated	208044545.1
Difference	(0.00)
% Difference	0.00%
Total losses	10.86%
Adjust losses to balance grand totals	

Losses adjustment	41.04%

It is important to note that the losses refer to all losses from the Eskom infeed points right down to the customers connected on the LV network and include non-technical losses.

Table 28

WITZENBERG

NETWORK LOSSES

Supply position	Per Network Estimate	Per Network Adjusted	Network Point	Total at Supply Point
N0	2.86%	2.86%	S0	2.86%
N1	0.00%	0.00%	S1	2.86%
N2	0.00%	0.00%	S2	2.86%
N3	1.50%	2.12%	S3	5.04%
N4	2.50%	3.53%	S4	8.74%
N5	3.00%	4.23%	S5	13.34%
N6	6.00%	8.46%	S6	22.93%
N7	0.00%	0.00%	S6	22.93%
		Total losses		10.86%

These load loss factors will be used in calculating the costs per tariff cost category.

9. ESKOM ANALYSIS.

Witzenberg receives its electricity from Eskom from 4 points of supply with 2 receiving the benefit of diversity. These actual kWh and Rand values are summarised to represent the total purchase costs for Witzenberg as shown in **Table 29**.

DRAFT

Table 29

WITZENBERG ESKOM SUMMARY	Jul-21	Aug-21	Sep-21	2021/.107/01	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year Total
ACCOUNT TRANSACTION SUMMARY													
NON REBATABLE MONTHLY RENTAL	50 452	50 452	50 452	50 452	50 452	50 452	50 452	50 452	50 452	50 452	50 452	50 452	605 424
ADMINISTRATION CHARGE R 21522.68	21 523	21 523	20 828	21 523	20 828	21 523	21 523	19 440	21 523	20 828	21 523	20 828	253 412
DIST. NETWORK CAPACITY CHARGE	1 139 768	1 139 768	1 139 768	1 139 768	1 139 768	1 139 768	1 139 768	1 139 768	1 139 768	1 139 768	1 139 768	1 139 768	13 677 216
NETWORK DEMAND CHARGE (C/KWH	192 562	171 870	158 551	140 848	137 895	137 351	172 972	174 248	198 467	159 425	173 745	183 709	2 001 643
ANCILLARY SERVICE (ALL) R 96678.76	96 679	85 332	77 676	70 805	67 693	74 757	98 525	109 656	133 023	120 532	110 976	98 592	1 144 245
ENERGY CHARGE (PEAK) 2771087.00	12 283 397	10 925 152	3 639 911	3 223 748	3 273 822	3 172 584	4 166 144	4 628 468	5 825 294	4 323 934	4 515 232	12 194 282	72 171 969
ENERGY CHARGE (STD) 7363310.00 R	9 886 716	8 216 654	5 612 085	5 018 022	4 910 307	5 241 342	6 880 845	7 854 375	9 444 966	7 815 205	7 669 956	9 665 684	88 216 157
ENERGY CHARGE (OFF) 7443559.00 R	5 428 588	5 054 589	3 764 900	3 534 910	3 224 226	3 869 102	5 122 853	5 580 890	6 730 902	6 986 573	5 898 757	5 816 949	61 013 239
ELECTRIFICATION AND RURAL SUBS	1 898 419	1 675 611	1 525 274	1 390 354	1 329 237	1 467 960	1 934 671	2 153 248	2 612 081	2 366 803	2 179 171	1 935 981	22 468 811
TRANSMISSION NETWORK CAPACITY	417 560	417 560	417 560	417 560	417 560	417 560	417 560	417 560	444 363	427 601	417 560	417 560	5 047 564
NETWORK DEMAND CHARGE R 1202	1 202 149	1 046 781	1 019 169	946 241	976 768	940 759	1 278 418	1 463 751	1 639 561	1 577 711	1 396 979	1 290 870	14 779 157
REACTIVE ENERGY 37458.00 R 3423.3	3 423	8 461										11 378	23 263
SERVICE CHARGE R 168482.83	168 483	168 483	163 048	168 483	163 048	168 483	168 483	152 178	168 483	163 048	168 483	163 048	1 983 749
TOTAL CHARGES FOR BILLING PERIC	32 789 720	28 982 235	17 589 224	16 122 714	15 711 603	16 701 640	21 452 212	23 744 035	28 408 883	25 151 879	23 742 602	36 239 563	286 636 311
													-
Totals by adding individual bills	32 789 720	28 982 235	17 589 224	16 122 714	15 711 603	16 701 640	21 452 212	23 744 035	28 408 883	28 402 341	23 742 602	33 015 326	286 662 536
Difference	-	-	-	-	-	0	-	-	-	- 3 250 462	-	3 224 236	- 26 225
													-
TULBAGH MUNISIPALITEIT 1/3244 INTERVAL													-
CONSUMPTION DETAILS (2021-07-01 -	(2021-07-01	(2021-08-01	(2021-09-01	(2021-10-01	(2021-11-01		(2022-01-01	(2022-02-01	(2022-03-01	(2022-04-01	(2022-05-01	(2022-06-01	-
ENERGY CONSUMPTION OFF PEAK k	522 522	542 720	484 249	506 829	453 855	542 025	652 677	563 016	604 041	561 598	540 219	546 627	6 520 378
ENERGY CONSUMPTION STD kWh 61	618 487	565 834	536 970	500 433	476 370	513 939	566 401	530 028	602 377	472 818	509 936	567 680	6 461 272
ENERGY CONSUMPTION PEAK kWh 2	255 747	242 999	237 420	201 237	212 484	213 928	234 804	224 137	248 835	202 708	207 017	250 048	2 731 364
ENERGY CONSUMPTION ALL kWh 139	1 396 756	1 351 553	1 258 638	1 208 498	1 142 709	1 269 892	1 453 883	1 317 181	1 455 252	1 237 125	1 257 172	1 364 356	15 713 013
DEMAND READING - KW/KVA 3289.87	3 290	3 030	3 150	3 474	3 316	4 500	3 035	3 173	3 387	3 730	3 870	4 177	42 132
REACTIVE ENERGY - OFF PEAK 1546	154 676	166 550	169 548	202 743	195 875		306 428	262 655	277 265	229 194	208 716	180 686	2 354 336
REACTIVE ENERGY - STD 146712.75	146 713	145 676	154 811	173 925	178 489		253 546	235 667	254 914	172 242	165 089	157 608	2 038 679
REACTIVE ENERGY - PEAK 54070.00	54 070	53 527	58 465	62 881	73 159		99 301	92 788	96 220	65 179	58 830	57 986	772 405
REACTIVE ENERGY - ALL 355458.75	355 459	365 754	382 824	439 549	447 523	727 867	659 275	591 109	628 399	466 615	432 635	396 279	5 893 286
LOAD FACTOR 57.00	57	60	56	48	48		67	64	59	47	44	46	596
11	11	11	11	11	11		11	11	11	11	11	11	121
PREMISE ID NUMBER 6326884379 TAR	Miniflex	Miniflex	Miniflex	Miniflex	Miniflex		Miniflex	Miniflex	Miniflex	Miniflex	Miniflex	Miniflex	-
TULBAGH MUNISIPALITEIT 1/3244 INTERVAL													-
Administration Charge @ R173.57 per da	5 381	5 381	5 207	5 381	5 207	5 381	5 381	4 860	5 381	5 207	5 381	5 207	63 353
Network Capacity Charge 4500 kVA @ R	151 830	151 830	151 830	151 830	151 830	151 830	151 830	151 830	151 830	151 830	151 830	151 830	1 821 960
Network Demand Charge (Peak & Stand	82 790	76 596	73 335	66 448	65 234	68 929	75 874	71 419	80 610	63 972	67 895	77 439	870 543
Ancillary Service Charge 1396756 kWh @	7 682	7 434	6 923	6 647	6 285	6 984	7 996	7 245	8 004	6 804	6 914	7 504	86 422
High Season Peak Energy Charge 25574	1 133 650	1 077 142	343 262	290 948	307 209	309 297	339 480	324 057	359 766	293 075	299 305	1 108 388	6 185 579
High Season Standard Energy Charge 6	830 442	759 745	534 339	497 981	474 036	511 421	563 626	527 431	599 425	470 501	507 437	762 224	7 038 608
High Season Off-peak Energy Charge 52	381 075	395 806	305 610	319 860	286 428	342 072	411 904	355 319	381 210	354 425	340 932	398 655	4 273 296
Electrification and Rural Network subsidy	150 850	145 968	135 933	130 518	123 413	137 148	157 019	142 256	157 167	133 610	135 775	147 350	1 697 006
												-	-
Premium Connection Charge @ R0.00 R	-	-	-	-	-		-	-	-	-	-	-	-
TOTAL CHARGES R 2743699.95	2 743 700	2 619 901	1 556 437	1 469 612	1 419 642	1 533 062	1 713 110	1 584 417	1 743 393	1 479 424	1 515 470	2 658 597	22 036 766
BON CHRETIE SUBSTATION REMOTE CERES													-
CONSUMPTION DETAILS (2021-07-01 -	(2021-07-01	(2021-08-01	(2021-09-01	(2021-10-01	(2021-11-01		(2022-01-01	(2022-02-01	(2022-03-01	(2022-04-01	(2022-05-01	(2022-06-01	-
ENERGY CONSUMPTION OFF PEAK k	4 345 907	3 848 076	3 312 231	2 925 259	2 667 052	6 130 727	4 113 582	4 783 199	6 045 817	6 233 941	5 219 148	4 392 109	54 017 047
ENERGY CONSUMPTION STD kWh 40	4 002 257	3 207 183	3 017 460	2 516 746	2 452 002	6 267 151	3 425 415	4 095 419	5 154 769	4 272 524	4 118 500	3 731 600	46 261 028
ENERGY CONSUMPTION PEAK kWh 1	1 407 164	1 232 060	1 383 463	1 163 086	1 144 714	2 194 346	1 465 082	1 676 779	2 222 268	1 632 722	1 691 600	1 243 750	18 457 035
ENERGY CONSUMPTION ALL kWh 975	9 755 328	8 287 319	7 713 154	6 605 092	6 263 768	14 592 224	9 004 079	10 555 397	13 422 854	12 139 187	11 029 248	9 367 459	118 735 110
DEMAND CONSUMPTION - OFF PEAK	15 858	13 704	17 687	11 607	12 599		17 154	19 724	21 443	21 718	17 779	17 779	187 052
DEMAND CONSUMPTION - STD 19442	19 443	16 089	21 226	13 401	14 233		18 883	22 177	23 962	22 542	19 984	19 503	211 444
DEMAND CONSUMPTION - PEAK 1638	16 389	15 602	22 627	13 852	14 338		19 177	22 142	24 270	22 732	21 044	16 639	208 810
DEMAND READING - KW/KVA 19442.84	19 443	16 089	22 627	13 852	14 338		19 177	22 177	24 270	28 149	21 044	19 503	220 669
REACTIVE ENERGY - OFF PEAK 5524	55 246	181 929	130 237	179 612	357 127		47 897	193 980	888 174	123 705	1 213 400	1 270 650	4 641 958
REACTIVE ENERGY - STD 23373.62	23 374	41 914	101 860	87 143	339 336		83 109	249 076	713 503	73 305	982 850	1 006 050	3 701 520
REACTIVE ENERGY - PEAK 20686.02	20 686	21 350	24 203	25 608	140 081		27 470	95 483	241 935	21 008	371 900	270 850	1 260 573
		296										9 880	10 176
SIMULTANEOUS MAX DEMAND(2021/0	19 443	15 602	15 932	13 366	13 675		19 110	22 142	24 245	22 379	20 750	18 993	205 636
LOAD FACTOR 67.00	67	69	47	64	62		63	71	74	74	71	68	730
11	11	1	2	3	4		5	11	11	11	11	11	81
PREMISE ID NUMBER 7698390767 TARIFF NAME: Megaflex Diversity													-
BON CHRETIE SUBSTATION REMOTE CERES													-
Administration Charge @ R173.57 per da	5 381	5 381	5 207	5 381	5 207	5 381	5 381	4 860	5 381	5 207	5 381	5 207	63 353
TX Network Capacity Charge 22000 kVa	251 680	251 680	251 680	251 680	251 680	251 680	251 680	251 680	267 835	297 522	251 680	251 680	3 082 157
Network Capacity Charge 22000 kVA @	489 720	489 720	489 720	489 720	489 720	489 720	489 720	489 720	489 720	489 720	489 720	489 720	5 876 640
Network Demand Charge 19442.84 kVA	820 682	658 558	672 486	564 160	577 219	595 193	806 626	934 631	1 023 371	1 188 182	875 875	801 701	9 518 685
Ancillary Service Charge 9755328 kWh @	53 654	45 580	42 422	36 328	34 451	37 444	49 522	58 055	73 826	83 125	60 661	51 521	626 589
High Season Off Peak Energy Charge 43	3 169 470	2 806 402	3 002 674	2 504 414	2 439 987	2 541 216	3 408 630	4 075 351	5 129 511	5 377 298	4 098 319	5 513 171	44 066 443
High Season Peak Energy Charge 1407	6 237 536	5 461 352	2 000 211	1 681 590	1 655 028	1 568 197	2 118 216	2 424 287	3 212 955	2 918 425	2 445 715	3 203 165	34 926 677
High Season Standard Energy Charge 4	5 373 830	4 306 285	2 090 349	1 846 131	1 683 177	2 000 309	2 596 082	3 018 677	3 815 515	4 853 967	3 293 804	5 010 419	39 888 546
Electrification and rural subsidy 9755328	1 053 575	895 030	833 021	713 350	676 487	735 258	972 441	1 139 983	1 449 668	1 632 270	1 191 159	1 011 686	12 303 928
		58										1 928	1 985
Premium Connection Charge @ R31568	31 568	31 568	31 568	31 568	31 568	31 568	31 568	31 568	31 568	31 568	31 568	31 568	378 816
TOTAL CHARGES R 17487096.98	17 487 097	14 951 614	9 419 338	8 124 321	7 844 523	8 255 966	10 729 865	12 428 812	15 499 350	16 877 285	12 743 882	16 371 766	150 733 818
													-
CERES SUBSTATION 11KV REMOTE													-
CONSUMPTION DETAILS (2021-07-01 -	(2021-07-01	(2021-08-01	(2021-09-01	(2021-10-01	(2021-11-01		(2022-01-01	(2022-02-01	(2022-03-01	(2022-04-01	(2022-05-01	(2022-06-01	-
ENERGY CONSUMPTION OFF PEAK k	1 800 244	1 784 266	1 563 538	1 561 673	1 464 356	1 846 240	2 499 639	2 668 031	3 077 245	3 338 275	2 686 562	2 187 697	26 477 765
ENERGY CONSUMPTION STD kWh 19	1 919 093	1 637 554	1 457 699	1 465 191	1 472 662	1 685 540	2 187 834	2 494 654	2 848 551	2 390 371	2 281 594	2 119 585	23 960 329
ENERGY CONSUMPTION PEAK kWh 7	772 489	692 490	624 425	640 129	673 353	687 193	891 421	987 515	1 199 252	865 287	904 342	914 838	9 852 734
ENERGY CONSUMPTION ALL kWh 449	4 491 826	4 114 309	3 645 663	3 666 994	3 610 371	4 218 973	5 578 894	6 150 200	7 125 047	6 593 933	5 872 498	5 222 120	60 290 828
DEMAND CONSUMPTION - OFF PEAK	9 739	8 185	8 492	9 205	8 048	8 187	10 475	11 455	13 143	14 656	11 142	10 237	122 963
DEMAND CONSUMPTION - STD 9584.7	9 585	9 197	8 156	9 052	8 182		11 722	13 426	14 357	14 999	11 875	12 095	122 645
DEMAND CONSUMPTION - PEAK 9191	9 191	9 197	8 696	8 091	9 466	14 500	11 870	12 791	14 607	14 406	12 346	11 096	136 258
DEMAND READING - KW/KVA 9738.57	9 739	9 197	8 696	9 205	9 466	14 500	11 870	13 426	14 607	14 999	12 346	12 095	140 146
REACTIVE ENERGY - OFF PEAK 5342	534 241	584 156	521 743	571 789	585 804		1 062 064	1 001 183	1 102 651	1 118 727	817 018	615 735	8 515 112
REACTIVE ENERGY - STD 466252.39	466 252	469 596	444 528	492 431	553 640		915 533	952 047	1 005 034	740 944	645 084	524 960	7 210 051
REACTIVE ENERGY - PEAK 160511.62	160 512	157 189	156 086	193 476	229 038		352 983	352 893	393 097	246 286	232 031	198 414	2 672 006
EXCESS REACTIVE ENERGY 2013.70	2 014	23 041										1 914	26 969
SIMULTANEOUS MAX DEMAND(2021/0	9 037	9 197	8 213	9 052	9 466		11 177	12 535	14 598	14 999	12 346	11 589	122 210
LOAD FACTOR 63.00	63	56	59	55	54		66	72	69	64	65	61	
11	11	11	11	11	11		11	11	11	11	11	11	121
PREMISE ID NUMBER 7698390893 TARIFF NAME: Megaflex Diversity													-
CERES SUBSTATION 11KV REMOTE													-
Administration Charge @ R173.57 per da	5 381	5 381	5 207	5 381	5 207	5 381	5 381	4 860	5 381	5 207	5 381	5 207	63 353
TX Network Capacity Charge 14500 kVa	165 880	165 880	165 880	165 880	165 880	165 880	165 880	165 880	176 528	196 094	165 880	165 880	2 031 422
Network Capacity Charge 14500 kVA @	322 770	322 770	322 770	322 770	322 770	322 770	322 770	322 770	322 770	322 770	322 770	322 770	3 873 240
Network Demand Charge 9037.35 kVA @	381 467	388 222	346 683	382 081	399 549	345 566	471 792	529 120	616 190	633 106	521 104	489 169	5 504 049
Ancillary Service Charge 4491826 kWh @	24 705	22 629	20 051	20 168	19 857	23 204	30 684	33 826	39 188	36 267	32 299	28 722	331 600
High Season Off Peak Energy Charge 18	1 312 918	1 301 265	1 450 556	1 458 012	1 465 446	1 165 162	2 177 114	2 482 430	2 834 593	2 378 658	2 270 414	4 055 202	24 351 771
High Season Peak Energy Charge 7724	3 424 212	3 069 600	902 794	925 499	973 534	993 544	1 288 816	1 427 749	1 733 879	1 251 032	1 307 498	1 595 487	18 893 643
High Season Standard Energy Charge 1	2 576 766	2 198 744	986 749	985 572	924 155	1 677 281	1 577 522	1 683 794	1 942 049	2 106 785	1 695 489	2 845 967	21 200 874
Electrification and rural subsidy 4491826	485 117	444 345	393 732	396 035	389 920	455 649	602 521	664 222	769 505	712 145	634 230	563 989	6 511 409
High Season Reactive Energy Charge 20	393	4 495										373	5 262
Premium Connection Charge @ R18884	18 884	18 884	18 884	18 884	18 884	18 884	18 884	18 884	18 884	18 884	18 884	18 884	226 608
SERVICE CHARGE R 168482.83	168 483	168 483	163 048	168 483	163 048	168 483	168 483	152 178	168 483	163 048	168 483	163 048	1 983 749
TOTAL CHARGES R 8886975.33	8 886 975	8 110 698	4 776 354	4 848 764	4 848 250	5 341 803	6 829 846	7 485 714	8 627 449	7 823 996	7 142 431	10 280 924	85 003 205
													-

WOLSELEY MUNISIPALITEIT 1/3247 INTERVAL PILOT													-
CONSUMPTION DETAILS (2021-07-01 -	(2021-07-01	(2021-08-01	(2021-09-01	(2021-10-01	(2021-11-01		(2022-01-01	(2022-02-01	(2022-03-01	(2022-04-01	(2022-05-01	(2022-06-01	-
ENERGY CONSUMPTION OFF PEAK k	774 886	755 679	605 598	607 427	523 636	572 902	851 442	828 869	938 246	936 655	900 858	849 639	9 145 836
ENERGY CONSUMPTION STD kWh 82	823 473	708 930	627 591	560 361	533 452	513 943	735 077	772 950	885 777	717 975	797 694	779 827	8 457 049
ENERGY CONSUMPTION PEAK kWh 3	335 687	297 123	272 268	225 281	233 816	208 567	290 242	312 889	358 760	289 969	320 040	342 347	3 486 988
ENERGY CONSUMPTION ALL kWh 193	1 934 047	1 761 732	1 505 457	1 393 068	1 290 903	1 295 412	1 876 762	1 914 708	2 182 782	1 944 598	2 018 592	1 971 812	21 089 873
DEMAND READING - KW/KVA 4364.70	4 365	4 645	3 716	3 807	3 511	5 200	4 333	4 786	4 748	5 015	4 735	5 039	53 899
REACTIVE ENERGY - OFF PEAK 2782	278 261	272 555	228 893	247 312	237 690		414 205	397 003	438 336	392 575	361 060	326 466	3 594 355
REACTIVE ENERGY - STD 246074.52	246 075	220 257	203 774	208 655	216 119		337 214	350 882	386 012	276 131	287 893	266 614	2 999 626
REACTIVE ENERGY - PEAK 91322.96	91 323	81 420	77 374	76 195	88 279		127 610	134 620	147 191	102 624	107 024	104 626	1 138 285
REACTIVE ENERGY - ALL 615658.44	615 658	574 231	510 041	532 162	542 088	722 510	879 030	882 504	971 538	771 331	755 977	697 706	8 454 776
EXCESS REACTIVE ENERGY 35444.48	35 444	45 712										106 163	187 319
LOAD FACTOR 61.00	61	52	57	50	53		62	63	65	56	59	56	634
11	11	11	11	11	11		11	11	11	11	11	11	121
PREMISE ID NUMBER 9738751000 TAR	Miniflex	Miniflex	Miniflex	Miniflex	Miniflex		Miniflex	Miniflex	Miniflex	Miniflex	Miniflex	Miniflex	-
WOLSELEY MUNISIPALITEIT 1/3247 INTERVAL PILOT													-
Administration Charge @ R173.57 per da	5 381	5 381	5 207	5 381	5 207	5 381	5 381	4 860	5 381	5 207	5 381	5 207	63 353
Network Capacity Charge 5200 kVA @ R	175 448	175 448	175 448	175 448	175 448	175 448	175 448	175 448	175 448	175 448	175 448	175 448	2 105 376
Network Demand Charge (Peak & Stand	109 772	95 273	85 217	74 400	72 660	68 422	97 098	102 829	117 858	95 452	105 849	106 270	1 131 100
Ancillary Service Charge 1934047 kWh @	10 637	9 690	8 280	7 662	7 100	7 125	10 322	10 531	12 005	10 695	11 102	10 845	115 994
High Season Peak Energy Charge 3356	1 488 000	1 317 057	393 645	325 711	338 051	301 546	419 632	452 375	518 695	419 237	462 714	1 517 522	7 954 185
High Season Standard Energy Charge 8	1 105 677	951 880	624 516	557 615	530 838	511 425	731 475	769 163	881 437	714 457	793 785	1 047 074	9 219 342
High Season Off-peak Energy Charge 77	565 124	551 117	382 193	383 347	330 467	361 558	537 345	523 099	592 127	591 123	568 531	619 642	6 005 674
Electrification and Rural Network subsidy	208 877	190 267	162 589	150 451	139 418	139 905	202 690	206 788	235 740	210 017	218 008	212 956	2 277 706
High Season Reactive Energy Charge 35	3 030	3 908										9 077	16 016
TOTAL CHARGES R 3671947.24	3 671 947	3 300 021	1 837 095	1 680 016	1 599 189	1 570 809	2 179 391	2 245 093	2 538 691	2 221 636	2 340 819	3 704 040	28 888 746
													-
YER Totals FROM BILLS													
	(2021-07-01	(2021-08-01	(2021-09-01	(2021-10-01	(2021-11-01	-	(2022-01-01	(2022-02-01	(2022-03-01	(2022-04-01	(2022-05-01	(2022-06-01	-
ENERGY CONSUMPTION OFF PEAK k	7 443 559	6 930 741	5 965 615	5 601 188	5 108 899	9 091 894	8 117 340	8 843 115	10 665 348	11 070 468	9 346 787	7 976 072	96 161 025
ENERGY CONSUMPTION STD kWh 61	7 363 309	6 119 501	5 639 721	5 042 731	4 934 486	8 980 573	6 914 728	7 893 051	9 491 473	7 853 689	7 707 724	7 198 692	85 139 678
ENERGY CONSUMPTION PEAK kWh 2	2 771 088	2 464 671	2 517 576	2 229 733	2 264 367	3 304 034	2 881 549	3 201 319	4 029 115	2 990 686	3 123 000	2 750 983	34 528 121
	17 577 956	15 514 913	14 122 912	12 873 651	12 307 752	21 376 501	17 913 617	19 937 485	24 185 936	21 914 843	20 177 510	17 925 747	215 828 824

FROM LOAD PROFILE DATA	2021/07/31	2021/08/31	2021/09/30	2021/10/31	2021/11/30	2021/12/31	2022/01/31	2022/02/28	2022/03/31	2022/04/30	2022/05/31	2022/06/30	TOTALS
	31	31	30	31	30	31	31	28	31	30	31	30	
O	7 448 598	6 950 734	6 021 215	5 653 972	5 156 594	5 991 705	8 141 341	8 886 207	10 717 387	10 138 724	9 403 907	8 015 337	92 525 719
S	7 241 824	6 095 483	5 653 239	5 091 476	4 910 706	5 361 031	6 959 572	7 937 874	9 556 629	7 232 568	7 743 365	7 137 364	80 921 129
P	2 953 206	2 579 590	2 505 030	2 187 133	2 282 010	2 307 575	2 912 261	3 224 225	4 021 479	2 677 614	3 081 822	2 807 742	33 539 684
MD - KVA ALL	35 080	32 569	30 703	27 256	28 948	27 370	36 789	42 264	45 279	40 552	40 586	37 473	424 869
MD - KW ALL	34 932	32 391	30 576	26 971	27 928	26 984	36 251	41 318	44 460	40 092	39 559	36 522	417 984
MD P&S	35 080	32 569	30 703	27 256	28 948	27 370	36 789	42 264	45 279	40 552	40 586	37 473	424 869
MD highest	45 279	45 279	45 279	45 279	45 279	45 279	45 279	45 279	45 279	45 279	45 279	45 279	45 279
MD highest	44 460	44 460	44 460	44 460	44 460	44 460	44 460	44 460	44 460	44 460	44 460	44 460	44 460
ENERGY	17 643 628	15 625 807	14 179 483	12 932 580	12 349 309	13 660 311	18 013 174	20 048 306	24 295 494	20 048 905	20 229 093	17 960 442	206 986 533

DIFFERENCE BILLS - PROFILES	2021/07/31	2021/08/31	2021/09/30	2021/10/31	2021/11/30	2021/12/31	2022/01/31	2022/02/28	2022/03/31	2022/04/30	2022/05/31	2022/06/30	TOTALS
O	- 5 039	- 19 993	- 55 600	- 52 784	- 47 695	3 100 189	- 24 001	- 43 092	- 52 039	931 745	- 57 120	- 39 265	3 635 306
S	121 485	24 018	- 13 518	- 48 745	23 780	3 619 542	- 44 844	- 44 823	- 65 155	621 121	- 35 641	61 329	4 218 549
P	- 182 119	- 114 919	12 547	42 600	- 17 642	996 459	- 30 711	- 22 906	7 636	313 072	41 178	- 56 759	988 437
Tot	- 65 672	- 110 894	- 56 571	- 58 929	- 41 557	7 716 190	- 99 557	- 110 821	- 109 558	1 865 938	- 51 583	- 34 695	8 842 292
DIFFERENCE BILLS - PROFILES													
O	-0.07%	-0.29%	-0.93%	-0.94%	-0.93%	34.10%	-0.30%	-0.49%	-0.49%	8.42%	-0.61%	-0.49%	3.78%
S	1.65%	0.39%	-0.24%	-0.97%	0.48%	40.30%	-0.65%	-0.57%	-0.69%	7.91%	-0.46%	0.85%	4.95%
P	-6.57%	-4.66%	0.50%	1.91%	-0.78%	30.16%	-1.07%	-0.72%	0.19%	10.47%	1.32%	-2.06%	2.86%
Tot	-0.37%	-0.71%	-0.40%	-0.46%	-0.34%	36.10%	-0.56%	-0.56%	-0.45%	8.51%	-0.26%	-0.19%	4.10%

The following should be noted in this respect:

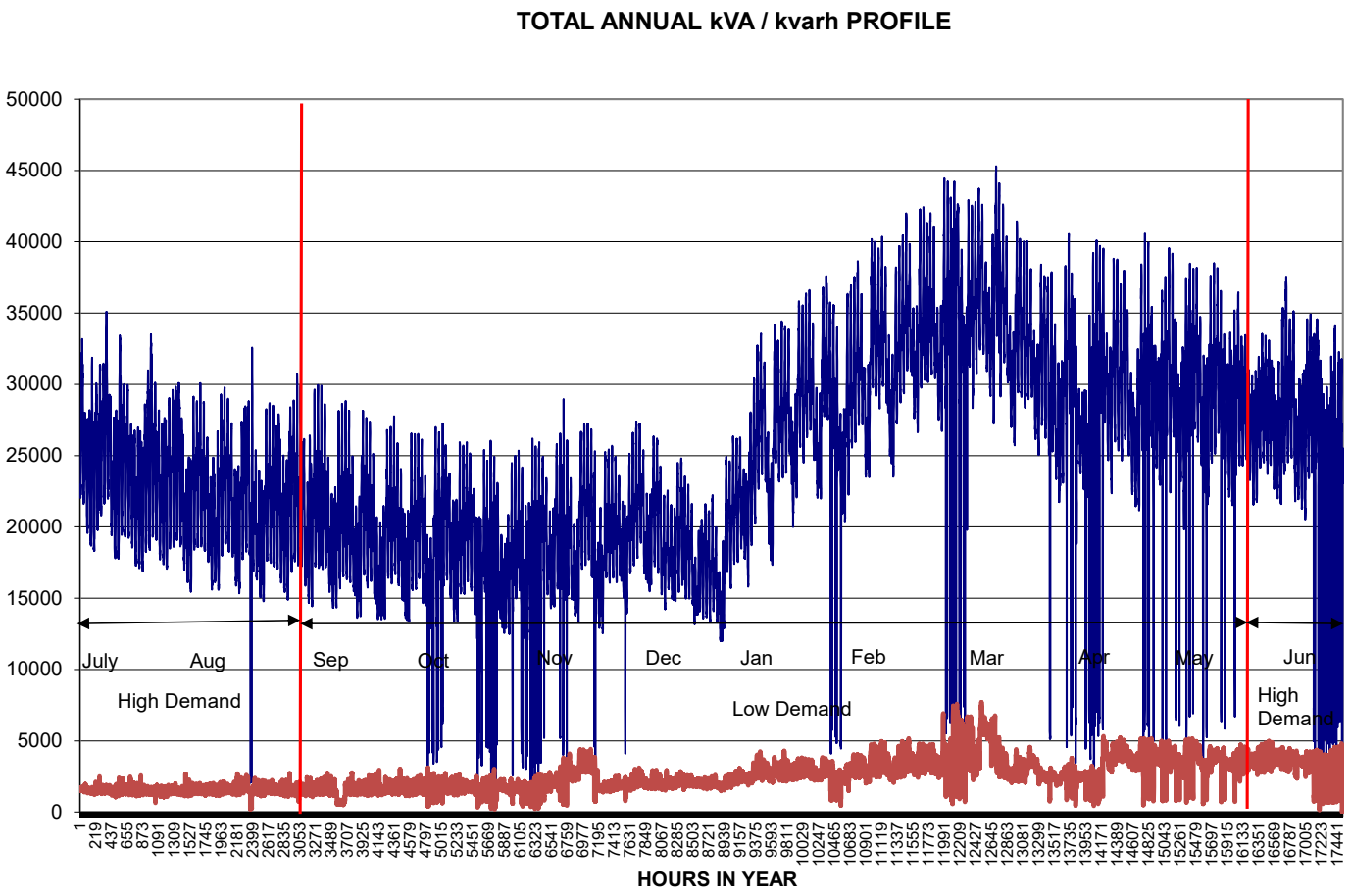
- The last 2 lines of the first block shows a difference of R26 225. This amount is equal to the actual values of the two adjustments done.
- The bottom of the table shows a comparison of the consumption quantities from the bills with that calculated from the ½ hourly load profiles. These quantities contain the quantities after the July 2021 and June 2022 adjustments. It shows a very big difference during the month of December where the billing quantities are significantly more than the load profile quantities. The load profile for December was also analysed and no obvious errors cold be found. This need to be further investigated.

The first set of profiles which will be analysed are the purchase profiles. The ½ hourly profiles for the 2021/2022 financial year were obtained from Eskom for each of the points of supply.

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Figure 6 shows the total ½ hourly KVA purchases (Y-Axis) for Witzenberg over the 12 months (X-Axis).

Figure 6

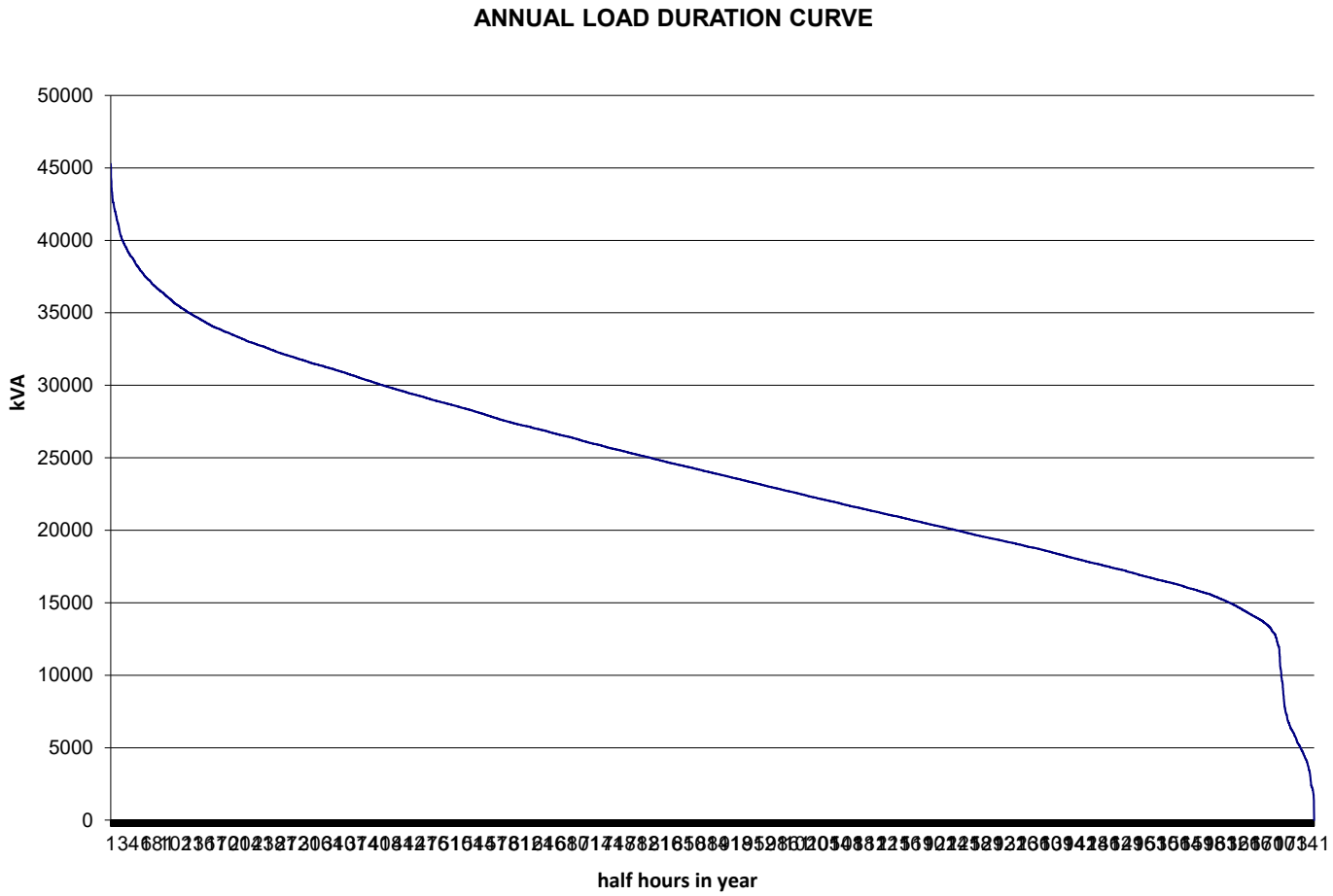


The following observations can be made from this:

- The highest peak was during the month of March which co-insides with the seasonal business cycles.
- It also shows a drop in consumption during the month of December which probably co-inside with the drop in business activity during this period.
- The extensive periods of no load confirms the load shedding during this period.

Figure 8 shows the annual load duration curve. This shows the highest to the lowest ½ hourly kVA (Y-axis) for all the ½ hours of the year (x-axis) and gives an indication of the potential to reduce the peak demand.

Figure 7

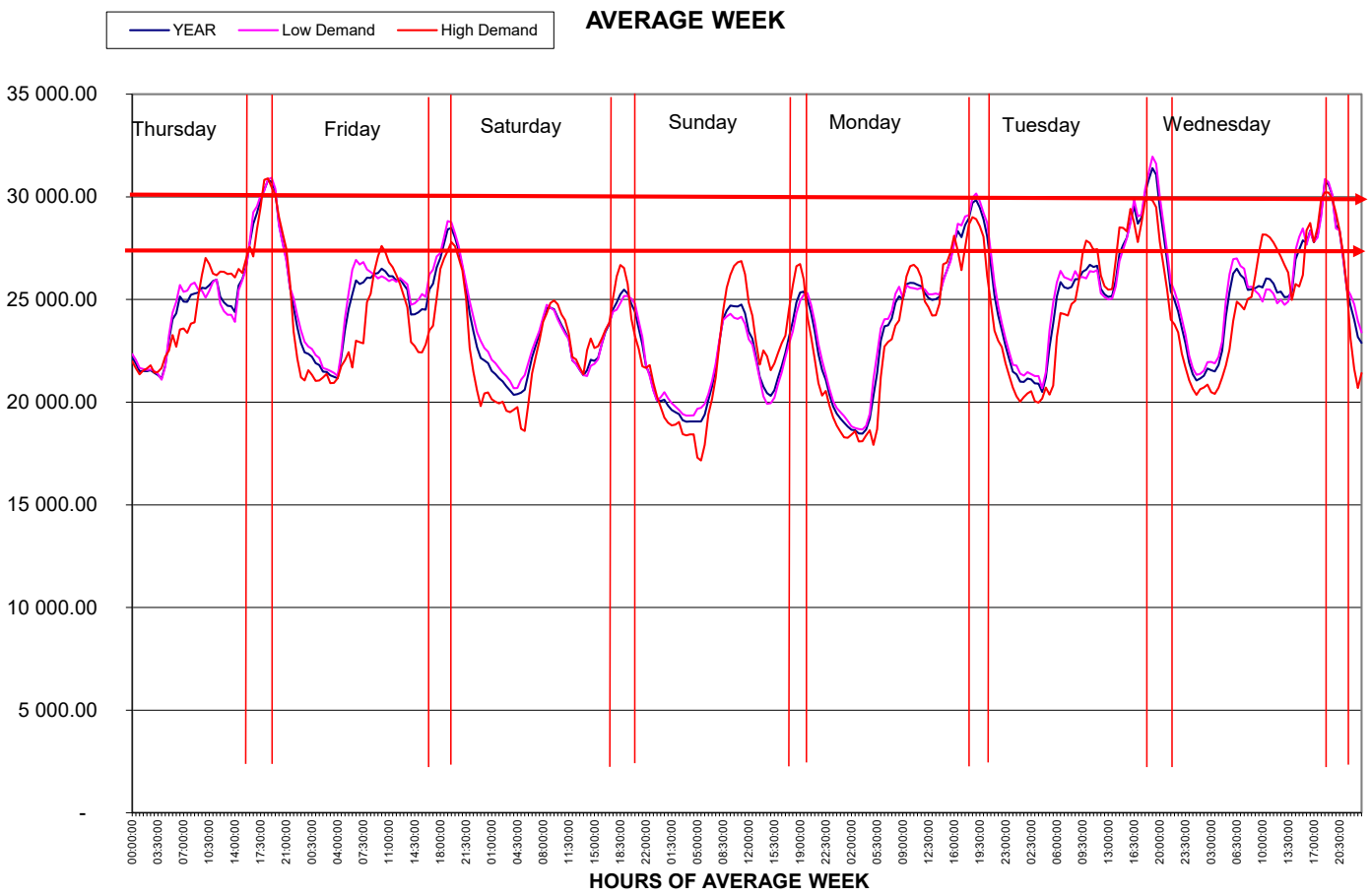


This shows that there is limited opportunity to save on maximum demand charges by only cutting out the peaks for a few hours in the year. Although the potential looks limited for the combined load, it will become clear that there are great opportunities to reduce peaks at each individual Eskom point of supply. Analysis shows that close to 4 MW can be further reduced by managing less than 100 peak hours in the year. This shows the importance of applying demand side management in the pricing signal to customers.

Figure 8 shows the ½ hourly kVA values (Y-axis) for the following average weeks (7 day ½ hours per week = x-axis) of the total Eskom supply in the year:

- Average for whole year.
- Average for high-demand period
- Average for low-demand period.

Figure 8

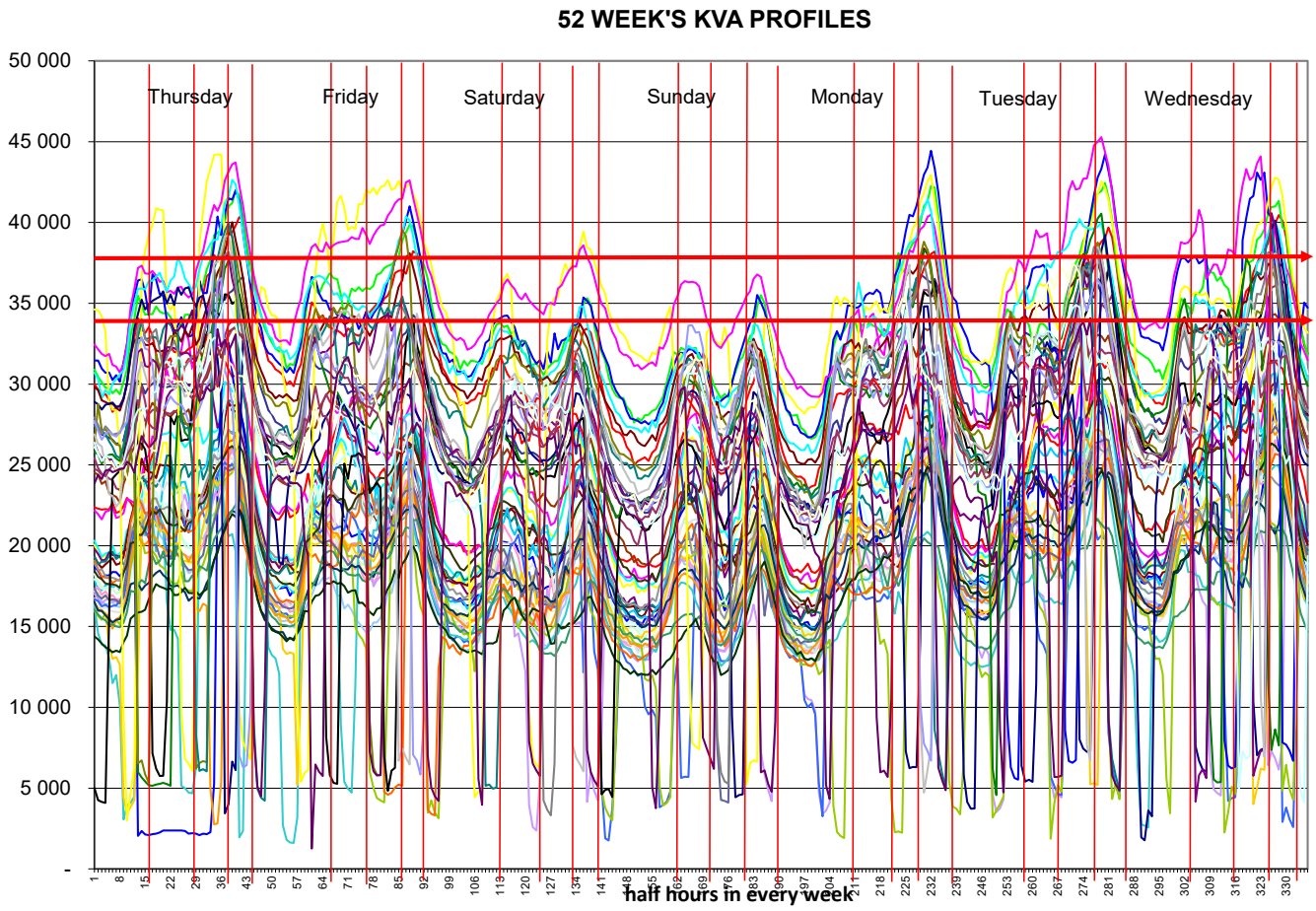


The following can be said in this respect:

- This is similar to other town profiles.
- It shows the very high evening peak especially in the High demand period (mainly from domestic customers).
- With the hot summers there is also a lower peak during the late mornings.
- It shows lower consumption on Saturdays and Sundays but late morning peaks on Sundays.
- Very low levels of consumption during the night.

Figure 9 Error! Reference source not found. shows the ½ hourly kVA values (Y-axis) for every week of the year (7 day ½ hours per week = x-axis). This is a very important graph as the previous average graph easily hides very important information.

Figure 9



The following can be seen from this:

- On the highest peak day of the year, the evening peaks are dominant, but the morning peaks are moving closer.
- It also shows that there are only a few days in the year where the demand actually exceeds 40 MW. That leaves massive opportunity to save more than 5 MW with very limited effort.
- This is a clear message that the key focus for demand reduction must be on domestic evening peaks but the rising morning peaks cannot be ignored.

Tulbach. The annual and weekly profiles for Tulbach is shown below in Figure 10 and Figure 11.

Figure 10

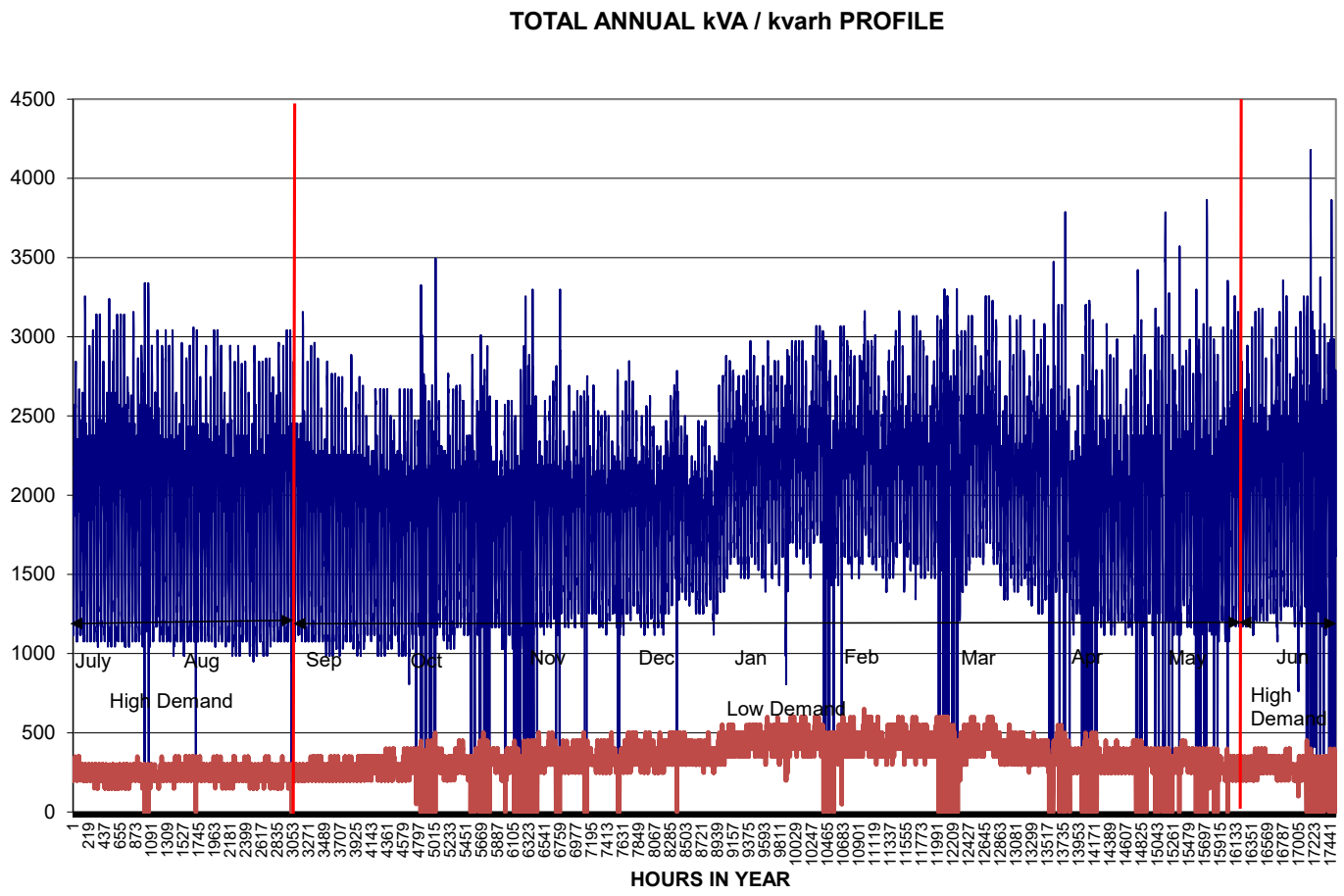
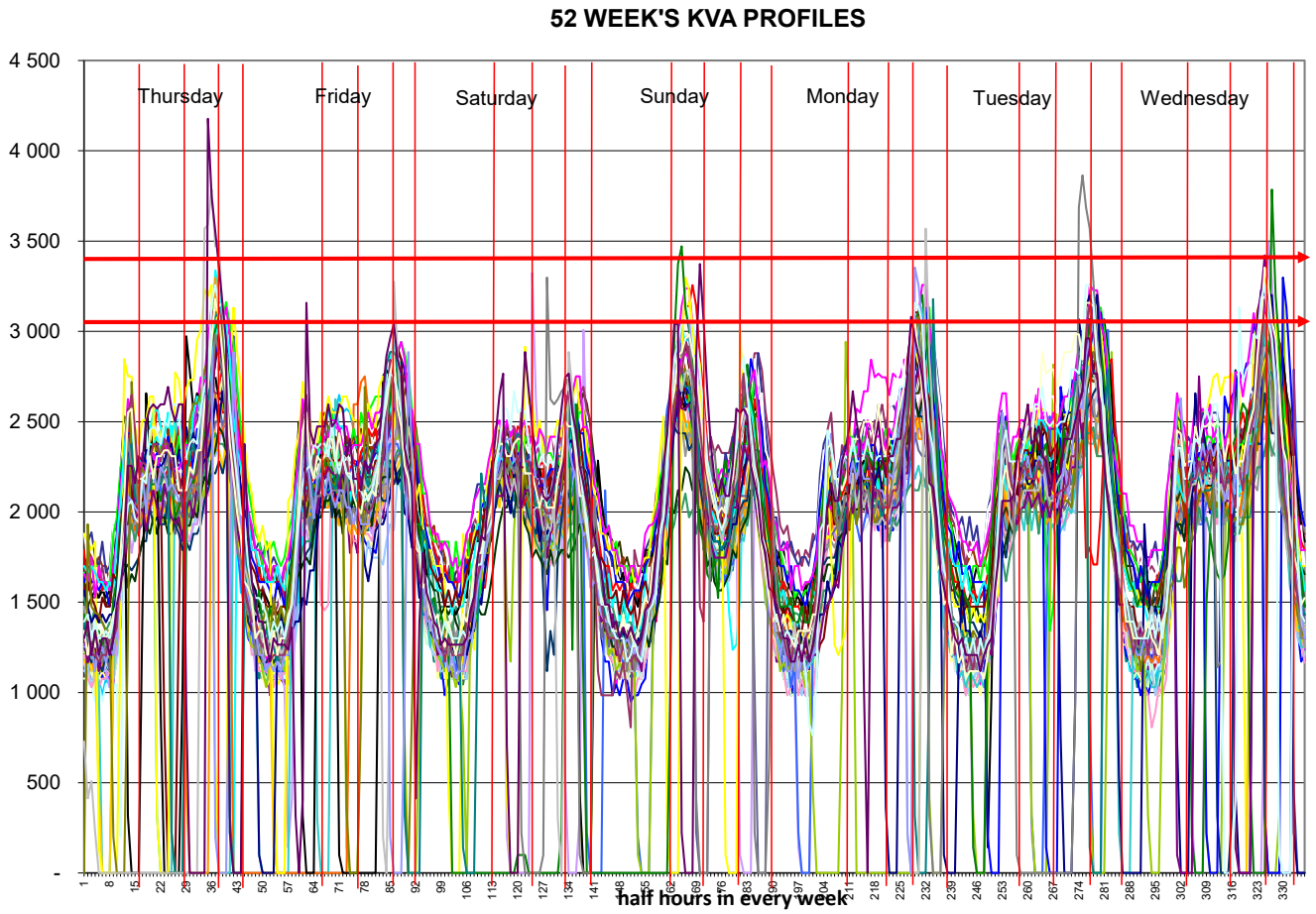


Figure 11



Wolseley. The annual and weekly profiles for Wolseley are shown below in **Error! Reference source not found.** and **Figure 13**

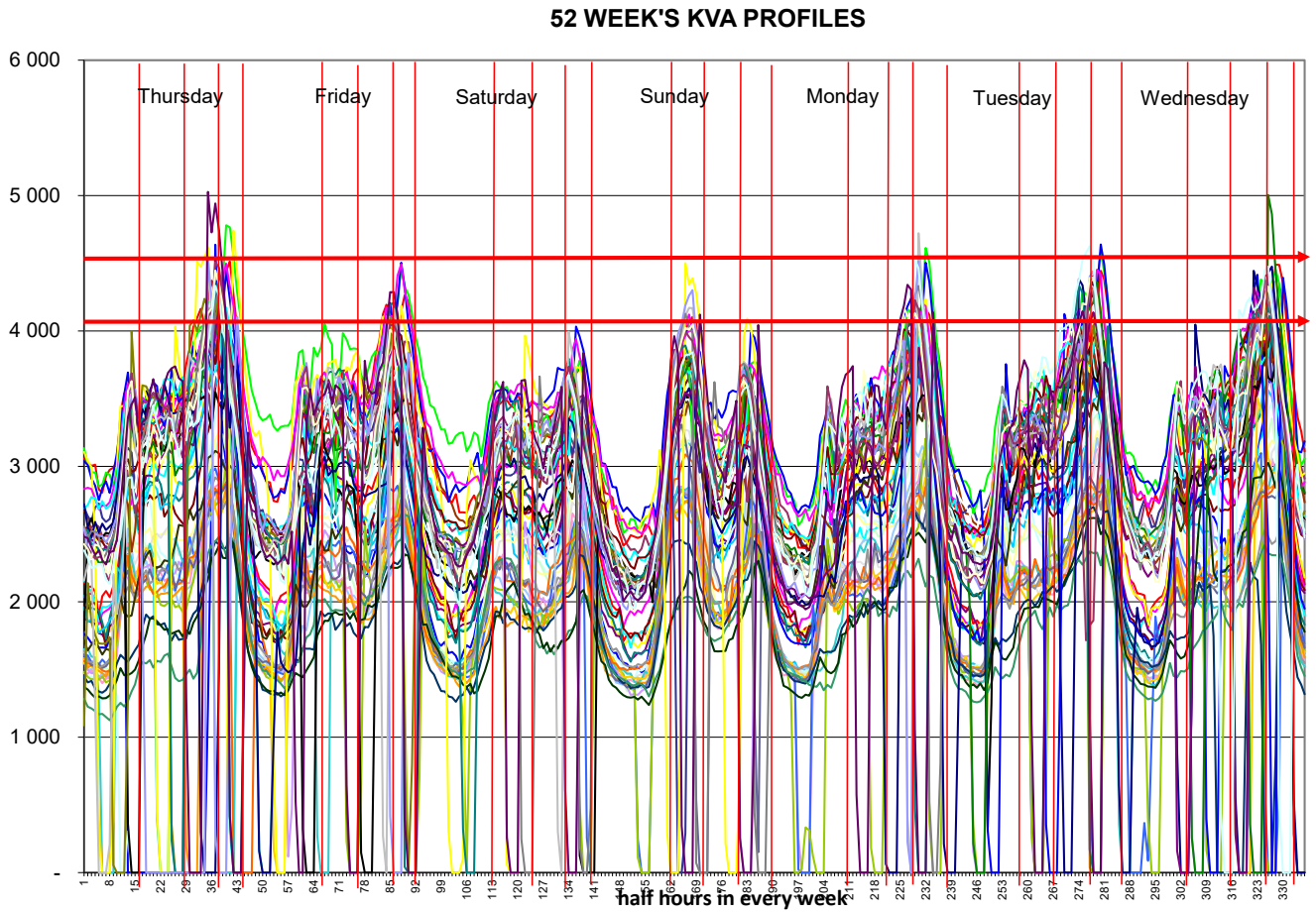


Figure 12

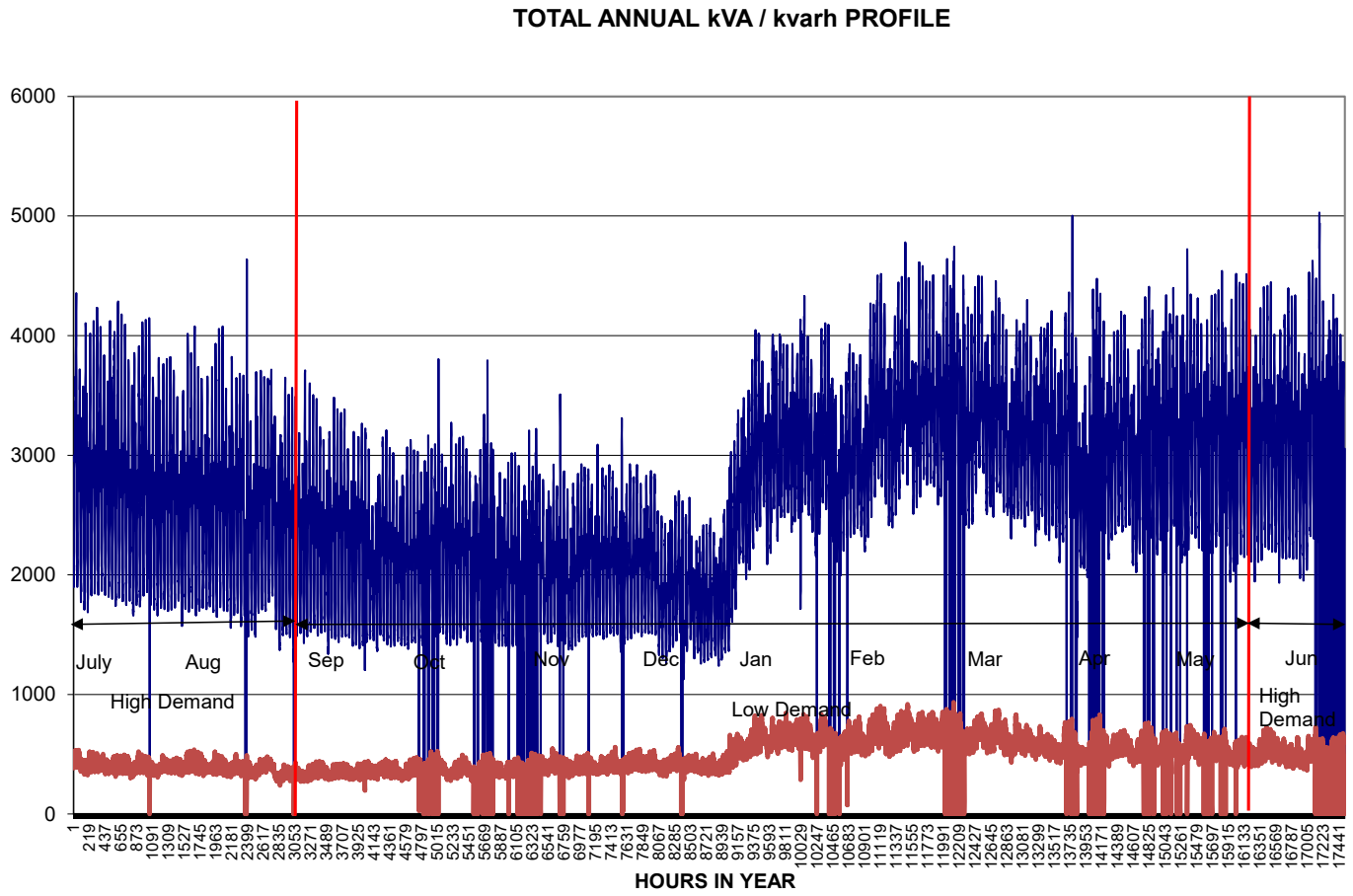
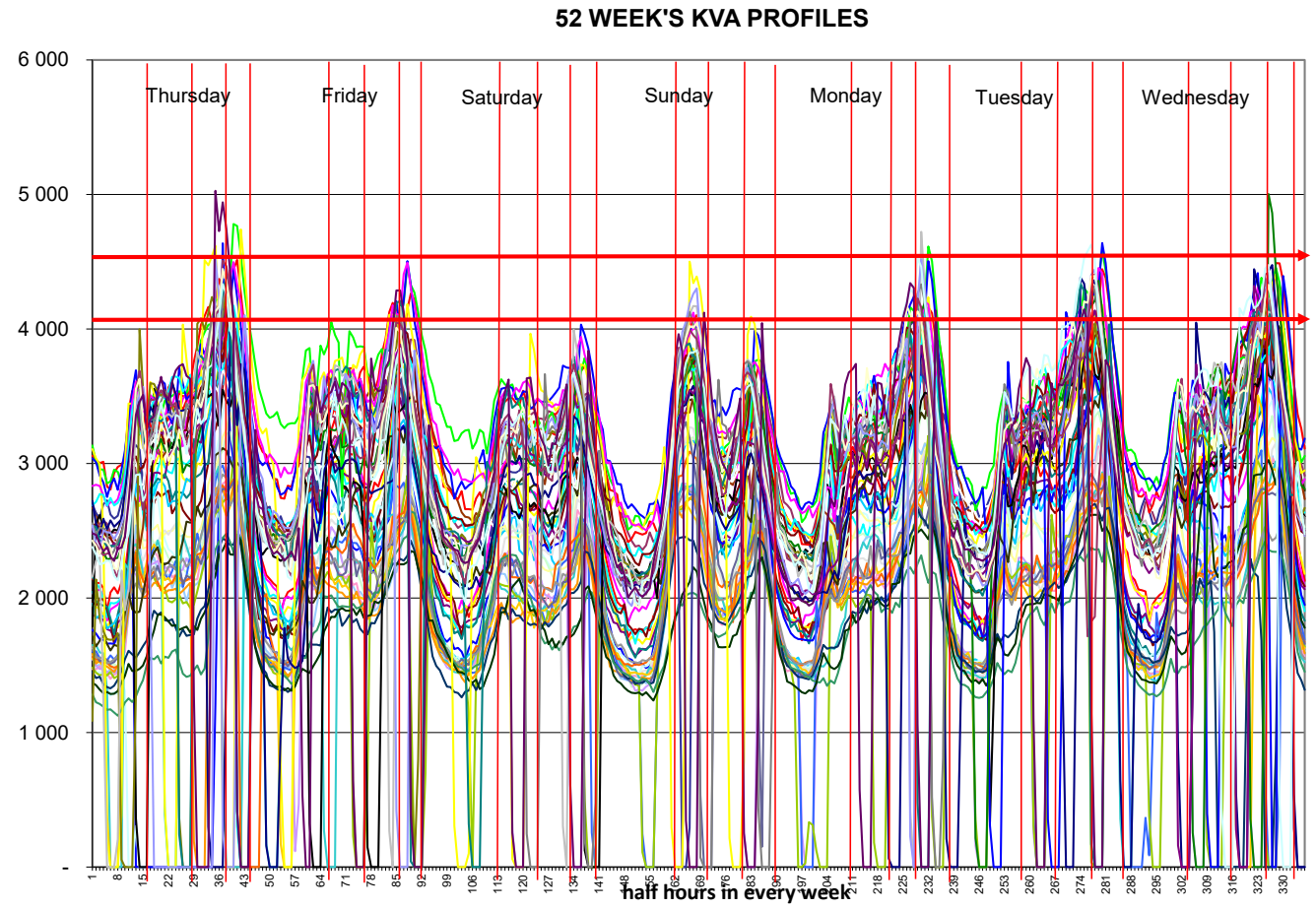


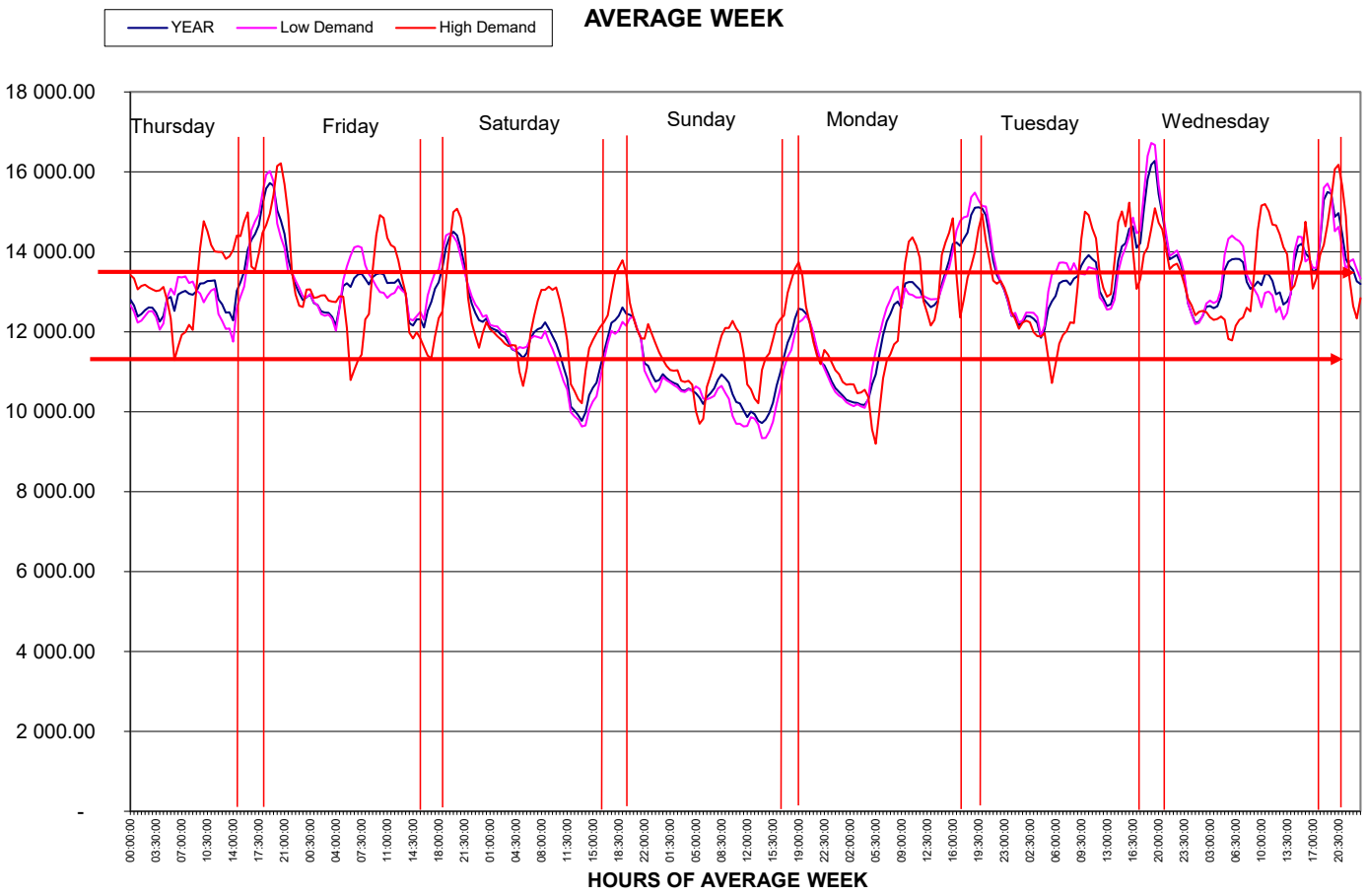
Figure 13



Bon Chretien Hoofsub. This is one of the tow points of supply that received the benefit of diversity of maximum demand.

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Figure 14 shows the annual load profile and Figure 15



shows the average, Hi-demand and Low-demand weekly profiles.

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Figure 14

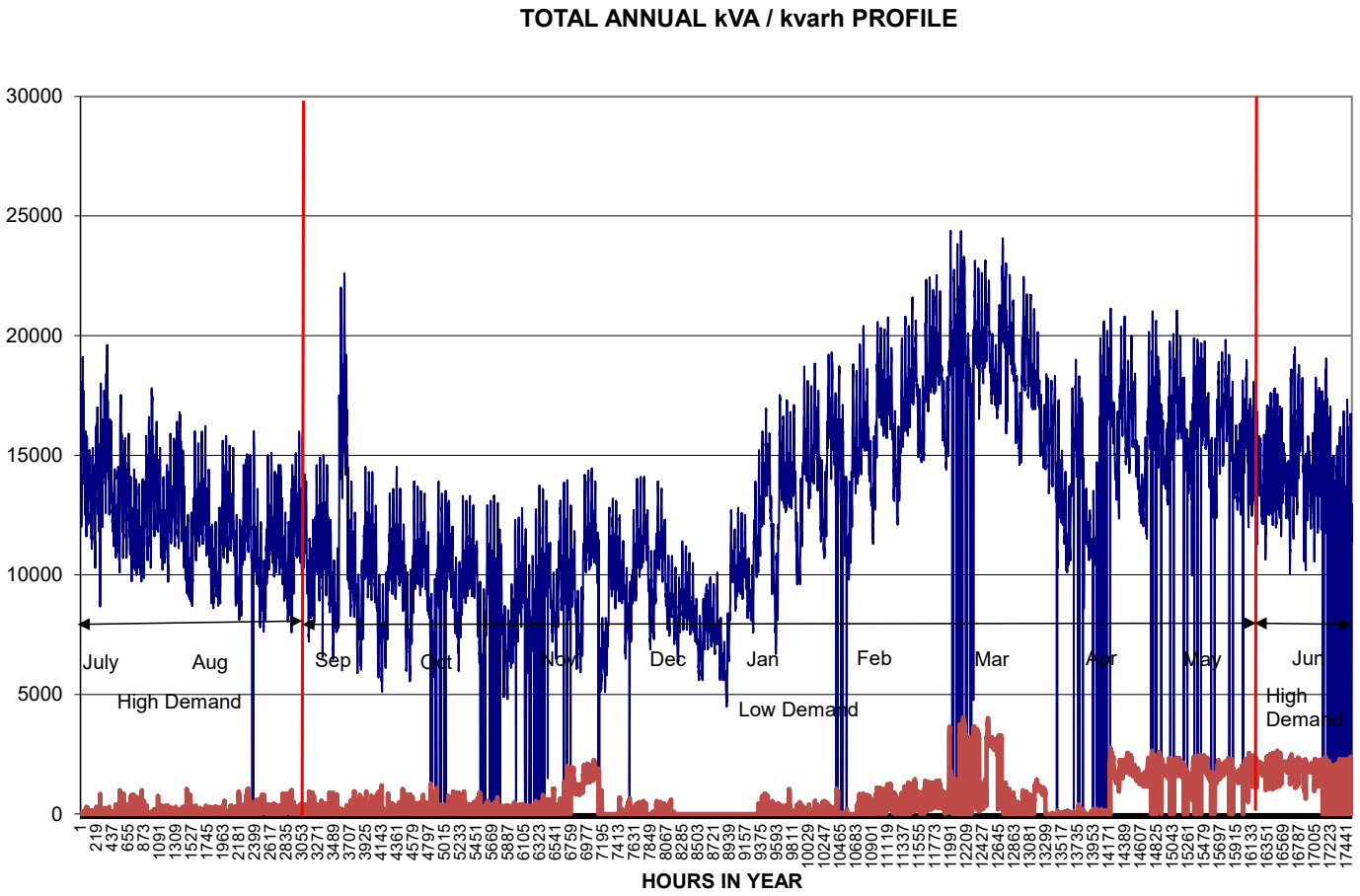
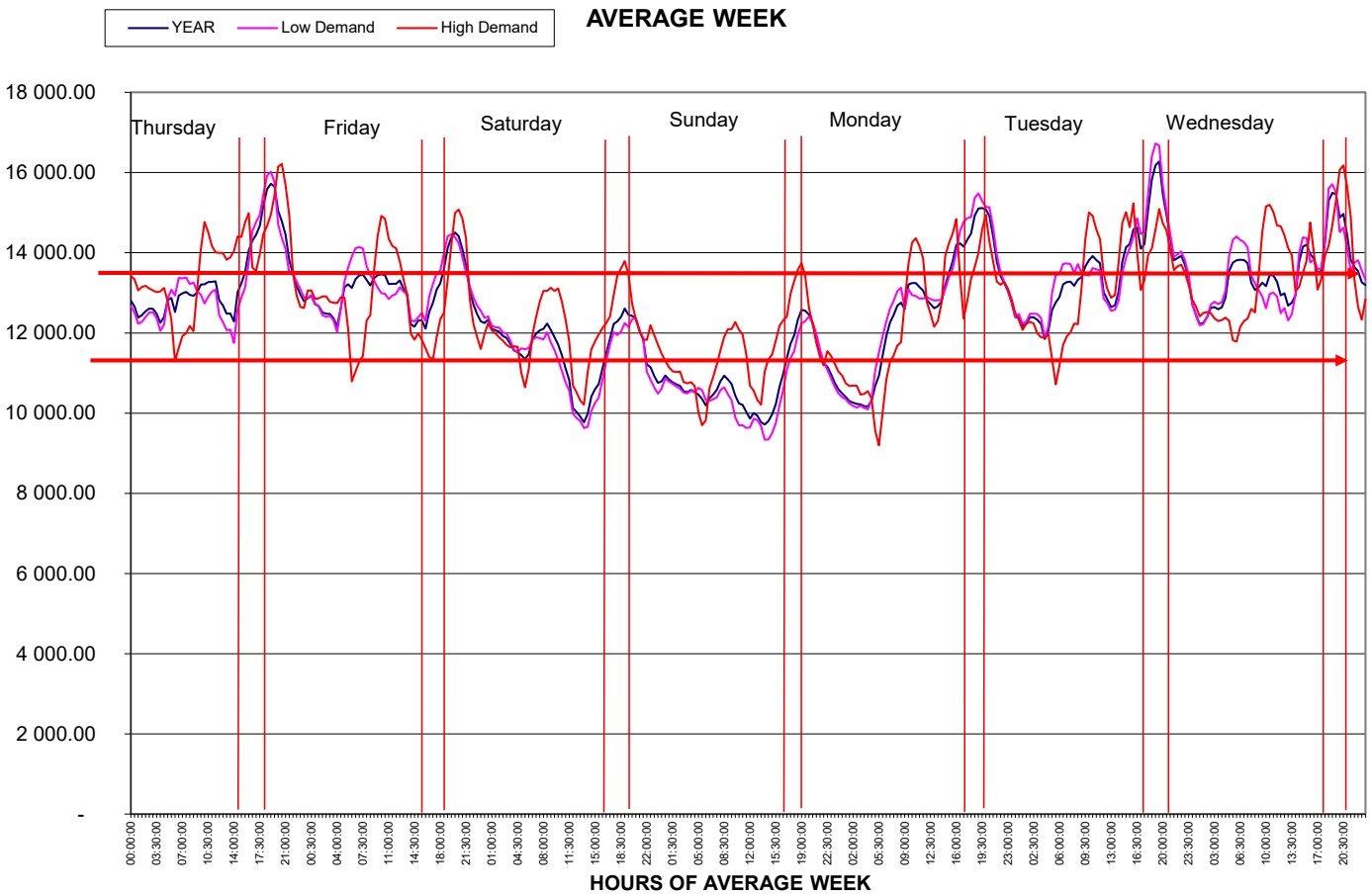


Figure 15



Ceres Kragstasie. The annual and weekly profiles for the second point of supply which receives the benefit of diversity of Maximum Demand are shown below in Figure 17 and Figure 17.

Figure 16

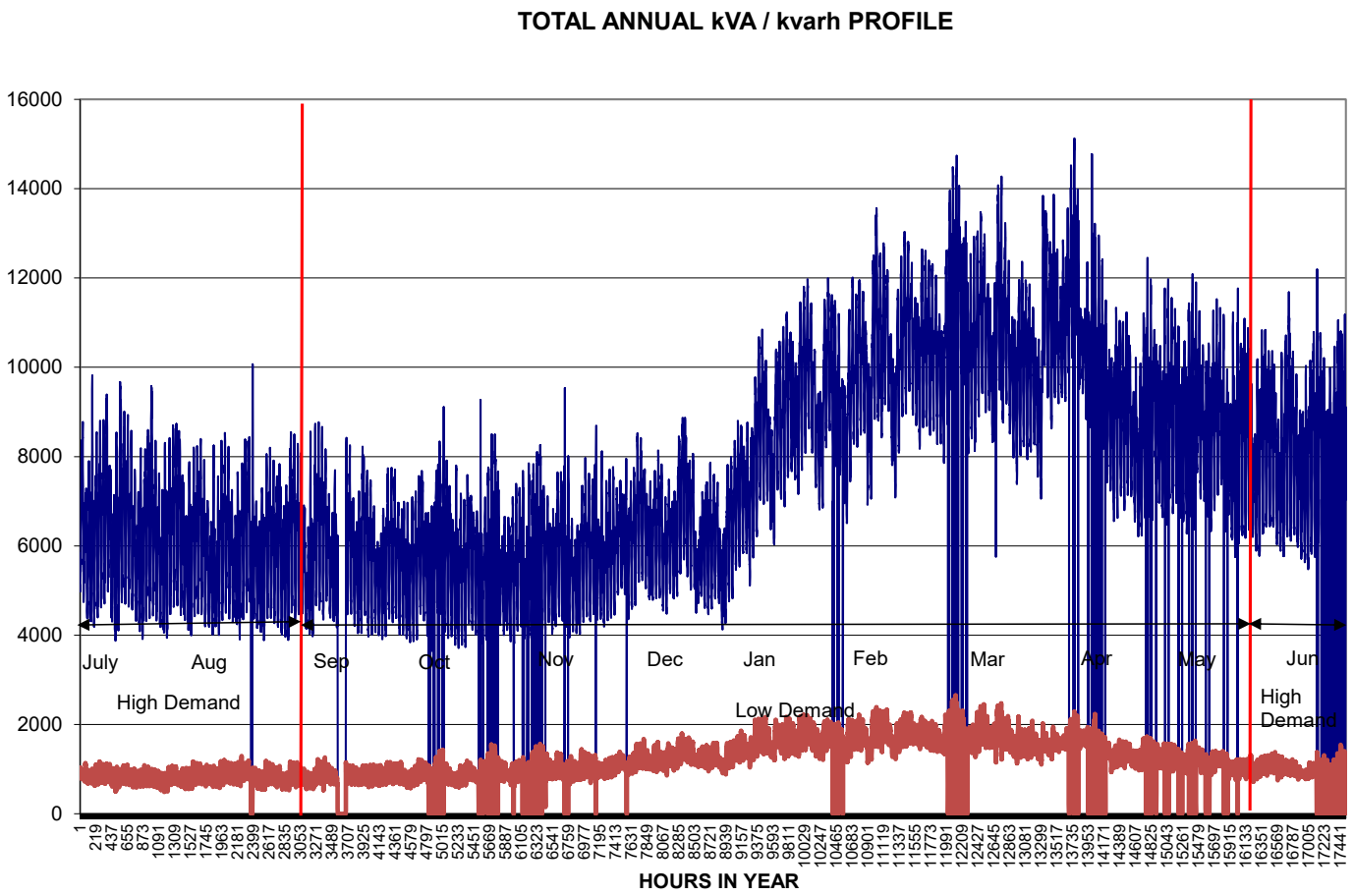
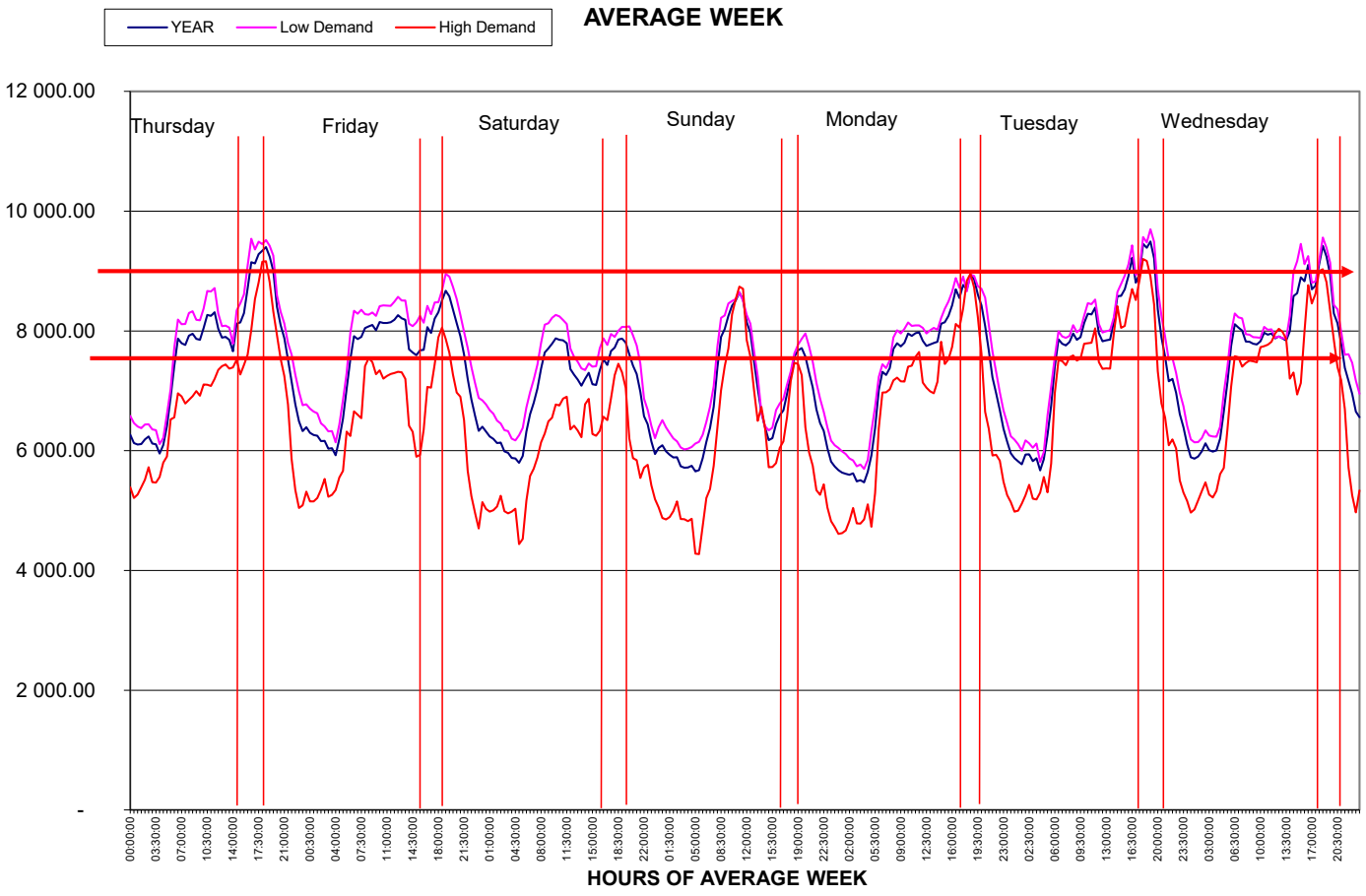


Figure 17



Ceres Kragstasie + Bon Chretien. These are the combined loads of the two points of supply. The annual and weekly profiles for the combined loads are shown below in

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Figure 19 and Figure 19.

Figure 18

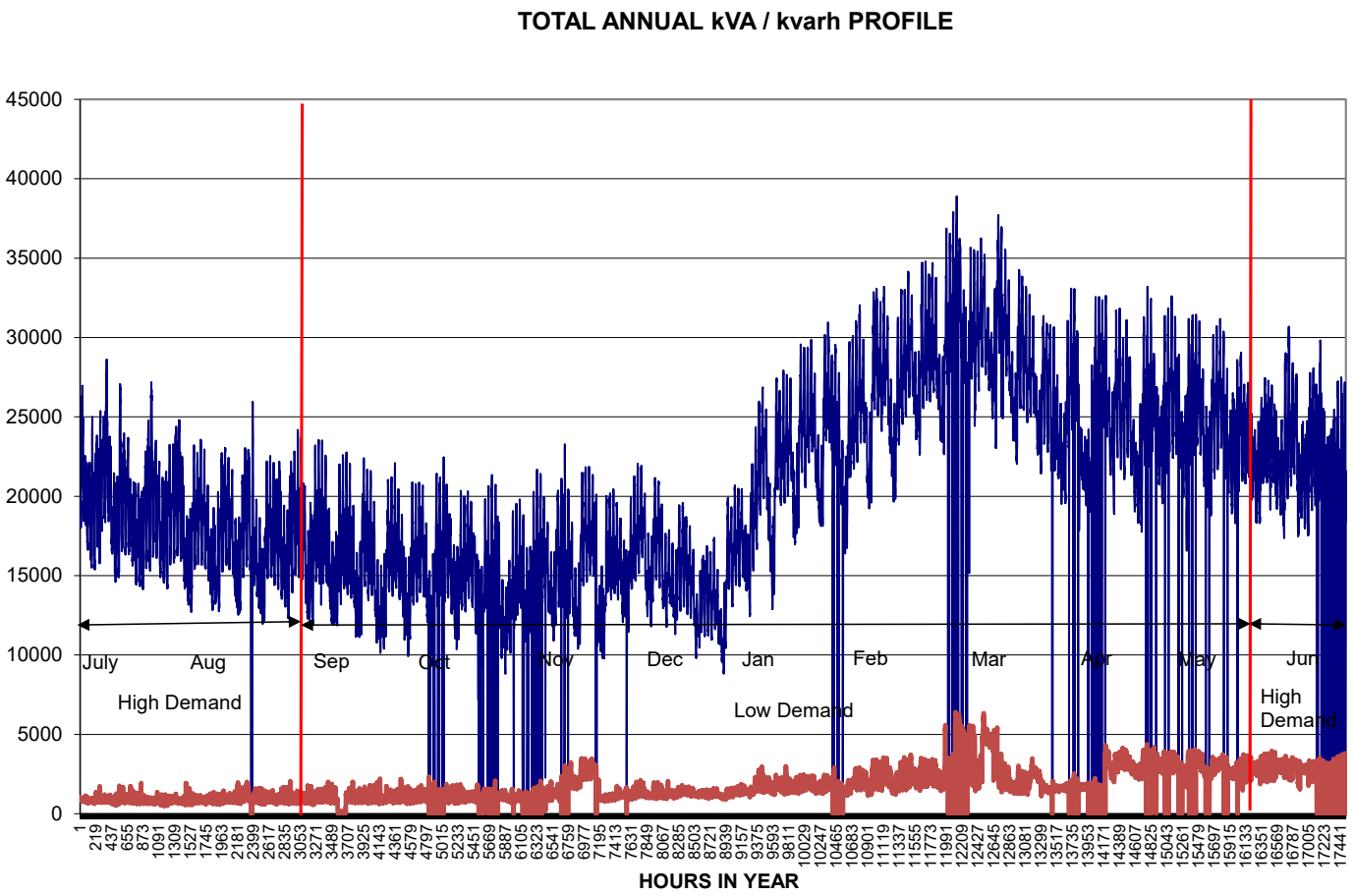
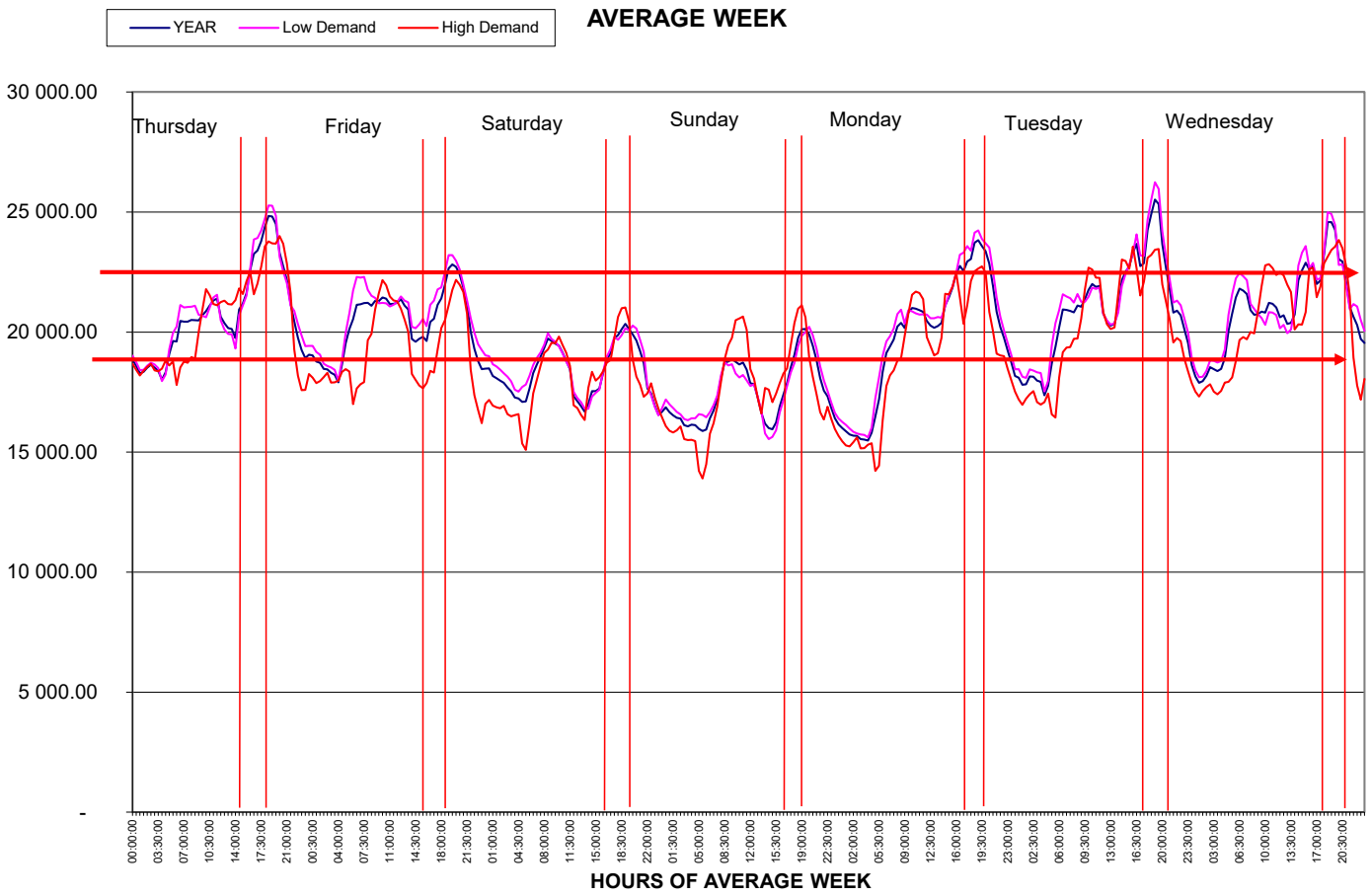


Figure 19



The following conclusions can be made from the analysis of these profiles:

- There is a very strong seasonal pattern which relate to the big contribution by the food industry.
- There is a general evening peak load which relate to domestic loads.
- There is rising Sunday midday peak which relate to a domestic cooking load.

10. REPRESENTATIVE LOAD PROFILE ANALYSIS.

Extensive work is required in respect of load profiles. This refers to the way electricity is used by different customer categories and through different networks. The data used is 12 months of ½ hourly data.

The representative load profiles refer to the typical load profile of customers in a tariff category. The typical profiles that have been accepted nation wide and for which data is separately available include the following:

- Bulk MV
- Bulk LV
- Lights
- Municipal
- Commercial
- Domestic
- Rural
- Dom RDP

Many more were separately evaluated but, in the end, reduced to the ones stated.

The following process was followed to obtain representative load profiles:

- Various annual ½ hourly load profiles were obtained from the meters of Witzenberg large customers, mini substations, feeders and Substations.
- These were identified into the various representative load profile categories.
- The profile for streetlights was calculated by using the on times from the day-night switches operating the streetlights.
- These were then used to calculate the relevant representative load profiles.

The consumer / substation / feeder profiles used are listed in Table 30.

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Table 30

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PROFILE NAME	Type		Profile type						
Name	Consumer	Substation	Informal	RDP	Domestic	Domestic Holiday	Commercial	Industrial	Municipal
WTZ: ABSA (99799856) []	1						1		
WTZ: Akasia (50299208) []		1			1				1
WTZ: Amrich Prop (50299209) []	1						1		
WTZ: Angelier Str Mini (WANGE) (88413603) []		1							1
WTZ: Arend Str Mini (WAREN) (88413606) []		1							1
WTZ: Bearnibbles (43909844) []	1							1	
WTZ: Beet (50299210) []		1							1
WTZ: Belavista Watertoring (99799849) []		1							1
WTZ: Bella Frutta (50378941) []	1							1	
WTZ: Belvinia Str Paal Trf (WBELLV)_2 (50379010) []		1			1				
WTZ: Blochs (95935687) []	1						1		
WTZ: Blossom (50299201) []		1			1				
WTZ: Boerneef (50298972) []	1						1		
WTZ: Boland Eggs (4035000501) []	1						1		
WTZ: Bon Chretien Hoofsub Total - 7698390088 (0) []		1							1
WTZ: Bon Chretien Hoofsub Trf 1 - 7698390088 (50378940) []		1							1
WTZ: Bon Chretien Hoofsub Trf 2 - 7698390088 (50277807) []		1							1
WTZ: Brounger Str Mini (WBROU)) (93551482) []		1							1
WTZ: C.F.P (95618901) []	1							1	
WTZ: CCS Bon Chretien (99799838) []	1							1	
WTZ: CCS Skoonvlei (95618898) []	1							1	
WTZ: Ceres Abatoir (95935683) []	1						1		
WTZ: Ceres Amazing Pies (50298975) []	1						1		
WTZ: Ceres Fisheries (95935688) []	1						1		
WTZ: Ceres Klein Pruise (99633488) []	1						1		
WTZ: Ceres Kragstasie (99799830) []		1							1
WTZ: Ceres Kragstasie + BC Total (0) []		1							1
WTZ: Ceres Power Pump Station (51261537) []		1							1
WTZ: Ceres Private Hospital (95935681) []		1					1		
WTZ: Ceres Provincial Hospital (95935682) []	1						1		
WTZ: Ceres Tuiste (99799829) []	1				1				
WTZ: CFG (95618911) []	1							1	
WTZ: CFJ (95618905) []	1							1	
WTZ: Chris Hanie (99633487) []		1			1				1
WTZ: Crispy Cool (95618909) []	1							1	
WTZ: Dahlia (43474411) []		1			1				1
WTZ: Dankbaar No1 (99799832) []	1						1		
WTZ: Dankbaar No2 - De Kock Boerdery (99799834) []	1						1		
WTZ: Daytona Plaas (50378943) []	1						1		
WTZ: Deborah Str Paal Trf (WDEBO) (93551503) []		1							1
WTZ: Dennebos Noord (99799845) []		1			1				1
WTZ: Dennebos Oos (99799854) []		1			1				1
WTZ: Derdelaan (88413598) []		1			1				1
WTZ: Du Toit Boerdery (99799843) []	1						1		
WTZ: Du Toit Vrugte (95618912) []	1						1		
WTZ: Duif (50379002) []		1			1				1
WTZ: Eerste Laan Trf (WEERS) (88413609) []		1			1				1
WTZ: Eerstelaan (93551489) []		1			1				1
WTZ: Elrio Boord (99799831) []	1						1		
WTZ: Elrio Versveld Boerdery Pakstoor (99799855) []	1						1		
WTZ: Eselfontein (50299213) []	1						1		
WTZ: Excelsior Str Mini (WEXCE) (50299195) []		1							1
WTZ: Friesland 1 (50298982) []	1						1		1
WTZ: Goedehoop vrugte (95618899) []	1						1		
WTZ: Golfbaan (98448423) []	1				1				
WTZ: Haakdoring (88413613) []		1			1				1
WTZ: Harvest Trays (99633485) []	1						1		
WTZ: Help Mekaar 1 (50277694) []		1					1		1
WTZ: Help Mekaar 2 (96878985) []		1					1		1
WTZ: Help Mekaar 3 (99633171) []		1					1		1
WTZ: Holtzapfel (88413617) []		1					1		1
WTZ: Huis Pieter Strauss (99799828) []	1				1				
WTZ: Hungry Lion (50299194) []	1						1		
WTZ: Jakaranda (SIPRES) (50298971) []		1			1				1
WTZ: Jakaranda 1 (50298978) []		1			1				1
WTZ: Jakaranda 2 (50299223) []		1			1				1
WTZ: Jakaranda 3 (50299211) []		1			1				1
WTZ: Kantoor (50378944) []		1					1		1
WTZ: Karee (50298989) []		1			1				1
WTZ: Kareelaan (88413599) []		1			1				1
WTZ: Karoo (50298985) []		1							1
WTZ: Kassuur 1 (50298984) []		1					1		1
WTZ: Kassuur 2 (50299220) []		1					1		1
WTZ: Kerk Str Mini (WKERK) (50379008) []		1					1		1
WTZ: Kerk Straat (50299197) []		1					1		1
WTZ: KFC (95935685) []	1						1		
WTZ: Kiewiet (50298973) []		1			1				1
WTZ: Kliprivier (88413620) []	1					1			1

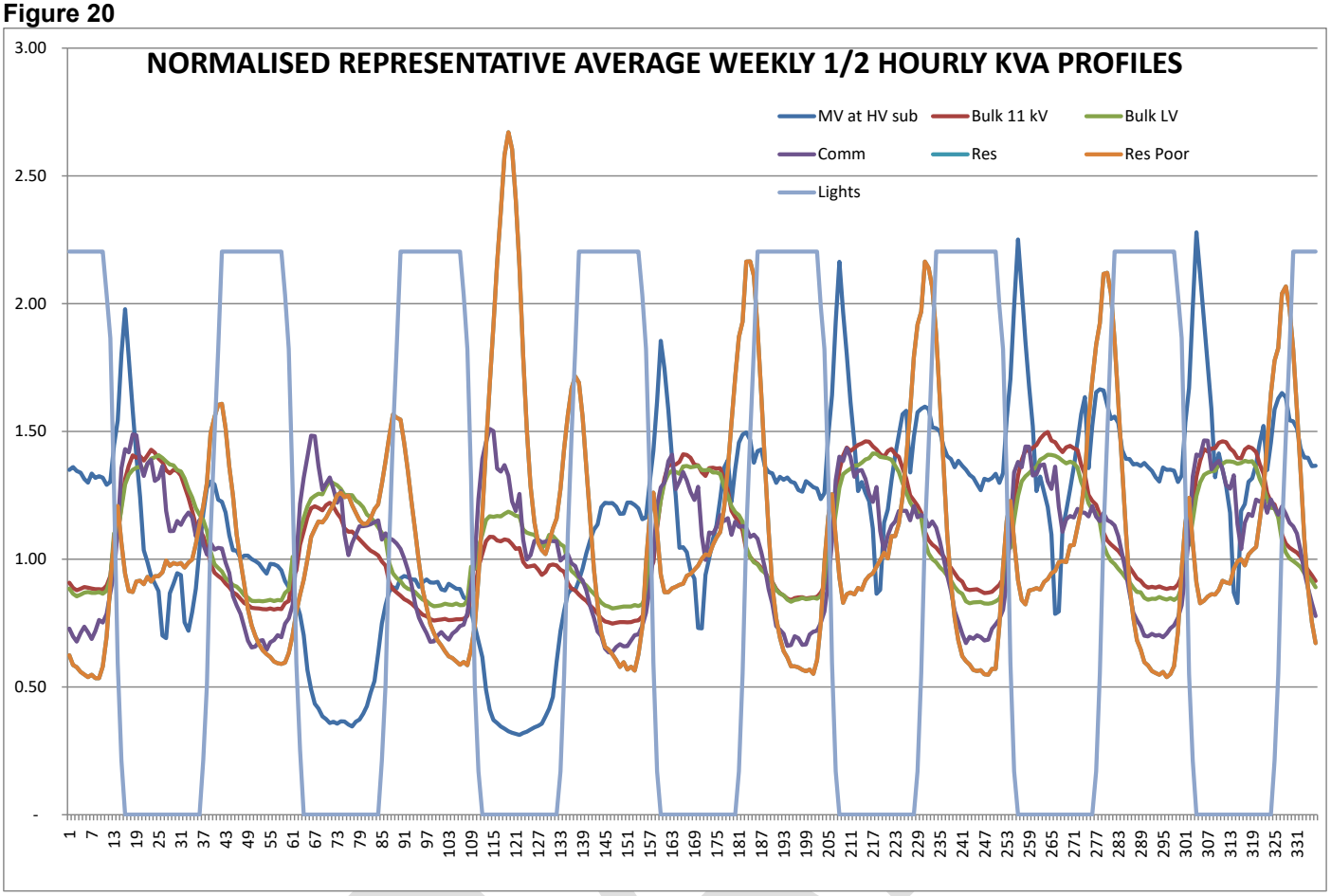
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PROFILE NAME	Type		Profile type						
Name	Consumer	Substation	Informal	RDP	Domestic	Domestic Holiday	Commercial	Industrial	Municipal
WTZ: Koekedouw (50277808) []	1						1		1
WTZ: Kriegler (88413615) []		1				1			1
WTZ: Landdroskantoor (95935636) []	1						1		
WTZ: Lang Str Mini (WLANG) (88413604) []		1			1				1
WTZ: Langstraat (50299222) []		1			1				1
WTZ: Limpopo (50299205) []		1			1				1
WTZ: Loxtonia Cider (4035000502) []	1							1	
WTZ: Magnolia 1 (50299206) []		1			1				1
WTZ: Makou (93551479) []		1			1				1
WTZ: Medlyn/Henry Mini (50299221) []		1							1
WTZ: Meiring Pompstasie Tulbagh (96878989) []		1			1				1
WTZ: Meul (50379007) []		1					1		1
WTZ: Mill Str Mini (WMILL) (88413611) []		1					1		1
WTZ: Nduli Chris Hani (50267740) []		1			1				1
WTZ: Next 2 Hungry Lion 2 (95935680) []	1						1		
WTZ: Nichols (50298986) []	1						1		
WTZ: Nitrophoska (50379005) []	1						1		
WTZ: Oast Farm (Loxtonia) (95618906) []	1						1		
WTZ: Obiqua (96878984) []		1			1				1
WTZ: Obiqua Correctional Facility (95618903) []	1						1		
WTZ: Oleander 1 (50298990) []		1			1				1
WTZ: Oleander 2 (50298988) []		1			1				1
WTZ: Olifant (88413614) []		1			1				1
WTZ: Oos Straat (50299199) []		1			1				1
WTZ: Oustoor (88413622) []		1					1		1
WTZ: P. De Wet Farm Trust Erf 5406 (95935638) []	1						1		
WTZ: Paradys Str Paal Trf (WPARA) (88413624) []		1			1				1
WTZ: Pauling Str Mini (WPAUL) (88413623) []		1			1				1
WTZ: Pedal Trading (95935639) []	1						1		
WTZ: Philip (50299202) []		1			1				1
WTZ: Piet Retief (50378945) []		1			1				1
WTZ: Piet Retief str trf (WPIET) (93551485) []		1			1				1
WTZ: Pine Valley (WPINE) (96878982) []		1			1				
WTZ: Plaas Ideaal (50379003) []	1						1		
WTZ: Plaas Ideaal 2 (51261535) []	1						1		
WTZ: PLK2 Silo (99799840) []	1						1		
WTZ: PnP (50299193) []	1						1		
WTZ: Pomegrandade Dejuicing Company (51261538) []	1							1	
WTZ: Pompstasie 4 (50298979) []		1			1				1
WTZ: Populier (50298980) []		1							1
WTZ: Reid en Verwey (99799847) []	1						1		
WTZ: Resting Str Paal Trf (WREST) (88413625) []		1			1				1
WTZ: Rietvallei Besproeiing (99799844) []	1						1		
WTZ: Rioolplaas 1 (99799851) []		1			1				1
WTZ: Rioolplaas 2 (50379006) []		1			1				1
WTZ: Rioolpomp 4 (99799833) []		1			1				1
WTZ: Rioolpomp 5 (99799853) []		1			1				1
WTZ: Rioolpomp 6 (51261534) []		1			1				1
WTZ: Rioolstasie 5 (50299196) []		1			1				1
WTZ: Rioolwerke (88413619) []		1			1				1
WTZ: Ryk Tulbagh (88413600) []		1					1		
WTZ: Shoprite (96333878) []	1						1		
WTZ: Snocool (New) (95618900) []	1						1		
WTZ: Snocool (Old) (95618910) []	1						1		
WTZ: Solomon Str Mini (WSOLO) (50298970) []		1			1				1
WTZ: Spar Ceres (95935637) []	1						1		
WTZ: Spar Tulbagh (96505699) []	1						1		
WTZ: Sparrenburg (96878986) []	1						1		
WTZ: St Thomas (50298976) []		1			1				1
WTZ: Staff (50298987) []		1			1				1
WTZ: Stamper Str Sub (WSTAM) (50299218) []		1			1				1
WTZ: Stanley (50299207) []		1			1				1
WTZ: Stinkfontein (96878987) []	1						1		
WTZ: Swannenberg Park (WSWAN) (88413607) []		1			1				1
WTZ: Swarthout (50299203) []		1			1				1
WTZ: Telkom Bellavista (50299214) []	1						1		
WTZ: Telkom Ceres (95935689) []	1						1		
WTZ: Thembelitsha Farming (51261540) []	1						1		
WTZ: TRF 633 (50277695) []		1			1				1
WTZ: Tulbagh Bottelering (99799827) []	1							1	
WTZ: Tulbagh Hoofsub - 7698390088 (50277809) []		1							1
WTZ: Tulip (50298981) []		1			1				1
WTZ: Tulpak (95618907) []	1						1		
WTZ: U-Safe (WUSAFE) (50299217) []	1						1		
WTZ: Victoria baddens (99799848) []	1						1		
WTZ: Vilko (99799836) []	1						1		
WTZ: Voortrekker 2 MS (43909845) []		1					1		1
WTZ: Voortrekker Str Sub (WVOOR) (50298977) []		1					1		1
WTZ: Voortrekker Str Wolseley - 4035000513 (4035000513) []		1					1		1
WTZ: Vreeland (99799846) []	1						1		
WTZ: VVV4 Vervoer (99799841) []	1						1		
WTZ: Vyfdelaan (88413618) []		1			1				1
WTZ: Vygie Str Mini (WVYGIE) (93551498) []		1			1				1
WTZ: Warmbokkeveld Gevangenis (99799837) []	1						1		
WTZ: Wes Straat (93551494) []		1							1
WTZ: Witzenville (96878988) []		1			1				1
WTZ: Wolfpack (50299219) []	1						1		
WTZ: Wolseley Agri Vulstasie (50378939) []	1						1		
WTZ: Wolseley Hoofsub Incomer 1 (50378942) []		1							1
WTZ: Wolseley Hoofsub Incomer 2 (50278063) []		1							1
WTZ: Wolseley Hoofsub Total (0) []		1							1
WTZ: Wolseley Kliniek (51264735) []	1						1		
WTZ: WPK Landbou (99799835) []	1						1		
WTZ: ZZ2 Dam (50267739) []	1						1		
WTZ: ZZ2 Rivier (50378938) []	1						1		
	76	97	0	0	61	2	78	11	95

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Figure 20 shows the ½ hourly kVA values (Y-axis) for the average week (7 day ½ hours per week = x-axis) for each of the representative load profiles.

Figure 20



These profiles are then used to simulate the load profiles at each of the representative networks.

10.1. Network profiles.

To be able to calculate the load on a particular network one firstly has to calculate the profile at every infeed point on the network. This is calculated by:

- Multiplying the total load for every representative load profile being fed in at that point with the representative load profile ratio to establish the total load of every profile.
- The values for every representative profile are then added together.

The next step is to calculate the loads going through every network component.

- Calculate the load being taken at the infeed point of every network by adding the losses to the load being taken from the outgoing side of that network.
- Calculate the load through each individual network by adding the load infeed at the outgoing side of that network to the load going through the next network.
- This is an integrated process starting with the last points on the networks from where loads are taken and working upwards towards the main supply point to the distributor.
- This should be done for every half hour of the year, yielding an annual half hourly profile going through every network.

The result is an annual profile at N2 (the Eskom supply point).

10.2. Profile re-conciliation.

It is essential that an assessment be made of the accuracy of the representative load profiles used. This is done by

- calculating the annual load profile from the LV network up to HV network:
- multiplying consumption at each point on the network times the per unit representative load profile at that point.
- adding up from the LV network up to the highest voltage network including losses at each point up calculations
- and comparing that with the annual purchase load profile.

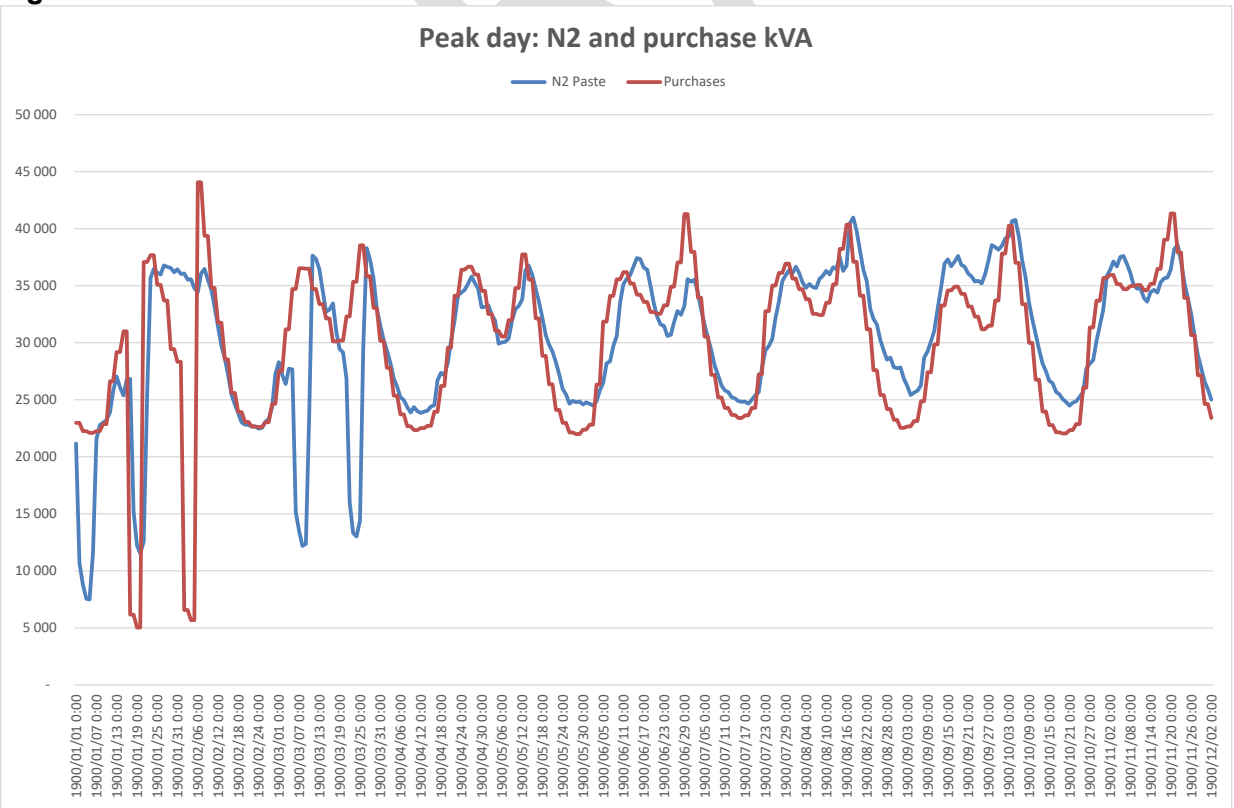
Table 31 below shows the maximum demand with date and time for the actual purchase profile and the N2 profile. The maximum demand occurs at a very different time of the year. This can be because of the fact that the representative profiles are all from Gansbaai whereas we know that the biggest demand comes from Hermanus where the winter peaks are more dominant.

Table 31

N2 Max	N2 Max date
45 002.19	2021/12/24 11:00
∑ kVA at Peak	∑ Own Max
45 059.10	62 318.34
Purchase Max	Max date
44 077.67	2022/06/11 18:00
∑ kVA at Peak	∑ Own Max
34 474.16	62 318.34

Figure 21 shows the ½ hourly kVA profile for the peak purchase and N2 days. It shows a very good correlation in terms of the peak in terms of hour and day of the week. It is also very clear that the high peak just after load shedding has distorted the actual maximum demand and thus the accuracy of this analysis.

Figure 21



This concludes the analysis of load profiles. These results will be used later on specifically as basis for the kVA units per network.

10.3. Representative Profile Quantities.

The TOU quantities for each of the representative load profiles were then calculated. The per unit representative load profile quantities for the year are then multiplied by the total kWh for each representative load profile. The results are shown in Table 32:

The process followed in the model can be described briefly as follows:

- The ½ hourly kWh and kvarh per unit figures as calculated for each annual profile from above is used as starting point. The per unit value means that each actual half hourly value is divided by the total number of half hours in a year (365 days x 24 hours = 8760).
- In other words, if the total number of kWh used by this profile of customers are multiplied by the per unit values and then again divided by 8760, the full picture for this profile is obtained.
- For each profile the kVA values are then calculated. This is done by calculating the square rout of the 1/2 hourly kWh and kvarh and multiplying by 2.
- For each half hour the excess kvarh are then calculated by obtaining the amount of kvarh exceeding the kvarh associated with the kW peak for than ½ hour with a power factor of 0.85.
- The ½ hourly kWh, kvarh and kVA figures are then sorted and summed by:
    - For each month.
    - Season: High and Low.
    - TOU period: Peak, Standard and Off-peak.
    - Excess kvarh during peak and standard periods only.
- The sum of the maximum demands incurred during each month is then calculated as well as the highest maximum demand during the whole year.
- From these the Annual Load Factor (LF) and Excess kvarh % of total kWh are calculated.
- These values are then calculated for each profile.

Table 32

REP PROFILE QUANTITIES	TOTAL				HIGH SEASON			LOW SEASON			Annual		
YEAR	ENERGY	SUM: MAX DEMAND	SUM: MAX DEMAND	MONTHLY LOAD FACTOR	P	S	O	P	S	O	Annual Max	Annual lf	Reactive
PROFILE	kWh	kW	kVA	%	kWh	kWh	kWh	kWh	kWh	kWh	kVA	%	Excess kvarh
1MV at HV sub	0	0.00	0.00	71.29%	3.4%	8.7%	11.6%	10.1%	25.5%	35.0%	0.00	71%	24.91%
2Bulk MV	102 157 113	200 598.43	206 236.89	67.82%	2.9%	8.8%	11.3%	11.6%	27.7%	37.6%	26 032.44	45%	0.311%
3Bulk LV	9 501 366	20 870.12	21 100.29	61.50%	4.1%	10.2%	10.1%	12.8%	31.3%	31.4%	2 341.58	46%	0.535%
4Lights	3 113 357	9 145.95	11 164.05	40.42%	1.2%	5.1%	20.1%	2.9%	11.1%	57.9%	945.71	38%	5.63%
5Municipal	7 015 707	14 131.00	14 279.68	67.18%	3.8%	10.0%	11.0%	12.2%	29.0%	34.0%	1 526.39	52%	0.14%
6Commercial	22 586 601	45 003.70	45 869.01	69.21%	4.0%	10.2%	11.0%	12.2%	29.3%	33.2%	5 224.43	49%	0.35%
7Domestic	11 442 293	33 914.75	34 325.18	44.95%	5.2%	11.7%	10.9%	12.1%	29.2%	30.9%	3 417.85	38%	1.56%
8Rural	17 804 731	40 101.78	40 636.88	58.05%	4.6%	10.9%	10.9%	12.2%	29.3%	32.1%	3 734.27	54%	0.61%
9Dom RDP	41 921 723	119 966.18	121 821.84	46.82%	5.6%	12.6%	11.7%	12.2%	28.0%	30.0%	12 837.42	37%	2.25%

The following should be noted in this respect:

- The average Load factor refers to the total kWh per year divided by the sum of the monthly maximum demand in the year times the total hours in the year. (Total kWh for year) ÷ (Sum 12 kVA maximum demands x hours in year).
- The Annual LF refers to the total kWh per year divided by the highest maximum demand in the year times 12 times the total hours in the year. (Total kWh for year) ÷ (Highest maximum demand in year x 12 x hours in year).
- The % values in each of the TOU periods refer to the % of consumption relative to the total consumption.
- The reactive energy refers to the kvarh as calculated in the Eskom Megaflex tariff. (Sum of: kvarh – 30% of kWh for each ½ hour in peak and standard periods).

This data will be used to calculate the load demands of each profile and the kWh's used in the different time periods.

10.4. Network Profile Quantities.

The network profiles calculated above are now further processed. The maximum demand and TOU ratios are required for further analyses and the results obtained are shown in Table 33.

Table 33

NETWORK QUANTITIES	YEAR TOTAL					HIGH SEASON			LOW SEASON			YEAR TOTAL	
YEAR	Reactive P&S	ENERGY	SUM: MAX DEMAND	SUM: MAX DEMAND	KVA LOAD FACTOR	P	S	O	P	S	O	Annual Max	Annual If
Year	kvarh	kWh	kW	kVA	%	kWh	kWh	kWh	kWh	kWh	kWh	kVA	%
1Purchases	339 035	208 067 712	420 098.06	427 142.58	66.78%	4%	10%	11%	12%	29%	34%	45 513.08	52%
2N2	771 837	215 486 695	443 770.62	451 996.71	67.34%	4%	10%	11%	12%	28%	35%	48 636.50	51%
3Total N3	745 181	208 044 604	428 444.47	436 386.46	67.34%	4%	10%	11%	12%	28%	35%	46 956.78	51%
4Total N4	728 600	203 415 398	418 911.14	426 676.41	67.34%	4%	10%	11%	12%	28%	35%	45 911.94	51%
5Total N5	656 610	103 072 784	236 931.08	240 735.44	59.37%	5%	11%	11%	12%	28%	32%	22 173.35	53%
6Total N6	775 136	90 321 651	212 926.17	216 748.60	57.87%	5%	11%	12%	12%	28%	32%	20 059.25	51%

These values have the same meaning as in Table 32.

These values will be used to calculate the peak demands at every point on the network and thus to calculate the per unit R/kVA for each network.

11. RINGFENCING.

Before one can calculate the revenue requirement, a ringfencing study needs to be completed to determine the true costs and revenues and specifically overheads that should be charged to Electricity by the municipality. This means that the trial balance of the municipality and the NERSA D-form figures will be different due to a proper ringfencing process being followed.

Because it is best to do cost functionalization as early as possible in the process, it is done as part of the ringfencing study. In other words, the costs within electricity are identified and then costs are allocated from the various support functions in the municipality towards each of the various functions in electricity.

11.1. Key focus areas

There are a host of practices that affect the accuracy of the cost and revenue of current LG electricity distributors. The following ones will take the key attention:

The focus will firstly be on the larger items and thus the 20% of items that have 80% of the impact.

Services being supplied by Electricity to the rest of the LG where no charge is levied to cover the cost of supplying such service. The services involved here include the following: Electrical maintenance of LG facilities such as water works, sewerage works, buildings, houses etc.

Electricity equipment and other resources being used by the rest of the LG with no charge. This typically includes the following: Heavy vehicles, large machinery, meter readers etc.

Public lighting including streetlights, high mast lights, robots, parking lot lights, etc. This service is considered a LG service and not part of electricity supply although the service is provided by Electricity.

Electricity for own use by LG. Many municipalities have a different set of tariffs for the supply of electricity for use by its own facilities, such as municipal buildings, stores, sewerage supplies, water pumping and sometimes also for staff. If these tariffs are not cost reflective it has the effect of distorting the true electricity

supply cost/revenue and thus surplus. In some cases, an overcharge is made to the LG in the tariff and in other cases an undercharge.

Services provided to Electricity by the LG. Typical services include the following: Meter reading and billing, revenue collection, general accounting and administration, telephones, stores, etc. The extent to which this is done, differs significantly between various distributors. The big problem here is the extent of allocation of these costs made to the electricity department:

- Administration and overheads are allocated in terms of turnover instead of more realistic allocation factors, such as the number of staff, the own costs, area of office space etc. The problem with this is that the purchase cost of electricity is close to 70% of the revenue and the tax (surplus) being levied by the LG on electricity makes up a further approximately 20%. This method overstates the true share of the cost by the electricity department by more than 50%.
- Metering and billing costs should typically be allocated according to the share of the cost of the billing system with the number of transactions or actual processing time. Where the revenue is used as a basis, a misallocation is again made.
- A wide range of other methods are being used to allocate the other costs. There are internationally accepted methods that should be used to allocate the costs to ensure a fair burden on the electricity department.

Funding of capital expenditure. Assets in municipalities are mainly funded directly from profits / retained income and various grants received by the municipality. Some assets are still funded from external loans. The capital expenditure does not form part of the income statement, except in subsequent years when it appears as depreciation.

Government Grant funding. A large portion of LG income is from Government Grants. These are used to subsidise charges to residents but also to fund operating and capital costs. This distorts the normal profitability of departments and complicates the fair allocation of costs and revenues. Proposals will however be made in this respect.

There are a host of practices that affect the accuracy of the cost and revenue of current LG electricity distributors. The focus will firstly be on the larger items and thus the 20% of items that have 80% of the impact. It is one matter to develop a generic methodology to be applied. Things are always different because of the following:

- The way the municipality operates and is structured.
- The availability of data in the required format / level of detail.
- The need to focus on big values that have a significant impact.

11.2. Methodology applied

The process starts with an analysis of the Total Municipal Trial Balance for the completed financial year. These are the figures that are used as the basis for the compilation of the Annual Financial statements.

In analysing the Witzenberg data the following key steps were followed to achieve accurate ringfencing:

- The data was ordered as follows:
  - The head office, support and administrative functions. These are not considered primary service delivery but act as support to the various line functions and as such the line departments should cover their costs.
  - Community services, the economic services trading services. These are considered the primary service delivery to the community and need to carry all costs of the overheads and service departments.
- The various sub-departments and cost categories are grouped to make viewing practical.

This process is illustrated graphically in **Figure 22** below.

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Figure 22

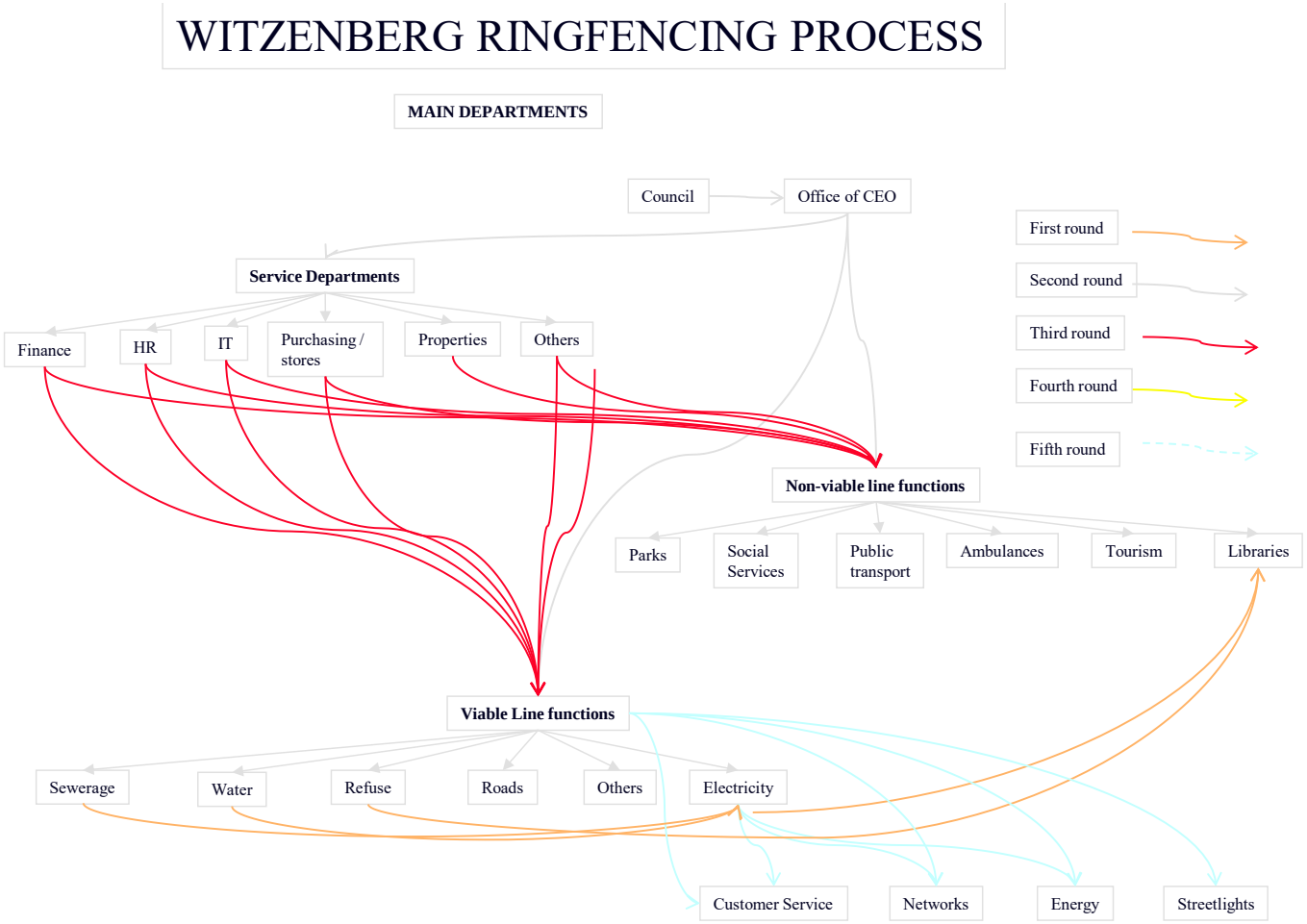


Table 34 shows the trial balance per group before any adjustments.

Table 34

Sum of Actual 21/22																
	Executive and council Total	Budget and Treasury Office Total	Planning Total	Corporate Services Total	Housing Total	Public Safety Total	Sport and recreation Total	Community and social services Total	Civil services					Civil services Total	Electro Technical Services Total	Grand Total
Row Labels									Tech	Roads	Sewer	Waste	Water			
IE	**21 696 382**	**43 188 267**	**7 353 346**	**49 993 209**	**4 947 451**	**36 528 511**	**30 197 417**	**30 070 461**	**1 884 862**	**27 839 394**	**32 584 371**	**58 138 662**	**39 382 760**	**159 830 048**	**312 116 280**	**695 921 371**
Expenditure	**21 696 382**	**37 678 159**	**7 353 346**	**49 993 209**	**4 947 451**	**36 528 511**	**30 197 417**	**30 070 461**	**1 884 862**	**27 839 394**	**25 786 235**	**50 174 028**	**26 050 439**	**131 734 957**	**309 668 028**	**659 867 919**
Bad Debts Written Off		986			-	14 648 750					20 756	20 599	19 784	61 139	-	14 710 875
Bulk Purchases		-		-				7 500			4 352 613		-	4 352 613	281 348 231	285 708 344
Electricity		-		-				7 500			4 352 613		-	4 352 613	281 348 231	285 708 344
Contracted Services	353 834	1 323 765	118 623	5 092 460	369 432	2 741 989	3 612 790	1 020 495	56 427	4 349 474	2 984 933	1 231 109	4 527 793	13 149 736	5 998 640	33 781 763
Consultants and Professional S	66 897	77 275	118 623	826 529	41 821	-	-	226 556		2 741 528	1 410 095	-	2 087 749	6 239 372	3 334 227	10 931 299
Contractors	21 780	105 195		290 046	308 587	363 400	822 798	382 029	6 254	647 388	748 212	757 667	283 144	2 442 666	142 661	4 879 162
Outsourced Services	265 157	1 141 295		3 975 884	19 024	2 378 588	2 789 992	347 127	50 173	960 558	826 626	473 441	2 156 901	4 467 698	2 521 752	17 906 519
Security Services								64 783								64 783
Depreciation and Amortisation	488 776	188 639	-16 279	2 375 861	32 022	687 452	2 480 761	769 258		7 634 365	3 626 823	10 866 229	5 824 869	27 952 286	3 365 565	38 324 340
Amortisation		6 007	-	-47 324			-	-		-			119 208	119 208	-	77 891
Depreciation	488 776	182 632	-16 279	2 423 185	32 022	687 452	2 480 761	769 258		7 634 365	3 626 823	10 866 229	5 705 661	27 833 078	3 365 565	38 246 449
Employee Related Cost	6 685 602	21 444 151	6 816 815	32 050 098	3 691 776	26 508 479	21 143 387	27 259 971	1 808 050	12 801 195	9 739 631	18 601 048	9 298 915	52 248 839	13 040 251	210 889 372
Municipal Staff	4 874 530	19 714 984	6 816 815	30 561 285	3 691 776	26 508 479	21 143 387	27 259 971	369 553	12 801 195	9 739 631	18 601 048	9 298 915	50 810 342	13 040 251	204 421 821
Senior Management	1 811 072	1 729 167		1 488 813				-	1 438 497					1 438 497		6 467 550
Interest, Dividends and Rent o	879	90 158		1 066 724		43 570	5 800	2 332		7 111	18 153	7 676 852	14 691	7 716 806	22 121	8 948 389
Interest Paid	879	90 158		1 066 724		2 935	5 800	2 332		7 111	18 153	7 676 852	14 691	7 716 806	22 121	8 907 754
Rent on Land						40 635										40 635
Inventory Consumed	65 822	308 907	12 353	363 855	133 109	517 942	1 796 624	438 084		1 598 712	524 384	2 497 212	2 027 691	6 647 999	4 164 066	14 448 761
Consumables	49 273	272 594	12 353	166 871	29 223	170 701	815 323	309 089		17 707	4 833	45 010	8 518	76 067	27 542	1 929 035
Materials and Supplies	16 549	36 313	-	196 985	103 886	347 242	981 301	128 995		1 581 005	519 552	2 452 202	1 999 394	6 552 152	4 136 523	12 499 946
Water													19 779	19 779		19 779
Operating Leases		-	241 134	232 414	99 929	-	-	-		65 171		39 103	110 792	215 067	162 567	951 111
Operational Cost	2 948 164	14 321 553	180 699	7 901 796	190 283	-8 619 670	1 158 055	517 821	20 385	1 383 366	4 518 942	9 241 875	4 225 905	19 390 472	1 566 587	39 555 760
Advertising, Publicity and Mar	36 209	289 847	-	295 575	-	-	-	8 452		-	39 753	2 817	-	42 571	3 401	676 054
Bank Charges, Facility and Car		751 443														751 443
Cleaning Services	590	-		23 239	-	190	-	18 840		-	-	-	-	-	-	42 859
Commission		2 784 995														2 784 995
Communication	243 469	923 674	57 872	1 255 327	17 135	121 743	121 669	101 574		46 220	15 499	12 258	16 465	90 442	27 011	2 959 917
Contribution to Provisions		979 793				-10 501 450		-			2 975 943	3 432 007	2 726 299	9 134 249	606 376	218 968
Courier and Delivery Services	-	74	-	-	-	-	-	-		-	-	-	-	-	-	74
Deeds		28 774														28 774
Entertainment	1 490	-		-				-	-					-		1 490
External Audit Fees		3 232 047														3 232 047
External Computer Service	100 995	1 212 216	-	2 035 581		-	-	-					97 488	97 488		3 446 280
Fines and Penalties	-	-	-	-	-	-	-	998		-	-	-	-	-	-	998
Full Time Union Representative				5 011												5 011
Hire Charges	-	-					38 424	68 874		316 911	607 106	3 227 165	149 375	4 300 557	18 416	4 426 272
Insurance Underwriting	-	2 926 726	-	-	-	-	-	-		-	-	-	-	-	-	2 926 726
Learnerships and Internships		533 117	113 215	325 817												972 149
Levies Paid - Water Resource M													381 448	381 448		381 448
Licences	-	2 274		420	1 710	15 670	22 958	1 332		26 901	28 860	220 944	7 158	283 863	37 798	366 025
Management Fee				9 694												9 694
Municipal Services		18 000					600	600							-	19 200
Office Decorations		-		-			-	1 650								1 650
Printing, Publications and Boo		53 895		269 508				-								323 403
Professional Bodies, Membershi	1 899 346	-	2 000	-	-	180	-	-	8 879	-	-	-	-	8 879	19 320	1 929 725
Registration Fees	28 174	31 994	-	-	-	2 957	-	444		-	-	-	-	-	-	63 568
Remuneration to Ward Committee	551 000															551 000
Resettlement Cost	-	-	-	3 370	-	-	-	-		-	-	-	-	-	-	3 370
Servitudes and Land Surveys				30 515												30 515
Signage				-						132 389				132 389		132 389
Toll Gate Fees	-	-	85	89	-	602	-	36	344	-	-	-	-	344	-	1 156
Transport Provided as Part of	14 946	-	-	-	-	-	-	5 150		-	-	-	-	-	-	20 096
Travel Agency and Visa's	1 455	-	-	-	-	-	-	965	-	-	470	-	-	470	-	2 890
Travel and Subsistence	55 955	23 616	7 527	125 484	1 070	11 110	5 820	95 152	11 161	-	2 694	-	-	13 856	-	339 590
Uniform and Protective Clothin		10 142	-	6 055	12 751	267 334	227 065	134 169		158 026	76 852	129 641	81 016	445 535	64 169	1 167 220
Vehicle Tracking				242 984												242 984
Wet Fuel	14 535	106 905		85 170	157 617	1 461 994	741 519	63 452		702 919	771 765	2 217 042	766 656	4 458 382	790 096	7 879 670
Workmen's Compensation Fund	-	412 020	-	1 101 541	-	-	-	16 131		-	-	-	-	-	-	1 529 692
Remuneration of Councillors	9 924 972															9 924 972
Deputy Executive Mayor	576 882															576 882
Executive Committee	2 216 386															2 216 386
Executive Mayor	655 035															655 035
Speaker	612 778															612 778
Total for All Other Councillor	5 863 891															5 863 891
Transfers and Subsidies	1 228 334	-		910 000	430 900			55 000							-	2 624 234
Operational	1 228 334	-		910 000	430 900			55 000							-	2 624 234
Gains and Losses		**5 510 107**				**-**					**6 798 137**	**7 964 634**	**13 332 321**	**28 095 091**	**2 448 252**	**36 053 451**
Impairment Loss		5 510 107				-					6 798 137	7 964 634	13 332 321	28 095 091	2 448 252	36 053 451
Other Receivables from Non-exc		5 510 107				-										5 510 107
Trade and other Receivables fr											6 798 137	7 964 634	13 332 321	28 095 091	2 448 252	30 543 344
IR	**-26 522**	**-109 826 615**	**-1 529 762**	**-965 762**	**-1 029 362**	**-15 433 387**	**-9 579 372**	**-122 004 012**		**-14 230 642**	**-36 497 509**	**-51 070 525**	**-72 813 976**	**-174 612 652**	**-336 675 858**	**-771 683 304**
Revenue	**-26 522**	**-109 826 615**	**-1 529 762**	**-965 762**	**-1 029 362**	**-15 433 387**	**-9 579 372**	**-122 004 012**		**-14 230 642**	**-36 497 509**	**-51 070 525**	**-72 813 976**	**-174 612 652**	**-336 675 858**	**-771 683 304**
Exchange Revenue	-26 522	-8 244 447	-1 529 262	-965 711	-350 727	-4 460 781	-6 767 148	-402 362		-56 466	-34 765 624	-32 917 361	-51 794 225	-119 533 676	-326 804 736	-469 085 372
Agency Services						-4 414 566										-4 414 566
Interest, Dividend and Rent on		-5 636 238			-156 535			-			-3 565 369	-3 876 625	-6 454 407	-13 896 401	-826 331	-20 515 505
Operational Revenue	-26 522	-2 176 882	-1 997	-354 935	-	-28 851	-5 230	-1 160		-56 466	-	-	-	-56 466	-	-2 652 042
Rental from Fixed Assets		-220 079		-610 776	-194 193		-3 470 246	-108 707				-		-		-4 604 001
Sales of Goods and Rendering o		-211 248	-1 527 265		-	-17 364	-3 291 672	-292 495			-5 850	-64 971	-	-70 821	-107 174	-5 518 039
Service Charges		-									-31 194 405	-28 975 765	-45 339 817	-105 509 987	-325 871 231	-431 381 218
Electricity		-													-325 871 231	-325 871 231
Appliance Maintenance															-180 432	-180 432
Availability Charges															-	-
Connection/Reconnection		-													-3 547 677	-3 547 677
Electricity Sales															-322 143 122	-322 143 122
Agricultural High															-21 906 776	-21 906 776
Agricultural Low															-5 202 161	-5 202 161
Commercial Conventional (3-Pha															-575 097	-575 097
Commercial Conventional (Singl															-33 322 417	-33 322 417
Domestic High															-314 580	-314 580
Domestic Low															-74 859 664	-74 859 664
Industrial more than (11 000															-86 177 522	-86 177 522
Industrial (400 Volts) (Low Vo															-10 053 279	-10 053 279
Industrial more than 400 less															-18 764 854	-18 764 854
Sports Grounds/Churches/Holida															-867	-867
Street Lighting															-1 229	-1 229
Time of Use Tariffs															-70 964 676	-70 964 676
Waste Management												-28 975 765		-28 975 765		-28 975 765
Disposal Facilities												-907 750		-907 750		-907 750
Refuse Bags												-3 736		-3 736		-3 736
Refuse Removal												-21 943 807		-21 943 807		-21 943 807
Waste Bins												-6 120 471		-6 120 471		-6 120 471
Waste Water Management											-31 194 405			-31 194 405		-31 194 405
Connection/Reconnection											-73 419			-73 419		-73 419
Industrial Effluent											-5 015 066			-5 015 066		-5 015 066
Sanitation Charges											-26 105 920			-26 105 920		-26 105 920
Water													-45 339 817	-45 339 817		-45 339 817
Agricultural and Rural Water S													-668 434	-668 434		-668 434
Connection/Disconnection													-117 530	-117 530		-117 530
Sale													-44 553 854	-44 553 854		-44 553 854
Non-exchange Revenue		-101 582 168	-500	-51	-678 635	-10 972 605	-2 812 224	-121 601 650		-14 174 175	-1 731 886	-18 153 164	-21 019 751	-55 078 976	-9 871 122	-302 597 932
Fines, Penalties and Forfeits		-33 354	-500	-51		-9 625 346		-10 816								-9 670 067
Interest, Dividend and Rent on		-2 315 426														-2 315 426
Licences or Permits		-415		-		-1 082 259		-115 629								-1 198 303
Property Rates		-88 708 859														-88 708 859
Service Charges											-842 515	-674 887	-860 806	-2 378 207	-830 613	-3 208 820
Electricity															-830 613	-830 613
Availability Charges															-830 613	-830 613
Waste Management												-674 887		-674 887		-674 887
Availability Charges												-674 887		-674 887		-674 887
Waste Water Management											-842 515			-842 515		-842 515
Availability Charges											-842 515			-842 515		-842 515
Water													-860 806	-860 806		-860 806
Availability Charges													-860 806	-860 806		-860 806
Surcharges and Taxes		-9 082 954														-9 082 954
Transfers and Subsidies		-1 441 160	-	-	-678 635	-265 000	-2 812 224	-121 475 205		-14 174 175	-889 371	-17 478 277	-20 158 946	-52 700 769	-9 040 509	-188 413 502
Capital		-	-		-	-264 000	-2 812 224	-667 497		-14 174 175	-889 371	-16 237 467	-20 158 946	-51 459 959	-9 040 509	-64 244 190
Operational		-1 441 160	-	-	-678 635	-1 000		-120 807 708		-		-1 240 810	-	-1 240 810		-124 169 312
IZ	**-8 061 528**	**1 688**		**-7 761 853**		**-**	**6 346**	**-**		**-**	**-**	**-**	**-**	**-**	**-**	**-15 815 347**
Expenditure				**-8 642 142**								**-**		**-**		**-8 642 142**
Employee Related Cost				-8 642 142								-		-		-8 642 142
Gains and Losses	**-8 061 528**	**1 688**		**880 289**		**-**	**6 346**	**-**		**-**	**-**	**-**	**-**	**-**	**-**	**-7 173 205**
Disposal of Fixed and Intangib	-8 061 528	1 688		880 289		-	-	-		-	-	-	-	-	-	-7 179 551
Investment Property	-8 061 528															-8 061 528
Property, Plant and Equipment	-	1 688		880 289		-	-	-		-	-	-	-	-	-	881 977
Impairment Loss				-		-	6 346	-		-		-	-	-	-	6 346
Property, Plant and Equipment				-			6 346			-		-	-	-		6 346
(blank)	132 161	370	-	2 479 113	-37 913	192 583	6 217 785	708 663		-	6 356 811	-938 807	-94 447	5 323 557	-15 016 318	-
Expenditure	132 161	370		2 479 113	4 635	192 583	6 217 785	706 979		-	6 467 050	61 415	1 553 502	8 081 968	4 899 492	22 715 085
Revenue	-	-		-	-42 547	-	-	-		-	-110 239	-1 000 222	-1 647 949	-2 758 410	-19 915 811	-22 716 768

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All the main transactions were analysed and any area where costs / revenues were not transacted correctly were identified. These were checked with the municipality and the required adjustments were made. The trial balance was found to represent the true picture accurately. The positive amounts refer to charges to electricity and negative amounts refer to amounts charged by electricity to the various departments and detailed in the fourth column.

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Table 35 below shows more details per account for electricity only.

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Table 35

83 041

Sum of Actual Balance inc Shadow	
	Electricity Total
Row Labels	
IE	**377 565 141**
Bad Debts Written Off	-
Bad Debts Written Off	-
Bulk Purchases	**298 272 081**
ESKOM	**298 189 040**
Self Generation	**83 041**
Contracted Services	**3 549 877**
Building	**19 719**
Electrical	**1 204 370**
Fire Protection	**13 866**
First Aid	**1 630**
Gardening Services	**17 374**
Maintenance of Buildings and Facilities	**51 099**
Maintenance of Equipment	**4 471**
Medical Services [Medical Health Services & Support]	**4 200**
Meter Management	2 194 776
Pest Control and Fumigation	**12 679**
Traffic and Street Lights	**25 694**
Depreciation and Amortisation	**26 411 519**
Furniture and Office Equipment	**67 097**
LV Networks	**11 938 711**
Machinery and Equipment	**14 405 711**
Employee Related Cost	**25 274 855**
Acting and Post Related Allowances	**190 703**
Bargaining Council	**9 271**
Basic Salary and Wages	**14 497 217**
Bonus	**1 180 348**
Cellular and Telephone	**120 197**
Essential User	**440 148**
Group Life Insurance	**154 712**
Housing Benefits	**123 457**
Medical	**851 645**
Non Structured	**1 188 970**
Non-pensionable	**130 272**
Pension	**2 566 378**
Rental Subsidy	**115 310**
Scarcity Allowance	**2 089 502**
Standby Allowance	**1 232 800**
Travel or Motor Vehicle	**266 079**
Unemployment Insurance	**117 846**
Interest, Dividends and Rent on Land	**15 749 850**
Annuity Loans	**15 749 850**
Inventory Consumed	**7 362 443**
Materials and Supplies	**7 270 797**
Standard Rated	**91 647**
Operational Cost	**944 515**
Assets less than the Capitalisation Threshold	**23 740**
Customer/Client Information	**125**
Drivers Licences and Permits	**11 705**
Municipal Services	**529 103**
Printing, Publications and Books	**2 425**
Skills Development Fund Levy	**180 642**
Telemetric Systems	**5 521**
Uniform and Protective Clothing	**191 255**
IR	**(481 694 831)**
Exchange Revenue	**(443 921 988)**
Availability Charges	**(10 820 620)**
Commercial Conventional (3-Phase)	**(25 834 379)**
Commercial Conventional (Single Phase)	**(8 741 748)**
Conventional	**(67 849 689)**
Development Charges	**(1 351 829)**
Disconnection/Reconnection Fees	**(816 656)**
Electricity Services Incidental to Energy Sales	**(578 789)**
Industrial (400 Volts) (Low Voltage)	**(162 065 461)**
Materials and Equipment	**(727 713)**
Prepaid	**(164 439 455)**
Street Lighting	**(695 648)**
Non-exchange Revenue	**(37 772 844)**
Drivers Licence Application/Duplicate Drivers Licences	-
Equitable Share	**(31 660 837)**
Expanded Public Works Programme Integrated Grant	-
Illegal Connections	**(112 007)**
Integrated National Electrification Programme Grant	**(6 000 000)**
IZ	**1 270 989**
Impairment Loss	**1 270 989**
Electrical Infrastructure	**436 197**
Electricity	**832 979**
Furniture and Office Equipment	**1 491**
Machinery and Equipment	**323**
Grand Total	**(102 858 701)**

Total cost	377 565 141
Total Revenue	(480 423 842)
Net	(102 858 701)

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Some adjustments have however been made to represent the data more accurately for tariff making purposes. is shown in Table 36.

Table 36

Total cost	**21 828 543**	**43 188 636**	**7 353 346**	**52 472 321**	**4 952 085**	**36 721 094**	**36 415 202**	**30 777 440**	**1 884 862**	**27 839 394**	**39 051 422**	**58 200 077**	**40 936 262**	**167 912 016**	**317 015 773**	**718 636 455**
Total Revenue	**-26 522**	**-109 826 615**	**-1 529 762**	**-965 762**	**-1 071 909**	**-15 433 387**	**-9 579 372**	**-122 004 012**	**-**	**-14 230 642**	**-36 607 749**	**-52 070 747**	**-74 461 925**	**-177 371 062**	**-356 591 669**	**-794 400 072**
Net	**21 802 020**	**-66 637 978**	**5 823 584**	**51 506 560**	**3 880 176**	**21 287 707**	**26 835 829**	**-91 226 572**	**1 884 862**	**13 608 752**	**2 443 673**	**6 129 330**	**-33 525 663**	**-9 459 047**	**-39 575 896**	**-75 763 617**
		-2	1	1	1	1	1	-3								
COST ADJUSTMENTS	-		-	-	-	-	-	-	-	-	-4 352 613	-	-	-	-546 880	-
Charges from other municipal departments		4 899 492													-4 899 492	
Bulk Purchases											-4 352 613				4 352 613	
REVENUE ADJUSTMENTS	-	-	-	-	678 635	265 000	2 812 224	121 475 205	-	14 174 175	889 371	17 478 277	20 158 946	52 700 769	-1 490 327	-
Equitable share															-3 038 305	
Capital	-				678 635	265 000	2 812 224	121 475 205	-	14 174 175	889 371	17 478 277	20 158 946	52 700 769	9 040 509	
Interest on consumer arrears															-926 331	
Streetlight Revenue															-5 835 587	
Availability charges															-830 613	
New Total Cost	21 828 543	43 188 636	7 353 346	52 472 321	4 952 085	36 721 094	36 415 202	30 777 440	1 884 862	27 839 394	34 698 809	58 200 077	40 936 262	167 912 016	316 468 893	718 636 455
New Total Revenue	-26 522	-109 826 615	-1 529 762	-965 762	-393 275	-15 168 387	-6 767 148	-528 807	-	-56 466	-35 718 378	-34 592 470	-54 302 979	-124 670 294	-358 081 996	-794 400 072
New net income	21 802 020	-66 637 978	5 823 584	51 506 560	4 558 810	21 552 707	29 648 054	30 248 633	1 884 862	27 782 927	-1 019 569	23 607 606	-13 366 717	43 241 722	-41 613 103	-75 763 617

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11.3. Overhead cost allocation

The next step is to calculate the fair portion of the municipal overheads that should be covered by the electricity department. It was previously stated that no overhead costs have been allocated to Electricity. The next section does a calculation of a fair amount which should be allocated to all the line functions in the municipality by overhead and service departments. The first step is to calculate the ratios of various possible allocation factors using actual data.

Various ratios were analysed. The problem found was that in many cases the data required was inadequate in terms if not reflecting the required departments or in many cases were all grouped together. It is however believed that these ratios provide a fair means of allocating overhead costs.

The table below then shows the following:

ALLOCATER DATA.
- This refers to the various allocation bases which are to be used.
- The first line shows the data used
- The second line shows the ratio which will be applied in allocating the service department costs to that line department.
- This is calculated by dividing the line department units by the total units of all line departments.

ALLOCATION TO LINE DEPARTMENTS
- This shows the amounts allocated from each service department to the various line departments.
- The first column shows the name of the Service department.
- The second column shows the basis for allocation of the cost. Various basis were considered and inputs from staff was obtained at the workshops. Unfortunately, only those where data was provided could be used.
- The third column shows the percentage of the service department costs to be allocated on the basis.
- The cells in yellow shows the amounts allocated from the service department as a (_).
- The other cells show the amounts allocated to each line department.
- The last column shows that the net amounts sum to zero.

NEW NET INCOME
- This shows the new costs / revenue per department after the cost allocations.
- The subsequent new net income.

The following should also be noted:

- The cost for the Councillors and admin is not allocated to line departments. This will be offset against Account surplus.
- The Municipal and General is a problematic cost centre because:
    - The majority of grant funding is collected under this account. This will not be off-set against line department costs.
    - Various very big costs which belong to line departments are also collected here. The following is proposed in this respect:
        - Only the big cost items minus the small, related incomes will be allocated to the line departments.
        - Bad debt written off. This mainly relates to rates income thus based on total line depart cost.
        - Depreciation. This is only on common assets. Total line depart cost.
        - Inventory and consumables. Total line depart cost.
        - Interest costs relating to retirement benefits. Line department labour cost.
        - Leave pay. Line department labour cost.
        - Various operational costs. Total line depart cost.
- Municipal manager. All costs allocated to Line departments based on total own costs.
- Financial services.
    - Asset and risk based on asset values.
    - Billing finance based on number of bills per service.
    - Debt collection based on outstanding debt per service.

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    - Supply chain based on inventory.
    - Remainder based on total cost. Net amount minus property rates income.
- Corporate services. Total net amount.
    - All HR functions according to staff numbers.
    - Remainder based on total cost.
- Strategy and Economic development. Net amount all based on total cost.
- The number of customers is expressed in thousands. The figure for waste management is doubled as it includes 2 billing items namely refuse removal and sewerage.

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The allocation factors and actual allocations to the various departments are shown in Table 37.

Table 37

| Sum of Actual 21/22 | | |

The resultant trial balance thus shows that all overhead costs have been allocated to the line departments. The net revenue remaining in Budget and treasury and other line departments can low be used to cross subsidise those services that make a loss.

The items are then grouped as per the NERSA requirements as shown in Table 38.

Table 38

ELECTRICITY SUMMARY	
Expenditure	332 909 387
Bulk Purchases	285 700 844
Contracted Services	5 998 640
Depreciation and Amortisation	3 365 565
Employee Related Cost	13 040 251
Interest, Dividends and Rent o	22 121
Inventory Consumed	4 164 066
Operating Leases	162 567
Operational Cost	1 566 587
Impairment Loss	2 448 252
Municipal charges	-
Overheads	16 440 494
Revenue	-358 081 996
Interest, Dividend and Rent on	-826 331
Interrest on consumer arrears	-826 331
Sales of Goods and Rendering o	-107 174
Appliance Maintenance	-180 432
Availability Charges	-830 613
Connection/Reconnection	-3 547 677
Agricultural High	-21 906 776
Agricultural Low	-5 202 161
Commercial Conventional (3-Pha	-575 097
Commercial Conventional (Singl	-33 322 417
Domestic High	-314 580
Domestic Low	-74 859 664
Industrial more than (11 000	-86 177 522
Industrial (400 Volts) (Low Vo	-10 053 279
Industrial more than 400 less	-18 764 854
Sports Grounds/Churches/Holida	-867
Street Lighting	-5 836 816
Time of Use Tariffs	-70 964 676
Availability Charges	-830 613
Municipal charges	-19 915 811
Equitable share	-3 038 305
Revenue	-358 081 996
Net	-25 172 609
Net%	7.0%

It shows that even after a high overhead cost allocation, electricity is still making a surplus of 7% of revenue.

12. REVENUE REQUIREMENT.

This section calculates the revenue requirement for Witzenberg using the NERSA method. The calculation of of the revenue requirement is shown in Table 39

Table 39
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Table 39

REVENUE REQUIREMENT	Electro Technical Services Total
Bulk purchase costs	285 700 844
Operating cost	13 696 852
Shared cost	16 440 494
Depreciation	3 365 565
Interest	22 121
Repairs & Maintance	13 683 511
Total cost	332 909 387
Surplus @ 10%	33 290 939
Total revenue requiremet	366 200 326
Current Revenue	-358 081 996
Revenue adjustmet	-2.3%

The following very important facts need to be noted:

- The calculated Head Office / Service department allocation (admin charge) to electricity is equal to 53% own costs excluding Eskom. NERSA is unlikely to accept this high value. Various options were considered but this issue needs to be further discussed.
- If this overhead is adjusted to 25% of own costs the surplus increases to less than 10% which is still witnin the max NERSA benchmark.
- The 53% will thus be used for COS calculations.

Based on this and all the adjustments it is clear that the current Witzenberg tariffs do recover the NERSA formula revenue requirement. It is thus proposed that the next part of the study which relate to tariff structures, not total revenue requirement, be based on the current tariff levels.

13. COST OF SUPPLY

The next step is to allocate the electricity costs between the various cost functions. The table below firstly shows the cost adjustments and then the method used and the actual allocation of cost per function.
The next step is to functionalise the various costs between the various cost drivers. The 4 types of functions in electricity namely:

- Purchases
- Networks and
- Customer services.
- Streetlights.

The steps to be followed to do this are as follows:

- The costs, as per the trial balance, are firstly allocated directly to the relevant function as prescribed by the particular activity.
- The common costs are then allocated based on various relevant ratio's such as number of staff or asset values.

These calculations were already done in the Ringfencing part of the study.

13.1. Cost Categorization

The next step is to classify these costs into the different cost types / drivers. The electricity costs, from a tariff point of view are classified as one of the types below:

- R/kWh in terms of the different TOU periods namely, peak, standard and off-Peak.
- R/kVA costs also separated by dedicated and shared per network.
- R/customer as per customer category.

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- Rand / light in the case of streetlight maintenance costs.

The way in which these costs are functionalised / classified is shown in Table 40.

Table 40

COST FUNCTIONALISATION				
		R/kWh	**R/kVA**	**R/Customer**
Purchase		All Energy charges levied to munic	All demand and access charges levied to munic	None
Network costs	Capital provision	None	All	None
	Operating and maintenacne	None	All	None
Customer Services		None	None	All

The actual functionalisation/ classification of costs is shown in

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Table 41

The categorisation of cost per sub=part of the electricity Business is then done as shown in **Table 42**.

Table 42. The % values shows the estimated % of time that each staff member spends on each of the respective activities. This has been developed based on the experience of the head of Electricity.

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Table 41

ELECTRICITY STAFF COST SHARE		Energy	Networks			Consumer service	Streetlights
Employee Name			MV	MV/LV	LV		
Adams JB	Caretakers Electrical Depot	0%	0%	100%	0%	0%	0%
Couter S C	CLERK	20%	16%	16%	16%	16%	16%
Duka MJ	Caretakers Electrical Depot	0%	0%	100%	0%	0%	0%
Geldenhuys M	Caretakers Electrical Depot	0%	0%	100%	0%	0%	0%
Juries FJ	Caretakers Electrical Depot	0%	0%	100%	0%	0%	0%
Khonyana BJ	Caretakers Electrical Depot	0%	0%	100%	0%	0%	0%
Oranje RR	Caretakers Electrical Depot	0%	0%	100%	0%	0%	0%
Siwangaza MP	Caretakers Electrical Depot	0%	0%	100%	0%	0%	0%
Stout CK	Caretakers Electrical Depot	0%	0%	100%	0%	0%	0%
Van Wyk B	Caretakers Electrical Depot	0%	0%	100%	0%	0%	0%
Van Wyk IJ	Caretakers Electrical Depot	0%	0%	100%	0%	0%	0%
Abrahams JA	GENERAL WORKER (LEVEL11)	0%	0%	45%	50%	0%	5%
Bailey MG	GENERAL WORKER (LEVELII)	0%	0%	45%	50%	0%	5%
Bundzima NI	GENERAL WORKER (LEVEL II)	0%	0%	45%	50%	0%	5%
Christians D	GENERAL WORKER (LEVEL II)	0%	0%	45%	50%	0%	5%
Crow TR	GENERAL WORKER (LEVEL II)	0%	0%	45%	50%	0%	5%
Engelbrecht EV	GENERAL WORKER (LEVELII)	0%	0%	45%	50%	0%	5%
Farmer AM	GENERAL WORKER (LEVEL II)	0%	0%	45%	50%	0%	5%
Jacobs JP	GENERAL WORKER (LEVELII)	0%	0%	45%	50%	0%	5%
Kanzi B	GENERAL WORKER (LEVEL II)	0%	0%	45%	50%	0%	5%
Mdange SP	GENERAL WORKER (LEVELII)	0%	0%	45%	50%	0%	5%
Ngqaza T	GENERAL WORKER (LEVEL II)	0%	0%	45%	50%	0%	5%
Ntanjana MC	GENERAL WORKER (LEVEL II)	0%	0%	45%	50%	0%	5%
Steenberg DM	GENERAL WORKER (LEVELII)	0%	0%	45%	50%	0%	5%
Xawuka B	GENERAL WORKER (LEVELII)	0%	0%	45%	50%	0%	5%
Samuel SF	CLERK	20%	16%	16%	16%	16%	16%
Boer CA	CLERK	20%	16%	16%	16%	16%	16%
Chomane KD	GENERAL ASSISTANT	0%	0%	45%	50%	0%	5%
Conradie EL	Assistent	0%	20%	20%	20%	20%	20%
Davids MM	Driver Operator	20%	16%	16%	16%	16%	16%
Hardneck GH	GENERAL ASSISTANT	0%	0%	45%	50%	0%	5%
Nasson AG	GENERAL WORKMAN	0%	0%	45%	50%	0%	5%
Nyosana BT	DRIVER OPERATOR	20%	16%	16%	16%	16%	16%
Xhantibe MG	TEAM LEADER	0%	20%	20%	20%	20%	20%
Zothe KD	GENERAL WORKMAN	0%	0%	45%	50%	0%	5%
De Bruin F	DRIVER SUPERVISOR	20%	16%	16%	16%	16%	16%
Mc Clune DC	SUPERVISOR DRIVER	20%	16%	16%	16%	16%	16%
Prins MB	Specially Trained Person	0%	20%	20%	20%	20%	20%
Kama AS	ELECTRICIAN	0%	20%	20%	20%	20%	20%
Minnaar A M	ELECTRICIAN	0%	20%	20%	20%	20%	20%
Pinkoane WO	ELECTRICIAN	0%	20%	20%	20%	20%	20%
Damon K J	ARTISAN (ELECTRICAN)	0%	20%	20%	20%	20%	20%
Liebenberg AB	SENIOR ELECTRICIAN	0%	20%	20%	20%	20%	20%
Pharo A J J	ARTISAN (ELECTRICIAN)	0%	20%	20%	20%	20%	20%
Grove MG	SUPERINTENDENT (ELECTRICAL)	0%	20%	20%	20%	20%	20%
Moodley PS	SUPERINTENDENT (ELECTRICAL)	0%	20%	20%	20%	20%	20%
Dingilizwe K	Manager Electro-Technical	20%	16%	16%	16%	16%	16%
Van Den Heever P	SENIOR MANAGER ELECTRO TECH	20%	16%	16%	16%	16%	16%
	Totals	180%	364%	2174%	1264%	364%	454%
	Actual ratios	4%	8%	45%	26%	8%	9%

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The categorisation of cost per sub=part of the electricity Business is then done as shown in **Table 42**.

Table 42

NERSA RR	Energy	Customer services	HV	HV/MV	MV	MV to LV	LV	Streetlights	Electro Technical Services Total
Bulk	285 700 844								285 700 844
Operating cost	419 066	3 369 197	-	-	847 445	5 061 389	2 942 776	1 056 978	13 696 852
Shared cost adjusted	471 152	3 689 105	-	-	2 927 461	6 993 386	-	2 359 388	16 440 494
Depreciation	-	461 316	-	-	931 651	614 710	805 397	552 492	3 365 565
Interest	-	3 032	-	-	6 123	4 040	5 294	3 631	22 121
Repairs and Maintance actual / @ 6%	256 566	1 456 629	-	-	2 412 758	4 348 371	3 438 929	1 770 260	13 683 511
Sub-total cost	286 847 628	8 979 279	-	-	7 125 439	17 021 896	7 192 395	5 742 749	332 909 387
Surplus: @10%	28 684 763							1 148 550	33 290 939
Total Allowed revenue	315 532 391	8 979 279	-	-	7 125 439	17 021 896	7 192 395	6 891 299	366 200 326
Current revenue									-358 081 996
% Structure increase	R/kWh	Rand/customer	R/kVA	R/kVA	R/kVA	R/kVA	R/kVA	R/Light	-2.3%

The following points are of note:

- There is a small portion of customer services costs which can be classified in R/kWh. The problem is that the true cost really depends on the number of customers and not the amount of kWh purchased. All customer services costs are therefore classified as R/Customer.
- A portion of the Eskom costs relate to the demand or maximum capacity taken from the network. This will be classified as such later on in the process of detailed cost calculations.

These costs will now be used as a basis for the detailed cost calculations to follow.

13.2. Cost allocation: phase 1

The next step is to allocate the support costs (operations, maintenance and administration) relating to the networks and technical customer services. The operating costs per different cost type, network and customer category are shown in

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Table 43.

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Table 43

WITZENBERG								
OPERATING COST SEPARATION								
		Total Support costs						
Energy	N0	1 146 784						
Customer services	N1	8 514 931						
HV	N2	-						
HV/MV	N3	-						
MV	N4	6 187 664						
MV to LV	N5	16 403 146						
LV	N6	6 381 705						
SL	N7	5 186 626						
		43 820 857						
	Network operating	**Adjust Factora**	**Initial ratio**	**Act Share**	**ALLOCATED SUPPORT**			
N0				0.00%	-			
N1		100%		0.00%	-			
N2		100%	0.00%	0.00%	-			
N3		100%	0.00%	0.00%	-			
N4	6187664	100%	21.36%	21.36%	5 926 578			
N5	16403146	100%	56.62%	56.62%	15 711 020			
N6	6381705	120%	22.03%	26.43%	7 334 917			
N7					-			
	28 972 515		100.00%	104.41%	**28 972 515**			
Customer service direct			**8 514 931**					
				Total				
	Service connection / Metering share		50.0%	**4 257 466**				
	Billing share		25.0%	**2 128 733**				
	Customer service share		25.0%	**2 128 733**				
			100.00%	8 514 931				
Service connection / Metering Revenue requirement				4 257 466				
Metering	Meter capex RR	Customers	Equivalant meter cost weight	Equivalant single phase meters	Portion of metering opex	Opex R/y	Metering: Capex and Opex	**Total R/cust/m**
1 PH kWh Pre-paid	1 149 077	8 784	1.50	13 175	81.53%	3 471 220	4 620 297	**43.8**
3 PH kWh Pre-paid	253	1	2.50	3	0.02%	659	912	**76.0**
1 PH kWh	169 916	1 385	1.00	1 385	8.57%	365 009	534 925	**32.2**
3 Ph kWh	164 564	503	2.00	1 006	6.23%	265 134	429 697	**71.2**
3 PH MD & ct's	613	1	5.00	5	0.03%	1 317	1 931	**160.9**
3 PH TOU & ct's	29 680	33	10.00	330	2.04%	86 944	116 624	**294.5**
TOU RMU & CT/VT's	263 418	16	15.00	240	1.49%	63 232	326 650	**1 701.3**
TOU at HV sub With CB	27 079	1	15.00	15	0.09%	3 952	31 031	**2 585.9**
	-							
SUB-TOTAL	**1 804 601**	10 724	52	16 160	100.00%	**4 257 466**	**6 062 066**	
Billing/ cust.service	Equivelant cost weight	Number of customers	Equivelant < 50 kW customers	Billing/cust.serv. cost	**R/cust/m**			
				R/y				
Small <50 kVa	1	10673	10 673	4 131 655	**32.26**			
Medium <500 kVa	5	33	165	63 873	**161.30**			
Large <2000 kVa	10	16	160	61 938	**322.59**			
Very large >2000kVa	20	0	-	-	**#DIV/0!**			
	Total	10722	10 998	**4 257 466**				
Sub-Total							**8 514 931**	
GRAND TOTAL								**43 820 857**

The following should be noted in this respect:

- The operating costs are as per the ringfenced trial balance.
- The network costs are then allocated as follows:
    - According to the Network capital revenue requirement at first pass.
    - These figures are then adjusted based on inputs from staff to reflect the real case of support costs per network.
- The customer services costs are then split between:
    - Metering according to different connections and metering.
        - This is done by giving a weighting to each of the types of connections. The following in this respect:
            - This is a difficult number to determine because records are not kept of difference in these costs.

- This has been done based on experiences elsewhere and inputs from staff.
- An example is the amount of come backs that have been experienced with pre-payment meters compared with conventional 1 phase meters.
- Another example is that the Bulk meters are not read by normal meter readers but by the Distribution staff.

▪ The effective cost per meter is thus calculated.

o Billing and customer services according to size of customer.

▪ This is again done by giving a weighting to each size of customer. The following should be noted in this respect:

- This is one of the most difficult assumptions because records are not kept of customer service costs per size of customer.
- This has been done based on experiences elsewhere and inputs from staff.
- An example is that a customer > 50 kVA is a 3 phase customer which means there is a more sophisticated meter or 3 single phase meters that need to read and thus 3 readings to be entered into the billing system compared with only one for a customer < 50 kVA which are mostly 1 phase customers.
- Staff also indicated that bigger customers have more queries on their electricity bills and they thus spend more time on them.
- These assumptions are subjective but the best available considering the staff inputs.

▪ The effective cost per size of customer is then calculated.

13.3. Cost allocation: phase 2

Witzenberg purchases all its energy from Eskom on TOU at Megaflex.

For these reasons the Megaflex tariff will be used as a basis to calculate the cost of supply and specifically the energy costs and unit rates.

The summary of Megaflex LG rates is shown in Table 44.

Table 44

Megaflex			2022/2023	2021/2022
> 900km				0.00%
≥ 66kV & ≤ 132kV	Transmission network access	R/kVA/m	R 12.42	R 11.44
	Network access charge:	R/kVA/m	R 7.96	R 7.96
	Network demand High:	R/kVA/m	R 14.73	R 14.73
	Network demand Low:	R/kVA/m	R 14.73	R 14.73
TOU: High Demand Se	Peak	c/kWh	R 443.27	443.27
(June -Aug)	Standard	c/kWh	R 134.27	134.27
	Off-peak	c/kWh	R 72.93	72.93
TOU: Low Demand Se	Peak	c/kWh	R 144.58	144.58
(Sept-May)	Standard	c/kWh	R 99.51	99.51
	Off-peak	c/kWh	R 63.11	63.11
Electrification and rural		c/kWh	R 10.80	10.80
Affordability		c/kWh	R 0.00	
Urban low voltage subsidy charge [R/kVA/m]		R/kVA/m	R 19.50	R 19.50
Reliability service		c/kWh	R 0.51	R 0.51
REACTIVE ENERGY (c/	High Demand	c/kvarh	R 19.51	19.51
	Low demand	c/kvarh	R 0.00	

These values will be used as the initial per unit energy and Demand / Access charges.

13.4. Cost allocation: phase 3

The next step is to add the capital cost to the operating costs and then allocating it to the various cost drivers as is shown in Table 45. The cost of the actual streetlights plus overheads is allocated on a per light basis.

Table 45

WITZENBERG																
CATEGORISED TOTAL COST																
ENERGY														286 847 628		
Eskom														285 700 843.89		
Capex														-		
Opex														1 146 784.44		
TOTAL NETWORK COSTS						ALLOCATION RATIOS								TOTAL COST		
(System peak week demand)				TOTAL		Cost	CAPEX		SUPPORT							
				CAPEX	SUPPORT	Type	Deman	Units	PODs	Deman	Units	PODs	Demand		Units	PODs
			N0	0	0	R/y	100%	0%	0%	100%	0%	0%	0		0	0
Energy		Energy	N1			R/y	0%	100%	0%	0%	100%	0%	0		0	0
HV		HV	N2	0	0	R/y	100%	0%	0%	100%	0%	0%	0		0	0
HV/MV		HV/MV	N3	0	0	R/y	100%	0%	0%	100%	0%	0%	0		0	0
MV		MV	N4	937 774	5 926 578	R/y	100%	0%	0%	100%	0%	0%	6 864 352		0	0
MV to LV		MV to LV	N5	618 750	15 711 020	R/y	100%	0%	0%	100%	0%	0%	16 329 771		0	0
LV		LV	N6	810 690	7 334 917	R/y	100%	0%	0%	100%	0%	0%	8 145 608		0	0
Lights		Lights	N7	556 123	5 186 626	R/y	0%	0%	100%	0%	0%	100%	0		0	5 742 749
						R/y	100%	0%	0%	100%	0%	0%	0		0	0
						R/y	100%	0%	0%	100%	0%	0%	0		0	0
				2 923 338	**34 159 142**								**31 339 730**		**-**	**5 742 749**
Service connection / Metering Revenue requirement																
Metering				Meter capex RR	Opex R/y											Total cost R/Y
1 PH kWh Pre-paid				299 793	3 471 220											3 771 012
3 PH kWh Pre-paid				66	659											725
1 PH kWh				44 331	365 009											409 340
3 Ph kWh				42 934	265 134											308 068
3 PH MD & ct's				160	1 317											1 477
3 PH TOU & ct's				7 744	86 944											94 687
TOU RMU & CT/VT's				62 859	63 232											126 090
TOU at HV sub With CB				6 462	3 952											10 414
				-	-											0
				-	-											0
SUB-TOTAL				**464 348**	**4 257 466**											**4 721 814**
					-											
Billing/ cust.service					-											
					-											R/y
Small <50 kVa					4 131 655											4 131 655
Medium <500 kVa					63 873											63 873
Large <2000 kVa					61 938											61 938
Very large >2000kVa					-											0
Total					**4 257 466**											**4 257 466**
				3 387 686	**43 820 857**											**332 909 387**

The following should be noted in this respect:

- The streetlight maintenance costs are allocated per streetlight.
- All network costs are allocated on the R/kVA basis.
- All customer costs are allocated on the R/customer/month basis.

Based on experience the non-co-incidental peak demand method was used as basis to allocate all network costs to customer categories.

The total costs have to be divided by the total number of units applicable to that cost. The units required for this purpose should be derived from the network load and customer details.

To be able to allocate the network costs as a per unit cost (R/kVA), the kVA for each network is required. This was calculated by building up the total load profile of each network starting at LV and working up to the high voltages. It must be noted that the Purchase values differ from the billing data as it is calculated from the load profile data.

The allocation units to be used are shown in Table 46. The network kVA and kWh quantities were obtained from the Quantities tables. The sales data was obtained from the sales data.

Table 46

WITZENBERG						
TOTAL ALLOCATION UNITS						
NETWORK						
(System peak week			kVA	kWh	PODs	
			kVA	kWh	PODs	
		N0	451 997	215 486 695		
Energy	Energy	N1	451 997	215 486 695		
HV	HV	N2	451 997	215 486 695		
HV/MV	HV/MV	N3	436 386	208 044 604		
MV	MV	N4	426 676	203 415 398		
MV to LV	MV to LV	N5	240 735	103 072 784		Total
LV	LV	N6	216 749	90 321 651		
Lights	LV	N6			5 535	
		N5/6				
GRAND TOTAL					5 535	
Metering						
Metering						
1 PH kWh Pre-paid		8 784				
3 PH kWh Pre-paid		1				
1 PH kWh		1 385				
3 Ph kWh		503				
3 PH MD & ct's		1				
3 PH TOU & ct's		33				
TOU RMU & CT/VT's		16				
TOU at HV sub With CB		1				
		0				
SUB-TOTAL		10 724				
Billing/ cust.service		0				
Small <50 kVa		10 673				
Medium <500 kVa		33				
Large <2000 kVa		16				
Very large >2000kVa		0				
Total		10 722				

The next step is to calculate the unit costs. This is done by dividing the total cost per category by the relevant units. The results are shown in Table 47.

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Table 47

WITZENBERG						
COST PER UNIT						
NETWORK						
(System peak week demand)				kVA	kWh	PODs
				All	c/kWh	R/PODs
		N0		0.00	0.00	0.00
Energy	Energy	N1		0.00	0.000	0.00
HV	HV	N2		0.00	0.00	0.00
HV/MV	HV/MV	N3		0.00	0.00	0.00
MV	MV	N4		16.09	0.00	0.00
MV to LV	MV to LV	N5		67.83	0.00	0.00
LV	LV	N6		37.58	0.00	0.00
Lights	LV	N6		37.58	0.00	86.46
GRAND TOTAL						
Metering		**R/C/m**				
1 PH kWh Pre-paid		36				
3 PH kWh Pre-paid		60				
1 PH kWh		25				
3 Ph kWh		51				
3 PH MD & ct's		123				
3 PH TOU & ct's		239				
TOU RMU & CT/VT's		657				
TOU at HV sub With CB		868				
NA		0				
AVERAGE		37				
Billing/ cust.service						
		R/C/m				
Small <50 kVa		32				
Medium <500 kVa		161				
Large <2000 kVa		323				
Very large >2000kVa		0				
NA		0				
AVERAGE		33				

The costs obtained up to now reflect the cost of every separate network segment. To have a more practical set of charges these must be set for every network supply position stating the total charges at each point. This involves the network cost closest to the supply position plus all the networks up to that point plus the losses incurred in the networks up to that point. The values stated therefore reflect the total per unit cost of supply at that network supply point. The resultant costs are shown in Table 48.

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Table 48

WITZENBERG	2022/2023			Eskom adjust			0.40%
COSTS PER TARIFF COST CATEGORY				Cost increase			5.9%
				+ Surplus			7.6%
FOR ALL LOAD FACTORS							
			Access	Demand	Peak	Standard	Off-peak
HIGH SEASON	Access / Demand	R/kVA/m	22.75	40.14			
	Energy	c/kWh			5.1978	1.5744	0.8552
LOW SEASON	Access / Demand	R/kVA/m	22.75	40.14			
	Energy	c/kWh			1.6953	1.1669	0.7400
	Super Peak	c/kvarh			-	-	
Fixed charges (R/m)		R/m					
Reactive energy - Hi	Total excess for year	c/kvarh	0.2288				
Transmission network		R/m					
National levies		c/kWh	0.1326				

TOTAL COSTS PER SUPPLY POSITIO			Acc %	Acc	DM		
Total Network Charges (including losses)			30%	R/KVA/m	R/KVA/m	c/kWh	R/pod/m
		Total losses		All	All	All	
S0		2.86%	0	0.00	0.00	0	0.00
S1	Non-Tech	2.86%	0.00	0.00	0.00	0	0.00
S2		2.86%	0.00	0.00	0.00	0	0.00
S3		5.04%	0.00	0.00	0.00	0	0.00
S4		8.74%	18.64	5.59	13.05	0	0.00
S5		13.34%	98.34	29.50	68.84	0	0.00
S6		22.93%	142.80	42.84	99.96	0	0.00
S7 Lights		22.9%	142.80	42.84	99.96	0	86.46

Metering	R/C/m
1;1 PH kWh Pre-paid	40.60
2;3 PH kWh Pre-paid	68.55
3;1 PH kWh	27.94
4;3 Ph kWh	57.91
5;3 PH MD & ct's	139.72
6;3 PH TOU & ct's	271.37
7;TOU RMU & CT/VT's	745.32
8;TOU at HV sub With CB	984.90
9;NA	0.00
10;0	0.00
AVERAGE	41.64
Billing/ cust.service	0
	R/C/m
1;Small <50 kVa	37
2;Medium <500 kVa	183
3;Large <2000 kVa	366
4;Very large >2000kVa	0
5;NA	
NA	38

The following should be noted in this respect:

- Own costs increase by CPI.
- The surplus is the actual surplus.
- The surplus reflects the current surplus which NERSA would allow under normal circumstances.
- The R/kVA costs are split here between the dedicated and shared portion as follows:
    - Dedicated refers to networks which cannot really be shared with other customers. For example, if a development is done based on a particular after diversity maximum demand (ADMD) and supplies to various small and large customers are installed, if customers change their loads the costs do not change, and these networks cannot be used to supply other customers and thus are considered dedicated.

  - Assumptions about this is subjective but also reflects the realities in each municipality. Where there is ongoing growth and customers continue to use the power installed this is not a problem.
  - In areas where economic growth is bad and customers reduce their demands, the risk of revenue loss is higher to municipalities as there are less customers to share the unused capacity with.
  - Witzenberg municipality felt that only 40% of the network was considered not practically sharable by other customers.
  - Because of the higher Access demand values, the split is set at 30%.
- These values show the total network costs at each position on the network including the costs and losses of all higher voltage networks up to that point. In other words when a demand of say 10 kVA is incurred at a LV point of supply, the demand at the point of purchase which is increased by the total losses up to that point. Losses thus effect the network and energy costs.
- It is important to note that these are per unit values. For example, the energy costs for each profile will be calculated by using the Eskom energy rates, plus the losses up to each relevant network multiplied by the % of kWh in each TOU period multiplied by the total number of kWh for that profile.
- The Eskom and own network costs are calculated by:
  - Multiplying the sum of the monthly maximum demands by that profile by the Eskom maximum demand and own maximum demand per unit costs.
  - Multiplying the highest annual maximum demand by the Eskom access charge plus losses and the own Access costs.

Before one can go from the costs per tariff cost category to costs per tariff, we need to know the statistics of the loads associated with the various tariffs. Representative load profiles were calculated from available data. These were then analysed and the necessary details calculated under the load profile section.

The following comments in this respect:

- The quantities shown represents the quantities associated with each representative load profile at the relevant network where it is supplied from.
- For example, the kWh represents the kWh used by streetlights supplied from the LV network. The Sum of maximum demands represents the sum of the sum of the 12 highest maximum demands incurred on the network, the Annual maximum demands is the highest maximum demand that Streetlight supplies placed on the network in the year.
- Because the individual maximum demand method is used, the maximum demand values of each profile are used irrespective of when it was incurred.
- These quantities will be used to calculate the per unit charges.

The next step is to now calculate the various per unit charges which should apply in respect of the different customer, network and energy charges relevant to the various periods. This makes use of:

- The position at which the customer is supplied to determine:
  - the R/kVA network costs plus R/kVA Eskom costs.
  - the losses % to be added to Energy and Eskom Demand/Access.
- The type of metering and size of supply to determine the metering and billing / customer service costs.

This is shown in Table 49**.**

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Table 49

WITZENBERG					
30/06/2022				57600	
347	2022/2023				
TARIFF CODE	**Capacity**	**Network**	**Profile**	**Meter**	**Size**
Res One part PP 1 Ph Deernis	20	S6	9Dom RDP	1;1 PH kWh Pre-paid	1;Small <50 kVa
Res One part PP 1 Ph 20 Amp	20	S6	9Dom RDP	1;1 PH kWh Pre-paid	1;Small <50 kVa
Res One part PP 1 Ph	40	S6	7Domestic	1;1 PH kWh Pre-paid	1;Small <50 kVa
Res One part 1 Ph Conv	40	S6	7Domestic	3;1 PH kWh	1;Small <50 kVa
Res One part Conv 1 Ph 20 Amp	20	S6	9Dom RDP	3;1 PH kWh	1;Small <50 kVa
Res Two part Conv 1 Ph	40	S6	7Domestic	3;1 PH kWh	1;Small <50 kVa
Res Two part Conv 3 Ph	100	S6	7Domestic	4;3 Ph kWh	1;Small <50 kVa
Comm Prepaid	20	S6	6Commercial	1;1 PH kWh Pre-paid	1;Small <50 kVa
Comm Conv 1 Ph 20 Amp	20	S6	6Commercial	3;1 PH kWh	1;Small <50 kVa
Comm Conv 1 Ph 40 Amp	40	S6	6Commercial	3;1 PH kWh	1;Small <50 kVa
Comm Conv 1 Ph 60 Amp	60	S6	6Commercial	3;1 PH kWh	1;Small <50 kVa
Comm Conv 1 Ph 80 Amp	80	S6	6Commercial	3;1 PH kWh	1;Small <50 kVa
Comm Conv 1 Ph 100 Amp	100	S6	6Commercial	3;1 PH kWh	1;Small <50 kVa
Comm Conv 1 Ph 150 Amp	150	S6	6Commercial	3;1 PH kWh	1;Small <50 kVa
Comm Conv 1 Ph 200 Amp	200	S6	6Commercial	3;1 PH kWh	1;Small <50 kVa
Comm Conv 1 Ph 250 Amp	250	S6	6Commercial	3;1 PH kWh	2;Medium <500 kVa
Comm Conv 3 Ph 20 Amp	60	S6	6Commercial	4;3 Ph kWh	1;Small <50 kVa
Comm Conv 3 Ph 40 Amp	120	S6	6Commercial	4;3 Ph kWh	1;Small <50 kVa
Comm Conv 3 Ph 60 Amp	180	S6	6Commercial	4;3 Ph kWh	1;Small <50 kVa
Comm Conv 3 Ph 80 Amp	240	S6	6Commercial	4;3 Ph kWh	2;Medium <500 kVa
Comm Conv 3 Ph 100 Amp	300	S6	6Commercial	4;3 Ph kWh	2;Medium <500 kVa
Comm Conv 3 Ph 150 Amp	450	S6	6Commercial	4;3 Ph kWh	2;Medium <500 kVa
Comm Conv 3 Ph 200 Amp	600	S6	6Commercial	4;3 Ph kWh	2;Medium <500 kVa
Comm Conv 3 Ph 250 Amp	750	S6	6Commercial	4;3 Ph kWh	2;Medium <500 kVa
Rural 2 part 25 kVA	62.5	S6	8Rural	4;3 Ph kWh	1;Small <50 kVa
Rural 2 part 50 kVA	125	S6	8Rural	4;3 Ph kWh	1;Small <50 kVa
Rural 2 part 100 kVA	250	S6	8Rural	4;3 Ph kWh	2;Medium <500 kVa
Bulk Rural TOU < 1 MVA MV	0	S4	2Bulk MV	7;TOU RMU & CT/VT's	2;Medium <500 kVa
Bulk Rural TOU LV	0	S5	3Bulk LV	6;3 PH TOU & ct's	2;Medium <500 kVa
Bulk Rural MD < 1 MVA MV	0	S4	2Bulk MV	7;TOU RMU & CT/VT's	2;Medium <500 kVa
Bulk Rural MD LV	0	S5	3Bulk LV	6;3 PH TOU & ct's	2;Medium <500 kVa
Bulk Urban TOU > 1 MVA MV	0	S4	2Bulk MV	7;TOU RMU & CT/VT's	2;Medium <500 kVa
Bulk Urban TOU < 1 MVA MV	0	S4	2Bulk MV	7;TOU RMU & CT/VT's	2;Medium <500 kVa
Bulk Urban TOU < 1 MVA LV	0	S5	3Bulk LV	6;3 PH TOU & ct's	2;Medium <500 kVa
Bulk Urban MD > 1 MVA MV	0	S4	2Bulk MV	7;TOU RMU & CT/VT's	2;Medium <500 kVa
Bulk Urban MD < 1 MVA MV	0	S4	2Bulk MV	7;TOU RMU & CT/VT's	2;Medium <500 kVa
Bulk Urban MD < 1 MVA LV	0	S5	3Bulk LV	6;3 PH TOU & ct's	2;Medium <500 kVa
Sport	60	S6	6Commercial	4;3 Ph kWh	1;Small <50 kVa
Streetlights	0.1627	S6	4Lights	NA	NA
Res One part 1 Ph ConvM	40	S6	7Domestic	3;1 PH kWh	1;Small <50 kVa
Res One part Conv 1 Ph 20 AmpM	20	S6	7Domestic	3;1 PH kWh	1;Small <50 kVa
Res Two part Conv 3 PhM	100	S6	7Domestic	4;3 Ph kWh	1;Small <50 kVa
Comm Conv 1 Ph 40 AmpM	40	S6	5Municipal	3;1 PH kWh	1;Small <50 kVa
Comm Conv 1 Ph 60 AmpM	60	S6	5Municipal	3;1 PH kWh	1;Small <50 kVa
Comm Conv 1 Ph 80 AmpM	80	S6	5Municipal	3;1 PH kWh	1;Small <50 kVa
Comm Conv 3 Ph 20 AmpM	60	S6	5Municipal	4;3 Ph kWh	1;Small <50 kVa
Comm Conv 3 Ph 40 AmpM	120	S6	5Municipal	4;3 Ph kWh	1;Small <50 kVa
Comm Conv 3 Ph 60 AmpM	180	S6	5Municipal	4;3 Ph kWh	1;Small <50 kVa
Comm Conv 3 Ph 80 AmpM	240	S6	5Municipal	4;3 Ph kWh	2;Medium <500 kVa
Comm Conv 3 Ph 100 AmpM	300	S6	5Municipal	4;3 Ph kWh	2;Medium <500 kVa
Comm Conv 3 Ph 150 AmpM	450	S6	5Municipal	4;3 Ph kWh	2;Medium <500 kVa
Comm Conv 3 Ph 250 AmpM	750	S6	5Municipal	4;3 Ph kWh	2;Medium <500 kVa
Bulk Urban MD < 1 MVA LVM	0	S5	5Municipal	6;3 PH TOU & ct's	2;Medium <500 kVa
Availability	30	S6	NA	NA	NA

The resultant costs per tariff broken up in all the different components are shown in Table 50.

Table 50

WITZENBERG	CHARGES APPLICABLE FOR ALL MONTHS OF THE YEAR				HIGH SEASON CHARGES				LOW SEASON CHARGES			
30/06/2022	2021/2022 TARIFF RATES				Months in year.		3.000		Months in year.		9.000	
347	Cus	Basic	Access	MD (aLL hours)	ALL Energy	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy
TARIFF CODE	Rcu	R/POS/m	R/kVA/m	R/kVA/m	R/ kWh	c/kWh	c/kWh	c/kWh	c/kvarh	c/kWh	c/kWh	c/kWh	c/kvarh
Res One part PP 1 Ph Deernis		77.216	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Res One part PP 1 Ph 20 Amp		77.216	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Res One part PP 1 Ph		77.216	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Res One part 1 Ph Conv		64.555	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Res One part Conv 1 Ph 20 Amp		64.555	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Res Two part Conv 1 Ph		64.555	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Res Two part Conv 3 Ph		94.516	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Prepaid		77.216	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 1 Ph 20 Amp		64.555	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 1 Ph 40 Amp		64.555	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 1 Ph 60 Amp		64.555	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 1 Ph 80 Amp		64.555	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 1 Ph 100 Amp		64.555	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 1 Ph 150 Amp		64.555	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 1 Ph 200 Amp		64.555	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 1 Ph 250 Amp		211.001	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 3 Ph 20 Amp		94.516	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 3 Ph 40 Amp		94.516	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 3 Ph 60 Amp		94.516	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 3 Ph 80 Amp		240.962	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 3 Ph 100 Amp		240.962	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 3 Ph 150 Amp		240.962	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 3 Ph 200 Amp		240.962	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 3 Ph 250 Amp		240.962	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Rural 2 part 25 kVA		94.516	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Rural 2 part 50 kVA		94.516	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Rural 2 part 100 kVA		240.962	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Bulk Rural TOU < 1 MVA MV		928.377	32.616	61.215	0.144	5.652	1.712	0.930	0.2118	1.844	1.269	0.805	
Bulk Rural TOU LV		454.425	62.676	130.726	0.150	5.891	1.785	0.969	0.2118	1.922	1.323	0.839	
Bulk Rural MD < 1 MVA MV		928.377	32.616	61.215	0.144	5.652	1.712	0.930	0.2118	1.844	1.269	0.805	
Bulk Rural MD LV		454.425	62.676	130.726	0.150	5.891	1.785	0.969	0.2118	1.922	1.323	0.839	
Bulk Urban TOU > 1 MVA MV		928.377	32.616	61.215	0.144	5.652	1.712	0.930	0.2118	1.844	1.269	0.805	
Bulk Urban TOU < 1 MVA MV		928.377	32.616	61.215	0.144	5.652	1.712	0.930	0.2118	1.844	1.269	0.805	
Bulk Urban TOU < 1 MVA LV		454.425	62.676	130.726	0.150	5.891	1.785	0.969	0.2118	1.922	1.323	0.839	
Bulk Urban MD > 1 MVA MV		928.377	32.616	61.215	0.144	5.652	1.712	0.930	0.2118	1.844	1.269	0.805	
Bulk Urban MD < 1 MVA MV		928.377	32.616	61.215	0.144	5.652	1.712	0.930	0.2118	1.844	1.269	0.805	
Bulk Urban MD < 1 MVA LV		454.425	62.676	130.726	0.150	5.891	1.785	0.969	0.2118	1.922	1.323	0.839	
Sport		94.516	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Streetlights		86.461	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Res One part 1 Ph ConvM		64.555	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Res One part Conv 1 Ph 20 AmpM		64.555	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Res Two part Conv 3 PhM		94.516	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 1 Ph 40 AmpM		64.555	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 1 Ph 60 AmpM		64.555	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 1 Ph 80 AmpM		64.555	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 3 Ph 20 AmpM		94.516	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 3 Ph 40 AmpM		94.516	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 3 Ph 60 AmpM		94.516	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 3 Ph 80 AmpM		240.962	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 3 Ph 100 AmpM		240.962	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 3 Ph 150 AmpM		240.962	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Comm Conv 3 Ph 250 AmpM		240.962	85.332	182.276	0.163	6.390	1.936	1.051	0.2118	2.084	1.434	0.910	
Bulk Urban MD < 1 MVA LVM		454.425	62.676	130.726	0.150	5.891	1.785	0.969	0.2118	1.922	1.323	0.839	

The consumption values of the various customer categories were previously calculated. These quantities are broken up into the detailed cost categories and not billing quantities. This is done by using the representative load profile, load factor and consumption per TOU period.

- The ratio of consumption Peak, Standard, Off-peak
- and the load factors of the different representative load profiles
- are obtained from the representative load profile quantities.

The consumption quantities per TOU period are shown in Table 51.

The following should be noted in this respect:

- The kVA for small customers represents the total maximum kVA placed on the network and not the actual installed capacity of customers. The peak values are calculated from the representative load profile quantities. This corresponds to using the individual maximum demand method for allocating network costs. If the average and access method was used, these values would be slightly different.
- The subsidised quantities: Basic and Free Basic Electricity (FBE) quantities are removed as we calculate costs.
- These quantities have been adjusted so that the same revenue as before is generated.

Table 51

WITZENBERG	QUANTITIES CHARGEBLE FOR ALL MONTHS OF THE YEAR					HIGH SEASON QUANTITIES				LOW SEASON QUANTITIES			
CONSUMPTION	Number of POD's	Highest MD in year	Σ MDs all hours / 12	ALL Energy		Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy
TARIFF CODE	POD's	kVA	kVA	kWh		kWh	kWh	kWh	kvarh	kWh	kWh	kWh	kvarh
Res One part PP 1 Ph Deernis	3 406	3 352	32 025	10 945 061		610 541	1 378 299	1 278 273	246 707	1 337 939	3 059 731	3 279 753	246 707
Res One part PP 1 Ph 20 Amp	3 315	2 495	23 842	8 148 398		454 536	1 026 118	951 651	183 669	996 071	2 277 914	2 441 716	183 669
Res One part PP 1 Ph	1 774	4 068	41 502	13 617 684		701 654	1 592 428	1 483 204	212 635	1 654 248	3 979 465	4 206 513	212 635
Res One part 1 Ph Conv	1 117	2 385	24 330	7 983 163		411 334	933 537	869 506	124 654	969 778	2 332 902	2 466 005	124 654
Res One part Conv 1 Ph 20 Amp	163	193	1 846	630 802		35 188	79 436	73 671	14 219	77 110	176 343	189 024	14 219
Res Tw o part Conv 1 Ph	13	45	455	149 176		7 686	17 444	16 248	2 329	18 122	43 593	46 081	2 329
Res Tw o part Conv 3 Ph	73	303	3 094	1 015 269		52 312	118 724	110 581	15 853	123 333	296 690	313 617	15 853
Comm Prepaid	290	632	5 412	2 734 375		110 607	277 836	300 230	9 517	334 889	801 629	909 174	9 517
Comm Conv 1 Ph 20 Amp	5	15	129	65 384		2 645	6 644	7 179	228	8 008	19 169	21 740	228
Comm Conv 1 Ph 40 Amp	26	111	946	477 818		19 328	48 550	52 464	1 663	58 520	140 081	158 874	1 663
Comm Conv 1 Ph 60 Amp	14	41	352	177 645		7 186	18 050	19 505	618	21 757	52 080	59 067	618
Comm Conv 1 Ph 80 Amp	6	19	163	82 266		3 328	8 359	9 033	286	10 075	24 118	27 353	286
Comm Conv 1 Ph 100 Amp	-	-	-	-		-	-	-	-	-	-	-	-
Comm Conv 1 Ph 150 Amp	2	187	1 598	807 296		32 656	82 028	88 640	2 810	98 873	236 673	268 424	2 810
Comm Conv 1 Ph 200 Amp	-	-	-	-		-	-	-	-	-	-	-	-
Comm Conv 1 Ph 250 Amp	-	-	-	-		-	-	-	-	-	-	-	-
Comm Conv 3 Ph 20 Amp	6	13	109	55 291		2 237	5 618	6 071	192	6 772	16 210	18 384	192
Comm Conv 3 Ph 40 Amp	12	60	514	259 538		10 498	26 371	28 497	903	31 787	76 088	86 296	903
Comm Conv 3 Ph 60 Amp	43	365	3 125	1 578 711		63 860	160 411	173 340	5 495	193 351	462 827	524 918	5 495
Comm Conv 3 Ph 80 Amp	41	462	3 951	1 996 156		80 746	202 827	219 175	6 947	244 477	585 208	663 718	6 947
Comm Conv 3 Ph 100 Amp	60	650	5 561	2 809 457		113 644	285 465	308 474	9 778	344 085	823 641	934 139	9 778
Comm Conv 3 Ph 150 Amp	31	759	6 491	3 279 524		132 658	333 228	360 086	11 414	401 655	961 449	1 090 435	11 414
Comm Conv 3 Ph 200 Amp	10	279	2 384	1 204 201		48 711	122 357	132 219	4 191	147 483	353 032	400 394	4 191
Comm Conv 3 Ph 250 Amp	6	581	4 975	2 513 452		101 670	255 389	275 973	8 748	307 832	736 862	835 718	8 748
Rural 2 part 25 kVA	3	1 596	17 959	7 611 047		350 019	831 693	832 335	46 366	928 371	2 227 752	2 440 877	46 366
Rural 2 part 50 kVA	106	13	145	61 264		2 817	6 695	6 700	373	7 473	17 932	19 648	373
Rural 2 part 100 kVA	72	430	4 835	2 048 852		94 223	223 887	224 060	12 482	249 912	599 699	657 071	12 482
Bulk Rural TOU < 1 MVA MV	-	-	-	-		-	-	-	-	-	-	-	-
Bulk Rural TOU LV	2	1 103	9 967	4 474 785		185 071	456 312	453 987	23 954	572 069	1 399 476	1 407 253	23 954
Bulk Rural MD < 1 MVA MV	-	-	-	-		-	-	-	-	-	-	-	-
Bulk Rural MD LV	-	-	-	-		-	-	-	-	-	-	-	-
Bulk Urban TOU > 1 MVA MV	7	21 011	166 546	82 450 327		2 385 848	7 252 440	9 354 366	256 260	9 575 298	22 868 251	31 013 092	256 260
Bulk Urban TOU < 1 MVA MV	3	965	7 652	3 788 325		109 622	333 226	429 803	11 774	439 954	1 050 722	1 424 951	11 774
Bulk Urban TOU < 1 MVA LV	2	198	1 792	804 413		33 269	82 029	81 611	4 306	102 838	251 578	252 976	4 306
Bulk Urban MD > 1 MVA MV	-	-	-	-		-	-	-	-	-	-	-	-
Bulk Urban MD < 1 MVA MV	5	1 700	13 474	6 670 585		193 025	586 754	756 808	20 733	774 683	1 850 140	2 509 092	20 733
Bulk Urban MD < 1 MVA LV	20	1 838	16 615	7 459 614		308 520	760 686	756 811	39 932	953 658	2 332 973	2 345 937	39 932
Sport	9	15	126	63 433		2 566	6 445	6 965	221	7 769	18 596	21 091	221
Streetlights	87	1 182	13 184	3 889 944		47 614	199 501	781 817	218 833	114 749	432 332	2 250 700	218 833
Res One part 1 Ph ConvM	9	29	300	98 479		5 074	11 516	10 726	1 538	11 963	28 778	30 420	1 538
Res One part Conv 1 Ph 20 AmpM	2	14	145	47 422		2 443	5 545	5 165	740	5 761	13 858	14 649	740
Res Tw o part Conv 3 PhM	5	398	4 058	1 331 400		68 601	155 692	145 013	20 789	161 736	389 072	411 270	20 789
Comm Conv 1 Ph 40 AmpM	6	113	1 056	517 923		19 651	52 007	56 875	744	63 085	150 184	176 060	744
Comm Conv 1 Ph 60 AmpM	2	0	5	2 267		86	228	249	3	276	657	771	3
Comm Conv 1 Ph 80 AmpM	1	6	53	25 966		985	2 607	2 851	37	3 163	7 529	8 827	37
Comm Conv 3 Ph 20 AmpM	1	10	98	47 846		1 815	4 804	5 254	69	5 828	13 874	16 265	69
Comm Conv 3 Ph 40 AmpM	6	12	113	55 252		2 096	5 548	6 067	79	6 730	16 022	18 782	79
Comm Conv 3 Ph 60 AmpM	4	2	14	6 912		262	694	759	10	842	2 004	2 350	10
Comm Conv 3 Ph 80 AmpM	2	16	149	73 036		2 771	7 334	8 020	105	8 896	21 178	24 828	105
Comm Conv 3 Ph 100 AmpM	16	184	1 724	845 366		32 075	84 886	92 832	1 214	102 969	245 133	287 370	1 214
Comm Conv 3 Ph 150 AmpM	1	10	92	45 140		1 713	4 533	4 957	65	5 498	13 089	15 345	65
Comm Conv 3 Ph 250 AmpM	1	2	14	7 102		269	713	780	10	865	2 059	2 414	10
Bulk Urban MD < 1 MVA LVM	11	542	5 075	2 488 940		94 435	249 924	273 318	3 573	303 163	721 726	846 079	3 573
Availability	278	-	-	-		-	-	-	-	-	-	-	-
Total:	11 073	48 400	427 992	185 446 308		6 947 896	18 304 821	21 062 146	1 527 067	21 793 713	52 130 322	65 139 461	1 527 067

The total costs per tariff were then calculated by applying the consumption quantities (for the specific tariff and the relevant load profile, network, meter type and customer size), to the costs per tariff cost category as shown in Table 52.

Table 52

WITZENBERG	VENUES	REVENUES FROM CHARGES APPLICABLE FOR ALL MONTHS OF THE YEAR				HIGH SEASON REVENUES				LOW SEASON REVENUES			
TOTAL COSTS	Custo	Basic	Access	MD (aLL hours)	ALL Energy	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy
TARIFF CODE	Rye ar	R/year	R/year	R/year	R/year	Rand /season	Rand /season	Rand /season	Rand /season	Rand /season	Rand /season	Rand /season	Rand /season
Res One part PP 1 Ph Deernis	-	3 187 933	3 416 953	5 814 717	1 781 509	3 896 083	2 664 168	1 342 070	52 253	2 784 777	4 383 288	2 979 591	-
Res One part PP 1 Ph 20 Amp	-	3 103 215	2 543 859	4 328 951	1 326 301	2 900 562	1 983 424	999 146	38 901	2 073 216	3 263 278	2 218 251	-
Res One part 1 Ph Conv	-	874 139	2 431 067	4 417 435	1 299 406	2 624 873	1 804 471	912 902	26 402	2 018 489	3 342 052	2 240 317	-
Res One part Conv 1 Ph 20 Amp	-	127 560	196 931	335 122	102 675	224 545	153 545	77 348	3 012	160 496	252 624	171 724	-
Res Tw o part Conv 1 Ph	-	10 174	45 428	82 546	24 281	49 049	33 719	17 059	493	37 718	62 451	41 863	-
Res Tw o part Conv 3 Ph	-	83 604	309 174	561 793	165 254	333 822	229 486	116 099	3 358	256 704	425 030	284 915	-
Comm Prepaid	-	271 005	644 805	982 677	445 069	705 823	537 041	315 214	2 016	697 036	1 148 393	825 967	-
Comm Conv 1 Ph 20 Amp	-	3 913	15 419	23 498	10 642	16 878	12 842	7 537	48	16 667	27 460	19 750	-
Comm Conv 1 Ph 40 Amp	-	20 347	112 676	171 718	77 774	123 339	93 845	55 082	352	121 803	200 676	144 333	-
Comm Conv 1 Ph 60 Amp	-	10 956	41 891	63 842	28 915	45 855	34 890	20 479	131	45 285	74 608	53 661	-
Comm Conv 1 Ph 80 Amp	-	4 695	19 399	29 565	13 390	21 235	16 157	9 483	61	20 971	34 550	24 850	-
Comm Conv 1 Ph 150 Amp	-	1 565	190 372	290 125	131 402	208 387	158 556	93 064	595	205 793	339 051	243 858	-
Comm Conv 3 Ph 20 Amp	-	6 872	13 038	19 870	9 000	14 272	10 859	6 374	41	14 095	23 221	16 702	-
Comm Conv 3 Ph 40 Amp	-	13 743	61 203	93 272	42 245	66 994	50 974	29 919	191	66 160	109 002	78 398	-
Comm Conv 3 Ph 60 Amp	-	49 246	372 283	567 355	256 964	407 512	310 065	181 991	1 164	402 439	663 033	476 878	-
Comm Conv 3 Ph 80 Amp	-	119 784	470 722	717 376	324 911	515 267	392 052	230 113	1 471	508 852	838 353	602 975	-
Comm Conv 3 Ph 100 Amp	-	175 293	662 510	1 009 660	457 290	725 204	551 787	323 869	2 071	716 175	1 179 926	848 647	-
Comm Conv 3 Ph 150 Amp	-	90 568	773 359	1 178 592	533 802	846 542	644 110	378 058	2 418	836 003	1 377 346	990 639	-
Comm Conv 3 Ph 200 Amp	-	29 216	283 968	432 764	196 006	310 840	236 509	138 818	888	306 970	505 745	363 750	-
Comm Conv 3 Ph 250 Amp	-	17 529	592 708	903 282	409 110	648 796	493 651	289 746	1 853	640 719	1 055 609	759 233	-
Rural 2 part 25 kVA	-	3 436	1 627 410	3 260 824	1 238 837	2 233 598	1 607 612	873 875	9 820	1 932 305	3 191 418	2 217 489	-
Rural 2 part 50 kVA	-	121 397	13 100	26 248	9 972	17 979	12 940	7 034	79	15 554	25 689	17 849	-
Rural 2 part 100 kVA	-	210 352	438 090	877 796	333 488	601 272	432 760	235 242	2 644	520 166	859 112	596 936	-
Bulk Rural TOU LV	-	11 017	826 843	1 299 878	671 525	1 088 863	813 205	439 455	5 073	1 097 799	1 848 428	1 178 713	-
Bulk Urban TOU > 1 MVA MV	-	38 561	8 162 137	10 124 910	11 870 922	13 467 242	12 400 087	8 687 365	54 276	17 629 038	28 978 239	24 921 999	-
Bulk Urban TOU < 1 MVA MV	-	16 526	375 024	465 207	545 430	618 776	569 744	399 156	2 494	809 997	1 331 456	1 145 085	-
Bulk Urban TOU < 1 MVA LV	-	11 017	148 638	233 674	120 717	195 740	146 186	78 999	912	197 347	332 284	211 892	-
Bulk Urban MD < 1 MVA MV	-	27 543	660 352	819 149	960 408	1 089 558	1 003 220	702 845	4 391	1 426 265	2 344 464	2 016 297	-
Bulk Urban MD < 1 MVA LV	-	110 174	1 378 374	2 166 940	1 119 454	1 815 170	1 355 639	732 587	8 458	1 830 068	3 081 391	1 964 953	-
Sport	-	10 307	14 958	22 796	10 325	16 374	12 458	7 312	47	16 170	26 641	19 161	-
Streetlights	-	91 302	1 204 632	2 393 683	633 159	303 840	385 624	820 836	46 349	238 838	619 348	2 044 716	-
Res One part 1 Ph ConvM	-	7 043	29 989	54 493	16 029	32 380	22 260	11 261	326	24 900	41 227	27 636	-
Res One part Conv 1 Ph 20 AmpM	-	1 565	14 441	26 241	7 719	15 592	10 719	5 423	157	11 990	19 853	13 308	-
Res Tw o part Conv 3 PhM	-	5 726	405 444	736 722	216 710	437 766	300 942	152 250	4 403	336 636	557 374	373 631	-
Comm Conv 1 Ph 40 AmpM	-	4 695	114 879	191 762	84 301	125 400	100 526	59 713	157	131 305	215 149	159 947	-
Comm Conv 1 Ph 60 AmpM	-	1 565	503	839	369	549	440	261	1	575	942	700	-
Comm Conv 1 Ph 80 AmpM	-	783	5 759	9 614	4 226	6 287	5 040	2 994	8	6 583	10 786	8 019	-
Comm Conv 3 Ph 20 AmpM	-	1 145	10 613	17 715	7 788	11 584	9 287	5 516	15	12 130	19 876	14 776	-
Comm Conv 3 Ph 40 AmpM	-	6 872	12 255	20 457	8 993	13 378	10 724	6 370	17	14 008	22 952	17 063	-
Comm Conv 3 Ph 60 AmpM	-	4 581	1 533	2 559	1 125	1 674	1 342	797	2	1 752	2 871	2 135	-
Comm Conv 3 Ph 80 AmpM	-	5 843	16 200	27 042	11 888	17 684	14 176	8 421	22	18 516	30 340	22 555	-
Comm Conv 3 Ph 100 AmpM	-	46 745	187 509	312 998	137 599	204 680	164 080	97 465	257	214 319	351 172	261 070	-
Comm Conv 3 Ph 150 AmpM	-	2 922	10 012	16 713	7 347	10 929	8 761	5 204	14	11 444	18 752	13 940	-
Comm Conv 3 Ph 250 AmpM	-	2 922	1 575	2 630	1 156	1 720	1 378	819	2	1 801	2 950	2 193	-
Bulk Urban MD < 1 MVA LVM	-	60 596	406 010	661 951	373 512	555 605	445 396	264 569	757	581 769	953 255	708 674	-
Availability	-	126 664	-	-	-	-	-	-	-	-	-	-	-
Total:	-	10 792 854	33 410 960	53 332 264	28 245 474	42 047 027	33 324 769	20 707 371	323 433	42 454 780	69 892 537	55 168 576	-

All the costs per tariff cost category are then adjusted, as shown in Table 53

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WITZENBERG	UANT	QUANTITIES CHARGEBLE FOR ALL MONTHS OF THE YEAR				HIGH SEASON QUANTITIES				LOW SEASON QUANTITIES			
CONSUMPTION	Number	Number of POD's	Highest MD in year	Σ MDs all hours / 12	ALL Energy	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy
TARIFF CODE	usto	POD's	kVA	kVA	kWh	kWh	kWh	kWh	kvarh	kWh	kWh	kWh	kvarh
Res One part PP 1 Ph Deernis	-	3 406	3 352	32 025	10 945 061	610 541	1 378 299	1 278 273	246 707	1 337 939	3 059 731	3 279 753	246 707
Res One part PP 1 Ph 20 Amp	-	3 315	2 495	23 842	8 148 398	454 536	1 026 118	951 651	183 669	996 071	2 277 914	2 441 716	183 669
Res One part PP 1 Ph	-	1 774	4 068	41 502	13 617 684	701 654	1 592 428	1 483 204	212 635	1 654 248	3 979 465	4 206 513	212 635
Res One part 1 Ph Conv	-	1 117	2 385	24 330	7 983 163	411 334	933 537	869 506	124 654	969 778	2 332 902	2 466 005	124 654
Res One part Conv 1 Ph 20 Amp	-	163	193	1 846	630 802	35 188	79 436	73 671	14 219	77 110	176 343	189 024	14 219
Res Tw o part Conv 1 Ph	-	13	45	455	149 176	7 686	17 444	16 248	2 329	18 122	43 593	46 081	2 329
Res Tw o part Conv 3 Ph	-	73	303	3 094	1 015 269	52 312	118 724	110 581	15 853	123 333	296 690	313 617	15 853
Comm Prepaid	-	290	632	5 412	2 734 375	110 607	277 836	300 230	9 517	334 889	801 629	909 174	9 517
Comm Conv 1 Ph 20 Amp	-	5	15	129	65 384	2 645	6 644	7 179	228	8 008	19 169	21 740	228
Comm Conv 1 Ph 40 Amp	-	26	111	946	477 818	19 328	48 550	52 464	1 663	58 520	140 081	158 874	1 663
Comm Conv 1 Ph 60 Amp	-	14	41	352	177 645	7 186	18 050	19 505	618	21 757	52 080	59 067	618
Comm Conv 1 Ph 80 Amp	-	6	19	163	82 266	3 328	8 359	9 033	286	10 075	24 118	27 353	286
Comm Conv 1 Ph 100 Amp	-	-	-	-	-	-	-	-	-	-	-	-	-
Comm Conv 1 Ph 150 Amp	-	2	187	1 598	807 296	32 656	82 028	88 640	2 810	98 873	236 673	268 424	2 810
Comm Conv 1 Ph 200 Amp	-	-	-	-	-	-	-	-	-	-	-	-	-
Comm Conv 1 Ph 250 Amp	-	-	-	-	-	-	-	-	-	-	-	-	-
Comm Conv 3 Ph 20 Amp	-	6	13	109	55 291	2 237	5 618	6 071	192	6 772	16 210	18 384	192
Comm Conv 3 Ph 40 Amp	-	12	60	514	259 538	10 498	26 371	28 497	903	31 787	76 088	86 296	903
Comm Conv 3 Ph 60 Amp		43	365	3 125	1 578 711	63 860	160 411	173 340	5 495	193 351	462 827	524 918	5 495
Comm Conv 3 Ph 80 Amp		41	462	3 951	1 996 156	80 746	202 827	219 175	6 947	244 477	585 208	663 718	6 947
Comm Conv 3 Ph 100 Amp		60	650	5 561	2 809 457	113 644	285 465	308 474	9 778	344 085	823 641	934 139	9 778
Comm Conv 3 Ph 150 Amp		31	759	6 491	3 279 524	132 658	333 228	360 086	11 414	401 655	961 449	1 090 435	11 414
Comm Conv 3 Ph 200 Amp		10	279	2 384	1 204 201	48 711	122 357	132 219	4 191	147 483	353 032	400 394	4 191
Comm Conv 3 Ph 250 Amp		6	581	4 975	2 513 452	101 670	255 389	275 973	8 748	307 832	736 862	835 718	8 748
Rural 2 part 25 kVA		3	1 596	17 959	7 611 047	350 019	831 693	832 335	46 366	928 371	2 227 752	2 440 877	46 366
Rural 2 part 50 kVA		106	13	145	61 264	2 817	6 695	6 700	373	7 473	17 932	19 648	373
Rural 2 part 100 kVA		72	430	4 835	2 048 852	94 223	223 887	224 060	12 482	249 912	599 699	657 071	12 482
Bulk Rural TOU < 1 MVA MV		-	-	-	-	-	-	-	-	-	-	-	-
Bulk Rural TOU LV		2	1 103	9 967	4 474 785	185 071	456 312	453 987	23 954	572 069	1 399 476	1 407 253	23 954
Bulk Rural MD < 1 MVA MV		-	-	-	-	-	-	-	-	-	-	-	-
Bulk Rural MD LV		-	-	-	-	-	-	-	-	-	-	-	-
Bulk Urban TOU > 1 MVA MV		7	21 011	166 546	82 450 327	2 385 848	7 252 440	9 354 366	256 260	9 575 298	22 868 251	31 013 092	256 260
Bulk Urban TOU < 1 MVA MV		3	965	7 652	3 788 325	109 622	333 226	429 803	11 774	439 954	1 050 722	1 424 951	11 774
Bulk Urban TOU < 1 MVA LV		2	198	1 792	804 413	33 269	82 029	81 611	4 306	102 838	251 578	252 976	4 306
Bulk Urban MD > 1 MVA MV		-	-	-	-	-	-	-	-	-	-	-	-
Bulk Urban MD < 1 MVA MV		5	1 700	13 474	6 670 585	193 025	586 754	756 808	20 733	774 683	1 850 140	2 509 092	20 733
Bulk Urban MD < 1 MVA LV		20	1 838	16 615	7 459 614	308 520	760 686	756 811	39 932	953 658	2 332 973	2 345 937	39 932
Sport		9	15	126	63 433	2 566	6 445	6 965	221	7 769	18 596	21 091	221
Streetlights		87	1 182	13 184	3 889 944	47 614	199 501	781 817	218 833	114 749	432 332	2 250 700	218 833
Res One part 1 Ph ConvM		9	29	300	98 479	5 074	11 516	10 726	1 538	11 963	28 778	30 420	1 538
Res One part Conv 1 Ph 20 AmpM		2	14	145	47 422	2 443	5 545	5 165	740	5 761	13 858	14 649	740
Res Tw o part Conv 3 PhM		5	398	4 058	1 331 400	68 601	155 692	145 013	20 789	161 736	389 072	411 270	20 789
Comm Conv 1 Ph 40 AmpM		6	113	1 056	517 923	19 651	52 007	56 875	744	63 085	150 184	176 060	744
Comm Conv 1 Ph 60 AmpM		2	0	5	2 267	86	228	249	3	276	657	771	3
Comm Conv 1 Ph 80 AmpM		1	6	53	25 966	985	2 607	2 851	37	3 163	7 529	8 827	37
Comm Conv 3 Ph 20 AmpM		1	10	98	47 846	1 815	4 804	5 254	69	5 828	13 874	16 265	69
Comm Conv 3 Ph 40 AmpM		6	12	113	55 252	2 096	5 548	6 067	79	6 730	16 022	18 782	79
Comm Conv 3 Ph 60 AmpM		4	2	14	6 912	262	694	759	10	842	2 004	2 350	10
Comm Conv 3 Ph 80 AmpM		2	16	149	73 036	2 771	7 334	8 020	105	8 896	21 178	24 828	105
Comm Conv 3 Ph 100 AmpM		16	184	1 724	845 366	32 075	84 886	92 832	1 214	102 969	245 133	287 370	1 214
Comm Conv 3 Ph 150 AmpM		1	10	92	45 140	1 713	4 533	4 957	65	5 498	13 089	15 345	65
Comm Conv 3 Ph 250 AmpM		1	2	14	7 102	269	713	780	10	865	2 059	2 414	10
Bulk Urban MD < 1 MVA LVM		11	542	5 075	2 488 940	94 435	249 924	273 318	3 573	303 163	721 726	846 079	3 573
Availability		278	-	-	-	-	-	-	-	-	-	-	-
Total:	-	11 073	48 400	427 992	185 446 308	6 947 896	18 304 821	21 062 146	1 527 067	21 793 713	52 130 322	65 139 461	1 527 067

The total costs per tariff were then calculated by applying the consumption quantities (for the specific tariff and the relevant load profile, network, meter type and customer size), to the costs per tariff cost category as shown in Table 52.

Table 52 to ensure that the target revenue is achieved.

Table 53

Basic adjust	Cap/MD djust	kWh adjust
0.00%	5.83%	0.00%

The following very important point must be noted:

- In the sales analysis it was shown that the calculated revenue using the sales data and tariff data does not exactly achieve the revenue as indicated in the trial balance.
- This is because of inaccurate data provided because of various reasons including journals made in Rand values but not is sales volumes.
- The target sales revenue will thus not be that in the trial balance but that calculated from current tariffs plus adjustments.
- The adjustments are to ad back the income foregone from FBE and deduct the additional revenue from streetlights which is an internal revenue.
- The target revenue from the new cost reflective tariffs is shown in Table 54Table 55.

Table 54

TARGET REVENUE		2022/2023
Previously calculated revenue		388 398 334
Plus Income foregone 2021/2022		3 038 305
Plus addisional streetlight revenue		
Total		**391 436 639**

The summary data is shown in Table 55**.**

Table 55

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WITZENBERG				
TOTAL COSTS	TOTAL	REFERENCE	OVERCHARGE	% Overcharge
TARIFF CODE	COST	TARIFF REVENUE	RAND	+% of Tariff
Res One part PP 1 Ph Deernis	32 335 122	16 022 168	-16 312 954	-101.8%
Res One part PP 1 Ph 20 Amp	24 795 337	15 372 523	-9 422 814	-61.3%
Res One part 1 Ph Conv	22 029 673	19 159 596	-2 870 076	-15.0%
Res One part Conv 1 Ph 20 Amp	1 807 993	1 413 703	-394 290	-27.9%
Res Two part Conv 1 Ph	405 555	332 692	-72 863	-21.9%
Res Two part Conv 3 Ph	2 774 403	2 066 193	-708 210	-34.3%
Comm Prepaid	6 585 199	8 018 417	1 433 218	17.9%
Comm Conv 1 Ph 20 Amp	154 924	182 933	28 009	15.3%
Comm Conv 1 Ph 40 Amp	1 123 996	1 387 265	263 269	19.0%
Comm Conv 1 Ph 60 Amp	421 241	568 764	147 523	25.9%
Comm Conv 1 Ph 80 Amp	194 699	257 964	63 265	24.5%
Comm Conv 1 Ph 150 Amp	1 866 564	1 884 768	18 203	1.0%
Comm Conv 3 Ph 20 Amp	134 538	229 145	94 606	41.3%
Comm Conv 3 Ph 40 Amp	613 195	770 246	157 051	20.4%
Comm Conv 3 Ph 60 Amp	3 695 908	4 110 157	414 249	10.1%
Comm Conv 3 Ph 80 Amp	4 730 072	4 995 219	265 147	5.3%
Comm Conv 3 Ph 100 Amp	6 663 899	8 424 108	1 760 209	20.9%
Comm Conv 3 Ph 150 Amp	7 665 993	7 958 653	292 660	3.7%
Comm Conv 3 Ph 200 Amp	2 810 860	2 843 961	33 101	1.2%
Comm Conv 3 Ph 250 Amp	5 823 925	5 368 849	-455 077	-8.5%
Rural 2 part 25 kVA	18 234 225	19 137 870	903 644	4.7%
Rural 2 part 50 kVA	266 972	1 917 058	1 650 086	86.1%
Rural 2 part 100 kVA	5 115 828	6 575 368	1 459 540	22.2%
Bulk Rural TOU LV	9 295 822	8 916 820	-379 002	-4.3%
Bulk Urban TOU > 1 MVA MV	136 662 760	142 666 649	6 003 889	4.2%
Bulk Urban TOU < 1 MVA MV	6 309 049	7 817 979	1 508 930	19.3%
Bulk Urban TOU < 1 MVA LV	1 680 016	6 934 019	5 254 003	75.8%
Bulk Urban MD < 1 MVA MV	11 105 997	14 995 387	3 889 390	25.9%
Bulk Urban MD < 1 MVA LV	15 587 323	24 327 121	8 739 798	35.9%
Sport	156 750	174 440	17 690	10.1%
Streetlights	8 802 684	10 269 452	1 466 769	14.3%
Res One part 1 Ph ConvM	268 052	592 268	324 216	54.7%
Res One part Conv 1 Ph 20 AmpM	127 271	-	-127 271	0.0%
Res Two part Conv 3 PhM	3 535 381	2 258 443	-1 276 938	-56.5%
Comm Conv 1 Ph 40 AmpM	1 190 212	1 266 515	76 303	6.0%
Comm Conv 1 Ph 60 AmpM	6 739	28 099	21 361	76.0%
Comm Conv 1 Ph 80 AmpM	60 213	71 179	10 966	15.4%
Comm Conv 3 Ph 20 AmpM	110 657	118 748	8 090	6.8%
Comm Conv 3 Ph 40 AmpM	133 281	233 958	100 677	43.0%
Comm Conv 3 Ph 60 AmpM	20 359	93 550	73 191	78.2%
Comm Conv 3 Ph 80 AmpM	172 968	193 446	20 479	10.6%
Comm Conv 3 Ph 100 AmpM	1 981 370	2 475 985	494 616	20.0%
Comm Conv 3 Ph 150 AmpM	106 220	130 255	24 035	18.5%
Comm Conv 3 Ph 250 AmpM	19 149	53 940	34 792	64.5%
Bulk Urban MD < 1 MVA LVM	5 019 472	7 209 061	2 189 589	30.4%
Availability	1 089 265	830 613	-258 652	-31.1%
Total:	391 436 639	388 398 334	-3 038 305	
	391 436 639	0.00%	-	

The results are illustrated below in **Figure 23** in % of cost and in **Figure 24** in Rand difference between cost and current revenue. The vertical axis refers to % over or under recovery and the horizontal axis refer to the tariff.

Figure 23

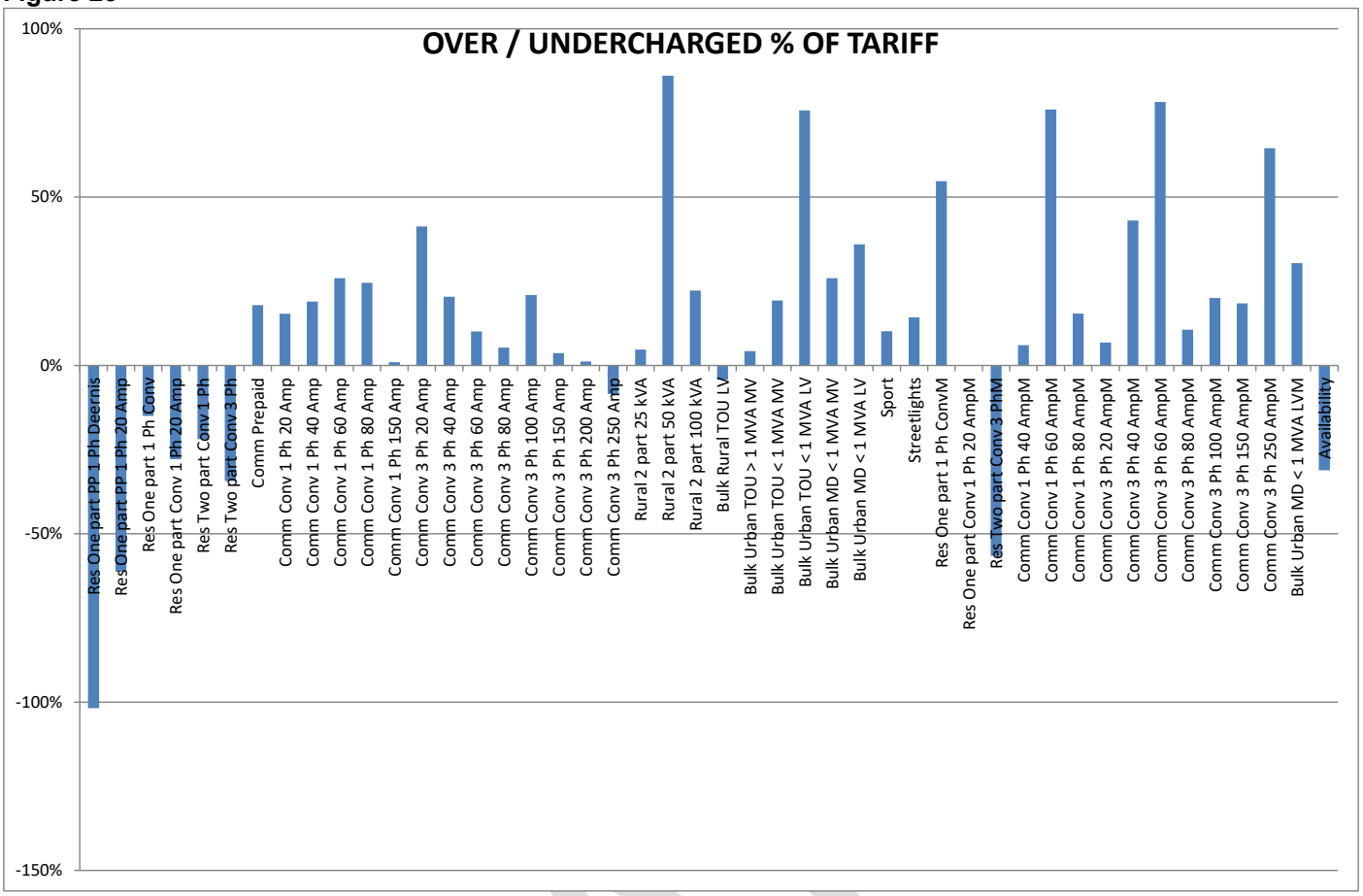
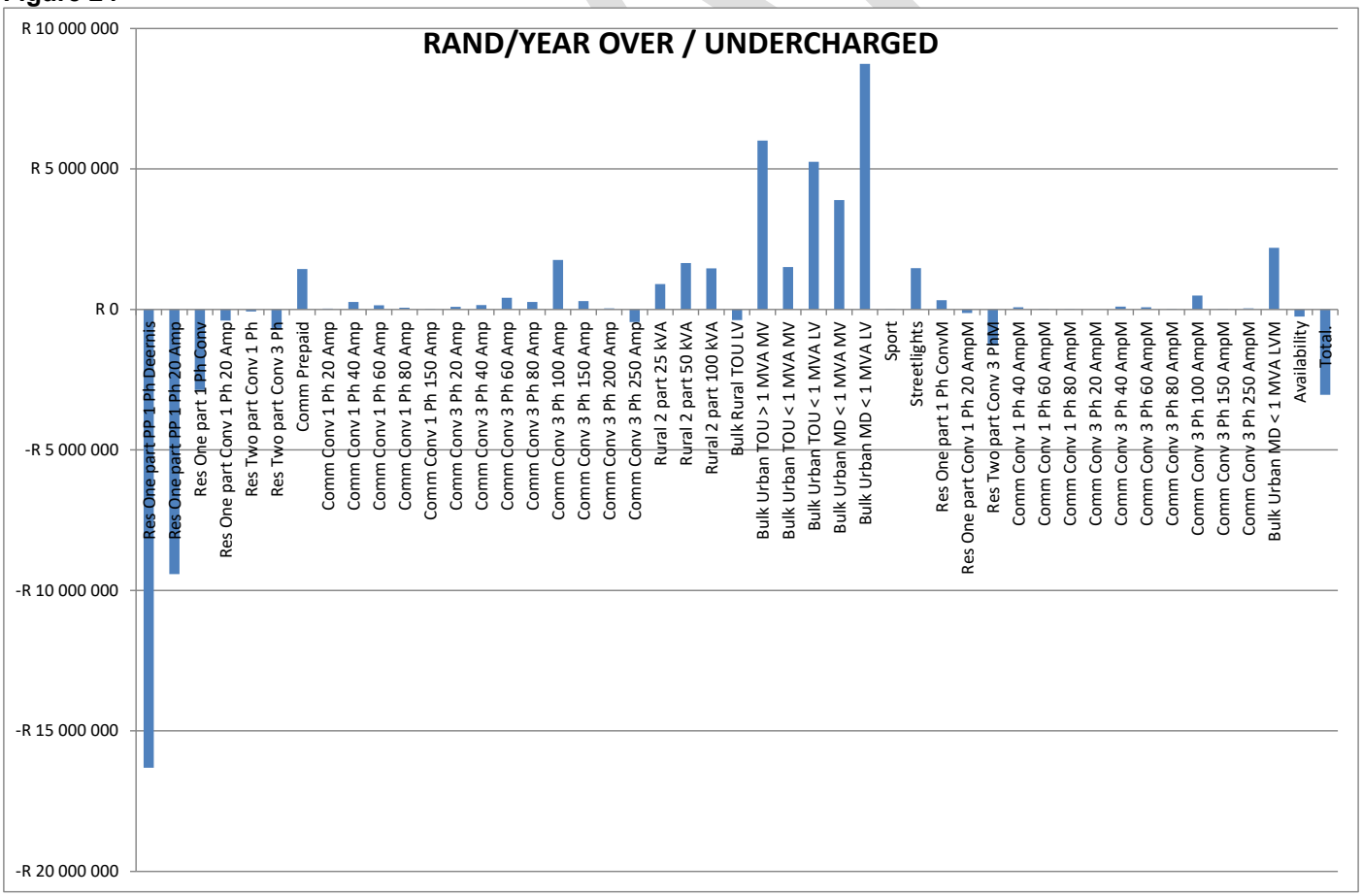


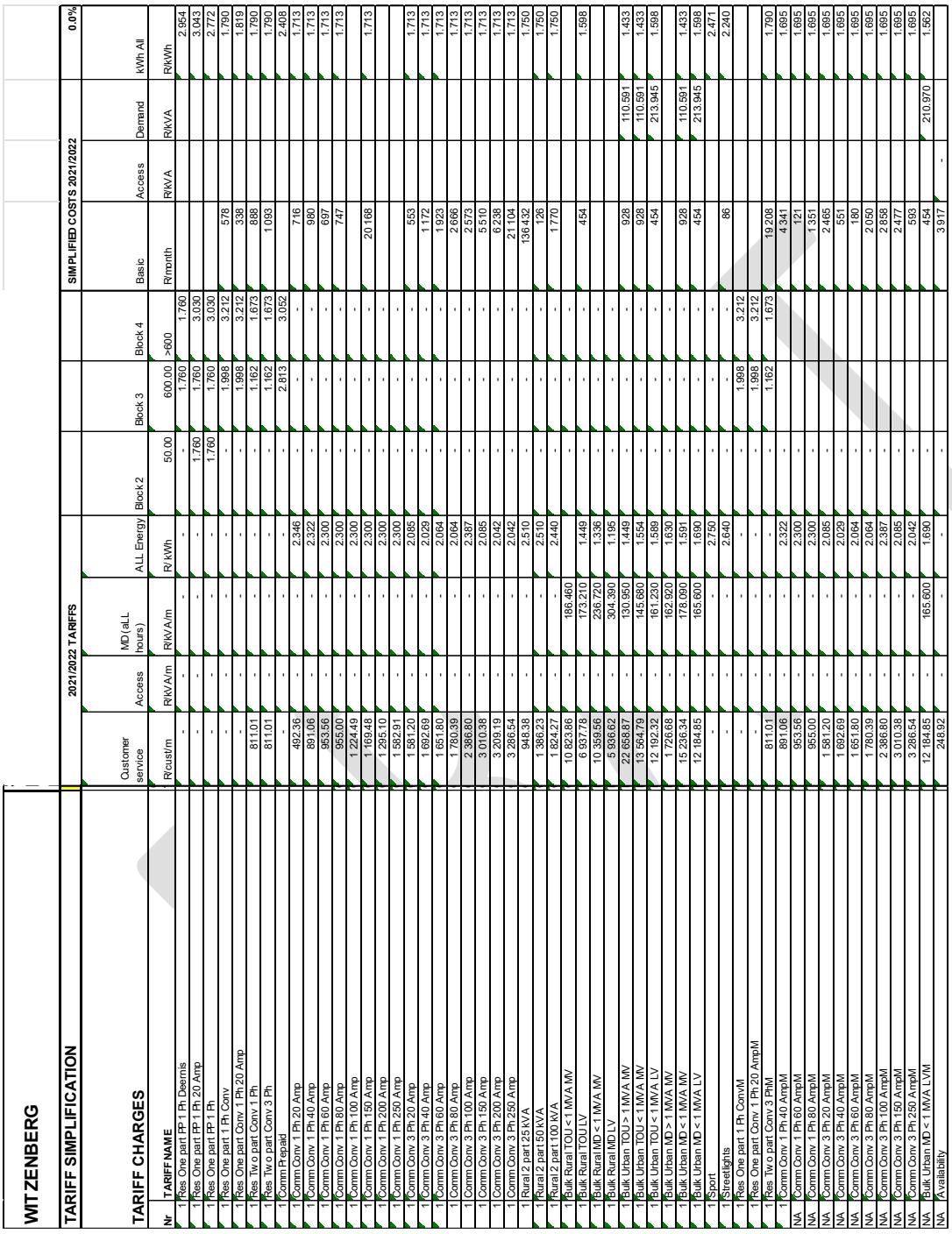
Figure 24



13.5. Tariff structure analysis

The cost of supply analysis shows the total cost vs revenue impact of the various tariffs. This section compares the current tariff components with the costs for the same tariff components. This is illustrated in Table 56Table 56**.**

Table 56



WITZENBERG																
TARIFF SIMPLIFICATION			2021/2022 TARIFFS								SIMPLIFIED COSTS 2021/2022				0.0%
TARIFF CHARGES		Customer service	Access	MD (aLL hours)	ALL Energy	Block 2	Block 3	Block 4	Basic	Access	Demand	kWh All
Nr	TARIFF NAME	R/cust/m	R/kVA/m	R/kVA/m	R/ kWh	50.00	600.00	>600	R/month	R/kVA	R/kVA	R/kWh
1	Res One part PP 1 Ph Dsemis	-	-	-	-	-	1 760	1 760				2.954
1	Res One part PP 1 Ph 20 Amp	-	-	-	-	1 760	1 760	3 030				3.043
1	Res One part PP 1 Ph	-	-	-	-	1 760	1 760	3 030				2.772
1	Res One part 1 Ph Conv	-	-	-	-	-	1 998	3 212	578			1.790
1	Res One part Conv 1 Ph 20 Amp	-	-	-	-	-	1 998	3 212	338			1.819
1	Res Tw o part Conv 1 Ph	811.01	-	-	-	-	1 162	1 673	888			1.790
1	Res Tw o part Conv 3 Ph	811.01	-	-	-	-	1 162	1 673	1 093			1.790
1	Comm Prepaid	-	-	-	-	-	2 813	3 052				2.408
1	Comm Conv 1 Ph 20 Amp	492.36	-	-	2.346	-	-	-	716			1.713
1	Comm Conv 1 Ph 40 Amp	891.06	-	-	2.322	-	-	-	980			1.713
1	Comm Conv 1 Ph 60 Amp	953.56	-	-	2.300	-	-	-	697			1.713
1	Comm Conv 1 Ph 80 Amp	955.00	-	-	2.300	-	-	-	747			1.713
1	Comm Conv 1 Ph 100 Amp	1 224.49	-	-	2.300	-	-	-				
1	Comm Conv 1 Ph 150 Amp	1 169.48	-	-	2.300	-	-	-	20 168			1.713
1	Comm Conv 1 Ph 200 Amp	1 295.10	-	-	2.300	-	-	-				
1	Comm Conv 1 Ph 250 Amp	1 582.91	-	-	2.300	-	-	-				
1	Comm Conv 3 Ph 20 Amp	1 581.20	-	-	2.085	-	-	-	553			1.713
1	Comm Conv 3 Ph 40 Amp	1 692.69	-	-	2.029	-	-	-	1 172			1.713
1	Comm Conv 3 Ph 60 Amp	1 651.80	-	-	2.064	-	-	-	1 923			1.713
1	Comm Conv 3 Ph 80 Amp	1 780.39	-	-	2.064	-	-	-	2 666			1.713
1	Comm Conv 3 Ph 100 Amp	2 386.80	-	-	2.387	-	-	-	2 573			1.713
1	Comm Conv 3 Ph 150 Amp	3 010.38	-	-	2.085	-	-	-	5 510			1.713
1	Comm Conv 3 Ph 200 Amp	3 209.19	-	-	2.042	-	-	-	6 238			1.713
1	Comm Conv 3 Ph 250 Amp	3 286.54	-	-	2.042	-	-	-	21 104			1.713
1	Rural 2 part 25 kVA	948.38	-	-	2.510	-	-	-	136 432			1.750
1	Rural 2 part 50 kVA	1 386.23	-	-	2.510	-	-	-	126			1.750
1	Rural 2 part 100 kVA	1 824.27	-	-	2.440	-	-	-	1 770			1.750
1	Bulk Rural TOU < 1 MVA MV	10 823.86	-	186.460		-	-	-				
1	Bulk Rural TOU LV	6 937.78	-	173.210	1.449	-	-	-	454			1.598
1	Bulk Rural MD < 1 MVA MV	10 359.56	-	236.720	1.336	-	-	-				
1	Bulk Rural MD LV	5 936.62	-	304.390	1.195	-	-	-				
1	Bulk Urban TOU > 1 MVA MV	22 658.87	-	130.950	1.449	-	-	-	928		110.591	1.433
1	Bulk Urban TOU < 1 MVA MV	13 564.79	-	145.680	1.554	-	-	-	928		110.591	1.433
1	Bulk Urban TOU < 1 MVA LV	12 192.32	-	161.230	1.589	-	-	-	454		213.945	1.598
1	Bulk Urban MD > 1 MVA MV	1 726.68	-	162.920	1.630	-	-	-				
1	Bulk Urban MD < 1 MVA MV	15 236.34	-	178.090	1.591	-	-	-	928		110.591	1.433
1	Bulk Urban MD < 1 MVA LV	12 184.85	-	165.600	1.690	-	-	-	454		213.945	1.598
1	Sport	-	-	-	2.750	-	-	-				2.471
1	Streetlights	-	-	-	2.640	-	-	-	86			2.240
1	Res One part 1 Ph ConvM	-	-	-	-	-	1 998	3 212				
1	Res One part Conv 1 Ph 20 AmpM	-	-	-	-	-	1 998	3 212				
1	Res Tw o part Conv 3 PhM	811.01	-	-	-	-	1 162	1 673	19 208			1.790
1	Comm Conv 1 Ph 40 AmpM	891.06	-	-	2.322	-			4 341			1.695
NA	Comm Conv 1 Ph 60 AmpM	953.56	-	-	2.300	-			121			1.695
NA	Comm Conv 1 Ph 80 AmpM	955.00	-	-	2.300	-			1 351			1.695
NA	Comm Conv 3 Ph 20 AmpM	1 581.20	-	-	2.085	-			2 465			1.695
NA	Comm Conv 3 Ph 40 AmpM	1 692.69	-	-	2.029	-			551			1.695
NA	Comm Conv 3 Ph 60 AmpM	1 651.80	-	-	2.064	-			180			1.695
NA	Comm Conv 3 Ph 80 AmpM	1 780.39	-	-	2.064	-			2 050			1.695
NA	Comm Conv 3 Ph 100 AmpM	2 386.80	-	-	2.387	-			2 858			1.695
NA	Comm Conv 3 Ph 150 AmpM	3 010.38	-	-	2.085	-			2 477			1.695
NA	Comm Conv 3 Ph 250 AmpM	3 286.54	-	-	2.042	-			593			1.695
NA	Bulk Urban MD < 1 MVA LVM	12 184.85	-	165.600	1.690	-			454		210.970	1.562
NA	Availability	248.92	-	-	-	-			3 917	-		

13.6. Key findings

The following key findings can be made in terms of the tariff levels and structures:

- Poor customers are seriously subsidised. This is based on the subsidisation of the basic charges, the lack of fixed charges, the low first block energy rates and FBE.
- Most domestic consumers are overcharged but some are undercharged.
- Commercial customers are generally overcharged. This is due to high energy charges.

- TOU MV and LV customers are slightly under-charged.
- Streetlight tariffs are too low and do not cover the fixed maintenance costs.
- Availability charges are slightly low.

14. PRICING STUDY

Now that the costs are known and how it differs from revenue, new tariffs can be developed. The first step in this process is to develop a new pricing policy.

14.1. Pricing Policy Drivers

It is now clear that the tariffs fall short in being cost reflective tariffs. The challenge is to determine what must guide the changes to be made to become more cost reflective. This section proposes the pricing principles and policies to be followed in making tariff changes.

The key sources used for purpose of formulating these policies are:

- The South African Constitution.
- The South African Electricity Pricing Policy (EPP).
- Municipal Finance Management Act (MFMA).
- Municipal Systems Act (MSA).

NERSA regulates the electricity tariffs in South Africa. The NERSA policies and guidelines thus have to be followed. There are however various NERSA guidelines in conflict with some of the legislation and regulations. The results of the cost of supply study must thus be used to move NERSA in accepting the municipal proposals.

2.1 General Tariff Principles

Section 16 of the Electricity Regulation Act of 2006 states that the setting of prices, charges, tariffs and the regulation of revenues:

a. must enable an efficient licensee to recover the full cost of its licensed activities, including a reasonable margin or return;

b. must provide for or prescribe incentives for continued improvement of the technical and economic efficiency with which services are to be provided;

c. must give end users proper information regarding the costs that their consumption imposes on the licensee's business;

d. must avoid undue discrimination between customer categories; and

e. may permit the cross-subsidy of tariffs to certain categories of customers.

Principles obtained from the Municipal Systems Act are as follows:

a. Users of municipal services should be treated equitably in the application of tariffs.

b. The amount individual users pay for services should generally be in proportion to their use of that service.

c. Low income households must have access to at least basic services through:

- tariffs that cover only operating and maintenance costs;
- special tariffs or life line tariffs for low levels of use or consumption of services or for basic levels of service; or
- any other direct or indirect method of subsidisation of tariffs for low income households.

d. Tariffs must reasonable reflect the costs associated with rendering the service, including capital, operating, maintenance, administration and replacement costs, and interest charges.

e. Tariffs must be set at levels that facilitate the financial sustainability of the service, taking into account subsidisation from sources other than the service concerned.

f. Provision may be made for the promotion of local economic development through special tariffs for categories of commercial and industrial users.

g. The economical, efficient and effective use of resources, the recycling of waste and other appropriate environmental objectives must be encouraged.

h. The extent of subsidisation of tariffs for low income households and other categories of users should be fully disclosed.

i. A tariff policy may differentiate between different categories of users, debtors, service providers, services, service standards, geographical areas and other matters as long as such differentiation does not amount to unfair discrimination.

14.2. Pricing policy.

In view of the findings to date, the summarised pricing policy is provided below:

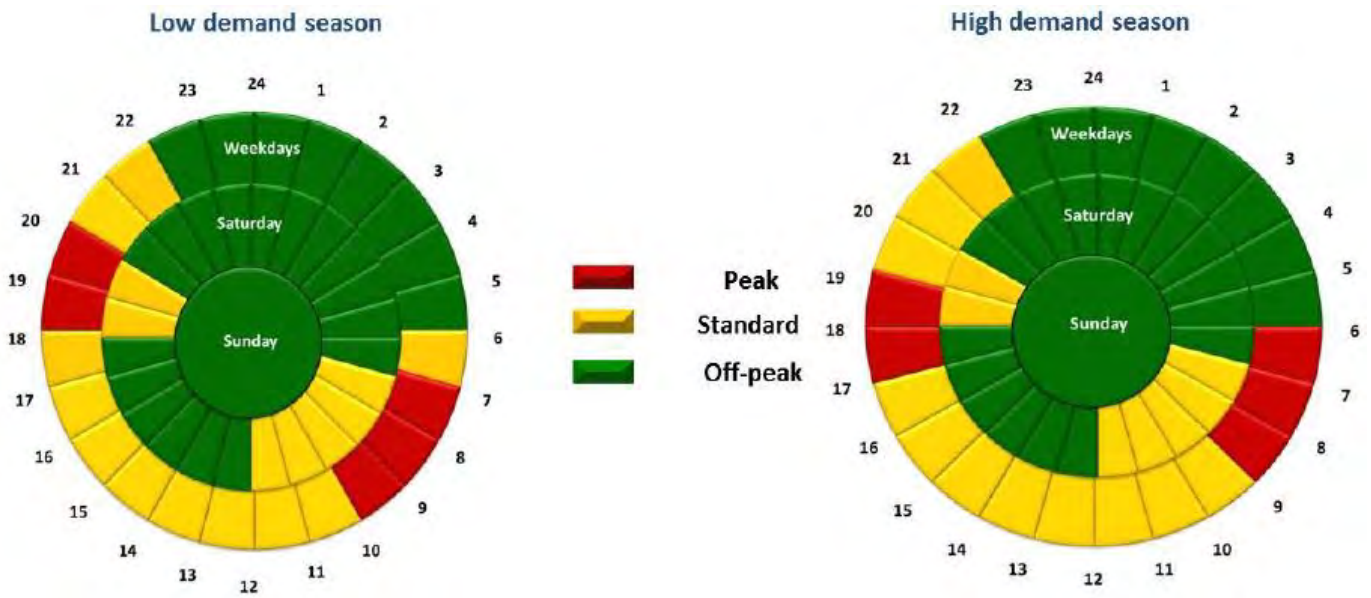
- It should be in line with the National Electricity Pricing Policy.
- All tariffs should be set as close as possible to the cost of supply.
- Indigent customers as registered in terms of indigent policy.
  - These customers limited to 20 Amps will continue to be charged on an IBT tariff with no fixed charges.
  - Free Basic Electricity (FBE) of 50 kWh/m off-set by equitable share.
- Cross subsidisation of low usage domestic customers (poor but not indigent) customers should be done as follows:
  - Criteria to include limited consumption.
  - Customers limited to 20 Amps will be charged the full cost reflective fixed charges.
  - Retain IBT structure.
  - No FBE is granted.
- All small customers (domestic / business) > 20 Amp should have a fully cost reflective tariff:
  - A basic charge to reflect the fixed metering, billing, revenue collection and customer services costs.
  - A capacity charge based on the installed / limited capacity of the customer. In other words, the total network costs as calculated for that tariff before (using the relevant demand allocation method), is now divided by the customers' actual capacity.
  - An energy charge that covers the full energy cost, losses and surplus mark-up.
- All large customers should be charged on a TOU tariff with structure and TOU slots as per the Eskom Megaflex tariff applicable to Witzenberg including changes over time:
  - Basic charge.
  - Capacity charge based on the highest of the following:
    - Notified demand or highest **annual** maximum demand to cover Eskom Access charge plus dedicated municipal network costs.
  - Maximum demand charge based on **monthly** highest maximum during Peak and Standard Periods only. (the municipality insist to also apply the demand charge during off-peak periods. The consultant supports not charging the maximum demand charge during off-peak periods as it has been shown in other areas that some consumers can increase their consumption during these periods without jeopardising the municipal costs or infrastructure.)

- Energy charges for:
  - High Demand (June, July and August) and Low demand (all other months)
  - Peak, Standard and Off-peak (See diagram below)
- Reactive energy charge based on kvarh in excess of 30% of kWh during all peak and Standard period for both seasons.
- Public holidays treated as the day they fall on.
- The tariffs should be different small consumers (<100 kVA), LV and MV.

This means that each customer will pay an average price depending on its own TOU ratio's and load factor. This is the same as applied by Eskom on its TOU tariffs.

TOU periods are as shown in Figure 25.

Figure 25



- Co-generation charges. (SSEG-tariff)
  - The standard Access / Capacity charges remain.
  - Energy purchased by the customer be charged at the relevant standard tariff charges.
  - An additional basic charge be levied to cover the additional metering / billing costs.
  - The energy purchased from the customer be credited on TOU period based on 90% of Eskom TOU energy rates (excluding non-TOU energy charges such as levies). The municipality proposes to reduce this to 50% despite the fact that the current rate is very close to 80%)

14.3. Cross subsidies to the poor.

In view of the proposed pricing policy, it is further proposed that the tariffs for Indigents and 30 Amp customers are not increased structurally. The extent of the cross subsidy in this case is then calculated.

The results of these calculations are shown in Table 57

Table 57

SUBSIDY ANALYSIS						
Tariffs to be subsidised	**Customers**	**Tot Cost**	**Current revenue**	**Shortfall**	**FBE**	**Subsidy**
Res One part PP 1 Ph Deernis	3 406	32 335 122	16 022 168	16 312 954	3 038 305	13 274 649
Res One part PP 1 Ph 20 Amp	3 315	24 795 337	15 372 523	9 422 814		9 422 814
Res One part PP 1 Ph	1 774	37 745 507	27 742 787	10 002 720		10 002 720
Res One part 1 Ph Conv	1 117	22 029 673	19 159 596	2 870 076		2 870 076
TOTAL		**116 905 639**	**78 297 075**	**38 608 564**	**3 038 305**	**35 570 260**
Total revenue excluding subsidy customers		310 101 259				
Total subsidy as % of Base revenue						**11.47%**

This subsidy % is of non-subsidised revenue. The question thus is what the charge for the indigent should be. The following in this respect. The NERSA benchmark for non-IBT tariffs is shown in Table 58 for 2022/2023.

Table 58

Table 6: Average domestic IBT benchmarks

	Domestic Inclining Block Tariffs (IBTs)			
	Block 1 (0-50 kWh) R.c/kWh	Block 2 (51-350 kWh) R.c/kWh	Block 3 (351-600 kWh) R.c/kWh	Block 4 (>600 kWh) R.c/kWh
Excl VAT	R1.2396 - R1.3523	R1.6259 - R1.7386	R2.3182 - R2.4470	R2.7851 - R2.8817
Incl VAT	R1.4255 - R1.5551	R1.8698 - R1.9994	R2.6659 - R2.8140	R3.2029 - R3.3139

Table 7: Alternative domestic low IBT

	Domestic Low IBT	
	Block 1 (0-350 kWh) R.c/kWh	Block 2 (>350 kWh) R.c/kWh
Excl VAT	R1.5776 - R1.6582	R2.2860 - R2.3986
Incl VAT	R1.8142 - R1.9069	R2.6288 - R2.7584

Table 8: Alternative domestic high IBT

	Domestic High IBT	
	Block 1 (0-350 kWh) R.c/kWh	Block 2 (>350 kWh) R.c/kWh
Excl VAT	R1.5293 - R1.6259	R2.2539 - R2.3504
Incl VAT	R1.7587 - R1.8698	R2.5919 - R2.7030

Table 9: Average domestic non-IBT benchmarks

	Domestic Non- IBT	
	Domestic Low (0-400 kWh) R.c/kWh	Domestic High (>400 kWh) R.c/kWh
Excl VAT	R1.7386 - R1.8513	R2.1894 - R2.2698
Incl VAT	R1.9994 - R2.1290	R2.5178 - R2.6103

Table 59

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Table 59 shows the calculation of the marginal Eskom purchase costs. The marginal costs do not refer to the average Eskom purchase price but the price of the domestic customers on its own. In other words, the impact that domestic customers have on increasing the access charge, maximum demand charge, energy charges during the various periods and the reactive energy charges.

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Table 59

DOMESTIC ENERGY /MARGINAL ESKOM COST ANALYSIS			
Eskom			2022/2023
'Transmission network charges [R/kVA/m]		R/kVA/m	12.42
Distribution network charges			
'Network capacity charge		R/kVA/m	24.18
'Network demand charge		R/kVA/m	45.84
'Urban low voltage subsidy charge [R/kVA/		R/kVA/m	-

Energy charges				Ancillary service charge [c/kWh]	Electrification and rural network subsidy charge [c/kWh]	Total
'High demand season [Jun	Peak	R/kWh	481.44	0.60	11.73	493.77
	Standard	R/kWh	145.83	0.60	11.73	158.16
	Off Peak	R/kWh	79.21	0.60	11.73	91.54
'Low demand season [Sep - May]						
	Peak	R/kWh	157.03	0.60	11.73	169.36
	Standard	R/kWh	108.08	0.60	11.73	120.41
	Off Peak	R/kWh	68.54	0.60	11.73	80.87

Domestic characteristics										
DATA PER	HIGH SEASON			LOW SEASON						
BILLING CYCLE	P	S	O	P	S	O	Monthly LF	Annual LF	Reactive Energy	Losses
MONTH	kWh (FOR)	kWh (FOR)	kWh (FOR)	kWh (FOR)	kWh (FOR)	kWh (FOR)	%	%	% of kWh	
Domestic	4%	10%	11%	12%	29%	34%	71.3%	70.7%	24.9%	22.93%
Dom Poor	4%	10%	11%	12%	29%	33%	67.8%	44.8%	0.3%	22.93%

Vending c	PP cust	R/cust/m
2521752	8783.5	23.92509

EFFECTIVE R/KWH	'Transmission network charges [R/kVA/m]	Distribution network charges			Energy charges 'High demand season [Jun - Aug]			Energy charges 'Low demand season [Sep - May]						Eskom Increase	Vending	GRAND TOTAL
c/KWH		'Network capacity charge	'Network demand charge	Urban low voltage subsidy charge [R/kVA/m]	Peak	Standard	Off Peak	Peak	Standard	Off Peak	Reactive Energy	Sub-Total Energy	Total	2022/2023	R/cust/m	
	R/kVA/m	R/kVA/m	R/kVA/m	R/kVA/m	c/kWh	c/kWh	c/kWh	c/kWh	c/kWh	c/kWh	c/kWh	c/kWh	c/kWh	0.00%	R 24	
Eskom charges	**12.42**	**24.18**	**45.84**	**0**	**493.77**	**158.16**	**91.54**	**169.36**	**120.41**	**80.87**	**21.19**				c/kWh	c/kWh
Domestic	2.958	5.759	10.828	-	23.03	19.52	12.36	25.36	42.92	33.80	5.28	**162.27**	**181.81**	181.815	3.68	185.50
Dom Poor	4.669	9.090	11.383	-	24.55	19.76	12.36	25.50	43.40	33.06	0.07	**158.68**	**183.83**	183.8262	9.57	193.40
-																

The following in this respect:

- The Megaflex charges are those applicable to Witzenberg municipality.
- The TOU consumption ratios and load factors were calculated from the representative load profiles.
- The monthly vending costs is the total vending cost divided by the number of customers divided by 12. This is then converted to a c/kWh for each domestic tariff category.
- This shows that the marginal cost of Eskom purchases for Indigent customers is more than 182 c/kWh in 2022/2023 values.
- The NERSA low benchmark does not even cover the marginal Eskom cost.
- If only the marginal vending costs is added it comes to more than 193 c/kWh.
- It is thus proposed that the charge to indigents be set equal to the highest of the NERSA benchmark even if it only makes a small contribution to the operating costs.
- In time this can be reviewed depending on the subsidy on non-subsidised customers.

Table 60 shows the subsidy with the proposed restructured tariffs.

Table 60

SUBSIDY ANALYSIS: NEW						
Tariffs to be subsidised	**Customers**	**Tot Cost**	**New revenue**	**Shortfall**	**FBE**	**Subsidy**
Res One part PP 1 Ph Deernis	3 406	32 335 122	16 022 168	16 312 954	3 038 305	13 274 649
Res One part PP 1 Ph 20 Amp	3 315	24 795 337	15 372 523	9 422 814	-	9 422 814
TOTAL	**0**	**116 905 639**	**31 394 691**	**25 735 768**	**3 038 305**	**22 697 463**
0	0	0	0	0	0	
Total revenue excluding subsidy customers	0	310 101 259	-	-	0	
Total subsidy as % of Base revenue					7.32%	**7.61%**

The equitable share amount will remain at R3 mill. The main change is that consumers requiring capacity > 20 Amps will be charged cost reflective 6ariffs and thus their revenue will increase.

15. INDIGENT POLICY

The current indigent and tariff policy as previously indicted is inconsistent:

- Residential Indigent as per Indigent policy:
  - Pay no fixed charges and IBT energy tariff.
  - They get 50 kWh/m for free which is off-set by equitable share.
- Residential pre-paid consumers do not pay fixed charges and very low first block energy rates thus receiving big subsidies but it is not seen as part of the Indigent policy.

16. PROPOSED TARIFFS

In view of the proposed pricing policy the following tariffs are proposed for Witzenberg as shown below:

Table 61. It shows the following:

- The current tariffs,
- The current costs escalated to 2022/2023.

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Table 62. It shows the following:

- The current tariff
- The proposed rates before annual price increase.

A slight adjustment is made to achieve the revenue target as shown in green.

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Table 61

WITZENBERG		2022/2023 Tariffs											2021/2022 cost escalated to 2022/2023											
1						Hi Demand		3	Low demand		9		Escalation	Already done		0.00%	Hi Demand		3	Low demand		9		
1						Energy Peak	Energy Standard	Energy Off-Peak	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy					Energy Peak	Energy Standard	Energy Off-Peak	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy
PROPOSED TARIFFS		Basic charge	Capacity	MD / kVA	ALL Energy	Block 1 energy	Block 2 energy	BLock 3 energy	BLock 4 energy	BLock 5 energy			Basic charge	Access / kVA	MD / kVA	Energy	Block 1 energy	Block 2 energy	BLock 3 energy	BLock 4 energy	BLock 5 energy		
Nr	TARIFF NAME	Rand/ month	Rand/ kVA/m	Rand/ kVA	R/kWh	R/kWh	R/kWh	R/kWh	R/kWh	R/kWh	R/kWh	R/kWh	Rand/ month	Rand/ kVA/m	Rand/ kVA/m	R/kWh	R/kWh	R/kWh	R/kWh	R/kWh	R/kWh	R/kWh	R/kWh
1.00	Res One part PP 1 Ph Deernis	-	-	-	-	-	1.76	1.76	-	-	-	-				2.9543							
1.00	Res One part PP 1 Ph 20 Amp	-	-	-	-	1.76	1.76	3.03	-	-	-	-				3.0430							
1.00	Res One part PP 1 Ph	-	-	-	-	1.76	1.76	3.03	-	-	-	-	77.22	47.18		1.8069							
1.00	Res One part 1 Ph Conv	-	-	-	-	-	2.00	3.21	-	-	-	-	64.56	54.02		1.7919							
1.00	Res One part Conv 1 Ph 20 Amp	-	-	-	-	-	2.00	3.21	-	-	-	-	64.56	54.02		1.7919							
1.00	Res Two part Conv 1 Ph	811.01	-	-	-	-	1.16	1.67	-	-	-	-	64.56	54.02		1.7919							
1.00	Res Two part Conv 3 Ph	811.01	-	-	-	-	1.16	1.67	-	-	-	-	94.52	41.60		1.7898							
1.00	Comm Prepaid	-	-	-	-	-	2.81	3.05	-	-	-	-				2.4083							
1.00	Comm Conv 1 Ph 20 Amp	492.36	-	-	2.35	-	-	-	-	-	-	-	64.56	49.18		1.7126							
1.00	Comm Conv 1 Ph 40 Amp	891.06	-	-	2.32	-	-	-	-	-	-	-	64.56	49.18		1.7126							
1.00	Comm Conv 1 Ph 60 Amp	953.56	-	-	2.30	-	-	-	-	-	-	-	64.56	49.18		1.7126							
1.00	Comm Conv 1 Ph 80 Amp	955.00	-	-	2.30	-	-	-	-	-	-	-	64.56	49.18		1.7126							
1.00	Comm Conv 1 Ph 100 Amp	1 224.49	-	-	2.30	-	-	-	-	-	-	-	64.56	49.18		1.7126							
1.00	Comm Conv 1 Ph 150 Amp	1 169.48	-	-	2.30	-	-	-	-	-	-	-	64.56	49.18		1.7126							
1.00	Comm Conv 1 Ph 200 Amp	1 295.10	-	-	2.30	-	-	-	-	-	-	-	64.56	49.18		1.7126							
1.00	Comm Conv 1 Ph 250 Amp	1 582.91	-	-	2.30	-	-	-	-	-	-	-	211.00	49.18		1.7126							
1.00	Comm Conv 3 Ph 20 Amp	1 581.20	-	-	2.09	-	-	-	-	-	-	-	94.52	49.18		1.7126							
1.00	Comm Conv 3 Ph 40 Amp	1 692.69	-	-	2.03	-	-	-	-	-	-	-	94.52	49.18	-	1.7126							
1.00	Comm Conv 3 Ph 60 Amp	1 651.80	-	-	2.06	-	-	-	-	-	-	-	94.52	49.18	-	1.7126							
1.00	Comm Conv 3 Ph 80 Amp	1 780.39	-	-	2.06	-	-	-	-	-	-		240.96	49.18		1.7126							
1.00	Comm Conv 3 Ph 100 Amp	2 386.80	-	-	2.39	-	-	-	-	-	-		240.96	49.18		1.7126							
1.00	Comm Conv 3 Ph 150 Amp	3 010.38	-	-	2.09	-	-	-	-	-	-	-	240.96	49.18		1.7126							
1.00	Comm Conv 3 Ph 200 Amp	3 209.19	-	-	2.04	-	-	-	-	-	-	-	240.96	49.18		1.7126							
1.00	Comm Conv 3 Ph 250 Amp	3 286.54	-	-	2.04	-	-	-	-	-	-	-	240.96	49.18		1.7126							
1.00	Rural 2 part 25 kVA	948.38	-	-	2.51	-	-	-	-	-	-	-	94.52	69.24		1.7504							
1.00	Rural 2 part 50 kVA	1 386.23	-	-	2.51	-	-	-	-	-	-	-	94.52	69.24		1.7504							
1.00	Rural 2 part 100 kVA	1 824.27	-	-	2.44	-	-	-	-	-	-	-	240.96	69.24		1.7504							
1.00	Bulk Rural TOU < 1 MVA MV	#######	-	186.46	-	5.02	1.62	0.96	1.75	1.26	0.85	-	928.38	32.62	61.21		5.796	1.856	1.074	1.988	1.413	0.949	0.212
1.00	Bulk Rural TOU LV	6 937.78	-	173.21	-	5.53	1.78	1.06	1.93	1.37	0.92	-	454.42	62.68	130.73		6.042	1.935	1.120	2.072	1.473	0.989	0.212
1.00	Bulk Rural MD < 1 MVA MV	#######	-	236.72	1.34	-	-	-	-	-	-	-	928.38	32.62	61.21		5.796	1.856	1.074	1.988	1.413	0.949	0.212
1.00	Bulk Rural MD LV	5 936.62	-	304.39	1.19	-	-	-	-	-	-	-	454.42	62.68	130.73		6.042	1.935	1.120	2.072	1.473	0.989	0.212
1.00	Bulk Urban TOU > 1 MVA MV	#######	-	130.95	-	5.86	1.90	1.11	2.02	1.46	0.96	-	928.38	32.62	61.21		5.796	1.856	1.074	1.988	1.413	0.949	0.212
1.00	Bulk Urban TOU < 1 MVA MV	#######	-	145.68	-	6.25	2.02	1.17	2.16	1.54	1.05	-	928.38	32.62	61.21		5.796	1.856	1.074	1.988	1.413	0.949	0.212
1.00	Bulk Urban TOU < 1 MVA LV	#######	-	161.23	-	6.06	1.90	1.18	2.14	1.50	0.97	-	454.42	62.68	130.73		6.042	1.935	1.120	2.072	1.473	0.989	0.212
1.00	Bulk Urban MD > 1 MVA MV	1 726.68	-	162.92	1.63	-	-	-	-	-	-	-	928.38	32.62	61.21		5.796	1.856	1.074	1.988	1.413	0.949	0.212
1.00	Bulk Urban MD < 1 MVA MV	#######	-	178.09	1.59	-	-	-	-	-	-	-	928.38	32.62	61.21		5.796	1.856	1.074	1.988	1.413	0.949	0.212
1.00	Bulk Urban MD < 1 MVA LV	#######	-	165.60	1.69	-	-	-	-	-	-	-	454.42	62.68	130.73		6.042	1.935	1.120	2.072	1.473	0.989	0.212
1.00	Sport	-	-	-	2.75	-	-	-	-	-	-	-				2.4711							
1.00	Streetlights	-	-	-	2.64	-	-	-	-	-	-	-	86.46			2.6511							
1.00	Res One part 1 Ph ConvM	-	-	-	-	-	2.00	3.21	-	-	-	-	64.56	54.02	-	1.7919							
1.00	Res One part Conv 1 Ph 20 AmpM	-	-	-	-	-	2.00	3.21	-	-	-	-	64.56	54.02	-	1.79							
1.00	Res Two part Conv 3 PhM	811.01	-	-	-	-	1.16	1.67	-	-	-	-	94.52	41.60	-	1.7898							
1.00	Comm Conv 1 Ph 40 AmpM	891.06	-	-	2.32	-	-	-	-	-	-	-	64.56	49.18	-	1.7126							
1.00	Comm Conv 1 Ph 60 AmpM	953.56	-	-	2.30	-	-	-	-	-	-	-	64.56	49.18	-	1.7126							
1.00	Comm Conv 1 Ph 80 AmpM	955.00	-	-	2.30	-	-	-	-	-	-	-	64.56	49.18	-	1.7126							
1.00	Comm Conv 3 Ph 20 AmpM	1 581.20	-	-	2.09	-	-	-	-	-	-	-	64.56	49.18	-	1.7126							
1.00	Comm Conv 3 Ph 40 AmpM	1 692.69	-	-	2.03	-	-	-	-	-	-	-	64.56	49.18	-	1.7126							
1.00	Comm Conv 3 Ph 60 AmpM	1 651.80	-	-	2.06	-	-	-	-	-	-	-	64.56	49.18	-	1.7126							
1.00	Comm Conv 3 Ph 80 AmpM	1 780.39	-	-	2.06	-	-	-	-	-	-	-	240.96	49.18	-	1.7126							
1.00	Comm Conv 3 Ph 100 AmpM	2 386.80	-	-	2.39	-	-	-	-	-	-	-	240.96	49.18	-	1.7126							
1.00	Comm Conv 3 Ph 150 AmpM	3 010.38	-	-	2.09	-	-	-	-	-	-	-	240.96	49.18	-	1.7126							
1.00	Comm Conv 3 Ph 250 AmpM	3 286.54	-	-	2.04	-	-	-	-	-	-	-	240.96	49.18	-	1.7126							
1.00	Bulk Urban MD < 1 MVA LVM	#######	-	165.60	1.69	-	-	-	-	-	-	-	454.42	62.68	130.73	-	6.0416	1.9348	1.1195	2.0718	1.4728	0.9890	0.212
1.00	Availability	248.92	-	-	-	-	-	-	-	-	-	-		45.34									

Table 62

WITZENBERG		2022/2023 Tariffs											2022/2023 Proposed before phase in and increase										
1						Hi Demand		3	Low demand		9		Basic adjust.	Access /Demand adjust.	Energy adjust.	Subsidy adjust.	Hi Demand		3	Low demand		9	
1						Energy Peak	Energy Standard	Energy Off-Peak	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy	0.00%	-0.39%	0.00%	7.61%	Energy Peak	Energy Standard	Energy Off-Peak	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy
PROPOSED TARIFFS		Basic charge	Capacity	MD / kVA	ALL Energy	Block 1 energy	Block 2 energy	BLock 3 energy	BLock 4 energy	BLock 5 energy			Basic charge	Access / kVA	MD / kVA	Energy	Block 1 energy	Block 2 energy	BLock 3 energy	BLock 4 energy	BLock 5 energy		
Nr	TARIFF NAME	Rand/ month	Rand/ kVA/m	Rand/ kVA	R/kWh	R/kWh	R/kWh	R/kWh	R/kWh	R/kWh	R/kWh	R/kWh	Rand/ month	Rand/ kVA/m	Rand/ kVA/m	R/kWh	R/kWh	R/kWh	R/kWh	R/kWh	R/kWh	R/kWh	R/kWh
1.00	Res One part PP 1 Ph Deernis	-	-	-	-	-	1.76	1.76	-	-	-	-					-	1.760	1.760	-		-	
1.00	Res One part PP 1 Ph 20 Amp	-	-	-	-	1.76	1.76	3.03	-	-	-	-					1.760	1.760	3.030	-		-	
1.00	Res One part PP 1 Ph	-	-	-	-	1.76	1.76	3.03	-	-	-	-	83.09	50.57	-	1.9444						-	
1.00	Res One part 1 Ph Conv	-	-	-	-	-	2.00	3.21	-	-	-	-	69.47	57.90	-	1.9282						-	
1.00	Res One part Conv 1 Ph 20 Amp	-	-	-	-	-	2.00	3.21	-	-	-	-	69.47	57.90	-	1.9282						-	
1.00	Res Tw o part Conv 1 Ph	811.01	-	-	-	-	1.16	1.67	-	-	-	-	69.47	57.90	-	1.9282						-	
1.00	Res Tw o part Conv 3 Ph	811.01	-	-	-	-	1.16	1.67	-	-	-	-	101.71	44.59	-	1.9259							
1.00	Comm Prepaid	-	-	-	-	-	2.81	3.05	-	-	-	-				2.8130							
1.00	Comm Conv 1 Ph 20 Amp	492.36	-	-	2.35	-	-	-	-	-	-	-	69.47	52.71	-	1.8429							
1.00	Comm Conv 1 Ph 40 Amp	891.06	-	-	2.32	-	-	-	-	-	-	-	69.47	52.71	-	1.8429							
1.00	Comm Conv 1 Ph 60 Amp	953.56	-	-	2.30	-	-	-	-	-	-	-	69.47	52.71	-	1.8429							
1.00	Comm Conv 1 Ph 80 Amp	955.00	-	-	2.30	-	-	-	-	-	-	-	69.47	52.71	-	1.8429							
1.00	Comm Conv 1 Ph 100 Amp	1 224.49	-	-	2.30	-	-	-	-	-	-	-	69.47	52.71	-	1.8429							
1.00	Comm Conv 1 Ph 150 Amp	1 169.48	-	-	2.30	-	-	-	-	-	-	-	69.47	52.71	-	1.8429							
1.00	Comm Conv 1 Ph 200 Amp	1 295.10	-	-	2.30	-	-	-	-	-	-	-	69.47	52.71	-	1.8429							
1.00	Comm Conv 1 Ph 250 Amp	1 582.91	-	-	2.30	-	-	-	-	-	-	-	227.05	52.71	-	1.8429							
1.00	Comm Conv 3 Ph 20 Amp	1 581.20	-	-	2.09	-	-	-	-	-	-	-	101.71	52.71	-	1.8429							
1.00	Comm Conv 3 Ph 40 Amp	1 692.69	-	-	2.03	-	-	-	-	-	-	-	101.71	52.71	-	1.8429							
1.00	Comm Conv 3 Ph 60 Amp	1 651.80	-	-	2.06	-	-	-	-	-	-	-	101.71	52.71	-	1.8429							
1.00	Comm Conv 3 Ph 80 Amp	1 780.39	-	-	2.06	-	-	-	-	-	-	-	259.30	52.71	-	1.8429							
1.00	Comm Conv 3 Ph 100 Amp	2 386.80	-	-	2.39	-	-	-	-	-	-	-	259.30	52.71	-	1.8429							
1.00	Comm Conv 3 Ph 150 Amp	3 010.38	-	-	2.09	-	-	-	-	-	-	-	259.30	52.71		1.8429							
1.00	Comm Conv 3 Ph 200 Amp	3 209.19	-	-	2.04	-	-	-	-	-	-	-	259.30	52.71		1.8429							
1.00	Comm Conv 3 Ph 250 Amp	3 286.54	-	-	2.04	-	-	-	-	-	-	-	259.30	52.71	-	1.8429							
1.00	Rural 2 part 25 kVA	948.38	-	-	2.51	-	-	-	-	-	-	-	948.38	-	-	2.5100							
1.00	Rural 2 part 50 kVA	1 386.23	-	-	2.51	-	-	-	-	-	-	-	1 386.23	-	-	2.5100							
1.00	Rural 2 part 100 kVA	1 824.27	-	-	2.44	-	-	-	-	-	-	-	1 824.27	-	-	2.4400							
1.00	Bulk Rural TOU < 1 MVA MV	########	-	186.46	-	5.02	1.62	0.96	1.75	1.26	0.85	-											
1.00	Bulk Rural TOU LV	6 937.78	-	173.21	-	5.53	1.78	1.06	1.93	1.37	0.92	-	489.00	67.18	140.13	-	6.4761	2.0739	1.2001	2.2208	1.5788	1.0601	0.2271
1.00	Bulk Rural MD < 1 MVA MV	########	-	236.72	1.34	-	-	-	-	-	-	-											
1.00	Bulk Rural MD LV	5 936.62	-	304.39	1.19	-	-	-	-	-	-	-											
1.00	Bulk Urban TOU > 1 MVA MV	########	-	130.95	-	5.86	1.90	1.11	2.02	1.46	0.96	-	999.01	34.96	65.62	-	5.2064	1.8503	1.1841	1.9623	1.4728	1.0774	0.2119
1.00	Bulk Urban TOU < 1 MVA MV	########	-	145.68	-	6.25	2.02	1.17	2.16	1.54	1.05	-	999.01	34.96	65.62	-	5.2064	1.8503	1.1841	1.9623	1.4728	1.0774	0.2119
1.00	Bulk Urban TOU < 1 MVA LV	########	-	161.23	-	6.06	1.90	1.18	2.14	1.50	0.97	-	489.00	67.18	140.13	-	5.2938	1.9377	1.2715	2.0497	1.5602	1.1648	0.2119
1.00	Bulk Urban MD > 1 MVA MV	1 726.68	-	162.92	1.63	-	-	-	-	-	-	-											
1.00	Bulk Urban MD < 1 MVA MV	########	-	178.09	1.59	-	-	-	-	-	-	-	999.01	34.96	65.62	-	5.2064	1.8503	1.1841	1.9623	1.4728	1.0774	0.2119
1.00	Bulk Urban MD < 1 MVA LV	########	-	165.60	1.69	-	-	-	-	-	-	-	489.00	67.18	140.13	-	5.2938	1.9377	1.2715	2.0497	1.5602	1.1648	0.2119
1.00	Sport	-	-	-	2.75	-	-	-	-	-	-	-	-	-	-	2.6591							
1.00	Streetlights	-	-	-	2.64	-	-	-	-	-	-	-	93.04	-	-	2.8528							
1.00	Res One part 1 Ph ConvM	-	-	-	-	-	2.00	3.21	-	-	-	-	69.47	57.90	-	1.9282							
1.00	Res One part Conv 1 Ph 20 AmpM	-	-	-	-	-	2.00	3.21	-	-	-	-	69.47	57.90	-	1.9282							
1.00	Res Tw o part Conv 3 PhM	811.01	-	-	-	-	1.16	1.67	-	-	-	-	101.71	44.59	-	1.9259							
1.00	Comm Conv 1 Ph 40 AmpM	891.06	-	-	2.32	-	-	-	-	-	-	-	69.47	52.71	-	1.8429							
1.00	Comm Conv 1 Ph 60 AmpM	953.56	-	-	2.30	-	-	-	-	-	-	-	69.47	52.71	-	1.8429							
1.00	Comm Conv 1 Ph 80 AmpM	955.00	-	-	2.30	-	-	-	-	-	-	-	69.47	52.71	-	1.8429							
1.00	Comm Conv 3 Ph 20 AmpM	1 581.20	-	-	2.09	-	-	-	-	-	-	-	69.47	52.71	-	1.8429							
1.00	Comm Conv 3 Ph 40 AmpM	1 692.69	-	-	2.03	-	-	-	-	-	-	-	69.47	52.71	-	1.8429							
1.00	Comm Conv 3 Ph 60 AmpM	1 651.80	-	-	2.06	-	-	-	-	-	-	-	69.47	52.71	-	1.8429							
1.00	Comm Conv 3 Ph 80 AmpM	1 780.39	-	-	2.06	-	-	-	-	-	-	-	259.30	52.71	-	1.8429							
1.00	Comm Conv 3 Ph 100 AmpM	2 386.80	-	-	2.39	-	-	-	-	-	-	-	259.30	52.71	-	1.8429							
1.00	Comm Conv 3 Ph 150 AmpM	3 010.38	-	-	2.09	-	-	-	-	-	-	-	259.30	52.71	-	1.8429							
1.00	Comm Conv 3 Ph 250 AmpM	3 286.54	-	-	2.04	-	-	-	-	-	-	-	259.30	52.71	-	1.8429							
1.00	Bulk Urban MD < 1 MVA LVM	########	-	165.60	1.69	-	-	-	-	-	-	-	489.00	67.18	140.13	-	5.2938	1.9377	1.2715	2.0497	1.5602	1.1648	0.2119

The following should be noted:

- The basic. Capacity and energy charges will be the same for all domestic consumers as proposed by the municipality. Although the cost of supply study indicates differences between indigent, low usage and high consumers.
- The basic charges for single and three phase consumers do however differ.

17. FINANCIAL IMPACT

The tariffs have been developed in a way that will ensure revenue neutrality from a tariff structure point of view:

- Provision has been made for customers to reduce their circuit breaker capacity thereby building in a small safety margin.
- With the application of cost reflective basic and amp charges, the net revenue loss when customers install renewable energy will be minimised.
- Some savings opportunity is opened by buying surplus renewable energy from customers at a price below that of Eskom power.
- With the more aggressive capacity charges, customers will be more inclined to reduce their peak capacity rather than energy thereby reducing Witzenberg's Eskom and own network costs without sacrificing much municipal revenue thereby increasing profitability.

The proposed tariffs thus hold very little risk but real opportunities.

18. TARIFF IMPACT

The two tables below show the overall impact on customers on each tariff on average. This is for the tariffs before phase in (in other words the whole impact). The impact of each would be about a third of this if phased in over 3 years.

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Table 63 shows the impact if subsidies to the poor are provided as follows:

- All Indigents get IBT with no fixed charges and 50 kWh/m for free.
- All other poor consumers willing to accept 20 Amps get IBT with no fixed charges.
- The FBE is to be recovered via the equitable share. The impact is the same as the current equitable share amount.

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Table 63

WITZENBERG						
CALCULATED REVENUE		2021/2022 Proposed	2021/2022 Reference	Difference	Structure change	Initial cost reflectiveness
Nr	TARIFF NAME	R/year	Reference	Rand	%	
1	Res One part PP 1 Ph Deernis	16 022 168	16 022 168	-	0.00%	-103.9%
1	Res One part PP 1 Ph 20 Amp	15 372 523	15 372 523	-	0.00%	-62.9%
1	Res One part PP 1 Ph	35 509 465	27 742 787	7 766 678	28.00%	-37.5%
1	Res One part 1 Ph Conv	21 563 936	19 159 596	2 404 339	12.55%	-16.2%
1	Res One part Conv 1 Ph 20 Amp	1 735 063	1 413 703	321 360	22.73%	-29.2%
1	Res Two part Conv 1 Ph	359 315	332 692	26 623	8.00%	-23.2%
1	Res Two part Conv 3 Ph	2 703 282	2 066 193	637 089	30.83%	-35.7%
1	Comm Prepaid	7 691 796	8 018 417	-326 621	-4.07%	17.2%
1	Comm Conv 1 Ph 20 Amp	135 242	182 933	-47 691	-26.07%	14.6%
1	Comm Conv 1 Ph 40 Amp	1 012 535	1 387 265	-374 730	-27.01%	18.3%
1	Comm Conv 1 Ph 60 Amp	428 592	568 764	-140 172	-24.64%	25.3%
1	Comm Conv 1 Ph 80 Amp	207 806	257 964	-50 158	-19.44%	23.9%
1	Comm Conv 1 Ph 100 Amp	-	-	-	#DIV/0!	#DIV/0!
1	Comm Conv 1 Ph 150 Amp	1 519 534	1 884 768	-365 234	-19.38%	0.2%
1	Comm Conv 1 Ph 200 Amp	-	-	-	#DIV/0!	#DIV/0!
1	Comm Conv 1 Ph 250 Amp	-	-	-	#DIV/0!	#DIV/0!
1	Comm Conv 3 Ph 20 Amp	147 665	229 145	-81 480	-35.56%	40.8%
1	Comm Conv 3 Ph 40 Amp	646 496	770 246	-123 751	-16.07%	19.7%
1	Comm Conv 3 Ph 60 Amp	3 786 490	4110156.82	-323 667	-7.87%	9.36%
1	Comm Conv 3 Ph 80 Amp	4 855 322	4 995 219	-139 898	-2.80%	4.5%
1	Comm Conv 3 Ph 100 Amp	7 284 815	8 424 108	-1 139 293	-13.52%	20.3%
1	Comm Conv 3 Ph 150 Amp	7 625 493	7 958 653	-333 160	-4.19%	2.9%
1	Comm Conv 3 Ph 200 Amp	2 889 539	2 843 961	45 579	1.60%	0.4%
1	Comm Conv 3 Ph 250 Amp	5 126 053	5 368 849	-242 795	-4.52%	-9.3%
1	Rural 2 part 25 kVA	19 137 870	19 137 870	-	0.00%	3.9%
1	Rural 2 part 50 kVA	1 917 058	1 917 058	-	0.00%	85.9%
1	Rural 2 part 100 kVA	6 575 368	6 575 368	-	0.00%	21.5%
1	Bulk Rural TOU < 1 MVA MV	-	-	-	#DIV/0!	0.0%
1	Bulk Rural TOU LV	10 194 179	8 916 820	1 277 359	14.33%	-5.0%
1	Bulk Rural MD < 1 MVA MV	-	-	-	#DIV/0!	0.0%
1	Bulk Rural MD LV	-	-	-	#DIV/0!	0.0%
1	Bulk Urban TOU > 1 MVA MV	138 615 422	142 666 649	-4 051 227	-2.84%	3.9%
1	Bulk Urban TOU < 1 MVA MV	6 714 395	7 817 979	-1 103 583	-14.12%	19.0%
1	Bulk Urban TOU < 1 MVA LV	7 245 394	6 934 019	311 375	4.49%	75.6%
1	Bulk Urban MD > 1 MVA MV	-	-	-	#DIV/0!	0.0%
1	Bulk Urban MD < 1 MVA MV	12 093 596	14 995 387	-2 901 791	-19.35%	25.7%
1	Bulk Urban MD < 1 MVA LV	24 341 527	24 327 121	14 406	0.06%	35.5%
1	Sport	170 047	174 440	-4 393	-2.52%	9.4%
1	Streetlights	11 311 147	10 269 452	1 041 695	10.14%	13.1%
1	Res One part 1 Ph ConvM	257 651	592 268	-334 617	-56.50%	54.3%
1	Res One part Conv 1 Ph 20 AmpM	99 717	-	99 717	#DIV/0!	0.0%
1	Res Two part Conv 3 PhM	2 631 569	2 258 443	373 126	16.52%	-58.2%
1	Comm Conv 1 Ph 40 AmpM	983 919	1 266 515	-282 596	-22.31%	5.3%
1	Comm Conv 1 Ph 60 AmpM	18 694	28 099	-9 405	-33.47%	75.8%
1	Comm Conv 1 Ph 80 AmpM	57 189	71 179	-13 991	-19.66%	14.7%
1	Comm Conv 3 Ph 20 AmpM	95 317	118 748	-23 431	-19.73%	6.1%
1	Comm Conv 3 Ph 40 AmpM	183 764	233 958	-50 194	-21.45%	42.6%
1	Comm Conv 3 Ph 60 AmpM	93 115	93 550	-435	-0.47%	78.1%
1	Comm Conv 3 Ph 80 AmpM	192 054	193 446	-1 392	-0.72%	9.9%
1	Comm Conv 3 Ph 100 AmpM	2 119 623	2 475 985	-356 362	-14.39%	19.3%
1	Comm Conv 3 Ph 150 AmpM	134 361	130 255	4 106	3.15%	17.8%
1	Comm Conv 3 Ph 250 AmpM	96 449	53 940	42 509	78.81%	64.2%
1	Bulk Urban MD < 1 MVA LVM	5 317 386	7 209 061	-1 891 675	-26.24%	29.9%
1	Availability	1 178 392	830 613	347 779	41.87%	-36.0%
1	**Total.**	**388 398 334**	**388 398 334**	**-**	**0.00%**	**0.0%**
1		388 398 334	**0.00%**	**-**		

The following impacts will be experienced over the phase in period using the second option.

- Indigent customers, lifeline and LED consumers will pay the same or less.
- Category B, C and D will pay significantly less because a bigger portion of the basic is discounted if they are willing to reduce to 20 Amps. (this category has been removed as from 1 July 2022).
- Domestic pre-paid customers >30 Amps will pay about 10% less depending on the capacity and if they do not reduce their capacity and those using electricity irregularly the increases will be even more.
- Business customers will all experience reduction in bills about 10%.
- Most TOU customers will experience increases of around 10 and 17% for MV and LV consumers respectively.

The impact for each customer will however be different. It will depend on the utilisation of the capacity provided to customers and the extent to which electricity is used in the peak times:

- The following customers will generally see increased bills:
  - Those that are not utilising their capacity and are not willing to reduce / manage their capacity, due to the Capacity/Access charges.
  - Customers who need large capacity only for a few months in the year.
  - TOU customers who use a lot of electricity during the expensive Winter Peak times and are not willing / able to shift load out of these periods.

If these tariffs are phased in over 3 years, customers will have time to adapt to the new rates and thus manage their bills. The impacts shown in the table above will thus be 1/3 for each of the 3 years.

19. CUSTOMER IMPACT

The detailed impact on domestic customers have been further analysed and is illustrated. Table 64shows the current and proposed charges before phase in or annual increase.

Table 64

DOMESTIC TARIFF IMPACT:									
RESTRUCTURED WITHOUT PRICE INCREASE AND PH/		Basic	Capacity	Energy					
Existing Tariff	Capacity	Per month	Per A (installed)	Block 1 rate	Block 1 size	Block 2 rate	Block 2 size	Block 3 rate	Block 3 size
2022/2023	Amps	R/m	R/A/m	c/kWh	kWh/m	c/kWh	kWh/m	c/kWh	kWh/m
Res One part PP 1 Ph	20	0.000		1.760	50.00	1.760	600.00	3.030	100000
Res One part 1 Ph Conv	40	0.000		1.998	50.00	1.998	600.00	3.212	100000
Res One part Conv 1 Ph 20 Amp	40	0.000		1.998	50.00	1.998	600.00	3.212	100000
Res Two part Conv 1 Ph	40	811.010		1.162	50.00	1.162	600.00	1.673	100000
Res Two part Conv 3 Ph	90	811.010		1.162	50.000	1.162	600.000	1.673	100000
Proposed									
Res 1 ph > 20 Amps	30	83.09	11.24	1.944	100000.00				
Res 3 ph	60	101.71	9.91	1.926	100000.00				

Table 65 shows the revenue on existing and proposed tariffs, then the Rand impact of the % change. It also shows the number of consumers on each tariff and the average consumption and selected capacity of these.

Table 65

IMPACT: TOTAL IMPACT EXCLUDING PRICE INCREASE		kWh/m	100									
Amps	**Exis**	**0**	**100**	**200**	**300**	**400**	**500**	**600**	**700**	**800**	**900**	**1000**
	Exis-Res One part PP 1 Ph	0	176	352	528	704	880	1 056	1 359	1 662	1 965	2 268
	Exis-Res One part 1 Ph Conv	0	200	400	600	799	999	1 199	1 520	1 841	2 163	2 484
	Exis-Res One part Conv 1 Ph 20 Amp	0	200	400	600	799	999	1 199	1 520	1 841	2 163	2 484
	Exis-Res Two part Conv 1 Ph	811	927	1 043	1 160	1 276	1 392	1 508	1 676	1 843	2 010	2 177
	Exis-Res Two part Conv 3 Ph	811	927	1 043	1 160	1 276	1 392	1 508	1 676	1 843	2 010	2 177
	to											
Amps	**Prop**	**0**	**100**	**200**	**300**	**400**	**500**	**600**	**700**	**800**	**900**	**1 000**
30	Prop-Res 1 ph > 20 Amps30	420	615	809	1 004	1 198	1 392	1 587	1 781	1 976	2 170	2 365
40	Prop-Res 1 ph > 20 Amps40	533	727	921	1 116	1 310	1 505	1 699	1 894	2 088	2 283	2 477
50	Prop-Res 1 ph > 20 Amps50	645	839	1 034	1 228	1 423	1 617	1 812	2 006	2 200	2 395	2 589
60	Prop-Res 1 ph > 20 Amps60	757	952	1 146	1 341	1 535	1 730	1 924	2 118	2 313	2 507	2 702
60	Prop-Res 3 ph60	696	889	1 081	1 274	1 467	1 659	1 852	2 044	2 237	2 430	2 622
90	Prop-Res 3 ph90	993	1 186	1 379	1 571	1 764	1 956	2 149	2 342	2 534	2 727	2 919
120	Prop-Res 3 ph120	1 291	1 483	1 676	1 869	2 061	2 254	2 446	2 639	2 831	3 024	3 217
150	Prop-Res 3 ph150	1 588	1 781	1 973	2 166	2 358	2 551	2 744	2 936	3 129	3 321	3 514
180	Prop-Res 3 ph180	1 885	2 078	2 270	2 463	2 656	2 848	3 041	3 233	3 426	3 619	3 811
	//											
Amps	**CHANGE IN REVENUE**											
30.00	Res One part PP 1 Ph to Prop-Res 1 ph > 20 Amps30	420	439	457	476	494	513	531	423	314	205	97
40.00	Res One part PP 1 Ph to Prop-Res 1 ph > 20 Amps40	533	551	570	588	607	625	644	535	426	318	209
50.00	Res One part PP 1 Ph to Prop-Res 1 ph > 20 Amps50	645	663	682	700	719	737	756	647	539	430	322
60.00	Res One part PP 1 Ph to Prop-Res 1 ph > 20 Amps60	757	776	794	813	831	850	868	760	651	543	434
60.00	Res Two part Conv 1 Ph to Prop-Res 3 ph60	-115	-38	38	114	191	267	344	369	394	420	445
90.00	Res Two part Conv 1 Ph to Prop-Res 3 ph90	182	259	335	412	488	564	641	666	691	717	742
120.00	Res Two part Conv 1 Ph to Prop-Res 3 ph120	480	556	632	709	785	862	938	963	989	1 014	1 039
150.00	Res Two part Conv 1 Ph to Prop-Res 3 ph150	777	853	930	1 006	1 083	1 159	1 235	1 261	1 286	1 311	1 337
180.00	Res Two part Conv 1 Ph to Prop-Res 3 ph180	1 074	1 151	1 227	1 303	1 380	1 456	1 533	1 558	1 583	1 609	1 634
Amps	**CHANGE %**	**0**	**100**	**200**	**300**	**400**	**500**	**600**	**700**	**800**	**900**	**1 000**
30.00	Prop-Res 1 ph > 20 Amps30		249.3%	129.9%	90.1%	70.2%	58.3%	50.3%	31.1%	18.9%	10.5%	4.3%
40.00	Res One part PP 1 Ph to Prop-Res 1 ph > 20 Amps40		313.2%	161.9%	111.4%	86.2%	71.0%	61.0%	39.4%	25.7%	16.2%	9.2%
50.00	Res One part PP 1 Ph to Prop-Res 1 ph > 20 Amps50		377.1%	193.8%	132.7%	102.1%	83.8%	71.6%	47.6%	32.4%	21.9%	14.2%
60.00	Res One part PP 1 Ph to Prop-Res 1 ph > 20 Amps60		440.9%	225.7%	154.0%	118.1%	96.6%	82.2%	55.9%	39.2%	27.6%	19.1%
60.00	Res Two part Conv 1 Ph to Prop-Res 3 ph60	-14.2%	-4.1%	3.6%	9.9%	15.0%	19.2%	22.8%	22.0%	21.4%	20.9%	20.4%
90.00	Res Two part Conv 1 Ph to Prop-Res 3 ph90	22.5%	27.9%	32.1%	35.5%	38.2%	40.5%	42.5%	39.8%	37.5%	35.7%	34.1%
120.00	Res Two part Conv 1 Ph to Prop-Res 3 ph120	59.2%	60.0%	60.6%	61.1%	61.5%	61.9%	62.2%	57.5%	53.7%	50.4%	47.7%
150.00	Res Two part Conv 1 Ph to Prop-Res 3 ph150	95.8%	92.0%	89.1%	86.8%	84.8%	83.3%	81.9%	75.2%	69.8%	65.2%	61.4%
180.00	Res Two part Conv 1 Ph to Prop-Res 3 ph180	132.5%	124.1%	117.6%	112.4%	108.1%	104.6%	101.6%	93.0%	85.9%	80.0%	75.0%

The average percentages only represent the average. The case will be different for each customer. It will depend largely on how effective customers utilise their capacity. In other words, customers with large capacity and low consumption will see higher increases and those with low capacity and high consumption will see lower increases. This clearly shows that only customers that are not willing to reduce / manage their capacity or have irregular usage over the months in the year will pay significantly more. If these tariffs are phased in over 3 years customers will have time to adapt to the new rates and thus manage their bills.

The results for 1 part tariffs is shown in Figure 26 and two part tariffs in Figure 27.

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Figure 26

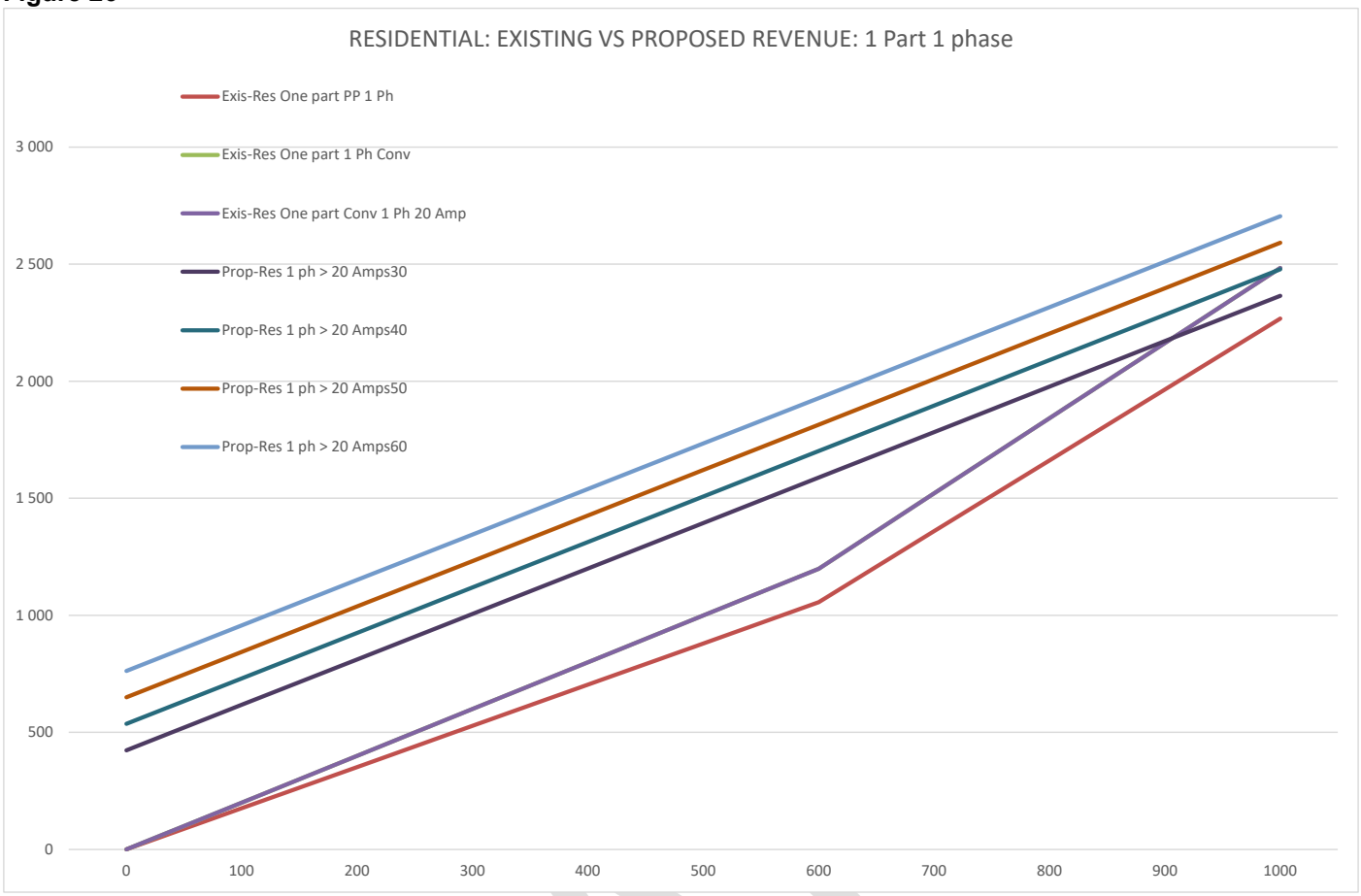
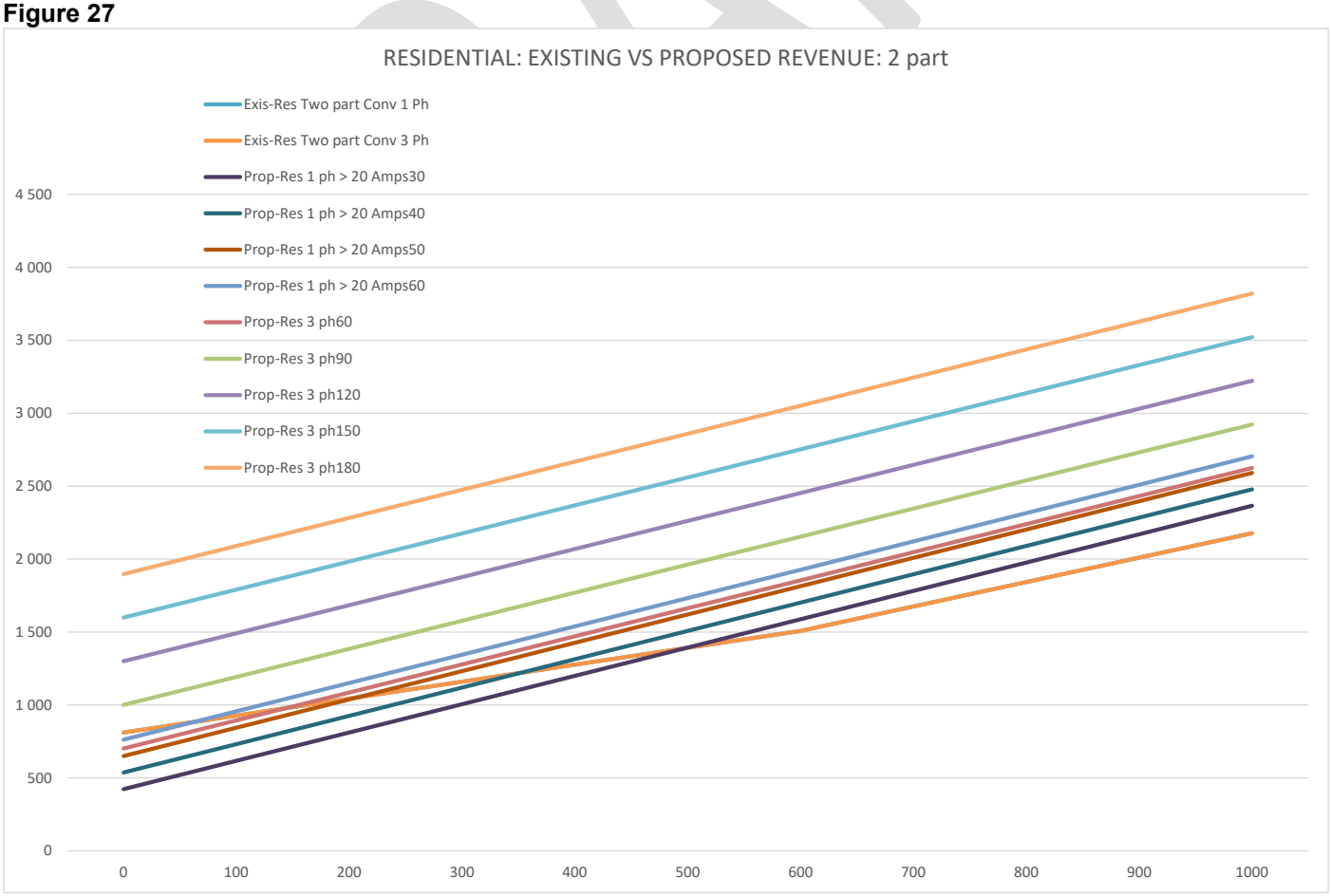


Figure 27



The impact on Business consumers is illustrated here. Table 66 below show the existing and proposed tariffs.

Table 66

BUSINESS							
RESTRUCTURED WITHOUT PRICE INCREASE AND PHASE IN		Basic	Capacity	Energy			
Existing Tariff	Capacity	Per month	Per A (installed)	R/kWh	Block 1 size	Block 2 rate	Block 2 size
2022/2023	Amps	R/m	R/A/m	c/kWh	kWh/m	c/kWh	kWh/m
Comm Prepaid				2.813	600.00	3.052	100000.00
Comm Conv 1 Ph 20 Amp	20	492.36		2.346	100000.00		
Comm Conv 1 Ph 40 Amp	40	891.06		2.322	100000.00		
Comm Conv 1 Ph 60 Amp	60	953.56		2.300	100000.00		
Comm Conv 1 Ph 80 Amp	80	955.00		2.300	100000.00		
Comm Conv 1 Ph 100 Amp	100	1224.49		2.300	100000.00		
Comm Conv 1 Ph 150 Amp	150	1169.48		2.300	100000.00		
Comm Conv 1 Ph 200 Amp	200	1295.10		2.300	100000.00		
Comm Conv 1 Ph 250 Amp	250	1582.91		2.300	100000.00		
Comm Conv 3 Ph 20 Amp	60	1581.20		2.085	100000.00		
Comm Conv 3 Ph 40 Amp	120	1692.69		2.029	100000.00		
Comm Conv 3 Ph 60 Amp	180	1651.80		2.064	100000.00		
Comm Conv 3 Ph 80 Amp	240	1780.39		2.064	100000.00		
Comm Conv 3 Ph 100 Amp	300	2386.80		2.387	100000.00		
Comm Conv 3 Ph 150 Amp	450	3010.38		2.085	100000.00		
Comm Conv 3 Ph 200 Amp	600	3209.19		2.042	100000.00		
Comm Conv 3 Ph 250 Amp	750	3286.54		2.042	100000.00		
Proposed							
Comm Prepaid		0.00	0.00	2.81	100000.00		
Comm Conv 1 Ph		70.18	11.79	1.84	100000.00		
Comm Conv 3 Ph		102.70	11.79	1.84	100000.00		

BUSINESS									
RESTRUCTURED WITHOUT PRICE INCREASE A		Basic	Capacity	Energy					
Existing Tariff	Capacity	Per month	Per A (installed)	R/kWh	Block 1 size	Block 2 rate	Block 2 size	Block 3 rate	Block 3 size
2022/2023	Amps	R/m	R/A/m	c/kWh	kWh/m	c/kWh	kWh/m	c/kWh	kWh/m
Comm Prepaid				2.813	600.00	3.052	100000.00		
Comm Conv	20	492.36		2.346	100000.00				
Comm Conv	40	891.06		2.322	100000.00				
Comm Conv	60	953.56		2.300	100000.00				
Comm Conv	80	955.00		2.300	100000.00				
Comm Conv	100	1224.49		2.300	100000.00				
Comm Conv	150	1169.48		2.300	100000.00				
Comm Conv	200	1295.10		2.300	100000.00				
Comm Conv	250	1582.91		2.300	100000.00				
Comm Conv	60	1581.20		2.085	100000.00				
Comm Conv	120	1692.69		2.029	100000.00				
Comm Conv	180	1651.80		2.064	100000.00				
Comm Conv	240	1780.39		2.064	100000.00				
Comm Conv	300	2386.80		2.387	100000.00				
Comm Conv	450	3010.38		2.085	100000.00				
Comm Conv	600	3209.19		2.042	100000.00				
Comm Conv	750	3286.54		2.042	100000.00				
Proposed									
Comm Prepaid		0.00	0.00	2.81	100000.00				
Comm Conv 1 Ph		69.47	11.71	1.84	100000.00				
Comm Conv 3 Ph		101.71	11.71	1.84	100000.00				

The impact for typical customers, either remaining on the same tariff but with new structure or to the new tariff with basic and capacity charges, is shown in Table 67.

Table 67

IMPACT: TOTAL IMPACT EXCLUDING PRICE IN	kWh/m	200									
Amps	**EXISTING REVENUE**	**0**	**200**	**400**	**600**	**800**	**1000**	**1200**	**1400**	**1600**	**1800**	**2000**
0	Comm Prepaid	0	563	1 125	1 688	2 298	2 909	3 519	4 129	4 740	5 350	5 960
20	Comm Conv 1 Ph 20 Amp	492	962	1 431	1 900	2 369	2 838	3 308	3 777	4 246	4 715	5 184
40	Comm Conv 1 Ph 40 Amp	891	1 355	1 820	2 284	2 748	3 213	3 677	4 141	4 605	5 070	5 534
60	Comm Conv 1 Ph 60 Amp	954	1 414	1 874	2 334	2 793	3 253	3 713	4 173	4 633	5 093	5 553
80	Comm Conv 1 Ph 80 Amp	955	1 415	1 875	2 335	2 795	3 255	3 715	4 175	4 635	5 095	5 555
100	Comm Conv 1 Ph 100 Amp	1 224	1 684	2 144	2 604	3 064	3 524	3 984	4 444	4 904	5 364	5 824
150	Comm Conv 1 Ph 150 Amp	1 169	1 629	2 089	2 549	3 009	3 469	3 929	4 389	4 849	5 309	5 769
200	Comm Conv 1 Ph 200 Amp	1 295	1 755	2 215	2 675	3 135	3 595	4 055	4 515	4 975	5 435	5 895
250	Comm Conv 1 Ph 250 Amp	1 583	2 043	2 503	2 963	3 423	3 883	4 343	4 803	5 263	5 723	6 183
60	Comm Conv 3 Ph 20 Amp	1 581	1 998	2 415	2 832	3 249	3 667	4 084	4 501	4 918	5 335	5 752
120	Comm Conv 3 Ph 40 Amp	1 693	2 098	2 504	2 910	3 316	3 721	4 127	4 533	4 938	5 344	5 750
180	Comm Conv 3 Ph 60 Amp	1 652	2 065	2 477	2 890	3 303	3 715	4 128	4 541	4 954	5 366	5 779
240	Comm Conv 3 Ph 80 Amp	1 780	2 193	2 606	3 019	3 431	3 844	4 257	4 669	5 082	5 495	5 908
300	Comm Conv 3 Ph 100 Amp	2 387	2 864	3 342	3 819	4 296	4 774	5 251	5 728	6 206	6 683	7 160
450	Comm Conv 3 Ph 150 Amp	3 010	3 427	3 845	4 262	4 679	5 096	5 513	5 930	6 347	6 764	7 181
600	Comm Conv 3 Ph 200 Amp	3 209	3 618	4 026	4 434	4 843	5 251	5 659	6 068	6 476	6 885	7 293
750	Comm Conv 3 Ph 250 Amp	3 287	3 695	4 103	4 512	4 920	5 328	5 737	6 145	6 554	6 962	7 370
	0	0	0	0	0	0	0	0	0	0	0	0
	to											
Amps	**PROPOSED REVENUE**											
20	ProposedComm Prepaid20	0	563	1 125	1 688	2 250	2 813	3 376	3 938	4 501	5 063	5 626
20	ProposedComm Conv 1 Ph20	304	672	1 041	1 409	1 778	2 147	2 515	2 884	3 252	3 621	3 989
40	ProposedComm Conv 1 Ph40	538	907	1 275	1 644	2 012	2 381	2 749	3 118	3 487	3 855	4 224
60	ProposedComm Conv 1 Ph60	772	1 141	1 509	1 878	2 247	2 615	2 984	3 352	3 721	4 089	4 458
80	ProposedComm Conv 1 Ph80	1 007	1 375	1 744	2 112	2 481	2 849	3 218	3 587	3 955	4 324	4 692
100	ProposedComm Conv 1 Ph100	1 241	1 609	1 978	2 347	2 715	3 084	3 452	3 821	4 189	4 558	4 927
150	ProposedComm Conv 1 Ph150	1 827	2 195	2 564	2 932	3 301	3 669	4 038	4 407	4 775	5 144	5 512
200	ProposedComm Conv 1 Ph200	2 412	2 781	3 149	3 518	3 887	4 255	4 624	4 992	5 361	5 729	6 098
250	ProposedComm Conv 1 Ph250	2 998	3 367	3 735	4 104	4 472	4 841	5 209	5 578	5 947	6 315	6 684
60	ProposedComm Conv 3 Ph60	805	1 173	1 542	1 910	2 279	2 647	3 016	3 385	3 753	4 122	4 490
120	ProposedComm Conv 3 Ph120	1 507	1 876	2 245	2 613	2 982	3 350	3 719	4 087	4 456	4 825	5 193
180	ProposedComm Conv 3 Ph180	2 210	2 579	2 947	3 316	3 685	4 053	4 422	4 790	5 159	5 527	5 896
240	ProposedComm Conv 3 Ph240	2 913	3 282	3 650	4 019	4 387	4 756	5 125	5 493	5 862	6 230	6 599
300	ProposedComm Conv 3 Ph300	3 616	3 985	4 353	4 722	5 090	5 459	5 827	6 196	6 565	6 933	7 302
450	ProposedComm Conv 3 Ph450	5 373	5 742	6 110	6 479	6 847	7 216	7 585	7 953	8 322	8 690	9 059
600	ProposedComm Conv 3 Ph600	7 130	7 499	7 867	8 236	8 605	8 973	9 342	9 710	10 079	10 447	10 816
750	ProposedComm Conv 3 Ph750	8 887	9 256	9 625	9 993	10 362	10 730	11 099	11 467	11 836	12 205	12 573
	//											
Amps	**CHANGE IN REVENUE**											
20.00	ProposedComm Prepaid20	0	0	0	0	-48	-96	-143	-191	-239	-287	-334
20.00	ProposedComm Conv 1 Ph20	-189	-289	-390	-490	-591	-692	-792	-893	-994	-1 094	-1 195
40.00	ProposedComm Conv 1 Ph40	-353	-449	-544	-640	-736	-832	-927	-1 023	-1 119	-1 215	-1 310
60.00	ProposedComm Conv 1 Ph60	-181	-273	-364	-455	-547	-638	-730	-821	-912	-1 004	-1 095
80.00	ProposedComm Conv 1 Ph80	52	-40	-131	-223	-314	-405	-497	-588	-680	-771	-862
100.00	ProposedComm Conv 1 Ph100	16	-75	-166	-258	-349	-441	-532	-623	-715	-806	-898
150.00	ProposedComm Conv 1 Ph150	657	566	474	383	291	200	109	17	-74	-166	-257
200.00	ProposedComm Conv 1 Ph200	1 117	1 026	934	843	752	660	569	477	386	295	203
250.00	ProposedComm Conv 1 Ph250	1 415	1 324	1 232	1 141	1 049	958	867	775	684	592	501
60.00	ProposedComm Conv 3 Ph60	-777	-825	-874	-922	-971	-1 019	-1 068	-1 116	-1 165	-1 213	-1 262
120.00	ProposedComm Conv 3 Ph120	-185	-222	-260	-297	-334	-371	-408	-445	-482	-520	-557
180.00	ProposedComm Conv 3 Ph180	558	514	470	426	382	338	294	249	205	161	117
240.00	ProposedComm Conv 3 Ph240	1 133	1 089	1 044	1 000	956	912	868	824	780	735	691
300.00	ProposedComm Conv 3 Ph300	1 229	1 120	1 012	903	794	685	576	468	359	250	141
450.00	ProposedComm Conv 3 Ph450	2 363	2 314	2 266	2 217	2 169	2 120	2 072	2 023	1 975	1 926	1 878
600.00	ProposedComm Conv 3 Ph600	3 921	3 881	3 841	3 802	3 762	3 722	3 682	3 642	3 603	3 563	3 523
750.00	ProposedComm Conv 3 Ph750	5 601	5 561	5 521	5 481	5 442	5 402	5 362	5 322	5 282	5 243	5 203
Amps	**CHANGE %**	**0**	**200**	**400**	**600**	**800**	**1 000**	**1 200**	**1 400**	**1 600**	**1 800**	**2 000**
20.00	ProposedComm Prepaid20	0.0%	0.0%	0.0%	0.0%	-2.1%	-3.3%	-4.1%	-4.6%	-5.0%	-5.4%	-5.6%
20.00	ProposedComm Conv 1 Ph20	-38.3%	-30.1%	-27.2%	-25.8%	-25.0%	-24.4%	-24.0%	-23.6%	-23.4%	-23.2%	-23.0%
40.00	ProposedComm Conv 1 Ph40	-39.6%	-33.1%	-29.9%	-28.0%	-26.8%	-25.9%	-25.2%	-24.7%	-24.3%	-24.0%	-23.7%
60.00	ProposedComm Conv 1 Ph60	-19.0%	-19.3%	-19.4%	-19.5%	-19.6%	-19.6%	-19.6%	-19.7%	-19.7%	-19.7%	-19.7%
80.00	ProposedComm Conv 1 Ph80	5.4%	-2.8%	-7.0%	-9.5%	-11.2%	-12.5%	-13.4%	-14.1%	-14.7%	-15.1%	-15.5%
100.00	ProposedComm Conv 1 Ph100	1.3%	-4.5%	-7.8%	-9.9%	-11.4%	-12.5%	-13.4%	-14.0%	-14.6%	-15.0%	-15.4%
	ProposedComm Conv 1 Ph150	56.2%	34.7%	22.7%	15.0%	9.7%	5.8%	2.8%	0.4%	-1.5%	-3.1%	-4.5%
	ProposedComm Conv 1 Ph200	86.3%	58.4%	42.2%	31.5%	24.0%	18.4%	14.0%	10.6%	7.8%	5.4%	3.4%
	ProposedComm Conv 1 Ph250	89.4%	64.8%	49.2%	38.5%	30.7%	24.7%	20.0%	16.1%	13.0%	10.4%	8.1%
	ProposedComm Conv 3 Ph60	-49.1%	-41.3%	-36.2%	-32.6%	-29.9%	-27.8%	-26.1%	-24.8%	-23.7%	-22.7%	-21.9%
	ProposedComm Conv 3 Ph120	-10.9%	-10.6%	-10.4%	-10.2%	-10.1%	-10.0%	-9.9%	-9.8%	-9.8%	-9.7%	-9.7%
	ProposedComm Conv 3 Ph180	33.8%	24.9%	19.0%	14.7%	11.6%	9.1%	7.1%	5.5%	4.1%	3.0%	2.0%
	ProposedComm Conv 3 Ph240	63.6%	49.6%	40.1%	33.1%	27.9%	23.7%	20.4%	17.6%	15.3%	13.4%	11.7%
	ProposedComm Conv 3 Ph300	51.5%	39.1%	30.3%	23.6%	18.5%	14.4%	11.0%	8.2%	5.8%	3.7%	2.0%
	ProposedComm Conv 3 Ph450	78.5%	67.5%	58.9%	52.0%	46.4%	41.6%	37.6%	34.1%	31.1%	28.5%	26.2%
	ProposedComm Conv 3 Ph600	122.2%	107.3%	95.4%	85.7%	77.7%	70.9%	65.1%	60.0%	55.6%	51.8%	48.3%
	ProposedComm Conv 3 Ph750	170.4%	150.5%	134.6%	121.5%	110.6%	101.4%	93.5%	86.6%	80.6%	75.3%	70.6%

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It is believed that if phased in over 3 years this impact should be acceptable and the results should be very good for the municipality.

20. BULK TOU TARIFFS

TOU tariffs must continue to be applied to Bulk consumers and even be applied to small customers. This is because:

- It offers opportunities for customers to shift load thereby reducing their own costs without any detrimental financial impact on the municipality.
- It offers savings to the municipality when the system peaks are reduced due to customer load shifting.
- Municipal own purchase costs can be reduced when the tariff is applied to internal consumption points such as sewerage works.
- This is a requirement in terms of the EPP.

Table 68 shows the markup of the existing TOU tariffs on the various Eskom charges. It is clear that it contains very distorted signals and need to be changed ASAP.

Table 68

EXISTING TARIFF EVALUATED									
Existing MV		**Access**	**Demand**	**Energy Peak**	**Energy Standard**	**Energy Off-Peak**	**Energy Peak**	**Energy Standard**	**Energy Off-Peak**
Eskom		21.07	24.65	4.9372	1.5811	0.9149	1.6931	1.2036	0.8082
Existing tariff		-	130.95	5.860	1.900	1.110	2.020	1.460	0.960
R/kWh markup		(21.07)	106.30	0.923	0.319	0.195	0.327	0.256	0.152
% Markup		-100%	431%	19%	20%	21%	19%	21%	19%
Load shift impact existing tariff:				**Savings in Eskom cost**	**Lost revenue**	**Net impact**	**Savings in Eskom cost**	**Lost revenue**	**Net impact**
		Peak to Standard		3.36	3.96	**0.60**	0.49	0.56	**0.07**
		Peak to Off-Peak		4.02	4.75	**0.73**	0.88	1.06	**0.18**
		Standard to Off-peak		0.67	0.79	**0.12**	0.40	0.50	**0.10**

The Cost of Supply study follows an approach of applying % surcharges to achieve the required revenue. When this is applied to the TOU energy rates, the tariffs are seriously distorted. This is because the same % surcharge on the more expensive Peak energy charges cause a very high c/kWh mark-up compared with that on the cheaper off-peak period. This means that when customers shift load from the Peak to Standard or Off-peak, the loss in revenue far exceeds the savings in Eskom purchase costs.

The tariffs are then redesigned by applying the same c/kWh on all energy rates but to still achieve the revenue as shown in

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Table 69. It also shows the load shifting impact of the initial tariffs. Under the proposed tariffs the load shift impact is zero as the mark-up in the different periods are the same and thus no net revenue (change in revenue minus charge in purchase cost) is lost.

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Table 69

TOU TARIFF REDESIGN				HIGH SEASON CHARGES			LOW SEASON CHARGES				
		Access	MD (all hours)	Energy Peak	Energy Standard	Energy Off-Peak	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy	Total
		R/kVA	R/kVA	kWh	kWh	kWh	kWh	kWh	kWh	kvarh	0
ESKOM MEGAFLEX			Increase	0							
Megaflex at MV	2022/2023	21.07	24.65	4.937	1.581	0.915	1.693	1.204	0.808	0.2119	
With escalation	2022/2023	21.07	24.65	4.937	1.581	0.915	1.693	1.204	0.808	0.212	

				HIGH SEASON CHARGES			LOW SEASON CHARGES				
	Customer service	Access	MD (all hours)	Energy Peak	Energy Standard	Energy Off-Peak	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy	Total
	Customers	kVA	kVA	kWh	kWh	kWh	kWh	kWh	kWh	kvarh	Rand
Bulk Rural TOU LV	Markup	0.4553									
Consumption	2	1 307	13 073	195 419	420 395	558 156	195 419	420 395	558 156	23 954	2 371 894
Initial tariff	488.999	67.184	140.129	6.476	2.074	1.200	2.221	1.579	1.060	0.227	-
R/kWh markup				1.539	0.493	0.285	0.528	0.375	0.252		
% Markup				31%	31%	31%	31%	31%	31%		
Revenue: Initial Tariff	11 736	1 053 963	1 831 900	1 265 560	871 871	669 830	433 995	663 705	591 711	5 441	7 399 710
New tariff	489.00	67.18	140.13	5.392	2.036	1.370	2.148	1.659	1.263	0.212	-
Revenue: New tariff	11 736	1 053 963	1 831 900	1 053 789	856 074	764 761	419 830	697 375	705 206	5 076	7 399 710
R/kWh markup				0.455	0.455	0.455	0.455	0.455	0.455		
% Markup				9.22%	28.79%	49.76%	26.89%	37.82%	56.33%		
Load shift impact initial tariff:				Savings in Eskom cost	Lost revenue	Net impact	Savings in Eskom cost	Lost revenue	Net impact		
		Peak to Standard		3.36	4.40	**1.05**	0.49	0.64	**0.15**		
		Peak to Off-Peak		4.02	5.28	**1.25**	0.88	1.16	**0.28**		
		Standard to Off-peak		0.67	0.87	**0.21**	0.40	0.52	**0.12**		
Bulk Urban TOU > 1 MVA MV	Markup	0.3125		Energy Peak	Energy Standard	Energy Off-Peak	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy	129.6890872
Consumption	15	22 220	222 203	2 306 588	7 524 470	9 360 128	10 843 185	25 852 501	34 307 100	288 767	Rand
Initial tariff	999.01	34.96	65.62	6.213	1.990	1.151	2.131	1.515	1.017	0.227	
R/kWh markup				1.276	0.409	0.236	0.438	0.311	0.209	0.015	
% Markup				26%	26%	26%	26%	26%	26%	7%	
Revenue: Initial Tariff	179 822	9 322 369	14 580 500	14 331 377	14 971 742	10 776 868	23 103 436	39 158 122	34 893 133	65 591	161 382 960
New tariff	999.01	34.96	65.62	5.250	1.894	1.227	2.006	1.516	1.121	0.212	-
Revenue: New Tariff	179 822	9 322 369	14 580 500	12 108 978	14 248 602	11 488 953	21 747 475	39 195 891	38 449 181	61 190	161 382 960
R/kWh markup				0.313	0.313	0.313	0.313	0.313	0.313	-	
% Markup				6.33%	19.77%	34.16%	18.46%	25.97%	38.67%	0.00%	
Load shift impact initial tariff:				Savings in Eskom cost	Lost revenue	Net impact	Savings in Eskom cost	Lost revenue	Net impact		
		Peak to Standard		3.36	4.22	**0.87**	0.49	0.62	**0.13**		
		Peak to Off-Peak		4.02	5.06	**1.04**	0.88	1.11	**0.23**		
		Standard to Off-peak		0.67	0.84	**0.17**	0.40	0.50	**0.10**		
Bulk Urban TOU < 1 MVA LV	Markup	0.4052		**1265559.651**	**871870.5208**	**669829.6047**	**433994.7834**	**663704.61**	**591710.8826**	**0**	Total
Consumption	22	5 963	59 627	453 013	1 074 832	1 020 660	1 402 645	3 404 352	3 622 678	1 467	Rand
Initial tariff	489.00	67.18	140.13	6.48	2.07	1.20	2.22	1.58	1.06	0.23	
R/kWh markup				1.539	0.493	0.285	0.528	0.375	0.252	0.015	
% Markup				31%	31%	31%	31%	31%	31%	7%	
Revenue: Initial Tariff	129 096	4 807 208	8 355 444	2 933 774	2 229 129	1 224 869	3 115 054	5 374 670	3 840 464	333	32 010 041
New tariff	489.00	67.18	140.13	5.342	1.986	1.320	2.098	1.609	1.213	0.212	-
Revenue: New Tariff	129 096	4 807 208	8 355 444	2 420 162	2 134 904	1 347 340	2 943 125	5 476 811	4 395 640	311	32 010 041
R/kWh markup				0.405	0.405	0.405	0.405	0.405	0.405	-	
% Markup				8.21%	25.63%	44.29%	23.93%	33.66%	50.13%	0.00%	
Load shift impact initial tariff:				Savings in Eskom cost	Lost revenue	Net impact	Savings in Eskom cost	Lost revenue	Net impact		
		Peak to Standard		3.36	4.40	**1.05**	0.49	0.64	**0.15**		
		Peak to Off-Peak		4.02	5.28	**1.25**	0.88	1.16	**0.28**		
		Standard to Off-peak		0.67	0.87	**0.21**	0.40	0.52	**0.12**		

The following is important to note from this change to TOU tariffs:

- The basic, capacity and demand charges remain the same.
- The energy charges are set with the same c/kWh markup on each Eskom TOU energy charge.
- The revenue from each TOU tariff remains the same (difference in yellow)
- This is done by adjusting the c/kWh markup (in green).

20.1. Bulk TOU tariff impact study

Although the cost of supply study proposes tariffs that are cost reflective with subsidies for the poor it is important to get an idea of the impact on individual customers. Normally individual impact studies are done for all Bulk customers. Not all load profile data available to the municipality was made available for analysis. There was also an argument that the load profile data may not be displayed with any customer names. The data that was made available was analysed to illustrate the individual customer impact.

The tariffs used for the analysis is shown in Table 70.

Table 70

TOU TARIFFS FROM COS		Actual 2022/2023				Proposed 2022/2023		0		% increase	0%	0%
All rates include surcharges.		BASIC	ACCESS	MAXIMUM	ENERGY	BASIC	ACCESS	MAXIMUM	ENERGY	BASIC	MAXIMUM	ENERGY
SEGMENT		CHARGE	DEMAND	DEMAND	CHARGE	CHARGE	DEMAND	DEMAND	CHARGE	CHARGE	DEMAND	CHARGE
Tariff Name	Code	R/C/m	R/kVA/m	R/A/m	R/kWh	R/C/m	R/kVA/m	R/A/m	R/kWh	R/C/m	R/A/m	R/kWh
Bulk Urban MD < 1 MVA LV	LV	12 184.85	-	165.60	1.69							
Bulk Urban MD < 1 MVA MV	MV	15 236.34	-	178.09	1.59							
Bulk Urban MD > 1 MVA MV	MV	1 726.68	-	162.92	1.63							
Bulk Urban MD > 1 MVA MV	MV	1 726.68	-	162.92	1.63							
		Tariffs from COS study				Proposed tariffs with same R/kWh markup						
TOU TARIFFS		Basic	Access	Demand		Basic	Access	Demand				
Rural TOU LV	Basic: MD (Hi / Low): MD/Acc	6 937.78	-	173.21		459.06	64.92	135.51	-	-93.4%	#DIV/0!	-21.8%
LLV	Energy: High: P/St/OP (R/kWh)	5.5348	1.7846	1.0578		6.0335	1.9322	1.1181	2.0691	9.0%	8.3%	5.7%
	Energy: Low: P/St/OP : R/kvarh	1.9331	1.3717	0.9248		2.0691	1.4709	0.9877	0.2119	7.0%	7.2%	6.8%
Bulk Urban TOU < 1 MVA LV	Basic: MD (Hi / Low): MD/Acc	12 192.32	-	161.23		459.06	64.92	135.51	-	-96.2%	#DIV/0!	-16.0%
LV	Energy: High: P/St/OP (R/kWh)	6.0559	1.9022	1.1822		6.0335	1.9322	1.1181	2.0691	-0.4%	1.6%	-5.4%
	Energy: Low: P/St/OP : R/kvarh	2.1387	1.5046	0.9672		2.0691	1.4709	0.9877	0.2119	-3.3%	-2.2%	2.1%
Bulk Urban TOU < 1 MVA MV	Basic: MD (Hi / Low): Acc/MD	15 236.34	-	178.09		933.90	33.64	63.17	-	-93.9%	#DIV/0!	-64.5%
MV	Energy: High: P/St/OP (R/kWh)	6.2500	2.0200	1.1700		5.7886	1.8538	1.0727	1.9851	-7.4%	-8.2%	-8.3%
	Energy: Low: P/St/OP : R/kvarh	2.1600	1.5400	1.0500		1.9851	1.4112	0.9476	0.2119	-8.1%	-8.4%	-9.8%
Bulk Urban TOU > 1 MVA MV	Basic: MD (Hi / Low): Acc/MD	1 726.68	-	162.92		933.90	33.64	63.17	-	-45.9%	#DIV/0!	-61.2%
HMV	Energy: High: P/St/OP (R/kWh)	5.8600	1.9000	1.1100		5.7886	1.8538	1.0727	1.9851	-1.2%	-2.4%	-3.4%
	Energy: Low: P/St/OP : R/kvarh	2.0200	1.4600	0.9600		1.9851	1.4112	0.9476	0.2119	-1.7%	-3.3%	

The ½ hourly load profile of all the profiles that were sent were analysed. The result of this analysis is illustrated in Table 71 for one customer.

Table 71

WTZ: ABSA (99799856) []		ENERGY			DEMAND					TOTAL	TOTAL				
		P	S	O	MD - KVA ALL	MD - KW ALL	MD P&S	MD highest	MD highest	ENERGY	P&S	KVA LOAD FACTOR	P	S	O
MONTH	Days	kWh (for)	kWh (for)	kWh (for)	kVA	kW	kVA	kVA	kW	kWh (for)	kvarh	%	kWh (for)	kWh (for)	kWh (for)
2021/07/31	31	2 148	6 190	6 004	39.08	34.88	39.08	42	37	14 342	1 958	49.32%	14.98%	43.16%	41.86%
2021/08/31	31	1 931	5 052	5 858	37.78	33.42	37.78	42	37	12 841	1 615	45.68%	15.04%	39.34%	45.62%
2021/09/30	30	1 714	4 093	4 547	34.41	30.26	34.41	42	37	10 354	1 190	41.79%	16.55%	39.53%	43.92%
2021/10/31	31	1 404	4 023	4 045	35.51	30.89	35.51	42	37	9 473	1 150	35.86%	14.82%	42.47%	42.71%
2021/11/30	30	1 425	4 103	3 617	36.01	31.10	36.01	42	37	9 144	1 094	35.26%	15.58%	44.87%	39.55%
2021/12/31	31	1 626	5 026	4 156	37.48	33.43	37.48	42	37	10 809	1 371	38.76%	15.05%	46.50%	38.45%
2022/01/31	31	1 906	6 016	4 929	38.27	34.30	38.27	42	37	12 851	1 906	45.14%	14.83%	46.81%	38.36%
2022/02/28	28	1 818	5 652	4 441	39.85	36.15	39.85	42	37	11 911	1 952	44.47%	15.26%	47.45%	37.29%
2022/03/31	31	1 528	4 905	3 779	37.32	32.78	37.32	42	37	10 213	1 383	36.78%	14.96%	48.03%	37.01%
2022/04/30	30	1 042	3 090	3 271	34.42	29.38	34.42	42	37	7 404	721	29.88%	14.08%	41.74%	44.18%
2022/05/31	31	1 617	3 899	4 445	37.70	33.30	37.70	42	37	9 961	1 110	35.52%	16.24%	39.14%	44.62%
2022/06/30	30	1 434	3 974	3 627	41.60	37.28	41.60	42	37	9 036	906	30.16%	15.88%	43.98%	40.14%
TOTALS		19 594	56 024	52 721	449.45	397.17	449.45	42	37	128 339	16 354	35.21%	15.27%	43.65%	41.08%

The calculation of the revenue for each of the tariff components for each month is shown in Table 72. This is done for each of the tariff options.

Table 72

WTZ: ABSA (99799856) []	New TOU								
	Admin Charge	Network access charge:	Network demand charge:	Peak c/kWh	Standard c/kWh	Off-peak c/kWh	Reactive energy (c/kvarh)	Total	c/kWh
31-Jul-21	459.06	2 701	5 296	12 961	11 960	6 713	4 051	44 142	308
31-Aug-21	459.06	2 701	5 120	11 653	9 761	6 549	3 341	39 585	308
30-Sep-21	459.06	2 701	4 663	3 546	6 021	4 491	2 462	24 342	235
31-Oct-21	459.06	2 701	4 812	2 905	5 918	3 996	2 380	23 170	245
30-Nov-21	459.06	2 701	4 880	2 948	6 035	3 572	2 263	22 857	250
31-Dec-21	459.06	2 701	5 079	3 365	7 392	4 105	2 836	25 937	240
31-Jan-22	459.06	2 701	5 186	3 943	8 849	4 869	3 944	29 950	233
28-Feb-22	459.06	2 701	5 401	3 761	8 313	4 386	4 038	29 060	244
31-Mar-22	459.06	2 701	5 058	3 161	7 215	3 733	2 861	25 189	247
30-Apr-22	459.06	2 701	4 664	2 157	4 545	3 231	1 491	19 248	260
31-May-22	459.06	2 701	5 108	3 346	5 734	4 390	2 296	24 036	241
30-Jun-22	459.06	2 701	5 638	8 655	7 679	4 055	1 874	31 061	344
Total	5 509	32 411	60 905	62 402	89 424	54 091	33 838	338 578	264

This is then done for all customers. The results are shown in Table 73. It shows the following impact for each customer. The table shows the impact for Bulk customers for whom quality load profiles were provided.

- Old MD to new TOU
- Old to New TOU

Negative (-) amounts shown reduction in bill and positive (+) amounts show increases.

Table 73

TOU TARIFF IMPACT STUDY			+ INCREASE		IMPACT SUMMARY	
		Voltage	Old MD to new TOU		Old to New TOU	
IMPACT	Days	Voltage	Rand	%	Rand	Diff %
WTZ: ABSA (99799856) []	-	LLV	(98 961)	-22.62%	(14 208)	-4.03%
WTZ: Amrich Prop (50299209) []	-	LLV	(72 534)	-10.02%	2 524	0.39%
WTZ: Bearnibbles (43909844) []	-	LLV	(84 151)	-2.57%	324 882	11.35%
WTZ: Bella Frutta (50378941) []	-	LLV	496 830	9.27%	747 624	14.63%
WTZ: Blochs (95935687) []	-	LLV	(89 164)	-31.11%	(8 091)	-3.94%
WTZ: C.F.P (95618901) []	-	LLV	(550 255)	-2.00%	3 117 703	13.05%
WTZ: CCS Bon Chretien (99799838) []	-	LLV	(22 902)	-1.30%	279 164	19.19%
WTZ: CCS Skoonvlei (95618898) []	-	LLV	226 018	1.40%	3 424 357	26.50%
WTZ: Ceres Amazing Pies (50298975) []	-	LLV	(20 476)	-2.02%	56 117	6.00%
WTZ: Ceres Fisheries (95935688) []	-	LLV	(72 288)	-8.65%	45 920	6.40%
WTZ: Ceres Klein Pruise (99633488) []	-	LLV	42 024	6.29%	146 376	25.95%
WTZ: Ceres Provincial Hospital (95935682) []	-	LLV	(28 446)	-1.47%	161 028	9.21%
WTZ: Ceres Tuiste (99799829) []	-	LLV	(102 581)	-18.25%	(21 727)	-4.52%
WTZ: CFG (95618911) []	-	LLV	(2 426 440)	-3.48%	8 750 419	14.94%
WTZ: CFJ (95618905) []	-	LLV	(46 814)	-0.19%	2 406 301	10.66%
WTZ: Crispy Cool (95618909) []	-	LLV	(214 019)	-5.13%	585 163	17.35%
WTZ: Dankbaar No1 (99799832) []	-	LLV	(69 690)	-18.28%	17 702	6.02%
WTZ: Dankbaar No2 - De Kock Boerdery (99799834	-	LLV	(26 450)	-3.84%	106 777	19.23%
WTZ: Daytona Plaas (50378943) []	-	LLV	(137 626)	-72.49%	(71 774)	-57.88%
WTZ: Du Toit Boerdery (99799843) []	-	LLV	(114 522)	-46.70%	(56 729)	-30.27%
WTZ: Du Toit Vrugte (95618912) []	-	LLV	(327 348)	-1.51%	2 704 802	14.50%
WTZ: Elrio Boord (99799831) []	-	LLV	(9 916)	-1.54%	108 557	20.66%
WTZ: Elrio Versveld Boerdery Pakstoor (99799855)	-	LLV	154 450	8.13%	440 632	27.30%
WTZ: Eselfontein (50299213) []	-	LLV	(125 863)	-41.02%	(33 306)	-15.54%
WTZ: Friesland 1 (50298982) []	-	LLV	(87 993)	-6.08%	123 294	9.97%
WTZ: Goedehoop vrugte (95618899) []	-	LLV	706 324	10.39%	1 493 582	24.84%
WTZ: Golfbaan (98448423) []	-	LLV	(111 188)	-10.68%	25 481	2.82%
WTZ: Harvest Trays (99633485) []	-	LLV	92 907	2.71%	368 597	11.71%
WTZ: Huis Pieter Strauss (99799828) []	-	LLV	(108 792)	-27.43%	(41 231)	-12.53%
WTZ: Hungry Lion (50299194) []	-	LLV	(110 995)	-19.39%	(22 515)	-4.65%
WTZ: KFC (95935685) []	-	LLV	(114 669)	-15.59%	(12 900)	-2.03%
WTZ: Kliprivier (88413620) []	-	LLV	(116 465)	-18.28%	(17 097)	-3.18%
WTZ: Koekedouw (50277808) []	-	LLV	(138 128)	-91.27%	(74 786)	-84.99%
WTZ: Landdroskantoor (95935636) []	-	LLV	(81 290)	-14.82%	(4 580)	-0.97%
WTZ: Loxtonia Cider (4035000502) []	-	LLV	56 694	20.19%	103 759	44.40%
WTZ: Next 2 Hungry Lion 2 (95935680) []	-	LLV	(136 787)	-92.98%	(73 862)	-87.73%
WTZ: Nichols (50298986) []	-	LLV	310 051	19.63%	493 042	35.31%
WTZ: Nitrophoska (50379005) []	-	LLV	(95 354)	-26.97%	(30 049)	-10.42%
WTZ: Oast Farm (Loxtonia) (95618906) []	-	LLV	159 997	5.07%	502 398	17.86%
WTZ: Obiqua Correctional Facility (95618903) []	-	LLV	(44 422)	-2.06%	125 052	6.30%
WTZ: P. De Wet Farm Trust Erf 5406 (95935638) []	-	LLV	768 682	36.31%	1 019 883	54.66%
WTZ: Pedal Trading (95935639) []	-	LLV	56 129	1.96%	349 934	13.58%
WTZ: Plaas Ideaal (50379003) []	-	LLV	(137 636)	-90.70%	(74 524)	-84.08%
WTZ: Plaas Ideaal 2 (51261535) []	-	LLV	(119 737)	-43.53%	(45 718)	-22.74%
WTZ: PLK2 Silo (99799840) []	-	LLV	(105 992)	-41.60%	(43 959)	-22.81%
WTZ: PnP (50299193) []	-	LLV	74 479	3.39%	224 611	10.96%
WTZ: Pomegrandade Dejuicing Company (5126153	-	LLV	(70 931)	-30.54%	1 280	0.80%
WTZ: Reid en Verwey (99799847) []	-	LLV	(80 536)	-26.56%	(25 046)	-10.11%
WTZ: Shoprite (96333878) []	-	LLV	58 445	2.56%	312 752	15.40%
WTZ: Snocool (New) (95618900) []	-	LLV	47 150	2.41%	330 833	19.79%
WTZ: Snocool (Old) (95618910) []	-	LLV	43 426	2.19%	193 070	10.52%
WTZ: Spar Ceres (95935637) []	-	LLV	(99 982)	-4.14%	170 987	7.98%
WTZ: Spar Tulbagh (96505699) []	-	LLV	(129 615)	-6.97%	91 176	5.56%
WTZ: Sparrenburg (96878986) []	-	LLV	(121 334)	-36.38%	(44 602)	-17.37%
WTZ: Stinkfontein (96878987) []	-	LLV	(113 849)	-29.84%	(40 565)	-13.16%
WTZ: Telkom Bellavista (50299214) []	-	LLV	(128 275)	-73.62%	(68 245)	-59.75%
WTZ: Telkom Ceres (95935689) []	-	LLV	(147 873)	-23.23%	(33 474)	-6.41%
WTZ: Thembelitsha Farming (51261540) []	-	LLV	(124 417)	-54.95%	(59 414)	-36.81%
WTZ: Tulbagh Bottelering (99799827) []	-	LLV	(75 937)	-18.09%	4 649	1.37%
WTZ: Tulpak (95618907) []	-	LLV	(36 117)	-2.04%	267 740	18.22%
WTZ: U-Safe (WUSAFE) (50299217) []	-	LLV	(138 803)	-17.41%	4 579	0.70%
WTZ: Victoria baddens (99799848) []	-	LLV	154 722	12.26%	156 560	12.42%
WTZ: Vilko (99799836) []	-	LLV	(119 458)	-38.90%	(52 717)	-21.93%
WTZ: Vreeland (99799846) []	-	LLV	72 503	12.36%	152 988	30.22%
WTZ: VVV4 Vervoer (99799841) []	-	LLV	32 802	1.82%	300 009	19.61%
WTZ: Warmbokkeveld Gevangenis (99799837) []	-	LLV	(37 035)	-1.12%	266 110	8.84%
WTZ: Wolfpack (50299219) []	-	LLV	562 235	9.49%	1 083 486	20.06%
WTZ: Wolseley Agri Vulstasie (50378939) []	-	LLV	(104 234)	-16.62%	8 405	1.63%
WTZ: Wolseley Kliniek (51264735) []	-	LLV	(126 175)	-48.29%	(56 956)	-29.65%
WTZ: WPK Landbou (99799835) []	-	LLV	(21 252)	-3.41%	64 075	11.93%
WTZ: ZZ2 Dam (50267739) []	-	LLV	(117 222)	-32.03%	(33 306)	-11.81%
WTZ: ZZ2 Rivier (50378938) []	-	LLV	(123 398)	-43.15%	(43 611)	-21.15%
Grand Total		-	(3 950 473)	**-1.59%**	30 559 392	**14.32%**

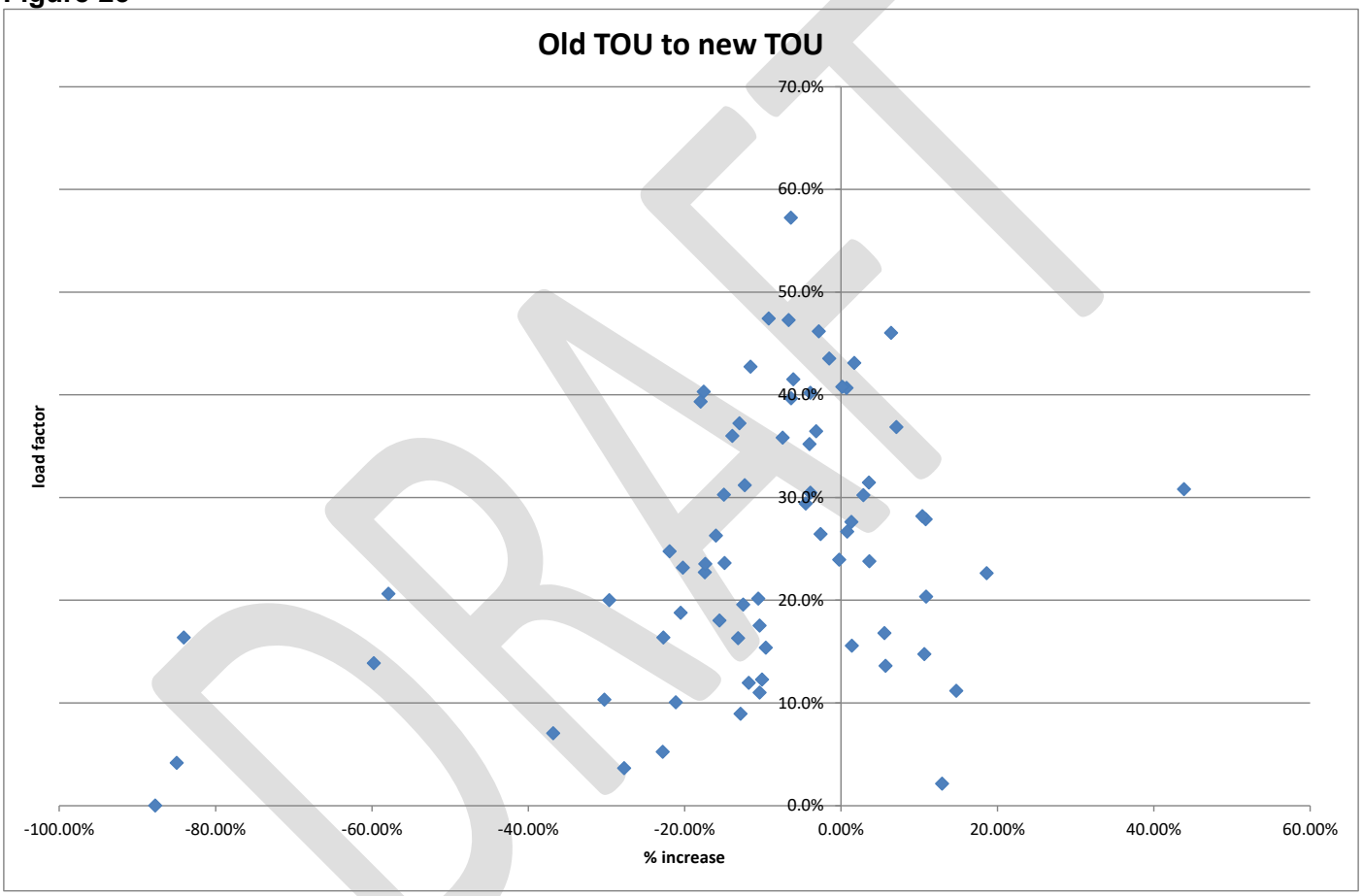
The total impact for MV and LV consumers are shown in the Table 74 below.

Table 74

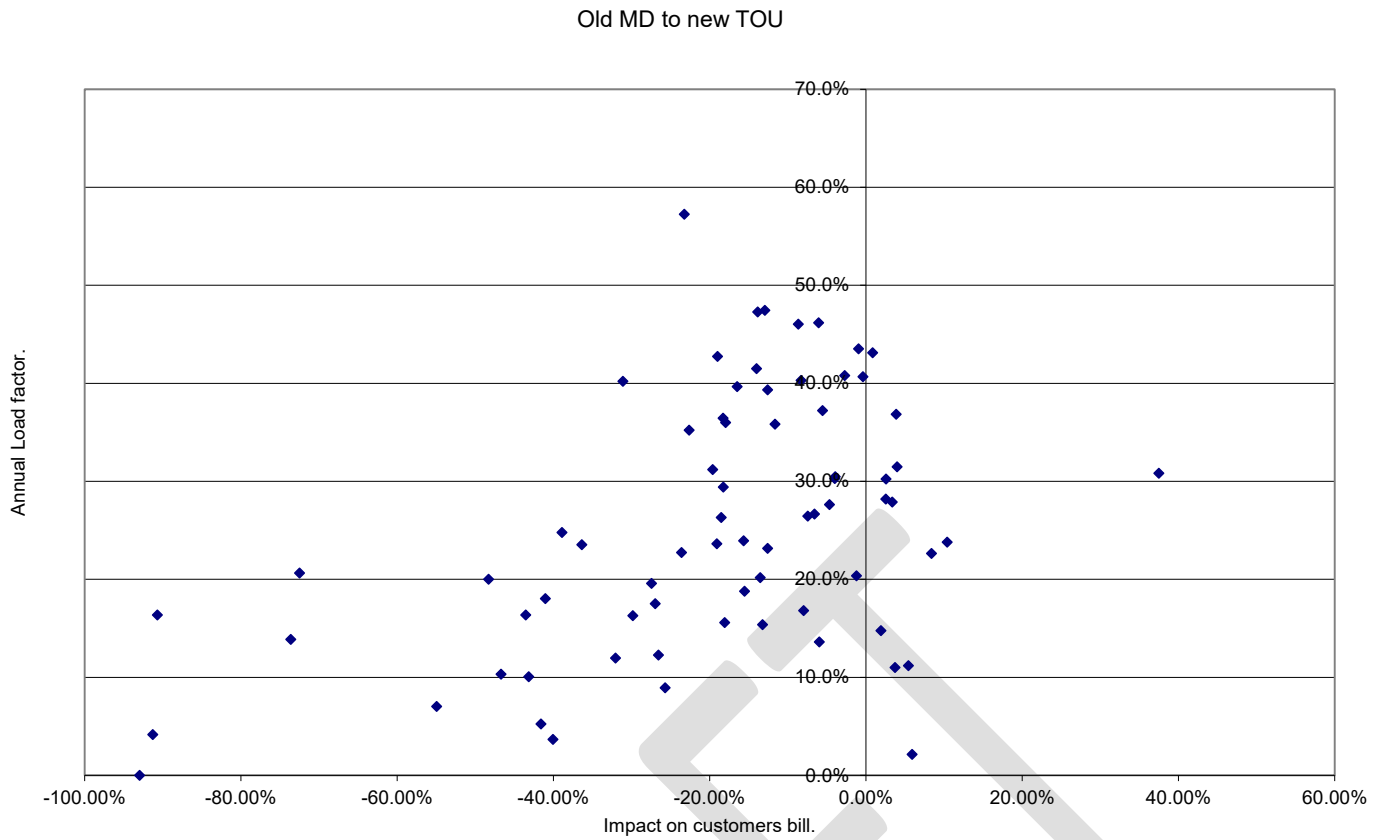
Row Labels	Sum of kWh4	Sum of kVA3	Sum of Total	Sum of Rand Diff2	Sum of Rand Diff3	MD to TOU	Old / new TOU
LLV	2 116 795	1 064	5 948 214	-2 978 374	-1 014 429	-50%	-17%
LV	16 053 797	6 421	40 650 766	-106 949	1 582 316	0%	4%
MV	11 263 089	4 736	21 566 804	-2 270 412	-4 197 536	-11%	-19%
HMV	82 189 339	25 157	142 236 788	-24 283 846	-9 269 785	-17%	-7%
Grand Total	**111 623 020**	**37 379**	**210 402 572**	**-29 639 581**	**-12 899 434**	-14%	-6%

The average trend is in line with the cost of supply study. The impacts are illustrated graphically in **Figure 25.**

Figure 25



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Old MD to new TOU
Annual Load factor.
70.0%
60.0%
50.0%
40.0%
30.0%
20.0%
10.0%
0.0%
-100.00%
-80.00%
-60.00%
-40.00%
-20.00%
0.00%
20.00%
40.00%
60.00%
Impact on customers bill.

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20.2. TOU tariff recommendations

The biggest problems with the current TOU tariffs are as follows:

- The general tariff levels are understated.
- The TOU differentiation does not match the Eskom TOU tariffs.
- This causes overcharges during some periods and undercharges during other periods.
- It also creates inconsistent load shifting impact for the municipality.
- There are no Capacity charges.

The following is thus proposed in this respect:

- The tariffs thus be developed based on the cost of supply results.
- The differentiation will be changed as per cost differences.
- The markup on energy will be in R/kWh and not in %.
- A TOU tariff also needs to be created for small consumers.
- The issue of Rural differentiation still need to be discussed.

21. SMALL SCALE EMBEDDED GENERATION (SSEG)

The important issue in respect of SSEG customers is that they must be on a cost reflective tariff with fixed and capacity / demand charges close to cost. A new TOU tariff for small consumers, <100 kVA, has been developed. Any consumer can select this tariff, but all SSEG consumers must be on this tariff. It is subject to an application and payment for the supply and installation of a 4 wire, 4 quadrant TOU meter. The tariff has been designed as follows:

- The basic charge equal to the small consumer 3 phase basic charge plus the difference in cost between a 3 phase non-TOU meter and a TOU meter supply.
- The capacity charge is set at the average of the Domestic and Commercial tariff capacity charge.
- The energy rates are set equal to the Bulk LV plus the additional losses on the LV network.
- The reactive energy charge set equal to the Eskom reactive energy charge.

The SSEG Feed-in tariff, which caters for consumers who want to feed-in to the network, is as follows:

- An additional basic charge to cater for the additional metering & administration costs to administer the feed-in.
- The energy credit rates are set at 90% of Eskom Megaflex TOU energy rates (excluding the non-TOU energy rates) applicable to Witzenberg.
- This tariff applies to any customer wanting to feed-in irrespective of whether they have a LV or MV connection.
- Various other conditions apply.

Currently SSEG consumers are on the standard domestic or commercial tariff with a single energy Feed-in rate. These consumers will have to move to the new tariffs over a period of time, but all new SSEG consumers will be supplied on these tariffs. No TOU data is currently available on these consumers and thus no impact studies can be done.

It must also remembered that the industry is moving towards a competitive market where consumers will be allowed to buy their energy and sell their excess energy in the market. If the price paid for feed-in energy is too low, it will simple be sold to other traders. This means the savings that could be achieved by the municipality will be lost.

The other fact to remembered is the load shifting by consumers:

- The Tariff energy markup is typically:
  - 20% surplus.
  - 10% losses.
  - Total 30%
  - 30% * 154 c/kWh = 46.2 c/kWh

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- Savings in feed-in energy.
    - Losses = 10%
    - Eskom non-TOU energy rate =
        - 'Electrification and rural network subsidy charge [c/kWh] = 10.8
        - 'Ancillary service charge [c/kWh] = 0.55
    - 10% TOU energy price discount = 10% of (aver 96 to 91 c/kWh) = 0.94 c/kWh
    - Total = 10.8+.55 +20% * 94 = 30.15 c/kWh

This if the feed-in rate is too low consumers will simply shift load from the evening to the day when they have surplus energy. That will mean that for every kWh shifting 46.2 + 30.15 = 76.35 c/kWh for net revenue would be lost.

Eskom is paying its consumers at 100% of its TOU energy rates and this is becoming the norm.

22. PHASE IN

It is accepted that the proposed tariff structure changes will have a marked impact on customers. Some customers will pay much less and others much more. For this reason, the possibility to phase the changes in evenly over 3 years could be considered. This can be done as follows:

- Calculate the difference between the current charge and the proposed charge. (basic, Amp, R/kVA, energy).
- Divide the difference by 3 and add to the current charge.
- Then add annual price increase %.
- In year two add 1/3 of the difference and year three the full difference.
- Continue this trend to the end of the 3 year phase in.
- The TOU for small customers and TOU tariff at LV and Embedded tariffs are not phased in because it is either a new tariff or there are very few customers on the tariff.
- In some cases combine different tariffs to reduce the total number.

23. TARIFF SCHEDULE

The proposed tariff schedule is shown in

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Table 75Table 75 It shows the proposed rates excluding annual price increase and phase in only restructuring impact.

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Table 75

WITZENBERG ELECTRICITY TARIFFS								2021/2022	2022/2023	2022/2023	Change
All Subject to 15% Vat. All rates excluding.						Full Name	Charge Type	Act	Act	Prop	%
2,1 Service Availa					Service Availability: Unimproved site	Availability	R/month	R 229.19	R 248.92	R 583.19	134%
2,2 Residential customers											New
	2.2.1 Single part tariff						0-50 kWh	R 1.6200	R 1.7595	R 1.7595	0.0%
		2.2.1.1 Prepaid 20 Amps limit					51-350 kWh	R 1.6200	R 1.7595	R 1.7595	0.0%
							351-600 kWh	R 1.6200	R 1.7595	R 1.7595	0.0%
							601-800 kWh	R 2.7900	R 3.0302	R 3.0302	0.0%
							Above 800 kWh	R 2.7900	R 3.0302	R 3.0302	0.0%
		2.2.1.3 Single phase > 20 Amps					Basic charge per month			R 83.09	New
							Capacity charge			R 12.87	New
						Res One part 1 Ph Conv	0-50 kWh	R 1.8400	R 1.9984	R 1.9282	-3.5%
						Res One part Conv 1 Ph 20 Amp	51-350 kWh	R 1.8400	R 1.9984	R 1.9282	-3.5%
							351-600 kWh	R 1.8400	R 1.9984	R 1.9282	-3.5%
							601-800 kWh	R 2.4900	R 3.2120	R 1.9282	-40.0%
							Above 800 kWh	R 2.4900	R 3.2120	R 1.9282	-40.0%
	2.2.2 Two part tariff					Res Two part Conv 1 Ph	Basic charge per month	R 746.7200	R 811.0100	R 101.71	-87.5%
		2.2.2.2 Three phase (Max 60 A/p)					Capacity charge			R 9.91	New
						Res Two part Conv 3 Ph	0-50 kWh	R 1.0700	R 1.1621	R 1.9259	65.7%
							51-350 kWh	R 1.0700	R 1.1621	R 1.9259	65.7%
							351-600 kWh	R 1.0700	R 1.1621	R 1.9259	65.7%
							> 601 kWh	R 1.5400	R 1.6726	R 1.9259	15.1%
2,3 Commercial customers											
	2.3.1 Prepaid customers 20 Amps					Comm Prepaid	Basic charge per month				
							0-600 kWh	R 2.59	R 2.8130	R 2.8130	0.0%
							Above 600 kWh	R 2.81	R 3.0519	R 2.8130	-7.8%
	2.3.2 Single phase > 20 Amp <= 80 Amp 1 ph					Comm > 20 Amps 1 ph	Basic charge per month			R 69.47	New
							Capacity charge			R 11.71	New
					Amps		Energy			R 1.8429	New
					20	Comm Conv 1 Ph 20 Amp	Basic charge per month	R 453.33	R 492.36	R 303.75	-38.3%
							Energy in R/kWh	R 2.16	R 2.3460	R 1.8429	-21.4%
					40	Comm Conv 1 Ph 40 Amp	Basic charge per month	R 829.09	R 891.06	R 538.0383	-39.6%
							Energy in R/kWh	R 2.16	R 2.3215	R 1.8429	-20.6%
					60	Comm Conv 1 Ph 60 Amp	Basic charge per month	R 887.24	R 953.56	R 772.3241	-19.0%
							Energy in R/kWh	R 2.14	R 2.2999	R 1.8429	-19.9%
					80	Comm Conv 1 Ph 80 Amp	Basic charge per month	R 888.58	R 955.00	R 1 006.6099	5.4%
							Energy in R/kWh	R 2.14	R 2.2999	R 1.8429	-19.9%
					100	Comm Conv 1 Ph 100 Amp	Basic charge per month	R 1 139.33	R 1 224.49	R 1 240.8957	1.3%
							Energy in R/kWh	R 2.14	R 2.2999	R 1.8429	-19.9%
					150	Comm Conv 1 Ph 150 Amp	Basic charge per month	R 1 088.15	R 1 169.48	R 1 826.6101	56.2%
							Energy in R/kWh	R 2.14	R 2.2999	R 1.8429	-19.9%
					200	Comm Conv 1 Ph 200 Amp	Basic charge per month	R 1 295.10	R 1 295.10	R 2 412.3245	86.3%
							Energy in R/kWh	R 2.14	R 2.2999	R 1.8429	-19.9%
					250	Comm Conv 1 Ph 250 Amp	Basic charge per month	R 1 472.82	R 1 582.91	R 2 998.0390	89.4%
							Energy in R/kWh	R 2.14	R 2.2999	R 1.8429	-19.9%
	2.3.3 Three phase <=150 Amp 3 phase					Comm 3 ph	Basic charge per month			R 259.30	New
							Capacity charge			R 11.71	New
					Amps / ph		Energy			R 1.8429	New
					20	Comm Conv 3 Ph 20 Amp	Basic charge per month	R 1 455.85	R 1 581.20	R 962.15	-39.2%
							Energy in R/kWh	1.92	R 2.0853	R 1.8429	-11.6%
					40	Comm Conv 3 Ph 40 Amp	Basic charge per month	1 558.50	R 1 692.69	R 1 665.01	-1.6%
							Energy in R/kWh	1.868	R 2.0286	R 1.8429	-9.2%
					60	Comm Conv 3 Ph 60 Amp	Basic charge per month	1 520.85	R 1 651.80	R 2 367.87	43.4%
							Energy in R/kWh	R 1.90	R 2.0636	R 1.8429	-10.7%
					80	Comm Conv 3 Ph 80 Amp	Basic charge per month	1 639.25	R 1 780.39	R 3 070.72	72.5%
							Energy in R/kWh	R 1.90	R 2.0636	R 1.8429	-10.7%
					100	Comm Conv 3 Ph 100 Amp	Basic charge per month	2 197.59	R 2 386.80	R 3 773.58	58.1%
							Energy in R/kWh	1.92	R 2.3868	R 1.8429	-22.8%
					150	Comm Conv 3 Ph 150 Amp	Basic charge per month	2 771.73	R 3 010.38	R 5 530.73	83.7%
							Energy in R/kWh	1.92	R 2.0853	R 1.8429	-11.6%
					200	Comm Conv 3 Ph 200 Amp	Basic charge per month	2 955.40	R 3 209.19	R 7 287.87	127.1%
							Energy in R/kWh	1.88	R 2.0419	R 1.8429	-9.7%
					250	Comm Conv 3 Ph 250 Amp	Basic charge per month	3 026.00	R 3 286.54	R 9 045.01	175.2%
							Energy in R/kWh	1.88	R 2.0419	R 1.8429	-9.7%
2,4 Rural customers											
	2.4.1 < 25 KVA					Rural 2 part 25 kVA	Basic charge per month	R 873.20	R 948.38	R 948.38	0.0%
							Energy in R/kWh	R 2.3100	R 2.5100	R 2.51	0.0%
	2.4.2 25 KVA < = 50 KVA					Rural 2 part 50 kVA	Basic charge per month	R 1 276.34	R 1 386.23	R 1 386.23	0.0%
							Energy in R/kWh	R 2.3100	R 2.5100	R 2.51	0.0%
	2.4.3 50 KVA < = 100 KVA					Rural 2 part 100 kVA	Basic charge per month	R 1 679.65	R 1 824.27	R 1 824.27	0.0%
							Energy in R/kWh	R 2.2460	R 2.4400	R 2.44	0.0%

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WITZENBERG ELECTRICITY TARIFFS								Charge Type	2021/2022	2022/2023	2022/2023	Change
All Subject to 15% Vat. All rates excluding.							Full Name		Act	Act	Prop	%
2,1 Service Availa							Service Availability: Unimproved site	Availability	R/month	R 229.19	R 248.92	R 583.19	134%
2.5 BULK CONSUMERS (LARGE POWER USERS)												
	2.5.1 Agricultural customers											
		2.5.1.1 Time of use customers										
			2.5.1.1.1 < 1 MVA Medium Voltage				Bulk Rural TOU < 1 MVA MV	Basic charge per month	R 9 965.80	R 10 823.86	NA	#VALUE!
								Capacity charge			NA	New
								Demand charge R/KVA	R 171.68	R 186.46	NA	#VALUE!
				Energy charge c/		Medium season		Peak	R 4.62	R 5.0200	NA	#VALUE!
								Standard	R 1.49	R 1.6200	NA	#VALUE!
								Off- peak	R 0.88	R 0.9600	NA	#VALUE!
						Low season		Peak	R 1.61	R 1.7500	NA	#VALUE!
								Standard	R 1.16	R 1.2600	NA	#VALUE!
								Off- peak	R 0.78	R 0.8500	NA	#VALUE!
								Reactive energy			NA	New
			2.5.1.1.2 Low Voltage				Bulk Rural TOU LV	Basic charge per month	R 6 387.79	R 6 937.78	R 489.00	-93.0%
								Capacity charge			R 67.18	New
								Demand charge R/KVA	R 159.48	R 173.21	R 140.13	-19.1%
						Medium season		Peak	R 5.10	R 5.5348	R 6.4761	17.0%
								Standard	R 1.64	R 1.7846	R 2.0739	16.2%
								Off- peak	R 0.97	R 1.0578	R 1.2001	13.5%
						Low season		Peak	R 1.78	R 1.9331	R 2.2208	14.9%
								Standard	R 1.26	R 1.3717	R 1.5788	15.1%
								Off- peak	R 0.85	R 0.9248	R 1.0601	14.6%
								Reactive energy			R 0.2271	New
			2.5.1.2 Normal									
			2.5.1.2.1 < 1 MVA Medium Voltage				Bulk Rural MD < 1 MVA MV	Basic charge per month	R 9 538.31	R 10 359.56	TOU	
								Demand charge R/KVA	R 217.95	R 236.72	TOU	
								Energy charge R/kWh	R 1.23	R 1.3359	TOU	
			2.5.1.2.2 < 1 MVA Low Voltage				Bulk Rural MD LV	Basic charge per month	R 5 466.00	R 5 936.62	TOU	
								Demand charge R/KVA	R 280.26	R 304.39	TOU	
								Energy charge R/kWh	R 1.10	R 1.1948	TOU	
	2.5.2 Urban customers											
		2.5.2.1 Time of use customers										
			2.5.2.1.1 > 1 MVA Medium Voltage				Bulk Urban TOU > 1 MVA MV	Basic charge per month	R 20 862.60	R 22 658.87	R 999.01	-95.6%
								Capacity charge			R 34.96	New
								Demand charge R/KVA	R 120.57	R 130.95	R 65.62	-49.9%
				Energy charge c/		Medium season		Peak	R 5.40	R 5.8600	R 5.2497	-10.4%
								Standard	R 1.75	R 1.9000	R 1.8936	-0.3%
								Off- peak	R 1.02	R 1.1100	R 1.2274	10.6%
						Low season		Peak	R 1.86	R 2.0200	R 2.0056	-0.7%
								Standard	R 1.34	R 1.4600	R 1.5161	3.8%
								Off- peak	R 0.88	R 0.9600	R 1.1207	16.7%
								Reactive energy			R 0.2119	New
			2.5.2.1.2 < 1 MVA Medium Voltage				Bulk Urban TOU < 1 MVA MV	Basic charge per month	R 12 489.45	R 13 564.79	R 999.01	-92.6%
								Capacity charge			R 34.96	New
								Demand charge R/KVA	R 134.13	R 145.68	R 65.62	-55.0%
						Medium season		Peak	R 5.75	R 6.2500	R 5.2497	-16.0%
								Standard	R 1.86	R 2.0200	R 1.8936	-6.3%
								Off- peak	R 1.08	R 1.1700	R 1.2274	4.9%
						Low season		Peak	R 1.99	R 2.1600	R 2.0056	-7.1%
								Standard	R 1.42	R 1.5400	R 1.5161	-1.5%
								Off- peak	R 0.97	R 1.0500	R 1.1207	6.7%
								Reactive energy			R 0.2119	New
			2.5.2.1.3 < 1 MVA Low Voltage				Bulk Urban TOU < 1 MVA LV	Basic charge per month	R 11 344.86	R 12 192.32	R 489.00	-96.0%
								Capacity charge			R 67.18	New
								Demand charge R/KVA	R 150.00	R 161.23	R 140.13	-13.1%
						Medium season		Peak	R 5.64	R 6.0559	R 5.3424	-11.8%
								Standard	R 1.77	R 1.9022	R 1.9863	4.4%
								Off- peak	R 1.10	R 1.1822	R 1.3201	11.7%
						Low season		Peak	R 1.99	R 2.1387	R 2.0983	-1.9%
								Standard	R 1.40	R 1.5046	R 1.6088	6.9%
								Off- peak	R 0.90	R 0.9672	R 1.2134	25.5%
								Reactive energy			R 0.2119	New
	2.5.2.2 Normal											
		2.5.2.2.1 > 1 MVA High tension					Bulk Urban MD > 1 MVA MV	Basic charge per month	R 1 589.80	R 1 726.68	TOU	
								Demand charge R/KVA	R 150.00	R 162.92	TOU	
								Energy charge R/kWh	R 1.50	R 1.6300	TOU	
		2.5.2.2.2 < 1 MVA High tension					Bulk Urban MD < 1 MVA MV	Basic charge per month	R 14 176.64	R 15 236.34	TOU	
								Demand charge R/KVA	R 165.70	R 178.09	TOU	
								Energy charge R/kWh	R 1.48	R 1.5906	TOU	
		2.5.2.2.3 < 1 MVA Low tension					Bulk Urban MD < 1 MVA LV	Basic charge per month	R 11 218.90	R 12 184.85	TOU	
								Demand charge R/KVA	R 152.47	R 165.60	TOU	
								Energy charge R/kWh	R 1.56	R 1.6900	TOU	
2,6 Sport customers							Sport	Energy charge R/kWh	R 2.53	R 2.7500	R 2.7500	0.0%
2.7 Streetlights							Streetlights	Maintenance charge			R 93.04	New
								Energy charge R/kWh	R 2.43	R 2.6400	R 2.8528	8.1%

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24. CONCLUSIONS

This detailed Ringfencing, Cost of supply and Pricing study presented many different challenges. All these have been addressed and the results obtained are considered 90% accurate. The current tariffs were found needing major changes. These will send a clear signal about the value of capacity which in time will assist the municipality in controlling it costs which are largely dictated by capacity.

The COS study must now be workshopped internally and be approved by Council and then be submitted to NERSA. Once the budget process starts the proposed tariffs need to be submitted to proper public participation. Only once NERSA approval and public participation process is completed can implementation begin.

25. ANNEXURE

25.1. Allocation of network costs to tariff categories.

Before proceeding to calculation of unit costs the issues of how to allocate network costs to different tariff categories need to be explored. NRS058 explores various methods. It is the consultant's expert view that the method that best allocates costs to the category of customers who cause the high demand and thus high costs should be based on each category of customer's contribution to the system peak. Various approaches could be followed in this respect such as not just using one single peak demand but maybe the average of the highest week or average of the 12 highest demands etc. The problem is that this requires very accurate data. The work in previous sections have already illustrated the problems with the data obtained reflected mainly in the fact the peak in the Eskom profile data and that from the simulated profile differ such that one is in the morning and the next in the evening. This caused the requirement to analyse the impact using the different methods. The results for the allocation of network costs at the highest voltage level network are reflected in

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Table 76.

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Table 76

DEMAND ALLOCATER METHODS COMPARED								
AVERAGE AND ACCESS METHOD								
	Customer group demand responsibility ratio							
N2	**D**	**L**	**A**	**B**	**C**	**E**		
		An LF	**P kWh/y**	**Tot kWh/y**	**P Ex MD**	**∑ Ex MD**	**Ex MD%**	**ENERGY RATIO**
1MV at HV sub	0.0%	52.19%	0	155 816 437	0.000	8 179.747	26.2%	0.0%
2Bulk MV	59.0%	52.19%	102 157 113	155 816 437	4 238.565	8 179.747	32.7%	65.6%
3Bulk LV	6.4%	52.19%	9 501 366	155 816 437	558.404	8 179.747	46.3%	6.1%
4Lights	3.9%	52.19%	3 113 357	155 816 437	484.405	8 179.747	122.7%	2.0%
5Municipal	4.4%	52.19%	7 015 707	155 816 437	349.182	8 179.747	41.4%	4.5%
6Commercial	14.0%	52.19%	22 586 601	155 816 437	1 094.536	8 179.747	41.6%	14.5%
7Domestic	12.3%	52.19%	11 442 293	155 816 437	1 454.654	8 179.747	100.2%	7.3%
TOTAL			**155 816 437**					

N2	**Customer group excess demand**							
	C - excess demand	**Ave MD**	**Group energy**	**Hours in year**	**PF**	**Non-co-incidental MD**	**Group energy**	**Annual LF**
	kVA	**kVA**	**kWh/y**	**8760**	**%**	**kVA**	**kWh/y**	**%**
1MV at HV sub	0.00	0.00	0	8 760.0	90%	0.0	0	71.29%
2Bulk MV	4 238.57	12 957.52	102 157 113	8 760.0	90%	17 196.1	102 157 113	67.82%
3Bulk LV	558.40	1 205.15	9 501 366	8 760.0	90%	1 763.5	9 501 366	61.50%
4Lights	484.40	394.90	3 113 357	8 760.0	90%	879.3	3 113 357	40.42%
5Municipal	349.18	843.03	7 015 707	8 760.0	95%	1 192.2	7 015 707	67.18%
6Commercial	1 094.54	2 631.00	22 586 601	8 760.0	98%	3 725.5	22 586 601	69.21%
7Domestic	1 454.65	1 451.33	11 442 293	8 760.0	90%	2 906.0	11 442 293	44.95%
Total	**8 179.75**	**19 482.93**	**208 067 712**	**61 320.0**		**27 662.7**	**155 816 437**	

NON CO-INCIDENTAL MD
DEMAND ALLOCATER METHODS COMPARED

N2		**NON CO-INCIDENTAL MD**	**AVERAGE AND ACCESS METHOD**	**ENERGY RATIO**	**CO-INCIDENTAL PEAK DEMAND METHOD**	**LF**	**Ave & Access Adustment factor**
1MV at HV sub		0.0%	0.0%	0.0%	0.0%	71.3%	82.5%
2Bulk MV		62.2%	59.0%	65.6%	49.5%	67.8%	90.0%
3Bulk LV		6.4%	6.4%	6.1%	5.0%	61.5%	105.7%
4Lights		3.2%	3.9%	2.0%	1.5%	40.4%	193.9%
5Municipal		4.3%	4.4%	4.5%	2.9%	67.2%	97.5%
6Commercial		13.5%	14.0%	14.5%	18.4%	69.2%	96.3%
7Domestic		10.5%	12.3%	7.3%	8.1%	44.9%	168.0%
0		0.0%	0.0%	0.0%	0.0%	40.4%	
		100%	100%	100%	85%		

This shows the following:

The following in this respect:

- All methods yield similar results.
- The energy ratio method seems out of line with the other methods, as is to be expected.
- The average and access method and Non-co-incidental methods are almost identical.
- From the profiles it is clear that the annual peak demands are mainly caused by residential customers.
- The co-incidental peak demand methods best reflect this reality which will show domestic costs even higher.

For simplicity's sake and close results with the Average and access method the non-co-incidental peak demand method was used as basis to allocate all network costs.

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25.2. Definitions.

Ampere (A): The unit in which electric current is measured being the rate of flow of electric current through a conductor and which is comparable to the rate of volume of water flow through a pipe.

Capacity utilisation. – This refers to the extent to which the capacity that has been installed for a customer has been utilised by the customer.

Charges. – This refers to different charges that a customer has to pay such as a charge for energy or charge for installed capacity.

Clients. – This refers to other contacts of the utility such as contractors, consultants, etc.

Connection fee: The minimum, once-off, up-front payment for new or additional capacity

Consumers. – This refers to any user of electricity whether it be an illegal connected supply, unpaid supply or third-party person.

Cross subsidy. – This refers to cases where one set of customers are subsidised by another set of customers because their tariff does not cover their cost of supply.

Customer. – This refers to a consumer that is legally connected to the electricity network, is contracted with the supply utility and is paying their dues.

Demand charge: A R/kVA or R/kW charge which is time and/or seasonally differentiated and is applied to the chargeable demand registered during the month.

Demand tariffs. – This refers to tariffs that charge for the maximum demand taken by the customer every month.

Diversity Factor: This is defined as the ratio of the sum of individual consumers' non-coincident maximum demands to the total maximum demand of a group, which is an indication of the extent to which the same capacity can be used for different consumers

Electrical Energy – This refers to the amounts of units of electricity consumed. This is normally measured for a month.

Gigawatt (GW): Equal to one thousand MW or one million kW.

Inter tariff cross subsidies. – This is where one category of customers is cross-subsidising another category of customers.

Intra tariff cross subsidies. – This is where there is cross subsidisation between the different customers within a particular customer category such as high usage customers cross-subsidising low usage customers.

kWh (kilo Watt hour) – This is the unit of measure for energy. It means 1000 of Watt hours. In other words, if a 100 Watt globe was burning for 10 hours.

Kilovolt-Ampere (kVA): The product of volts and amperes times 1 000, i.e. V x A x 1 000. This is a measure of "apparent" electrical power.

Kilowatt (kW): The product of kVA and power factor which is a measure of "true" electrical power. The expression for kW is V x A x power factor x 1 000.

Kilowatt-hour (kWh): The total amount of energy used in one hour by a device that requires one kilowatt of power for continuous operation, i.e. the product of kilowatts and hours.

kVA (kilo Volt Ampere) – This is the unit of measure for maximum demand. It includes the real and reactive components of power.

kW (kilo Watt) – This is also a unit of measure for maximum demand but only the real component. Here the calculation is done over a 1-hour period. The maximum demand taken by ten 100-Watt globes equals to 1 kW.

Load factor. – This refers to the amount of electricity consumed by a customer in a billing period relative to the amount of energy that could have been consumed had the appliances been kept on all the time. This indicates how effective the capacity had been used.

Load factor (LF) annual: Total kWh/y divided by the highest maximum demand in the year times 12 times the total hours in the year. (Total kWh for year) ÷ (Highest maximum demand in year x 12 x hours in year).

Load factor (LF) average monthly: Total kWh/y divided by the sum of the maximum demands of all months in the year times 12 times the total hours in the year. (Total kWh for year) ÷ (Sum of 12 maximum demands in year hours in year).

Life line. – This refers to a tariff that provides support, subsidy, discount to customers. This is usually not available to all customers and provide more support at low consumption levels and become more expensive at high consumption levels.

Maximum demand. – This refers to the maximum demand that the customer places on the network normally averaged over a half hour period.

Megawatt (MW): Equal to one million Watts or 1 000 kW.

Network voltage. – This refers to the voltage at which the network operates. This voltage is usually higher to transfer large amounts of power.

Network capacity. – This refers to the maximum rating of the network equipment that has been installed to supply a customer. This is expressed as kVA or A (Amperes).

Point of delivery (POD): A physical point on the electrical network, where electricity is delivered to a customer, usually the metering point.

Point of supply: It could be a single point of delivery to a customer or a specific group of points of delivery on the System from where electricity is supplied to the customer.

Power Factor (PF): The ratio kW / kVA indicates the ratio of “true” electrical power to “apparent” electrical power, i.e. the ratio of useful work to the total quantity of volts and amperes supplied.

Reactive energy charge: In case of Megaflex, it is levied on every kvarh which is registered in excess of 30% of the kWh supplied during the specified periods of the month.

Supply voltage. – This refers to the voltage at which customers are supplied. The supply voltage for households is usually 240 V (volt).

Single energy rate tariff. – This refers to a tariff that only has one charge and that is a simple energy charge eg. 25 c/kWh.

Seasonal tariffs. - This refers to tariffs where the price for electricity consumed during different seasons of the year is different. This is because there is a much higher demand for electricity typically in Winter making it more expensive to provide.

Tariff. – A tariff is the combination of various charges as mentioned above to make up a tariff applicable for a specific customer category.

Tariff structure. – This refers to the type of charges in the tariff as well as the relative sizes of the different charges.

Tariff restructuring. – This refers to the process of changing the charges in a tariff but also the relationship with other tariffs.

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Two part tariff. - This refers to a tariff that has a single energy rate plus a fixed charge, sometimes called a basic charge. For example, the tariff has a basic charge of R100/month and an energy rate if 105 c/kWh.

TOU (Time of Use) tariffs. - This refers to tariffs where the electricity consumed at different times of the day is measured separately and are charged for differently.

Time-of-use (TOU) tariff: A tariff that has different energy rates for different time periods and seasons in order to reflect different cost of supply at different times more accurately.

Voltage discount. – This refers to a discount applied to customers supplied at higher voltages because it is cheaper to supply, and the customer incurs more costs to transfer the energy for their own applications.

Voltage (V): Measure of electric pressure that drives electric current through a conductor.

Watt (W): The unit of electrical power or energy transfer equivalent to one ampere flowing due to an electrical pressure of one volt at unity power factor, W = V x A

25.3. Abbreviations

<	less than	CRC	Current replacement cost.
≤	less than or equal to	ROA	Return on Assets
>	greater than	HV	High Voltage ≥ 40 kV
≥	greater than or equal to	MV	Medium Voltage ≥ 1000 V < 40 kV
A	ampere	LV	Low Voltage < 1000 V
c	cents	COS	Cost Of Supply
c/kvarh	cents / reactive kilovolt-ampere-hour	POD	Point of delivery
c/kWh	cents per kilowatt-hour	FBE.	Free Basic Electricity
CPI	consumer price index	EPP	South African Electricity Pricing Policy
GWh	gigawatt-hour	MFMA.	Municipal Finance Management Act
km	kilometre	MSA	Municipal Systems Act
kVA	kilovolt-ampere	IBT	Inclining Block Rate Tariff
kvarh	reactive kilovolt-ampere-hour	CRC	Current replacement cost.
kV	kilovolt	LF	Load factor
kW	kilowatt	COS	Cost Of Supply
kWh	kilowatt-hour	POD	Point of delivery
MVA	megavolt-ampere	POS	Point of Supply
N/A	Not applicable	FBE.	Free Basic Electricity
NERSA	National Electricity Regulator of South Africa	EPP	South African Electricity Pricing Policy
NMD	Notified Maximum Demand	MFMA.	Municipal Finance Management Act
PF	Power factor	MSA	Municipal Systems Act
R	Rand	IBT	Inclining Block Rate Tariff
R/kVA	Rand per kilovolt-ampere		
R/kW	Rand per kilowatt		
TOU	Time-of-Use		
V	volt		
VAT	value added tax		
W	watt		

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WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Director: Finance

DATUM / DATE: 16 January 2023

VERW. / REF.: 05/12/1/3

IMPLEMENTATION OF THE DEBT COLLECTION AND CREDIT CONTROL POLICY

Purpose

The purpose of this report is for council to consider the full implementation of the debt collection and credit control policy in an effort to improve on the debt collection percentage.

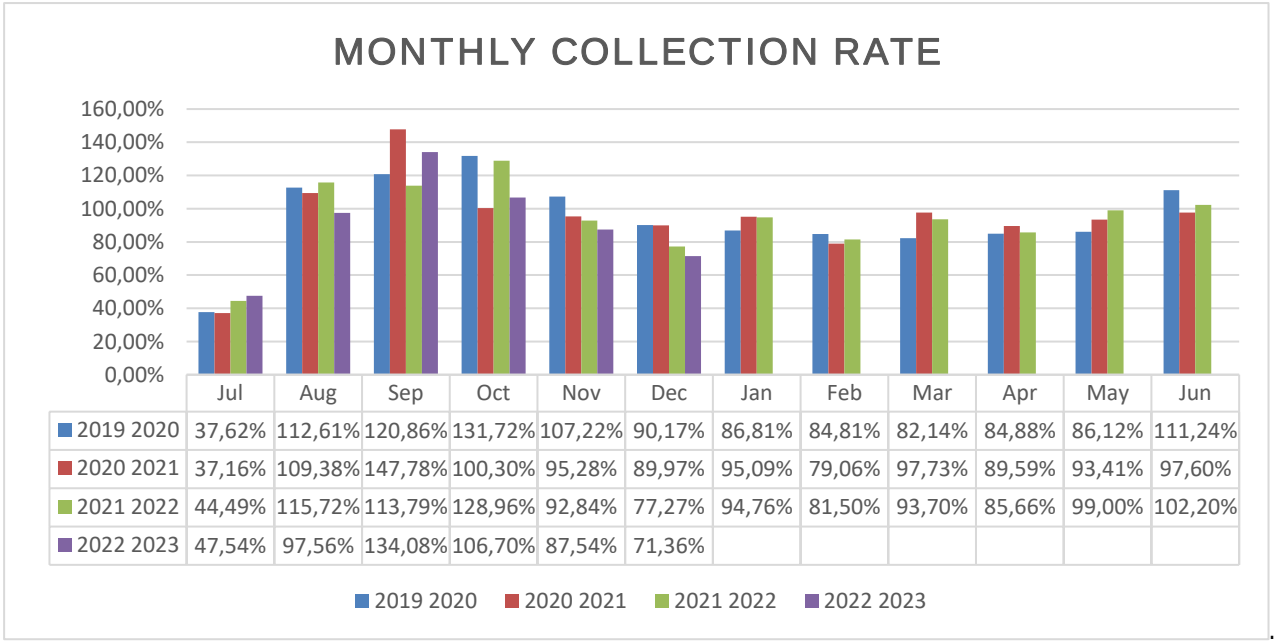
Legislature framework

In terms of Section 96 of the Municipal Systems Act (act 32 of 2000), Council must collect all money that is due and payable to it. Subject to the provisions the Municipal Systems Act. It also allows the municipality to compile and adopt a policy to give effect to this power to collect. Council adopt a credit Control and Debt Collection Policy on 28 May 2009, item 8.1.2(c). Amendments to this policy were approved at subsequent council meetings.

Section 64 (2) of the Municipal Finance Act (56 of 2003) The accounting officer must take all reasonable steps to ensure—*(a)* that the municipality has effective revenue collection systems consistent with section 95 of the Municipal Systems Act and the municipality's credit control and debt collection policy-

Background

The year to date recovery rate for the year excluding traffic fines is 85%. The annual target for debt collection is 94%.



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019 2020	37,62%	112,61%	120,86%	131,72%	107,22%	90,17%	86,81%	84,81%	82,14%	84,88%	86,12%	111,24%
2020 2021	37,16%	109,38%	147,78%	100,30%	95,28%	89,97%	95,09%	79,06%	97,73%	89,59%	93,41%	97,60%
2021 2022	44,49%	115,72%	113,79%	128,96%	92,84%	77,27%	94,76%	81,50%	93,70%	85,66%	99,00%	102,20%
2022 2023	47,54%	97,56%	134,08%	106,70%	87,54%	71,36%						

The payment percentages for the different areas are as follows:

	Debits Raised	Payments Received	Total Outstanding	Payment Percentage
Ceres	283	276	45	97.6%
Farms	112	115	11	102.6%
Bella Vista	20	18	21	88.7%
Wolseley	49	44	36	90.2%
Tulbagh	35	33	21	94.3%
PA Hamlet	22	10	63	44.8%
Op die Berg	6	2	18	30.7%
Nduli	19	2	88	9.5%

The following table indicates the outstanding amounts as per service

	Total Outstanding
Rates	40
Electricity	31
Other	4
Refuse	73
Sewerage	65
Water	121

The following table list the payment percentage per customer group for the previous financial year:

	Debits Raised	Payments Received	Total Outstanding	Payment Percentage
Business	311	310	35	100%
Government	36	36	8	103%
Residential	199	152	282	76%
Farms	6	5	3	95%

Financial Implications

If the current downward trend of debt collection continues, the provision for impairment of receivables (bad debt) will have to be increased from R 38 million to R82 million for the current financial year. As a result, the expenditure budget will therefore have to be adjusted downward with ±R 44 million. This will have a negative impact on all operations of the municipality including the repair and maintenance of service delivery infrastructure.

Discussion

The current credit control practices of disconnecting and blocking of electricity supply is ineffective in the Eskom supplied areas of Prince Alfred Hamlet, Op die Berg and most rural areas, as indicated above.

Additional credit control measures as per the approved credit control and debt collection policy must be implemented in these areas as an effort to collect outstanding debt and increasing the overall collection rate.

The purpose of debt collection processes including legal action is to convince a debtor to pay his outstanding account and to cultivate a culture of payment.

Recommendation

That the following additional credit control steps be implemented:

1. Cutting or blocking of electricity–
   1.1. Amount equal to two months' debits are payable before restoring connection- (conventional meters)
   1.2. Portion of electricity purchases to be set off against arrear debt. (Auxiliary - 30%)

2. Indigent households-
   2.1. Portion of electricity purchases to be set off against arrear debt. (Auxiliary - 30%)
   2.2. Indigent households be moved from conventional electricity to pre-paid electricity

3. Legal collection process –
   3.1. Section 129 Notice- (in terms of National Credit Act).
   3.2. 14 Days later after Section 129 Notice, Summons is compiled.
   3.3. Clerk of the Court issues the summons.
   3.4. Sheriff of the Court serve the summons on the defendant.
   If there is moveable property that can be attached:
   3.5. If no payment received on summons - Judgement and Warrant of Execution is issued on movable property.
   3.6. Council resolution on process to be followed;
   3.7. Instruction to sheriff to attach and remove movable property and to sell the attached property.
   3.8. Advertisement in newspaper of intention to sell movable property
   3.9. Sale in execution of attached moveable property by sheriff.
   If there is no moveable property that can be attached:
   3.10. Report with Nulla Bona on fixed property with municipal value for less than R 300 000.00 to Council for write off;
   3.11. Municipal fixed property with value more than R 300 000.00, section 66 application compiled by private external attorney and application to sell immovable property in a sale of execution, brought before court;
   3.12. Council resolution on process to be followed;
   3.13. Advertisement in newspaper by attorney of intention to sell immovable property in local newspaper as well as government gazette;
   3.14. Sale in execution of attached immoveable property by sheriff.

4. Pre-Payment Water Meters
   4.1. Installation of pre-paid water meters if other debt collection measures are not successful;
   4.2. That the water consumption can be limited to a maximum of 200 litres per day (6 kilolitres per month);

Yours faithfully

H J KRITZINGER
DIRECTOR: FINANCE

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM –

AAN / TO: Director: Technical Services
Director: Financial Services
Municipal Manager

VAN / FROM: Manager: Streets and Stormwater

DATUM / DATE: 18 January 2023

VERW. / REF.: 08/2/17/51

BID 08/2/17/51: UPGRADING OF VAN BREDA BRIDGE & ASSOCIATED ROADWORKS – EXPANSION AND VARIATION OF CONTRACT

1. Background

The Contractor, Amandla GCF Construction CC was appointed, on 3 June 2021, for the abovementioned Contract for the total Bid amount of R 39 202 903.87,17 including 15% Vat and Contingencies.

Ingerop South Africa (Pty) Ltd was appointed, 0n 1 November 2018, as the Consulting Engineer on the project based on tendered rates, provided that the expenditure is within the municipal budget.

The construction of the project started on 06 December 2021 and the anticipated completion date is March 2024.

The following table indicates the current budget status to date for the project:

	Original, Contract value	Planned expenditure, Revised 17/06/2022	Increase in cost	Increase %
Totals:	**R48 318 371,10**	**R66 660 406,05**	**R18 342 034,95**	**37,96%**
Construction	**R39 202 903,87**	**R57 236 326,55**	**R18 033 422,68**	**46,00%**
Fees	**R9 115 467,23**	**R9 424 079,50**	**R308 612,27**	**3,39%**
WCG 80%	**R38 654 696,88**	**R53 328 324,84**	**R14 673 627,96**	
Municipal 20%	**R9 663 674,22**	**R13 332 081,21**	**R3 668 406,99**	

It is evident from the above table that there is an increase of 46% in construction cost totaling R18 033 422.68 which includes 15% Vat.

2. Increase in Construction

The reason for the increase in the construction cost is mainly as a result of Variation orders(attached), Extention of Time Claims and Contract Price Adjustment.

Please refer to the projected construction cost to date in the summary below:

Date: 01-07-2022
Prepared by: J Pathan
Rev: Revision H

Upgrading of Van Breda Bridge & Associated Roadworks, Ceres

Projected construction cost					Tender Amount	Updated Construction Estimate
#	0. Preliminary & General	Unit	Quantity	Rate	Amount	Amount
A	Preliminary & General	Sub-total	1		R 10 347 500.00	R 10 347 500.00
				Sub total	R 10 347 500.00	R 10 347 500.00
#	1. Civil works	Unit	Quantity	Rate	Amount	Amount
B	SITE CLEARANCE	Sub-total	1		R 263 775.00	R 263 775.00
C	EARTHWORKS	Sub-total	1		R 1 134 750.00	R 1 134 750.00
D	STORMWATER	Sub-total	1		R 1 153 040.00	R 1 153 040.00
E	CABLE DUCTS	Sub-total	1		R 231 900.00	R 231 900.00
F	SUBBASE	Sub-total	1		R 988 325.00	R 988 325.00
G	KERBING & CHANNELING	Sub-total	1		R 535 260.00	R 535 260.00
H	BASE COURSE	Sub-total	1		R 115 625.00	R 115 625.00
J	ROAD SURFACING	Sub-total	1		R 2 311 302.50	R 2 311 302.50
K	SEGMENTED PAVING	Sub-total	1		R 452 500.00	R 452 500.00
L	ANCILLARY ROADWORKS	Sub-total	1		R 308 080.00	R 308 080.00
				Sub total	R 7 494 557.50	R 7 494 557.50
#	2. Structural Works	Unit	Quantity	Rate	Amount	Amount
M	BRIDGE REPAIRS	Sub-total	1		R 11 800 970.00	R 11 800 970.00
				Sub total	R 11 800 970.00	R 11 800 970.00

SUB-TOTAL	R 29 643 027.50	R 29 643 027.50
VARIATION ORDER	R -	R 9 062 982.46
DAYWORKS ITEMS	R -	R 152 369.93
CLAIMS 1 (APPROVAL PENDING)	R -	R 899 999.73
CLAIMS 2 ESTIMATED (NOT YET APPLIED FOR)		R 920 000.00
CONTINGENCY	R 4 446 454.13	R 3 870 601.00
SUB TOTAL	R 34 089 481.63	R 44 548 980.62
CPA ALLOWED	R -	R 5 221 738.12
CONSTRUCTION COST (excl. VAT)	R 34 089 481.63	R 49 770 718.74
15% VAT	R 5 113 422.24	R 7 465 607.81
CONSTRUCTION COST (incl. VAT)	R 39 202 903.87	R 57 236 326.55

2.1. Variation Orders

The following Variation Orders were/are required:

Variation Order No. 01a - Work required to relocate the existing municipality water main due to clash with the new abutments.

Variation Order No. 02 - Due to structural design re-assessment following information from tests carried out on site by the Contractor, the design of the piers had to be optimised and altered to avoid the risk of the drilling for Dywidag bars damaging existing piers

Variation Order No. 03 - The substructure was initially designed based on assumptions from the as built drawings and available reports. The as built drawings showed that the piers and abutments were founded

on an approximate bedrock line. This bedrock line was traced, scaled and used for the revised design. The bridge being founded on bedrock is verified in the Ninham Shand report [1990] and the subsequent Aurecon report [2013]. The existing abutment and pier foundations are shown to be spread footings or mass concrete footings to bedrock.

The design drawings required estimated design bearing pressures to be verified by geotechnical investigation during construction.

The results of the geotechnical investigation showed that the bedrock levels in general were significantly deeper than shown on the as-built drawings.

Bearing pressures of 500kPa on the wingwalls were not achievable on the in-situ material, as a result of the deeper bedrock levels and a redesign with bearing pressures of 250kPa of the wingwall foundations were thus required.

Variation Order No. 04 - Geotechnical investigation carried out on site established that the existing level of hard rock for founding ls approximately 3m to 4m deeper than that indicated on the as-built drawings, and also that the overlying soils have insufficient bearing capacity.

To excavate to these new deeper depths in the restricted areas would be impractical and unsafe. Various methods were evaluated, and a piling option found to be the most suitable.

Variation Order No. 05 – The existing boundary of Erf 3703 wall encroaches in the municipal road reserve. Permission were obtained previously. The existing wall is located adjacent to Voortrekker street, near the bridge which needs to be demolished due to the widening of the existing bridge wingwall.

Variation Order No. 06 - Due to dimensional discrepancies between the existing pier heights, the precast beam support detail has been required to change to a non-shrinkage Sika 212 grouting plinth method.

2.2. Extention of Time Claims

Resulting from the abovementioned Variation Orders, the Contractor submitted 2 Claims for Extention of time for the contract period, ending March 2024.

2.3. Contract Price Adjustment (CPA)

The original bid document did not make provision for Contract Price Adjustment (CPA). After a few enquiries from Bidders regarding this, due to the contract period exceeding 12 months, it was decided via an adendum, during tender stage, that CPA was applicable. It was also considered to allow CPA due to the uncertainty of how long procurement processes would take before an appointment would be made.
However, the CPA allowance was not provided for in the Bill of Quantities.

3. Management of expansion or variation of orders against the original contract

MFMA Circular No. 62 Municipal Finance Management Act No. 56 of 2003 states; “accounting officers of municipalities and municipal entities are advised that, from the date of this Circular, contracts may be expanded or varied by not more than 20% for construction related goods, services and/or infrastructure projects and 15% for all other goods and/or services of the original value of the contract. …… Furthermore, anything beyond the abovementioned thresholds must be reported to council or the board of directors. Any expansion or variation in excess of these thresholds must be dealt with in terms of the provisions of section 116(3) of the MFMA which will be regarded as an amendment to the contract.”

Section 116(3) of the MFMA 116(3) stipulates: -

A contract or agreement procured through the supply chain management policy of the municipality or municipal entity may be amended by the parties, but only after---

(a) the reasons for the proposed amendment have been tabled in the council of the municipality or, in the case of a municipal entity, in the council of its parent municipality; and
(b) the local community-

(i) has been given reasonable notice of the intention to amend the contract or
(ii) has been invited to submit representations to the municipality or the municipality or municipal entity may be amended by the parties, but only after--- agreement; and municipal entity.

4. Financial Impact

At a meeting, held between the Municipal Manager, Director Technical Services and myself with the District Roads Engineer's office in November 2022, assurance was given that the Department of Transport and Public works WC will provide the further 80% of the increased costs and the municipality must make provision for the further 20%.

5. Comments by Director: Technical Services

I am of the opinion that the consulting engineers, Ingerop South Africa (Pty) Ltd, did not follow all the prescribed steps as per the design stages as detailed by the Engineering Profession Act (46/2000): Guideline for services and processes for estimating fees for persons registered in terms of the Engineering Profession Act. More specifically that of Stage 1 **–** Inception, which reads as follows:

- *Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for Stage 2 including the availability and location of infrastructure and services.*

The consulting engineers based their design on assumptions (as built drawings & engineering reports), no analyses/test were done during the design phase, but only after construction commenced.

This had the effect that the contractor submitted extension of time claims, due to the fact that they could not carry on with critical path construction activities, whilst the consulting engineer where doing the analyses/test, re-design and construction drawings.

The known claims for extension of time are as follows:

- Claim 1 – R899 999,73 (excl vat)
- Claim 2 – R920 000,00 (excl vat)

I recommend that a dispute be declared against Ingerop South Africa (Pty) Ltd , based on the fact that extension of time claims are to be paid by us, which could have been avoided, if all prescribed steps were followed during the design stage.

5. Request

The following is requested:

- *That the Accounting Officer approve the extension of the original contract, in favour of Amandla GCF Construction cc, with an increase of R7 840 000,00 which is 20% of the original contract, provided that the expenditure is within the available budget of the municipality.*

- *That the Accounting Officer recommend to Council the amendment of Contract 08/2/17/51: Upgrading of van Breda Bridge & Associated Roadworks, in favour of Amandla GCF Construction cc, to be expanded by a further 26% or R10 193 422,68 which is inclusive of 15% Vat, provided that the expenditure is within the available budget of the municipality.*

- *That reasonable notice be given in the local newspaper of the intention to amend the contract.*

- *That Council approve the amendment of Contract 08/2/17/51: Upgrading of van Breda Bridge & Associated Roadworks, in favour of Amandla GCF Construction cc, to be expanded by 46% or R57 236 326,55 in construction cost inclusive of 15% Vat, provided that the expenditure is within the available budget of the municipality.*

- *That a dispute be declared against Ingerop South Africa (Pty) Ltd , based on the fact that extension of time claims are to be paid by Witzenberg Municipality, which could have been avoided, if all prescribed steps were followed during the design stage.*

Requested by

E LINTNAAR
MANAGER: STREETS AND STORMWATER

Recommend / Not Recommended

J KRITZINGER
DIRECTOR: FINANCIAL SERVICES

Recommend / Not Recommended

J BARNARD
DIRECTOR: TECHNICAL SERVICES

Approved / Not Approved

D. NASSON
MUNICIPAL MANAGER

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Munisipale Bestuurder

VAN / FROM: Direkteur : Tegniese Dienste

DATUM / DATE: 14 Junie 2022

VERW. / REF.: 17/3/2

VOORGESTELDE POSISIES **VAN DIE "***WASTE TRANSFER STATIONS***"**

1. Doel

Om die posisies van die "*Waste Transfer Stations*" soos per goedgekeurde kapitale begroting vir 2022/23 vas te stel.

2. Agtergrond

Die kapitale begroting , maak voorsiening vir die konstruksie van "*Drop-Offs / Waste Transfer Stations*" ten bedrae van R6,0 miljoen. (BTW uitgesluit).

3. Bespreking

Volgens die "*National Environmental Waste Act 2008"* moet ons vullis herwin en minder vullis stort by die vullisstortingsterreine.

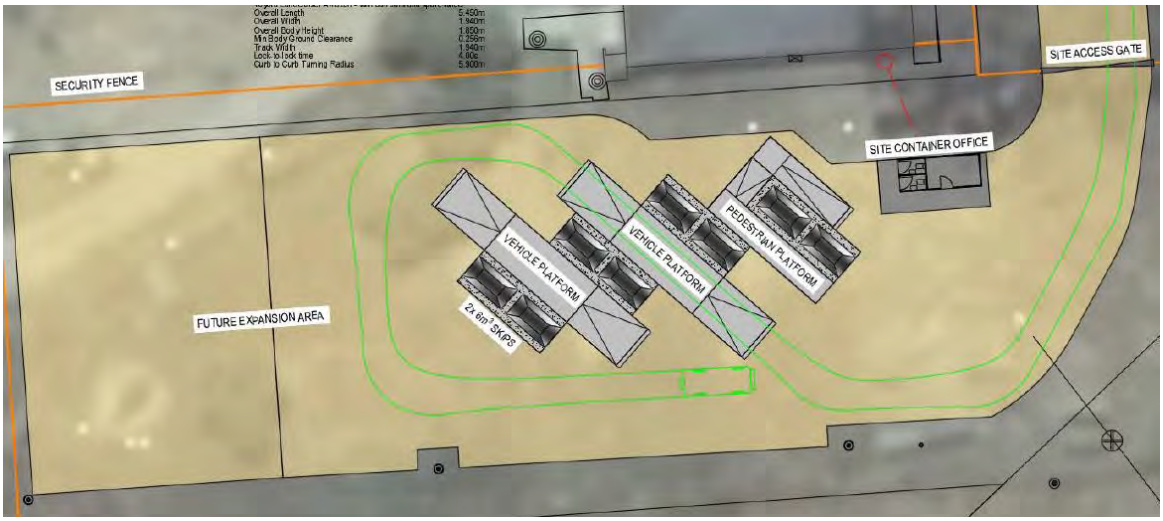
Die mees aanvaarbare manier om hierdie te verrig is met 'n "*Drop-Offs / Waste Transfer Stations*" wat beteken alle herwinbare materiaal, tuinvullis en bourommel word na die "*Waste Transfer Station*" geneem en in groen skips geplaas deur die inwoners, by die perseel sal 'n werker wees om te wys in watter skips dit gegooi word. Herwinbare goedere kan dan aan herwinnaars beskikbaar gestel word wat werkskepping kan skep en tuinvullis na kompostering aanleg en bourommel na vullisstortingsterrein geneem word.

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

Tipiese Uitleg



Die voorstel is dat daar drie "*Drop-Offs / Waste Transfer Stations*" gebou word as volg:

Bella Vista



✉ 44 Ceres 6835 ☎ (023) 316 1854 ✆ (023) 316 1877 admin@witzenberg.gov.za

Evaluering van opsies te Bella Vista

- Opsie 1 (erf 2725)

o Die erf is 735 m^2 groot.
o Area van ten minste 1 040 m^2 word benodig.

- Opsie 2 (erf 2722)

o Die erf is 736 m^2 groot.
o Area van ten minste 1 040 m^2 word benodig

- Opsie 3 (erf 8714)

o Die erf is 1 802,56 m^2 groot.
o Area van ten minste 1 040 m^2 word benodig
o
- Opsie 4 (erf 3292/3/4)
-
o Die 3 erwe gesamentlik is 1 020 m^2 groot.
o Area van ten minste 1 040 m^2 word benodig

Kommentaar Stadsbeplanning

Die sonering vir hierdie gebruik is "authority use" wat ingevolge die Skema as volg omskryf word:

Land use description: "authority use" means a use which is practised by or on behalf of an organ of state and that cannot be classified or defined under other uses in this zoning scheme, and includes
a use practised by—
(a) the national government, including a military centre or installation, police station or correctional facility;
(b) the provincial government, including a road station or road camp;
(c) the Municipality, such as treatment works, dumping grounds, transfer stations, reservoirs, electricity substations, public ablution facilities, fire service or a municipal depot with related uses, including limited accommodation for staff who are required to be on standby for emergencies.

- Opsie 1 (erf 2725)

Sonering is "Open Space I". Erf moet hersoneer word na "Authority Use"

- Opsie 2 (erf 2722)

Soner is “Open Space I”. Erf moet hersoneer word na “Authority Use”.

- Opsie 3 (erf 8714)

  Sonering is “Business II”. Erf moet hersoneer word na “Authority Use”.

- Opsie 4 (erf 3292/3/4)

  Sonering is “Single Residential I”. Erf moet hersoneer word na “Authority Use”.

Kommentaar Water en Riool

Die Koekedouw hoofwater lyn loop deur erwe 3292/3/4

Tulbagh



✉ 44 Ceres 6835 ☎ (023) 316 1854 ✆ (023) 316 1877 admin@witzenberg.gov.za

Evaluering van opsies te Tulbagh

- Opsie 1 (erf 738)

o Die erf is 1 658 m^2 groot.
o Area van ten minste 1 040 m^2 word benodig.
o

- Opsie 2 (erf 1326)

o Die erf is 1 419m^2 groot.
o Area van ten minste 1 040m^2 word benodig

Kommentaar Stadsbeplanning

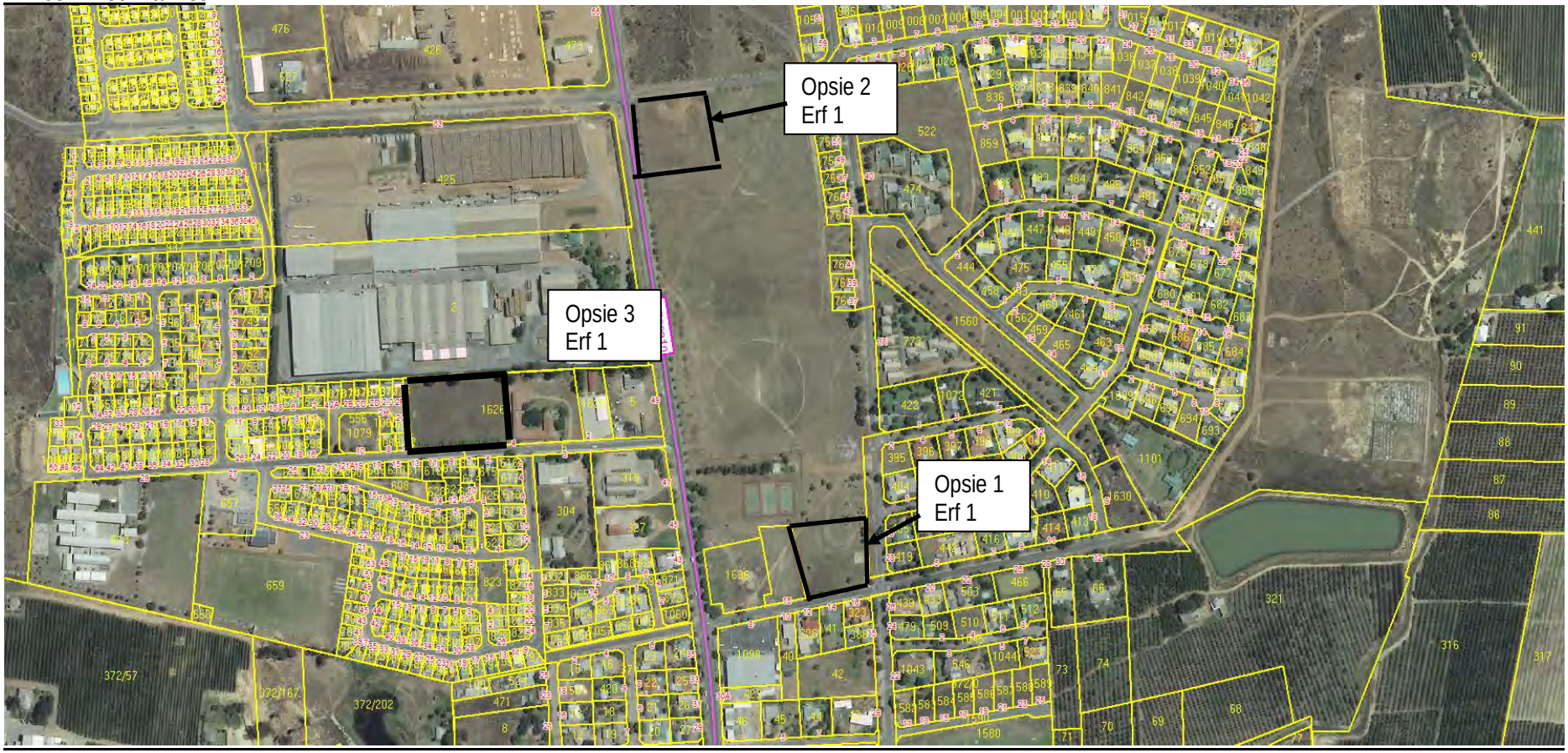
- Opsie 1 (erf 738)

  Sonering is “Open Spcae I”. Erf moet hersoneer word na “Authority Use”.

- Opsie 2 (erf 1326)

  Sonering is “Community III”. Erf moet hersoneer word na “Authority Use”.

Prince Alfred Hamlet



✉ 44 Ceres 6835 ☎ (023) 316 1854 ✆ (023) 316 1877 admin@witzenberg.gov.za

Evaluering van opsies te Prince Alfred Hamlet

- Opsie 1 (erf 1)

o Die erf is 5 000 m² groot.
o Area van ten minste 1 040 m² word benodig.

- Opsie 2 (erf 1)

o Die erf is 5 000 m² groot.
o Area van ten minste 1 040 m² word benodig

Kommentaar Stadsbeplanning

- Opsie 1 (erf 1)

  Sonering is "Undetermined". Erf moet hersoneer word na "Authority Use"

- Opsie 2 (erf 1)

  Sonering is "Undetermined". Erf moet hersoneer word na "Authority Use"

4. Aanbeveling

Dat die volgende erwe goedgekeur word vir die ontwikkeling en bou van *drop-offs / transfer stations* as volg:

1) Bella Vista
   a) Opsie 3 (erf 8714)
2) Tulbagh
   a) Opsie 2 (erf 1326)
3) Prince Alfred Hamlet
   a) Opsie 2 (erf 1)
4) Dat kennis geneem word dat die erwe moet hersoneer na "Authority Use".
5) Dat die Senior : Superintendent Vaste Afval die nodige adminstratiewe take verrig (kwotasies inwin ens) vir die hersonering van die gemelde erwe.
6) Dat die Bestuurder: Stadsbeplanning en Boubeheer die hersonerings proses bestuur en finaliseer.

_____

J. BARNARD
DIREKTEUR : TEGNIESE DIENSTE

✉ 44 Ceres 6835 ☎ (023) 316 1854 ◑ (023) 316 1877 admin@witzenberg.gov.za

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN/TO: Municipal Manager

VAN/FROM: Director: Technical Services

DATUM/DATE: 22 February 2023

VERW/REF: 16/2/1/1/1/

WATER SITUATION WITZENBERG

1. PURPOSE

To update Council on the current status of the water situation in Witzenberg.

2. BACKGROUND

The abnormal low rainfall during the past rainy season had the effect that dam levels in The Witzenberg area are very low.

2.1 Tulbagh - Water Supply (as on 21 February 2023)

The below graph indicates the usage and future projections of the Tulbagh Dam.
The important factors are the following:

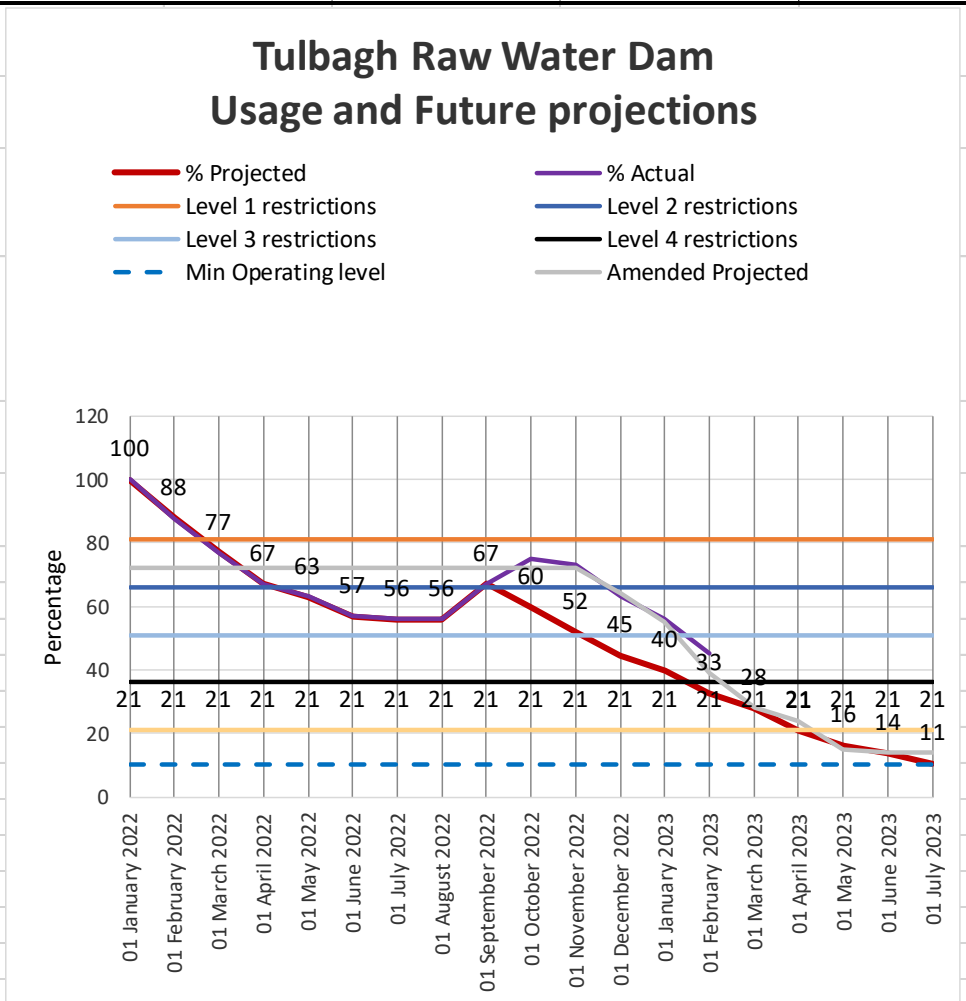
- Level 4 water restrictions in place since 16 February 2023.
- The projected (red line) based on past consumption figures and inflow, indicates a possibility that the dam will reach 11% by end June 2023.
- The minimum operating level (dotted blue line) is at 10%, meaning we cannot supply any water to the community, once the dam level reaches 10%.
- The dam level as on 21 February 2023 was at 34%.

Tulbagh - Level 4 Water Restrictions
(Severe danger of water shortage)
Level 4 Water restrictions effective as from 16 February 2023

ANTICIPATED DAY ZERO	DATE	DAYS LEFT
	01-Jul-23	130

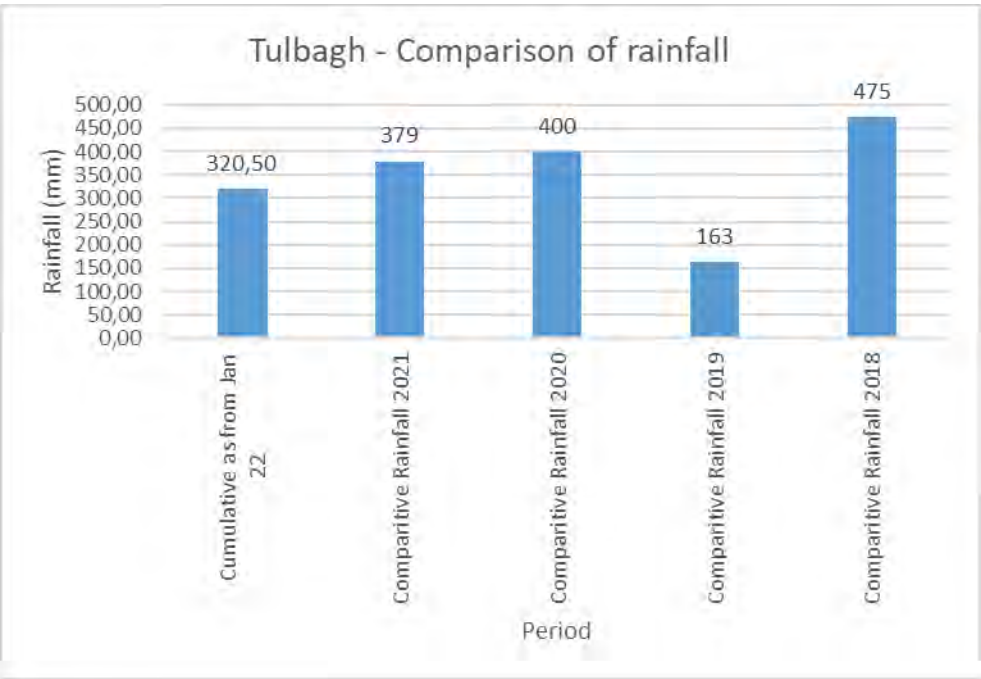
Dam	Dam Storage (%)	Weekly Dam Level Change (%)	
Tulbagh Dam	34	2	↓

Average Daily Usage (Ml/d)	Target Daily Usage (Ml/d)	Target Daily Usage (litres per day per household)	Remaining Water sufficient for (months)
2,90	2,0	183	**2,0**



The below graph compares the rainfall of this year with other years.

- The most important conclusion one can make from the graph is the fact that the rainfall during 2021 was 379mm and during 2022 was 320mm, of which more than 100mm was received during December 2022, which is outside the normal rainy season.
- This low rainfall within the normal rainy season is also the main reason why water restrictions were implemented.



<u>The following drought mitigation measures are being implemented, to secure the medium and long term water availability in Tulbagh:</u>

ACTION PLAN

6.1 Water Balance

a) The network should be intensely monitored to limit the wastage of water.
    a. Teams are deployed to Tulbagh to do leak repairs.
    b. JB requested that an updated summary of all the completed works must be compiled. List will be distributed as part of the minutes.

b) The major water users have to be identified and meetings held with them to determine their demands and how these can be reduced.
    a. Information received from Finance. SF discussed the information and it was decided that Finance should include a column stating whether indigent or not.
    b. Letters handed out to all users exceeding 32kl/month.
    c. Do one on one inspections with the top 10 users and explain the current situation.

d. Godfrey Senoamali assisted with the delivering of the notices.
e. Business to be targeted next, must reduce consumption with 20% compared to previous year, NV to supply list by 1 November 2022, as well as list of residential consumers for the new month.

c) The water availability will be determined by establishing the yield from all available sources.
   a. Water yields are monitored weekly and MP updates & supplies dashboard weekly.
   b. RH should post water saving tips on the FB page on a weekly basis. RH should also sent to Norman Collins from Tulbagh E-News.
   c. With the weekly distribution of the dashboard, MP should include all attendees of this meeting.
   d. The weekly dashboard and water saving tips should be distributed to DL Witzenberg also

d) Weekly monitoring of water levels of accessible boreholes
   a. Borehole consumption to be added to weekly sheet.

e) UAW Tulbagh
   a. UAW for Tulbagh to be discussed at next meeting.

6.2 Education and awareness

a) Large sign boards
   a. MP to ensure that the large sign board are updated weekly.

b) Newspaper advertisements
   a. RH should communicate with Norman Collins from Tulbagh E-News.
   b. Witzenberg Herald places the dam levels on a weekly basis in their newspaper.

c) Internet and social media
   a. RH should also post water saving tips and the dashboard or similar information on a weekly basis

d) Flyers / Schools (flyers issued)
   a. Flyers to be handed out next week.
   b. RH should also focus on the guest houses by sending flyers to the Tourism office
   c. Posters regarding the drought will be attached to prominent places throughout Tulbagh by the teams of water & sanitation.
   d. MP is having sessions with the schools on drought awareness this week.
   e. MP to make contact with DH to assist with awareness material distribution at Rhodes food.

e) News letters
   a. With the next publish, RH should emphasize more on the drought situation.

f) Local radio stations

a. RH & SF must ensure that an order issued to the local radio station on awareness we want them to do on a weekly basis.

g) Awareness campaigns
   a. RH must arrange for awareness campaigns in Tulbagh & Chris Hani.

6.3 Operational interventions

a. Clearing and maintaining abstraction points.
   i. All water sources have been cleaned & alien vegetation clearing also done, this exercise will be repeated during March/April
b. Town based interventions
   i. Teams are currently deployed to Tulbagh to do leak repairs.
   ii. NJ to appoint additional EPWP workers. All interventions should be documented in an Excel spreadsheet.
   iii. NJ to ensure that 2 of the appointed EPWP workers also fulfill the role of monitoring the closing of all standpipes at informal areas.
c. Repair of all leaks at indigent households
   i. Indigent customers will be visited and leaks to be repaired on site and water management device to be installed.
d. Fines
   i. Traffic must patrol the areas where taxis are illegally being washed and must issue the necessary fines.
e. De Agen water meter should be focused on and be in working order.
f. Leak Detection
   i. We will do the leak detection on properties where no leaks are found and then after that the plan is to do a final round on the network leak detection.
   ii. We will do leak detection in phases as I say the domestic first, then we'll go to the business and industry and after that we will monitor networks as well.
   iii. The problem with the networks is that we have to do it at night when flows are low.

6.4 Other Water Sources

- Identify the large water users in the catchment that do not use the municipal water supply. Engage with them to determine if the municipality can use some of their allocation of water can be purchased from them.
- DC indicated that we can submit funding request to their department for funding assistance.

- The Waverenskroon dam construction is completed, the pump station and rising main to be awarded to ensure the project is operational.
- DH indicated that they might be able to assist with water supply by May 2023.

6.5 Marquin Pieterse (Engineering Technician: Water & Sewerage) has been temporary released from all his duties and only focuses on the drought mitigation measures.

6.6 <u>The current project of the Waverenskroon dam construction are also well under way, the progress is as follows:</u>

- Construction of dam completed.
- Pump station and rising main to be awarded to successful contractor, to ensure that water stored from the Kleinberg river in the Waverenskroon dam are pumped to the Tulbagh dam, for usage by the community.
- The planned completion date is July 2023.
-

6.7 Discussions were held held with Saronsberries in Tulbagh, with a possibility to receive raw water from their private dam, this will be confirmed by Saronsberries, as they are also in need if their own water for irrigation.

2.2 <u>C**eres, N'duli Bella Vista and P A Hamlet** and other towns (excluding Tulbagh) **–** Water supply (as on 21 February 2023)</u>

The below graph indicates the usage and future projections of the Koekedouw Dam.
The important factors are the following:

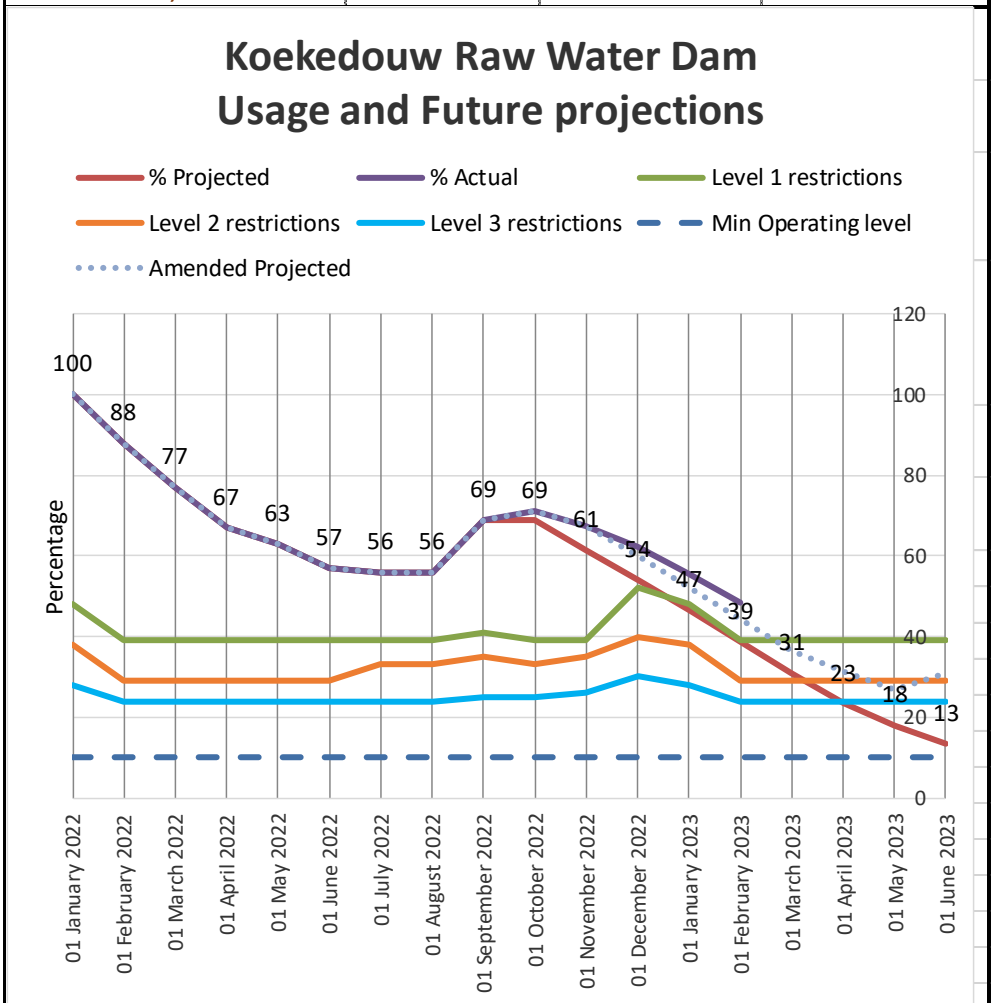
- No Water restriction Level applicable and Normal Water Supply applies.
- The projected (red line) based on past consumption figures and inflow, indicates a possibility that the dam will reach 13% by end June 2023 and water restrictions will be applicable as from 1 March 2023 (Level 1 restrictions).
- The minimum operating level (dotted blue line) is at 10%, meaning we cannot supply any water to the community, once the dam level reaches 10%.
- The dam level as on 21 February 2023 was at 44%.

All Towns (excluding Tulbagh)
Water restriction Level : Normal Water Supply
(water conservation)

ANTICIPATED DAY ZERO	DATE	DAYS LEFT
	N/A	N/A

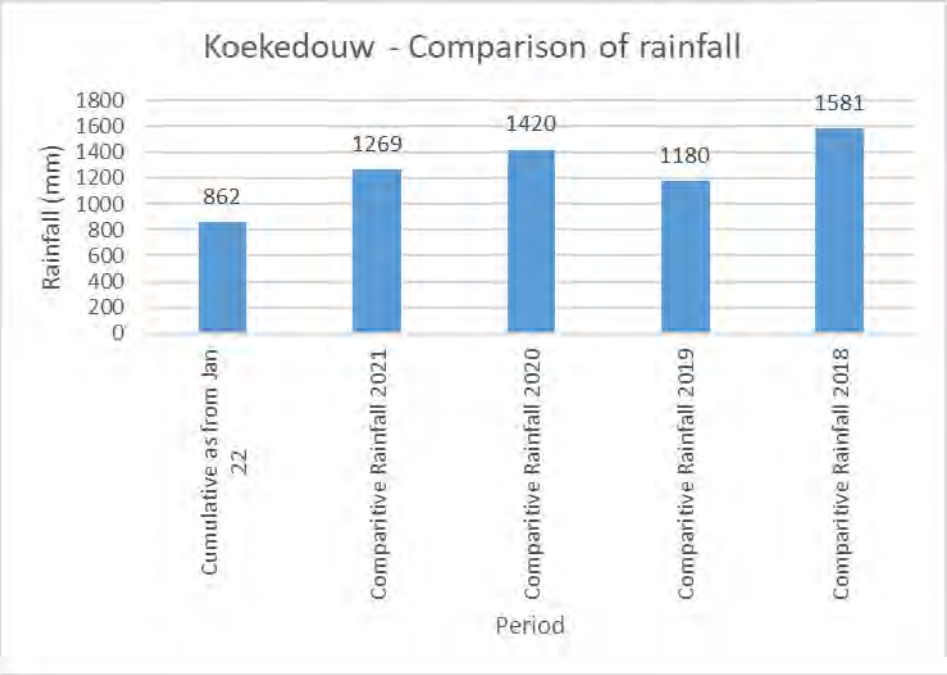
Dam	Dam Storage (%)	Weekly Dam Level Change (%)	
Koekedouw Dam	44	3	⬇

Average Daily Usage (Ml/d)	Target Daily Usage (Ml/d)	Target Daily Usage (litres per day per household)	Remaining Water sufficient for (months)
11,00	10,5	941	7



The below graph compares the rainfall of this year with other years.

- The most important conclusion one can make from the graph is the fact that the rainfall during 2021 was 1 269mm and during 2022 was 862mm.
- This is a reduction of 407mm and is also the main reason why the dam level is lower than normal.



<u>The following drought mitigation measures are being implemented, to secure the medium and long term water availability in Ceres.</u>

1. Determining the water balance by determining the water availability and water use .

a) The network are intensely monitored to limit the wastage of water.
b) The major water users are identified and meetings held with them to determine their demands and how these can be reduced.
c) The water availability are determined by establishing the yield from all available sources.
d) Weekly monitoring of water levels of accessible boreholes

2. The status of the water availability are clearly advertised and visible in town by means of a media campaign, which will include:

a) Large sign boards
b) Newspaper advertisements

c) Internet and social media
d) Flyers
e) Schools (flyers issued)
f) News letters
g) Local radio stations

3. Operational interventions

a. Clearing and maintaining abstraction points.
b. Town based interventions
c. Repair of all leaks at indigent households

4. All boreholes supplying water as an emergency to the residents of Ceres, Nduli and Bella Vista were vandalized. Repairs to the boreholes will commence shortly, as an order has been issued for the repairs, but material must first be sourced by the Contarctor.

5. Marquin Pieterse (Engineering Technician: Water & Sewerage) has been temporary released from all his duties and only focuses on the drought mitigation measures.

6. CONCLUSION

4.1 Tulbagh - Water Supply

4.1.1 That notice be taken that Level 4 water restrictions in place since 16 February 2023.

4.1.2 That notice be taken that the projected (red line as per usage and future projections graph) based on past consumption figures and inflow, indicates a possibility that the dam may reach 11% by end June 2023.

4.1.3 The minimum operating level (dotted blue line as per usage and future projections graph) is at 10%, meaning we cannot supply any water to the community, once the dam level reaches 10%.

4.1.4 That notice be taken that the dam level as on 21 February 2023 was at 34%.

4.1.5 That notice be taken of the drought mitigation measures that are being implemented, to secure the medium and long term water availability in Tulbagh.

4.1.6 That notice be taken that water tariffs for level 4 water restrictions will be levied at Tulbagh, to curb water usage by customers.

4.2 Ceres, N'duli Bella Vista and P A Hamlet and other towns (excluding Tulbagh) – Water supply

4.2.1 That notice be taken that Level 1 water restrictions will be in place as from 1 March 2023.

4.2.2 That notice be taken that the projected (red line as per usage and future projections graph) based on past consumption figures and inflow, indicates a possibility that the dam may reach 13% by end June 2023.

4.2.3 That notice be taken that the minimum operating level (dotted blue line as per usage and future projections graph) is at 10%, meaning we cannot supply any water to the community, once the dam level reaches 10%.

4.2.4 That notice be taken that the dam level as on 21 February 2023 was at 44%.

4.2.5 That notice be taken of the drought mitigation measures that are being implemented, to secure the medium and long term water availability in Ceres N'duli Bella Vista and P A Hamlet and other towns.

4.2.6 That notice be taken that water tariffs for level 1 water restrictions will be levied at Ceres, N'duli Bella Vista and P A Hamlet and other towns (excluding Tulbagh), to curb water usage by customers.

J F BARNARD
DIRECTOR: TECHNICAL SERVICES

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

TO: Director: Technical Services

FROM: Senior Superintendent: Solid Waste and Cleansing.

DATE: 12 July 2022

REF.: 17/3/2

INTEGRATED WASTE MANAGEMENT PLAN (IWMP)

PURPOSE

The purpose of this report is to update Council on the progress with regard to the 3rd Generation Integrated Waste Management Plan 2011- 2027 for Witzenberg

BACKGROUND

The development of an Integrated Waste Management Plan (IWMP) is a statutory requirement of the National Environmental Management: Waste Act, 2008 (Act 59 of 2008) that has been promulgated and came into effect on 1 July 2009. Its goal is the transformation of the current methodology of waste management, i.e. collection and disposal, to a sustainable practice focusing on waste avoidance and environmental sustainability. Implementation of this IWMP will be through municipal by-laws and in accordance with an implementation schedule. The development of the IWMP is necessary as it is an integral tool to identify current needs and acts as a guide towards sustainable waste management. The IWMP also shows alignment of its goals to achieve an effective waste management system.

LEGISLATION

This report details the roles and responsibilities in terms of waste management at national, provincial, district and municipal level that inform and assist integrated waste management. The roles and responsibilities are as follows:

- National government: The national government is tasked with the establishment of a national waste management strategy, including norms, standards and targets. The national norms and standards may cover all aspects of the waste value chain, from planning to service delivery.
- Provincial government: The provincial governments are tasked with the implementation of the National Environment Management Waste Act (NEM: WA), waste management Regulation and the National Waste Management Strategy, Norms and Standards (NWMS). The Constitution requires provincial government to monitor and provide support to municipalities in the province, and to see to the implementation of waste-related regulations and strategies.

- District municipalities: The Municipal Structures Act, 1998 (Act 117 of 1998) assigns a function of waste disposal to district municipalities. Not all district municipalities are fulfilling this role. However, when the need arises for a regional site, the district can perform this role.
- Local government: The NEM: WA, 2008 (Act 59 of 2008) requires local authorities to implement mechanisms for the provision of waste collection services including collection, storage and disposal. Local authorities are also required to facilitate recycling and waste diversion from landfill and manage waste information appropriately.

LOCAL BY-LAWS AND PLANS

The WLM IWMP will be aligned with Strategic Objectives 1, 3 and 4 of the IDP, which are to provide essential solid waste management services, maintain waste management facilities and provide socio-economic support services. The WLM IWMP will be aligned with the waste management-related matters set out in the WLM by-laws. The by-laws make reference to the development of an integrated refuse management plan, the provision of waste management services, handling of recyclable waste, prohibitions in terms of waste management, handling different types of waste, and compliance and enforcement.

WASTE CATEGORIES AND GENERATION

The following categories of waste are generated in the WLM:

- General waste
- Organic waste
- Construction and demolition (C&D) waste
- Health care risk waste (HCRW)
- Hazardous waste
- Other waste types.

A waste characterisation and brand audit study was undertaken by the Wellington Association Against the Incinerator (WAAI) in March/April 2019. A total of 4 103 kg of general domestic waste was sampled and categorised from Nduli, Ceres, Bella Vista, Prince Alfred Hamlet, Op die-Berg, Tulbagh and Wolseley (WAAI, 2019). The waste characterisation study illustrated that organic waste (excluding garden refuse) constituted the largest proportion (37%) of total waste (WAAI, 2019). If garden waste is included, the actual total organic waste would be 40% of total waste. The recyclable materials (paper, glass, plastic and metals) constituted 38% of the waste stream.

The WLM consists of large agricultural areas. Hazardous waste from these areas includes fertiliser, chemical packaging and expired pesticides. The management of chemical packaging waste is an important environmental, health and safety issue. Of particular concern are the containers from pesticide or herbicide chemicals. Typically, farmers are known to burn these empty plastic chemical containers as well as empty plastic fertiliser bags in open fires on farms, which is in turn resulting in significant air pollution. Currently (2021), household hazardous waste such as batteries and small fluorescent lights are included in the general waste, which is disposed of at the Tulbagh or Op-die-Berg landfill site.

The major health care risk waste (HCRW) generators in the WLM are the hospitals and clinics. The WLM does not provide HCRW treatment and disposal services, resulting in it being the responsibility of the generator to enter a service contract with private service providers for the safe collection, transport,

treatment and disposal of such waste. Compass Medical Waste Services is currently (2020) the HCRW service provider for the private and provincial WLM hospitals and clinics. Compass is licensed to transport infectious HCRW, sharps HCRW, anatomical HCRW and expired pharmaceutical HCRW. Compass reports all HCRW collected, treated and disposed of on the Integrated Pollutant and Waste Information System (IPWIS). Compass is permitted to treat sharps and infectious HCRW via Autoclave. This treatment process is done in closed chambers that apply heat through steam under high pressure to disinfect HCRW. All HCRW treated by Compass is shredded after being treated and sent to the Vissershok hazardous waste landfill for disposal. Anatomical HCRW and pharmaceutical HCRW is sent to a third party (BCL Medical Waste) for treatment by means of incineration. Schedule 0-4 pharmaceutical HCRW is treated and disposed of at the Vissershok hazardous waste landfill. Schedule 5-6 pharmaceutical HCRW is incinerated (at BCL Medical Waste) and the ash is disposed of at the Vissershok hazardous waste landfill.

Agricultural waste refers to waste produced because of various agricultural operations. Some examples of agricultural waste include crop-growing, harvest residues and harvest waste (such as herbs, grains, root tubers, etc.). Waste from livestock farming such as grass, litter or feed is also considered to be agricultural waste. In the WLM, the agricultural waste from farms is either used as animal feedstock, for home composting or it is taken to the nearest landfill site.

GAP AND NEEDS ANALYSIS

A gap and needs analysis was undertaken to identify the shortcomings in the waste management system. Based on the gap and needs analysis, the following goals and objectivesrelated to each goal were developed for the WLM:

- Goal 1: Effective solid waste service delivery:
    - Objective 1: Update the collection schedule
    - Objective 2: Prevent illegal dumping
    - Objective 3: Evaluate waste management fleet.
- Goal 2: Promote waste minimisation and recycling:
    - Objective 1: Implement separation at source in all towns
    - Objective 2: Improve recyclables diversion rates – with appropriate processing after collection
    - Objective 3: Draft an organic waste diversion plan
    - Objective 4: Implement organic waste diversion initiatives
    - Objective 5: Implement swop-shops
    - Objective 6: Establish drop-off facilities in all towns.
- Goal 3: Ensure safe and integrated management of hazardous waste:
    - Objective 1: Provide household hazardous waste solutions; and provide systems for safe collection, bulking, storage as well as transport and appropriate disposal of all hazardous waste generated in and around the WLM
    - Objective 2: Ensure major hazardous waste generators are registered on SAWIS.
- Goal 4: Improved waste education and public awareness:
    - Objective 1: Appoint public awareness task force
    - Objective 2 Implement appropriate waste awareness programmes
    - Objective 3: Develop/acquire access to relevant waste management training courses
    - Objective 4: Improve hazardous waste awareness and management expertise.
- Goal 5: Ensure sound budgeting for integrated waste management:

    - Objective 1: Evaluate staff structures, adjust where required and obtain approval for reallocation of existing or appointment of new staff. Undertake reallocation or fill vacancies based on the findings
    - Objective 2: Ensure availability of sufficient budget for landfill rehabilitation and closure
    - Objective 3: Ensure availability of sufficient budget for new waste management facilities
    - Objective 4: Conduct cost analysis study for the transportation of waste to the regional landfill site in Worcester.
- Goal 6: Improve regulatory compliance:
    - Objective 1: Conduct external landfill audits as per landfill licence requirements and implement remedial actions in accordance with a schedule approved by both the municipality as well as the regulating authority
    - Objective 2: Ensure compliance of the landfill containment barriers with R. 636.
- Goal 7: Improve waste information management:
    - Objective 1: Implement effective recyclables recordkeeping and ensure regularand accurate reporting
    - Objective 2: Implement effective organic waste recordkeeping and ensure accurate and regular reporting, and implement effective hazardous waste recordkeeping and ensure regular and accurate reporting
    - Objective 3: Develop industry waste database with regular and accurate data reporting.

The comments from the public participation phase have been addressed and incorporated into this final report.

RECOMMENDATIONS

- Based on the outcome of the assessment of your IWMP, in my capacity as the Minister for Local Government, Environmental Affairs and Development Planning, I hereby endorse your IWMP in terms of Section 11 (4) (b) (iii) of the Waste Act.

- That the Committee for Technical Services recommends to the Executive Mayoral Committee and Council for approval.

_____

J.JACOBS
SENIOR SUPERINTENDENT: SOLID WASTE AND CLEANSING









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WITZENBERG LOCAL MUNICIPALITY
INTEGRATED WASTE MANAGEMENT PLAN

FINAL IWMP

FINAL REPORT
REVISION 00

June 2021

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RECORD OF REVISIONS

REV. NO.	STATUS	DESCRIPTION OF REVISION	REV. DATE
00	Draft	Issued for comments	05/02/2021
00	Final	Final submission	01/06/2021

EXECUTIVE SUMMARY

The development of an Integrated Waste Management Plan (IWMP) is a statutory requirement of the National Environmental Management: Waste Act, 2008 (Act 59 of 2008) that has been promulgated and came into effect on 1 July 2009. Its goal is the transformation of the current methodology of waste management, i.e. collection and disposal, to a sustainable practice focusing on waste avoidance and environmental sustainability. Implementation of this IWMP will be through municipal by-laws and in accordance with an implementation schedule. The development of the IWMP is necessary as it is an integral tool to identify current needs and acts as a guide towards sustainable waste management. The IWMP also shows alignment of its goals to achieve an effective waste management system.

The Witzenberg Local Municipality (WLM) is located within the Cape Winelands District Municipality (CWDM). Covering a total area of approximately 10 753 km^2, the main towns include Ceres, Tulbagh, Wolseley, Prince Alfred Hamlet and Op-die-Berg.

The CWDM has appointed Delta Built Environment Consultants (Delta BEC) to compile the third generation WLM IWMP.

LEGISLATION

This report details the roles and responsibilities in terms of waste management at national, provincial, district and municipal level that inform and assist integrated waste management. The roles and responsibilities are as follows:

- **National government:** The national government is tasked with the establishment of a national waste management strategy, including norms, standards and targets. The national norms and standards may cover all aspects of the waste value chain, from planning to service delivery.
- **Provincial government:** The provincial governments are tasked with the implementation of the National Environment Management Waste Act (NEM:WA), waste management Regulation and the National Waste Management Strategy, Norms and Standards (NWMS). The Constitution requires provincial government to monitor and provide support to municipalities in the province, and to see to the implementation of waste-related regulations and strategies.
- **District municipalities**: The Municipal Structures Act, 1998 (Act 117 of 1998) assigns a function of waste disposal to district municipalities. Not all district municipalities are fulfilling this role. However, when the need arises for a regional site, the district can perform this role.
- **Local government:** The NEM:WA, 2008 (Act 59 of 2008) requires local authorities to implement mechanisms for the provision of waste collection services including collection, storage and disposal. Local authorities are also required to facilitate recycling and waste diversion from landfill and manage waste information appropriately.

International, national, provincial and local level strategic linkages in terms of waste management will be considered during the development of the IWMP. The following provincial strategies will be considered:

- **Western Cape Integrated Waste Management Plan (2017-2022)**
  The Western Cape outlined four goals in the 2nd Generation IWMP (2017-2022). The WLM's goals and targets will be developed in line with the following four goals from the Western Cape IWMP:

    - Goal 1: Strengthened education, capacity and advocacy towards integrated waste management.
    - Goal 2: Improved integrated waste management planning and implementation for efficient waste service infrastructure.
    - Goal 3: Effective and efficient utilisation of resources.
    - Goal 4: Improved compliance with environmental regulatory framework.

- **Western Cape Green Economy Strategy Framework (2013)**
  The 2013 Western Cape Green Economy Strategy Framework aims to achieve the double dividend of optimising green economic opportunities and enhancing environmental performance.

  The strategy identifies three high-level priorities for green growth:

    1) Natural gas and renewables.
    2) Financial infrastructure.
    3) Green jobs – including the waste sector.

- **Western Cape Diversion Targets for Organic Waste Management (2018)**
  Organic waste is identified as a problematic waste stream in the Western Cape, with more than 37% of waste generated in the province being organic waste. Landfilling of organic waste results in loss of airspace, methane and leachate generation, odour and health impacts.

  Diversion of organic waste from landfill can reduce these negative impacts and can also aid in job creation at waste management facilities. Compost and biochar produced from organic waste can be used as an alternative to fertilisers to improve soil condition.

  The Department of Environmental Affairs and Development Planning (DEA&DP) proposed a 50% diversion from landfill sites by 2022, and a landfill ban on organic waste to landfill by 2027.

- **Guideline for Management of Abattoir Waste in Western Cape (2015)**
  The guideline on the management of abattoir waste in the Western Cape was developed by the DEA&DP as one of the recommendations stemming from the status quo study of abattoir waste conducted in 2015.

  The guideline provides an overview of the current status quo of abattoir waste, treatments and disposal methods.

Local by-laws and plans

The WLM IWMP will be aligned with Strategic Objectives 1, 3 and 4 of the IDP, which are to provide essential solid waste management services, maintain waste management facilities

and provide socio-economic support services. The WLM IWMP will be aligned with the waste management-related matters set out in the WLM by-laws. The by-laws make reference to the development of an integrated refuse management plan, the provision of waste management services, handling of recyclable waste, prohibitions in terms of waste management, handling different types of waste, and compliance and enforcement.

DEMOGRAPHIC PROFILE

The WLM is the second lowest populated municipal area in the CWD, with a population of 142 466 in 2019 (SEP, 2019). This total is expected to grow to 153 987 by 2023, equating to an average annual growth rate of 2.0%. The number of households in the WLM area is increasing, but the size of households is generally on a downward trend from 2019 to 2023. In 2019, there were 35 976 households in the WLM (WLM SEP, 2019).

The WLM IDP (2017-2022) provides the following breakdown on the income per household distribution:

- Low-income groups: 56.6%
- Middle-income groups: 38.0%
- High-income groups: 5.4%.

In 2017, the WLM contributed 62 953 jobs to formal employment in the CWD (WLM SEP, 2019). Between 2008 and 2017, a total of 9 309 jobs were created in WLM – notable job creation in the wholesale and retail trade (1 093), catering and accommodation (4 917) as well as the community, social and personal service (3 299) sectors. This was, however, offset by job losses in the agriculture, forestry and fisheries sector (-7 308).

FINANCIAL BUDGET

The WLM's waste management capital budget for the 2020/21 financial year is R11 400 000. This will be utilised for the materials recovery facility and the transfer station in Wolseley. The WLM waste management operational budget for 2020/21 is R38 858 618. This will be utilised for maintenance of public toilets, landfill site maintenance and general waste collection services.

WASTE CATEGORIES AND GENERATION

The following categories of waste are generated in the WLM:

- General waste
- Organic waste
- Construction and demolition (C&D) waste
- Health care risk waste (HCRW)
- Hazardous waste
- Other waste types.

A waste characterisation and brand audit study was undertaken by the Wellington Association Against the Incinerator (WAAI) in March/April 2019. A total of 4 103 kg of general domestic waste was sampled and categorised from Nduli, Ceres, Bella Vista, Prince Alfred Hamlet, Op-

die-Berg, Tulbagh and Wolseley (WAAI, 2019). The waste characterisation study illustrated that organic waste (excluding garden refuse) constituted the largest proportion (37%) of total waste (WAAI, 2019). If garden waste is included, the actual total organic waste would be 40% of total waste. The recyclable materials (paper, glass, plastic and metals) constituted 38% of the waste stream.

The WLM consists of large agricultural areas. Hazardous waste from these areas includes fertiliser, chemical packaging and expired pesticides. The management of chemical packaging waste is an important environmental, health and safety issue. Of particular concern are the containers from pesticide or herbicide chemicals. Typically, farmers are known to burn these empty plastic chemical containers as well as empty plastic fertiliser bags in open fires on farms, which is in turn resulting in significant air pollution. Currently (2021), household hazardous waste such as batteries and small fluorescent lights are included in the general waste, which is disposed of at the Tulbagh or Op-die-Berg landfill site. From the waste characterisation study conducted by WAAI in 2019, 11% of the waste stream consists of household hazardous waste.

Currently (2021), used oil from workshops is collected by Oilkol (Pty) Limited. Oilkol collects the used oil from clients in bulk containers and transports it to Exol Oil Refinery, where the oil is then processed and sold as industrial furnace fuel (IFF). Waste oil from filling stations generally consists of oil from car leakages and used oil bottles purchased by a client. Currently, the oil bottles purchased at the filling stations are disposed of in a separate bin on site and collated by the WLM

The major health care risk waste (HCRW) generators in the WLM are the hospitals and clinics. The WLM does not provide HCRW treatment and disposal services, resulting in it being the responsibility of the generator to enter a service contract with private service providers for the safe collection, transport, treatment and disposal of such waste. Compass Medical Waste Services is currently (2020) the HCRW service provider for the private and provincial WLM hospitals and clinics. Compass is licensed to transport infectious HCRW, sharps HCRW, anatomical HCRW and expired pharmaceutical HCRW. Compass reports all HCRW collected, treated and disposed of on the Integrated Pollutant and Waste Information System (IPWIS). Compass is permitted to treat sharps and infectious HCRW via Autoclave. This treatment process is done in closed chambers that apply heat through steam under high pressure to disinfect HCRW. All HCRW treated by Compass is shredded after being treated and sent to the Vissershok hazardous waste landfill for disposal. Anatomical HCRW and pharmaceutical HCRW is sent to a third party (BCL Medical Waste) for treatment by means of incineration. Schedule 0-4 pharmaceutical HCRW is treated and disposed of at the Vissershok hazardous waste landfill. Schedule 5-6 pharmaceutical HCRW is incinerated (at BCL Medical Waste) and the ash is disposed of at the Vissershok hazardous waste landfill.

Agricultural waste refers to waste produced because of various agricultural operations. Some examples of agricultural waste include crop-growing, harvest residues and harvest waste (such as herbs, grains, root tubers, etc.). Waste from livestock farming such as grass, litter or feed is also considered to be agricultural waste. In the WLM, the agricultural waste from farms is either used as animal feedstock, for home composting or it is taken to the nearest landfill site.

Sewage sludge is a key hazardous waste type generated from wastewater treatment works (WWTW) plants. Sewage sludge can be treated for agricultural use, or it should be disposed of at a hazardous landfill site. Guidelines have been developed by the Water Research Commission that details for the safe disposal of sewage sludge. The WLM has four WWTW plants and all sewage sludge is currently illegally disposed at the landfill site.

The WLM does not accept tyres for disposal at any landfill site. In the case of tyres being disposed of at a landfill site, the WLM will stockpile the tyres and use them as barriers at parks or landfill sites. The tyre fitment shops (Supa Quick, Hi-Q, Tiger Wheel and Tyre, etc.) have a dedicated area where the used tyres are stockpiled until collected by the respective suppliers.

SERVICE DELIVERY

The WLM provides waste collection services to high, medium and low-income groups, informal settlements, businesses and schools. Green bags are provided for garden refuse. The green bags are collected from the households and transported to the Prince Alfred Hamlet landfill site. Clear bags are used for recyclables. The clear bags are collected from the households in Tulbagh with the cage truck and transported to the Tulbagh landfill site where an external company (Frank Boomshiar Recyclables) collects the recyclables. Skips are used in informal settlements and in all towns for garden refuse and C&D waste storage. At informal areas, it is impossible to access the area with a compactor, due to the denseness of the area, but skips are provided where informal dwellers dispose of their waste. Black and green bags are also provided to the informal dwellers and are serviced by a LDV where accessible. There are currently (2021) 77 skips (6 m^3) placed in the WLM.

COMPLIANCE AND ENFORCEMENT

The WLM has operating licences for four landfills, but the Wolseley landfill site has been completely vandalised in 2013 and has since been non-operational. The WLM's general waste is disposed of at the Op-die-Berg and Tulbagh landfills. The garden waste is disposed of at the Prince Alfred Hamlet site. None of these sites are equipped with a weighbridge, but a weigh pad has recently been installed at the Tulbagh landfill by the DEA.

The WLM has the following landfill sites:

- Ceres landfill site (closed)
- Prince Alfred Hamlet landfill site (operational)
- Op-die-Berg landfill site (operational)
- Tulbagh landfill site (operational)
- Wolseley landfill site (non-operational).

The DEA&DP conducted a study in 2016 focusing on overall compliance and the infrastructure required to divert waste from landfills (waste minimisation). This was done to provide the tools for landfills to ensure their compliance by 2030.

A study conducted by Aurecon in 2020 identified the following minimum waste management civil infrastructure requirements to improve the waste management services in the WLM:

- Public waste drop-off facilities where the public can drop off typical non-collected wastes (builders' rubble, garden waste, general recyclables), located in each of the towns of the WLM.
- A combined dirty material recovery facility (MRF) and transfer station, centrally located in the town of Ceres, where all the collected waste from the greater WLM area will be reduced, consolidated and transported to either the regional landfill site in Worcester (once established) or the Tulbagh landfill site.

WASTE AVOIDANCE, REDUCTION AND RECYCLING

The WLM gave consent to WAAI to undertake a Zero Waste to Landfill Pilot Project. An area in Tulbagh was selected by the WLM for the pilot project. The pilot project was conducted in an area in Tulbagh town from 02 October to 04 December 2019. Approximately 100 households were chosen to participate in the pilot project. All households that were selected to participate in the pilot area were provided with pamphlets that explained the reasons for the Zero Waste Pilot Project and how to separate their waste according to the bags provided to them free-of-charge (WAAI, 2019). The Zero Waste to Landfill model proposes that the organic waste, recyclable waste and residual waste be collected separately and transported separately to avoid cross-contamination and to improve recycling efficiency, quality and quantity – and to divert waste from landfill. The results from the pilot project indicate an increase in household participation, an increase in recyclables, and a reduction in general household waste destined for disposal. The Zero Waste to Landfill Pilot Project has proven that separation at source, especially the source separation of organic waste, is practical and feasible in the WLM. The successful separation at source proves that at least 85% of what is currently regarded as waste can be diverted away from the landfill.

Spar has a recycling programme where all plastic and cardboard are bailed and transported back to the Spar warehouse, thus ensuring that the plastic and cardboard packaging materials from the warehouse never enter the waste stream. Other packaging factories in WLM make use of Winterberge Recycling and War Against Waste to collect plastics and cardboard from the factories. Winterberge Recycling and War Against Waste have a contract with the WLM to report the recyclable tonnages to the municipality.

WASTE AWARENESS AND EDUCATION

The WLM appointed 25 waste ambassadors for environmental education and waste awareness campaigns. These waste ambassadors are employed for door-to-door waste campaign and clean-up projects, and to conduct visits to schools, clinics and residents to raise awareness.

GAP AND NEEDS ANALYSIS

A gap and needs analysis was undertaken to identify the shortcomings in the waste management system. Based on the gap and needs analysis, the following goals and objectives related to each goal were developed for the WLM:

- Goal 1: Effective solid waste service delivery:
    - Objective 1: Update the collection schedule
    - Objective 2: Prevent illegal dumping

    - Objective 3: Evaluate waste management fleet.
- Goal 2: Promote waste minimisation and recycling:
    - Objective 1: Implement separation at source in all towns
    - Objective 2: Improve recyclables diversion rates – with appropriate processing after collection
    - Objective 3: Draft an organic waste diversion plan
    - Objective 4: Implement organic waste diversion initiatives
    - Objective 5: Implement swop-shops
    - Objective 6: Establish drop-off facilities in all towns.
- Goal 3: Ensure safe and integrated management of hazardous waste:
    - Objective 1: Provide household hazardous waste solutions; and provide systems for safe collection, bulking, storage as well as transport and appropriate disposal of all hazardous waste generated in and around the WLM
    - Objective 2: Ensure major hazardous waste generators are registered on SAWIS.
- Goal 4: Improved waste education and public awareness:
    - Objective 1: Appoint public awareness task force
    - Objective 2 Implement appropriate waste awareness programmes
    - Objective 3: Develop/acquire access to relevant waste management training courses
    - Objective 4: Improve hazardous waste awareness and management expertise.
- Goal 5: Ensure sound budgeting for integrated waste management:
    - Objective 1: Evaluate staff structures, adjust where required and obtain approval for reallocation of existing or appointment of new staff. Undertake reallocation or fill vacancies based on the findings
    - Objective 2: Ensure availability of sufficient budget for landfill rehabilitation and closure
    - Objective 3: Ensure availability of sufficient budget for new waste management facilities
    - Objective 4: Conduct cost analysis study for the transportation of waste to the regional landfill site in Worcester.
- Goal 6: Improve regulatory compliance:
    - Objective 1: Conduct external landfill audits as per landfill licence requirements and implement remedial actions in accordance with a schedule approved by both the municipality as well as the regulating authority
    - Objective 2: Ensure compliance of the landfill containment barriers with R. 636.
- Goal 7: Improve waste information management:
    - Objective 1: Implement effective recyclables recordkeeping and ensure regular and accurate reporting
    - Objective 2: Implement effective organic waste recordkeeping and ensure accurate and regular reporting, and implement effective hazardous waste recordkeeping and ensure regular and accurate reporting
    - Objective 3: Develop industry waste database with regular and accurate data reporting.

The comments from the public participation phase have been addressed and incorporated into this final report.

TABLE OF CONTENTS

1 INTRODUCTION 16
1.1 BACKGROUND 16
1.2 LOCALITY 16
1.3 HYDROLOGY 17
1.4 GEOLOGY 19
1.5 GROUNDWATER 20
1.6 ROAD INFRASTRUCTURE 23
1.7 PURPOSE OF REPORT 24
1.8 STRUCTURE OF REPORT 24

2 STATUS QUO STUDY APPROACH 25

3 RELEVANT LEGISLATION 26
3.1 ROLES AND RESPONSIBILITIES 26
3.1.1 NATIONAL GOVERNMENT 26
3.1.2 PROVINCIAL GOVERNMENT 26
3.1.3 DISTRICT MUNICIPALITIES 26
3.1.4 LOCAL GOVERNMENT 26
3.2 STRATEGIC LINKAGES IN TERMS OF WASTE MANAGEMENT ON INTERNATIONAL, NATIONAL, PROVINCIAL AND LOCAL LEVEL 26
3.2.1 INTERNATIONAL TREATIES 26
3.2.1.1 The Basel Convention 27
3.2.1.2 The Rotterdam Convention 27
3.2.1.3 The Stockholm Convention 27
3.2.2 NATIONAL ACTS, REGULATIONS AND STRATEGIES 28
3.2.2.1 The South African Constitution, 1996 (Act 108 of 1996) 28
3.2.2.2 The National Environmental Management Act (Act 107 of 1998) 28
3.2.2.3 The Hazardous Substances Act (Act 15 of 1973) 29
3.2.2.4 The National Environmental Management: Waste Act, 2008 (Act 59 of 2008) 29
3.2.2.5 Waste Classification and Management Regulations (G.N. No. R. 634 of August 2013) 29
3.2.2.6 The National Environmental Management: Waste Amendment Act, 2014 (Act 26 of 2014) 29
3.2.2.7 The Municipal Systems Act, 2000 (Act 32 of 2000) 30
3.2.2.8 The Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) 30
3.2.2.9 The National Environmental Management: Waste Act: Waste Classification & Management Regulations (R. 634 August 2013) 30
3.2.2.10 The National Environmental Management: Waste Act: National Standard for Assessment of Waste (R. 635 August 2013) 30
3.2.2.11 The National Environmental Management: Waste Act: National Standard for Disposal of Waste to Landfill (R. 636 August 2013) 31
3.2.2.12 National Environmental Management: Waste Act: National Waste Information Regulations (January 2013) . 31
3.2.2.13 National Environmental Management: Waste Act (59/2008): Waste Tyre Regulations (29 September 2019) . 31
3.2.2.14 National Environmental Management Act: NEMA, EIA Regulations (18 June 2010) 31
3.2.2.15 The National Environmental Management: Waste Act: Draft National Norms and Standards for Organic Waste Composting (4 September 2019) 31
3.2.2.16 The White Paper on Integrated Pollution and Waste Management for South Africa (17 March 2000) 32
3.2.2.17 The National Waste Management Strategy (2020) 32
3.2.2.18 National Environmental Management: Waste Act, 2008 (Act 59 of 2008); Draft National Norms and Standards for Organic Waste Composting (4 September 2019) 33
3.2.3 PROVINCIAL PLANS, STRATEGIES AND GUIDELINES 33
3.2.3.1 Western Cape Integrated Waste Management Plan (2017-2022) 33
3.2.3.2 Western Cape Green Economy Strategy Framework (2013) 33
3.2.3.3 Western Cape Diversion Targets for Organic Waste Management (2018) 34
3.2.3.4 Guideline for Management of Abattoir Waste in Western Cape (2015) 34
3.2.4 LOCAL BY-LAWS AND PLANS 34
3.2.4.1 Cape Winelands By-Laws 34
3.2.4.2 WLM Integrated Development Plan (IDP) 35
3.2.4.3 The WLM By-Laws (2020) 36

4 STATUS QUO STUDY FINDINGS 37
4.1 DEMOGRAPHIC PROFILE 37
4.1.1 POPULATION PROFILE 37
4.1.2 SOCIO-ECONOMIC GROUPS AND INCOME DISTRIBUTION 37
4.1.2.1 Age distribution 37
4.1.2.2 Household size 38
4.1.2.3 Income distribution 38
4.1.3 EMPLOYMENT STATUS AND EDUCATION LEVELS 38
4.1.3.1 Employment status 39
4.1.3.2 Education levels 39
4.1.4 ECONOMIC PERFORMANCE 39
4.1.5 DEVELOPMENT PROFILES 40
4.2 WASTE MANAGEMENT COST AND FINANCING 41
4.2.1 DETAILED BREAKDOWN OF OPERATIONAL AND CAPITAL BUDGET 41
4.2.2 DETAILED BREAKDOWN OF OPERATIONAL AND CAPITAL EXPENDITURE 42
4.2.3 TARIFF STRUCTURE (2020/21) 43
4.2.4 FREE BASIC SERVICES BUDGET 46
4.3 WASTE CATEGORIES AND GENERATION RATES 46
4.3.1 WASTE CATEGORIES GENERATED 46
4.3.2 DOMESTIC WASTE PROFILE 46
4.3.3 HAZARDOUS WASTE 48
4.3.4 HEALTH CARE RISK WASTE 49
4.3.5 COMPOSITION OF OTHER WASTE CATEGORIES 50
4.3.6 WASTE GENERATION RATES 53
4.3.6.1 Current waste generation rates (IPWIS) 53
4.3.6.2 Projected future waste generation rates 57
4.4 SERVICE DELIVERY 59
4.4.1 FORMAL RESIDENTIAL HOUSES 61
4.4.2 INFORMAL SETTLEMENTS 61
4.4.3 BUSINESS, INDUSTRIES AND SCHOOLS 61
4.4.4 FARMS 62
4.4.5 FREE BASIC REFUSE REMOVAL 62
4.4.6 WASTE COLLECTION AND TRANSPORT EFFICIENCIES 62
4.4.6.1 Waste collection schedule 62
4.4.6.2 Fleet 63
4.5 COMPLIANCE AND ENFORCEMENT 63
4.5.1 EXISTING WASTE MANAGEMENT INFRASTRUCTURE 63
4.5.1.1 Ceres landfill site (closed) 64
4.5.1.2 Prince Alfred Hamlet landfill site (operational) 66
4.5.1.3 Op-die-Berg landfill site (operational) 68
4.5.1.4 Tulbagh landfill site (operational) 70
4.5.1.5 Wolseley landfill site (non-operational) 73
4.5.2 PROPOSED WASTE MANAGEMENT INFRASTRUCTURE 75
4.5.3 ILLEGAL DUMPING AND CLEAN-UP EFFORTS 76
4.6 WASTE AVOIDANCE, REDUCTION AND RECYCLING 76
4.6.1 WASTE MINIMISATION INITIATIVES 76
4.6.2 PRIVATE SECTOR INITIATIVES 77
4.6.3 WASTE DIVERSION PERCENTAGES 79
4.7 OPERATIONAL STRUCTURE AND STAFF CAPACITY 80
4.8 WASTE AWARENESS AND EDUCATION 83

5 GAP AND NEEDS ANALYSIS 86
5.1 WASTE SERVICE DELIVERY 86
5.2 WASTE MINIMISATION, RECYCLING AND RE-USE INITIATIVES 86
5.3 ORGANIC WASTE MANAGEMENT 87
5.4 HAZARDOUS WASTE MANAGEMENT 87
5.5 WASTE MANAGEMENT FACILITIES 88

5.6 WASTE MANAGEMENT COLLECTION FLEET, PLANT AND EQUIPMENT 88
5.7 WASTE MANAGEMENT INFORMATION 89
5.8 WASTE EDUCATION AND PUBLIC AWARENESS 90
5.9 STAFF AND FINANCIAL RESOURCE MANAGEMENT 90
5.10 STRATEGIC PLANNING 90

6 GOALS, OBJECTIVES AND TARGETS ASSESSMENT 92
6.1 GOALS IDENTIFIED FOR WLM 93
6.2 ALIGNMENT WITH NATIONAL AND PROVINCIAL WASTE MANAGEMENT GOALS 94
6.3 OBJECTIVES AND TARGETS FOR THE MUNICIPALITY 96

7 IMPLEMENTATION PLAN 103

8 IWMP MONITORING AND REVIEW 116
8.1 REPORTING 116
8.2 MONITORING AND REVIEW 116
8.3 REVISION OF THE IWMP 117

9 PUBLIC PARTICIPATION PROCESS 118

10 CONCLUSION 119

11 REFERENCES 121

APPENDIX A: TABLE 6: SCHEDULE 3 OF THE NATIONAL ENVIRONMENTAL MANAGEMENT: WASTE AMENDMENT ACT, 2014 ACT NO. 26 OF 2014: CATEGORY A: HAZARDOUS WASTE 122

APPENDIX B: EXTERNAL LANDFILL AUDITS 128

APPENDIX C: PUBLIC PARTICIPATION COMMENTS AND RESPONSES 129

LIST OF FIGURES

Figure 1-1: National Waste Management Strategy (NWMS, 2011) hierarchy – waste hierarchy 16
Figure 1-2: Cape Winelands District Municipality area 17
Figure 1-3: Mean Annual Rainfall in the WLM 18
Figure 1-4: Geology of WLM 20
Figure 1-5: Hydrogeology of WLM 22
Figure 1-6: Groundwater Quality of the WLM 23
Figure 4-1: WLM population profile (WLM SEP, 2019) 37
Figure 4-2: Cape Winelands District GDPR contribution (WLM SEP, 2019) 40
Figure 4-3: WLM breakdown of access to basic services (WLM SEP, 2019) 41
Figure 4-4: WLM waste characterisation study results (WAAI, 2019) 47
Figure 4-5: WLM waste generation 56
Figure 4-6: Ceres landfill site (Google Earth Image 2020) 64
Figure 4-7: PAH landfill site (Google Earth Image 2020) 66
Figure 4-8: Green bags disposed at PAH landfill site 66
Figure 4-9: Op-die-Berg landfill site (Google Earth Image 2020) 68
Figure 4-10: Op-die-Berg landfill site 69
Figure 4-11: Tulbagh landfill site (Google Earth Image 2020) 71
Figure 4-12: Informal recycling on site 71
Figure 4-13: Tulbagh landfill site dumping area 71
Figure 4-14: Wolseley landfill site (Google Earth Image 2020) 73
Figure 4-15: Identified location of proposed MRF and transfer station (Aurecon, 2020) 75

Figure 4-16: Proposed conceptual layout (Aurecon, 2020) 76
Figure 4-17: Solid waste/cleansing organogram 80
Figure 4-18: Garden refuse organogram – Ceres, Prince Alfred Hamlet and Op-die-Berg 81
Figure 4-19: Cleaning and garden refuse organogram - Wolseley/Tulbagh 82
Figure 4-20: Waste awareness poster 85

LIST OF TABLES

Table 1-1: WMAs Descriptions in the WLM 19
Table 4-1: WLM age category (WLM SEP, 2019) 38
Table 4-2: Household size (WLM SEP, 2019) 38
Table 4-3: WLM number of households' access to housing and basic services (WLM SEP, 2019) 40
Table 4-4: Summary of Free Basic Services for Indigent Households (WLM Annual Performance Report, 2018 - 2019) 41
Table 4-5: WLM capital and operational budget for 2020/21 42
Table 4-6: The WLM waste collection tariff structure 43
Table 4-7: Categories of waste generated in WLM 46
Table 4-8: Number of questionnaires sent 48
Table 4-9: Filling station waste oil 49
Table 4-10: HCRW quantities provided by Compass 50
Table 4-11: WWTW sludge quantities 51
Table 4-12: Current waste generation as per IPWIS reports 53
Table 4-13: Summary table of current waste generation as per IPWIS reports 56
Table 4-14: Future population of WLM 57
Table 4-15: Future waste generation rates 58
Table 4-16: Service delivery summary table 59
Table 4-17: Waste collection schedule 63
Table 4-18: Waste collection vehicles 63
Table 4-19: Ceres landfill summary 64
Table 4-20: PAH landfill summary 67
Table 4-21: Op-die-berg landfill summary 69
Table 4-22: Tulbagh landfill summary 71
Table 4-23: Wolseley landfill site 73
Table 4-24: Percentage waste diverted 79
Table 5-1: Waste service delivery gaps and needs identified 86
Table 5-2: Waste minimisation, recycling and re-use initiatives gaps and needs identified 86
Table 5-3: Organic waste management gaps and needs identified 87
Table 5-4: Hazardous waste gaps and needs identified 88
Table 5-5: Waste management facilities gaps and needs identified 88
Table 5-6: Waste management collection fleet and equipment gaps and needs identified 89
Table 5-7: Waste management information gaps and needs identified 89
Table 5-8: Waste education and initiatives gaps and needs 90
Table 5-9: Staff and financial management gaps and needs identified 90
Table 5-10: Future planning gaps and needs identified 90
Table 6-1: Alignment of WLM goals with provincial and national goals 94
Table 6-2: Objectives and targets for each of the WLM's goals 96
Table 7-1: Implementation plan legend 103
Table 7-2: Implementation plan 104

GLOSSARY OF TERMS AND ABBREVIATIONS

CWDM	Cape Winelands District Municipality
IDP	Integrated Development Plan
IPWIS	Integrated Pollutant and Waste Information System
IWMP	Integrated Waste Management Plan
MRF	Materials Recovery Facility
NEMA	National Environmental Management Act (Act No. 107 of 1998)
NEM:WA	The National Environmental Management: Waste Act (Act No. 59 of 2008)
NWMS	National Waste Management Strategy (Draft, 2019)
SAWIC	South African Waste Information Centre
SEP	Socio-Economic Profile
WC	Western Cape
WLM	Witzenberg Local Municipality

1 INTRODUCTION

1.1 BACKGROUND

The National Waste Management Strategy (2020) (NWMS) is a legislative requirement of the National Environmental Management: Waste Act (NEM:WA), 2008 (Act 59 of 2008), intended to achieve the objectives of the NEM:WA and seeking to systematically improve waste management in South Africa. This approach recognises the widely adopted waste hierarchy (Figure 1-1), of which the primary objective is to reduce the amount of waste going to landfills. This approach suggests disposal of waste as a last resort.

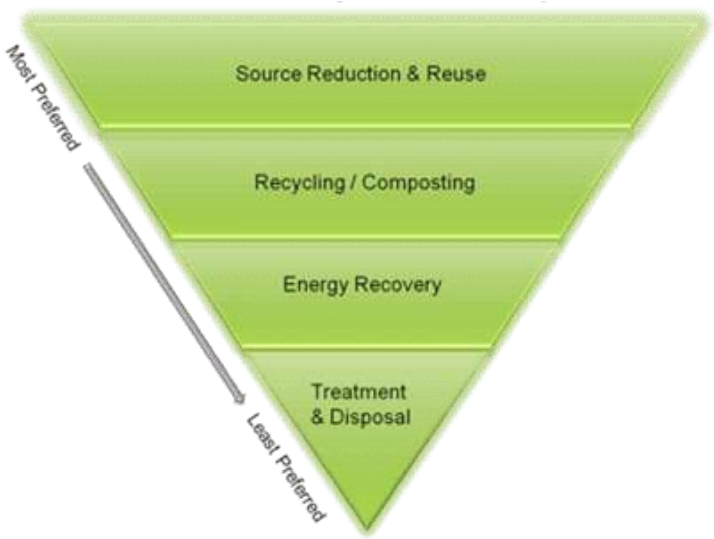


Figure 1-1: National Waste Management Strategy (NWMS, 2011) hierarchy – waste hierarchy

The development of an Integrated Waste Management Plan (IWMP) is a statutory requirement of NEM:WA that has been promulgated and came into effect on 1 July 2009. Its goal is the transformation of the historic methodology of waste management, i.e. collection and disposal, to a sustainable practice focusing on waste avoidance and environmental sustainability. The development of the IWMP is necessary, as it is an integral tool to identify current needs and acts as a guide towards sustainable waste management. The IWMP will be developed in line with the WLM's Integrated Development Plan's (IDP) strategic objectives.

In an effort to ensure that the WLM provides an efficient and cost-effective waste management service, the CWDM has appointed Delta Built Environment Consultants (Delta BEC) to compile the third generation (2021-2027) WLM Integrated Waste Management Plan (IWMP).

1.2 LOCALITY

The Witzenberg Local Municipality (WLM) lies within the Cape Winelands District Municipality (CWDM). The WLM covers a total area of approximately 10 753 km^2

and the main towns include Ceres, Tulbagh, Wolseley, Prince Alfred, Hamlet and Op-die-Berg.



Figure 1-2: Cape Winelands District Municipality area

The role of the WLM in relation to environmental management is detailed in Section 152 of the Constitution, which requires municipalities, amongst others, to ensure the provision of municipal services to communities in a sustainable manner, and to promote a safe and healthy environment.

1.3 HYDROLOGY

The Witzenberg Municipality falls within the winter rainfall region of South Africa and has a Mediterranean climate. The climate is characterised by warm to hot, dry summers and mild to cool, wet winters. Mediterranean climates are characterised by the long-growing seasons with moderate to warm temperatures. Rainfall mostly occurs between May and October, with snowfalls occurring periodically on the highest mountain tops. The Western Cape is characterised as a water-scare region. Projections for the Western Cape include a drying trend from west to east, with a weakening of winter rainfall and possibly slightly more summer rainfall (mainly in the east of the province). Other projected impacts are a shift to more irregular

rainfall of possible greater intensity, and rising mean, minimum and maximum temperatures everywhere.

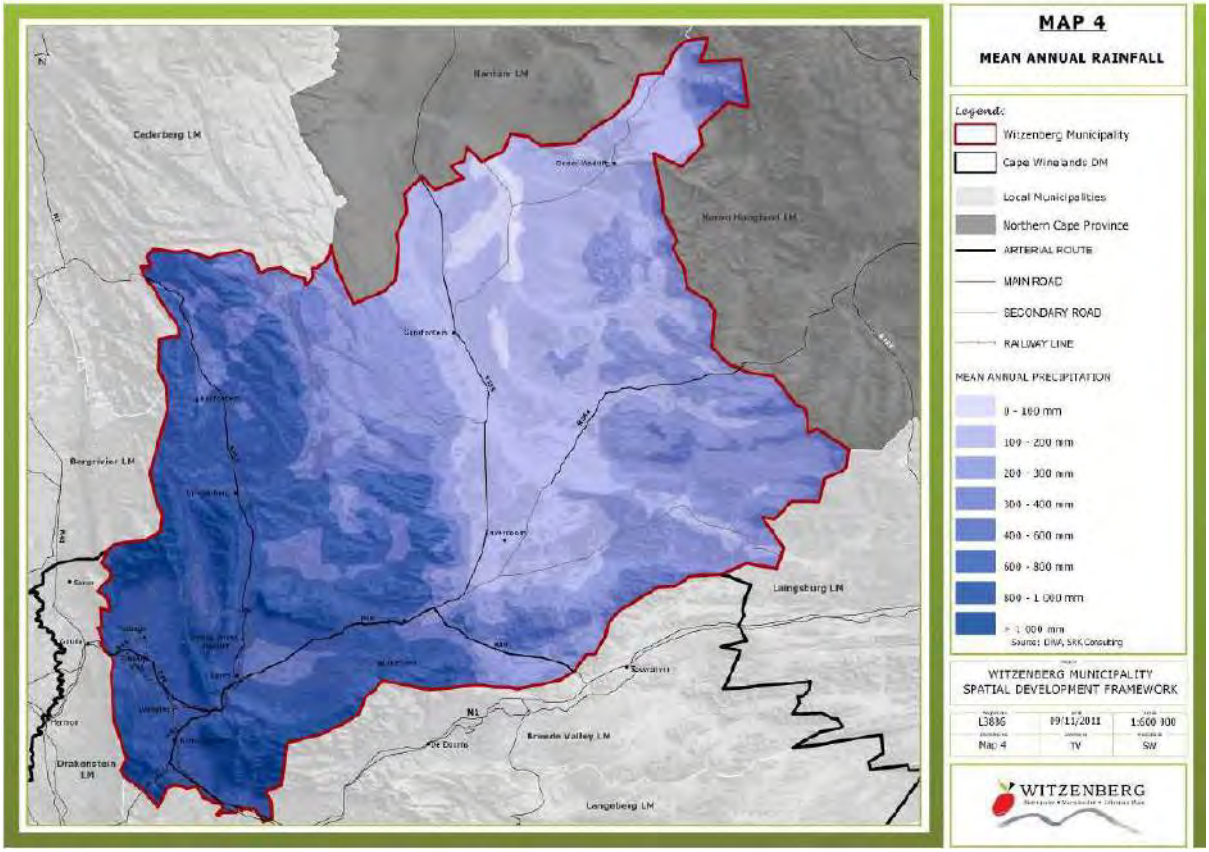


Figure 1-3: Mean Annual Rainfall in the WLM

The importance of the water resources must be considered within the context that large portions of the Witzenberg area are semi-arid. The availability of water is, therefore, the most critical factor in the municipal area. Water resources are crucial to the wellbeing of humans, and it plays a fundamental role in the continuing existence and health of our ecosystems. Water is also vital for cultivation, processing and manufacturing activities, which drives the economy of Witzenberg. It furthermore contributes to the unique sense of place of the area. Land-use patterns largely influence the maintenance of water yields. Interference with the natural conditions in mountain catchment areas, e.g. draining, canalising or cultivating areas such as vleis, seepage areas, riparian areas and stream-bed alluvium, over-exploitation of natural vegetation (e.g. flowering picking) and the uncontrolled spread of alien vegetation are detrimental to the proper functioning of a catchment system. The availability of water also holds the key to the settlement of emergent or small farmers. It is paramount for proposed new developments to be considered in a bioregional context in terms of (a) water availability, (b) environmental requirements, and (c) overall viability of the proposed scheme.

The Olifants/Doorn Water Management Area (WMA) covers most of the Witzenberg Municipality, while Berg WMA, Breede WMA and Gourits WMA cover the western, southern and south-eastern parts of the area (WLM IDP 2020 – 2021).

Table 1-1: WMAs Descriptions in the WLM

WMA	DESCRIPTION
Olifants/Doorn WMA	The Olifants/Doorn WMA covers the Ceres and Tankwa Karoo and extends beyond the Witzenberg Municipality to the West Coast and into the Northern Cape Province. The area is generally an arid region with an average rainfall of less than 300 mm per annum. The catchment is drained by the Olifants River of which the Doring River, draining the Koue Bokkeveld and Doring subareas, is the main tributary. The Olifants, Doring and Koue Bokkeveld subareas contribute the highest run-off to the WMA (Ninham Shand Consulting Services et al, 2005). More than 90% of available water resources are used for irrigation purposes in the summer months, making bulk water storage an essential component of water resources management (DWAF, 2004).
Berg WMA	Only a small portion of the Berg WMA is located within the Witzenberg municipal area. Tulbagh and environs are in the eastern-most section of the Upper Berg subarea.
Breede WMA	The Breede River Water Management Area (WMA) is the southern-most water management area in South Africa and lies entirely in the Western Cape Province. Most of the towns of the Witzenberg Municipality fall within the Upper Breede subarea.
Gouritz WMA	The Groot subarea of the Gouritz WMA covers a very small portion of the south-eastern part of the Witzenberg Municipality.

1.4 GEOLOGY

There are five geological formations present in the area. From oldest to youngest in age these are the Malmesbury, Table Mountain, Bokkeveld and Witteberg Groups and superficial alluvial deposits.

The Malmesbury Group rocks are very old (>600 million years) and have been extensively deformed and reconstituted (metamorphosed). They comprise shale, phyllite and impure sandstones. Some minor doleritic intrusions (dykes) are present. These rocks give rise to low, undulating topography.

The Table Mountain Group rocks consist predominantly of resistant quartzitic sandstones and form the characteristic grey, craggy mountains of the Western Cape. Two main formations are present, the upper Nardouw Subgroup and the lower Peninsula Sandstone Formation. These are separated by the Cedarberg Formation, a shaley more easily weathered horizon that forms a prominent green to brown (seasonal) marker band between the grey sandstones.

The Bokkeveld Group comprises a series of alternating fossiliferous shales and sandstones, with the former being more dominant.

The Witteberg Group also comprises alternating shales and sandstones but has a more quartzitic character.

Alluvial deposits occur mainly in the upper reaches of the Breë River from below Mitchells Pass (south-west of Ceres) to the southern boundary of the study area. Elsewhere they mainly occur as thin and narrow strips along the main drainage channels.

The Ceres area is located near the convergence of the N-S and E-W trending limbs of the Cape Fold Belt. Ceres Valley itself is a broad synclinal structure with a smaller enclosed syncline centred on the Agter Witzenberg Valley. A series of sub-parallel faults trending WNN-ESE cut across the area (WLM IWMP 2013).

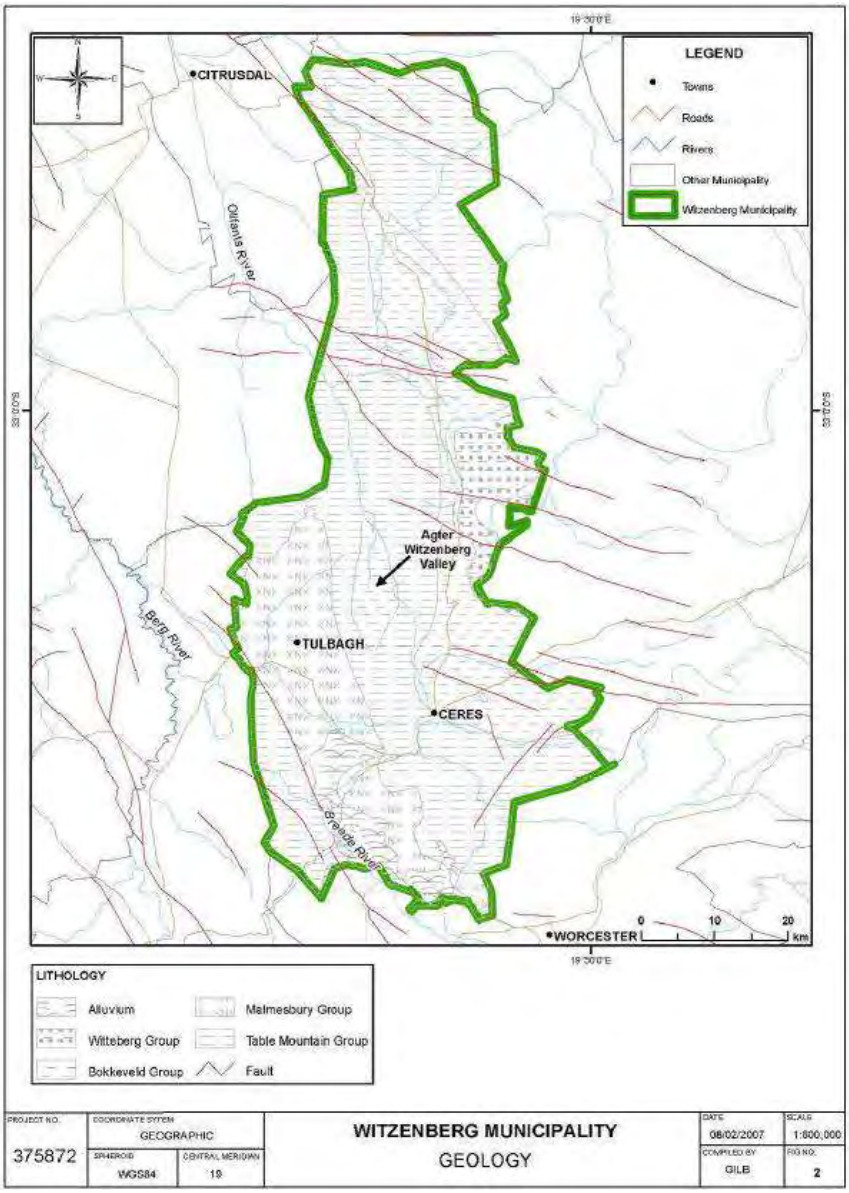


Figure 1-4: Geology of WLM

1.5 GROUNDWATER

In broad terms, any aquifers developed in rocks of the Malmesbury, Table Mountain, Bokkeveld or Witteberg Groups will be of the fractured or secondary type. These are shown as shades of green in the figure below. Aquifers developed

in the alluvium will be of the intergranular or primary type. These are shown as shades of violet in the figure below.

The Witzenberg Municipal area is one of generally good hydrogeological potential, with large parts having a mean borehole yield of >2 ℓ/s.

The Malmesbury and Witteberg Groups generally have the lowest potential, being classified as B3, which implies a median borehole yield of 0.5 to 2.0 ℓ/s. However, there is a patch of very high potential in the Malmesbury Group in the upper Tulbagh Valley, rated as B5.

The Table Mountain Group (TMG) is usually regarded as the major regional aquifer of the Western Cape. In the study area it is uniformly classified as B4, i.e. a median borehole yield of 2.0 to 5.0 ℓ/s. However, much of this aquifer is inaccessible for drilling and exploitation. During exploration drilling and yield testing for Ceres Municipality in 1995, consistent long-term yields of ~8 to 10 ℓ/s were obtained from this aquifer.

The Bokkeveld Aquifer has the highest potential in the study area, being classified as B5. A similar classification is given to this aquifer in the Hex Valley and Grabouw areas. Drilling and testing of three boreholes in this aquifer in the Ceres area in 1995 supports this high classification, with long-term yields of up to 20 ℓ/s being determined.

Groundwater is used on a large scale for municipal and irrigation use. Ceres Municipality has a wellfield capable of supplying 100 ℓ/s combined from the TMG and Bokkeveld Aquifers. Extensive use is made of groundwater for irrigation in the Ceres and Agter Witzenberg Valleys. In the latter, >10 million m_3/a is abstracted.

Groundwater quality is mostly good on account of the relatively high rainfall and therefore recharge and the influence of the TMG Aquifer. Consisting mostly of silica, these rocks contain very pure groundwater with electrical conductivity (EC) mostly <10 mS/m. The drawback with such unbuffered groundwater is that it has a low pH, usually <6, which is aggressive and corrosive. High iron content is also a characteristic aesthetic problem. Over most of the area EC is <70 mS/m, increasing above this in parts of the Malmesbury and Bokkeveld Aquifers (WLM IWMP 2031).

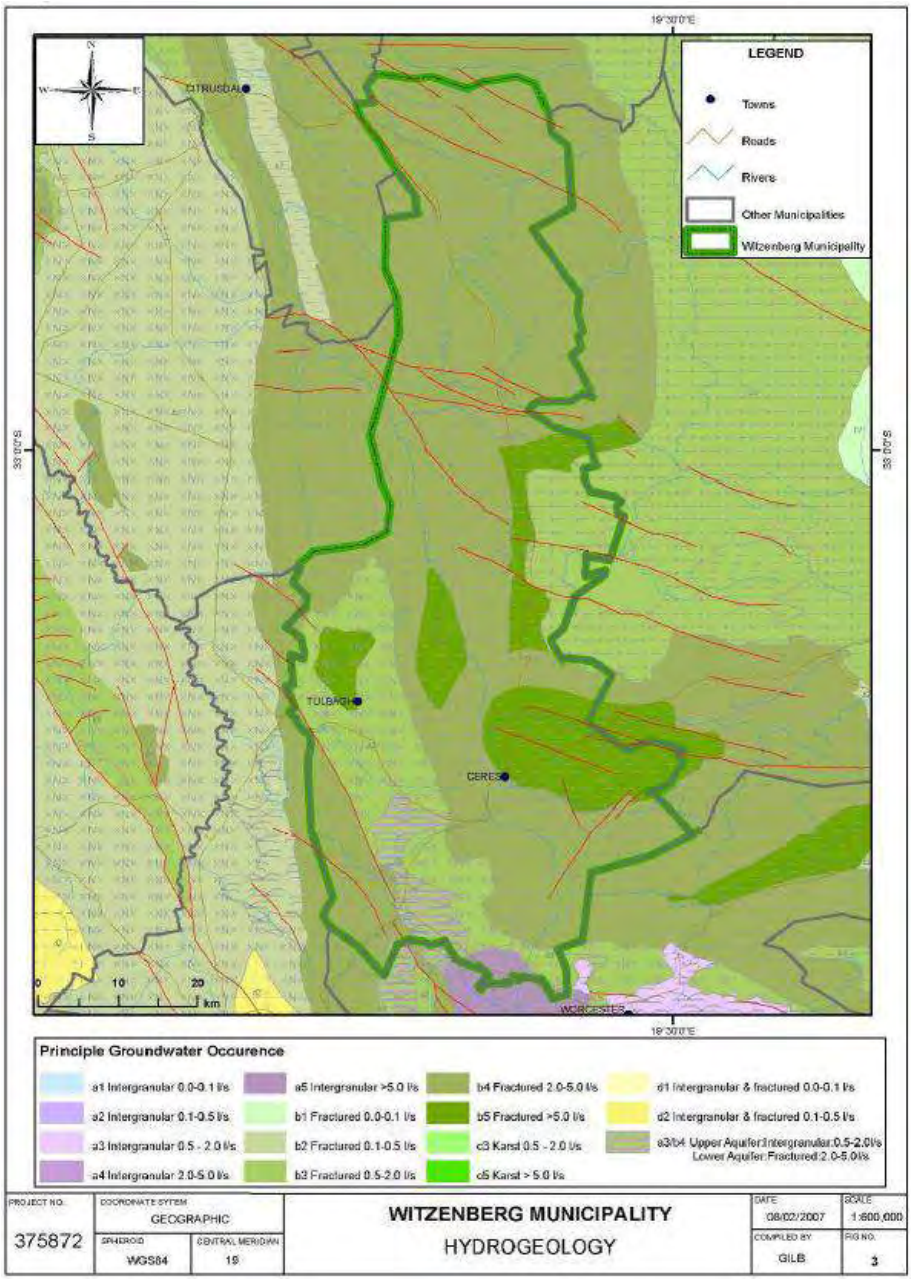


Figure 1-5: Hydrogeology of WLM

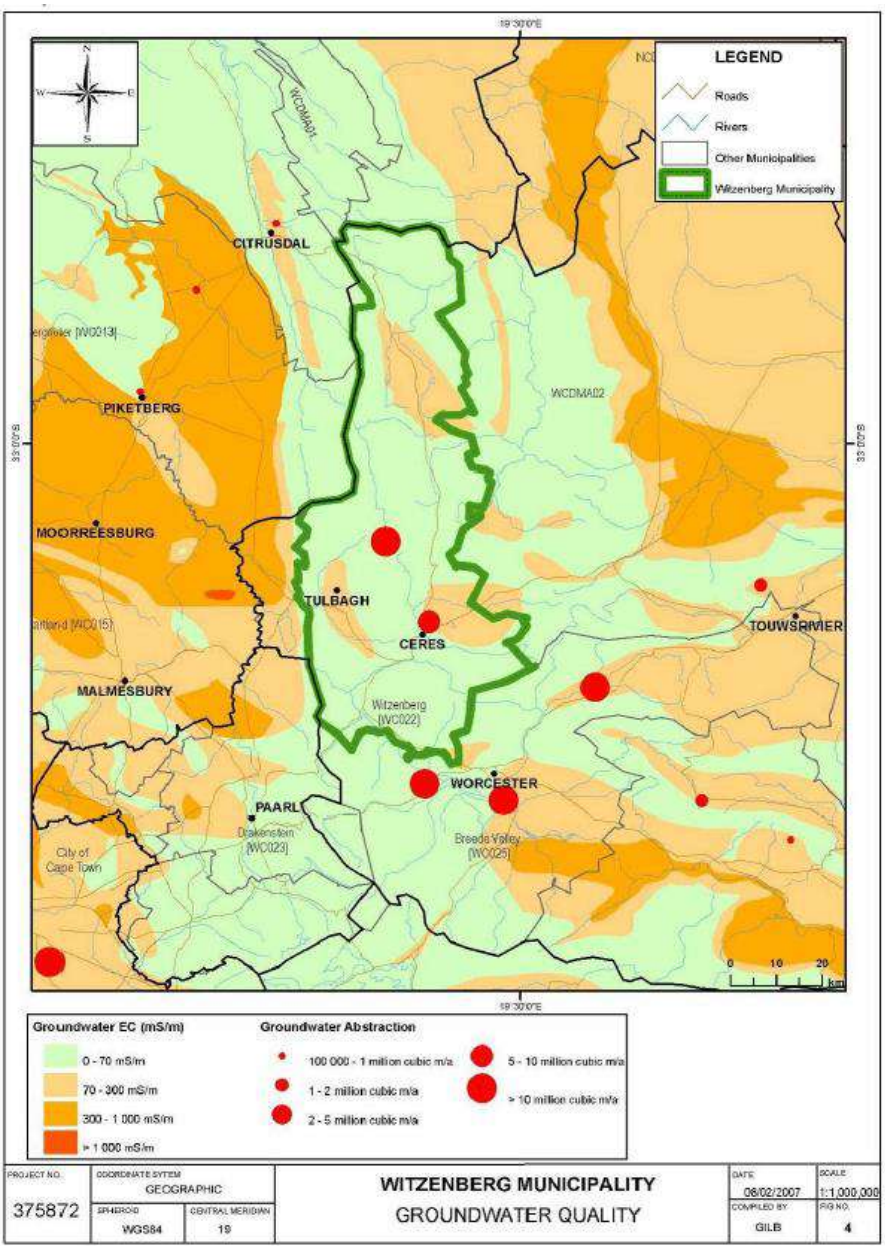


Figure 1-6: Groundwater Quality of the WLM

1.6 ROAD INFRASTRUCTURE

The road network in Witzenberg Municipality consists of provincial roads, owned and managed by the provincial road authority. Apart from the provincial roads, which are also known as the rural road network, the upgrade and maintenance of the local street network is the responsibility of the local authority. The condition of the road surface indicated that 66% of the surfacing is in good or very good condition. The corresponding value for road structure is 79%. If road surface conditions deteriorate too much, the road structure will be adversely affected. Therefore, upkeep to protection of the structure through regular maintenance is very important. Fruit and vegetables are brought from various farms around Wolseley, from Op-die Berg and Tulbagh to the factory in Ceres to be packed. This

creates an inflow of heavy vehicles to Ceres. From Wolseley and Tulbagh, heavy vehicles travel to Ceres via the Mitchell's Pass.

The pass has a high-quality surface, able to withstand high volumes of traffic. In contrast, the proclaimed road through Ceres is of a different standard and must accommodate the same high volume of heavy vehicles. In the urban streets of Ceres, special signage restricts heavy vehicles from entering the urban areas. A Pavement Management System (PMS) is used for maintaining the roads in the area through an assessment of the network based on methodical visual ratings of each pavement section. The priorities are divided into routine maintenance (e.g. patching), to normal maintenance (resurfacing) through to heavy rehabilitation (e.g. thick overlays and reconstruction). This is supported by visual inspections which are performed according to a schedule and data is recorded and prioritised for implementation. Limited and funding backlogs are the greatest challenge faced in maintaining the road network (WLM Annual Performance Report, 2018-2019).

1.7 PURPOSE OF REPORT

The purpose of this report is to analyse and quantify all aspects related to current waste management services and practices carried out by the WLM, as well as the private sector, with the view of using such information as a baseline for future planning for sustainable service delivery.

1.8 STRUCTURE OF REPORT

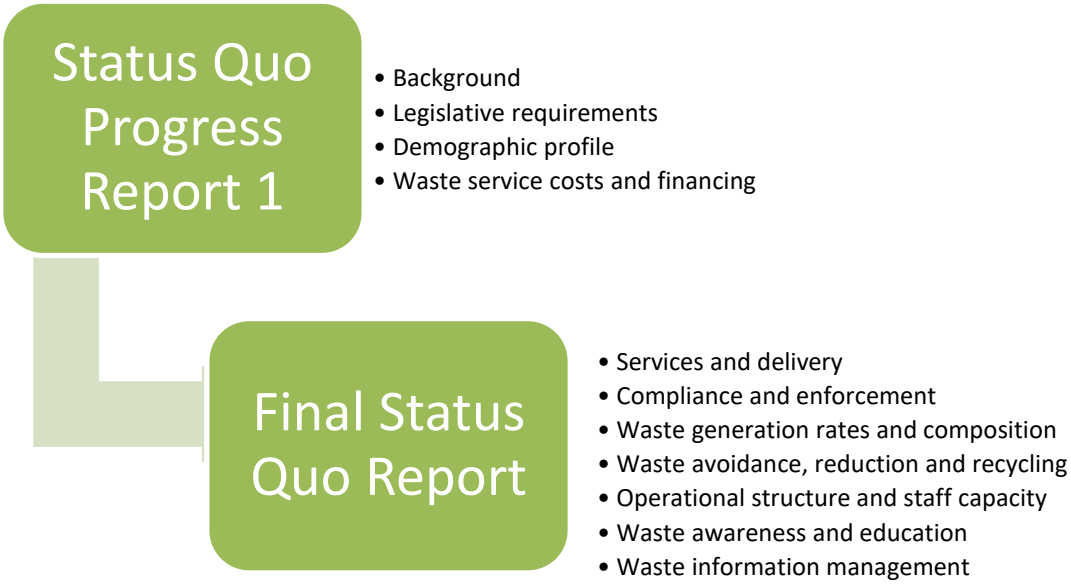
The report comprises the following sections:

- Section 2: Status quo study approach
- Section 3: Relevant legislation
- Section 4: Status quo study findings
- Section 5: Gap and needs analysis
- Section 6: Goals, objectives and targets assessment
- Section 7: Implementation plan
- Section 8: IWMP monitoring and review
- Section 9: Public participation process
- Section 10: Conclusion
- Section 11: References
- Appendices.

2 STATUS QUO STUDY APPROACH

This section details the approach that the Delta BEC team followed during execution of the status quo phase of the project.

The process flow diagram below details the activities added to each progress report to generate the final status quo report. Site visits were conducted during the status quo investigation phase of the project. The site visits were conducted during the week of 31 August 2020 to 04 September 2020.



3 RELEVANT LEGISLATION

This chapter of the report details the roles and responsibilities in terms of waste management at national, provincial, district and local municipal level that inform and assist integrated waste management.

3.1 ROLES AND RESPONSIBILITIES

3.1.1 NATIONAL GOVERNMENT

The national government is tasked with the establishment of a national waste management strategy, including norms, standards and targets. The national norms and standards may cover all aspects of the waste value chain, from planning to service delivery.

3.1.2 PROVINCIAL GOVERNMENT

The provincial governments are tasked with the implementation of the National Environment Management Waste Act (NEM:WA), Waste Management Regulation and the National Waste Management Strategy, Norms and Standards (NWMS). The Constitution requires provincial government to monitor and provide support to municipalities in the province, and to see to the implementation of waste-related regulations and strategies.

3.1.3 DISTRICT MUNICIPALITIES

The Municipal Structures Act, 1998 (Act 117 of 1998) assigns a function of waste disposal to district municipalities. Not all district municipalities are fulfilling this role. However, when the need arises for a regional site, district municipalities can cooperate roles.

3.1.4 LOCAL GOVERNMENT

The NEM:WA, 2008 (Act 59 of 2008) requires local authorities to implement mechanisms for the provision of waste collection services including collection, transportation, storage and disposal. Local authorities are also required to facilitate recycling and waste diversion from landfill and manage waste information appropriately.

3.2 STRATEGIC LINKAGES IN TERMS OF WASTE MANAGEMENT ON INTERNATIONAL, NATIONAL, PROVINCIAL AND LOCAL LEVEL

3.2.1 INTERNATIONAL TREATIES

The following list of international treaties will be considered:

- Basel Convention
- Rotterdam Convention

- Stockholm Convention.

3.2.1.1 The Basel Convention

The Basel Convention (1989) is a global agreement that seeks to address the transboundary movement of hazardous waste. It also aims to ensure that strict controls are in place when any transboundary movement and disposal of hazardous waste does occur and ensures that it is undertaken in an environmentally sound and responsible manner.

The Basel Convention, held on 22 March 1989, came into effect during May 1992 after ratification by the prerequisite number of countries. South Africa ratified the Convention in 1994, with the Department of Environmental Affairs (DEA) being the focal point for the convention. Whilst South Africa subsequently acceded to this Convention, no legislation was passed at the time to give effect to it. The second Basel Convention, held on 08 October 2005, set standards for the control of transboundary movements of hazardous wastes and their disposal, setting out the categorisation of hazardous wastes and the policies for their disposal between member countries. South Africa accedes to this convention and implements its provisions.

The main objective of the Basel Convention is to protect human health and the environment against the adverse effects of hazardous wastes. The Convention specifically aims to reduce hazardous waste generation, promote environmentally sound management of hazardous wastes, restrict transboundary movements of hazardous wastes and provides a regulatory system that applies to cases where transboundary movement of hazardous waste is permissible (United Nations Environment Programme, 2020).

3.2.1.2 The Rotterdam Convention

The Rotterdam Convention promotes and enforces transparency in the importation of hazardous chemicals and whilst it explicitly excludes waste, its implementation may lead to bans on listed chemicals. Some of these chemicals may occur in stockpiles of obsolete chemicals such as pesticides that have been identified as a major waste management challenge. Extended producer responsibility schemes will be used to effectively manage obsolete chemicals (United Nations Environment Programme, 2020).

3.2.1.3 The Stockholm Convention

In 1995, the United Nations Environment Programme called for global action to be taken on persistent organic pollutants (POPs), which pose a threat to both health and the environment. As a result, the negotiations for the Stockholm Convention on POPs were initiated and culminated in May 2001, with the convention enforced in May 2004. South Africa accedes to this convention, whereby member countries have agreed to phase out POPs, and prevent their import or export. It imposes restrictions on the handling of all intentionally produced POPs. Parties to the

Convention are also required to undertake the following responsibilities (United Nations Environment Programme , 2020):

- Develop and implement appropriate strategies to identify stockpiles, products and articles in use that contain or are contaminated with POPs
- Manage stockpiles and wastes in an environmentally sound manner
- Dispose of waste in a way that destroys or irreversibly transforms POPs content
- Prohibit recycling, recovery, reclamation, direct reuse or alternative use of POPs
- Endeavour to develop strategies to identify contaminated sites and perform eventual remediation in an environmentally sound manner.

3.2.2 NATIONAL ACTS, REGULATIONS AND STRATEGIES

3.2.2.1 The South African Constitution, 1996 (Act 108 of 1996)

Section 24 of the Bill of Rights of the Constitution of South Africa clearly states that everyone has the right to:

a) An environment that is not harmful to their health or well-being.
b) Have the environment protected, for the benefit of present and future generations, through reasonable legislative and other measures that:
    i) Prevent pollution and ecological degradation.
    ii) Promote conservation.
    iii) Secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development.

The Constitution places an emphasis on the need to have the environment protected for the benefit of present and future generations through reasonable legislative and other measures, e.g. IWMPs. It is within this provision that IWMPs must strive or come up with measures to uphold the rights of all citizens within the jurisdiction of the municipality and should enhance and promote environmental protection from any form of degradation as enshrined by the South African Constitution.

3.2.2.2 The National Environmental Management Act (Act 107 of 1998)

NEMA is the cornerstone of all environmental legislation in South Africa. The purpose of NEMA is to uphold the provisions of Section 24 of the Bill of Rights (the Constitution of the Republic of South Africa). It aims to promote and uphold the rights of South African citizens to live in an environment that is not harmful to health or well-being.

NEMA places sustainable development at the centre of every development process that has the potential to have an impact on social, economic and environmental matters, whereby it requires the integration of social, economic and environmental

factors in the planning, implementation and evaluation of decisions to ensure that development serves present and future generations.

3.2.2.3 The Hazardous Substances Act (Act 15 of 1973)

This Act and its regulations provide for the control of substances that may cause injury or ill-health to or death of human beings due to their toxic, corrosive, irritant, strongly sensitising or flammable nature, the division of such substances or products into groups in relation to the degree of danger, to provide for the prohibition and control of the importation, manufacture, sale, use, operation, application, modification and disposal of such substances and products.

3.2.2.4 The National Environmental Management: Waste Act, 2008 (Act 59 of 2008)

The first waste-specific legislation published in South Africa was the National Environmental Management: Waste Act (NEM:WA). It provided the mechanism to regulate the waste value chain aiming to minimise adverse effects on human health and the environment. The National Department of Environmental Affairs (DEA) is the regulatory body for the licensing of Hazardous Waste Facilities, according to NEM:WA's Chapter 5. In addition, the management of hazardous waste is included in the concurrent legislative competence of both national and provincial government assigned by the South African Constitution with respect to environment and pollution control.

3.2.2.5 Waste Classification and Management Regulations (G.N. No. R. 634 of August 2013)

These regulations support and implement the provisions of the NEM:WA and, amongst others, establish a procedure and mechanism for the listing of waste management activities that do not require a Waste Management Licence. It also states that waste must be classified according to the South African National Standard Globally Harmonized System of Classification and Labelling of Chemicals (SANS 10234:2008). SANS 10234:2008 is a standard that classifies waste according to the physical and health hazards specific substances could potentially pose (including hazards to the aquatic environment).

GN. No. R. 634 also talks to the requirements for disposal, recordkeeping and reclassification. For example, it is stated that:

'Waste must be classified within 180 days of generation and should be re-used, recycled, recovered, treated and/or disposed of within 18 months of generation.'

3.2.2.6 The National Environmental Management: Waste Amendment Act, 2014 (Act 26 of 2014)

On 02 June 2014, an amendment of Section 1 of the NEM:WA, as amended by the National Environmental Management: Waste Amendment Act (NEM:WA), was enacted, whereby *Schedule 3: Defined Wastes* was inserted. The purpose of Schedule 3 is to define all types of waste and to categorise them to assist with the

identification of wastes. This schedule is divided into Category A: Hazardous Waste and Category B: General Waste. Schedule 3, Category A defines hazardous waste as follows:

*''Hazardous waste' means any waste that contains organic or inorganic elements or compounds that may, owing to the inherent physical, chemical or toxicological characteristics of that waste, have a detrimental impact on health and the environment a*nd *includes hazardous substances, materials or objects within business waste, residue deposits and residue stockpiles.*'

3.2.2.7 The Municipal Systems Act, 2000 (Act 32 of 2000)

In terms of Section 25 of the Municipal Systems Act (MSA), each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (IDP) for the development of the municipality. The IDP is required to include sectoral environmental plans, which would be an IWMP for waste management. In their IDPs, municipalities are required to ensure proper resource allocation to achieve the targets set in the respective plans.

3.2.2.8 The Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)

This Act provides for an appropriate division of functions and powers between categories of municipalities, which include solid waste disposal sites, in so far as it relates to:

a) The determination of a waste disposal strategy
b) The regulation of waste disposal
c) The establishment, operation and control of waste disposal sites, bulk waste transfer facilities and waste disposal facilities for more than one local municipality in the district.

3.2.2.9 The National Environmental Management: Waste Act: Waste Classification & Management Regulations (R. 634 August 2013)

This regulation provides for the classification of waste-by-waste generators in accordance with SANS 10234:2008, within 180 days of generation. The GHS classifies waste in terms of its physical and health hazards as well as the hazards it presents to the aquatic environment. Waste that was previously classified in terms of the Minimum Requirements for the Handling, Classification and Disposal of Hazardous Waste (1998) must now be classified in terms of SANS 10234:2008. Waste listed in Annexure 1 of the WCMR does not require classification in terms of SANS 10234:2008.

3.2.2.10 The National Environmental Management: Waste Act: National Standard for Assessment of Waste (R. 635 August 2013)

The standards prescribe the requirements for the assessment of waste prior to disposal to landfill, as required by Regulation 8 (1) (b) and (c) of the Waste Classification and Management Regulations of 2013. The standards classify waste

into four categories based on its total concentration (TC) and leachable concentration (LC) in comparison with the acceptable limits.

3.2.2.11 The National Environmental Management: Waste Act: National Standard for Disposal of Waste to Landfill (R. 636 August 2013)

The standard provides for the new classification of landfill sites and requirements for containment and barrier designs. The new classifications are Class A, B, C and D. The standards prescribe types of waste (as per the classification of waste by R.635) to be disposed at different classes of landfill sites. The standards also provide for waste disposal restrictions on certain types of waste such as tyres, asbestos, persistent organic pollutants (POPs) and organic waste.

3.2.2.12 National Environmental Management: Waste Act: National Waste Information Regulations (January 2013)

Waste generators are obliged to report waste quantities generated, diverted and treated. This is required to ensure efficient planning for waste management activities. In terms of the regulations, certain requirements must be complied with during reporting, such as the name of the facility, waste types and quantities generated, percentage of waste diverted, etc.

3.2.2.13 National Environmental Management: Waste Act (59/2008): Waste Tyre Regulations (29 September 2019)

The aim of this regulation is to provide guidelines for the safe management of tyre waste. It outlines the prohibitions, registration of waste generators, duties of tyre dealers, the waste tyre stockpile abatement plan and the storage of waste tyres.

3.2.2.14 National Environmental Management Act: NEMA, EIA Regulations (18 June 2010)

The EIA Regulations regulate the procedure and criteria relating to the preparation, evaluation, submission, processing and approval of applications for environmental authorisations for the commencement of activities, subjected to environmental impact assessment, to avoid or mitigate detrimental impacts on the environment, and to optimise positive environmental impacts. Waste activities that should be subjected to EIA are prescribed in GN. 921, NEM:WA schedule.

3.2.2.15 The National Environmental Management: Waste Act: Draft National Norms and Standards for Organic Waste Composting (4 September 2019)

The norms and standards are aimed at controlling the composting of organic waste at facilities falling within certain thresholds as described in Paragraph 3 of these norms and standards to prevent or minimise potential negative impacts on the biophysical and socio-economic environment.

3.2.2.16 The White Paper on Integrated Pollution and Waste Management for South Africa (17 March 2000)

Government Gazette 20978, 17 March 2000 – DEA National Waste Management Policy. It is focused on a holistic and integrated system and process of management, aimed at pollution prevention and minimisation at source, managing the impact of pollution and waste on the receiving environment, and remediating damaged environments.

3.2.2.17 The National Waste Management Strategy (2020)

The NWMS (2020) was approved by Cabinet on 9 September 2020. This strategy was developed in alignment with the National Environmental Management: Waste Act and builds on the successes and lessons learnt from the NWMS (2011).

The NWMS (2020) is broadly focused on preventing waste and diverting waste from landfill by leveraging the concept of the Circular Economy to drive sustainable, inclusive economic growth and development in the waste sector, while reducing the social and environmental impacts of waste. Its implementation plan will create jobs in the waste sector and increase awareness and compliance around waste.

The following are the three strategic goals in the revised NWMS (2020):

- Waste Minimisation – The aim is to prevent waste and where waste cannot be prevented, 40% should be diverted from landfill within five years through reuse, recycling, recovery and alternative waste treatment: 20% of waste reduction in waste generation; and 20% waste reused in the economic value chain.
- Effective and Sustainable Waste Services – This would see all South Africans living in clean communities with waste services that are well managed and financially sustainable.
- Waste Awareness and Compliance – The aim is to create a culture of compliance with zero tolerance of pollution, litter and illegal dumping.

Among the significant strategic shifts from the 2011 strategy in the NWMS 2020 are addressing the role of waste pickers and the informal sector in the Circular Economy, promoting product design packaging that reduces waste or encourages reuse, repair and preparation for recycling, and support markets for source separated recyclables. NWMS 2020 also investigates potential regulatory or economic interventions to increase participation rates in residential separation at source programmes, alongside investing in the economies associated with transporting of recyclables to waste processing facilities and addressing the skills gaps within the sector.

The strategy also requires engagement with the National Treasury regarding the operational expenditures for municipalities associated with implementing the NWMS and Waste Act.

3.2.2.18 National Environmental Management: Waste Act, 2008 (Act 59 of 2008); Draft National Norms and Standards for Organic Waste Composting (4 September 2019)

The purpose of these norms and standards is to provide a national uniform approach relating to controlling the composting of organic waste at a facility that falls within the threshold to prevent or minimise potential negative impacts on the biophysical and socio-economic environment. The aim of the norms and standards is also to ensure Best Practicable Environmental Option (BPEO) in the composting of organic waste.

3.2.3 PROVINCIAL PLANS, STRATEGIES AND GUIDELINES

3.2.3.1 Western Cape Integrated Waste Management Plan (2017-2022)

The Western Cape outlined four goals in the 2nd Generation IWMP (2017-2022). The WLM's goals and targets will be developed in line with the following four goals from the Western Cape IWMP.

- Goal 1: Strengthened education, capacity and advocacy towards integrated waste management.
- Goal 2: Improved integrated waste management planning and implementation for efficient waste services and infrastructure.
- Goal 3: Effective and efficient utilisation of resources.
- Goal 4: Improved compliance with environmental regulatory framework.

These four goals were identified by the Western Cape to address the following:

- Promoting sustainable waste management; this includes waste avoidance, cleaner production, waste minimisation, resource-use efficiency, resource recovery and recycling
- Diverting waste from waste management disposal facilities
- Minimising adverse environmental and social impacts of waste management, particularly for the vulnerable
- Providing guidance and support for both municipalities and industries in developing IWMPs that promote integrated waste management.

3.2.3.2 Western Cape Green Economy Strategy Framework (2013)

The 2013 Western Cape Green Economy Strategy Framework aims to achieve the double dividend of optimising green economic opportunities and enhancing environmental performance.

The strategy identifies three high-level priorities for green growth:

1) Natural gas and renewables
2) Financial infrastructure
3) Green jobs – including the waste sector.

3.2.3.3 Western Cape Diversion Targets for Organic Waste Management (2018)

Organic waste is identified as a problematic waste stream in the Western Cape, with more than 37% of waste generated in the province being organic waste. Landfilling of organic waste results in loss of airspace, methane and leachate generation, odour and health impacts.

Diversion of organic waste from landfill can reduce these negative impacts and can also aid in job creation at waste management facilities. Compost and biochar produced from organic waste can be used as an alternative to fertilisers to improve soil condition.

The Department of Environmental Affairs and Development Planning (DEA&DP) proposed a 50% diversion from landfill sites by 2025, and a landfill ban on organic waste to landfill by 2027.

3.2.3.4 Guideline for Management of Abattoir Waste in Western Cape (2015)

The guideline on the management of abattoir waste in the Western Cape was developed by the DEA&DP as one of the recommendations stemming from the status quo study of abattoir waste conducted in 2015.

The guideline provides an overview of the current status quo of abattoir waste, treatments and disposal methods.

3.2.4 LOCAL BY-LAWS AND PLANS

3.2.4.1 Cape Winelands By-Laws

The Cape Winelands District Municipality does not manage waste collection or disposal. Therefore, it does not have Solid Waste By-Laws. However, Chapter 8 of the Municipal Health By-Laws of the Cape Winelands District Municipality relates to waste management. The Waste Management section is outdated and needs to be reviewed to include NEM:WA and NWMS. The section reads as follows:

‘Part 1: General provisions regarding recovery, storage and disposal of waste

Recovery, storage and disposal of waste

4) *Waste must be recovered, stored, transported and disposed of —*
   a) *without endangering human health;*
   b) *without the use of processes or methods likely to harm or pollute the environment; and*
   c) *in a manner that does not create a health nuisance.*
5) *A person who contravenes subsection (1) commits an offence.*

Part 2: Hazardous Waste

Applicable legislation

The municipality, taking cognizance of the provisions of the Environment Conservation Act, 1989 (Act No. 73 of 1989) the Hazardous Substances Act, 1973 (Act 15 of 1973), the National Health Act, 61 of 2003, and the regulations made under these Acts, adopts the provisions in this Part.

Storage of hazardous waste

6) *An empty container in which hazardous waste such as, but not limited to, pesticides was stored is to be treated as hazardous waste, and —*
   a) *must be stored in such a manner that —*
      i) *no pollution of the environment occurs at any time;*
      ii) *no health nuisance is created at any time;*
   b) *while being stored on site, must be clearly marked or labelled with the words ''Hazardous Waste'';*
   c) *the owner or occupier of the land must fence off the storage area to prevent unauthorised access; and*
   d) *shall be dealt with as Class 6 waste as described in the Minimum Requirements for the Handling, Classification and Disposal of Hazardous Waste (Second Edition, 1998) as published by the Department of Water Affairs and Forestry and as amended from time to time.*
7) *A person who contravenes a provision of subsection (1)(a) to (d) commits an offence.'*

3.2.4.2 WLM Integrated Development Plan (IDP)

The IWMP forms part of the Integrated Development Plan (IDP) required in terms of Chapter 5 of the Municipal Systems Act. To align the IWMP with the IDP (2017-2022) of the WLM, the strategic goals from the IDP will be considered in this IWMP.

Section 24 of the Municipal Systems Act states:

'(1) The planning undertaken by a municipality must be aligned with, and complement, the development plans and strategies of other affected municipalities and other organs of state so as to give effect to the principles of cooperative government contained in Section 41 of the Constitution.
(2) Municipalities must participate in national and provincial development programmes as required in Section 153(b) of the Constitution.'

The following are the strategic objectives of the WLM IDP:

- Strategic Objective 1: Essential Services:
  i. Sustainable provision and maintenance of basic infrastructure.
  ii. Provide for the needs of informal settlements through improved services.
- Strategic Objective 2: Governance:
  i. Support institutional transformation and development.
  ii. Ensure financial viability.

iii. Maintain and strengthen relations with international and inter-governmental partners as well as the local community through the creation of participative structures.

- Strategic Objective 3: Communal Services:
  i. Provide and maintain facilities that make citizens feel at home.
- Strategic Objective 4: Socio-Economic Support Services:
  i. Support the poor and vulnerable through programmes and policy.
  ii. Create an enabling environment to attract investment and support the local economy.

The WLM IWMP will be aligned with Strategic Objectives 1, 3 and 4 of the IDP, which are to provide essential solid waste management services, maintain waste management facilities and provide socio-economic support services.

3.2.4.3 **The WLM By-Laws (2020)**

The WLM IWMP will be aligned with the waste management-related matters set out in the WLM by-laws. The by-laws, which was published in 2005, make reference to the development of an 'integrated refuse management plan', the provision of waste management services, handling of recyclable waste, prohibitions in terms of waste management, handling different types of waste, and compliance and enforcement. The WLM is currently updating the by-laws and it recommended that it adopts the Department's Model Integrated Waste Management by-law or adopts its clauses thereof to ensure that it is aligned to the NEM:WA Act.

4 STATUS QUO STUDY FINDINGS

This section of the report will be discussed under the following headings:

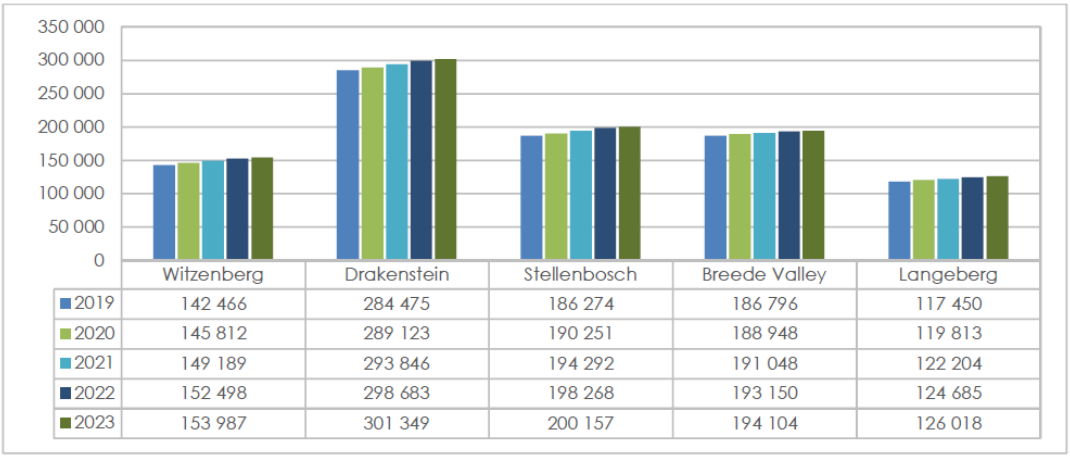
- Demographic profile
- Waste management cost and financing
- Waste categories and generation
- Service delivery
- Compliance and enforcement
- Waste avoidance, reduction and recycling
- Operational structure and staff capacity
- Waste awareness and education.

4.1 DEMOGRAPHIC PROFILE

The Socio-Economic Profile (WLM SEP, 2019) report, drafted by the Western Cape Department of Social Development, and the WLM Integrated Development plan (IDP, 2017-2020) were used to determine the demographic profile of the WLM.

4.1.1 POPULATION PROFILE

The WLM is the second lowest populated municipal area in the CWD, with a population of 142 466 in 2019 (WLM SEP, 2019). This total is projected to grow to 153 987 by 2023, equating to an average annual growth rate of 2.0%.



	Witzenberg	Drakenstein	Stellenbosch	Breede Valley	Langeberg
2019	142 466	284 475	186 274	186 796	117 450
2020	145 812	289 123	190 251	188 948	119 813
2021	149 189	293 846	194 292	191 048	122 204
2022	152 498	298 683	198 268	193 150	124 685
2023	153 987	301 349	200 157	194 104	126 018

Figure 4-1: WLM population profile (WLM SEP, 2019)

4.1.2 SOCIO-ECONOMIC GROUPS AND INCOME DISTRIBUTION

4.1.2.1 Age distribution

Table 4-1 depicts the population composition regarding age cohorts of the WLM. The total population is broken down into three different groups, namely:

- Age 0-14: children
- Age 15-65: working age population

- Age 65+: seniors.

Table 4-1 provides the WLM's population composition per age categories. These groupings are also expressed as a dependency ratio, which in turn indicates who is part of the workforce (age 15-65+) and those who are depending on them (children and seniors). A higher dependency ratio (above 60%) means a higher pressure on social systems and the delivery of basic services. Between 2019 and 2025, the largest population growth is projected in the 65+ aged category, which is expected to grow at an annual average rate of 3.9%.

Table 4-1: WLM age category (WLM SEP, 2019)

WITZENBERG: AGE COHORTS, 2019-2025				
Year	**Children 0-15 Years**	**Working Age 16-65 Years**	**Aged 65+**	**Dependency Ratio (%)**
2019	36 556	100 161	5 750	42.2
2022	38 235	107 725	6 538	41.6
2025	39 749	113 338	7 237	41.5
Growth	1.4%	2.1%	3.9%	-

4.1.2.2 Household size

Household size refers to the number of people per household. Although the number of households in the WLM area is increasing, the actual size of households is generally projected to be on a downward trend from 2019 to 2023. In 2019, there were 35 976 households in the WLM (WLM SEP, 2019).

Table 4-2: Household size (WLM SEP, 2019)

WITZENBERG: HOUSEHOLD SIZE, 2019-2023				
2019	**2020**	**2021**	**2022**	**2023**
4.1	4.1	4.0	4.2	4.0

4.1.2.3 Income distribution

The WLM IDP (2017-2022) provides the following income/household distribution in percentages:

- Low-income groups: 56.6%
- Middle-income groups: 38.0%
- High-income groups: 5.4%.

4.1.3 EMPLOYMENT STATUS AND EDUCATION LEVELS

Education and training improve access to employment opportunities and help to sustain and accelerate overall development.

4.1.3.1 Employment status

In 2017, the WLM contributed 62 953 jobs to formal employment in the CWD (WLM SEP, 2019). Between 2008 and 2017, a total of 9 309 jobs were created in the WLM. Notable job creation was in the wholesale and retail trade (1 093), catering and accommodation (4 917) as well as the community, social and personal service (3 299) sectors. This was, however, offset by job losses (-7 308) in the agriculture, forestry and fishing sector. Job losses in the agriculture, forestry and fisheries sector can mostly be attributed to the impact of the drought, but other factors such as mechanisation also contributed to job losses (WLM SEP, 2019). In 2017, the WLM labour force mostly consisted of low-skilled (50.2%) and semi-skilled (35.1%) workers (WLM SEP, 2019). Unemployment in the WLM was at 5.8% in 2018 and the CWD as a whole was at 9.5% (WLM SEP, 2019).

4.1.3.2 Education levels

4.1.3.2.1 Learner enrolment

Learner enrolment in the WLM increased from 18 048 to 18 377 learners between 2016 and 2018 (WLM SEP, 2019).

4.1.3.2.2 Educational facilities

The number of schools within the WLM in 2018 was 53 (SEP, 2018).

4.1.3.2.3 Educational outcomes

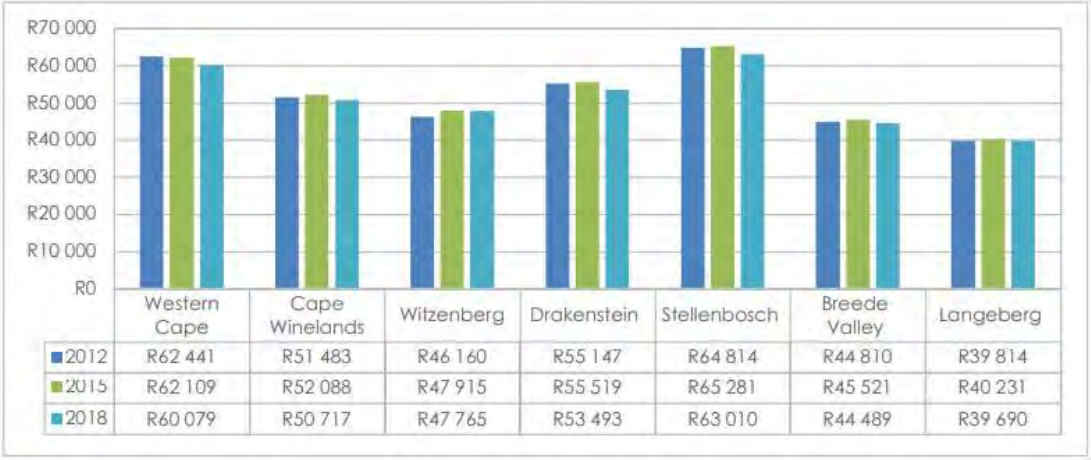
The matric pass rate for the CWD declined overall in 2018, with all municipalities except for the WLM experiencing a decrease in their matric pass rates. The 2018 pass rate in the WLM (73.9%) is, however, still lower than the district average (79.5%) (WLM SEP, 2019).

4.1.4 ECONOMIC PERFORMANCE

The ability of households to pay for services such as water, electricity, sanitation, and refuse removal depends on income generated from economic activities. A slowdown in economic activity will result in job losses[1] and the inability of households to pay for services, leading to reduced municipal revenues (WLM SEP, 2019).

[1] Job losses are severely aggravated in 2020 due to COVID-19, which is likely to have a significant impact on several other statistics presented in the Status Quo report.

The WLM Gross Domestic Product (GDPR) per capita, at R47 765.00 in 2018, has declined slightly from R47 915.00 in 2015. This could be attributed to the growing population or may be an indication of declining income levels in the area.



	Western Cape	Cape Winelands	Witzenberg	Drakenstein	Stellenbosch	Breede Valley	Langeberg
2012	R62 441	R51 483	R46 160	R55 147	R64 814	R44 810	R39 814
2015	R62 109	R52 088	R47 915	R55 519	R65 281	R45 521	R40 231
2018	R60 079	R50 717	R47 765	R53 493	R63 010	R44 489	R39 690

Figure 4-2: Cape Winelands District GDPR contribution (WLM SEP, 2019)

4.1.5 DEVELOPMENT PROFILES

4.1.5.1.1 Access to housing and basic services

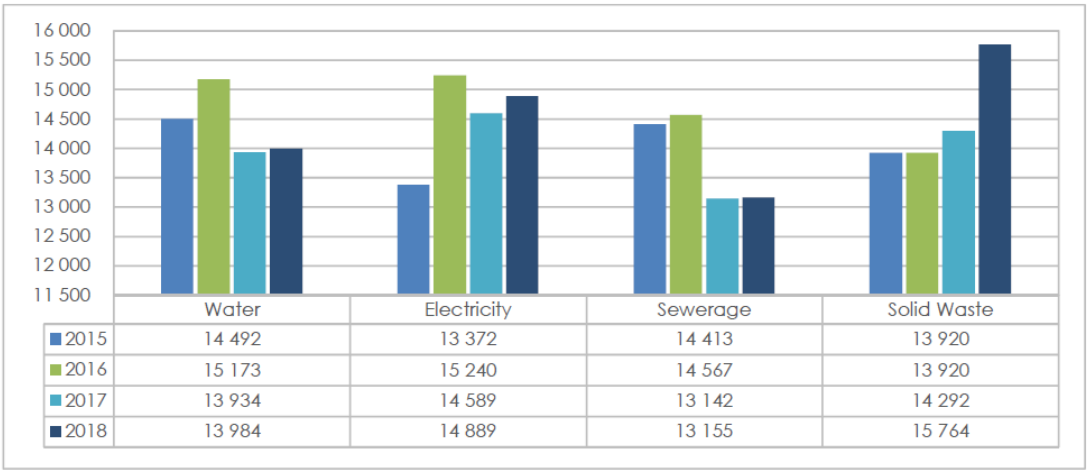
In 2016, there was a total of 35 976 households within the WLM area, of which 83.3% had access to housing in the form of a formal dwelling (WLM SEP, 2019). The next household survey, which includes municipal level access to household services, will be the Census in 2021.

Table 4-3: WLM number of households' access to housing and basic services (WLM SEP, 2019)

COMMUNITY SURVEY 2016	WITZENBERG	CAPE WINELANDS DISTRICT
Total number of households	35 976	236 006
Formal main dwelling	29 969 83.3%	191 077 81.0%
Water (piped inside dwelling/within 200 m)	35 730 99.3%	232 605 98.6%
Electricity (primary source of lighting)	34 734 96.5%	228 650 96.9%
Sanitation (flush/chemical toilet)	34 017 94.6%	218 483 92.6%
Refuse removal (at least weekly)	35 976 100%	192 974 81.8%

4.1.5.1.2 Access to basic services

Figure 4-3 illustrates the access to basic services measured in terms of the number of consumer units that have access. In 2018, solid waste removal services represented the largest number of consumer units at 15 764.



	Water	Electricity	Sewerage	Solid Waste
2015	14 492	13 372	14 413	13 920
2016	15 173	15 240	14 567	13 920
2017	13 934	14 589	13 142	14 292
2018	13 984	14 889	13 155	15 764

Figure 4-3: WLM breakdown of access to basic services (WLM SEP, 2019)

4.1.5.1.3 Free basic service

Indigent households (a family earning a combined income of less than R3 200.00 per month) qualify for free basic water, electricity, sanitation and waste removal services. These households are required to register with municipalities to qualify for free basic services. The WLM had a total of 3 095 indigent households receiving free solid waste management services in 2020.

The table below provides statistics on the free basic services offered to indigent households.

Table 4-4: Summary of Free Basic Services for Indigent Households (WLM Annual Performance Report, 2018 - 2019)

FREE BASIC SERVICES TO INDIGENT HOUSEHOLDS									
YEAR	**NUMBER OF HOUSEHOLDS**								
	TOTAL NO. OF HH	**HOUSEHOLDS EARNING LESS THAN R3 000 PER MONTH**							
		FREE BASIC WATER		**FREE BASIC SANITATION**		**FREE BASIC ELECTRICITY**		**FREE BASIC REFUSE REMOVAL**	
		ACCESS	**%**	**ACCESS**	**%**	**ACCESS**	**%**	**ACCESS**	**%**
2015/16	14 085	4 614	33	4 614	33	4 614	33	4 614	33
2016/17	14 085	4 510	32	4 510	32	4 510	32	4 510	32
2017/18	14 391	4 591	32	4 591	32	4 591	32	4 591	32
2018/19	15 388	6 742	43	6 742	43	6 742	43	6 742	43

4.2 WASTE MANAGEMENT COST AND FINANCING

4.2.1 DETAILED BREAKDOWN OF OPERATIONAL AND CAPITAL BUDGET

Table 4-5 provides the capital and operational solid waste management budget for the 2020/21 financial year.

Table 4-5: WLM capital and operational budget for 2020/21

OPERATIONAL AND CAPITAL BUDGET FOR 2020/21	
Capital budget (2020/21)	**R11 400 000.00**
Materials recovery facility (MRF)	R9 000 000.00
Public drop-off in Wolseley	R2 400 000.00
Operational budget (2020/21)	**R38 858 618.00**
Public toilets	R 1 875 756.00
Landfill site	R 6 630 245.00
Garden refuse	R12 012 034.00
Collection	R18 340 583.00

4.2.2 DETAILED BREAKDOWN OF OPERATIONAL AND CAPITAL EXPENDITURE

This operational and capital expenditure section will be updated once the information is available.

4.2.3 TARIFF STRUCTURE (2020/21)

Table 4-6 provides the waste collection tariff structure for households and businesses in the WLM. The yearly increase in cost for the services is 1.06%.

Table 4-6: The WLM waste collection tariff structure

DESCRIPTION	TARIFFS 2020/2021 EXCLUDING VAT	TARIFFS 2020/21 INCLUDING VAT	INDICATIVE TARIFFS 2021/22 INCLUDING VAT	INDICATIVE TARIFFS 2022/23 INCLUDING VAT
Refuse service tariffs (all areas in respect of residential sites)				
Service availability charge per month or part of it: Unimproved sites	R74.51	R85.69	R90.80	R96.25
Monthly tariff per number of collections. Two refuse bags (unit) per collection per week per household. • **1 collection per week (2 refuse bags or less)** • **2 collections per week (2 refuse bags or less)** • **3 collections per week (2 refuse bags or less)** • **Additional units per collection** • **Informal settlements without an account (flat rate)** • **Departmental tariffs:** o **Dennebos** o **All other.**				
Residential properties: (2 refuse bags or less)				
Valuation in Rands ≤ 100 000	R167.22	R192.30	R203.84	R216.07
Valuation > 100 000 ≤ 150 000	R180.08	R207.09	R219.52	R232.69
Valuation > 150 000 ≤ 200 000	R192.94	R221.89	R235.20	R249.32

DESCRIPTION	TARIFFS 2020/2021 EXCLUDING VAT	TARIFFS 2020/21 INCLUDING VAT	INDICATIVE TARIFFS 2021/22 INCLUDING VAT	INDICATIVE TARIFFS 2022/23 INCLUDING VAT
Valuation > 200 000 ≤ 500 000	R205.81	R236.68	R250.88	R265.93
Valuation > 500 000 ≤ 800 000	R223.82	R257.39	R272.83	R289.20
Valuation > 800 000 ≤ 1 000 000	R231.53	R266.26	R282.24	R299.17
Valuation > 1 000 000	R257.26	R295.85	R313.60	R332.42
All other residential consumers	R167.22	R192.30	R203.84	R216.07
Additional units per collection	R167.22	R192.30	R203.84	R216.07
All other properties' monthly tariff 770 l wheelie bin				
1 collection per week per 700 l wheelie bin	R771.78	R887.55	R940.80	R987.84
2 collections per week per 700 l wheelie bin	R1 543.56	R1 775.09	R1 881.60	R1 975.68
3 collections per week per 700 l wheelie bin	R2 315.34	R2 662.64	R2 822.40	R2 963.52
1 collection per week per additional wheelie bin	R771.78	R887.55	R940.80	R987.84
2 collections per week per additional wheelie bin	R1 543.56	R1 775.09	R1 881.60	R1 975.68
3 collections per week per additional wheelie bin	R2 315.34	R2 662.64	R2 822.40	R2 963.52
If a counter system is available, the above tariffs will be implemented as follows				
Service availability - per month, include four removals/month	R771.78	R887.55	R940.80	R987.84
Additional removals per removal	R191.82	R220.59	R233.83	R245.52

DESCRIPTION	TARIFFS 2020/2021 EXCLUDING VAT	TARIFFS 2020/21 INCLUDING VAT	INDICATIVE TARIFFS 2021/22 INCLUDING VAT	INDICATIVE TARIFFS 2022/23 INCLUDING VAT
240 l wheelie bin				
1 collection per week per 240 l wheelie bin	R321.57	R369.81	R392.00	R411.60
2 collections per week per 240 l wheelie bin	R643.15	R739.62	R784.00	R823.20
3 collections per week per 240 l wheelie bin	R964.72	R1 109.43	R1 176.00	R1 234.80
1 collection per week per additional wheelie bin	R321.57	R369.81	R392.00	R411.60
2 collections per week per additional wheelie bin	R643.15	R739.62	R784.00	R823.20
3 collections per week per additional wheelie bin	R964.72	R1 109.43	R1 176.00	R1 234.80
If a counter system is available, the above tariffs will be implemented as follows				
Service availability - per month, include four removals/month	R321.57	R369.81	R392.00	R411.60
Additional removals per removal	R81.24	R93.43	R99.04	R103.99
Cost of wheelie bins				
700 l wheelie bin	R4 853.95	R5 582.04	R5 916.96	R6 212.81
240 l wheelie bin	R546.07	R627.98	R665.66	R698.94

4.2.4 FREE BASIC SERVICES BUDGET

The WLM consists of 3 095 indigent households that receive free basic refuse removal services. The budgeted amount for the 2020/21 financial year for free basic refuse services (once a week collection) is R12 040.

4.3 WASTE CATEGORIES AND GENERATION RATES

4.3.1 WASTE CATEGORIES GENERATED

Table 4-7 provides the categories of waste generated in the WLM.

Table 4-7: Categories of waste generated in WLM

CATEGORIES	DESCRIPTION
General waste	Domestic general waste: • Domestic waste generated by households. This waste usually contains recyclable materials, non-recyclable materials, garden refuse and C&D.
	Business general waste: • Business general waste includes all waste produced by supermarkets and businesses that is non-hazardous. This waste usually contains high quantities of recyclable materials.
Organic waste	Garden refuse and food waste
Construction and demolition (C&D) waste	Concrete, mortar, bricks, wood, insulation materials, gypsum, etc. generated from construction and demolition sites.
Health care risk waste (HCRW)	Discarded blood and human tissue, sharps, infectious materials, expired pharmaceuticals, etc.
Hazardous waste	Used mineral oils, solvent residues, paint and resin waste, organic chemical residues, putrescible waste (slaughterhouse), sewage sludge and expired agricultural chemicals (pesticides), etc.
Other waste types	This includes agriculture, abattoirs and waste tyres.

4.3.2 DOMESTIC WASTE PROFILE

A waste characterisation and brand audit study were undertaken by the Wellington Association Against the Incinerator (WAAI) in March/April 2019.

A total of 4 103 kg of general domestic waste was sampled and categorised from Nduli, Ceres, Bella Vista, Prince Alfred Hamlet, Op-die-Berg, Tulbagh and Wolseley (WAAI, 2019). The waste was sorted into the following categories:

- Paper and cardboard
- Glass
- Plastic
- Mixed packaging
- Multilayer packaging
- Tetrapak
- Metals
- E-waste
- Household hazardous waste, pharmaceuticals, fluorescent bulbs, nappies/sanitary products, garage waste and batteries
- Organics: meat, mixed food, fruit and veg, dairy and starches
- Textiles: clothing and shoes
- Residual waste: remaining waste fraction/tailing.

The waste characterisation study illustrated that organic waste (excluding garden refuse) constituted the largest proportion (37%) of total waste (WAAI, 2019). If garden waste is included, the actual total organic waste would be 40% of the total waste. The recyclable materials (paper, glass, plastic and metals) constituted 38% of the waste stream. The results from the waste characterisation study indicate that there is a significant portion of recyclables and organic waste within the WLM waste stream that can be diverted from landfills.

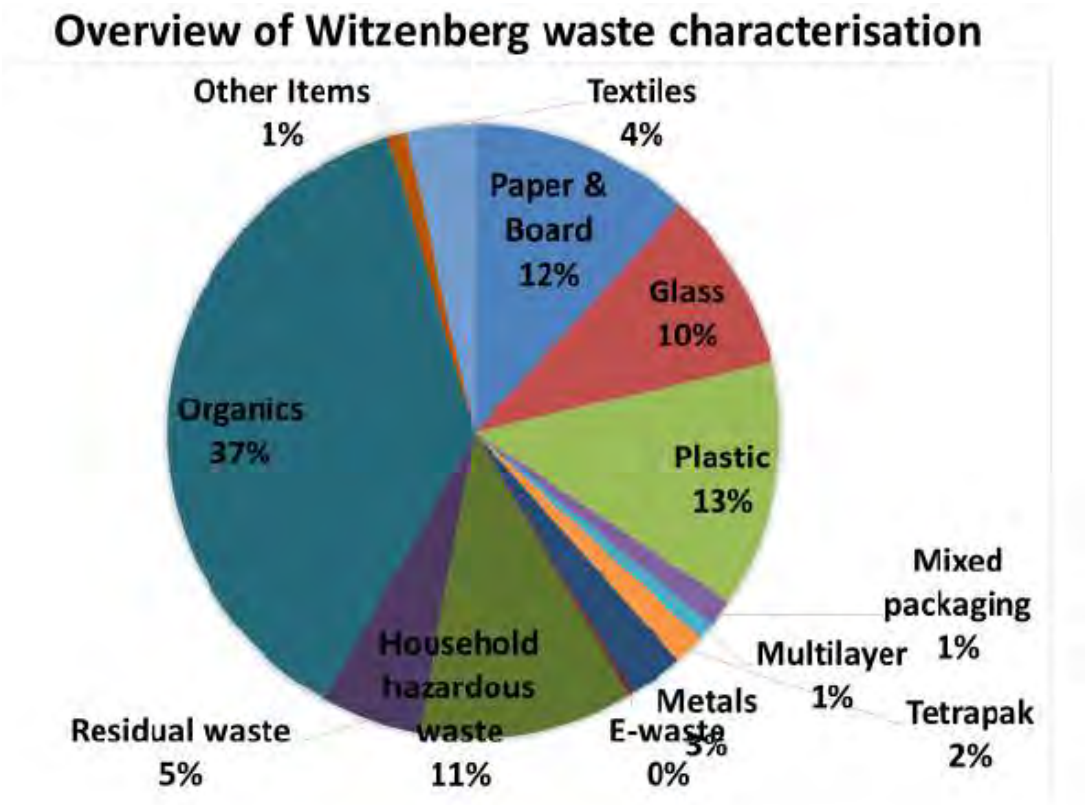


Figure 4-4: WLM waste characterisation study results (WAAI, 2019)

4.3.3 HAZARDOUS WASTE

For the purposes of this study Table 6: Schedule 3 of the National Environmental Management: Waste Amendment Act, 2014 (Act 26 of 2014): Category A: Hazardous Waste (refer to Appendix A) was used to determine the various industrial groups potentially generating hazardous waste in the study area.

Schedule 3 identifies 17 industrial groups, subdivided into 86 waste fractions. This study has determined that businesses and industries in the WLM generate hazardous waste categorised under four out of the potential 17 industrial groups listed in Schedule 3.

These are:

- Industrial Group 1: Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing, food preparation and processing.
- Industrial Group 9: Wastes from the manufacturing, formulation, supply and use (MFSU) of coatings (paints, varnishes and vitreous enamels), adhesives, sealants and printing inks.
- Industrial Group 12: Oil wastes and wastes of liquid fuels (except edible oils).
- Industrial Group 16: Wastes from human or animal health care and/or related research (except kitchen and restaurant wastes not arising from immediate health care).

Questionnaires were sent out to businesses within the WLM to indicate the type of waste generated, the disposal method and the quantities of the waste, if available. The information from the questionnaires, along with information provided in previous studies, was used provide an overview of the situation of these waste types. The information from Industrial Group 16 was received from Compass Medical Waste Services, the primary HCRW service provider in the WLM.

Table 4-8 provides the number of questionnaires sent out to the industrial groups and the number of questionnaires returned to date (04 February 2021).

Table 4-8: Number of questionnaires sent

INDUSTRIAL GROUP	SUBGROUP	NO. OF QUESTIONNAIRES SENT	NO. OF QUESTIONNAIRES RETURNED
Industrial Group 1	Food packaging factories, wineries, farms	6	0
Industrial Group 9	Paint store	2	0
Industrial Group 12	Filling stations and vehicle workshops	4	1
Industrial Group 16	Medical facilities (hospitals and clinics)	Not required – data sourced from Compass	-

The WLM consists of large agricultural areas. Hazardous waste from these areas includes fertiliser, chemical packaging and expired pesticides. The management of chemical packaging waste is an important environmental, health and safety issue. Of particular concern are the containers from pesticide or herbicide chemicals. Typically, farmers are known to burn these empty plastic chemical containers as well as empty plastic fertiliser bags in open fires on farms, which is in turn resulting in significant air pollution.

Currently (2021), household hazardous waste such as batteries and small fluorescent lights is included in the general waste, which is disposed of at the Tulbagh or Op-die-Berg landfill site. From the waste characterisation study conducted by WAAI in 2019, 11% of the waste stream consists of household hazardous waste.

Currently (2021), used oil from workshops is collected by Oilkol (Pty) Limited. Oilkol collects the used oil from clients in bulk containers and transports it to Exol Oil Refinery, where the oil is then processed and sold as Industrial Furnace Fuel (IFF). Waste oil from filling stations generally consists of oil from car leakages and used oil bottles purchased by a client. The following table provides the average oil sales per month and the disposal method for empty oil containers provided by the filling stations.

Table 4-9: Filling station waste oil

DESCRIPTION	CERES SHELL
Average oil sales per month	300 l (600 x 500 ml bottles)
Disposal method of empty oil containers	Separate bin for bottles on site
Service provider	WLM collects weekly
Grease traps service frequency	No grease traps

4.3.4 HEALTH CARE RISK WASTE

The major health care risk waste (HCRW) generators in the WLM are the hospitals and clinics. The WLM does not provide HCRW treatment and disposal services, resulting in it being the responsibility of the generator to enter a service contract with private service providers for the safe collection, transport, treatment and disposal of such waste. Compass Medical Waste Services is currently (2021) the HCRW service provider for the private and provincial WLM hospitals and clinics. Compass is licensed to transport infectious HCRW, sharps HCRW, anatomical HCRW and expired pharmaceutical HCRW. Compass reports all HCRW collected, treated and disposed of on IPWIS. Compass is permitted to treat sharps and infectious HCRW via Autoclave. This treatment process is done in closed chambers that apply heat through steam under high pressure to disinfect HCRW. All HCRW treated by Compass is shredded after being treated and sent to the Vissershok hazardous waste landfill for disposal. Anatomical HCRW and pharmaceutical HCRW are sent to a third party (BCL Medical Waste) for treatment by means of incineration. Schedule 0-4 pharmaceutical HCRW is treated and disposed of at the Vissershok

hazardous waste landfill. Schedule 5-6 pharmaceutical HCRW is incinerated (at BCL Medical Waste) and the ash is disposed of at the Vissershok hazardous waste landfill.

Table 4-10 provides the WLM's HCRW mass from November 2019 to August 2020 as provided by Compass. Compass only started collecting the HCRW in November 2019.

Table 4-10: HCRW quantities provided by Compass

TOWN	2019 TOTAL (kg) (FROM NOV 2019)	2020 TOTAL (kg) (TO AUGUST 2020)	AVERAGE MONTHLY (10 MONTHS) (kg)
Ceres	**3 405**	**20 342**	**1 187**
Ambulance - Ceres EMS Station	16	226	27
Clinic - Annie Brown	22	65	10
Clinic - CDC Ceres	704	1 170	187
Funeral - Ceres	78	48	7
Provincial Ceres Hospital	2 584	18 833	2 142
Op-die-Berg	**54**	**226**	**28**
Clinic – Op-die-Berg	54	226	28
Prince Alfred	**76**	**435**	**51**
Clinic – Prince Alfred Hamlet	76	435	51
Grand Total	**3 535**	**21 003**	**1 227**

4.3.5 COMPOSITION OF OTHER WASTE CATEGORIES

4.3.5.1.1 Agricultural waste

Agricultural waste refers to waste produced because of various agricultural operations. Some examples of agricultural waste include crop-growing, harvest residues and harvest waste (such as herbs, grains, root tubers, etc.). Waste from livestock farming such as grass, litter or feed is also considered to be an agricultural waste. In the WLM, the agricultural waste from farms is reportedly either used as animal feedstock, for home composting or it is taken to the nearest landfill site.

4.3.5.1.2 Sewage sludge

Sewage sludge is a key hazardous waste type generated from wastewater treatment works (WWTW) plants. Sewage sludge can be treated for agricultural use, or it should be disposed of at a hazardous landfill site. Table 4-11 provides the mass of the sludges generated at the WWTW plants in the WLM as well as the current disposal method.

Table 4-11: WWTW sludge quantities

NAME	EFFLUENT SOURCES	SLUDGE MASS (TONNES/MONTH) FOR 2019	DISPOSAL/CURRENT APPLICATIONS
Ceres WWTW	Residential and Industrial	70.1	Disposal to landfill site
Wolseley WWTW	Residential	8.1	Disposal in sludge dams
Tulbagh WWTW	Residential	Tank 1 = 2.2 Tank 2 = 4.5	Disposal to landfill site
ODB WWTW	Residential	1.1	Disposal to landfill site

4.3.5.1.3 Abattoirs

There are currently (2021) no abattoirs in the WLM.

4.3.5.1.4 Tyres

Waste tyres are regulated under the National Environmental Management: Waste Act, 2008 (Act 59 of 2008), the National Norms and Standards for Disposal of Waste to Landfill, 2013 (R. 636) and the Waste Tyre Regulations, 2017. The Waste Tyre Regulations, 2017 placed a ban on landfilling of waste tyres as of 29 September 2017.

The Waste Tyre Regulations (2017) outline several prohibitions as far as waste tyre management is concerned, such as:

No person may:

a) Manage waste tyres in a manner that does not comply to these regulations.
b) Recover or dispose of a waste tyre in a manner that is likely to cause pollution of the environment or harm to health and well-being.
c) Dispose of a waste tyre at a waste disposal facility.
d) Recover any financial contribution in terms of a waste tyre management plan from a subscriber to the plan, unless authorised by law.
e) Export waste tyres in whatever form unless the exportation of such waste tyres is authorised by the Minister in writing.

According to the regulations, the Waste Bureau is responsible for facilitating, supervising and controlling the management of waste tyres for the interim until a new industry waste management plan is approved in terms of Section 28 or 29 of the Act. The tyre producers must submit declarations on the quantities of tyres produced and imported to the Waste Bureau on a quarterly basis and the Bureau must establish a waste tyre forum with all affected industries to deal with the governance and operational matters pertaining to the management of waste tyres during the interim until the new industry waste tyre plan is approved[2] (CSIR, 2020).

[2] The new draft regulations on Industry Waste Plans have recently (2020) been circulated

The WLM does not accept tyres for disposal at any landfill site. In the case of tyres being disposed of at a landfill site, the WLM will stockpile the tyres and use them as barriers at parks or landfill sites. The tyre fitment shops (Supa Quick, Hi-Q, Tiger Wheel and Tyre, etc.) have a dedicated area where the used tyres are stockpiled until collected by the respective suppliers.

4.3.6 WASTE GENERATION RATES

4.3.6.1 Current waste generation rates (IPWIS)

The current generation of disposable general waste, recyclables, garden refuse and C&D was determined by analysing the landfill disposal reports submitted to the IPWIS. IPWIS data is done monthly. The Witzenberg Recovery and Op-Die-Berg Waste Disposal sites are up to date with IPWIS reporting whilst Prince Alfred Hamlet Waste Disposal Facility and Tulbagh Landfill are incomplete.

Table 4-12 provides a breakdown of the waste generation rates in the WLM from January 2018 to June 2020.

Table 4-12: Current waste generation as per IPWIS reports

DETAILS		DISPOSED (WASTE DISPOSED WITHIN THE LOCAL MUNICIPALITY)				DIVERTED (WASTE DIVERTED WITHIN THE LOCAL MUNICIPALITY)				GENERATION (WASTE THAT IS/NOT GENERATED WITHIN THE LOCAL MUNICIPALITY)			
YEAR	MONTH	MUNICIPAL	COMMERCIAL & INDUSTRIAL	ORGANICS	C&D	MUNICIPAL	COMMERCIAL & INDUSTRIAL	ORGANICS	COVER & FILL MAT/ CRUSHING	MUNICIPAL	COMMERCIAL & INDUSTRIAL	ORGANICS	C&D
2018	January	373	5	261	367	0	242	0	0	373	247	261	367
2018	February	449	3	254	133	0	313	0	0	449	316	254	133
2018	March	473	5	313	126	0	267	0	0	473	272	313	126
2018	April	508	5	307	122	0	245	0	0	508	250	307	122
2018	May	518	1	280	151	0	249	0	0	518	250	280	151
2018	June	433	0	224	146	0	228	0	0	433	228	224	146
2018	July	340	0	482	96	0	222	0	0	340	222	482	96
2018	August	488	0	433	161	0	307	0	0	488	307	433	161
2018	September	386	0	283	131	0	318	0	0	386	318	283	131
2018	October	508	0	521	148	0	0	0	0	508	0	521	148
2018	November	409	0	488	137	0	0	0	0	409	0	488	137

DETAILS		DISPOSED (WASTE DISPOSED WITHIN THE LOCAL MUNICIPALITY)				DIVERTED (WASTE DIVERTED WITHIN THE LOCAL MUNICIPALITY)				GENERATION (WASTE THAT IS/NOT GENERATED WITHIN THE LOCAL MUNICIPALITY)			
2018	December	431	0	401	41	0	0	0	0	431	0	401	41
TOTAL		**5316**	**19**	**4246**	**1760**	**0**	**2391**	**0**	**0**	**5316**	**2411**	**4246**	**1760**
2019	January	467	-	377	77	173	-	-	-	640	-	377	77
2019	February	351	-	289	85	211	-	-	-	562	-	289	85
2019	March	377	-	355	127	206	-	-	-	583	-	355	127
2019	April	558	-	435	100	199	-	-	-	758	-	435	100
2019	May	593	-	380	197	223	-	-	-	816	-	380	197
2019	June	517	-	296	145	238	-	-	-	755	-	296	145
2019	July	689	-	316	150	264	-	-	-	954	-	316	150
2019	August	607	-	247	132	172	-	-	-	779	-	247	132
2019	September	545	-	355	140	176	-	-	-	721	-	355	140
2019	October	761	-	0	76	187	-	-	-	948	-	0	76
2019	November	622	-	4	25	225	-	-	-	847	-	4	25
2019	December	0	-	0	0	178	-	-	-	178	-	0	0
TOTAL		**6087**	**0**	**3054**	**1255**	**2453**	**0**	**0**	**0**	**8540**	**0**	**3054**	**1255**
2020	January	513	-	322	283	165	-	-	-	678	-	322	283
2020	February	789	-	144	314	169	-	-	-	958	-	144	314
2020	March	866	-	389	163	190	-	-	-	1056	-	389	163
2020	April	831	-	326	108	111	-	-	-	942	-	326	108
2020	May	713	-	279	140	132	-	-	-	845	-	279	140
2020	June	774	-	319	130	129	-	-	-	903	-	319	130

DETAILS		DISPOSED (WASTE DISPOSED WITHIN THE LOCAL MUNICIPALITY)				DIVERTED (WASTE DIVERTED WITHIN THE LOCAL MUNICIPALITY)				GENERATION (WASTE THAT IS/NOT GENERATED WITHIN THE LOCAL MUNICIPALITY)			
2020	July	-	-	-	-	98	-	-	-	98	-	-	-
2020	August	-	-	-	-	108	-	-	-	108	-	-	-
2020	September												
2020	October												
2020	November												
2020	December												
TOTAL		**4486**	**0**	**1778**	**1138**	**1102**	**0**	**0**	**0**	**5588**	**0**	**1778**	**1138**

The table provides a summary of the total waste generated per waste category and the fraction of the total waste that each waste category represents according to the IPWIS data.

Table 4-13: Summary table of current waste generation as per IPWIS reports

	MUNICIPAL	COMMERCIAL & INDUSTRIAL	ORGANICS	CONSTRUCTION & DEMOLITION	TOTAL
2018	5316	2411	4246	1760	13 733
2019	8540	0	3054	1255	12 849
2020 to June 2020	5588	0	1778	1138	8 504

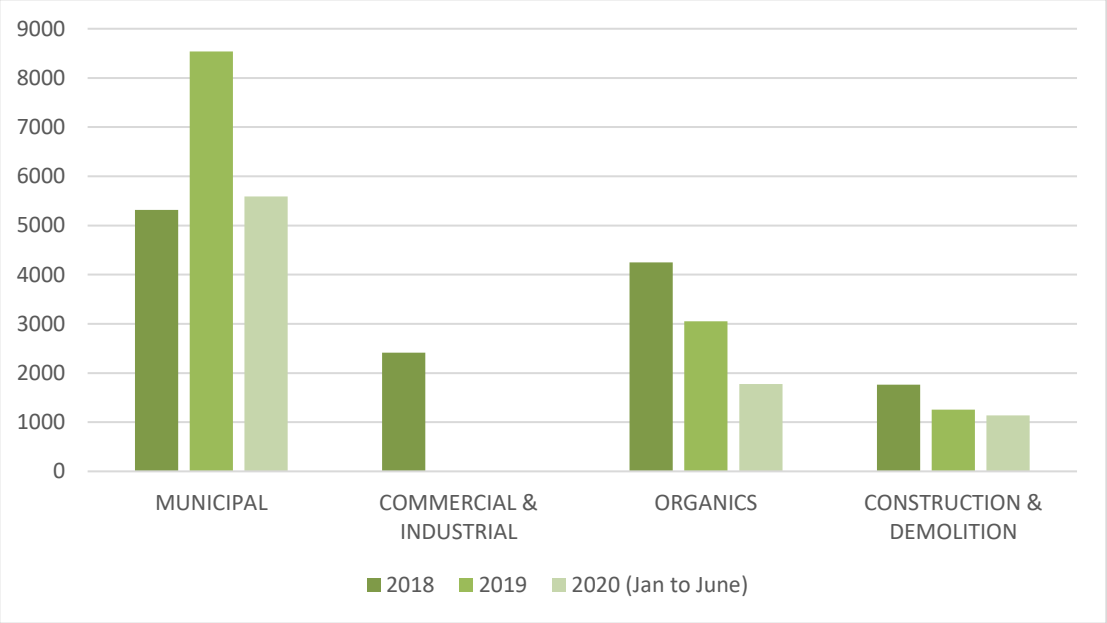


Figure 4-5: WLM waste generation

4.3.6.2 Projected future waste generation rates

The projected future waste generation rates were calculated using the projected future population figures for the WLM. The WLM 2019 population of 142 466 from the WLM SEP report (2019) was used as the base year for further extrapolation, along with the assumption that the population growth rate of 2% will remain unchanged. Table 4-14 provides the future population estimates.

Table 4-14: Future population of WLM

YEAR	POPULATION
2019	142 466
2020	145 315
2021	148 222
2022	151 186
2023	154 210
2024	157 294
2025	160 440
2026	163 649
2027	166 922

The waste generation rates per person per year (r), according to the *Guidelines for the Development of Integrated Waste Management Plans (IWMPs)*, was used along with the income distribution of the WLM. The WLM IDP (2017-2022) provides the following income household distribution percentages:

- Low-income groups: 56.6%
- Middle-income groups: 38.0%
- High-income groups: 5.4%.

The waste generation rates per person per year (r) as provided in the *Guidelines for the Development of Integrated Waste Management Plans (IWMPs)* are as follows (Department of Environmental Affairs, 2006):

- Low income = 149.65 kg/person/year = 0.14 tonnes/person/year
- Middle income = 270.1 kg/person/year = 0.27 tonnes/person/year
- High income = 470.85 kg/person/year = 0.47 tonnes/person/year.

The contribution of each income group was calculated as follows:

$$Waste\ generation_i = p\ x\ r$$

$$where\ i = income\ group$$

$$p = percentage\ of\ population\ in\ income\ group$$

$$r = waste\ generation\ rates\ per\ person\ per\ year.$$

Table 4-15 provides the future waste generation rates of the WLM based on the income distributions provided in the WLM IDP. There is a significant difference between the IPWIS data, and the estimated waste generation based on population. This could be due to inaccuracies with the IPWIS data or the fact that the calculated figures in the table below are based on a rate per person-day and do not provide for commercial and industrial.

Table 4-15: Future waste generation rates

YEAR	LOW-INCOME (TONNES)	MIDDLE-INCOME (TONNES)	HIGH-INCOME (TONNES)	TOTAL WASTE GENERATION (TONNES)
2019	11 289	14 617	3 616	29 522
2020	11 515	14 909	3 688	30 112
2021	11 745	15 208	3 762	30 714
2022	11 980	15 512	3 837	31 329
2023	12 220	15 822	3 914	31 955
2024	12 464	16 138	3 992	32 594
2025	12 713	16 461	4 072	33 246
2026	12 968	16 790	4 153	33 911
2027	13 227	17 126	4 236	34 589

4.4 SERVICE DELIVERY

Table 4-16 provides a summary of the WLM's service delivery.

Table 4-16: Service delivery summary table

SERVICE AREA	RECEPTACLE	TRUCK USED FOR COLLECTION	TYPE OF WASTE	COMMENT
Small businesses and schools	240 l and 770 l bins	REL compactor trucks	Domestic general waste and business general waste	The WLM provides waste collection services to high, medium and low-income groups, businesses and schools.
Households and informal settlements	Black bags	REL compactor trucks	Domestic general waste and business general waste	The WLM provides waste collection services to high, medium and low-income groups, businesses and schools.
Households and informal settlements	Green bags	Cage truck	Garden refuse	Green bags are used for garden refuse. The green bags are collected from the households and transported to the Prince Alfred Hamlet landfill site
Households, small businesses, shops and schools	Clear bags	Cage truck	Recyclables	The clear bags are collected from the households in Tulbagh with the cage truck and transported to the Tulbagh landfill site where an external company (Frank Boomshiar Recyclables) collects the recyclables.
Informal settlement areas and skip locations	6 m^3 Skips	Skip truck	Garden refuse, domestic general waste and C&D waste	Skips are used in informal settlements and in all towns for garden refuse and C&D waste storage. There are currently (202) 77 skips (6 m^3) placed in the WLM. The number of skips in each town is as follows: • Ceres: 17 • Bella Vista: 14 • Nduli: 4 • PA Hamlet: 12

SERVICE AREA	RECEPTACLE	TRUCK USED FOR COLLECTION	TYPE OF WASTE	COMMENT
				• Wolseley: 16 • Tulbagh: 10 • Op-die-Berg: 3 • Depots: 1.

4.4.1 FORMAL RESIDENTIAL HOUSES

The WLM provides waste collection services to high, medium and low-income groups. The WLM provides clear bags for recyclable separation in Tulbagh main town and green bags for garden refuse separation in all main towns. The WLM supplies clear and green bags on a quarterly basis to the participating households. The WLM provides weekly collection from households as per the collection schedule (Section 4.4.6.1).

The clear bags are only collected from Tulbagh town and transported to the Tulbagh landfill site where an external recycling company (Frank Boomshiar Recyclables) collects the recyclables. The green (garden refuse) bags are collected from households or skips and transported to the Prince Alfred Hamlet landfill site, where they are currently only disposed of. The disposable general household waste collected from the 770 l bins or bags is transported to the Tulbagh or Op-die-Berg landfill site for disposal.

4.4.2 INFORMAL SETTLEMENTS

At informal areas, it is impossible to access the area with a compactor, due to denseness of the area, but skips are provided where informal dwellers dispose of their waste. Black and green bags are also provided to the informal dwellers and are serviced by a LDV where accessible.

The WLM makes use of 6 m^3 skips to service the informal settlements and garden refuse sites. The general waste skips are collected with skip loader trucks and transported to the Tulbagh or Op-die-Berg landfill site. The garden refuse skips are emptied at the Prince Alfred Hamlet landfill site.

4.4.3 BUSINESS, INDUSTRIES AND SCHOOLS

The WLM provides waste collection services to businesses in all the towns. Most businesses in the WLM have waste storage areas where wheelie bins are stored and serviced by the WLM.

The WLM services the following schools

- Nduli Primary School
- Iingcinga Zethu Secondary School
- F.D. Conradie Laerskool
- Gericke Laerskool
- Koue Bokkeveld Laerskool
- Charlie Hofmeyr Hoërskool
- Ceres Primêre Skool
- Morrisdale Primêre Skool
- St. Mark's Primêre Skool
- Mooi-uitsig Primêre Skool
- Bella Vista Primêre Skool

- Boy Muller Primêre Skool
- Ceres Sekondêr
- Skurweberg Sekondêr
- Bella Vista Hoërskool
- Tulbagh Hoërskool
- Wolseley Laerskool
- Waveren Hoërskool
- W.F. Loots Primary School
- Witzenberg Primêre Skool
- Wolseley Sekondêr
- Errie Moller NGK Primêre Skool
- La Plaisante NGK Primêre Skool
- Ezelfontein NGK Primêre Skool
- Welvaart NGK Primêre Skool
- Laastedrif NGK Primêre Skool
- Boplaas NGK Primêre Skool
- De Meul NGK Primêre Skool
- Piet Hugo Gedenk Ngk Primêre Skoo
- Kromlin Primêre Skool
- Voorsorg NGK Primêre Skool
- Driefontein NGK Primêre Skool
- Achtertuin Ame Primêre Skool
- Wanganella NGK Primêre Skool
- Britsum NGK Primêre Skool
- Rietfontein NGK Primêre Skool (Worc)
- Tandfontein NGK Primêre Skool.

4.4.4 FARMS

The WLM consists of large agricultural areas, which include fruit farms, dairies, etc. The WLM does not service any farms. Most farmers reportedly make use of the nearest landfill site or own refuse dumps. The fruit processing farms in the WLM take their own general waste to the landfills and make use of and external companies (Winterberg Recycling Pty Ltd, Jc Services and Mr Paper) to collect their recyclables. Most of the fruit processing farms use the old fruits as animal feed or have an on-site composting system in place.

4.4.5 FREE BASIC REFUSE REMOVAL

The WLM consists of 3 095 indigent households that receive free basic refuse removal services.

4.4.6 WASTE COLLECTION AND TRANSPORT EFFICIENCIES

4.4.6.1 Waste collection schedule

Table 4-17 provides the waste collection schedule followed by the WLM.

Table 4-17: Waste collection schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Ceres town including industries and businesses	Bella Vista residential area, Skoonvlei industrial area and N'duli residential area	Tulbagh town and all industries	Wolseley town and Op-die-Berg as well as all businesses	PA Hamlet town, Waterval residential area and Swaneberg Park as well as all businesses

4.4.6.2 Fleet

Table 4-18 provides the list of vehicles owned by the WLM for waste collection. The WLM's waste transportation cost per tonne is relatively higher than the other CWD municipalities because WLM is the largest municipality by land size, but it generates the smallest waste by tonnage in the district (WAAI, 2019).

Table 4-18: Waste collection vehicles

REGISTRATION NO.	TYPE OF VEHICLE	VEHICLE LOADING CAPACITY	YEAR MODEL
CT 10849	Skip Truck	6 m^3	2015
CT 5842	Skip Truck	6 m^3	2010
CT 17470	Garden Refuse Cage Truck	4 m^3	2009
CT 17471	Garden Refuse Cage Truck	4 m^3	2009
CT 8399	Garden Refuse Cage Truck	3 m^3	2002
CT 10625	Garden Refuse Cage Truck	3 m^3	2009
CT 4266	Garden Refuse Cage Truck	3 m^3	1998
CT 7914	Garden Refuse Cage Truck	3 m^3	2005
CT 6608	REL Compactor	12 m^3	2006
CT 2315	REL Compactor	12 m^3	2006
CT 15506	REL Compactor	12 m^3	2008
CT 14536	REL Compactor	12 m^3	2016
CT 4991	REL Compactor	19 m^3	2018

4.5 COMPLIANCE AND ENFORCEMENT

4.5.1 EXISTING WASTE MANAGEMENT INFRASTRUCTURE

The WLM has operating licences for four landfills, but one of these sites has been completely vandalised and is currently (2021) not operational. Op-die-Berg has its own communal landfill. The remainder of the WLM's waste is disposed of at the Tulbagh landfill and garden waste is disposed of at the Prince Alfred Hamlet site.

None of these sites are equipped with a weighbridge, but a weigh pad has recently been installed at the Tulbagh landfill by the DEA.

The WLM has the following landfill sites:

- Ceres landfill site (closed)
- Prince Alfred Hamlet landfill site (operational)
- Op-die-Berg landfill site (operational)
- Tulbagh landfill site (operational)
- Wolseley landfill site (non-operational).

4.5.1.1 Ceres landfill site (closed)

The Ceres landfill site was issued with a closure permit on 08 July 2003. The landfill site is considered legally closed and the waste body is capped. The classification of the landfill site is G:M:B+.



Figure 4-6: Ceres landfill site (Google Earth Image 2020)

Table 4-19: Ceres landfill summary

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
Licence/permit no.	TBC
Location	33°23'0.44"S 19°19'21.64"
Classification	G:M:B+

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
Remaining airspace	N/A – Landfill closed
General management of the site (windblown litter, stormwater, access control, compaction, water quality monitoring, etc.)	N/A – Landfill closed
Informal salvaging	N/A – Landfill closed
Internal audits (frequency, level of compliance, identification of main issues)	Internal audits were not conducted in 2020 and 2021.
External audits (frequency, level of compliance, identification of main issues)	External audits were not conducted in 2020 and 2021.
Organic waste diversion strategy in place at the facility	N/A – Landfill closed
Illegal activities	N/A – Landfill closed
Waste management control officer	Johnny Jacobs
Complaints register on site	N/A – Landfill closed
Estimated size of the LFS	N/A – Landfill closed
Buffer	N/A – Landfill closed
Access to facility	N/A – Landfill closed
Access control	N/A – Landfill closed
Signage	N/A – Landfill closed
Persons on-site	N/A – Landfill closed
Amenities on-site for personnel	N/A – Landfill closed
Equipment on site	N/A – Landfill closed
Description of waste management	N/A – Landfill closed
Cover material	N/A – Landfill closed
Recycling Activities	N/A – Landfill closed
Operational Hours	N/A – Landfill closed
Estimated remaining lifespan of the site	N/A – Landfill closed
Monitoring ito conditions	N/A – Landfill closed
Waste Information Management	N/A – Landfill closed
Overall compliance status of the facility	N/A – Landfill closed
Overall challenges on-site	N/A – Landfill closed
Budget: Rehabilitation/ Operational/Development of new cells	N/A – Landfill closed

4.5.1.2 Prince Alfred Hamlet landfill site (operational)

The Prince Alfred Hamlet (PAH) landfill site was issued with a variation licence for operation on 12 July 2018 in terms of NEM:WA. The landfill site is classified as G:C:B-. The WLM only disposes garden refuse at the landfill site. The WLM currently (2021) distributes green bags for household garden refuse. All the green bags are collected by the WLM and transported to the PAH landfill site for disposal. The WLM has a chipper on site and plans to start on-site composting to sell to the farmers and community.

According to the rehabilitation and closure provision report, the PAH landfill site will reach its capacity by 2025, if the deposition rates remain unchanged (JPCE, 2020).



Figure 4-7: PAH landfill site (Google Earth Image 2020)



Figure 4-8: Green bags disposed at PAH landfill site

Table 4-20: PAH landfill summary

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
Licence/permit no.	19/2/5/4/B5/11/WL0043/18
Location	33°16'34.37"S 19°19'30.22"E
Classification	G:C:B-
Remaining airspace	Reach its capacity by 2025, assuming that the deposition rates remain unchanged (JPCE, 2020).
General management of the site (windblown litter, stormwater, access control, compaction, water quality monitoring, etc.)	There are gate controllers on site. Incoming quantities are recorded. The site is not fenced and in poor condition.
Informal salvaging	Yes
Internal audits (frequency, level of compliance, identification of main issues)	Internal audits were not conducted in 2020 and 2021.
External audits (frequency, level of compliance, identification of main issues)	External audits were not conducted in 2020 and 2021.
Organic waste diversion strategy in place at the facility	Yes, to start chipping garden refuse in 2021.
Illegal activities taking place	Illegal waste pickers on site
Waste management control officer	Johnny Jacobs
Complaints register on site	Complaints register kept on site
Estimated size of the LFS	N/A
Buffer	N/A
Access to facility	N/A
Access control	N/A
Signage	N/A
Persons on-site	N/A
Amenities on-site for personnel	N/A
Equipment on site	N/A
Description of waste management	N/A
Cover material	N/A
Recycling Activities	N/A
Operational Hours	N/A
Estimated remaining lifespan of the site	N/A
Monitoring ito conditions	N/A

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
Waste Information Management	N/A
Overall compliance status of the facility	N/A
Overall challenges on-site	N/A
Budget: Rehabilitation/ Operational/Development of new cells	N/A

4.5.1.3 Op-die-Berg landfill site (operational)

The Op-die-Berg landfill site was issued with a variation licence on 22 August 2018 in terms of NEM:WA. The landfill site is classified as G:C:B+. The Op-die-Berg landfill site is used to dispose of all general waste. According to the rehabilitation and closure provision report, the Op-die-Berg landfill site will reach its capacity by 2021, assuming that the deposition rates remain unchanged (JPCE, 2020).



Figure 4-9: Op-die-Berg landfill site (Google Earth Image 2020)




Figure 4-10: Op-die-Berg landfill site

Table 4-21: Op-die-berg landfill summary

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
Licence/permit no.	19/2/5/4/B5/8/WL0125/18
Location	33° 3'51.45"S 19°19'57.05"E
Classification	G:C:B+
Remaining airspace	Reach its capacity by 2021, assuming that the deposition rates remain unchanged (JPCE, 2020)
General management of the site (windblown litter, stormwater, access control, compaction, water quality monitoring, etc.)	During the time of the site visits, the landfill was well managed. The landfill's access control consists of lockable gates, fencing and a gate controller.
Informal salvaging	None
Internal audits (frequency, level of compliance, identification of main issues)	Internal audits were not conducted in 2020 and 2021.
External audits (frequency, level of compliance, identification of main issues)	External audits were not conducted in 2020 and 2021.
Are there any illegal activities taking place?	None
Waste Management control officer	Johnny Jacobs
Complaints register on site	TBC
Estimated size of the LFS	N/A
Buffer	No development within the buffer.
Access to facility	Access roads are in good condition.
Access control	Gate is locked and has security only when the site is open. The site is fenced.
Signage	Proper signage on site.
Persons on-site	No full-time staff on site.

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
Amenities on-site for personnel	No sanitation facilities on site.
Equipment on site	No equipment on site. TLB brought in only when trenches need to be closed.
Description of waste management	Only garden waste and builder's rubble disposed on site.
Cover material	Daily compaction does not take place. The quantity of exposed waste in the trenches are minimal and it is covered when the trench is full, as per ordinary trench operational requirements.
Recycling Activities	N/A
Operational Hours	N/A
Estimated remaining lifespan of the site	N/A
Monitoring ito conditions	N/A
Waste Information Management	IPWIS reports are submitted monthly.
Overall compliance status of the facility	86.5% (Externa audit – 03/05/2018)
Overall challenges on-site	N/A
Budget: Rehabilitation/ Operational/Development of new cells	N/A

4.5.1.4 Tulbagh landfill site (operational)

The Tulbagh landfill site received an operational permit on 31 July 1998. It was amended on 15 July 2016 for further operations in terms of NEM:WA. The landfill site is classified as G:S:B+. The variation licence issued by DEA&DP during 2016 was appealed by a landowner and the court made a ruling that the WLM is only allowed to dispose of waste on the current footprint up to 8 m above National Ground Level. The WLM is currently (2021) busy with the final stages to allow DEA&DP to make a conclusion on the variation of the WLM. The Tulbagh landfill site is used to dispose of general waste.

Currently (2021), there are informal recycling activities on site (Figure 4-12). The recyclables are collected from the landfill site by an external company called Frank Boomshiar Recyclable. The mass of recyclables collected is reported to the WLM and recorded on IPWIS.



Figure 4-11: Tulbagh landfill site (Google Earth Image 2020)



Figure 4-12: Informal recycling on site



Figure 4-13: Tulbagh landfill site dumping area

Table 4-22: Tulbagh landfill summary

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
Licence/permit no.	12/9/11/L127/9
Location	33°16'30.11"S 19° 7'57.19"E
Classification	G:C:B+
Remaining airspace	TBC

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
General management of the site (windblown litter, stormwater, access control, compaction, water quality monitoring, etc.)	During the time of the site visits, the landfill was well managed. The landfill's access control consists of lockable gates, fencing and a gate controller. The recycling on site is done under supervision.
Informal salvaging	None. Recycling on site is supervised.
Internal audits (frequency, level of compliance, identification of main issues)	Internal audits were not conducted in 2020 and 2021.
External audits (frequency, level of compliance, identification of main issues)	External audit was conducted on 30/04/2021 by Zutari.
Organic waste diversion strategy in place at the facility	None
Are there any illegal activities taking place?	None
Waste management control officer	Johnny Jacobs
Complaints register on site	A complaints register is kept on site. Complaints are addressed by the WMO.
Estimated size of the LFS	128 678 m^2
Buffer	No development within the buffer zone.
Access to facility	Access road to the site was in good condition.
Access control	Gate was manned and the site was fenced.
Signage	A notice board in three languages was present.
Persons on-site	There are permanent staff on site.
Amenities on-site for personnel	Adequate amenities available on site.
Equipment on site	Plant and equipment on site and in working condition.
Description of waste management	Only general waste disposed at site.
Cover material	Amount of cover material is insufficient.
Recycling Activities	Recycling occurring on site.
Operational Hours	N/A
Estimated remaining lifespan of the site	N/A
Monitoring ito conditions	Groundwater and leachate monitoring occurring on site.
Waste Information Management	Reporting to IPWIS.
Overall compliance status of the facility	84.37% (External audit – 30/04/2021)

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
Overall challenges on-site	Wind-blown litter in surrounding areas is an issue.
Budget: Rehabilitation/ Operational/Development of new cells	N/A

4.5.1.5 Wolseley landfill site (non-operational)

The Wolseley landfill still has an operating licence issued on 28 August 2018, but due to vandalism the site has been effectively destroyed by the adjacent community. The landfill site is classified as G:S:B+. During the time of the site visit, it was impossible to access the site due to informal settlement houses blocking the road to the landfill site.



Figure 4-14: Wolseley landfill site (Google Earth Image 2020)

Table 4-23: Wolseley landfill site

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
Licence/permit no.	19/2/5/4/B5/16/WL0037/13
Location	33°24'52.35"S 19°11'04.71"E
Classification	G:S:B+
Remaining airspace	TBC

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
General management of the site (windblown litter, stormwater, access control, compaction, water quality monitoring, etc.)	During the time of the site visit, it was impossible to access the site due to informal settlement houses blocking the road to the landfill site.
Informal salvaging	None – site inaccessible
Internal audits (frequency, level of compliance, identification of main issues)	Internal audits were not conducted in 2020 and 2021.
External audits (frequency, level of compliance, identification of main issues)	External audits were not conducted in 2020 and 2021.
Organic waste diversion strategy in place at the facility	None – site inaccessible
Are there any illegal activities taking place?	None – site inaccessible
Waste management control officer	Johnny Jacobs
Complaints register on site	None – site inaccessible
Estimated size of the LFS	N/A
Buffer	Low-cost housing within buffer
Access to facility	Site inaccessible
Access control	Site inaccessible
Signage	N/A
Persons on-site	N/A
Amenities on-site for personnel	N/A
Equipment on site	N/A
Description of waste management	N/A
Cover material	N/A
Recycling Activities	N/A
Operational Hours	N/A
Estimated remaining lifespan of the site	N/A
Monitoring ito conditions	N/A
Waste Information Management	N/A
Overall compliance status of the facility	N/A
Overall challenges on-site	N/A
Budget: Rehabilitation/ Operational/Development of new cells	N/A

4.5.2 PROPOSED WASTE MANAGEMENT INFRASTRUCTURE

A study conducted by Aurecon in 2020 identified the following minimum waste management civil infrastructure requirements to improve the waste management services in the WLM:

- Public waste drop-off facilities where the public can drop off typical non-collected wastes (builders' rubble, garden waste, general recyclables), located in each of the towns of the WLM.
- A combined dirty material recovery facility (MRF) and transfer station, centrally located in the town of Ceres, where all the collected waste from the greater WLM area will be reduced, consolidated and transported to either the regional landfill site in Worcester (once established) or the Tulbagh landfill site.

The study conducted by Aurecon focused on the design of the proposed MRF and transfer station in Ceres, as well as the first drop-off facility in Wolseley. The proposed MRF and transfer station will be located adjacent to the existing Ceres Wastewater Treatment Works (WWTW).



Figure 4-15: Identified location of proposed MRF and transfer station (Aurecon, 2020)

Figure 4-16 illustrates the conceptual layout of the proposed MRF. The MRF will be equipped with a weighbridge to weigh all incoming waste loads, as well as all recyclable material removed from the MRF.

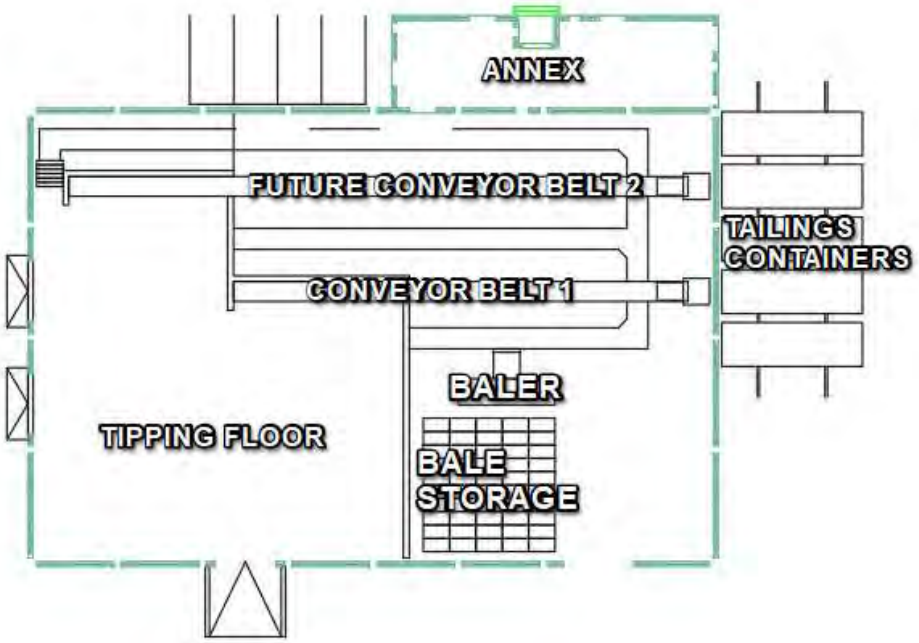


Figure 4-16: Proposed conceptual layout (Aurecon, 2020)

The project programme provided by Aurecon indicated that the MRF construction will commence in January 2021 and will be completed in February 2023. Along with the development of the MRF, the WLM will also establish the first public drop-off facility in Wolseley during the 2020/21 financial year. The estimated time of completion of the Wolseley drop-off is the end of March 2021.

4.5.3 ILLEGAL DUMPING AND CLEAN-UP EFFORTS

The WLM outsources illegal dumping clean-ups. The outsourced service budget is R462 000. There are no specific illegal dumping areas in the WLM. Illegal dumping occurs at random locations. There is currently (2021) no contaminated land that requires clean-up.

Within the WLM, the illegal dumping hotspots are in Nduli (Ceres), Pine Valley (Wolseley) and Chris Hani (Tulbagh).

4.6 WASTE AVOIDANCE, REDUCTION AND RECYCLING

4.6.1 WASTE MINIMISATION INITIATIVES

The WLM gave consent to WAAI to undertake a Zero Waste to Landfill Pilot Project. An area in Tulbagh (100 households) was selected by the WLM for the pilot project. The main objectives of the Zero Waste to Landfill Pilot Project were as follows (WAAI, 2019):

1) To prove that separation at source, especially of organic waste, is feasible and practical to implement.
2) To prove that separation at source will assist with the following:
   a) To overcome the municipality's landfill crises.

b) To improve the rate and quality of recyclables.
c) To promote the waste hierarchy in terms of the Waste Act.
d) To create job opportunities through waste beneficiation and related activities.
e) To reduce overall waste management costs.

3) To develop a sustainable model that can be replicated and implemented throughout WLM.

The pilot project was conducted in an area in Tulbagh town from 02 October to 04 December 2019. Approximately 100 households were chosen to participate in the pilot project. Community and household meetings were arranged through the WLM on 25 September 2019 at the Ceres Cultural Museum and on 09 October 2019 at the Tulbagh Town Hall to explain the purpose of the Zero Waste Project (WAAI, 2019). All households that were selected to participate in the pilot area were provided with pamphlets that explained the reasons for the Zero Waste to Landfill Pilot Project and how to separate their waste according to the bags provided to them free-of-charge (WAAI, 2019).

A four-bag separation at source model was implemented in the pilot project. Each household was provided with the following bags for separation at source:

- Compostable bags and caddy container for organic waste
- Green bags for garden waste
- Clear bags for recyclables e.g. plastic, glass, paper
- Black bags for other/residual waste.

The Zero Waste to Landfill model proposes that the organic waste, recyclable waste and residual waste be collected separately and transported separately to avoid cross-contamination and to improve recycling efficiency, quality and quantity – and to divert waste from landfill.

The results from the pilot project indicate an increase in household participation, an increase in recyclables, and a reduction in general household waste destined for disposal. The Zero Waste to Landfill Pilot Project has proven that separation at source, especially source separation of organic waste, is practical and feasible in the WLM. The successful separation at source proves that at least 85% of what is currently regarded as waste can be diverted away from the landfill.

After the Zero Waste pilot project, the WLM has decided to roll out separation at source in all towns. The WLM is currently in the planning phase for the implementation of separation at source in all towns.

4.6.2 PRIVATE SECTOR INITIATIVES

Spar has a recycling programme where all plastic and cardboard are bailed and transported back to the Spar warehouse, thus ensuring that the plastic and cardboard packaging materials from the warehouse never enter the waste stream. Other packaging factories in the WLM make use of Winterberge Recycling and War Against Waste to collect plastics and cardboard from the factories. Winterberge

Recycling and War Against Waste have a contract with the WLM to report the recyclable tonnages to the municipality. The Witzenberg Waste Forum ensure that all material quantities are captured and reflected on IPWIS.

4.6.3 WASTE DIVERSION PERCENTAGES

The table below provides the percentage of waste diverted from landfills in 2018, 2019 and 2020 according to the IPWIS data received. The diverted waste percentage only includes recyclables, since the garden refuse is still being disposed of at the Prince Alfred hamlet landfill site and composting operations have not yet started. No C&D waste or organic waste has been diverted in the last three years. The 2020 percentages will be updated once available.

Table 4-24: Percentage waste diverted

	MUNICIPAL			COMMERCIAL & INDUSTRIAL			ORGANICS			CONSTRUCTION & DEMOLITION		
	Generated	Diverted	%	Generated	Diverted	%	Generated	Diverted	%	Generated	Diverted	%
2018	5316	0	0%	2411	2391	99%	4246	0	0%	1760	0	0%
2019	8540	2453	29%	0	0	0	3054	0	0%	1255	0	0%
Jan 2020 to July 2020	5588	1102	20%	0	0	0	1778	0	0%	1138	0	0%

4.7 OPERATIONAL STRUCTURE AND STAFF CAPACITY

The following organograms provide the filled and vacant positions in the WLM waste management department. The current (2020) Waste Management Officer for the WLM is Mr Johnny Jacobs.

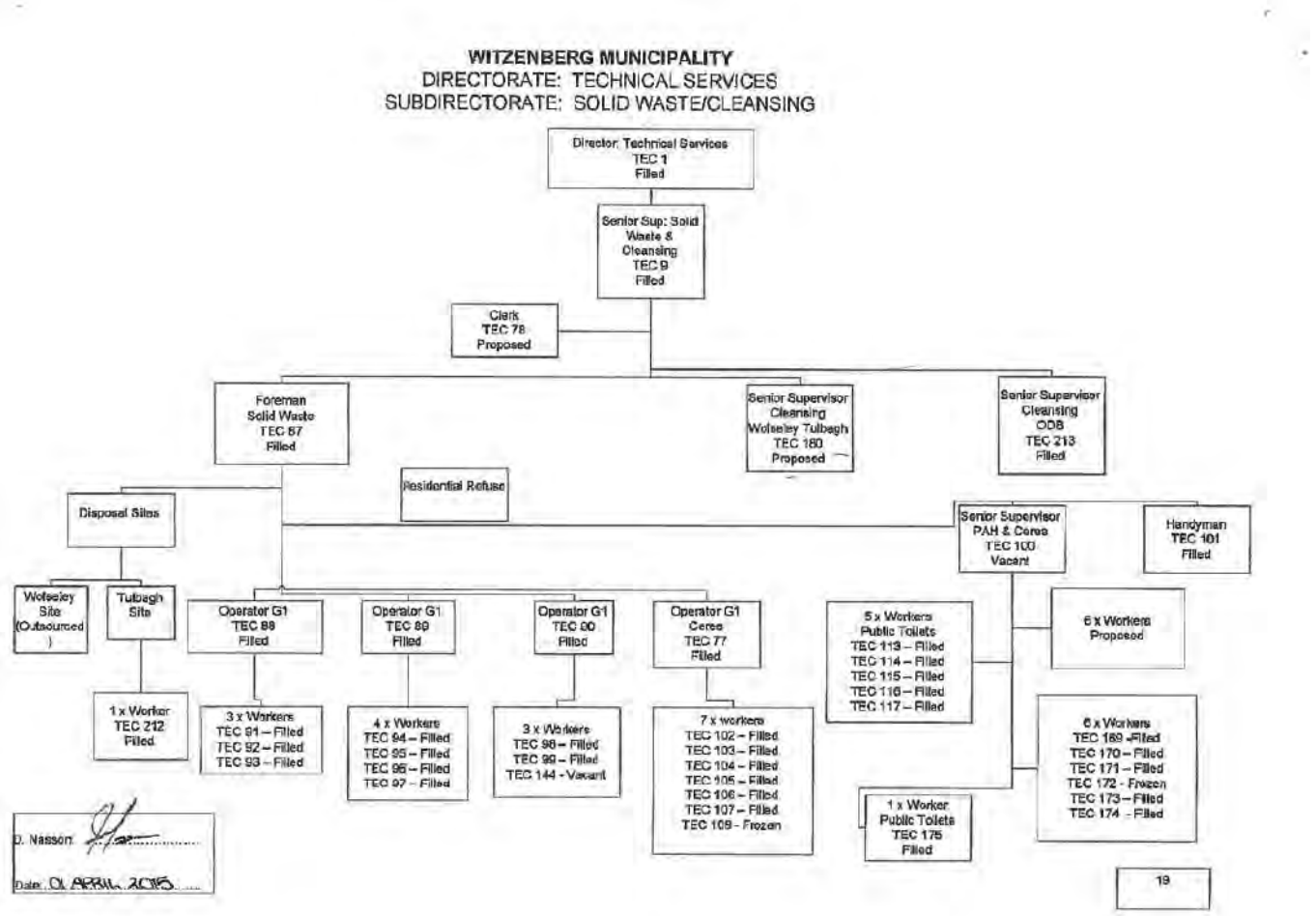


Figure 4-17: Solid waste/cleansing organogram

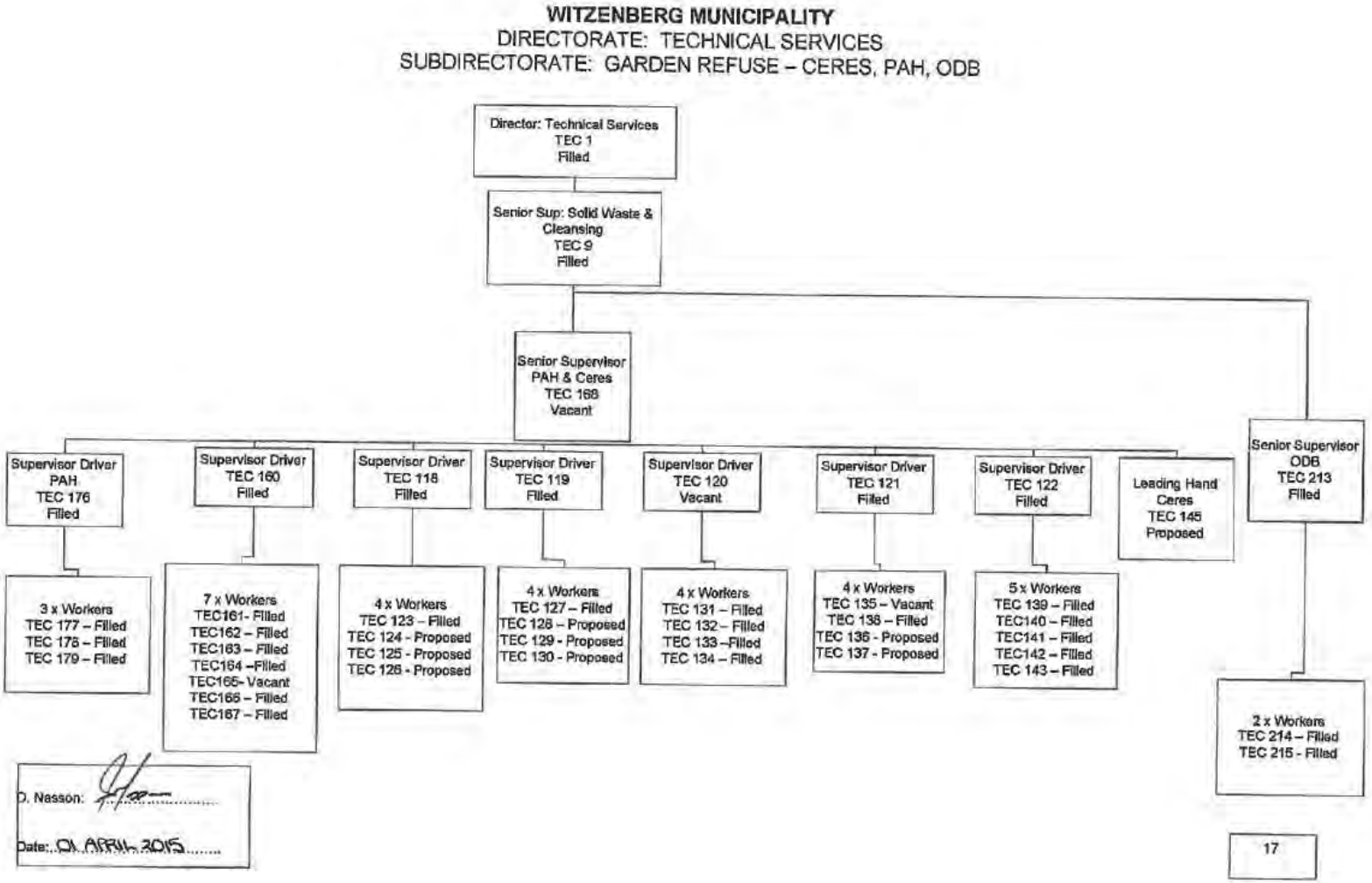


Figure 4-18: Garden refuse organogram – Ceres, Prince Alfred Hamlet and Op-die-Berg

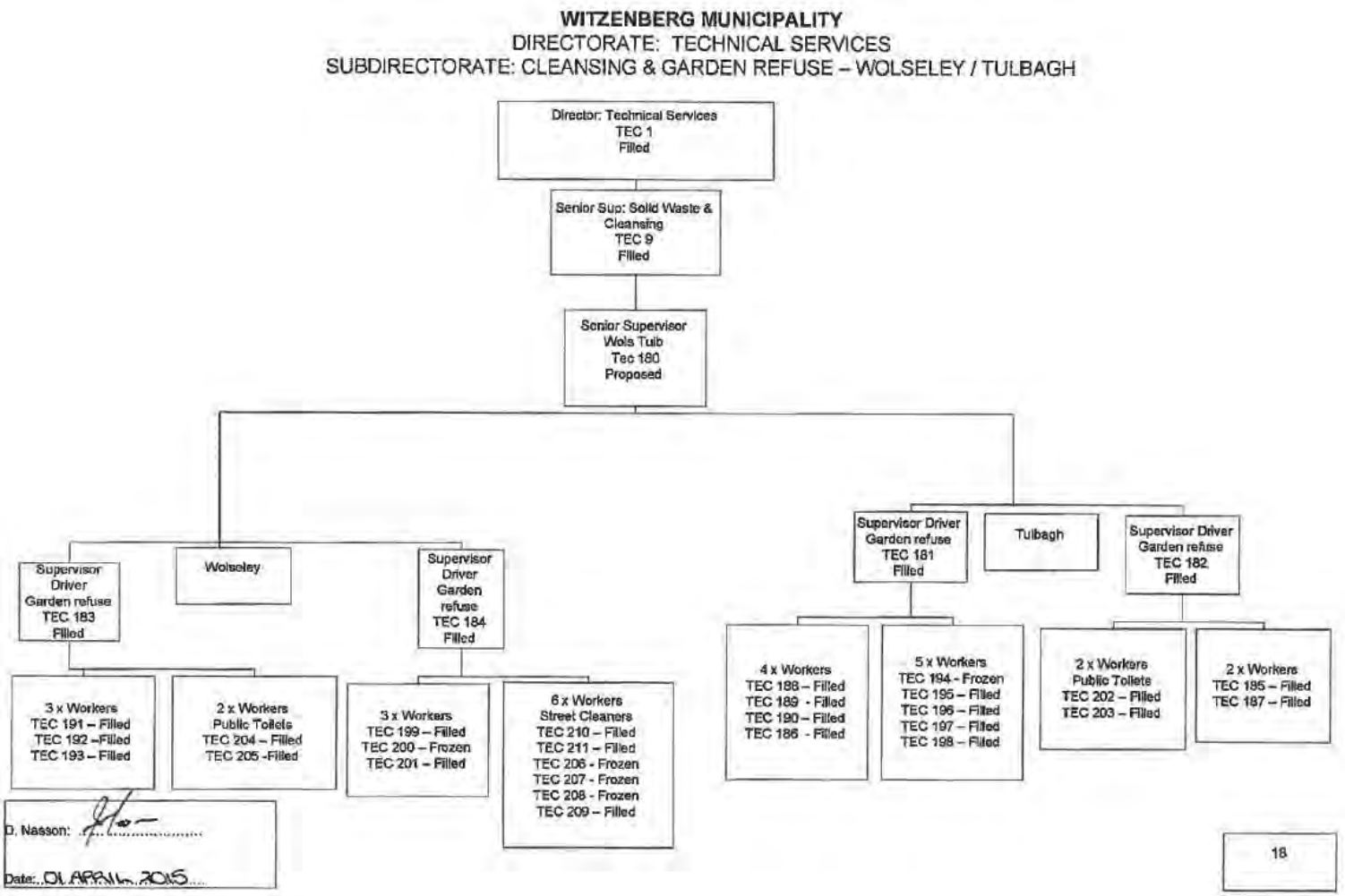


Figure 4-19: Cleaning and garden refuse organogram - Wolseley/Tulbagh

4.8 WASTE AWARENESS AND EDUCATION

The Belgium VVSG Program appointed 25 waste ambassadors for environmental education and waste awareness campaigns. These waste ambassadors are employed for door-to-door waste campaigns and clean-up projects, and to conduct visits to schools, clinics and residents to raise awareness. The following are achievements reached by the waste ambassadors:

- Educating the households and residents on waste minimisation and the collection of household refuse.
- Illustrating useful waste minimisation tips and refuse removal guide.
- Distributing wheelie bins applications to businesses.
- Creating awareness on correct waste disposal in strategic skips in communities.
- Completing a Waste Characterisation study led by and Witzenberg Municipality.
- Bringing the BATHO PELE principles to the communities via exhibitions.

The following is a list of events that was facilitated by the waste ambassadors:

- **Thursday, 30 January 2020** Witzenberg Municipality Waste Ambassadors held a clean-up in Bella Vista, Ward 3. The Municipal Waste Ambassadors cleaned up an open space between **Duiker Avenue and Burg Street.** Waste was thrown into refuse bags and then collected by Municipal truck. Green Waste was thrown in a Green Skip for removal.
- **Thursday, 27 February 2020** Witzenberg Municipality Waste Ambassadors in partnership with Association for People with Disability (APD) launched a clean-up and awareness campaign in the Ceres area (Rooikamp). The day started with a clean-up where Municipal Waste Ambassadors took the lead and cleaned up the Rooikamp area with disabled people. Youth Environmental Coordinator: Juandrey Saunders and Solid Waste Senior Supervisor: Mario February welcomed and thank the group for their contribution to the environment. Witzenberg Municipality also supplied hand gloves and refuse bags for the collection of waste the was picked up. Later the day, APD Chairperson: Mr Adams thanked Witzenberg Municipality for the kind gesture towards the disabled people and refreshments was handed out to end the day.
- **Wednesday, 11 March 2020** Witzenberg Municipality Waste Ambassadors held a clean-up in **Tulbagh (Chris Hani).** The Municipal Waste Ambassadors cleaned up an open space nearby the river**.** Waste was thrown into refuse bags and then collected by Municipal truck. Green Waste was thrown in a Green Skip for removal.
- **Tuesday, 24 March 2020,** the week of the **National Lockdown for COVID-19:** Witzenberg Municipality Waste Ambassadors held a clean-up in Bella Vista, Ward 3. The Municipal Waste Ambassadors cleaned up an open space

across the Community Hall**.** Waste was thrown into refuse bags and then collected by municipal truck. Green Waste was thrown in a Green Skip for removal.

- **Tuesday, 4 February 2020:** Municipal Waste Ambassadors raised awareness on Solid Waste Management by disseminating information to libraries and community members in the Witzenberg area. Posters and flyers were handed out. They also continued handing out recycling and compostable bags to the residents in Tulbagh where the Zero Waste to Landfill Pilot Study was undertaken in 2019.
- **Monday, 22 July 2020:** during Level 3 of the COVID-19 pandemic, the Municipal Waste Ambassadors was brave enough to enable the continuation of distribution recycling bags, compostable bags and pamphlets on the Zero Waste to Landfill, Pilot Study to Tulbagh residents that participate in the project.
- During **National Recycling Month in September 2020**, the Municipal Waste Ambassadors and temporary workers launched an awareness campaign on recycling in partnership with a local recycler on the following dates: 11 September 2020 in Prince Alfred Hamlet (Ward 4); 18 September 2020 in Ceres (Wards 2 & 5) and on 19 September 2020 in Bella Vista (Wards 3 & 4). Posters were handed out to businesses, flyers were distributed to residents, and recycling bags were given to those who wanted to do recycling.

The WLM aims to achieve the following through the distribution of educational material and awareness campaigns:

- Raise waste awareness.
- Provide a basic understanding of the environment and its associated problems.
- Attempt to change residents' attitudes towards waste.
- Help social groups and individuals acquire the skills for identifying and solving environmental problems.
- Provide social groups, individuals and ward councillors with an opportunity to be actively involved at all levels in working towards resolution of environmental problems.
- Modify environmental education and awareness towards the development of sustainable economies.
- Facilitate cooperative governance amongst respective units of the municipality.
- Encourage and demonstrate the need to pay for services inclusive of waste management.
- Discourage illegal dumping of waste.
- Promote waste diversion from landfills.

The following poster is an example of the educational material placed at schools, clinics and industries within the towns to raise recycling awareness.



Figure 4-20: Waste awareness poster

5 GAP AND NEEDS ANALYSIS

Based on the findings of the status quo investigation, several gaps and needs have been identified.

Gaps and needs related to waste management in the WLM have been identified in terms of each of the following waste management activities:

- Waste service delivery
- Waste minimisation, recycling and re-use initiatives
- Organic waste management
- Hazardous waste management
- Waste management facilities
- Waste management collection fleet, plant and equipment
- Waste management information
- Waste education and public awareness
- Human and financial resource management
- Strategic planning.

5.1 WASTE SERVICE DELIVERY

Table 5-1 provides the gaps identified in the waste management services with the resulting needs.

Table 5-1: Waste service delivery gaps and needs identified

GAP IDENTIFIED	RESULTING NEED
WLM does not provide waste collection services to farms	The WLM is providing good waste management collection services to most households. The WLM needs to investigate the disposal methods and determine the feasibility of providing creative collection services at farms.
Illegal dumping hotspots	Identify illegal dumping hotspots

5.2 WASTE MINIMISATION, RECYCLING AND RE-USE INITIATIVES

Table 5-2 provides the gaps identified in terms of waste minimisation, recycling and reuse with the resulting needs.

Table 5-2: Waste minimisation, recycling and re-use initiatives gaps and needs identified

GAP IDENTIFIED	RESULTING NEED
Separation at source only in Tulbagh town	Roll out separation at source in all towns
Only recyclable collection in Tulbagh town	Update collection plan to include recyclable collection in all towns
Low rates on recyclable material diversion from landfills	Improve rates on recyclable material diversion from landfills

GAP IDENTIFIED	RESULTING NEED
No swop-shop initiatives	Implement swop-shops in low-income areas
Lack of minimisation and diversion of C&D waste	Create a minimisation and diversion plan for C&D waste

5.3 ORGANIC WASTE MANAGEMENT

Table 5-3 provides the gaps identified in terms of organic waste management with the resulting needs.

Table 5-3: Organic waste management gaps and needs identified

GAP IDENTIFIED	RESULTING NEED
Garden refuse collected from households is disposed of at the PAH landfill site	Divert garden refuse from landfill sites by starting with composting on site
Low garden refuse and organic waste diversion rates from landfills	Improve organic waste diversion rates
Organic waste diversion plan	Draft organic waste diversion plan
Lack of knowledge on home composting	Conduct home composting awareness and education campaigns
No composting facility	Establish a composting facility at the PAH landfill site
Lack of separation of organic waste at source	Focus on separation of this material at source will result in greater beneficiation options as well as cleaner recyclables.

5.4 HAZARDOUS WASTE MANAGEMENT

Although local municipalities are not legally responsible for the management and safe disposal of hazardous waste[3] generated by major businesses and industries within their area of jurisdiction, they do need to ensure that no hazardous waste is disposed of on municipal landfills that are not licensed, developed and operated to the required standards for disposal and hazardous waste. Table 5-4 provides the gaps identified in terms of hazardous waste management with the associated needs.

[3] In terms of the duty-of-care principle as required in NEMWA, generators of hazardous waste are responsible for the legally compliant management, treatment and disposal of such hazardous waste generated.

Table 5-4: Hazardous waste gaps and needs identified

GAP IDENTIFIED	RESULTING NEED
There are no containers for safe disposal and storage for household hazardous waste at the drop-off/transfer station facilities	Provide service for household hazardous waste to be collected and disposed at legally compliant hazardous waste disposal facilities.
Lack of household hazardous waste awareness	Raise awareness regarding the separation at source and environmentally sound management of household hazardous waste.
Lack of hazardous waste information and generation rates from industries in WLM	Improve hazardous waste information system for the WLM to have accurate data on hazardous waste generation rates – allowing for effective monitoring and control over the WLM's industrial hazardous waste generation and management.
Sewage sludge disposed at landfill sites	Sewage sludge should be transported to a hazardous waste landfill site or used in an agricultural environment

5.5 WASTE MANAGEMENT FACILITIES

Table 5-5 provides the gaps identified in terms of the waste management facilities with the resulting needs.

Table 5-5: Waste management facilities gaps and needs identified

GAP IDENTIFIED	RESULTING NEED
Wolseley landfill site is non-operational due to vandalization	Prevent vandalization and rehabilitate the landfill site
Lack of drop-off facilities	Establish drop-off facilities in all towns
Disposal of garden refuse at the PAH landfill site	Divert organic waste from landfills
The landfill containment barriers of all sites do not comply with R. 636 (National norms and standards for disposal of waste to landfill)	Ensure compliance with R. 636 on all new landfill cell developments.

5.6 WASTE MANAGEMENT COLLECTION FLEET, PLANT AND EQUIPMENT

Table 5-6 provides the gaps identified in terms of the waste management collection fleet, plant and equipment with the resulting needs.

Table 5-6: Waste management collection fleet and equipment gaps and needs identified

GAP IDENTIFIED	RESULTING NEED
There are no household hazardous waste containers where residents can drop-off their hazardous waste	Provide household hazardous waste containers and ensure that such waste is managed, transported and disposed of in a legally compliant manner.
There are no used oil containers at drop off facilities	Provide used oil collection containers and have it serviced by the ROSE Foundation.
Lack of recyclable collection trucks in collection fleet	Budget and purchase additional trucks for recyclable collection
No chipping being done at PAH landfill site	Start chipping for on-site composting at PAH landfill site
One garden refuse truck is older than 20 years	Evaluate plant to determine the reliability, cost effectiveness and efficiency and replace where the service and maintenance costs exceeds the monthly instalments on new replacement plant
Expensive maintenance of older fleet	Some of the trucks are more than 8 years old, therefore the municipality must put a replacement policy in place to minimise the maintenance budget for these old vehicles.

5.7 WASTE MANAGEMENT INFORMATION

To effectively plan for waste management services, knowledge of waste generation quantities and types is required. Table 5-7 provides the gaps identified in terms of the availability of waste management information with the resulting needs.

Table 5-7: Waste management information gaps and needs identified

GAP IDENTIFIED	RESULTING NEED
Limited information available regarding industrial general and hazardous waste categories and generation rates	Source information regarding industrial, general and hazardous waste categories and generation rates.
Lack of major waste generator information	Ensure that major waste generators are identified and information on waste generation is sourced
Limited reporting of waste quantities by industries	The municipality must put a system in place through their municipal by-law compelling the reporting of waste by industrial and commercial entities.

5.8 WASTE EDUCATION AND PUBLIC AWARENESS

Table 5-8 provides the gaps identified in terms of the waste education and initiatives with the resulting needs.

Table 5-8: Waste education and initiatives gaps and needs

GAP IDENTIFIED	RESULTING NEED
Limited information on awareness regarding industrial, general and hazardous waste generation	Determine awareness around industrial general and hazardous waste management and disposal.
Lack of general and domestic hazardous waste management knowledge at households – including 'reduce, reuse, and recycle.'	Improve knowledge of general and domestic hazardous waste management at household level – including 'reduce, reuse, and recycle.'
Lack of recycling information on recycling collection systems and drop-off facilities in and around the towns	Improve availability of information on recycling collection systems and drop-off facilities.
Lack of information on website	Basic information on waste minimisation could be provided here for easy access.

5.9 STAFF AND FINANCIAL RESOURCE MANAGEMENT

Table 5-9 provides the gaps identified in terms of the staff and financial resource management with the associated need to effectively address the gap.

Table 5-9: Staff and financial management gaps and needs identified

GAP IDENTIFIED	RESULTING NEED
Vacancies in staff structure	Review staff structure needs and requirements and fill vacancies where required.
The municipality must ensure that there is sufficient provision in the operational and capital budget for upcoming projects	Ensure sufficient financial resources.

5.10 STRATEGIC PLANNING

Future planning is essential in ensuring that a waste management service can meet the changing requirements of a municipality and comply with changing legislation and best practice guidelines. Table 5-10 provides the gaps identified in terms of the future waste management planning with the associated need to effectively address the gap.

Table 5-10: Future planning gaps and needs identified

GAP IDENTIFIED	RESULTING NEED
Development of IWMPs at required 5-year intervals	Ensure for budgeting to review and update the IWMP at required 5-year intervals.

GAP IDENTIFIED	RESULTING NEED
No feasibility study has been done to determine and evaluate the financial and operational effect of using the new regional landfill site to dispose of waste in the future.	Undertake a feasibility study to determine and evaluate the financial and operational effect of using the new regional landfill site to dispose of waste in the future.
Op-die-Berg landfill rehabilitation and closure in 2021	Plan and budget for closure of Op-die-Berg landfill site in 2021

6 GOALS, OBJECTIVES AND TARGETS ASSESSMENT

The goals and objectives of an IWMP are used to address potential shortcomings or necessary improvements identified during the gaps and needs analysis. Goals are long-term aspirations for waste management, while objectives are more focused, measurable targets which, if implemented correctly, will allow the municipality to reach the identified goals.

The *Guidelines for the Development of Integrated Waste Management Plans* by the Western Cape (WC) DEA&DP states the following in terms of developing strategic goals, objectives and targets:

- Strategic goals must be set based on relevant waste legislation, regulations and policies, and should be guided by the waste management hierarchy.
- The setting of goals, objectives and targets must also take into consideration the municipal response to the goals and targets set in the NWMS.
- The strategic goals must include setting targets for waste management such as collection, recycling, recovery and disposal.

The DEA&DP Guidelines describe goals, objectives and targets as follows:

- **Goal:** Long-term desired result that can be accomplished through various projects. Goals are not necessarily measurable but instead present a long-term desired end state for the municipality. The goals will be aligned to the NWMS and the Western Cape IWMP.
- **Objectives:** Measurable outputs which, once completed, will contribute to the accomplishment of a goal. Objectives will have deadlines to drive their implementation.
- **Targets:** Smaller projects which, when combined, will fulfil the requirement of an objective. The targets will also have deadlines for implementation.

The NWMS 2020 strategic goals that will be used to align the IWMP are as follows:

- Waste Minimisation – The aim is to prevent waste and where waste cannot be prevented, 40% should be diverted from landfill within five years through reuse, recycling, recovery and alternative waste treatment: 25% of waste reduction in waste generation; and 20% waste reused in the economic value chain.
- Effective and Sustainable Waste Services – This would see all South Africans living in clean communities with waste services that are well managed and financially sustainable.
- Waste Awareness and Compliance – The aim is to create a culture of compliance with zero tolerance of pollution, litter and illegal dumping.

The Western Cape outlined four goals in the 2nd Generation IWMP (2017-2022). The LLM's goals and targets will be developed in line with the following four goals from the Western Cape IWMP.

- Goal 1: Strengthened education, capacity and advocacy towards integrated waste management.
- Goal 2: Improved integrated waste management planning and implementation for efficient waste services and infrastructure.
- Goal 3: Effective and efficient utilisation of resources.
- Goal 4: Improved compliance with environmental regulatory framework.

6.1 GOALS IDENTIFIED FOR WLM

To align the WLM's goals with those of the Western Cape IWMP (2017-2022) and the NWMS (2020), the following goals were formulated:

- Goal 1: Effective solid waste service delivery.
- Goal 2: Promote waste minimisation and recycling.
- Goal 3: Ensure safe and integrated management of hazardous waste.
- Goal 4: Improve waste education and public awareness.
- Goal 5: Ensure sound budgeting for integrated waste management.
- Goal 6: Improve regulatory compliance.
- Goal 7: Improve waste information management.

6.2 ALIGNMENT WITH NATIONAL AND PROVINCIAL WASTE MANAGEMENT GOALS

The NWMS (2011), NWMS (2020) and the Western Cape IWMP (2017-2022), along with the status quo of waste management within the WLM, were used to develope the 2021-2027 WLM IWMP. The table provides an overview of how the goals of the WLM will be aligned with the above-mentioned strategies.

Table 6-1: Alignment of WLM goals with provincial and national goals

WLM GOALS	WESTERN CAPE IWMP GOALS	NWMS 2011 GOALS	NWMS 2020 GOALS
Goal 1: Effective solid waste service delivery	Goal 3: Effective and efficient use of resources	Goal 2: Ensure effective and efficient delivery of waste services	Goal 2: All South Africans live in clean communities with waste services that are well managed and financially sustainable.
Goal 2: Promote waste minimisation and recycling	Goal 3: Effective and efficient use of resources	Goal 1: Promote waste minimisation, re-use, recycling and recovery of waste	Goal 1: Prevent waste and, where waste cannot be prevented, divert 50% of waste from landfill within 5 years, 65% within 10 years, and at least 80% of waste within 15 years through reuse, recycling, and recovery and alternative waste treatment
Goal 3: Ensure safe and integrated management of hazardous waste	Goal 3: Effective and efficient use of resources	Goal 2: Ensure effective and efficient delivery of waste services	Goal 2: All South Africans live in clean communities with waste services that are well managed and financially sustainable.
Goal 4: Improve waste education and public awareness	Goal 1: Strengthen education, capacity and advocacy towards integrated waste management	Goal 4: Ensure that people are aware of the impact of waste on their health, well-being and the environment	Goal 3: South Africans are aware of waste and a culture of compliance with waste management norms and standards exists, resulting in zero tolerance of pollution, litter and illegal dumping.
Goal 5: Ensure sound budgeting for integrated waste management	Goal 2: Improved integrated waste management planning and implementation for efficient waste services and infrastructure	Goal 5: Achieve integrated waste management planning	Goal 2: All South Africans live in clean communities with waste services that are well managed and financially sustainable.

WLM GOALS	WESTERN CAPE IWMP GOALS	NWMS 2011 GOALS	NWMS 2020 GOALS
		Goal 6: Ensure sound budgeting and financial management for waste services	
Goal 6: Improve regulatory compliance	Goal 4: Improved compliance with environmental regulatory framework	Goal 8: Establish effective compliance with and enforcement of the Waste Act	Goal 3: South Africans are aware of waste and a culture of compliance with waste management norms and standards exists, resulting in zero tolerance of pollution, litter and illegal dumping.
Goal 7: Improve waste information management	Goal 2: Improved integrated waste management planning and implementation for efficient waste services and infrastructure	-	Goal 2: All South Africans live in clean communities with waste services that are well managed and financially sustainable.

6.3 OBJECTIVES AND TARGETS FOR THE MUNICIPALITY

Table 6-2 provides the strategic objectives and targets for each of the seven goals identified for the WLM.

Table 6-2: Objectives and targets for each of the WLM's goals

GOAL	OBJECTIVE	ACTION/TARGET
Goal 1: Effective solid waste service delivery	Objective 1: Update the collection schedule	• Review and update the collection schedule to ensure efficient and cost-effective waste collection through route optimisation with the least possible unproductive travelling. • Develop recyclable waste collection route for implementation of separation at source in all towns.
	Objective 2: Prevent illegal dumping	Identify illegal dumping hotspots and add receptacles at these areas. The waste management officer should assess potential reasons causing the prevalence of illegal dumping by way of: • Identify illegal dumping hotspots • Make key observations • Conduct brief community surveys and interviews • Identify the stream of waste (and where possible potential sources) that is predominant at the illegal dumping sites • Provide appropriate infrastructure ensuring user-friendly waste disposal facilities – e.g. ramps allowing the emptying of wheelbarrows wheelie bins into skips; even by children and the elderly • Monitor and empty skips as required to prevent overfilling and waste subsequently being put on fire • Launch waste awareness campaigns to educate the community on proper waste management and disposal practices.

GOAL	OBJECTIVE	ACTION/TARGET
	Objective 3: Evaluate waste management fleet	• Evaluating waste collection vehicles to ensure that they remain reliable, cost-effective and efficient • Ensure that daily routine inspections be done on vehicles before waste collection commences • Undertaken preventative maintenance on vehicles where appropriate • Plan and budget for future fleet, plant and equipment requirements allowing for routine replacement of vehicles that are not reliable • Ensure that the landfill used for disposal is equipped with plant and tow cables to assist vehicles stuck in mud and do NOT allow waste collection vehicles to be pushed by bulldozers or landfill compactors • Have access to backup vehicle under all circumstances.
Goal 2: Promote waste minimisation and recycling	Objective 1: Implement separation at source in all towns	• Plan and budget for the implementation of separation at source at all households in the WLM • Budget to provide bags to households for recyclables.
	Objective 2: Improve recyclables diversion rates	• Provide public recycling drop-off facilities in secured areas and have material removed regularly to prevent overflowing containers • Establish buy-back centres in low-income areas • Implement recycling competitions and other awareness programmes at schools • Facilitate for municipalities to ringfence avoided landfill disposal costs for allocation to recyclers providing evidence of waste diverted from landfill • Once separation at source is implemented, ensure for effective sorting and recording of quantities at the new MRF in Ceres. • Implement a plan for the minimisation and diversion of C&D waste from landfills

GOAL	OBJECTIVE	ACTION/TARGET
	Objective 3: Draft an Organic Waste Diversion Plan	• Identify potential applications and markets for processed organic waste diverted from landfills • Undertake a cost-benefit study to determine the financial viability of the alternative processing options • Draft a plan documenting the initiatives to reduce organic waste sent to landfills. The municipality can also review the Department's Organic Waste template for guidance. • Create a diversion plan that aims to divert 50% of organic waste by 2022.
	Objective 4: Implement organic waste diversion initiatives	• Attract private sector interest in either setting up businesses for the processing and sale of organic waste independently, or alternatively in PPPs • Facilitate for municipalities to ringfence avoided landfill disposal costs for allocation to processors providing evidence of waste diverted from landfill • Promote and market increased use of compost instead of chemical fertilisers • Educate the communities and farmers on at-source composting • Establish a composting facility next to the PAH landfill • Prevent disposal of garden refuse at the PAH landfill site.
	Objective 5: Implement swop-shops	• Establish swop-shops in low-income areas • Appoint staff to implement and run the swop-shops: o Interact with local supermarkets to assist with products for the swop-shop • Educate the people on recyclable materials and the value thereof.
	Objective 6: Establish drop-off facilities in all towns	• Identify locations for drop-off facilities in all towns • Establish drop-off facilities and ensure for adequate recordkeeping.

GOAL	OBJECTIVE	ACTION/TARGET
Goal 3: Ensure safe integrated management of hazardous waste	Objective 1: Provide household hazardous waste solutions	• Provide household hazardous waste containers at the new public drop-off facility in Wolseley and have such waste collected and disposed of by a legally compliant contractor • Create public awareness about the environmental impact of inappropriate hazardous waste disposal, as well as any alternative collection and disposal systems available to them.
	Objective 2: Ensure major hazardous waste generators are registered on IPWIS	• Identify major hazardous waste generators in the WLM and determine the types and volumes of hazardous waste generated • Ensure that appropriate facilities are available for the safe storage, bilking, transport, and disposal of hazardous waste generated by industry • Monitor the registration of and regular accurate reporting by major hazardous waste generators in the WLM.
	Objective 3: Save disposal of sewerage sludge	• Establish a hazardous waste collection company to transport sewerage sludge to a hazardous landfill site • Use sewerage sludge in agricultural sector.
Goal 4: Improved waste education and public awareness	Objective 1: Appoint public awareness task force	• Appoint a team to establish a plan for the implementation of waste awareness campaigns in the LLM • Empower officials from relevant authorities for the monitoring and prosecution of polluters.
	Objective 2: Implement waste awareness programmes	• Initiate community-based waste management education and awareness programmes for rural councillors and communities • Budget and ensure personnel in the waste management department go for regular training to ensure compliance and enforcement of waste management acts, regulations and strategies • Ensure that both public and private sector staff are appropriately trained for their respective jobs and that refresher courses are offered if needed.

GOAL	OBJECTIVE	ACTION/TARGET
	Objective 3: Waste management training courses	• Initiate community-based waste management education and awareness programmes for rural councillors and communities • Budget and ensure personnel in the waste management department go for regular training to ensure compliance and enforcement of waste management acts, regulations and strategies.
	Objective 4: Improve hazardous waste knowledge	• Send relevant officials on formal training courses (training the trainers) to ensure they are well equipped to train fellow staff members as well as the public on appropriate hazardous waste management • Provide educational material to ensure that households are made aware of the effect of household hazardous waste • Provide a guideline to households on how to properly dispose of hazardous waste at appropriate facilities provided and maintained by the WLM.
Goal 5: Ensure sound budgeting for integrated waste management	Objective 1: Review organogram	• Undertake a survey to determine the staff compliment required and adjust the organogram accordingly • Reallocate redundant staff to alternative positions where suitably trained and experienced to fill such positions. Provide alternative training where feasible • Fill vacant positions with suitably qualified and experienced staff • Ensure for sound budgeting to fill vacancies in waste management department as per the finally approved organogram.
	Objective 2: Ensure availability of sufficient budget for landfill rehabilitation and closure	• Budget and plan for the rehabilitation of the Op-die-Berg landfill site • Appoint suitable qualified consultants and contractors to execute the work as per the contract amount and within the required timeframes.

GOAL	OBJECTIVE	ACTION/TARGET
	Objective 3: Ensure availability of sufficient budget for new waste management facilities	Budget for the implementation of the following waste management facilities: • Composting facility • Drop-off facilities in all towns • Swop-shops in low-income areas.
	Objective 4: Conduct cost analysis study	• Appoint a service provider to conduct a cost benefit analysis (feasibility) study to evaluate the effect that the disposal at the new regional landfill site in Worcester, together with associated transfer and transport costs, will have on the waste management operational costs.
Goal 6: Improve regulatory compliance	Objective 1: Conduct external landfill audits as per landfill licence requirements	• Review all landfill waste management licences to establish external audit dates. • Continue to conduct internal audits on a quarterly basis. • Appoint an external consultant to conduct annual external audits at all waste management facilities. • Undertake routine maintenance, and based on recommendations from specialists, implement mitigating measures where required. • Ensure PA Hamlet landfill site has proper access control and security and that they maintain all conditions of the WML.
	Objective 2: Ensure compliance of the landfill containment barriers with R. 636	Appoint a suitably qualified consultant to assist with closure and rehabilitation of existing unlined cells, and development of new lined cells in accordance with the relevant legislation.
Goal 7: Improve waste information management	Objective 1: Improve recyclables record keeping	• Ensure that the recycling company reports the mass correctly. • Once the MRF is established in Ceres, develop a recording system to ensure mass is captured correctly. • Implement strategies/tools that will ensure that recycling companies report the materials' tonnages to the municipality or IPWIS.

GOAL	OBJECTIVE	ACTION/TARGET
	Objective 2: Improve organic waste record keeping	• Ensure all organic waste and garden refuse are recorded correctly upon arrival at the PAH landfill site. • Once the composting facility is established, record mass of compost sold to farmers.
	Objective 3: Develop industry waste database	Implement effective communication system: • Place an advert in the local paper instructing organisations to register. • Make registration forms available on the website. • Develop a database of industries operating in the WLM and track the registration and reporting status. Issue written notifications to the organisations that are not registered or reporting accurately.

7 IMPLEMENTATION PLAN

The following section presents an implementation plan to assist the WLM in meeting the objectives and targets outlined in the gap and needs analysis section. The implementation plan contains a number of projects and respective actions which, if properly executed, should enable the WLM to achieve its objectives and targets. The identified projects have been prioritised and span a period of seven years (2021-2027). The table below provides the legend for the implementation plan.

Table 7-1: Implementation plan legend

TERM	IMPORTANCE
Short term	
Medium term	
Long term/continuous	

Table 7-2: Implementation plan

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
Goal 1: Effective solid waste service delivery	Objective 1: Update the collection schedule	• Review and update the collection schedule to ensure efficient and cost-effective waste collection through route optimisation with the least possible unproductive travelling. • Develop recyclable waste collection route for implementation of separation at source in all towns.								In-house. Municipality overheads
	Objective 2: Prevent illegal dumping	Identify illegal dumping hotspots and add receptacles at these areas. The waste management officer should assess potential reasons causing the prevalence of illegal dumping by way of: • Identifying illegal dumping hotspots • Making key observations • Conducting brief community surveys and interviews • Identifying the stream of waste (and where possible potential sources) that is predominant at the illegal dumping sites • Providing appropriate infrastructure ensuring user-friendly waste disposal facilities – e.g. ramps allowing the emptying of wheelbarrows wheelie bins into skips; even by children and the elderly								In-house. Municipality overheads

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
		• Monitor and empty skips as required to prevent overfilling and waste subsequently being put on fire • Launch waste awareness campaigns to educate the community on proper waste management and disposal practices.								
	Objective 3: Evaluate waste management fleet	• Evaluate waste collection vehicles to ensure that they remain reliable, cost-effective and efficient • Ensure that daily routine inspections be done on vehicles before waste collection commences • Undertake preventative maintenance on vehicles where appropriate • Plan and budget for future fleet, plant and equipment requirements allowing for routine replacement of vehicles that are not reliable • Ensure that the landfill used for disposal is equipped with plant and tow cables to assist vehicles stuck in mud and do NOT allow waste collection vehicles to be pushed by bulldozers or landfill compactors								In-house. Municipality overheads

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
		• Have access to a backup vehicle under all circumstances.								
Goal 2: Promote waste minimisation and recycling	Objective 1: Implement separation at source in all towns	• Plan and budget for the implementation of separation at source at all households in the WLM. • Budget to provide bags to households for recyclables.								R3 000 000 for provision of bags and additional equipment
	Objective 2: Improve recyclables diversion rates	• Provide public recycling drop-off facilities in secured areas and have material removed regularly to prevent overflowing containers. • Establish buy-back centres in low-income areas. • Implement recycling competitions and other awareness programmes at schools. • Facilitate for municipalities to ringfence avoided landfill disposal costs for allocation to recyclers providing evidence of waste diverted from landfill.								R2 000 per annum for awareness materials at schools R10 000 to establish buy-back centres and R1 000 per annum for maintenance & repairs

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
		• Once separation at source is implemented, ensure for effective sorting and recording of quantities at the new MRF in Ceres. • Implement a plan for the minimisation and diversion of C&D waste from landfills.								
	Objective 3: Draft an Organic Waste Diversion Plan	• Identify potential applications and markets for processed organic waste diverted from landfills. • Undertake cost-benefit study to determine the financial viability of the alternative processing options. • Draft a plan documenting the initiatives to reduce organic waste sent to landfills. The municipality can also review the Department Organic Waste template for guidance. • Create a diversion plan that aims to divert 50% of organic waste by 2022.								In-house. Municipality overheads
	Objective 4: Implement organic waste diversion initiatives	• Attract private sector interest in either setting up businesses for the processing and sale of organic waste independently, or alternatively in PPPs. • Facilitate for municipalities to ringfence avoided landfill disposal								To be determined by consultants

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
		costs for allocation to processors providing evidence of waste diverted from landfill. • Promote and market increased use of compost instead of chemical fertilisers. • Educate the communities and farmers on at-source composting. • Establish a composting facility next to the PAH landfill. • Prevent disposal of garden refuse at the PAH landfill site.								
	Objective 5: Implement swop-shops	• Establish swop-shops in low-income areas. • Appoint staff to implement and run the swop-shops: o Interact with local supermarkets to assist with products for the swop-shop. • Educate the people on recyclable materials and the value thereof.								R1 000 00 for establishment of swop-shop and equipment
	Objective 6: Establish drop-off facilities in all towns	• Identify locations for drop-off facilities in all towns. • Establish drop-off facilities and ensure for adequate recordkeeping.								To be determined by consultants

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
Goal 3: Ensure safe integrated management of hazardous waste	Objective 1: Provide household hazardous waste solutions	• Provide household hazardous waste containers at the new public drop-off facility in Wolseley and have such waste collected and disposed of by a legally compliant contractor. • Create public awareness about the environmental impact of inappropriate hazardous waste disposal, as well as any alternative collection and disposal systems available to them.								R1 500 per lockable container R 1 000 000 per annum for waste removal service
	Objective 2: Ensure major hazardous waste generators are registered on IPWIS	• Identify major hazardous waste generators in the WLM and determine the types and volumes of hazardous waste generated. • Ensure that appropriate facilities are available for the safe storage, bilking, transport, and disposal of hazardous waste generated by industry. • Monitor the registration of and regular accurate reporting by major hazardous waste generators in the WLM.								In-house. Municipality overheads
	Objective 3: Save disposal of sewerage sludge	• Establish a hazardous waste collection company to transport sewerage sludge to a hazardous landfill site.								To be determined by collection company

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
		• Use sewerage sludge in agricultural sector.								
Goal 4: Improve waste education and public awareness	Objective 1: Appoint public awareness task force	• Appoint a team to establish a plan for the implementation of waste awareness campaigns in the LLM. • Empower officials from relevant authorities for the monitoring and prosecution of polluters.								R3 000 000 per annum for awareness materials.
	Objective 2: Implement waste awareness programmes	• Initiate community-based waste management education and awareness programmes for rural councillors and communities. • Budget and ensure personnel in the waste management department to go for regular training to ensure compliance and enforcement of waste management acts, regulations and strategies. • Ensure that both public and private sector staff are appropriately trained for their respective jobs and that refresher courses are offered.								R2 000 per annum for awareness materials.

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
	Objective 3: Waste management training courses	• Initiate community-based waste management education and awareness programmes for rural councillors and communities. • Budget and ensure personnel in the waste management department go for regular training to ensure compliance and enforcement of waste management acts, regulations and strategies.								R7 500 per course for department training
	Objective 4: Improve hazardous waste knowledge	• Send relevant officials on formal training courses (training the trainers) to ensure they are well equipped to train fellow staff members as well as the public on appropriate hazardous waste management. • Provide educational material to ensure that households are made aware of the effect of household hazardous waste. • Provide guidelines to households on how to properly dispose of hazardous waste at appropriate facilities provided and maintained by the WLM.								R2 000 per annum for awareness materials.

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
Goal 5: Ensure sound budgeting for integrated waste management	Objective 1: Review organogram	• Undertake a survey to determine the staff compliment required and adjust the organogram accordingly. • Reallocate redundant staff to alternative positions where suitable trained and experienced to fill such positions. Provide alternative training where feasible. • Fill vacant positions with suitable, qualified and experienced staff. • Ensure for sound budgeting to fill vacancies in the waste management department as per the finally approved organogram.								To be confirmed with Municipality
	Objective 2: Ensure availability of sufficient budget for landfill rehabilitation and closure	• Budget and plan for the rehabilitation of the Op-die-Berg landfill site. • Appoint suitably qualified consultants and contractors to execute the work as per the contract amount and within the required timeframes.								R100 000 per landfill for rehabilitation design and approval. Rehabilitation cost R 5 000 000
	Objective 3: Ensure availability of sufficient budget for new waste	Budget for the implementation of the following waste management facilities: • Composting facility								To be determined

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
	management facilities	• Drop-off facilities in all towns • Swop-shops in low-income areas.								by consultants
	Objective 4: Conduct cost analysis study	Appoint a service provider to conduct a cost benefit analysis (feasibility) study to evaluate the effect that the disposal at the new regional landfill site in Worcester, together with associated transfer and transport costs, will have on the waste management operational costs.								R1 500 000
Goal 6: Improve regulatory compliance	Objective 1: Conduct external landfill audits as per landfill licence requirements	• Review all landfill waste management licences to establish external audit dates. • Continue to conduct internal audits on a quarterly basis. • Appoint an external consultant to conduct annual external audits at all waste management facilities. • Undertake routine maintenance and based on recommendations from specialists, implement mitigating measures where required. • Ensure that the PA Hamlet landfill site has proper access control and security, and maintains all conditions of the WML.								R 500 000 per landfill for survey and calculations of remaining airspace

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
	Objective 2: Ensure compliance of the landfill containment barriers with R. 636	Appoint a suitably qualified consultant to assist with closure and rehabilitation of existing unlined cells, and development of new lined cells in accordance with the relevant legislation.								To be determined by consultants, estimated as R 300 000
Goal 7: Improve waste information management	Objective 1: Improve recyclables record keeping	• Ensure that the recycling company reports the mass correctly. • Once the MRF is established in Ceres, develop a recording system to ensure mass is captured correctly. • Implement strategies/tools that will ensure that recycling companies report the materials' tonnages to the municipality or IPWIS.								In-house. Municipality overheads
	Objective 2: Improve organic waste record keeping	• Ensure all organic waste and garden refuse is recorded correctly upon arrival at the PAH landfill site. • Once the composting facility is established, record mass of compost sold to farmers.								In-house. municipality overheads
	Objective 3: Develop industry waste database	Implement an effective communication system: • Place an advert in the local paper instructing organisations to register.								R100 000 for software and Municipality overheads

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
		• Make registration forms available on the website. • Develop a database of industries operating in the WLM and track the registration and reporting status. Issue written notifications to the organisations that are not registered or reporting accurately.								

8 IWMP MONITORING AND REVIEW

Regular and ongoing monitoring of the implementation plan (outlined in Section 7) is required to ensure the goals, objectives and targets of the IWMP are accomplished within designated timeframes.

8.1 REPORTING

According to Section 13(2) of The National Environmental Management Waste Act, 2008 (Act 59 of 2008), performance reports on the implementation of the Integrated Waste Management Plan must be prepared in terms of Section 46 of the Municipal Systems Act and must contain the following information:

- The extent to which the plan has been implemented during the period
- The waste management initiatives that have been undertaken during the reporting period
- The delivery of waste management services and measures taken to secure the efficient delivery of waste management services, if applicable
- The level of compliance with the plan and any applicable waste management standards
- The measures taken to secure compliance with waste management standards
- The waste management monitoring activities
- The actual budget expended on implementing the plan
- The measures that have been taken to make any necessary amendments to the plan.

8.2 MONITORING AND REVIEW

The designated waste management officer (WMO) is responsible for preparing the performance reports on the implementation of the IWMP on an annual basis. An IWMP monitoring committee should be established to monitor the implementation and progress of the IWMP activities.

The Annual Performance Report must summarise the municipality's progress towards meeting the goals, targets and objectives outlined in the implementation plan of the IWMP. More specifically, the report should comprise the following:

- Strategic Issues: The WLM's performance and progress on meeting the short, medium- and long-term goals, objectives and targets
- Financial Issues: Reporting on budget forecasting, obtaining sufficient budgets and budgeting constraints with respect to both existing waste management operations and the implementation of this IWMP
- IWMP Amendments: Amendments to the IWMP necessitated by the outcomes of feasibility studies, financial constraints, etc.
- Communication: Keeping councillors, key stakeholders and the residents informed on the progress in meeting the IWMP.

8.3 REVISION OF THE IWMP

As this IWMP forms part of the Integrated Development Plan required in terms of Chapter 5 of the Municipal Systems Act, the next comprehensive revision of the IWMP should occur in 2027.

The comprehensive review will update the status quo, evaluate overall progress against the goals, objectives and targets outlined in this IWMP, review gaps and needs, and reformulate the goals and objectives as required to continue to improve waste management services in the WLM.

9 PUBLIC PARTICIPATION PROCESS

As part of the development of the IWMP, the consultants have engaged with stakeholders and members of the community. Stakeholders and interested and affected parties (I&APs) were notified that the draft IWMP is out for commenting. The figure below provides the advertisement that was placed on the WLM's website. Due to COVID-19, the public participation was done via online methods. The public participation period was from 01 April 2021 to 01 May 2021. The advert and proof of publication can be found below.

WITZENBERG	**NOTICE OF THE REVIEW AND UPDATE OF THE WITZENBERG LOCAL MUNICIPALITY (WLM) INTEGRATED WASTE MANAGEMENT PLAN (IWMP) FOR THE WLM IN TERMS OF THE NATIONAL ENVIRONMENTAL MANAGEMENT: WASTE ACT, 2008 (ACT NO. 59 OF 2008).**
Notice is hereby given in terms of the National Environmental Management: Waste Act (Act No. 59 of 2008) that the Witzenberg Local Municipality (WLM) is reviewing the Integrated Waste Management Plan (IWMP).	
Municipality:	Witzenberg Local Municipality
Lead Consultant:	Delta Built Environment Consultants (Delta BEC)
Competent Authority:	Western Cape Department of Environmental Affairs and Development Planning
Project Nature and Location:	The project's primary objective of the review and updating of WLM's IWMP is to ensure that waste management practices in the WLM comply with the National Environmental Management: Waste Act, 2008 (Act No.59 of 2008).
Opportunity to Participate:	As part of the Public Participation process, the public is afforded a 30-day period from 1 April 2021 to 1 May 2021 to comment on the draft IWMP. The draft IWMP will be available on the WLM website from 1 April. Comments on the Draft IWMP can be forwarded to: **Mrs Chanté Stander** **Tel:** 012 368 1850 **Email:** chante.stander@deltabec.com

Figure 9-1: WLM IWMP Advert



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LANGEBERG

NOTICE OF THE REVIEW AND UPDATE OF THE LANGEBERG LOCAL MUNICIPALITY (LLM) INTEGRATED WASTE MANAGEMENT PLAN (IWMP) FOR THE LLM IN TERMS OF THE NATIONAL ENVIRONMENTAL MANAGEMENT: WASTE ACT, 2008 (ACT NO. 59 OF 2008).

Notice is hereby given in terms of the National Environmental Management: Waste Act (Act No. 59 of 2008) that the Langeberg Local Municipality (LLM) is reviewing the Integrated Waste Management Plan (IWMP).

Municipality:	Langeberg Local Municipality
Lead Consultant:	Delta Built Environment Consultants (Delta BEC)
Competent Authority:	Western Cape Department of Environmental Affairs and Development Planning
Project Nature and Location:	The project's primary objective of the review and updating of LLM's IWMP is to ensure that waste management practices in the LLM comply with the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008).
Opportunity to Participate:	As part of the Public Participation process, the public is afforded a 30-day period from 1 April 2021 to 1 May 2021 to comment on the draft IWMP. The draft IWMP will be available on the LLM website from 1 April. Comments on the Draft IWMP can be forwarded to: **Mrs Chanté Stander** Tel: 012 368 1850 Email: chante.stander@deltabec.com

WITZENBERG

NOTICE OF THE REVIEW AND UPDATE OF THE WITZENBERG LOCAL MUNICIPALITY (WLM) INTEGRATED WASTE MANAGEMENT PLAN (IWMP) FOR THE WLM IN TERMS OF THE NATIONAL ENVIRONMENTAL MANAGEMENT: WASTE ACT, 2008 (ACT NO. 59 OF 2008).

Notice is hereby given in terms of the National Environmental Management: Waste Act (Act No. 59 of 2008) that the Witzenberg Local Municipality (WLM) is reviewing the Integrated Waste Management Plan (IWMP).

Municipality:	Witzenberg Local Municipality
Lead Consultant:	Delta Built Environment Consultants (Delta BEC)
Competent Authority:	Western Cape Department of Environmental Affairs and Development Planning
Project Nature and Location:	The project's primary objective of the review and updating of WLM's IWMP is to ensure that waste management practices in the WLM comply with the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008).
Opportunity to Participate:	As part of the Public Participation process, the public is afforded a 30-day period from 1 April 2021 to 1 May 2021 to comment on the draft IWMP. The draft IWMP will be available on the WLM website from 1 April. Comments on the Draft IWMP can be forwarded to: **Mrs Chanté Stander** Tel: 012 368 1850 Email: chante.stander@deltabec.com

Figure 9-2: The Standard

The following parties commented on the Draft IWMP:

- Department of Environmental Affairs and Development Planning

The comments on the Draft WLM IWMP were incorporated into the Final WLM IWMP.

The comments on the Draft IWMP can be found in Appendix C.

10 CONCLUSION

This report served to analyse and quantify all aspects related to current waste management services and practices carried out by the WLM with the view of using such information as a baseline for future planning.

In terms of service delivery, the WLM provides waste collection services to high, medium and low-income groups, informal settlements, businesses and schools. Green bags are provided for garden refuse. The green bags are collected from the households and transported to the Prince Alfred Hamlet landfill site. Clear bags are used for recyclables. The clear bags are collected from the households in Tulbagh with the cage truck and transported to the Tulbagh landfill site where an external company (Frank Boomshiar Recyclables) collects the recyclables. At informal areas, it is impossible to access the area with a compactor, due to denseness of the area, but skips are provided where informal dwellers dispose of their waste. Black and green bags are also provided to the informal dwellers and are serviced by a LDV where accessible. Skips are used in informal settlements and in all towns for garden refuse and C&D waste storage. There are currently (2021) 77 skips (6 m^3) placed in the WLM.

The WLM has operating licences for four landfills, but the Wolseley landfill site has been completely vandalised in 2013 and has since been non-operational. The WLM's general waste is disposed of at the Op-die-Berg and Tulbagh landfill. The garden waste is disposed of at the Prince Alfred Hamlet site. None of these sites are equipped with a weighbridge, but a weigh pad has recently been installed at the Tulbagh landfill by the DEA.

The analyses of the current waste management system have led to the identification of gaps and needs (Chapter 5), and these are addressed with the overarching goals, objectives and targets in Chapter 6.

The main goals for integrated waste management in the WLM can be summarised as follows

- To ensure for effective solid waste service delivery
- To promote waste minimisation and recycling
- To ensure safe and integrated management of hazardous waste
- To improve waste education and public awareness
- To ensure sound budgeting for integrated waste management
- To improve regulatory compliance
- To improve waste information management.

For these goals to be met, a series of implementation instruments (action plans) will need to be implemented. These action plans are detailed in the implementation plan in Chapter 7 of this report.

The next phase of the development of the IWMP is to conduct a public participation period. During this period, the consultants will engage with stakeholders and

members of the community. Stakeholders and interested and affected parties (I&APs) will be notified that the draft IWMP is out for commenting. The comments on the Draft WLM IWMP will be incorporated into the Final WLM IWMP.

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APPENDIX A: TABLE 6: SCHEDULE 3 OF THE NATIONAL ENVIRONMENTAL MANAGEMENT: WASTE AMENDMENT ACT, 2014 ACT NO. 26 OF 2014: CATEGORY A: HAZARDOUS WASTE

INDUSTRIAL GROUP	WASTE FRACTIONS
1. Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing, food preparation and processing	(a) hazardous portion of wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
2. Wastes from wood processing and the production of panels and furniture, pulp, paper and cardboard	(a) hazardous portion of wastes from wood processing and the production of panels and furniture (b) hazardous portion of wastes from wood preservation (c) hazardous portion of wastes from pulp, paper and cardboard production and processing
3. Wastes from the leather, fur and textile industries	(a) hazardous portion of wastes from the leather and fur industry (b) hazardous portion of wastes from the textile industry
4. Wastes from petroleum refining, natural gas purification and pyrolytic treatment of coal	(a) wastes from petroleum refining (b) wastes from the pyrolytic treatment of coal (c) wastes from natural gas purification and transportation

INDUSTRIAL GROUP	WASTE FRACTIONS
5. Wastes from inorganic chemical processes	(a) wastes from the manufacture, formulation, supply and use (MFSU) of acids (b) wastes from the MFSU of bases (c) wastes from the MFSU of salts and their solutions and metallic oxides (d) metal-containing wastes (e) wastes from the MFSU of sulphur chemicals, sulphur chemical processes and desulphurisation processes (f) wastes from the MFSU of halogens and halogen chemical processes (g) wastes from the MFSU of silicon and silicon derivatives (h) wastes from the MFSU of phosphorous chemicals and phosphorous chemical processes (i) wastes from the MFSU of nitrogen chemicals, nitrogen chemical processes and fertiliser manufacture (j) wastes from the manufacture of inorganic pigments (k) other wastes from inorganic chemical processes
6. Wastes from organic chemical processes	(a) wastes from the manufacture, formulation, supply and use (MFSU) of basic organic chemicals (b) wastes from the MFSU of plastics, synthetic rubber and man-made fibres (c) wastes from the MFSU of organic dyes and pigments (d) wastes from the MFSU of organic plant protection products, wood preserving agents and other biocides (e) wastes from the MFSU of pharmaceuticals (f) wastes from the MFSU of fats, grease, soaps, detergents, disinfectants and cosmetics (g) other wastes from the MFSU of fine chemicals and chemical products

INDUSTRIAL GROUP	WASTE FRACTIONS
7. Wastes from thermal processes	(a) hazardous portion of wastes from power stations and other combustion plants (b) hazardous portion of wastes from the iron and steel industry (c) wastes from aluminium thermal metallurgy (d) wastes from lead thermal metallurgy (e) wastes from zinc thermal metallurgy (f) wastes from copper thermal metallurgy (g) wastes from silver, gold and platinum thermal metallurgy (h) wastes from other non-ferrous thermal metallurgy (i) hazardous portion of wastes from casting of ferrous pieces (j) hazardous portion of wastes from casting of non-ferrous pieces (k) hazardous portion of wastes from manufacture of glass and glass products (l) hazardous portion of wastes from manufacture of ceramic goods, bricks, tiles and construction products (m) hazardous portion of wastes from manufacture of cement, lime and plaster and articles and products made from them
8. Waste from the photographic industry	(a) hazardous portion of waste from the photographic industry
9. Wastes from the manufacture, formulation, supply and use (MFSU) of coatings (paints, varnishes and vitreous enamels), adhesives, sealants and printing inks	(a) wastes from MFSU and removal of paint and varnish (b) wastes from MFSU of other coatings (including ceramic materials) (c) wastes from MFSU of printing inks (d) wastes from MFSU of adhesives and sealants (including waterproofing products)

INDUSTRIAL GROUP	WASTE FRACTIONS
10. Wastes from chemical surface treatment and coating of metals and other materials; non-ferrous hydrometallurgy	(a) wastes from chemical surface treatment and coating of metals and other materials (for example galvanic processes, zinc coating processes, pickling processes, etching, phosphating, alkaline degreasing, anodising) (b) wastes from non-ferrous hydrometallurgical processes (c) wastes from sludges and solids from tempering processes (d) wastes from hot galvanising processes
11. Wastes from shaping and physical and mechanical surface treatment of metals and plastics	(a) hazardous portion of wastes from shaping and physical and mechanical surface treatment of metals and plastics (b) wastes from water and steam degreasing processes
12. Oil wastes and wastes of liquid fuels (except edible oils)	(a) waste hydraulic oils (b) waste engine, gear and lubricating oils (c) waste insulating and heat transmission oils (d) oil/water separator contents (e) wastes of liquid fuels (f) hazardous portion of other oil wastes
13. Waste organic solvents, refrigerants and propellants	(a) waste organic solvents, refrigerants and foam/aerosol propellants

INDUSTRIAL GROUP	WASTE FRACTIONS
14. Other wastes not specified in the list	(a) hazardous portion of wastes from end-of-life vehicles from different means of transport (including off-road machinery) and wastes from dismantling of end-of-life vehicles and vehicle maintenance (b) hazardous portion of wastes from electrical and electronic equipment (c) hazardous portion of wastes from off-specification batches and unused products (d) wastes from discarded gases in pressure containers and discarded chemicals (e) wastes from discarded batteries and accumulators (f) wastes from transport tank, storage tank and barrel cleaning (g) spent catalysts wastes (h) oxidising substances wastes (i) aqueous liquid wastes destined for off-site treatment (j) waste linings and refractories
15. Construction wastes	(a) wastes from bituminous mixtures, coal tar and tarred products (b) discarded metals (including their alloys) (c) waste soil (including excavated soil from contaminated sites), stones and dredging spoil (d) wastes from insulation materials and asbestos-containing construction materials (e) wastes from gypsum-based construction material (f) wastes from other construction and demolition [wastes]
16. Wastes from human or animal health care and/or related research (except kitchen and restaurant wastes not arising from immediate health care)	(a) wastes from natal care, diagnosis, treatment or prevention of disease in humans (b) wastes from research, diagnosis, treatment or prevention of disease involving animals

INDUSTRIAL GROUP	WASTE FRACTIONS
17. Wastes from waste management facilities	(a) hazardous portion of wastes from incineration or pyrolysis of waste (b) hazardous portion of wastes from physico/chemical treatments of waste (c) hazardous portion of stabilised/solidified wastes (d) hazardous portion of wastes from aerobic treatment of solid wastes (e) hazardous portion of wastes from anaerobic treatment of waste (f) landfill leachate wastes (g) wastes from shredding of metal-containing wastes (h) wastes from oil regeneration (i) wastes from soil remediation

APPENDIX B: EXTERNAL LANDFILL AUDITS

External Permit Compliance Audit

Op-die-Berg Waste Disposal Site

Witzenburg Municipality

Reference: 500696

Revision: 0

2018-05-03

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

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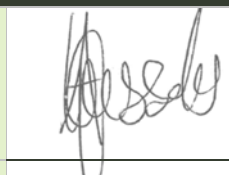
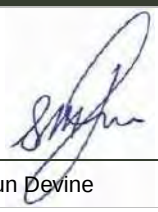
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Contents

1 Introduction 4
2 Site details 4
3 Audit checklist 4
4 Compliance rating 8
5 Site inspection 9
5.1 Access control 9
5.2 Operation and maintenance 9
5.3 Documentation 9
5.4 Landfill plant and equipment 9

6 Previous audit reports 10
6.1 Repeat audit findings 10
6.2 Improvement measures noted 10

7 Recommendations 10
8 Conclusions 11

Appendices

Appendix A

Photographic record

Appendix B

Permit

Appendix C

Permit Annexure II

Figures

Figure 1 Site location
Figure 2 Comparison of previous audit scores
Figure 3 Main audit heading scores
Figure 4 Audit trends
Figure 5 Notice board at entrance
Figure 6 Fence around site
Figure 7 Disposal trench
Figure 8 Upstream cut-off berm

Tables

Table 1 Audit scoring values
Table 2 Recommendations

1 Introduction

Aurecon were appointed in March 2018 by the Witzenberg Municipality (WM) to conduct the annual external permit compliance audit of the Op-die-berg Waste Disposal Site as required by permit number No. 16/2/7/H200/D100/Z2/P325 (11 November 1998) issued by the Department of Water Affairs and Forestry (DWAF) in terms Section 20 of the Environmental Conservation Act, 1989 (Act 73 of 1989).

The site was inspected and verified against the specific permit conditions by Mr. Shaun Devine of Aurecon on 19 April 2018. The weather on the day was cloudy and foggy. The audit was done in the presence of Mr Johnny Jacobs of the WM where the operation and maintenance of the site was discussed.

2 Site details

Op-die-Berg Landfill site is located approximately 5 km south of Die Dorp Op Die Berg town, on the R303.



Figure 1 Site location

3 Audit checklist

The site was audited against the conditions contained within the permit.

PERMIT CONDITION	*PREVIOUS RESULT*	2018 RESULT	COMMENTS
1. LOCATION			
1.1 This Permit authorises the establishment, further development and operation of a waste disposal site on Portion I of the farm Kleinvlei No 209, (hereinafter referred to as 'E the Site") according to the report 108/599 by BKS Consulting Engineers, dated February 1998 (hereinafter referred to as "the Report"), submitted by the Permit Holder	*2*	**n/a**	The site has been established.
1.2 The location of the Site shall be according to the co-ordinates indicated on the permit application form, submitted by the Permit Holder.	*n/a*	**n/a**	Permit application form not available
2. PERMISSIBLE WASTE			
2.1 The Site may be used for the disposal of all waste types, excluding those listed in Annexure I and excluding those where specific control has been 'established in terms of the Nuclear Energy Act 1993 (Act 1 of 1 993). Waste types controlled in terms of the Minerals Act}. 9.1991 (Act 50 of 1991) and the Electricity Act, 1987 (Act 4.1 987) s are also excluded from disposal on the Site unless has been obtained from the Regional Director.	*2*	**2**	Only garden waste and builder's rubble being disposed of on site.
2.2 The Permit Holder shall take all reasonable steps to ensure that -			
2.2.1 No organic or inorganic element or compound which may have a definite acute or chronic negative effect on human or animal health and/or the environment, due to its toxic, physical, chemical or persistent characteristics and which corresponds with the UNEP definition of hazardous waste be disposed of on the Site;	*2*	**2**	None noted during inspection
2.2.2 No medical waste be disposed on the Site; and	*2*	**2**	None noted during inspection
2.2.3 No scheduled pharmaceutical products registered in terms of the Medicines and Related Substances Control Act, 1965 (Act 101 of 1965) or associated containers be disposed of on the Site.	*2*	**2**	None noted during inspection
3. CONSTRUCTION			
3.1 The Site or any portion thereof may only be used for the disposal of permissible waste if the Site or any such portion has been constructed or developed according to condition 3 of this Permit.	*2*	**2**	
3.2 Construction and further development within the Site shall be carried out under the supervision of a suitably qualified person proposed by the Permit Holder and approved by the Regional Director.	*2*	**n/a**	
3.3 After construction of the Site or further development within the Site, the Permit Holder shall notify the Regional Director thereof and the person referred to in condition 3.2 shall submit a certificate or alternatively a letter to the Regional Director that the construction of the Site or further development within the Site, as proposed by the Permit Holder and approved by the Regional Director, is In accordance with recognised civil engineering practice before disposal may commence on the Site. The completed construction works of the Site shall be inspected by an official of the Department: and the person referred to in condition 3.2. If the Regional Director is satisfied with the construction of the Site or any further development within the Site and has given written permission, the Permit Holder may use the Site or any further development within the Site for the disposal of waste,	*2*	**n/a**	
3.4 The Permit Holder shall take all reasonable steps, such as suitable zoning and/or written agreements with adjacent landowners, to establish and maintain an unbuilt area or "buffer zone" of 200 metres between the Site and the nearest residential and/or light industrial areas during the operative life of the Site. Heavy industries or industries which may create nuisance conditions may permitted within the buffer zone in terms of the appropriate	*2*	**2**	No development within the buffer
3.5 Works shall be constructed and maintained on a continuous basis by the Permit Holder to divert and drain from the Site in a legal manner, all runoff water arising on land adjacent to the Site, which could be expected as a result of the estimated maximum precipitation during a period of 24 hours with an average frequency	*2*	**2**	

of once in fifty years (hereinafter referred to as the “estimated maximum precipitation"). Such works shall, under the said rainfall event, maintain a freeboard of half a metre			
3.6 Works shall be constructed and maintained on a continuous basis by the Permit Holder to divert and drain from the working 'face of the Site, all runoff water arising on the Site, which could be expected as a result of the estimated maximum precipitation and to prevent such runoff water from coming into contact with leachate from the Site. Such works shall, under the said rainfall event, maintain a freeboard of half a metre	*1*	**1**	No internal stormwater drains are present. The method of disposal is by trenching, therefore water coming into contact with the waste will be contained within the disposal trenches.
3.7 Runoff water referred to in condition 3.6 shall comply with the quality requirements of the General Standard, prescribed in terms of section 21 (1) (a) of the Water Act, 1956 as published in Government Notice 991 of 18 May 1 984, or with such quality requirements as may from time to time be determined by the Minister and shall be drained from the Site in a legal	*n/a*	**n/a**	There is no contaminated runoff water
3.8 Runoff water referred to in condition 3.6 which does not comply with the quality requirements applicable in terms of condition 3.7 and all leachate shall, by means of works which shall be constructed and maintained on a continuous basis by the Permit Holder-			
3.81 Be treated to comply with the aforementioned standard and discharged in a legal manner; and/or,	*n/a*	**n/a**	
3.8.2 With the written approval of the Regional Director be evaporated in dams and/or be evaporated by spraying over those portions of the Site which comply with the requirements set in terms of condition 3.1	*2*	**2**	Contaminated runoff is contained within the disposal trenches where it evaporates
3.9 Works constructed in compliance with condition 3.8 shall be of such a capacity as to accommodate all runoff and leachate which could be expected as a result of the estimated maximum precipitation. Such works shall, under the said rainfall event, maintain a freeboard of half a metre.	*1*	**1**	Trenches are not specifically sized to contain the maximum rainfall event
3.10 The Site shall be constructed in accordance with recognised civil engineering practice to ensure that it remains stable	*2*	**2**	No unstable slopes observed
3.11 The maximum height of the Site above ground level shall not exceed 0, 5 metres.	*2*	**2**	
3.12 The slope of the sides of the shall be constructed in such a manner that little or no erosion occurs	*2*	**2**	No erosion observed
3.13 The Permit Holder shall make adequate sanitation facilities on the Site	*0*	**0**	No sanitation facilities onsite, although it must be noted that there no full-time staff on site and the site is only operated intermittently
4. ACCESS CONTROL			
4.1 Weatherproof, durable and legible notices in at least three official languages applicable in the area, shall be displayed at each entrance to the Site. These notices shall prohibit unauthorised entry and state the hours of operation, the name, address and telephone number of the Permit Holder and the person responsible for the operation of the Site.	*2*	**2**	Compliant
4.2 The Site shall be fenced and/or secured to reasonably prevent unauthorised entry.	*2*	**2**	Compliant
4.3 The Permit Holder shall take all reasonable steps to maintain service roads in a condition which ensures unimpeded access to the Site for vehicles transporting waste and to keep the roads free of waste	*2*	**2**	Compliant
4.4 The Permit Holder shall ensure that all entrance gates are manned during the hours of operation and locked outside the hours of operation.	*2*	**2**	The gates is manned when the site is open, the rest of the time the gate is locked.
4.5 The Permit Holder shall ensure effective access control.	*2*	**2**	Compliant
4.6 The Permit Holder shall take all reasonable steps to prevent the disposal of waste on the Site for which the Site has not been approved.	*2*	**2**	None noted during inspection.
5. OPERATION			

5.1 Waste disposal and operation shall be done according to the relevant minimum requirements, Operational Report: no 108/599 dated February 1998, the conditions of this Permit and any other written instruction by the Department.	*2*	**2**	Compliant
5.2 Waste disposed of on the Site shall be compacted and covered on a daily basis with a minimum of 150 millimetres of soil or other material approved by the Regional Director.	*0*	**0**	Daily compaction doesn't take place. The quantity of exposed waste in the trenches is minimal and it is covered when the trench is full, as per ordinary trench operational requirements.
5.3 The Permit Holder shall take all reasonable steps to ensure that the Site is operated in a manner which shall prevent the creation of nuisance conditions or health hazards.	*2*	**2**	None noted.
5.4 Waste disposed of on the Site may not be reclaimed.	*2*	**2**	No reclaimers present on site.
6. RECORDING			
6.1 The Permit Holder shall keep a record of and update all the information referred to in Annexure II on an annual basis	*2*	**1**	Annexure II hasn't been completed, although IPWIS report is submitted monthly (only 3 months provided), see Appendix
7. REPORTING			
7.1 The information required in terms 6.1. shall be submitted to the Regional Director within a period of one year from the date of issuing of this Permit and annually thereafter	*2*	**2**	The information is submitted on an annual basis
8. REHABILITATION AND CLOSURE OF THE SITE			
8.1 The Permit Holder shall, at least 60 days prior to the intended closure of the Site, notify the Regional Director by registered mail of such closure and submit final rehabilitation plans for his approval	*n/a*	*n/a*	The site is still operational
8.2 Immediately following the cessation of operations with the intention to close the Site, the surface of the Site shall be covered in such a way that:			
8.2.1 The formation of pools due to rain is prevented	*n/a*	*n/a*	The site is still operational
8.2.2 Free surface runoff of rain—water is ensured; and	*n/a*	*n/a*	The site is still operational
8.2.3 No objects or materials which may hamper the rehabilitation of the Site are present	*n/a*	*n/a*	The site is still operational
8.3 The Permit Holder shall rehabilitate the Site in accordance with a rehabilitation plan, which shall be submitted by the Permit Holder and which shall be to the satisfaction of the Regional Director.	*n/a*	*n/a*	The site is still operational
9. LEASING AND ALIENATION OF THE SITE			
9.1 Should the Permit Holder want to alienate or lease the Site, he shall notify the Regional Director in writing of such an intention at least 60 days prior to the said transaction.	*n/a*	*n/a*	The site is still operational
10. GENERAL			
10.1 This Permit shall not be transferable.	*n/a*	*n/a*	The site is still operational
10.2 This Permit shall not be construed as exempting the Permit Holder from compliance with the provisions of the Health Act, 1977 (Act 63 of 1977), the Water Act, 1956 (Act 54 of 1956) or any other applicable act, Ordinance, regulation or by- law.	*n/a*	*n/a*	The site is still operational

4 Compliance rating

The audit was scored according to the following values in the table below:

Table 1 Audit scoring values

Description	Score
N/A	-
Non-Compliant	0
Partially Compliant	1
Complaint	2

* Not counted in the scoring

Overall, of the 40 permit conditions, only 26 were applicable and audited. Therefore the maximum score achievable is 52. The results of this audit are an overall score of 45, broken-down as detailed below:

26	86.5%	5
PERMIT CONDITIONS AUDITED	OVERALL SCORE	ACTIONS REQUIRED

This score can be compared to previous external audit scores as illustrated below:

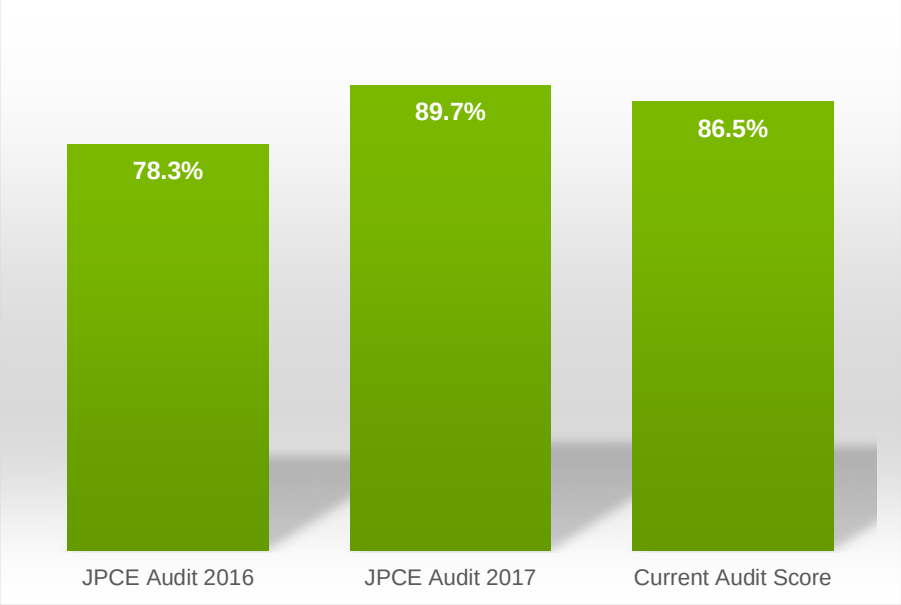


Figure 2 Comparison of previous audit scores

This can be broken down further into the permit heading titles to see which categories need attention. Anything above 85% is considered acceptable (green), between 65-84% requires attention (amber) while anything below 65% requires urgent attention and immediate action (red).

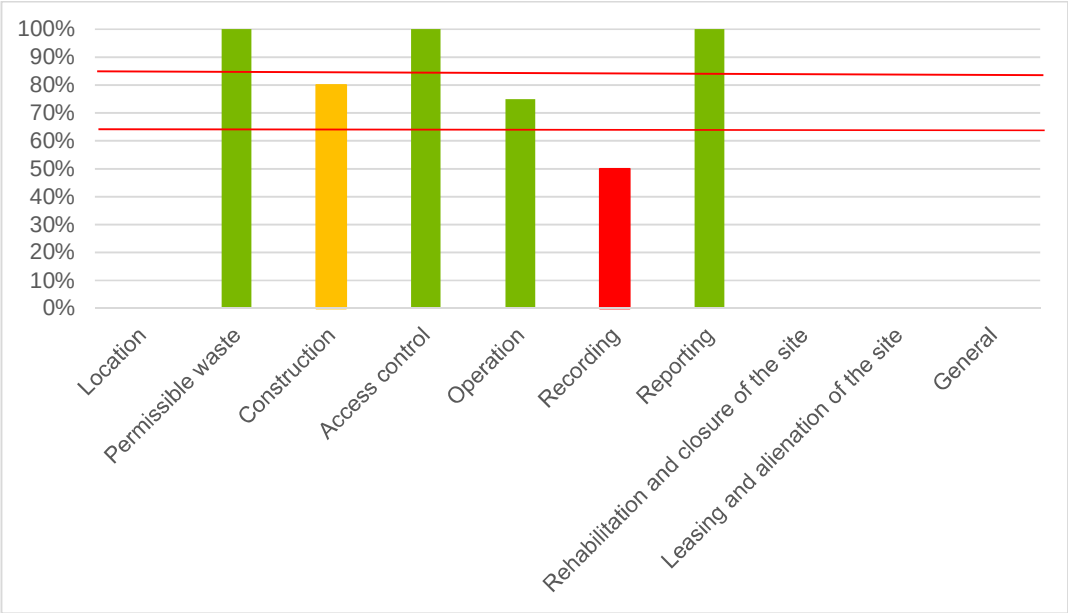


Figure 3 Main audit heading scores

5 Site inspection

5.1 Access control

The access control measures in place meet the permit conditions. The entire site is fenced with a diamond mesh fence (1.8m high). There are two gated access points, one, immediately off the road (waist height) while the other one is at the landfill site itself (1.8m high). There is no manned access control as the site is only opened by the supervisor when waste is being deposited at the site, all other times it is closed. There are no buildings on site. The access road is good condition which allows unimpeded access to the site. The site also has a notice board in three languages.

5.2 Operation and maintenance

The site is operated in the 'trenching method' where no compaction is done or daily cover applied. When the trench is full, it is covered and a new trench dug. Generally, the site is well operated, with no waste stockpiled outside of the trenches. The site is not visible from the road or any neighbours.

5.3 Documentation

There is no weighbridge present on site however a record is kept of the type of waste and size of vehicle entering the site; this is submitted monthly to iPWIS. There is no formal incidents and complaints register.

As per Clause 6 and 7, the annual submission of Annexure II of the permit, which contains the tonnages received at the site for the previous year, is contained in Appendix C B of this document. It must be noted that only three months of data were available.

5.4 Landfill plant and equipment

There is no landfill plant or equipment on site. It is understood a TLB is brought in when trenches need to be closed.

6 Previous audit reports

Two external audits were previously completed.

- April 2016 - JPCE audit
- April 2017- JPCE audit

The previous external audits have been plotted on a graph against the current audit findings to better analyse trends in permit compliance improvements/decline. Where data is missing it means that condition was not audited at the time.

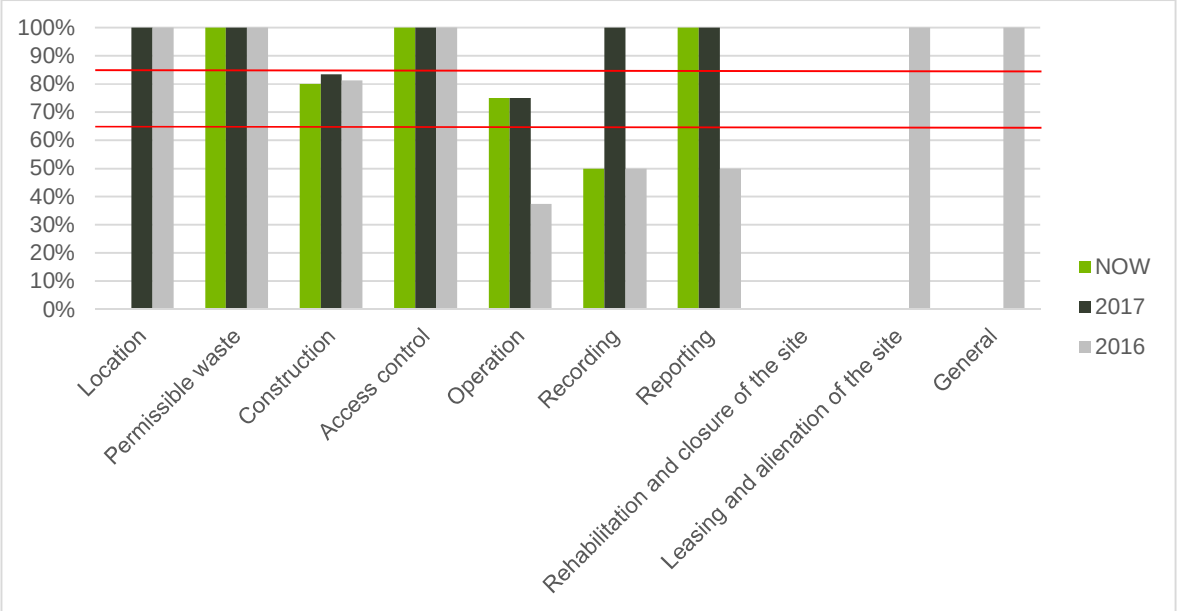


Figure 4 Audit trends

6.1 Repeat audit findings

The following permit conditions continue to be raised in repeat audits as non-compliant:

- Construction – No sanitation facilities on site
- Operation – No compaction and daily cover

6.2 Improvement measures noted

The site is only operated on an *adhoc* basis, no significant changes to the operation of the site have occurred since the previous audit.

7 Recommendations

Table 2 Recommendations

Clause	Action	Cost estimate	Due date
3.6	Ensure the disposal trenches are deep enough to contain both waste and maintain a freeboard of 0.5m	R -	Before the next rainy season
3.9	Ensure the disposal trenches are deep enough to contain both waste and maintain a freeboard of 0.5m		Before the next rainy season

3.13	Since the site is only operated on an adhoc basis and not for a full day, the requirement for sanitation facilities is realistically not required, therefore this will be a repeat audit finding unless the Permit is amended (which is unrealistic for such a minor item). Therefore DEADP should be made aware that this will be a repeat audit finding.	R -	Before the next external audit
5.2	Due to the method of disposal, this will be a repeat audit finding, DEADP should be made aware of this	R -	Before the next external audit
6.1	Annexure II of the Permit must be filled out on an annual basis	R -	Annually

8 Conclusions

Overall, the Op-die-Berg Waste Disposal Facility appears to be a well-run operation in terms of waste management. Waste is disposed of in a controlled and responsible manner.

Minimal quantities of builder's waste and garden waste is received at the site, which is only operated on an *adhoc* basis, when not in use, the facility is closed to the public. All residential waste being collected by the Witzenburg Municipality and disposed of at the Tulbagh Waste Disposal Facility.

Appendix A
Photographic record



Figure 5 Notice board at entrance



Figure 6 Fence around site



Figure 7 Disposal trench



Figure 8 Upstream cut-off berm

Appendix B
Permit

DEPARTEMENT VAN WATERWESE EN BOSBOU
DEPARTMENT OF WATER AFFAIRS AND FORESTRY
LEFAPHA LA METSI LE DIKGWA
UMNYANGO WEZAMANZI NEZAMAHLATHI
RESIDENSIEGEBOU/BUILDING, SCHOEMANSTRAAT 185 SCHOEMAN STREET, PRETORIA

DWI

F (012) 326-1780 326-2715 323-4472
E-
P/B X313
PRETORIA
0001

J. ROSSOUW
(021) 950 7100
16/2/7/H200/D100/Z2

PERMIT NUMBER: 16/2/7/H200/D100/Z2/P325

CLASS: G:C:B+

WASTE DISPOSAL SITE: OP-DIE-BERG WASTE DISPOSAL SITE

LOCATION: PORTION I OF THE FARM KLEINVLEI NO 209

PERMIT HOLDER: BREEDE RIVER DISTRICT COUNCIL

ADDRESS: P.O. BOX 91, WORCESTER, 6849.

PERMIT IN TERMS OF SECTION 20 OF THE ENVIRONMENT CONSERVATION ACT, 1989 (ACT 73 OF 1989)

By virtue of the powers delegated to me by the Minister of Water Affairs and Forestry (hereinafter referred to as "the Minister"), I, Barbara Gay Schreiner, in my capacity as Chief Director: Water Use and Conservation in the Department of Water Affairs and Forestry (hereinafter referred to as "the Department"), hereby, in terms of section 20(1) of the Environment Conservation Act, 1989 (Act 73 of 1989), authorise the abovementioned Permit Holder to establish, further develop and operate the abovementioned waste disposal site, subject to the conditions specified herein.

PERMIT CONDITIONS

In this Permit, "Regional Director" means the Regional Director: Western Cape of the Department who may be contacted at the address below:

Regional Director: Western Cape
Department of Water Affairs and Forestry
Private Bag X16
SANLAMHOF
7532

1. **LOCATION**

1.1 This Permit authorises the establishment, further development and operation of a waste disposal site on Portion I of the farm Kleinvlei No 209, (hereinafter referred to as "the Site") according to the report 108/599 by BKS Consulting Engineers, dated February 1998 (hereinafter referred to as "the Report"), submitted by the Permit Holder.

The location of the Site shall be according to the co-ordinates indicated on the permit application form, submitted by the Permit Holder.

2. PERMISSIBLE WASTE

2.1 The Site may be used for the disposal of all waste types, excluding those listed in Annexure I and excluding those where specific control has been established in terms of the Nuclear Energy Act, 1993 (Act 131 of 1993). Waste types controlled in terms of the Minerals Act, 1991 (Act 50 of 1991) and the Electricity Act, 1987 (Act 41 of 1987) are also excluded from disposal on the Site unless written permission has been obtained from the Regional Director.

2.2 The Permit Holder shall take all reasonable steps to ensure that -

2.2.1 no organic or inorganic element or compound which may have a definite acute or chronic negative effect on human or animal health and/or the environment, due to its toxic, physical, chemical or persistent characteristics and which corresponds with the UNEP definition of hazardous waste be disposed of on the Site;

2.2.2 no medical waste be disposed of on the Site; and

2.2.3 no scheduled pharmaceutical products registered in terms of the Medicines and Related Substances Control Act, 1965 (Act 101 of 1965) or associated containers be disposed of on the Site.

3. CONSTRUCTION

3.1 The Site or any portion thereof may only be used for the disposal of permissible waste if the Site or any such portion has been constructed or developed according to condition 3 of this Permit.

3.2 Construction and further development within the Site shall be carried out under the supervision of a suitably qualified person proposed by the Permit Holder and approved by the Regional Director.

3.3 After construction of the Site or further development within the Site, the Permit Holder shall notify the Regional Director thereof and the person referred to in condition 3.2 shall submit a certificate or alternatively a letter to the Regional Director that the construction of the Site or further development within the Site, as proposed by the Permit Holder and approved by the Regional Director, is in accordance with recognised civil engineering practice before disposal may commence on the Site. The completed construction works of the Site shall be inspected by an official of the Department and the person referred to in condition 3.2. If the Regional Director is satisfied with the construction of

the Site or any further development within the Site and has given written permission, the Permit Holder may use the Site or any further development within the Site for the disposal of waste.

3.4 The Permit Holder shall take all reasonable steps, such as suitable zoning and/or written agreements with adjacent landowners, to establish and maintain an unbuilt area or "buffer zone" of 200 metres between the Site and the nearest residential and/or light industrial areas during the operative life of the Site. Heavy industries or industries which may create nuisance conditions may be permitted within the buffer zone in terms of the appropriate legislation.

3.5 Works shall be constructed and maintained on a continuous basis by the Permit Holder to divert and drain from the Site in a legal manner, all runoff water arising on land adjacent to the Site, which could be expected as a result of the estimated maximum precipitation during a period of 24 hours with an average frequency of once in fifty years (hereinafter referred to as the "estimated maximum precipitation"). Such works shall, under the said rainfall event, maintain a freeboard of half a metre.

3.6 Works shall be constructed and maintained on a continuous basis by the Permit Holder to divert and drain from the working face of the Site, all runoff water arising on the Site, which could be expected as a result of the estimated maximum precipitation and to prevent such runoff water from coming into contact with leachate from the Site. Such works shall, under the said rainfall event, maintain a freeboard of half a metre.

3.7 Runoff water referred to in condition 3.6 shall comply with the quality requirements of the General Standard, prescribed in terms of section 21(1)(a) of the Water Act, 1956 as published in Government Notice 991 of 18 May 1984, or with such quality requirements as may from time to time be determined by the Minister and shall be drained from the Site in a legal manner.

3.8 Runoff water referred to in condition 3.6 which does not comply with the quality requirements applicable in terms of condition 3.7 and all leachate shall, by means of works which shall be constructed and maintained on a continuous basis by the Permit Holder -

3.8.1 be treated to comply with the aforementioned standard and discharged in a legal manner; and/or,

3.8.2 with the written approval of the Regional Director be evaporated in dams and/or be evaporated by spraying over those portions of the Site which comply with the requirements set in terms of condition 3.1.

3.9 Works constructed in compliance with condition 3.8 shall be of such a capacity as to accommodate all runoff and leachate which could be expected as a result of the estimated maximum

precipitation. Such works shall, under the said rainfall event, maintain a freeboard of half a metre.

3.10 The Site shall be constructed in accordance with recognised civil engineering practice to ensure that it remains stable.

3.11 The maximum height of the Site above ground level shall not exceed 0,5 metres.

3.12 The slope of the sides of the Site shall be constructed in such a manner that little or no erosion occurs.

3.13 The Permit Holder shall make provision for adequate sanitation facilities on the Site.

4. ACCESS CONTROL

4.1 Weatherproof, durable and legible notices in at least three official languages applicable in the area, shall be displayed at each entrance to the Site. These notices shall prohibit unauthorised entry and state the hours of operation, the name, address and telephone number of the Permit Holder and the person responsible for the operation of the Site.

4.2 The Site shall be fenced and/or secured to reasonably prevent unauthorised entry.

4.3 The Permit Holder shall take all reasonable steps to maintain service roads in a condition which ensures unimpeded access to the Site for vehicles transporting waste and to keep the roads free of waste.

4.4 The Permit Holder shall ensure that all entrance gates are manned during the hours of operation and locked outside the hours of operation.

4.5 The Permit Holder shall ensure effective access control.

4.6 The Permit Holder shall take all reasonable steps to prevent the disposal of waste on the Site for which the Site has not been approved.

5. OPERATION

5.1 Waste disposal and operation shall be done according to the relevant minimum requirements, Operational Report no 108/599 dated February 1998, the conditions of this Permit and any other written instruction by the Department.

5.2 Waste disposed of on the Site shall be compacted and covered on a daily basis with a minimum of 150 millimetres of soil or other material approved by the Regional Director.

5.3 The Permit Holder shall take all reasonable steps to ensure that the Site is operated in a manner which shall prevent the creation of nuisance conditions or health hazards.

5.4 Waste disposed of on the Site may not be reclaimed.

6. RECORDING

6.1 The Permit Holder shall keep a record of and update all the information referred to in Annexure II on an annual basis.

7. REPORTING

7.1 The information required in terms of condition 6.1 shall be submitted to the Regional Director within a period of one year from the date of issuing of this Permit and annually thereafter.

8. REHABILITATION AND CLOSURE OF THE SITE

8.1 The Permit Holder shall, at least 60 days prior to the intended closure of the Site, notify the Regional Director by registered mail of such closure and submit final rehabilitation plans for his approval.

8.2 Immediately following the cessation of operations with the intention to close the Site, the surface of the Site shall be covered in such a way that –

8.2.1 the formation of pools due to rain is prevented;

8.2.2 free surface runoff of rain-water is ensured; and

8.2.3 no objects or materials which may hamper the rehabilitation of the Site are present.

8.3 The Permit Holder shall rehabilitate the Site in accordance with a rehabilitation plan, which shall be submitted by the Permit Holder and which shall be to the satisfaction of the Regional Director.

9. LEASING AND ALIENATION OF THE SITE

9.1 Should the Permit Holder want to alienate or lease the Site, he shall notify the Regional Director in writing of such an intention at least 60 days prior to the said transaction.

10. GENERAL

10.1 This Permit shall not be transferable.

10.2 This Permit shall not be construed as exempting the Permit Holder from compliance with the provisions of the Health Act, 1977 (Act 63 of 1977), the Water Act, 1956 (Act 54 of 1956) or any other applicable act, ordinance, regulation or by-law.

CHIEF DIRECTOR: WATER USE AND CONSERVATION
p.p. MINISTER OF WATER AFFAIRS AND FORESTRY

DATE: 11.12.96

ANNEXURE I

WASTE WHICH SHALL NOT BE ACCEPTED ON THE SITE

1. Waste considered to be dangerous by virtue of their fire hazard. That is all waste with a closed cup flashpoint < 61°C.

2. Any waste with a substance which is a Group A and/or Group B carcinogen. Group A carcinogens have been clinically and epidemiologically proven in humans. Group B carcinogens have been proven without doubt in laboratory animals.

3. Any waste with a substance at a concentration greater than 1% which is a Group C and/or Group D carcinogen. Group C carcinogens have shown limited evidence in animals. Group D carcinogen – the available data is inadequate and doubtful.

4. Any waste with a substance which is a Mutagen.

5. Any infectious waste, unless it has been incinerated at 800°C or higher for at least 1 second. Infectious waste is waste which is generated during the diagnosis, treatment or immunisation of humans or animals; in the research pertaining to this; in the manufacturing or testing of biological agents -including blood, blood products and contaminated blood products, cultures, pathological wastes, sharps, human and animal anatomical wastes and isolation waste that contain or may contain infectious substances.

6. Any waste with a substance with a LD_{50} for acute oral toxicity smaller and equals to 5000 mg/kg. The LD_{50} for acute oral toxicity shall be as defined in SABS 0228:1995.

7. Any waste with a substance with a LD_{50} for acute dermal toxicity smaller and equals to 2000 mg/kg. The LD_{50} for acute toxicity on dermal toxicity shall be as defined in SABS 0228:1995.

8. Any waste with a substance with a LC_{50} for acute toxicity on inhalation smaller and equals to 10mg/l. The LC_{50} for acute toxicity on inhalation shall be as defined in SABS 0228:1995.

9. Any waste with a substance with a LC_{50} (96hr) for acute ecotoxicity smaller and equals to 1000 mg/l.

10. All waste with a pH less than 6 or greater than 12.

11. All material which falls in Class 1 (explosives), Class 2 (compressed gases) and Class 7 (radioactive materials), as specified in SABS 0228:1995.

12. Any waste which is difficult to analyse and classify.

13. Any complexes of heavy metal cations, paints and paint sludges, or laboratory chemicals.

ANNEXURE II

INFORMATION WHICH SHALL BE SUBMITTED ON AN ANNUAL BASIS: CONDITION 6.1

NAME OF SITE:_____ DATE OF REPORT Y Y Y Y M M D D

1. Registered owner(s) of property on which disposal site is situated:

Name.....

Postal Address..... Telephone Code & No .....

..... Fax Code & No.....

..... Postal Code..... Telex No.....

2. Name of Operator in control of disposal site:

.....

Telephone code & number .....After hours .....

Identity number.....

Educational qualifications (*). std 6 ☐ diploma ☐
std 8 ☐ higher diploma ☐
matric ☐ degree ☐
other (specify).....

3. (a) Latest estimated lifetime of the disposal site .....yrs

(b) Indicate the type of waste and approximate quantities of waste disposed of during the year.

Type of waste	Quantity (m^3 $annum^{-1}$)	Compacted (C)	Uncompacted (U)
Non-hazardous waste			
Household	.....	☐	☐
Garden refuse	.....	☐	☐
Building rubble	.....	☐	☐
Industrial (not hazardous)	.....	☐	☐
- (specify)	.....	☐	☐
-	.....	☐	☐
TOTAL	.....		
Hazardous waste			
- Flammable solids	.....	☐	☐
- Flammable liquids	.....	☐	☐
- Oxidising agents	.....	☐	☐
- Toxic wastes	.....	☐	☐
- Corrosive wastes	.....	☐	☐
- Hospital and infectious wastes	.....	☐	☐
- (specify)	.....	☐	☐
-	.....	☐	☐
TOTAL	.....		

** Indicate with an X*

4.(a) Indicate the method of disposal of waste (*). Landbuilding ☐ Landfilling ☐

(b) Indicate the present dimensions of the site in metres.

Height/depth	.....
Length	.....
Breadth	.....

5. Indicate the applicable waste types and quantities salvaged during the year (*)

No salvaging undertaken ☐

	Type	Quantity (m^3)		Type	Quantity (m^3)
☐	Paper/wood fibre	.....	☐	Rubber	.....
☐	Plastics	.....	☐	Textiles	.....
☐	Glass	.....	☐	Iron	.....
☐	Copper	.....	☐	Aluminium	.....
☐	Zinc	.....	☐	Lead	.....
☐	Phosphorgypsum	.....	☐	Fly-ash	.....
☐	Waste for composting	.....	☐	Food residues	.....
☐	Flammable gases	.....	Other	.....	.....
Other	.....	.....	Other	.....	.....
Other	.....	.....	Other	.....	.....

6. Indicate the types, sources and approximate quantities of available covering material (*).

Type		Sources	Quantity m^3
☐	Soil	.....	.....
☐	Sand	.....	.....
☐	Ash	.....	.....
☐	Gravel	.....	.....
☐	Clay	.....	.....
☐	Building rubble	.....	.....
Other (specify)		.....	.....
.....		.....	.....
.....		.....	.....
.....		.....	.....

** Indicate with an X*

Signature .....

Capacity.....

Place..... Date.....

Appendix C
Permit Annexure II

Waste Activity Management Report

Op Die Berg Waste Disposal Site: Waste Disposal

2017 December

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001203
Submission Date	2018-03-16 09:42:44	**WIR Number**	D04146-01

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	.0000
GW10 - Commercial and industrial...	WC022 - Witzenberg	.0000
GW20 - Organic waste	WC022 - Witzenberg	.0000
GW30 - Construction and demoliti...	WC022 - Witzenberg	.0000

Waste Activity Management Report

Op Die Berg Waste Disposal Site: Waste Disposal

2018 February

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001203
Submission Date	2018-03-16 09:45:46	**WIR Number**	D04146-01

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	.0000
GW10 - Commercial and industrial...	WC022 - Witzenberg	.0000
GW20 - Organic waste	WC022 - Witzenberg	.0000
GW30 - Construction and demoliti...	WC022 - Witzenberg	.0000

Waste Activity Management Report

Op Die Berg Waste Disposal Site: Waste Disposal

2018 January

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001203
Submission Date	2018-03-16 09:44:17	**WIR Number**	D04146-01

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	.0000
GW10 - Commercial and industrial...	WC022 - Witzenberg	.0000
GW20 - Organic waste	WC022 - Witzenberg	.0000
GW30 - Construction and demoliti...	WC022 - Witzenberg	.0000

Certificate of Registration

This is to certify that:

Op die berg landfill site

.....

has been registered as a:

Waste Disposal Facility

.....

With the Western Cape Government Environmental Affairs and Development Planning and has been issued with the following registration number for use when reporting to the Integrated Pollutant and Waste Information System

WIR NUMBER: D04146-01 .....

IPWIS NUMBER: W401001203 .....

DATE OF REGISTRATION: 2015-04-22 .....

Western Cape Government
Environmental Affairs & Development Planning

BETTER TOGETHER.

Document prepared by

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Swaziland, Tanzania, Thailand, Uganda,
United Arab Emirates, Vietnam, Zambia,

External WML Compliance Audit

Tulbagh Waste Disposal Facility

Witzenburg Municipality

Reference: 500696

Revision: 1

2019-04-12

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

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Name	Jeanne-Louise Wiese	Name	M Muller
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Contents

1 Introduction 5
2 Site details 5
3 Compliance rating 5
4 Site inspection 8
4.1 Access control 8
4.2 Operation and maintenance 8
4.3 Documentation 8
4.4 Water monitoring 9
4.5 WDF plant and equipment 9

5 Audit checklist 10
6 Previous audit reports 27
6.1 Repeat audit findings 27
6.2 Improvement measures noted 30

7 Conclusions 32

Appendices

Appendix A
Photographic record

Appendix B
Waste Management License (WML)

Appendix C
Permit Annexure I & II

Appendix D
Monthly tonnage data (iPWIS)

Appendix E
Proof of audit submission to DEA&DP

Appendix F
Groundwater & Leachate trend graphs

Appendix G
Monitoring Committee Information

Figures

FIGURE 1 SITE LOCATION 6
FIGURE 2 EXTERNAL AUDIT SCORES 7
FIGURE 3 COMPLIANCE AUDIT SCORES PER SECTION OF THE WML 8
FIGURE 4 BOREHOLE WITH LOCKABLE LID 33
FIGURE 5 COMPACTION UNDERTAKEN BY EXCAVATOR BUCKET 33
FIGURE 6 ACCESS GATE TO WDF 33
FIGURE 7 EPWP PROGRAM FOR SITE CLEARING AND RECYCLING 33
FIGURE 8 WASTE SORTING AND RECYCLING ON SITE 33
FIGURE 9 STORMWATER CONTAINMENT POND 33
FIGURE 10 LITTER INSIDE THE FENCED AREA 34
FIGURE 11 LITTER OUTSIDE OF FENCED AREA IN STORMWATER CHANNEL 34
FIGURE 12 WIND-BLOWN LITTER AGAINST DAMWALL ON EASTERN SIDE, OUTSIDE WDF 34
FIGURE 13 EXCESSIVE DUST FROM VEHICLES 34

Tables

TABLE 1 AUDIT SCORING VALUES 5
TABLE 2 AUDIT RESULTS FROM 29 MARCH 2019 10
TABLE 3 SUMMARY OF REPEAT FINDINGS FROM PREVIOUS AUDITS AND CURRENT AUDIT 27
TABLE 4 IMPROVEMENT MEASURES FROM PREVIOUS AUDIT FINDINGS 30

1 Introduction

Aurecon was appointed in March 2019 by the Witzenberg Municipality (WM) to conduct the bi-annual external licence compliance audit of the Tulbagh Waste Disposal Facility (WDF) as required by the variation licence number No. 19/2/5/4/B5/14/WL0056/15 (15 July 2014) issued by the Western Cape Department of Environmental Affairs and Development Planning (DEADP) in terms of the National Environmental Management: Waste Act, 2008 (Act No.59 of 2008)(NEMWA). See **Appendix B** for the Waste Management Licence (WML).

The original permit (16/2/7/G100/D6/Z1/P305) was issued on July 1998 and has been superseded by the variation licence. The licence issued was appealed by the public and the WM is currently undergoing a Basic Assessment amendment process to update the licence (if authorised). Until such time as the new licence has been issued, compliance to the existing licence should be monitored. Previous external audits done at the WDF are summarised below:

ECA Section 20 Permit audits (Ref no: 16/2/7/G100/D6/Z1):

13 October 2015 – DEA&DP

Variation licence audits (Ref no: 19/2/5/4/B5/14/WL0056/16):

4 Oct 2017 - DEA&DP

19 April 2018 – Aurecon 18 October 2018 - DEA&DP

The site inspection for the external audit and verification was conducted by Ms. Jeanne-Louise Wiese of Aurecon on 29 March 2019. The criteria used for the audit was the specific variation license conditions, licence No. 19/2/5/4/B5/14/WL0056/15 . The weather on the day was clear and warm.

2 Site details

The Tulbagh WDF is located approximately 2 km north west of the centre of the town Tulbagh, on Drostdy Avenue (off Waveren road). Please refer to **Figure 1** below for a locality map.

3 Compliance rating

The audit was scored according to the following values in the table below:

Table 1 Audit scoring values

Description	Score
N/A	-
Non-Compliant	0
Partially Compliant	1
Complaint	2

* Not scored

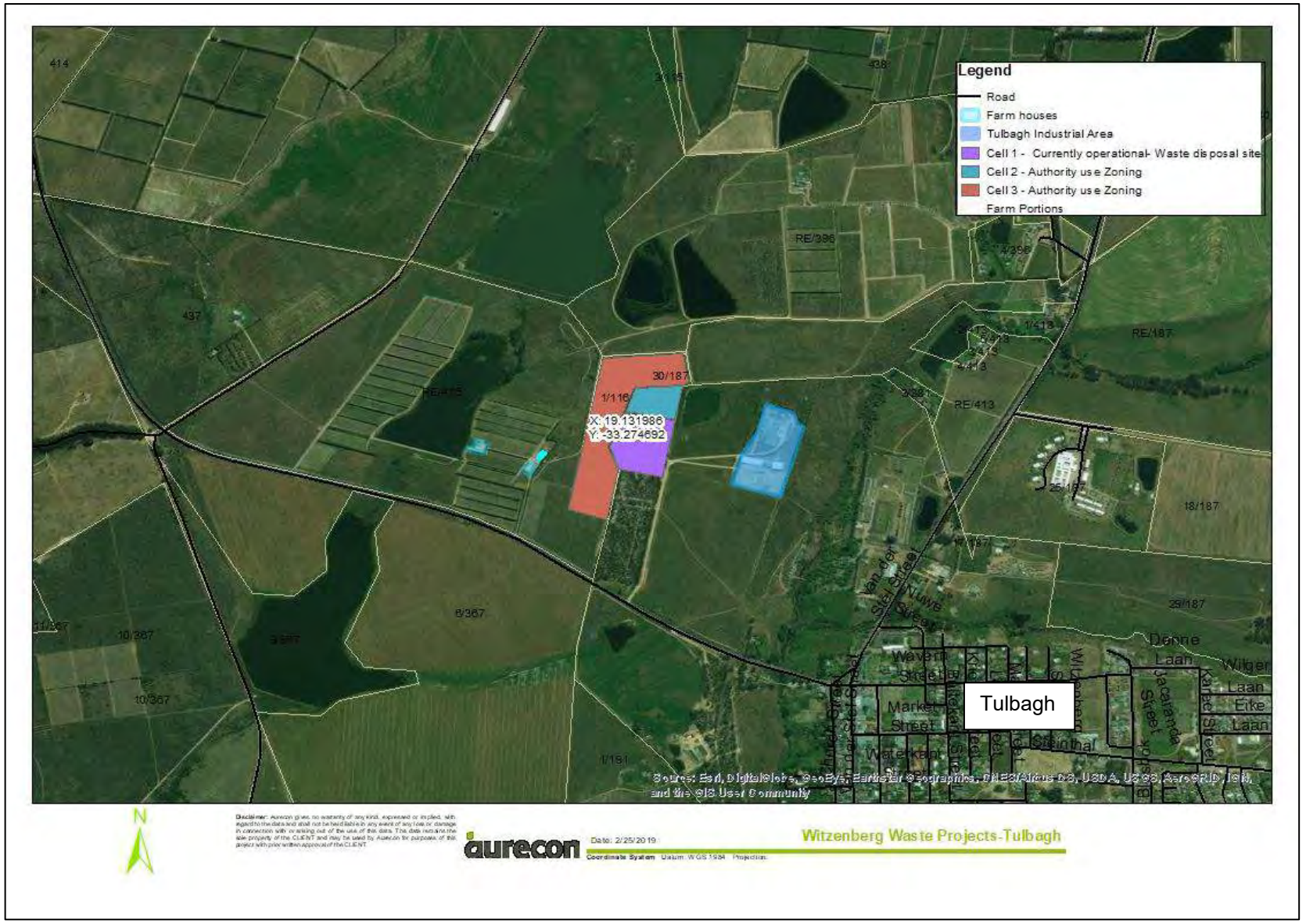


Figure 1 Site location

Overall, of the 135 permit conditions, only 92 were applicable and audited. Therefore, the maximum score achievable is 184. The results of this audit are an overall score of 159, broken-down as detailed below:

92	85.87%	23
PERMIT CONDITIONS AUDITED	OVERALL SCORE	NON-COMPLIANCES

This score can be compared to previous external audit scores as illustrated below.

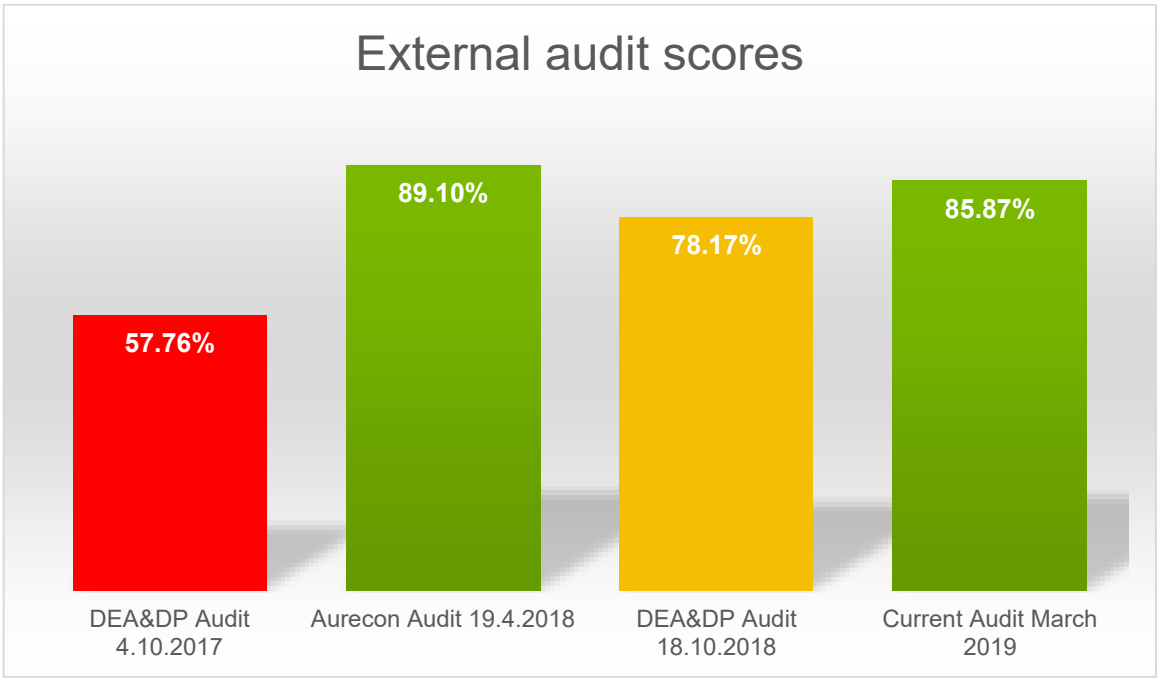


Figure 2 External audit scores

This can be broken down further into the permit heading titles to see which categories need attention. Anything above 85% is considered acceptable (green), between 65-84% requires attention (amber) while anything below 65% requires urgent attention and immediate action (red).

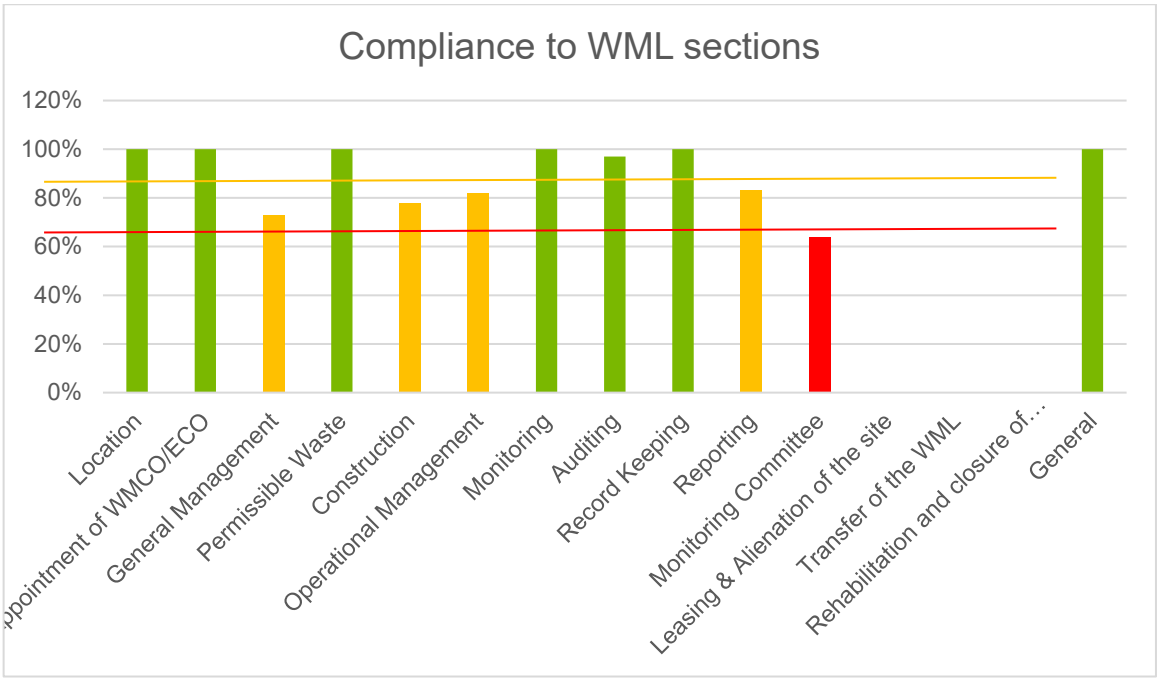


Figure 3 **Compliance audit scores per section of the WML**

4 Site inspection

4.1 Access control

The access control measures are in place meet the permit conditions. The entire site is fenced with a diamond mesh fence (1.8m high). There is a manned and gated access point. The access road is good condition which allows unimpeded access to the site. The site also has a notice board in three languages.

4.2 Operation and maintenance

Figure 2 above indicates a steady improvement in operational management of the Tulbagh WDF. Some of the most important improvements made include stormwater containment collection on site, groundwater monitoring, leachate monitoring and waste recycling on site. The auditor is however of the opinion that there is not sufficient cover material available for effective daily covering of waste since the eastern and northern sides of the WDF has large amounts of exposed waste, which should have been covered and revegetated by this stage. (Refer to **Figure 1**). All disposal is taking place outside of the current operational cell. There is also inadequate collection of wind-blown litter on the adjacent properties, especially east and north of the WDF (including the dam to the east).

There is a small recycling operation on the site, which is run by a private business to provide employment opportunities for people with disabilities.

The landfill supervisor and personnel have undergone appropriate training in “Waste Awareness” which is accredited by the Institute of Waste Management of South Africa (IWMSA).

4.3 Documentation

There is no weighbridge present on site however record is kept of the type of waste and size of vehicle entering the site; this is submitted monthly to iPWIS, see **Appendix D** . The WML, Operational Plan, Emergency Response Plan and complaints register is also kept on site.

4.4 Water monitoring

There are three boreholes on site (one upstream and two downstream). Samples are taken on an annual basis and were sampled on:

- 9 June 2014
- 25 September 2014
- 5 May 2015
- 16 September 2015
- 5 April 2016
- 12 June 2017
- 4 October 2018
- 1 March 2019

The water samples were tested by AL Abbott and Associates (Pty) Ltd, a SANAS accredited laboratory. Testing was done in accordance with the water quality variables listed in the Permit Annexure I and II (See attached **Appendix C**. The only variable that was not tested for was 'free and saline ammonia (NH_4-N)'. Water quality is only tested on an annual basis and not bi-annual as required by the permit (although this was done during 2014 and 2015).

On average, the results of the groundwater quality tests fall within SANS 241-1:2015 acceptable parameters, except for E.coli, Total Coliform Bacteria and Heterotrophic Plate Count. It is unlikely that these elevated results are as a result of the WDF since the site only accepts general waste. The Witzenberg Municipality should investigate the reasons for the elevated levels.

4.5 WDF plant and equipment

The WDF plant and equipment on site was observed to be in good working order and fairly adequate to undertake the daily operational tasks required. It would however be recommended to obtain a compactor instead of using the onsite excavator bucket for compacting.

5 Audit checklist

The site was audited against the conditions contained within the variation license (Ref. No: 9/2/5/4/B5/14/WL0056/16).

Table 2 Audit results from 29 March 2019

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
1. LOCATION					
1.1 This Licence authorises the Witzenberg Municipality to dispose of and recover general waste on remainder of Erf I , Portion I of the farm Middelpos No. 1 16 and Portion 30 of the farm Kruys Valley No. 187, Division of Tulbagh, Winelands District Municipality.	**2**	**n/a**	**n/a**	**2**	The site has been established on the remainder of Erf 1.
1.2 The location of the Facility must be according to co-ordinates indicated in the Waste Management Licence Application Additional Information Annexure dated March 2016,	**n/a**	**2**	**2**	**2**	The site is located at the correct co-ordinates
1.3 The surveyor General (SG21) digit codes are: C07500030000000100000 C07500030000016600001 C07500030000018700030	**2**	**n/a**	**0**	**2**	The site has been established on C07500030000000100000.
1.4 The size of the property within which the activity is undertaken is approximately 128 678 m^2. The current (Phase I) development footprint is approximately 29 624m^2.	**n/a**	**n/a**	**1**	**2**	The phase1 development (Cell 1) covers approximately 30 000m^2. There is however dumping taking place on Cell 2 (Refer to **Figure 1** above). The total area of disturbance amounts to approximately 47 428m^2. It does however still fall within the permitted footprint of 128678m^2
1.5 The Licence Holder shall within a period of 60 days from the date of issuing of this Licence, apply for the rezoning of all the licenced land for waste disposal purposes. Should the Licence Holder be unsuccessful in rezoning the Facility for waste disposal purposes within a period of (two) years from the date of issuing of this Licence, a written motivation shall be provided to the Director defining the reasons why the application for rezoning failed. The Director shall then take an appropriate decision regarding the future of the Facility	**n/a**	**n/a**	**2**	**2**	Rezoning is not required since the site is located on land zoned for “Authority use” which includes waste disposal activities.

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
1.6 The Licence Holder shall take all reasonable steps, such as buying out land or acquiring servitudes, to prevent the development of further residential and / or light industrial areas closer to the Facility. Heavy industries or industries which may create nuisance conditions may be permitted within the buffer zone in terms of the appropriate legislation.	2	2	n/a	2	No development within buffer area (Cell 3). Refer to **Figure 1**.
2. APPOINTMENT OF WASTE MANAGEMENT CONTROL OFFICER / ENVIRONMENTAL CONTROL OFFICER					
2.1 Waste Management Control Officer (WMCO) or Environmental Control Officer (ECO) must be appointed, who will monitor and ensure compliance and the correct implementation of all mitigation measures and provisions as stipulated in the Licence and Environmental Management Programme (EMP). The WMCO/ ECO must-	2	2	2	2	Mr Johnny Jacobs of the WM is the WMCO.
2.1.1 Report any non-compliance with any Licence conditions or requirements or provisions of NEM: WA to the Licensing Authority through means reasonably available.	1	n/a	n/a	2	Previous audit reports submitted to DEA&DP (See **Appendix E – Proof of audit submission to DEA&DP**)
2.1.2 Monitor any future construction activities and ensure that the construction plans are in accordance with the approved engineering design.	1	n/a	1	2	Construction activities are monitored. Awaiting decision on current BAR amendment process for license variation to expand operations from Cell 1 to Cell 2. This process involves professional engineering designs for the expansion.
2.2 The duties and responsibility of the WMCO/ ECO should not be seen as exempting the Licence Holder from any other legal obligation in terms of the NEM:WA	n/a	n/a	n/a	2	Currently undergoing BAR amendment process to authorise the expansion of the facility and ensure compliance and feasibility of license conditions.
3. GENERAL MANAGEMENT					
3.1 The EMP, submitted as part of the final BAR, is hereby approved and must be implemented together with all the conditions of this Licence	0	n/a	1	1	An effort is made to implement the license conditions and a copy is retained on site, including the Operational plan compiled by JPCE (EMP). There was however only evidence of site supervisor obtaining environmental training but not the rest of the staff.
3.2 A copy of this Licence, the EMP and the Operational Plan must be kept at the Facility where the activity will be undertaken. These documents must be produced to any authorised official of the Department who requests to see them and must be made available for inspection by any employee or agent of the holder of the Licence who works or undertakes work at the Facility	2	1	2	1	The WML and Operational Plan is available on site. There was however no copy of the EMP.

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
3.3 The Facility must be managed by fit and proper persons who are competent in respect of the responsibilities to be undertaken by them.	1	2	2	2	Managed by a competent person (Mr. Johnny Jacobs)
3.4 The Licence Holder shall remain responsible for the Facility, and/or any of its impacts on the environment	n/a	n/a	n/a	2	The License Holder is the Witzenberg Municipality and they take full responsibility for the impacts on the environment by applying for a variation license application to authorise the expansion of the WDF.
3.5 The Licence Holder must notify the Director immediately of events or incidents that may cause significant environmental damage or breach the requirements of the Licence, EMP or Operational Plan.	n/a	2	n/a	n/a	There was no evidence of any incidents on site to be reported.
3.6 Waste should be managed in such a way as not to cause any nuisance conditions to the surrounding area.	1	2	1	0	The surrounding area is littered with wind-blown waste from the WDF. Measures should be implemented to undertake regular clean-ups around the WDF on adjacent properties and the dam to the east. **Refer to Appendix A for site photographs of the litter.**
3.7 Staff should receive a basic level of environmental awareness training, and be trained on the identification and proper handling of waste	2	2	2	2	Staff have undergone environmental awareness training through the LGSET during 2018.
3.8 An Emergency Response Plan (ERP) must be developed in accordance to the EMP, and all staff must be trained in the implementation thereof. The ERP should be regularly updated and must include fire evacuations, injury on duty and accidents caused by unexpected hazardous waste ending up in the Facility	0	1	2	2	A copy of Emergency Response Plan was kept on site together with the License conditions and Operational Plan (JPCE, 2015).
3.9 All fires at the Facility must be treated as a potential emergency and dealt with accordingly i.e. the Licence Holder must develop and implement a routine fire procedure to extinguish any fires present on the Facility as soon as possible, even after normal working hours (refer to EMP).	0	2	2	n/a	No fires recorded or present on site.
3.10 The Facility must comply with the Provincial Noise Control Regulations P.N. 200/2013 as promulgated under ECA	n/a	2	n/a	2	No noise complaints received, the site had operational vehicles on site during the audit but for a rural area it should not be considered a nuisance.
3.11. The presence of any nuisance conditions must be monitored and measures must be undertaken to rectify the presence of each nuisance condition	1	2	1	0	There are fly traps installed around the site. The surrounding area is littered with wind-blown waste from the WDF. Measures should be implemented to undertake regular clean-ups around the WDF on adjacent properties and the dam to the east. **Refer to Appendix A for site photographs of the litter.**

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
3.12 The Licence Holder must minimise the proliferation of vermin at the Facility by implementing appropriate measures	2	2	2	2	No vermin noted during inspection
3.13 In order to prevent nuisance conditions, pollution and/or littering incidents, the Licence Holder must ensure that all waste storage containers are not overfilled and must be accessible	0	2	2	2	Only two bins kept on site, both are managed well
3.14 Any complaint from the public must be attended to by the Licence Holder, who must take all reasonable and practical steps to alleviate the cause of the complaint within a reasonable timeframe to the satisfaction of the Department and record it in terms of Condition 9.	2	2	2	2	Complaint register kept on site. No complaints recorded.
3.15 Duty of care should be exercised in accordance with section 28 of the National Environmental Management Act (Act 107 of 1998) (NEMA), to prevent pollution and environmental degradation.	2	n/a	2	1	Duty of care is exercised by improving on waste covering, construction of a stormwater containment pond below the WDF, regular litter clean-up and recycling of waste by disabled personnel. It should however be noted that the surrounding landscape is littered with wind-blown waste and clean-up can be improved on, as well as daily compacting and covering of waste.
4. PERMISSIBLE WASTE					
4.1 Any portion of the Facility as demarcated in Condition 1.2, may be used for the disposing of, recovery and sorting, of general waste. Only waste that is classified as general waste according to the NEM:WA or any current and future Norms and Standards developed by the Department is permitted	2	2	2	2	Only general waste was noted on the day of the inspection. All disposing, and sorting is done within the site boundary.
4.2 No hazardous waste is permitted to be disposed of at the Facility. If more than 80m 3 of hazardous waste is going to be stored at the Facility. registration in terms of the relevant National Norms and Standards for the Storage of Waste (GN No. 926) must be done.	2	2	2	2	No hazardous or health care risk waste was observed on site at the time of the audit. All loads are checked by site supervisor before dumping takes place.
4.3 The Licence Holder must prevent the acceptance of any waste not authorised at the Facility.	2	2	2	2	No unauthorised waste was noted at the time of the audit. All waste vehicles entering the site are checked by the site supervisor at the gate.
4.4 All waste loads must be checked at the gate according to the EMP to prevent the disposal of waste not permitted by this Licence.	2	2	2	2	At the time of the audit checking of all loads entering the site was observed
5. CONSTRUCTION					
5.1 Administration and General					

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
5.1.1 This Licence must be made binding to the main contractor as well as individual contractors and should be included in tender documentation for the construction contract	n/a	n/a	n/a	n/a	Noted. No construction activities are currently taking place.
5.1.2 The Facility construction must be carried out under the supervision of a WMCO/ ECO who must submit a declaration to the Director upon completion that all possible mitigation measures have been put in place and highlight likely deficiencies before commencement of the listed activities.	n/a	n/a	n/a	n/a	No construction activities taking place
5.1.3 Should any archaeological artefacts be exposed during excavation, the construction in the vicinity of the finding must be stopped. Under no circumstances shall any artefacts be destroyed. Such an archaeological site must be marked and fenced off, and South African Heritage Resource Agency must be contacted within 48 hours	n/a	n/a	n/a	n/a	Noted. This condition would be valid for any new development or excavation on Cell 2. At the time of the audit there was only disposal taking place on Cell 1.
5.1.4 Construction of the Facility must be according the EMP, Operational Plan and Drawing Al 99/901, and compliant with recognized civil engineering standards.	1	n/a	n/a	n/a	
5.1.5 The Licence Holder must conduct a topographic survey of the waste body within 3 (three) months of the date of this Licence and thereafter every 2 (two) years to determine the contours of the waste body and calculate the available airspace, side slopes and final height of the Facility and submit the contours and calculations to the Director within 3 (three) months of the survey. These surveys must confirm that the waste body is constructed according to the Operational Plan and Drawing A 1 99/901	0	2	2	2	A survey was undertaken in October 2018. The previous survey was done at the time of the permit amendment in July 2016.
5.2 Waste Disposal Infrastructure					
5.2.1 The footprint of the waste body of Phase I, as described in the Operational Plan may not exceed the outline as indicated in Drawing A 1 99/901	2	n/a	2	2	The footprint of Phase 1 as indicated in the Operational Plan has not been exceeded since this footprint extends across Cell 1 and Cell 2..
5.2.2 The design and construction of any further phases within the licenced boundaries must be lined with a containment barrier for a Class B waste disposal facility as prescribed in GN No. R. 636, or an alternative design authorised by the Director in consultation with the Provincial Head	n/a	n/a	n/a	2	No construction activities taking place on Cell 3.
5.2.3 A two-way access road must be constructed with material that is suitable for road building. This access road must also be maintained to facilitate easy access to the Facility and the active cells	2	2	2	2	The road is constructed of wearing course gravel and suitable to access the site. The site ramp onto the working area of the WDF is compacted gravel.
5.2.4. The Licence Holder must ensure that the maximum height of the waste body does not exceed 175 metres above mean sea level (mamsl).	n/a	n/a	2	2	From the latest survey data (Oct 2018) it shows that the WDF does not exceed 175m AMSL.

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
5.2.5 The side slope of the waste body, above ground, may not be steeper than a 1 vertical: 4 height gradient and maintained in such a manner that erosion is prevented.	0	1	0	0	From the latest survey data (Oct 2018) it shows that the WDF is in some places steeper than 1:4. The Witzenberg Municipality is currently undertaking a design process for expansion of the WDF which would include plans to limit side slopes to no steeper than 1:3.
5.2.6 A special waste cell must be constructed and be accessible to handle general waste in prolonged periods in inclement weather conditions, if required.	1	n/a	2	n/a	Site inspected before the wet season, no wet weather cell in place or required at this time
5.2.7 An outer perimeter lift berm must be constructed on the existing waste body according to the Operational Plan.	1	2	0	2	In place
5.2.8 Daily cell-building in the construction of the waste area or lifts must be implemented according to the Operational Plan, to ensure that the working face is kept to a minimum, available airspace is optimised, and nuisance conditions are minimised.	0	2	1	2	In place
5.2.9 Daily compaction of the waste using the 'ramp method' must be implemented, while 'end tipping' is prohibited	0	2	1	1	At the time of the audit an excavator was busy compacting the waste using the lift bucket (it should be noted that this is not preferred practice and that a formal compactor should be used). There were no signs of end-tipping across the boundaries of the site. There is however no covering of waste on the northern sides, but this does not seem to be recent end-tipping.
5.2.10 A stockpile of acceptable daily cover material to cover the compacted waste with a 150mm thick layer, over a two-week period, must be maintained at all times.	1	2	0	0	Sufficient material does not appear to be available for daily covering, as large areas of waste were exposed at the time of the audit. The stockpile available would not be sufficient as cover for the exposed area. all.
5.2.11 The Licence Holder shall make provision for adequate sanitation facilities for staff on the Facility	2	2	2	2	Compliant. Adequate sanitation is available on site
5.3 Storm water Management					
5.3.1 A storm water management system must be constructed to divert all runoff water, arising from adjacent land or areas of the Facility not used for the management of waste, around the Facility or waste body. This storm water system must have the capacity to maintain a freeboard of a half a metre in the event of a maximum precipitation during a period of 24 (twenty-four) hours with an average frequency of once in fifty (1:50) years.	0	1	0	1	There is an upstream diversion berm, although it is informal and was not likely designed for the storm event Stormwater is being managed in accordance with the current operational plan

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
5.3.2 A collection toe drain around the perimeter of the waste body must be installed to collect any potentially contaminated runoff water and leachate, if any, from the waste body and drain this runoff into an appropriately lined containment pond. This runoff water system must have the capacity to maintain a freeboard of a half a metre in the event of a maximum precipitation during a period of 24 (twenty-four) hours with an average frequency of once in fifty years and must be lined to prevent pollution to groundwater	0	1	1	1	There is a toe drain that does direct runoff to a "containment pond", which is not lined or sized. A Stormwater Management Plan has been drafted as part of the license variation process and should be implemented to ensure proper stormwater control on site.
5.3.3 Runoff water that is released into the environment must comply with the quality requirements of the General and Special Standards, as published in Government Notice 991 of 18 May 1984, or with such quality requirements as may from time to time be determined by the Provincial Head and shall be drained from the Facility in a legal manner.	n/a	n/a	n/a	2	All run-off water from the site is directed to the "containment pond" by means of an earth channel on the norther boundary of the site. At the time of the audit there was no evidence of any water being released into the environment. Water sampling was also initiated for the leachate in the "containment pond" during March 2019. **Please refer to Appendix F for the sampling report.**
5.3.4 Runoff water that does not comply with the quality requirements applicable in terms of Condition 5.3.3 and all sporadic leachate from the Facility must be contained and evaporated in lined containment ponds	n/a	0	n/a	1	The "containment pond" is not lined, however the water is not discharged to the environment and the sampling results do not contain to any elements of concern at this stage. More sampling should be done to conduct trend analysis. **Please refer to Appendix F for the sampling report.**
5.3.5 All areas where waste is temporary stored and handled, excluding the disposal area, must be designed and managed so that no contaminants can escape into the environment. All runoff, if any, must be prevented from entering local watercourses.	1	2	1	2	There are no temporary stockpiles of waste
6. OPERATIONAL MANAGEMENT					
6.1 Site security and access control					
6.1.1 The Licence Holder must prevent unauthorised access to the Facility, by having the Facility enclosed with an adequate fence and gate of 1.8m height and providing effective accesses control.	2	1	2	2	The entire site is fenced with access control at the gate. **Refer to Appendix A for photographs of the site fencing and access gate.**
6.1.2 Weatherproof, durable and legible notices must be displayed at each entrance in at least 2 (two) official languages applicable to the area. These notices must prohibit unauthorised entry, state the hours of operation, include the types of waste permissible, the name, address and telephone number of the Licence Holder and the person responsible for the operation of the Facility.	2	2	2	2	Compliant, sign in 3 languages
6.1.3 The Licence Holder must provide access control during operational hours and must ensure that the gate is locked outside operational hours.	2	2	2	2	Gate is manned during operational hours and locked after hours

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
6.2 Impact Management					
6.2.1 The operational activities of the Facility shall be according to the Operational Plan	**0**	**n/a**	**2**	**2**	The Operational Plan is available on site and implementation is driven by the Witzenberg Municipality, even though some operational conditions are being updated in the current license variation process.
6.2.2 Windblown litter must be prevented as far as practically possible and contained on-site with moveable fences. All windblown litter caught on any fences or blown off-site must be removed and disposed of on a daily basis	**0**	**2**	**2**	**0**	The surrounding area is littered with wind-blown waste from the WDF. Measures should be implemented to undertake regular clean-ups around the WDF on adjacent properties and the dam to the east. **Refer to Appendix A for site photographs of the litter.**
6.2.3 Any portion of the Facility as demarcated in Condition 1.2 may be used to recover waste, however, no informal recovery or picking of waste at the Facility is permitted and the recovery activity shall not interfere with the daily operational activities of the Facility.	**2**	**2**	**2**	**2**	There is a small formal area for recycling, it does not interfere with the daily operations
6.2.4 Waste must be compacted and covered daily with 150mm of suitable cover material and areas that will be left for a period longer than one year must be covered with 300mm compacted suitable cover material.	**0**	**2**	**2**	**0**	At the time of the audit an excavator was busy compacting the waste using the lift bucket, which is not the preferred method for compacting. At the time of the audit it did not appear that sufficient cover material is available for daily covering, since large areas of waste is still left exposed across the site and the stockpile available did not appear sufficient to cover it all.
6.2.5 Occupational health and safety risks to all staff and visitors must be identified and mitigated by providing appropriate personal protective equipment and ensuring that these are utilised on the Facility.	**2**	**2**	**2**	**2**	All staff have adequate PPE
6.2.6 Invasive alien vegetation must be controlled and removed annually.	**n/a**	**n/a**	**n/a**	**n/a**	None noted during inspection, besides the eucalyptus trees to the south of the site.
6.2.7 Dust emissions must be mitigated by dust suppression methods such as the wetting of access roads, minimising earth moving operations during windy conditions and speed limiting.	**1**	**2**	**0**	**1**	It was noted that dust suppression is taking place regularly, however on the time of the audit there was excessive dust from operational vehicles and no suppression was taking place. **Refer to Appendix A for site photographs of the dust generated.**
6.2.8 The burning of waste at the Facility is prohibited.	**1**	**2**	**2**	**2**	At the time of the audit no evidence of waste burning was observed
6.2.9 Containers, skips or bins must be clearly marked to indicate the different waste types to be collected	**n/a**	**2**	**2**	**2**	Skips are clearly marked
7. MONITORING					
7.1 Water Monitoring					

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
7.1.1 Ground Water Monitoring network					
7.1.1.1 The Licence Holder must establish and maintain a monitoring borehole network to the satisfaction of the Director and the Provincial Head.	**2**	**2**	**2**	**2**	There are 3 boreholes located on site
7.1.1.2 Monitoring boreholes shall be equipped with lockable caps. The Director and the Provincial Head reserve the right to take water samples at any time and to analyse these samples or have them analysed. The Licence Holder must ensure that all monitoring sites are adequately protected from vandalism and are kept in an acceptable operational condition	**2**	**2**	**2**	**2**	There are lockable caps installed
7.1.2 Background Groundwater monitoring:					
7.1.2.1 Samples from an upstream borehole where the groundwater in the borehole is at an expected higher hydraulic pressure level than the hydraulic pressure level of the groundwater under the waste body shall be considered as background monitoring. Background groundwater monitoring shall be conducted during each monitoring occasion in terms of Conditions 7. I .4 and 7	**2**	**1**	**2**	**2**	Boreholes are tested once a year.
7.1.3 Surface Water Monitoring					
7.1.3.1 Surface water monitoring must be performed in the runoff water containment pond prior to contemplating the following activities: releasing this water into the environment or using this water for irrigation or dust suppression. These activities may only take place once the Director and the Provincial Head have evaluated these monitoring results and have authorised the Licence Holder to proceed with these activities.	**n/a**	**n/a**	**n/a**	**2**	All run-off water from the site is directed to the "containment pond" by means of an earth channel on the norther boundary of the site. Water sampling was also initiated for the leachate in the "containment pond" during March 2019. **Please refer to Appendix F for the sampling report.**
7.1.4 Detection Monitoring:					
7.1.4.1 Monitoring for groundwater quality must be conducted bi-annually, once in the winter and once in the summer, or such frequency as may be determined by the Director and the Provincial Head, for the water quality variables listed in paragraph (a) of Annexure II and annually, in winter, for the water quality variables listed in paragraph (b) of Annexure II.	**2**	**1**	**1**	**1**	Boreholes are tested twice in a financial year, however during the years 2017-2018 there were no bi-annual testing done.
7.1.5 Method of Analysis					
7.1.5.1 The Licence Holder shall carry out all tests in accordance with methods prescribed by and obtainable from the South African Bureau of Standards (SABS), referred to in the Standards Act, 1 982 (Act 30 of 1 982), to analyse the samples taken under the monitoring programmes specified in Condition 7.	**n/a**	**2**	**2**	**2**	Compliant Water analysis conducted by AL Abbott,a SANAS accredited lab and SANS standards used.

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
7.1.5.2 The Licence Holder shall only use another method of analysis if written proof that the method is at least equivalent to the SABS method, is submitted to the Director and the Provincial Head	**n/a**	**n/a**	**n/a**	**n/a**	noted
7.2 Investigative Monitoring					
7.2.1 If, in the opinion of the Director and the Provincial Head, a water quality variable listed under the detection monitoring programme, as referred to in Condition 7. I .4, shows an increasing trend, the Licence Holder shall initiate a monthly monitoring programme for the water quality variables listed in Annexure I.	**n/a**	**n/a**	**n/a**	**n/a**	
7.2.2 Should the Director suspect that the Facility may be generating significant amounts of landfill gas, the Licence Holder shall implement landfill gas monitoring as prescribed by the Director.	**n/a**	**n/a**	**n/a**	**n/a**	
7.3 Further Investigation					
7.3.1 If, in the opinion of the Director and the Provincial Head, groundwater and/or surface water pollution have occurred or may possibly occur, the Licence Holder shall conduct the necessary investigations and implement additional monitoring and rehabilitation measures which shall be to the satisfaction of the Director and the Provincial Head	**n/a**	**n/a**	**n/a**	**n/a**	
7.3.2 If, in the opinion of the Director, environmental pollution. nuisances or health risks may be or are occurring at the Facility, the Licence Holder must initiate an investigation into the cause of the problem or suspected problem. Such investigation must include the monitoring of the relevant environmental pollution. nuisance and health risk variables, at those monitoring points and at such frequency as will be determined in consultation with the Director. Should the investigation reveal any unacceptable levels of pollution, the Licence Holder must submit a report with mitigation measures to the satisfaction of the Director.	**n/a**	**n/a**	**n/a**	**n/a**	
7.4 Post Closure Monitoring					
7.4.1 Groundwater and landfill gas, if required, monitoring by the Licence Holder, in accordance with Conditions 7. 1 or 7.2.2, shall continue upon closure of the Facility and be maintained for a period of 30 (thirty) years, or such lesser period as may be determined by the Director and the Provincial Head	**n/a**	**n/a**	**n/a**	**n/a**	Site is still operational.
8. AUDITING					
8.1 Internal Audits					

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
8.1.1 Internal audits, including compliance to the Licence conditions, general Facility operations, complaints, responses and the records kept in terms of Condition 9, must be conducted quarterly by the Licence Holder and on each audit occasion an official report must be compiled by the relevant internal auditor to report the findings of the audits, which must be submitted to the Director according to Condition 10.10 and which must be made available to the external auditor specified in Condition 8.2.1. The internal audits must be compiled in the format required by the Department.	2	0	2	1	An internal audit was undertaken on 12 March 2019 by Mr. Johnny Jacobs of the Witzenberg Municipality. It should however be ensured that quarterly internal audits are undertaken.
8.2 External Audits					
8.2.1 The Licence Holder must appoint an independent external auditor to audit the Facility bi-annually (twice a year) and this auditor must compile an audit report documenting the findings of the audit, which must be submitted by the Licence Holder to the Director according to Condition 10.10.	2	0	2	2	External audits undertaken by DEA&DP and Aurecon during 2017 and 2018.
8.2.2 The Audit report must:					
a. Specifically, state whether conditions of this Licence are adhered to;	2	2	2	2	This audit report addresses this requirement
b. Include trend graphs and an interpretation of all available data and test results regarding the operation of the Facility and all its impacts on the environment;	0	2	0	2	This audit report addresses this requirement. Refer to **Appendix F**
c. Include the findings of the internal audit reports required in Condition 8.1.1.	2	n/a	0	1	One internal report's findings are included in this report (dated 12 March 2019)
d. Make recommendations on partial and noncompliance and how to improve the management of the Facility;	1	2	2	2	This audit report addresses this requirement
e. Specify target dates for the implementation of the recommendations to achieve compliance; and	0	2	2	2	This audit report addresses this requirement
f. Specify whether corrective action which was taken for the previous audit's non- conformities was adequate.	0	n/a	0	2	This audit report addresses this requirement
8.2.3 The external audit report must be submitted to the Director within 30 (thirty) days from the date on which the external auditor finalised the report and according to Condition 10.10.	n/a	n/a	n/a	1	Proof was submitted of an external audit report submitted to DEA&DP on 11 June 2018. All outstanding external audit reports, including this one, should also be submitted to the DEA&DP.
8.3 Departmental Audits and Inspections					

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
8.3.1 The Department reserves the right to audit or inspect the Facility without prior notification at any time and frequency as may be determined by the Director.	n/a	n/a	n/a	2	Two (2) previous external audits have been undertaken by DEA&DP and findings are summarised herein.
8.3.2 The findings of these audits or inspections must be made available to the Licence Holder within 60 (sixty) days of the end of the audit or inspection. Information from the audits must be treated in accordance with the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).	n/a	n/a	n/a	2	Findings of the audit reports were made available to the Witzenberg Municipality and the findings thereof is summarised in this report.
8.3.3 The Licence Holder must make any records or documentation available to the Director upon request, as well as any other information the Director may require.	2	n/a	2	2	All documents were made available during the audits.
9. RECORD KEEPING					
9.1 the Licence Holder must keep records of all monitoring results, nuisances and complaints at the Facility.	2	2	2	2	A register is kept on site
9.2 Accurate records of waste volumes or masses received and recovered must be kept at the Facility and reported to the Department as per Condition 10.7.	2	2	2	2	Reported on iPWIS
9.3 All records required or resulting from activities required by this Licence must:					
9.3.1 Be legible;	2	2	2	2	Compliant
9.3.2 Be made available and should form part of any audit report;	2	2	2	2	Compliant and presented in the Appendix to this report
9.3.3 If amended, be amended in such a way that the original and any subsequent amendments remain legible and are easily retrievable;	2	2	2	2	Compliant
9.3.4 Be retained in accordance with documented procedures which are approved by the Department; and	2	n/a	2	2	Compliant
9.3.5 Be made available upon the request of the Director.	2	n/a	2	2	Compliant
9.4 The Licence Holder shall record all borehole data and chemical analysis as required in Condition 7.1.	1	2	1	2	Borehole testing recorded and supplied to the auditor
10. REPORTING					
10.1 The Licence Holder must, within 24 (twenty-four) hours, notify the Director of the occurrence or detection of any incident on the Facility which has the potential to cause, or has caused any pollution	2	2	n/a	n/a	No recent incidents to be reported.

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
10.2 The Licence Holder must, within 14 (fourteen) days, or as specified by the Director from the occurrence or detection of any incident referred to in Condition 10.1, submit an action plan, which must include a detailed time schedule, and resource allocation signed off by management, to the satisfaction of the Director of measures taken to: a. Correct the impact resulting from the incident; b. Prevent the incident from causing any further impact; and c. Prevent a recurrence of a similar incident.	**n/a**	**n/a**	**n/a**	**n/a**	No incidents recorded.
10.3 In the event that measures have not been implemented within 21 (twenty-one) days of the incident, to address impacts caused by the incident referred to in Condition 10.1, or measures which have been implemented are inadequate, the Director may implement the necessary measures at the cost and risk of the Licence Holder.	**n/a**	**n/a**	**n/a**	**n/a**	
10.4 The Licence Holder must keep and maintain an incident and complaints register, which must be kept at the Facility and be made available at the request of the Director.	**2**	**2**	**2**	**2**	A register is kept on site
10.5 The Department must be notified within 7 (seven) days of any changes to the management of the Facility including the name of the incoming person together with evidence that such person has the required technical competence.	**n/a**	**n/a**	**n/a**	**n/a**	No changes to the management of the facility have been made
10.6 The Department must be notified within 14 (fourteen) days of the following changes:					
10.6.1 Licence Holder's trading name, registered name or registered office address;	**n/a**	**n/a**	**n/a**	**n/a**	
10.6.2 Particulars of the Licence Holder's ultimate holding company (including details of an ultimate holding where a Licence Holder has become a subsidiary): and	**n/a**	**n/a**	**n/a**	**n/a**	
10.6.3 Steps taken with a view to the Licence Holder going into bankruptcy, entering into composition or arrangement with creditors.	**n/a**	**n/a**	**n/a**	**n/a**	
10.7 The Licence Holder must register and report all waste volumes or masses received, recovered, disposed of or stored to the Department's Integrated Pollutant and Waste Information System (IPWIS) URL: http://ipwis.pgwc.gov.za/ipwis3/public, as required by the Department.	**2**	**2**	**2**	**2**	Compliant, see **Appendix D** of this report
10.8 The Department must be notified without delay in the case of the following:					

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
10.8.1 Any malfunction, breakdown of failure of equipment or techniques, accident or fugitive emission which has caused, is causing or may cause significant pollution;	n/a	n/a	n/a	n/a	
10.8.2 The breach of conditions of this Licence: and	n/a	n/a	n/a	1	Previous audit reports submitted to DEA&DP (See **Appendix E – Proof of audit submission to DEA&DP**). It is however not clear if any other non-compliances to license conditions have been reported to DEA&DP.
10.8.3 Any significant adverse environmental and health effects.	n/a	n/a	n/a	n/a	
10.9 Prior written notification must be given to the Director of the following events and within the specified timeframes:					
10.9.1 As soon as practicable prior to the permanent cessation of any operational activities;	n/a	n/a	n/a	n/a	
10.9.2 Full or partial cessation of the operational activities for a period likely to exceed 3 (three) months: and	n/a	n/a	n/a	n/a	
10.9.3 Full or partial resumption of the operation of all or part of the activities after a cessation notified under (b) above.	n/a	n/a	n/a	n/a	
10.10 The information required in terms of Conditions 7 must be reported to the Director in the format specified in Conditions 8.1 and 8.2, where applicable, within a period of 30 (thirty) days following the analysis of the samples. The information must also be included in a trend report, which must contain a graphical presentation of all results obtained previously at any specific point, as well as an interpretation and discussion of the results of each monitoring occasion.	0	n/a	1	n/a	
11. MONITORING COMMITTEE					
11.1 The Licence Holder must take all reasonable steps to establish and ensure the continued functioning of the Tulbagh Waste Disposal Facility for the normal operative lifetime of the Facility and for the closure of the Facility, as determined by the Director	0	2	n/a	2	The auditor believes that reasonable steps have been taken to ensure the continued functioning of the WDF in applying for a license variation, including a rehabilitation plan included in the EMP.
11.2 The Monitoring Committee must be established and must formulate a terms of reference and code of conduct, to the satisfaction of the Director, under which the Committee can operate.	n/a	2	1	1	A monitoring committee has been established but have not had their first meeting yet due to an outstanding court ruling at the time. The committee invitation was advertised. **See Appendix G for details.**
11.3 The Residents Monitoring Committee (RMC) shall be representative of relevant interested and affected persons and may consist of at least the following persons: -					

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
11.3.1 Representative(s) of the Witzenberg Municipality	n/a	n/a	n/a	2	Mr. Joseph Barnard
11.3. 2 Representative(s) this Department;	n/a	n/a	n/a	1	It was noted that authorities are included but no proof was supplied.
11.3.3 Representative(s) of the Department of Water and Sanitation: and	n/a	n/a	n/a	1	It was noted that authorities are included but no proof was supplied.
11.3.4 At least I (one) person/party, or their representatives elected by the residents.	n/a	n/a	n/a	2	Mr. Neville Dorrington
11.4 The RMC shall meet at least once every 6 (six) months and not later than 30 (thirty) days after the external audit report specified in condition 8.2.	n/a	2	n/a	0	No meeting held to date
11.5 The Licence Holder must keep minutes of all meetings of the RMC and distribute these minutes to all members of the RCM within 30 (thirty) days after the meeting.	n/a	n/a	n/a	n/a	A monitoring committee has been established but have not had any meetings to date, due to outstanding decisions on WDF expansion and appeal processes.
12. LEASING AND ALIENATION OF THE SITE					
12.1 Should the Licence Holder want to alienate or lease the Facility, he/she must notify the Director in writing of such an intention at least 120 (one hundred and twenty) days prior to the said transaction. Should the approval be granted, the subsequent Licence Holder shall remain liable to compliance with all Licence conditions	n/a	n/a	n/a	n/a	
13. TRANSFER OF THE WASTE MANAGEMENT LICENSE					
13.1 Should the Licence Holder want to alienate or lease the Facility, he/she must notify the Director in writing of such an intention at least 120 (one hundred and twenty) days prior to the said transaction. Should the approval be granted, the subsequent Licence Holder shall remain liable to compliance with all Licence conditions	n/a	n/a	n/a	n/a	
13.2 Any subsequent Licence Holder shall be bound by the conditions of this Licence.	n/a	n/a	n/a	n/a	
14. REHABILITATION AND CLOSURE OF THE FACILITY					
14.1 In accordance with Government Notice No. 921 of 29 November 2013 or any amendments thereto, a waste management licence is required for the decommissioning of a facility. The Licence Holder must therefore submit a waste management licence application should he {she intends to decommission the Facility.	n/a	n/a	n/a	n/a	The site is still in operation

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
14.2 Immediately following the cessation of operations with the intention to close the Facility, the surface of the Facility shall be covered in such a way that-					
14.2.1 The formation of pools due to rain is prevented;	**n/a**	**n/a**	**n/a**	**n/a**	The site is still in operation
14.2.2 Free surface runoff of rainwater is ensured; and	**n/a**	**n/a**	**n/a**	**n/a**	The site is still in operation
14.2.3 No objects or materials which may hamper the remediation of the Facility are present.	**n/a**	**n/a**	**n/a**	**n/a**	The site is still in operation
14.3 The Licence Holder must rehabilitate the Facility or any portion thereof, in accordance with a closure report and rehabilitation plan, which must be submitted to the Department for approval at least one year prior to the intended closure of the Facility, or any portion thereof.	**n/a**	**n/a**	**n/a**	**n/a**	The site is still in operation
14.4 The Licence Holder shall remain responsible for the Facility, and/or any of its impacts on the environment, after operations on the Facility have ceased.	**n/a**	**n/a**	**n/a**	**n/a**	The site is still in operation
15. GENERAL					
15.1 This Licence is valid until the waste disposal airspace capacity, according to the Operational Plan, has been reached and confirmed by calculations in terms of Condition 5.1.5. The Licence may be reviewed at any time within the lifetime of this Licence. Based on the results of the review, especially compliance to Licence conditions or recommendations from the audit reports and or changing legislation, the Licence can be varied or withdrawn or the validity thereof be extended.	**n/a**	**n/a**	**n/a**	**2**	The License Holder is the Witzenberg Municipality and they take full responsibility for the impacts on the environment by applying for a variation license application to authorise the expansion of the WDF.
15.2 This Licence shall not be transferable unless such transfer is subject to Condition 13 above.	**n/a**	**n/a**	**n/a**	**n/a**	noted
15.3 This Licence shall not be construed as exempting the Licence Holder from compliance with the provisions of any National and Provincial Legislation and relevant Ordinance, Regulation, By-laws and relevant National Norms and Standards	**n/a**	**n/a**	**n/a**	**n/a**	noted
15.4 The Licence Holder must in writing, within 14 (fourteen) days of the date of this decision on the application, in accordance with regulation 4(2) of GN No. R.982 of 4 December 2014, ensure that: -					
15.4.1 All registered interested and affected parties are provided with access to the decision and reasons for such decision; and	**2**	**n/a**	**2**	**2**	This was undertaken as part of the authorisation process for the issued WML.

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
15.4.2 The attention of all registered interested and affected parties is drawn to the fact that an appeal may be lodged against the decision in terms of the National Appeals Regulations of 201 4, if such appeal is available in the circumstances of the decision.	2	n/a	2	2	This was undertaken as part of the authorisation process for the issued WML.
15.5 Transgression of any condition of this Licence could result in the suspension of the Licence by this Department	n/a	n/a	n/a	n/a	noted
15.6 Non-compliance with a condition of this Licence may result in criminal prosecution or other actions provided for in section 67 (I) of the NEM: WA.	n/a	n/a	n/a	n/a	noted
15. 7 In terms of sections 28 and 30 of the NEMA, and sections 19 and 20 of the National Water Act, 1998 (Act No. 36 of 1 998), any costs incurred to remedy environmental damage must be borne by the person responsible for the damage. It is therefore imperative that the Licence Holder reads through and understand the legislative requirements pertaining to the project. It is the Licence Holder's responsibility to take reasonable measures which include informing and educating contractors and employees about environmental risks of their work and training them to operate in an environmentally acceptable manner.	n/a	n/a	n/a	2	Site personnel receive training on environmental and waste related matters. A license variation process is underway to ensure legal compliance and feasible operation of the WDF into the future. Regular audits are undertaken to measure compliance.
Σ Total compliance weight	67	128	111	158	
No. of WML / Permit conditions audited	58	64	71	92	
Overall compliance score	57.76%	89.1%	78.17%	85.87%	

6 Previous audit reports

Previous external audits done at the WDF is summarised below:

ECA Section 20 Permit audits (Ref no: 16/2/7/G100/D6/Z1):

13 October 2015 – DEA&DP audit

Variation license audits (Ref no: 19/2/5/4/B5/14/WL0056/16):

4 Oct 2017 - DEA&DP audit

19 April 2018 – Aurecon audit

18 October 2018 - DEA&DP audit

See **Figure 2** above for comparative scores from previous audits.

6.1 Repeat audit findings

The following summarises the repeat audit findings found in **Table 3** below with recommendations for improvements:

- The was no evidence submitted of EMP training for personnel although it was mentioned that the site supervisor has received such training;
- Wind-blown litter seems to be a problem at the site as litter was visible in adjacent properties, especially to the north and east of the site, including the dam to the east.
- The sidewalls of the WDF body seems to be steeper than stipulated in the licence in a number of places. The auditor is under the assumption that the new engineering designs submitted as part of the license variation process limits side slopes to 1:3.
- The auditor is of the opinion that there is inadequate cover material available for daily covering of the waste volumes that are received at the WDF.
- There is no formal upstream diversion berm to prevent stormwater being contaminated on site. This should be formalised.
- Stormwater channels should be constructed around the WDF in accordance with the Stormwater Management Plan compiled by Aurecon to comply with the license variation process.
- Leachate sampling at the "containment pond" should be done on a bi-annual basis, together with the borehole sampling.
- Dust suppression should be undertaken more frequently to avoid nuisance dust such as what was observed on site on the day of the audit;
- Internal audits should be conducted, of which no evidence was provided.
- The monitoring committee should be formally established and meetings to commence, even though a license variation process is in progress to address any immediate matters of concern.

Table 3 Summary of repeat findings from previous audits and current audit

PERMIT CONDITION	AUDIT SCORE 4.10.2017	AUDIT SCORE 19.4.2018	AUDIT SCORE 18.10.2018	AUDIT SCORE 29.3.2019	COMMENTS
3.1 The EMP, submitted as part of the final BAR, is hereby approved and must be implemented together with all the conditions of this Licence	0	n/a	1	1	An effort is made to implement the license conditions and a copy is retained on site, including the Operational plan compiled by JPCE. The EMP was however not on site and no evidence could be found of staff training on EMP compliance.

PERMIT CONDITION	AUDIT SCORE 4.10.2017	AUDIT SCORE 19.4.2018	AUDIT SCORE 18.10.2018	AUDIT SCORE 29.3.2019	COMMENTS
3.6 Waste should be managed in such a way as not to cause any nuisance conditions to the surrounding area.	1	2	1	0	The surrounding area is littered with wind-blown waste from the WDF. Measures should be implemented to undertake regular clean-ups around the WDF on adjacent properties and the dam to the east. **Refer to Appendix A for site photographs of the litter.**
3.11. The presence of any nuisance conditions must be monitored and measures must be undertaken to rectify the presence of each nuisance condition	1	2	1	0	There are fly traps installed around the site. The surrounding area is littered with wind-blown waste from the WDF. Measures should be implemented to undertake regular clean-ups around the WDF on adjacent properties and the dam to the east. **Refer to Appendix A for site photographs of the litter.**
5.2.5 The side slope of the waste body, above ground, may not be steeper than a 1 vertical: 4 height gradient and maintained in such a manner that erosion is prevented.	0	1	0	0	From the latest survey data (Oct 2018) it shows that the WDF are in some places steeper than 1:4. The Witzenberg Municipality is currently undertaking a design process for expansion of the WDF which would include plans to limit side slopes to no steeper than 1:3.
5.2.10 A stockpile of acceptable daily cover material to cover the compacted waste with a 150mm thick layer, over a two-week period, must be maintained at all times.	1	2	0	0	The auditor is of the opinion that not sufficient cover material is available for daily covering, since a lot of waste is still left exposed across the site and the stockpile available was not big enough to cover it all.
5.3.1 A storm water management system must be constructed to divert all runoff water, arising from adjacent land or areas of the Facility not used for the management of waste, around the Facility or waste body. This storm water system must have the capacity to maintain a freeboard of a half a metre in the event of a maximum precipitation during a period of 24 (twenty-four) hours with an average frequency of once in fifty (1:50) years.	0	1	0	1	There is an upstream diversion berm, although it is informal and was not likely designed for the storm event
5.3.2 A collection toe drain around the perimeter of the waste body must be installed to collect any potentially contaminated runoff water and leachate, if any, from the waste body and drain this runoff into an appropriately lined containment pond. This runoff water system must have the capacity to maintain a freeboard of a half a metre in the event of a maximum precipitation during a period of 24 (twenty-four) hours with an average frequency of once in fifty years and must be lined to prevent pollution to groundwater	0	1	1	1	There is a toe drain that does direct runoff to a “containment pond”, which is not lined or sized. A Stormwater Management Plan has been drafted as part of the license variation process and should be implemented to ensure proper stormwater control on site.

PERMIT CONDITION	AUDIT SCORE 4.10.2017	AUDIT SCORE 19.4.2018	AUDIT SCORE 18.10.2018	AUDIT SCORE 29.3.2019	COMMENTS
5.3.4 Runoff water that does not comply with the quality requirements applicable in terms of Condition 5.3.3 and all sporadic leachate from the Facility must be contained and evaporated in lined containment ponds	n/a	0	n/a	1	The "containment pond" is not lined, however the water is not discharged to the environment and the sampling results do not refer to any elements of concern at this stage. More sampling should be done to obtain a trend analysis. **Please refer to Appendix F for the sampling results.**
6.2.2 Windblown litter must be prevented as far as practically possible and contained on-site with moveable fences. All windblown litter caught on any fences or blown off-site must be removed and disposed of on a daily basis	0	2	2	0	The surrounding area is littered with wind-blown waste from the WDF. Measures should be implemented to undertake regular clean-ups around the WDF on adjacent properties and the dam to the east. **Refer to Appendix A for site photographs of the litter.**
6.2.4 Waste must be compacted and covered daily with 150mm of suitable cover material and areas that will be left for a period longer than one year must be covered with 300mm compacted suitable cover material.	0	2	2	0	At the time of the audit an excavator was busy compacting the waste using the lift bucket, which is not the preferred method for compacting. At the time of the audit it did not appear that sufficient cover material is available for daily covering, since large areas of waste is still left exposed across the site and the stockpile available did not appear sufficient to cover it all.
6.2.7 Dust emissions must be mitigated by dust suppression methods such as the wetting of access roads, minimising earth moving operations during windy conditions and speed limiting.	1	2	0	1	It was noted that dust suppression is taking place regularly, however on the time of the audit there was excessive dust from operational vehicles and no suppression was taking place. **Refer to Appendix A for site photographs of the dust generated.**
8.1.1 Internal audits, including compliance to the Licence conditions, general Facility operations, complaints, responses and the records kept in terms of Condition 9, must be conducted quarterly by the Licence Holder and on each audit occasion an official report must be compiled by the relevant internal auditor to report the findings of the audits, which must be submitted to the Director according to Condition 10.10 and which must be made available to the external auditor specified in Condition 8.2.1. The internal audits must be compiled in the format required by the Department.	2	0	2	0	To date, no internal audits have been done according to the new DEADP audit format
8.2.2 Include the findings of the internal audit reports required in Condition 8.1.1.	2	n/a	0	0	No internal audits are included in this report
11.4 The RMC shall meet at least once every 6 (six) months and not later than 30 (thirty) days after the external audit report specified in condition 8.2.	n/a	2	n/a	0	No meeting held to date

6.2 Improvement measures noted

The following summarised the improvement measures found in **Table 4** below:

- There are no copies on site of the approved EMP;
- No fires were experienced on site and there is no record or evidence of recent fires;
- Recycling and other bins on site are clearly marked and available;
- A survey was undertaken during October 2018.
- End tipping seems to have improved since there was no new evidence of end tipping at the time of the audit;
- Cell building is undertaken daily in accordance with the current approved Operational Plan. This however should be adjusted if the variation license is authorised.
- External audits are undertaken bi-annually;
- The audit report layout is updated to speak to the license conditions;
- A license variation process is being undertaken to authorise the expansion of the WDF and ensure feasible operational conditions are implemented and improvement of the site conditions are encouraged.
- Compaction on site should be undertaken daily and should be improved by making use of a compactor, instead of using an excavator bucket.

Table 4 Improvement measures from previous audit findings

PERMIT CONDITION	AUDIT SCORE 4.10.2017	AUDIT SCORE 19.4.2018	AUDIT SCORE 18.10.2018	AUDIT SCORE 29.3.2019	COMMENTS
1.3 The surveyor General (SG21) digit codes are: C07500030000000100000 C07500030000016600001 C07500030000018700030	2	n/a	0	2	The site has been established on C07500030000000100000.
3.8 An Emergency Response Plan (ERP) must be developed in accordance to the EMP, and all staff must be trained in the implementation thereof. The ERP should be regularly updated and must include fire evacuations, injury on duty and accidents caused by unexpected hazardous waste ending up in the Facility	0	1	2	2	A copy of Emergency Response Plan was kept on site together with the License conditions and Operational Plan.
3.9 All fires at the Facility must be treated as a potential emergency and dealt with accordingly i.e. the Licence Holder must develop and implement a routine fire procedure to extinguish any fires present on the Facility as soon as possible, even after normal working hours (refer to EMP).	0	2	2	n/a	No fires recorded or present on site.
3.13 In order to prevent nuisance conditions, pollution and/or littering incidents, the Licence Holder must ensure that all waste storage containers are not overfilled and must be accessible	0	2	2	2	Only two bins kept on site, both are managed well
5.1.5 The Licence Holder must conduct a topographic survey of the waste body within 3 (three) months of the date of this Licence and thereafter every 2 (two) years to determine the contours of the waste body and calculate the available airspace, side slopes and final height of the Facility and submit the contours and calculations to the Director within 3 (three) months of the survey. These surveys must confirm that the waste body is constructed according to the Operational Plan and Drawing A 1 99/901	0	2	2	2	A survey was undertaken during October 2018. Last survey was done at the time of the permit amendment in July 2016.

PERMIT CONDITION	AUDIT SCORE 4.10.2017	AUDIT SCORE 19.4.2018	AUDIT SCORE 18.10.2018	AUDIT SCORE 29.3.2019	COMMENTS
5.2.7 An outer perimeter lift berm must be constructed on the existing waste body according to the Operational Plan.	1	2	0	2	In place
5.2.8 Daily cell-building in the construction of the waste area or lifts must be implemented according to the Operational Plan, to ensure that the working face is kept to a minimum, available airspace is optimised, and nuisance conditions are minimised.	0	2	1	2	In place
5.2.9 Daily compaction of the waste using the 'ramp method' must be implemented, while 'end tipping' is prohibited	0	2	1	1	At the time of the audit an excavator was busy compacting the waste using the lift bucket (it should be noted that this is not preferred practice and that a formal compactor should be used). There were no signs of end-tipping across the boundaries of the site. There is however no covering of waste on the northern sides, but this does not seem to be recent end-tipping.
6.2.1 The operational activities of the Facility shall be according to the Operational Plan	0	n/a	2	2	The Operational Plan is available on site and implementation is driven by the Witzenberg Municipality, even though some operational conditions are being updated in the current license variation process.
8.2.1 The Licence Holder must appoint an independent external auditor to audit the Facility bi-annually (twice a year) and this auditor must compile an audit report documenting the findings of the audit, which must be submitted by the Licence Holder to the Director according to Condition 10.10.	2	0	2	2	External audits undertaken by DEA&DP and Aurecon during 2017 and 2018.
8.2.2.b Include trend graphs and an interpretation of all available data and test results regarding the operation of the Facility and all its impacts on the environment;	0	2	0	2	This audit report addresses this requirement
8.2.2.e Specify target dates for the implementation of the recommendations to achieve compliance; and	0	2	2	2	This audit report addresses this requirement
8.2.2.f Specify whether corrective action which was taken for the previous audit's non- conformities was adequate.	0	n/a	0	2	This audit report addresses this requirement
11.1 The Licence Holder must take all reasonable steps to establish and ensure the continued functioning of the Tulbagh Waste Disposal Facility for the normal operative lifetime of the Facility and for the closure of the Facility, as determined by the Director	0	2	n/a	2	The auditor believes that reasonable steps have been taken to ensure the continued functioning of the WDF in applying for a license variation, including a rehabilitation plan included in the EMP.

7 Conclusions

The Tulbagh WDF is located in a rural setting just outside of the town of Tulbagh, which has very high cultural and tourism value because of the areas rich history and wine farms. It is therefore very important that a facility such as the Tulbagh WDF is run in accordance with the approved management plans and licenses. The Witzenberg Municipality is responsible for the operational management and implementation of the license / permit conditions and would need to plan from a budgeting perspective to ensure compliance the conditions stated above. Overall, the Tulbagh WDF is currently operated well, with the exception of sufficient waste cover and litter control around the facility, which causes a concern.

The auditor would recommend regular internal audits in order for the operational personnel to understand and be aware of the license conditions and ensure that planning incorporates these conditions. The license variation process should also focus on feasible implementation of mitigation measures to ensure implementable actions are authorised.

The Witzenberg Municipality should ensure that the Monitoring Committee is formally established, and meetings are held to address any immediate issues of concern, until such time as the DEA&DP has made a decision on the variation license application.

Appendix A
Photographic record



Figure 4 Borehole with lockable lid



Figure 5 Compaction undertaken by excavator bucket



Figure 6 Access gate to WDF



Figure 7 EPWP program for site clearing and recycling



Figure 8 Waste sorting and recycling on site



Figure 9 Stormwater containment pond



Figure 10 Litter inside the fenced area



Figure 11 Litter outside of fenced area in stormwater channel



Figure 12 Wind-blown litter against damwall on eastern side, outside WDF



Figure 13 Excessive dust from vehicles

Appendix B
Waste Management License (WML)

Western Cape Government
Environmental Affairs and Development Planning
BETTER TOGETHER.

DIRECTORATE: WASTE MANAGEMENT
THORSTEN AAB
Thorsten.Aab@westerncape.gov.za

REFERENCE: 19/2/5/4/B5/14/WL0056/15

The Municipal Manager
Witzenberg Local Municipality
P O Box 44
CERES
6835

Tel: (023) 316 8540
Fax: (023) 312 3472
E-mail: jjacobs@witzenberg.gov.za

For Attention: Johnny Jacobs

WASTE MANAGEMENT VARIATION LICENCE IN TERMS OF THE NATIONAL ENVIRONMENTAL MANAGEMENT: WASTE ACT, 2008 (ACT NO. 59 OF 2008) AND THE ENVIRONMENTAL IMPACT ASSESSMENT REGULATIONS, 2014 FOR THE TULBAGH WASTE DISPOSAL FACILITY ON REMAINDER OF ERF 1, PORTION 1 OF THE FARM MIDDELPOS NO.116 AND PORTION 30 OF THE FARM KRUYS VALLEY NO. 187, DIVISION OF TULBAGH

With reference to the application for the above-mentioned, find below the outcome with respect to this application.

WASTE MANAGEMENT VARIATION LICENCE

A. DECISION

I, Eddie Hanekom, in my capacity as the Director: Waste Management of the Department of Environmental Affairs and Development Planning (hereinafter referred to as "the Department"), in terms of the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008) (NEM:WA) as amended, read with the Environmental Impact Assessment (EIA) Regulations promulgated in terms of Government Notice (GN) No. R. 982 of 4 December 2014, hereby **grant** the variation of the Permit 16/2/7/G100/D6/Z1/P305, issued 31 July 1998 and issue this Waste Management Variation Licence (hereafter referred to as "the Licence") to the above-mentioned Licence Holder, to dispose of and recover general waste at the Tulbagh Waste Disposal Facility (hereafter referred to as "the Facility") on remainder of Erf 1, Portion 1 of the farm Middelpos No. 116 and Portion 30 of the farm Kruys Valley No. 187, Division of Tulbagh. This Licence replaces of the Permit 16/2/7/G100/D6/Z1/P305.

The Waste Management Permit is varied with the following substantive variations:

1. The maximum height of the facility has been extended from natural ground level to 175m above mean sea level.

5th Floor, 3 Dorp Street, Cape Town, 8001
Tel.: (021) 483 3009 Fax: (021) 483 4425
Private Bag X9086, Cape Town, 8000
www.westerncape.gov.za

2. No incinerator will have to be constructed at the Facility.
3. The Permit that was issued in terms of section 20 of the Environment Conservation Act, 1989 (Act No. 73 of 1989) (ECA) by the Department of Water Affairs and Forestry (DWAF) (now known as the Department of Water and Sanitation (DWS)), is herewith issued as a Waste Management Variation Licence in terms of NEM:WA by the Department.

Other non-substantive variations include more detailed Licence conditions as set out in Section C below and specific operational procedures according to: -

1. The *Environmental Management Programme for the Tulbagh Waste Disposal Facility: Variation Licence*, dated March 2016, by Resource Management Services (hereafter referred to as "the EMP");
2. The *Operation, Management and Rehabilitation Plan for Tulbagh Waste Disposal Site*, dated June 2015, by Jan Palm Consulting Engineers cc (hereafter referred to as "the Operational Plan"); and
3. The *Drawing A199/901*, dated August 2015 by Jan Palm Consulting Engineers cc (hereafter referred to as "Drawing A199/901").

The reasons for the decision are provided for in Appendix 1.

B.

Description of the activity

The existing waste disposal facility at Tulbagh was issued with a Permit No. 16/2/7/G100/D6/Z1/P305 issued on 31 July 1998, in terms of section 20 of ECA, by the DWAF (now known as DWS), for the disposal and recovery of general waste at a class **G: S: B-** site.

An application was submitted together with a final BAR, dated March 2016, to vary this Permit, as some of the Permit conditions were no longer applicable.

The variation was considered to be substantive and therefore the basic assessment included a public participation process as required in the Environmental Impact Assessment (EIA) Regulations of 2014.

This Licence allows the continued disposal of general waste on the current waste body footprint and requires that any further development of new waste disposal cells, within the originally permitted area, to be lined with a Class B containment barrier, according to the GN No. 635 - NEM:WA National Norms and Standards for Disposal of Waste to Landfill, of 23 August 2013.

The following activities have been identified in terms of the NEM:WA List of Waste Management Activities that have, or are likely to have, a detrimental effect on the environment, published in GN No. 921 – Category B, and are hereby authorised:

4 (8): The disposal of general waste to land covering an area in excess of 200m^2 and with a totally capacity exceeding 25 000 tons; and

4 (10): The construction of facilities for activities listed in Category B of this Schedule (not in isolation to associated activity).

The continued disposal of waste at a facility will require the applicant to register and report on the Departments Integrated Pollutant and Waste Information System (IPWIS) as per Condition 10.7 of this Licence.

In this Licence, "Director" means the Director: Waste Management of the Western Cape Department of Environmental Affairs and Development Planning, who may be contacted at the address below:

Director: Waste Management

Department of Environmental Affairs and Development Planning

Private Bag X9086

CAPE TOWN

8000

In this Licence, "Provincial Head" means the Provincial Head of the Department of Water and Sanitation: Western Cape Provincial Operations who may be contacted at the address below:

Provincial Head: Western Cape Provincial Operations

Department of Water and Sanitation

Private Bag X16

SANLAMHOF

7532

The Witzenberg Municipality appointed the following Independent Environmental Assessment Practitioner (EAP) to administer the application for a waste management Variation Licence:

Larry Eichstadt

Resource Management Services

PO Box 4296 E-mail: Larry@rmsenviro.co.za

DURBANVILLE Tel.: (021) 975 7396

7551 Fax: (021) 975 1373

The granting of this Waste Management Variation Licence is subject to compliance with the conditions set out in Section C below.

C. LICENCE CONDITIONS

LICENCE NUMBER:	19/2/5/4/B5/14/WL0056/15 (FORMALLY PERMIT NO. 16/2/7/7/G100/D6/Z1/P305)
WASTE APPLICATION:	VARIATION OF THE WASTE MANAGEMENT PERMIT ISSUED FOR THE OPERATION OF THE TULBAGH WASTE DISPOSAL FACILITY, WITZENBERG MUNICIPALITY, CAPE WINELANDS DISTRICT MUNICIPALITY
CLASSIFICATION:	G: 5: B (CLASS B)
LOCATION:	REMAINDER OF ERF 1, PORTION 1 OF THE FARM MIDDELPOS NO. 116 AND PORTION 30 OF THE FARM KRUYS VALLEY NO. 187, DIVISION OF TULBAGH
LICENCE HOLDER:	WITZENBERG MUNICIPALITY
CONTACT PERSON(S):	JOHNNY JACOBS
ADDRESS:	PO BOX 44, CERES, 6835

1. LOCATION

1.1 This Licence authorises the Witzenberg Municipality to dispose of and recover general waste on remainder of Erf 1, Portion 1 of the farm Middelpos No. 116 and Portion 30 of the farm Kruys Valley No. 187, Division of Tulbagh, Winelands District Municipality.

1.2 The location of the Facility must be according to co-ordinates indicated in the Waste Management Licence Application Additional Information Annexure dated March 2016, and the points indicted on Figure 1 of the Site Layout locality map in the Final BAR, received by the Department on 18 March 2016, which is defined as follows:

Corner point	Latitude (S)	Longitude (E)
A	33° 16' 20.34"	19° 07' 52.06"
B	33° 16' 19.78"	19° 08' 01.66"
C	33° 16' 23.64"	19° 08' 02.42"
D	33° 16' 23.70"	19° 08' 01.45"
E	33° 16' 34.14"	19° 07' 59.06"
F	33° 16' 33.33"	19° 07' 54.52"
G	33° 16' 38.92"	19° 07' 52.84"
H	33° 16' 37.76"	19° 07' 48.43"

Location of property on which the entrance gate to the Facility is situated:

Latitude (S)	Longitude (E)
33° 16' 32.27"	19° 07' 59.58"

1.3 The Surveyor General (SG21) digit codes are:
C0750003000000100000
C0750003000001660000
C0750003000018700030

1.4 The size of the property within which the activity is undertaken is approximately 128 678m². The current (Phase 1) development footprint is approximately 29 624m².

1.5 The Licence Holder shall within a period of 60 days from the date of issuing of this Licence, apply for the rezoning of all the licenced land for waste disposal purposes. Should the Licence Holder be unsuccessful in rezoning the Facility for waste disposal purposes within a period of (two) years from the date of issuing of this Licence, a written motivation shall be provided to the Director defining the reasons why the application for rezoning failed. The Director shall then take an appropriate decision regarding the future of the Facility.

1.6 The Licence Holder shall take all reasonable steps, such as buying out land or acquiring servitudes, to prevent the development of further residential and / or light industrial areas closer to the Facility. Heavy industries or industries which may create nuisance conditions may be permitted within the buffer zone in terms of the appropriate legislation.

2. APPOINTMENT OF WASTE MANAGEMENT CONTROL OFFICER/ ENVIRONMENTAL CONTROL OFFICER

2.1 A Waste Management Control Officer (WMCO) or Environmental Control Officer (ECO) must be appointed, who will monitor and ensure compliance and the correct implementation of all mitigation measures and provisions as stipulated in the Licence and Environmental Management Programme (EMP). The WMCO / ECO must:

2.1.1 Report any non-compliance with any Licence conditions or requirements or provisions of NEM: WA to the Licensing Authority through means reasonably available.

2.1.2 Monitor any future construction activities and ensure that the construction plans are in accordance with the approved engineering design.

2.2 The duties and responsibility of the WMCO/ ECO should not be seen as exempting the Licence Holder from any other legal obligation in terms of the NEM:WA.

3. GENERAL MANAGEMENT

3.1 The EMP, submitted as part of the final BAR, is hereby approved and must be implemented together with all the conditions of this Licence.

3.2 A copy of this Licence, the EMP and the Operational Plan must be kept at the Facility where the activity will be undertaken. These documents must be produced to any authorised official of the Department who requests to see them and must be made available for inspection by any employee or agent of the holder of the Licence who works or undertakes work at the Facility.

3.3 The Facility must be managed by fit and proper persons who are competent in respect of the responsibilities to be undertaken by them.

3.4 The Licence Holder shall remain responsible for the Facility, and/or any of its impacts on the environment.

3.5 The Licence Holder must notify the Director immediately of events or incidents that may cause significant environmental damage or breach the requirements of the Licence, EMP or Operational Plan.

3.6 Waste should be managed in such a way as not to cause any nuisance conditions to the surrounding area.

3.7 Staff should receive a basic level of environmental awareness training, and be trained on the identification and proper handling of waste.

3.8 An Emergency Response Plan (ERP) must be developed in accordance to the EMP, and all staff must be trained in the implementation thereof. The ERP should be regularly updated and must include fire evacuations, injury on duty and accidents caused by unexpected hazardous waste ending up in the Facility.

3.9 All fires at the Facility must be treated as a potential emergency and dealt with accordingly i.e. the Licence Holder must develop and implement a routine fire procedure to extinguish any fires present on the Facility as soon as possible, even after normal working hours (refer to EMP).

3.10 The Facility must comply with the Provincial Noise Control Regulations P.N. 200/2013 as promulgated under ECA.

3.11 The presence of any nuisance conditions must be monitored and measures must be undertaken to rectify the presence of each nuisance condition.

3.12 The Licence Holder must minimise the proliferation of vermin at the Facility by implementing appropriate measures.

3.13 In order to prevent nuisance conditions, pollution and/or littering incidents, the Licence Holder must ensure that all waste storage containers are not overfilled and must be accessible.

3.14 Any complaint from the public must be attended to by the Licence Holder, who must take all reasonable and practical steps to alleviate the cause of the complaint within a reasonable timeframe to the satisfaction of the Department and record it in terms of Condition 9.

3.15 Duty of care should be exercised in accordance with section 28 of the National Environmental Management Act (Act 107 of 1998) (NEMA), to prevent pollution and environmental degradation.

4. PERMISSIBLE WASTE

4.1 Any portion of the Facility as demarcated in Condition 1.2, may be used for the disposing of, recovery and sorting, of general waste. Only waste that is classified as general waste according to the NEM:WA or any current and future Norms and Standards developed by the Department is permitted.

4.2 No hazardous waste is permitted to be disposed of at the Facility. If more than 80m³ of hazardous waste is going to be stored at the Facility, registration in terms of the relevant National Norms and Standards for the Storage of Waste (GN No. 926) must be done.

4.3 The Licence Holder must prevent the acceptance of any waste not authorised at the Facility.

4.4 All waste loads must be checked at the gate according to the EMP to prevent the disposal of waste not permitted by this Licence.

5. CONSTRUCTION

5.1 Administration and General

5.1.1 This Licence must be made binding to the main contractor as well as individual contractors and should be included in tender documentation for the construction contract.

5.1.2 The Facility construction must be carried out under the supervision of a WMCO/ ECO who must submit a declaration to the Director upon completion that all possible mitigation measures have been put in place and highlight likely deficiencies before commencement of the listed activities.

5.1.3 Should any archaeological artefacts be exposed during excavation, the construction in the vicinity of the finding must be stopped. Under no circumstances shall any artefacts be destroyed. Such an archaeological site must be marked and fenced off, and South African Heritage Resource Agency must be contacted within 48 hours.

5.1.4 Construction of the Facility must be according the EMP, Operational Plan and Drawing A199/901, and compliant with recognized civil engineering standards.

5.1.5 The Licence Holder must conduct a topographic survey of the waste body within 3 (three) months of the date of this Licence and thereafter every 2 (two) years to determine the contours of the waste body and calculate the available airspace, side slopes and final height of the Facility and submit the contours and calculations to the Director within 3 (three) months of the survey. These surveys must confirm that the waste body is constructed according to the Operational Plan and Drawing A199/901.

5.2 Waste Disposal Infrastructure

5.2.1 The footprint of the waste body of Phase 1, as described in the Operational Plan may not exceed the outline as indicated in Drawing A199/901.

5.2.2 The design and construction of any further phases within the licenced boundaries must be lined with a containment barrier for a Class B waste disposal facility as prescribed in GN No. R. 636, or an alternative design authorised by the Director in consultation with the Provincial Head.

5.2.3 A two-way access road must be constructed with material that is suitable for road building. This access road must also be maintained to facilitate easy access to the Facility and the active cells.

5.2.4 The Licence Holder must ensure that the maximum height of the waste body does not exceed 175 metres above mean sea level (mamsl).

5.2.5 The side slope of the waste body, above ground, may not be steeper than a 1 vertical: 4 height gradient and maintained in such a manner that erosion is prevented.

5.2.6 A special waste cell must be constructed and be accessible to handle general waste in prolonged periods in inclement weather conditions, if required.

5.2.7 An outer perimeter lift berm must be constructed on the existing waste body according to the Operational Plan.

5.2.8 Daily cell-building in the construction of the waste area or lifts must be implemented according to the Operational Plan, to ensure that the working face is kept to a minimum, available airspace is optimised and nuisance conditions are minimised.

5.2.9 Daily compaction of the waste using the 'ramp method' must be implemented, while 'end tipping' is prohibited.

5.2.10 A stockpile of acceptable daily cover material to cover the compacted waste with a 150mm thick layer, over a two week period, must be maintained at all times.

5.2.11 The Licence Holder shall make provision for adequate sanitation facilities for staff on the Facility.

5.3 Stormwater Management

5.3.1 A stormwater management system must be constructed to divert all runoff water, arising from adjacent land or areas of the Facility not used for the management of waste, around the Facility or waste body. This stormwater system must have the capacity to maintain a freeboard of a half a metre in the event of a maximum precipitation during a period of 24 (twenty four) hours with an average frequency of once in fifty (1:50) years.

5.3.2 A collection toe drain around the perimeter of the waste body must be installed to collect any potentially contaminated runoff water and leachate, if any, from the waste body and drain this runoff into an appropriately lined containment pond. This runoff water system must have the capacity to maintain a freeboard of a half a metre in the event of a maximum precipitation during a period of 24 (twenty four) hours with an average frequency of once in fifty years and must be lined to prevent pollution to groundwater.

5.3.3 Runoff water that is released into the environment must comply with the quality requirements of the General and Special Standards, as published in Government Notice 991 of 18 May 1984, or with such quality requirements as may from time to time be determined by the Provincial Head and shall be drained from the Facility in a legal manner.

5.3.4 Runoff water that does not comply with the quality requirements applicable in terms of Condition 5.3.3 and all sporadic leachate from the Facility must be contained and evaporated in lined containment ponds.

5.3.5 All areas where waste is temporary stored and handled, excluding the disposal area, must be designed and managed so that no contaminants can escape into the environment. All runoff, if any, must be prevented from entering local watercourses.

6. OPERATIONAL MANAGEMENT

6.1 Site security and access control

6.1.1 The Licence Holder must prevent unauthorised access to the Facility, by having the Facility enclosed with an adequate fence and gate of 1.8m height and providing effective accesses control.

6.1.2 Weatherproof, durable and legible notices must be displayed at each entrance in at least 2 (two) official languages applicable to the area. These notices must prohibit unauthorised entry, state the hours of operation, include the types of waste permissible, the name, address and telephone number of the Licence Holder and the person responsible for the operation of the Facility.

6.1.3 The Licence Holder must provide access control during operational hours and must ensure that the gate is locked outside operational hours.

6.2 Impact management

6.2.1 The operational activities of the Facility shall be according to the Operational Plan.

6.2.2 Windblown litter must be prevented as far as practically possible and contained on-site with moveable fences. All windblown litter caught on any fences or blown off-site must be removed and disposed of on a daily basis.

6.2.3 Any portion of the Facility as demarcated in Condition 1.2 may be used to recover waste, however, no informal recovery or picking of waste at the Facility is permitted and the recovery activity shall not interfere with the daily operational activities of the Facility.

6.2.4 Waste must be compacted and covered daily with 150mm of suitable cover material and areas that will be left for a period longer than one year must be covered with 300mm compacted suitable cover material.

6.2.5 Occupational health and safety risks to all staff and visitors must be identified and mitigated by providing appropriate personal protective equipment and ensuring that these are utilised on the Facility.

6.2.6 Invasive alien vegetation must be controlled and removed annually.

6.2.7 Dust emissions must be mitigated by dust suppression methods such as the wetting of access roads, minimising earth moving operations during windy conditions and speed limiting.

6.2.8 The burning of waste at the Facility is prohibited.

6.2.9 Containers, skips or bins must be clearly marked to indicate the different waste types to be collected.

7. MONITORING

7.1 Water Monitoring

7.1.1 Groundwater monitoring network:

7.1.1.1 The Licence Holder must establish and maintain a monitoring borehole network to the satisfaction of the Director and the Provincial Head.

7.1.1.2 Monitoring boreholes shall be equipped with lockable caps. The Director and the Provincial Head reserve the right to take water samples at any time and to analyse these samples or have them analysed. The Licence Holder must ensure that all monitoring sites are adequately protected from vandalism and are kept in an acceptable operational condition.

7.1.2 Background groundwater monitoring:

7.1.2.1 Samples from an upstream borehole where the groundwater in the borehole is at an expected higher hydraulic pressure level than the hydraulic pressure level of the groundwater under the waste body shall be considered as background monitoring. Background groundwater monitoring shall be conducted during each monitoring occasion in terms of Conditions 7.1.4 and 7.2.1 for water quality variables listed in Annexure I. Background water sampling must be used to establish a water quality baseline against which the downstream groundwater samples must be compared.

7.1.3 Surface water monitoring:

7.1.3.1 Surface water monitoring must be performed in the runoff water containment pond prior to contemplating the following activities: releasing this water into the environment or using this water for irrigation or dust suppression. These activities may only take place once the Director and the Provincial Head have evaluated these monitoring results and have authorised the Licence Holder to proceed with these activities.

7.1.4 Detection monitoring:

7.1.4.1 Monitoring for groundwater quality must be conducted bi-annually, once in the winter and once in the summer, or such frequency as may be determined by the Director and the Provincial Head, for the water quality variables listed in paragraph (a) of Annexure II and annually, in winter, for the water quality variables listed in paragraph (b) of Annexure II.

7.1.5 Method of analysis:

7.1.5.1 The Licence Holder shall carry out all tests in accordance with methods prescribed by and obtainable from the South African Bureau of Standards (SABS), referred to in the Standards Act, 1982 (Act 30 of 1982), to analyse the samples taken under the monitoring programmes specified in Condition 7.

7.1.5.2 The Licence Holder shall only use another method of analysis if written proof that the method is at least equivalent to the SABS method, is submitted to the Director and the Provincial Head.

7.2 Investigative Monitoring

7.2.1 If, in the opinion of the Director and the Provincial Head, a water quality variable listed under the detection monitoring programme, as referred to in Condition 7.1.4, shows an increasing trend, the Licence Holder shall initiate a monthly monitoring programme for the water quality variables listed in Annexure I.

7.2.2 Should the Director suspect that the Facility may be generating significant amounts of landfill gas, the Licence Holder shall implement landfill gas monitoring as prescribed by the Director.

7.3 Further Investigations

7.3.1 If, in the opinion of the Director and the Provincial Head, groundwater and/or surface water pollution have occurred or may possibly occur, the Licence Holder shall conduct the necessary investigations and implement additional monitoring and rehabilitation measures which shall be to the satisfaction of the Director and the Provincial Head.

7.3.2 If, in the opinion of the Director, environmental pollution, nuisances or health risks may be or are occurring at the Facility, the Licence Holder must initiate an investigation into the cause of the problem or suspected problem. Such investigation must include the monitoring of the relevant environmental pollution, nuisance and health risk variables, at those monitoring points and at such frequency as will be determined in consultation with the Director. Should the investigation reveal any unacceptable levels of pollution, the Licence Holder must submit a report with mitigation measures to the satisfaction of the Director.

7.4 Post-closure Monitoring

7.4.1 Groundwater and landfill gas, if required, monitoring by the Licence Holder, in accordance with Conditions 7.1 or 7.2.2, shall continue upon closure of the Facility and be maintained for a period of 30 (thirty) years, or such lesser period as may be determined by the Director and the Provincial Head.

8. AUDITING

8.1 Internal audits

8.1.1 Internal audits, including compliance to the Licence conditions, general Facility operations, complaints, responses and the records kept in terms of Condition 9, must be conducted quarterly by the Licence Holder and on each audit occasion an official report must be compiled by the relevant internal auditor to report the findings of the audits, which must be submitted to the Director according to Condition 10.10 and which must be made available to the external auditor specified in Condition 8.2.1. The internal audits must be compiled in the format required by the Department

8.2 External audits

8.2.1 The Licence Holder must appoint an independent external auditor to audit the Facility bi-annually (twice a year) and this auditor must compile an audit report documenting the findings of the audit, which must be submitted by the Licence Holder to the Director according to Condition 10.10.

8.2.2 The audit report must:

(a) Specifically state whether conditions of this Licence are adhered to;

(b) Include trend graphs and an interpretation of all available data and test results regarding the operation of the Facility and all its impacts on the environment;

(c) Include the findings of the internal audit reports required in Condition 8.1.1;

(d) Make recommendations on partial and non-compliances and how to improve the management of the Facility;

(e) Specify target dates for the implementation of the recommendations to achieve compliance; and

(f) Specify whether corrective action which was taken for the previous audit's non conformities was adequate.

8.2.3 The external audit report must be submitted to the Director within 30 (thirty) days from the date on which the external auditor finalised the report and according to Condition 10.10.

8.3 Departmental audits and inspections

8.3.1 The Department reserves the right to audit or inspect the Facility without prior notification at any time and frequency as may be determined by the Director.

8.3.2 The findings of these audits or inspections must be made available to the Licence Holder within 60 (sixty) days of the end of the audit or inspection. Information from the audits must be treated in accordance with the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

8.3.3 The Licence Holder must make any records or documentation available to the Director upon request, as well as any other information the Director may require.

9. RECORD KEEPING

9.1 The Licence Holder must keep records of all monitoring results, nuisances and complaints at the Facility.

9.2 Accurate records of waste volumes or masses received and recovered must be kept at the Facility and reported to the Department as per Condition 10.7.

9.3 All records required or resulting from activities required by this Licence must:

(a) Be legible;

(b) Be made available and should form part of any audit report;

(c) If amended, be amended in such a way that the original and any subsequent amendments remain legible and are easily retrievable;

(d) Be retained in accordance with documented procedures which are approved by the Department; and

(e) Be made available upon the request of the Director.

9.4 The Licence Holder shall record all borehole data and chemical analysis as required in Condition 7.1.

10. REPORTING

10.1 The Licence Holder must, within 24 (twenty four) hours, notify the Director of the occurrence or detection of any incident on the Facility which has the potential to cause, or has caused any pollution.

10.2 The Licence Holder must, within 14 (fourteen) days, or as specified by the Director from the occurrence or detection of any incident referred to in Condition 10.1, submit an action plan, which must include a detailed time schedule, and resource allocation signed off by management, to the satisfaction of the Director of measures taken to:

(a) Correct the impact resulting from the incident;

(b) Prevent the incident from causing any further impact; and

(c) Prevent a recurrence of a similar incident.

10.3 In the event that measures have not been implemented within 21(twenty one) days of the incident to address impacts caused by the incident referred to in Condition 10.1, or measures which have been implemented are inadequate, the Director may implement the necessary measures at the cost and risk of the Licence Holder.

10.4 The Licence Holder must keep and maintain an incident and complaints register, which must be kept at the Facility and be made available at the request of the Director.

10.5 The Department must be notified within 7 (seven) days of any changes to the management of the Facility including the name of the incoming person together with evidence that such person has the required technical competence.

10.6 The Department must be notified within 14 (fourteen) days of the following changes:

(a) Licence Holder's trading name, registered name or registered office address;

(b) Particulars of the Licence Holder's ultimate holding company (including details of an ultimate holding where a Licence Holder has become a subsidiary); and

(c) Steps taken with a view to the Licence Holder going into bankruptcy, entering into composition or arrangement with creditors.

10.7 The Licence Holder must register and report all waste volumes or masses received, recovered, disposed of or stored to the Department's Integrated Pollutant and Waste Information System (IPWIS) URL: http://ipwis.pgwc.gov.za/ipwis3/public, as required by the Department.

10.8 The Department must be notified without delay in the case of the following:

(a) Any malfunction, breakdown of failure of equipment or techniques, accident or fugitive emission which has caused, is causing or may cause significant pollution;

(b) The breach of conditions of this Licence; and

(c) Any significant adverse environmental and health effects.

10.9 Prior written notification must be given to the Director of the following events and within the specified timeframes:

(a) As soon as practicable prior to the permanent cessation of any operational activities;

(b) Full or partial cessation of the operational activities for a period likely to exceed 3 (three) months; and

(c) Full or partial resumption of the operation of all or part of the activities after a cessation notified under (b) above.

10.10 The information required in terms of Conditions 7 must be reported to the Director in the format specified in Conditions 8.1 and 8.2, where applicable, within a period of 30 (thirty) days following the analysis of the samples. The information must also be included in a trend report, which must contain a graphical presentation of all results obtained previously at any specific point, as well as an interpretation and discussion of the results of each monitoring occasion.

11. MONITORING COMMITTEE

11.1 The Licence Holder must take all reasonable steps to establish and ensure the continued functioning of the Tulbagh Waste Disposal Facility for the normal operative lifetime of the Facility and for the closure of the Facility, as determined by the Director.

11.2 The Monitoring Committee must be established and must formulate a terms of reference and code of conduct, to the satisfaction of the Director, under which the Committee can operate.

11.3 The Residents Monitoring Committee (RMC) shall be representative of relevant interested and affected persons and may consist of at least the following persons:-

a) representative(s) of the Witzenberg Municipality
b) representative(s) this Department;
c) representative(s) of the Department of Water and Sanitation; and
d) at least 1 (one) person/party, or their representatives elected by the local residents.

11.4 The RMC shall meet at least once every 6 (six) months and not later than 30 (thirty) days after the external audit report specified in condition 8.2.

11.5 The Licence Holder must keep minutes of all meetings of the RMC and distribute these minutes to all members of the RCM within 30 (thirty) days after the meeting.

12. LEASING AND ALIENATION OF THE SITE

12.1 Should the Licence Holder want to alienate or lease the Facility, he/she must notify the Director in writing of such an intention at least 120 (one hundred and twenty) days prior to the said transaction. Should the approval be granted, the subsequent Licence Holder shall remain liable to compliance with all Licence conditions.

13. TRANSFER OF THE WASTE MANAGEMENT LICENCE

13.1 Should the Licence Holder want to transfer holdership of this Licence, he/she must apply in terms of section 52 of the NEM:WA, 2008.

13.2 Any subsequent Licence Holder shall be bound by the conditions of this Licence.

14. REHABILITATION AND CLOSURE OF THE FACILITY

14.1 In accordance with Government Notice No. 921 of 29 November 2013 or any amendments thereto, a waste management licence is required for the decommissioning of a facility. The Licence Holder must therefore submit a waste management licence application should he /she intend to decommission the Facility.

14.2 Immediately following the cessation of operations with the intention to close the Facility, the surface of the Facility shall be covered in such a way that-

14.2.1 The formation of pools due to rain is prevented;

14.2.2 Free surface runoff of rainwater is ensured; and

14.2.3 No objects or materials which may hamper the remediation of the Facility are present.

14.3 The Licence Holder must rehabilitate the Facility or any portion thereof, in accordance with a closure report and rehabilitation plan, which must be submitted to the Department for approval at least one year prior to the intended closure of the Facility, or any portion thereof.

14.4 The Licence Holder shall remain responsible for the Facility, and/or any of its impacts on the environment, after operations on the Facility have ceased.

15. GENERAL

15.1 This Licence is valid until the waste disposal airspace capacity, according to the Operational Plan, has been reached and confirmed by calculations in terms of Condition 5.1.5. The Licence may be reviewed at any time within the lifetime of this Licence. Based on the results of the review, especially compliance to Licence conditions or recommendations from the audit reports and or changing legislation, the Licence can be varied or withdrawn or the validity thereof be extended.

15.2 This Licence shall not be transferable unless such transfer is subject to Condition 13 above.

15.3 This Licence shall not be construed as exempting the Licence Holder from compliance with the provisions of any National and Provincial Legislation and relevant Ordinance, Regulation, By-laws and relevant National Norms and Standards.

15.4 The Licence Holder must in writing, within 14 (fourteen) days of the date of this decision on the application, in accordance with regulation 4(2) of GN No. R.982 of 4 December 2014, ensure that:-

(a) all registered interested and affected parties are provided with access to the decision and reasons for such decision; and

(b) the attention of all registered interested and affected parties is drawn to the fact that an appeal may be lodged against the decision in terms of the National Appeals Regulations of 2014, if such appeal is available in the circumstances of the decision.

15.5 Transgression of any condition of this Licence could result in the suspension of the Licence by this Department.

15.6 Non-compliance with a condition of this Licence may result in criminal prosecution or other actions provided for in section 67(1) of the NEM:WA.

15.7 In terms of sections 28 and 30 of the NEMA, and sections 19 and 20 of the National Water Act, 1998 (Act No. 36 of 1998), any costs incurred to remedy environmental damage must be borne by the person responsible for the damage. It is therefore imperative that the Licence Holder reads through and understand the legislative requirements pertaining to the project. It is the Licence Holder's responsibility to take reasonable measures which include informing and educating contractors and employees about environmental risks of their work and training them to operate in an environmentally acceptable manner.

D. APPEALS

Appeals must comply with the provisions contained in the National Appeal Regulations, 2014.

1. An appellant (if the applicant) must –

1.1. Submit an appeal in accordance with Regulation 4 to the appeal administrator and a copy of the appeal to any registered interested and affected parties (I&Aps), any Organ of State with interest in the matter and the decision maker within 20 (twenty) calendar days from the date the applicant was notified by the Department of this decision;

2. An appellant (if NOT the applicant) must –

2.1. Submit an appeal in accordance with Regulation 4 to the appeal administrator, and a copy of the appeal to the applicant, any registered I&AP, any Organ of State with interest in the matter and the decision maker within 20 (twenty) calendar days from the date the applicant notified the registered I&APs of the this decision;

3. The applicant (if not the appellant), the decision-maker, I&AP and Organ of State must submit their responding statements, if any, to the appeal authority and the appellant within 20 (twenty) calendar days from the date of receipt of the appeal submission.

4. This appeal and responding statement must be submitted to the address listed below:

By post:	Western Cape Ministry of Local Government, Environmental Affairs and Development Planning Private Bag X9186 CAPE TOWN 8000
By facsimile:	(021) 483 4174; or
By hand:	Attention: Mr J. de Villiers Room 809, 8th Floor Utilitas Building, 1 Dorp Street, Cape Town, 8001

Note: You are also requested to submit an electronic copy (Microsoft Word format) of the appeal and any supporting documents to the Appeal Administrator to the address listed above and/ or via e-mail to Jaap.DeVilliers@westerncape.gov.za.

5. A prescribed appeal form as well as assistance regarding the appeal processes is obtainable from the office of the Minister at: Tel. (021) 483 3721. E-mail Jaap.DeVilliers@westerncape.gov.za or URL http://www.westerncape.gov.za/eadp.

E. DISCLAIMER

The Western Cape Government, the Local Authority, committees or any other public authority or organisation appointed in terms of the conditions of the Licence shall not be responsible for any damages or losses suffered by the holder, developer or his/her successor in any instance where construction or operation subsequent to construction is temporarily or permanently stopped for reasons of non-compliance with the conditions as set out herein or any other subsequent document or legal action emanating from this decision.

Your interest in the future of our environment is greatly appreciated.

Yours faithfully

EDDIE HANEKOM

DIRECTOR: WASTE MANAGEMENT

Date of decision: 15-07-2019

CC: (1) Larry Eichstaat RMS E-mail: Larry@rmienviro.co.za Fax: (021) 975 1373

(2) Malise Noe DWS: Resource Protection and Waste E-mail: NoeM@dws.gov.za Fax: (012) 975 1373

APPENDIX 1

REASONS FOR THE DECISION

The motivation for a variation of the Permit, as well as factors affecting the broader development were considered to ensure the effective implementation of this Licence are explained below.

The following information was available to the Department, which was taken into account in the Department's consideration of the application;

(a) The conditions of the Permit No. 16/2//7/G100/D6/Z1/P305 issued on 31 July 1998, in terms of section 20 of ECA, issued by the DWAF (now known as the DWS), for the disposal and recovery of general waste at a class **G: S: B** site;

(b) The final Basic Assessment Report (BAR), dated March 2016, by Resource Management Services;

(c) A Public Participation Report appended to the BAR;

(d) A Visual Impact Assessment Report, dated March 2016, by Antoinette de Beer, appended to the BAR;

(e) An Environmental Management Programme (EMP), dated March 2016, by Resource Management Services, appended to the BAR;

(f) Drawing A199/901, dated August 2015, by Jan Palm Consulting Engineers cc, appended to the BAR;

(g) An Operation, Management and Rehabilitation Plan, dated June 2015, by Jan Palm Consulting Engineers cc, appended to the BAR;

(h) Waste Management Licence Application Additional Information Annexure; and

(i) The objectives and requirements of relevant legislation, policies and guidelines, including Section 2 of the NEMA.

A summary of the issues, which, in the Department's view were most significant, are set out below.

Alternatives

The following alternative was considered:

Various final height proposals as investigated in the Visual Impact Assessment Report.

Environment

The Facility is currently permitted to dispose of and recover waste at this Facility, and is therefore located on an already disturbed area. The vegetation within the permitted area does not contain enough habitats or vegetation of environmental significance and is considered a low sensitive ecosystem.

Need and Desirability

The Witzenberg Municipality currently utilises this waste disposal facility for the disposal of general waste generated in Tulbagh and temporarily of waste generated in Wolseley. A different regional waste disposal facility is being investigated, however, until such a facility becomes available, the Tulbagh waste management facility remains the best viable option to serve the Municipality at large.

The Facility is remotely located with only a few residential houses in close proximity. Thus with improved operations, as specified in the Variation Licence, this Facility should have minimal environmental impacts.

Public Participation Process

The Public Participation Process in terms of the 2014 NEMA EIA Regulation GN R 982 comprised of the following:

- The identification of interested and affected persons (IAPs);
- Advertisements were placed in the "Witzenberg Herald" and "Die Burger" newspapers on 1 December 2015, notification by e-mail to neighbouring landowners and stakeholders, and a poster was placed at the entrance of the Tulbagh Waste Disposal Facility, advertising the availability of the Draft Basic Assessment Report (draft BAR) and the opportunity to register as an IAP;
- A special meeting was held with a neighbouring land owner and this Department on 22 January 2016;
- The draft BAR was made available on the Resource Management Services' website, a hard copy placed in the Tulbagh Public Library and copies were submitted to the relevant State Departments and Authorities for comment; and
- Issues and concerns raised by the IAPs were included with responses in a Final BAR.

Authorities Consulted:

The authorities consulted include the following:

- Department of Environmental Affairs and Development Planning;
- Department of Water and Sanitation;
- Department of Health;
- Breede Overberg Catchment Management Agency;
- Cape Winelands District Municipality; and
- Witzenberg Local Municipality

Issues, concerns and comments provided by the IAPs and responses in the Final BAR have been considered in the evaluation of this application. No fundamental objections to the variation of the Permit for the operation of this Facility were received from the authorities. In addition to the two substantive variations, specific non-substantive construction and operating conditions were added to the Variation Licence to enforce improved operation of the Facility thereby aiming to reduce the major nuisance conditions that received the most concern by the IAPs.

Appendix C
Permit Annexure I & II

ANNEXURE I

WATER QUALITY VARIABLES REQUIRED FOR BACKGROUND MONITORING AND INVESTIGATIVE MONITORING: CONDITIONS 7.1.2.1 AND 7.2.1

Alkalinity (P.Alk)

Calcium (Ca)

Chromium (hexavalent) ($Cr6^+$)

Chromium (Total) (Cr)

Chemical oxygen demand (COD)

Cyanide (CN)

Mercury (Hg)

Lead (Pb)

Nitrate (as N) (NO_3-N)

Phenolic compounds (Phen)

Potassium (K)

Total dissolved solids (TDS)

Free & saline ammonia as N (NH_4-N)

Boron (B)

Magnesium (Mg)

Cadmium (Cd)

Chloride (Cl)

Fluoride (F)

pH

Sodium (Na)

Electrical conductivity (EC)

Sulphate (SO_4)

ANNEXURE II

WATER QUALITY VARIABLES REQUIRED FOR BACKGROUND MONITORING AND DETECTION MONITORING: CONDITIONS 7.1.2.1 AND 7.1.4.1

Bi-annually for:

- Alkalinity (P.Alk)
- Chemical oxygen demand (COD)
- pH
- Total dissolved solids (TDS)
- Chlorides (Cl)
- Nitrate (NO_3-N)
- Potassium (K)

Annually for:

- Electrical conductivity (EC)
- Calcium (Ca)
- Magnesium (Mg)
- Sodium (Na)
- Sulphate (SO_4)
- Fluoride (F)

Appendix D
Monthly tonnage data (iPWIS)



Waste Activity Management Report



Tulbagh Landfill: Waste Disposal

2018 April

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2018-05-08 03:05:23	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	507.6500
GW10 - Commercial and industrial...	WC022 - Witzenberg	.8000
GW20 - Organic waste	WC022 - Witzenberg	70.7000
GW30 - Construction and demoliti...	WC022 - Witzenberg	6.0000



Waste Activity Management Report



Tulbagh Landfill: Waste Disposal

2018 August

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2018-09-06 02:23:56	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	487.7500
GW20 - Organic waste	WC022 - Witzenberg	42.3000

Waste Activity Management Report

Tulbagh Landfill: Waste Disposal

2018 February

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2018-03-08 08:23:55	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	449.4500
GW20 - Organic waste	WC022 - Witzenberg	89.0000
GW30 - Construction and demoliti...	WC022 - Witzenberg	16.1000

Waste Activity Management Report

Tulbagh Landfill: Waste Disposal

2018 January

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2018-02-08 02:14:39	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	372.7000
GW10 - Commercial and industrial...	WC022 - Witzenberg	.1500
GW20 - Organic waste	WC022 - Witzenberg	54.8000
GW30 - Construction and demoliti...	WC022 - Witzenberg	28.3130

Waste Activity Management Report

Tulbagh Landfill: Waste Disposal

2018 June

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2018-07-06 03:48:06	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	432.7000
GW20 - Organic waste	WC022 - Witzenberg	37.7500
GW30 - Construction and demoliti...	WC022 - Witzenberg	8.2500

Waste Activity Management Report

Tulbagh Landfill: Waste Disposal

2018 March

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2018-04-06 03:27:05	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	472.9500
GW10 - Commercial and industrial...	WC022 - Witzenberg	.4000
GW20 - Organic waste	WC022 - Witzenberg	70.4000
GW30 - Construction and demoliti...	WC022 - Witzenberg	33.5130

Waste Activity Management Report

Tulbagh Landfill: Waste Disposal

2018 November

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2018-12-12 11:48:28	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	409.2000
GW20 - Organic waste	WC022 - Witzenberg	49.4000

Waste Activity Management Report

Tulbagh Landfill: Waste Disposal

2018 October

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2018-11-06 02:36:33	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	508.4500
GW10 - Commercial and industrial...	WC022 - Witzenberg	.2000
GW20 - Organic waste	WC022 - Witzenberg	91.6000
GW30 - Construction and demoliti...	WC022 - Witzenberg	13.5000

Waste Activity Management Report

Tulbagh Landfill: Waste Disposal

2018 September

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2018-10-09 09:18:15	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	385.6000
GW20 - Organic waste	WC022 - Witzenberg	40.6000
GW30 - Construction and demoliti...	WC022 - Witzenberg	12.0000

Waste Activity Management Report

Tulbagh Landfill: Waste Disposal

2018 December

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2019-01-09 03:44:18	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	430.8000
GW20 - Organic waste	WC022 - Witzenberg	87.0000

Appendix E

Proof of audit submission to DEA&DP

WASTE

17/3/3

Western Cape Government

BETTER TOGETHER

DIRECTORATE: WASTE MANAGEMENT
MUNEEB BADEROON
Muneeb.Badderoon@westerncape.gov.za

12-A

REFERENCE: 19/2/5/4/B5/T4/WL0056/15

The Municipal Manager
Witzenberg Local Municipality
P.O. Box 44
CERES
6835

MUNICIPALITY WITZENBERG 21 JAN 2019 MUNISIPALITEIT

Tel: (023) 316 8544
Fax: (023) 312 3472
E-mail: jacobs@witzenberg.gov.za

For Attention: Johnny Jacobs

RE: ACKNOWLEDGEMENT OF RECEIPT AND COMMENT ON THE EXTERNAL COMPLIANCE AUDIT REPORT OF THE OPERATIONAL TULBAGH WASTE DISPOSAL FACILITY (WDF), ON REMAINDER OF ERF 1, PORTION 1 OF THE FARM MIDDELPOS NO.116 AND PORTION 30 OF THE FARM KRUYS VALLEY NO. 187, DIVISION OF TULBAGH.

1. This letter serves as an acknowledgement of receipt of the above-mentioned external compliance audit report dated 3 May 2018, as received electronically by the Department of Environmental Affairs and Development Planning, Sub-Directorate: Waste Management Licensing (hereafter refer to as 'the Department') on 11 June 2018.
2. The Department has reviewed the report and has the following comments:
   - 2.1 The overall score obtained by the Facility in the external audit report is satisfactory.
   - 2.2 The Department supports the actions included on page 17 of the external audit report.
   - 2.3 Please provide the rationale in the comment column, for which compliance levels were determined for each waste management licence condition. The following comments (on compliance status) column must be completed by the external auditor viz. Monitoring Committee: 11.1 etc.
   - 2.4 If there is evidence that any Permit condition has become non-applicable, the Permit Holder may apply for a variation to the relevant Licence condition.
   - 2.5 The progress in addressing non-compliances identified in the external audit report will be comparatively assessed in the next internal, external and/or Departmental audit.
3. The Department reserves the right to comment and request further information based on the information received.

Please contact Muneeb Baderoon if you have any enquiries.

Yours faithfully,

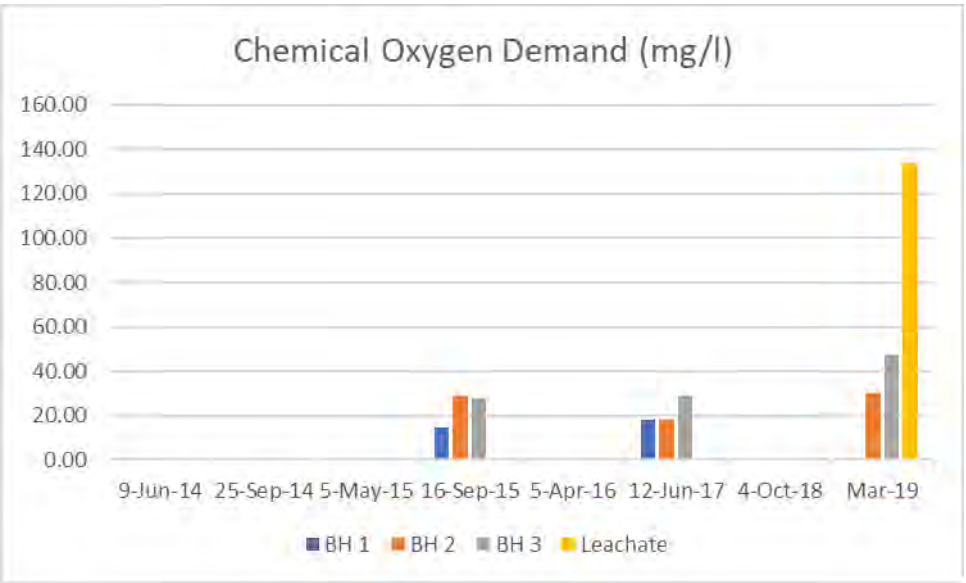
AUGUST HOON
ACTING DIRECTOR: WASTE MANAGEMENT
DATE: 24/12/2018

Page 2 of 2

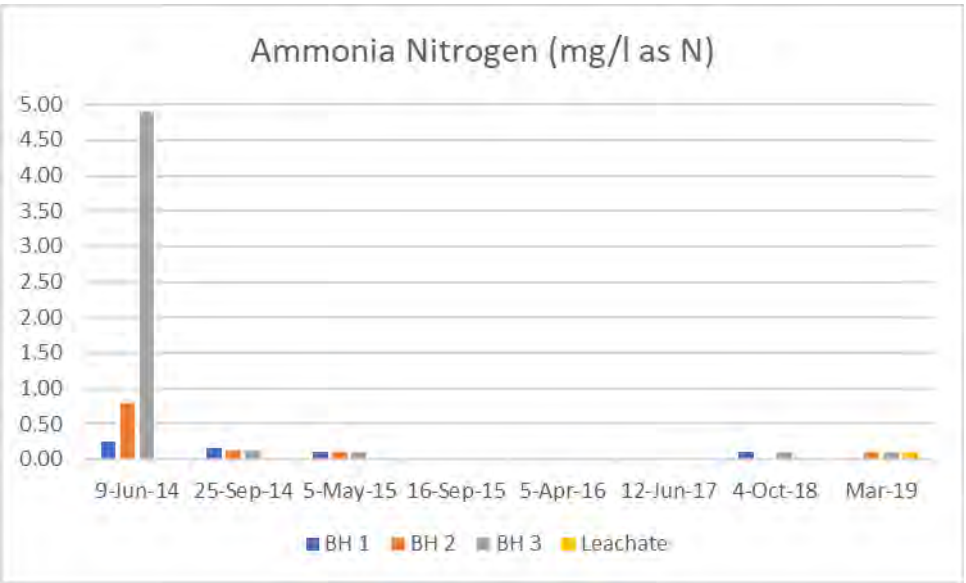
Appendix F
Groundwater & Leachate trend graphs

All monitoring data from June 2014 up to March 2019 was analysed by groundwater specialists at Aurecon and has been summarised in Table 4, Table 5 and Table 6 below. The leachate water sampling data is summarised in Table 7 below.

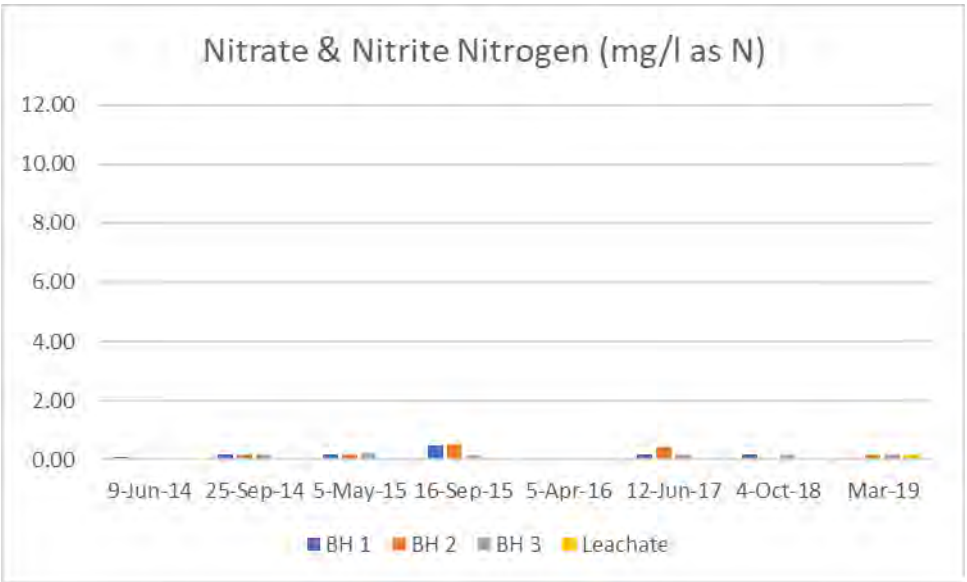
The parameters that are found to be most important for groundwater contamination detection are the Chemical Oxygen Demand (COD), Ammonia, Nitrite and Nitrate levels, Phenols, Dissolved Organic Carbon, Ortho Phosphates, and all heavy metals of all samples. Figure 8 to Figure 20 below display graphs comparing the results of the samples taken from BH1, BH2 and BH3 during 2014 through to 2019 for the indicated parameters. The graphs also include measurements for March 2019 at the detention pond, to indicate water quality of the leachate collected in this pond. In these figures the red line indicates the SANS 241-1: 2015 standard, a blue line indicates the Blue Drop Standard and a yellow line indicate chronic/acute health limits (SANS 241 and Blue Drop Standards).



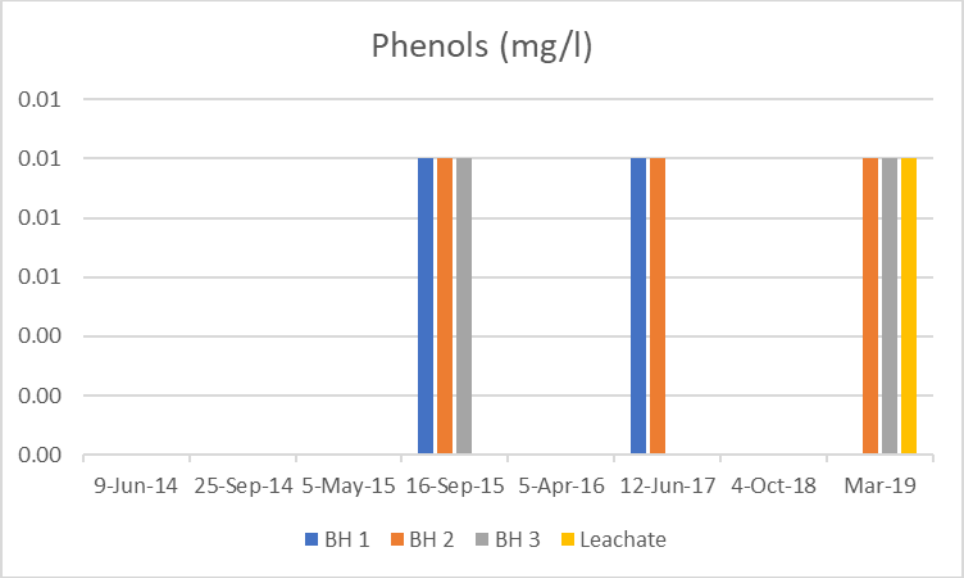
Graph 1: Graph comparing Ammonia Nitrogen of each Borehole sample analysed.



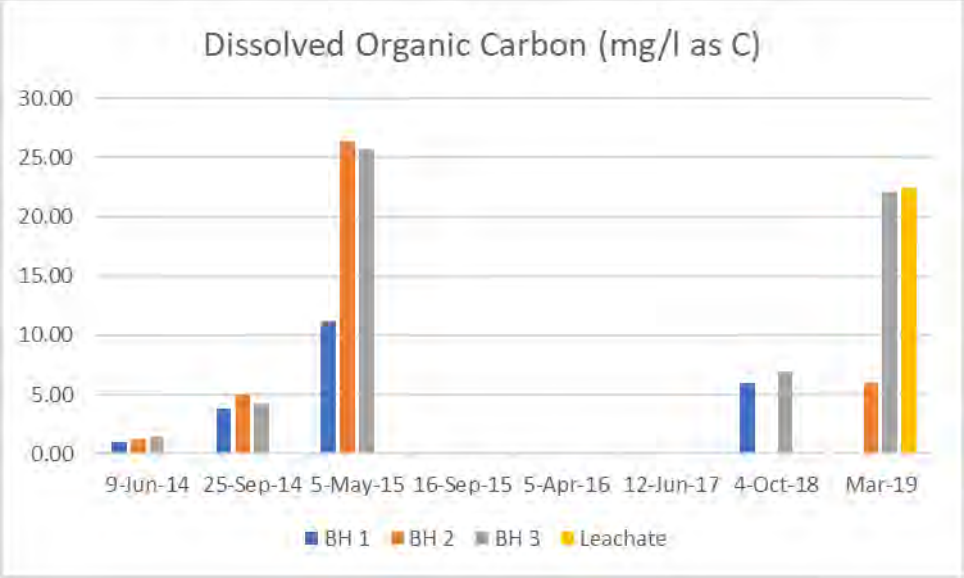
Graph 2: Graph comparing COD of each Borehole sample analysed.



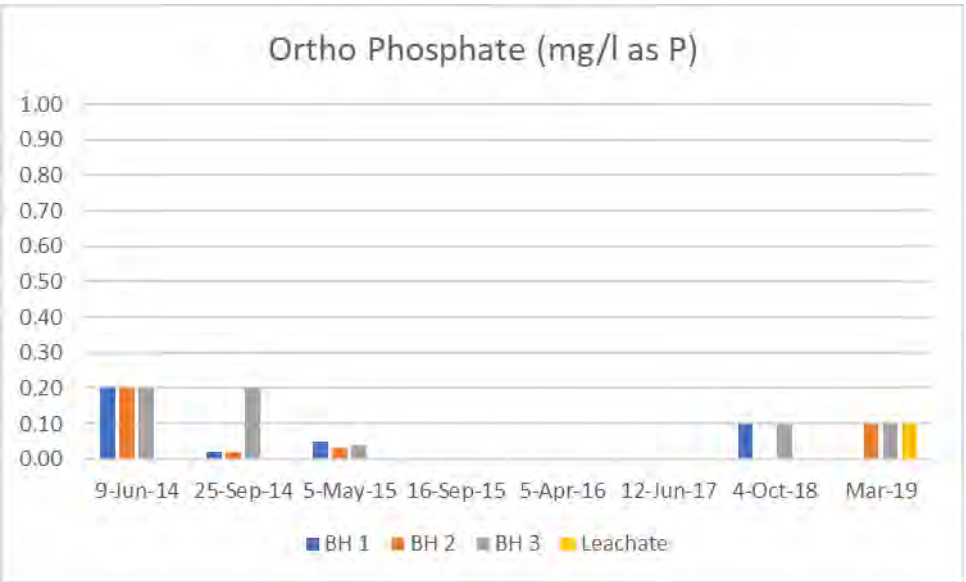
Graph 3: Graph comparing Nitrate and Nitrite of each Borehole sample analysed.



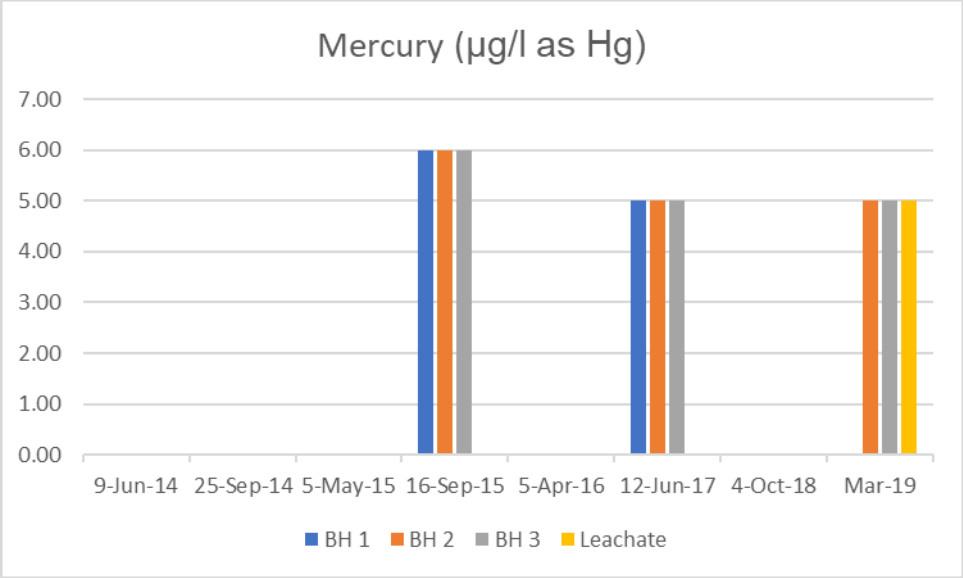
Graph 4: Graph comparing Phenols of each Borehole sample analysed.



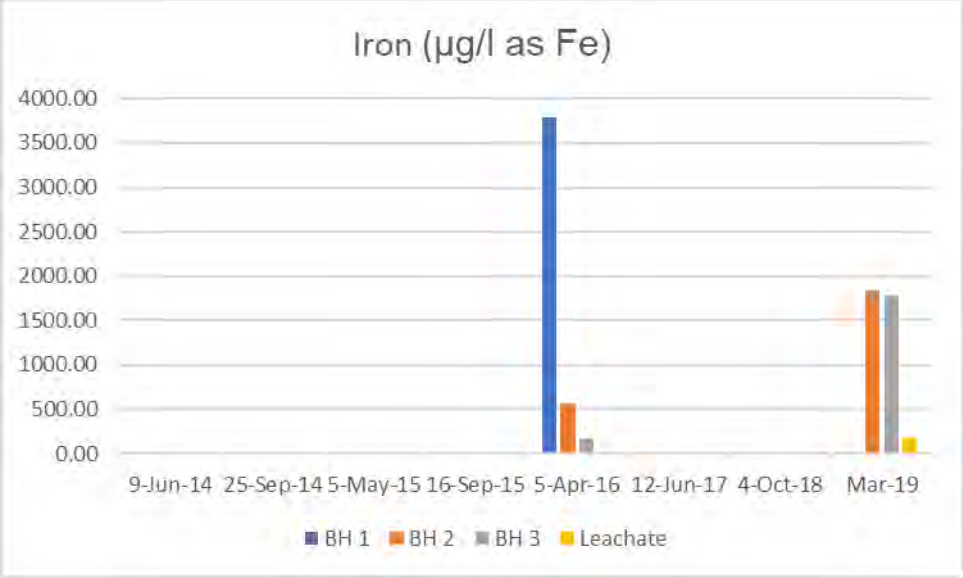
Graph 5: Graph comparing DOC of each Borehole sample analysed.



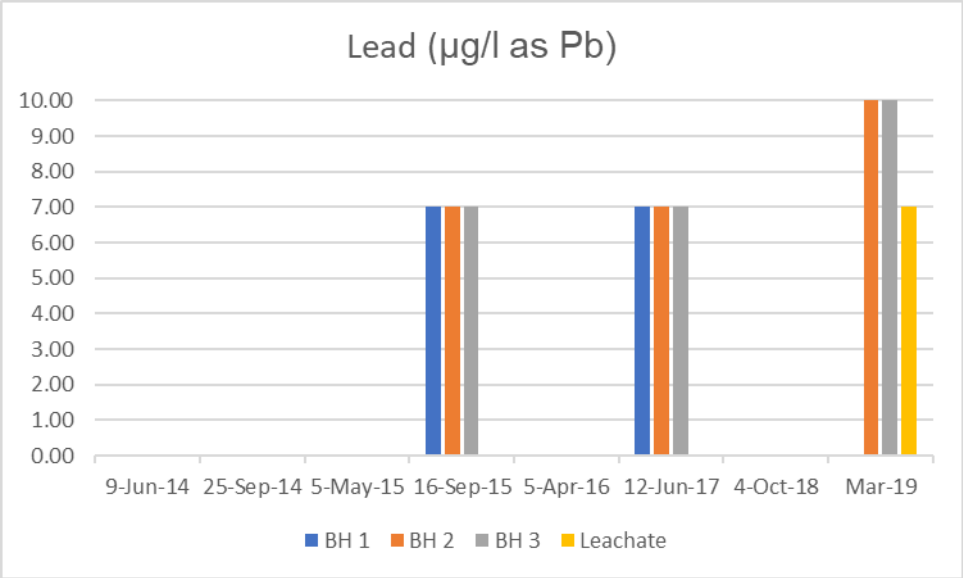
Graph 6: Graph comparing Ortho Phosphate of each Borehole sample analysed.



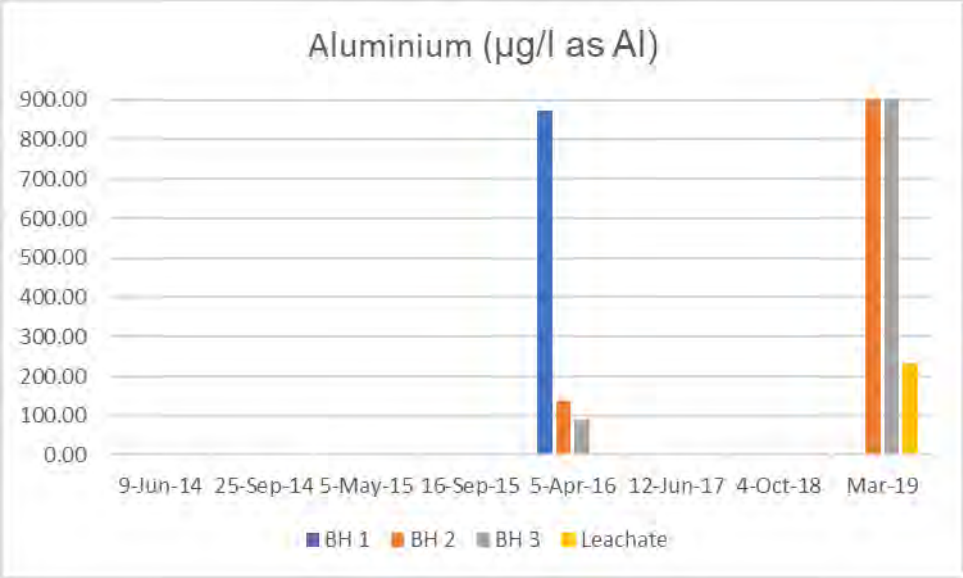
Graph 7: Graph comparing Mercury of each Borehole sample analysed.



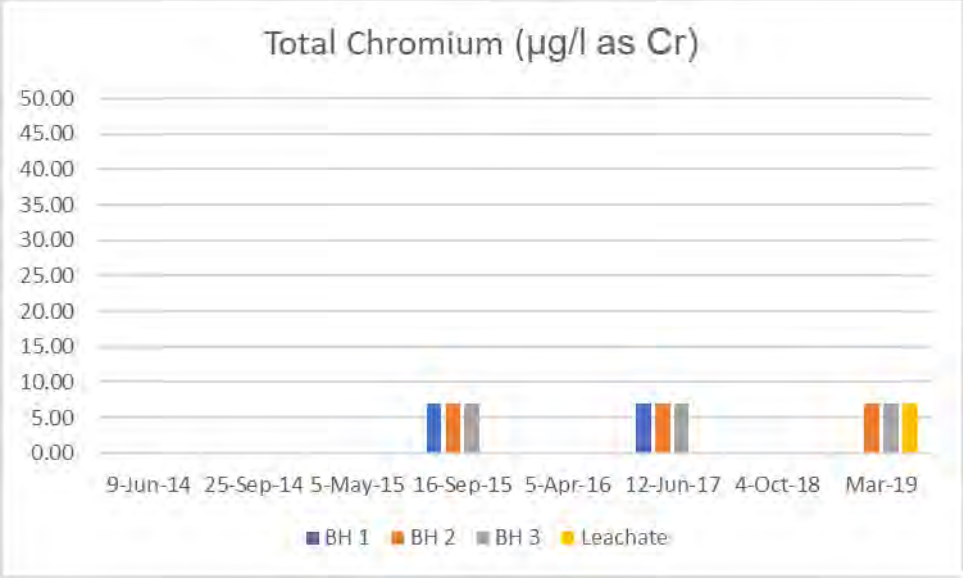
Graph 8: Graph comparing Iron of each Borehole sample analysed.



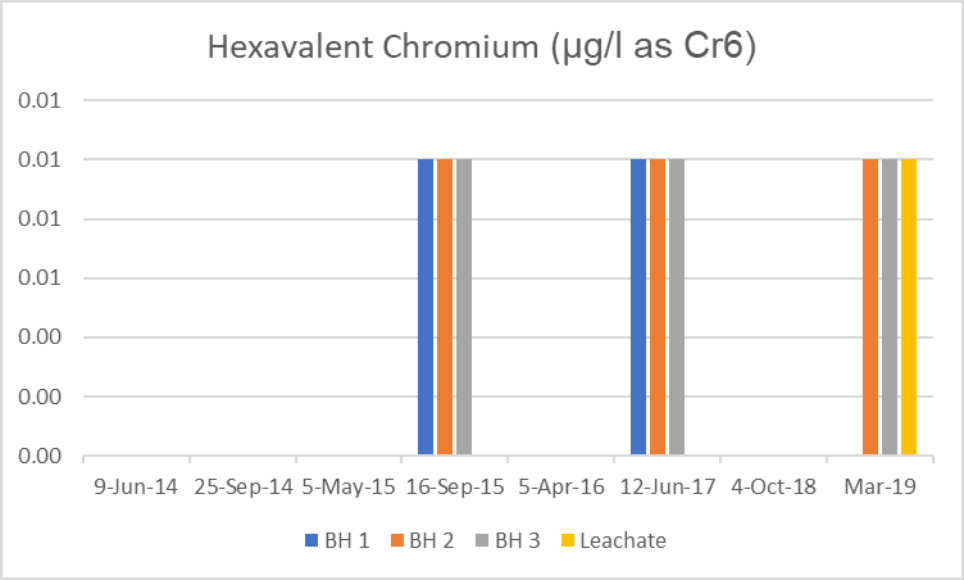
Graph 9: Graph comparing Lead of each Borehole sample analysed.



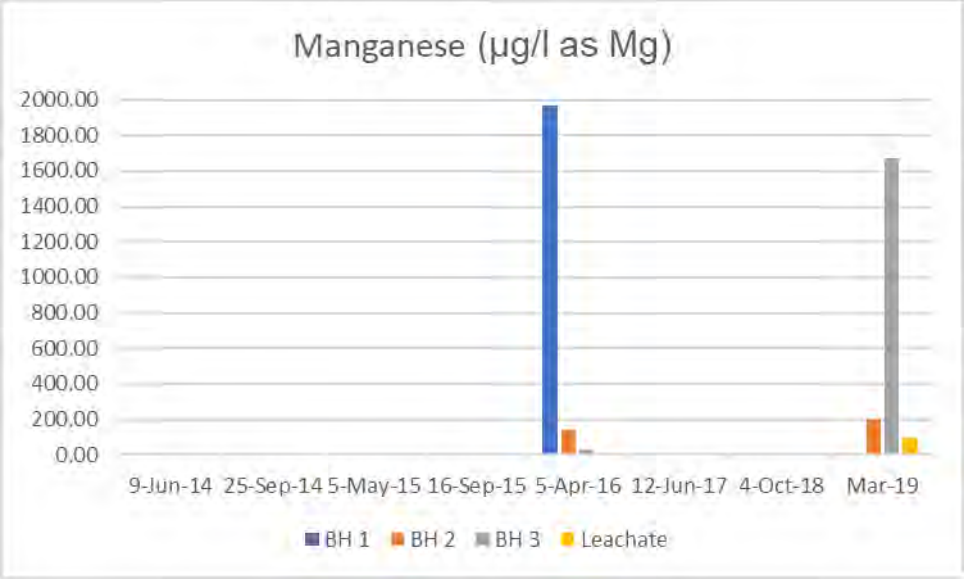
Graph 10: Graph comparing Aluminium of each Borehole sample analysed.



Graph 11: Graph comparing Total Chromium of each Borehole sample analysed



Graph 12: Graph comparing Hexavalent Chromium of each Borehole sample analysed.



Graph 13: Graph comparing Manganese of each Borehole sample analysed.

To sum up the 2014 to 2019 available groundwater and leachate monitoring data, the water quality results do not show any trend of groundwater pollution emanating from the WDF.

Appendix G
Monitoring Committee Information

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

NOMINATIONS ARE HEREBY INVITED FROM RESIDENTS OF THE LOCAL COMMUNITY TO SERVE ON THE RESIDENTS MONITORING COMMITTEE (RMC) OF THE TULBAGH WASTE DISPOSAL FACILITY

Objectives of the RMC

As part of Permit number 19/2/5/4/B5/14/WLWO56/15 issued by the Department of Environmental Affairs and Planning (DEADP) the permit holder must take all reasonable steps to maintain and ensure the continued functioning of the RMC for the normal operative lifetime of the Site and for a period of at least two years after the closure of the Site, or such longer period as may be determined by the Provincial Department of Environmental Affairs and Development Planning (DEADP).

Enabling the community to effectively participate in and monitor the operation, rehabilitation, closure and ongoing monitoring of the Site.

Discussing and addressing the concerns of the community regarding the Site, especially those people living in the immediate vicinity.

Membership

One person/party, or their representatives elected by the local residents.

Meetings

A minimum of two meetings must be held per year.

Accountability, responsibility and liability of members

All members must act in a responsible manner and are accountable to society at large.

As the RMC is a monitoring committee and not a management committee, it is not legally responsible for the operations or the consequences resulting from the operations of the Site. Final accountability and responsibility for the Site lies with the Permit Holder.

Costs

Voluntary members of the RMC will not receive payment for their services on the RMC.

How to nominate a resident

If you would like to nominate a resident for the above RMC, please contact Johny Jacobs together with the below reference number, the name of the nominated resident, contact details (preferred method of notification, e.g. email address or fax number)

Contact: Johnny Jacobs • Tel: 023 316 1854 • Fax: 023 312 3472

E-mail: jjacobs@witzenberg.gov.za

Postal Address: PO Box 44, Ceres, 6835.

The nominations closes on 21 December 2017.

D NASSON

MUNICIPAL MANAGER 30 November 2017

Ref. Nr. 17/03/3

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

44, Cere, 6811
30 Voortrekker St/ Str. Cere, 6811
Suid Afrika/ South Africa
+27 23 316 1854
+27 23 316 1877
admin@witzenberg.gov.za
www.witzenberg.gov.za

Verwysing: 17/3/1/
Navrae: Mr. J Barnard

21 February 2018

neville@rjks.co.za

Attention: Mr Neville Dorrington
Rijks Estate
Van der Stel Street
TULBAGH
6820

Sir

NOMINATION TO SERVE ON RESIDENTS MONITORING COMMITTEE OF THE TULBAGH WASTE DISPOSAL FACILITY

I refer to our advert dated 30 November 2017, for nominations to serve on the residents monitoring committee.

It gives me pleasure to inform you that you have been appointed to serve on the residents monitoring committee.

We will make contact with you regarding the establishment of the resident monitoring committee.

Yours faithfully

D NASSON
MUNICIPAL MANAGER

Document prepared by

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aurecon

Bringing ideas to life

Aurecon offices are located in:
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APPENDIX C: PUBLIC PARTICIPATION COMMENTS AND RESPONSES

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built environment consultants

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Western Cape
Tel: +27 21 818 1800
Fax: +27 86 605 6052

Ref: P20088_CORR_LETTERS_SENT_03. RESPONSE TO DEADP - WLM

26 January 2021

Deputy Director: Waste Management Planning
Western Cape Department of Environmental Affairs and Development Planning
8th Floor,
1 Dorp St,
Cape Town,
8000

Your reference: **DEPARTMENT COMMENTS ON THE INTEGRATED WASTE MANAGEMENT PLAN (IWMP) STATUS QUO REPORT FOR THE WITZENBERG LOCAL MUNICIPALITY (WLM)**

Attention: Mr A. Hoon

Dear Sir,

RE: DEPARTMENT COMMENTS ON THE INTEGRATED WASTE MANAGEMENT PLAN (IWMP) STATUS QUO REPORT FOR THE WITZENBERG LOCAL MUNICIPALITY (WLM)

Allow us to express our appreciation for the quick response and valuable contributions made by your department in the process of finalising the WLM IWMP. This letter therefore serves to respond to the comments provided to Delta Built Environment Consultants (Delta BEC) by the Western Cape Department of Environmental Affairs and Development Planning (DEA&DP).

The table below provides the comments made on the WLM IWMP Status Quo report by the DEA&DP, followed by Delta BEC's response to each comment. All comments have been incorporated into the Draft IWMP.

COMMENTS:

Waste Management Planning								
Status Quo								
	Pages	Yes	No	Partially provided	N/A	Comments (reasons for selection Yes/No or Partially provided)	Recommendations	Delta BEC response
Background	P.15, 1st paragraph	X				Refers to Draft NWMS A detailed background is provided with a clear purpose, scope and approach used to develop the IWMP.	The NWMS has been finalized	NWMS 2020 updated in the Draft WLM IWMP.
	Page 111 of 76, 1st bullet,2nd sentence					Western Cape Integrated Waste Management Plan: The sentence reads "The CWDM`s goals and targets …	This plan is the Witzenberg IWM, and not that of the CWDM. Please amend	Error corrected in Draft IWMP report
	Page 4 of 76, 1st bullet,2nd sentence					The plan indicated that the CWDM goals and targets will be aligned to that of the 2nd generation WCIWMP. It should refer to the "Witzenberg Municipality" as indicated above	It is important that the targets and goals also be aligned to the approved NWMS goals, objectives and targets recently approved by DEFF in September 2020 as	Noted. Goals and targets were developed to be in-line with NWMS 2020.

							the DEA&DP will be reviewing the 2nd generation IWMP to align with those as set-out within the NWMS	
	Page V11 of 76, 1st paragraph, 4th sentence					The sentence reads "Compass is licenced to transport ..".	The sentence should read as "Compass is licensed to transport..".	Section updated
						The sentence reads "Compass is licensed to transport, treat and dispose of infectious HCRW, sharps HCRW, anatomical HCRW and expired pharmaceutical **HCRW".**	Please note that Compass is not allowed to treat and disposed anatomical and pharmaceutical waste. Please obtain their licence to ensure the content is captured correct.	Confirmed with Compass that they are licensed to: Transport all medical waste streams (Sharps, Infectious, Anatomical, Pharmaceutical and Cytotoxic) and permitted to treat Sharps and Infectious via Autoclave.
						The sentence reads "Anatomical HCRW and pharmaceutical HCRW is sent to a third party (BCL) for treatment	Please note that this statement is correct and the above sentence must be amended accordingly. According to the licence conditions these types of waste should not be on the company's	Noted.

							premises if they not allowed to treat them.	
	Page VII of 76, 4th paragraph, 3rd sentence					The sentence reads "The WLM have four WWTW plants and all sewage sludges is currently disposed at the landfill sites"	Please clarify the statement. Do they dispose or stockpile this on the landfill sites? Please not that this waste stream is regarded as hazardous waste until analyse and proven otherwise.	Noted that sewage sludge is hazardous. Goal added to manage and dispose sewage sludge correctly
	Page XIV of 88, Abbreviations					NWMS: (Draft, 2019)	Please amend as the NWMS was approved in September 2020	Amended to NWMS 2020
	Page 15, 1st paragraph, 1st sentence					The sentence still refers to Draft NWMS (2019)	The NWMS has been finalized	Amended to NWMS 2020
	Page18, 3.1.3 District Municipalities, 1st paragraph, 3rd sentence					The sentence reads: "However, when the need arises for a regional site, the district can perform this function.	It is important rather to refer to regional co-operation instead of regionalism as this concept is sometimes not feasible. So regional co-operation can be between two district municipalities, depending on	Noted and amended to: "However, when the need arises for a regional site, district municipalities can co-operation roles."

							how financial feasible the process will be.	
	Page 18 of 76, 3.1.4 Local Government, 1st paragraph, 1st sentence					The sentence reads "The NEM: WA 59/2008) …. for the provisioning of waste collection services, including collection, **storage & disposal"**	It is important that without **"transport"** this service cannot be rendered. This equates to approximately 70% of the overall waste management services delivered.	Noted and amended to include the transportation.
	Page 23 of 76, National Organic Waste Composting Strategy: Draft Strategy Report & Guideline (February 2013)					Refer to the diversion of organics from landfill sites	Check if this section referring to as a Draft Strategy	Updated to: National Environmental Management: Waste Act, 2008 (act no: 59 of 2008); Draft National Norms and Standards for Organic Waste Composting (4 September 2019)
	Page 26, Western Cape IWMP, 1st paragraph					It is indicated that "The CWDM`s goals and targets will be developed in line with the 4 goals from the WCIWMP"	It should be noted that these goals will be revised to align with the recently approved NWMS (September 2020) by DEFF. It is recommended that this be done to ensure alignment, as the	Goals and targets developed in line with NWMS 2020 and WCIWMP 2017 - 2022.

							DEA&DP be reviewing the 2nd generation IWMP to align with approved NWMS.	
						It is indicated that "The CWDM`s goals and targets will be developed in line with the 4 goals from the WCIWMP"	Please amend the sentence as it should read "The Witzenberg Municipality`s goals and targets will be developed in line with the 4 goals from the WCIWMP" Please amend this also in the Langeberg IWMP	Noted and amended.
	Page 28 of 76, WLM By-Laws (2020)						Please provide clarification if this by-law was developed in 2020 and if so has it been aligned with the NE:WA	Noted and added in draft IWMP.
	Page 33 of 76, Free Basic Service					It has been indicated that indigent services are provided to communities within the LLM	Please indicate the criteria used to determine "indigent" and do council compile a reference list of these communities. Please clarify.	Updated sentence to read: "Indigent households (a family earning a combined income of less than R3 200 per month) qualify for free basic water, electricity, sanitation and waste removal services."

							Which part of the community are regarded as **"indigent"?**	
	Page 34 of 76, Operational & Capital Expenditure						Please provide a detailed breakdown of the financial expenditure	Section will be added once available
	Page 35-38 of 76, Current Tariff Structure (2020/21)						Please indicate if the municipal tariff is cost reflective, if not, so how is the % increase determined on a yearly basis. Please indicate what is the % increase for the various type of services rendered within the WLM	The yearly increase in cost for the services is 1.06% as calculated and approved by the WLM financial department.
	Page 41 of 76, Table 4-7					Questionnaires submitted to generators within the WLM jurisdiction	A concerted effort must be made to ensure that these generators complete the questionnaires for submission to the consultants. The responses are unacceptable. I	Noted

							suggest that alternative methods be used to obtain the information from the generators. Please included these in the report	
	Page 42, Health Care Risk Waste, 2nd paragraph, 5th sentence					The sentence reads "Compass is licensed to transport, treat and dispose of infectious HCRW, sharps HCRW, anatomical HCRW and expired pharmaceutical HCRW. Anatomical HCRW and pharmaceutical HCRW is sent to a third party (BCL Medical Waste) for treatment by means of incineration. Schedule 0-4 pharmaceutical HCRW is treated and disposed of at the Vissershok hazardous waste landfill".	Please note that these service providers are not allowed to transport either Anatomical HCRW and pharmaceutical HCRW if their operating licenses do not specify this. Please obtain clarification from the service provider. Please indicate if the resultant material is going to the Vissershok (Private) Hazardous Waste Landfill of that of City of Cape Town as previously indicated.	Updated to read: "Compass is licenced to transport infectious HCRW, sharps HCRW, anatomical HCRW and expired pharmaceutical HCRW. Compass reports all HCRW collected, treated and disposed of on IPWIS. Compass is permitted to treat sharps and infectious HCRW via Autoclave." Landfill updated as Vissershok Hazardous Waste Landfill.

	Page 43, Table 4:9, HCRW quantities provided by Compass					The note page 43 indicate that only November & December 2019 data was obtained from the service provider "Compass"	Please elaborate on this. Was Compass only appointed from November 2019 onwards to provide a service?	Yes. Updated to indicate that Compass only started collecting HCRW in November 2019.
	Page 44 of 76, Abattoirs					Data missioning	Please capture the data in the updated SQ Report	As indicated in the report. There are no abattoirs in WLM.
	Page 44 of 76, Sewage sludge, table 4-10: WWTW Sludge quantities					Its indicated that the sewage sludge is disposed on the landfill sites	Please note that these disposal sites may not be suitable to accept sewage sludges from the WWTWs. Please clarify if these sludges were analysed and the results find suitable for disposal at the landfill sites	Added as a goal and target to ensure for safe disposal of sewage sludge to a hazardous landfill site.
	Page 52, Formal Residential Houses, 2nd paragraph					The sentence reads: "The green (garden refuse) bags are collected from households or skips and transported to the Prince Albert Hamlet site for disposal"	Please note that the disposal of garden refuse is limit in terms of the Waste Classification and Management Regulations	Noted. Added in the goals and targets that composting should commence at the PAH landfill site to ensure that organic/garden waste is not disposed on the landfill.

	Page 53, Farms, 1st paragraph					The sentence reads "Most farmers reportedly making use of the nearest landfill site or own onsite refuse dumps"	It is important that the municipality address this matter with farmers, with own onsite refuse dumps and the fact that the waste is normally burned. This matter should be included as a concern and attended to.	Noted. Added in the goals and a target for the WLM
	Page 55 of 76, Ceres Landfill Site					The landfill site is considered legally closed and the waste body is capped"	Is the facility monitored ito the closure permit conditions?	Yes, information added on monitoring
	Page 59 of 76, Waste Management Infrastructure					The SQR refer to a study conducted by Aurecon in 2020.	Please look at the report developed by DEA&DP in 2016 wrt integrated waste management infrastructure and compare the recommendations of these with each other.	Noted
	Page 60 of 76, Waste Minimisation Initiatives					The study conducted by WAAI within a specific area	Please indicate the selected area,	Indicated in report as follow: "An area in Tulbagh was selected by the WLM for the pilot project"
Public Participation			X			No information is provided.	During the development and	Public participation will take place once

							implementation of the IWMP, consultation will be required. The process of consultation should be included. Two levels of consultation need to be undertaken: - Consultation with Authorities (local, district, provincial). - Public and other interested and affected parties (I&APs). (a) Process to include notifications (i.e. newsletters, public notices, website, public announcements, etc.) and comments received from Stakeholders. (b) Proof of public participation (i.e. newsletters, attendance registers, etc.).	the Draft IWMP is developed. The Public will be notified that the Draft IWMP is out for commenting and where the document can be found. A period of one month will be allowed for commenting on the Draft IWMP. Proof of the advertisement, comments by the public and amendments to the Draft IWMP report will be included in the Final IWMP.

Strategic linkages		X				The report provides linkages with the national, provincial and regional strategies and plans.		Noted.
Geographical area, geo-physical and geo-hydrological conditions				X		The status quo report provides a clear description of the locality and a map of the geographical area but does not provide the geo-physical and geo-hydrological conditions.	The following needs to be included for the Witzenberg Municipality: • Roads infrastructure, wards under the municipality and where possible a map depicting areas described under this section. • Geophysical and Hydrogeological information for the area	Added to background. Section 1.1
Legislative requirements				X		Reference is only made to the state of CWDM by-laws. The status of Witzenberg waste management by-laws have not been indicated	Update section on by-laws to include status of Witzenberg Municipality's waste management by-	WLM by-laws included in section 3.2.3.4.

						The report provides an overview of the relevant legislation and policies.	laws and alignment to the Waste Act	
Demographic profile		X				The report provides the current and projected population, income distribution, education profile, economy and employment.		Noted.
Services and delivery		X				The report provides detailed information on waste collection services including services to the indigent.	Provide Total number of households and indigent households and actual number of households and indigent households with percentages being serviced	Section 4.1.5.1.1 provides the number of households and percentages. Section 4.1.5.1.2 provides the number of Indigent households.
Waste generation and composition		X				The report provides current waste generated as well as estimates for future generation. It also provides information on other waste types		Noted

						generated within the Municipality as well as quantities for HCRW.		
Organisational structure and staff capacity				X		The report does not indicate that a waste management officer has been designated but an organogram and vacancies has been included in the report.	Municipality to indicate whether a WMO has been designated.	Added as: "The current (2020) Waste Management Officer for the WLM is Mr. Johnny Jacobs."
Waste management cost and financing				X		The report provides the budget for the 2020/2021 financial year, the tariff structure and the budget for free basic services.	The operational and capital expenditure to be submitted once available as indicated in the report.	Noted.

Waste Management Licensing								
Status Quo								
.Waste Management Facilities	Operational sites: Tulbagh, Prince Alfred Hamlet and Op-die-Berg							
		Yes	No	Partially provided	N/A	Comments (reasons for selection Yes/No or Partially provided)	Recommendations	Delta BEC Response
	Names:	X						
	GIS location:		X					
	License details License/permit no., Description of activities Location(coordinates)		X			License details License/permit no., Description of activities Location(coordinates) to be included in report.	This needs to be addressed and taken into account in the report	Summary tables included to ensure information is easily found in the report
	Is the Waste Management control officer mentioned?		X			The name of the Waste Manager is in the document, but not called the Waste Management control officer	This needs to be addressed and taken into account in the report	Noted and added to report
	General management of the site (windblown litter; storm water, access control, compaction, water quality monitoring etc)		X			Prince Alfred Hamlet (operational) and Wolseley (not operational) did not have good general management during 2020 audits.	This needs to be addressed and taken into account in the report	Noted.

	Are complaints from the public addressed?				N/A	Department not notified of complaints.	This needs to be addressed and taken into account in the report	Noted.
	Remaining airspace (m^3):		X			Airspace not stated in the Document.	This needs to be addressed and taken into account in the report	Summary tables included to ensure information is easily found in the report
	Lifespan (years):			mentioned		Lifespan not stated in the Document. The Ceres landfill site was issued with a closure permit on 8 July 2003. The landfill site is considered legally closed and the waste body is capped. Prince Alfred Hamlet landfill site (Operational) landfill site will reach its capacity by 2025, Op-die-berg landfill site (Operational) Op-die-berg landfill site will reach its capacity by 2021, assuming that the deposition rates remain unchanged Tulbagh landfill site (Operational) This matter is still under an appeal decision so	The facilities in this region are either near capacity of have reached the capacity. The regional solution needs to be taken into account as the Tulbagh site is still under appeal and have been limited to disposal on the historic area only. The agreements and court disputes need to still be finalized. The Witzenberg District still need to commission the Waste Transfer station in Ceres	Noted. Tulbagh airspace calculation removed.

						the estimate of 2065 is not applicable		
	Informal salvaging:		X			Informal salvaging not addressed in the Document.	This needs to be addressed and taken into account in the report	Addressed in report – only taking place at the PAH landfill site: "Currently (2020) there are informal recycling activities on site"
	Internal audits (frequency; level of compliance; identification of main issues):		X			Note mentioned	This needs to be addressed and taken into account in the report	Information incorporated into a summary table
	External audits (frequency; level of compliance; identification of main issues):		X			Not mentioned	This needs to be addressed and taken into account in the report	Information incorporated into a summary table
	Details of any compliance enforcement actions mentioned? – Current conditions (SQ) / Any improvement?	X				Not mentioned	This needs to be addressed and taken into account in the report	Information incorporated into a summary table
	Do they have an organic waste diversion strategy in place at the facility? Please specify		X			This is not mentioned in this report	An organic waste diversion plan must be submitted to the Department. Plans in this regard must be included in this report.	Information incorporated into a summary table
	Closed and decommissioned sites: Wolseley							
		Yes	No	Partially provided	N/A	Comments (reasons for selection Yes/No or Partially provided)	Recommendations	

	Names:	X				Ceres landfill site (Closed) Prince Alfred Hamlet landfill site (Operational) Op-die-berg landfill site (Operational) Tulbagh landfill site (Operational) Wolseley landfill site (Non-operational)		Noted
	GIS location:		X			Not mentioned in the report	This needs to be addressed and taken into account in the report	Information incorporated into a summary table
	License details:		X			Not mentioned in the report	This needs to be addressed and taken into account in the report	Information incorporated into a summary table
	Are there any illegal activities taking place?	X				Not mentioned in the report	Illegal dumping, access and large-scale buffer zone infringement.	Information incorporated into a summary table
	Internal audits (are they being done; how frequent; level of compliance; do they identify the main issues)? Action plans to improve conditions? Are they being submitted and implemented?		X			Not mentioned in the report	This needs to be addressed and taken into account in the report	Information incorporated into a summary table

	External audits (are they being done; how frequent; level of compliance; do they identify the main issues)? Action plans to improve conditions? Are they being submitted and implemented?		X			Not mentioned in the report	This needs to be addressed and taken into account in the report	Information incorporated into a summary table
	Details of any compliance enforcement actions? Action plans to improve conditions?		X			A 'Compliance and Enforcement' heading is in the Status Quo document, but enforcement is not satisfactorily addressed.	More details should be mentioned under this heading	Overall compliance section added
		Yes	No	Partially provided	N/A	Comments (reasons for selection Yes/No or Partially provided)	Recommendations	
Contaminated land	Name		X			Not mentioned in the report and specified	If this is applicable the details should be provided	Noted. Added sentence to indicate there is no contaminated land
	Location		X			Not mentioned in the report and specified	If this is applicable the details should be provided	Noted
		Yes	No	Partially provided	N/A	Comments (reasons for selection Yes/No or Partially provided)	Recommendations	
Waste related complaints (i.e. number and type).	Is there a system in place to capture waste-related complaints?		X			Not mentioned in the report and specified	The report must address capturing, addressing and reporting complaints.	Information incorporated into a summary table

	Number of complaints:		X		N/A	There does not seem to effective complaints registers in place.	The report must address capturing, addressing and reporting complaints.	Noted
	Type of complaints:		X		N/A	There does not seem to effective complaints registers in place.	The report must address capturing, addressing and reporting complaints.	Noted
		Yes	No	Partially provided	N/A	Comments (reasons for selection Yes/No or Partially provided)	Recommendations	
Illegal dumping and costs associated with clean-up efforts.	Names of illegal dumping sites:		X			Not mentioned	Notorious illegal dump sites must be named.	Section 5.4.3 added to the report.
	Locations:		X			Not mentioned	Locations of notorious illegal dump sites must be included.	Scattered throughout the WLM. No specific location
	Length of time in existence:		X			Not mentioned	This needs to be addressed and taken into account in the report	Noted and added
	Costs associated with clean-up efforts:		X			Not mentioned	This needs to be addressed and taken into account in the report	Noted and added

Waste Information Management:								
Status Quo								
		Yes	No	Partially provided	N/A	Comments (reasons for selection Yes/No or Partially provided)	Recommendations	Delta BEC Response
	Is the status of IPWIS registration for all waste management facilities accurately indicated?		X			The municipality has 3 registered waste activities that is registered on the IPWIS • Prince Alfred Hamlet Landfill • Tulbagh Landfill • Witzenberg Municipality Recovery	This needs to be addressed and taken into account in the report	Noted and added
	Is the status of IPWIS reporting for all waste management activities accurately indicated?		X			The status of reporting is not indicated, however quantities for disposal and diversion have been provided, see Page 45-47 of 76; 4.3.6.1 Current waste generation rates (IPWIS) Status of reporting: Disposal:	The author must check that the values provided in the status quo report is correct and coincides with the most current IPWIS reported values. I spot checked the data it does not correspond to the IPWIS reporting; hence I am uncertain of the source of information. Further to that the municipality only started reporting their	Quantities checked with WLM. Quantities in report as received from the WM. Table changed and updated to include 2020 information.

<table>
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Prince Alfred Hamlet Landfill 8/11
Tulbagh Landfill 8/11

Diversion

Witzenberg Municipality Recovery 8/11

</td>
<td>recyclables on the IPWIS in 2020.

Table 4.12 should be re-arranged to below order. The headings can still be written in full and have tonnage in brackets. The table does not allow for the typing all the info

Generation = Disposal +Diversion
<table>
<tr><td colspan="3">DISPOSAL</td></tr>
<tr><td>MUNICIPAL</td><td>CONSTRUCTION</td><td>ORGANIC</td></tr>
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<td>Where applicable is waste calculator (what about weighbridges?) reporting for relevant waste management facilities indicated?</td>
<td>X</td>
<td></td>
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<td>The municipality uses the waste calculator to record their waste quantities as they do not have a weighbridge.

The below quantities have been reported to the IPWIS. The period of reporting is January to November 2020

Prince Alfred Hamlet Landfill 3730,288 T
Tulbagh Landfill 469,332 T

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<td>Noted. Quantities in report as received from the WM.</td>
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</table>

						• Witzenberg Municipality Recovery 1102,30 T		

Waste Policy and Minimisation:								
Status Quo								
	Waste Minimisation Initiatives	Yes	No	Partially provided	N/A	Comments (reasons for selection Yes/No or Partially provided)	Recommendations	Delta BEC Response
	Municipal: Type of intervention:			x		Currently only the pilot study conducted by WAAI. MRF and transfer station is in the pipeline. Currently in planning phase of implementing S@S. Under (4.6.1) It is indicated that in 2019, the Municipality implemented a Zero Waste to Landfill Pilot project which was aimed at encouraging residents to separate their waste according to the bags provided to them free-of-charge. This project was conducted in one	Table 4-15: Green bags for garden refuse are provided and separation happens at source, but it is currently being disposed of at landfill. There is great opportunity to divert this already separated material. It is recommended that the Zero Waste to Landfill Pilot project be extended and implemented in low income households and informal settlements in order to encourage residents to recycle and separate their waste.	Noted

						town and has stopped even though the Municipality plans to roll it out in all towns. The project seems to be focusing on one household group and even though it's not clearly indicated in the IWMP.		
	Location:					Witzenberg		
	Diversion figures:				x	No S@S other than the pilot project.		Added as goal and target for WLM
	Private: Type of intervention:	x				Spar has a programme ensuring its distribution plastic and cardboard is recycled.		Noted
	Location:							
	Diversion figures:	x				2019 – 19%. It is stated that recyclers that have contracts with the municipality are supposed to report recycling tonnages, so it is assumed that this is where the value comes from.		Correct.
	Status of Municipal By-law (outdated; updated; busy with review?):			x		They have a 2005 bylaw that is not aligned to NEMWA but not aligned to NEMWA.	A previous engagement led to the knowledge that they are busy with adapting the provincial model bylaw, but this is still in progress and not discussed in the report. The Municipality needs to update its by-law and	WLM have an updated Bylaw 2020.

							align it to NEM: WA (Act 59 of 2008)	
	Waste awareness and education campaigns.	x				The WLM appointed 25 waste ambassadors for environmental education and waste awareness campaigns. These waste ambassadors are employed for door-to-door waste campaigns, clean-up projects and conduct visits to schools, clinics and local residents to raise awareness.	This awareness is imported, but needs to go hand-in-hand with the service (easier to recycle if there are recycling bins). The poster is good and is hopefully followed up with details of buy-back centres, etc., to assist in actually collecting and diverting the waste.	Continuous waste awareness programmes added to the goals and targets for the WLM .
	Does the municipality have a waste awareness strategy in place?		x			It was not evident in the document.	This needs to be addressed and taken into account in the report	Noted. Waste awareness programmes added to the goals and targets for the WLM.
	Location:							
	Type of campaign:					Door-to-door, school, clinic visits, clean ups, etc.		
	Is there a list/log of the campaigns run since the last IWMP?		x			It was not evident in the document.	This needs to be addressed and taken into account in the report	Noted. Waste awareness programmes added to the goals and targets for the WLM

Should you have any concerns or queries, please do not hesitate to contact the undersigned.

Yours sincerely,



Chanté Stander
Head of Department: Waste management

water & sanitation
Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

FEASIBILITY BRIDGING STUDY FOR
BREEDE-BERG (MICHELL'S PASS) WATER TRANSFER SCHEME
BASIC INFORMATION DOCUMENT (BID)

Background

The City of Cape Town (CCT), surrounding urban centres and irrigators (farmers) are provided with water from the Western Cape Water Supply System (WCWSS). This infrastructure of dams, canals, pump stations, weirs and pipelines are owned and operated *by* both the Department of Water and Sanitation (DWS) and CCT. To meet the ever-growing water requirements of the region, the Western Cape Reconciliation Strategy Study (WCRSS) investigated a range of bulk water supply schemes to augment the WCWSS. These include options such as

- Desalination;
- Effluent treatment for re-use;
- Groundwater development; and
- Surface water augmentation options.

In 2008, the DWS commissioned pre-feasibility level investigations into the potential development of six surface water options. This study resulted in two schemes being further investigated to feasibility level. These two schemes were the:

- Berg River-Voëlvlei Augmentation scheme (BRVAS), which is currently *being implemented* by the Trans-Caledon Tunnel Authority (TCTA); and
- Breede-Berg (Michell's Pass) Transfer Scheme (BBTS), which is being further investigated by means of a Bridging Study.

For more detailed and technical information on the BBTS proposal, refer to the earlier report entitled *Pre-Feasibility and Feasibility Studies for Augmentation of the Western Cape Water Supply System by means of Further Surface Water Developments, Report No 3; Volume 2: Breede-Berg (Michell's Pass) Water Transfer Scheme*, December 2012. This is available on the DWS web site. The reports for augmentation of the WCWSS can be accessed on the DWS website

Bid Number WP 11339 titled *Appointment of Professional Service Provider for a Feasibility Bridging Study for Breede-Berg (Michell's Pass) Water Transfer Scheme (BBTS)* was issued by DWS on 2 October 2020. DWS subsequently appointed a Professional Service Provider to undertake the above-mentioned study. This study is hereafter referred to as the Bridging Study.

The proposed BBTS comprises the diversion of winter water by a new diversion weir from the upper Breede River at the same site as that of the current Artois Canal diversion and transferring the water through a new pipeline to the upper reaches of the Klein Berg River, from where the water will be conveyed via the existing Klein Berg Canal into the Voëlvlei Dam, which is in the adjacent Berg River catchment area.

Tlou Integrated Tech cc (Tlou), supported by Bigen Africa Services (Pty) Ltd (Bigen) and other sub-consultants, has been appointed as Professional Service Provider (PSP) by the DWS to undertake the BBTS Bridging Study. The Service Level Agreement (SLA) between the DWS and the PSP stipulates a contractual project commencement date of 18 August 2021 and Contract Period of 30 months. The DWS Project Manager is Mr Tony Moore, with Mr Levy Kekana of Tlou as the PSP Study Director, supported by Dr Aldu le Grange from Bigen as the PSP Study Leader.

Bridging study objectives

The objectives of the Bridging Study are:

- Review and update the hydrology (water availability) and water requirements of the Upper Breede River catchment, and as far downstream as the abstraction point for Brandvlei Dam (Worcester);
- Determine the stochastic yield of the Upper Breede River and the amount of water available for transfer to the Berg River, after providing for the environmental water requirements (EWR) in the Breede River;
- Review and update the layout, design and cost estimate of components required for the BBTS to feasibility level of detail, including provision for EWR in the Breede River and an increased abstraction rate for Brandvlei Dam;
- Undertake a public participation process to engage with water users in the Upper Breede River regarding the BBTS (noting that the transfer will not affect their allocation) and the engagement will be extended to and include farmers and other parties in the Klein Berg River catchment as well as those receiving water from the Artois Canal. The additional transfer water is intended to augment the WCWSS and not to increase the allocation to the users in the Klein Berg River catchment area.

Study area

The study area is effectively that of the upper Breede Water Management Area (WMA) and part of the Berg WMA. The layout of the WCWSS and BBTS are shown on **Figure 1** below**.**

The study team will take full cognizant of the fact that the Breede-Overberg Catchment Management Agency has set clear goals and objectives in its Catchment Management Strategy towards protection of water resources of the Breede River and limiting further development thereof.

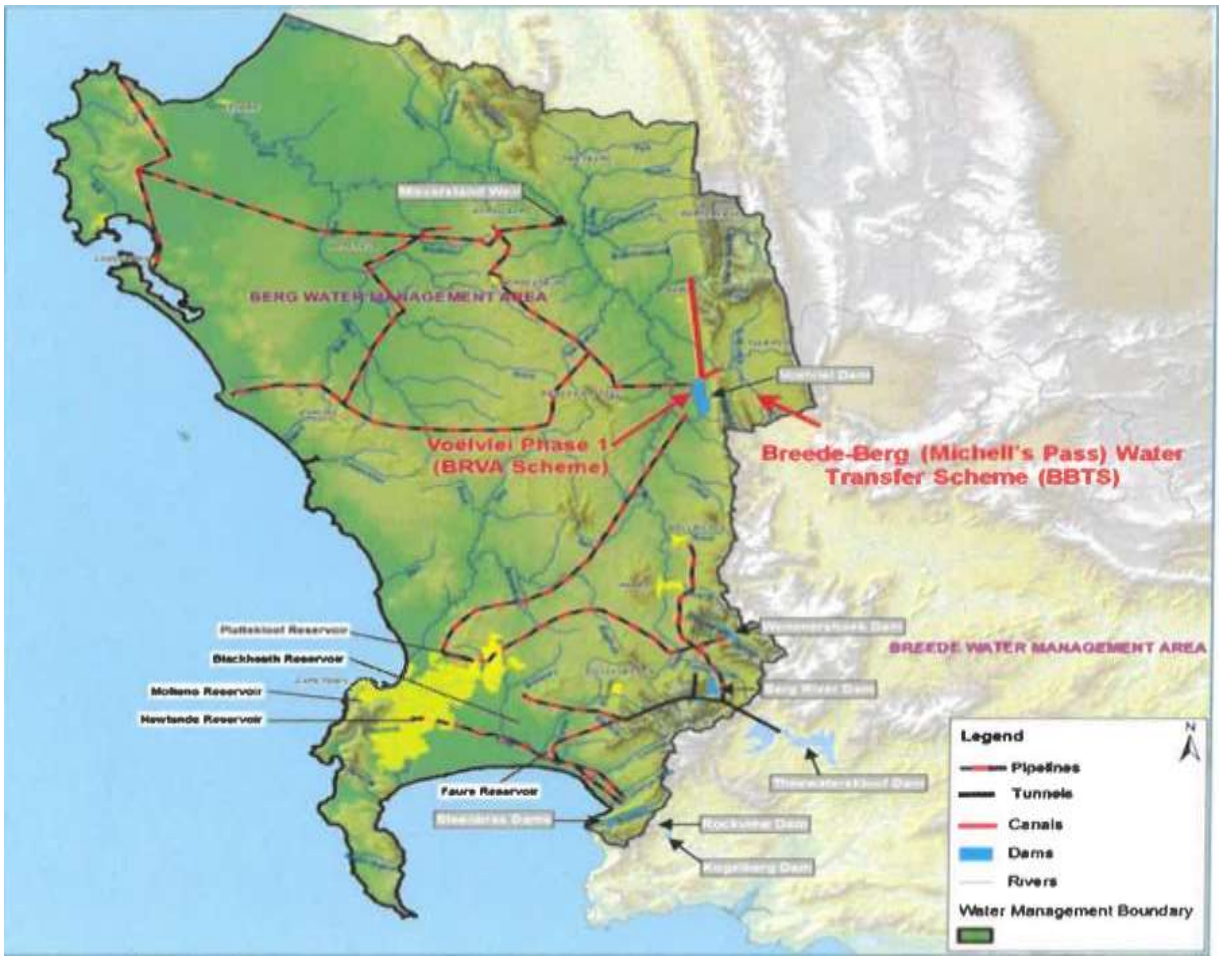


Figure 1 Layout of the WCWSS and location of the BBTS therein

The proposed general layout of the BBTS, including the route of the pipeline, is shown in **Figure 2** attached.

Two alternative schemes were considered to transfer water while also supplying the EWR in the Breede River:

Alternative A involves the diversion of surplus winter water via the proposed weir on the Upper Breede River at Michell's Pass, into a new gravity pipeline. The pipeline will transfer water into the Blousloot stream, which is a tributary of the Klein Berg River. Summer Reserve releases are proposed to be supplied from Koekedouw Dam at Ceres.

Alternative B is similar to Alternative A, but makes provision for a new storage dam on the Boontjies River, a tributary of the Klein Berg River, which allows for the storage of water for water supply to the Artois Canal irrigators and the summer Reserve flows for the upper Breede River downstream of the Michell's Pass diversion site.



Figure 2: Layout of alternatives for the Breede-Berg (Michell's Pass) Transfer Scheme

It is acknowledged that any transfer of water out of the Breede River Basin will impact on downstream water users. The yield of Brandvlei Dam would be reduced unless the capacity to pump additional water into the dam is increased. Thus, the various BBTS options to be investigated will include an allowance for maintaining the yield of Brandvlei Dam through an upgrade of the pump station at Papenkuils.

The way forward

The purpose of the Bridging Study is to thoroughly interrogate all the augmentation options and proposals. These will all be unpacked at a number of public participation meetings and engagements between stakeholders, DWS and the PSP team in the course of the study.

Stakeholder participation

Interested and Affected parties (I&AP's), who could be affected by the proposed transfer scheme or have a direct interest, are encouraged to ensure they are registered as such and encourage others to do the same.

To register, check if you are registered and for more information contact Isadore at *isadore@2trac.co.za OR jeffrey@sakaza.co.za or call 021 703 1900* during business hours.

You will then be informed of all meetings and have an opportunity to raise any query related to the Study.

Do use the opportunity afforded.

water & sanitation
Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

Private bag X313, Pretoria 0001 / Sedibeng Building, 185 Francis Baard Street, Pretoria
Tel: 012 336 7500 / Fax 012 323 4470 or 012 326 2715

Enquiries: C Fourie **Tel:** 082 809 2355 **Email:** FourieC2@dws.gov.za **Ref:** 14/2/H100/1/2

Dear Interested and Affected Party

FEASIBILITY BRIDGING STUDY FOR FOR THE PROPOSED BREEDE-BERG (MICHELL'S PASS) WATER TRANSFER SCHEME

The Directorate Water Resource Development Planning of the Department of Water and Sanitation (DWS) has commissioned the above-mentioned study to further investigate certain aspects of the feasibility study, which was completed in 2012, and to confirm the recommendations for implementation of this proposed project.

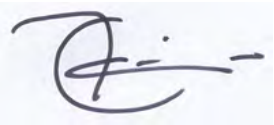
The purpose of the proposed project is to transfer surplus water from the upper Breede River to Voëlvlei Dam to augment water supply to the Western Cape Water Supply System. The main task of the Bridging Study is to update the hydrology of the upper Breede River and undertake a water resource analysis to confirm the yield available for transfer to Voëlvlei Dam, after the existing water allocations and water requirements of the Breede River have been met. The Bridging Study and proposed project are described in more detail in the Basic Information Document.

The DWS Project Manager for this Bridging Study is Mr. A J (Tony) Moore who is a Chief Engineer in the Directorate Water Resource Development Planning. His contact details are MooreT@dws.gov.za (or moore.fontein@gmail.com as he is working from home due to COVID-19 Regulations) and tel. no. 082 884 5540.

The Professional Service Provider (PSP) Tlou Integrated Tech cc was appointed to undertake this Bridging Study over a period of 30 months (18 August 2021 to 17 February 2024). Tlou Integrated Tech is supported by Bigen Africa Services (Pty) Ltd and other sub-consultants, including Sakaza Communications. Mr. Levy Kekana of Tlou is the PSP Study Director (contact details kekanasl@tlouintegratedtech.co.za). Dr. Aldu le Grange from Bigen is the PSP Study Leader. His contact details are Aldu.LeGrange@bigengroup.com and tel. no. 083 462 0817.

Another important task of the Bridging Study is Public Participation to inform stakeholders of progress with the study, as well as to discuss the findings and to obtain input from interested and affected parties. In order to initiate this task, a data base of interested and affected parties needs to be established. The details in the data base will only be utilised for this Bridging Study and will not be made available for unauthorised use.

If you wish to be included in the data base of interested and affected parties for this study, please provide your contact details (name, organization, telephone number and e-mail address) to the PSP (Sakaza Communications). If you require any further information regarding this Bridging Study, please contact the DWS Project Manager or the PSP Study Leader.



MS C FOURIE
DIRECTOR: WATER RESOURCE DEVELOPMENT PLANNING

DATE: 7 December 2021

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager
Director Technical Services
Technical Committee

VAN / FROM: Senior Manager: Water & Sewerage

DATUM / DATE: 22 April 2022
VERW/ REF:

REPORT REGARDING CURRENT CHALLENGES WITH NDULI MAIN SEWER LINE AND POSSIBLE REMEDIAL ACTIONS WITH COST.

1. PURPOSE

The purpose of this report is to inform the Municipal Manager and Council regarding our current challenges with regards to the existing main sewer line in Nduli and resultant sewer spillages into adjacent open stormwater channels.

2. BACKGROUND

For the last 3 years we have been experiencing sewer blockages on an adhoc basis on the main sewer collector in Nduli, resulting in occasional sewer spillages. This situation has however worsened in last couple of months with regular sewer spillages in the area, resulting in raw sewerage spilling into an open stormwater channel, ultimately ending in adjacent farms and the river.

These blockage can be attributed to a number of factors, including but not limited to:

- Foreign objects that are being disposed into the sewer system including animal skins, scrap metal, stones etc. Residents remove manhole covers to gain access.
- A number of informal houses has been erected on top of the sewer line, rendering access to the line in certain areas impossible. This area is also where we suspect most of the problems start.
- A number of informal households has made their own illegal “sewer connections “directly into the closed stormwater channel alongside the Swaarmoed road.
- Sand and grit ingress into the line due to vandalism of infrastructure.

The following actions has been undertaken by the Municipality since 2017 to address and rectify the sewer spillages in the area:

- Camera inspections of the sewer line in order to establish if there are any problems or deformities in the line. None was found
- Construction of an additional main sewer line adjacent to the existing line at a cost of R600 000.00
- Investigation into the cause of the sewer spillages and capacity of the existing line by external consulting engineers, Worley Parsons. Report concluded that there is sufficient capacity in the sewer line. (Report attached)
- Numerous replacements and upgrades of sewer networks in the area at a cost of R 871 300.00
- Quaterly cleaning of the sewer lines by external contractors, with high pressure vacuum trucks.

✉ 44 Ceres 6835 ☎ (023) 316 1854 ◑ (023) 316 1877 admin@witzenberg.gov.za

- Daily monitoring and cleaning of the lines and manholes in the area by two EPWP workers on a permanent basis.
- Daily monitoring of the area. Ongoing.
- 24 Hour response to any blockages reported. Ongoing.

PROPOSED INTERVENTIONS

On Friday, 9 October 2020, a follow – up site investigation was done together with iX Engineers in order to address the current situation and look at possible solutions.

Some of the interventions recommended are as follows in order of priority:

No	Description	Cost
1	Lockable manhole covers (should be noted that some covers cannot be reached due to existing informal structures)	300 000
2	Storage tank (concrete) underground 5mx 5m x 3m	750 000
3	Mechanical works, pump and rising main to empty storage tank into existing sewer line	720 000
4	Screening and sandtrap	1 100 000
5	Mechanical equipment for screening and degritting	943 000
6	Vandal proof cage for screening structure	250 000
7	Pipe open stormwater trench (600mm x 1000m)	3 882 000
8	Relocate existing sewer line – 650m	2 500 000
9	Fence off open natural pond	120 000
	Total Cost	10 565 000

It should be noted that above cost was estimated based on desktop studies but is a good indication of estimated cost. More accurate cost can only be calculated on proper investigation into the intervention decided upon and final designs.

Above cost also excluded professional fees which should be added at approximately 15% of project value.

3. LEGAL FRAMEWORK

In terms of the Water Services Act, we as Water Service Authority are responsible for rendering all water services within our area of jurisdiction.

4. FINANCIAL IMPACT

As per above table.

5. RECOMMENDATION

That Council takes cognizance of the report.
That the below short-, medium- and long term interventions with the necessary budget be approved:
Short term:

- Daily monitoring and cleaning of the line and manholes. Two EPWP workers has been dedicated to this task. Also to report blockages immediately.
- Cleaning of the sewer lines and manholes with high pressure vacuum and jetting trucks by external service providers ever two months.
- Daily monitoring of the whole area. Inspections conducted by foremen three times per day for the area.
- 24 hour response to any blockages reported in the area.

Medium term:

- Acquisition of a mobile high pressure jetting machine and vehicle, dedicated to the area, as well as dedicated personnel. Provision to be made on the 2022 / 2023 budget. Estimated cost
- R 1 200 000.00
- Replacement of manhole covers with lockable covers in the area. Estimated cost R 350 000.00

Long –term:

- Relocate and upgrade existing sewer line (650m)	R 2 500 000
- Pipe open storm water trench (600mm x 1000mm)	R 3 882 000
- Screening and sandtraps	R 1 100 000
- Mechanical equipment for screening structure	R 1 000 000
- Vandal proof cage for screening structure	R 250 000
- Storage tank underground (retension)	R 750 000
- Mechanical equipment to empty storage tank	R 750 000
- Fence off natural pond	R 120 000

That professional consulting engineers be appointed to do a proper investigation, design and costing for the preferred interventions.



Yours sincerely

Nathan Jacobs
Senior Manager: Water & Sewerage

MEMORANDUM

To: Committee for Technical Services
From: Senior Manager: Electro-Technical Services
Date: 2022/07/15
Ref: 16/3/04/1

NERSA ELECTRICAL DEPARTMENT COMPLIANCE AUDIT 2020/2021

Purpose
The purpose of this report is to inform Council of the compliance audit (Part 2) by NERSA of the Electrical Department of the Municipality and to approve the CAP (Corrective Action Plan) as required to be submitted to NERSA.

Background
During September 2020, the National Energy Regulator of South Africa (NERSA) approached the Municipality to initiate a compliance audit of the Witzenberg Electrical Department via a self-assessment process since it was not possible for NERSA to conduct site inspections due to the COVID-19 pandemic restrictions.

The objective of the audit was to determine the level of compliance of the Licensee with the legal, financial and technical conditions of the electricity distribution licence.

Part 1 of the process was resolved by Council on 25 August 2021 (16/3/4/1 – 8.2.1) and the CAP approved, and since been implemented (Attached Annexure)

Part 2 of the audit entitled "Plant Condition" was received on 3 June 2022 and both the audit letter and report are attached hereto (Attached Annexures). This audit took place on 21/22 April 2021. The assessment included an inspection of substation documentation/record keeping, mini-substations, overhead lines, switching stations and any other aspects of the network (such as the stores and single line diagrams).

> It was determined that *"the Witzenberg Local Municipality did its best to manage the electricity business in an efficient and reliable manner*".

There were however a few minor instances of non-compliance that must be addressed by means of a CAP that must be submitted within 120 days to NERSA from the date of 3 June 2022.

The 'minor issues' referred to in the NERSA report are: -

a) The electricity affairs of Witzenberg Local Municipality must be ring-fenced from the other activities of the Municipality.

b) The critical vacancies should be filled.
c) The asset register should be updated to indicate all the critical attributes of the assets and be linked to GIS.
d) The municipality must eradicate the illegal structures from their network as a matter of urgency to save lives and the network.
e) All open trench covers should be closed.
f) All faded warning signs should be replaced.
g) The fire prevention equipment must be serviced and mounted as a matter of urgency.
h) The transformers and mini-substations with oil leaks must be attended to.
i) The regular inspections of the network and plant equipment should be formally recorded and filed accordingly.
j) The maintenance policy and plan must be developed.
k) All findings noted in section 6 of this report must be addressed.

These have been captured in the proposed Corrective Action Plan below, intended for submission to NERSA once approved by Council.

CORRECTIVE ACTION PLAN				
Municipality:	**Witzenberg Local Municipality**			
Date of Audit:	**21/22 April 2022**	**Date of Corrective Action Plan:**		
Non Compliances	**Corrective action planned**	**Financial Implications**	**Target date for starting of action**	**Target date for completion**
Ring fence electricity affairs	Already ring-fenced. See e-mail from CFO annexure	Comply	Comply	Comply
Fill critical vacancies	Vacancies are filled as and when vacated	N/A	Ongoing	Ongoing
Update asset register and link to GIS	Funding for Master Plan update received, includes update of Asset Register. Once received the linking to GIS will be investigated	TBD	TBD	TBD
Eradicate illegal structures from the network urgently	Revenue Enhancement Program underway – New tender on point of being awarded	Annual budget item	Ongoing	Ongoing

Open trench covers to be closed (sub stations)	Substation and protection tender awarded 1 July 2022 (3 years)	Approx. R2 mil per annum	1 July 2022	Ongoing
Replace faded warning signs (sub stations)				
Service fire prevention equipment				
Transformer and oil leaks must be attended to	Actioned as outflow of maintenance plan	Annual budget provision	Ongoing	Ongoing
Regular inspections of network and plant equipment recorded and filed				
Develop maintenance policy and plan	To be developed	Annual budget provision	Ongoing	Ongoing
Section 6 findings to be addressed	a) Abovementioned tender will address various issues. b) Remaining to be addressed via available budget and resources.	Annual budget provision	Ongoing	Ongoing

Recommendations

1. That Council notes the NERSA compliance audit outcome for the Electrical Department.

2. That the proposed Corrective Action Plan be approved by Council and submitted to NERSA.

Kind Regards



P van den Heever
Senior Manager Electro-Technical Services

CORRECTIVE ACTION PLAN				
Municipality:	**Witzenberg Local Municipality**			
Date of Audit:	**September 2020**	**Date of Corrective Action Plan:**		
Non Compliances	**Corrective action planned**	**Financial Implications**	**Target date for starting of action**	**Target date for completion**
4.9% Budget on Maintenance	Require 6% Budget to be spent	Increase % p/a during forthcoming financial years	23/24 budget onwards	Ongoing until 6% target achieved and maintained
Funds to replace ageing network	Facilitate funding	Increase Capital Funding (see table below)	22/23 budget onwards	Ongoing
Preventative Maintenance Plan	Determine required funds/resources per annum going forward and develop, and Maintenance Plan accordingly	Increase Preventative Maintenance (see table below)	22/23 budget onwards	Ongoing

BUDGETED FIGURES				
	Funding	**21-22**	**22-23**	**23-24**
Repairs and Maintenance		3 752 798	3 709 783	3 913 324
CAPITAL				
MV Substation Equipment	Own Funds	500 000	1 000 000	
Upgrade of LV Network Cables	Own Funds		1 000 000	
MV Network Equipment	Own Funds		1 000 000	
Upgrade of MV Cables	Own Funds		1 000 000	
Vredebes Electrical Network	INEP	11 097 391		
Nduli infill Electrical Network	INEP		2 714 783	3 478 261
Vredebes Phase H Streetlights	MIG	1 565 217		

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Ref: NERSA-1532172523-64693

8.2.7(c)

Mr David Nasson
Municipal Manager
Witzenberg Local Municipality
PO BOX 44
Ceres
8190

By email: david@witzenberg.gov.za
Cc: pierre@witzenberg.gov.za

Dear Mr Nasson

FINDINGS FROM THE COMPLIANCE AUDITS CONDUCTED ON THE ELECTRICITY DISTRIBUTION INDUSTRY IN 2021: WITZENBERG LOCAL MUNICIPALITY

The National Energy Regulator of South Africa (NERSA) is pleased to inform you that on 3 May 2022, the Energy Regulator noted the consolidated site inspection report on the findings from the electricity distribution industry compliance audits conducted in the 2021 calendar year.

Accompanying this letter is part 2 of the final audit report (Technical Assessment for the Witzenberg Local Municipality) and a template of a corrective action plan (CAP) to rectify the instances of non-compliance identified in the compliance audit report.

Kindly peruse the final report and indicate any issues that are regarded as confidential within 14 days of receiving this letter. Should NERSA not receive your response within the 14 days, it will be concluded that the final audit report of the Witzenberg Local Municipality does not contain any confidential information, and the consolidated site inspection report may be published on NERSA's website.

Regulator Members:
Ms Z Mpungose (Chairperson) *Adv NP Sithole (Chief Executive Officer)
*Mr N Gumede *Ms N Maseti *Mr MW Mkhize Mr FK Sibanda
*Full-Time Regulator Members

NERSA is a Regulatory Authority established in terms of the National Energy Regulator Act, 2004 (Act No 40 of 2004)

In addition, NERSA requests that you study the attached final audit report and lead your management team to draft a remedial/corrective action plan that outlines steps to be taken to rectify the instances of non-compliance identified in the final audit report within 120 days of receiving the final report. Also, it is recommended that the CAP must cover both parts 1 and 2 of the Witzenberg Local Municipality final audit report.

The electricity management team of the Witzenberg Local Municipality must submit this corrective action plan to Mr Hendrick Mokhonoana at Hendrick.mokhonoana@nersa.org.za within 120 days from the date of receipt of this letter.

For any further information, please contact Mr Zingisa Mavuso at 012 401 4617 or Zingisa.Mavuso@nersa.org.za.

Yours sincerely

Adv. Nomalanga Sithole
Chief Executive Officer

Date: 31/05/2022

Enclosed:

1. Part 2 of the final audit report: Technical Assessment
2. The corrective action plan template



FINAL COMPLIANCE AUDIT REPORT OF WITZENBERG LOCAL MUNICIPALITY

PLANT CONDITION

Audit Date: 20 to 21 April 2021

All enquiries and correspondence to be directed to the Head of Department, unless indicated otherwise, by means of a formal letter signed by the Head of Department: Electricity Licensing, Compliance and Dispute Resolution.

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DISCLAIMER

The content of this report is based on information and evidence obtained from both the licensee and site verification of the plant condition conducted during the electricity distribution compliance audit.

Contents **Page**

EXECUTIVE SUMMARY **5**

1. INTRODUCTION **6**

1.1. Overview 6
1.2. Audit Objectives 6

2. METHODOLOGY **7**

3. LINK TO OTHER REPORTS **7**

4. NERSA AUDIT TEAM AND THE LICENSEE'S REPRESENTATIVES **7**

5. BACKGROUND **7**

5.1. Recommendations highlighted by part 1 of 2 of the audit report 7
5.2. Progress on addressing findings on part 1 of 2 of the audit report 8

6. AUDIT FINDINGS ON COMPLIANCE WITH THE TECHNICAL CONDITIONS **8**

6.1. Stores 8
6.2. Plant Conditions 9
6.2.1. Substations 10
6.2.2. Mini-Substations 21
6.2.3. Pole-Mounted Transformers 25
6.2.4. Overhead lines 32

7. CONCLUSION **33**

8. RECOMMENDATIONS **33**

ABBREVIATIONS

AGSA	Auditor-General of South Africa
DSM	Demand Side Management
GIS	Geographical Information System
HV	High Voltage
IT	Information Technology
kV	Kilovolt
kVA	Kilovolt-Ampere
LV	Low Voltage
MV	Medium Voltage
MVA	Megavolt-Ampere
NERSA	National Energy Regulator of South Africa
NMD	Notified Maximum Demand
NRS	National Rationalised Specification
OHS Act	Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
ORHVS	Operating Regulations for High Voltage Systems
SCADA	Supervisory Control and Data Acquisition
SLD	Single Line Diagram
QoS	Quality of Supply/Service

EXECUTIVE SUMMARY

In September 2020, the National Energy Regulator of South Africa (NERSA) conducted a desktop compliance audit on the Witzenberg Local Municipality ('the Licensee') to determine its level of compliance with the licence conditions, particularly the legal conditions, financial conditions and general conditions. Due to precautionary measures undertaken by NERSA in light of the COVID-19 pandemic, NERSA could not determine the Licensee's level of compliance with the technical conditions, and these were postponed to a time when the National Coronavirus Restrictions were eased.

On 20 and 21 April 2021, NERSA assessed the condition of the Witzenberg Local Municipality's distribution network equipment to determine its level of compliance with the technical conditions. The assessment included an inspection of substation documentation/record keeping, mini-substations, overhead lines, switching stations and any other aspects of the network (such as the stores and single line diagrams). The objective of the audit was to determine the level of compliance of the Licensee with the technical conditions of the electricity distribution licence.

After the compliance audit, the findings were recorded in a draft report and forwarded to the Licensee for comments. A final report will be sent to the management of the Witzenberg Local Municipality after comments have been included. The objective of the final report is to assist the Licensee in identifying possible areas for improvement and to submit a corrective action plan to NERSA.

This corrective action plan should be submitted to NERSA within 120 days of the receipt of the final report by the Licensee. NERSA will monitor the implementation of this corrective action plan by the Licensee.

The Witzenberg Local Municipality complied with some of the technical conditions of the electricity distribution licence. However, there were some instances of non-compliance that need immediate management intervention. The Licensee was well represented and the Municipality's officials accompanied the NERSA audit team to the identified intake substations, indoor switching substations, pole-mounted transformers and mini-substations within the Licensee's areas of supply.

1. INTRODUCTION

1.1. Overview

The National Energy Regulator of South Africa (NERSA) is required to monitor and assess whether the electricity suppliers comply with the conditions of their licences. Section 4(a)(vii) of the Electricity Regulation Act, 2006 (Act No. 4 of 2006) ('the Act') states that 'the Regulator must enforce performance and compliance; and take appropriate steps in the case of non-performance'. To implement this, NERSA approved a compliance monitoring framework for electricity distributors in 2011, which acts as a guide on how compliance audits and monitoring must be conducted. NERSA conducts the compliance audits on licensed electricity distributors annually.

NERSA regulates the energy industry in accordance with Government laws and policies, standards and international best practices in support of sustainable development. The organisation issues licences to electricity distributors and therefore requires audits to be conducted against key licence obligations. It is NERSA's mandate to monitor and enforce compliance with the licence conditions as per the Act. This monitoring process enforces and ensures the improvement and sustainability of the licensees for the betterment of the Electricity Supply Industry (ESI), which will lead to improved quality of supply and service to customers.

1.2. Audit Objectives

The key objectives of the compliance audit are to:

a) evaluate and review activities of the regulated entities;
b) determine the level of compliance of licensees with all the licence conditions governing their electricity business operations;
c) check the level of compliance with the quality of service and the quality of supply standards; and
d) inform the Energy Regulator of the quality of service and the quality of supply provided by the licensees across the country.

2. METHODOLOGY

After confirming the audit with the Witzenberg Local Municipality ('the Municipality' or 'the Licensee'), a meeting at the Licensee's offices was held to discuss the scope of the technical audit and the instances of non-compliance highlighted in part 1 of 2 of the final report: business assessment. Site verification was also done to compare the information provided on the audit questionnaire during the desktop audit to the status quo of the condition of the electrical assets of the Municipality.

3. LINK TO OTHER REPORTS

This report is linked to the following documents:

(a) Part 1 of 2 of the final audit report: business assessment of the Witzenberg Local Municipality
(b) Consolidated report on the findings of the electricity distribution industry compliance audits conducted in 2020.

4. NERSA AUDIT TEAM AND THE LICENSEE'S REPRESENTATIVES

The audit team members from NERSA were:

Ms Amanda Mtembu	-	Dispute Resolution Officer
Mr Gregory Hopkins	-	Compliance Engineer
Mr Thabo Manaka	-	Compliance Monitoring Technician
Mr Hendrick Mokhonoana	-	Compliance Monitoring Technician

Witzenberg Local Municipality was represented by:

Mr Pierre van den Heever	-	Head of Technical Services
Mr Daniel Greeff	-	Witzenberg Local Municipality
Mr Joseph Barnard	-	Witzenberg Local Municipality

5. BACKGROUND

During the site audit and meeting at the Licensee's offices, a factual account of what was observed was recorded and discussed.

5.1. Recommendations Highlighted in Part 1 of 2 of the Audit Report

Based on the instances of non-compliance that are highlighted in this report, NERSA recommends the following:

a) The Licensee must budget 6% for repairs and maintenance as stipulated in the NERSA tariff guideline.

b) The Municipality must make funds available to replace the aging electrical network.
c) The Licensee must initiate a preventative maintenance plan.
d) The Licensee must have a manual control centre indicating the real time status of the network components.
e) The Licensee must modify the customer invoice to indicate the applicable tariff charged.

5.2. Discussions and Plans to Address Findings on Part 1 of 2 of the Audit Report

Part 1 of the audit report should be addressed as it was communicated, the Municipality should draft a corrective action plan to address all the instances of non-compliance that were highlighted by NERSA in the final report (Part 1 or Business assessment).

This corrective action plan should be submitted to NERSA within 120 days of the receipt of the final report by the Licensee. NERSA will monitor the implementation of this corrective action plan by the Licensee.

6. AUDIT FINDINGS ON PLANT CONDITIONS

6.1. Stores

The Witzenberg Local Municipality had proper stores to keep stock. During the site inspections, NERSA noticed that the stores had sufficient critical stock. The shelves were stocked with new and redundant items such as streetlights, cable joint kits, circuit breakers, drop-out fuses, electrical cable glands, shrouds and other items. Items such as electrical distribution kiosks, MV cables, pole-mounted transformers, wooden or steel poles were also available during the site inspections. The above tallied with the information submitted to NERSA in September 2020 during the desktop audit, which states that the Municipality had sufficient critical stock for the Electrical network.

The pictures below indicate the electrical items at the electrical workshop.




Adequate spares stored on shelves inside the stores



Shelves packed with lights



Shelves packed with lights



New airdac cables



Spare mini-substations

6.2. Plant Conditions

A sample condition assessment was conducted on selected electrical assets to gain an understanding of the condition of the Licensee's assets and electrical network. The Witzenberg Local Municipality officials accompanied the NERSA

audit team to the identified intake substations, indoor switching substation, pole-mounted transformers and mini-substation within the Licensee's areas of supply.

6.2.1. Substations

The substations inspected during the audit were found to be in good condition and routine maintenance was evident. The roads leading to all the substations were well maintained. The switching substation and intake substations inspected during the audit were properly fenced. The doors at the inspected substations were locked. The warning and danger signs were mostly available and the inscriptions were legible. The general housekeeping at the substations attested to good practices.

6.2.1.1. Bon Chretien Substation Main Intake Substation

The road leading to the substation was well maintained at the time of the audit. Entry to the substation premises was controlled by locked doors. The identification signs as well as the safety and warning signs were available and mounted on the substation building outside and inside the building. The inscriptions on the signs were legible. There was dust inside the building, which attested to poor housekeeping.

The pictures below depict the condition of the substation premises.



Substation in good condition, with locked doors and legible safety signs

Inside the switch room, the lights were installed and in working condition. The visitors' log book was available. The printed single line diagrams (SLD) were available. The warning and

safety signs inside the switch room were available and the inscriptions were legible. The fire extinguishers were not serviced. The cable trench covers were available at all designated areas, however, some trenches were not properly covered.

The 11kV switchgear panels were earthed, labelled and in good condition. The status indicators were operational and clearly readable. The protection relays were also operational and in good condition.

The pictures below depict the switchgear panels' condition.




Transformer and switchgear panels were labelled and in good condition

The battery back-up system was in place and operational. The batteries were in a cabinet and were not maintained, the batteries' electrolyte levels were below minimum and covered in dust. The voltage and current indicators on the charger were operational and the charger was functional. The panels were not closed properly.

The pictures below depict the battery back-up system's condition.




The batteries' electrolyte levels were below minimum and covered in dust.




Cable trenches were not properly covered with wooden covers

6.2.1.2. Ceres Sub Station /Old Ceres Pumped Station 1952

This switching substation was in a poor condition and consisted of the old and new switchgear and control panels. The substation's doors were locked. Safety signs were visible on the inside and outside of the control room.



Ceres Switching Sub-station

The building housing the switchgear and panels was in poor condition. The switchgear was clearly labelled and the status indicators were functioning. Inside the switch rooms, the lights were installed and in working condition. The visitors' log book was available. The printed single line diagrams (SLD) were available. The warning and safety signs inside the switch room were available and the inscriptions were legible. The fire extinguishers were serviced. The cable trench covers were available at all designated areas. There was dust inside the building, which attested to poor housekeeping.

The 11kV substation consisted of the new and old switchgear panels, which were earthed, labelled and in good condition. The status indicators were operational and clearly readable. The protection relays were also operational and in good condition.

The pictures below depict the switchgear panels' condition.




The new switchgear panels were labelled and in good condition




The old switchgear panels were labelled and in good condition

The battery back-up system was in place and operational. The batteries were in a cabinet and were maintained. The batteries' electrolyte levels were above the maximum level, but covered with dust and had corrosion. The voltage and current indicators on the charger were operational and the charger was functional. The panels were closed.

The pictures below depict the battery back-up system's condition.



The batteries' electrolyte levels were at maximum, but covered with dust and had corrosion

6.2.1.3 Hugo Switching Station

This 11kV substation consisted of old electrical equipment (two switchgears, and a transformer). The 500kVA rated transformer was manufactured by Power Engineers (Pty) Ltd in 1972.

The switching station building was in good condition. Unauthorised entry to the switching station premises was controlled as the building doors were locked with proper locks. The danger and warning signs were mounted. The vegetation around the substation was well maintained.

The pictures below depict the condition inside the switch room building.



Substation's door was locked and safety signs visible

The lights inside the switch room were installed and in working condition. The two old type switchgears were operational and clearly labelled. The warning and safety signs inside the switch room were available and the inscriptions were legible. The cable trench covers were available at all designated areas, however, some trenches were not properly covered.

The fire extinguishers were available but expired. There was dust and oil spills inside the building, which attested to poor housekeeping. The transformer breather was in poor condition, as the silica gel had turned pink. The visitors' book was not available.





Transformer breather was in poor condition with pink silica gel and transformer covered in dirt

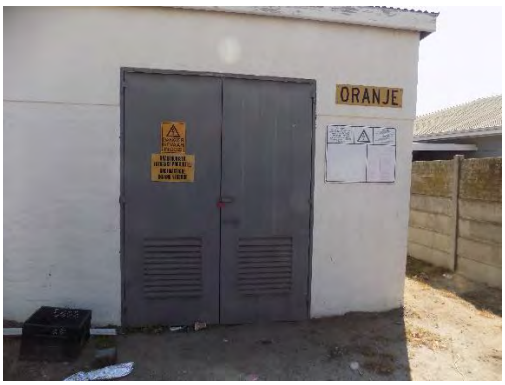



Old type swicthgears

6.2.1.4 Oranje Switching station

This 11kV substation was in poor condition. The substation consisted of old type switchgear and fairly new transformer. The audit team could not access the nameplate placed between the wall and transformer, as such the name of the manufacturer, rating and age are unknown.

The pictures below depict the condition inside the switch room buildings.





Substation's doors were locked, warning sings visible. Transformer in good condition

Access to the premises was properly controlled as the doors were locked with padlocks. The inscriptions on the danger and warning signs were mounted on the door outside the building and inside the building. The lights inside the switch room were installed and in working condition.

The building housing the two breakers was live chamber, exposing personnel to electrical dangers and shock. The connection between the old type breaker and other breaker was an electrical hazard. The cable connecting the two breakers was left haphazardly on the floor and not embedded in the designated cable trenches. The breaker panels were open, exposing an electrical hazard to personnel and electricity supply.

The fire extinguisher's service date expired in February 2016. There was dust inside the building, which attested to poor housekeeping. The visitors' book was not available.

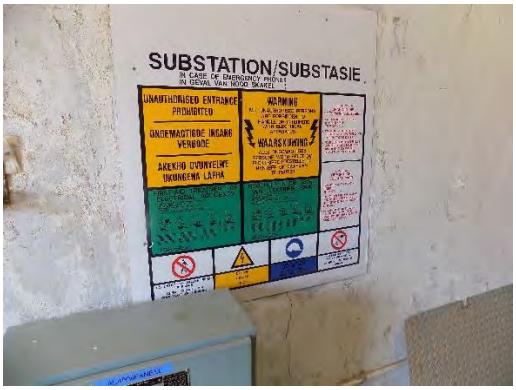



Old type breaker connection with another breaker is a hazardous connection

6.2.1.5 Jacaranda Switching station

This 11kV switching substation consisted of a switchgear and DC supply. The substation was protected from unauthorised entry as its doors were locked.





Jacaranda Switching Sub-station.

The switch room was clean and the lights were installed and in working condition. The switchgear was in fair condition, the status indicators were functioning and the labelling was visible. The cables were embedded in the designated areas. The visitors' book was available.

The pictures below depict the condition inside the switch room building.

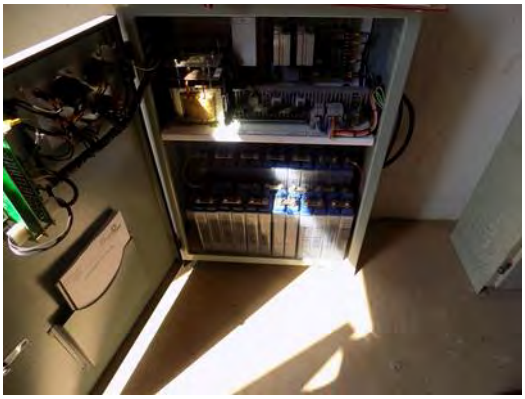


Switchgear panels were in good condition



Cable trenches not covered

The DC supply was in place and operational. The batteries were in a cabinet and were maintained, the batteries' electrolyte levels were below maximum and covered in dust. The voltage and current indicators on the charger were operational and the charger was functional.




DC and batteries in good condition

There was dust inside the building, which attested to poor housekeeping. The fire extinguisher was not available. The cable trench covers were not installed

6.2.1.6 Wolseley Hoof Switching station

This 11kV switching substation consisted of a switchgear and DC supply. The substation was protected from unauthorised entry as the premises' door was locked. The switchgear room was clean. The switchgear was in good condition, the status indicators were functioning and the labelling was visible. The DC supply was new and batteries' electrolyte at maximum level.

The following findings were noted:

a) The warning signs were not available on the door.
b) The fire extinguisher was not available.




The warning and safety signs were not available outside the building




The substation interior, switchgear and DC supply were in good condition

6.2.1.7 Tulbagh Main Intake Substation

This 11 kV intake substation supplied electricity to the town of Tulbagh and consisted of a switchgear with a protective relay that was operational, as well as DC supply. The switchgear's status indicators were operational and clearly readable. The substation was located inside the sewage plant with fence and lockable gate. The unauthorised entry to the substation building was prevented by means of locked double doors. The warning signs were mounted on the wall at the entrance.

The following findings were noted:

a) The extinguisher was not available.
b) The cable trenches were not covered.
c) The batteries were in poor condition as terminals had corrosion and electrolyte below the maximum level.




The access to building prohibited with lockable double doors



The switchgear in good condition.



Batteries in poor condition

6.2.1.7 Stasie Weg Switching Substation

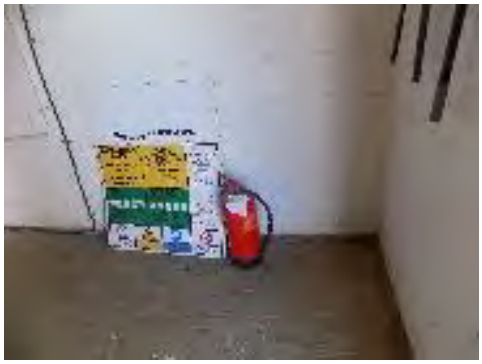
This 11kV switching substation was in fair condition. The substation consisted of switchgear and DC supply. The switchgear was protected with relays that were operational. The status indicators were operational and clearly readable.

The substation building interior was clean. Unauthorised entry to the switching station premises was controlled, as the doors of building were locked with proper locks. The new DC supply was in place and operational. The batteries were in a cabinet and maintained. The batteries' electrolyte levels were below maximum. The voltage and current indicators on the charger were operational and the charger was functional.

The following findings were noted:

a) The inscriptions on the danger and warning signs were not mounted on the door outside the building.
b) The cable trench covers were not installed.
b) The fire extinguisher's service date expired in June 2020.





The warning signs were not mounted on the doors and not at the designated area



Switchgear



Cable trenches not covered





New DC supply. Fire extinguisher's service date expired in June 2020

6.2.2. Mini-Substations

A sample of mini-substations was inspected at the Witzenberg Local Municipality. The majority of the mini-substation enclosures that were inspected, were in good condition. The inspected mini-substations were locked with padlocks and legible danger signs were available. The mini-substations were properly mounted on well-constructed plinths. All mini-substations inspected could be easily accessed by road.

6.2.2.1. Voortrekker Street Mini-Substation

This is a 500kVA-rated mini-substation with a transformer manufactured by JoCastro in 2015. The mini-substation enclosure was secured on a concrete plinth and rust free. Access to the mini-substation was controlled by doors that were locked with proper locks at the time of the audit. The safety and warning signs were properly mounted and their inscriptions were legible.

The pictures below depict the condition of the mini-substation.




Legible danger signs on locked mini-substation Mini-substation on a proper plinth

Both the LV and MV compartments were in good condition and the status indicators were properly functioning. The mini-substation had interconnections with other network connections.




MV and LV compartments labelled and in good condition

6.2.2.2. Bon Chretien Mini-Substation

The mini-substation was secured on a concrete plinth and the doors were locked. Access to all compartments of the mini-substation was controlled with proper locks and utilisation of bolts. There were no signs of oil leaks on the mini-substation.

The rating of the mini-substation was not verified and the condition of the transformer side was not determined due to inaccessibility of the transformer compartment. The inspected compartments were in fair condition. The safety and warning signs were not visible. The vegetation around the enclosure was not properly managed.

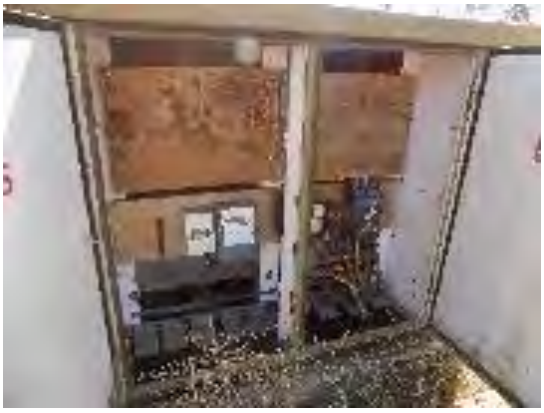
The pictures below depict the condition of the mini-substation.



Warning and safety signs had faded.



Excessive weeds growth around enclosure





LV and HV compartments in a fair condition

6.2.2.3. Wolseley Mini-Substation

The transformer of this 315kVA-rated mini-substation was manufactured by Actom in 2010. The mini-substation was secured on a proper plinth and the enclosure was in good condition and rust free. The mini-substation doors were locked with proper locks at the time of the audit. The safety and warning signs were properly mounted and their inscriptions were legible.

The pictures below depict the condition of the mini-substation.





The 315kVA-rated transformer's compartment in good condition




LV/MV compartments. Interior with functioning status indicator

6.2.2.4. XXMini-Substation

The 315kVA-rated transformer of this mini-substation was manufactured by Power Engineers in 2012. The mini-substation's enclosure was secured on a concrete plinth and rust free. The mini-substation doors were locked at the time of the audit. The safety and warning signs were not available. The transformer's oil gauge indicated low oil level.



Warning and safety signs were not available.



Oil gauge showed low oil level





The compartments were in fair condition, with functioning status indicators

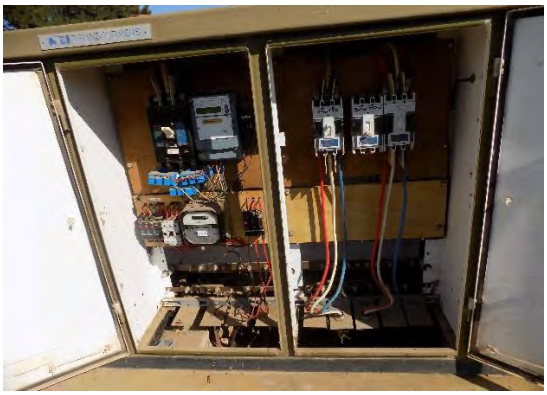
6.2.2.5. Solomon Street Mini-Substation

This 315kVA-rated mini-substation was secured on a plinth and its doors were locked. The transformer was manufactured by NEI in 1997. The transformer oil gauge showed good oil levels. The safety and warning signs were visible and the inscriptions were legible. The enclosure had rust. There were no signs of oil leaks on the mini-substation.



Warning signs visible, enclosure had rust, oil gauge indicated low oil level

Access to both the LV and HV compartments of the mini-substation was controlled through the relevant locks. The HV panel was properly labelled. The LV panel had a meter, and showed interconnections within the network.



HV and LV compartment in fair condition

6.2.2.6. Obiqua/3rd Avenue Mini-Substation

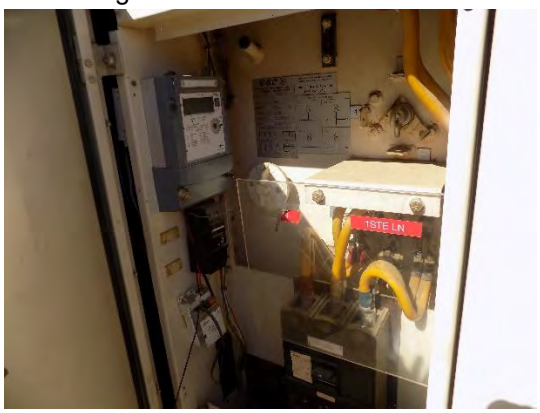
This mini-substation had a 315 kVA-rated transformer, which was manufactured by GEC in 1989. Access to all compartments of the mini-substation were controlled through the relevant locks. The oil gauge indicated good oil level. The panels were clearly labelled and indicated where it is fed from and supplying to.

The mini-substation was secured on damaged plinth and its doors were locked. The safety and warning signs were not available. There were signs of oil leaks at the mini-substation.

The pictures below depict the condition of the 315kVA mini-substation.




Damaged plinth, warning signs were not available and signs of oil leaks

MV/LV panels labelled, functioning status indicators

6.2.2.7. Obiqua/4th Avenue Mini-Substation

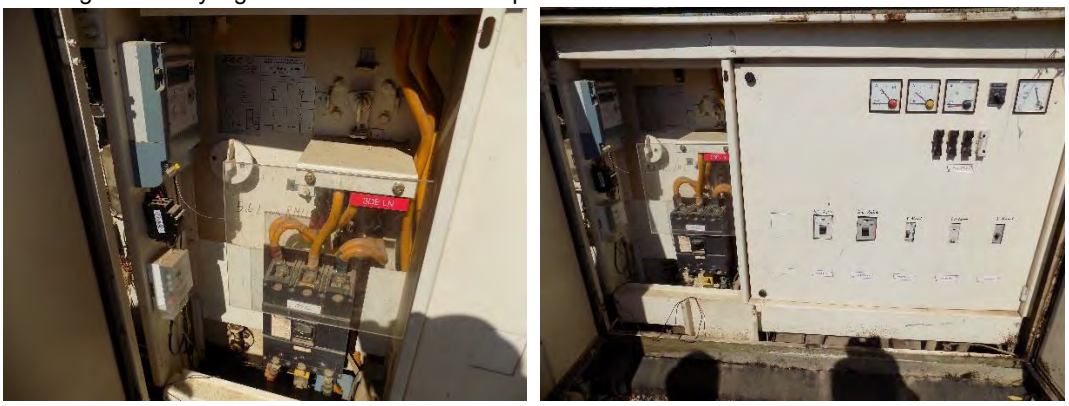
This mini-substation was part of a customer's fencing and was in poor condition. The 315kVA-rated mini-substation had a transformer that was manufactured by GEC in 1989.

Access to compartments of the mini-substation was controlled through the relevant locks. The safety and warning signs were not visible due to illegal inscriptions. The mini-substation had oil leaks.

The pictures below depict the condition of the mini-substation.



Warning and safety signs not visible. Enclosure part of customer fence



LV compartment in fair condition, with the panel labelled

6.2.2.8. Ryk Tulbagh Mini-Substation

This 315kVA-rated mini-substation had an Alstom Transformer manufactured in 2007. The enclosure had rust and dents, was secured on a concrete plinth. The enclosure had graffiti. The oil gauge indicated good oil level. The safety and warning signs were not visible.

Both the LV and MV compartments of the mini-substation were in good condition. The status indicators were in operation. The panels showed interconnections within the network.



Warning and safety signs not available and locked doors


HV and LV compartments in good condition

6.2.3. Pole-Mounted Transformers

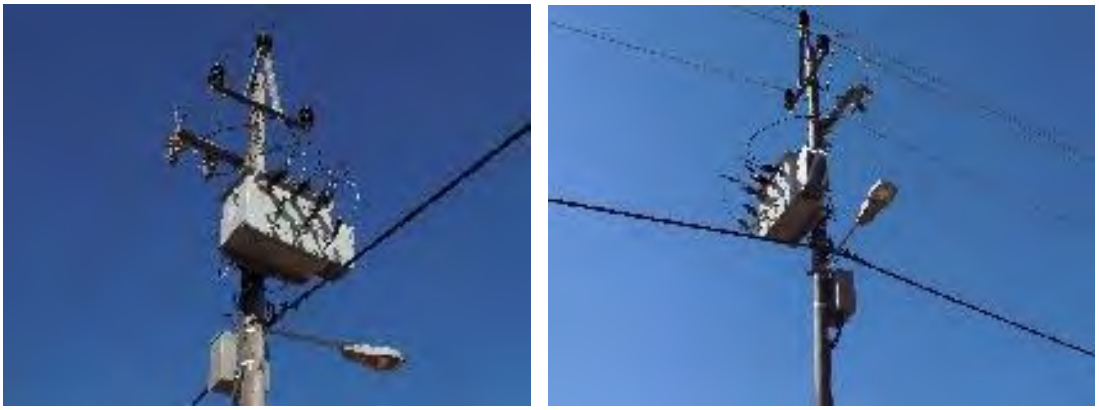
In general, the pole-mounted transformers (PMTs) of the Witzenberg Local Municipality that were inspected, were in good condition. Most transformer support structures were supported by stay wires and not leaning. The poles were treated against ageing, and anti-theft climbing equipment was installed on most transformer poles. The inspected PMT enclosures and surge arrestors were earthed, as required by statutory standards. The audit team inspected a sample of pole-mounted transformers in the industrial area, Obiqua area and Zakile/Pineville area.

6.2.3.1 Industrial area pole-mounted transformer

This is a 100kVA-rated Actom transformer installed on the 11kV overhead line, the transformer was earthed and secured on the pole structure. The pole structures were intact and not encroaching on customers' yards. Anti-theft climbing equipment

was installed on the pole structure. The drop-out fuses were in place and in good condition. The surge arrestors were also in good condition and earthed. The conductor terminations were intact and in good condition, with the jumpers and insulations properly installed.

The pictures below depict the 100kV-rated Actom transformer's condition.



Pole structure intact, transformer in good condition

6.2.3.2 Zakile/Pineville Pole-Mounted Transformer

This 200kVA-rated Electro Inductive Industries PMT was installed on the Zakile/Pineville 11kV overhead line. The transformer was earthed correctly and secured on the pole structure. The stay wires were in good condition and were not encroaching on customers' yards. Anti-theft climbing equipment was installed on the pole structure. The drop-out fuses were in place and in good condition. The surge arrestors were also in good condition and earthed. The conductor terminations were intact and in good condition, with the jumpers and insulations properly installed. There were no signs of oil leaks on the transformer.

The pictures below depict the pole-mounted transformer's condition.



Pole-mounted transformer intact, supported with staywires, anticlimbers installed



Transformer in good condition, kiosk earthed

6.2.3.2 Obiqua Pole-Mounted Transformer

This is a 200kVA-rated NEI transformer installed on the 11kV overhead line. The transformer was earthed correctly and secured on the wooden pole structure. Part of the pole structure was used as support for a customer fence. Supporting pole, stay wire and anti-theft climbing equipment were installed on the pole structure. The surge arrestors were in good condition and earthed. The conductor terminations were intact and in good condition, with the jumpers and insulations properly installed. There were signs of oil leaks on the transformer. The fuses were in poor condition.

The pictures below depict the 200kV-rated NEI pole-mounted transformer's condition.



PMT with signs of oil leaks



PMT constructed on a firm structure installed anti-theft/climbing equipment

6.2.4. Overhead lines

The sample of lines inspected was found to be in fair condition. The majority of the distribution lines were underground. The audit team inspected the overhead lines at Zakile/Pineville area.

The line span and line sags were acceptable and in good condition. The line insulators were also in good condition. The supporting poles and stay wires were clear off the road. The inspected 400V bundle line was in fair condition, however there were issues of illegal resellers in the area. The non-electrified household were not connecting directly from the municipality network/equipment, however, they were fed from the existing municipality customers.

The municipality network was heavily overloaded with illegal resellers of electricity. The electrical wires/structure were installed from one electrified customer's house to supply electricity to multiple non-electrified households for an undisclosed amount/fee.

These illegal reseller connections were an electrical hazard to the community lives and the electricity network in area. The Municipality should eradicate the illegal structures from their network as a matter urgency to save lives and the network.

The Licensee advised that a plan for new electrification was in place and the project was being implemented in phases to eradicate the illegal connections.

The pictures below depict the condition of the overhead lines and illegal connections at Zakile area.



Pictures depicting Illegal connections on the overhead lines in the Zakile area

7. CONCLUSION

The Witzenberg Local Municipality did its best to manage the electricity business in an efficient and reliable manner. It was observed that there were still some areas of concern where improvement needs to be made. The main challenges facing the Electricity Department are financial constraints to fund its maintenance programmes and the rehabilitation of the older parts of the network. The substations and mini-substations inspected during the audit consisted of fairly old equipment.

8. RECOMMENDATIONS

Based on the instances of non-compliance that are highlighted in this report, NERSA recommends the following:

a) The electricity affairs of Witzenberg Local Municipality must be ring-fenced from the other activities of the Municipality.
b) The critical vacancies should be filled.

c) The asset register should be updated to indicate all the critical attributes of the assets and be linked to GIS.
d) The municipality must eradicate the illegal structures from their network as a matter of urgency to save lives and the network.
e) All open trench covers should be closed.
f) All faded warning signs should be replaced.
g) The fire prevention equipment must be serviced and mounted as a matter of urgency.
h) The transformers and mini-substations with oil leaks must be attended to.
i) The regular inspections of the network and plant equipment should be formally recorded and filed accordingly.
j) The maintenance policy and plan must be developed.
k) All findings noted in section 6 of this report must be addressed.

9. THE WAY FORWARD

This final report is considered a true reflection of the findings of the audit that took place from 20 to 21 April 2021. The Energy Regulator instructs the management of the Witzenberg Local Municipality to draft a remedial/corrective action plan that outlines steps to be taken to rectify the instances of non-compliance identified in this report within 120 days of receipt of the final report.

Once NERSA has agreed to the CAP from the Witzenberg Local Municipality, a monitoring process will be instituted to enforce the implementation of the CAP.

All communication should be sent to the Head of the Electricity Licensing, Compliance and Dispute Resolution Department unless indicated otherwise by a formal letter signed by the Head of Department.

The Head of Department
Electricity Licensing, Compliance and Dispute Resolution
National Energy Regulator of South Africa
PO Box 40343
Arcadia
0007
Tel: +27 (0)12 401 4600
Fax: +27 (0)12 401 4700

Pierre Van Den Heever

From: Cobus Kritzinger
Sent: Thursday, 21 July 2022 10:05
To: Pierre Van Den Heever
Subject: RE: NERSA Audit CAP - Electricity Ring-fencing

Good day Pierre

The revenue and expenditure of electricity are ring-fenced in that the transaction are budgeted and recorded in dedicated votes. A separate function has been created in the financial records of terms of the MSCOA regulations. The surplus and or deficit for the electricity section is however not recorded in a dedicated accumulated surplus/deficit account but is included in the total accumulated surplus/deficit account of the municipality.

The electricity section has its own items on the municipal budget and the assets of the electricity department is mark as such in the municipal asset register.

Regards

Cobus Kritzinger
Director Finance
Witzenberg Municipality
Tel: 023 316 1854
Cell: 083 382 6117

Witzenberg Municipality, P O Box 44, CERES, 6835

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From: Pierre Van Den Heever
Sent: 19 July 2022 08:30
To: Cobus Kritzinger <cobus@witzenberg.gov.za>
Cc: William Mars <william@witzenberg.gov.za>; Anne Alberts <anne@witzenberg.gov.za>; Khanya Dingilizwe <khanya@witzenberg.gov.za>
Subject: NERSA Audit CAP - Electricity Ring-fencing

Hi Cobus

As discussed recently, I have to report back to NERSA on their recent audit. Part of the required feedback is the **status of the 'ring-fencing of the electricity affairs'**.

Please could you comment on this so that I can provide feedback to NERSA (via Council item)

Regards

Pierre van den Heever

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WITZENBERG

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WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Director Technical Services

VAN / FROM: Senior Manager: Streets and Stormwater

DATUM / DATE: 21 February 2023

VERW. / REF.: 16/P

LOCAL INTEGRATED TRANSPORT PLAN 2022 – 2027 - WITZENBERG MUNICIPALITY

1. Purpose

That the Committee for Technical Service together with Council consider to grant approval for the adoption of the Witzenberg Local Integrated Transport Plan 2022-2027. *Please follow the link for the full document: \\poseidon1\Documents\Integrated Development Planning\Integrated Transport Plan\ITP 2022 - 2027*

2. Background

The Witzenberg Local Integrated Transport Plan (LITP) was prepared as part of the review of the Cape Winelands District (CWD) Integrated Transport Plan (DITP) for 2022 - 2027.

As per Section 36 of the National Land Transport Act (Act 5 of 2009) all Planning Authorities must prepare an Integrated Transport Plan (ITP) for their area for a five-year period. These ITPs need to be overhauled every five years and updated annually. The Integrated Transport Plans for the Cape Winelands District have been prepared to meet the minimum requirements for preparing an Integrated Transport Plan as published by the Department of Transport (Notice No 881, July 2016).

As part of the previous update of the Cape Winelands District Integrated Transport Plan (2014/15), the planning authorities for each of the local municipalities were re-categorised. The Witzenberg Local Municipality (WLM), through the previous update process, was classified as a Level 3 Planning Authority, which requires that a Local Integrated Transport Plan be prepared.

This report comprises the 5-year review of the Witzenberg Local Integrated Transport Plan, as part of the review of the Cape Winelands District Integrated Transport Plan.

3. Executive Summary

The Witzenberg Local Municipality have had two excellent documents completed for it in the recent past, namely the Roads Master Plan (March 2020) and the Operating Licence Strategy (August 2020). With the upgrade of the IDP (March 2022) and the Spatial Development Framework (April 2022) there was excellent recent information with which to compile this LITP to a very high standard.

The Roads Master Plan did not only provide the costing of required road projects and road maintenance actions, but also provided information of NMT projects and certain public transport projects.

The Witzenberg area has been experiencing urban development growth in the recent years. It is essential that all development planning be guided by a predetermined Roads Master Plan. The urban areas to be evaluated in the Roads Master Plan are Bella Vista, Ceres, Nduli, Op-die-Berg, Prince Alfred Hamlet, Tulbagh and Wolseley.

The Vision for Witzenberg LM Roads Master Plan was formulated to be "To provide a safe, reliable, effective and efficient road and transport system to serve the public of Witzenberg Municipality".

Due to the extent which the Roads Master Plan for Witzenberg must cover- with limited funding- the methodology would be to take information from existing sector plans and update only the information on which the capacity analysis of the roads will be based. This will ensure that all the road-related information is reported in one document where a more integrated approach is taken.

The Witzenberg Integrated Development Plan for 2019-2020 indicates that 56.6% of the population are low income earners (R1 – R50 514 per annum) with 6.4% of the 56.6% receiving no income. 38.0% of the population are middle income earners (R50 515 – R404 111 per annum) and the remaining 5.4% are the high-income earners, earning more than R404 112 per annum.

The service levels maintained in the Witzenberg LM is very positive. The main challenge is the ingress of people from outside the area that keeps the housing need constant. Housing currently have a high priority in Witzenberg LM.

In summary, the progress made in the development of "new areas" as earmarked in the 2012 SDF is slow. The focus is understandably on housing settlements as this is often where political pressure is focused.

The municipal road network is in good condition, 59% of road network being in a very good to good condition, 30% being in fair condition with 11% being poor and very poor. Out of the 204.8km of road, 91% is black top roads, 2% is block paved and 7% is gravel roads. The proposed maintenance cost over 2-3years is R42.4 mil.

Five bridges and 3 major culverts were assessed as part of the RRAMS project. The maintenance cost of these structures without professional fees were estimated to be R1.59 mil.

Traffic counts were done on 108 intersections. The AM & PM peak hours were extracted, and operational analysis were done for the current scenario and geometry. Only six intersections operated with an approach lower than LOS D.

A formal request was sent to WCG to obtain accident data within the Witzenberg LM area to identify hazardous locations. The request was denied. Potentially dangerous intersections on Vos Street (R303) and Voortrekker Street (R46) were identified by others and further investigated.

Minibus taxis is the main source of public transport within Witzenberg LM, in the absence of a public bus service. There is a need to consolidate the various taxi ranks in Ceres.

A host of new pedestrian walkways were identified as well as the required maintenance on existing facilities. In the town of Ceres, kerbs at pedestrian crossings must be dropped to improve universal access.

Precinct planning were previously done in Ceres and Tulbagh. A variety of projects were proposed to connect nodes with general beautifying of the area, improve vehicular, pedestrian and cycle movements. The proposed cost for Ceres was R56 mil and R7.2 mil for Tulbagh.

New spatial plans from the 2020 SDF were used to assess new roads to be developed. Various new bridge connections were also identified in Ceres and Tulbagh.

The six intersections which previously exceeded LOS D, were further analysed at a 3.7% traffic growth over the next 5years. Some proposal is made in terms of the upgrading of these intersections. An additional two intersections in Nduli which did not exceed the LOS D were also analysed with a growth of 3.7% over the next 5 years, as these intersections are expected to see a rapid growth in traffic volumes upon completion of the Vredebes development.

The site for the new taxi rank has been identified and should be pursued within the short to medium term. Negotiations with the property owner must precede any formal planning.

Pedestrian and cycle facilities should be a requirement up to Class 4 roads which are generally bus or taxi routes. Class 5 roads may however be fitted with walkways or cycling lanes, if it serves public land-uses like schools, hospitals or community buildings.

Freight routes and by-pass routes were identified by previous studies. The initial survey, planning and environmental approvals should be sought in the short to medium term.

Mention is made of a Petroport truck stop facility outside Ceres. This would give the trucks a place to overnight and eliminate the current illegal parking within the Witzenberg LM towns.

Master Planning is key to provide long term steering of projects, with the SDF and IDP planning for a shorter term. Municipal Grants like MIG is key to the sustainability of municipal projects. Developer contributions should be used to augment the bulk infrastructure where required. Tariffs are not applicable to roads and transport.

The Witzenberg LM is geared to use and project manage consultants with internal staff concentrating on smaller capital projects and operational projects. Community Participation projects needs a champion within the municipality to drive it and the handling of labour related issues as they arise. It also requires full time supervision to guide low skilled labour.

Risk Management needs to be made part of the management processes. Officials in Witzenberg, like most others in the transportation field handle problems and challenges as it arises. The provincial roads and some bridges were identified as critical assets.

The strategy for prioritising projects would be;

- All maintenance and repair actions should happen over the short and medium term;
- All small to medium size capital projects should happen over the short and medium term;
- All project likely to fall outside of this scope should happen over the long term;
- The initial work for the long-term projects (survey, planning and environmental), should be done over the short to medium term;

It can be expected that projects will be shifted forward or backwards as priorities change. These priorities are often influenced by political influences as pressure mounts from communities. It could also be that co-funding becomes available or some developments are happening faster than expected.

The OLS document (August 2020) includes the following recommendations:

- The Provincial Regulatory Entity maintains a database of all current Operating Licences. Municipalities do not currently have access to this database. Regular engagement between Municipalities and the PRE is necessary to discuss the outcome of Operating Licence applications. This will ensure that all parties are informed about the status of OLs applications.
- Regular surveys should be conducted to establish the current situation in terms of supply and demand, verify the vehicles currently in operation and identify vehicles operating without Operating Licences. NPR cameras at key point could be put up to collect data on an ongoing basis.

- Surveys should be conducted during the picking season, when minibus taxis experience peak demand, and also during the off season. To avoid an oversupply of OLs, OLs should be issued based on the demand during the off season. During the picking season additional temporary licences could be issued to supplement the existing operating licences and accommodate the increased demand.
- A strategy should be developed to rationalise all existing OLs and manage the approval of OLs.
- Before issuing new OLs, the OLs of routes which are over supplied with public transport trips should be reassigned to routes which are undersupplied in terms of public transport trips.
- Operating Licences not brought into use within 90 days of approval or Operating Licences not used for a period longer than 180 days should be cancelled.
- No new Operating Licences should be approved on routes where there is an oversupply of public transport trips.
- Businesses should be made aware of the Operating Licence system and be encouraged to only use licenced vehicles for staff transport.
- Vehicles without Operating Licences should be subject to law enforcement as a matter of course. Operators without OLs should be encouraged to apply for OLs on routes where a demand for additional trips has been identified. A regularly-updated database which provides easy access for enforcement of OLS information and route descriptions should be established.
- When considering the impact that a development will have on the transport network, Traffic Impact Assessments should investigate the number of public transport trips a development will generate and address the provision of public transport in the area. This will help the Planning Authority to identify new routes and possible OL requirements.

4. Recommendation

- *That the Committee for Technical Services adopts the Witzenberg Local Integrated Transport Plan 2022-2027.*

- *That the Committee for Technical Services refers the Witzenberg Local Integrated Transport Plan 2022-2027 to Council for adoption.*

Yours sincerely,

E. LINTNAAR
MANAGER: STREETS AND STORMWATER

8.2.8(b)

CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

Witzenberg Municipality Local Integrated Transport Plan

30 September 2022



WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Document Control

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Contents

1 Chapter 1: Introduction 1
1.1.2 Economic Contribution and growth 2
1.2 Purpose of the Integrated Transport Plan 3
1.3 Status of the Plan 3
2 Chapter 2: Transport Status Quo 4
2.1 Demographics and Economic Activity 4
2.2 Public Transport 7
2.2.1 Mini-bus Taxi 7
2.2.2 Cordon Counts 24
2.3 Commuter Rail 28
2.4 Roads and Traffic 30
2.4.1 Provincial road network within the municipality 30
2.4.2 Municipal Road Network 31
2.4.3 Road Maintenance and upgrading needs 32
2.5 Freight Transport 34
2.5.1 Provincial Freight Strategy 34
2.5.2 Regional Freight Context 34
2.5.3 Local Freight Context 35
2.5.4 Freight Route Conditional Assessment 37
2.6 Non-Motorised Public Transport 38
2.6.1 Background 38
2.6.2 NMT Status Quo 38
2.7 Learner Transport 46
2.8 Transport for Tourism 47
2.9 Air Travel 48
3 Chapter 3: Transport Needs Assessment 49
3.1 IDP Identified Transport Needs 49
3.1.1 Transport Management and Road Maintenance 49
3.1.2 Housing Developments within the Witzenberg Local Municipality 50
3.1.3 Economic Sectors linking into community development 61
4 Chapter 4: Transport Improvement Proposals 67
4.1 Project Proposals from the IDP 67
4.2 Projects Identified through IDP Needs Assessment 68
4.3 Roads Master Plan Strategy and Plans 71
4.3.1 Witzenberg Precinct Plans 72
A summary of the cost of the proposed project in Tulbagh is listed in the table below: 80
4.3.2 NMT Recommendations in the Roads Master Plan 80
4.4 Current Capacity of Roads 82
4.4.1 Traffic counts 82
4.4.2 SQ Operational Analysis 82
4.4.3 Results of SQ Intersection Operations 82
4.4.4 Hazardous Road Locations 87
4.5 Transport Planning Projects 89

4.5.1 Micro-simulation modelling of the Ceres CBD 89
4.5.2 Witzenberg Non- motorised Transport Plan 90
4.5.3 Witzenberg Information Signage Study 90
4.5.4 Witzenberg Comprehensive Taxi Rank Surveys 90
5 Chapter 5: Implementation budget and Programme 91
5.1 Budgets detailed in the Draft Budget Report 2022/2023-2024/2025 91
5.1.1 Budget Summary for 2022/ 2023 91
5.1.2 IDP Projects 2021/2022 to 2025/2026 92
5.2 Project Costing in the Witzenberg Roads Master Plan 95
5.2.1 Projects and Costing for Roads, Bridges & Intersections 96
5.2.2 Projects and Costing for Roads, Bridges & Intersections 97
5.2.3 Projects and Costing for Public Transport 98
5.2.4 Projects and Costing for Non-motorised Transport 99
6 Chapter 6:Operating Licence Plan 100
6.1.1 Op-die Berg 100
6.1.2 Prince Alfred Hamlet 101
6.1.3 Ceres 102
6.1.4 Nduli 105
6.1.5 Wolesley 106
6.1.6 Tulbagh 107
6.2 Current Operating Licences 108
6.3 Regulatory Background 109
6.3.1 Western Cape Road Transportation Act Amendment Act (Act 7 of 2000) 109
6.3.2 Western Cape Road Regulations on Operating Licences, 2002 109
6.3.3 Western Cape Regulations on the registration of minibus-taxi associations, their members and non-members, 2007 110
6.3.4 Types of Operating Licences 111
6.4 Operating Licence Plan 111
6.4.1 Introduction 111
6.4.2 Evaluation Process 111
6.4.3 Data Collection 113
6.5 Evaluation of Supply and Demand 115
6.5.1 Distinction between Operating Licences and Route Authorities 115
6.5.2 Legal and Illegal vehicles 116
6.5.3 Supply and Demand on Public Transport Routes 116
6.6 Public Transport Facilities 120
6.7 Future Routes 121
6.7.1 Vredebes 121
6.7.2 Waverenskroon 121
6.8 Conclusions 122
6.8.1 Purpose and Objective 122
6.8.2 Evaluation of Supply and Demand 122
6.8.3 Public Transport Facilities 122
6.9 Recommendations for Implementation 123

List of Figures

Figure 1-1:Witzenberg Local Municipality 2
Figure 1-2: Inter-relationship between Transport Plan and Frameworks 3
Figure 2-1: PRE snip 7
Figure 2-2: Taxi ranking facilities in Witzenberg 21
Figure 2-3: Tulbagh Cordon Location 24
Figure 2-4: Wolseley Cordon Location 25
Figure 2-5: Prince Alfred Hamlet's Cordon Location 26
Figure 2-6: Ceres Cordon Location 27
Figure 2-7: Rail Line and Stations in BVM 28
Figure 2-8: New PRASA rolling stock 29
Figure 2-9: Provincial Road Network 31
Figure 2-10: Municipal Road Network Conditions 32
Figure 2-11: Truck exiting agri- processing plant in Ceres 36
Figure 2-12: Truck moving down the main road in Ceres 37
Figure 2-13: Sidewalk between Ceres and Bella Vista 39
Figure 2-14: Sidewalks along Voortrekker Street 40
Figure 2-15: Voortrekker and Munnik Street Intersection 40
Figure 2-16: R46 sidewalk between Ceres and Nduli 41
Figure 2-17: Sidewalk along R46 at Nduli 42
Figure 2-18: Pedestrians in Op-die-Berg 42
Figure 2-19: Waboom Avenue pedestrian movement 43
Figure 2-20: Van der Stel Street in Tulbagh 44
Figure 2-21: Steinthal Street with gravel shoulders 44
Figure 2-22: Pedestrian Desire Lines 45
Figure 2-23: An excursion train of Ceres Rail on the route between Ceres and Wolesley 47
Figure 2-24: Ceres Rail can boast of beautifully restored 19D and 19B steam engines. 48
Figure 3-1: Ceres & Nduli. 51
Figure 3-2: Bella Vista. 52
Figure 3-3: Tulbagh. 52
Figure 3-4: Wolesley. 53
Figure 3-5: Prince Alfred Hamlet 53
Figure 3-6: Op-die-Berg 54
Figure 3-7: Ceres Development Framework. 55
Figure 3-8: Wolesley Development Framework. 56
Figure 3-9: Tulbagh Development Framework. 57
Figure 3-10: Prince Alfred Hamlet Development Framework 58
Figure 3-11: Op-die-Berg Development Framework. 59
Figure 3-12: Witzenberg GDPR and employment performance per sector, 2020 61
Figure 3-13: Agricultural concept for Witzenberg showing key farming areas and supporting infrastructure.. 64
Figure 3-14: Agricultural infrastructure. 65
Figure 4-1: The Witzenberg Roads Master Plan projects and their costing.. 72
Figure 4-2: Connectivity of nodes (Ceres to Nduli).. 73
Figure 4-3: Ceres conceptual approach.. 74
Figure 4-4: Current cross section of Van der Stel Street.. 79
Figure 4-5: Proposed cross section of Van der Stel Street.. 79

Figure 4-6: Proposed upgrades to (Vos) R303/Panorama Rd. 87
Figure 4-7: Proposed Upgrades to (Vos) R303/Buiten Street.. 87
Figure 4-8: Proposed Upgrades to (Vos) R303/ By-pass Road .. 88
Figure 4-9: Proposed Upgrades to (Voortrekker) R46/Ezelfontein Rd 88
Figure 4-10: Proposed Upgrades to (Voortrekker) R46/ Chris Hani Drive 89
Figure 4-11: Proposed Upgrades to (Voortrekker) R46/ Onder-Swaarmoed Road.. 89
Figure 6-1: Operating Licence Evaluation Process 112

List of Tables

Table 1: Abbreviations x
Table 1-1: Plan Required Frequencies 4
Table 2-1: Witzenberg Age Distribution 5
Table 2-2: Listing of all Taxi facilities (as per Table 1 in minimum req) 7
Table 2-3: Route Descriptions (Table 2 as per minimum req) 8
Table 2-4: Routes as identified per facility (Table 3 as per minimum requirements) 15
Table 2-5: Rank utilisation of loading/holding facilities (Table 6 as per minimum requirement)(This is also a list of all the ranking facilities in the municipality at the time of compiling the TR.) 17
Table 2-6: Service Capacity and Capacity Utilisation of Routes (Table 5 as per minimum req) 19
Table 2-7: Description of facility (Op-die-Berg) 22
Table 2-8: Description of facility (Prince Alfred) 22
Table 2-9: Description of facility (Ceres) 23
Table 2-10: Description of facility (Wolseley) 23
Table 2-11: Description of facilities (Tulbagh) 23
Table 2-12: Tulbagh Survey Summary 27/11/2022 24
Table 2-13: Wolseley Cordon Survey 27/01/2022 25
Table 2-14: Prince Alfred's Hamlet Cordon Survey 28/01/2022 26
Table 2-15: Ceres Cordon Survey Summary 28/01/2022 27
Table 2-16: Timetables for the Worcester-Wellington-Cape Town Service and Return Direction 30
Table 2-17: Road Network in the Witzenberg Municipality 31
Table 2-18: Municipal Road Network 32
Table 2-19: Road Maintenance Cost 33
Table 2-20: Freight Routes 35
Table 4-1: IDP Projects 67
Table 4-2: IDP Stakeholder Projects 68
Table 4-3: Road Master Plan Costing 75
Table 4-4: Projects Costing 80
Table 4-5: NMT Recommendations 81
Table 4-6: Bella Vista Intersections LOS 83
Table 4-7: Ceres Intersections LOS 84
Table 4-8: Nduli Intersections LOS 85
Table 4-9: Op-die Berg Intersections LOS 85
Table 4-10: Prince Alfred Hamlet Intersections LOS 85
Table 4-11: Tulbagh Intersections LOS 86
Table 4-12: Wolesley Intersections LOS 86
Table 5-1: IDP Basic Infrastructure Projects 92
Table 5-2: IDP Projects for Informal Settlements 93
Table 5-3: IDP Development Budget 93

Table 5-4: IDP LED Budget 93
Table 5-5: Provincial Infrastructure Budget 94
Table 6-1: Public Transport Facilities in Witzenberg 100
Table 6-2: Numbers of route authorities per route: 108
Table 6-3: Operating Licence Evaluation Process 112
Table 6-4: Routes that require pre-booking 113
Table 6-5: Inter municipal routes 114
Table 6-6: Daily Travel Demand (legal and illegal vehicles) 114
Table 6-7: Daily Travel Demand (legal vehicles only) 115
Table 6-8: Peak hour travel demand (legal and illegal vehicles) 115
Table 6-9: Operating Licences and Route Authorities 115
Table 6-10: Summary of Supply/ Demand per Route 117
Table 6-11: Utilisation of Public Transport Facilities 120

Abbreviations and Acronyms

Table 1: Abbreviations

Abbreviation	Meaning
BRT	Bus Rapid Transport
CoGTA	Cooperative Governance and Traditional Affairs
CRDP	Comprehensive Rural Development Programme
CWDM	Cape Winelands District Municipality
DEDAT	Department of Economic Development and Tourism
DITP	District Integrated Transport Plan
DM	District Municipality
DTPW	Department of Transport and Public Works
EPWP	Expanded Public Works Programme
ES	Equitable Share
GDP	Gross Domestic Product
IDP	Integrated Development Plan
ITM	Integrated Transport Management
LITP	Local Integrated Transport Plan
LM	Local Municipality
MIG	Municipal Infrastructure Grant
MRE	Municipal Regulatory Entity
NDP	National Development Plan
NLTA	National Land Transport Act

NMT	Non-Motorised Transport
OL	Operating Licence
OLAS	Operating Licence Administrative System
OLP	Operating Licences Plan
OLS	Operating Licence Strategy
PAWC	Provincial Administration Western Cape
PFS	Provincial Freight Strategy
PLTF	Provincial Land Transport Framework
PMS	Pavement Management System
PPP	Public-private partnerships
PRASA	Passenger Rail Agency of South Africa
PRE	Provincial Regulatory Entity
PRMG	Provincial Roads Maintenance Grant
PT	Public Transport
RBIG	Regional Bulk Infrastructure Grant
RAMP	Road Asset Management Plan
SANRAL	South Africa National Roads Agency Limited
SAPS	South African Police Service
PTIG	Public Transport Infrastructure Grant
PTNG	Public Transport Network Grant
PTOG	Public Transport Operations Grant
PTP	Public Transport Plan
SDF	Spatial Development Framework
TFR	Transnet Freight Rail
TR	Transport Register
WC	Western Cape
WCG	Western Cape Government
WLM	Witzenberg Local Municipality

1 Chapter 1: Introduction

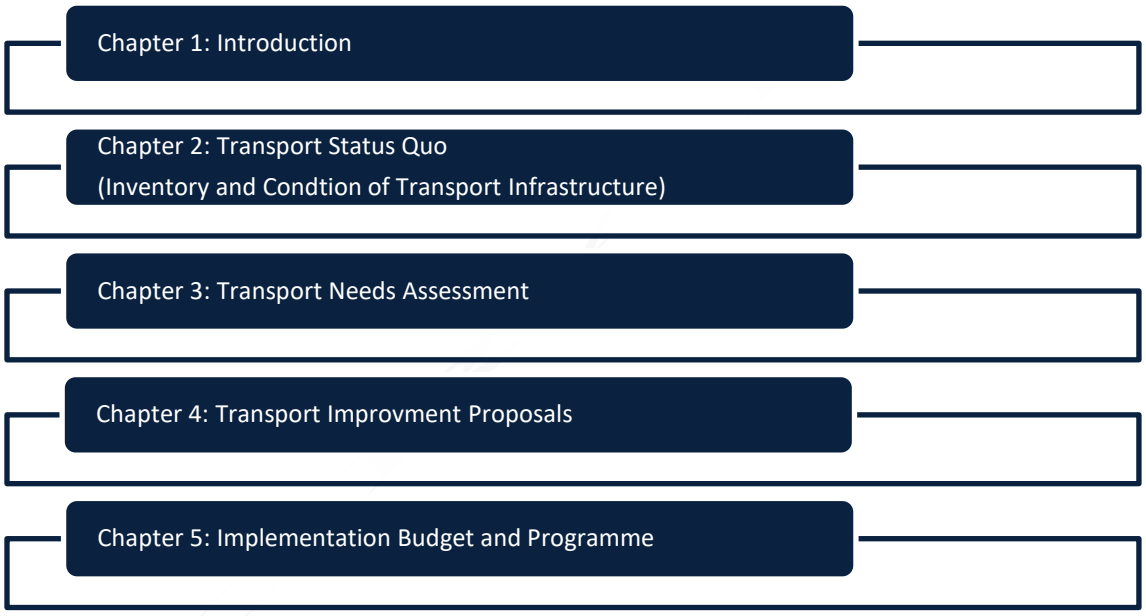
The Witzenberg Local Integrated Transport Plan (LITP) was prepared as part of the review of the Cape Winelands District (CWD) Integrated Transport Plan (DITP) for 2022 - 2027.

As per Section 36 of the National Land Transport Act (Act 5 of 2009) all Planning Authorities must prepare an Integrated Transport Plan (ITP) for their area for a five-year period. These ITPs need to be overhauled every five years and updated annually. The Integrated Transport Plans for the Cape Winelands District have been prepared to meet the minimum requirements for preparing an Integrated Transport Plan as published by the Department of Transport (Notice No 881, July 2016).

As part of the previous update of the Cape Winelands District Integrated Transport Plan (2014/15), the planning authorities for each of the local municipalities were re-categorised. The Witzenberg Local Municipality (WLM), through the previous update process, was classified as a Level 3 Planning Authority, which requires that a Local Integrated Transport Plan be prepared.

This report comprises the 5-year review of the Witzenberg Local Integrated Transport Plan, as part of the review of the Cape Winelands District Integrated Transport Plan.

The LITP comprises of the chapters as documented in the minimum requirements for preparing an Integrated Transport Plan, as published by the Department of Transport (Notice No 881, July 2016).



The Transport Register (TR), Operating Licence Plan (OLP) and Public Transport Plan were undertaken in 2021 as a separate project and have been included in this version of the WLM LITP, as two additional chapters.

1.1 Study Area

The Witzenberg Local Municipality (LM), founded in 2000, is classified as a Category B- municipality and is responsible for basic service provision to the demarcated municipal area that includes the towns of Ceres, Tulbagh, Prince Alfred's Hamlet, Wolseley and Op-die-Berg. The rural areas within the municipal boundary are Ceres Valley, Koue Bokkeveld, Achter-Witzenberg and the northern portion of the Breede River Valley Area.

Located in the picturesque and fertile Breede Valley, Witzenberg is best known for its fruit and wine products. The region is also well-known for producing other agriculture-linked products such as olives and grain, as well as for producing beef and pork products. Horse and cattle stud farms are also found within the municipal area.

Below is a map of the local Municipal area:

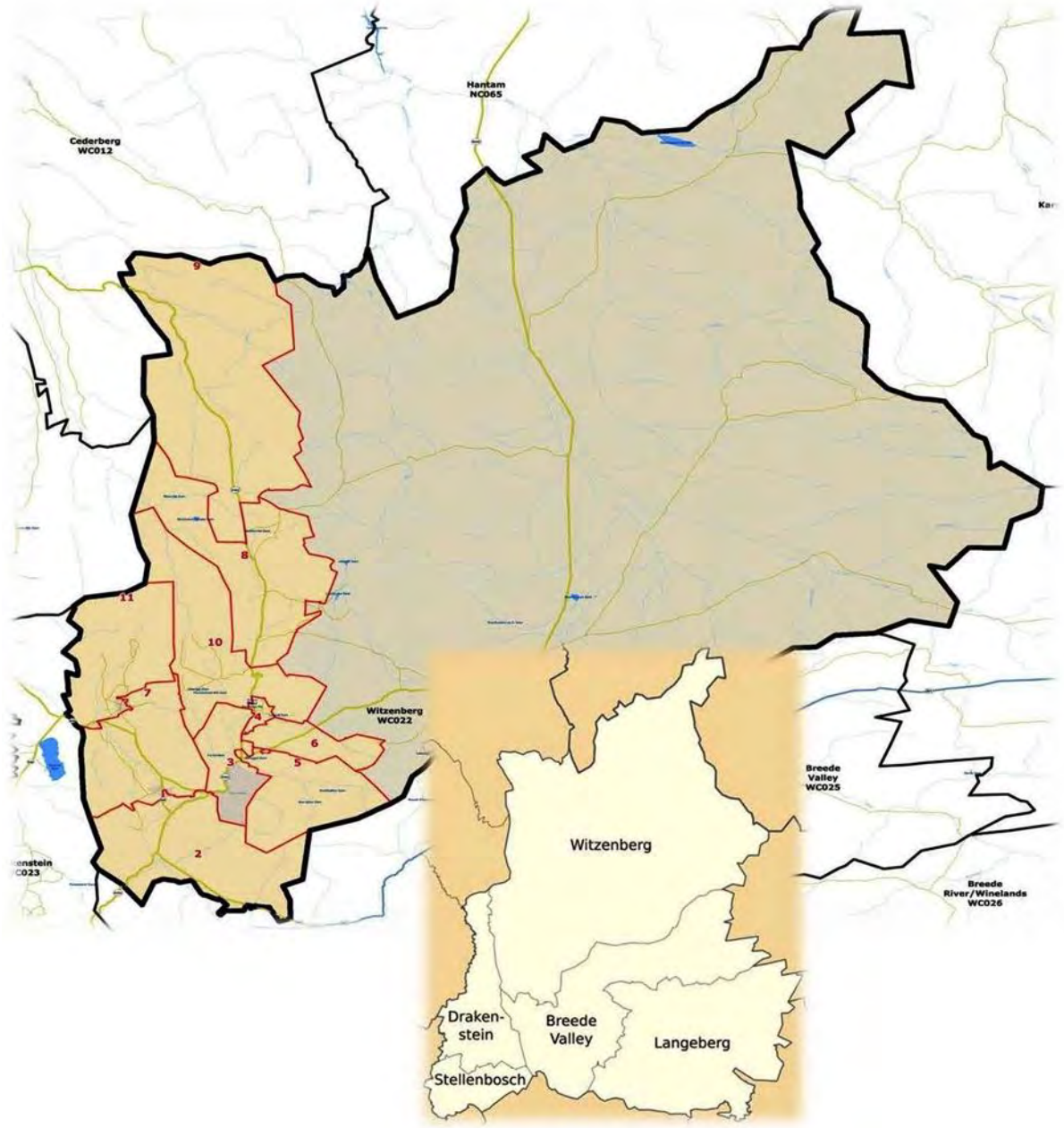


Figure 1-1: Witzenberg Local Municipality

1.1.1 Population and Households

With a population of 142 466 in 2019, Witzenberg is the second lowest populated municipal area in the CWD. This total is expected to growth to 153 987 by 2023, equating to an average annual growth rate of 2.0 per cent. The number of households are 32 005.

1.1.2 Economic Contribution and growth

The demand for transport is derived from the need to access social and economic activity, therefore it is important to consider economic and sector growth when preparing transport plans.

1.2 Purpose of the Integrated Transport Plan

The compilation of an Integrated Transport Plan forms part of the legislated development planning process. This allows for transport planning to be strategic in nature and focused on the desired outcomes, as derived from national, provincial and local transport policy. It takes into consideration all modes of transportation and infrastructure in the planning and aims to address concerns, gaps and areas of development for the period of implementation of the ITP. The inter-relationship between plans and frameworks with the national, provincial and local context is presented in Figure 1-.

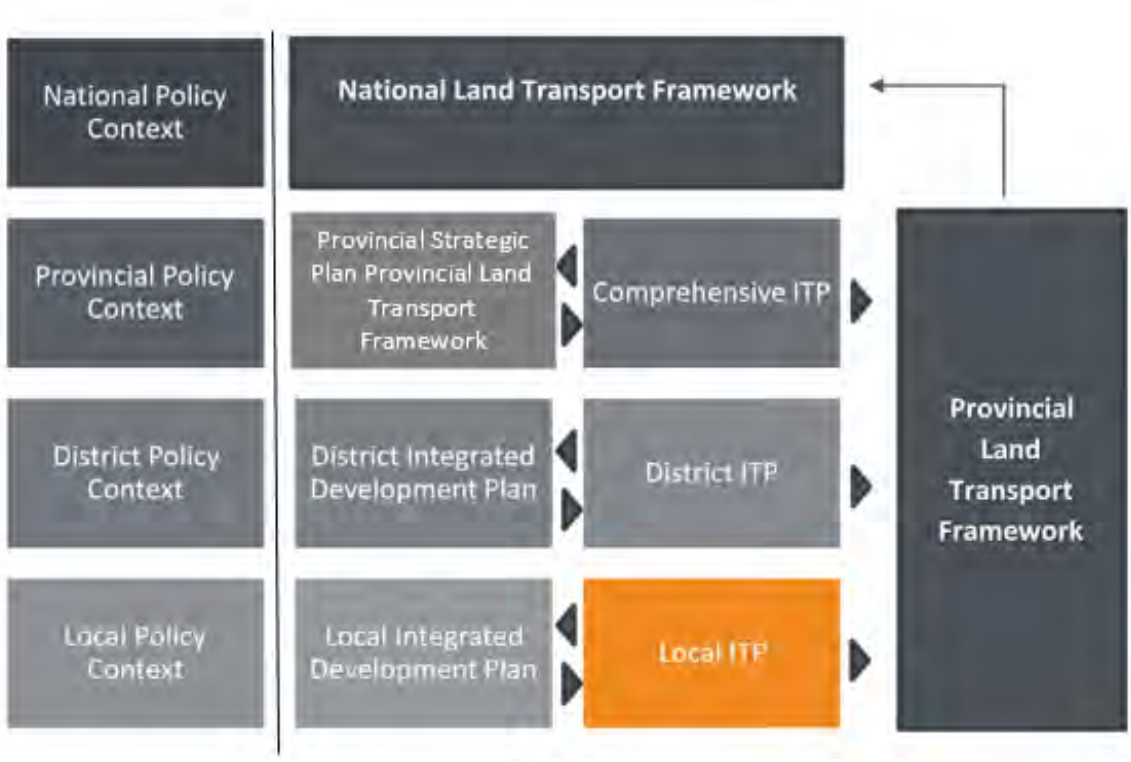


Figure 1-2: Inter-relationship between Transport Plan and Frameworks

Essentially, the ITP is a sector plan that takes into account the plans made in the Integrated Development Plan (IDP) on a local level and feeds into the Provincial Land Transport Framework (PLTF), which ultimately forms part of the National Land Transport Framework (NLTF). The development of this ITP also takes into consideration the Spatial Development Framework (SDF).

1.3 Status of the Plan

Integrated Transport Plans are prepared for a five-year period and updates of selected aspects of the plan should be undertaken on an annual basis with a specific focus on programmes and budgets. The annual updating must include the following aspects:

- Update the TR if any significant new data collection occurs, including the transportation GIS.
- Describe progress of the implementation of the ITP.
- Document which contracts have been awarded and which have expired and any changes or additions to the proposed contracted services network.
- The database of the operating licences, where municipalities has established such, should be updated on an ongoing basis, as per the OLs are awarded, lapsed or are renewed.
- Revised and updating projects, programmes and budgets in chapter 5, so that a three-year period ahead is maintained, along with a detailed programme and budget for the next financial year.

The frequencies of the required plans are shown below in Table 1-1.

Table 1-1: Plan Required Frequencies

Plan	Frequency		Comments
	PREPARATION	UPDATE	
1. Comprehensive ITP (CITP) and District ITP (DITP)	Total overhaul every 5th year	Annual update of selected aspects, in synchronisation with the IDP.	Update to focus on action programme and budget. Prerogative of PA to do more comprehensive update.
2. Local Integrated Transport Plan (LITP)	Prepare every five years, as input to new DITP in the case of local authorities that fall within a district municipality	Update the budget and programme for the following year annually, in synchronisation with the IDP.	
3. Transport Register (forms part of ITP)	Total overhaul every 5th year	Update the TR if any significant new data collection occurs. GIS, databases and information systems to be updated on an ongoing basis, as and when new information is collected.	Update to concentrate on gaps and information of poor quality. The TR was not updated as part of this LITP re-write.
4. Public Transport Plan (forms part of ITP)	Total overhaul every 5th year	Report annually on contracts that have been awarded or which have expired and any changes or additions to the proposed contracted services network. Database of operating licences should be updated on an ongoing basis as OLs are awarded, lapse, or are renewed.	

2 Chapter 2: Transport Status Quo

The Minimum requirements for preparing a LITP guides that the Transport Status Quo Chapter should consist of:

- An inventory of the roads which are the responsibility of the local municipality, including their condition; and
- An inventory of public transport facilities which are the responsibility of the local municipality, including their condition (this inventory may be taken over from the Transport Register (TR) prepared by the district municipality within whose area the local municipality is situated).

2.1 Demographics and Economic Activity

With a population of 142 466 in 2019, Witzenberg is the second lowest populated municipal area in the CWD. This total is expected to growth to 156 671 by 2023, equating to an average annual growth rate of 2.0 per cent. The estimated population growth rate of Witzenberg is slightly below that of the CWD at 1.6 per cent. The Western Cape average annual growth rate is 1.8 per cent across the same period.

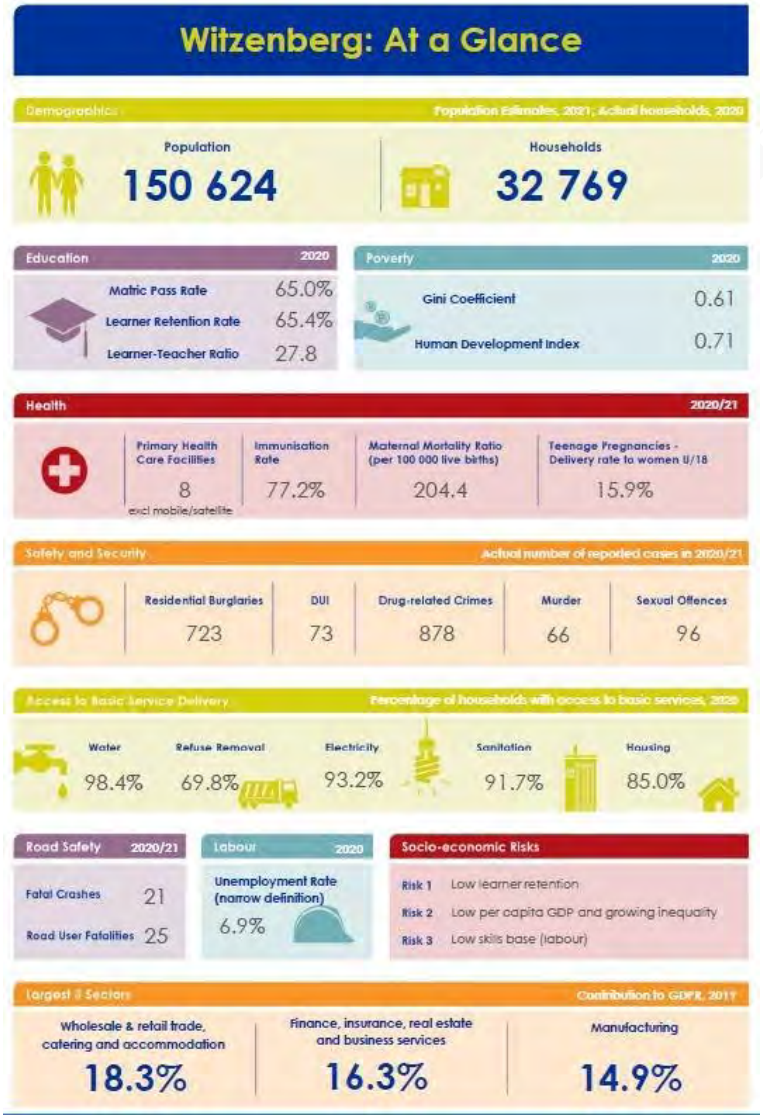
Table 2-1: Witzenberg Age Distribution

Witzenberg: Age Cohorts, 2019 – 2025				
Year	**Children 0 – 14 Years**	**Working Age16 – 65 Years**	**Aged 65+**	**Dependency Ratio**
2020	35 675	105 751	6 512	39.9
2023	36 881	114 707	7 129	38.4
2026	38 178	118 966	7 835	38.7
Growth	+1.1%	+2.0%	+3.1%	-

Source: IDP

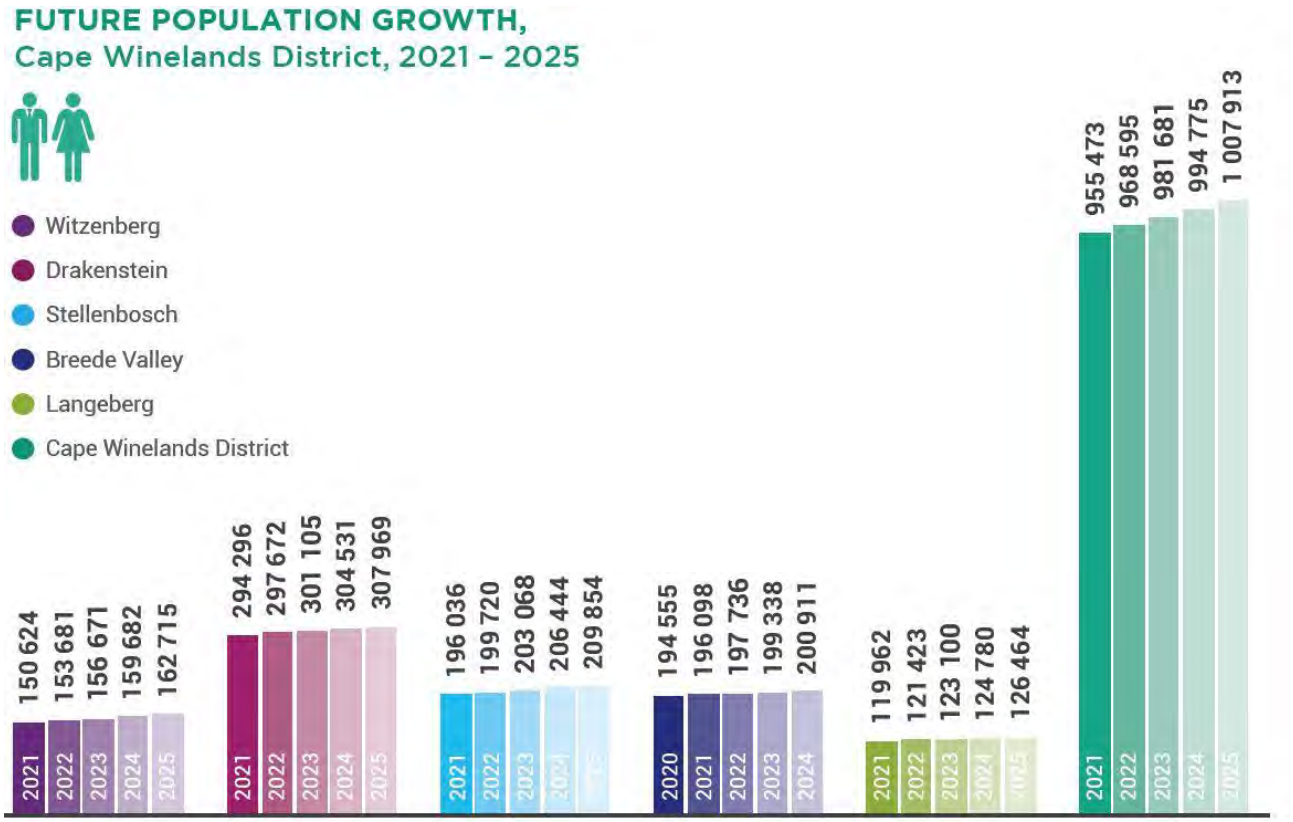
Between 2020 and 2026, the largest population growth will be recorded in the 65+ aged cohort, which will grow at an annual average rate of 3.1 per cent. The dependency ratio decreases towards 2023 and increases slightly towards 2026.

The following is a summary of the Witzenberg demographics:



Source: IDP 2022-2023. (From Provincial Treasury)

In the 2021 Municipal Economic Review and Outlook a set of population growth figures have been published for all the local municipalities in the Cape Winelands District Municipality. These are shown below:



Source: Western Cape Government PPU, 2021. Provincial, District and local municipality population estimates by sex and age (2002 – 2036) based on Stats SA mid-year population estimate (MYPE) series 2021 and 2020

The Witzenberg economy is essentially agriculture based, with the towns being "agricultural service centres", with some agri-processing related to wine, fruit, vegetables and other niche products. The region is also well-known for its fruit and wine products, as well as producing other agriculturally linked products, such as olive and grain producing areas, beef and pork products. Horse and cattle stud farms are also found within the municipality.

The other major economic driver in the area is the Tourism Sector and the municipality has undertaken a number of initiatives which should come to fruition over the next five years, including:

- The Tourism Industry has recorded a very strong growth and has become an important element of the local economy. Key tourism activities include: wine tasting, 4x4 routes, hiking, game reserves, camping, horse riding, fishing, annual community festivals, snow in Ceres during the winter months, agricultural tourism attractions, fruit tours, San cave, museums and historic buildings.
- Witzenberg Tourism caters for Cape Town and other Western Cape day and weekend tourists, as well as up-country seasonal tourists.
- The strengthening and partnering with national, provincial and district municipality tourist initiatives.
- The finalisation and completion of the National Road Corridor through Witzenberg.
- The finalisation and completion of the Ceres Golf Estate Project.
- The strengthening of international twinning and partnership agreements (Belgium).

2.2 Public Transport

2.2.1 Mini-bus Taxi

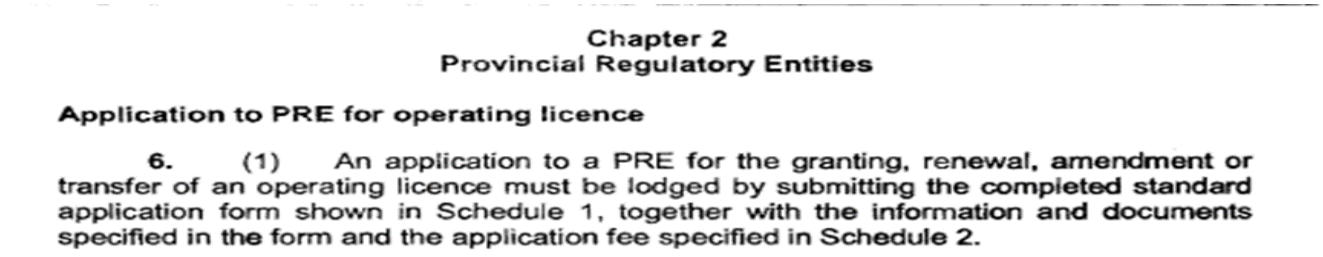
2.2.1.1 Listing of all ranking facilities for road-based transport

Formal taxi facilities have specific infrastructure such as ablution facilties, shelters that have been constructed. Informal facilities include areas that are used by public transport without any kind of "betterment" or surfaced parking areas that have been constructed but not specifically as a taxi rank. There are 7 formal ranks in Witzenberg Local Municipality. With four of ranks located in Ceres, one in Tulbagh, Prince Alfred Hamlet, and Wolseley respectively as shown in Table 2-2.

Table 2-2: Listing of all Taxi facilities (as per Table 1 in minimum req)

No	Town	Facility Name	Physical Location		Type of Service	No. of bays
1	Ceres	Vos Street	33°21'43.93"S	19°18'35.33"E	Commuter	25 (estimated)
2	Ceres	Vos Street On-street	33°22'2.73"S	19°18'38.30"E	Commuter	3
3	Ceres	Ceres Nduli Formal taxi rank	33°22'5.05"S	19°18'50.63"E	Commuter	32
4	Ceres	Nduli Taxi Rank	33°21'20.20"S	19°20'37.36"E	Commuter	14
5	Tulbagh	Van Der Stel On-Street Parking	33°17'0.79"S	19° 8'20.38"E	Commuter	3
6	Prince Alfred Hamlet	Prince Alfred Hamlet Taxi Rank	33°17'36.71"S	19°19'38.17"E	Commuter	5
7	Wolseley	Wolseley Taxi Rank	33°24'48.67"S	19°11'52.60"E	Commuter	5 (Assumed)

In accordance to NLTA, 2009(Act No.5 of 2009), an application has to be done before granting, renewal, amendment of transfer of an operating license Figure 2-1.



Chapter 2
Provincial Regulatory Entities

Application to PRE for operating licence

6. (1) An application to a PRE for the granting, renewal, amendment or transfer of an operating licence must be lodged by submitting the completed standard application form shown in Schedule 1, together with the information and documents specified in the form and the application fee specified in Schedule 2.

Figure 2-1: PRE snip

As highlighted, in the minimum requirements for the preparation of intergrated Transport Plans, 2016. Route description should be the same as in operating licenses and the descriptions in OLS should mirror these descriptions.

Table 2-3: Route Descriptions (Table 2 as per minimum req)

Route Code	Origin	Destination	Route Description
822	Nduli	Ceres	From Chris Hani Taxi stop, Nduli, along Voortrekker Straat, right in Owen Straat, left in Rivierkant Street, left in Hugo Street, left in Fourth Avenue, right in Faure Street, left in Vos Straat, to Ceres Fruit Processors, turn around in Vos Street, left in Joubert Street, left in Cilliers Street, right in Retief Street, left in Vos Street and back along the same route.
823	Nduli	Ceres	From Chris Hani Taxi stop, Nduli, along Voortrekker Straat, right in Owen Straat, left in Rivierkant Street, left in Hugo Street, left in Fourth Avenue, right in Faure Street, left in Vos Straat, to Ceres Fruit Processors, turn around in Vos Street, left in Joubert Street, left in Cilliers Street, right in Retief Street, left in Vos Street and back along the same route
875	Tulbagh	Tulbagh Spoorwegstassie	From residential areas in Tulbagh, left in Steinthal Way, Left in Marais Street, right in Waterkant Street, left in Van Der Stel Stree, righ in Station Way to Tulbagh Railway station. Back along the same route.
876	Tulbagh	Plase Pad 1476	From car rental parking along Van Der Stel Street, Tulbagh, along Road 1476 to farms: Kruisvallei, Drosdy, Kaal-draai, Vrolikheid, Bloubank, Kleinfontein, Winterhoek, Misgund and Remhoogte. Back along the same route.
877	Tulbagh	Plase Pad 1461	From car rental parking along Van Der Stel Street, Tulbagh, lef in Road 1461 to farms: Montpelier, La Rhone, Waveren, Diggershome, TJG, Roodezant. Return along the same route.
878	Tulbagh	Tulbagh	From car rental parking along Van Der Stel Street, Tulbagh, lef in Road 1461 to farms: Montpelier, La Rhone, Waveren, Diggershome, TJG, Roodezant. Return along the same route.
898	Ceres	Bella Vista	From Taxi rank in Vos Street, Ceres, right in Vos Street, right in Vrede Street to residential areas of Bella Vista. Back along the same route.
C10	Ceres	Agter-Witzenberg	From Taxi Rank in Vos Steet, Ceres, Voortrekker Street, along R46 to Agter Witzenberg farms: Slagboom, Sterkwater, Paardekloof, Wakkerstroom, Vastrap, Ou Plaas, Doornkraal, Die Eike, De Vlakte, Rosendalfontein, Esperanto, Kromfontein, Lindeshof, De Keur, Op Die Berg, Tandfontein, Donkerbos, Rietfontein, Sneeukop. Back to Ceres along the same route.
D46	Tulbagh	Wellington	From car rental parking along Van der Stel Street, Tulbagh, along Van der Stel Straat, to R44, along R44, left in Station Way to Wellington Railway Station. Back along the same route.
D65	Prince Alfred's Hamlet	Prince Alfred's Hamlet	From Taxi Rank in Voortrekker Street, Prince Alfred's Hamlet, to drop off/pick up point in residential areas of Prince Alfred's Hamlet. Back along the same route.
D66	Prince Alfred's Hamlet	Ceres	From Taxi Rank in Voortrekker Street, Prince Alfred's Hamlet, to drop off/pick up point in residential areas of Prince Alfred's Hamlet. Back along the same route.

Route Code	Origin	Destination	Route Description
D67	Prince Alfred's Hamlet	Prince Alfred's Hamlet	From taxi rank along Voortrekker street, Prince Alfred's Hamlet to farms: Oudekraal, Bordeaux, Veelgewaagd, Koelfontein, Doringbos, Excesiors, Uitkoms, Moreson, Kompanie, Skoongesig, Vaaldraai, Middelpos, Rooi-kraak, Montepellier, Belvue, Giffontein, Lushof, Montana, Elim, Welgemeen, Cascade, Mendoza, La Rochelle, Een Voelvlei, Mfuleni, Verdun, Slagboom, Sterkwater, De Vlakte, Rosendalfontein, Visgat, Die Eike, Ou Plaas, Vastrap, Paardekloof, Doornkraal, Wakkerstroom, Nooitgedagt, Bokveldskloof, Esperanto, Parys, Rock-land, De Hoek, Nuwedorp, De Keur, Kromfontein, Lindeshof, Fonteintjie, Helpmekaar, Rietfontein, Donker-bos, Leeukruis, Kalifornia, Uitsig, Knapdaar, Langrivier, Tandfontein, Weltevrede, Morester, Bronaar, Sneeu-kop, Odessa, De Erf, Driefontein andn Langkloof Plase (Prince Alfred Hamlet). Back along the same route.
F7	Ceres	Ceres	From taxi rank along Vos Street, Ceres, to pick up/drop off points within Ceres. Back along the same route.
G33	Wolseley	Wolseley	From Taxi Rank in Voortrekker Road Wolseley to points within the Residential Areas of Wolseley and return along the same route.
G42	Tulbagh	Ceres	From taxi stop at Spar Supermark Tulbagh, in Van Der Stel Street, left into R46 to Ceres, Voortrekker Street, left in Vos Street, right into taxi rank along Vos Street (Reeds). Return along the same route.
G43	Tulbagh	Ceres	From taxi stop at Spar Supermark, Tulbagh, along Van der Stel Street, right in Station Way, left in R46 to Ceres. Along Voortrekker Street, Ceres, left in Vos Street, righ to taxi stop (Reeds). Return along the same route.
G44	Tulbagh	Gouda	From taxi stop at Spar Supermark, Tulbagh, along Van der Stel Street, right in Station Way, continue to R46, right in R44 towards Gouda, right in Malva street, Gouda, to Onrus residential area (Gouda). Return along the same route.
G45	Tulbagh	Twee Jongezelen	From taxi stop at Spar Supermark, Tulbagh, along Van der Stel Street, links in T J D Road via Roodezand to Twee Jonge Gezellen. Return along the same route.
G47	Wolseley	Ceres	From taxi stop in Eeufees Street, Wolseley, right in Voortrekker Street, along voortrekker street to Kluitjieskraal Way, turn around in Voortrekker Street, right in Eeufees Street, right in R46. Continue along R46 to Voortrekker Street, Ceres. Left in Munnik Street to taxi stop. Return along the same route.
G48	Wolseley	Montana	From taxi stop in Eeufees Street, Wolseley, right in R46, along R43 to Whitebridge Farm and back along the R46, turn into White Street (Montana), Angelier Street, left in Vygie Street, Debora Street, right in Jakopregop Street, Vygie Street. Return along the same route.
G49	Wolseley	Plase Wolseley	From taxi stop in Voortrekker Street, Wolseley, left in Katzenellenbogen Way, left in Kluitjieskraal Way, right in Africa Street. Turn around at drop off point, turn right to Spean Farm, back to Kluitjieskraal Way, rigth in First Avenue, left in Fourth Avenue, back to First Avenue, left in Kluitjieskraal Way, turn right to farms Dij Kuiker, Versig, Verrekyker, Malanhoogte, Mooiplaas and Eilandkloof (Wolseley). Back along the same route.

Route Code	Origin	Destination	Route Description
G50	Wolseley	Plase Wolseley	From taxi stop in Eeufees Street, Wolseley, turn to R45 na Moreson. Back to the R43 to farms: Welgelee, Strathbrede, Platvlei, La Plaisante. Back to R43 to residential areas. Right at Romansrivier, left to wine cellar, back to R43, righ in R43 to Worcester turn off, left to De Brug and back along the same route.
G51	Wolseley	Plase Wolseley	From taxi stop in Eeufees Street, Wolseley, right in R46 to Rosyntjiebult (farm), turn into farm stall, Waverley School, back to R46, continue along R46 to Ou Stasie, right in R43 to Wolwekloof, Whitebridge Farm and Newmunter. Back along the same route.
G52	Wolseley	Artoisstasie	From taxi stop in Eeufees Street, Wolseley, left in Voortrekker Street, to R46, left to Boonjiesrivier, right at Artois School, to Artois Station and back along the same route.
H16	Nduli	Niewedorp (Ceres)	From taxi rank in Chris Hani Road Nduli, left Voortrekker, right Vos Street into Nieuwedorp taxi rank, Ceres and return along the same route.
H72	Ceres	Rosendal Distr. Ceres	From the taxi rank in Vos Street, Ceres to farms. Turn right into Vos Street, R310 Prince Alfred's Hamlet, Gydo Pass, left into Road 1468 to farms: Slagboom, Vastrap, Paardekloof, Die Eike, Strekwater, De Vlakte, Doornkraal, Dennekruin, Welgemeen and Rosendal. Return along the same route.
H73	Ceres	Koue Bokkeveld	From the taxi rank in Vos Street, Ceres to farms. Turn right into Vos Street, R310 Prince Alfred's Hamlet, Gydo Pass, left into Road 1468 to farms: Slagboom, Vastrap, Paardekloof, Die Eike, Strekwater, De Vlakte, Doornkraal, Dennekruin, Welgemeen and Rosendal. Return along the same route.
H74	Ceres	Warm Bokkeveld	From taxi stop in Vos Street, Ceres to farms. Left in Voortrekker Street, right in Road 1447 to farms Lorraine, Loxtonia, Dwarsberg, Kaalberg, Kweperfontein and Ezelfontein. Return along the same route.
H75	Ceres	Warm Bokkeveld	From taxi stop in Vos Street, Ceres to farms. Left in Voortrekker Street, right towards Swaarmoed, Skaaprivier, Klipfontein, Hoogland, Klondyke, Lakenvlei and Laastedrif. Return along the same route.
H76	Ceres	Wolseley	From taxi stop in Vos Street, Ceres, rigth in Voortrekker Street (R46) to R301. To Wolseley Railway Station and return along the same route.
J85	Ceres	Sterkspruit	From Ceres Nduli taxi rank, Chris Hani Street, left into Ceres until Worcester to N1, De Doorns, Touwsriver, Laingsburg, Leeu Gamka, Beaufort West, right into R61, Aberdeen (N9), Graaff-Reinet, Bethesdaweg, along R61 until Queenstown, left into N6, along N6 until Aliwal North, right into Lady Grey, left to Sterkspruit and return to Aliwal North, right to R58, along R58 to Colesberg, left to N1, Beaufort West and return.
J86	Nduli	Sterkspruit	From Nduli taxi rank, left to Ceres into N1, Worcester to De Doorns, Touwsriver, Laingsburg, Leeu Gamka, Beaufort West, right into R61, along R61, Aberdeen (N9), Graaff-Reinet, Bethesdaweg until Queenstown, left into N6, Kakkstown, Aliwal North, right into Lady Grey, left to Sterkspruit and return to Aliwal North, into R58 to Burgersdorp, Venterstad to Colesberg N1, Beaufort West and return.

Route Code	Origin	Destination	Route Description
K1	Nduli	Sterkspruit	From Nduli taxi rank Nduli, turn right into Chris Hani Drive, turn left into R46 then into Voortrekker Road, Ceres, then into R46, turn left into R301, turn left into R43, turn left into N1 (near Worcester), proceed with N1 through De Doorns, Touwsriver, Laingsburg, Prince Albert, Leeu-Gamka, via Beaufort West, turn right into R61, turn left into N9 (near Aberdeen), proceed on N9 via Graaff-Reinet, proceed on N9 via Bethesdaweg, turn right into R61 via Cradock, proceed on R61 through Tarkastad, proceed on R61 via Queenstown, turn left into N6 via Jamestown, Aliwal Noord, turn right into R58 via Lady Grey, turn left into R392 to Sterkspruit and return along the same route.
K96	Prince Alfred's Hamlet	Wolseley	From the taxi rank in Voortrekker Street, Wolseley to Pine Valley, Africa Street, turn left into Madiba Street, Right into Tsaka Street, Right into Loop Street, left into Church Street, right into Matroos Street, right into Zwelitcha Street and return along the same route to taxi rank in Voortrekker Street.
K97	Wolseley	Wolseley (Montana)	From taxi rank in Voortrekker Street Wolseley to Montana, left into Collard Street, right into White Street, left into Vygie Street, left into Malva Street, right into Azalia Street, right into Kerk Street, right into Albert Street and return the same route to taxi rank in Voortrekker Street.
K98	Wolseley	Tulbagh	From taxi stop in Eeufees Street, Wolseley. Turn left into Voortrekker Street, to the R43, left into R46 to Tulbagh. Along Van der Stel Street, left into Station Way, right into SA Preserve Company, La Rhone and off-load passengers at Cirio Del Monte South Africa (Pty) Ltd. Return along the same route to Wolseley, taxi stop in Eeufees Street.
K99	Wolseley	Gouda	From taxi stop in Eeufees Street, Wolseley. Turn left into Voortrekker Street, to the R43, left into R46, right into R44, left into Gouda railway station. Off load passengers and return along the same route to taxi stop in Eeufees Street, Wolseley.
L1	Wolseley	Worcester	From taxi stop in Eeufees Street, Wolseley. Turn right into Voortrekker Street, to the R43, right into R43, left in R43, left N1, right to railway station. Return along the same route.
L2	Wolseley	Wellington	From taxi stop in Eeufees Street, Wolseley. Turn left into Voortrekker Street, straight to the R43, left in R46 to Wellington railway staiton. Return along the same route.
L92	Tulbagh	Tulbagh	From pick up/drop off point in residential area, Chris Hani, Tulbagh. Left in Station Way, to the Tulbagh Railway Station and back along the same route.
L93	Tulbagh	Tulbagh	From pick up/drop off point in residential area, Chris Hani, Tulbagh. Left in Station Way, right in Van der Stel Street, left in road 1461 to farms: Mont Pellier, La Rhone, Waveren, Diggershome, Twee Jonge Gezellen, Roodezandt. Back along the same route.
L94	Tulbagh	Tulbagh	From pick up/drop off point in residential area, Chris Hani, Tulbagh. Left in Station Way, righ in Van der Stel Street, left in Raod 1476 to farms: Kruisvallei, Drosdy, Kaalstraat, Vrolikheid, Bloukamp, Kleinfontein, Winterhoek, Misgund and Remhoogte. Back along the same route.

Route Code	Origin	Destination	Route Description
L95	Tulbagh	Tulbagh	From pick up/drop off point in residential area, Chris Hani, Tulbagh, left in Station Way, right in Van der Stel Street to the taxi stop in Van der Stel Street. Back along the same route.
L96	Tulbagh	Gouda	From pick up/drop off point in residential area, Chris Hani, Tulbagh, left in Station Way, right in R46, along R44, left to Gouda Railway Station. Back along the same route
L97	Tulbagh	Ceres	From pick up/drop off point in residential area, Chris Hani, Tulbagh, left in Station Way, left in Van der Stel Street. Along the R46 through Wolseley. To Voortrekker Street, Ceres, left in Munnik Street to the taxi stop. Back along the same route.
L98	Tulbagh	Wolseley	From pick up/drop off point in residential area, Chris Hani, Tulbagh, left in Station Way, left in Van der Stel Street, to the R46, left in Voortrekker Street, Wolseley. Right in Katzenellenboggen Street to the Wolseley Railway Station and back along the same route.
L99	Tulbagh	Worcester	From pick up/drop off point in residential area, Chris Hani, Tulbagh, left in Station Way, left in Van der Stel Street, to the R46, left in Voortrekker Street, Wolseley. Right in R43 to the N1, left ot Worcester Railway Station. Back along the same route.
M1	Tulbagh	Wellington	From pick up/drop off point in residential area, Chris Hani, Tulbagh, left in Station Way, right in R46 to Wellington Railway Station and back along the same route
M98	Ceres	Sterkspruit	From Nduli Ceres Taxi Rank to Touwsriver, Laignsburg, Beaufort West, Three Sisters, Richmond, Hanover, Colesberg, Venterstad, Burgersdorp, Aliwal-North, Sterkspruit. Return along the same route.
N53	Tulbagh	Tulbagh	From car rental parking in Van der Stel Street, Tulbagh. Along Road 1476 to farms: Wakkerdraai, Theuniskraal, Vrolikheid, Muludi, Winterhoek-Wes. Back along the same route.
Q82	Wolseley	Elliot	From taxi stop in Eeufees Street, Wolseley, to the 4 way stop, continue to R46 intersection, turn right in R46 towards Elliot via Touwsriver, Laignsburg, Leeu Gamka, Beaufort West, Aberdeen, Graaff Reinet, Cradock, Trakastad, Queenstown, Lade Frere, Cala, Elliot. Back along the same routes.
Q99	Op-Die-Berg	Ceres	From taxi stop in Bergsig Street, Op-die-Berg, right in R303 to farms: Wadrif, De Hoek, Rocklands, Parys, Ebenezer, De Kruis, Molenrivier, Esperanto, Elandsfontein, Driefontein, Die Erf, Malabar Farm, Long Acres, Loch Lynne, Odessa, Winkelhaak, Appelkloof, Bokveldskloof, Nooitgedacht to taxi stop in Vos Street, Ceres. Back along the same route.
R1	Op-Die-Berg	Agter-Witzenberg	From taxi stop in Bergsig Street, Op-die-Berg, right in R303, right in road 1468 to farms: Slagboom, Sterkwater, De Vlakte, Welgemeen, Ebenhezer, Bokveldskwekery, Rosendalfontein, Klein Begin, Dennekruin, Die Eike, Panorama, Paardekloof, Wakkerstroom, Vastrap, Ou Plaas, Doringkraal, Visgat and back along the same route.

Route Code	Origin	Destination	Route Description
R2	Op-Die-Berg	Koue Bokkeveld	From taxi stop in Bergsig Street, Op-die-Berg, left in R303, right in R355 to farms: Remhoogte, Klein Fontein, Welbedag, Wesland, Ou Muur, Rotstuin, Bronaar, Bo-Plaas, Weltevrede, Morester, Sandrivier, Rosendal, Stargrow, Jonkershoek, Sneeukop, Grootrivier, Groenfontein, Rietvlei, Kagga Kamma and back along the same route.
R63	Ceres	Bellville	From minibus taxi rank in Vos Street Ceres, right into Voortrekker Street on the R46 to Wellington right on the R46 onto the N1 left onto the off - ramp to Durban Road, proceed along durban road left into Voortrekker Road, right into Charl Malan Street to Bellville Station transport interchange and return along the same route.
T77	Ceres	Sterkspruit	From Taxi Rank in Vos Street, Ceres right into Voortrekker Road, through Michells Pass, turn left onto R43 to Worcester, left onto the N1 to Worcester, Touwsriver, Laingsburg, Leeu Gamka, Beaufort Wes, right onto R61 to Aberdeen, Graaf Reinet, Cradock to Queenstown, left onto N6 to Aliwal North, Lady Grey onto the R58 until Sterkspruit. Return journey as follow: Onto the R58 to Aliwal North, Burgersdorp, Venterstad, Colesberg, left onto N1 to Hanover, Richmond, Three Sisters, Beaufort Wes, Laingsburg, Touwsriver right onto the R43 to Taxi Rank in Vos Street, Ceres.
T87	Ceres	Sterkspruit	From the Taxi Rank in Vos Street, Ceres, along the R46 through Theronsberg pass, onto the N1 towards Touwsriver, Laingsburg, Leeu Gamka, Beaufort West, Three Sisters, Richmond, Hanover, Colesberg, turn left with R58 to Venterstad, Burgersdorp, Aliwal North, Lady Grey to Sterkspruit and return along the same route.
T93	Ceres	Zastron	From Nduli Taxi Rank turn right into Chris Hani Drive, turn left into R46 then into Voortrekker Road Ceres, then into R46 turn left into R301, turn left into R43, turn into N1(Near Worcester) proceed with N1 through De Doorns, Touwsriver, Laingsburg, Prince Albert, Leeu - Gamka via Beaufort West to Three Sisters, Richmond, Hanover to Colesburg proceed to Venterstaat, Burgersdorp to Aliwal North cross Orange River to Rouxville to Zastron and return along the same route.
U93	Ceres	Wellington	From the taxi rank in Voortrekker Street, Ceres, turn left into Voortrekker Street, proceed along Voortrekker Street onto the R46, proceed on the R46 passing the towns of Wolseley, Tulbagh, Gouda, Hermon to Wellington Railway Station and return along the same route. Please note that this authority should not allow operators to deviate from the R46 to pick up passengers in the towns of Wolseley, Tulbagh, Gouda and Hermon. Thus operators must remain on R46 from Ceres to Wellington.
W54	Nduli	Wellington	From the taxi rank in Chris Hani Drive Nduli proceed in Chris Hani Drive, turn left on the R46 in the direction of Ceres, continue onto Voortrekker Street, Ceres, proceed on R46 through Michell's Pass, pass the towns of Wolseley, Tulbagh, Gouda and Hermon on the R46 to Wellington Railway Station and return along the same route. Subject to the following condition: The operator will not be allowed to deviate from the R46 to enter the towns of Wolseley and Tulbagh. Operator should remain on the R46.

Route Code	Origin	Destination	Route Description
W66	Nduli	Ceres	From the taxi rank situated on Chris Hani Drive, Nduli, proceed on Chris Hani Drive, across the R46 into the residential area of Vredebes, proceed through the residential area of Vredebes, turn right onto the R46, proceed on to Voortrekker Street, Ceres, turn left in Celliers Street in to the taxi rank of Ceres and return along the same route.
X10	Ceres	Agter-Witzenberg	From taxi rank in Voortrekker Street, Ceres, turn left into Voortrekker Road, turn right into Vos Street. Proceed onto the R303 towards Hamlet, proceed through Voortrekker Street, Hamlet onto the R303 through Gydo Pass, turn left on the R303 to the farms Slagboom, Vastrap, Paardekloof, Die Eike, Sterkwater, De Vlakte, Doornkraal, Dennekruin, Welgemeen, Rosendal and return along the same route.
X11	Ceres	Koue Bokkeveld	From taxi rank in Voortrekker Street, Ceres, turn left into Voortrekker Road, turn right into Vos Street. Proceed onto the R303 through the town of Prince Alfred, Hamlet, onto Gydo Pass, proceed straight onto the R303 to the farms Nooitgedacht, Bokveldskloof, Esperanto, Parys, Rocklands, De Keur, Kromfontein, Driefontein, Lochlyn, Winkelhaak, Fonteintjies, Rietfontein, Helpmekaar, Voorsorg, Wadrif, Morester, Remhoogte, Donkerbos, De Straat and return along the same route.
X12	Ceres	Warm Bokkeveld	From taxi rank in Voortrekker Street, Ceres, turn right into Voortrekker Road, proceed onto R46, turn right onto theEzelfontein Road to the farms Lorraine, Loxtonia, Dwarsberg, Kaalberg, Kweperfontein, Ezelfontein and return along the same route.
X13	Ceres	Warm Bokkeveld	From taxi rank in Voortrekker Street, Ceres, turn right into Voortrekker Road, proceed onto R46, turn right onto the Swaarmoed Road towards the farms Swaarmoed, Skaaprivier, Klipfontein, Hoogland, Klondyke, Lakenvlei, Grootvlak and Laastedrift and return along the same route.
X14	Nduli	Wolseley	From taxi rank in Chris Hani Drive, Nduli, proceed down Chris Hani Drive, turn left onto the R46, proceed through Voortrekker Road, Ceres, onto the R46 through Mitchell's Pass, proceed on R46, turn left into Wolseley, proceed through Euefees Street Wolseley, turn left into Voortrekker Road, turn right into Pine Valley Road to Wolseley Station and return along the same route.
X15	Nduli	Zastron	From taxi rank in Nduli, turn right into Chris Hani Drive, turn left on the R46, through Ceres Town, proceed on the R46, turn left on the R43, proceed towards Worcester, turn left on the N1, Worcester, proceed on the N1 through De Doorns, Touwsrivier, Laingsburg, Prince Albert, Leeu Gamka, Beaufort West, Three Sisters, Hanover, Colesburg, turn left to Bethule, Smithfield on the R701 to Rouxville onto the N6 to Zastron and rterun along the same route.
Y9	Prince Alfred's Hamlet	Ceres	From Taxi Rank Voortrekker Road Prince Alfred Hamlet, in Church Street, in Sarel Cilliers Road, along the R303, pass Jagerskraal Crossing, pass Fairfield Crossing, Boland Eier, Vreeland to Taxi Rank Ceres in Te Vos Street and return the same route.

2.2.1.2 Routes as identified by ranking facility.

The routes that were identified per facility is listed in Table 2-3. The route distances and trip times were obtained using Google Maps. The data from Google Maps provide the accurate distance estimation and time according to road speed limit allocated on the route to reach the destination.

Table 2-4: Routes as identified per facility (Table 3 as per minimum requirements)

Mode	Origin	Destination	Route Code	Route Distance (Km)	Trip Time (One Way) (min)	Turnaround Time (Cycle Time) (min)
	Name	Name				
MBT	Nduli	Ceres	822, 823	4,9	8	16
MBT	Tulbagh	Tulbagh Railway Station	875,876,877,878	6	8	16
MBT	Ceres	Bella Vista	898	5,4	7	14
MBT	Ceres	Agter Witzenberg Valley	C10	29,3	28	58
MBT	Tulbagh	Wllington	D46	53,1	39	78
MBT	Prince Alfred's Hamlet	Ceres	D65, D66, D67	11	14	28
MBT	Wolseley	Ceres	G33, G47	17,5	19	38
MBT	Wolseley	Wolseley Farms	G48-G51	4	6	12
MBT	Wolseley	Artois Station	G52	8,2	9	18
MBT	Nduli	Niewedorp (Ceres)	H16			
MBT	Ceres	Rosendal District, Ceres	H72	49,2	48	98
MBT	Ceres	Donkerbos District, Ceres	H73	65,9	56	112
MBT	Ceres	Ezelfontein District, Ceres	H74	11,8	12	24
MBT	Ceres	Laastedrif District, Ceres	H75	34,9	30	60
MBT	Ceres	Wolseley	H76	17,5	19	38
MBT	Wolseley	Tulbagh	K96-K99	17,5	18	36
MBT	Wolseley	Wellington	L1, L2	64,6	47	94
MBT	Chris Hani Tulbagh	Tulbagh Railway Station	L92-L96			
MBT	Chris Hani Tulbagh	Wolseley	L98	17,5	16	32
MBT	Chris Hani Tulbagh	Worcester	L99	60,3	47	94

Mode	Origin	Destination	Route Code	Route Distance (Km)	Trip Time (One Way) (min)	Turnaround Time (Cycle Time) (min)
	Name	Name				
MBT	Chris Hani Tulbagh	Wellington Railway station	M1	51,4	37	74
MBT	Nduli	Sterkspruit	M98			
MBT	Op-die-Berg	Ceres	Q99, R1-R2	45,5	40	80
MBT	Ceres	Bellville	R63	119	83	166

2.2.1.3 Rank utilisation of loading facilities

The highest utilasation is at highest on first Thursday, Friday, and Saturday of the month. For Witzenberg Local Municipality towns. The data obtained is shown in **Table 2-**5.

Table 2-5: Rank utilisation of loading/holding facilities (Table 6 as per minimum requirement)(This is also a list of all the ranking facilities in the municipality at the time of compiling the TR.)

Town	Facility Name				No Of Bays	Utilisation			% Utilisation
	Facility Name	Mode	Type Of Service	Loading/Holding Area		Days Of Max Utilisation	Max No Of Vehicles	Time Of Max Utilisation	
Ceres	Vos Street Informal Taxi Rank	MBT	Commuters	Combined	25	06/02/2020	21	14:35-15:35	84%
						07/02/2020	19	08:45-09:45	76%
						08/02/2020	20	10:30-11:30	80%
Ceres	Nduli taxi Rank	MBT	Commuters	Combined	32	06/02/2020	10	09:55-10:55	31%
						07/02/2020	18	12:10-13:10	56%
						08/02/2020	18	12:25-13:25	56%
Ceres	Vos Street On Street Parking	MBT	Commuters	Combined	4	06/02/2020	3	12:20-13:20	75%
						07/02/2020	4	10:20-11:20	100%
						08/02/2020	4	10:30-11:30	100%
Prince Alfred's Hamlet	Prince Alfred's Hamlet Taxi Rank	MBT	Commuters	Combined	5	06/02/2020	0	-	-
						07/02/2020	0	-	-
						08/02/2020	0	-	-
Nduli	Nduli taxi Rank	MBT	Commuters	Combined	13	06/02/2020	10	07:20-08:20	77%
						07/02/2020	5	15:20-16:20	38%
						08/02/2020	9	09:55-10:55	69%

Town	Facility Name				No Of Bays	Utilisation			% Utilisation
	Facility Name	Mode	Type Of Service	Loading/Holding Area		Days Of Max Utilisation	Max No Of Vehicles	Time Of Max Utilisation	
Op-die-Berg	Op-die-Berg Taxi Stop	MBT	Commuters	Combined	3	06/02/2020	4	11:00-12:00	133%
						07/02/2020	5	07:30-08:30	167%
						08/02/2020	4	09:55-10:55	133%
Tulbagh	Van der Stel on Street Parking	MBT	Commuters	Combined	4	06/02/2020	0	-	-
						07/02/2020	4	09:55-10:55	100%
						08/02/2020	7	12:15-13:15	175%
Wolseley	Wolseley Taxi Rank	MBT	Commuters	Combined	5	06/02/2020	2	14:35-15:35	40%
						07/02/2020	2	08:00-09:00	40%
						08/02/2020	0	0	0

2.2.1.4 Service Capacity and Capacity Utilization of Routes

Table 2-6 lists the routes per town, and describes them according to the following criteria:

- Origin and destination;
- Route Code;
- Period of highest utilization;
- No. of depatures during the period;
- Total capacity of departing vehicles;
- No. of passengers utilizing this service, during the period; and
- Utilisation of available seats, in a percentage value.

The following conclusion can be drawn drawn from the utilisation:

- Some routes were utilized at 100% according to the use of the route in different times.

Table 2-6: Service Capacity and Capacity Utilisation of Routes (Table 5 as per minimum req)

Town	Rank	Route Codes	Route Name	Period	No Of Depart	Service Capacity	Pax	% Utilisation
Nduli	Nduli Taxi Rank	822, 823, H16, W66	Ceres	06:30-07:30	40	600	438	73%
Ceres	Nduli Taxi Rank	898	Bella Vista	08:30-09:30	46	690	592	86%
Op-die-Berg	Op-die-Berg Taxi Stop	Q99, C10, X10, H72	Ceres	08:30-09:30	21	315	263	84%
Ceres	Vos Street on Street Parking	F7	Ceres	06:30-07:30	43	645	336	52%
Wolseley	Wolseley Taxi Rank	G47, H76	Ceres	06:30-07:30	22	330	121	37%
Tulbagh	Van der Stel on street Parking	G42, G43, L97	Ceres	06:30-07:30	2	30	14	47%
Prince Alfred's Hamlet	Prince Alfred's Hamlet Taxi Rank	D66, Y9	Ceres	08:30-09:30	31	465	334	72%
Ceres	Nduli Taxi Rank	U93	Wellington	07:15-08:15	2	30	10	33%
Ceres	Nduli Taxi Rank	X12, X13, H74, H75	Ezelfontein District Ceres	06:15-07:15	8	120	88	73%
Wolseley	Wolseley Taxi Rank	G33-G52, K96, K97	Wolseley	06:15-07:15	36	540	322	60%
Wolseley	Wolseley Taxi Rank	K98	Tulbagh	08:45-09:45	7	105	48	46%
Tulbagh	Chris Hani	L98	Wolseley	06:30-07:30	8	120	124	103%
Nduli	Nduli Taxi Rank	X14	Wolseley Station	06:15-07:15	10	150	85	57%
Wolseley	Wolseley Taxi Rank	L1	Worcester	06:15-07:15	10	150	95	63%
Wolseley	Wolseley Taxi Rank	K99	Gouda	-	2	30	18	60%
Wolseley	Wolseley Taxi Rank	L2	Wellington	11:30-12:30	-			

Town	Rank	Route Codes	Route Name	Period	No Of Depart	Service Capacity	Pax	% Utilisation
Tulbagh	Van der Stel on street Parking	876,877,N53, G45, L93	Plase Tulbagh	06:00-07:00	4	60	39	65%
Tulbagh	Van der Stel on street Parking	878, L95	Tulbagh	08:30-09:30	5	75	61	81%
Tulbagh	Chris Hani	L99	Worcester	06:00-07:00	3	45	28	62%
Tulbagh	Chris Hani	L92, 875	Tulbagh Spoonwegstasie	06:30-07:30	7	105	55	52%
Tulbagh	Van der Stel on street Parking	D46, M1, D44, L96	Wellington	10:45-11:45	4	60	25	42%
Prince Alfred's Hamlet	Prince Alfred's Hamlet Taxi Rank	D65, D66	Plase Prince Alfred's Hamlet	07:00-08:00	3	45	37	82%
Op-die-Berg	Op-die-Berg Taxi Stop	R1	Visgat Agter Witzenberg	07:45-08:45	4	60	60	100%
Op-die-Berg	Op-die-Berg Taxi Stop	R2	Kagga Kamma Koue Bokkeveld	07:15-08:15	3	45	45	100%
Nduli	Nduli Taxi Rank	W64	Wellington	12:15-13:15	2	30	37	123%

2.2.1.5 Description of Facilities

The location of all rank facilities within Witzenberg Local Municipality are shown in **Figure 2-2**.



Figure 2-2: Taxi ranking facilities in Witzenberg

- Op-die-Berg Informal Taxi Rank

Op-die-Berg does not have formal taxi rank, they use the existing parking as the taxi pick up spot. The area is unsurfaced, there are no demarcated bays or the infrastructure for the taxi facilitie, also there is no ablutions and electricity.

Table 2-7: Description of facility (Op-die-Berg)

FACILITY NAME	TOWN	STATUS		FACILITY TYPE			ON/OFF STREET	PAVING (YES/NO)	FACILITY CODE	ELECTRICITY (YES/NO)	ROOF STRUCTURE (YES/NO)	ABLUTION FACILITIES (YES/NO)	OFFICES (YES/NO)
		FORMAL	INFORMAL	TERMINUS FOR BUSSES	RANK FOR MINI-BUS TAXIS	HOLDING AREA							
Op-die-Berg Rank			x	No	Yes	Yes	Off Street	No	-	No	No	No	No

- Prince Alfred's Hamlet Taxi Rank

There is only one ranking facility at Prince Alfred's Hamlet town. The facility is a formal taxi rank that is located on church street and Voortrekker Road. The rank is in a good condition and well maintained.

Table 2-8: Description of facility (Prince Alfred)

FACILITY NAME	TOWN	STATUS		FACILITY TYPE			ON/OFF STREET	PAVING (YES/NO)	FACILITY CODE	ELECTRICITY (YES/NO)	ROOF STRUCTURE (YES/NO)	ABLUTION FACILITIES (YES/NO)	OFFICES (YES/NO)
		FORMAL	INFORMAL	TERMINUS FOR BUSSES	RANK FOR MINI-BUS TAXIS	HOLDING AREA							
Prince Alfred's Hamlet Taxi Rank	Prince Alfred's Hamlet	x		Yes	Yes	Yes	Off Street	Yes	-	Yes	Yes	Yes	No

- Ceres Taxi Rank

There are one formal and two informal taxi facilities in ceres. The formal facility is located in Voortrekker Street and the informal facility are located on Vos Street.

Table 2-9: Description of facility (Ceres)

FACILITY NAME	TOWN	STATUS		FACILITY TYPE			ON/OFF STREET	PAVING (YES/NO)	FACILITY CODE	ELECTRICITY (YES/NO)	ROOF STRUCTURE (YES/NO)	ABLUTION FACILITIES (YES/NO)	OFFICES (YES/NO)
		FORMAL	INFORMAL	TERMINUS FOR BUSSES	RANK FOR MINI-BUS TAXIS	HOLDING AREA							
Nduli Taxi Rank	Ceres	x		No	Yes	Yes	Off Street	Yes	-	Yes	Yes	Yes	No
Vos Street Informal Rank	Ceres		x	No	Yes	Yes	Off Street	Yes	-	Yes	No	Yes	No
Vos Street on Street Rank	Ceres		x	No	Yes	No	on street	Yes	-	No	No	No	No

- Wolseley

There is no formal ranking facility in Wolseley. They use existing municipal parking lot located on corner Eeufees Street and Voortrekker Street as a rank facility.

Table 2-10: Description of facility (Wolseley)

FACILITY NAME	TOWN	STATUS		FACILITY TYPE			ON/OFF STREET	PAVING (YES/NO)	FACILITY CODE	ELECTRICITY (YES/NO)	ROOF STRUCTURE (YES/NO)	ABLUTION FACILITIES (YES/NO)	OFFICES (YES/NO)
		FORMAL	INFORMAL	TERMINUS FOR BUSSES	RANK FOR MINI-BUS TAXIS	HOLDING AREA							
Wolseley Taxi Rank	Wolseley		x	No	Yes	Yes	Off Street	Yes	-	No	No	No	No

- Tulbagh

Tulbagh does not have a formal ranking facility. They use on-street parking that is located on Van Der Stel Street in front of Spar which in only used by minibus taxi.

Table 2-11: Description of facilities (Tulbagh)

FACILITY NAME	TOWN	STATUS		FACILITY TYPE			ON/OFF STREET	PAVING (YES/NO)	FACILITY CODE	ELECTRICITY (YES/NO)	ROOF STRUCTURE (YES/NO)	ABLUTION FACILITIES (YES/NO)	OFFICES (YES/NO)
		FORMAL	INFORMAL	TERMINUS FOR BUSSES	RANK FOR MINI-BUS TAXIS	HOLDING AREA							
Van Der Stel on-street Rank	Tulbagh		x	No	Yes	Yes	On-Street	Yes	-	No	No	No	No

2.2.2 Cordon Counts

To understand the travel characteristics of the travel patterns and traffic volumes in the municipality, cordon surveys were conducted at multiple locations in different towns as specified in the tender document. The surveys are done to obtain information on the trips originating outside, within and passing through the municipality study area by counting all vehicles and pedestrians passing at a point during the day.



Figure 2-3: Tulbagh Cordon Location

Table 2-12: Tulbagh Survey Summary 27/11/2022

Tulbagh Cordon Survey									
Inbound									
		Cars	**Bus**	**Heavy**	**Taxi**	**NMT**	**Pedistrian**	**Cycling**	**Other**
1	264	226	1	24	13	0	0	0	0
3	815	631	8	113	63	0	0	0	0
Total	**1079**	**857**	**9**	**137**	**76**	**0**	**0**	**0**	**0**

Outbound									
Location	**Vehicles**	**Cars**	**Bus**	**Heavy**	**Taxi**	**NMT**	**Pedestrian**	**Cycling**	**Other**
1	188	165	1	10	12	0	0	0	0
3	229	163	6	14	46	0	0	0	0
Total	**417**	**328**	**7**	**24**	**58**	**0**	**0**	**0**	**0**
2022 Total	**1496**	**1185**	**16**	**161**	**134**	**0**	**0**	**0**	**0**



Figure 2-4: Wolseley Cordon Location

Table 2-13: Wolseley Cordon Survey 27/01/2022

WOLSELEY CORDON SURVEY									
Inbound									
Location	**Vehicles**	**Cars**	**Bus**	**Heavy**	**Taxi**	**NMT**	**Pedestrian**	**Cycling**	**Other**
1	1161	760	26	289	86	0	0	0	0
2	900	667	25	77	131	0	0	0	0
3	1045	655	148	231	11	0	0	0	0
Total	3106	1427	51	366	217	0	0	0	0

Outbound									
Location	**Vehicles**	**Cars**	**Bus**	**Heavy**	**Taxi**	**NMT**	**Pedestrian**	**Cycling**	**Other**
1	547	372	4	123	48	0	0	0	0
2	721	468	27	76	150	0	0	0	0
3	1219	838	17	341	23	0	0	0	0
Total	2487	840	31	199	198	0	0	0	0

2022 Total	**5593**	**2267**	**82**	**565**	**415**	**0**	**0**	**0**	**0**

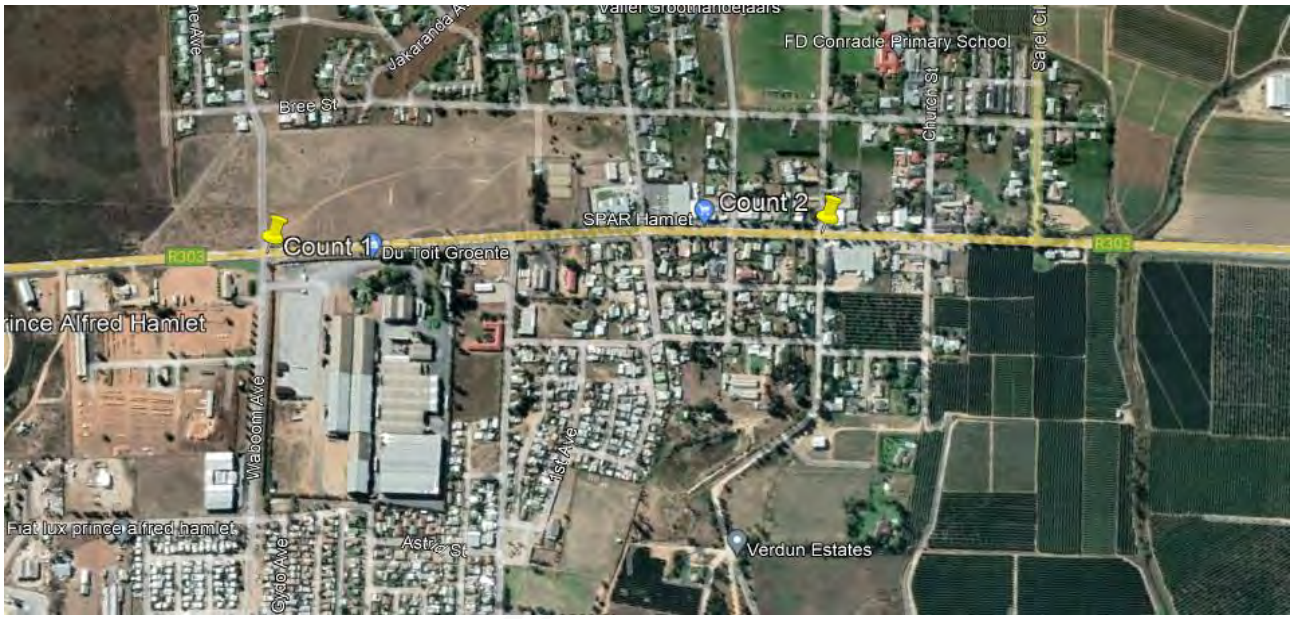


Figure 2-5: Prince Alfred Hamlet's Cordon Location

Table 2-14: Prince Alfred's Hamlet Cordon Survey 28/01/2022

Prince Alfred's Hamlet Cordon Survey									
Inbound									
Location	**Vehicles**	**Cars**	**Bus**	**Heavy**	**Taxi**	**NMT**	**Pedestrian**	**Cycling**	**Other**
1	948	717	5	124	102	0	0	0	0
2	1890	1370	30	247	243		0	0	0
Total	2838	2087	35	371	345	0	0	0	0

Outbound									
Location	**Vehicles**	**Cars**	**Bus**	**Heavy**	**Taxi**	**NMT**	**Pedestrian**	**Cycling**	**Other**
1	743	510	1	170	62	0	0	0	0
2	2198	1675	36	246	241	0	0	0	0
Total	2941	2185	37	416	303	0	0	0	0
2022 Total	**5779**	**4272**	**72**	**787**	**648**	**0**	**0**	**0**	**0**

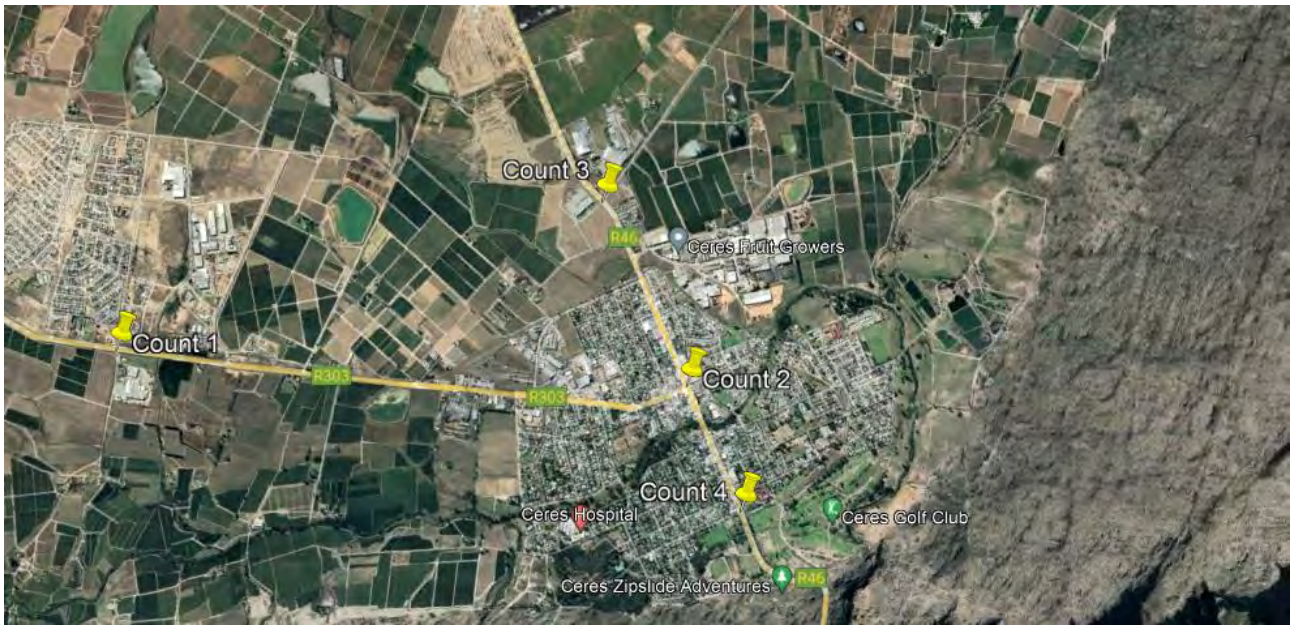


Figure 2-6: Ceres Cordon Count

Table 2-15: Ceres Cordon Survey Summary 28/01/2022

Ceres Cordon Survey									
Inbound									
Location	**Vehicles**	**Cars**	**Bus**	**Heavy**	**Taxi**	**NMT**	**Pedestrian**	**Cycling**	**Other**
2	2100	1705	25	166	204	0	0	0	0
3	3273	2843	7	212	211	0	0	0	0
4	1547	1063	8	289	187	0	0	0	0
Total	5373	4548	32	378	415	0	0	0	0

Outbound

Location	Vehicles	Cars	Bus	Heavy	Taxi	NMT	Pedestrian	Cycling	Other
3	2041	1426	49	142	424	0	0	0	0
4	3478	2682	16	573	207	0	0	0	0
Total	5519	4108	65	715	631	0	0	0	0
2022 Total	**10892**	**8656**	**97**	**1093**	**1046**	**0**	**0**	**0**	**0**

2.3 Commuter Rail

Currently Metrorail (a division of PRASA) provides limited commuter rail services through a portion of the Witzenberg L0cal Municipality, namely the Cape Town – Wellington – Worcester service. See **Error! Reference source not found.** showing a s chematic of the rail line and the respective rail stations. Stations within Witzenberg includes: Tulbagh Road, Artois, Wolseley, Romans River, Bree River and Botha. (Although called commuter rail, it is generally speaking too far for such a service and the correct description is regional rail services.)



Figure 2-7: Rail line and stations in Witzenberg LM

The table shows the timetables for the Worcester-Wellington-Cape Town Service in both directions. The rail stations provide access to the City of Cape Town, Drakenstein and Worcester. Three scheduled train services are provided per direction i.e. weekday service (trains 3510/3531), Saturdays (trains 3508/3523) and Sundays (trains 3506/3521). The travel time is extremely long, longer than via private vehicle or MBT. Average travel time between Wolseley and Cape Town via regional rail is approximately 2.5 – 3.0 hours.

Although rail offers accessibility to other municipalities, the number of trains available are limited and there is limited integration between rail and MBTs. The locations of MBT ranks are not in close proximity to the existing rail station. There has been an overall decline in rail across the country and Witzenberg will need to initiate talks with PRASA to get clarity on the intended plans for a rail service in this area. Continuing and improving the rail services needs to be lobbied.



Figure 2-8: New PRASA Rolling Stock

In the very near future the new PRASA rolling stock will be introduced in the Western Cape and this will allow new regional rail service opportunities, because of its higher speeds and acceleration/ deceleration capabilities. Something like an express Worcester- Paarl- Bellville- Cape Town service could drastically reduce the existing trip times, which is provided below:

Table 2-16: Timetables for the Worcester-Wellington-Cape Town Service and Return Direction

Worcester - Malmesbury - Cape Town

	3510	3508	3506
	Mondays - Fridays	Saturdays	Sundays
Worcester	04:40	05:00	06:00
Chavonnes	express	express	express
Goudini	04:51	05:12	06:10
Botha	04:57	05:12	06:10
Breë river	05:03	05:24	06:21
Romans river	05:08	05:29	06:26
Wolseley	05:16	05:37	06:34
Tulbagh	05:32	05:54	06:52
Wellington	06:24	06:43	07:43
Paarl	06:43	07:03	08:04
Bellville	06:57	07:50	08:49
Cape Town	07:35	07:54	09:25
Total Travel time	02:55	02:54	03:25

Cape Town - Malmesbury - Worcester

	3531	3523	3521
	Mondays - Fridays	Saturdays	Sunday s
Cape Town	16:41	14:05	16:28
Bellville	17:15	14:39	17:05
Paarl	17:57	15:21	17:48
Wellington	18:15	15:39	18:04
Tulbagh	19:04	16:29	18:53
Wolseley	19:25	16:48	19:13
Romans river	19:34	16:56	19:21
Breë river	19:39	17:01	19:26
Botha	19:46	17:07	19:32
Goudini	19:52	17:13	19:38
Chavonnes	express	express	express
Worcester	20:04	17:55	19:50
Total Travel time	03:23	03:50	03:22

Source: www.metrorail.co.za

2.4 Roads and Traffic

The Witzenberg Local Municipality has recently completed (June 2020) a Roads Master Plan that has also included a NMT section and information on the minibus-taxi facility requirements in the municipality. From this excellent document most of the information provided below has been sourced or has been adapted for the LITP:

2.4.1 Provincial road network within the municipality

The Provincial Roads form the backbone of the transportation system in the Witzenberg Municipality. The road network through Witzenberg Municipality consists of about 1 970 kilometres of provincial roads. Major provincial roads include MR310 (R301) from Ceres, past Op-die-berg towards Citrusdal, TR22/1 and TR22/2 (R46), and MR302 (R43). Provincial roads are classified into four categories according to function, and include trunk roads, main roads, divisional roads and minor roads. Trunk roads and main roads link larger towns and provide access to bordering districts. Divisional roads link rural areas to trunk and main roads, while minor roads provide local access. The table below provides a summary of the extent of the major road network.

Table 2-17: Road Network in the Witzenberg Municipality

Municipality	Functional Road Type					
	National	Trunk	Main	Divisional	Minor	Total
Witzenberg (km)	00.0	104.13	329.26	471.78	979.29	1884.46

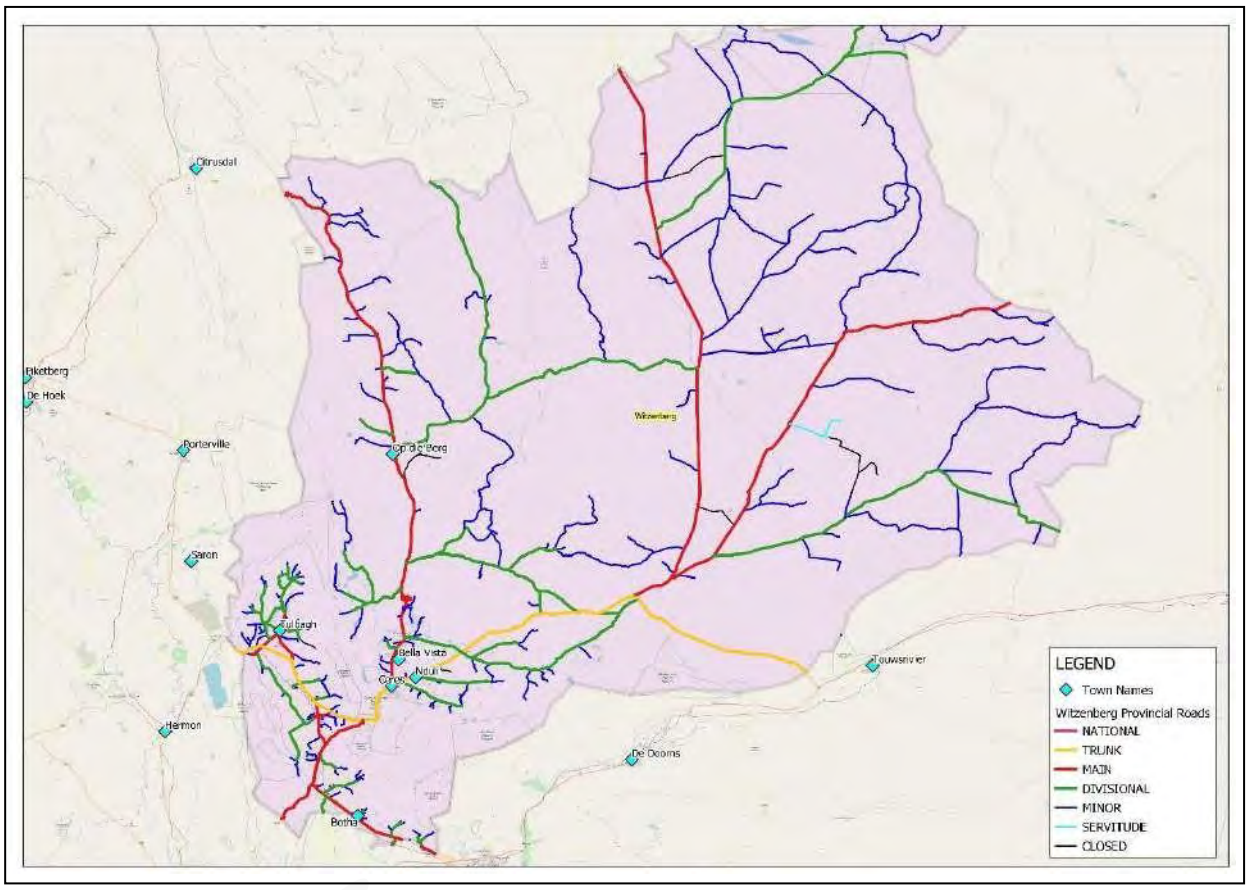


Figure 2-9: Provincial Road Network

2.4.2 Municipal Road Network

The municipal road network is mainly made up of Class 4 (Collectors) and Class 5 (Access Roads). The roads lengths were recorded per surface type, reflected in the table below. It shows that roughly 91% of the roads are covered with bituminous surfaces, 2% has a block paving surface and 7% are gravel road..

Table 2-18: Municipal Road Network

	Road Length (km)					
	Paved Flex	Paved Block	Paved Concrete	Gravel	Earth	Grand Total
Bella Vista	29.2	0.0	0.0	3.3	0.0	32.5
Ceres	55.6	0.3	0.0	1.0	0.0	56.9
Nduli	12.7	0.3	0.0	0.0	0.0	13.0
Op-die-berg	2.4	3.0	0.0	1.4	0.0	6.8
Prince Alfred Hamlet	19.0	0.1	0.0	3.3	0.0	22.4
Tulbagh	29.3	0.7	0.0	3.3	0.0	33.4
Wolseley	38.1	0.0	0.0	1.8	0.0	39.9
Total	**186.3**	**4.3**	**0.0**	**14.2**	**0.0**	**204.8**

2.4.3 Road Maintenance and upgrading needs

2.4.3.1 Condition of the Municipal Road Network (See section 4.3 for the methodology)

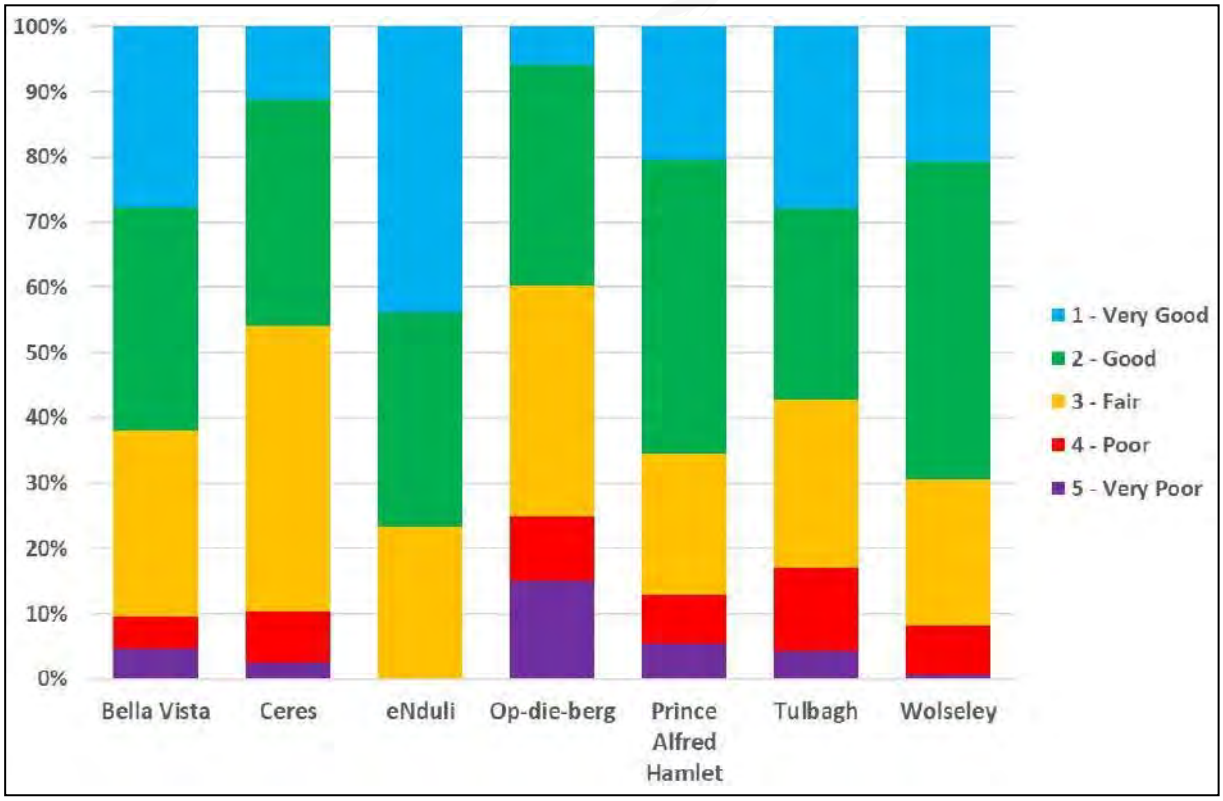


Figure 2-10: Municipal Road Network Conditions (Source: Witzenberg Road Master Plan)

2.4.3.2 The Road Maintenance Strategy

The following road maintenance strategy is defined in the Road Master Plan (2020):

Rejuvenation of old road surfaces is a high priority and treatment with diluted emulsion should receive a high priority. Thereafter, the roads in better condition should be patched and resurfaced with slurry to obtain a uniform texture and improve riding quality. Where the surface texture is already uniform a single seal can be applied. The surfacing on the higher order roads can be improved using micro-paving or thicker asphalt where required. This must be preceded with crack sealing and patching as well as investigations to ensure that the pavement has enough structural capacity to carry the traffic loads when it has an asphalt surface. Where access roads are excessively deformed or potholed, the existing pavement can be ripped up and recompacted as a subbase and a new block pavement constructed. The portion of unpaved roads requiring paving needs to be identified and attended to in a prioritised manner.

2.4.3.3 Proposed Road Maintenance Cost

The proposed maintenance cost was obtained by formalising a treatment strategy for the existing condition of municipal roads. The table below indicates the cost of the proposed maintenance, regarded that this proposed strategy is followed:

Table 2-19: Road Maintenance Cost

Local Municipality / Town	Maintenance Cost (Millions)								
	Diluted emulsion, minor patching and crack seal	Micro Paving ≥15mm	Slurry seal preceded with DE and crack sealing	Slurry seal preceded with DE and patching	Asphalt 25mm	Reh ab	Replace with Block Paving	Block Reinstatement	Total
Witzenberg	R 10.1	R 5.5	R 2.4	R 5.9	R 1.7	R 6.4	R 10.3	R 0.0	R 42.4
Bella Vista	R 1.8	R 1.5	R 0.2	R 0.3	R 0.7	R 1.5	R 0.0	R 0.0	R 6.0
Ceres	R 2.9	R 0.7	R 0.9	R 2.5	R 0.1	R 1.6	R 5.2	R 0.0	R 14.0
Ndulí	R 0.4	R 0.4	R 0.2	R 0.3	R 0.0	R 0.0	R 0.0	R 0.0	R 1.2
Op-die-berg	R 0.2	R 0.3	R 0.1	R 0.0	R 0.1	R 0.0	R 0.0	R 0.0	R 0.7
Prince Alfred Hamlet	R 0.9	R 0.3	R 0.1	R 0.5	R 0.3	R 0.5	R 0.1	R 0.0	R 2.7
Tulbagh	R 1.6	R 0.6	R 0.4	R 1.0	R 0.3	R 2.5	R 3.6	R 0.0	R 10.0
Wolseley	R 2.3	R 1.6	R 0.6	R 1.3	R 0.2	R 0.3	R 1.4	R 0.0	R 7.8

The quantum identified for road surfacing rejuvenation, reseals and overlays is some R25m. Should the budget of R19m be allocated based on 2.5% of asset replacement and an amount of some R14m be allocated to periodic surfacing maintenance (rejuvenation and resealing), all the required maintenance treatments will be achieved over 2 to 3 years.

2.5 Freight Transport

2.5.1 Provincial Freight Strategy

The Western Cape Government of Transport and Public Works completed a Provincial Freight Strategy in January 2019. The 7 strategic focus areas in the plan are documented as below:

- Strategic Focus Areas 1: Freight, Planning, Coordination and Institutional Arrangements
- Strategic Focus Area 2: Freight Demand Management
- Strategic Focus Area 3: Modal Rebalancing
- Strategic Focus Area 4: Freight Infrastructure Capacity and Condition
- Strategic Focus Area 5: Freight Traffic Management
- Strategic Focus Area 6: Technology and Innovation
- Strategic Focus Area 7: Freight Data and Information Management

These strategic focus areas will lead to efficient movement of freight through the province and should be considered when looking at freight movement interventions at a local municipal level.

2.5.2 Regional Freight Context

The road network serving the Cape Winelands District includes National, Provincial and Municipal roads.

The N1 passes through Cape Winelands and links it to Cape Town in the west and the hinterland in the east.

The N2 lies just south of Cape Winelands and links it to Cape Town and to the Garden Route / East London, etc while the N7 is located to the west of the district.

Provincial roads are classified according to function as trunk roads, main roads, divisional roads and minor roads. Trunk and main roads link larger towns within the Cape Winelands and the Cape Winelands to adjacent districts. Divisional roads link rural areas to trunk roads and main roads. Minor roads provide local access within towns and rural areas. The R60, a trunk road, links Worcester to Robertson and provides access to the N2.

The R43 (south of the N1), also a trunk road, links Worcester to Villiersdorp and the N2.

The R45 links Paarl to Malmesbury, while the R44 links Wellington to Gouda and Porterville. Most of the road network in the southern portion of the Cape Winelands is paved.

The Provincial traffic data and NATMAP shows that the N1 carries most of the heavy vehicle traffic in the Cape Winelands area. The R60, R301 (between Paarl and Wellington) and the R44 also carry significant volumes of heavy vehicles. The 2005 Cape Winelands District ITP listed the freight routes in order of tonnage per route as shown in the table on the next page:

Table 2-20: Freight Routes

Route	Location	Annual Tonnes (M)
R43	Worcester – Villiersdorp	1.1
R44	Gouda	1.3
R45	Paarl – Malmesbury	1.5
R103	Du Toits Kloof Pass	1.6
R303	Prince Alfred Hamlet	2.5
R46	Ceres-East	2.6
R43	Worcester – Wolseley	2.9
R301	Paarl – Wellington	3.6
R60	Worcester	4.7
N1	Huguenot Tunnel Toll	11.7

2.5.3 Local Freight Context

The Witzenberg Local Municipality comprises the Warm and Koue Bokkeveld with the towns of Ceres, Prince Alfred Hamlet and Op-die-Berg to the east of the Witzenberg mountains and the Tulbagh valley with the towns of Tulbagh and Wolseley to the west of the Witzenberg mountains. Ceres is the seat of local government and lead town in terms of economic activity. According to the SDF, Ceres and Wolseley, will be the focus of growth for the municipality in the foreseeable future.

The economy of the Witzenberg local municipality is comparatively small in relation to the other local municipalities in the Cape Winelands and it is dominated by the agricultural sector. As a result, the local economy is vulnerable to external forces impacting on agriculture such as unseasonal weather patterns and fluctuations in international markets.

The major role players in the Witzenberg economy are all directly involved in the agricultural sector such as the Du Toit Group, Môrester Estate, Witzenberg Properties, Laastedrif, Erfdeel, ZZ2, Donkerbos, Helpmekaar, Langrivier and the Goosen and Carstens Farms who are major fruit and vegetables producers in the Koue Bokkeveld, Warm Bokkeveld, and Bo-Swaarmoed areas; Ceres Fruit Juices and Ceres Fruit Processors, who process fruit and vegetables at their plants in Ceres, and Ceres Fruit Growers, who pack, store and distribute fruit and vegetables. In the Tulbagh valley the economy is more diversified and major role players are private and co-operative wine cellars, with fruit production in the Winterhoek area. Other freight generators include Ceres Spring Water, bottled outside Ceres.

2.5.3.1 Ceres

The current freight routes through Ceres are the R46 and R303 (Towards Prince Alfred Hamlet). The Annual Average Daily Traffic in 2004 for heavy vehicles using these routes through Ceres is between 501 and 1000, with an estimated growth of 3% to between 1001 and 2500 by the year 2031. Most of this freight is generated by the agriculture industry of Ceres and the surrounding towns within the Witzenberg Municipality. Ceres currently has 4 agri-proccessing facilities including Ceres Fruit Processors/Juices. There is also a proposal for a Agri- Park to be developed.

It was previously reported that trucks would use the open parking space next to the Traffic Department in Voortrekker Street for overnight parking. WLM has since posted signage prohibiting this, with traffic officials patrolling the area to successfully discourage truck drivers from overnighting in the town. This however does not disqualify the need for an overnight facility for long distance trucks. The WLM is in discussion with a farmer who is willing to avail a piece of land on the corner of the R46 and Voortrekker Street in Wolseley, to possibly provide such a facility in future.



Figure 2-11: Truck exiting agri- processing plant in Ceres



Figure 2-12: Truck moving down the main road in Ceres.

2.5.3.2 Tulbagh

Previously the freight route through Tulbagh was the R46 (Which becomes Van Der Stel Street in Tulbagh). The Annual Average Daily Traffic in 2004 for heavy vehicles using this route through Tulbagh is between 0 and 500, with no estimated growth to the year 2031. Most of this freight is generated by the agriculture and wine industry of Tulbagh. It currently has 1 agri-proccessing facility and approximately 17 wine cellars including Del Monte which produces canned products such as peas and apricots.

More recently the Western Road link was constructed to give access to the industrial area and alleviate the truck movements from entering the town of Tulbagh. There are however no recent AADT figures available for this Western Road link.

2.5.4 Freight Route Conditional Assessment

It is essential that the condition of the roads on which freight is transported is kept in a good state of repair given the importance of transportation in the value chain. A road in good condition enables:

- Vehicles to operate at their desired speed so that travel times are predictable.
- Goods to be transported without damage that would reduce selling price (e.g. fruit) or breakages.
- Vehicle maintenance costs to be minimised (especially tyre wear) and downtime for repairs reduced.

The road authority for the existing road network that is used to transport freight is a combination of the Provincial Government: Western Cape and the relevant Local Municipality.

The general freight network comprises a primary strategic road network which can be broadly stated to be the R44 / R46 loop linking Somerset West – Klapmuts – Wellington – Tulbagh – Ceres – Touwsrivier, the R60 linking Worcester (N1) – Robertson – Ashton – Swellendam (N2) and the R43 (Wolseley – Worcester). The primary network is supported by a secondary network comprising R44 (Gouda – Saron), R303 (Ceres – Citrusdal) and R43 (Worcester – Caledon).

The roads forming these two networks are constructed from asphalt surfaced pavements that were generally built between 1955 and 1970 with the oldest being reported to have been built in 1935. All the roads have been resealed at least once in their life. Roads that do not form part of the strategic freight network are a mixture of asphalt and gravel construction.

The roads in the primary network are classified as Class 2 roads except for the R43 (Worcester – R301) which is Class 3. They are predominantly two-lane rural cross-sections with a nominal lane width of 3.4 m and 1.5 m shoulders. The roads in the secondary network are generally Class 3 roads. There are some short sections of dual carriageway within the networks especially through towns (e.g. Robertson).

The Visual Condition Index (VCI) gives a good indication of the condition of a road based upon a non- destructive inspection of its surface and its distress features. The VCI's reported within the Province's RNIS database indicate that the R60 is assessed to be in a good condition (where data exists), R44 / R46 loop to vary from fair to good whilst the R43 (Worcester – R301) is reported as being only fair. In contrast, the roads that form the secondary network are on the lower extreme of fair tending towards a poor condition.

2.6 Non-Motorised Public Transport

2.6.1 Background

In the recently completed Witzenberg Road Master Plan, a section of the study was dedicated to non- motorised transport (NMT) and this information is provided here:

Non-Motorised Transport (NMT) is defined as all means of transport which does not require or rely on a motor or engine for movement. This includes modes of transport such as walking, cycling, animal-drawn carts, skating, rollerblading and even wheelchair travel. The benefits of improving the NMT facilities within the Municipal area includes, but is not limited to the following:

- Improved health and fitness;
- Increased liveability;
- Environmental benefit as it reduces carbon emissions and air pollution; and
- Safe mobility of residents whether it be for part of a trip or a full trip.

In the Witzenberg area, walking and cycling are the main modes of NMT, especially within the lower income residential areas. Residents walk or cycle great lengths to either school, work or to a city centre for weekly shopping, therefore the need to provide suitable NMT facilities for the specific needs of these communities. The Witzenberg Integrated Development Plan (IDP) 2018-2019 mentions that the average walking trip time (one-way) is 28 minutes, with Nduli, Wolseley and Bella Vista residents walking 30 minutes or more to work.

The high percentage of residents making use of NMT as a means of daily transport to education facilities and places of employment warrants the need to invest in adequate NMT facilities. . By improving the NMT facilities, more residents who use public transport or private vehicles might be encouraged to use NMT as their primary mode of transport as well.

2.6.2 NMT Status Quo

2.6.2.1 Bella Vista

Bella Vista is a small Township situated approximately 5km North of Ceres. Residents from this Community frequent Ceres town for work, school, shopping and the like. There is a mini-bus taxi service which operates daily between Bella Vista and Ceres, many residents prefer to use NMT as a mode of transport between the two towns due to various reasons, especially as

some cannot afford to use the minibus taxi every day. The R303, commonly known as Vos Street is the main road which joins the two towns, and it has a surfaced pathway situated at ±3m offset along the road, which is used as a shared facility between pedestrians and cyclists. Figure 2-13 below shows the designated NMT sidewalk along the R303. The entire distance between Ceres and Bella Vista is serviced with street lighting, improving the safety of pedestrians and cyclists. The sidewalk should be regularly maintained, as overgrown vegetation reduces the width of the surfaced sidewalk.



Figure 2-13: Sidewalk between Ceres and Bella Vista

Bella Vista being a small community, residents prefer to use NMT as their primary mode of transport while commuting in and around the area. Entrance into Bella Vista is gained via either Panorama Road or Buiten Street which are class 4 collector roads. Both these roads have paved sidewalks for NMT movement.

2.6.2.2 Ceres

Ceres being the biggest Town in WLM, it is regarded as the main economic hub of the Witzenberg municipal area. The Town has the highest NMT movements, especially on weekends, as the residents of neighbouring towns travel to Ceres for weekly shopping and other amenities. The town centre is situated along Voortrekker Street, which is classified as a Class 2 arterial road. Safe pedestrian sidewalks exist along this road, as well as on Vos Street, which is a Class 3 distributer road in Ceres. It should however be noted that although adequate sidewalks exist along the higher order roads, a common occurrence is that the width of the sidewalk is taken up by either trees or road signs. See Figure 2-14.



Figure 2-14: Sidewalks along Voortrekker Street

Pedestrians, cyclists and wheelchair bound commuters can easily cross the higher order intersections in the town, as there are dropped kerbs on the sidewalks and islands. Wheelchair bound commuters will however have difficulty moving easily all the way down Voortrekker road, as not all the lower order intersections have dropped kerbs. This is a common occurrence throughout the town, Figure 2-15 shows one such occurrence where the intersection has painted pedestrian crossing lines, but no dropped kerb.



Figure 2-15: Voortrekker and Munnik Street Intersection

There are painted cycling lanes in some residential parts of Ceres, however, in areas where there are none, cyclists will either use the sidewalks as a shared facility with pedestrians, or cycle in the roadway with motorists. The residential streets in Ceres where cyclists are frequently spotted are wider than normal, averaging at 10.3m. This makes it safe for cyclists to ride in the roadway without getting in the way of moving vehicles.

The pedestrian crossing in Voortrekker Street at Charlie Hofmeyr High School has been flagged as an unsafe crossing. The crossing is un-signalised, with only the pedestrian painting across the road. It has been observed that motorists rarely stop to give pedestrians an opportunity to cross the road safely. Students are often found taking a chance by running across the road.

2.6.2.3 Nduli

Nduli is a small low-income community just ±3km East of Ceres. Given the income group, there is very low car ownership in Nduli, resulting in NMT being the dominant mode of transport for everyday commute. The R46 has a 2.7m wide sidewalk between Ceres and Nduli, where pedestrians and cyclists are continuously seen making use of this sidewalk to and from Ceres. The sidewalk has overhead lighting for the entire length between Ceres and Nduli and is protected by guardrail for the first ±890m from Ceres.



Figure 2-16: R46 sidewalk between Ceres and Nduli

The existing surfaced sidewalk stretches from Ceres and ends at the very first entrance into Nduli (Chris Hani Avenue). Figure 17 shows how the sidewalk surface deteriorates as it approaches Chris Hani Drive, and eventually starts blending in with the gravel shoulder. It has previously been discussed that continuity of the sidewalk is essential, as the journey for many people continues far beyond where the sidewalk currently ends. The new housing development under construction opposite Nduli along the R46 will also require the sidewalk to be extended.



Figure 2-17: Sidewalk along R46 at Nduli

Chris Hani Drive is a class 4 collector road within Nduli and has surfaced sidewalks on either side of road, whereas Eluxolweni Avenue, which later becomes 2nd Street is also classified as a class 4 collector road, but does not have any surfaced sidewalks.

2.6.2.4 Op-die-Berg

Op-die-Berg is a low-income settlement situated approximately 44km North of Ceres and ±34km North of Prince Alfred Hamlet. With a small population in the region of 1500 people, the town does not have much shopping stores and other amenities. Residents of this town generally travel to either Prince Alfred Hamlet or Ceres for weekly shopping, but because of the distance and mountainous terrain, this is usually done by means of public transport instead of NMT. Very little NMT movement is observed along the R303 at Op-die-Berg.

NMT is however the preferred mode of transport by residents for travel in and around the town. This is especially true for children walking to and from school along Kerk Street. A surfaced walkway exists at the southern end of Kerk Street which leads through an open field towards the schools situated along the R303. Although a portion of Kerk Street does have a paved sidewalk, it does not extend to where the abovementioned "school walkway" starts. Figure 2-18 shows school kids who've used the walkway through the open field and now walking in the roadway down Kerk Street.



Figure 2-18: Pedestrians in Op-die-Berg

2.6.2.5 Prince Alfred Hamlet

Situated ±10km North of Ceres, Prince Alfred Hamlet is home to over 6000 people. The town is divided into two income groups which is separated by the R303, commonly known as Voortrekker Road in the town. The provision of sidewalks along Voortrekker Road is satisfactory, allowing commuters to walk out of the way of moving vehicles.

Although Prince Alfred Hamlet is situated quite a distance from Bella Vista and Ceres, the surfaced sidewalk along the R303 allows for persons who wants to walk or cycle this long distance to do so safely on a designated path. The sidewalk however does not have any overhead lighting.

Pedestrians are seen walking (Figure 2-19) along the Class 4 collector roads in Prince Alfred Hamlet towards Voortrekker Road or other parts of the town, but the provision of surfaced sidewalks along these roads are not continuous, specifically along Waboom Avenue.



Figure 2-19: Waboom Avenue pedestrian movement

2.6.2.6 Tulbagh

Tulbagh is located approximately 17km North of Wolseley and 30km north-west of Ceres. It is one of the bigger towns in Witzenberg and Van Der Stel Street is the main road in the town where most of the NMT traffic will be experienced on any given day. Van Der Stel Street has a designated sidewalk on the eastern side of the roadway, which separates NMT movements from moving vehicles. The western side of the main road does not have a formalised sidewalk, resulting in pedestrians walking between parked cars or wherever they find a gap. An open stormwater channel also exists on the western side of Van Der Stel Street, making it a safety hazard for NMT movement. There is only one painted pedestrian crossing across Van Der Stel Street at the Spar, however, many pedestrians are seen crossing at various positions where no pedestrian crossings are available. This is unsafe, as there are motorists who travel this road at high speeds, due to the excessive width and lack of traffic calming measures. See Figure 2-20.



Figure 2-20: Van der Stel Street in Tulbagh

There is a fair amount of class 4 collector roads throughout the residential area with regular NMT movement, however, the surfaced sidewalks are inconsistent along these roads. The class 4 roads connecting to Van Der Stel Street has surfaced sidewalks for the first portion of the road and it later diminishes into gravel sidewalks. Other frequently used class 4 roads such as Steinthal Street (Figure 2-21) has high NMT volumes and is also part of the mini-bus taxi route. The gravel shoulder along the road is used as both an NMT sidewalk and a stopping area for mini-bus taxis. This makes it unsafe for NMT movement. The same is true for Obiqua- and Olifant Street.



Figure 2-21: Steinthal Street with gravel shoulders

2.6.2.7 Wolesley

Wolesley is a small town situated approximately 16km south-west of Ceres. Most shops, banks and other places of interest are positioned along Voortrekker- and Eeufees Streets. Both roads have ample sidewalks on either side of the roadway, which is used as a shared facility between pedestrians and cyclists.

The provision of surfaced sidewalks long the class 4 collector roads are inconsistent in the town. The highest NMT movements originates from the lower income settlements of the Wolseley, which is situated to the far South and West of the town centre. With very few roads directly connecting these settlements to the centre of the town, NMT movements are predominantly across fields, which shortens the distance travelled. The desire lines can be seen from aerial footage as shown in Figure 2- 22 below. The desire lines cross large areas of open field, with bushes along the way making it unsafe for obvious reasons. In respect to the above, a formal pedestrian walkway, which is frequently used for NMT movement to and from the settlement to the west of Voortrekker Street has been provided. The walkway is situated alongside the cemetery and has overhead lighting, which contributes to the safety of the facility.



Figure 2-22: Pedestrian Desire Lines

The desire lines referred to above crosses the railway line at various positions, all of which are level crossings. It was noted that the railway line is under the authority of Transnet, but the line is currently not used for the transportation of Freight. The railway line is however used for tourism by Ceres Rail Company. The steam train travels at low speeds, and it is accompanied by flagmen who goes ahead of the train and cautions pedestrians at all level crossings.

2.7 Learner Transport

The Western Cape Education Department (WCED) provides learner transport. A summary of the service is tabulated below:

WCED Admin	Total Return Distance (KM)
Witzenberg Local Municipality	1296
Devolved	
Witzenberg Local Municipality	211,2
All Learner	
Witzenberg Local Municipality	1507,2
WCED Admin	**Total number of Benefiting Schools**
Witzenberg Local Municipality	56
Devolved	**Total number of Benefiting Schools**
Witzenberg Local Municipality	5
All Learner Routes	**Total number of Benefiting Schools**
Witzenberg Local Municipality	61
All Leaners	**Total number of Approved Mainstream Learners**
Witzenberg Local Municipality	2363

2.8 Transport for Tourism



Figure 2-23: An excursion train of Ceres Rail on the route between Ceres and Wolesley

Ceres Rail operate primarily scheduled excursion trains as day trips. The scheduled trips that it currently operates is from the Cape Town Waterfront to the Elgin Railway Market over St Lowry s' Pass. Some of the other trips that it offered previously was Ceres to Cape Town or Ceres to Wolesley. Part of Ceres Rail Company's mission is to help preserve and promote South African Rail Heritage , which involves restoring and refurbishing old locomotives and coaches. The company also offer charter trips for company events and other corporate functions.

On Wednesday the 2nd of June 2021, Ceres Rail Company in conjunction with Transnet Freight Rail relaunched the freight service on the Wolesley- Ceres – Prince Alfred Hamlet branch line. The 26 km long branch line is rated to handle loads at a maximum of 16 tons per axle. The core freight at present is fruit, exported in refrigerated containers (reefers) and frozen fruit concentrate. The line moves mainly containerised traffic and contributes to the migration of rail friendly traffic from road to rail.

Unfortunately, the dilapidated station buildings do not help the rail tourism sector at all and a redress of these facilities are very much required. Only then, can the potential of utilising rail to transport tourists to weddings and other events and linking to the local catering and B&B's be considered.



Figure 2-24: Ceres Rail can boast of beautifully restored 19D and 19B steam engines.

2.9 Air Travel

There are no airports or municipal landing strips in the Witzenberg Municipality.

3 Chapter 3: Transport Needs Assessment

3.1 IDP Identified Transport Needs

In the current IDP of the Witzenberg Local Municipaity the following references have been included as to transport needs and these have been included in the LITP to align these documents:

3.1.1 Transport Management and Road Maintenance

3.1.1.1 Integrated Transport Planning

This transport field is responsible for transport planning, road planning, traffic engineering and implementation of the Integrated Transport Plan (ITP) with the streets and stormwater infrastructure that include the upgrade, rehabilitation and maintenance of road infrastructure, stormwater drainage and the adequacy of traffic signage and road markings and public transport infrastructure.

The Witzenberg Local Integrated Transport Plan 2010-2015 was adopted on 14 December 2010, with the Witzenberg Local Integrated Transport Plan (LITP) 2016-2021 prepared as part of the review of the Cape Winelands District Integrated Transport Plan (DITP) 2016- 2021. (This new LITP will obviously replace the previous plans mentioned here.)

3.1.1.2 Roads Master Planning

A new Roads Master Plan was approved by Council in February 2021.

The Witzenberg area has been experiencing urban development growth in the recent years. It is essential that all development planning be guided by a predetermined Roads Master Plan.

The Vision for Witzenberg LM Roads Master Plan was formulated to be “To provide a safe, reliable, effective and efficient road and transport system to serve the public of Witzenberg Municipality”.

The municipal road network is in good condition, 59% of road network being in a very good to good condition, 30% being in fair condition with 11% being poor and very poor. Out of the 204.8km of road, 91% is black top roads, 2% is block paved and 7% is gravel roads. The proposed maintenance cost over 2-3years is R42.4 mil.

Five bridges and 3 major culverts were assessed as part of the RRAMS project. The maintenance cost of these structures without professional fees were estimated to be R1.59 mil.

Traffic counts were done on 108 intersections. The AM & PM peak hours were extracted, and operational analysis were done for the current scenario and geometry. Only six intersections operated with an approach lower than LOS D.

Potentially dangerous intersections on Vos Street (R303) and Voortrekker Street (R46) were identified by others and further investigated.

Minibus taxis is the main source of public transport within Witzenberg LM, in the absence of a public bus service. There is a need to consolidate the various taxi ranks in Ceres.

A host of new pedestrian walkways were identified as well as the required maintenance on existing facilities. In the town of Ceres, kerbs at pedestrian crossings must be dropped to improve universal access.

New spatial plans from the 2020 SDF were used to assess new roads to be developed. Various new bridge connections were also identified in Ceres and Tulbagh.

The six intersections which previously exceeded LOS D, were further analysed at a 3.7% traffic growth over the next 5 years. Some proposal is made in terms of the upgrading of these intersections. An additional two intersections in Nduli which did not exceed the LOS D were also analysed with a growth of 3.7% over the next 5 years, as these intersections are expected to see a rapid growth in traffic volumes upon completion of the Vredebes development.

The site for the new taxi rank has been identified and should be pursued within the short to medium term. Negotiations with the property owner must precede any formal planning.

Pedestrian and cycle facilities should be a requirement up to Class 4 roads which are generally bus or taxi routes. Class 5 roads may however be fitted with walkways or cycling lanes, if it serves public land- uses like schools, hospitals or community buildings.

Freight routes and by-pass routes were identified by previous studies. The initial survey, planning and environmental approvals should be sought in the short to medium term. Mention is made of a Petroport truck stop facility outside Ceres. This would give the trucks a place to overnight and eliminate the current illegal parking within the Witzenberg LM towns.

Master Planning is key to provide long term steering of projects, with the SDF and IDP planning for a shorter term. Municipal Grants like MIG is key to the sustainability of municipal projects. Developer contributions should be used to augment the bulk infrastructure where required.

The strategy for prioritising projects would be;

- All maintenance and repair actions should happen over the short and medium term;
- All small to medium size capital projects should happen over the short and medium term;
- All project likely to fall outside of this scope should happen over the long term;
- The initial work for the long-term projects (survey, planning and environmental), should be done over the short to medium term.

3.1.2 Housing Developments within the Witzenberg Local Municipality

The following maps indicate the locations and extent of the proposed housing developments planned in the Witzenberg Local Municipality as detailed in the SDF:

The western portion of the Witzenberg Municipality is characterised by an agrarian landscape with a cluster of urban settlements located adjacent to the main transportation routes (the southern portion falls within the Breede River Valley Major Regional Development Corridor as per the Western Cape PSDF). The eastern part of the Municipal area is a typical Karoo landscape, characterised by undeveloped natural veld, mostly used for extensive agriculture.

Ceres, Tulbagh and Wolseley, all settlements located in the northern settlement cluster, have relatively broad economic bases primarily based on agriculture, with agri-processing, retail and financial services, tourism and transport as supporting driving forces. This area is however faced with a stagnant population and the need and demand for improved residential infrastructure facilities.

According to the 2010-Town Study the Witzenberg Municipality has a low development potential with medium social needs. It has a low performance in the economic, infrastructure and institutional indexes, while the physical environment index's performance was of medium standard. This current situation could be problematic since most of the settlements located in the Municipality have medium to high social needs. It is unlikely that a municipality with low development potential will be able to address the social needs of the settlements without some form of intervention from provincial government or partnerships with the public sector.

Current challenges facing the Witzenberg Municipality are likely to remain, if not increase in severity. Even with the best of intentions, the local authority will not be able to address the issues of poverty, unemployment, etc. given its own staff and resource limitations.

To ensure sustainability of the urban environment, it is important that development should enhance the quality of life in the communities. Requirements for sustainable urban development include the following:

- Integrate urban and rural planning (align urban land-use planning with bioregional planning principles).
- Contain urban sprawl (urban sprawl implies higher per capita cost of providing essential services and loss of valuable agricultural or natural land).

- Restore and maintain specific character (urban areas must reflect the historical character of the area and its people and unique local land-uses).

Public land within Witzenberg is a primary resource with unrealised value and this value should be unlocked in a sustainable manner. Such public land inter alia holds the key to achieving the vision, goals and objectives set for Witzenberg as it relates to social integration and eradication of poverty and inequality. Public land is categorized into the following three categories:

- Vacant: Properties which have not been subject to any form of infrastructural development.
- Partially Developed: Properties which have been partially subjected to either informal or formal development or infrastructural development and investment below ground level (e.g. service infrastructure).
- In-Process: Properties which are in the process of being developed and/or in terms of which a rezoning application has been submitted and/or approved.

The public land in the Municipality comprises a significant number of portions and subdivisions most of which fall into the category of vacant. The largest singular unit of public land is the municipal commonage. This land has been subdivided and re-subdivided into a plethora of portions, the majority of which is vacant, while several portions have been categorized as Partially Developed and In-Process. The images below show the division of land within the municipality; blue areas represent vacant land, yellow areas represent partially developed and magenta represents in process:



Figure 3-1: Ceres & Nduli



Figure 3-2: Bella Vista

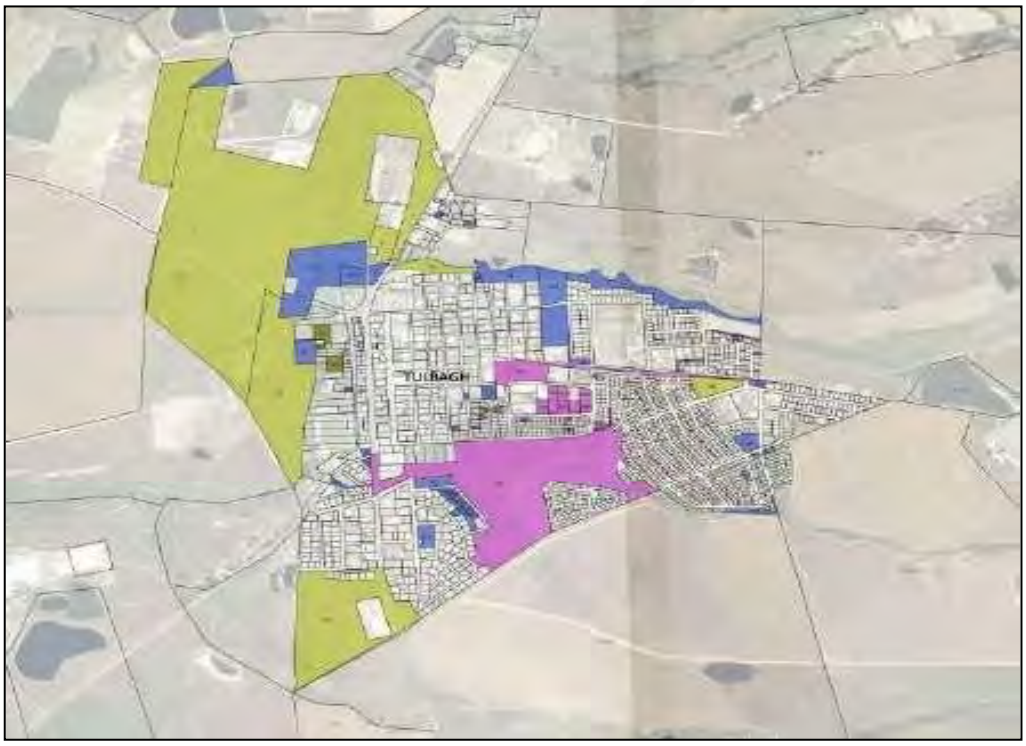


Figure 3-3: Tulbagh



Figure 3-4: Wolesley



Figure 3-5: Prince Alfred Hamlet



Figure 3-6: Op-die-Berg

The following maps indicate the locations and extent of the proposed housing developments planned in the Witzenberg Local Municipality as detailed in the new MSDF (April 2020):

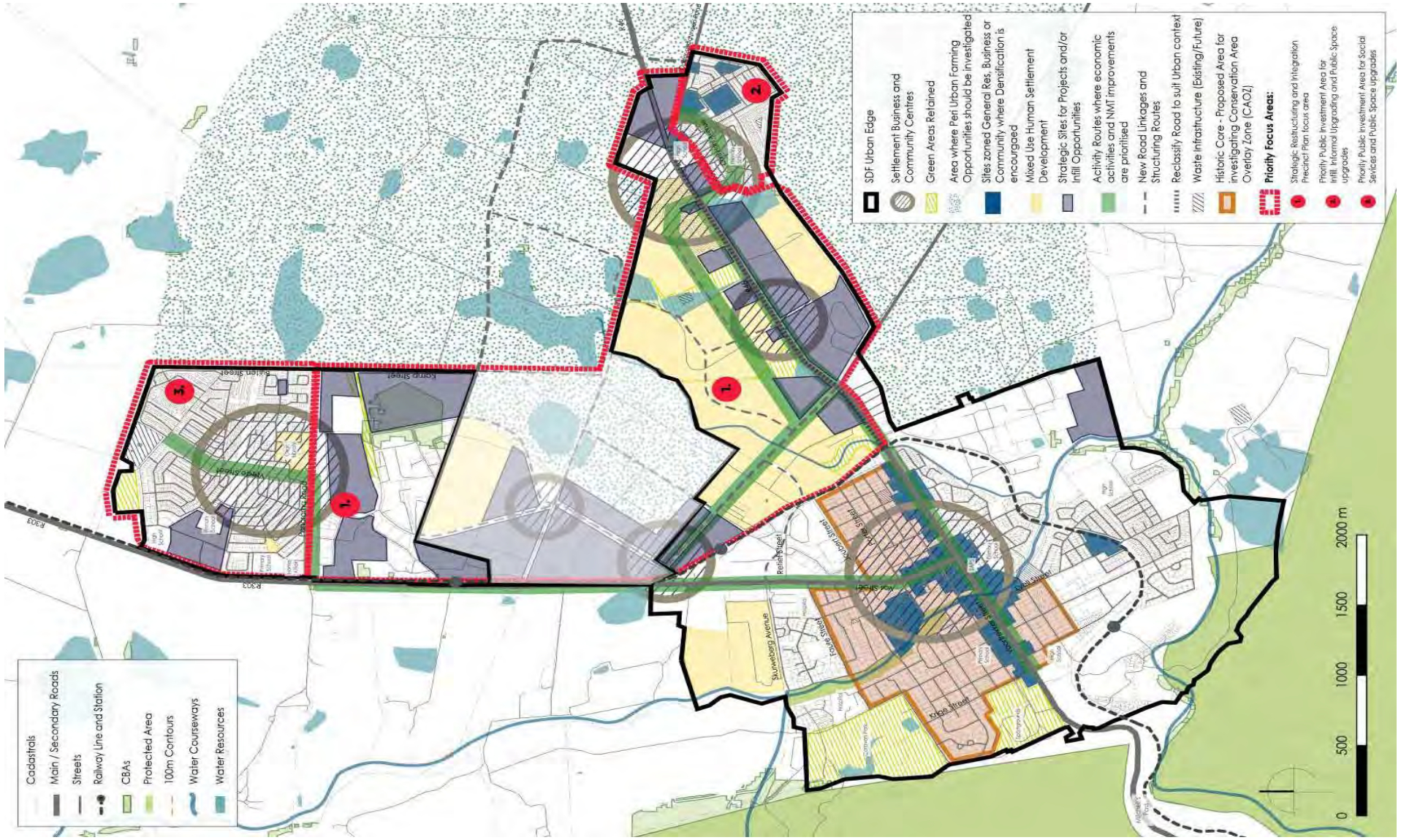


Figure 3-7: Ceres Development Framework

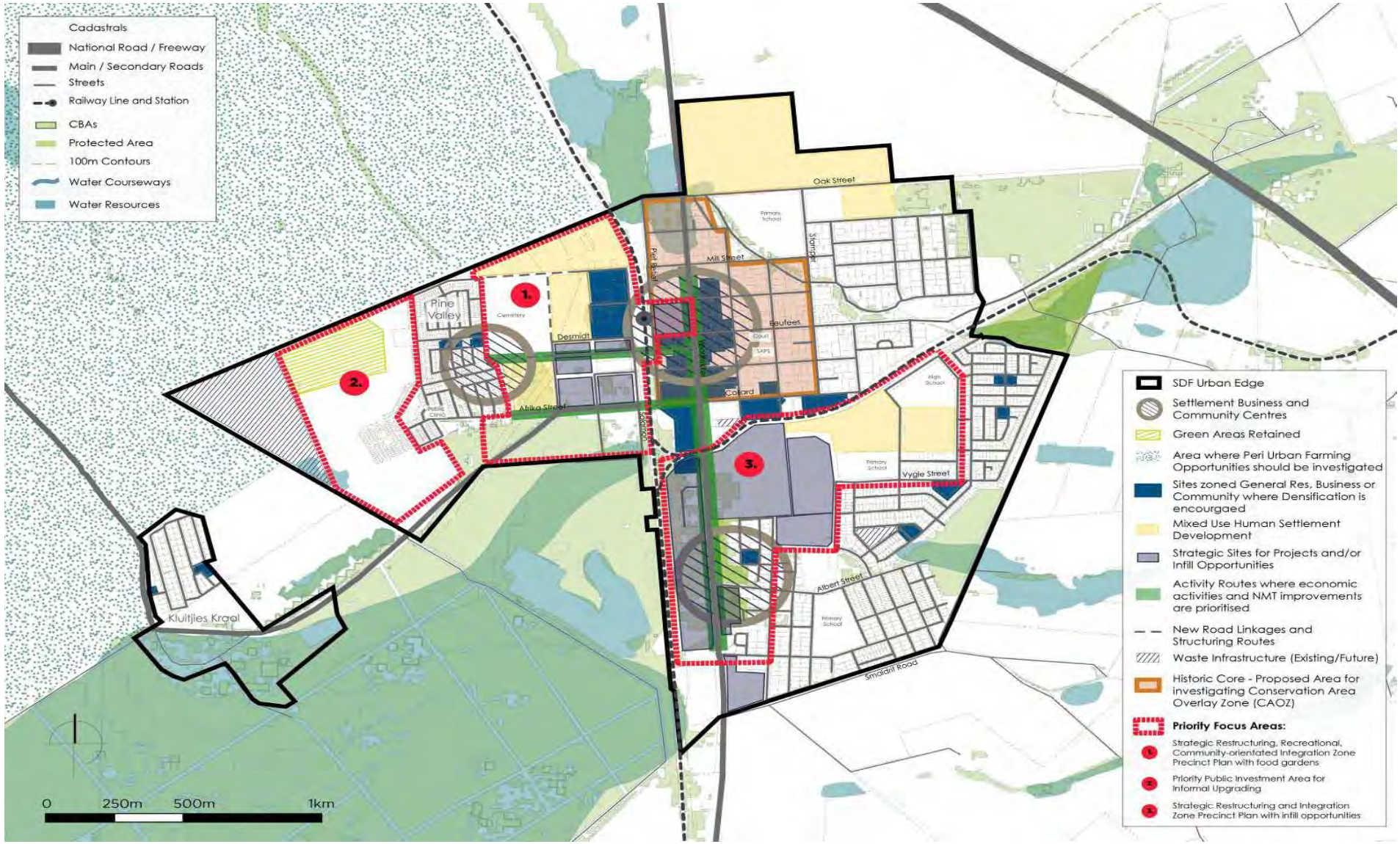


Figure 3-8: Wolesley Development Framework

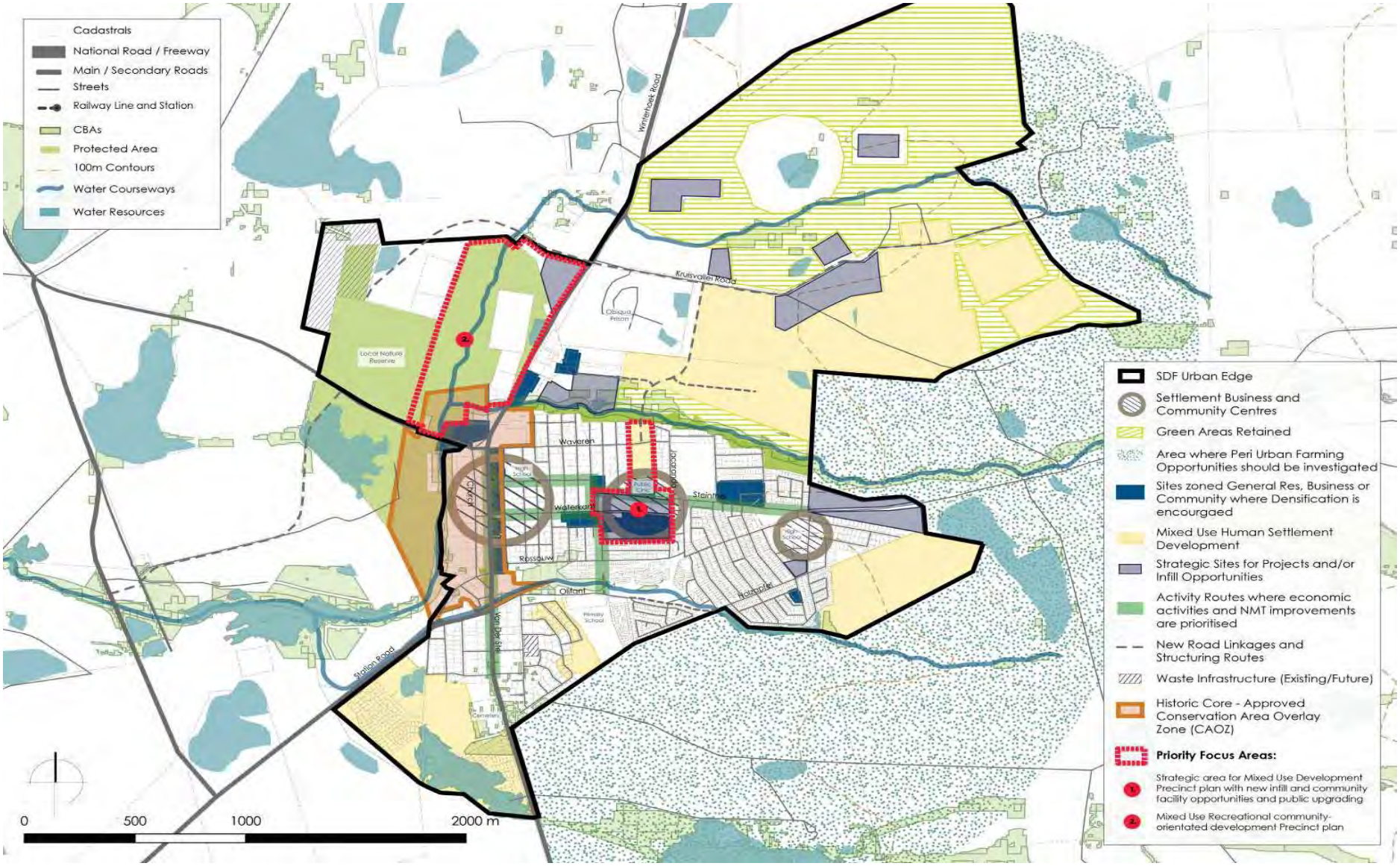


Figure 3-9: Tulbagh Development Framework

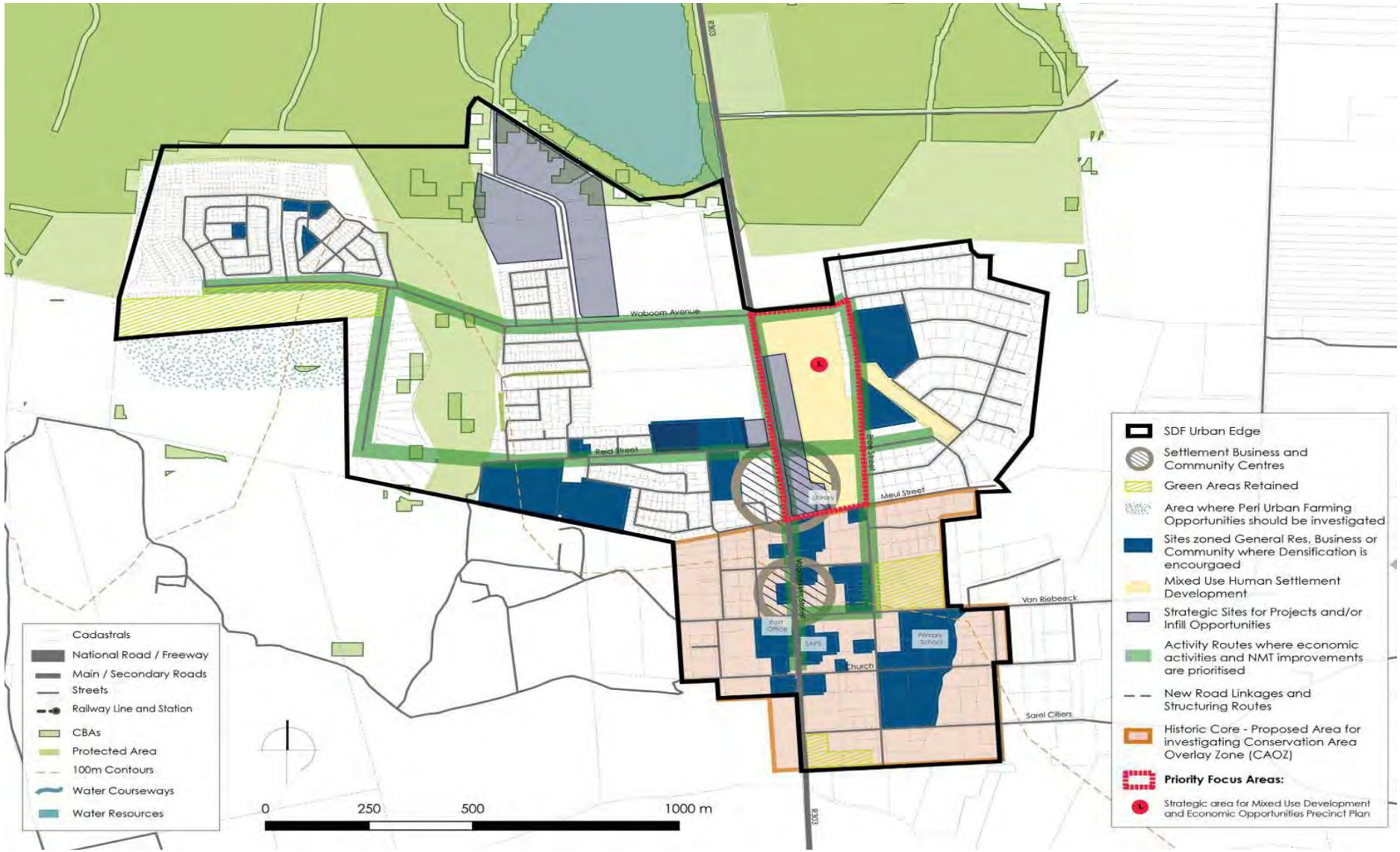


Figure 3-10: Prince Alfred Hamlet Development Framework

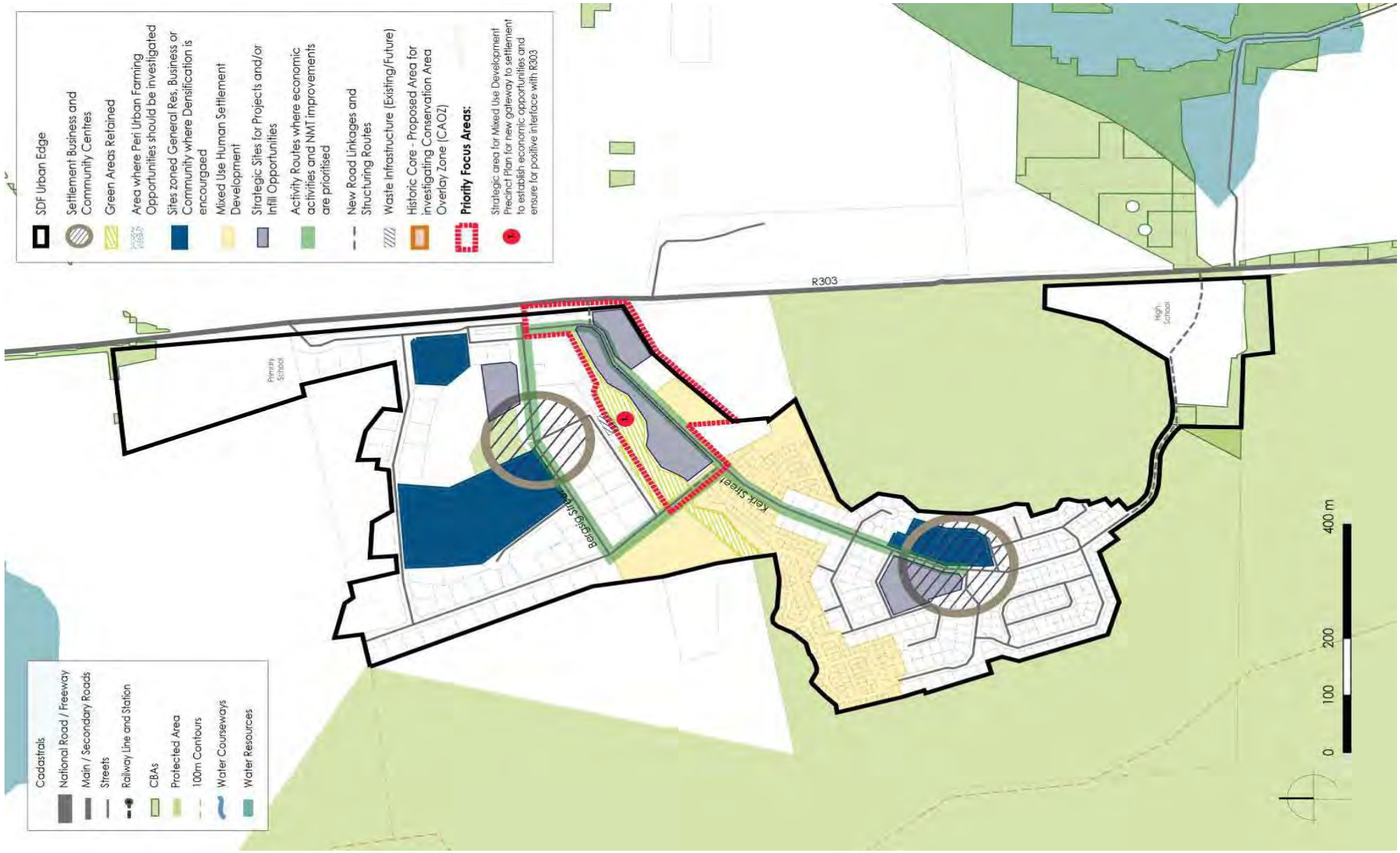


Figure 3-11: Op-die-Berg Development Framework

The road and transport implications of the proposed developments are summarised below:

- Ceres: Three areas are envisaged for concerted, priority intervention:
  - The areas between Ceres, Bella Vista, Vredebes, and Nduli earmarked for strategic restructuring, integration and significant future development.
  - Ongoing informal settlement upgrading in Nduli, including the upgrade of public space and increased commercial opportunity on the R46.
  - The upgrading of public space in Bella Vista.

- Ceres: The most critical new routes are envisaged in the area between Ceres, Bella Vista, Vredebes, and Nduli. These routes should integrate the area with surrounding opportunity and enable maximum exposure of the area for settlement and economic development. Activity routes carry the most significant movement of vehicles and people and should be prioritised for the intensification of economic opportunity, NMT improvements, and landscaping. The R303 and R46 are the most significant routes, with the opportunity to establish new activity routes linking communities and activity in the area between Ceres, Bella Vista, Vredebes, and Nduli. R303 and R46 are currently prioritised for NMT improvements.

- Wolesley: Three areas are envisaged for concerted, priority intervention:
  - The area south of the rail line in the vicinity of Voortrekker Road contains substantial tracks of well-located underdeveloped and undeveloped land.
  - Strategic infill in the area between Pine Valley to the west and the rail line to the east.
  - Upgrading and infill development in Pine Valley.

- Wolesley: Strategic crossings of the railway line must be investigated to improve pedestrian permeability and access through the town. New routes are identified around the areas identified for strategic infill and development to create more accessible movement patterns. Activity routes carry the most significant movement of vehicles and people and should be prioritised for the intensification of economic opportunity, NMT improvements, and landscaping. The most significant route requiring reinforcement with development is the connection between Pine Valley and Voortrekker Road.

- Tulbagh: The area envisaged for concerted, priority intervention is situated north of the river and town's current built edge. Opportunity for further housing and mixed-use development exists, with due consideration to making a positive edge to built development and sensitive river edge.

- Tulbagh: Routes to be emphasised for upgrading are Market Street, Waterkant Street and Steinthal Street, all linked to Van der Stel/ Church Street.

- Prince Alfred Hamlet: The area envisaged for concerted, priority intervention is bounden by Voortrekker Road, Mill Street, Bree Street, and Olienhout Avenue possible expanded to include the area bounded by Voortrekker Road north of Olienhout Street. Locationally, it is ideally situated for higher density housing and associated public facilities.

- Prince Alfred Hamlet: Should the area bounded by Voortrekker Road, Mill Street, Bree Street, and Olienhout Avenue be developed, consideration should be given to linking Reif Street and Hugo Street. The most important streets remain Voortrekker Road and Olienhout Avenue.

- Op-die-Berg: The area between Kerk Street and development to the north could be explored in more detailed planning.

It is very important to take cognisance of these developments in the LITP as new urban areas must be integrated with the existing roads network and new public transport infrastructure and operations need to be planned and budgeted for.

3.1.3 Economic Sectors linking into community development

3.1.3.1 Local economic development/ business sector

SECTOR	GDPR		Employment	
	Trend 2015 – 2019	Real GDPR growth 2020e	Average annual change 2015 – 2019	Net change 2020e
PS Primary Sector	-3.1%	12.2%	413	-786
Agriculture, forestry & fishing	-3.1%	12.3%	413	-785
Mining & quarrying	3.2%	-15.5%	0	-1
SS Secondary Sector	2.4%	-11.4%	214	-672
Manufacturing	2.2%	-8.9%	67	-199
Electricity, gas & water	1.5%	-4.9%	8	-3
Construction	3.0%	-19.1%	139	-470
TS Tertiary Sector	3.8%	-3.4%	1 459	-1 354
Wholesale & retail trade, catering & accommodation	2.9%	-9.0%	606	-648
Transport, storage & communication	2.2%	-11.9%	60	-54
Finance, insurance, real estate & business services	5.7%	-0.5%	314	-215
General government	2.6%	2.6%	157	186
Community, social & personal services	3.7%	-0.5%	323	-623
Total Witzenberg	2.2%	-2.9%	2 087	-2 812

Figure 3-12: Witzenberg GDPR and employment performance per sector, 2020

The Witzenberg municipal area achieved an average growth rate of 2.2 per cent between 2015 and 2019. The tertiary sector had the highest average growth rate (3.8 per cent) during this period, followed by the secondary sector (2.4 per cent). The primary sector had a contraction of 3.1 per cent owing to the contraction in the agriculture sector. The contraction can be atributed to the drought experienced in the region, as well as low commodity prices. The finance sector and community services sector drove GDPR growth in the municipal area between 2015 and 2019, with average annual growth rates greater than the local average. Although the mining sector achieved a noteworthy growth rate of 3.2 per cent in 2019, this sector's contribution to the overall GDPR is very small and is unlikely to contribute substantially to the region's economy.

The estimates for the Witzenberg municipal area in 2020 show that the economy contracted by 2.9 per cent. The large contraction of 9.0 per cent for the municipal area's largest economic sector, trade, impacted the total economy significantly. The contraction in this sector can be related to the decline in the tourism industry owing to the travel restrictions and lockdowns imposed by COVID-19.

With limited movements and less use of transport facilities for both personal and business purposes, the transport sector was also negatively impacted by the lockdown restrictions and contracted by 11.9 per cent. The agriculture sector is estimated to have had a significant increase of 12.3 per cent in 2020. The agriculture sector's strong performance helped the total municipal area's economy not to contract as significantly as anticipated in 2020. The main commodities in the municipal area are wheat, apples and pears. The growth in this sector is related to the price increase in wheat owing to the high exchange rate in 2020.

Apples and pears are two of the top five most popular fruits in the country, and consumption is expected to increase by 25.0 per cent in the next decade. This will have a positive impact on purchasing power for local consumption, resulting in positive growth.

In terms of employment, the Witzenberg municipal area created an average of 2 087 jobs per annum between 2015 and 2019. Employment creation was mainly driven by employment opportunities in the tertiary sector, which experienced an average annual increase of 1 459 jobs during this period. Between 2015 and 2019, the primary and secondary sectors experienced an annual average increase of 413 and 214 jobs respectively. The largest growth experienced for individual sectors was in the trade sector (606 jobs), followed by the agriculture sector with 413 jobs.

The municipal area is estimated to have lost 2 812 jobs in 2020 owing to the significant impact of COVID-19 on the local economy. Most of the jobs lost were in the tertiary sector (1 354 jobs), with the trade sector shedding 648 jobs. The agriculture sector is estimated to have contracted by 785 jobs, the largest portion of the total number of jobs lost within the municipal area. The potential explanation for the decline in jobs despite the positive economic growth is that agriculture employment could be related to endogenous labour. Some agricultural operations have been affected by the COVID-19 regulations, for example the wine industry was not able to operate under level five regulations. The other possible explanation is that the increase of the minimum wage from R18.68 to R21.69 per hour might have driven job losses in the sector. Also, Witzenberg's importance as a functional region within the broader agricultural space economy and its role as a primary regional service center has been recognized through the identification of a possible Agri-park in Ceres. Through the Cape Winelands Rural Development Plan, opportunities for subsistence farmers to benefit and participate more actively in this sector are being unlocked.

3.1.3.2 Tourism sector

Witzenberg Municipality manages local tourism in the form of a service level agreement (SLA) with three local tourism organisations, which conduct marketing of the municipal area and local established businesses in order to draw investment and trade to the area.

Local businesses join as members of the local tourism authorities to participate in the marketing initiative. Membership holds businesses accountable to ethical norms and standards for the industry, and to a code of conduct. Tourism aims to market Witzenberg Municipality as an affordable holiday destination with activities for the entire family. Tourism liaises with district, provincial and national stakeholders to develop the Witzenberg brand through the atraction of tourists, awareness campaigns, roadshows, expos, events and festivals.

Tourism further aims to train and skill local entrepreneurs to meet tourism-related demands, and provide the requisite services and products necessary to promote local trade and economic development.

Their functions include:

- Marketing the area, events and activities.
- Creating opportunities for transformation, niching, diversification and support of new stakeholders.
- Ensuring that tourism development remains on trend.
- Promotion and development of Accessible Tourism.
- To enlist new members and plan for the growth of both operations and market.

As per the SLA with Witzenberg Tourism, which is an external entity to Witzenberg Municipality, they have the following strategic priorities:

- Promotion of our towns as travel destinations and as film and photoshoot locations (with attractive scenes in farm and desert areas,mountains, snow and skylines).
- Promotion and protection of the local towns, events and the municipal brand.
- Promotion of conservation and Green Tourism.
- Provision of statistical research and data outputs.
- Promotion of Agri-Tourism.
- The growth and expansion of tourism.

Witzenberg Tourism runs educational packages with schools, front of house staff, and local stores to promote clientele service. The entity also sources courses such as first aid training, communication, administration and hospitality to help local businesses improve their output and skill levels.

Part of the municipality's agreement with Witzenberg Tourism is to expand the broad demographic of tourism to encompass culture, heritage, diversity and transformation. We aim to develop two new travel routes within Witzenberg to promote social cohesion as well as introduce formal trade to township and rural areas.

Witzenberg Tourism has produced tear-off maps which are distributed to points of sale with high traffic, providing location and contact details of local tourist atractions. They have also produced a joint brochure called the Witzenberg Meander, covering activities throughout the municipality. Tourism bureaus for Wolseley, Ceres and Tulbagh also created their own brochures with niche marketing of their sectors in conjunction with social media promotion through Facebook and websites.

Witzenberg Tourism has been successful in marketing the destination to visitors within South Africa as an affordable and picturesque location for weddings, snow tourism, heritage tourism, agri-tourism, wine tourism, adventure tourism, cultural tourism, sports tourism and rural tourism.

3.1.3.3 Small, micro and medium enterprises

Most current economic research data indicate that SMMEs play major role in creation of jobs at a local level. The Witzenberg SMME sector has been organised into an active business forum that meets regularly to develop new projects and shares business challenges. The municipality has organised a number of training sessions with this sector around mentoring and coaching, business skills, business plan writing, budgeting and financial planning etc. These programmes were organised through the Red Door, IDT, Seda, Provincial Economic Unit, DTI etc. These programmes will be expanded and specific attention will be given to the promotion of this sector through the municipal procurement supply chain.

Local contractors were capacitated with contractor development training, as well as Western Cape Department Supply Chain workshops, where they could also access information on SARS and the Construction Industry Development Board (CIDB). Mentoring projects for contractors are planned for the new financial year.

Arts and crafts entrepreneurs were capacitated with tourism awareness training and creativity workshops. Entrepreneurs were also connected with organisations in Cape Town such as the Cape Craft Development Institute (CCDI), where they were assisted with business services and product enhancement. Access to markets were provided to entrepreneurs by means of an arts and crafts expo and craft market.

A Tulbagh arts and crafts programme were also launched for youth in Tulbagh where training in products such as recycling, painting and mosaic were conducted by a local entrepreneur, thereby also empowering local artists to impart their skill. The youth were also connected with festivals where they could sell their products to tourists.

Tourism projects planned for the new financial year include increased efforts for entrepreneurs to access markets and business capacity building.

3.1.3.4 Agricultural sector

Focus: Protect food security while supporting sustainable diversification of the agricultural sector.

Key Development Implications:

- Support private sector led institutional arrangements to enable joint planning and development of agriculture related activities.
- Avoid the subdivision of agricultural land or changes in land-use to minimise the loss of agricultural activities, while also avoiding the creation of uneconomical agricultural units.
- Enable the diversification of farmer income through enabling complimentary uses on farms in a manner which does not discourage more efficient methods and models and detract from the functionality and integrity of farming areas and landscapes.
- Develop incentives for smarter/ green agricultural practices and technologies.
- Make municipal commonages and land on the edges of settlements close to communities available for small/ emerging farmers and/or community gardens.
- Support alternative farming models, such as the possibility of transforming unused and uncontaminated industrial land into community gardens.
- Support private initiatives to provide in the housing needs of agri-workers and the provision and management of associated social services.

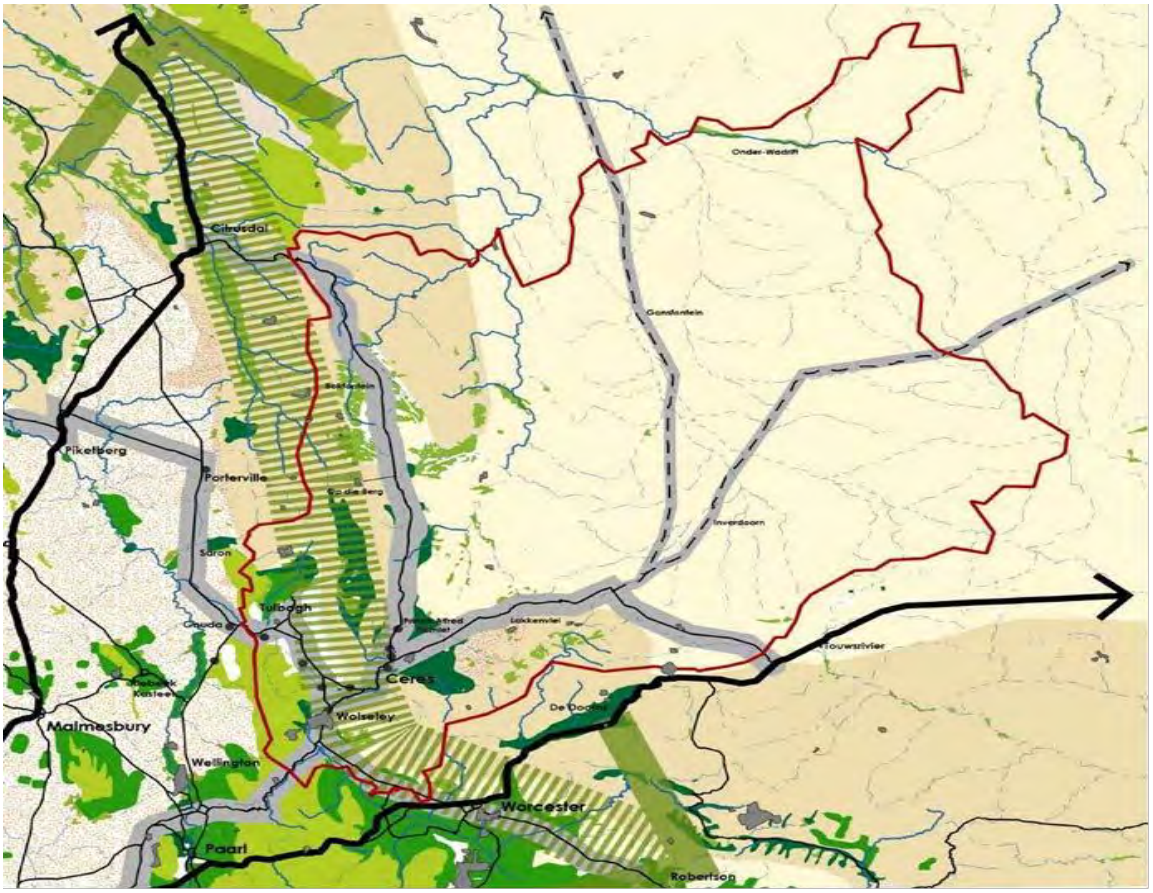


Figure 3-13: Agricultural concept for Witzenberg showing key farming areas and supporting infrastructure.

1. Primary Economic industries:
   - i. Deciduous: Apples, Pears, Nectarines, Peaches, Plums, Apricots
   - ii. Onions
   - iii. Potatoes
   - iv. Cattle and sheep
   - v. Butternuts
   - vi. Wheat
   - vii. Forestry
   - viii. Horses
2. Secondary Economic industries:
   - i. Cold storage
   - ii. Packing houses
   - iii. Concentrates and Puree
   - iv. Single Strength Products
   - v. Dried fruit products
   - vi. Logistics

vii. Agri Chemical

viii. Agri Mechanical

ix. Technical, admin and financial services

x. Plant material (nurseries)

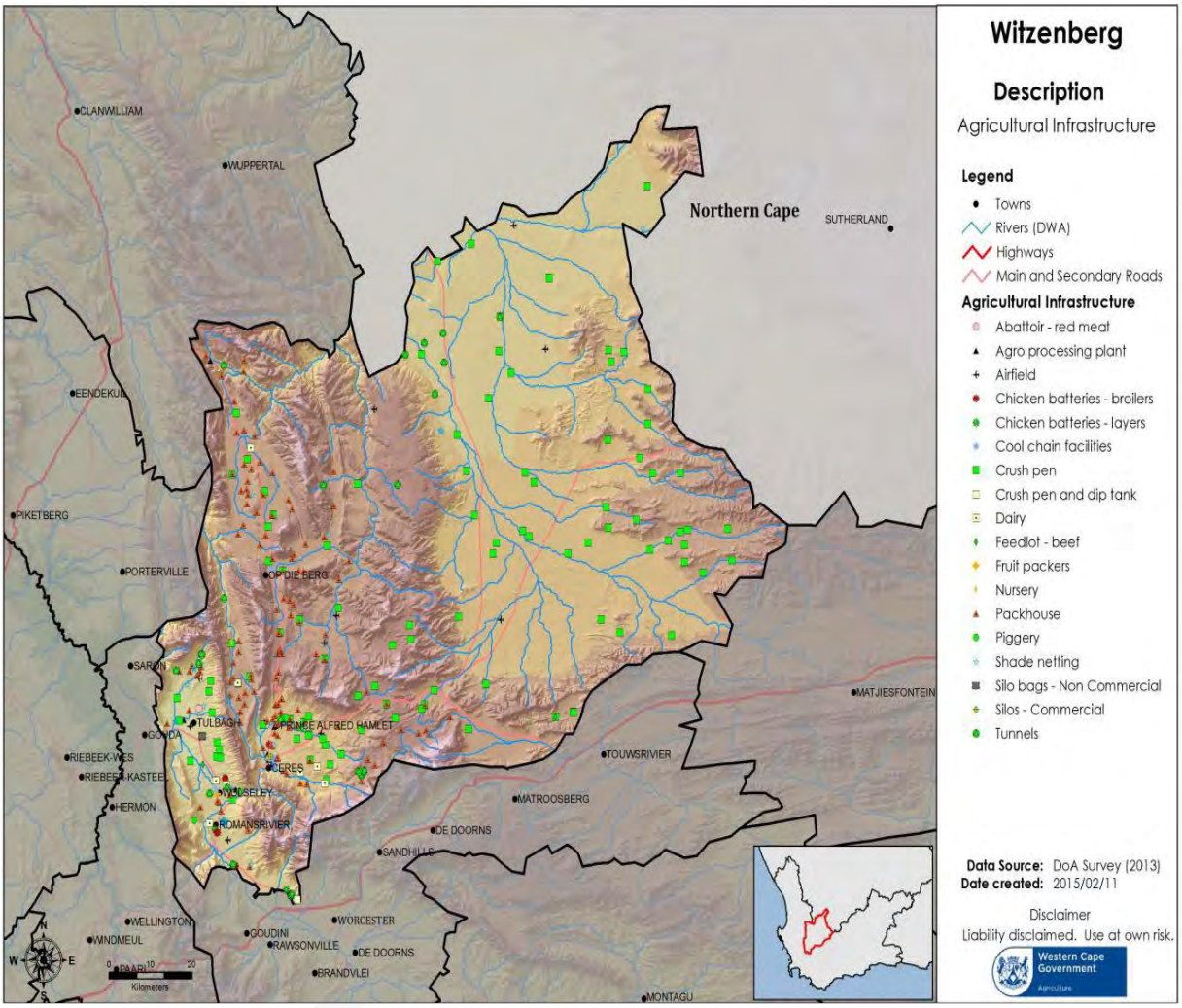


Figure 3-14: Agricultural infrastructure

In the IDP (March 2022) it is stated that agriculture in the Witzenberg Area anticipates a growth per year for next five years – Primary: 5% - 8% ±, Secondary and Processing: 10% ±. This has certainly got specific implications for the freight and ultimately road infrastructure provision in the Witzenberg Local Municipality as is detailed in the Table 3-1.

Table 3-1: Specific implication for freight and road infrastructure provision in WItzenberg Local Municipality

Factors influencing anticipated 5% - 8% growth per year for next five years
1. *Water*
  i. *Permits*
2. *World Economy – exports*
  i. *Exchange rates*
  ii. *Economic growth, specially Africa*
  iii. *New markets*
  iv. *Market access*
  v. *Access to affordable finance*
3. *Climate change – expect more records!*
4. *Switching to higher income product lines*
  i. *Vineyards to pears and plums*
  ii. *Apples to cherries and berries*
5. *Mechanisation*
6. *Stable and effective government*
7. *Consolidation of Agri businesses*
8. *Research and Development*
  i. *New cultivars*
  ii. *Internet of things*
	Exciting new Agri opportunities may stimulate extra growth
	1. *Agriculture in Western Cape is high priority – and well positioned*
	  i. *Right products*
	  ii. *Good location*
	  iii. *Investor confidence*
	  iv. *Expect government support*
	2. *New technology*
	  i. *Faster breeding of better products*
	  ii. *New growing techniques*
	  iii. *Use of IT and Apps*
	  iv. *Internet of things*
	3. *Covered production*
	  i. *Security for investor and supply chain*
	  ii. *Sunburn and hail*
	4. *PALS initiative – a community in harmony*
	  i. *Strategic high importance*
	  ii. *Support from the state*
	  iii. *Transformation through growth*
	  iv. *Turnaround of under-performing schemes*
	  v. *Working together with the municipality: "a comprehensive rural development desk" – a shared vision*

Main factors that put anticipated growth at risk
1. *Electricity: Stability of network and access for new projects*
2. *Infrastructure*
  i. *Roads for sensitive high value products – plan for increase flow!*
  ii. *Maintenance of existing irrigation schemes*
  iii. *New irrigation schemes*
3. *Labour/civil unrest*
  i. *Services – Specially waste management and risk to health and contamination*
  ii. *Housing for agriculture workers - NB*
  iii. *Code of best practice*
4. *Training and development of labour*
  i. *Productivity levels*
  ii. *Minimum wage*
  iii. *Working smarter with new equipment and new products*
5. *Too much red tape and slow processes dealing with authorities*
6. *Thread to Land as security*
7. *Investor confidence*	

4 Chapter 4: Transport Improvement Proposals

4.1 Project Proposals from the IDP

A number of key capital projects have been funded for the financial years between 2021 and 2024. These projects are listed in Table 4-1 and are reflected in the IDP:

Table 4-1: IDP Projects

Infrastructure Investment			
Project Name	***Area***	***Budget***	***Year***
Upgrade Van Breda bridge	***Ceres***	***R50m***	***2021/2022, 2022/2023***
Pedestrian Sidewalks Rooikamp	***Ceres***	***R0.5m***	***2022/2023***
Nduli Infill Internal Roads	***Vredebes***	***R2.82m***	***2022/2023***
Nduli Infill Internal Storm water	***Vredebes***	***R2.82m***	***2022/2023***

4.2 Projects Identified through IDP Needs Assessment

The needs identified during the community needs assessment mainly focus on the upgrading of existing roads, improvement of NMT facilities and traffic calming as captured below:

Table 4-2: IDP Stakeholder Projects

Ward	Priority Description	Department
1&12	Provide street/security lights in unsafe areas.	Engineering Services
1&12	Safe "walk way" / bridge between Nduli and Vredebes	Community Services / Engineering Services
1&12	Mini CBD to be developed in Nduli	Engineering Services
1&12	Combat erosion on sidewalks and streets (rehabilitation)	Community Services / Engineering Services
1&12	Maintenance of roads	Engineering Services
1&12	Information signage along gravel roads in Tankwa	District Municipality
1&12	Rest areas on rural roads, maintenance, district to stop cutting down trees	District Municipality
1&12	District Municipality to rehabilitate rest areas along farming main routes	District Municipality
2&7	Drop-off and pick-up points at die Bossie, as you enter Wolseley	Engineering Services
2&7	Upgrading of the Wolseley entrance landscape/signage	Engineering Services
2&7	Taxi rank placements to be investigated	Community Services
3&5	Better/more speed calming efforts	Engineering Services
3&5	Street signage to be upgraded	Community Services
3&5	Mainmast light/ high-beam floodlights to be installed at parks and walk way areas	Engineering Services
3&5	Sidewalks to be tarred or paved	Engineering Services
3&5	Walkway bridge over railway line dilapidated and unsafe	Engineering Services

Ward	Priority Description	Department
3&5	Owen Street unsafe due to poor street lighting	Engineering Services
3&5	Owen Street walkway to be developed, as this has become a main taxi route, unsafe for pedestrians	Engineering Services
3&5	Walkway to be developed from the nature reserve, past the pine forest	Engineering Services
3&5	Walkway and lights from Egoli to Albert Crescent behind houses	Engineering Services
3&5	Weekends the Town Main Roads have too much traffic	Engineering Services
3&5	Beter lighting needed along walkway to the Hospital	Engineering Services
3&5	Bus shelters for scholars on the outside rural roads	Community Services
4&6	Business hub/ mini-CBD for Kliprug area	Planning Department
4&6	Ongoing speed control programmes	Community Services
4&6	Business hub/ mini-CBD for Bella Vista	Planning Department
4&6	Bus and taxi shelters for scholars	Community Services
4&6	Danger of heavy vrhicle transport in Panorama St	Community Services
4&6	Off-ramp lanes at Bella Vista entrances	Engineering Services
4&6	Need a walkway around Jakaranda, Vrede Street and Mooi Uitsig School	Engineering Services
4&6	Walkway needed from Mooi Uitsig School to Vrede Street	Engineering Services
8,9&10	Bus and taxi shelters along main routes	Community Services
8,9&10	Speed calming still a problem	Engineering Services
8,9&10	There are still streets that need tarring; Grond, Bokveld Street, etc.	Engineering Services
8,9&10	Upgrading of the R303 Gydo Pass	WC Province

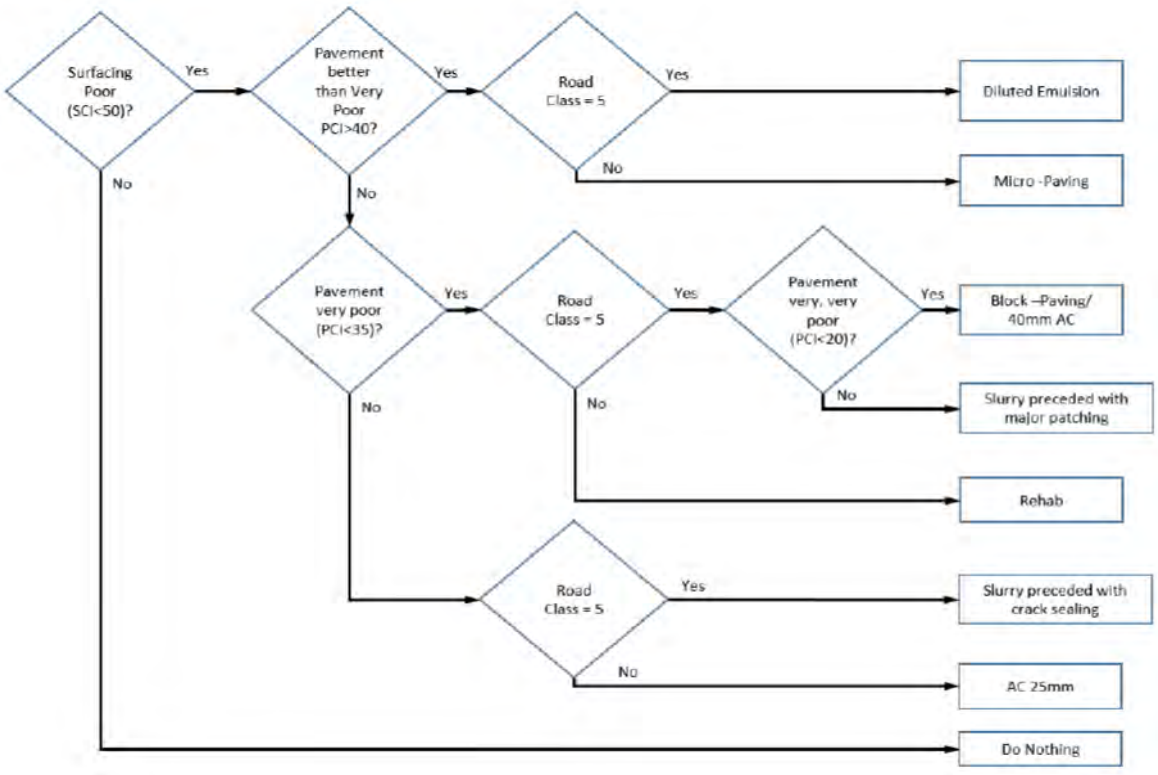
Ward	Priority Description	Department
8,9&10	No pavement curbs along main CBD routes	Engineering Services
8,9&10	Tarring of CBD open spaces and sidewalks	Engineering Services
8,9&10	Beter quality street/security lights	Engineering Services
8,9&10	Spotlights floodlights needed at walkway over the foot bridge	Engineering Services
7&11	Replacement and maintenance of roads	Engineering Services
7&11	Traffic Services for Tulbagh	Community Services
7&11	Upgrading of streetlights	Engineering Services
7&11	Storm water network in Tulbagh needs to be maintained regularly	Engineering Services
7&11	Speed calming needed along main street	Engineering Services
7&11	Walkway routes	Engineering Services
7&11	Scholar road safety to be looked at, school road/street crossings, traffic signage to be put up	Community Services

From the identified projects the following trends have been identified:

- All of the identified road maintenance and upgrading projects are to be addressed in terms of the Road Asset Management System.
- Traffic calming is a common problem in many wards and a comprehensive Traffic Calming Policy document is required for the whole of the municipality, including implementation specifications.
- NMT infrastructure is also a requirement in many wards and a comprehensive NMT Study and Policy Document needs to be compiled for the municipality.

4.3 Roads Master Plan Strategy and Plans

A treatment algorithm was prepared for the analysis of the road defects as detailed in the Roads Master Plan. This plan was devised as follows:



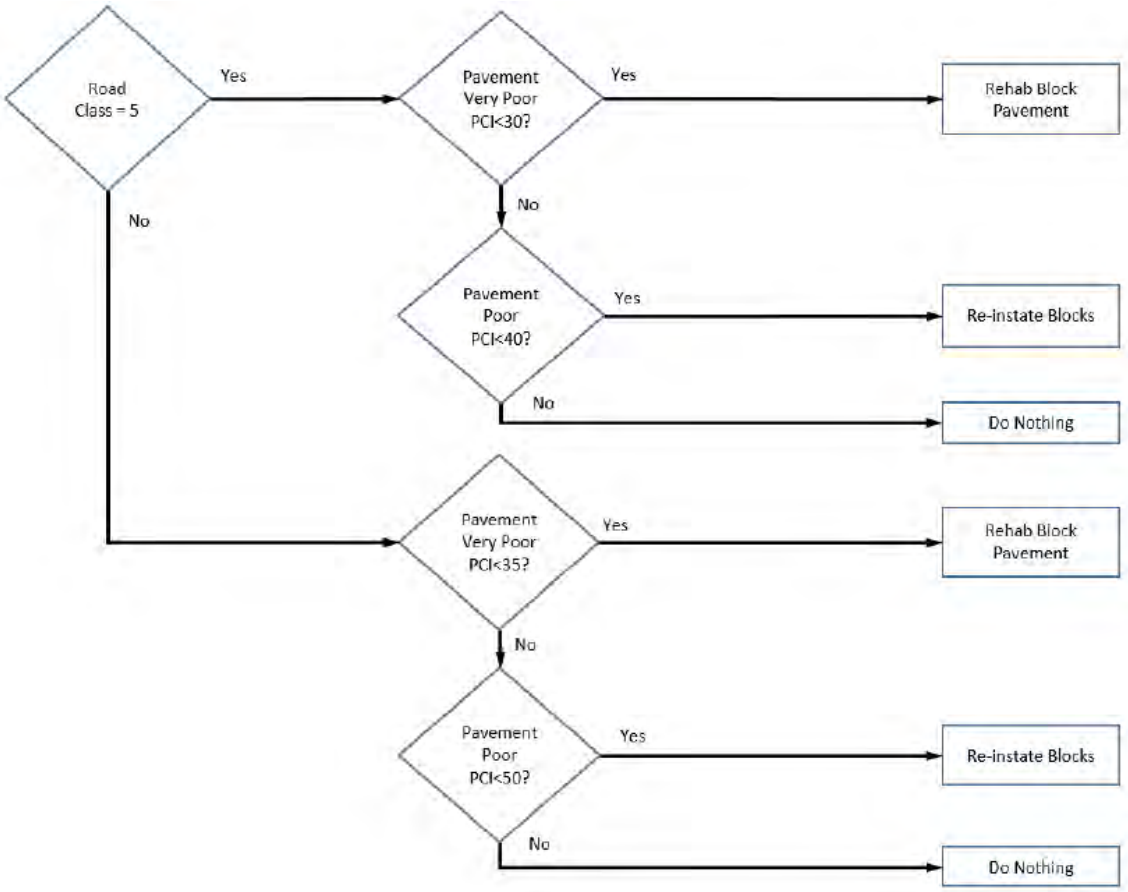


Figure 4-1 The Witzenberg Roads Master Plan projects and their costing

4.3.1 Witzenberg Precinct Plans

In the Witzenberg Roads Master Plan (2020) some very specific precinct proposals have been defined for Ceres and Tulbagh

4.3.1.1 Ceres Precinct Plan

Ceres, the biggest town in the Witzenberg Municipality. It is therefore regarded as the administrative and commercial node to the surrounding towns within Witzenberg. Ceres' spatial form is labelled as fragmented, because of its two dormitory suburbs which are located on its periphery. These suburbs are known as Bella Vista and Nduli, which are however referred to as towns within the Witzenberg Municipality context. During Apartheid, so called coloured and black people were placed in Bella Vista and Nduli respectively, resulting in the partially developed towns that they are today.

Ceres, Bella Vista and Nduli are separated by productive agriculture and high order mobility routes. The routes referred to are Vos Street (R304) and Voortrekker Street (R46). Significant through traffic (including freight traffic) is experienced through Ceres because of these higher order roads being an alternative route to the N1 from the West Coast.

Three key concepts have been identified in the Ceres CBD Transport Plan for the conceptual approach for future growth and expansion in the Greater Ceres area:

- Supporting connectivity and linkages;

Creating a sense of continuity and shared identity between Bella Vista, Nduli and Ceres. This can be achieved by continuity of the sidewalks with tree planting between the towns and all three towns having the same palette of materials for landscaping. This can be shown in the agri- processing node between Ceres and Nduli in the Figure 4-2.



Figure 4-2: Connectivity of nodes (Ceres to Nduli)

In line with the above-mentioned conceptual approach, three activity nodes are identified along Voortrekker Street, each with its own function and character. The nodes are identified as follows:

- Civic node;

Existing node situated on the intersection of Voortrekker Street and Owen Street. This mixed-use node is defined by the clustering of civic amenities and heritage buildings.

- CBD Node; and

This node currently has a wide range of retail and commercial land uses on the intersection of Voortrekker Street and Vos Street. It is envisaged that the primary transport interchange will also be situated within this node.

- Agri-processing Node

This is a proposed node on the intersection of Voortrekker Street and Retief Street. Retief Street being a direct link to the industrial area north of Ceres, a large component of agri-processing land uses is therefore proposed at this node.

The figure below shows this concept graphically:

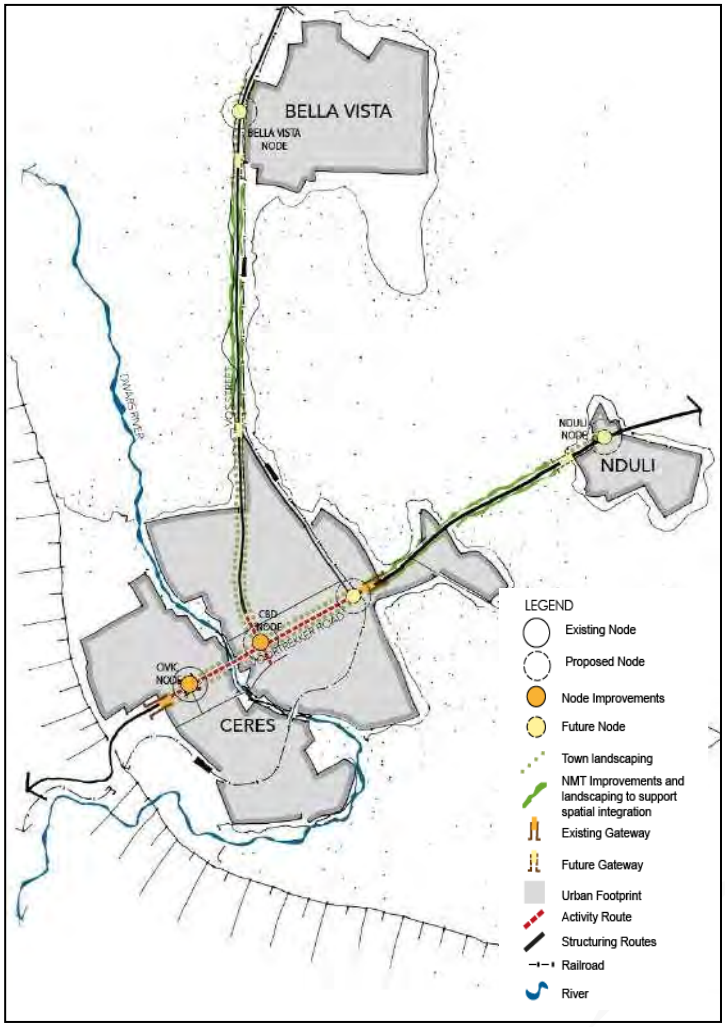


Figure 4.3: Ceres conceptual approach

Table 4-3 shows the transport plan project cost.

Table 4-3: Road Master Plan Costing

TRANSPORT PLAN FOR CERES CBD, WITZENBERG MUNICIPALITY			
High-level cost estimates of proposed projects (based on conceptual design only)			
	PROJECTS	**ESTIMATED PROJECT COSTS**	**ESTIMATED PRECINCT COSTS**
1	**Sidewalk (including cycling path) along Voortrekker Road (both sides) between Nduli and Ceres CBD, 2.5 km**		**R18 060 129,00**
1.1	Landscaping and sidewalk provision along Voortrekker Street		
1.1.1	Sidewalk (3m wide) on northern side	R5 464 800,00	
1.1.2	Sidewalk (3m wide) on southern side	R5 464 800,00	
1.1.3	Trees on Northern side	R1 805 764,50	
1.1.4	Trees on Southern side	R1 805 764,50	
1.2	Streetlighting	R345 000,00	
1.3	Signage and Road markings	R69 000,00	
2	**Intersection upgrade of Nduli access on Voortrekker Road**		**R4 374 600,00**
2.1	Assume lump sum amount	R4 140 000,00	
2.2	Landscaping	R69 000,00	
2.3	Accommodation of services	R138 000,00	
2.4	Road signs and markings	R27 600,00	
3	**Sidewalk widening along Voortrekker Road between Cilliers Street and Munnik Street, Including brick paving of Voortrekker and Vos intersection**		**R4 228 145,00**
3.1	Sidewalk widening with new kerbs and channels	R1 092 960,00	
3.2	Brick paving of Voortrekker/Vos intersection	R1 062 600,00	
3.3	Landscaping within the CBD node	R1 175 585,09	
3.4	Road signs and markings	R69 000,00	
3.5	Accommodation of services	R690 000,00	
3.6	Urban Furniture	R138 000,00	
4	**Sidewalk widening along Vos Street between Orange and Voortrekker Street**		**R869 400,00**
4.1	Sidewalk widening with new kerbs and channels	R455 400,00	
4.2	Landscaping	R69 000,00	
4.3	Road signs and markings	R27 600,00	
4.4	Accommodation of services	R276 000,00	
4.5	Urban Furniture	R41 400,00	

TRANSPORT PLAN FOR CERES CBD, WITZENBERG MUNICIPALITY			
High-level cost estimates of proposed projects (based on conceptual design only)			
	PROJECTS	**ESTIMATED PROJECT COSTS**	**ESTIMATED PRECINCT COSTS**
5	**Improvements along Vos Street between Orange and Voortrekker Street**		**R279 036,00**
5.1	Sidewalk widening with new kerbs and channels	R154 836,00	
5.2	Landscaping	R27 600,00	
5.3	Road signs and markings	R13 800,00	
5.4	Accommodation of services	R40 000,00	
5.5	Urban Furniture	R13 800,00	
5.6	New premix in parking areas	R29 000,00	
6	**Improvements along Pretorius Street between Muunik Street and Fabrick Street**		**R817 650,00**
6.1	New brick paving in limited sections	R334 650,00	
6.2	Raised pedestrian crossing	R96 600,00	
6.3	Raised intersection	R276 000,00	
6.4	Landscaping	R69 000,00	
6.5	Road signs and markings	R13 800,00	
6.6	Accommodation of services	R27 600,00	
7	**New taxi facility at the corner of Vos and Orange Street (excluding purchase price of property)**		**R4 776 180,00**
7.1	Sidewalks, including kerbs and channels	R182 160,00	
7.2	Sidewalks, including kerbs and channels	R910 800,00	
7.3	Paving in taxi area	R1 366 200,00	
7.4	New offices and ablution facilities	R207 000,00	
7.5	Landscaping (soft)	R69 000,00	
7.6	Urban furniture	R138 000,00	
7.7	Road signs and markings	R13 800,00	
7.8	Accommodation of services	R138 000,00	
7.9	Brick paving of taxi rank access	R53 130,00	
8	**Signalisation of Vos and Orange Street, including brick pavingof intersection**		**R169 800,00**
8.1	Signalisation of intersection	R966 000,00	
8.2	Brick paving of intersection	R690 690,00	
8.3	Landscaping	R0,00	

TRANSPORT PLAN FOR CERES CBD, WITZENBERG MUNICIPALITY			
High-level cost estimates of proposed projects (based on conceptual design only)			
	PROJECTS	**ESTIMATED PROJECT COSTS**	**ESTIMATED PRECINCT COSTS**
8.4	Road signs and markings	R13 800,00	
8.5	Accommodation of services	R27 600,00	
9	**Sidewalk (including cycle path) along Vos Street from BellaVista to Skurweberg Street, 2.9 km**		**R10 268 580,00**
9.1	Landscaping and sidewalk provision along Vos Street		
9.1.1	Sidewalk (3m wide) on southern side	R6 147 900,00	
9.1.2	Tree planting (southern side)	R49 680,00	
9.2	Streetlighting	R4 002 000,00	
9.3	Signage and road markings	R69 000,00	
10	**Intersection upgrade of Bella Vista intersection on Vos Street**		**R43 746 000,00**
10.1	Assume lump sum amount	R4 140 000,00	
10.2	Landscaping	R69 000,00	
10.3	Accommodation of services	R138 000,00	
10.4	Road signs and markings	R27 600,00	
11	**Universal access upgrades at various intersections**		**R1 035 000,00**
11.1	Intersection improvements	R1 035 000,00	
12	**Landscaping improvements to existing parking area**		**R276 000,00**
12.1	Assume lump sum amount	R276 000,00	
13	**Improvements to existing taxi rank in Voortrekker Street**		**R1 380 000,00**
13.1	Assume lump sum amount	R1 380 000,00	
14	**Brick paving of Voortrekker Road between Retief and Bon Chretien**		**R2 456 400,00**
14.1	Re-surfacing of intersection	R1 062 600,00	
14.2	Landscaping	R0,00	
14.3	Accommodation of services	R276 000,00	
14.4	Urban furniture	R27 600,00	
14.5	Road signs and markings	R27 600,00	
15	**Brick paving of Voortrekker Road/Cilliers Street intersection**		**R1 159 200,00**
15.1	Re-surfacing of intersection	R1 062 600,00	

TRANSPORT PLAN FOR CERES CBD, WITZENBERG MUNICIPALITY			
High-level cost estimates of proposed projects (based on conceptual design only)			
	PROJECTS	**ESTIMATED PROJECT COSTS**	**ESTIMATED PRECINCT COSTS**
15.2	Landscaping	R0,00	
15.3	Accommodation of services	R69 000,00	15.3
15.4	Urban furniture	R13 800,00	15.4
15.5	Road signs and markings	R13 800,00	15.5
16	**Optimization of signal plans for Voortrekker/OwenIntersection**		**R70 000,00**
16.1	Optimisation of signal plans	R70 000,00	
17	**Converting existing pedestrian crossing at Voortrekker/Krige intersection to a signalised crossing**		**R210 000,00**
17.1	Conversion of pedestrian crossing	R210 000,00	
18	**Public transport embayments at Spar in Voortrekker Road**		**R27 600,00**
18.1	Road markings and signage	R27 600,00	
	TOTAL		**R56 360 610,00**

4.3.1.2 Tulbagh Precinct Plan

Tulbagh has a rich heritage culture and is a major tourist attraction.

A CBD is normally characterised by its balance between commercial, financial and transport elements, however Tulbagh lacks this, particularly the transportation element. The main accessibility corridor in Tulbagh is Van Der Stel Street, however, this street lacks on-street parking, sidewalks and access to business premises.

For Tulbagh to become a fully functional CBD, the Witzenberg Municipality will improve the pedestrian interface and provide additional parking along Van Der Stel Street. This will however be done in such a manner that it does not undermine the heritage resources within Tulbagh. A contextual analysis report previously conducted for the WLM has found the following primary concerns and issues within Tulbagh town:

- Excessive Street Width

The street proportions can be improved by including features such as medians and turning lanes in conjunction with sidewalks, dropped kerbs and pedestrian crossings.

- Pedestrian Safety and Access

Hard and soft landscaping can be used to improve the pedestrian interface

- Insufficient Parking

Additional parking bays can be provided once the roadway is narrowed. Surface treatment of the parking bays is also recommended.

- Cadastral Encroachments

The cadastral boundary needs to be formalised in order to avoid encroachments. A tree planting incentive is an achievable way of approaching this problem.

- Stormwater

Furrows and channels are not operating efficiently and prove a safety hazard for pedestrians and motorists. Diverting runoff and creating sub-surface and USDS drainage systems will dramatically improve safety and aesthetics.

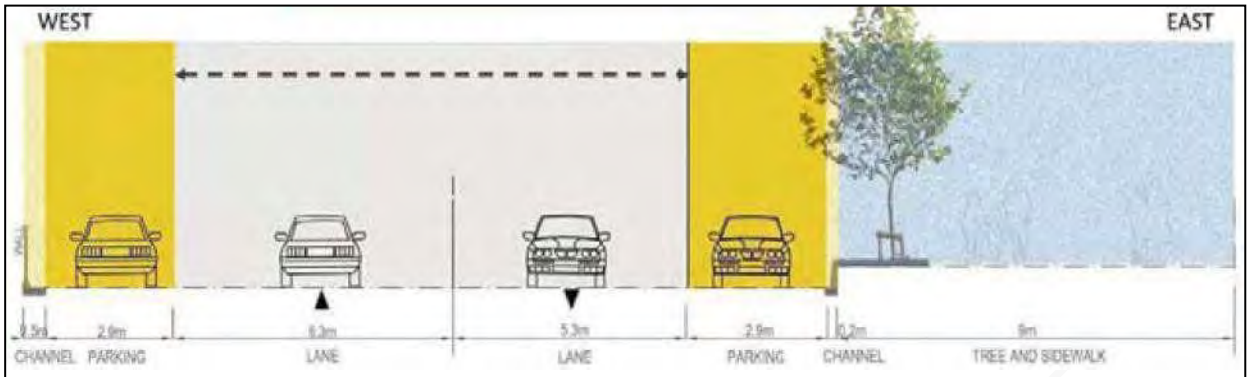


Figure 4-4: Current cross section of Van der Stel Street

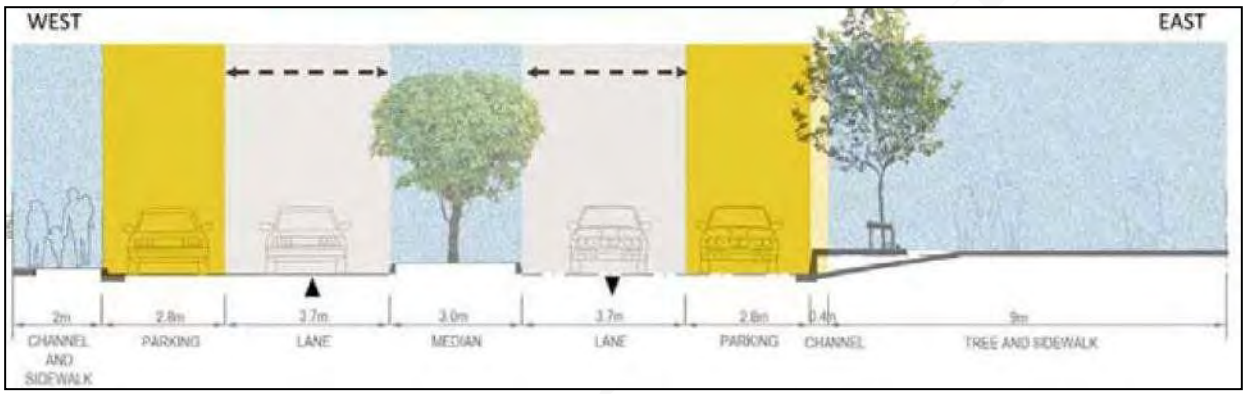


Figure 4-5: Proposed cross section of Van der Stel Street

A summary of the cost of the proposed project in Tulbagh is listed in the table below:

Table 4-4: Projects Costing

Item	Description	Quantity	Unit	Rate	Total
1	**Pre-Construction**				
1.1	**Preliminaries:**				
1.1.1	Preliminary and General items as a fixed percentage of the valueof work done in items 1 and 2	4901322	% of	17%	R833 224.79
	TOTAL				**R833 224.79**
	SCHEDULE SUMMARY				
1	**CIVILS**				
1.1	Clear Site				R116 341.50
1.2	Segmented Paving				R1 181 333.50
1.3	Kerbing and Channelling				R1 099 622.71
1.4	Road Markings				R23 510.30
1.5	Stormwater				R845 600.00
2	**LANDSCAPING**				
2.1	Pre-Construction				R121 104.76
2.2	Site Works				R292 947.50
2.3	Soil Improvement				R289 909.00
2.4	Irrigation				R244 400.00
2.5	Planting				R576 573.00
2.6	Maintenance Post-Practical Completion				R109 980.00
			CONTRACT VALUE		**R6 734 647.06**
			10% Contingency		R573 454.71
			SUBTOTAL		**R6 308 001.76**
			14% VAT		R883 120.25
			GRAND TOTAL		**R7 191 122.01**

4.3.2 NMT Recommendations in the Roads Master Plan

Towns within the Witzenberg Municipal area have a large NMT presence, where more than half of the population rely on NMT transport for daily commute. This highlights the need for safe and adequate NMT facilities.

It is noted that due to budget constraints and lack of human resources, NMT projects are rarely implemented, as road rehabilitation and maintenance projects are regarded as higher priority projects (Cape Winelands ITP Update 2014).

The following recommendations should be considered in conjunction with the outstanding projects, which is discussed further on in the report.

Table 4-5: NMT Recommendations

Town	Recommendation
Bella Vista	Maintenance of the existing surfaced sidewalk along the R303 to Ceres -Overgrown vegetation.
	Construct sidewalks on at least one side of Jakaranda Street.
	Provide rest areas and shade along the surfaced sidewalk on the R303.
Ceres	Dropped kerbs to be installed at all the intersections along Voortrekker Street.
	Extending the bicycle route network.
	Widening of sidewalks along Voortrekker Street (trees and road signs takes upsome of the width).
	Apply to have the pedestrian crossing along Voortrekker Str at Charlie Hofmeyr H.S signalized.
Nduli	Continuation of the existing surfaced sidewalk along the R46 up to Onder-Swaarmoed Road.
	Provide rest areas and shade along the surfaced sidewalk on the R46.
	Construct surfaced sidewalks along Eluxolweni Avenue.
Op-die-Berg	Continue paved sidewalk along Kerk Street to where the school kids' walkway starts.
Prince Alfred Hamlet	Lighting of the surfaced sidewalk along the R303 to Bella Vista.
	Continuation of the existing surfaced sidewalk to the West along Waboom Avenue.
	Surface the portion of gravel sidewalk along Waboom Avenue from Voortrekker Street.
Tulbagh	Construct surfaced sidewalks in Steinthal Street.
	Construct surfaced sidewalks in Obiqua Street.
	Construct surfaced sidewalks in Olifant Street.
Wolseley	Construct surfaced sidewalks in Hope Street.
	Investigate possibility of a formal walkway with lighting across the open fields in the southern part of Wolseley, similar to the one at the cemetery.

4.4 Current Capacity of Roads

As part of the comprehensive Witzenberg Roads Master Plan (2020) a detailed analysis were executed of a 108 intersections in the Witzenberg Municipality. It was rightly deduced that it is the intersections that determine the capacities of roads in urban areas and that these should be optimised to increase road capacity in general.

4.4.1 Traffic counts

12-Hour weekday traffic counts were done at selected intersections within WLM boundary.

- Bella Vista – 16 intersections
- Ceres – 30 intersections
- Nduli – 5 intersections
- Op-die-Berg – 4 intersections
- Prince Alfred Hamlet – 10 intersections
- Tulbagh – 24 intersections
- Wolseley – 19 intersections

Traffic was split into light vehicles, heavy vehicles, buses and mini bus taxis. Morning (AM) and Afternoon (PM) peak hour traffic volumes were extracted from the 12-hour counting data.

4.4.2 SQ Operational Analysis

The operational analysis has been done with the "SIDRA INTERSECTION 8" computer software that is suited for traffic engineering capacity analysis. When elements of a road network such as intersections are analysed, their operating conditions are described in terms of Level of Service (LOS). The six letters from A to F are used to indicate the different LOS. LOS A indicates very low traffic flows with correspondingly low delays, LOS E reflects capacity conditions, with high delays and unstable flow. LOS F reflects conditions where traffic demand exceeds capacity and traffic experiences congestion and delays. Generally, LOS A to D are considered acceptable in accordance with international standards. LOS E and F on the other hand are unacceptable.

The Average Delay is the delay in seconds that a motorist is likely to experience on an approach to the junction, while waiting for the junction to clear or other vehicles to manoeuvre. A further measure of the operating conditions prevailing at any point in a road network is the volume to capacity ratio (v/c). As the name implies, it is the traffic demand volume divided by the available capacity of the road element. Generally, ratios of up to approximately 0.9 are internationally considered acceptable. Values exceeding 1.0 implies saturation of the facility.

4.4.3 Results of SQ Intersection Operations

The operational analysis for the existing AM and PM peak hours has been done for each of the intersections. The results provide an indication of the service levels at which these intersections are performing. A more in-depth look will be given to any approach exceeding a LOS > D or capacity > 1:

4.4.3.1 Bella Vista

Table 4-6: Intersections LOS

Intersection Number	Road 1	Road 2	LOS	Capsity	Avg. Delay	LOS>D	LOS	Capsity	Avg. Delay	LOS>D
1	Vos St	Buiten St	B	0.327	3.7	No	C	0.27	3.5	No
2	Friesland	Buiten St	A	0.081	2.3	No	A	0.10	2.1	No
3	Vrede St	Buiten St	B	0.297	17.3	No	C	0.25	17.0	No
4	Jakaranda	Magnolia St	B	0.139	16.4	No	C	0.10	15.8	No
5	Vrede St	Oleander St	C	0.192	16.6	No	C	0.24	16.7	No
6	Japonika	Vygie Cres	B	0.019	2.2	No	A	0.01	3.5	No
7	Jakaranda	Jasmyn St	A	0.018	3.6	No	A	0.01	3.3	No
8	Panorama	Angelier St	A	0.034	3.4	No	A	0.04	1.6	No
9	Vrede St	Tulip St	A	0.044	2.6	No	A	0.06	2.6	No
10	Panorama	Vrede St	C	0.242	17.4	No	C	0.43	19.5	No
11	Panorama	Poplar Rd	A	0.081	2.7	No	A	0.12	3.0	No
12	Panorama	Forel St	B	0.100	1.3	No	B	0.13	0.6	No
13	Panorama	Long St	B	0.118	2.5	No	B	0.17	1.8	No
14	Panorama	Vos St	F	0.645	6.5	Yes	F	0.27	3.6	Yes
15	Boerneef	Vreeland St	A	0.046	5.4	No	A	0.05	5.4	No
16	Vos St	Vreeland St	E	0.403	1.8	Yes	E	0.36	1.1	Yes

1. Panorama / Vos Intersection (AM & PM Peak Hour)

The 4-legged intersection has priority on the main road with stop control on the side streets. The longer than expected delay (up to 70 seconds) on the Panorama & Blouberg approaches result in the LOS > D on the right turn lanes. This is This is to be expected since Vos Road is a regional corridor carrying high traffic volumes. Good sight distance exists from the side street approaches onto the main road. This intersection was also flagged as a hazardous location. Action is required in the short term to make the intersection safe.

2. Vos/ Vreeland Intersection (AM Peak Hour)

The 3-legged intersection has priority on the main road with stop control on the side streets. The longer than expected delays (up to 43 seconds) on the Vreeland approach results in the LOS > D on the right turn lane. This is to be expected since Vos Road is a regional corridor carrying high traffic volumes. Good sight distance exists from the side street approaches onto the main road. This intersection was also flagged as a hazardous location under item 7.5 in this report. Action is required in the short term to make the intersection safe.

4.4.3.2 Ceres

Table 4-7: Intersections LOS

Intersection Number	Intersection of:		AM Peak				PM Peak			
	Road 1	Road 2	LOS	Capacity	Avg. Delay	LOS>D	LOS	Capacity	Avg. Delay	LOS>D
1	Alheitstraat	Krige St	A	0.01	4.5	No	A	0.02	3.4	No
2	Alheitstraat	Plantation	C	0.14	15.7	No	C	0.26	16.8	No
3	Riverside St	Keet St	A	0.22	6.9	No	A	0.07	6.2	No
4	Owen St	Oak St	D	0.80	30.1	Yes	C	0.41	19.6	No
5	Voortrekker	Krige St	B	0.26	5.2	No	B	0.24	5.4	No
6	Voortrekker	Owen St	B	0.78	15.5	No	B	0.71	14.1	No
7	Voortrekker	Lyell St	D	0.37	4.8	No	D	0.41	4.0	No
8	Mountainvie	Van	C	0.16	16.0	No	C	0.15	16.0	No
9	Mountainvie	Lyell St	C	0.69	24.8	No	C	0.51	20.7	No
10	Die St	Jupiter St	A	0.03	0.6	No	A	0.02	0.4	No
11	Eiland St	Lyell St	A	0.04	2.1	No	A	0.05	1.6	No
12	First Ave	Umzumaai	A	0.02	5.1	No	A	0.01	2.5	No
13	Vos St	Retief St	F	1.38	105.	Yes	F	1.11	65.7	Yes
14	Retief St	Cilliers St	B	0.19	1.6	No	B	0.13	2.2	No
15	Vos St	Hugostraat	C	0.25	2.5	No	C	0.17	1.8	No
16	Vos St	Joubert St	C	0.17	1.1	No	C	0.16	1.5	No
17	Joubert St	Cilliers St	C	0.17	16.3	No	C	0.17	16.7	No
18	Vos St	Porter St	D	0.27	5.3	No	D	0.26	5.6	No
19	Orange St	Munnik St	A	0.06	5.1	No	A	0.09	5.5	No
20	Orange St	Fabrick St	C	0.09	15.6	No	C	0.23	16.7	No
21	Vos St	Voortrekke	B	0.70	14.1	No	B	0.88	17.8	No
22	Voortrekker	Fabrick St	A	0.32	1.0	No	A	0.31	1.5	No
23	Pretorius St	Vos St	C	0.47	19.7	No	C	0.62	24.1	No
24	Pretorius St	Fabrick St	C	0.25	17.3	No	C	0.37	18.4	No
25	Joubert St	Retief St	A	0.09	1.0	No	A	0.12	0.6	No
26	Porter St	Retief St	A	0.09	0.4	No	A	0.12	0.4	No
27	Voortrekker	Albert St	E	0.97	45.4	Yes	E	0.92	41.1	Yes
28	Voortrekker	Retief St	B	0.19	2.8	No	C	0.28	3.4	No
29	Voortrekker	Bon	B	0.15	2.1	No	C	0.25	4.5	No
30	Voortrekker	Unnamed	B	0.16	1.0	No	B	0.18	0.3	No

1. Owen / Oak Intersection (AM & PM Peak Hour)

This intersection is currently 4-way stop controlled and is overall operating at LOS D in the AM peak hour. In the AM peak hours, the Owen approach from the North have higher flows than the rest of the approaches. This results in a longer than expected delays (up to 43 seconds) and an average queue length of 46m, resulting in LOS > D. The western Oak Street approach has been fitted with a yield sign in conjunction with the Stop-sign, to ease the peak hour queue formation on the approach. Since these low service levels are as a direct result of the type of control and the surrounding schools generating traffic, it is acceptable for the current situation. No action is proposed in the short term.

2. Vos / Retief Intersection (AM & PM Peak Hour)

This intersection is currently 4-way stop controlled and is overall operating at LOS F in both the AM & PM peak hours. The two Vos Street approaches are both exceeding LOS D in the peak hours. This is to be expected since Vos Road is a regional corridor carrying high traffic volumes. Retief Street is also the access to an industrial cluster generating heavy vehicles using the intersection. It is recommended that this intersection be further investigated to possibly upgrade the control to a signalised intersection with some turning lanes in the short term. The signals could rest in the green phase on Vos Street when the demand is lower from the side street outside the peak hour.

3. Voortrekker / Albert Intersection (AM & PM Peak Hour)

This intersection is currently 4-way stop controlled and is overall operating at LOS D in both peak hours. It gives access to the Shopping Centre to the North. Due to the traffic volumes, double lane configuration and the current control measure, most of the approaches are operating on LOS > D in the peak hours. It is recommended that the upgrade of this intersection be further investigated in the short term.

4.4.3.3 Nduli

Table 4-8: Intersections LOS

Intersection Number	Intersection of:		AM Peak				PM Peak			
	Road 1	Road 2	LOS	Capacity	Avg. Delay	LOS>D	LOS	Capacity	Avg. Delay	LOS>D
1	Voortrekker St	Unnamed	B	0.182	2.7	No	B	0.241	1.4	No
2	Voortrekker St	Chris Hani Dr	C	0.121	2.9	No	B	0.211	3.7	No
3	Chris Hani Dr	Langabuya Ave	C	0.247	17.2	No	C	0.292	17.4	No
4	1st St	3rd St	A	0.051	3.0	No	A	0.044	3.6	No
5	Voortrekker St	Onder-Swaarmoed Rd	A	0.104	4.8	No	A	0.108	3.7	No

None of the intersection analysed in Nduli had an approach exceeding LOS D in the peak hours.

4.4.3.4 Op-die-Berg

Table 4-9: Intersections LOS

Intersection Number	Intersection of:		AM Peak				PM Peak			
	Road 1	Road 2	LOS	Capacity	Avg. Delay	LOS>D	LOS	Capacity	Avg. Delay	LOS>D
1	Vos St	Bergsig St	A	0.050	4.9	No	A	0.034	4.9	No
2	Kerk St	Bergsig St	A	0.058	6.0	No	A	0.079	6.8	No
3	Kerk St	Unnamed	A	0.025	2.1	No	A	0.029	2.1	No
4	Kerk St	Sonkruin	A	0.013	3.2	No	A	0.019	2.8	No

None of the intersection analysed in Op-die-Berg had an approach exceeding LOS D in the peak hours.

4.4.3.5 Prince Alfred Hamlet

Table 4-10: Intersections LOS

Intersection Number	Intersection of:		AM Peak				PM Peak			
	Road 1	Road 2	LOS	Capacity	Avg. Delay	LOS>D	LOS	Capacity	Avg. Delay	LOS>D
1	Waboom	Tintinkie St	C	0.19	16.8	No	C	0.27	17.5	No
2	Waboom	Gydo Ave	C	0.30	18.0	No	C	0.31	17.7	No
3	Voortrekke	Olienhout	B	0.18	5.5	No	B	0.16	3.6	No
4	Bree St	Olienhout	C	0.11	15.5	No	C	0.10	15.5	No
5	Reid St	Astrid St	A	0.02	4.2	No	A	0.01	5.0	No
6	Voortrekke	Reid St	A	0.11	1.2	No	B	0.18	0.9	No
7	Voortrekke	Mill St	D	0.63	25.3	No	E	0.88	39.8	Yes
8	Bree St	Mill St	C	0.24	16.7	No	C	0.19	16.3	No
9	Voortrekke	Van	B	0.20	1.3	No	B	0.21	1.0	No
10	Voortrekke	Sarel	B	0.21	1.5	No	B	0.21	0.7	No

1. Voortrekker / Mill Intersection (AM & PM Peak Hour)

This intersection is currently 4-way stop controlled and is operating at an overall LOS E in the PM peak hour. The southern Voortrekker approach is having an average delay of 55 seconds, resulting in an average queue length of 68m and hence the low service level. Since the 4-way stop is strategic in traffic calming and lowering the speeds on the corridor, the lower service levels within the PM peak is tolerable. No action is proposed in the short term.

4.4.3.6 Tulbagh

Table 4-11: Intersections LOS

Intersection Number	Intersection of:		AM Peak				PM Peak			
	Road 1	Road 2	LOS	Capacity	Avg. Delay	LOS>D	LOS	Capacity	Avg. Delay	LOS>D
1	Waveren	Drostdy Ave	A	0.03	1.5	No	A	0.03	1.9	No
2	Waveren	Church St	B	0.03	3.3	No	B	0.04	1.4	No
3	Waveren	Van Der	C	0.35	17.2	No	C	0.44	18.1	No
4	Waveren	Piet Retief	A	0.03	2.0	No	A	0.05	1.3	No
5	Market St	Van Der	A	0.07	2.8	No	A	0.09	2.7	No
6	Market St	Piet Retief	B	0.05	2.1	No	A	0.04	2.0	No
7	Waterkan	Church St	A	0.00	4.1	No	A	0.00	2.5	No
8	Waterkan	Van Der	A	0.11	1.6	No	A	0.11	1.6	No
9	Waterkan	Piet Retief	C	0.21	16.7	No	B	0.25	17.1	No
10	Church St	Van Der	A	0.11	0.1	No	A	0.11	0.1	No
11	Station Rd	Van Der	B	0.11	4.6	No	B	0.12	4.6	No
12	High St	Van Der	A	0.07	2.1	No	A	0.05	1.9	No
13	Market St	Buitekant St	C	0.25	17.0	No	C	0.17	16.3	No
14	Waveren	Marais St	A	0.02	2.9	No	A	0.01	2.9	No
15	Steinthal	Marais St	A	0.13	6.8	No	A	0.07	6.1	No
16	Waterkan	Marais St	A	0.04	4.5	No	A	0.03	5.0	No
17	Waveren	Jacaranda	A	0.02	5.5	No	A	0.02	5.0	No
18	Jacaranda	Steinthal St	B	0.07	2.1	No	A	0.05	2.2	No
19	Steinthal	Karee St	C	0.24	17.1	No	C	0.25	16.7	No
20	Obiqua St	1st Ave	A	0.01	2.8	No	A	0.01	3.3	No
21	Olifant St	Unnamed	C	0.14	16.0	No	C	0.04	15.4	No
22	Holzapfel	1st Ave	C	0.07	15.5	No	C	0.05	15.3	No
23	Holzapfel	Zahn St	C	0.10	15.8	No	B	0.03	14.9	No
24	Steinthal	Obiqua St	C	0.16	16.4	No	C	0.13	15.8	No

None of the intersections analysed in Tulbagh had an approach exceeding LOS D in the peak hours.

4.4.3.7 Wolesley

Table 4-12: Intersections LOS

Intersection Number	Intersection of:		AM Peak				PM Peak			
	Road 1	Road 2	LOS	Capacity	Avg. Delay	LOS>D	LOS	Capacity	Avg. Delay	LOS>D
1	Mill St	Voortrekker	A	0.069	0.8	No	A	0.07	1.2	No
2	Mill St	White St	C	0.118	15.7	No	C	0.09	15.3	No
3	Eeufees	Voortrekker	C	0.579	22.9	No	C	0.63	24.3	No
4	Unnamed	Voortrekker	B	0.154	3.5	No	B	0.19	3.3	No
5	Eeufees	White St	A	0.075	2.9	No	A	0.07	2.8	No
6	Eeufees	Stamper St	A	0.080	1.7	No	A	0.07	1.4	No
7	Eeufees	Wieners	A	0.085	1.8	No	A	0.09	1.9	No
8	Afrika St	Unnamed	A	0.065	5.7	No	B	0.12	7.4	No
9	Collard St	Voortrekker	A	0.137	2.4	No	B	0.15	2.0	No
10	Collard St	White St	A	0.065	4.4	No	A	0.07	5.0	No
11	Vygie St	Angelier St	C	0.197	17.2	No	C	0.14	16.3	No
12	Vygie St	Deborah St	A	0.018	1.9	No	A	0.02	1.3	No
13	Vygie St	Paradys St	B	0.025	5.9	No	A	0.02	5.4	No
14	Albert St	Voortrekker	A	0.093	3.2	No	A	0.12	1.9	No
15	Albert St	Raman St	C	0.158	16.1	No	C	0.16	15.9	No
16	Kerk Sint	Angelier St	A	0.049	6.1	No	A	0.03	6.3	No
17	Petunia St	Angelier St	A	0.032	3.2	No	A	0.02	2.1	No
18	Albert St	Angelier St	A	0.039	6.2	No	A	0.01	4.8	No
19	Eeufees	Voortrekker	A	0.167	4.7	No	B	0.16	3.5	No

None of the intersections analysed in Wolseley had an approach exceeding LOS D in the peak hours.

4.4.4 Hazardous Road Locations

4.4.4.1 Access from the R303

Multiple intersections along the R303 have been identified as hazardous locations based on accident statistics of the Witzenberg Municipality. Traffic counts were also done at these intersections and used as motivation for the proposed upgrades of the intersections.

(a) Proposed Upgrades to (Vos) R303 / Panorama Road

The upgrade to the (Vos) R303 / Panorama Road intersection in Bella Vista will aid in the relief of the LOS from Panorama road onto the (Vos) R303 toward Ceres by including a proposed second lane to allow traffic to safely build up speed before merging with traffic on the (Vos) R303. This will be aligned with a proposed turning lane which will allow traffic to safely decelerate before turning into Panorama Road. Action is required in the short term to make the intersection safe.



Figure 4.6: Proposed upgrades to (Vos) R303/Panorama Rd

(b) Proposed Upgrades to (Vos) R303 / Buiten Street

The upgrade to the (Vos) R303 / Buiten Street intersection in Bella Vista will aid in the relief of the LOS from Buiten Street onto the (Vos) R303 toward Ceres by including a proposed second lane to allow traffic to safely build up speed before merging with traffic on the (Vos) R303. This will be aligned with a proposed turning lane which will allow traffic to safely decelerate before turning into Buiten Street. A third proposed lane to the left of the (Vos) R303 will allow for traffic to safely pass cars waiting to turn onto Buiten Street from the (Vos) R303. Action is required in the short term to make the intersection safe.



Figure 4.7: Proposed Upgrades to (Vos) R303/Buiten Street

(c) Proposed (Vos) R303 / By-pass roads intersection

The upgrade to the (Vos) R303 / By-pass roads intersection in Ceres will replace the existing eastern gravel by-pass road with a paved road. The right side of the R46 where the eastern by-pass intersects the R46 will include additional lanes to allow for traffic to safely turn onto and off the R46. There is no existing western by-pass at the intersection, and it will be built from scratch. No action is required at this stage at this intersection as some taper islands were put in place to protect turning vehicles into the current T- junction.



Figure 4.8: Proposed Upgrades to (Vos) R303/ By-pass Road

There is currently a need to upgrade intersection along the Vos (R303) corridor. At posted speeds of 100km/h accidents will almost always be fatal. At some intersections part of the safety measures were already done, with mostly the widening of the road cross section still absent.

4.4.4.2 Access from the R46

Multiple intersections along the (Voortrekker) R46 (to Ezelfontein / Crispy Coolers, Du Toit Vrugte packaging facility and Southern and Northern access of Nduli), with unprotected turns, have been identified as hazardous locations based on accident statistics of the Witzenberg Municipality.

(a) Proposed Upgrades to (Voortrekker) R46 / Ezelfontein Road Intersection

The upgrade to the (Voortrekker) R46 / Ezelfontein road intersection will replace the existing north- eastern gravel by-pass road with a paved road. It will also have an additional left turning approach lane. The right side of the R46, where it intersects Ezelfontein, will remain mostly unchanged besides the addition of a shoulder.



Figure 4.9: Proposed Upgrades to (Voortrekker) R46/Ezelfontein Rd

(b) Proposed Upgrades to (Voortrekker) R46 / Chris Hani Drive Intersection

The upgrade to the (Voortrekker) R46 / Chris Hani Drive intersection will widen Chris Hani drive and add an additional approach lane for left turns. A by-pass road will be constructed opposite Chris Hani Drive. The by-pass will have the same specifications as Chris Hani Drive. The (Voortrekker) R46 will be widened to allow a right only lane and a passing/left turning lane to improve LOS and safety when turning off the R46.



Figure 4.10: Proposed Upgrades to (Voortrekker) R46/ Chris Hani Drive

(c) Proposed Upgrades to (Voortrekker) R46 / Onder Swaarmoed Road Intersection

The upgrade to the (Voortrekker) R46 / Onder Swaarmoed road intersection will widen the R46 on both sides to include shoulders and a left only lane and a passing lane (from Touwsriver) to improve LOS and safety when turning off the (Voortrekker) R46. The approach from Onder Swaarmoed onto the (Voortrekker) R46 will be widened to allow traffic to safely build up speed before merging with traffic on the (Voortrekker) R46.



Figure 4-11: Proposed Upgrades to (Voortrekker) R46/ Onder-Swaarmoed Road

4.5 Transport Planning Projects

The transport needs assessment processes have identified a number of planning projects, that can provide the scientific backing for other categories of projects that the Roads Master Plan has done for the whole field of road maintenance. These projects and their approximate costing are as follows:

4.5.1 Micro-simulation modelling of the Ceres CBD

Although the Ceres CBD area and the arterials feeding it are not yet prone to heavy peak hour traffic congestion, as was ascertained in the Witzenberg Roads Master Plan, it is certainly busy enough to warrant the commissioning of a modelling study to ensure maximum efficiency out of the existing road infrastructure and traffic signal set settings. By making use of software packages, such as PTV VISSIM, as much as 25% additional road capacity can be achieved by optimising traffic signal settings for the different peak hours of a normal work week. Projects, such as the proposed freight by-pass route, that have already been budgeted for, can also be tested as part of the road network and its potential down-stream effects quantified. The massive traffic impact of excessive heavy vehicle flows on certain streets will also be quantified.

Cost: R1 000 000.

4.5.2 Witzenberg Non- motorised Transport Plan

As part of the needs assessment exercise, pedestrian safety and comfort have been at the forefront of a large number of the ward projects identified. It is at present however a very haphazard process with hardly any scientific backing (apart from the ad- hoc proposals of the Roads Master plan, for either the locations of the projects nor for the extent thereof. What is required to start with, are counts to identify and quantify pedestrian streams, along all the major corridors in the municipality. Then infrastructure must be designed up to concept design level to accommodate the identified pedestrian streams including elements such as footbridges, pedestrian underpasses, walkways, pedestrian crossings (signalised and un-signalised), raised crossings, scholar patrols, etc.

Pedestrian accident information should also be acquired to identify "blackspots". Infrastructure that can minimise pedestrian safety concerns such as barrier kerbing and safety rails can then be designed to concept design level.

A proper traffic calming measures design plan can be part of the NMT Plan instead of the ad-hoc speedhumps that are being implemented currently.

A NMT Plan also needs to include cycling infrastructure identification for both the commuter mode as well as recreational movements. Especially around secondary schools, cycling movements can be very important.

Cost: R800 000

4.5.3 Witzenberg Information Signage Study

Numerous requests have been made during the needs assessment phase of the IDP for road name signs and other information signs in the CBD's of all the towns. A comprehensive information sign study will start with a hierarchy of national, provincial and local destinations that are identified in all the towns of the municipality. This can include specific local tourism destinations. The positions of these signs are also linked to the road hierarchy within the municipality, especially the numbered national and provincial routes. The study should include all the road sign faces and its costing of manufacture.

Cost: R750 000

4.5.4 Witzenberg Comprehensive Taxi Rank Surveys

The previous Transport Register that was completed for the Witzenberg Local Municipality did not include surveys for the Bella Vista informal taxi rank nor for the Prince Alfred Hamlet informal taxi rank or for the Tulbagh informal taxi rank as these informal ranks only recently started having operations. However, to get the correct taxi image for the present a comprehensive survey of all taxi operations in the municipality will have to be executed to finalise the TR and OLS.

Cost: R1 000 000

5 Chapter 5: Implementation budget and Programme

5.1 Budgets detailed in the Draft Budget Report 2022/2023-2024/2025

Although still in draft form this document does provide an indication of the planned expenditure of the Witzenberg Municipality and the projects that is provided for:

5.1.1 Budget Summary for 2022/ 2023

5.1.1.1 Capital Budget

The capital budget for the next financial year amounts to R77,4 million of which R 23 million is from own revenue. The rest of the capital budget is financed from Grants of R44,4 million and a proposed external loan of R10 million.

As can be seen from the aforementioned, the municipality is too reliant on Grants to fund its capital expenditure. That said we are thankful for the Grants allocated to Witzenberg Municipality.

The bulk of the proposed capital expenditure is in respect of service delivery and infrastructure.

5.1.1.2 Operating Budget

The operating revenue budget for next year amounts to R 811 million of which R 606 million is from own revenue. The rest of the operating budget is financed from Grants.

5.1.2 IDP Projects 2021/2022 to 2025/2026

The amended IDP (March 2022) has the following budgets for the planning period: (Only those with transportation projects are shown here.)

5.1.2.1 Strategic Objective: Sustainable provision and maintenance of basic infrastructure

Table 5-1: IDP Basic Infrastructure Projects

Department	Description	Funding Source	Ward	Budget 2021_ 2022	Budget 2022_ 2023	Budget 2023_ 2024	Budget 2024_ 2025	Budget 2025_ 2026
Electricity Adminis	MV Substation Equipment	CRR	All	500 000	1 000 000		1 500 000	1 500 000
Electricity Adminis	Upgrade of LV Network Cables	CRR	All		1 000 000		1 000 000	1 000 000
Electricity Adminis	MV Network Equipment	CRR	All		1 000 000		1 000 000	1 000 000
Electricity Adminis	Upgrade of MV Cables	CRR	All		1 000 000		600 000	600 000
Electricity Adminis	Tools & Equipment	CRR	All				150 000	150 000
Electricity Streetli	Upgrade of Streetlights	CRR	All				350 000	350 000
Roads	Network streets	CRR	All		2 000 000		2 500 000	3 000 000
Sewerage	Aerator replacement programme	CRR	All				500 000	
Sewerage	Refurbishment WWTW	CRR	All				750 000	
Sewerage	Sewer Pumps-replacement	CRR	All				250 000	500 000
Sewerage	Sewer Network Replacement	CRR	All		1 500 000		2 000 000	1 500 000
Sewerage	Security upgrades	CRR	All				300 000	
Solid Waste Disp	Transfer stations & related infrastructure (	CRR	3	5 817 400				
Storm Water	Network - Storm Water Upgrading	CRR	All				450 000	500 000
Water Distribution	Infrastructure Management System	CRR	All				200 000	
Water Distribution	Plant & Equipment	CRR	All				50 000	
Water Distribution	Security upgrades	CRR	All				450 000	
Water Distribution	Network- Water Pipes & Valve Replacem	CRR	All		1 500 000		2 000 000	2 500 000
Water Distribution	Tulbagh Dam	RBIG	7, 11	17 391 304	16 729 565			
Electricity Adminis	Electrical Network Refurbishment	CRR	All				1 500 000	1 500 000
Roads	Vredebes Ph1 Public Transport Routes	MIG	5				210 436	
Solid Waste Disp	New Material Recovery Facility/Drop Off	MIG	All	11 164 767				
Fleet Managemen	Vehicle Replacement Program	Loans	All	1 000 000	1 000 000	1 000 000		
Water Distribution	Grey Water System	CRR	All				1 500 000	1 500 000
Roads	Tools & Equipment	CRR	All				50 000	50 000
Roads	NMT Sidewalks Ceres	CRR	3,5				500 000	500 000
Solid Waste Rem	Drop-offs Transfer stations	CRR	All				2 000 000	4 000 000
Water Distribution	Op-Die-Berg Reservoir	MIG	8	2 854 582				
Water Distribution	Tulbagh Reservoir	MIG	7,11			7 000 000		
Water Distribution	Tierhokskloof bulk pipeline	MIG	2,7		8 026 177			

5.1.2.2 Strategic Objective: Provide for the needs of Informal Settlements through improved services

Table 5-2: IDP Projects for Informal Settlements

Department	Description	Funding Source	Ward	Budget 2021_ 2022	Budget 2022_ 2023	Budget 2023_ 2024	Budget 2024_ 2025	Budget 2025_ 2026
Electricity Adminis	Vredebes Electrical Network	INEP	5	11 097 391				
Electricity Adminis	Nduli infill Electrical Network	INEP	12		2 714 783	3 478 261		
Storm Water	Vredebes New Storm water Channel & De	MIG	5	107 609				
Roads	Nduli Infill Internal Roads	IHHSDG	1,12		2 820 000			
Sewerage	Nduli Infill Internal Sewerage	IHHSDG	1,12		2 820 000			
Water Distribution	Nduli Infill Internal Water	IHHSDG	1,12		2 820 000			
Storm Water	Nduli Infill Internal Storm water	IHHSDG	1,12		2 820 000			
Roads	Vredebes Access Collector	MIG	5		1 390 435	8 085 217		
Roads	Vredebes Phase H Internal Roads	IHHSDG	5	889 371				
Water Distribution	Vredebes Phase H Internal Water	IHHSDG	5	889 371				
Storm Water	Vredebes Phase H Internal Storm Water	IHHSDG	5	889 371				
Sewerage	Vredebes Phase H Internal Sewerage	IHHSDG	5	889 371				
Electricity Streetli	Vredebes Phase H Streetlights	MIG	5	1 565 217				

5.1.2.3 Strategic Objective: Support Institutional Transformation and Development

Table 5-3 IDP Development Budget

Department	Description	Funding Source	Ward	Budget 2021_ 2022	Budget 2022_ 2023	Budget 2023_ 2024	Budget 2024_ 2025	Budget 2025_ 2026
Dir Corp	Office Equipment	CRR	All				50 000	
Dir Comm	Office Equipment	CRR	All				30 000	
Dir Tech	Office Equipment (Director)	CRR	All				30 000	
Information Techn	IT Equipment	CRR	All	200 000	600 000		650 000	700 000
Municipal Manage	Office Equipment	CRR	All				30 000	30 000
Municipal Manage	Office Equipment	MIG	All			20 000		
Roads	Traffic Calming	CRR	All				200 000	250 000
Administrative & C	Council chambers furniture	CRR	All	600 000				

5.1.2.4 Strategic Objective: Create an enabling environment to support local economy

Table 5-4: IDP LED Budget

Department	Description	Funding Source	Ward	Budget 2021_ 2022	Budget 2022_ 2023	Budget 2023_ 2024	Budget 2024_ 2025	Budget 2025_ 2026
Roads	Upgrade Van Breda Bridge	Prov Grant	3,5	20 547 826	6 200 000	152 174		
LED	Hamlet Economic Hub	RSEP	4,1	695 652				
Roads	Rehabilitation - Streets Tulbagh	CRR	11				3 500 000	2 500 000
Resorts	Chalet Furniture	CRR	3				450 000	
Roads	Upgrade Van Breda bridge (own contribut	CRR	3,5	4 909 565	1 240 000			

5.1.2.4 Provincial Infrastructure Projects in the Witzenberg Municipality for the MTEF Period 2022/23-2024/2025

Table 5-5: Provincial Infrastructure Budget

Department	Nature of Investment	Project ID	Project Name	MTEF Total (Rand)
Health	Rehabilitation, Renovations & Refurbishment	203652	Ceres - Ceres FPL - Rehabilitation to accommodate dissecting area	R197 000
Health	Non-Infrastructure	184446	Ceres - Ceres Hospital - HT - New Acute Psychiatric Ward	R363 000
Health	Non-Infrastructure	184491	Tulbagh - Tulbagh Clinic - HT - Structural repair	R372 000
Human Settlements	Infrastructure Transfers - Capital	200282	Tulbagh Erven 1366 and 1435-1443 (225 sites) IRDP	R900 000
Human Settlements	Infrastructure Transfers - Capital	200515	3463 - ISSP Ceres Nduli Infills ESS (188 sites) UISP	R1 000 000
Health	Non-Infrastructure	184445	Ceres - Ceres CDC - HT - Enabling work for Hospital OPD	R1 650 000
Health	Non-Infrastructure	196126	Ceres - Ceres Hospital - HT - Hospital and Nurses Home Repairs and Renovation	R2 000 000
Human Settlements	Infrastructure Transfers - Capital	200283	Wolseley Montana Farm Workers Housing (700 sites) IRDP	R2 805 000
DEA&DP (Cape Nature)	Upgrading and Additions	205894	Wolwekloof Day Visitor Upgrade	R3 500 000
Health	Upgrading and Additions	51070	Ceres - Ceres Hospital - New Acute Psychiatric Ward	R3 501 000
Education	New or Replaced Infrastructure	195287	Ndluli PS	R7 000 000
Transport and Public Works	Maintenance and Repairs	203765	Job Creation-Clearing of Erven	R9 856 000
Transport and Public Works	Rehabilitation, Renovations & Refurbishment	196668	C1116 Reseal Wolseley - Ceres - Touwsrivier Wolseley Ceres	R10 000 000
Human Settlements	Infrastructure Transfers - Capital	200281	Ceres Vredebes Phase H (529 services) IRDP	R10 600 000
Human Settlements	Infrastructure Transfers - Capital	200516	3463-xx01 - ISSP Ceres Nduli Infills ESS (188 services) UISP	R11 280 000
Health	New or Replaced Infrastructure	206014	Ceres - Ceres Clinic - Acquisition of building	R13 225 000
Health	Rehabilitation, Renovations & Refurbishment	51169	Ceres - Ceres Hospital - Hospital and nurses home repairs and renovations	R21 885 000
Education	New or Replaced Infrastructure	4171	Waveren SS	R50 000 000
Transport and Public Works	Rehabilitation, Renovations & Refurbishment	206158	C1216 Reseal/rehab Ceres-Opdie Berg-Citrusdal	R154 000 000
Transport and Public Works	Maintenance and Repairs	51727	Routine Maintenance CW DM	R192 030 000
Transport and Public Works	Rehabilitation, Renovations & Refurbishment	194697	C1116 PRMG Reseal Wolseley - Ceres - Touwsrivier	R258 000 000
Grande Total				**R754 164 000**

Source: Provincial Budget: Vote 10

5.2 Project Costing in the Witzenberg Roads Master Plan

In the Roads Master Plan a large number of projects have been costed and budgets have been proposed over short medium and long term. These are provide here as an implementation goal for this LITP.

5.2.1 Projects and Costing for Roads, Bridges & Intersections

ROADS, BRIDGES & INTERSECTIONS (Page 1 of 2)															
					Short Term (0 to 2 years)		Medium Term (3 to 5 years)			Long Term (6 to 10 years)				
			Reference Document	Project Cost (Escalated to 2019 @ 6% per annum)	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031
ROAD MAINTENANCE	Road Maintenance	Bella Vista			R2 000 000	R2 000 000	R2 000 000	R2 500 000	R2 500 000					
	Road Maintenance	Ceres			R4 000 000	R5 000 000	R5 000 000	R6 000 000	R6 000 000					
	Road Maintenance	Nduli			R400 000	R400 000	R400 000	R500 000	R500 000					
	Road Maintenance	Op-die-Berg			R200 000	R200 000	R300 000	R400 000	R400 000					
	Road Maintenance	PAH			R800 000	R900 000	R1 000 000	R1 100 000	R1 100 000					
	Road Maintenance	Tulbagh			R3 000 000	R3 000 000	R4 000 000	R5 000 000	R5 000 000					
	Road Maintenance	Wolseley			R2 000 000	R2 800 000	R3 000 000	R3 500 000	R3 500 000					
TOTAL FOR ROAD MAINTENANCE					**R12 400 000**	**R14 300 000**	**R15 700 000**	**R19 000 000**	**R19 000 000**					
NEW BRIDGES AND BRIDGE MAINTENANCE	Upgrade Van Breda Bridge	Ceres	IDP 2019-2020			R5 027 826	R41 549 565	R2 593 043						
	Maintain bridges	All Towns	CWDM RRAMS 2019			R2 000 000		R2 000 000		R2 000 000				
	Upgrade low water bridges Hugo & Pretorius	Ceres	2020 RMP			R1 000 000	R18 000 000		R1 000 000	R20 000 000				
	New bridge crossing Dwars River tributary	Tulbagh						R1 000 000	R18 000 000					
	New bridge connecting Retief Street to New Eastern developments as per SDF	SDF	2020 RMP			R1 000 000	R20 000 000	R10 000 000						
TOTAL FOR NEW BRIDGES AND BRIDGE MAINTENANCE						**R9 027 826**	**R79 549 565**	**R15 593 043**	**R19 000 000**	**R22 000 000**				
TRAFFIC CALMING & SIGNS	Traffic Calming	All Towns	IDP 2019-2020	R850 000	R170 000	R170 000	R170 000	R170 000	R170 000					
	Road signs	All Towns	2020 RMP		R150 000	R150 000	R150 000	R150 000	R150 000					
TOTAL FOR TRAFFIC CALMING AND ROAD SIGNS					**R320 000**	**R320 000**	**R320 000**	**R320 000**	**R320 000**					
NEW SDF ROADS & ROAD UPGRADES	New SDF 2020 Roads (class 3 & 4 roads)*	Ceres	2020 SDF		R10 459 028	R10 459 028	R13 945 370	R27 890 740	R48 808 796	R48 808 796				
	New SDF 2020 Roads (class 3, 4 and 5 roads)*	Tulbagh	2020 SDF						R4 577 666	R4 577 666	R12 207 109	R24 414 218	R21 414 218	
	Gravel to Block paved roads	All Towns			R8 000 000	R8 000 000	R8 000 000	R8 000 000	R8 000 000					
TOTAL FOR NEW SDF ROADS AND NEW UPGRADED ROADS					**R18 459 028**	**R18 459 028**	**R21 945 370**	**R35 890 740**	**R61 386 462**	**R53 386 462**	**R12 207 109**	**R24 414 218**	**R21 414 218**	

5.2.2 Projects and Costing for Roads, Bridges & Intersections

ROADS, BRIDGES & INTERSECTIONS (Page 2 of 2)														
Item	Description	Town	Reference Document	Project Cost (Escalated to 2019 @ 6% per annum)	Short Term (0 to 2 years)		Medium Term (3 to 5 years)			Long Term (6 to 10 years)				
					2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031
PRECINCT PLANS	Ceres CBD Main Road Upgrading	Ceres	Ceres Precinct Plan		R10 000 000	R10 000 000	R10 000 000	R10 000 000	R10 000 000					
	Tulbagh CBD Main Road Upgrading	Tulbagh	Tulbagh Precinct Plan	R8 564 741		R4 564 741	R4 000 000							
TOTAL FOR PRECINCT PLANS					**R10 000 000**	**14 564 741**	**R14 000 000**	**R10 000 000**	**R10 000 000**					
INTERSECTION UPGRADES	Intersection Upgrades Vos/Panorama	Bella Vista				R4 000 000								
	Intersection Upgrades Vos/Freesalnd	Bella Vista					R3 000 000							
	Intersection Upgrades Vos/Buitekant	Bella Vista						R4 000 000						
	Intersection Upgrades Vos/Retief	Ceres				R2 500 000								
	Ceres CBD Drop kerbs at pedestrian crossings	Ceres			R50 000	R50 000	R50 000							
TOTAL FOR INTERSECTION UPGRADES					**R50 000**	**R6 550 000**	**R3 050 000**	**R4 000 000**						
BY-PASS ROUTES & ONE-WAY ROAD SYSTEM	By-Pass route North (Survey, Design, EIA)	Ceres						R3 821 144	R3 821 144	R5 094 859	R10 189 717	R17 832 005	R17 832 005	
	By-Pass routes South (Survey, Design, EIA)	Ceres								R4 079 958	R4 079 958	R5 439 944	R24 479 748	R24 479 748
	One-Way Roads system (Investigation)	Ceres					R650 000							
TOTAL FOR PLANNING							**R650 000**	**R3 821 144**	**R3 821 144**	**R9 174 817**	**R14 269 675**	**R23 271 949**	**R42 311 753**	**R24 479 748**
TOTAL FOR ROADS, BRIDGES AND INTERSECTIONS					**R41 229 028**	**R63 221 595**	**R135 214 935**	**R88 624 927**	**R113 527 606**	**R84 561 279**	**R26 476 784**	**R47 686 167**	**R63 725 971**	**R24 479 748**

5.2.3 Projects and Costing for Public Transport

PUBLIC TRANSPORT FACILITIES (1 OF 1)														
Item	Description	Town	Reference Document	Total Cost (Escalated to 2019 @ 6% per annum)	Short Term (0 to 2 years)		Medium Term (3 to 5 years)			Long Term (6 to 10 years)				
					2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031
UPGRADES TO PUBLIC TRANSPORT FACILITIES	New Taxi Facility (Cnr Vos Str. and Orange Str.) – excluding purchase price of property	Ceres	IDP 2019-2020	R7 000 000		R3 500 000	R3 500 000							
	Improvements to existing taxi rank in Voortrekker Street	Ceres	Ceres CBD Transport Plan, *Draft 1*	R1 742 218	R1 742 218									
	Public Transport embayment's at Spar (Voortrekker Str.)	Ceres	Ceres CBD Transport Plan, Draft 1	R34 844	R34 844									
	Feasibility study for a Taxi Facility at the Clinic	Nduli	Cape Winelands NMT		R300 000									
TOTAL FOR UPGRADES TO PUBLIC TRANSPORT FACILITIES					**R2 077 062**	**R3 500 000**	**R3 500 000**							

5.2.4 Projects and Costing for Non-motorised Transport

NON-MOTORISED TRANSPORT (Page 2 of 2)														
Item	Description	Town	Reference Document	Project Cost (Escalated to 2019 @ 6% per annum)	Short Term (0 to 2 years)		Medium Term (3 to 5 years)			Long Term (6 to 10 years)				
					2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031
	Provide paved shoulder along Steinthal way	Tulbagh	Cape Winelands NMT MPlan Framework,			R1 000 000	R1 000 000							
	Provide sidewalk on western side of Van der Stel street where it is non-existent	Tulbagh	Cape Winelands NMT MPlan Framework,	ALREADY INCLUDED										
	Paint shoulders on Waterkant and Obiqua Streets	Tulbagh	Cape Winelands NMT MPlan Framework,		R25 000									
	Provide continuous paved sidewalks on Angelier Street	Wolseley	Cape Winelands NMT MPlan Framework, 2015		R600 000	R600 000								
	Provide a sidewalk on White Street to improve the north-south pedestrian movement	Wolseley	Cape Winelands NMT MPlan Framework,		R1 000 000	R1 000 000								
	Provide a pedestrian link from the residential settlement along Kerk Street in the west to the school on the south	Op-die-Berg	Cape Winelands NMT MPlan Framework, 2015		R600 000									
	Provide a new link across the perennial stream	Op-die-Berg	Cape Winelands NMT MPlan Framework,			R250 000								
	TOTAL FOR UPGRADES TO NON-MOTORISED TRANSPORT				R6 760 000	R50 572 620								

6 Chapter 6:Operating Licence Plan

An Operating Licence Plan Review has recently (July 2020) been completed for the Witzenberg Local Municipaliy. All of the information in this chapter has been sourced from this document.

6.1 Minibus Taxi Facilities

Formal taxi facilities have specific infrastructure such as shelters and ablutions that have been constructed. Informal facilities include areas that are used by public transport without any kind of "betterment" or surfaced parking areas that have been constructed but not specifically as a taxi rank.

The existing minibus taxi facilities in Witzenberg are summarised in the table below:.

Table 6-1: Public Transport Facilities in Witzenberg

Town	Facility Name	Facility Type	Comment
Ceres	Vos Street	Informal Taxi Rank	Private Property
Ceres	Vos Street	Informal Taxi Rank	On-street parking
Ceres	Voortrekker Street TaxiRank	Formal Taxi Rank	
Nduli	Nduli Taxi Rank	Formal Taxi Rank	
Wolseley	Wolseley Rank	Informal Taxi Rank	Existing Parking Lot
Tulbagh	Tulbagh Rank	Informal Taxi Rank	On-street parking
Op-die-Berg	Op-die-Berg Rank	Informal Taxi Rank	Existing Parking Lot
Prince Alfred's Hamlet	Prince Alfred's HamletTaxi Rank	Formal Taxi Rank	

6.1.1 Op-die Berg

Op-die-Berg does not have a formal taxi rank; the existing parking area across from Agri Mark is used as an informal taxi stop. The area is unsurfaced, there are no demarcated parking bays or any other facilities such as ablutions, shelter or lighting.

Op-die-Berg Taxi Stop	
Number of Bays	4
Access to the rank	Church Street
Shelter for passengers	None
Seating	None
Restrooms	None
Lighting	Good
Surfacing	Gravel
Comment	This is an informal, unmarked parking area across from Agri Mark. This area is adjacent to another parking area which is available toaccommodate the overflow.

Op-die-Berg Taxi Stop	
	
Gravel parking area used as informal taxistop	**Parking area adjacent to informal taxi stop**

6.1.2 Prince Alfred Hamlet

The town of Prince Alfred's Hamlet currently has one formal taxi rank located on the corner of Church Street and Voortrekker Road.

Prince Alfred's Hamlet Taxi Rank	
Number of Bays	5
Access to the rank	Off Church Street
Shelter for passengers	Yes - Limited
Seating	Yes
Restrooms	Yes
Lighting	Good
Surfacing	Paved
Comment	This rank is in a good condition and well maintained.
	
Prince Alfred's Hamlet Taxi Rank (1)	**Prince Alfred's Hamlet Taxi Rank (2)**

Prince Alfred's Hamlet Taxi Rank	
	
Facilities at Prince Alfred's Hamlet taxi rank	**View of the taxi rank from across the road**

6.1.3 Ceres

There are one formal and two informal taxi facilities in Ceres:

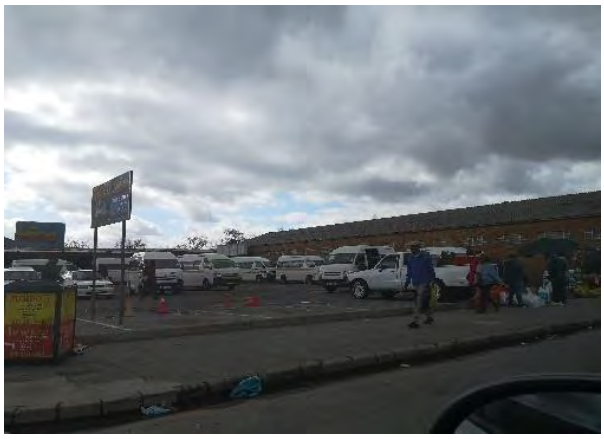
- Ceres Nduli formal taxi rank
- Vos Street informal taxi rank
- Vos Street on-street parking bays used as taxi stops

All of these facilities are shown below:

Ceres Nduli Formal Taxi Rank (Voortrekker Street)	
Number of Bays	32 (8 lanes, 4 vehicles per lane)
Destination Signage	None
Access to the rank/parking	Voortrekker Street
Shelter for passengers	Yes
Seating	Yes
Restrooms	Yes
Lighting	Good
Surfacing	Paved
Comment	The condition of this facility is good and appears well maintained.

Ceres Nduli Formal Taxi Rank (Voortrekker Street)	
	
Ceres Nduli Taxi Rank	**Ceres Nduli Taxi Rank**
	
Shelter provided at the Ceres Nduli Taxi Rank	**Ceres Nduli Taxi Rank view from Voortrekker Street**

Ceres Vos Street Informal Taxi Rank (Informal)	
Number of Bays	25 (estimated)
Destination Signage	None
Access to the rank/parking	Orange Street
Shelter for passengers	None
Seating	None
Restrooms	Yes
Lighting	Fair
Surfacing	Gravel
Comment	This facility is located on private property. Bays are not marked and taxis share the parking with private vehicles using the parking bays when visiting businesses in the vicinity.

Ceres Vos Street Informal Taxi Rank (Informal)	
 **Vos Street Taxi Rank**	 **Vos Street Taxi Rank**
 **Vos Street Taxi Rank**	 **Facilities provided at the Vos Street Taxi Rank**

Vos Street on street parking bays used by Taxis (Informal)	
Number of Bays	3
Destination Signage	None
Access to the rank/parking	Vos Street
Shelter for passengers	None
Seating	None
Restrooms	None
Lighting	Good
Surfacing	Paved
Comment	These parking bays are parallel on-street parking bays along Vos Street. Bays aren't reserved forminibus taxis and the parking bays are shared with private vehicles visiting businesses in the vicinity.

Vos Street on street parking bays used by Taxis (Informal)	
	
Vos Street on-street parking bays usedby taxis	**Vos Street on-street parking bays usedby taxis**

6.1.4 Nduli

Nduli has one formal taxi rank on the corner of Chris Hani Drive, Ndzishe Avenue and Gill Avenue.

Nduli Taxi Rank	
Number of Bays	14
Destination Signage	None
Access to the rank/parking	Access off Ndzishe Avenue, exit onto Gill Avenue
Shelter for passengers	Limited
Seating	None
Restrooms	Yes
Lighting	Fair
Surfacing	Paved
Comment	Overall, the condition of the facility is good. It appears to be functioning well. Additional rubbish bins may be necessary as the area was littered withrubbish.

Nduli Taxi Rank	
	
Nduli Taxi Rank	**Nduli Taxi Rank**

6.1.5 Wolesley

Wolseley does not have a formal taxi rank. Although not demarcated as such, the existing municipal parking lot on the corner of Eeufees Street and Voortrekker Street is used as a rank facility.

Wolseley Taxi Rank	
Number of Bays	90 bays provided, assume 5 bays are used by taxis
Access to the rank/parking	Off Eeufees Street and Vincent Street
Shelter for passengers	None
Facilities Provided	None
Lighting	Good
Surfacing	Paved
Comment	Minibus taxis share this parking with visitors to the municipal buildings adjacent to the parking area. Although parking bays are marked, there are no road marking or signage reserving bays for minibus taxis.
	
Wolseley Taxi Rank	**Wolseley Taxi Rank**

It is vital that bays allocated to minibus-taxis are reserved for them, to prevent confusion and disagreements between visitors and taxis.

6.1.6 Tulbagh

Tulbagh does not have a formal taxi rank; the on-street parking along Van Der Stel Street in front of the Spar is reserved for minibus taxis.

Van Der Stel On- Street Parking	
Number of Bays	3
Access to the rank/parking	Van Der Stel Street
Shelter for passengers	None
Facilities Provided	Restrooms
Lighting	Good
Surfacing	Paved
Comment	These parking bays are parallel on-street parking baysalong Van Der Stel Street. The bays are reserved for minibus taxis.
 **Van Der Stel Street on-street parking bays reserved for taxis**	 **Van Der Stel Street on-street parking baysreserved for taxis**

6.2 Current Operating Licences

All legal routes with route descriptions were received from the PRE. According to the PRE's database there are 150 OLs issued within Witzenberg.

The information received relating to routes and the number of route authorities per route are shown in the table below:

Table 6-2: Numbers of route authorities per route:

No.	Description	Origin-Destination (PRE)	Route Authorities
1	822	Nduli - Ceres	34
2	823	Nduli - Ceres	33
3	875	Tulbagh – Tulbagh Railway Station	8
4	876	Tulbagh – Road 1476	8
5	877	Tulbagh – Road 1461	9
6	878	Tulbagh - Tulbagh	10
7	898	Ceres – Bella Vista	32
8	C10	Ceres – Agter Witzenberg Valley	12
9	D46	Tulbagh - Wellington	1
10	D65	Prince Alfred's Hamlet – Prince Alfred's Hamlet	10
11	D66	Prince Alfred's Hamlet - Ceres	12
12	D67	Prince Alfred's Hamlet - Prince Alfred's Hamlet Farms	6
13	F7	Ceres - Ceres	4
14	G33	Wolseley - Wolseley	4
15	G42	Tulbagh - Ceres	6
16	G43	Tulbagh - Ceres	5
17	G44	Tulbagh – Gouda/Onrus	6
18	G45	Tulbagh – Twee Jonge Gezellen	4
19	G47	Wolseley - Ceres	7
20	G48	Wolseley – Montana, Wolseley	5
21	G49	Wolseley – Wolseley Farms	5
22	G50	Wolseley - Wolseley Farms	5
23	G51	Wolseley – Wolseley Farms	5
24	G52	Wolseley – Artois Station	2
25	H16	Nduli – Niewedorp (Ceres)	47
26	H72	Ceres – Rosendal District, Ceres	32
27	H73	Ceres – Donkerbos District Ceres	11
28	H74	Ceres – Ezelfontein District Ceres	8
29	H75	Ceres – Laastedrif District Ceres	7
30	H76	Ceres - Wolseley	28
31	J85	Ceres - Sterkspruit	54
32	J86	Nduli – Sterkspruit	7
33	K1	Nduli - Sterkspruit	53
34	K96	Wolseley – Wolseley (Pinevalley)	3
35	K97	Wolseley – Wolseley (Montana)	3
36	K98	Wolseley - Tulbagh	1
37	K99	Wolseley - Gouda	3
38	L1	Wolseley - Worcester	3
39	L2	Wolseley - Wellington	3
40	L92	Chris Hani Tulbagh - Tulbagh Railway Station	3
41	L93	Chris Hani Tulbagh – Road 1461	3
42	L95	Chris Hani Tulbagh - Tulbagh	5
43	L96	Chris Hani Tulbagh - Gouda	5
44	L97	Chris Hani Tulbagh - Ceres	5

No.	Description	Origin-Destination (PRE)	Route Authorities
45	L98	Chris Hani Tulbagh - Wolseley	3
46	L99	Chris Hani Tulbagh - Worcester	3
47	M1	Chris Hani Tulbagh – Wellington Railway Station	1
48	M98	Nduli, Ceres - Sterkspruit	35
49	N53	Tulbagh – Tulbagh Farms	4
50	Q82	Wolseley - Elliot	1
51	Q99	Op-die-Berg - Ceres	15
52	R1	Op-die-Berg - Agter Witzenberg Valley	12
53	R2	Op-die-Berg – Kagga Kamma	12
54	R63	Ceres - Bellville	13
55	T77	Ceres - Sterkspruit	20
56	T87	Ceres - Sterkspruit	13
57	T93	Ceres - Zastron	38
58	U93	Ceres - Wellington	24
59	W54	Nduli - Wellington	14
60	W66	Nduli - Ceres	28
61	X10	Ceres – Agter Witzenberg Valley	33
62	X11	Ceres – De Straat	33
63	X12	Ceres - Ezelfontein	33
64	X13	Ceres - Laastedrif	33
65	X14	Nduli – Wolseley Station	30
66	X15	Nduli – Zastron	24
67	Y9	Prince Alfred's Hamlet - Ceres	6

6.3 Regulatory Background

6.3.1 Western Cape Road Transportation Act Amendment Act (Act 7 of 2000)

It amends the Road Transportation Act, 1977, insofar as it applies in the WC, to provide for special measures in respect of minibus taxi and other road transportation services in certain areas; to amend the Minister's powers to make regulations regarding persons who may seize motor vehicles; and for matters connected therewith.

6.3.2 Western Cape Road Regulations on Operating Licences, 2002

The NLTTA of 2000 permitted the Minister of Transport: Public Works and Property Management of the Western Cape to publish certain regulations relating to OLs. These are contained within Provincial Gazette No. 5838 of 14 June 2002 and are known as the Western Cape Regulations on Operating Licences, 2002.

- These regulations cover the following matters:
- Application for conversion of permit to operating licence;
- Submission of Regulation 2 (1) Application to planning authority for recommendations;
- Application for the granting, amendment or transfer of an operating licence for contracted services;
- Application for the granting, renewal, amendment, or transfer of an operating licence for non-contracted services;
- Application for amendment of operating licence to replace a specified vehicle;
- Responsibilities of the Board regarding information and documents submitted with application forms;
- Publication of applications;
- Inter-provincial services;
- Representations regarding applications for operating licences;
- Convictions for offences to be considered by board in disposing of applications with regard to operating licences;
- Roadworthy certificates;
- Issuing of operating licences and distinguishing marks;

- Applications for duplicate original operating licences, permits, or distinguishing marks;
- Fees;
- Inspectors;
- Stopping of vehicles by authorised officer;
- Distinguishing marks;
- Information on vehicles to which operating licences relate;
- Information on vehicles used for courtesy services;
- Staff services; and
- Form of operating licences.

With regard to the submission of Operating Licence applications to the Planning Authority for comment, the regulation states that:

- An application must be submitted in writing to the Planning Authority within 30 days of receipt
- The PRE must dispose of the application within 90 days of receipt
- The Planning Authority must:
- Verify the route details claimed by the applicant;
- In the case of the conversion of a permit to an Operating Licence for a bigger vehicle; submit recommendations, amongst others, on the availability of ranks or terminals or other facilities or spaces for boarding and alighting from, or holding or parking the larger vehicle concerned;
- Submit any other recommendations or representations it may have in relation to the application
- If the Planning Authority fails to respond within 30 days, the PRE may consider the application without the input from the Planning Authority;
- In the process of the conversion of radius or area-based permits, the Board must adhere to the route descriptions, identifications and numbers shown in the ITP. The planning Authority or the PRE must provide Associations operating along the route or routes in question with adequate information to allow them to give input regarding route descriptions.

6.3.3 Western Cape Regulations on the registration of minibus-taxi associations, their members and non-members, 2007

These regulations prescribe the following:

- Manner of keeping of the provincial transport register;
- Information to be kept in the register concerning non-members and their vehicles;
- Fees for information from the register;
- Requirements for associations to qualify for provisional and full registration;
- Application fees for registration;
- Application forms;
- Manner of application for registration by a newly admitted member of a registered association;
- Information and documents submitted with application forms;
- Registration of non-member: certificate by Registrar;
- Registration certificates;
- Distinguishing marks;
- Standard minimum Constitution and Code of Conduct;
- Form of subpoena and manner of serving;
- Fine for failure to comply with notice;
- Return of documents upon cancellation or suspension of registration; and
- Offences and penalties.

6.3.4 Types of Operating Licences

Operating Licences may be issued for the following types of services:

- Contracted Services;
- Non-contracted Services;
- Special Events;
- Long distance services;
- Metered taxi services;
- Charter service;
- Staff service;
- Learner Transport; and
- Tourist transport services.

The OLS report investigates the supply and demand of the operating licences of non-contracted services only.

6.4 Operating Licence Plan

6.4.1 Introduction

The purpose of the Operating Licence Plan is to provide guidance to the Planning Authority as to which Operating Licence applications should be approved or rejected and if approved, what conditions should be attached. The OLP is supplemented by an Operating Licence Administration system (OLAS) which should be updated annually to ensure that the details of all active Operating Licences and routes are correct at the time of the consideration of new Operating Licence applications.

6.4.2 Evaluation Process

When a new application for an Operating Licence is received by the Planning Authority a process is followed to evaluate the application. The process, as proposed in the Cape Winelands District Integrated Transport Plan (2016 – 2020), is shown in the figure below and is described in more detail in the table below:

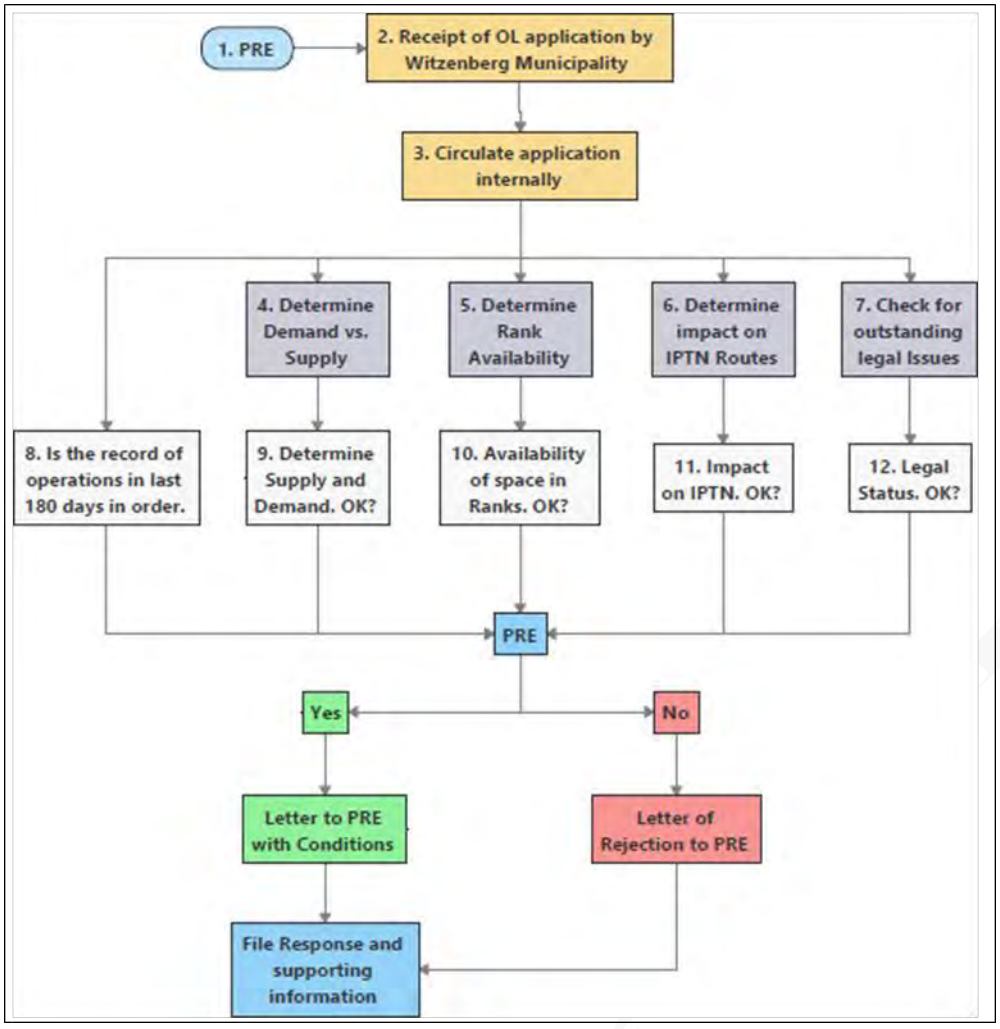


Figure 6-1: Operating Licence Evaluation Process

Table 6-3:Operating Licence Evaluation Process

Item	Title	Procedure	Responsible Department
1.	NPTR / PRE	Application for an OLS is submitted in the required format to the NPTRor PRE. The application is submitted to the Planning Authority (Municipality) (PA) within 30 days.	NPTR or PRE
2.	Receipt of OL application by PA	The OL application is received by the PA and is recorded in theappropriate manner for record purposes. The application is sent to the appropriate Department within the PA dealing with Transport Planning and Public Transport to be checked forcompleteness.	PA Department (Transport Planning and Public Transport)
3.	Circulate application internally	The OL is circulated to the appropriate persons / Departments internallywithin the PA for comment in respect of: Transport Planning and Public Transport Traffic Services	PA Department (Transport Planning and Public Transport)
4.	Demand andSupply	The OL application is checked against the available survey data or passenger demand on the applicable routes using procedure detailed inParagraph 5.4.	PA Operating Licence Recommendations Committee
5.	Determine Rank Availability	The OL application is checked against the available survey data of rank,terminal or stops capacity serving the applicable routes using the procedure detailed in Paragraph 5.4.	PA Operating Licence Recommendations Committee

Item	Title	Procedure	Responsible Department
6.	Determine impacton IPTN routes	The OL application is assessed as to its impact on the conceptual IPTNroutes that are identified in the ITP or that will operate in parallel to or inconflict with any commuter rail services or bus services.	PA Operating Licence Recommendations Committee
7.	Check for outstanding legalissues	The OL is checked against the record of outstanding warrants or convictions, previous convictions relating to the operation of public transport services and the ability of the applicant to operate the servicein a manner satisfactory to the public.	PA Traffic Services – in respectof Traffic Offences; Provincial Regulatory Entity – inrespect of criminal offences.
8.	Check record of operations in last180 days	In terms of Section 78 of the NLTA, if a licence has not been in use for more than 180 days, the licence can be cancelled. The licence holder must be asked to furnish, in writing, satisfactory reasons why the servicehas not been operated, after which the licence can be extended for a further 180 days or cancelled.	PA (Traffic Services)
9.	Letter of Approvalor Rejection	If all the responses to the evaluation support the approval of the application, a letter of approval is then issued to the NPTR or the PREwith any conditions attached. If the responses do not support the application, a letter of rejection isthen issued.	PA Department (Transport Planning and Public Transport)
10.	Letter of Approvalor rejection	A letter of approval or rejection is issued to the applicant and a copy issent to the PA.	Provincial Regulatory Entity

6.4.3 Data Collection

6.4.3.1 PRE Database

The PRE's database shows that there are 68 registered minibus taxi routes in the Witzenberg Municipal area:

- Nine (9) routes are inter-provincial routes (the routes originate in Witzenberg but travel to areas outside the Western Cape).
- Ten (10) routes are inter-municipal routes (originate within Witzenberg Municipal area but travel to areas outside the Witzenberg Municipality).
- 49 routes are intra-municipal routes (start and end within the Witzenberg Municipal area). As agreed with the Municipality, this report only considers inter and intra-municipal routes.

As agreed with the Municipality, the OLS Report only considered inter- and intra-municipal routes.

During one of the engagements with Codeta and Cedta, it was noted that some routes do not operate on a regular basis and are only operated as demand requires. This is especially true for routes servicing the farming communities of Agter-Witzenberg, Koue Bokkeveld, Wolseley and Tulbagh. In such cases, passengers make contact with minibus taxi owners/drivers to "pre-book" a ride and based on the demand, the route will be operated or not. The routes that operate on this basis are shown in the table below:

Table 6-4: Routes that require pre-booking.

Route	Route Name	Route	Route Name
G49	Wolseley – Wolseley Farms	H74	Ceres – Ezelfontein District Ceres
G50	Wolseley – Wolseley Farms	H75	Ceres – Laastedrif District Ceres
H72	Ceres – Rosendal District Ceres	N53	Tulbagh – Tulbagh Farms
H73	Ceres – Donkerbos District Ceres	R2	Op-Die-Berg – Kagga Kamma

Travel times on the inter-municipal routes were estimated using an assumed average vehicle operating speed. The inter municipal roues are shown in the table below:

Table 6-5: Inter-municipal routes

Route	Route Name	Route	Route Name
D46	Tulbagh - Wellington	M1	Chris Hani Tulbagh – Wellington Railway Station
G44	Tulbagh - Gouda/Onrus	M98	Nduli, Ceres - Sterkspruit
J86	Nduli – Sterkspruit	Q82	Wolseley - Elliot
J85	Ceres - Sterkspruit	R63	Ceres - Bellville
K1	Nduli - Sterkspruit	T77	Ceres - Sterkspruit
K99	Wolseley - Gouda	T87	Ceres - Sterkspruit
L1	Wolseley - Worcester	T93	Ceres - Zastron
L2	Wolseley - Wellington	U93	Ceres - Wellington
L96	Chris Hani Tulbagh - Gouda	W54	Nduli - Wellington
L99	Chris Hani Tulbagh - Worcester	X15	Nduli – Zastron

6.4.3.2 Route Descriptions and Routes Operated

The route descriptions (as recorded on the PRE's database) were compared to the route data recoded during on-board surveys. Although the majority of the routes in Witzenberg are active (with the exception of those requiring pre-booking), a number of routes did not rigidly follow the official route descriptions contained in the PRE database. Routes that were found to divert form the PRE route descriptions are D66, D67, G51, L2 and Q99.

6.4.3.3 Survey Data Summary

- 820 716 passengers were transported, and 151 910 vehicle trips undertaken (average occupancy of 5.4 passengers per vehicle trip).
- 1 078 unique registration numbers were recorded (the vehicle types included in this number is minibus taxis, midibuses, Toyota Condors and Toyota Avanzas). Of the 1 078, 971 vehicles are not registered on the PRE database while only 107, are registered on the PRE database.

Daily travel data summaries are provided in the tables below:

Table 6-6: Daily Travel Demand (legal and illegal vehicles)

Survey Day	Passengers Transported	Number of Vehicle trips	Passengers per trip
Thursday	18 263	4 268	4.3
Friday	30 181	5 920	5.1
Saturday	30 970	4 621	6.7

Table 6-7: Daily Travel Demand (legal vehicles only)

Survey Day	Passengers Transported	Number of Vehicle trips	Passengers pertrip
Thursday	8 762	1 719	5.1
Friday	16 382	2 532	6.5
Saturday	17 451	2 006	8.7

Table 6-8: Peak hour travel demand (legal and illegal vehicles)

Survey Day	Peak Hour (based on the number of passengers)	Number of peak hour Vehicle Trips	Number of Passengers	Passengers per trip
Thursday	06:30 – 07:30	748	3686	4.9
Friday	06:30 – 07:30	810	3 237	4.0
Saturday	07:45 – 08:45	882	5 488	6.2

6.5 Evaluation of Supply and Demand

6.5.1 Distinction between Operating Licences and Route Authorities

A distinction should be made between Operating Licences (OLs) and Route Authorities. A vehicle would be issued with a single OL, with a unique number assigned to the licence (and vehicle), but the OL may give the vehicle the authority to operate on multiple routes (route authorities).

The table below illustrates the difference between OLs and Route Authorities: operating licence number 506323 can only be registered to a single vehicle (registration number CT22318), but this vehicle has authority to operate on multiple routes: 898, H72, H76, J85 and R63.

Table 6-9:Operating Licences and Route Authorities

Operating Licence Number	Vehicle Registration Number	Route Authorities
506323	CT22318	898 - Ceres - Bella Vista
		H72 - Ceres - Rosendal Distr. Ceres
		H76 - Ceres - Wolseley
		J85 - Ceres - Sterkspruit
		R63 - Ceres - Bellville

Although this report focuses on operating licences and the number registered to each route, it should be noted that often the number of OLs is not the issue, but rather the number of route authorities attached to a particular route.

6.5.2 Legal and Illegal vehicles

Legal vehicles refer to vehicles that are registered on the PRE's database and have Operating Licences on the Witzenberg Routes. Illegal vehicles are vehicles that are not registered on the PRE's database and are therefore not allowed to operate on the minibus taxi routes in Witzenberg.

When investigating the routes and the number of legal vs. illegal vehicles on a particular route, the legality of the vehicle was determined using PRE's database and deemed legal if it had an OL assigned to it, regardless whether the particular vehicle has authority to operate on that particular route or whether its OL is for another route.

6.5.3 Supply and Demand on Public Transport Routes

Supply and demand information is used to evaluate the capacity of the current public transport services and the possible need for additional services. The table below provides a summary of the supply and demand per route.

From the information received from the PRE and the survey data collected the following were determined:

- The current service capacity: Number of vehicle trips from the number plate survey multiplied by the vehicle capacity (only legal vehicles considered).
- Percentage peak directional utilisation: peak hour passenger volume from surveys divided by the service capacity.
- Vehicles operating with Operating Licences: Comparison of the vehicle registration numbers form surveys with data from the PRE.

To simplify the calculations, routes serving common destinations have been clustered. The average route distance was used to calculate the return journey time. The required number of vehicles to serve the demand based on the return journey time and the peak hour demand from the surveys was then estimated.

Vehicles (with and without operating licences) were assigned to routes based on the cordon points they passed and the ranks they used. To determine the over or under supply of vehicles on each route, the required number of vehicles per route is compared with the actual number of vehicles (with and without OLs) operating on the route.

From the supply and demand analysis, shown in the table below, the following can be concluded:

- The number of vehicles seen on routes (during peak times) are 310 (93 registered on PRE's database while 217 are illegal). The number of registered vehicles operating during peak times compared to the rest of the survey period stays more or less the same. However, there is a significant reduction in the number of illegal vehicles operating during peak times, compared to the number of illegal vehicles operating throughout the survey period. Possible reasons for the reduction in the number of illegal vehicles during peak times could be:
- Due to the oversupply during peak times, illegal vehicles rather operate during off-peak times when competition is less;
- Illegal vehicles operate in other areas (outside the survey area) during peak times; or
- The operations of some vehicles are so random that they could not be assigned to a route.
- The survey data collected were used to analyse the supply and demand of minibus taxi trips on the intra-municipal and inter-municipal routes. Approximately 250 Operating Licences with appropriate route authorities are required. Compared to the number of assigned route authorities (449), there is an oversupply of 199 route authorities.
- The results indicate that the fleet size required to serve the passenger demand during peak times is 250. However, to account for vehicles being out of service, the required fleet size was increased by 10%, from 250 to 275. During the peak period, 310 vehicles (legal and illegal) were seen operating, there is thus an oversupply of 35 vehicles.

As previously noted, vehicles registered on the PRE's database were classified as legal whether or not it had the authority to operate on that particular route.

Table 6-10: Summary of Supply/ Demand per Route

Route Information				Service Capacity		Operating License Requirements		% Vehicles without OLs on route	Comment
Route Number	O-D	Total Number of Vehicles on this route (with and without OLs)	Number of Vehicles with OLS[1]	Required noof Vehicles with OLS (Required Route Authorities)	OLs issued (Route Authorities between O-D Pairs)	Over/Under Supply of Route Authorities (Basedon Actual OLs issued) [2]	Over/Under Supply of Vehicles (Based on Survey Data incl. vehicles without OLs) [3]		
822, 823, H16,W66	Nduli - Ceres	37	14	13	56	43 (56 – 13)	24 (37-13)	62%	Over supply of Route Authorities
898	Ceres – Bella Vista	36	19	22	32	10	14	47%	Over supply of Route Authorities
Q99, C10, X10, H72	Ceres – Agter Witzenberg, Op-die-Berg	21	13	39	86	47	-18	38%	Over supply of Route Authorities
F7	Ceres - Ceres	42	15	14	4	-10	28	57%	Undersupply of Route Authorities
G47, H76	Wolseley - Ceres	16	7	11	35	24	5	56%	Over supply of Route Authorities
G42, G43, L97	Tulbagh - Ceres	2	1	3	11	8	-1	50%	Over supply of Route Authorities
D66, Y9	Prince Alfred's Hamlet - Ceres	28	10	22	12	-10	6	64%	Under Supply of Route Authorities
U93	Ceres – Wellington	1	0	2	24	22	-1	100%	Over supply of Route Authorities
X12, X13, H74,H75	Ceres – Ezelfontein, Laastedrift	7	1	5	41	36	2	86%	Over supply of Route Authorities
G33, G48, K96, K97, G49, G50, G51, G52	Wolseley - Wolseley	31	2	28	7	-21	3	94%	Undersupply of Route Authorities
K98	Wolseley – Tulbagh	7	0	4	1	-3	3	100%	Undersupply of Route Authorities

Route Information				Service Capacity		Operating License Requirements		% Vehicles without OLs on route	Comment
Route Number	O-D	Total Number of Vehicles on this route (with and without OLs)	Number of Vehicles with OLS[1]	Required noof Vehicles with OLS (Required Route Authorities)	OLs issued (Route Authorities between O-D Pairs)	Over/Under Supply of Route Authorities (Basedon Actual OLs issued) [2]	Over/Under Supply of Vehicles (Based on Survey Data incl. vehicles without OLs) [3]		
L98	Tulbagh - Wolseley	8	0	9	3	-6	-1	100%	Undersupply of Route Authorities
X14	Nduli – Wolseley Station	10	1	4	30	26	6	90%	Over supply of Route Authorities
L1	Wolseley - Worcester	10	0	21	3	-18	-11	100%	Under supply of Route Authorities
K99, L2	Wolseley – Gouda, Wellington	1	0	3	3	0	-2	100%	Undersupply of Route Authorities
876, 877, N53, G45, L93	Tulbagh – Tulbagh Plase	3	2	2	12	10	1	33%	Over supply of Route Authorities
878, L95	Tulbagh – Tulbagh	5	0	4	14	10	1	100%	Over supply of Route Authorities
L99	Tulbagh - Worcester	3	0	7	3	-4	-4	100%	Undersupply of Route Authorities
L92, 875	Tulbagh – Tulbagh Railway Station	6	1	1	11	10	5	83%	Over supply of Route Authorities
D46, M1, G44,L96	Tulbagh – Gouda, Wellington	4	0	2	12	10	2	100%	Over supply of Route Authorities
D65	Prince Alfred's Hamlet – Prince Alfred's Hamlet	20	1	3	10	7	17	95%	Over supply of Route Authorities
D67	Prince Alfred's Hamlet – Prince Alfred's Hamlet Farms	3	1	1	6	5	2	67%	Over supply of Route Authorities

Route Information				Service Capacity		Operating License Requirements		% Vehicles without OLs on route	Comment
Route Number	O-D	Total Number of Vehicles on this route (with and without OLs)	Number of Vehicles with OLS[1]	Required noof Vehicles with OLS (Required Route Authorities)	OLs issued (Route Authorities between O-D Pairs)	Over/Under Supply of Route Authorities (Basedon Actual OLs issued) [2]	Over/Under Supply of Vehicles (Based on Survey Data incl. vehicles without OLs) [3]		
R1	Op-die-berg – Agter Witzenberg	4	1	11	12	1	-7	75%	Over supply of Route Authorities
R2	Op-die-berg – Kagga Kamma	3	0	12	7	-5	-9	100%	Undersupply of Route Authorities
W54	Nduli - Wellington	2	1	7	14	7	-5	50%	Over supply of Route Authorities
TOTAL		310	93	250	449	199	60	70%	Over supply of Route Authorities

6.6 Public Transport Facilities

Public transport facilities in Witzenberg were discussed in Paragraph 6.1. Using the capacity of each facility and the number of vehicles using these facilities, the utilisation of each facility could be calculated. The results are shown in the table below:

Table 6-11: Utilisation of Public Transport Facilities

Town	Facility Name	No. of Bays	Survey Day	Max. no. of Vehicles	Max. time of Utilization	Utilisation [%]
Ceres	Vos Street Informal TaxiRank	25	Thursday (06/02/2020)	21	14:35 – 15:35	84%
			Friday (07/02/2020)	19	08:45 – 09:45	76%
			Saturday (08/02/2020)	20	10:30 – 11:30	80%
Ceres	Nduli Taxi Rank	32	Thursday (06/02/2020)	10	09:55 – 10:55	31%
			Friday (07/02/2020)	18	12:10 – 13:10	56%
			Saturday (08/02/2020)	18	12:25 – 13:25	56%
Ceres	Vos Street On Street Parking	4	Thursday (06/02/2020)	3	12:20 – 13:20	75%
			Friday (07/02/2020)	4	10:20 – 11:20	100%
			Saturday (08/02/2020)	4	10:30 – 11:30	100%
Prince Alfred's Hamlet	Prince Alfred's Hamlet TaxiRank	5	Thursday (06/02/2020)	0	N/A	0%
			Friday (07/02/2020)	0	N/A	0%
			Saturday (08/02/2020)	0	N/A	0%
Nduli	Nduli taxi Rank	13	Thursday (06/02/2020)	10	07:20 – 08:20	77%
			Friday (07/02/2020)	5	15:20 – 16:20	38%
			Saturday (08/02/2020)	9	09:55 – 10:55	69%
Op-die-Berg	Op-die-Berg Taxi Stop	3	Thursday (06/02/2020)	4	11:00 – 12:00	133%
			Friday (07/02/2020)	5	07:30 – 08:30	167%
			Saturday (08/02/2020)	4	08:05 – 09:05	133%
Tulbagh	Van der Stel on Street Parking	4	Thursday (06/02/2020)	0	N/A	0%
			Friday (07/02/2020)	4	09:55 – 10:55	100%
			Saturday (08/02/2020)	7	12:15 – 13:15	175%
Wolseley	Wolseley Taxi Rank	5	Thursday (06/02/2020)	2	14:35 – 15:35	40%
			Friday (07/02/2020)	2	08:00 – 09;00	40%
			Saturday (08/02/2020)	0	0	0%

Although it appears that the Op-die-Berg facility is operating above its capacity, it should be kept in mind that there is a parking area adjacent to the taxi stops with ample parking bays which could be used as additional parking during peak times.

The condition of the Prince Alfred's Hamlet formal taxi rank is good, but it is completely underutilised. Minibus taxi vehicles prefer to stop along the main road of Prince Alfred's Hamlet to pick up and drop off passengers.

The number of on street taxi bays provided along Vos Street (Ceres) and Van der Stel Street (Tulbagh) are not sufficient.

During site visits it was established that there are many informal stops in the towns and that many vehicles stop anywhere along main roads. This could be due to the high number of vehicles not having OLs and therefore not being allowed to use rank facilities.

The utilisation of facilities should be read in conjunction with the number of vehicles in Witzenberg using these facilities. Although only vehicles with OLs are allowed to use facilities, the oversupply of OLs puts these facilities under additional pressure.

6.7 Future Routes

The Witzenberg Municipality's Town Planning Department provided information about planned developments, which may require the registration of new minibus taxi routes and additional OLs. Only two such developments were identified, namely: Vredebes and Waverenskroon:

6.7.1 Vredebes

Vredebes, a residential development situated approximately 1.5km north-east of Ceres, is bordered by TR02202 to the south and the Warm Bokkeveld Prison to the north-east. To date only a portion of Vredebes has been developed and some units occupied. Once completed the development will consist of the following:

- 2 151 Residential Subsidy Housing Units
- 334 Residential GAP Subsidy Housing Units;
- 325 General Residential Units;
- 1 Primary School;
- 6 Churches;
- 1 Creche;
- An old age home;
- Community facility;
- 19 000m2 land zoned for Business;
- 3 962m2 land earmarked for a clinic; and
- Sports Fields.

The Traffic Impact Assessment (TIA) (prepared by Deca, dated 3 July 2014), estimated that the development will generate approximately 842 vehicle trips (396 in, 446 out) in the morning peak hour and 872 vehicle trips (532 in, 340 out) in the afternoon peak hour. The TIA does not provide information indicating how these trips will be split between Private Vehicles and Public Transport (Minibus Taxis).

Investigating the provision of routes between Ceres and Nduli indicated that there is an oversupply of OLs operating on the routes between Ceres and Nduli (822, 823, H16 and W66). With route number W66 servicing the portion of Vredebes that is already developed. The existing routes and route authorities are therefore sufficient to serve Vredebes. Routes should be adjusted as portions of Vredebes are being developed and existing OLs' reassigned to these routes as necessary.

6.7.2 Waverenskroon

Waverenskroon is a planned development north of Tulbagh and east of Van Der Stel Street. The proposed development will be developed in seven precincts consisting of the following land uses:

- 1 350 Residential Units;
- 16 970m2 land for Business;
- 20 775m2 land zoned Institutional (community/training centre); and
- 24 400m2 land for recreational purposes (gym, pool, tennis courts, etc.).

Once fully developed the development has the potential to generate 1 936 vehicle trips in the morning peak hour (911 in, 1 110 out) and 2 818 afternoon peak hour vehicle tips (1 678 in, 1 139 out). Similar to the Vredebes TIA, the TIA prepared for Waverenskroon (prepared by iCE, dated June 2015) does not comment on the modal split of these trips and it is therefore unclear what portion of these trips will be via minibus taxi.

There are no existing minibus taxi routes serving this area as the development of Waverenskroon has not commenced and the status thereof is unknown. Furthermore, from the supply/demand analysis, it is clear that there is an oversupply of OLs on routes in Tulbagh (route numbers 878 and L95).

At this stage there is no need for additional route authorities to serve Waverenskroon. Should the development go ahead, some of the existing routes and OLs, can be diverted or reassigned to serve this area.

6.8 Conclusions

6.8.1 Purpose and Objective

- The Operating Licence function has been assigned to the Western Cape Government which has established a Provincial Regulatory Entity (PRE) as required by the National Land Transport Act (NLTA) No 5 of 2009 (the Act).
- Applications for Operating Licenses received by the PRE (or by the NPTR) must be referred to the relevant Planning Authority (Municipality) which must then indicate if there is a need for the service in terms of its Integrated Transport Plan. Planning Authorities may recommend that the application be accepted or rejected or may attach conditions to the approval.
- In an effort to reduce the violence in the public transport industry and also avoid the saturation of operating routes in the Witzenberg, the Witzenberg Municipality decided to undertake the review of the Operating Licence Plan (OLP) for Witzenberg.

6.8.2 Evaluation of Supply and Demand

- To accommodate the passenger demand during peak times, approximately 250 Operating Licences with appropriate route authorities are required. Compared to the number of assigned route authorities (449), there is an oversupply of 199 route authorities.
- Survey results indicated that the fleet size required to serve the passenger demand during peak times is 250. To account for vehicles being out of service, the required fleet size was increased by 10%, from 250 to 275. During the peak period, 310 vehicles (legal and illegal) were seen operating, there is thus an oversupply of 35 vehicles.
- The number of passengers per trip ranges from 4 to 9. Considering that a minibus taxi can accommodate 15 passengers, the low vehicle occupancy indicates an oversupply of vehicles.
- The routes identified as being oversupplied with Route Authorities: 822, 823, H16, W66, 898, Q99, C10, X10, H72, G47, H76, G42, G43, L97, U93, X12, X13, H74, H75, X14, 876, 877, N53, G45, L93, 878, L95, L92, 875, D46, M1, G44, L96, D65, D67, R1 and W54
- The following routes experience an undersupply of Route Authorities: F7, D66, Y9, G33, G48, K96, K97, G49, G50, G51, G52, K98, L98, L1, K99, L2, L99 and R2.
- The number of illegal operators operating in Witzenberg is of concern. Some routes appear to be taken over by illegal taxi operators as none of the vehicles operating on the route are registered on the PRE's database.

6.8.3 Public Transport Facilities

- The Vos Street Informal Taxi rank is located on private property and the overall condition of this facility is poor (no shelter, no seating, gravel surfacing, etc.). An alternative location should be considered.
- The Nduli Taxi Rank along Voortrekker street in Ceres is well utilised and in a good condition.
- Along Vos Street where on-street parking bays are used as minibus taxi the parking bays should be demarcated and reserved for this purpose.
- The number of bays provided along Vos Street (Ceres) and Van Der Stel Street (Tulbagh) is not sufficient.
- The condition of the Prince Alfred's Hamlet formal taxi rank is good; however, it is underutilised. Minibus taxi vehicles prefer to stop along the main road of Prince Alfred's Hamlet to pick up and drop off passengers.
- Although it appears that the Op-die-Berg facility is operating above its capacity, it should be kept in mind that there is a parking area adjacent to the taxi stop with ample parking bays which could be used as additional parking during peak times. However, the conditions of the informal stop should be improved by providing a surfaced parking area with demarcated parking bays, restrooms, shelter and seating.
- During site visits to it was established that there are many informal stops in the towns and that many vehicles stop anywhere along main roads. This could be due to the high number of vehicles not having OLs and therefore not being allowed to use rank facilities.

- The utilisation of facilities should be read in conjunction with the number of vehicles in Witzenberg, using these facilities. Although only vehicles with OLs are allowed to use facilities, the oversupply of OLs puts these facilities under additional pressure.

6.9 Recommendations for Implementation

- The Provincial Regulatory Entity maintains a database of all current Operating Licences. Municipalities do not currently have access to this database. Regular engagement between Municipalities and the PRE is necessary to discuss the outcome of Operating Licence applications. This will ensure that all parties are informed about the status of OLs applications.
- Regular surveys should be conducted to establish the current situation in terms of supply and demand, verify the vehicles currently in operation and identify vehicles operating without Operating Licences. NPR cameras at key point could be put up to collect data on an ongoing basis.
- Surveys should be conducted during the picking season, when minibus taxis experience peak demand, and also during the off season. To avoid an oversupply of OLs, OLs should be issued based on the demand during the off season. During the picking season additional temporary licences could be issued to supplement the existing operating licences and accommodate the increased demand.
- A strategy should be developed to rationalise all existing OLs and manage the approval of OLs.
- Before issuing new OLs, the OLs of routes which are over supplied with public transport trips should be reassigned to routes which are undersupplied in terms of public transport trips.
- Operating Licences not brought into use within 90 days of approval or Operating Licences not used for a period longer than 180 days should be cancelled.
- No new Operating Licences should be approved on routes where there is an oversupply of public transport trips.
- Businesses should be made aware of the Operating Licence system and be encouraged to only use licenced vehicles for staff transport.
- Vehicles without Operating Licences should be subject to law enforcement as a matter of course. Operators without OLs should be encouraged to apply for OLs on routes where a demand for additional trips has been identified. A regularly-updated database which provides easy access for enforcement of OLS information and route descriptions should be established.
- When considering the impact that a development will have on the transport network, Traffic Impact Assessments should investigate the number of public transport trips a development will generate and address the provision of public transport in the area. This will help the Planning Authority to identify new routes and possible OL requirements.

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WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO : MUNISIPALE BESTUURDER

VAN / FROM : BESTUURDER OMGEWING EN GERIEWE

DATUM / DATE : 22 November 2022

DEPARTEMENT OMGEWING EN GERIEWE: ONDERSOEK NA STREEKSBEGRAAFPLAAS: Ceres

AGTERGROND EN BEREDENERING

Die huidige begraafplaas te Bella Vista wie inwoners van Bella Vista, Nduli en Ceres bedien het feitlik vol kapasiteit bereik en is daar slegs beperkte grafspasie beskikbaar.

Met bogemelde as agtergrond is daar op die begroting voorsiening gemaak vir die aanstel van n Konsultant om ondersoek na geskikte grond om n streeksbegraafplaas te vestig te doen.

Na n tenderproses gevolg is ; is 'n kontrak met CES Environmetal and Social Advisory Services gesluit om die nodige ondersoek na geskikte grond te onderneem, spesialis ondersoek soos vereis deur wetgewing te onderneem asook om die aansoek voor die Departement van Omgewingsake en Visserye vir goedkeuring te bring.

Die perseel wat vir ontwikkeling geidentifiseer is is gedeelte van erf 82/364 (sien lugfoto aangeheg). Die area is tans onontwikkel en is 'n gedeelte meentgrond aangrensend aan die nuwe herwinningsstasie(MRF) en naas die vorige stortingsterrein.

AANBEVELING

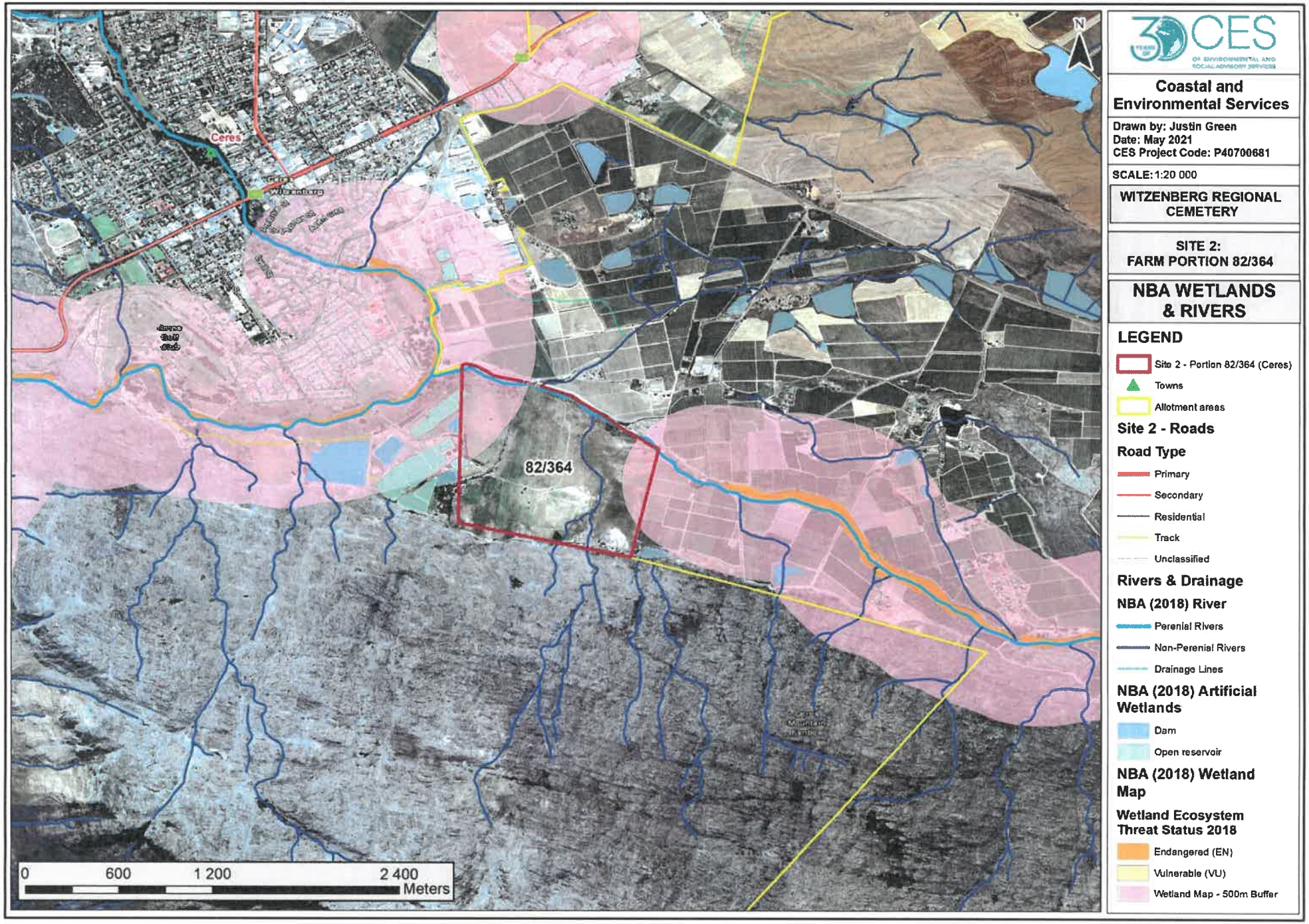
1. Vir kennisname
2. vir kennisname dat aansoek om befondsing vir die infrastruktuurontwikkeling van die beoogde begraafplaas reeds by MIG geregistreer is.

GOEDGEKEUR/ AFGEKEUR

H TRUTER
BESTUURDER OMGEWING EN GERIEWE

D NASSON
MUNISIPALE BESTUURDER

✉ 44 Ceres 6835 ☎ (023) 316 1854 (023) 316 1877 admin@witzenberg.gov.za



CES
30 YEARS OF ENVIRONMENTAL AND SOCIAL ADVISORY SERVICES

Coastal and Environmental Services

Drawn by: Justin Green
Date: May 2021
CES Project Code: P40700681

SCALE: 1:20 000

WITZENBERG REGIONAL CEMETERY

SITE 2: FARM PORTION 82/364

NBA WETLANDS & RIVERS

LEGEND

- Site 2 - Portion 82/364 (Ceres)
- Towns
- Allotment areas

Site 2 - Roads

Road Type

- Primary
- Secondary
- Residential
- Track
- Unclassified

Rivers & Drainage

NBA (2018) River

- Perenial Rivers
- Non-Perenial Rivers
- Drainage Lines

NBA (2018) Artificial Wetlands

- Dam
- Open reservoir

NBA (2018) Wetland Map

Wetland Ecosystem Threat Status 2018

- Endangered (EN)
- Vulnerable (VU)
- Wetland Map - 500m Buffer

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

MUNICIPALITY
WITZENBERG
13 JAN 2023
MUNISIPALITEIT

REPORT

REFERENCE NO: 17/07/2/1

REPORT TO COMMITTEE FOR COMMUNITY DEVELOPMENT ON THE WITZENBERG DISASTER MANAGEMENT FRAMEWORK

1. PURPOSE

To provide the Committee for Community Development with an executive summary of the Disaster Management Framework for possible approval and furtherance to council for consideration.

2. EXECUTIVE SUMMARY

It is stipulated in Section 42(1) of the Disaster Management Act (No. 57 of 2002) as amended by Disaster Management Amendment Act (No. 16 of 2015) (DMA) that each municipality is to establish and implement a framework for disaster management in the municipality aimed at ensuring an integrated and uniform approach to disaster management in its area.

The policy framework provides those with statutory DRM responsibilities (in terms of the DMA, National Disaster Management Framework, the Western Cape Disaster Management Framework and other applicable legislation) within the Witzenberg Municipality with a written mandate which is coherent, transparent and inclusive. It provides the criteria for the systematic management of administrative decisions; stakeholder participation; operational skills; and capacities. It ensures uniformity is achieved in the development, implementation, maintenance, monitoring and assessing of all policies, plans, strategies, programmes, projects and practice which are aimed at achieving the vision and mission statement; goals; strategic objectives; and key performance indicators for disaster risk management in the municipality.

The Witzenberg Disaster Management Framework takes on the structure of the National, Provincial and District Frameworks, in that it includes four main Key Performance Areas and Three Enablers.

The four Key Performance Areas expanded upon the Framework include:

- Integrated Institutional Capacity
- Disaster Risk Assessment
- Disaster Risk Reduction
- Response and Recovery

The three Enablers include the following:

- Information and communication
- Education, training and public awareness
- Funding arrangements for DRM

3. FINANCIAL IMPLICATION

None

4. LEGAL IMPLICATION

Applicable legislation is as follows:

a) Disaster Management Act (No. 57 of 2002) as amended by Disaster Management Amendment Act (No. 16 of 2015).

5. RECOMMENDATIONS

It is recommended that the Committee for Community Development consider the Disaster Management Framework for furtherance to Council for approval.

cooperative governance
Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

Private Bag X804, Pretoria, 0001 Tel: (012) 334 0600, Fax: (012) 334 0603
Cnr Hamilton and Johannes Ramokhoase Street, Arcadia, Pretoria

Mr David Nasson

Municipal Manager

Witzenberg Local Municipality

50 Voortrekker Street

CERES

6835

By email: david@witzenberg.gov.za

Dear Municipal Manager

REPORT OF FIRE SAFETY AND PREVENTION CAPACITY ASSESSMENT CONDUCTED FOR WITZENBERG LOCAL MUNICIPALITY

As you know, firefighting services in terms of Schedule 4, Part B of the South African Constitution is the responsibility of local government with national and provincial oversight. The Fire Brigade Services Act, 1987 (Act No. 99 of 1987) (FBSA) is one of the pieces of legislation administered by the Department of Cooperative Governance (DCoG). The purpose of the FBSA is to provide for the establishment, maintenance, employment, co-ordination, and standardisation of fire brigade services and for matters connected therewith.

The National Disaster Management Centre (NDMC) has a project during the current Financial Year (FY) 2021/22 which seeks to support implementation of the National Fire Safety and Prevention Strategy (NFSPS) through fire safety and prevention capacity assessments in identified municipalities. In line with international good practice, the following are some of the objectives of the NFSPS:

i. Protection of state and national infrastructure (e.g. airports, hospitals) from loss/damage or disruption of vital economic activity (e.g. tourist industry) by fire;
ii. To get fire safety advice to target audiences; and
iii. To ensure that design of new buildings takes proper account of fire safety.

The Western Cape Provincial Disaster Management Centre (PDMC) identified Witzenberg Local Municipality (WLM) as one of the 10 municipalities across the country that required support as part of this project.

My team interacted virtually with Ms Annelize Lamprecht-Vertue, Chief Fire Officer in your Municipality on 21 October 2021 and assessed the municipality's capacity to implement fire safety and prevention programmes as contemplated in the NFSPS as well as in the FBSA and other applicable legislation. These officials took part in the remote assessment i.e. Mr Thibedi Jappie Lengoabala, Deputy Director: Fire Services, Mr Mpho Matshweu, Assistant Director ASD: Fire Services.

The assessment revealed several key issues that have been grouped thematically in line with the themes of the assessment template. The key assessment findings are as outlined below:

1. ASSESSMENT FINDINGS

1.1. Institutional Arrangements

The assessment revealed that the WLM has the authority to render firefighting services. This means that the WLM is accountable for the provision of fire services including fire safety and prevention within the municipality. With regard to the number of dedicated personnel for fire safety and prevention, the team has noted that, currently, the Chief Fire Officer and her team are executing these responsibilities. The assessment team appreciates the measures put in place to manually manage fire safety records. The team applauds the efforts that the municipality puts towards the improvement of Fire Services and wishes to encourage you to work towards having a dedicated budget for fire safety and prevention.

1.2 Regulatory Framework

The team noted that the WLM has a fire services bylaw, which is supplemented by use of directives, regulations and South African National Standards (SANS). It was noted with appreciation that Fire Service bylaws covers the risk dynamics of the municipality which include, built-up areas mostly in towns, veldfire and structural fires risks.

1.3 Fire Risk Profile

Within the South African context, risk assessment must consider provisions of the relevant South African National Standard, i.e. ***(SANS) 10090:2003 Community Protection against Fire***. This standard recognises the need for a risk-based approach by setting performance requirements that allows fire

service some flexibility to apply a risk-based approach. The fire-risk categories into which the area of jurisdiction could be divided is outlined in **Table 1** below:

Table 1: Fire risk categories

CATEGORY	DESCRIPTION
A – High Risk	Central business districts and extensive commercial and industrial areas normally found in cities and large towns.
B - Moderate Risk	Limited central business districts, smaller commercial or industrial areas normally associated with small towns and decentralized areas of cities and large towns.
C	Residential areas of conventional construction;
D	Rural risk areas of limited buildings and remote from urban areas.
E	Special Risks requiring an attendance over and above that of the predominant risk category above i.e. large shopping/entertainment centres, informal settlements, harbours, hospitals, prisons, large airport buildings, and petrochemical plants.

The assessment revealed that the WLM falls largely within the fire-risk categories B. In this regard, the fact that the municipality has one (1) hospital and one (1) old age home means that there are significant fire risks requiring robust fire safety systems to prevent the likelihood of fires in these critical facilities.

1.4 Fire Safety and Prevention Code Enforcement

With regard to fire safety and prevention code enforcement, the team learned that this is hindered by the lack of dedicated capacity within the Fire Safety and Prevention unit. The team noted that WLM has put measures in place to enforce fire safety and prevention codes through allocating Leading Firefighters to oversee fire safety. Furthermore, WLM participates in multi-disciplinary joint operations with traffic department to improve compliance with bylaws and other pieces of legislation quarterly.

1.5 Building and Township / Spatial Development

The team noted that the Chief Fire Officer participates in township/ spatial development planning structures. While the assessment revealed that there are adequate mechanisms to handle building plans and rational designs, the team noted concerns that there is a significant shortage of staff to cover all areas within WLM.

1.6 Dangerous Goods Management / Major Hazardous Installation (MHI)

The Municipality has mechanisms in place to handle issuing of fire permits to regulate storage and transportation of dangerous goods within the municipality.

In this regard, it was noted that, at this point, the municipality is not charging for processing these applications.

1.7 Community Based Fire Safety and Prevention Initiatives

The team noted that the municipality has put in place measures to ensure ongoing public education and awareness in schools and different community areas which is driven by operational personnel under the leadership of the Chief Fire Officer.

1.8 Fire Hydrant Maintenance

The assessment team noted that there are fire hydrants in all different areas within local municipalities. Maintenance of fire hydrants is done by the WLM through the expanded public works programme workers on a regular basis.

1.9 Fire Protection Association

The assessment revealed that, currently, there is one (1) registered Fire Protection Association (FPA) within the Municipality. The team further noted that the FPA in the area has a good working relationship with the municipality. In this regard, WLM also assists with control burning and burn permits.

1.10 Trauma Counselling

With regard to trauma counselling, the assessment revealed that the municipality have debriefing sessions that are done regularly to ensure that employees are debriefed post handling traumatic incidents.

2 RECOMMENDATIONS

The NDMC wishes to reiterate that ensuring a safe and healthy environment for communities is a core constitutional objective for local government. While I greatly appreciate and commend you for the work you are doing, I wish to encourage you to implement the following proposed recommendations (aligned to assessment findings) in order to improve fire safety and prevention in your Municipality thereby contributing to the reduction of fire losses and risks in our country:

2.1 Consider establishing a stand-alone Fire Safety and Prevention unit with dedicated staff and budget;

2.2 Adopt South African National Standard (SANS) 10090 as a service delivery standard;

2.3 Adopt South African National Standard (SANS) 1157: Transport of dangerous goods — Inspection requirements of road vehicles for the issue of municipal dangerous goods transport permits as a standard code of practice;

2.4 Develop a fire safety and prevention Standard Operating Procedures (SOP);

2.5 Develop and implement a fire safety code enforcement programme targeting high-risk facilities such as hospitals, clinics, specials schools, prisons, etc, in order to prevent fires that could result in multiple fatalities in buildings to which the public have access;

2.6 Strengthen community-based fire education and awareness;

2.7 Encourage collaboration with the District in advancing the cause of fire services to meet the needs of our communities;

2.8 Collaborate with relevant Departments to ensure that fire hydrants are installed in strategic areas as per the risk profile;

2.9 Work closely with the geographic information system team to ensure that existing fire hydrants are geographical mapped; and

2.10 Ensure continued closer working relations between the Fire Services and the FPA to manage veldfire risks in an integrated manner.

I wish to reiterate my appreciation for the robust fire safety and prevention systems that you have put in place within Witzenberg Local Municipality. The NDMC will continuously support you in your quest to improve fire safety and prevention capabilities.

You are welcome to contact either Dr Musiwalo Moses Khangale at jappiel@ndmc.gov.za , Mobile: 071 860 4596, Telephone: 012 848 4620 or Mr Ndivhuwo Ndaba at ndivhuwon@ndmc.gov.za, Mobile: 071 952 9451, Telephone: 012 848 4707 for clarity or any additional information on this matter.

Your support and assistance in advancing the cause of fire services to meet the needs of our communities is appreciated.

Kind regards

Mmaphaka Tau (PhD)
Head: National Disaster Management Centre
Department of Cooperative Governance (DCOG)

Date:14 December 2021

CC : Mr Colin Deiner

Chief Director: Disaster Management and Fire/Rescue Services Western Cape Government

Colin.deiner@westerncape.gov.za

Mr Etienne du Toit

Deputy Director: Department of Local Government Western Cape Government

Etienne.DuToit@westerncape.gov.za

Ms Annelize Lamprecht-Vertue

Chief Fire Officer: Witzenberg Local Municipality

annelize@witzenberg.gov.za

Ms Rowena Page

Assistant Director: Western Cape Provincial Disaster Management Centre

Rowena.Page@westerncape.gov.za

AAN / TO: MUNICIPAL MANAGER

VAN / FROM: ACTING SOCIO-ECONOMIC DEVELOPMENT MANAGER

DATUM / DATE: 23 November 2022

VERW. / REF.: 7/1/4/1

MUNICIPAL BUILDING FOR RENTAL PURPOSES IN ERF 5965, NDULI, CERES (OLD SIZAMELE CRECHÉ)

1. Background

The building was unoccupied since January 2020 and have been vandalized and illegally occupied. 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 2 applications were received. The reason for the delayed application is due to one of the applicants, having to provide proof of their NPO registration and subsequent business plan.

3. Application evaluation

The applicants who applied are indicated in the framework below.



Organisation name	NPO Registration number	Applicant is a resident of Witzenberg Municipal area?	Business Plan description/Overview of initiative	Operations inside the building benefit the community?	Additional comments
Kwakhanya	276-395	Yes	- Applicant want to start a 3-day crèche for persons living with disabilities - The plan is to increase the number of days to 5 days - 18 persons with disabilities will be accommodated - There will be 3 teachers - A clean-up programme (recycling) will be implemented to generate revenue to pay salaries and maintain the crèche - Want to use one of the rooms as an arts and culture hub - A soup kitchen will also be operated form the crèche building	Yes	- NPO was registered in June 2022.
Vrolike Vinkies Enrichment & Development centre	021-498	Yes	- Applicant want to start a daycare for disabled people so that they can develop skills throughout the day and also obtain a stimulated meal - Applicant will strive to feed +-150 TB patients per day, provide skills development projects to young people, to assist home owners to start their own food gardens and to sustain young people with a disability with skills	Yes	- Applicant has been operational in the Witzenberg area for 20 years

See attached application form, business plan and compliant documentation.

4. RECOMMENDATIONS:

a) That the Committee for Community Development provide inputs regarding the above mentioned proposal(s), in order to identify a suitable NPO to lease the crèche

b) That Council gives approval for leasing of the building "voetstoots" for a period of 3 years.

c) The property that is to be leased is not required for provision of minimum level of basic services (MFMA Section 14.2 a).

d) The fair market value is not applicable due to the economic and community value that are received in exchange for the lease of the asset (MFMA Section 14.2 b). Council to consider exemption of rental charges, on condition that we lease the building as it is, and that the lessee do all repair work to the building.

R Fick
Acting SED Manager

David Nasson
Municipal Manager

WITZENBERG

APPLICATION FORM FOR MUNICIPAL PROPERTY

The following application form consist of 3 pages (9 sections) and must be fully completed. If there is a section that is not applicable, indicate "not applicable".

A)

Information of applicant (to whom correspondence will be sent):			
Date of application:	19/04/2022.		
Contact Person:	Nomampondo Cynthia		
Entity of applicant (Company, Sole Proprietor, Partnership, Co-operative, NGO, Individual)	Church purposes		
Address:	Uxolo/Wiethu Avenue 27 Erf 5965		
Postal address	6835		
Contact Number:	0632099371	Email	

B)

Is the Application for: (mark with an "x")	**Is the application for: (indicate with "yes" or "no")**		**Description of land applied for (erf number or location or street number or name of building)**
Vacant Municipal Land	**Renting?**	X	Izomelo Creche.
	Buying?		
Municipal land with occupied buildings on and/or with available space	**Renting?**	X	Izomelo Creche.
	Buying?		

C)

Short description of proposed plan for the applied municipal land (you may attach additional information to this document)

MUNICIPALITY WITZENBERG 19 APR 2022 MUNISIPALITEIT

D)

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

E)

How will the proposed project on the municipal land be funded? (mark with an "x")		**Describe indicated funding**
100% own funding		
Partially funded		
No funds available		

F)

Business information (mark with an "x")		
Current established business/company?	Yes	No x
Start-up business/company	Yes	No x
No business/company	Yes	No x

G)

Current established business/company/co-operative/NGO	
How many years have the business/entity been operational?	2012 - 2022.
What is the monthly income of the business/entity? (before expenditure)	R10000.
What is the total monthly expenditure?	R3000-00
Provide a short overview of the monthly expenditure items	
How many employees work in the business /entity?	
How many clients or contracts do you service or sell products to per month?	R8000-00

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 CHURCH	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	ERF - 5965. 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

NOMAMPONDO CYNTHIA BLES — FULL NAME IN BLOCK LETTERS

N.C. Bles — SIGNATURE

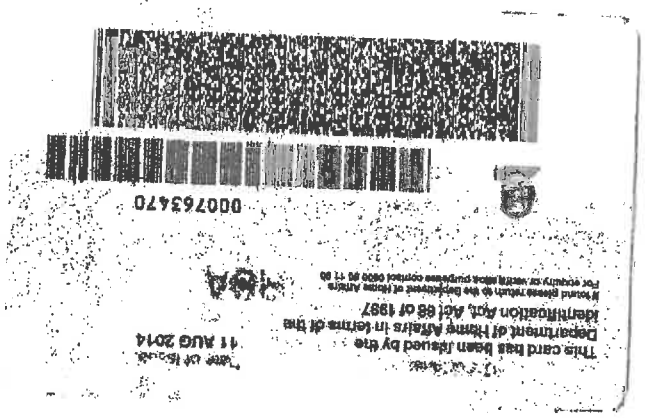
19-04-22. — DATE

MANJIYA

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:							

For Disabled people



Centre

19 APR 2022

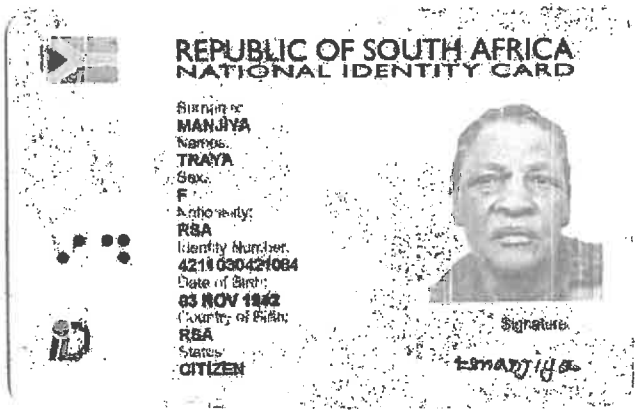
Ceres

Ek sertifiseer dat
I certify that this document is a true reproduction/copy of the original

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

waarnemings, die oorspronklike nie vervals of verander is nie.
original has not been altered in any manner.

Handtekening/Signature



ccess
Employment Skills and Development Agency

Certificate of Competence

This is to certify that

Cynthia N Bles
680219 0630 080

Has successfully achieved competence against:

Support the Facilitation of Development Project Service Delivery in a Ward Committee Context

US 242895, NQF Level 2
8 Credits

WARMBOKKEVELD CORRECTIONAL SERVICES
2022 -03- 31

WARMBOKKEVELD CORRECTIONAL SERVICES
24 May 2013
Endorsement Date

WC113LG406P
Certificate Number

DIRECTOR

LGSETA

Accreditation No.: LG406P

CERTIFICATE

OF ACHIEVEMENT

SUID-AFRIKAANSE POLISIEDIEN
Community Service Centre
19 [illegible] 2022

Cynthia Nomamponde mise Bles

D.O.B
1968/02/15

HAS ATTENDED KWENA SCHOOL OF LEADERSHIP & MENTORSHIP
AND HAS PASSED 1 DAY PROPHETIC SCHOOL COURSE

DATE

03 APRIL 2021

SIGNATURE

(PROPHET KWENA M. THANTSHA)

S

19 2022

Ek sertifiseer dat dit 'n ware reproduksie/kopie/copy of the original document is
dokument/kopie/kopie wat deur my persoonlik besigtig is en dat volgens my
which was examined by me and that
waarnemings die oorspronklike nie op enige wyse gewysig is nie.
original has not been altered in any manner.

Handtekening/Signature



GEREGISTREERDE WOON- EN POSADRES

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

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

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this pocket.

2. If you have changed your address, or, if particulars of your present address, e.g. name of street and/or street number, etc. have been changed, the NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS.

I.D.No. 680219 0630 08 0

S.A.BURGER/S.A.CITIZEN

VAN/SURNAME
BLES

VOORNAME/FORENAMES
NOMAMPONDOMISE CYNTHIA

GEBOORTEDISTRIK OF LAND/
DISTRICT OR COUNTRY OF BIRTH
SUID-AFRIKA

GEBOORTEDATUM/
DATE OF BIRTH
1968-02-19

DATUM UITGEREIK
DATE ISSUED
2004-03-08

UITGEREIK OP GESAG VAN DIE
DIREKTEUR-GENERAAL
BINNELANDSE SAKE

ISSUED BY AUTHORITY OF THE
DIRECTOR-GENERAL
HOME AFFAIRS

The Operational Plan of Kwakhanya:

Kwakhanya is a NPO based in Nduli Township which fights for the poor and marginalised by readdressing the injustices of the past, our focus is the disadvantaged groups which are the following: Elderly, Women & Children, Persons living with disabilities and the youth.

One of our objectives on our constitution is our focus on the disability desk. We are planning to start as a 3 day crèche for persons living with disabilities where we look after the physique of persons living with disabilities. The plan is to get medical doctors and physiotherapists, but as time goes by the centre will operate for 5 days.

We currently have 18 persons living with disabilities which we have identified but the number can increase once we start operating fully.

There will be 3 teachers

Two of these three teachers are assistant teachers who will assist the one teacher who will teach. The teacher will have formal education (ECD) someone who is passionate about children. The assistant teacher formal education won't be requirement as such but must at least be able to work with persons living with disability, have patience with the children, must be computer literate and numerical.

There will be fees included, a fixed amount that is payable in two options, at the beginning of the year or every quarter, on the first day. Time of operating will be 08:30 till 5 pm

The crèche will be collectively managed by Thembisa Grace Mhlophe the director and the Secretary Ms Thembela Sifile.

The community will benefit in the following:

In one of the rooms the afterschool program which will cater for school children in our respective community, where they will be assisted with tasks, projects and homework on a daily basis at no cost at all. We will employ post-matric pupils and send them to the required training in order for them to be able to assist the children with homework.

We will also build a partnership with seda , nyda and other training entities to come to the crèche on certain days to offer training to community member as it is our duty to give our community members sustainable skills that will make them employable.

We will have a "Clean up Nduli Program" it's a recycling program which will generate revenue to pay salaries and maintain the crèche. But will also benefit the community of Nduli because for every tone they bring we will be rewarding them with voucher for food and clothes and housing items.

One of the rooms in the crèche will be used as an arts and culture hub where members of the community who loves and are passionate about arts will be taken to training and do their arts which will displayed at Ceres tourism.

We will also be having a soup kitchen but ours will be different we will be taking the food cooked to the clinic and the rest to the squatter camps. We have seen the number of chronic patients defaulting because of not getting the right nutrition.

Teachers will be:

Phumzile Bhengu

Cynthia Bless (assistant teacher)

Ntombebongo Nodada (assistant teacher)

I hope you find everything in order.

Kind Regards

Thembela

0721287387

Secretary

Budget for The Creche			
Institutional Cost			
Salaries	**Monthly**	**Annually**	
Qualfied teacher	R10 500		R126 000
Assistants @ 2	R5500 x 2 R 11 000		R132 000
Director	R8 500		R102 000
Adminstrator	R7 500		R90 000
Care taker	R4 500		R54 000
Cleaner @ 2	R3 500		R84 000
	R45 500		**R588 000**
Office Equipment			
2* Laptops	R10 500 per laptop		R21 000
4* Computers	R7 500		R30 000
Office printer			R21 500
Office telephone			R4 000
4 Office desks	R5500 per desk		R22 000
Stationary	R10 500		R42 000
	R87 500		**R140 500**
Operational Costs			
Water& Electricity	R2 500		R30 000
Rent	R1 500		R18 000
Groceries	R10 500		R126 000
	R14 500		**R174 000**

G.P.-S. 012-0123

CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANIZATION

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

Kwakhanya

(name of the organisation)

meets the requirements for registration.

The organisation's name was entered into the register on **09 June 2022**
(date)

Registration number **276-395 NPO**

Director's signature

Department of Social Development

Kwakhanya NPO

Board members

Name&Surname	Position	Contact Details
Thumeka Hinana (Person living with disability)	Chairperson	078 207 4959
Xoliswa Zonke	Deputy chairperson	060 479 1460
Traya Manjiya	Co-Founder	076 024 0024
Mirriam Sifile	Co-Founder	078 543 7204
Thembisa Mhlophe	Director	072 168 8186
Thembela Sifile	Secretary	072 128 7387
Cynthia Bles	Additional member	063 209 9371
Dumisani Maqolo	Additional member	
Thami Joseph Mahlangu	Additional member	069 577 3606
Philiswa Dumzela	Additional member	

Disabled (People)

(1) Walter-Manjiya = 8912025300084
(2) Mbuge-Abhelele = 9606275330087
(3) Inathi-Graba =
(4) Amile Mpondwana = 9107145797084
(5) Thumeka Hinana = 8605250435086
(6) Makhosonke Mazomba = 8210145908080
(7) Anesiphe Betani = 9909231621080
(8) Amanda Khondlo =
(9) Khuthala. Ndwanya
(10) Noncedo Yicani
(11) Jacobus Willemse
(12) Sihle Nkomonde

MODEL CONSTITUTION

Table of Contents

1. NAME 2
2. BODY CORPORATE 2
3. OBJECTIVES 2
4. GOVERNING STRUCTURE AND MECHANISM OF GOVERNANCE 2
5. POWERS OF THE ORGANISATION 3
6. MEETINGS 4
   - 6.1 Annual General Meetings (AGM) 4
   - 6.2 Special General Meetings 4
   - 6.3 Ordinary Meetings 5
   - 6.4 Notices of Meetings 5
   - 6.5 Quorums 5
   - 6.6 Procedures at Meetings 6
   - 6.7 Making decisions in meetings 6
   - 6.8 Records of meetings 6
7. INCOME AND PROPERTY 6
8. FINANCES AND REPORTS 7
9. REGISTRATION OF MEMBERS 8
10. AMENDMENTS TO THE CONSTITUTION 8
11. DISSOLUTION/CLOSING DOWN 8

1. NAME

1.1 The organization hereby constituted will be called **Kwakhanya**

2. BODY CORPORATE

The organisation shall:

- Exist in its own 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.

3. OBJECTIVES

(a) **The organisation's main objectives are to**:

- Persons living with disabilities desks
- Adhering to the needs of the most neglected e.g. People living with disabilities and the elderly.
- This NPO is an umbrella which addresses the needs of community members and to jointly plan and implement solutions.
- To access research and address the needs within the community groups.
- Addressing the triple challenges (Poverty, Unemployment and inequality) by empowering the community members by developing their skills.

4. GOVERNING STRUCTURE AND MECHANISM OF GOVERNANCE

4.1 The Office Bearers will oversee the organisation. The Office Bearers will be made up of 3 (three) members. They are the Board of governance of the organisation.

4.2 **Term of office:** Office bearers will serve for a period of **2 (two)** years which has been agreed to by the general membership at an AGM, and which shall not exceeding three years. They can, however, stand for re-election for another term in office again and again after that, for so long as their services are needed and they are ready to give their services.

4.3 **Vacancies**: The Office Bearers must, as soon as reasonably possible, appoint someone to fill any vacancy that reduced the number of Office Bearers.

4.4 **Resignation:** An Office Bearer may resign from office in writing.

4.5 **Disqualification or Removal** If an Office Bearer does not attend three meetings in a row, without having applied for and obtaining leave of absence from the Board, then the Board will find a new member to take that person's place.

4.6 **Rights of Members:** Members of the organization shall not give any member a right to any of its monies, properties or assets, but only confer upon such

members the privilege of membership subject to such charges and reasonable restriction as the organization may from time to time impose and subject laws in force at time being.

4.7 **Termination of Membership:** If a member shall be found guilty of any misconduct as stipulated in this constitution, that member shall cease to be a member of the project and will be informed accordingly in writing.

4.8 **Membership and Election:** Members of the organization are elected and nominated by members within the organization in the different categories of the organization. Anyone who is interested to do crafts, recycling, soup kitchen, after care can apply within the organization to become a member and they can be nominated. If members are involved in illegal activities that are in violation with the constitution of the Republic of South Africa will be excluded from joining the organization.

4.9 **Misconduct of Members:** Bringing the organization in disrepute. A member of council shall be guilty of misconduct when found guilty of improper conductor.

5. POWERS OF THE ORGANISATION

5.1 The Board shall carry out the powers on behalf of the organisation and they shall manage the affairs of the organisation in accordance with the resolutions of the members as shall be taken from time to time at General Meetings of the organisation.

5.2 The Board is responsible for making decisions, and acting on such decisions, which it believes it needs to make in order to achieve the objectives of the organisation as stated in point number 2 of this constitution. However, such decisions and their activities may not be against the resolutions of the members or be against the law of the Republic of South Africa.

5.3 The Board shall have the general powers and authority to:-

5.3.1 raise funds or to invite and receive contributions.

5.3.2 buy, hire or exchange for any property that it needs to achieve its objectives.

5.3.3 make by-laws for proper governance and management of the organisation.

5.3.4 form sub-committees as and when it is necessary for proper functioning of the organisation

5.4 If the Board 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 want a sub-committee to do an inquiry, for example

5.5 The Board may delegate any of its powers or functions to a sub-committee provided that:-

5.5.1 such delegation and conditions are reflected in the minutes for a meeting

5.5.2 at least one Office Bearer serves in the sub-committee.

5.5.3 there are three or more people on a sub-committee.

5.5.4 the sub-committee must regularly report back to the Board on its activities.

5.6 The Board must in advance approve all expenditure incurred by the sub-committee, and may revoke the delegation or amend the conditions of the delegation.

6. MEETINGS

6.1 Annual General Meetings (AGM)

6.1.1 Stakeholders of the organisation must attend its annual general meetings.

6.1.2 The purpose of an Annual General Meeting (AGM) is to:

- Report back to stakeholders from the Office Bearers on the achievements and work of over the year.
- Make any changes to the constitution.
- Enable members to decide on the policies of the organisation.

6.1.2 The annual general meeting must be held once every year, towards the end of the organisation's financial year.

6.1.3 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's minutes with matters arising.
- Chairperson's report.
- Treasurer's report.
- Changes to the constitution that members may want to make.
- Elect new office bearers.
- General.
- Close the meeting.

6.2 Special General Meetings

6.2.1 The Special General Meeting (SGM) or any other special meeting is held outside of the normal or regular meetings.

6.2.2 Special or extraordinary meetings can take the shape of an Annual General Meeting (AGM) or any ordinary meeting of members.

6.2.3 The Board or not less than one-third of the members may call a Special General Meeting of the organisation.

6.2.4 Special meetings may be called when the Board needs the mandate or guidance of the general members of the organisation to take up issues that require urgent attention and cannot wait until the next regular AGM or ordinary meeting.

6.3 Ordinary Meetings

6.3.1 Ordinary members meetings are conducted to complete a standard order of business of the organisation. These are held once a quarter and are attended by the board.

6.3.2 The meetings of the Board will be held at least once a quarter or when a need arises from time to time to conduct the business of the Board.

6.4 Notices of Meetings

6.4.1 The Chairperson of the Board shall convene meetings. The Secretary must let all Board members know the date of the proposed meeting within a reasonable time, but not less than seven (7) days, before it is due to take place.

6.4.2 However, when convening an AGM, or a Special General Meeting, all members of the organisation must be informed of the meeting no less than fourteen (14) days before such a meeting.

6.4.3 Notices for all meetings provided for in this constitution must be given to relevant members in writing, either personally, by post or electronic communication or whichever manner it is convenient, to the address or other similar particulars provided by the members.

6.4.4 The notices for all meetings must indicate the reasons for the meeting and the matters that will be discussed in the meeting.

6.4.5 For confirmation of delivery, all notices sent to members at the latest known contact details shall be deemed to have been duly served on members, unless it can be proven otherwise.

6.4.6 All members present in person at any meeting shall be deemed to have received notice of such meeting.

6.5 Quorums

6.4.7 Quorums for all meetings of the organisation shall be a simple majority (**50% + 1**) of relevant members who are expected to attend

6.4.8 However, for the purpose of considering changes to this constitution, or the dissolution of the organisation, then a two thirds (⅔) of the members shall be present at a meeting to make a quorum before a decision to change the constitution is taken.

6.4.9 All meetings of the organisation must reach a quorum before they can start.

6.4.10 If, however a quorum is not present within fifteen minutes of the appointed time of the meeting, the meeting must be adjourned or postponed to another date, within fourteen days thereafter.

6.4.11 If no quorum is present at the reconvened meeting within fifteen minutes of the appointed time, the members present shall be regarded to make up a quorum for that meeting and the meeting will continue as if a quorum is present.

6.6 Procedures at Meetings

6.4.12 The Board may regulate its meetings and proceedings as it deems fit, subject to the following:

- That the Chairperson shall chair all meetings of the organisation, including that of the Board.
- That, if the Chairperson is not present, the Vice-Chairperson shall chair such meeting. In the event both are absent, the Board members present at the meeting shall elect a chairperson for that meeting.

6.7 Making decisions in meetings

6.4.13 Where possible, the decisions of the organisations shall be taken by consensus. However, when there is no consensus, then members will discuss options for a while and then call for a vote.

6.4.14 All votes shall be counted and the majority votes on an issues shall be regarded as the decision of the meeting

6.4.15 However, if opposing votes are equal on an issue, then the chairperson in that meeting has either a second or a deciding vote.

6.4.16 All members must abide by the majority decision

6.4.17 Decisions concerning changes to this constitution, or of dissolution and closing down of the organisation, shall only be dealt with in terms of clauses 9 and 10 of this constitution.

6.8 Records of meetings

6.4.18 Proper minutes and attendance records must be kept for all meetings of the organisation.

6.4.19 The minutes shall be confirmed as a true record of proceedings by the next meeting of the Board, or of general members as the case may be, and shall thereafter be signed by the chairperson.

6.4.20 Minutes shall thereafter be kept safely and always be on hand for members to consult.

7. INCOME AND PROPERTY

7.1 The organisation will keep a record of everything it owns.

7.2 The organisation may not give any of its money or property to its members or the Board. The only time it can do this is when it pays for work that an Office Bearers or member has done for the organisation. The payment must be a reasonable amount for the work that has been done.

7.3 The Board or 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, and for which authorization has been granted.

7.4 The Board or members of the organisation do not have rights over things that belong to the organisation.

8. FINANCES AND REPORTS

8.1 **Bank Account**: The Board must open a bank account in the name of the organisation with a registered Bank.

8.2 **Signing**: Cheques and other documents requiring signature on behalf of the organisation shall be signed by at least two persons authorized by the Board. 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 Cheques.

8.3 **Financial year-end**: The financial year end of the Organisation shall be end of November each year.

8.4 **Financial Report**: The Board must ensure that proper records and books of account which reflect the affairs of the organisation are kept, and within six months of its financial year a report is compiled by an independent registered Accounting Officer stating whether or not the financial statements of the organisation are consistent with its accounting policies and practices of the organisation.

8.5 The Treasurer is responsible for making sure that the money of the organisation is safe and is accounted for

8.6 The Treasurer must also make regular reports to the Board on the finances of the organisation, which should include all incomes, expenditures and balances that remain according to accounting practices of the organisation.

8.7 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 as shall be amended. Or the organisation can get securities that are listed on a licensed stock exchange as set out in the Stock Exchange Control Act, 1985 (as amended). The organisation can go to different banks to seek advice on the best way to look after its funds.

9. REGISTRATION OF MEMBERS

Members will pay a joining fee of R100

10. AMENDMENTS TO THE CONSTITUTION

10.1 The constitution can only be changed by a resolution. The resolution has to be agreed upon and passed by not less than two thirds (⅔) (or at least 67%) of the members who are at the annual general meeting or special general meeting. Members must vote at this meeting to change the constitution.

10.2 For the purpose of considering changes to this constitution, a two thirds (⅔) of the members shall be present at a meeting to make a quorum before a decision to change the constitution is taken. Any annual general meeting may vote upon such a motion, if the details of the changes are set out in the notice referred to in clause 6 of this constitution

10.3 As provided for in clause 6, written notices must go out not less than fourteen (14) days before the meeting at which the changes to the constitution are going

to be proposed. The notice must indicate the proposed changes to the constitution that will be discussed at the meeting.

10.4 No amendments may be made which would cause the organisation to close down or stop to function or die away.

11. DISSOLUTION/CLOSING DOWN

11.1 The organisation may dissolve or close down if at least two third s (⅔) of the members present and voting at a meeting convened for the purpose of considering such matter, are in favour of closing down.

11.2 When the organisation closes down it has to pay off all its debts. After doing this, if there is property or money left over it should not be paid or given to members of the organisation. It should be given in some way to another non-profit organization that has similar objectives. The organization's general meeting can decide what organisation this should be.

This constitution was approved and accepted by members of

At a special (general) meeting held on 20/11/2019
Day/Month/Year

Chairperson

Secretary

WITZENBERG

APPLICATION FORM FOR MUNICIPAL PROPERTY

The following application form consist of 3 pages (9 sections) and must be fully completed. If there is a section that is not applicable, indicate "not applicable".

A)

Information of applicant (to whom correspondence will be sent):			
Date of application:	8 March 2022		
Contact Person:	Andeline Coetzee/ Mabuthi Silere		
Entity of applicant (Company, Sole Proprietor, Partnership, Co-operative, NGO, Individual)	Vrolike Vinkies Enrichment & Development Centre		
Address:	Barlinka street Ceres 6835		
Postal address	Po Box 588 Ceres 6835		
Contact Number:	**0787375186** 0233161292	Email	Vinkies33@gmail.com vrolikevinkies@telkomsa.net

B)

Is the Application for: (mark with an "x")	Is the application for: (indicate with "yes" or "no")		Description of land applied for (erf number or location or street number or name of building)
Vacant Municipal Land	Renting?		
	Buying?		
Municipal land with occupied buildings on and/or with available space	Renting?	yes	MUNICIPAL BUILDING ON ERF 5965, NDULI, CERES (OLD SIZAMELE CRECHE BUILDING
	Buying?		

C)

Short description of proposed plan for the applied municipal land (you may attach additional information to this document)
At the request of the community, we considered it appropriate to start a daycare for adult disabled people. So that they can develop skills throughout the day and also get a stimulated meal. With the help of professional therapists, their health can develop well.

D)

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

E)

How will the proposed project on the municipal land be funded? (mark with an "x")		Describe indicated funding
100% own funding	X	Funding from Department of Social Development through subsidies Fundraising system is in place Funding through funders like National Lottery Commission and Perde kraal East Wind Farm and Food Forward Beneficiaries fees Cape Winelands Municipality

Partially funded		
No funds available		

F)

Business Information (mark with an "x")		
Current established business/company?	Yes X	No
Start-up business/company	Yes	No
No business/company	Yes	No

G)

Current established business/company/co-operative/NGO	
How many years have the business/entity been operational?	20 years
What is the monthly income of the business/entity? (before expenditure)	150 000-00
What is the total monthly expenditure?	130 000-00
Provide a short overview of the monthly expenditure items	Salaries Food Project cost- petrol, resources etc. Admin- electricity, municipal rates, telephone
How many employees work in the business /entity?	20 workers
How many clients or contracts do you service or sell products to per month?	

H)

The following documents must be attached to the application if the applicant is a Company, Sole Proprietor, Partnership, Co-operative or a NGO		
Business registration &/or tax clearance certificate	Is this document attached?	Yes/No
The following documents must be attached by all applicants		
Certified copy of ID (all applicants)	Is this document attached?	Yes/No
Business plan (all applicants)	Is this document attached?	Yes/No

I)

Requirements for content of the business plan (all sections must be included)		
Name of business or individual & contact information	Is this included in the business plan?	Yes/No
Description of business (if applicant is a business/entity) - Type of business, goals of the business/entity - Product/service that the business/entity offer	Is this included in the business plan?	Yes/No
Client base (if applicant is a business/entity) - Overview of the contracts or clients that are you servicing (target market)	Is this included in the business plan?	Yes/No
Management - Experience of the owner/applicant - Qualifications or training received	Is this included in the business plan?	Yes/No
Overview of Project plan for the municipal land - Erf number or street number - What the plan entail& who the target market or clients will be - How will the applicant & community benefit& how many jobs can be created - Research conducted to determine viability of proposed project plan - Budget for the proposed project plan - Overview of funding: comprehensive description of how plan will be funded	Is this included in the business plan?	Yes/No
Management experience - Experience in the proposed project - Any training received in the field of the proposed project	Is this included in the business plan?	Yes/No

- Note that the selling of alcohol from municipal property is prohibited

Please submit the completed form at the archives department at 50 Voortrekker Street, Ceres, 6835 or e-mail it to admin@witzenberg.gov.za

Andeline Coetzee
FULL NAME IN BLOCK LETTERS

SIGNATURE

04/03/2022
DATE

Administration section only:

	Community services: Disaster Management	Community services: LED Department	Community services: Housing	Technical Dept: Streets and stormwater	Technical Dept: Town Planning	Technical Dept: Sewage& water	Technical Dept: Electrical
Date received:							
Date inputs submitted:							

Vrolike Vinkies
Enrichment & Development Centre

Adres/Address:
Die Eilandvakansieoord
Barlinka street
PO Box: 588
Ceres
6835

Contact Details"
Landline:: 023-3123684
Mobile: 0787375186
Email::vrolikevinkies@telkomsa.net/
Vinkiess33@gmail.com/andy1coetzee2@gmail.com

Registration Partial Care
C6790
NPO Registered
021-498
SARS -CLEARANCE-Good standing

BUSINESS PLAN/OPERATIONAL PLAN

8 March 2022

To: Municipal Manager

Witzenberg Municipality

From: Andeline Coetzee – Chief Executive Officer

Mabuthi Silere- Coordinator

Subject: MUNICIPAL BUILDING ON ERF 5965, NDULI, CERES (OLD SIZAMELE CRECHE BUILDING)

Background:

Vrolike Vinkies Enrichment & Development Centre was established in 2001 as a ECD Center for children 0-5 years old. The organizations capacity however, through various developments improved over the last 20 years, and through good and effective leadership guidance, the organization sustained themselves as a well- known developmental organization within the Witzenberg Area and surrounding farms. Through the outstanding work, the organization is the implementer/facilitator of several government interventions such as ECD Programmes, Sustainable Livehoods Programmes and Programmes for children with special needs. As a key implementer the organization have a track record in terms of compliance in various areas and have being instrumental over the past years in assisting individuals and or other organizations with regards to compliance.

Project Requirements

MOTIVE:

Looking to the current economic scenario in South Africa and the world, more effort needs to be placed from both the private and public sectors to ensure an environment where unemployed can start doing things and grow. However, it is evident that many youth and unemployed are faced with common challenges in life. Drugs is a death penalty for our youngsters. Access to assistance in building a healthy community is a major challenge in our area.. Because of the unemployed statistics various sicknesses is at the end of the day. Our Organisation operating the last 4 years in Nduli with the feeding scheme for patients with TB,HIV & Aids and people with a disability. Our challenge is the amount of people we feed every day. Our vision is broader in the community not only do feeding but also provide training on various projects to provide work opportunities.

METHOD:

With a suitable venue we strive to feed +/- 150 TB patients every day, to provide skills development projects to young people on a monthly basis, to assist home owner to start their own food gardens, to sustain the young people with a disability with proper skills. Out of all these projects we evaluate gender base violence and will be part of the referral system for the Department Social Development.

MEASURE:

People from the Nduli area will operate on the site. We already employed 4 people from Nduli who provide the food. The Nduli people will take responsibility of the building under the supervision of Vrolike Vinkies Enrichment & Development Centre board and CEO. All financial obligations will drive by the organisation expertise. The organisation will monitor and evaluate the centre on a monthly basis.

DURATION:

We focus on a long-term project on Sustainable Livelihoods to reduce hunger and poverty. The project is running for 5 years in Nduli. We make use of beneficiary homes. The organisation feed for the 5 years TB patients refer from the clinic. To be more productive we need a municipal venue to render to reach out to the community in Nduli.

REQUEST:

We are able to pay on a monthly basis our municipal services as required.

RECIPROCATION:

As a developmental organisation we do have a huge network of opportunities and we willing to share our network with the participants. Our centre will also be open for participants for future assistance in terms of ongoing compliance.

ATTACHEMENTS:

Please find attached of all compliant documents.

We are looking forward to establishing a long-term partnership with the municipality in the field of empowering our communities at different levels. If you require further information please do not hesitate to contact us.

Regards

Andeline Coetzee

Chief Executive Officer



WITZENBERG

CALL FOR PROPOSALS: LEASE OF MUNICIPAL BUILDINGS

Registered organisations from Witzenberg Municipal area are invited to apply for the following vacant buildings:

1. **BUILDING ON PORTION OF ERF 1, PINE VALLEY, WOLSELEY (OLD MALIKHANYE CRECHE BUILDING)**
2. **MUNICIPAL BUILDING ON ERF 5965, NDULI, CERES (OLD SIZAMELE CRECHE BUILDING)**

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 applications that reside within Witzenberg Municipal area will be evaluated
- 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 (Application form for Municipal property form)
- 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. The above mentioned must be clearly marked and handed in a sealed envelope ONLY at the Archives Division in Ceres (Municipal head-office); or submitted via email: admin@witzenberg.gov.za
- Clearly indicate on the application form (and the sealed envelope) to which building an application is made for
- Applicants whose application forms and business/operations plan meet the criteria will be shortlisted

APPLICATIONS CLOSE 18 MARCH 2022 AT 16H00.

For queries contact Mrs Letha Wessels at margaretha@witzenberg.gov.za or 023-316-1854 for building in Wolseley and Mrs Marinda Muller at marinda@witzenberg.gov.za or 023-316-1854 for building in Nduli.

NOTICE OF PERSONAL PARTICULARS

1. Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.

NOTICE OF CHANGE OF ADDRESS

1. Keep the NOTICE OF CHANGE OF ADDRESS form in this pocket to report a change of address or a change in particular of your present address e.g. name of street and/or street number etc.

2. Hand in at or post to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS

1

I.D. No. 620829 0197 089

S.A.CITIZEN

SURNAME
COETZEE

FORENAMES
ANDELINE ROSETTA

COUNTRY OF BIRTH
SOUTH AFRICA

DATE OF BIRTH
1962-08-29



DATE ISSUED
2012-09-27

ISSUED BY AUTHORITY OF
THE DIRECTOR-GENERAL
HOME AFFAIRS

GECERTIFISEER AS 'N WARE
AFSKRIF VAN DIE OORSPRONKLIKE.
R/C 0063

TAX COMPLIANCE STATUS

PIN Issued

VROLIKE VINKIES PRE-PRIMARY
EDUCARE CENTRE
PO BOX 588
CERES
6835

Enquiries should be addressed to SARS:

Contact Detail

SARS
Alberton
1528

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

Details

Taxpayer Reference Number: 9090593188

Always quote this reference number when contacting SARS

Issue Date: 2022/01/18

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	Vrolike Vinkies Pre-Primary Educare Centre
Trading Name	VROLIKE VINKIES PRE-PRIMARY EDUCARE CENTRE
Tax Reference Number(s)	IT - 9090593188 PAYE - 7430793275
Purpose of Request	Good Standing
Request Reference Number	0029569059GS1801220939435
PIN	98G92942EY
PIN Expiry Date	18/01/2023

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

G.P.-S. 012-0123

CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANIZATION

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

Vrolike Vinkies Enrichment & Development Centre

(name of the organisation)

meets the requirements for registration.

The organisation's name was entered into the register on **30 September 2002**
(date)

Registration number **021-498 NPO**

Director's signature

Department of Social

Development

R.G. Nicholls

Curriculum Vitae Resume

Personal Details

Name	Rowan GrahamNicholls
IDnumber	480829 5150082
Gender	Male
Race	White
HomeAddress	TheRustlings 07 Auburn Road Kenilworth 7708 Cape Town
Driver'sLicence	CodeB

Contact Details

Phone-Business	021 5529893
-Home	021 7623220
Cell	082 5603539
E-mail	nick@nichollsaccounting.co.za

Qualifications

B.Comm. Rhodes University
CA (SA)
CIA
Computer Audit Qualification – NACCA
CGF Research Institute Corporate Governance Training Workshop
Certificate of Chartered Shipbrokers (UK) - MICS

Board Experience – Term Completed

South AfricanWeatherService	9years
Western Cape Gambling andRacingBoard	3years
Road TrafficManagementBoard	5years
AgriculturalResearchCouncil	3years
Film and PublicationBoard(FPB)	6years
Iziko Museums ofSouthAfrica	3years

International for FPB
INHOPE Board–Amsterdam 3years
INHOPE Foundation Board – new member'sdevelopment Board 3years

Board Experience – Current
Central UniversityofTechnology 5years
Community Schemes Holdings –FinanceDirector 1year

Board Committees
Amongst others

Audit Committee
(Terminatedterm)

- Western Cape Education – Chairperson(2001-2016)
- Film and Publication Board – Chairperson(2009-2014)
- National Regulator of Compulsory Specifications– Chairperson (2004-2007)
- Free State Economics and Tourism –Chairperson (2005-2008)
- Free State Agriculture and RuralDevelopment– Chairperson(2005-2008)
- SEDA – Chairperson(2006-2011)
- National Empowerment fund – Member(2010-2013)
- Education Eastern Cape – Member(2003-2015)
- Eastern Cape Local Government andTraditional Affairs – Member(2011-2014)
- Agricultural Research Council – Member(2013-2016)
- Free State Health – Member(2013-2016)
- WC Gambling andRacing
- Cape Town Routes Unlimited(2002-2015)

Audit Committee - Municipality
(Current)

- Icasa – Member(2015-2018)
- Cape Town City Council – Member(2017-current)
- Cape Town Stadium –Member
- Langeberg – Member(2015-current)
- Drakenstein – Member(2018-current)

Audit Committee
(Current)

- Iziko Museums of Cape Town – Chairperson (2010-current)
- Eastern Cape DevelopmentCorporation

	-	ETDP Seta – Chairperson(2004-current)
Risk Committee Chairperson (Terminatedterm)	-	SEDA
	-	DrakensteinMunicipality
	-	Eastern Cape Education(2012-2015)
Risk Committee Chairperson (Current)	-	PSeta(2018-current)
	-	LangebergMinicipality
Finance Committee Chairperson (Terminatedterm)	-	WC Gambling and Racing(2005-2010).
	-	Film and Publication Board.
	-	South African Weather Service(2006-2009)
	-	CUT (2013-2019)
Finance Committee Chairperson (Current)	-	ETDP Seta(2011-current)
Social Equity and EthicsCommittee Chairperson (Terminatedterm	-	WC Gambling andRacing
	-	Road Traffic Management Board(2012-2016)

Professional Societies

IRBA	-	Registered Accountant andAuditor
SAICA	-	CA(SA)
IIA	-	Institute of Internal Auditors SA(Audit Committee Category)
IOD	-	Institute of Directors Southern Africa(Fellow Member)

I am subject to and fully compliant with the ethics and standards of my professional societies.

Prior Board Employment

Film andPublicationBoard	-	I served on the Council, chaired theFinancial Committee and chaired the Audit committee. I represented FPB on an International Board (INHOPE) for the protection of children related to

online predators, pedophiles and child ring syndicates working with Interpol, Europol and International law enforcements.

SA WeatherServiceBoard	-	Nominated by Minister Van Schalkwyk toprovide financial expertise on the board, my main contribution was to make a significant start to the commercialization of the SAWS to compensate for the limited budget available from Treasury under current tough economic circumstance.
Road TrafficManagement Board	-	I served a five year term on the board,and Audit Committee member and Chairperson of the Social and Ethics Committee.
AgriculturalResearchCouncil	-	I served on this board for a term.Thisincluded membership of the Audit and Finance Committee.
CUTCouncil	-	I serve on the Board, Senate, Executive Committee and chair the Finance Committee where I have been instrumental in the purchase of land to double the size of the campus in Bloemfontein and a farm to expose agricultural students to farming.I have also provided positive impact to a Trust to develop IP and third streamincome.

Non Governance Employment

I am a Registered Accountant and Auditor with a Professional Audit and Accountancy Practice in SMME end of the market with SAIPA Learnerships.

Lecturer / facilitator - Commercial, Finance, Accounts and Auditing for Institutes, Institutions and business.

National Empowerment Fund Mentor

Lecturing and Presentation Experience/ Facilitation

Lecturedfor: - CPUT part time evening classes for 3years, Accounting & Internal Auditing & Cost Accounting

- Day time and part time for 3 years, InternalAuditing
- VarsityCollegefor3yearsinCompanylaw,AuditingandCommercial Statistics
- LecturedUnisacoursesinMathsofFinancecompaniesact1973External Auditing including computerAuditing.
- NAMAfor3years,Bodycorporate/homeownershipschemesand sectional titleact.
- Staswest for 1 year, finance, Audit, controls and financial governance. Comsac 2 years – Body Corporate/ Home Ownership Schemeschange to sectional titles act for repairs and maintenance/ 10 year maintenanceplan.

Previous Employment

South AfricanMarineCorporation 1983 – 2001 (18 years)
International ShippingCompany
ServedasChiefInternalAuditExecutive-ResponsibletotheAuditCommitteeandtheboard KPMG –

PeatMarwick 1971 – 1983 (18years)

External Audit exposure to most sectors of the economy including Industry, Banks, Retail, Manufacturing, Mining, Insurance and Service.

-

Current Hobbies

Off road androadcycling - Argus Cycle Tour 2014/2018 Toastmasters - Competent Communicator andadvanced Communication certificates
Rugbyfanatic - Player23

Referees

1. PSeta – CEO
MsBontleLerumo
Tel: 012 423 5700

2. CUT – Vice Chancellor
Professor Henk De Jager
Tel: 051 507 3001

3. Cape Town City Council – Chairperson of Audit Committee
Dr Divya Singh
Tel: 087 288 3216

These people have not been requested to provide this reference to provide independence to your process of election.

Enq : Shantal Harigobin
Ref : 2/1/4R
Tel : 021-446-9800
Fax : 021-418-2709
E-mail : sharigobin@salga.org.za

SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION
SALGA
Inspiring service delivery

MINUTES
Joint Electricity and Energy Provision and Public Works [EEPPW], Water and Sanitation [WS] and Working Groups

TO : THE CHAIRPERSON
DEPUTY CHAIRPERSON
Members of the Working Group
Municipal Officials
Invited Guests

MINUTES: JOINT ELECTRICITY AND ENERGY PROVISON AND PUBLIC WORKS AND WATER AND SANITATION WORKING GROUPS
MONDAY, 10 OCTOBER 2022

ENCLOSED please find the Minutes of the SALGA Joint Electricity and Energy Provision and Public Works and Water and Sanitation and Provincial Working Group meeting held on Monday, 10 October 2022 at 09:00 via MS TEAMS.

Mr KHALIL MULLAGIE
PROVINCIAL DIRECTOR OF OPERARTIONS

ENCL

MINUTES
Joint Electricity and Energy Provision and Public Works & Water and Sanitation Working Groups

1.1 OPENING AND WELCOME

The Chairperson of the Water and Sanitation Working Group, Cllr Elmarie Maxim, welcomed all Councillors, Guests, Stakeholders and Officials present at the Joint Working Group. Members were encouraged to participate in the Working Group and to share best practices and challenges experienced.

The meeting was officially opened.

NOTED

1.2 INTRODUCTION and ATTENDANCE

Present: Official Representative: Councillors / Aldermen

No	Cllr/ Ald	Title	Name		Name of Municipality	WG Rep
1.	Cllr	Mr	Paul Swart	:	Chairperson: WS	*WS*
2.	Cllr	Ms	Elmarie Maxim	:	Chairperson: EEPPW	*EEPPW*
3.	Cllr	Mr	Gideon Jakobus Carinus	:	Cape Winelands DM	*EEPPW*
4.	Cllr	Mr	Charles Manuel	:	Cape Winelands DM	*WS*
5.	Cllr	Ms	Esme` van der Westhuizen	:	Breede Valley	*EEPPW,WS&PTR*
6.	Cllr	Mr	Theuns Bester	:	Drakenstein	*EEPPW,WS&PTR sec,*
7.	Cllr	Ms	Johan Coetzee	:	Langeberg	*EEPP,WS&PTR*
8.	Cllr	Mr	Charles Manuel	:	Stellenbosch	*WS*
9.	Cllr	Mr	Joachem Visagie	:	Witzenberg	*WS&PTR*
10.	Cllr	Mr	Ronald Brinkhuys	:	Overberg DM	*EEPPW Sec, PTR Sec*
11.	Cllr	Mr	Gerhard Olwage	:	Cape Agulhas	*PTR,WS*
12.	Cllr	Mr	Dudley Coetzee	:	Overstrand	*EEPPW*
13.	Cllr	Mr	Henry Syster	:	Theewaterskloof	*EEPPW&WS*
14.	Cllr	Ms	Annelise Olivier	:	Bitou	*EEPPW &WS*
24.	Cllr	Ms	Nosicelo Mbete	:	George	*EEPPW*
15.	Cllr	Mr	Browen Johnson	:	George	*WS*
16.	Cllr	Ms	Jacqulique von Brandis	:	George	*WS Sec*
17.	Cllr	Ms	Marlene Viljoen	:	George	*EEPPW*
18.	Cllr	Ms	Betsie van Noordwyk	:	Hessequa	*EEPPW,WS*
19.	Cllr	Mr	Thando Matika	:	Knysna	*WS*
20.	Cllr	Ms	Anton Dellemijn	:	Mossel Bay	*EEPPW,WS,PTR*
21.	Cllr	Mr	Johan Fourie	:	Oudtshoorn	*EEPPW.WS.PTR*
22.	Cllr	Ms	Miranda Schrader	:	West Coast DM	*EEPPW Sec*
23.	Ald	Mr	Riaan de Vries	:	Bergrivier	*EEPPW*
24.	Cllr	Mr	Chris White	:	Matzikama	*EEPPW*
25.	Cllr	Ms	Charmaine Laubscher	:	Saldanha Bay	*EEPPW*

No	Cllr/ Ald	Title	Name		Name of Municipality	WG Rep
26.	Cllr	Ms	Zandile Komai - Nkohla	:	Saldanha Bay	*WS*
27.	Cllr	Mr	Tijmen van Essen	:	Swartland	*EEPPW*
28.	Cllr	Mr	Gregory Charles Peck	:	City of Cape Town	*WS*
29.	Cllr	Mr	Lazola Ashley Gungxa	:	City of Cape Town	*WS Sec*

Present: Officials

No	Off	Title	Name		Name of Municipality
1.	Off	Mr	S Muller	:	Overstrand
2.	Off	Mr	Elton Lintnaar	:	Witzenberg
3.	Off	Ms	Ruschan Manho	:	Hessequa
4.	Off	Mr	Gavin Williams	:	Saldanha Bay

Invited guests

No	Off	Title	Name		Organisation
1.	Off	Cpt	Herman van de Venter	:	South African Police Service
2.	Off	Mr	Zolile Simawo	:	Department of Water
3.	Off	Mr	Sabelo Magaqana	:	Department of Water
4.	Off	Mr	Thixounathi Mntonintshi	:	SALGA National
5.	Off	Mr	Mpfunzeni Tshindane	:	WC Local Government
6.	Off	Mr	Gerard van Weele	:	WC Local Government
7.	Off	Mr	Balanganani Nengovhela	:	SALGA National
8.	Off	Mr	Silas Mulaudzi	:	SALGA National
9.	Off	Ms	Boniswa Hene	:	WCG Provincial Operations

SALGA Officials

No	Off	Title	Name		Name of Municipality
1.	Off	Mr	Khalil Mullagie	:	Provincial Director of Operations
2.	Off	Ms	Shantal Harigobin	:	Senior Advisor: Trading Services
3.	Off	Mr	Monwabisi Fani	:	Advisor: Built Environment and Planning
4.	Off	Ms	Miltoinette Cupido	:	Manager Strategic Support and Analytics
5.	Off	Ms	Jabulile Ngubane	:	SALGA: Portfolio Administrator
6.	Off	Mr	Sidwell Blows	:	SALGA: ICT
7.	Off	Ms	Alfondre Arendse	:	SALGA: Intern

Apologies

No	Cllr /Off	Title	Name		Name of Municipality
1.	Off	Mr	Francois du Toit	:	Theewaterskloof

1.3 MS TEAMS HOUSE RULES

The Ms Teams house rules were noted.

NOTED

1.4 ADOPTION OF THE AGENDA

The agenda was adopted without any additions.

Councillor Gideon Carinus [Cape Winelands DM] moved for the adoption of the agenda seconded by Councillor Ms Esme` van der Westhuizen [Breede Valley municipality].

ADOPTED and APPROVED

2. PRESENTATIONS

ELECTRICITY AND ENERGY PROVISION AND PUBLIC WORS

2.1 PROGRESS IN IMPLEMENTATION OF THE NEW GENERATION CAPACITY SUPPORT PROGRAMME

Dr Silas Mulaudzi from SALGA National shared a brief background and progress on the New Generation Capacity Support Programme, the partners involved as well as an overview of the programs and trainings in offering.

- Small Scale Embedded Generation [SSEG] tariff submission support training: 9 – 11 May 2022; 4 WC municipalities participated
- Small Scale Embedded Generation [SSEG] development programme training: 01 – 05 August 2022; 5 WC municipalities participated
- Small Scale Embedded Generation [SSEG] development programme training: 29 August – 02 September 2022; 5 WC municipalities participated
- Bi-directional metering training: 12 – 14 September 2022; 7 WC municipalities participated
- Municipal Energy Management System [MEMS] training: 15 – 18 August 2022; 6 WC municipalities participated

Open calls for participation have been made for the following training programs:

- Battery Energy Storage System [BESS] training
- Off-grid electrification training

Councillor Paul Swart encouraged municipalities to partake in the programmes that are provided by SALGA. Cllr Swart further enquired how the process of implementation can be accelerated to move forward.

In terms of invitations for training Cllr Swart made a proposal for SALGA to disseminate invitations to Executive Mayors and to all municipal officials who need to be aware of these trainings. In closing Cllr Maxim encouraged municipalities to take advantage of these opportunities that are offered by SALGA.

The presentation was welcomed by all.
For additional information and discussions, Dr Silas Mulaudzi can be contacted at 078 – 434 – 3190 or via email at smulaudzi@salga.org.za .

RESOLVED THAT

1. SALGA shares Energy and Electricity training opportunities with the Executive Mayor, Portfolio Councillor, Municipal Manager when sharing with Technical Managers for information purposes.

2.2 POSITION ON THE TRADE IN CRAP METAL SALGA

Mrs Ugeshni Naidoo from SALGA National presented on the considerations made when drafting a local government position on infrastructure protection and the trade in scrap metal. She emphasized that members should note that SALGAs position on infrastructure protection

and the trade in scrap metal is in draft phase. The position will take a multi-faceted, integrated, and transversal approach with namely 3 focus areas, being:

- Enforcement: through by-laws and legislative imperatives by municipal polices and other respective law enforcement units/sectors
- Waste Management: assessing current by-laws that address recycling of scrap metal as a waste product
- Local Economic Development: ensuring there are no impacts to informal traders by draft proposals

Ms Shantal Harigobin informed the meeting of presentations and previous municipal challenges shared related to challenges with theft and infrastructure vandalism. A recommendation was made for SALGA to lobby and engage national and to deal with the metal and scrap issues and to facilitate and to be able to facilitate engagements with stakeholders such as South African Police Service and other stakeholders. The presentations made at the meeting are a direct response to municipalities request.

The meeting is of the view that this initiative needs to be fast-tracked to have a policy in place. Cllr Swart further said that municipalities should appoint skilled incumbents with experience and qualifications.

Councillor Carinus commented we need to focus on implementation and enforcement of existing policies and bylaws. A further comment was that recycling on the landfill sites leads to a lot of unlawful activities.

In her response Ms Naidoo informed the meeting that SALGA is mandated to give support to member municipalities. Members were encouraged to provide comments on the draft policy scrap metal policy when disseminated.

The presentation was welcomed by all.

For additional information and discussions, Mrs Ugeshni Naidoo can be contacted via email at unaidoo@salga.org.za .

NOTED

2.3 SAPS PROVINCIAL FERROUS / NON-FERROUS METALS / ESSENTIAL INFRASTRUCTURE DAMAGE CRIME COMBATING COMMITTEE: SOUTH AFRICAN POLICE SERVICE

Captain Herman van Deventer presented the background and introduction to the Non-Ferrous Metal Crime Combatting Committee [NFMCCC]. An overview was given of the stakeholders and role players involved in the committee as well as their function. The Non-Ferrous Metal Crime Combatting Committee [NFMCCC] was established with the aim to address the unacceptable high levels of ferrous and non-ferrous metal theft currently plaguing South Africa.

Together, under the chairmanship of the SAPS, challenges are discussed with the aim to address this scourge of theft and damage to our essential infrastructure and essentially, our economy.

Captain van Deventer requested that a SALGA representative attend the NFMCCC.

Members may contact Captain van Deventer, his Lieutenant or unit with any questions, suggestions, ideas, or advice.

For additional information and discussions, members can contact Captain van Deventer or his Lieutenant.

NOTED

WATER AND SANITATION

2.4 VANDALISM OF INFRASTRUCTURE AND COMMUNITY AWARENESS: DEPARTMENT OF WATER AND SANITATION

Mr Simawo Zolile from the Department of Water and Sanitation shared a community awareness intervention that were done in partnership with municipalities in the Western Cape [Cape Town, Cederberg, Matzikama and Bitou], to combat vandalism of Water & Sanitation Infrastructure.

Notable activities from the Anti-Vandalism awareness & education campaign include:

- the production of a short documentary-series
- highlighting the issue and consequence of vandalism.
- adverts placed on community media to raise awareness of the issue
- Door to door awareness and education campaigns

Municipalities can contact the department for partnering on this programme.

Councillor Chris White of Matzikama municipality shared with the meeting that the municipality is in the process of investing in a security system that will assist in combating criminal activities. The system will alert the standby official of any activities of concern and SAPS will be alerted.

Councillor Greg Peck [City of Cape Town] shared that the City of Cape Town on numerous occasions conducts cleaning campaigns, but there is illegal dumping occurring again the next day. In addition, the Cllr shared they have Mayoral campaigns to educate people about keeping their surroundings clean. Councillor Peck also shared his opinion that municipalities should take the legal route by imposing fines and confiscating vehicles that are partaking in the act of dumping illegally. It was enquired whether there is an education and awareness Programme to assist municipalities with community engagement and education? Municipalities can contact the department and they will assist with such education and awareness programmes.

In his response Mr Simawo made a proposal for municipalities to develop by-laws to mitigate these challenges. Ms Shantal Harigobin encouraged Mr Simawo to engage with South African Police Service and share information.

The presentation was welcomed by all.
For additional information and discussions, Mr Zolile Simawo via email at simawoZ@dws.gov.za.

NOTED

2.5 ANTI – LITTER CAMPAIGN: SALGA

Mr Balanganani Nengovhela shared a presentation on SALGAs Anti-Litter Campaign and initiative for cleaning up waste in South African public spaces.

Among the identified root causes of littering and illegal dumping were:

- the lack/insufficiency of resources and infrastructure
    - lack/insufficiency of street bins
    - lack of appropriate waste storage containers
    - inconsistent waste collection

- lack of infrastructure for waste collection and recycling
- the lack of ownership regarding the cleanliness of areas, and
- the impunity of littering.

Current interventions include localized support initiatives to clean specific areas in various municipalities and support municipalities in improving the waste management service.

The need to pool all resources deployed in these interventions into a coordinated national campaign has been urged. This campaign could aim to create awareness and instil a sense of ownership in communities, complemented by support and regulations of municipalities to improve service at a local level.

NOTED

Cllr Paul Swart suggested for looking at innovative ideas and consideration for municipal awards. It was further suggested for the campaign to start at a specific area.

The presentation was welcomed by all.

NOTED

3.1 ITEMS FOR DISCUSSION AND NOTING

MINUTES OF THE JOINT MEETINGS OF ELECTRICITY AND ENERGY PROVISION AND PUBLIC WORKS, WATER AND SANITATION AND PUBLIC TRANSPORT AND ROADS PROVINCIAL WORKING GROUP

The Minutes of the Joint Electricity and Energy Provision and Public Works, Water and Sanitation and Public Transport and Roads Provincial Working Group held on 15 August 2022 was enclosed for approval.

Councillor Gideon Carinus [Cape Winelands DM] moved for the adoption of the minutes seconded by Councillor Ms Elmarie Maxim [Knysna municipality].

ADOPTED and APPROVED

3.2 MATTERS ARISING FROM THE MINUTES

Item 2.1 of the previous minutes - That SALGA shares the guidelines for procurement on alternate energy with municipalities. Ms Shantal Harigobin reported to the meeting that the guidelines were disseminated to municipalities.

NOTED

3.3 TRADING SERVICES QUARTER REPORT [1 JULY 2022 – 30 SEPTEMBER 2023]

Ms Shantal Harigobin, shared the performance of the Trading Services Directorate against objectives for Quarter 2 of 2022/2023 financial year, for the period 01 July 2022 to 30 September 2022 for noting.

The report was circulated.

NOTED

4. REQUEST FOR FUTURE AGENDA ITEMS

Councillors tabled for the following topics to be presented for discussion at the next working group meeting:

1. Councillor Greg Peck [City of Cape Town] – A presentation on Water Resilience in the Western Cape.
2. Councillor Gideon Carinus [Cape Winelands DM] – A presentation on Bio-Energy Plant.
3. Councillor Gideon Carinus [Cape Winelands DM] – Expansion of B municipalities not to work in silos

The agenda items were welcomed by the meeting.

NOTED

5. DATE OF THE NEXT MEETING

The date of the next Provincial Working Group will be in February 2022, the exact date will be communicated.

6. CLOSURE AND ACKNOWLEDGEMENTS

The Chairperson Councillor Paul Swart thanked the members for attending the meeting and wished everyone a safe trip back.

The meeting adjourned at 12:43

The Minutes of the Joint Electricity and Energy Provision and Public Works Working Group, Water and Sanitation Working Group meeting held on 15 August 2022 were adopted on 15 August 2022.

COUNCILLOR ELMARIE MAXIM
CHAIRPERSON: ELECTRICITY AND ENERGY PROVISION AND PUBLIC WORKS WORKING GROUP

COUNCILLOR PAUL SWART
CHAIRPERSON: WATER AND SANITATION

Enq : Jasper van der Westhuizen
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SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION
SALGA
Inspiring service delivery

MINUTES
Municipal Capabilities & Institutional Resilience

TO : CHAIRPERSON
DEPUTY CHAIRPERSON
MEMBERS OF THE WORKING GROUP
INVITED GUESTS

MINUTES: PROVINCIAL WORKING GROUP MEETING – MUNICIPAL CAPABILITIES & INSTITUTIONAL RESILIENCE
THURSDAY, 13 OCTOBER 2022: MS TEAMS

ENCLOSED please find the Minutes of the Municipal Capabilities & Institutional Resilience meeting held on Thursday, 13 October 2022 at 09:00 held via Ms Teams.

Mr KHALIL MULLAGIE
PROVINCIAL DIRECTOR OF OPERATIONS

ENCL

1.1 OPENING AND WELCOME

The Acting Chairperson, Ald Aidan Stowman, welcomed all working group members, municipal officials, and stakeholders.

The meeting was official opened.

NOTED

1.2 ATTENDANCE AND APOLOGIES

Present members:

Present: Official Representatives: Councillors / Aldermen

No	Cllr/ Ald	Title	Name		Name of Municipality
1.	Ald	Mr	Aidan Stowman [MCIR Acting Chairperson]	:	Drakenstein Municipality
2.	Cllr	Mr	Samuel Goedeman	:	Cape Winelands District Municipality
3.	Cllr	Mr	Wouter Meiring	:	Breede Valley Municipality
4.	Cllr	Mr	John Anthony	:	Stellenbosch Municipality
5.	Cllr	Mr	Hendrik Smit	:	Witzenberg Municipality
6.	Cllr	Ms	Karin Donald	:	Cape Agulhas Municipality
7.	Cllr	Mr	Frederick Africa	:	Overstrand Municipality
8.	Cllr	Ms	Lulama Valentia Piti	:	Beaufort West Municipality
9.	Cllr	Mr	Stoffel Botes	:	Prince Albert Municipality
10.	Cllr	Ms	Iona Kritzinger	:	Garden Route District Municipality
11.	Cllr	Mr	Nickey le Roux	:	Mossel Bay Municipality
12.	Cllr	Mr	Christiaan Neethling	:	George Municipality
13.	Cllr	Mr	Leonard Mitchell	:	West Coast District Municipality
14.	Cllr	Ms	Kholofelo Sinah Mamabolo	:	Saldanha Bay Municipality
15.	Cllr	Ms	Marlene van Zyl	:	Swartland Municipality

Present Officials

No	Cllr/ Ald	Title	Name		Name of Municipality
1.	Off	Ms	Gail Julie	:	Cape Winelands District Municipality
3.	Off	Ms	Ivy Roos	:	Breede Valley Municipality
4.	Off	Ms	Nokuzuka Matolengwe	:	Drakenstein Municipality
5.	Off	Mr	Theuns Carstens	:	Langeberg Municipality
6.	Off	Mr	Alexander Kannemeyer	:	Stellenbosch Municipality
7.	Off	Ms	Ingrid Barnard	:	Witzenberg Municipality
8.	Off	Ms	Desiree Arrison	:	Overstrand Municipality
9.	Off	Mr	Joseph Amansure	:	Theewaterskloof Municipality
10.	Off	Mr	Peter le Roux	:	Swellendam Municipality
11.	Off	Ms	Gerda van Zyl	:	Central Karoo District Municipality
12.	Off	Ms	Trix Holtzhauzen	:	Garden Route District Municipality
13.	Off	Mr	Wessel Rheeder	:	Bergrivier Municipality
14.	Off	Dr	Hugo Brand	:	West Coast District Municipality
15.	Off	Mr	Henry Witbooi	:	Cederberg Municipality

16.	Off	Mr	Gerhard Botha	:	Saldanha Bay Municipality
17.	Off	Ms	Daniela Cloete	:	Saldanha Bay Municipality
18.	Off	Ms	Sunet de Jongh	:	Swartland Municipality

Invited: Guests / Stakeholders

No	Cllr/ Ald	Title	Name		Name of Municipality
1.	Off	Ms	Aneeka Jacobs	:	Local Government SETA
2.	Off	Ms	Nakedi Monyela	:	National Department of Cooperative Governance

SALGA Officials

No	Cllr/ Ald	Title	Name		Job Title
1.	Off	Mr	Khalil Mullagie	:	Provincial Director of Operations
2.	Off	Ms	Miltoinette Cupido	:	Manager Strategic Support
3.	Off	Mr	Jasper van der Westhuizen	:	Senior Advisor
4.	Off	Mr	Joseph Hearne	:	Advisor
5.	Off	Mr	Sidwell Blows	:	ICT Officer
6.	Off	Ms	Jabulile Ngubane	:	Portfolio Administrator
7.	Off	Mr	Alfondre Arendse	:	Intern

Apologies

No	Cllr/ Ald	Title	Name		Name of Municipality
1.	Cllr	Ms	Liz Baron	:	Drakenstein Municipality
2.	Cllr	Mr	Ben Daniel Smith	:	Hessequa Municipality
3.	Cllr	Mr	Andrew Stroebel	:	Hessequa Municipality

1.3 EVACUATION PROCEDURE

The meeting noted the Ms Teams House Rules.

NOTED

1.4 ADOPTION OF THE AGENDA

The meeting approved and adopted the agenda.

Councillor Arnie Afrika [Overstrand Municipality] moved for the adoption of the agenda, seconded by Councillor Ms Karin Donald [Cape Agulhas Municipality].

The agenda was

ADOPTED and APPROVED

2 PRESENTATIONS

2.1 MUNICIPAL STAFF REGULATIONS - COGTA

Ms Nakedi Monyela from COGTA presented on the Municipal Staff Regulations. The presentation covered the challenges with implementation of the Regulations and the commitment made by the Department of Cooperative Governance to support municipalities on training for councillors and

officials, generic human resource policies, municipal staff establishment, and the upgrading of Gap Skill Skills Audit System.

The Regulations came into effect on 1 July 2022 with Chapter 2: Staff Establishment and Chapter 4: Performance Management and Development System deferred to 1 July 2023. COGTA engaged municipalities nationally in all 44 districts and 8 metropolitan municipalities from 30 November 2021 – 14 April 2022.

National overview of the implementation challenges on the Municipal Staff Regulations.

- Finalisation of Staff Establishment.
- Compilation of job profiles in line with the Competency Framework.
- Acting appointment and payment of allowances.
- Adoption of PMDS.
- Implementation of Job Evaluation Outcomes.
- Finalisation of Human Resource Policies.

To date, training materials for nine chapters of the Regulations have been developed including the pre and post assessment for both face-to-face sessions and e-learning [online] platforms. Training to commence in November 2022.

The GAP Skill / Skills Audit System is an online system to assist municipalities to conduct skill audit for municipal staff members. As part of support to municipalities on the implementation of the Municipal Staff Regulations, the Department has appointed a Service Provider to upgrade the GAP Skill / Skills Audit System. COGTA has invited Provincial Departments to participate in the Project Steering Committee and to select sampled municipalities to participate in project implementation.

The Department has appointed Lekoko Consulting to pilot and validate the municipal prototype staff establishments according to different powers and functions and categories of municipalities. Hundred and one municipalities have been selected to participate in the pilot.

A question was raised in terms of existing policies wherein Councillors were previously involved in the HR Selection process, does the Regulations permit observation by Councillors during this selection process. In her response Ms Monyela informed the meeting that Councillors do not have the observer status in the selection panel of positions below senior management positions, only unions are allowed the role of observing. Councillors are only allowed in the selection panel for Municipal Managers and Section 56 Managers. Mr. van der Westhuizen informed the meeting that SALGA provided an opinion on this question which will be shared. SALGA agrees with the view of COGTA in this regard.

Ms Nakedi Monyela` s contact details are nakedim@cogta.gov.za or 066 – 478 – 8731.

The presentation was welcomed by all.

NOTED

2.2 HR METRICS AND ANALYTICS FOR DASHBOARD REPORTING – SWARTLAND MUNICIPALITY

Mrs Sunet de Jongh from Swartland Municipality explained that the purpose of the presentation was to demonstrate how Swartland Municipality used HR Metrics and Analytics to develop its Dashboard for reporting purposes.

HR Measurement - Metrics defined

- Human Resource [HR] metrics are measurements used to determine the value and effectiveness of HR initiatives, typically including areas such as turnover, training, return on human capital, costs of labour, and expenses per employee.
- It fits into the HR Model of the South African Board for People Practices [SABPP] as part of the Standards and metrics element of “Measuring HR Success”

The benefits for HR to use Metrics and Dashboards

- Allowing you to track your progress.
- Telling you what to stop doing.
- Allowing you to benchmark against municipalities of a similar size.
- Eliminating confusion – What you measure and reward, takes away all doubt about what is important.
- Allowing HR to have a strategic conversation, thereby elevating our strategic positioning and showing HR’s value as a Strategic Partner.
- Allowing you to make optimal use of your existing information systems.
- Helping to push continuous improvement.
- Helps the HR team to focus.
- Distributing metrics can change individual behaviour.
- Help to improve your relationship with management.
- Building coordination and cooperation.
- Helping to build self-confidence.
- Creating an HRM business value chain.
- Increasing the impact of HR programmes to show their value.
- What gets measured gets done!

Value of the Metrics and Dashboard Reporting

- HR Dashboard Report submitted to Management Team quarterly.
- Combined HR Dashboard Report for the full financial year with totals and average numbers which allows for comparison.
- Statistics and metrics reported graphically which provides a “picture”.
- Able to tell a story about the data we work with in HR.
- Problem areas can be identified and addressed by looking at the “pictures” e.g., age distribution of employees leading to earlier implementation of succession planning to address aging workforce.
- Able to identify trends especially when looking at the combined report over the longer period e.g., % days lost due to sick leave and % days lost due to injury.
- Easier tracking of progress on e.g., EE Plan.
- Over time these metrics will be a measure of growth and success in the municipality.

- Over time these metrics will be a measure of growth and success in the municipality.

Ms Sunet de Jongh`s contact details are dejonghs@swartland.org.za or 082- 877 – 4789.

The presentation was welcomed by all.

NOTED

3 ITEMS FOR DISCUSSION AND NOTING

3.1 ADOPTION OF MINUTES OF THE MUNICIPAL CAPABILITIES AND INSTITUTIONAL RESILIENCE PROVINCIAL WORKING GROUP MEETING HELD ON 17 AUGUST 2022

The Minutes of the Municipal Capabilities and Institutional Resilience Working Group meeting held on 17 August 2022 were noted.

Councillor Christiaan Neethling [George Municipality] moved for the adoption of the minutes seconded by Councillor Kholofelo Sinah Mamabolo from [Saldanha Bay Municipality].

ADOPTED and APPROVED

3.2 MATTERS ARISING

3.2.1 MUNICIPAL STAFF REGULATIONS (ITEM 3.5)

Mr Jasper van der Westhuizen shared an update in terms of Municipal Staff Regulations as a part of support to municipalities

SALGA participated and presented in a Department of Local Government [DLG] Municipal Staff Regulations Workshop for HR Managers on 20 February 2022. It was agreed that the following actions will follow the workshop and that the DLG, COGTA and SALGA will work together in this regard:

- Distribute draft policies to municipalities.
- A workshop on organisational structure design.
- Sharing of job description and the competency framework requirement templates.
- Sharing of recruitment and selection templates.
- A workshop on performance management.
- A question-and-answer document addressing interpretation challenge

A meeting between the TASK JE PAC members and TASK JE District Committee members to discuss the implications of the Competency Framework on job evaluation took place on 10 October 2022.

NOTED

3.2.2 TASK JOB EVALUATION LICENSING FEES [ITEM 3.6]

Mr Jasper van der Westhuizen referred to the previous working group resolution to follow up with outstanding municipalities who have not paid the licensing fee for financial year 2021/2022. The latest schedule that was shared by the National Office indicated that the following municipalities are currently outstanding:

- Beaufort West
- Breede Valley

- Cederberg
- Garden Route
- Kannaland
- Knysna
- Matzikama

A follow up will be done with these municipalities. Mr van der Westhuizen urged the HR Managers to follow up and to notify SALGA when a payment is made and provide proof.

NOTED

3.2.3 LGSETA DISCREATIONARY GRANTS

Mr Jasper van der Westhuizen shared with the meeting that there was a resolution from the previous meeting to submit a report to the working group. Mr Joseph Hearne will provide verbal feedback.

Mr Joseph Hearne shared a summary of the background. The SALGA PEC identified the poor uptake of approved LGSETA Discretionary Funding by municipalities as a challenge. The previous Working Group resolved that the matter must be investigated and that a report must serve before the Working Group. The following is update report on the matter:

Discretionary Grant Uptake 2019/20

- LGSETA allocated a total of 148 projects with a combined value of R34 471 700.00.
- Twenty projects with a combined value of R5 286 400.00 were declined

Discretionary Grant Uptake 2020/21

- LGSETA allocated a total of 90 Projects with a combined value of R 26 808 525.00 46.
- Only Forty-six projects with a combined value of R13 882750.00 were submitted.

To provide further assistance with the uptake of Discretionary Grant funding, the LGSETA changed their Discretionary Grant application process in 2021. A Circular was circulated to all municipalities introducing the following improvements:

- The Establishment of a Discretionary Grant committee.
- Introduction of project commencement meetings in induction sessions.
- Pre-contracting sessions are held with municipalities and entities.
- Introduction of an onsite quality assurance document before uploads.
- The Workplace Skills Plan WSP is now being utilized for verification.
- Engagement of monitoring of projects.
- Quicker turnaround times with generating Funding Agreements.
- Opportunity for both levy paying and non-levy paying entities to apply.

These process improvements and the persistent engagement with municipalities by the LGSETA have resulted in a substantial improvement as 95% of projects were taken up. Discretionary Grants Uptake 2021/2022:

- The First Funding window (June/July 2021) allocated a total of nine projects with a combined value of R9 268 000.00 to municipalities and municipal entities.
- Second funding window November/December 2021 - allocated a total of 30 projects with a combined value of R 27 563 875.00.
- Thus, a total of R36 831 875 allocated to the WC and 95% of projects were taken up.

There was, therefore, a great improvement in the uptake after the LGSETA changed the application process. A final report will be tabled at the next Working Group meeting.

NOTED

3. 3 SECOND QUARTERLY REPORT 2022/2023: MUNICIPAL CAPABILITIES AND GOVERNANCE [1 JULY 2022 – 30 SEPTEMBER 2022]

Mr Jasper van der Westhuizen presented on the highlights of activities achieved during the quarter [1 July 2022 – 30 September 2022]

SALGA provided the following support:

Collective Bargaining

- Salary and Wage Exemption Application – Cederberg Municipality.
- Pension Fund Collective Agreement.
- Three SALGBC Meetings.

Dispute Resolution

- 14 new arbitrations.
- 10 arbitrations carried over from previous quarter.
- Received four awards during the quarter: Two in favour of the Municipality and two in favour of the Applicant. Four disputes were resolved through settlement agreements and two disputes were withdrawn by the trade union. In two disputes the Applicant

  must apply for condonation and three awards are still outstanding. One new disciplinary hearing and one carried over from previous quarter.

Written advice and Direct Support

- Provided 45 written opinions to municipalities.

TASK Job Evaluation Support

- Six TASK JE PAC meetings – audited 168 posts.
- One Review Committee meetings – considered 13 review applications.
- Two Objection Committee meetings – considered 16 objection applications.
- SALGA in Partnership with the West Coast District Municipality facilitated a TASK Job Description Writing Workshop for Laingsburg Municipality on 18 August 2022.
- TASK Job Evaluation Training for JE District Committees.

Capacity Building

The following training took place:

- Municipal Finance and MPAC: City of Cape Town - 7 July 2022.
- Municipal Energy Management Systems (MEMS) and Energy Performance Certificate (EPC) Readiness Training: 15-18 August 2022.
- Local Labour Forum (LLF) Training for Employer Representatives Webinar: 20-21 September 2022.

HR Support

HR Support Plans developed for Kannaland, Prince Albert, Central Karoo, Laingsburg, Matzikama and Cederberg Municipalities.

NOTED

LABOUR RELATIONS

3.4 UPDATE REPORT SALGA COLLECTIVE BARGAINING AND LABOUR RELATIONS MATTER

Mr Jasper van der Westhuizen shared an update report on SALGA Collective Bargaining and Labour Relations matter.

Salary and Wage Collective Agreement
Only Cederberg Municipality in the Western Cape had formally lodged an exemption application. The Exemption Panel found against the Municipality. SALGA will take the matter on review to the Labour Court on behalf of Cederberg. All other municipalities in the Western Cape implemented the 4.9% adjustment as from 1 July 2022.

Main Collective Agreement and Categorisation and Wage Curve Collective Agreement
The parties in the National SALGBC resolved as follows:

- That a facilitator, E Hambidge, who was appointed to facilitate the Main Collective Agreement negotiations, be appointed to also facilitate the Wage Curve Negotiations.
- That the Review of the MCA and the Wage Curve Negotiations be conducted concurrently as both Collective Agreements will have financial implications for municipalities.
- That the next round of negotiations take place on 26, 27 and 28 October 2022.

The following principles are important for the SALGA Bargaining Team:

- The affordability and financial impact of the Wage Curve.
- The Management of the “migration” from the current remuneration regime to the New Wage Curve.
- The “periodic review” of the Wage Curve to align same to the Labour Market.
- Effecting of annual adjustments to the Wage Curve as per cost-of-living percentage increases.
- The alignment of the Wage Curve and linkage of the same to TASK Job Evaluation System.
- The corresponding implementation of the Wage Curve to the Performance Management System in municipalities.
- The “flexibility” of the implementation modelling of the Wage Curve.

Retirement Fund Collective Agreement
The Municipal Workers Retirement Fund [MWRF] as reported in the previous Working Group meeting opposes the Agreement and initiated a court challenge. The court case will take place on 13 and 14 October 2022

NOTED

3.5 DESIGNATION - DISASTER MANAGEMENT IN LOCAL GOVERNMENT

Mr Jasper van der Westhuizen reported on the Designation – Disaster Management in Local Government.

The Essential Service Commission [ESC] designated Disaster Management in Local Government as an essential service. The Committee was convinced that if disaster management in local government is interrupted, there would be an endangerment to the life, health, and safety of the population.

Municipalities must now include this service in their framework agreement. Those municipalities whose Minimum Service Agreements [MSA] exclude disaster management are required to negotiate the minimum numbers to be maintained in this service and include such in their MSAs by 31 March 2023.

Those municipalities whose Minimum Service Determinations [MSD] exclude disaster management are required to apply for the variation of such MSDs for the ESC to include the said service in their MSDs by 31 March 2023.

NOTED

HUMAN RESOURCES

3.6 TASK JOB EVALUATION

No discussion took place on this item.

NOTED

3.7 UPDATE REPORT MUNICIPAL HUMAN RESOURCE AND ORGANISATIONAL DEVELOPMENT AND PROFESSIONALISATION PROGRAMMES

A progress report was shared with the meeting.

Personal Credentials Verification, Integrity Checks and Competency Assessments Services Offered to Municipalities and the CoGTA "accreditation" of the SALGA Municipal Leadership Competency Assessment Centre [MLCAC].

The offering of competency assessment services was occasioned by the need to professionalize the appointment of municipal staff, especially Senior Managers. The SALGA MLCAC was established in 2017 only offer competency assessments to Senior Managers.

This programme of strategic senior management recruitment was also tagged as one of the programmes endorsed by the Special National Members Assembly held on the 13-14 May 2021.

SALGA has engaged with CoGTA to secure accreditation of the SALGA MLCAC as an implementation partner. SALGA submitted a proposed Memorandum of Active Partnering on 5 July 2022 and awaits direction from CoGTA.

A Recruitment Plan Template was developed for municipalities to populate and return a signed copy to SALGA as means of informing the demand for the MLCAC services by municipalities. To date only Beaufort West has signed a Recruitment Plan for support, including Personal Credentials Verification and Integrity Checks.

SALGA Comments on the Proposed Upper Limits for the Total Remuneration Package of Municipal Managers and Managers Directly Accountable to Municipal Managers for the Financial Year 2021/2022. SALGA's comments on the draft notice are contained in the report attached to the agenda.

NOTED

3.8 UPDATE REPORT MUNICIPAL HUMAN CAPITAL CAPABILITY OPTIMISATION

It was reported that the focus areas in Municipal Human Resource Capability Optimisation [MHCCO] are for SALGA to render a coordinated support service to municipalities in terms of optimal use of their Human Capital resources, processes and systems in such a way that it improves the HC Capability Maturity levels and also address Human Capital related audit findings raised by the Auditor General.

The support rendered by the area of MHCCO ties in with the SALGA Municipal Audit Support Programme [MASP] of SALGA. In fact, it relates to three of the four MASP pillars namely:

- Leadership
- Governance
- Institutional Capacity

Human Capital Support Plans were developed for Kannaland, Prince Albert, Central Karoo, Laingsburg, Matzikama and Cederberg Municipalities.

NOTED

TRAINING

3.9 UPDATE REPORT PMS SUPPORT INTERVENTIONS IN MUNICIPALITIES

Mr Joseph Hearne shared an update with the meeting. A good practice PMS model for local government should demonstrate all the key element of PMS including the following:

- PMS Policy and Procedure
- Proper Institutional Arrangements [structures]
- Clear PMS Planning Processes
- Well Structured Performance Monitoring and Review Processes
- Well Structured Performance Evaluation Processes
- Performance Auditing Mechanisms [Validation of Performance Results]

Performance management does not happen in isolation from other municipal processes. The implementation of hands-on support interventions for PMS capacity development in selected municipalities and the following activities are carried out towards the execution of the support:

- Pre-Support Assessment Tool Digitised
- Develop Customised Support Plan
- Review PMS Policies/Frameworks
- Develop and recommend PMS Tools and Templates
- Support and Monitoring the Implementation of AGSA recommendations

SALGA in the Western Cape as part of the MASP Programme is supporting Oudtshoorn, Kannaland, Prince Albert, Beaufort West, Central Karoo, Laingsburg, Matzikama and Cederberg Municipalities.

NOTED

3.10.1 UPDATE REPORT – LGSETA MATTERS

Mrs Aneeka Jacobs from the LGSETA explained the Discretionary Funding Application process in detail.

Mrs Aneeka Jacobs' contact details are aneekaj@lgseta.org.za or 072- 287 – 3169.

NOTED

3.10.2 COUNCILLOR DEVELOPMENT/CAPACITY BUILDING STRATEGY FOR COUNCILLORS

Mrs Aneeka Jacobs presented the LGSETA Councillor Development Strategy. The objective of the Strategy is to ensure returning and newly elected Councillors are adequately equipped, capacitated to discharge their roles and responsibilities as assigned in their respective portfolios.

The Strategy will be guided by the following legislation and policies that are applicable to the Local Government SETA:

- Skills Development Act, No 97 of 1998.
- Skills Development Levies Act No.9 of 1999.
- Public Finance Management Act, No. 1 of 1999.
- National Skills Development Plan [NSDP] 2030.
- White Paper on Post-School Education and Training [PSET].

The roles and responsibilities highlight the major activities of a councillor:

- Councillors serve as representatives of the people.
- Councillors serve as facilitators of community/constituency input.
- Councillors serve as a communication link between council and community
- Councillors serve as members of municipal committees.
- Councillors ratify key decisions of the council.
- Councillors help monitor the performance of the municipality.

Pillar 1: Councillor Induction and Skills Audit

- Providing an induction programme for newly elected Municipal Councillors through addressing key areas of expertise and values that they will be expected to display while executing their mandate and responsibilities.
- Capacitated on local government policies, legislation, systems and processes relevant to their day-to-day work as councillors.
  Assessing and identifying skills gaps and requirements from Councillors through skills audit that will inform the short-, medium- and long-term skills development interventions for the Councillor

Pillar 2: Function Based Training and Development

- The objective of the function-based training and development pillar is to ensure that Councillors are adequately capacitated to perform oversight functions based on their respective portfolios assigned by the Municipal Councils.

Pillar 3: Soft Skills Development

- This pillar deals with values, norms and standard that councillors must possess to ensure ethical leadership in the Municipality and communities.
- Although soft skills development does not necessary influence demand of skills in the local government, the top up skills remain critical for Councillors in executing their roles and responsibilities.

The LGSETA reported that a Community of Experts have been in place since 2016 consisting of representatives from LGSETA, SALGA, QCTO and subject matter experts and that they have completed a draft qualification.

Industry partners [SALGA and COGTA] must clarify the structure of the qualification and a motivation must be drafted and submitted with the request to register the qualification - skills programme or full qualification.

The LGSETA is currently engaging with parties and QCTO to find a resolution. If Industry and QCTO agree the qualification can be submitted on 30 November 2022.

Mrs Aneeka Jacobs' contact details are aneekaj@lgseta.org.za or 072 – 287 – 3169.

NOTED

3.10.3 OCCUPATIONAL QUALIFICATION FRAMEWORK

Mrs Aneeka Jacobs reported on the Occupational Qualification Framework. She reported that a Community of Experts have been in place since 2016 consisting of representatives from LGSETA, SALGA, QCTO and subject matter experts and that they have completed a draft qualification.

Industry partners [SALGA and COGTA] must clarify the structure of the qualification and a motivation must be drafted and submitted with the request to register the qualification - skills programme or full qualification.

The LGSETA is currently engaging with parties and QCTO to find a resolution. If Industry and QCTO agree the qualification can be submitted on 30 November 2022

Mrs Aneeka Jacobs' contact details are aneekaj@lgseta.org.za or 072 – 287 – 3169.

NOTED

3.11 NATIONAL REPORT SALGA CAPACITY BUILDING INTERVENTIONS

The purpose of the report is to give a progress update on the SALGA Centre for Leadership and Governance Centre [SCLG] programmes and implementation related activities undertaken during quarter two.

Attached to the report for information is a Conceptual Framework for Municipal Learning and Development Capability Index. The purpose of the conceptual framework is to assist in framing the multiple components [i.e., index] of what constitutes a municipal capability in the areas of learning and development, labour relations and human resources – accentuating innovations in these areas. It identifies concepts that assist in the development of the Learning and Development/Labour Relations/Innovation Index, which will inform the Capability Assessment Tool.

NOTED

4 ITEMS SUBMITTED BY /TABLED BY MUNICIPALITIES

4.1 There were no agenda items that were submitted or tabled at the meeting.

NOTED

5. DATE OF NEXT MEETING

The date of the next Municipal Capabilities and Institutional Resilience meeting is planned for the February 2023, the exact date will be confirmed in due course.

NOTED

6. CLOSURE AND ACKNOWLEDGEMENT

The Acting Chairperson, Ald Aidan Stowman, thanked all members for their attendance and participation.

The meeting adjourned at 10h59.

The Minutes of the Municipal Capabilities and Institutional Resilience Provincial Working Group meeting held on 13 October 2022 were adopted on 2022.

ALD DR HELENA VON SCHLICHT
CHAIRPERSON

Enq : Shantal Harigobin
Ref : 2/11/2/4/1 x 2/11/2/5/1
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Date : **24 February 2023**

SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION
SALGA
Inspiring service delivery

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MINUTES
Human Settlements Urban Agenda Provincial Working Group

TO : **CHAIRPERSON**
DEPUTY CHAIRPERSON
MEMBERS
STAKEHOLDERS
INVITED GUESTS

MINUTES
HUMAN SETTLEMENTS URBAN AGENDA [HSUA] **PROVINCIAL WORKING GROUP**
13 FEBRUARY 2023: KING GEORGE HOTEL, GEORGE / MS TEAMS HYBRID OPTION

ENCLOSED please find the Minutes of the SALGA Western Cape Human Settlements Urban Agenda [HSUA] Provincial Working Group meeting held at 13:00 on 13 February 2023 at The King George Hotel, King George Drive, George / MS Teams Hybrid Option.

Mr KHALIL MULLAGIE
PROVINCIAL DIRECTOR OF OPERATIONS

ENCL

DAY 1

PROCEDURAL MATTERS

1.1 OPENING AND WELCOME

Ald Mrs Georlene Wolmarans [Chairperson] welcomed all present with a special word of welcome to the PEC Deputy Chairperson, Ald Aidan Stowman. A moment of silence and self-reflection was observed.

NOTED

1.2 EVACUATION PROCEDURES

The meeting noted the evacuation procedure as explained by Ms Shantal Harigobin.

NOTED

1.3 SALGA ON-LINE EVALUATION FORM

The meeting was informed that the SALGA Administration will share an on-line evaluation form in the ChatBox as well as via WhatsAPP for those members attending in person. Members were requested to complete the form as feedback would be appreciated.

NOTED

1.4 ATTENDANCE AND APOLOGIES

PRESENT:

Ald	Mrs	Georlene Wolmarans	:	Chairperson; HSUA
Cllr	Ms	Palesa Ramokhabi	:	Breede Valley Municipality
Cllr	Ms	Rita Andreas	:	Drakenstein Municipality
Cllr	Mr	Charles Henn	:	Langeberg Municipality
Ald	Mr	Karriem Adams	:	Witzenberg Municipality
Cllr	Mr	Ronald Brinkhuys	:	Overberg District Municipality
Cllr	Mr	Ronald Nutt	:	Overstrand Municipality
Cllr	Ms	Elna Lamprecht	:	Swellendam Municipality
Cllr	Mr	Arnold Mackay	:	Central Karoo District Municipality
Cllr	Mr	Sameul Laban	:	Laingsburg Municipality
Cllr	Mr	Stoffel Botes	:	Prince Albert Municipality
Cllr	Mr	Sydney Koonthea	:	Prince Albert Municipality
Cllr	Mr	Jerome Lambaatjeen	:	Garden Route District Municipality
Cllr	Ms	Mavis Busakwe	:	Bitou Municipality
Cllr	Mr	Henry Hill	:	George Municipality
Cllr	Mr	Bazil Petrus	:	George Municipality
Cllr	Mr	Gerald Boezak	:	Hessequa Municipality
Cllr	Mr	Mncedisi Skosana	:	Knysna Municipality
Ald	Mr	Johan Allers	:	Oudtshoorn Municipality
Ald	Mr	Mario Wessels	:	Bergrivier Municipality
Cllr	Ms	Amelia Job	:	Matzikama Municipality
Cllr	Mr	Leonard Mitchell	:	Saldanha Bay Municipality
Cllr	Mr	Ryan Don	:	Saldanha Bay Municipality
Cllr	Mr	AK Warnick	:	Swartland Municipality

Cllr	Ms	Bernadette Clarke	:	City of Cape Town

PRESENT: SALGA WESTERN CAPE PEC MEMBERS

Ald	Mr	Aidan Stowman	:	PEC Deputy Chairperson

PRESENT: OFFICIALS

Off	Mr	Michael Dennis	:	Cape Agulhas Municipality
Off	Mr	Stephen Müller	:	Overstrand Municipality
Off	Mr/s	Honey Gxoyiya	:	Theewaterskloof Municipality
Off	Mr	Wilfred Solomons-Johannes	:	Theewaterskloof Municipality
Off	Mr	Edwin Herandien	:	George Municipality
Off	Ms	Abelia Lawrence	:	Bergrivier Municipality
Off	Mr	Heinrich Mettler	:	Saldanha Bay Municipality
Off	Mr	Ryan Groenewald	:	Saldanha Bay Municipality
Off	Mr	Sylvester Arendse	:	Swartland Municipality

APOLOGIES: PWG MEMBERS / STAKEHOLDERS / GUESTS

Cllr	Mr	Albert Ntsodo	:	City of Cape Town
Off	Mr	Simphiwe Mayeki	:	Breede Valley Municipality

IN ATTENDANCE

SH	Ms	Tania de Waal	:	Department Environmental Affairs Development Planning
Guest	Mr	Yagashen Pillay	:	Lawtons Africa
Guest	Adv	Vincent Mabuza	:	Lawtons Africa
Guest	Dr	Zoleka Sokopo	:	Natonal Department of Human Settlements
Ms		Shantal Harigobin	:	SALGA Western Cape
Mr		Monwabisi Fani	:	SALGA Western Cape
Ms		Miltoinette Cupido	:	SALGA Western Cape
Mr		Sidwell Blows	:	SALGA Western Cape
Mrs		Magda Marais	:	SALGA Western Cape

NOTED

1.5 DECLARATION OF INTEREST

No Interests were declared.

NOTED

1.6 ADOPTION OF THE AGENDA

The Agenda was adopted without any changes.

NOTED and ADOPTED

1.7 ADOPTION OF THE MINUTES OF THE MEETING HELD ON 17 OCTOBER 2022

The Minutes of the HSUA Provincial Working Group meeting held on 17 October 2022 were attached for confirmation and adoption.

Ald Karriem Adams [Witzenberg Municipality] moved that the minutes be adopted and Cllr Stoffel Botes [Prince Albert Municipality] seconded the adoption of the minutes.

NOTED and APPROVED

1.8 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 17 OCTOBER 2022

The matters arising will be dealt with as part of the Agenda.

NOTED

SECTION B

PRESENTATIONS

2.1 FEEDBACK ON LEGAL OPINIONS RELATED TO UNLAWFUL LAND OCCUPATION AND COURT RULINGS

As a response to support municipal questions on the implications of court rulings on municipalities, SALGA appointed the Law firm Lawton's Afrika to develop legal opinions to understand the key legislation, court rulings and implications for municipalities. The second legal opinion was on the impact of evictions under the Disaster Management Act 57 of 2002 as this is a matter of great concern and one in which the law is developing daily.

Acts of unlawful land occupation varies from municipality to municipality. It was found that the hardest hit areas appear to be those in the metros, with court cases not necessarily in favour of the situation faced by municipalities.

The pertinent legislation that the Court will take into consideration when it deals with issues relating to unlawful land occupation are –

- The Constitution of the Republic of South Africa [specifically Section 25 and Section 26]. These specific sections set out the duties of the state as it pertains to an individuals' right to property [S25] and housing [S26].
- The Prevention of Illegal Eviction from and Unlawful Occupation of Land Act (PIE), 1998.
- The Disaster Management Act, Act 57 of 2002.
- The National Housing Act, Act 107 of 1997 and the National Housing Code – Courts like to take on municipalities specifically with regards to the compliance of the National Housing Code.
- The National Building Regulations and Building Standards, Act 103 of 1977 – this relates to the types of structures required to be provided to unlawful land occupiers for temporary emergency accommodation.
- The Trespass Act, Act 6 of 1959 – trespassers on state land or private owned land.
- The Extension of Security of Land Tenure Act [ESTA], Act 62 of 1997 – this specifically deals with rural or peri-urban land.

Relevant case law was shared with members, all indicating what the Courts took into consideration and continuously formed a common pattern, viz –

- *The matter of The Government of South Africa and Others v Grootboom and Others* (CCT11/00) [2000] ZACC 19; 2001 (1) SA 46; 2000(11) BCLR 1169 (4 October 2000)
- *Ndlovu v Ngcobo, Bekker and Another v Jika* 2003 (1) SA 113 (SCA)
- *Port Elizabeth Municipality v Various Occupiers* 2005 (1) SA 217 (CC)

- *City of Johannesburg v Rand Properties (Pty) Ltd* (253/06) [2007] ZASCA 25; [2007] 2 All SA 459 (SCA); 2007 (6) SA 417); 2007 (6) BCLR 643 (SCA) (26 March 2007)
- *Occupiers of 51 Olivia Road, Berea Township and 197 Main Street Johannesburg v City of Johannesburg and Others* 2008 (3) SA 208 (CC)
- *City of Johannesburg Metropolitan Municipality v Blue Moonlight Properties 39 (Pty) Ltd and Another* (CC) [2011] ZACC 33; 2012 (2) BCLR 150 (CC); 2012 (2) SA 104 (CC) (1 December 2011)
- *City of Johannesburg v Changing Tides* 74 (Pty) Ltd and Others 2012 (6) SA 294 (SCA)
- *Zulu and Others v eThekwini Municipality and Others* 2014 (4) SA 590 (CC)
- *City of Cape Town v Commando and Others* – (1303/2021) [2023] ZASCA
- *Grobler v Phillips and Others* (CCT 243/21) [2022] ZACC 32 (20 September 2022)
- *Molatedi and Another v Lempe and Others* (4236/2018) [2019] ZAFSHC 27 (14 March 2019)

As a summary of the points that can be taken from the Court rulings, Mr Pillay concluded that when eviction of unlawful occupiers might result in occupiers being left homeless, the unlawful occupiers must be provided with alternative accommodation at the expense of the state / municipalities. Municipalities must deal in any eviction proceedings with the specifics of the proposed plan to provide unlawful occupiers with reasonable accommodation. They will not be able to use lack of funds as a reason not to discharge the duty to provide such. Municipalities have the duty to plan and budget proactively for alternative emergency accommodation. The provision of Section 12 of the Housing Code indicates a legislative purpose for a municipality to plan and budget proactively for emergency situations in its yearly application of fund to province.

The state must consider the relationship between the location of residents and the place where the residents earn their living. Accommodation must be safe, fire resistant and comprise of protective material [which should at the very least be wood and rudimentary corrugated iron structures] and should further provide water and sanitation facilities. It should be kept in mind that there is no obligation to municipalities to provide access to electricity.

Mr Pillay recommended that where evictions are being carried out by a municipality or a private citizen [being a natural juristic or otherwise] it be imperative that municipal budgets for the provision of emergency housing, in addition to providing for a possible grant in terms of the National Housing Programme being assistance to emergency housing circumstances. Whilst it is accepted that municipalities are not required to provide reasonable accommodation beyond available resources, it will never be released from providing suitable and reasonable accommodation. In submitting municipal budgets, municipalities should also request increases for allocation for resources regarding funding to conduct assessments to determine the need for housing by residents within its jurisdiction, acquisition of land for housing development and spatial planning, upgrading of applicable informal settlements, legal costs in pursuing and/or defending eviction applications, social welfare costs and any costs associated with the provision of sanitary services, food and transport to affected person(s) affected by evictions and most importantly, funds for acquiring, undertaking and building temporary emergency housing.

During litigation proceedings municipalities should provide the Court with a report containing as much information as possible relating to the provision of temporary emergency accommodation within its possession at the time and providing proof of its budgetary constraints to assist the code in understanding its current limitations.

Adv Vincent Mabuza continued to explain the second legal opinion, on the issue of evictions and the impact of COVID-19 and the result of the regulations promulgated in terms of the Disaster Management Act which regulated evictions. Regulation 11CA, introduced during Alert Level 5, prohibited evictions in total.

Regulation 19, introduced during Alert Level 4, which was more constitutional and indicated no-one may be evicted without a court order [like what is stated in Section 26 of the RSA Constitution and the PIE]. In other words, what Regulation 19 imposed was that a court order that is granted by the court, cannot be enforced immediately until the last day of Alert Level 4, but the court has, in terms of its just and equitable discretion to say that 'despite what this regulation is stating, this court order must operate immediately.

At Alert 3 Regulation 36 came into effect which essentially contained the same prohibition. All regulations promulgated to the end were similarly worded, but at the end indicated that nobody can be evicted from their homes unless a court order has been obtained and then the regulations further indicated that the court can now by itself suspend the order until the laps of the national state of disaster or determination thereof.

A very important question that municipalities might need to ask – What happened since 4 April 2022 when the national state of disaster lapsed / terminated? According to what the Court said, from 4 April 2022 going forward those people were not entitled to be on the property and should have vacated. Does a municipality now need consent to go to court to ask for eviction.

It should also be remembered that municipalities are not enforcers of court orders – only courts can enforce court orders.

Discussions from the floor –

a. The courts said to make provision to have a piece of land. It further said the land must be just, equitable and reasonable to the municipality as well. If the municipality can justify that a specific land has been earmarked for this purpose the municipality should not find itself in a position where the court will deny the request. The court requires a person / municipality to be reasonable.
b. As to the availability of building material, you must make provision for it – whether you store it or have a service provider readily available to assist you because it is emergency housing. As an alternative, the municipality should allocate resources in its budget which is collapsible.
c. The key words are 'temporary emergency accommodation'. It is not temporary eviction-based accommodation. So, yes. If there is a fire – absolutely, there is an obligation to the municipality to provide temporary emergency housing.
d. Specifically referring to the Grootboom court case – all levels of government are responsible for housing; however, the courts does impose more responsibilities on municipalities. The courts said that an engagement to housing or the lack thereof, is not an excuse to a municipality. Municipalities should not look to the Provincial Housing Department on an ad hoc basis and should not wait for an emergency to arise before going to Province for funding. This should be done annually and should also ensure to make provision for any additional funding and act proactively.
e. On providence of emergency house, one will tend to find cases where people will invade or illegally occupy buildings / structures or houses during construction for the sake of jumping the queue. Proactivity from municipalities is required to bring urgent applications to court with proof that those people have not been on the property for more than three days.
f. The length a municipality is required to accommodate someone in temporary emergency accommodation and what is the responsibility of the municipality in the long term in practice beyond the emergency, to provide accommodation for people living on a temporary site. The important word is temporary, meaning that there is no relative timeframe linked to it and it is not indefinite. All depends on the facts and circumstances relating to the matter at hand and the number of people you are dealing with. The court

might also direct the municipality to what its Housing Policy says and what the necessary steps can be put in place to accommodate those affected, if the municipality can show that it has used all reasonable accommodation going forward.

After discussion, the presentations were –
NOTED

2.2 EMERGENCY HOUSING

Dr Zoleka Sokopo [National Department of Human Settlements] explained that whilst disaster gives rise to emergency housing situations, the policy defines various circumstances that leads to emergency housing situations. A disaster does not need to be declared for the implementation of emergency housing interventions.

Dr Sokopo mentioned that the Emergency Housing Programme is available in the National Housing Code, contained in Part 3, Volume 4. Members were advised to visit the relevant website for more information in this regard – http://www.dhs.gov.za/content/national-housing-code-2009. She explained that the main objective of the programme is to provide temporary relief to those in urban and rural areas that find themselves in emergency housing situations.

The Department has emergency housing grants for Provinces and municipalities. The grants will firstly pay for the individuals that have become homeless because of the disaster and secondly where a person became homeless in extraordinary circumstances. Other circumstances will be catered for by Province as these grants will have some limitations. Limitations means qualification criteria such as income, age, etc.

Lessons learnt highlight that it is always best to have a panel of service providers as one cannot procure material for emergency housing when there is a disaster; you need to have the option of service providers who you can call upon in an emergency. An alternative is stockpiling but this is a risk. Municipalities need a Disaster Coordinating Team who are role players within the municipality and/or the province who will be able to assist in land planning issues, engineers, etc. This team needs to meet as frequently as possible with the Coordinating Committee. A Development Disaster Management Strategy is important to oversee what should be put in place and different times during the process. A Digitalisation Implementation Strategy needs to be developed and implemented to assist in tracking affected households, assisting in acting proactively and real-time auditing.

In conclusion, Dr Sokopo recommended that municipalities should have early warning systems to warn the Disaster Coordinating Team and Disaster Coordinating Committee in advance. Ensure that your Municipal Housing Strategy is developed and in place.

Discussions from the floor –

a. There is no difference of the m^2 between that of an RDP and a BNG house, the only difference is the name.

b. The Municipal norms and standards defined by SPLUMA will determine the m^2 for temporary residential units.

c. As of 2024 the Grant Framework will be changing, meaning that we will have to intervene directly from the National Department. There are no systems in place on how the grant can be accessed and how the system will work as it will be a completely new system for the 2023/2024 financial year to start in April. As to the municipal housing grant which will be ending in June 2023, you can apply directly from province.

d. Use your local service providers. The major reason behind this is that you need providers who will be able to intervene at short notice and with the emergency it requires and immediately. Go through your normal procurement processes to enable you to pay when necessary.

After discussion, the presentations were –
NOTED

SECTION C
DISCUSSIONS AND NOTING

3.1 IDS QUARTER 3 REPORT: 2022/2023 FINANCIAL YEAR

The IDS Quarter 3 report for the 2022/2023 financial year was shared with members of the Working Group.
NOTED

CLOSURE

4. REMINDER: SALGA ON-LINE EVALUATION FORM

Members were reminded to complete the on-line evaluation form, shared during the meeting in the ChatBox and via WhatsApp.
NOTED

5. DATE FOR THE NEXT HSUA MEETINGS

Members were informed that the next round of Provincial Working Group meetings will be convened virtually. Members will be informed of the dates for such meetings in due course.
NOTED

6. CLOSURE AND ACKNOWLEDGEMENTS

The Chairperson thanked the members for their participation.

The meeting was adjourned at 15:25.

The Minutes of the Human Settlements Urban Agenda Provincial Working Group held on 13 February 2023 were adopted on _____ **2023**.

ALD Mrs GEORLENE WOLMARANS
CHAIRPERSON
HUMAN SETTLEMENTS URBAN AGENDA

Summary of Outcomes

Provincial Working Group on Municipal Finance and Fiscal Policy
16 February 2023

SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION
SALGA
Inspiring service delivery

AGENDA: PROVINCIAL WORKING GROUP MEETING			
ITEM No.	**ITEM DESCRIPTION**	**KEY ISSUES RAISED**	**RECOMMENDATION / DECISION**
MUNICIPAL FINANCE AND FISCAL POLICY Chairperson: Cllr Gert Combrink			
2.1	**Effective Revenue Collection Strategies** **[By Mr Trevor Blake]**	Mr Blake shared revenue management strategies and initiatives for considerations of councillors when applying oversight in their respective municipalities Key submissions on his presentation were the following: - The strategies must find expression in the credit control policy of the municipality - Political buy-in is imperative for adoption of the policy, effective oversight and reliable communication to the communities - Conduct assessment of customer care to the staff to ensure ultimate service to the customers - Zero tolerance on outstanding municipal account by councillors and municipal staff - The write of debt works best when treated as an operational matter and delegated to administration for decision and processing - Municipalities need to prioritise data analysis to adequately set-up informed credit control mechanism, profiling of debtors and consider automation and online process for ease of revenue collection from consumers - It is emphatically advised that the debt collection be limited and exhausted to the owners and not extended to the tenants	.Noted
2.2	**Good Practice on Capital Procurement Plan** **[By CFO Bradley Brown]**	The CFO of Drakenstein Municipality shared good practise on Capital Procurement Plan. He emphasized that to eliminate the delays in capital expenditure as a result of supply chain can be effectively managed by preparing the procurement plan with the Tabled Budget immediately after the 31 March of each year for consideration with the adoption of the Annual Budget on the 31st of May	Noted

AGENDA: PROVINCIAL WORKING GROUP MEETING			
ITEM No.	**ITEM DESCRIPTION**	**KEY ISSUES RAISED**	**RECOMMENDATION / DECISION**
		The importance of understanding the influence on the business environment that bears financial impact to the municipal operations: - Political oversight on capital expenditure - Legal (Impact of regulations i.e. Preferential Procurement Policy Framework Act) - Environment (Disasters and so forth) - Technology (- Social (Provision for Indigent households that places impact on the tax base) - Economic (Affordability affected loadshedding He further shared the operational process adopted by Drakenstein municipality on ***Time lines associated with tender initiation*** not longer than three years. It takes the municipality 129 working day to get the tender to implementation The municipality adopted strategic capital prioritization approach which requires every unit to present a business plan that is ready for implementation to justify the need for funding The SDBIP is used as a vehicle to put the structure to the strategy and as a monitoring and an evaluation tool to manage effective use of the procurement plan. Each Executive Director has KPAs added to the Annual Performance Agreement with the following capital expenditure targets: - Grant funding is spend at 70% by October - Grant funding is spend at 100% by April - Capital Expenditure is spend at 100% by May	
2.3	**Changes to Municipal Boundaries** **[By Mr Fazel Hoosen]**	Mr Fazel Hoosen enlightened us on the municipal boundary re-determination for 2022 – 2024. This included proposals for (Class 2 - 4) boundary redeterminations and related demarcation issues and boundary redetermination timelines and general support from the Municipality Key submissions on his presentation were the following: The MDA provides for criteria and procedures for the determination of municipal boundaries. - The Municipal Structures Act, 1998 (MSA) provides	Noted

AGENDA: PROVINCIAL WORKING GROUP MEETING			
ITEM No.	**ITEM DESCRIPTION**	**KEY ISSUES RAISED**	**RECOMMENDATION / DECISION**
		the MDB with additional functions, which includes: the categorisation of municipalities, The municipal boundary redetermination process is provided for in terms of Municipal Demarcation Act (MDA). - There are 4 different classes that the MDB will classify the re/determinations of municipal outer boundaries. - These vary from small minor changes which don't affect the voters in the affected areas to the changing of a district into a metropolitan city area. Issues that have or may arise from the implementation of the changes to municipal boundaries: - Lack of understanding of the municipal boundary re-determination process, hence the MDB will continue with its education and awareness programme. - Lack of understanding of the roles of various key stakeholders such as IEC,COGTA,STATSA,DOJ. - Using boundary changes to address matters which cannot be fixed by doing this such as poor service delivery,political and financial instability as well as long standing dissatisfaction with the boundaries.	

RECOMMENDATIONS TO PROVINCIAL EXECUTIVE COMMITTEE	
1.	None

KHALIL MULLAGIE
PROVINCIAL DIRECTOR OF OPERATIONS

Summary of Outcomes

Provincial Working Group on Health Meeting
15 February 2023

SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION
SALGA
Inspiring service delivery

PROVINCIAL HEALTH WORKING GROUP MEETING Chairperson: Cllr A Stowman			
ITEM No.	**ITEM DESCRIPTION**	**KEY ISSUES RAISED**	**RECOMMENDATION / DECISION**
2.1	***Municipal Health Information, Performance and Early Warning System***	The App was initiated in 2012 through Partnerships. All Administrative activities are done through the App and in particular Inspections are done through the App which is an Administrative Benefit to Employees. State Owned Facilities are included in the Inspection Process. Sixty thousand Inspections were executed during the past four years with a 80% success rate. Feedback is shared with the owners of premises where challenges were identified. The System is available offline. It was shared that sleeping in Spaza shops are not allowed. The District Director, Mr Clive Africa has confirmed of the Cost Saving benefit of the Project as well as the Productivity Performance of the Environmental Health Practitioners.	Sharing of the Presentation with the Cape Winelands District Municipality
HEALTH WORKING GROUP			
2.2	***SALGA Position Paper on Local Government Response to Hiv, STI and TB***	Dr Thabo Sepuru has indicated that the South African National Aids Council (SANAC) I is in the process of developing a Strategy. A Framework and Guidelines were also developed. Stakeholders were consulted. Continuous consultations are held with SANAC. Current key issues are: • Funding • Functioning of Aids Councils It was recommended that Executive Mayors should linked with Provincial Structures and that municipalities drive the local plans	That the Presentation be noted
2.3	***Proposed 2023/24 APP Activities***	Dr Thabo Sepuru has confirmed that SALGA is part of the SANAC Programs and that the focus is on Intergovernmental Strengths. The focus will also be on support in the upcoming financial year in particular support to Overberg District municipality. Support will also be given to Garden Route District municipality and Cape Winelands District municipalities in terms of Municipal Health Services.	That the feedback be noted

PROVINCIAL HEALTH WORKING GROUP MEETING Chairperson: Cllr A Stowman			
ITEM No.	**ITEM DESCRIPTION**	**KEY ISSUES RAISED**	**RECOMMENDATION / DECISION**
SECTION C – ITEMS FOR DISCUSSION AND NOTING			
3.1	***SALGA Presentation at the Extended SANAC Plenary***	A National meeting was held on the 24 November 2022 at the Cape Town International Convention Centre where Cllr J Visser represented SALGA and has shared progress on SALGA Position Ppaer on Local Government Response to Hiv/Aids, TB and STI. The following recommendations were shared: • SALGA's focus on Capacity Programs • Development of the Position Paper • Strengthening of the Hiv/Aids response at the Local Level	Feedback was noted

RECOMMENDATIONS TO PROVINCIAL EXECUTIVE COMMITTEE	
1.	No recommendations to PEC

KHALIL MULLAGIE
PROVINCIAL DIRECTOR OF OPERATIONS

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SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION
SALGA
Inspiring service delivery

MINUTES
Community Development and Security Working Group

TO : THE CHAIRPERSON
DEPUTY CHAIRPERSON
Members of the Working Group
Municipal Officials
Invited Guests

MINUTES
COMMUNITY DEVELOPMENT AND SECURITY WORKING GROUP
TUESDAY, 14 FEBRUARY 2023

ENCLOSED please find the Minutes of the SALGA Community Development and Security Provincial Working Group meeting held on Tuesday, 14 February 2023 at the King George Hotel, GEORGE.

Mr KHALIL MULLAGIE
PROVINCIAL DIRECTOR OF OPERARTIONS

ENCL

MINUTES
Community Development and Security Working Groups

1.1 OPENING AND WELCOME

The Chairperson of the Community Development and Security [CDS] Working Group, Ald Rhandall Swarts, welcomed all Councillors, Guests, Stakeholders and Officials.

The meeting was opened with a moment of silence/self-reflection.

1.2 EVACUATION PROCEDURE

Mr Anwin from the Protea Hotel George explained the Evacuation Procedure to the meeting.

1.3 INTRODUCTION and ATTENDANCE

Present: Official Representative: Councillors / Aldermen

No	Cllr/ Ald	Title	Name		Name of Municipality
1.	Ald	Mr	Rhandall Swarts	:	Chairperson: CDS
2.	Cllr	Mr	Mario Wessels	:	Bergrivier
3.	Cllr	Ms	Naomi Nel	:	Breede Valley
4.	Cllr	Mr	Raymond Ross	:	Cape Agulhas
5.	Cllr	Ms	Wilhelmina Petersen	:	Cape Winelands DM
6.	Cllr	Mr	Arnold MacKay	:	Central Karoo DM
7.	Cllr	Mr	Yusuf Mohamed	:	City of Cape Town
8.	Cllr	Ms	Rashid Adams	:	City of Cape Town
9.	Cllr	Ms	Ewie Gouws	:	Drakenstein
10.	Cllr	Mr	Brendon Adams	:	George
11.	Cllr	Mr	Melvin Roelfse	:	George
12.	Cllr	Mr	Gerald Boezak	:	Hessequa
13.	Cllr	Mr	Samuel Laban	:	Laingsburg
14.	Cllr	Ms	Amelia Job	:	Matzikama
15.	Cllr	Mr	Leon van Dyk	:	Mossel Bay
16.	Cllr	Mr	Stoffel Botes	:	Prince Albert
17.	Cllr	Mr	Wilhelm America	:	Saldanha Bay
18.	Cllr	Mr	Charles Manuel	:	Stellenbosch
19.	Cllr	Ms	Desiree Bess	:	Swartland
20.	Cllr	Mr	Josias Engelbrecht	:	West Coast DM
21.	Cllr	Ms	Felicity Klazen	:	Witzenberg
22	Cllr	Mr	Aidan Stowman	:	Deputy Chairperson: PEC

Present: Officials

No	Off	Title	Name		Name of Municipality
1.	Off	Mr	Wade Thys	:	Breede Valley
2.	Off	Mr	Harold Baxter	:	Breede Valley
3.	Off	Mr	Luwatun Malgas	:	Breede Valley
4.	Off	Mr	Avron Apollis	:	Drakenstein

No	Off	Title	Name		Name of Municipality
5.	Off	Mr	Geduld Veldsman	:	Drakenstein
6.	Off	Mr	Nkosiyabo Lose	:	Garden Route DM
7.	Off	Ms	Elize Nel	:	Mossel Bay
8.	Off	Mr	Louis Volschenk	:	Saldanha Bay
9.	Off	Mr	Heinrich Mettler	:	Saldanha Bay
10.	Off	Ms	Joan Felix	:	Stellenbosch
11.	Off	Ms	Michelle Aalbers	:	Stellenbosch
12.	Off	Ms	Hillary Balie	:	Swartland
13.	Off	Mr	A Warnick	:	Swartland
14.	Off	Ms	Jo-Ann Krieger	:	Swartland
15.	Off	Mr	Wilfred Solomons-Johannes	:	Theewaterskloof
16.	Off	Mr	Wilhelm Markus	:	West Coast DM
17.	Off	Ms	Melonice Blanckenberg	:	West Coast DM
18.	Off	Ms	Ghida Visser	:	West Coast DM

Invited guests

No		Title	Name		Organisation
1.	MEC	Ms	S Fernandez	:	MEC for Social Development
2.	Com	Ms	Christina Nomdo	:	Western Cape Commissioner for Children
3.	Off	Mr	S Lose	:	Garden Route DM
4.	Off	Mr	O Valley	:	Overberg DM
5.	Off	Mr	Michael Sutcliffe	:	Presenter
6.	Off	Mr	Nthabiseng Makhoali	:	Urban Economy
7.	Off	Mr	Sibahle Ndlela	:	Urban Economy
8.	Col	Mr	J van Litsenburgh	:	West Coast DM
9.	Off	Mr	Franquin Petersen	:	West Coast DM
10.	Off	Ms	Monique Mortlock	:	Western Cape Government
11.	Off	Ms	Tessa Goldschmidt	:	Western Cape Government

SALGA Officials

No	Off	Title	Name		Name of Municipality
1.	Off	Mr	Trevor Lombard	:	Senior Advisor: Inclusive Communities
2.	Off	Ms	Richenda Herandien	:	Advisor: Community Development
3.	Off	Ms	Miltoinette Cupido	:	Manager Strategic Support and Analytics
4.	Off	Mr	Sidwell Blows	:	SALGA: ICT
5.	Off	Ms	Marelize de Wet	:	SALGA: Portfolio Administrator
6.	Off	Ms	Magda Marais	:	SALGA: Portfolio Administrator
7.	Off	Mr	Khululekani Mgezi	:	SALGA: Finance Officer
8.	Off	Ms	Lehlogonolo Maake	:	SALGA: Intern
9.	Off	Mr	Sidwell Blows	:	SALGA: ICT Officer
10.	Off	Ms	Dorah Kiki	:	SALGA National

Apologies

No	Cllr/ Off	Title	Name		Name of Organisation
1.	Ald	Mr	Donovan Joubert	:	PEC Chairperson

No	Cllr/ Off	Title	Name		Name of Organisation
2.	MEC	Mr	Reagen Allen	:	MEC for Ministry Police Oversight and Community Safety
3.	Off	Mr	Khalil Mullagie	:	SALGA WC PDO
4.	Off	Mr	Richard Dyantyi	:	Garden Route DM

1.4 APPROVAL OF THE COMMUNITY DEVELOPMENT AND SECURITY WORKING GROUP OF 10 OCTOBER 2022

The Minutes of the CDS Working Group Meeting held on 10 October 2022 was moved by Councillor Stoffel Botes [Prince Albert Municipality] for adoption and seconded by Councillor Wilhelm Markus [West Coast District Municipality].

NOTED

1.5 MATTERS ARISING FROM THE MINUTES OF THE COMMUNITY DEVELOPMENT AND SECURITY WORKING GROUP OF 10 OCTOBER 2022

Item 2.1 – City of Cape Town: Success Story in terms of safety

That SALGA consider training for Officials within Municipalities in the operation of drones as a future technology that will be used in Safety and Security.

Mr Trevor Lombard indicated that there were discussions with relevant stakeholders and government departments, the importance of this discussion was emphasized [especially the costs and monitoring of the drones]. Drones will especially assist with monitoring during loadshedding.

Councillor Mario Wessels [Bergrivier Municipality] requested that the best practice in terms of by-laws relating to drones be shared. Municipalities were requested to share these by-laws with SALGA so that it can be shared with Municipalities.

Item 3.1 – Discussion on the Safety Issues in the Province

Councillor Stoffel Botes [Prince Albert Municipality] indicated that in the previous minutes a question was posed to the Minister on the District Safety Plan Funding. The Minister indicated that a follow up should be done with Central Karoo District Municipality to respond to the Local Municipalities on the District Safety Plan Funding that was received. Prince Albert Municipality is still awaiting feedback from the District Municipality.

Councillor Stoffel Botes [Prince Albert Municipality] followed up on the Youth Ambassador Programme. Will there be any additional funding made available for the 2023/2024 financial year? The Chairperson indicated that in the absence of Minister Allen, SALGA will do the necessary follow up on behalf of Prince Albert Municipality.

NOTED and RESOLVED

1. That SALGA follow up on behalf of Prince Albert Municipality with MEC Allen [Ministry of Community Safety and Police Oversight] on the following:
   a. Letter from Central Karoo District Municipality to the Local Municipalities within the District on the allocation of the District Safety Plan Funding.
   b. Will there be funds made available for the Youth Ambassador Programme for the 2023/2024 financial year?

1.6 ADOPTION OF THE AGENDA

The Agenda was adopted without any additions.

ADOPTED and APPROVED

2. PRESENTATIONS:

2.1 SOCIAL DEVELOPMENT PROGRESS AND SOUTH AFRICAN SOCIAL SECURITY AGENCY [SASSA] SERVICES

Minister Sharna G Fernandez [Minister of Social Development] highlighted the following challenges being experienced:

- Growth and in-migration resulting in larger population to serve
- Impact of low growth, increasing inflation and unemployment will disproportionately affect most vulnerable
- Increased need for food relief due to escalating food prices and unemployment
- Increased need for psychosocial support as families face more challenging circumstances, especially trauma

The Department of Social Development [DSD] responded to the above:

HOPE AND URGENCY: OLDER PERSONS

- 2024: Funding spaces for >5000 older persons in care homes and independent living.
- MOA with private sector [Syramate] – Diaper provision for residential facilities and safety parents

EMERGENCY CARE

- Emergency beds secured at residential facilities and Gender-Based Violence [GBV] shelters for older persons who have been victims of violence. This intervention is operational and will be increased over the next 18 months as required.

HOPE AND URGENCY: SERVICES TO PERSONS WITH DISABILITY

- 2023: DSD to fund accommodation of >1600 disabled persons in care homes across the province, and a further 100 in DSD's own specialised care facility, Sivuyile.
- 2023: DSD funded community-based care & support services for 4000 disabled persons.

Four adapted disability vehicles to be delivered to Special Day Care centres for Children with Profound Intellectual Disabilities.
The Disability Programme in collaboration with private sector has improved the well-being of children with disabilities and their families.

HOPE AND URGENCY: SOCIAL RELIEF

- The Sanitary Dignity Project: > 116 600 young women and girls have access to sanitary products
- The Western Cape Disability network benefits from the Sanitary Dignity Project: 302 schools in Western Cape are beneficiaries. >22 000 learners reached.

CHANELLING DONATIONS TO FIRE VICTIMS

- Providing kitchen starter packs to victims of fire in Imizamo Yethu: The WeLoveU Foundation contacted the Ministry of Social Development and together with the City of Cape Town enabled the distribution of the products.

HOPE AND URGENCY: SUPPORT TO THE HOMELESS AND VULNERABLE FAMILIES

SUPPORT FOR THE HOMELESS

- DSD funds 2398 bed spaces in homeless shelters per day.
- The Somerset West family shelter is a first for the province and will continue to operate as a space to keep homeless families intact.
  New homeless shelter in Cape Town CBD in the works. Total number of DSD-funded bed spaces will be 2500

CARE AND SUPPORT TO FAMILIES

- Parenting programs helping >3000 parents & caregivers.
- Xolani Mcoyama joined FAMSA's Fatherhood Programme in 2017. He subsequently started his own NPO, Khuseleka, reaching >300 men in Mfuleni:

HOPE AND URGENCY: SERVICES TO CHILDREN

COMMUNITY-BASED CARE SERVICES TO CHILDREN

- Integrated Risiha Programme: Innovative intervention operating at 26 sites across WC
- Integrated Risiha Programme: 10 600 vulnerable children & orphans have access to educational, recreational, nutritional & psychosocial support.
- Expansion envisaged over the next 18 months.

FOSTER CARE SERVICES

- 38 972 children in foster care in WC
- DSD has successfully implemented the web-based Foster Care Tracking System that tracks all children in foster care in the province.
- Tracking system has a record of all the children, their biological parents, and details of their foster parents.
- System sends notification 3 months before a court order of a child expires every two years.
- Social workers ensure that these children remain inspired and hopeful.

HOPE AND URGENCY: CHILD PROTECTION

WIDENING THE SAFETY NET

- The DSD provides child protection after-hours services: After-hours duty rosters available to the SAPS & telephone service operating 7 days a week, 16:00 to 7:30.
- 212 of the 346 calls received between April 2022 & January 2023 were child protection matters.
- 37 calls were GBV related
- Most cases were in the catchment area of the City of Cape Town.
- These matters receive priority attention & remains confidential

HOPE AND URGENCY: ALTERNATIVE SAFE CARE

CHILD PROTECTION CASE STUDY

- DSD responds with urgency when it comes to child protection matters, often collaborating with sister department, Health & Wellness:
  - The social worker immediately assessed and found the children in horrible circumstances. The children showed signs of autism and Fetal Alcohol Spectrum Disorder [FASD]. Both children were unable to speak and were touch averse.
  - They were removed and placed at Braveheart Child and Youth Care Centre [CYCC] in De Doorns. Both parents were severely addicted to alcohol.
  - The children were assessed by specialist pediatricians, a speech therapist, and an occupational therapist. Carl was diagnosed with microcephaly and FASD because of the mother's substance use. It was found that Ray was exposed but could still develop normally. The 3-year-old was enrolled in an ECD and progressed immensely.
  - After a year of intensive therapy, specialist intervention and surgery for Carl*, both children are comfortable and happy. They are now talking, playing, and learning.
  - Permanent placement needed as their parents were unable to care for them.
  - Two spaces became available for them at Agape CYCC in Grabouw. This facility specialises in care for children with disabilities.
  - The children can now go to 'school' for the first time.

HOPE AND URGENCY: DIVERSION

CRIME PREVENTION AND SUPPORT

- Diversion programmes help prevent first time and petty offenders from going deeper into the criminal justice system.
- >4000 adults & 600 children have completed their court ordered programme.

- Eden Karoo DSD completed extensive Assessment, Diversion and Expungement exercises. Collaboration with SAPS, NPA, Justice, Education, NPO's & other child justice role players.
- Significant decreases in recidivism following intensive therapeutic, developmental, and supportive services from responsible teams.
- 4 574 children benefitted from extensive psychosocial interventions by the Eden Karoo Team.
- The significant decline in arrest rates of child offenders correspond positively with the preventative, early intervention and reintegration services provided by the region's Probation Teams.

HOPE AND URGENCY: CHILD AND YOUTH CARE CENTRES

SAFETY FOR CHILDREN AT RISK

- Nearly 3000 children in DSD-supported children's homes
- 1500 children in secure care
- Infrastructure upgrades underway at Horizon CYCC
- Upgrades at Outeniekwa CYCC: Increase from 80 to 140 sentenced youth, youth who are awaiting trial or youth with severe behavioural challenges.
- Outeniekwa expansion will help address overcrowding. Design will contribute to the implementation of a safer and more secure environment.

HOPE AND SECURITY: GENDER-BASED VIOLENCE

VICTIM EMPOWERMENT

- 8 Thuthuzela Care Centres. Recent one opened at Victoria Hospital in partnership with the NPA, DoH & Civil society organisations.
- These facilities provide 24-hour services to victims of GBV and domestic violence.
  +-18 000 individuals have sought and received psychosocial support from TCCs & the 26 GBV shelters funded by DSD

GBV AMBASSADORS

- Further interventions: GBV Ambassador Programme. A collaboration between the DSD & the Swartland Municipality.
- The GBV Ambassador Programme in Swartland is a first of its kind in the province.
- These ambassadors, who are trained volunteers, will provide information about victim support programmes and services available for the intervention and prevention of GBV to residents in the Swartland Municipality.
- Perfect example of Western Cape government's whole-of-society approach.

HOPE AND URGENCY: SUBSTANCE USE DISORDERS

SUBSTANCE USE DISORDERS

- DSD funds the treatment of over 3500 persons per year for substance use disorders receive rehabilitation every year
- The Western Cape is the only province to:
  - include drug treatment for children and youth in secure care
  - school based drug treatment programs, and
  - outpatient opiate replacement therapy
- These programs provide hope for families that are torn apart by addiction, and an opportunity for a new beginning

HOPE AND URGENCY: NEXT 18 MONTHS

NUTRITIONAL SUPPORT

- DSD supports 68 Community Nutrition & Development Centres [CNDCs], and 512 Community-Based Organisations [CBOs].
- An increase in feeding sites: 92 in 2020 to 570 in 2023.

- The CNDCs providing food relief services 5 days per week reaching up to 11467 vulnerable individuals every quarter.
- Community-Based Kitchens providing food relief services at least 3 days per week. 183950 beneficiaries have received meals.
- Currently the CBOs provide meals to beneficiaries 5 days a week in the rural areas and 4 days in the urban areas.

HOPE AND URGENCY: NUTRITION AND DEVELOPMENT

- The targeted feeding programme a lifeline for beneficiaries: Receive meals and access to development and employment opportunities.
- Increasing need in vulnerable communities

HOPE AND URGENCY: DSD FOOTPRINT

EXTENDING THE REACH OF THE DSD

- January 2022: A new Social Development Service Centre established in Murraysburg.
- Partnership with Transport & Public Works Department.
- The new facility brings DSD services closer to where need is greatest: rural residents who previously had to travel far.
- Since 2011: WC DSD transitioned from one head office and 16 district offices to a head office and six regional offices, overseeing 45 local offices and an additional eight service points.

MEC Fernandez listed the challenges experienced with SASSA:

- Numerous challenges hampering beneficiaries from accessing SASSA financial support:
  - People unable to access SASSA via its call centres, WhatsApp or email contacts. Online system causes divide between SASSA and clients.
  - Beneficiaries who can access the online system, say they are “kicked out” before their application is complete.
- Some SASSA offices country-wide are more offline than online – No contingency plans for load-shedding.
- Long queues at SASSA offices
- The Social Relief of Distress [SRD] grant processing portal does not work correctly.
- Numerous complaints about inefficiency of SASSA medical doctors.
- Continuous “system glitches” at Postbank - Postbank is not social grant payment ready.
- SASSA’s turn-around time to provide feedback to questions asked or cases raised by Members of Parliament is too slow.

The MEC responded as follows to SASSA Challenges:

- 14 December: Issued a media statement on SASSA challenges and lack of response from Minister Zulu – 14 December
- 15 December: Sent letter to National Minister of Social Development Lindiwe Zulu requesting urgent intervention in Postbank-issued SASSA gold cards problems.
- 17 January: Issued a follow-up media statement on SASSA challenges and lack of response from Minister Zulu
- 17 January: Sent a follow-up email to Minister Zulu
- 24 January: MINMEC meeting. Minister Zulu admitted urgent meeting with SASSA required. Promised there would be a meeting to discuss SASSA issues
- February: Oversight visits to SASSA offices in Athlone and Ceres
- 10 February: Issued media statement on SASSA office visits
- 21 February: Meeting with SASSA management

Councillor Brendan Adams [George Municipality] informed the meeting of a best practice in George namely, Food Pantry. The Food Pantry is being established to serve all the B-

municipalities in the area by sourcing and coordinating distribution of essential food products to communities in need.

The Minister Fernandez shared the wonderful initiative of the Department of Agriculture that is funding food gardens at schools, hospitals, in communities and sub councils, and they provide the training and support. This is part of the nourish to flourish program. Prof Andrew Borraine manages a Food Forum, which feeds into a sub-committee, which feeds into the Dignity and Well-being Working Group chaired by MEC Fernandez together with four other Ministers. Minister Fernandez indicated that not all might be familiar with the Western Cape Recovery Plan [looking at jobs, growth, and safety].

Minister Fernandez also informed the meeting of another important forum called the Western Cape Faith based Forum that meets once per quarter with faith-based leaders. Minister Fernandez requested Councillors to check if they have a Faith Based Forum established and if not harness the support of the Church as they play a valuable role when it comes to feeding, gender-based violence, homelessness, even providing psychosocial support and counselling.

The challenges of homeless people were mentioned, and Minister Fernandez responded in saying that it requires a society approach as it is an ongoing challenge. The DSD is trying to get the support of as many as possible from the local and private sector to assist with the challenge. Minister Fernandez indicated that there is an Intergovernmental Working Group chaired by HOD, Dr Robert MacDonald and all the Districts/Municipalities are represented on this Working Group. Councillors were encouraged to find out who from the District/Municipality attend these forums so that the sharing of best practices can be cascaded. If your Municipality are not represented on the Forum it was suggested that letter be addressed to the DSD Minister to ensure that the Municipality is represented.

Councillor Melvin Roelfse [George Municipality] mentioned the challenge of substance abuse that is creating havoc in the communities. Minister Fernandez responded in saying that there are a few private Substance Rehabilitation Centres within the Garden Route District, but not Government Funded Facilities. The Department of National Public Works were approached to assist with empty buildings/spaces that can be used.

NOTED and RESOLVED

1. That Minister Fernandez [with the other Ministers on the Dignity and Well-being Working Group] to present the Western Cape Recovery Plan at the next Community Development and Security Working Group.
2. That a physical meeting be arranged with all MMC's for Social Development within Municipalities and Minister Fernandez to appraise the MMC as a lot is happening on the Western Cape Government.
3. That Minister Fernandez be a standing item on the Community Development and Security Working Group to give quarterly feedback to the Working Group Members.

2.2 DISTRICT SAFETY

MR O VALLEY – OVERBERG DISTRICT MUNICIPALITY

In his presentation Mr Omar Valley highlighted the following under the Contextual Background:

- Crime intelligence
- Socio economic factors, low schooling, unemployment, high crime patterns, etc.
- District Safety Plan, etc
- Law enforcement
- Social crime prevention
- Operational and strategic partners
- Annual summits, policing needs, and priorities

The Overberg District have the following Safety Partners:
- State agencies
- Community organisations
- Additional partnerships
- Local safety plans and safety forums
- Structures and alignment, etc
- District Safety Forum
- District Steering Committee
- District JOCS and crime needs based
- Rural Safety
- SAPS integration
- Disaster Advisory Committee
- Strategic monthly meetings
- Attendance of local safety forum's
- Regular and needs based steering committee

The way forward –
- Long term projects and whole society approach
- Accountability, Leadership, and good governance
- Lessons learnt, project implementation
- Audit findings and following of duo processes
- Project reports
- Ongoing feedback and improvement
- Monitoring of progress
- Relationship building

NOTED

DISTRICT SAFETY: COL J VAN LITSENBURGH – WEST COAST DISTRICT MUNICIPALITY

The West Coast District Municipality [WCDM] consists of five Local Municipalities namely: Swartland, Bergrivier, Cederberg, Saldanha and Matzikama.

The population is 450 610 whereof 129 862 households have access to basic services. The socio-economic risks are identified as:
- Slow economic growth
- Increasing population and demand for services
- Rising unemployment

The IDP of the West Coast District speaks of safe healthy and socially advanced communities.

The West Coast District Municipality Safety Plan is implemented under the following legislative mandates:
- Section 152(1) (a) - (e) and (2); Constitution of the Republic of South Africa of 1996
- Section 153(1) (a) and (b) Constitution of the Republic of South Africa of 1996
- Section 154(1) Constitution of the Republic of South Africa of 1996
- Section 4(2) Local Government Municipal Systems Act No. 32 of 2000…. *and other applicable legislations*.

The WCDM is required by Section 25 of the Local Government: Municipal Systems Act 32 of 2000 to develop a 5-year plan i.e., the IDP that will guide planning of the entire space. This plan must be reviewed annually to take stock of what has happened and review the order of priorities. This legal requirement obligation further requires the municipality to consider all

developments planned by all parties and ensure synergy. The WCDM Community Safety Plan is taken up into the WCDM IDP.

It must align its strategic goals with:
- The National Development Plan [NDP]
- The Integrated Urban Development Framework [IUDF]
- National Government Outcomes [5 National KPAs]
- Western Cape Government Provincial Strategic Goals
- Sustainable Development Goals

A West Coast Safety Summit was conducted on 12 – 13 November 2019 and revised Plans were completed on 27 January 2021 and a WCDM Community Safety Plan was developed addressing the Safety Plan.

In conclusion the key focus areas must be determined and decides on Action steps/ Activities to address it. The Community Safety Forum [CSF] must coordinate and promote inter-agency Safety initiatives within local Municipal boundaries.

Sustainable assistance from all levels is key to ensure safety in our communities.
The Safety Plan will only work if there are:
1. Leadership [the will to drive the plan]
2. Budget [Municipalities must budget for their plans]
3. Community participation [cannot do it without the community]
4. Communication

NOTED

DISTRICT SAFETY: MR N LOSE – GARDEN ROUTE DISTRICT MUNICIPALITY

The Safety Initiative Project was initiated by the Department of Community Safety [DoCS] in conjunction with the Garden Route District Municipality [GRDM]. The aims to capacitate Local municipalities which is the level of government that is closest to the needs of the people. The need for peace and stability is urgent.

The establishment of a District Safety Forum as a coordinating structure will be able to implement effective and appropriate responses to prevent social unrest, land invasion and local violence/crime.

During the First Quarter of the Safety Initiative Project [December 2018 to February 2019], the MEC for Community Safety met with all Mayors to introduce the Safety Initiative Project, the DoCS officials presented the Project to the GRDM, where the GRDM agreed to sign a TPA, submit a Safety Plan and Business Plan.

In the Second Quarter a Safety Coordinator at the GRDM was appointed, and the first Safety Initiative Workshop with all the role-players within the GRDM was held in May 2019.

During the Third Quarter a two-day Workshop was held in August 2019, with emphasis on Mediation and Safety Plan discussion [day 1] and Alcohol Harms Reduction [day 2].

Stakeholder Partnership:
- All our B Municipalities
- Department of Agriculture
- Departments of Social Services
- Department of Education
- Department of Community Safety
- Department of Correctional Services

- Department of Justice,
- Office of the Public Protector
- SAPS
- Mans Sector

The current actions were shared to promote an integrated response 2022/2023:

- Sitting of the GRDM Men's Council strategise for any form of violence
- Functional District Safety Forum as a Coordinating and advisory structure to council
- The GRDM has funded the Mossel Bay Municipality by 1.2m to modify its K9Unity that will cater the entire district.
- We have Launched the Local Mans Sector councils in 4 Local Municipalities.
- We have appointed Law Enforcement Officers and placed them in our B Municipalities.
- Municipalities have been funded by R120 000.00 to execute properly their safety plans

Programmes of the District Safety Initiative:

- Establishment and Launch of the Local Safety forums in all B Municipalities
- GBV workshops
- Youth against crime Summit
- Support to Thembalethu ABT project
- Safer School summit
- Establishment and Launch of a Local Mans sector in all B Municipalities
- District Crime summit
- Youth on sport against crime
- Funding to our local Municipalities for the implementation of Safety Plans

The following priorities on the PnP were highlighted:

Policing and Law Enforcement

- As the GRDCSF we have recruited many LEO to assist and work in collaboration with SAPS to enforce law in our LMs

Gender Based Violence and Femicide

- We had a District GBV Summit and workshops in the Municipalities with where there is high number of GBV incidents.

Managing Substance abuse

- Workshops were held to address the abuse of Substance abuse as it is a major cause of GBV
- Police have raided and apprehended many drug dealers in our District.

Managing the issues of Alcohol and Liquor outlets

- Pamphlets/ Flyers were developed and distributed in Thembalethu.
- Police have engaged with the Tavern owners to close on the regulated time.
- CCTV cameras have been installed in most areas of Thembalethu and Nekkies in Knysna

School Safety

- District School Safety Indaba was held in Oudtshoorn where learners and teachers were gathered to discuss issues that are badly affecting our schools.

Support to neighbourhood watchers

- The neighbourhood watch and CPF Indaba held in George to address and discuss their roles and responsibilities.
- PPEs and CCTV cameras have been procured and installed to make sure that there is a proper way to execute the neighbourhood responsibilities.

Mr Lose highlighted that the following structures ensure that a PnP is in place:

- Office of the District Executive Mayor as Secretariat
  Garden Route District Community Safety Steering Committee
  - GRDM
  - SAPS

- DoCS

Garden Route District Community Safety Forum
- Sector Departments
- NPO
- Chapter 9 Institutions
- NGOs
- FBOs
- All our seven B Municipalities

Councillors mentioned that there is an overall struggle with crime within the Western Cape. There should be more buy-in from community members for instance with the assisting of neighbourhood watches, but the problem is that they don't want to do it for free. A question was asked it there is not a programme to give a stipend to neighbourhood watches. The Chairperson responded in saying that in Bergrivier they work with the Community Works Programme as there is a lot of opportunities where you can access funds. The Community Works Programme now funds the neighbourhood watches programme within the Bergrivier area. Municipalities were encouraged to start a relationship with the Community Works Programme.

Councillor Stoffels [Prince Albert Municipality] pleaded for assistance on behalf of the Central Karoo District on District Safety as they haven't received any money for the current financial year and not sure if there will be any budget allocation to the District for the 2023/2024 financial year.

Councillor Mario Wessels [Bergrivier Municipality] raised a concern on the District Planning/rollout. A lot of the is planning is high levels, strategic planning and processes put in place. Crime is fluid as it moves and escalates, and Municipalities have to move resources where it's needed quick and fast and in rigid structures it is very difficult to do. The communication lines between District Municipalities and B-Municipalities were raised as a challenge.

Councillor Wessels mentioned that a lot of crime are missed out on through the court systems Bergrivier Municipality went as far as to get the Prosecutor to attend Stakeholder Meetings to inform the Municipality what they need to do and to get more information/guidelines.

It was suggested that SALGA organise a workshop between Districts [Safety Councillors] and Department of Social Development to discuss Safety issues.

NOTED and RESOLVED that
1. SALGA will engage the Department of Community Safety together with the District Safety Coordinators and the MMCs for Safety within the different Municipalities on the provincial safety and roll out.
2. The District Safety Coordinators be a Standing Item on the Community Development and Security Working Group

3.1 NATIONAL LOCAL GOVERNMENT SOCIAL COHESION STRATEGY

Ms Nthabiseng Makhoali from Urban-Econ, a service provider for SALGA National presented on the National Local Government Social Cohesion Strategy.

The overall purpose of this study is to develop a local government social cohesion strategy.

In addition to the overall purpose the following is included as part of the purpose of the study:
- Development of clear indicators for the local government strategy for social cohesion.

- Development of a process that ensures that social cohesion planning, and implementation is integrated into local government planning systems which include the IDP and the current District Development Model [DDM] model.
- Provision of proposals on how barriers to social cohesion can be addressed by various stakeholders and solutions facilitated by the role of local government.

Development of a Social Cohesion Barometer expanding on the one that was developed in 2021 with indicators based on impact/outcomes in society that can be used to measure and evaluate progress towards a socially cohesive society.

The first thing SALGA did within this project was to draft an inception report which was due on 30 September 2022. That's when the project started. An agreement was reached on the objective, the deliverables which methodology would be used and basically the timelines.

Thereafter a policy in literature review within our policy review. SALGA tried to look at global guidelines and legislation as well as national policies and legislation and reviewed the new urban agenda. SALGA then conducted a literature review within this literature review, SALGA looked at various things. The first thing that we did were to understand social cohesion, by looking at the history of social cohesion within South Africa. We looked at the Ubuntu principles and the battlefield principles just to get a feel of what it is in South Africa .

The Draft Social Cohesion Strategy Report is due to be ready by 3 March 2023.
NOTED

3.2 ASSESSMENT STUDY ON THE EXTENT OF ALIGNMENT BETWEEN SOCIAL LABOUR PLANS IN THE MINING SECTOR AND THE MUNICIPAL INTEGRATED DEVELOPMENT PLANS

Dr Michael Sutcliffe presented on the following:

Social Labour Plans and IDPS

Understanding of SLPs and where they exist in the mining sector
Analysis of alignment with IDPs

- Stakeholder processes followed
- Documentation of alignment
- Mining challenges and opportunities [including stakeholders]
- Municipal challenges and opportunities
- Documentation [where available] of implementation

Suggest the inclusion of One Plans [DDM] as well to see the degree of alignment.

Study on the provision of Free Basic Services in Municipalities

- To document and describe the approach and processes of identifying and keeping records of beneficiaries of free basic services [such as indigent registers],
- To determine if the processes and mechanisms for ensuring that all those who qualify for free basic services are being accurately targeted are assessed,
- To identify and analyse challenges in targeting and ensuring provision of FBS in line with national policy,
- To analyse existing systems with a set of findings, and
- To make recommendations to improve the targeting strategy and systems.

Methodology includes:

a) Non-Financial Census Analysis: Analysis of the latest Non-Financial Census data on FBS and Indigent Registers for the financial year 2019/20. Broad trends will also be examined.

b) Municipal Budget analysis of FBS: An additional analysis of the SA10 Schedules which are regulated and should be part of all Budget documentation which gets approved by Councils. The following shows a summary schedule produced by NT and we are undertaking an analysis of this to draw recommendations to ensure municipalities become far more evidence-based in dealing with FBS and Indigent registers:
c) National Municipal Survey: Work is underway requesting of all municipality's information on their approach to FBS and Indigent registers. emails have been provided, copying in MMs and CFOs and including information from the NFC, requesting responses.

Draft report is being finalized and will be discussed at a national SALGA meeting in early March 2023

NOTED

3.3 FEEDBACK: NATIONAL WORKING GROUP MEETING

Mr Trevor Lombard highlighted the following from the National Working Group Meeting that took place on 5 December 2022:

- Roll out of Local Government Seta approved Credit Bearing Skills Programmes on Community Safety Planning for Local Government – Training was done on 9 – 10 November 2022 in Gauteng on
- Community Safety
- Understanding Crime and shared by municipalities.
- Scrap Metal Policy

SALGA recommended that there be Consultation with the Department of Trade Industry and Competition to establish interventions.

- Position Paper Building Safer Communities
- The Paper has gone through the Consultative Processes
- The Paper has been done in partnership with GIZ
- Library and Heritage

A Library Engagement was held on 27 September 2023 with the focus on the Preservation of Heritage and the Promotion of Social Cohesion, on

- Legislative Framework
- Funding Model for Libraries
- Need to have a follow up Seminar focussing on different views.

NOTED

3.4 WESTERN CAPE CHILDREN'S COMMISSIONER [STANDING ITEM]

Commissioner Christina Nomdo started off her presentation by requesting support from Local municipalities to make child participation real. It was mentioned that it is very difficult from the WC Children's Commission to visit all the local municipalities, especially the rural Municipalities.

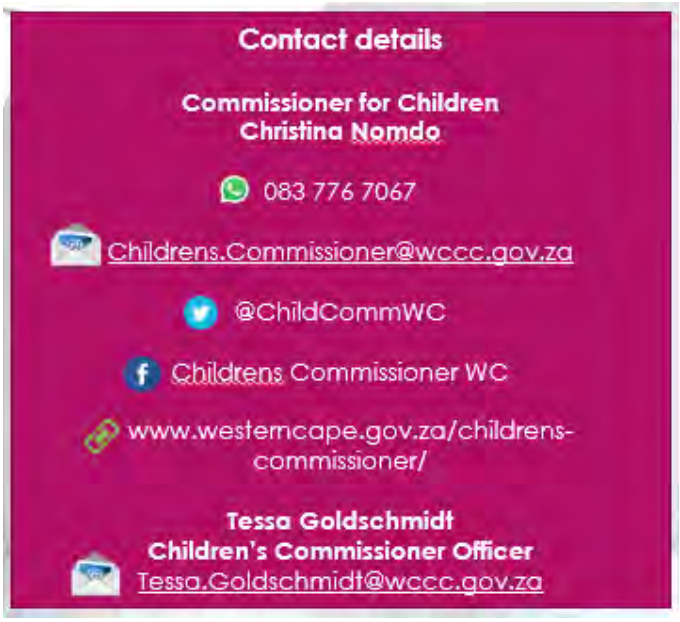
The meeting was informed of the Community Child's Rights Workshops:

- **Advocate** with parents, primary caregivers, and stakeholders.
- **Monitor** government services provided to children.

The meeting raised various concerns within their communities – children not being in school due to being expelled [fighting at school], children's suicides, children living on the streets. The Commissioner replied by saying it is compulsory for children to be in school by law up until the age of 15 years old and must be accommodated.

The Commissioner encouraged the Municipalities to use the Western Cape Children's Commission Office as a mechanism to report assistance. They have a specialised way of

dealing with Children. The WC Children's Commission Office indicated that they have booklets/resources to share with Municipalities. The Commission also work with Children with Special Needs as they have the same right as any other child.



The Chairperson thanked the Western Cape Commission for Children for the sterling work they are doing within the Communities.

4. SALGA ON-LINE EVALUATION FORM

The Chairperson reminded all Working Group members to complete the SALGA On-Line Evaluation Form shared via Whatsapp.

NOTED

5. DATE OF THE NEXT MEETING

The date of the next Provincial Working Group meeting will be communicated.

6. CLOSURE AND ACKNOWLEDGEMENTS

The Chairperson thanked everyone for their attendance, their inputs and participation during the meeting.

The meeting adjourned at 13:08.

The Minutes of the Community Development and Security Working Group held on 14 February 2023 were adopted on _____ 2023.

ALDERMAN RHANDALL SWARTS
CHAIRPERSON: COMMUNITY DEVELOPMENT AND SAFETY WORKING GROUP

Summary of Outcomes

Joint Provincial Working Group on Public Transport and Roads & Environmental Management Climate and Resilience
14 February 2023

SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION
SALGA
Inspiring service delivery

AGENDA: JOINT PROVINCIAL WORKING GROUP MEETING			
ITEM No.	**ITEM DESCRIPTION**	**KEY ISSUES RAISED**	**RECOMMENDATION / DECISION**
PUBLIC TRANSPORT AND ROADS Chairperson: Cllr Ryan Don			
2.1	Drone Regulations in South Africa: South African Aviation Authority: Aviation Compliance Hannelie Oosthuizen / Zelda Mokhutle	Members were informed of the role of the Aviation authority. Remote pilot aircraft- Drones. Various sizes and shapes and fly at different levels. Regulate because we are a sovereign state and need to protect security of airspace and minimise risk.(low, medium and high risk) Regulations, called part 101 of civil aviation regulations. Sub part 5- whether people operate drone as a toy or commercially- need remote operator certificate and remote pilot license. Will have to adhere to sub part 5 of regulations. Class 1 or 2 drones municipalities will usually deal with. May not fly more than 400 feet. Drones with need a registration number for flying commercially and letter of approval to say it is airworthy. Licensing of the person (RPL- Remote pilot license). Medical, exam, skills test- R25000-R30000- Cost Drones have grown dramatically in South Africa. Now have 29 operators in Capetown alone. 4375000 pilots in the country. Dos and don'ts for drone flying shared. Law states you cannot drop anything from a drone, fishing has been a challenge. Maynot fly 50 m of any building. Sharing of risks associated with Drones. Also shared challenges with Lazers, green lazers. Serious threat for aircraft as it can causes blindness of pilots. Shining of red Lazers in eyes can cause damage of the retina. Questions and Discussion, if municipalities want to use drones, is there a blue print. Can municipalities be advised. Responses were shared to the many questions and responses will be shared in the minutes.	Noted SALGA to share contact details and documents related to of the Aviation Authority for municipalities for further engagement.
2.2	Update on the Proposal for the	Municipalities were updated on various transport related matters:	Noted

AGENDA: JOINT PROVINCIAL WORKING GROUP MEETING			
ITEM No.	**ITEM DESCRIPTION**	**KEY ISSUES RAISED**	**RECOMMENDATION / DECISION**
	Upgrade of Rural Roads: SALGA, Unathi Mntonintshi APP 2022/23: Strategic focus for 2023/2024, Public Transport and Roads: Unathi Mntonintshi, SALGA	Proposal for surfacing of rural roads: Local government funding allocation not at all equitable. Letter written for the Minister of Finance to request this allocation is changed to enable LG. The letter is to be signed by the SALGA President. AARTO Judgement- Legal opinion to advise on whether to join the court case. National Land Transport Amendment Bill- no feedback from Portfolio committee Devolution of urban rail- on task team at National Department of Transport and engaging with City of Capetown. EPWP Policy- comments sent to National RAMS- Ongoing project work Municipalities must have Road Asset Management systems to assist to access funding. State of Built Environment Functions and Devolution of Subsidised Bus Functions- ongoing project Municipal Service delivery partnerships; Proposal for surfacing of rural roads; Classification and Proclamation of “orphaned” roads. There were many comments and questions on the issues presented. Some being, Matzikama using tyres from mines and in partnership with farmers, work on the rural roads. Oudtshoorn municipality wanted to know if the army could not assist them as they are in the Municipality. Borrow pits is a big challenge, costs to buy gravel from far away is expensive. Could appreciate support for EIA’s. Matzikama: Proposal to engage on a railway line between Capetown and Bitterfontein- PRASA is responsible at this stage. The fuel levy needs to be ringfenced funding that comes back to municipalities for roads. Matter is with National Treasury. SALGA is engaging SANRAL and University of Pretoria on research on nanotechnology.	SALGA will engage Oudtshoorn municipality for the proposal to engage the army to support with their Rural roads.
ENVIROMENTAL MANAGEMENT AND CLIMATE RESILIENCE Chairperson: Cllr Linda Jacquet			
2.3	APP 2022/23: Strategic focus for 2023/2024- Environment and Climate Change:	The progress update on the various programmes on sustainability were shared.	Noted

AGENDA: JOINT PROVINCIAL WORKING GROUP MEETING			
ITEM No.	**ITEM DESCRIPTION**	**KEY ISSUES RAISED**	**RECOMMENDATION / DECISION**
	Dorah Marema, SALGA		
2.4	Feedback from UNFCCC COP27 key issues for local government: Dorah Marema: SALGA	Feedback was shared on the UNFCCC COP27 visit and the key issues. A question was how municipalities can contribute better to the climate change dialogue. Members were encouraged to participate in the IGR Platforms and also be given a representation in the COP dialogues. Climate action plans will be required by all municipalities. Want to raise the funding to follow issue.	Noted

RECOMMENDATIONS TO PROVINCIAL EXECUTIVE COMMITTEE	
1.	None

KHALIL MULLAGIE
PROVINCIAL DIRECTOR OF OPERATIONS

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Tel : 021-446-9800
E-mail : ampela@salga.org.za
Date : **13 March 2023**

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Inspiring service delivery

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MINUTES
Governance and Intergovernmental Relations Provincial Working Group

TO : CHAIRPERSON
PEC CHAIRPERSON AND DEPUTY CHAIRPERSONS
MEMBERS OF THE PROVINCIAL WORKING GROUP
MUNICIPAL OFFICIALS
INVITED GUESTS AND STAKEHOLDERS

MINUTES
GOVERNANCE AND INTERGOVERNMENTAL RELATIONS [GIGR] PROVINCIAL WORKING GROUP
17 FEBRUARY 2023: KING GEORGE HOTEL, GEORGE / MS TEAMS HYBRID OPTION

ENCLOSED please find the Minutes of the SALGA Western Cape Governance and Intergovernmental Relations [GIGR] Provincial Working Group meeting held at 09:00 on 17 February 2023 at The King George Hotel, King George Drive, George / MS Teams Hybrid Option.

Mr KHALIL MULLAGIE
PROVINCIAL DIRECTOR OF OPERATIONS

ENCL

SECTION A
PROCEDURAL MATTERS

1.1 OPENING AND WELCOME

Cllr Carl Pophaim [Chairperson] welcomed all present.

NOTED

1.2 EVACUATION PROCEDURES

The meeting noted the evacuation procedure as explained by Ikraan from the King George Hotel.

NOTED

1.3 SALGA ON-LINE EVALUATION FORM

The meeting was informed that the SALGA Administration will share an on-line evaluation form in the ChatBox as well as via WhatsApp for those members attending in person. Members were requested to complete the form as feedback would be appreciated.

NOTED

1.4 ATTENDANCE AND APOLOGIES

PRESENT:

Ald	Ms	Margaret Sampson	:	Cape Winelands District Municipality
Cllr	Mr	Vernon Bedworth	:	Breede Valley Municipality
Cllr	Adv	Johan Miller	:	Drakenstein Municipality
Ald	Mr	Schalk van der Merwe	:	Langeberg Municipality
Cllr	Ms	Elizabeth Sidego	:	Witzenberg Municipality
Ald	Mr	Andries Franken	:	Overberg District Municipality
Ald	Dr	Annelie Rabie	:	Overstrand Municipality
Cllr	Mr	Francois du Rand	:	Swellendam Municipality
Ald	Ms	Bongiwe Mkhwibiso	:	Theewaterskloof Municipality
Cllr	Mrs	Linda Jaquet	:	Prince Albert Municipality
Cllr	Ms	Magrietha Jaftha	:	Prince Albert Municipality
Ald	Adv	Gert van Niekerk	:	Garden Route District Municipality
Ald	Mr	David Swart	:	Bitou Municipality
Ald	Mr	Leon van Wyk	:	George Municipality
Ald	Mrs	Venolea Fortuin	:	Mossel Bay Municipality
Cllr	Mr/s	Nickey le Roux	:	Mossel Bay Municipality
Ald	Mr	Chris Macpherson	:	Oudtshoorn Municipality
Ald	Mr	Roelof Strydom	:	West Coast District Municipality
Ald	Mr	Ray van Rooy	:	Bergrivier Municipality
Cllr	Mr	Johan van der Hoven	:	Matzikama Municipality
Ald	Mr	Harold Cleophas	:	Swartland Municipality
Cllr	Mr	Carl Pophaim	:	Chairperson
Cllr	Mr	Brendan van der Merwe	:	City of Cape Town
Ald	Mr	Siva Moodley	:	City of Cape Town

PRESENT: OFFICIALS

	Mr	Henry Prins	:	Cape Winelands District Municipality

	Ms	Sarah Sanders	:	Cape Winelands District Municipality
	Ms	Tracey Stone	:	Cape Agulhas Municipality
	Mr	Dean O'Neill	:	Overstrand Municipality
	Mr	Wilfred Solomons-Johannes	:	Theewaterskloof Municipality
	Ms	Mercy James	:	Garden Route District Municipality
	Mr/s	Nontokozo Dladla	:	Garden Route District Municipality
	Mr	David Joubert	:	West Coast District Municipality
	Mr	Wilhelm Markus	:	West Coast District Municipality
Adv	Ms	Hanlie Linde	:	Bergrivier Municipality
	Mr	Abe du Plessis	:	Saldanha Bay Municipality
	Mr	Joggie Scholtz	:	Swartland Municipality
	Mrs	Gayle Postings	:	City of Cape Town

APOLOGIES: PWG MEMBERS / STAKEHOLDERS / GUESTS

Ald	Mr	Donovan Joubert	:	PEC Chairperson
Cllr	Mr	Paul Swart	:	Cape Agulhas Municipality
Cllr	Ms	Elna Lamprecht	:	Swellendam Municipality
Cllr	Ms	Lizel Paulse	:	Central Karoo District Municipality
Cllr	Mr	Andrew Stroebel	:	Hessequa Municipality
Off	Dr	Michele Gratz	:	George Municipality
Off	Mrs	Deone Wessels	:	Matzikama Municipality

IN ATTENDANCE

Guest	Adv	Shukrat Makinde	:	Public Service Commission
Guest	Mr	Siyasanga Giyose	:	Public Service Commission
Guest	Mr	Elias Msiza	:	Municipal Councillors' Pension Fund
Guest	Mr	Azwifarwi Phuravhathu	:	Municipal Councillors' Pension Fund
Guest	Mr	Makuvhe Ronkura	:	Municipal Councillors' Pension Fund
Guest	Brig	Matumbu	:	Visible Policing: Western Cape
Guest	Maj Gen	Modishana	:	South African Police Services
Guest	Dir	Daniëls	:	South African Police Services
Guest	Capt	Stassen	:	South African Police Services
Mr	Armstrong Mpela		:	SALGA Western Cape
Mr	Khalil Mullagie		:	SALGA Western Cape
Mr	Loyiso Njamela		:	SALGA Western Cape
Ms	Simnikiwe Stemela		:	SALGA Western Cape
Ms	Miltoinette Cupido		:	SALGA Western Cape
Mrs	Joyce Mohololа		:	SALGA Western Cape
Ms	Lehlogonolo Maake		:	SALGA Western Cape
Mr	Sidwell Blows		:	SALGA Western Cape
Mrs	Magda Marais		:	SALGA Western Cape

NOTED

1.5 DECLARATION OF INTEREST

No Interests were declared.

NOTED

1.6 ADOPTION OF THE AGENDA

The Agenda was adopted without any changes.

NOTED and ADOPTED

1.7 CHAIRPERSONS' ADDRESS

The chairperson raised several matters of concern, some of which was also addressed at the first meeting of the GIGR working group. He said it should be remembered that both SALGA and the GIGR Working Group can only be as effective as its members make it – it all depends on what members put into the working group. Items on the Agenda requires very specific participation from the members. Only 14 members responded to the plea for comment on the unfunded and underfunded mandates, which does not help SALGA or the working group to achieve its strategic goals. A decision should be made on how to take matters forward. Items cannot always be deferred to await possible further input from members.

He further explained that there were also other important items on the agenda such as the Public Service Commission Bill – which members needed to scrutinize carefully, specifically its implications for local government around a single public service.

Recently audit outcomes were released by the Auditor General – Western Cape achieved 22 clean audits with the only metropolitan council to be able to do so – clean audits are a good indicator of good governance.

The chairperson said that the GIGR Working Group have addressed very important and strategic issues in the last eight months – several items will be discussed today, and I look forward to deal with others in the upcoming year. We should not generalise but should give every municipality value for money when attending SALGA meetings.

NOTED

1.8 ADOPTION OF THE MINUTES OF THE MEETING HELD ON 14 OCTOBER 2022

The Minutes of the GIGR Provincial Working Group meeting held on 14 October 2022 were attached for confirmation and adoption.

Ald Leon van Wyk [George Municipality] moved that the minutes be adopted and Ald Ms Margaret Sampson [Cape Winelands District Municipality] seconded the adoption of the minutes.

NOTED and APPROVED

1.8 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 14 OCTOBER 2022

The Chairperson reported that he requested Mr Armstrong Mpela [Senior Advisor: IGR and Strategic Relations] to draft a Resolution Tracking Document of all resolutions taken by the working group, to assist in tracking implementation and to avoid any resolution falling through the cracks. Each item is dealt with and addressed individually. He further requested that completed items, be deleted from the tracking document. Deferred items should remain on the tracking document

NOTED

SECTION B
PRESENTATIONS

2.1 SAFETY OF COUNCILLORS: PROCESSES AND PROCEDURES – FOCUS ON SECURITY ASSESSMENTS TURN AROUND TIMES

The working group noted the presentation by the South African Police Services [SAPS] on the process for the application on personal security and protection by councillors and municipal officials. The Tools of Trade in the Upper Limits Notice of Councillors, make provision for the provision of personal security to Executive Mayors, Deputy Executive Mayors, and Speakers. Personal security may only be provided to other councillors subject to threat and risk analysis conducted by the SAPS.

Members of the working group raised their concerns on the turn around times for the finalisation of risk assessments. It was argued that the 21 days it takes for the risk assessment to be finalised was too long. In most instances municipalities need to respond to an immediate threat. As a result, some of the councillors have been under protection for long periods, with a municipality incurring extreme costs, while the municipality is waiting for the report form SAPS on the risk assessment.

The Chairperson summarised the comments from the floor as not being an exception to the rule but that it has become the rule in local government. It has become the general experience of what we face daily. It seems there is a lack of priority and a lack of capacity from SAPS to address these issues effectively. Whilst this might not be the ambit of state security, the upper limits as released by CoGTA, makes it the responsibility of SAPS. The document you submitted this morning states that "…SAPS members are not deployed to protect the city, i.e., mayors, speakers, or councillors…" but not a single mayor present in this meeting can procure services internally or externally to protect senior managers or councillors without that assessment and risking an adverse audit outcome which will lead to further issues. This is a direct obstruction of the municipality to do what they need to do if they do not have these risk assessments.

A triage of these threats is needed, where there is imminent harm, such as protest action or the potential to burn someone's house down, what recourse does a municipality have if there is not some guiding assessment? Service delivery in general in volatile areas are obstructed. The Constitution dictates that we need to work in a collaborative and interdependent manner to deliver services. We need to work together constructively.

The Chairperson suggested that a Task Team be established to investigate the protocol on the correct procedures and agreed upon timelines to find strong sustainable, constructive solutions that will work both ways.

After discussion, it was –
RESOLVED

1. That a Task Team be established to engage SAPS and develop a protocol and guidelines on the safety of Councillors.
2. That a report should be developed and submitted to the GIGR working group to take further.

The following councillors and officials were nominated to serve on the Task Team –

TASK TEAM SAFETY OF COUNCILLORS	
Members	**Representing**
1. Cllr Carl Pophaim	: Chairperson / Convenor

TASK TEAM SAFETY OF COUNCILLORS	
Members	**Representing**
2. Ald Dr Annelie Rabie	: Overstrand Municipality
3. Ald Chris Macpherson	: Oudtshoorn Municipality
4. Ald Olwene Daniëls	: Saldanha Bay Municipality
5. Ald Leon van Wyk	: George Municipality
6. Cllr Adv Johan Miller	: Drakenstein Municipality
7. Dr Michele Gratz	: George Municipality
8. Mr Dean O'Neill	: Overstrand Municipality
9. Mr Wilfred Solomons-Johannes	: Theewaterskloof Municipality
10. Representatives	: SAPS

GIGR Resolution: 17.02.2023**: 01**

2.2 STATUS OF THE MUNICIPAL COUNCILLORS' PENSION FUND

Mr Elias Msiza from the Municipal Councillors' Pension Fund [MCPF] presented on the status of the Fund and the proposed exit strategy for the Curatorship.

The curatorship is scheduled to end before the end of the year and possibilities were being considered for the Administration of the Fund in the future. Some of the options presented include placing the MCPF under Section 13B, of which advertisement for fund administration services has been issued and the process of selection underway. An alternative is to hand MCPF back to its rightful owners, the Councillors. Both options were also presented to the national working group in December 2022. MCPF is awaiting the SALGA NEC decision.

Members of the working group enquired on the possibility of dissolving MCPF; merging it with another reputable Fund; or having a sunset clause to allow members to exit the Fund.

In summary, the Chairperson stated that "we learn from our mistakes". The curatorship has been an expensive yet stabilising exercise. There are successful funds that already exist in many other sectors – what is the possibility of dissolving the fund as it is and merging with another reputable fund such as the Public Office Bearers' Fund? It should be ideal as there is already a governance structure in place, there is political representation and a strong administrative arm to manage the funds.

MCPF advised the working group, that the Fund was growing, with more than 40% of councillors across the country belonging to MCPF. Members should therefore be careful not to merge MCPF with a small Fund, which will not assist to grow the Fund. Members were also advised to take into consideration, the differences in the Terms of Office of local government and that of national and provincial government, as this may have an impact on the investments, if withdrawals would be made after every two years, following elections.

The working group recommended that the Provincial Executive Committee recommend to NEC to adopt the Curatorship Exit Strategy.

After discussion, it was –

RESOLVED

1. The working group recommended that the PEC recommend to NEC to adopt the Curatorship Exit Strategy.
    a. Facilitate the establishment of the MCPF Board of Trustees
    b. Mandate the Board to investigate and consider the dissolution of the Fund and merging it with a stable, growing, and effective existing Fund. The Board should further conduct its own analysis as to which Fund it should be.
    c. That the Board be mandated to consider amending the MCPF rules to allow for a sunset exit clause for existing members who require to do so

GIGR Resolution: 17.02.2023**: 02**

2.3 PUBLIC SERVICE COMMISSION BILL

Mr Siyasanga Giyose from the Public Service Commission [PSC] gave a brief introduction and background to the presentation and introduced Adv Shukrat Makinde to continue with the presentation.

The working group noted that there is a need for strong oversight and accountability in South Africa. This requires commitment to hold the public service and politicians accountable and especially the quality of services. The PSC fulfils an advisory and oversight role in terms of promoting Constitutional values and principles within the space of public administration and therefore its effectiveness. Section 196(3) of the RSA Constitution requires organs of state through legislative and other measures to assist in protecting the Commission to ensure its independence, impartiality, dignity, and effectiveness.

The PSC Bill is one of the most important measures and while the Constitution provides for stronger rules for the PSC, in practice this is constrained by governance and legislative arrangements that may limit its independence and effectiveness. The State of the Nation Address, 2023, among others, gives priority to legislative amendments to strengthen the role of the PSC. Today we are here conducting consultations with key stakeholders and by resolution of the SALGA National Engagement held in December 2022.

Adv Makinde indicated that PSC is trying to repeal the Public Service Commission Act, 1997, to enable PSC to fulfil its mandate as an independent oversight body.

The PSC was established in terms of Chapter 10 of the RSA Constitution and is supposed to be a fair and impartial organisation which must exercise its powers and perform its functions without fear, favour, or prejudice. The objectives of the PSC Bill are to –

- Repeal the PSC Commission Act, 1997;
- Promulgate a new PSC Bill, 2022;
- Enable the PSC to operate as an independent and impartial constitutional body with its own secretariat;
- Improve efficiency and impact of the PSC in the public service and public administration as part of building a capable, ethical, and developmental state
- Extension / implementation of the application of the PSC mandate to municipalities and public entities
- The PSC is to be recognized and listed as a Constitutional Institution in terms of Schedule 1 of the Public Finance Management Act, Act 1 of 1999
- Strengthen the enforcement mechanism of the PSC as per recommendations of the National Development Plan; and

- Align the conditions of service of Commissioners with the Determination of Remuneration of Public Office Bearers to be in line with Section 219(5) of the Constitution and clarified in the PSC Act.

Adv Makinde stated the PSC Bill will promote the following public service and public administration delivery objective –

- In that, there is a public service within local government. Sections 195 and 196 of the Constitution is applicable to local government and the public service established in terms of Chapter 7 of the Municipal Systems Act, 2000 which requires Local Government to establish a human resources development policy which must deal with labour relations issues as part of public administration.
- Section 196(1) of the Constitution, states that, there is only One Public Service Commission for the Republic. The oversight role of the PSC will be implemented within a framework of interdependency and independence of the different spheres of government. The harmonisation of government objectives will be achieved as the principle of public administration applies to administration in every sphere of government in line with Section 195(2) of the Constitution.
- The local government public service may also need to apply the principles of professionalisation of the Public Service within Local Government, to promote effective and efficient delivery of services.

In conclusion, it was stated that the PSC Bill is to be submitted to Cabinet for approval before its publication [between March / April 2023] for public consultation.

Discussions from the floor –

i. I am concerned at what I heard – there is a lot of issues dealing with labour within the PSC. To what extent, and what is the situation and relationships between members of the PSC and the Bargaining Council. Municipalities are confronted daily with a shortage of skilled staff. To what extent will municipalities be able to make input and know who will be leaving?
   a. This is dealt with and determined by the Department of Public Service and Administration [DPSA]. PSC is an oversight body and can only make inputs, we cannot make any decisions.
   b. The shortage of skilled staff – we address this under 'the-developmental state' to allow for people to be transferred within the space of government to assist – they do not lose the jobs, they just continue. This means skills development and transfer. There is provision for people to be transferred at their own desire, but transfer is voluntary.
   c. Where there is a skills gap, you can have a person to be seconded to assist.

ii. There should be certain parameters for salary scales etc., between the various institutions viz National, Provincial and all spheres of government – how are you going to deal with that? As politicians we are guided by the Commission on the determination of the Upper Limits for Office Bearers. If we have the PSC, will we have a separate body that will oversee the Upper Limits or will it be done by the same Commission who will determine if there are any upper limits and to be adjusted annually?
   a. The salary of Commissioners is determined by a Commission called the Commission for the Determination of Public Office Bearers' Salaries. This is a separate Commission dealing with salary levels of Commissioners, including Judges and the President.

iii. If I understand it correctly, each province has its own Commissioner. The concern is, should a Commissioner go to a specific municipality for work, who will be responsible for the costs involved?
   a. Currently the PSC does not charge for its services.

iv. In Section 10 of the Constitution which specifically deals with public administration, it is accepted that the principles that are the basis of the chapter applies to every sphere of government, but does that include the PSC? It seems that there is room for interpretation of a single public service for the Republic which is the reason we find ourselves in this position. The question is, how do we compare Section 196 of the Constitution with various other provisions that speak to autonomy of local government and being a distinct sphere of government? How do you juxtapose what have been the status quo over the last 25 years of local government to the proposal before us? It seems that we have been interpreting the Constitution wrong for the last two decades. The perception is that this amendment bill wants to include local government, but it does not really want to include local government. Referring to the composition of the Commission, it only makes provision for the President and the Premier to provide input on its composition, there is no provision for any municipality or organised local government. You can appreciate that we feel we are not taken seriously. It seems like an equal sphere of government dictating legislative amendments which should apply to local government.
   a. This is current and true. Hence the reason for the question in the beginning when the Zondo Commission asked "Where were all these oversight bodies when all these things happened, this state capture. It means you have not been doing your work." The actual question is "Are we going to be a responsive PSC or are we going to be quite and not respond?"
   b. We have never interpreted the Constitution wrongly – it is just resources. They came up with a Public Services Commission Act which talks about focusing the national and provincial governments – that is where the error was – not the Constitution. We will not touch the Constitution; it will remain what it is.
   c. A developmental state means a state that is amenable to change; a state that respond to challenges. In trying to respond to the challenges we are taking away things, as it is unfair if the PSC cannot do its job fully. Parliament has already given the direction and the Constitution has already made provision for the change. If the Public Service Commission Act did not cover this, it did not fully give effect to what the Constitution requires.

v. A capable, ethical, and developmental state – there is quite a lot that needs to be done in South Africa. When we look at legislative amendments, we need to look at our actual departments and how they are currently operating – principles should be applied holistically.
   a. Priority number one of government is the Ethical State – both politician and public servants. Public servants need to be professionalised. Public servants need to know what is required of them and the PSC must have a way of doing their performance monitoring to ensure that they are accountable – accountability is very important. This does not only apply to politicians, but PSC also focuses on public servants, the officials who are doing the work.
   b. We are trying to improve in a progressive phase. If we write a guideline, the guideline will become equally applicable in local government going forward.
   c. This ethical standard has become a very serious issue and capital states is skills development.

vi. This sounds like a fait accompli and the PSC is simply engaging us to tick a box. This is not an easy conversation. This was not caucused or discussed in municipalities, but it will be dealt with when it becomes available for public comment and scrutiny. That there may be good ideas entailed, might be. But to suggest that an official in a provincial or national department can walk into a local authority to do the skills transfer, the PSC suggest they will, or the save the municipality because of poor service delivery, is not going to happen. A

person that does not serve in local government, does not know what is going on is local government. This is a fait accompli; what is the bottom line and what are you not saying?

a. There is a lot of problems in local government. We are not talking about politicians; we are the PSC. The organisation that deals with the issues of politicians most, is the Public Protector. PSC focus mostly on public service. PSC do perhaps become involved in some issues with recruitment and the HR issues and when there is non-compliance from the political angle, but much of our work is to focus on public administration and public service.
b. We are aware of the challenges, but the question is, what is the way forward. We are proposing a way forward and instead of the PSC remaining absent, let us rather come in slowly to draw up some intervention. It might be correct that if you do not work in local government, you might not know what is going on in local government, but there is a lot of people in local government that are now working in the PSC in different departments. As a matter of fact, two of our Commissioners comes from local government.

vii. Local Government established a body called SALGA which is basically a PSC for local government. What will be the PSC's relationship with SALGA and how will it define SALGA? PSC will need to define exactly what the role of SALGA will be in the envisaged PSC. The words capable, ethical, development state, you used quite frequently – good words but talking about ethical state; how will the PSC, SALGA and the Bill express itself in terms of matters such as the cadre deployment that before court not long time ago. If we do not express ourselves now, Councils might be very hesitant to approve this.

a. The key emphasis of the national vision of a capable, ethical, and developmental state is to ensure that there is quality of service delivery and a body created to provide oversight and accountability. One of the key intentions is to strengthen the oversight and accountability. In discussions with local government and local councils it transpires that the PSC is not a representative of other organs of state; it is not a representative in the same way that SALGA will represent its councils. The objective, where SALGA is concerned, would be to strengthen implementation as council's implementers, whereas the PSC should investigate, monitor and make findings on the performance of other state organs including the performance of councils.
b. A challenge found, is that there is a lot of fragmentation. Why would you have a Commission that ultimately seeks to promote through its mandate, improvements in service delivery? Why would it only focus on the levels of national and provincial as though there was a break in the benefits of what communities should receive? Why should the oversight not extend across to ensure seamless integration? There are complexities in the arrangements of how the PSC is configured legislatively. If you go to the PSA that speaks to the executive authority, and in the context of the Commission you find that the authority is with the Minister, but the PSC also have executive authority in the form of the Chairperson of the PSC. This creates difficulties for this institution to perform and leads to ineffectiveness which does challenge our independence.
c. It is no more about provincial and local government this is one government.

viii. Looking at the Purpose of the Bill, there seem not be a connection / correlation between the purpose of the Bill and the presentation presented. The Purpose reads: "To provide for the Commission to fulfil its constitutional mandate in respect of public entities and local government." Through the presenter it sounded as if they were under the impression that they want to assist us. However, there are several issues. What is the difference between the PSC and CoGTA? We have been pleading with CoGTA for assistance for many years, which did not happen. This is not an easy platform. We are three distinct spheres of

government, and the suggestion is that before the Bill is written, discussion between the spheres is necessary, without putting something on paper, to come to an agreement; to see how all organisations will dove-tail and what the exact route will be before we look at a way forward as proposed by the presenter.

a. PSC have a mix of Commissioners from different sectors, all sectors. PSC do not have the power over the composition of Commissioners. Commissioners are appointed through provincial executive and national parliament with the recommendations received from the President. If there is anything that needs to be captured in terms of composition from local government, we can recommend that in the bill.
b. CoGTA is a department of traditional and local government. PSC have oversight over CoGTA. We need some harmonisation and a way of synchronising. Therefore, the PSC is standing out as Commission, with employees coming from the national and provincial government into the secretariat of the Commission. PSC want to start instilling; its role is there but it has been silent. We need to get the best room of skills to draw off interventions in certain projects as and when necessary.

The Chairperson remarked that there is a lot that each sphere can learn from the other and that there are municipal competencies with public civil servants that far outshine its provincial and national counterparts. If there is a bona fide attempt to integrate local government in an appropriate manner, then the proposal would be to have greater consultation with the PSC internal drafting team and organised local government. This should not be a presentation on the bill, but an inclusion of local government in the full drafting of the bill. As stated before, this emanates from the points at the Zondo Commission and therefore no Constitutional emergency to have this done tomorrow.

This meeting does not support that the bill to go to Cabinet, on the basis that once it is done, it will go out for comment. The essence of the matter is not about consultation, but the inclusion of organised local government in the actual drafting of the bill, as there are several fundamental points on the integration of local government that should be integrated.

Therefore, the GIGR provincial working group does not support the recommendation that the bill be submitted to Cabinet for gazzeting and public comments. This working group is making a proposal to the PSC and the Western Cape PEC, to recommend to the NEC that the NEC Task Team be included in the drafting of the bill as there is much to scrutinise and unpack.

After discussion, it was –

RESOLVED

1. That there must be full consultation with Organized Local Government in the drafting of the Bill, to ensure it is inclusive and supported by LG as an independent sphere of government before its submission to Cabinet and gazetting for public comments.

GIGR Resolution: 17.02.2023**: 03**

SECTION C
DISCUSSIONS AND NOTING

3.1 KANNALAND MUNICIPALITY REPORT: HISTORICAL CONTEXT AND LEGISLATIVE INTERVENTIONS

The Chairperson reported that he attended a meeting of the Portfolio Committee on CoGTA in Kannaland Municipality early in February 2023. The Department of Local Government was engaged and invited to this working group but was unfortunately not available to submit a report for this meeting.

The Chairperson invited any view that might assist in making a substantive decision on the way forward for the municipality. It was suggested that the Executive Mayor of Garden Route District Municipality, form part of future discussions.

That SALGA obtain a report from the Department of local Government on the genesis of the interventions in Kannaland municipality since the 2004 Decker Commission.

That Hessequa, Oudtshoorn and Garden Route District Municipality provide a view on the future of Kannaland, which will be included in the report at the next meeting.

After discussion, it was –

RESOLVED

1. That this item on Kannaland Municipality and the report from the Department of Local Government, be deferred to the next GIGR working group meeting.

GIGR Resolution: 17.02.2023**: 04**

3.2 LEGAL OPINION ON UPPER LIMITS REPORT: CAPACITY BUILDING

3.2.1 PROGRESS REPORT: IMPLEMENTATION OF CONFERENCE RESOLUTIONS ON COUNCILLOR REMUNERATION and

3.2.2 REVIEW REPORT: COUNCILLORS REMUNERATION

The Chairperson reported that SALGA was hosting a Local Government, Governance and Performance Management Seminar which coincided with the provincial working group. All the SALGA National officials are attending the seminar. As this was supposed to be a progress report on the implementation of National Conference resolutions, no report could be tabled in this working group meeting.

The Chairperson requested that his discontent be noted to the number of deferments on the agenda items.

After discussion, it was –

RESOLVED

1. These items will be deferred to the next working group meeting.

GIGR Resolution: 17.02.2023**: 05**

3.3 FEEDBACK BY MUNICIPAL FINANCE: WORK DONE ON THE REVIEW OF THE EQUITABLE SHARE OF MUNICIPALITIES

The Chairperson registered his discontent on the absence of the representative from Municipal Finance, to provide feedback to the working group on the work done towards the Review of the Equitable Share, as delegated by the President of the Republic at the COGTA LG Summit last year. He argued that this was an opportunity lost, to influence the national budget process and the budget speech that will be tabled in parliament the following week.

After discussion, it was –

RESOLVED

1. That the item will be deferred to the next working group meeting.

GIGR Resolution: 17.02.2023**: 05**

3.4 FEEDBACK REPORT: REMUNERATION OF SENIOR MANAGERS

The working group noted the feedback on the developments regarding the Upper Limits Notices of municipal managers and senior officials and tabled Circular 40 which was circulated to members in

November 2022. The circular sets out the process followed by SALGA towards the submission of the inputs to CoGTA, which also includes the consultations with municipalities.

According to point 2.2 in the Circular, none of the issues raised by SALGA were considered in the notice.

It was however noted that CoGTA has established a working group with stakeholders which included Municipal Managers, to address concerns related to the Upper Limits as raised by municipalities. The working group members expressed their disappointment that none of the issues raised in the SALGA input were considered and incorporated in the notice.

The request was put to the meeting for the item to remain on the GIGR Agenda.

The Chairperson of the Municipal Managers' Forum informed the meeting that a delegation met with CoGTA on 16 February 2023 and raised his concern on the absence of the SALGA national representatives at that meeting.

After discussion, it was –

RESOLVED

1. That the item on the Remuneration of Senior Managers remain on the GIGR Working Group Agenda as Municipal Managers to no have representation on the MCIR Working Group and are not part of the Bargaining Council.

2. That feedback on discussions at the Premiers Coordinating Forum with the Minister of Local Government on the remuneration of senior managers, be obtained.

3. That Western Cape representatives be engaged to provide a report on the CoGTA working group and the implementation of agreements reached by the working group.

4. That SALGA compile a list of waiver applications which are currently on the desk of the MEC for Local Government and the Minister of CoGTA to be signed off, for the Chairperson to submit to the national working group for report back to the provincial working group.

5. That the PEC note that SALGA was not represented in the COGTA meeting held on 16 February 2023 and did not submit an apology for the meeting.

GIGR Resolution: 17.02.2023**: 06**

3.5 REPORT: WESTERN CAPE MUNICIPAL SPEAKERS' FORUM WORKSHOP

The working group noted the report on the Western Cape Municipal Speakers' Forum Workshop held in November 2022 at the City of Cape Town Council Chambers.

The Chairperson informed the meeting of a distinct concern among Speakers regarding the interpretation of the Amendments to the Structures Act and the Oversight role that has now been delegated to Speakers in terms of that amendment. There has been some debate at the Forum, and it is clear from presentations and interpretation that the Speaker is now delegated with oversight over the executive function of Council.

In most of the Systems of Delegations, the executive functions are vested with the Executive Mayor. A constructive meeting and discussion were suggested between Executive Mayors and Speakers as it is suspected that this amendment might lead to unnecessary broken relationships between the

legislative and executive functions. The reality is that the amendments does ascribe the oversight and relevant functions to the Speakers and the amendments have taken place.

The question is how do we implement the legislative amendments?

Discussions / suggestions from the floor –

1. Ald Dr Rabie supported the conversation but warned all to be careful to have easy legislation where you have a majority council. With a coalition government there is various dynamics. I think the conversation is critical and soon needed.

2. Ald Macpherson said it is a potential conflict if there is no amicable situation. It should be remembered that there are two other Acts, also in play, that describe a lot of these functions, being the Systems Act and the Municipal Finance Management Act. We need to look at all these Act combined – some verge on the point of interference as appose to oversight. I agree, we cannot steer away from such a constructive meeting / discussion. MPAC will also be affected in this regard. Therefore, it was suggested that MPAC Chairperson be included in the discussion, in the alternative a learned person should be present to define those positions.

3. Ald Van Wyk said he agrees with Ald Macpherson. We need the discussion at an appropriate forum with enough people, on the understanding of the various bits of legislation and practicalities to guide the thought process to allow all to get on the same page and each can stay in their lanes.

In summary, the Chairperson agreed that both Executive Mayor and Speaker be present at such a constructive meeting / discussion and SALGA would be best suited to host such an engagement.

After discussion, it was –
RESOLVED

1. That SALGA facilitate a formal physical engagement between the Executive Mayors and Speakers on the issue of the Oversight Role of Speaker over the executive in terms of recent relevant legislative amendments. Relevant Speakers and facilitators to be sourced.

GIGR Resolution: 17.02.2023**: 07**

3.6 REPORT: WESTERN CAPE ASSOCIATION OF MUNICIPAL PUBLIC ACCOUNTS COMMITTEE WORKSHOP

The meeting noted the report on Western Cape Association of Municipal Public Accounts Committee's Workshop held in December 2022 at the SALGA Offices in Cape Town.

The Chairperson alluded to the changes of the Structures Act that also gave more emphasis to MPAC Chairpersons, specifically regarding the support to MPAC Chairperson and them being fulltime councillors. This has been another bone of contention, especially to smaller municipalities where you have MPAC Chairperson who want to be fulltime, but its MayCo members are not even fulltime.

It was suggested that a report from the MEC of Local Government be obtained because there is nothing that can be done on designating MPAC Chairs as fulltime until the MEC provided us with the Notice amending Section 12 on the constitution of municipalities.

After discussion, it was –
RESOLVED

1. SALGA obtain a report from the Minister of Local Government on the designation of MPAC Chairpersons Full-Time and overall timeline for the amendment of section 12 notices.

GIGR Resolution: 17.02.2023**: 07**

2. That SALGA assess the establishment and functionality of Audit Committees of municipalities in the Western Cape and reports back to the next working group meeting.

GIGR Resolution: 17.02.2023**: 08**

3.7 NATIONAL WORKING GROUP OUTCOMES

The outcomes of the national working group where shared with the Agenda.

The Chairperson highlighted one item that did not reflect in the report, being the National Working Group Report on Coalitions. That was a very important proposal that has gone to the NEC that SALGA took the position of advocating and persuading CoGTA MinMec [the Minister and MEC Forum] to have all hung municipalities' Section 12 Notices amended to make them Collective Executive Committee Governments. The Chairperson did not agree with this as a resolution. This will be an important resolution as the Western Cape have 19 hung councils.

After discussion, it was –

RESOLVED

1. That this be an item in the next provincial GIGR working group meeting

GIGR Resolution: 17.02.2023**: 09**

3.8 MUNICIPAL GOVERNANCE: QUARTER 3 REPORTS: 2022/2023 FINANCIAL YEAR

The Quarter 3 reports were shared with the Agenda.

NOTED

3.9 UPDATE REPORT: UNFUNDED MANDATE SUBMISSION FROM MUNICIPALITIES

Cllr Pophaim shared the decisions taken after extensive discussions on unfunded mandates and its implications on municipalities. He reflected on the Task Team put together at the last working group meeting to analyse the inputs made by municipalities. It was unfortunate to report that the Task Team did not do the task at hand as only 14 of the 30 municipalities in the Western Cape responded to the SALGA request. There will not be another opportunity to respond. The Task Team will now start with the analyses and a report will be submitted to the next working group meeting on ways to address same in an intergovernmental way.

Ald Dr Rabie reported that she did a short presentation to a MinMay meeting on Unfunded and Underfunded Mandates – these are two issues. We are outstanding a commitment from the Premier to call a meeting of Mayors, Municipal Managers and Chief Financial Officers to discuss that.

The meeting agreed that, with the information received, the Task Team must begin its work and that a report be tabled to the next GIGR working group meeting.

After discussion, it was –

RESOLVED

1. It was noted that this item will be discussed at the Premiers Coordinating Forum / MinMay. A report of this discussion serve before the working group.
2. That the GIGR Chairperson form part of the SALGA delegation to discuss the item in the PCF / MinMay.

3. That the chairperson of the Municipal Finance working group form part of the Task Team established by the working group.

GIGR Resolution: 17.02.2023**: 10**

3.10 LEGAL OPINION ON UPPER LIMITS REPORT: CAPACITY BUILDING

The Chairperson presented and shared the legal opinion, he personally sourced, on the *"Interpretation of Section 15(3) of the Upper Limits of Salaries, Allowances, and Benefits of Different Members of Municipal Councils"*.

He reminded members that issue of capacity building was discussed at the last few meetings, mainly because of disagreement between politicians and the SALGA National colleagues around the interpretation of Section 15 [referring to the capacity building of municipal councillors].

The question to the firm of attorneys was very clear ***"Whether the Section 15(3) capacity building programmes for councillors includes relevant degree or other programmes at an approved tertiary institution in terms of the relevant training, education and development policy and skills development plan of the municipality."***

Question – How would we take the intention of the upper limits to accommodate every single municipal councillor within local government space, and that has been my fundamental issue from day one?. The attorneys and senior counsel evaluated the upper limits based on the information provided and done specific work on analysing the question, providing the following recommendations –

6. For the reasons set out in greater detail below, it is the considered view of the legal team that the Skills Development Plan and/or Capacity Building Policy of a municipality (as contemplated in Section 15(3)) would be determinative in assessing whether Section 15(3) of the Upper Limit Notice includes tertiary or post-secondary qualifications (NQF Levels 5 to 8).

7. It is important to note that Section 15(4) of the Upper Limits Notice imposes the following limitations to any capacity building programme –
   7.1 Capacity needs to fulfil a councillor's statutory function; and
   7.2 Affordability of the municipality

8. We are additionally of the view that Section 15(3) of the Upper Limits Notice must be read in context with the applicable National Frameworks and relevant policy imperatives of the Local Government Section Education and Training Authority ("LGSETA").
   8.1 It is noteworthy that the LGSETA Strategic Plan (2025) has already identified the creation of a Councillor Development Programme as a Strategic Focus Area.

9. To this end, we are of the view that the Upper Limits Notice (read in context) envisages a consultative process between the South African Local Government Association ("SALGA"), the Local Government Sector Education and Training Authority ("LGSETA"), and the relevant officials of the individual municipalities responsible for the creation and budgeting of the capacity building programme contemplated by section 15 of the Upper Limits Notice.

This is effectively what we have been saying from day 1 – if you have a Skills Development Plan for every municipal councillor, as you must do in terms of the upper limits, and you have a municipal policy on capacity building, you are welcome to provide any training opportunities to your councillors within the scope of it, fulfilling their statutory functions and for the municipality being able to afford it.

This is something big for the GIGR working group. We achieved something substantive for municipal councillors and it is something to be debated and questioned for years. Cllr Pophaim expressed his hope that the working group will adopt the legal opinion and submit the item to the PEC and the NEC to ensure we follow the SALGA governance structures.

Discussions / suggestions from the floor –

1. Ald Rabie suggested that Councils start with a very basic skills audit of councillors and fully agreed to assist councillors to be better off once they have left office. She further suggested that councillors have access to the MMC programme. The issue of affordability will always be a problem. How do you foresee to take this forward? She suggested that SALGA Western Cape to have a specific oversight over what it is we want to achieve – it should be very focused.

2. Ald Macpherson shared the sentiments and said the time is now to move forward, looking at all politicians. We should also look at councillors' statutory function- it can be interpreted in many ways; it should be defined and how we interpret it. He further suggested that similar principles applicable to officials when attending training, should also apply to councillors who apply and attend training – should they not pass / not succeed / not hand in their projects, they will have to pay back the funds.

3. Ald Van Wyk agreed. He also agreed to providing the skills development framework going forward.

4. Adv Linde supported all recommendations fully. She stated that it was also very important to note that in local government, specifically in the Western Cape, that councillor get a second and third term of office which might just be to all our benefit if they do all the training that they can. People are often short-sighted, even in the administrative sphere saying, "Why do we train them if they will leave after five years?" The question can also be asked, "What if we do not train them, and they stay?"

The Chairperson sought the formal advice from Mr Khalil Mullagie [Provincial Director of Operations], stating that as the Western Cape it is our end goal to communicate this to our member municipalities –

1. to advise them of this legal opinion; and
2. to create a template of the skills development plan for municipal councillors and a template of a policy that outlines a lot of relevant information as mentioned earlier;
3. to have these two documents with the legal opinion and distribute to our members, with a message that "based on considered consultation, legal consultation, and engagement, we would like to advise you that you can embark on this should you wish to do it in terms of the personal development plan and capacity building policy".

   Will it be possible for the working group to do? What would your advice be?

Mr Mullagie suggested the working group submit the item to the PEC and the PEC then communicate it to members as outlined.

After discussion, it was –

RESOLVED

1. That this legal opinion be tabled to the PEC as a success of the GIGR provincial working group for the PEC concurrence.
2. The Opinion be shared with the members of the working group.

3. The working group develop a policy template for a Councillors Skills Development Plan and a Municipal Skills Development and Capacity Building Policy for municipalities.
4. The PEC takes a decision on the capacity building of councillors and communicate the decision with municipalities.

GIGR Resolution: 17.02.2023**: 11**

3.11 REPORT: ANALYSIS ON TRAVEL POLICIES TOWARDS MASTER TEMPLATE

The Chairperson informed the meeting that the Senior Advisor has provided a generic policy that already existed. He suggested that the Travel Policy be referred to the Speakers' Forum for discussion and decision on implementation in municipalities with none.

After discussion, it was –

RESOLVED

1. The Generic Travel Policy be referred to the Speakers Forum for discussion and decision on implementation in municipalities with none.

GIGR Resolution: 17.02.2023**: 12**

CLOSURE

4. REMINDER: SALGA ON-LINE EVALUATION FORM

Members were reminded to complete the on-line evaluation form, shared during the meeting in the ChatBox and via WhatsApp.

NOTED

5. DATE FOR THE NEXT GIGR MEETING

Members were informed that the next round of Provincial Working Group meetings will be convened virtually. However, the Chairperson requested that no virtual or hybrid meetings should be allowed for formal sittings. This was a full four-hour meeting with an extensive agenda and everyone needs to be in attendance or need to submit a substantive written apology. He did not have any problem with having a virtual option for a special meeting. Members will be informed of the dates for such meetings in due course.

NOTED

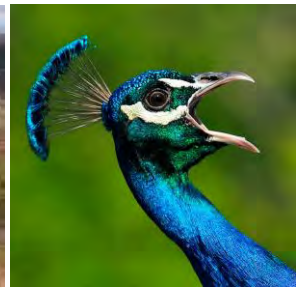
6. CLOSURE AND ACKNOWLEDGEMENTS

The Chairperson thanked the members for their participation.

The meeting was adjourned at 13:15.

The Minutes of the Governance and Intergovernmental Relations Provincial Working Group held on 17 February 2023 were adopted on _____ **2023**.

CLLR CARL POPHAIM
CHAIRPERSON
GOVERNANCE AND
INTERGOVERNMENTALRELATIONS









WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Witzenberg Municipality Communication Strategy

2023 - 2026

TABLE OF CONTENTS

1.	INTRODUCTION	4
2.	LEGISLATIVE FRAMEWORK	11
3.	VISION AND MISSION	14
4.	OBJECTIVES OF COMMUNICATION STRATEGY	14
5.	COMMUNICATION STRUCTURE	16
6.	MUNICIPAL CHALLENGES	17
7.	ROLE OF COMMUNICATION IN PUBLIC PARTICIPATION	20
8.	BATHO PELE PRINCIPLES	22
9.	VALUE FOR MONEY	24
10.	MESSAGES AND THEMES	24
11.	WHO ARE WE COMMUNICATING TO?	26

12.	WHO IS COMMUNICATING?	27
13.	HOW, WHEN AND WHERE ARE WE COMMUNICATING?	29
14.	WHO ARE WE COMMUNICATING WITH?	31
15.	MARKETING & BRANDING	32
16.	DEVELOPMENT AND ADOPTION OF POLICIES	37
17.	ACTION PLAN: EXTERNAL AUDIT	38
18.	CAPACITY AND INFRASTRUCTURE	39
19.	UNMEDIATED COMMUNICATION/DIRECT COMMUNICATION/ PUBLIC PARTICIPATION/DEVELOPMENT COMMUNICATION	39
23.	PRODUCT DEVELOPMENT, MARKETING AND ADVERTISING	41
24.	IMPLEMENTATION	43
25.	STRATEGIC PLAN AND BUDGET	45
26.	INCIDENT AND DISASTER MANAGEMENT COMMUNICATION	46
27.	PRINCIPLES FOR HANDLING INCIDENT RELATED MEDIA ENQUIRIES	49
28.	MONITORING, EVALUATION AND REVIEW	51
29.	CONCLUSION	51



Introduction

Communication is key and an integral part of any organization. It is also our municipal mandate.

Communities within Witzenberg should receive better communication from the municipality.

This revised strategy therefore endeavours to function as:

- A Municipal Communication Blueprint that identifies and defines the organisation's communication stakeholders and role-players, its functional communication structures and processes, the required resources and the allocated responsibilities so as to effect a proactive and responsive municipality;

- A support strategy aligned to the IDP that is easily understood and adhered to by all local government officials to ensure the integration of 2-way community feedback mechanisms as well as effecting the perception of 'one voice' consistently speaking to the community so as to increase municipal credibility, build public confidence in government, and enhance Public Participation.

Effective communication is about how municipalities promote democracy and encourage citizens to play a more active role in how they are governed. It is about promoting its role in the community and ensuring that citizens have a better understanding of local government. Most importantly, it is about ensuring that people form part of the process of creating a better life where they live.

Effective communication is vital in keeping the public informed and ensuring that the Municipality remains accountable. The Municipality needs to build upon its current communication practices and ensure that municipal communication is proficient at delivering a consistent set of messages which underpin and reinforce its vision and mission statements.



Strategic Objective		Implication	Link to Communication
1.	Ensuring that municipalities meet the basic service needs of communities	This implies that an environment is created, support provided and systems built to accelerate quality service delivery within the context of each municipality's conditions and needs	• Utilise awareness campaigns to ensure communities are aware of what municipal services are available to them and how to access them. • Ensure an effective complaints handling system and customer friendly service centre is available to citizens • Ensure feedback mechanisms
2.	Building clean, effective, efficient, responsive and accountable Local Government	Make sure that systems and structures and procedures are developed and enforced to deal with corruption, maladministration and ensure that municipalities communicate and account more to communities	• Ensure the effective flow of communication to and from the municipality and resident, particularly through the effective use of Ward Committees and their Councillors • Ensure an Accountability Model with defined roles and responsibilities is developed and adhered to by all role-players.
3.	Improving functionality, performance and professionalism in municipalities	Ensure that the core administrative and institutional systems are in place and are operational to improve performance	• Ensure communication, of all nature, flows in a structured and traceable process with measurable timelines indicated for feedback. • Ensure the appointment of skilled staff and/or regular training particularly with regards to front-line staff in areas such as Customer Care. • Ensure that communication is clear, simplified , and utilises "Plain Language Principle"



4.	Strengthening partnerships between Local Government, communities and civil society.	Ensure that communities and other development partners are mobilized to partner with municipalities in service delivery and development.	• Ensure Communication is a standing agenda point on all relevant meetings and forums and that the interaction and feedback routes are clearly mapped between all forums • Ensure informative, professional, and regular communication is directed and sustained with civic structures and organisations. • Develop a distinct Business2Business and Corporate communication strategy aimed at investors and local business in the area • Develop a Communication Strategy that is inclusive of the Rural population (i.e. farmworkers)
5.	Improving national and provincial policy, oversight and support		• Ensure active participation in Provincial structures such as the Provincial and District Public Participation and Communication Forums • Ensure participation and cooperation in communication activities between the three (3) spheres of government

In achieving these objectives, we will mobilise government and society to protect and enhance the Local Government system by addressing the forces undermining the system and addressing relevant areas for improvement.

Provincial Environment

Municipal Assessments

A provincial Municipal Assessment Project was undertaken from 8-10 September 2009 to establish root causes for poor performance, distress or dysfunction in municipalities.

Amongst others, the assessment revealed a tremendous communication gap between communities and their municipalities as community members were un-informed of service delivery progress in their areas.

At an additional Public Participation Dialogue session held on 18 March 2010, the commission identified:

- A lack of effective Communication Strategies and Action Plans in Municipalities;
- A lack of Communication Strategies that practically and strategically link into the mechanisms relating to accountability to the people as well as lack of feedback mechanisms;

Communication was additionally identified as the key driver in public participation as it should provide strategic and technical advice to campaigns, broaden community participation, and strengthen participatory democracy.

TYPICAL COMMUNICATION APATHY CHALLENGES
• Positioning the post of Communication Manager as a high level strategic post within the organogram and organization;
• Employing dedicated and skilled Communication staff;
• Sufficiently budgeting for communication projects;
• Integrating development Communication into municipal projects and public participation

Communication planning should therefore be fundamentally and inseparably integrated into any form of public participation planning and implementation as community participation will always use the basic model and modes of communication.

A provincial dipstick analysis of the state of Municipal Communication further revealed that the majority of municipalities in the province displayed a general apathy towards effecting Citizen Communication with particular reference to:

The absence of the above criteria obstructs a municipality from realizing effective Citizen Communication.

Provincial Communication Commitments



In order to ensure the revival and sustainable effectiveness of Citizen Communication at a Local level, the provincial Department of Local Government has undertaken a number of noteworthy actions so as to ensure its commitment and support to the development and success of communication in the province:

Municipal Communications Unit	Budget Speech	Annual Performance Plan
The provincial Department of Local Government has established a separate and distinct Municipal Communications Sub-directorate within the Directorate: Public Participation to provide focused and strategic communication assistance to Municipalities.	The MEC for Local Government pledges the Department's commitment to assist municipalities with the development and implementation of effective communication strategies in the Annual Budget Speech.	The Department undertakes to monitor and support active citizen participation in governance as well as effective citizen communication strategies in municipalities. This ensures consistent and regular support to municipalities.

Local Environment

Integrated Development Plan (IDP)

Communication is inherently central to the IDP process as citizens are defined by law to be part of the municipality and to actively participate in municipal planning, budgeting, drafting of by-laws and policies as well as monitoring the performance of the municipality – all of which entails extensive communication between all the stakeholders.

The IDP process therefore requires strong and clear channels of communication, with particular emphasis on quality feedback mechanisms from residents, in order to develop an IDP that is both credible in the both the drafting process and its content. As such, the municipality has a duty to facilitate public involvement by providing meaningful opportunities for the participation process and to take measures to ensure that people have the ability to take advantage of such opportunities.



As such, the Communication Strategy will address the communication needs of Public Participation and IDP processes so as to prioritise and organise its communication activities, to market it and make it available to the public with the aim of communicating the priorities and activities of the IDP process more widely – many of which are typically internally focused and therefore "invisible" to the public and the rest of the municipality.

The IDP is not only a strategic framework that guides performance but also a vehicle for communication and a yardstick for political accountability – the development and monitoring of the IDP serves as both a basis for engagement between state and citizen as well as an instrument against which citizens can hold the Council accountable.

The budgeted projects listed and detailed in the IDP should indicate tremendous opportunities for "good news" communication. Informing communities of the investments, restorations and developments made by municipality in their area assists in restoring the confidence of citizens in the municipality as "the primary delivery machine of the developmental state at a local level" – a key objective of the LGTAS.

Given that these projects are already budgeted for and planned for, proactive communication strategy can already be developed to be coupled and executed in conjunction with the relevant projects.

For example, smaller projects, such as the installation of a R 4000 reading mat into the library should translate into a media release, posters for the library detailing the investment from "A municipality that cares" (feed into identified theme), a small community handover and an article to be published in the newsletters and website.

For larger projects indicated in the IDP, for example the installation of a Electricity in Pine Valley, there would typically be a need for communication prior, during, and after the execution of the project so as to ensure that the community is continually informed of the activity ("a working government"), the extent of the investment ("value for money"), the related benefits ("A better life for all"), and general awareness with regards to the responsibilities of both the municipalities and residents in maintaining the investment. At the conclusion of the project, report backs to the community as well as positive media coverage on the investment should be take place.

Planning ahead of time for these communication activities ensure that the required information and resources are identified and sufficient time is allocated to sourcing the necessary information, developing the communication products, and coordinating any related logistics.

A detailed Communication sub-strategy should therefore be strategized to accompany the IDP process.



Municipal Local Government Turn Around Strategy

The LGTAS is underpinned by the important consideration that a "one size fits all" approach to municipalities is not useful or acceptable.

Each municipality faces different social and economic conditions and has different performance levels and support needs. Thus, a more segmented and differentiated approach is required to address the various challenges of municipalities.

There are a number of indications in the Municipal LGTAS that have a direct impact on communication. Below are indicators that have been extracted from a sample LGTAS that have a direct bearing on communication:

No	Priority Turn Around Focal Area	Link to Communication
1	Political Management and Oversight	
1.1	Training of Councillors	As key communicators and gatekeepers of information, all Councillors must receive Communication training as well as briefings with regards to their communication responsibilities.
1.2	Feedback to communities	Feedback mechanisms must be established, marketed, and managed. An accountability model/system must be developed and adopted to ensure a clear delineation of the role-players and their responsibilities to affect successful feedback.
1.3	Financial Management	Reports of a loss of revenue and growing debtors indicate the need for a "Good Citizenship" campaign detailing the need and responsibility of citizens to pay their municipal accounts.
2	Public Participation	
2.1	No communication between ward committees and communities	Improve communication
2.2	Communication Policy not implemented	Revise, adopt, and implement clear and relevant strategy
2.3	Limited dedicated communication officials	Budget and appoint dedicated communication staff
2.4	Public Communications System	Invest in necessary communication equipment
2.5	Complaints management systems	Develop and implement a Customer Care strategy and effective complaints management system.
2.6	Control Room Interface	Ensure front-line staff receive customer service training and clear administrative routes through which to channel and receive information.



2.7	Complaints of lack of Xhosa communication with reference to the Ward CDW's	Revise, adopt, and implement Language Policy. Forecast and budget for the expense of translation services.

IDP Public Meetings and Ward Committee Minutes

The minutes of the IDP Public and Ward Committee meetings are good research documents for identifying the communication requests and requirements identified by the communities, particularly if Communication is a standing item on the agenda of Ward Committee Meetings. The community feedback below links into and informs the strategic communication priorities that need to be implemented in the Municipality:

	Public Communication Requests	Communication Priority Area
1.	Communicate in all three languages (English, Afrikaans, Xhosa)	Development and implementation of Language Policy
2.	Implement Municipal Communication Strategy	Revise and adopt Communication Strategy
3.	Host a call-in show on the radio	Establish and manage feedback mechanisms
4.	Improve distribution of information	Establish and manage feedback mechanisms
5.	Establishment of a Toll-free Customer Complaints line	Establish Customer Care strategy and facilities

Legislative Framework

Municipal Systems Act, 2000	Promotion of Access to Information Act, 2000 (Act of 2000)
Sections 18 (2): When communicating information the municipality must take into	This Act operationalizes sections 8 and 32 of the Constitution. It aims to foster a culture of transparency and accountability and to promote effective access to



account (a) Language preferences and usage in the municipality, and; (b) the special needs of people who cannot read or write.	information to protect an individual's rights.
Section 4: A municipal council has, within its capacity, the right to: • Provide without favour and prejudice, democratic and accountable government • Encourage the involvement of the community • Consult the community on the level, quality and range of services and the delivery options • Provide members of the local community equitable access to the services to which they are entitled	The Act applies to the records of public and private bodies, regardless of when the record came into existence (Section 3): • A record held by an official is regarded as a record of the institution (Section 4) • A requester must be given access to records of a public body if he or she complies with procedures and if there is no ground for refusal in terms of Chapter 4 of the Act • Some information can be technical: if in doubt, the official must consult. • The information officer of a public body is responsible for the administration of the Act in a public body. • An information officer is defined in Section 1 as the Chief Executive Officer. Therefore, in a municipality it is the Municipal Manger. • A public body must designate such number of deputy information officers as may be necessary to ensure reasonable access. • Within six months, the information officer must compile a manual in at least three official languages, containing: – A description of the structure and its functions; – Addresses and telephone numbers; – Details to facilitate requests; – Services available to the public; – Other information required by the Act (Section 14)

	• The manual must be updated and published annually. • The manual must be available to the public (Section 14). • Requests for information must: – Be in prescribed form – Identify the record – State the language in which it is required – Specify addresses and telephone numbers – Identify capacity

Constitution	Bill of Rights	Intergovernmental Relations Framework Act, 2005 (Act 13 of 2005)
Section 152 (1)(e): In setting out of the objects of local government, it states that municipalities must "encourage the involvement of communities and community organisations in matters of local government".	The right to freedom of expression, the right to receive information and the right of access to information, which includes access to any information held by the State.	This Act establishes a framework for national, provincial and local governments to promote and facilitate intergovernmental relations (IGR) and provides for mechanisms and procedures to facilitate the settlement of intergovernmental disputes.
Section 160 (7): "A municipal council must conduct its business in an open manner, and may close its sittings, or those of its committees, only when it is reasonable to do so".		Through the work of IGR forums, implementation protocols can be developed to advance the work areas of government, especially in terms of assisting the various spheres of government in implementing policies but also to ensure that the various spheres can implement their constitutional obligations effectively.

Vision and Mission

At the IDP Strategic Session held on 07 February 2012, revision of our current vision and mission was proposed. The current vision for the Municipality is:

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

Mission:

The Witzenberg Municipality is committed to improve the quality of life of its community by:

- *Providing and maintaining affordable services.*
- *Promoting Social and Economic Development*
- *The effective and efficient use of available resources*
- *Effective Stakeholder and Community participation*

Key areas of focus for the vision and mission are alleviating the plight of the poor, local economic development, special focus on our natural environment and the resources available within Witzenberg.

Objectives of Communications Strategy

Effective communications is about how municipalities promote democracy and encourage citizens to play a more effective role in how they are governed. It's about promoting their role in the community and ensuring that citizens have a better understanding of local government. But most importantly, it is about ensuring that people form part of the process of creating a better life where they live.

The strategy therefore aims to ensure that the municipality always strives to make the community part and parcel of decisions that impact on their lives.



The objectives must support the Municipality's Vision and Mission. To do this, the objectives must be developed in such a way that they can be unpacked in the Communication Strategy and Action Plan. The best way to accomplish this is to ensure that the objectives set SMART:

- Specific
- Measureable
- Attainable
- Realistic
- Timely

For example:

Project Goal: Influence what the broad public thinks about flood control

Communication Goal: Attract more attention to flood risk in general

Action Plan Goal: By 2022, publish at least 30 relevant articles in newspapers and local media.

Sample Objectives (to be converted to goals in Action Plan):

- To promote effective public participation within the IDP planning process by ensuring that all communities and stakeholders are aware of the IDP process, how they can access it, how they can give input to it and get output regarding issues.
- To ensure continuous, sustainable, responsive, two-way communication to communities through increased accountability and improved Customer Care and Communication.
- To allocate sufficient resources and support to implement and effect the Communication and Public Participation mandate.
- To make a commitment to establishing functional communication channels and structures and improve internal communication to ensure a shared purpose and clarity of message for officials to follow.
- To build a sense of community both internally and externally while fostering a responsive, proactive municipal identity via positive utilization of the media and improved community feedback.

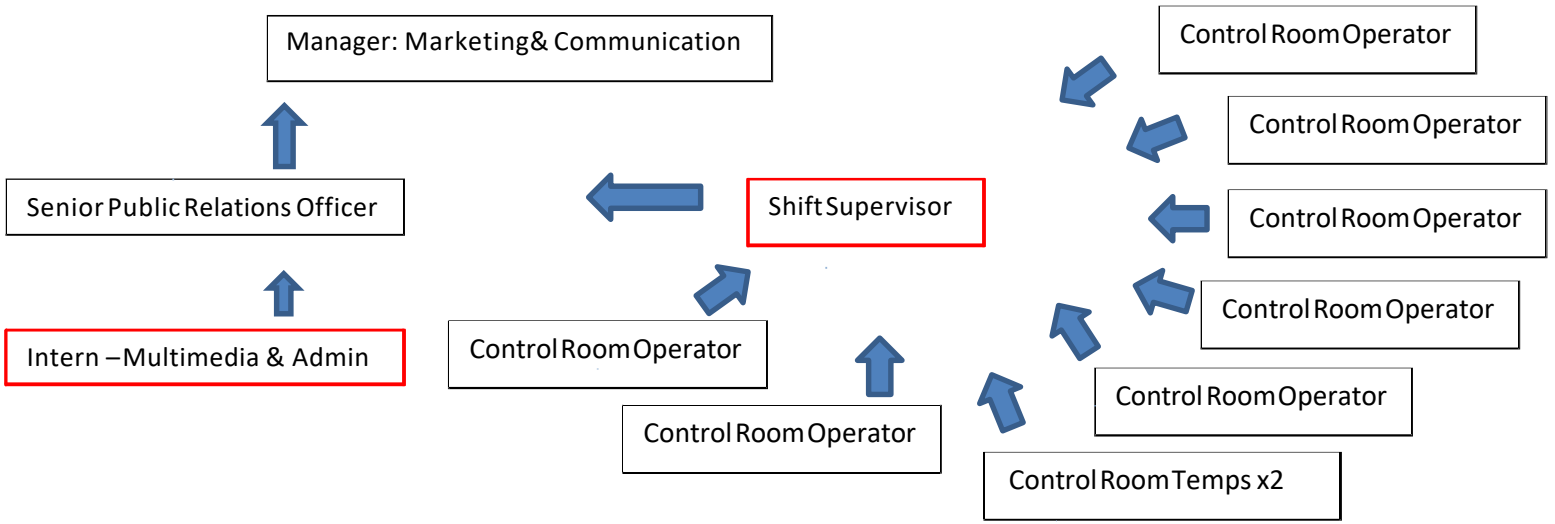


Communication Structure

The Office of The Mayor is central to the process of effective communication between the municipality and the residents. It is therefore ideal that the communications unit be headed up by a person who reports directly to both the Mayor (politically) and Municipal Manager (administratively).

Every employee and political representative of the Municipality should be able to act as communicator for the municipality. The most basic message that everyone should be able to communicate is the vision and mission statement, as well as the annual strategic objectives of his or her department, and the key issues as identified in the IDP review process. Furthermore, employees should be subjected to a code of conduct that would ensure he or she does not bring the Municipality into disrepute. However, certain messages will need skilled and specific messages. Key messages will form the basis of the strategy. External communication should reinforce and consistently relay key messages

- Municipal Manager and Offices of the Mayor and Deputy Mayor - communication with media should be restricted to these offices, unless agreed upon that another messenger or spokesperson will speak on a specific topic. In that instance it is important to ensure that there is no ambiguity in the messages and that the spokespersons designated, Mayor's office, DM and MM speak with one voice and one message.
- Call centre/Control Room – a telephonic interface with the public which acts as a frontline information provider to the public. This interface usually addresses queries concerning municipal accounts, connection of electricity, water supply and other types of basic service delivery. In smaller municipalities, the control room provides a telephonic relay service to protection services, traffic service, emergency medical services, fire services and general queries after hours.



Municipal Challenges

The challenges faced by the municipality are an important consideration when strategizing for communication as these will inform the focus areas of communication, the preparation of sensitized public responses, as well as how to best tailor the communication products to the mind-set of the people.

Municipalities face a number of challenges that affect public mood and sentiment, particularly regarding service delivery that should be considered prior to planning a communication project or engagement:

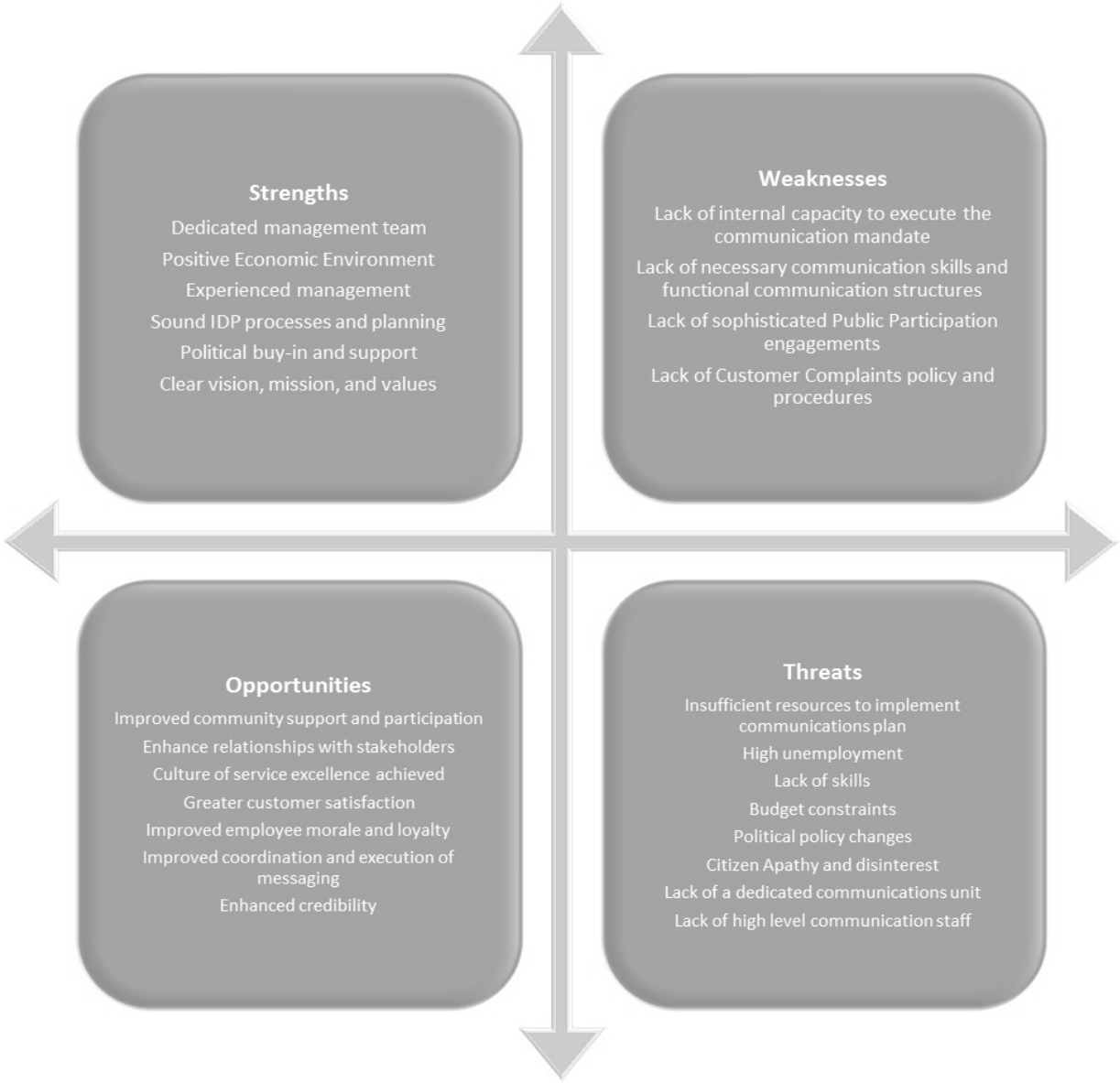
Challenge	Description	Communication Implications
Unemployment	Employment is a major problem in the municipal area, due to work being seasonal. The high levels of unemployment and low levels of self-employment can be attributed to the low skills base in the municipal area. A gender breakdown of unemployment reveals that unemployment among women is twice that of males. Unemployment also correlates strongly with race as it is largely correlated among Coloured and Black households.	There should be strong communication surrounding the empowerment and skills development programmes. Officials should also have sensitized prepared general responses regarding potential employment queries when prior to attending public engagements. There should be a large amount of publicity surrounding skills development, employment, and empowerment programmes so as to indicate to the community that the municipality is addressing their concerns.
Housing Backlog	The large backlog of houses in municipal area, which the Council has decided to address by one town fully at a time in an attempt to avoid conflict.	Given that this is basic need that is prevalent to many citizens, the Housing Strategy of the municipality needs to be clearly communicated and responses should be proactively prepared so that all Councillors and municipal officials now how best sensitively respond to public enquiries. There also needs to be a clear plan as to how to reduce this support to the public as the Municipality cannot be an agent to assist with housing provision indefinitely.
Education	Education levels are relatively low in the area	These recorded education and literacy levels should be taken into account



	with few residents pursuing studies beyond secondary school.	when developing communication products. Especially read language proficiency (correct level of English/Afrikaans/Xhosa) and comprehension levels.
Specialised groups	A significant sector of our population suffer from disability, specific communication mechanisms need to be employed to reach these minorities.	Relevance of information and mechanisms of relay need to be tailored to the needs of this target public. (communication reach to the rural, disabled, blind, hearing/speech impaired)
Access to communication-specific research	Statistics regarding the efficacy of communication in rural and farming communities require study.	Research areas include the correct level of business Xhosa and Afrikaans understood by this demographic as well as the penetration and success of the monthly newsletter with this demographic. Recommendations as to communication alternatives which will be more effective can be determined by gauging the psychographics of this demographic.
Complaint management	The lack of an effective and user-friendly complaints and feedback tool does not adequately address the needs of the public.	Social media can provide cost effective and relevant solutions to this issue. A social media strategy will then need to be devised but then the mind-set of the Municipality will need to change as the digital restrictions prevent employees from high level networking. Concurrently, employees will require training as to how to use their networks to enhance their functions.
Budgetary constraints	Communication and marketing received a small budget for actions.	Communication and marketing need a budget to address community, business and government needs. Perception that communication and marketing is not service delivery aspect will need to change in order to adequately address this need.
Limited social media usage	Online media presence is limited	Need to develop a social media strategy and increase our search engine optimisation to provide our website with a higher profile, this is especially important with our tourism sectors.
Population influx	Influx of population leading to growing informal settlements	Need to devise strategy to discourage the development of informal settlements .
Climate change	Changing weather patterns and decreasing availability of water are a prevalent concern to commercial farmers, businesses and residents.	There is a great need for environmental communication in the area so as to educate and inform citizens of how best to sustainably manage the available natural resources and to create awareness with regards to water shortages.
Limited Internal capacity within the communications unit	Limited capacity ito staff within the communications unit to execute communication tasks	Messages are not done timeously, and only on limited platforms due to lack of capacity to cover all aspects.



Communication SWOT Analysis



Role of Communication in Public Participation

Public participation through communication is the continuous, planned, structured and organised use of communication in the promotion of development, working towards changing the attitudes and/or behaviour of the general public, through the dissemination of reliable information and through encouraging the active and conscious participation of the broad public in the process.

There is an intricate interrelated relationship between communication and participation, whereby communication is both a prerequisite for effective participation and an on-going, parallel process.

Most often, public participation implies broad-based communication, the provision of accurate and reliable information to the general public. The effectiveness of any participation process is fundamentally linked to the institutional capacity of a municipality to maintain an effective communication system. Successful participation is absolutely dependent on good communication.

The high frequency of service delivery protests the country has experienced clearly demonstrates the extent to which channels of communication between government and communities have broken down. A primary contributor to this is the marked absence of communication between councillors and residents. The consequence of not providing communities with these essential and appropriate communication channels cause frustrations that lead communities to feel that communicating through violence is the only way that they will be heard.

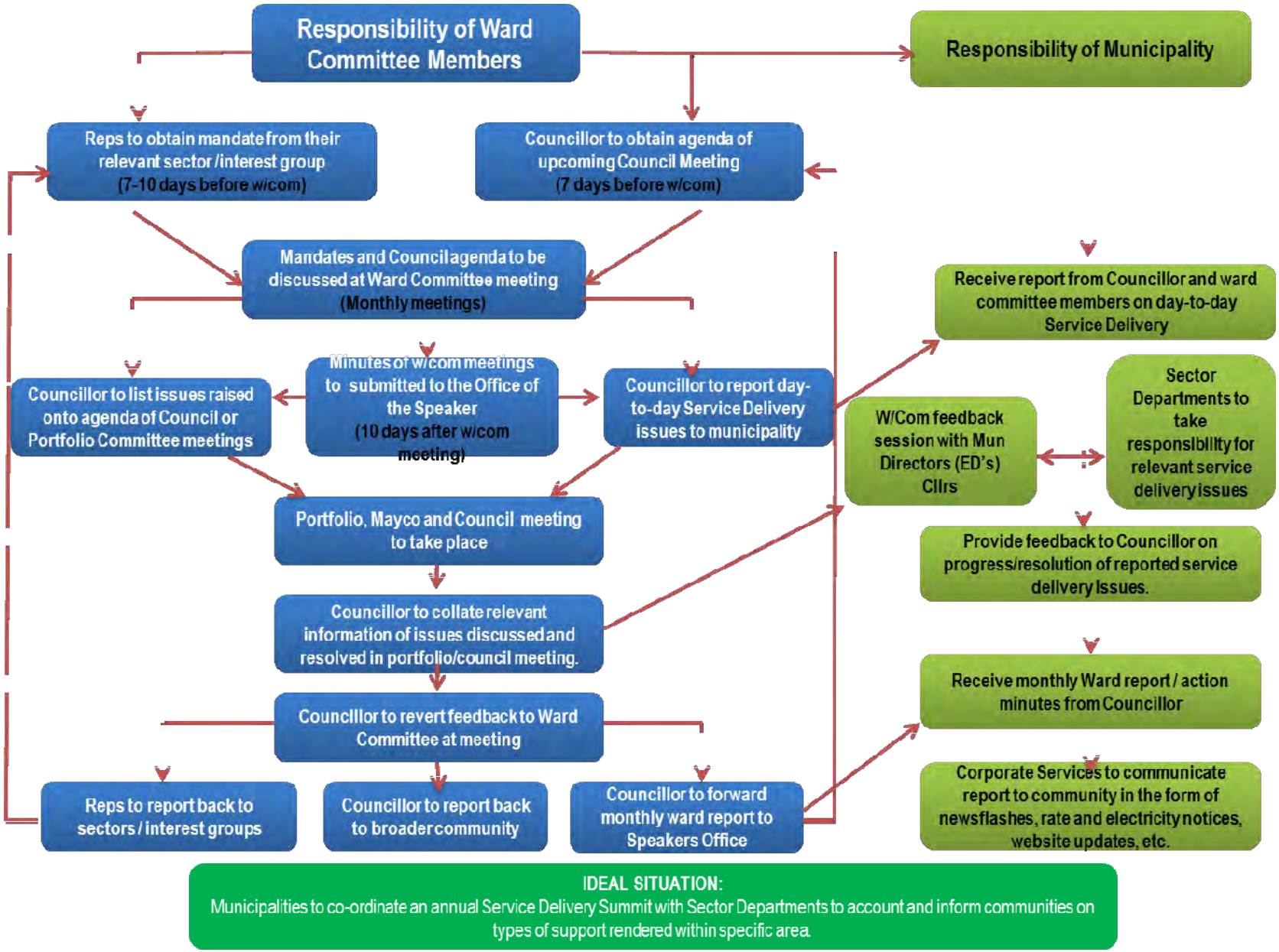
The failure on the part of municipalities to adopt effective complaints-handling mechanisms and customer care strategies only further amplifies this communication and accountability problem. Community members are more likely to respond to a municipality which is accountable to them and which takes the time to explain why their needs and service delivery expectations are not being satisfied.

Key to this are Councillors, the "people's person" in communities who are essentially elected to be the voice of their wards. Councillors are predominantly responsible for the 2-way flow of information between communities and the municipality as they facilitate the receiving, relaying, and feedback of information. Councillors are therefore the Communication Gatekeepers of society's conversation between government and the people

As such, the Municipality has decided to adopt a Communication and Accountability Model to ensure the correct and fluid flow of information between communities and local government structures via Councillors and Ward Committees.

This model is detailed on the following page.




Responsibility of Ward Committee Members
Responsibility of Municipality
Reps to obtain mandate from their relevant sector /interest group (7-10 days before w/com)
Councillor to obtain agenda of upcoming Council Meeting (7 days before w/com)
Mandates and Council agenda to be discussed at Ward Committee meeting (Monthly meetings)
Minutes of w/com meetings to submitted to the Office of the Speaker (10 days after w/com meeting)
Councillor to list issues raised onto agenda of Council or Portfolio Committee meetings
Councillor to report day-to-day Service Delivery issues to municipality
Portfolio, Mayco and Council meeting to take place
Councillor to collate relevant information of issues discussed and resolved in portfolio/council meeting.
Councillor to revert feedback to Ward Committee at meeting
Reps to report back to sectors / interest groups
Councillor to report back to broader community
Councillor to forward monthly ward report to Speakers Office
Receive report from Councillor and ward committee members on day-to-day Service Delivery
W/Com feedback session with Mun Directors (ED's) Cllrs
Sector Departments to take responsibility for relevant service delivery issues
Provide feedback to Councillor on progress/resolution of reported service delivery issues.
Receive monthly Ward report / action minutes from Councillor
Corporate Services to communicate report to community in the form of newsflashes, rate and electricity notices, website updates, etc.
IDEAL SITUATION:
Municipalities to co-ordinate an annual Service Delivery Summit with Sector Departments to account and inform communities on types of support rendered within specific area.

Batho Pele Principles of Government

Batho Pele Principles

Witzenberg Municipality is dedicated in their actions, programs and operations to fulfil government's commitment to a better life for all citizens. Batho Pele 'People first' promotes service excellence in the public sector and encourages the public to expect excellent service from the Government.

Consultation

The public can inform us what they want from the municipality. The public will be asked for their views on existing municipal services and may also inform the municipality what new basic services are needed.

The Principle: The public should be consulted about the level and quality of the municipal services they receive and, wherever possible, should be given a choice about the services that are offered.

Service Standards

The public can insist that the municipality keep its promises. The municipality will strive to develop service standards for existing and new services. The services standards will be monitored and raised progressively as needed.

The Principle: The public should know what level and quality service they will receive.

Access

The municipality will have to set targets for extending access to municipal officials and services. The municipality should implement special programmes for improved service delivery to physically, social and culturally disadvantaged persons. One and all should get their fair share.

The Principle: All citizens should have equal access to the services to which they are entitled.



Courtesy

The municipality must set standards for the treatment of the public and incorporate these into their Code of Conduct, values and training programmes. Staff performance will be regularly monitored and discourtesy will not be tolerated.

The Principle: The public should be treated with courtesy and consideration.

Information

The public is entitled to full, accurate and up-to-date facts about municipal services they are entitled to. Information should be available at service points and in the local media. Contact names and numbers should appear in all municipal communications.

The Principle: The public should be given full, accurate information about the municipal services they are entitled to receive.

Openness and Transparency

Information pertaining to the administration and operational procedures of the municipality should be made available to the public on request. The public have the right to know, departmental staff numbers, particulars of senior officials, expenditure and performance against standards etc. Reports to citizens will be widely published and submitted to legislatures.

The Principle: The public will be informed on how the municipality is managed, the available budget and of the leadership in charge.

Redress

The municipality must implement mechanisms for recording any public dissatisfaction and staff must be trained to handle public complaints fast and efficiently. The public must receive feedback with regards to the progress and outcome of complaints and other matters raised.

The Principle: If the promised standard of service is not delivered, the public should be offered an apology, a full explanation and a speedy and effective remedy. When complaints are made the public should receive a sympathetic and positive response.



Value for money

The municipality must ensure efficient savings and improved service delivery, and to maximise existing proposed and new staff to meet communication unit needs.

The Principle: Municipal services should be provided economically and efficiently in order to give the public the best possible value for money.

Messages and Themes

Messages and themes should flow from the President's State of the National Address, the Premier's State of the Province Address and the reviewed Integrated Development Plan. The Mayor's State of the Municipality address (or at the adoption of the budget) should therefore localize the impact of these speeches and the IDP. The IDP, as the blueprint for service delivery, should be the guiding document for the development of tailor-made messages.

In other words, the IDP would give clear indication of the needs of residents in a specific ward. If that information becomes available, one would be able to develop messages and themes whenever unmediated communication takes place in a ward or specific town. The presence of clearly defined vision and mission statements would also form part of the key messages. The Witzenberg Municipality should also communicate more actively and directly with its citizens.

Research performed illustrates the priority information needs of the public as information concerning service delivery and information concerning economic development.

Proposed messages to support these needs can include:

- Transparent and effective service
- You have the right to service
- Sustainable and affordable services
- Your right to first class service
- In partnership against poverty
- Sustainable community development
- Consolidation for effective service delivery
- Good governance, first class delivery
- Consolidation of a social contract for a better life



However, messages should be developed in conjunction with the IDP and aligned to the mission and vision statements. Messages should therefore be relevant and flow from the latest IDP.

Themes should be planned in conjunction with various campaigns, events and activities.

Annual Campaigns

Central to the function of the Municipality is fundamentally ensuring that residents understand the services available to them and how to access them. As such, a number of annual campaigns should be scheduled and budgeted for to ensure that these needs of residents are met:

Campaign	Purpose
Me and My Municipality	To inform residents of the key officials at the municipalities, the services offered, and how to access them.
Me and My Complaint	To promote our complaint management procedure and consumer rights platforms.
Me and My Environment	To encourage the public to support our waste management strategy and to become involved in our recycling activities.
Me and My Municipal Account	To create awareness within the public about the importance of paying municipal accounts and to promote/incentivise good account status.
Me and My Councillor	To inform residents of their Councillor, the purpose of the Councillor, and how to contact and communicate with the Councillor.
Me and My Ward Committee	To inform residents of their Ward Committee, the purpose of the Ward Committee and its members, and how to contact the Ward Committee members and participate in the meetings.
Me and My CDW	To inform residents of their CDW, the purpose of the CDW, and how to contact and communicate with the CDW.
Me and My Town – Developing the IDP	An awareness campaign focused on educating residents about what the IDP is, why and how they should participation in developing the IDP.

IDP Support Campaigns

Support Campaigns identified in the IDP may include:

1. Municipal service Jamborees: .

2. Housing Backlog: This indicates the need for a positive publicity campaign and clear communication programme regarding the progress and motivations of the Housing and Ward Based Settlement Plan.
3. Spatial Development Plan: This plan for the optimal growth and sustainability of the municipality will need to be workshopped and relayed to the public in clear, defined terms to get buy-in and also create understanding around development/conservation decisions within Witzenberg.
4. Thusong Service Centre: Services offered to the community

Ultimately, this type of communication planning should form part of the project plan of the various internal municipal departments/line functions.

Who are we communicating to?

Stakeholder Analysis

Internal	External	
Managers/Directors	Community Members/Citizens/Residents	Faith Based Organisations
Councillors	Voters	Academic Institutions
Municipal Employees	Political Parties	Local, Regional, National International Media
Speaker's Office	Ratepayers/ Property Owners	and Media Organisations
Mayor	Community Organisations	Trade Media
Personnel	Local Business Owners	Senior Citizens
Ward Committees	Commercial Farmers	Women
Employee Organisations (Labour Unions)	Other organs of state	Children
Council	Media	Youth
Executive Mayoral Committee	Visitors/Tourists	Disabled
Portfolio Committees	Property Developers	Unemployed
Community Development Workers	Investors	FORUMS
EPWP	Provincial and National Government	IDP
Witzenberg Tourism	District Municipality	LED
	Local Law Enforcement Authorities	DCF
	SALGA	DCFTech
	Farm workers	Public Participation Forum
	Suppliers	Municipal Council
	Contractors	Ward Committee Meetings

	Labour Organisations Business-to-Business Structures Witzenberg IGR Forum	Communication Technical Forum Management Meetings TPF

Forums

Ward committees need to develop good relationships with public forums in the respective communities. This includes the local tourism committees, community based organisations, police forums, rate payers associations, aesthetic committees, organisational support structures for the disabled, aged and youth, NGOs, etc.

Quarterly meetings should be held with these identified groups to monitor and gauge the needs, actions and responsibilities that the Municipality needs to address. In times of crisis, these same forums can provide invaluable assistance in relaying communication to their communities and members that they serve.

Who is Communicating?

Everyone at the Municipality is a Communicator at all times; however, an element of hierarchy and authorization must be adhered to in order to correctly coordinate the release of messages.

As such, in the spirit of effecting a transparent organisation, the municipality should not prevent or discourage officials from speaking to the media and public but should give clear guidance on areas for comments. Council should appoint spokespeople who can give comment at varying levels, but also give clear guidance on who is authorized to speak and on what topic, such as:

Role player	Authorised messages
Mayor	All aspects of Council policy and programmes
	Matters of policy yet to be adopted/enacted
	Is key person for all public participation unless delegates otherwise
Speaker	All comment relating to Council rules of order must come from the Speaker
EXCO members	All aspects of Council policy and programmes in their portfolio
	May be delegated spokesperson on an issue by the Mayor
Councillors	Comment on all activity in their ward except for matters that are policy still to be adopted/enacted
Municipal Manager	Any area of the municipal administration
	Matters of policy yet to be adopted/enacted



	Information around any legal processes the municipality might be engaged in
	Any matter that relates to the running of municipality as a whole and is not specific to existing policy, programme or activity of a specific department
Directors and Area Managers	Any area of business in their cluster
	May be delegated spokespersons on an issue by the Municipal Manager
Heads	On all aspects of their service areas
	Queries from journalists will be referred to Heads for comment/clarification/information. Comment will then go out in the name of the Director or Area Manager unless otherwise.
Municipal Spokespersons	He/she will be responsible for the coordination of media communication, media conferences, media statements and handling media queries.

- Technical experts - this messenger will deal with a specific client that has a specific technical question and provide the above Offices with clear and concise messages on the status of any technical query.

Media Policy

The Municipality must ensure that a clear media policy is developed and communicators must ensure that all key stakeholders are trained and informed on adhering to the policy. The Media Policy should also address all principles relating advertising, media procurement, publicity principles, and ethical expenditure.

Role of Key Communicators Stakeholders

The roles, responsibilities, and nature of interaction of Internal Stakeholders and partners (GCIS, CDW's, DLG) should be clearly defined.



How, When and Where are we communicating?

The most appropriate communication channels are identified to transmit a key message to each audience. Through our external communication, we will seek for continued improvement in public perception and understanding of the Municipality.

The Municipality must use all appropriate communications channels to reach key audiences. These include, but are not limited to:

Category	Internal	External
Direct Communication	• One-on-one • Staff meetings • Council meetings • Telephone • Workshops • Training sessions • WhatsApp	• One-one-one appointments • Council meetings • Ward Committee meetings • Ward meetings • Imbizo's • Community Events • Loud Hailing • Workshops • Training sessions
Print Media	• Memo's • Letters • Informal Notes • Salary Advice Slip	• Letters • Newspapers • Pamphlets • Flyers



	• Pamphlets • Notice boards • Newsletter	• Municipal Accounts • News media • Advertisements and Newsletter
Electronic	• Intranet	• E-mail • Internet and social media • Television • Website • Radio
Outdoor	• Posters	• Information signs and boards • Law enforcement signs • Bill boards in wards
Forums	• Management Meetings	• IDP Forum • LED Forum • DCF • DCFTech • Public Participation Forum • Communication Forum • Municipal Council Meetings • Ward Committee Meetings • IDP CC
Social Media	• Facebook • WhatsApp	• Facebook • WhatsApp
Other		• Libraries • Thusong Service Centre • Municipal offices • Control Room and Switch board

Who are we communicating with?

The target market for communication consists of everyone who lives or works in Witzenberg, with secondary markets being fellow local municipalities, the greater Western Cape, other provinces within South Africa, government stakeholders (provincial and national) and international markets (tourists, embassies, international municipalities, development organisations, humanitarian aid organisations, etc). Therefore our approach can be tailored to key target 'audiences' which we will address during the life cycle of this strategy.

- All key audiences will be communicated to using the most appropriate strategy to meet identified needs and the same key messages will be reinforced.

The primary target audience for the Municipality is often seen as the total population of Witzenberg. However, while this is true, we cannot speak meaningfully to the full population with only one, generic message. As identified above different messages should be developed for different target audiences and other platforms. Similarly the people living in Op Die Berg will have different concerns from the people living in Wolseley or other parts of Witzenberg.

It will be very important to identify and align external target audiences with specific messages and communication methods.

For the purpose of this strategy the following are identified as key target audiences:

- Municipal staff
- All elected representatives
- Witzenberg residents
- Specialised groups – women, children, youth, unemployed, elderly and the people with disabilities.
- NGO's – Community based organisations such as sporting bodies, youth forums, debating societies, etc.
- Media (local, regional and international)
- International investment and support stakeholders
- IGR – Three spheres of Government



Marketing & Branding

Branding is an important element to the marketing mix. It helps people identify authority and frequently sets the tone of communication. Its success depends on:

- The development and consistent usage of key messages.
- Using only one logo to reflect Witzenberg's corporate identity.

Marketing and branding are essential elements of any strategic communications intervention and in the case of Witzenberg Municipality it is critical that the image projected through its communications is one of a vibrant, growing, culturally rich, naturally beautiful and economically attractive precinct of South Africa. This is essential because Witzenberg Municipality, as part of the economic, political and cultural life of Western Cape and South Africa, presents an exceptional opportunity to showcase its core assets which are its people, its location, its competitive edge as a magnet for local and international tourism and its potential as a premier investment destination for industry, property development and agribusiness. In this way Witzenberg Municipality will be able to make optimal use of its communications strategy as a central driver for stimulating economic growth, addressing critical issues of service delivery while also opening up opportunities for investors and unlocking the entrepreneurial potential of the region.

From an assessment of both the internal and external audits as well as an assessment of how the area is currently positioned (economically and politically), it is apparent that the Municipality does not use its branding, in particular its logo, very effectively. One would expect it to meet you at the entry or exit to each town, when entering a municipal building, on municipal vehicles, uniforms of employees, name tags, outdoor advertising boards where a high volume of target audiences are present, e.g. clinics or welfare and pension pay-points where there are captive audiences. Branding breeds familiarity and familiarly breeds trust. Coupled with a strategic marketing message and constant repetition, the image of the municipality could be improved significantly. Proper use of branding to improve the image of the municipality, could, however, be a long-term objective. The uniqueness of the area, not just in a regional or provincial context but in a global context should be exploited to give the municipality a provincial, national and international brand.



Brand Management and Corporate Identity

Municipal Logo



Registered logos are legislatively precluded from amendment without proper copyright in accordance with Brand South Africa (formerly known as the International Marketing Council - IMC). Thus, changing the logo without the proper authorisation can negatively impact the Municipality.

A policy to manage, control and protect the branding and marketing of the Municipality needs to be developed to curb staff from unauthorised logo amendment. We also need to keep the limitations of Cost Containment in mind when procuring branded material.

Logos on banners, posters and general corporate items needs to be controlled and regulated by the Corporate Services Department and request in writing permission and approval to use the municipal logo. Marketing materials are procured and designed according to the following criteria:

Quality & Design, which includes:

- Design of the item
- Functionality
- Ergonomics
- Quality of materials/fabric/etching/paper/board/print
- Aesthetic appeal
- Brand placement upon the item
- Unique and niche item

Clarity of the logo, which includes:

- Size of the logo in proportional to the size of the item
- Visibility of the logo on the item
- Appropriate colour contrast of logo to background on item
- Sharpness of print/etch/embroidery of logo
- Spacing in lettering of the logo

Colour use and format of the logo, which includes:

- Adherence to pantone colour palette
- Appropriate deviation in letter colouring on inverse backgrounds
- Additional design elements

Hence, all proofs for corporate wear bearing the logo will require the approval of Marketing & Communication, before the task is commissioned to a supplier.

Official Logo Specification and Pantone Colours



	pantone uncoated	pantone coated	CMYK	RGB
	pantone warm red U	pantone warm red C	uncoated C-0 M-90% Y-100% K-0 coated C-0 M-80% Y-100% K-0	R-222 G-26 B-30
	pantone 390 U	pantone 390 C	uncoated C-50% M-5% Y-100% K-0 coated C-50% M-10% Y-90% K-0	R-142 G-165 B-30
	pantone 5265 U	pantone 5275 C	uncoated C-90% M-90% Y-50% K-5 coated C-80% M-70% Y-20% K-20%	R-88 G-81 B-108

We will need to contract a graphic designer to create more graphic options of the logo as presently it is only available in JPG format. We will need to develop higher resolution options for use in lithography and website i.e. GIF, Bitmap, PNG and metafile formats. Currently, the logo presents some challenges as it contains 2 sets of custom fonts, a clip art cherry graphic and a dappled brush stroke depicting our mountains. This makes it a difficult print icon that requires rectangular surfaces. We will require a graphic designer to create associative icons to our logo for square and circular surfaces as well as provide single colour (white, black, red and green) logo options for inverse colour prints.

Branded goods

Branded goods are expensive to procure but they are invaluable to a marketing plan. Banners, gazebos, T-shirt, overalls all are excellent mechanisms of brand positioning. The aim of positioning a brand is to promote the organisation, to associate the brand with the service and human capital and to create opportunities for the brand to be recorded by the media in photographs.

Internally, branded materials need to be used by staff in the following ways:

- Branded stationery (pens, emails, memo pads, compliment slips, calendars, etc.)
- Uniforms (overalls, T-shirts, nameplates, shirts, etc.)
- Office space (signage on buildings and offices, boardrooms, Council Chambers', computer screen savers and wallpaper, waiting areas, notice boards)
- Public spaces (signage on cashiers offices, libraries, traffic office, workshops, depots, Thusong centres etc.)
- Municipal vehicles (signage on fleet with contact numbers for misuse reports, department that manages vehicle and branding)
- Municipal equipment (signage on equipment, branding and video on plasma TV's in waiting areas and cashiers offices)

Externally, branded materials need to be used by management in the following ways:

- Corporate video and advertising (promotional/induction DVDs, billboards, etc.)
- Temporary structures (gazebos, tents, mobile shelter, etc.)
- Corporate gifts (key rings, caps, T-shirts, business card holders, etc.)
- Temporary signage (banners and flags)

Branding of events is a requirement on the SDBIP and is documented through photographic evidence. Sufficient infrastructure is necessary to ensure adequate branding of a space. The more unique your branding, the higher the instance of your brand being photographed by the media.

Tourism and our Municipal Brand



Witzenberg Municipality has a relationship with three established Tourism Bureaus; Ceres Tourism, Wolseley Tourism and Tulbagh Tourism. As Tourism is one the greatest potential income drivers, Witzenberg Municipality strives to promote entrepreneurship, local economic development and international positioning through this forum.

Each bureau makes use of the Witzenberg Municipality logo on their brochures and websites. The logo is also illustrated on their amalgamated maps of the area. These brochures and maps are distributed at tourism expos, roadshows and conventions to international tour companies, overseas investors and national government.

In turn, events and festivals are promoted by the Municipality on our website, social networks and newsletters. Witzenberg Municipality is also promoted as a vacation destination for its outdoor activities (Ceres Zipslide, horseback riding, quad biking, mountain biking, sporting events, winter snowfall, etc.) and exclusive wine routes. Witzenberg Municipality is in the process of branding itself as a safe, clean and green municipality and targets investors, governments and environmental organisations that are looking to align themselves with this niche market (organic, free range, sustainable, bio-degradable and environmentally friendly).

An important strategy to be implemented as a part of our support towards Tourism is the development of a social media strategy. Social media is becoming the biggest form of communication to the public as it is available to people from all backgrounds, demographics and psychographics. The main reason for the boom in the market is cellular technology with WAP capability. Cellular technology is no longer a tool available to a select group and has infiltrated lower income groups with increasing frequency. This type of medium cannot be ignored in a tourism context.

Social media for tourism will involve system integration, search engine optimization, regular public communication, audio visual uploads and links to our core website, thereby increasing out brand visibility.

Travellers plan vacations long before booking tickets and accommodation. This means that internet visibility is a key facet towards drawing tourists to our area. Twitter, Facebook, YouTube, Zoopy TV, Pinterest, TripAdvisor, Google +, Flickr and tourism blogs are the best mechanisms to reach the local and international markets. Currently, social networks are being created with no link to other electronic interfaces but is aimed at increased revenue. These two ideas will need to be integrated and planned in order to generate interest, discussion and then revenue.

Development and Adoption of Policies

The Municipality does not currently have the following relevant policies:



Policy	Description
Brand Management Policy (including a Marketing Master Plan for Witzenberg Municipality)	Rules governing the Municipality's brand and controlling the use of the logo (colours, shape, use, etc.)
Social Networking & Media Policy	How, when, where, and why the municipality communicates with the media as well as who is the correct person for the role with respect to the incident.
Complaint Management & Resolution Policy	Standard operating procedure for the Control Room with methods of complaint resolution including systems, timelines, reports and escalation.

A comprehensive and defined Language Policy is currently in place and have been revised.

Action Plan: External Audit

The aim of the strategy is to narrow any gaps between the Municipality and the residents by improving the image of the Municipality. The strategy employed should lift the profile of the Municipality. It should provide a channel for two-way communication, in other words, while the municipality gets an opportunity to speak to the residents, residents in turn should be able to voice their concerns to the municipality. And, as mentioned earlier, the strategy should be linked to that of both national and provincial government's communication programmes. The strategy will thus entail:

- Newsletter – published bi-monthly and distributed to all households in Witzenberg. It is one of the most important tools for the Municipality in communicating with residents.
- Publicity and information leaflets - These include promotional material, strategy documents and statutory information to inform the public and our partners about our activities.
- Agendas, reports and minutes - Papers are issued for meetings of the Authority which can be attended by the public.
- Media Relations - Media releases and feature material - Produced or originated corporately or in conjunction with the Political leadership.
- Advertising - Produced for information, promotional and recruitment purposes and to meet statutory requirements. But, also to promote and market the Municipality or decisions taken.



- E-Communication - Using the Municipality's Website to communicate and market the area. Dedicate one or two pages to the social and economic development of the youth. Highlight strategic messages on the home page.

- Face-to-face - Consultation exercises, Imbizo, road shows, focus groups, regular meetings, questionnaires etc. These gather information and views from various groups and sections of the community. And, are also used for communicating and discussing local issues, performance management and scrutiny and for directing and informing service development and delivery. However, it keeps the Municipality in direct contact with the residents.

- Social media – Utilising Facebook and WhatsApp optimally to reach the target audience and rely messages immediately to a wide spread audience.

Capacity & Infrastructure

At present the municipality has dedicated communications capacity, both internally and externally. The lack of infrastructure is hampering internal communication to a wide extent and external communication to a lesser degree. Infrastructure required for the implementation of the activities of the external action plan. The infrastructure, in this instance if communication capacity is created, would be a desk top computer with some design software programmes such as Adobe Premium and Dreamweaver CS5. The cost for this infrastructure will be about R50 000.00. Offices and storage is also required and would cost about R 100 000.00 to build at the Traffic Offices in Ceres, with closer proximately to all staffing under Marketing and Communication. We have also identified training needs for Marketing & Communication as Photography, Adobe Photoshop, Adobe In Design, Adobe CS5.5 Dreamweaver, Adobe Illustrator, Adobe Flash Professional, Adobe Fireworks, basic desktop publishing/graphic design and Joomla. The Control Room requires training in telephone etiquette and soft skills as well as on-job coaching with the District. We also want to check on the SETA accreditation as they have vast experience in this field but no formal recognition. Staffing within Marketing and Communication to operate optimally would need to be revised:

Unmediated Communication/Direct Communication/Public Participation/Developmental Communication

Most of these activities can be executed at minimum cost. The Municipality should decide what are the most feasible. Selected activity should however be continuous in order to close the gap between Municipality and residents. Social media and loud hailing is minimal and cheapest.



Activity	Timeframe	Costs	Remarks
Municipal Imbizos and Thusong Centre Outreaches	National and Provincial Government have two sessions per year in April and October. Municipalities forms part of these but it is encouraged that they have it more often	1) Rental of Halls 2) Transport 3) Pamphlet, posters 4) Sound hire (internal) 5) Newsletter 6) Radio/Newspaper advertising	This form of communication has proven, from presidential level to the levels of local government, to be the most popular with the electorate. The format is to provide a platform where residents can raise their concerns directly to the politicians and officials. CDW's can be used to mobilize communities. This activity should be complimented with media liaison. Consider GCIS as a partner.
Municipal road shows and public meetings	On-going	1) Exhibition material 2) Transport 3) Pamphlet, posters 4) Transport 5) Radio/Newspaper 6) Social Media	The aim of this activity is to have a format whereby municipal departments (housing, social development, ect.) go around to communities and inform residents about how they function and how communities can access them.
Ward Committee Meetings	On-going	1) Radio/Newspaper Advertising 2) Pamphlets, posters	Heads of departments, along with ward councillor, should engage the committee in developments at the council. The challenge should be to explain to residents the importance of ward committees.
Taking council to the people	Quarterly	1) Community Hall 2) Sound hire 3) Catering (if necessary) 4) Pamphlet, posters 5) Transport 6) Newsletter 7) Radio/Newspaper advertising	This will involve a major PR exercise. The council should consider holding one meeting within the community. Members of the public should attend and observe. The effect of this activity would bring the council and the municipality very close to the people and should bridge the gap between residents and the municipality. Every three months the council should consider holding a meeting in a different town. Consider GCIS as a partner.
Open Days at Municipality/ Jamborees	Quarterly	1) Community Hall 2) Sound hire 3) Catering (if	The Open Days can be expanded by inviting government departments to exhibit at the municipality as well as District Municipality.



		necessary) 4) Pamphlet, posters 5) Transport 6) Newsletter 7) Radio/Newspaper advertising	Allows for direct interaction.
Radio Talk shows	Monthly schedule	Approach radio station for slot. May carry cost.	Aim is to have Mayor, DM and MM going live on radio and deal with topical issues e.g. Project Consolidate and gains made. Consider contract
National Holidays and National Events	As per National Government Calendar	1) Community Hall 2) Sound hire 3) Catering (if necessary) 4) Pamphlet, posters 5) Transport 6) Newsletter 7) Radio/Newspaper advertising	Aim is to have a public event where municipality can interact with residents on all national days. Also targets specific audiences

Product Development, Marketing and Advertising

Activity	Timeframe	Cost	Remarks
External newsletter	Monthly/bi-monthly	1) Printing 2) Design 3) Translation into 3 languages 4) Collecting copy and writing stories 5) Distribution door-to-door	The external newsletter on a monthly basis has been the second most popular request by residents interviewed. In developed democracies a newsletter is an integral part of governance.
Online media	On-going		



Marketing material for captive audiences	As necessary	1) 10-minute visual/audio clips 2) Posters for clinics and pay-out points, churches. 3) Services Booklet to highlight and simplify services of the municipality /	Prices need to be confirmed. But the aim is to have some marketing material for captive audiences at clinics, pay-points where there will be people queuing. They do not have an option but to listen or read it.
Suggestion Box	On-going	Cost of putting up a box at the various municipal offices, front office, libraries or community centres.	Idea is to constantly monitor the suggestions of residents and reply or react to them.
24-hour call centre	24/7	Telephone bill / airtime	Aim is for residents to contact municipality with their concerns. (Officials can field calls).
Community Radio (if available)	Weekly	Part of tender	Radio advertising is going to be the most cost effective because radio is the most preferred media. Radio advertisement is also much cheaper than print and a wider target audience will be reached. Municipality decides what messages it needs to send out, put it into a 45 second radio advert and decide on advert schedule.
Advertising (newspaper)	Monthly	The Municipality produces its own monthly newsletter which is distributed to all residents, business and government departments.	Own newsletter can reduce this cost significantly.
Website	On-going		Can promote the municipality, provincially, nationally and internationally
Lobbying and presentations to government and parliamentary structures	On-going	Cost of presentation material. Cost of information packages to portfolio committee members.	Aim is to have a professional and convincing image whenever briefing politicians or other constitutional bodies.



Many of these issues can be addressed through the development of a staff intranet. At this point in time, a staff newsletter is sent to staff electronically and copied for all depots. The intranet comprises of staff news, human resource information and updates, training, retirements and long service.

Implementation

The following implementation plan might be considered:

Communication Cycle

Month	Activity
January	Opening of Council Focus on Education Adjustment Budget of Council Message from the Mayor on Matric Results
February	State of the Nation Address: President State of the Province Address: Premier Budget Vote Opening of Council
March	Campaign – Revenue Collection Human Rights Day Draft IDP and municipal budget SDBIP
April	Ward Committee and Public Participation Employee Wellness Day Freedom Day IDP Public consultation



Month	Activity
May	Workers Day IDP and Budget approval & Mayors speech on the State of the Municipality.
June	Campaign – Environmental Awareness & Recycling Youth Month/Day Campaign promoting IDP Contract with the People: Service Delivery Budget Implementation Plan Performance agreement of Municipal Manager and Senior Managers
August	Women's Month Preparing IDP/Budget Process Plan
September	Campaign – Tourism Month Heritage Day Environmental Projects – Arbor Day
October	Michell's Pass Half Marathon IDP Review starts – Public Participation Environmental Projects
November	IDP Review continues – Public Participation Anti-Fraud & Corruption Month 16 Days of Activism
December	16 Days of Activism continues Municipal Aged Day International Aids Day Festive Season Message from Mayor



Strategic plan & budget (2020-2025)

Good Governance: Witzenberg Communication		
Service Delivery Area		
Actions	Measurement	Relevant Agencies
Communications Implementation Plan approved	Communication Implementation Plan receiving an approved budget from Council	WM, CWDM, GCIS, LG & H
A Communications Implementation Structure in place	Approved communications responsibilities reflected on staff Job Description	WM, CWDM, GCIS, LG & H
Implement a training program for Communications Implementation Plan structure	Councillors and staff demonstrate ability to manage effectively implementation of Communications Implementation Plan	WM, CWDM, GCIS, LG & H
Training of CDW's and Ward Committees to interface effectively with community on municipal matters	CDW's and Ward Committee members demonstrate their ability to effectively convey key municipal messages to community	WM, CWDM, GCIS, LG & H
Establish Communications Unit	Communications Unit reflected on approved Municipal Organogram	Municipality

** Budget not yet available and is subject to change if subsequent applications for adjustment budget are approved.

NOTE: According to the National Government's Communication Policy provision must be made of 1% to 5% of the institutional budget to fund the communication mandate – must be allocated to the communication function, based on the communication's strategic plan and the size of the institution. This budget must be ring-fenced.



Incident and Disaster Management Communication

The Control Room perform a significant function as they relay calls and queries from the public to the relevant officials to offer assistance. They offer the Municipality a 24 hour presence to the public. They require extensive knowledge of managing complaint, clientele service, query resolution and customer empathy. Their role becomes especially essential during incidents and disasters.

Standard incidents are usually resolved easily by local resources and line functions (traffic, police, fire services, emergency medical services) and seldom require publicity at municipal level, unless there are casualties. However, if an incident is declared a major incident, a contingency plan is put into effect and District Disaster Management is informed by the Municipality.

An incident is defined as an element of risk which exposes a hazard that poses direct harm to members of the public, environment or property. The Control Room reports all incidents to the Municipality by calling the administrative grapevine in addition to line functions. This grapevine consists of the Mayor, Municipal Manager, Directors and the dedicated communications official for the Municipality. Other managers and officials may be contacted depending on the nature of the incident, i.e. the Manager: Human Resources will be contacted in the event of a bomb scare at the municipal buildings to manage evacuation of employees.

An incident will escalate into a major incident if the local municipality cannot use their own resources to cope with the resolution of the problem. District Disaster Management will be called for assistance and once they have been informed of the magnitude of the major incident, they have the power to then declare it a disaster.

In the event of disaster, two communications hubs are formed, i.e. the Incident Command Post (ICP) and the Joint Operations Centre (JOC). The ICP monitor the incident from a close vantage point and relay/receive information from the line functions and persons involved with addressing the disaster. This consists of senior supervisors, directors, managers and chief officers relevant to addressing the disaster. The JOC consists of the Chiefs of Staff, Commanders and Heads of all senior functions i.e. Police Commissioner, Municipal Manager, Heads of Provincial Departments, etc.

A major incident involving joint work of the responding line functions will inevitably attract significant and sustained interest from the media. Once a disaster has been declared, all line functions and key stakeholders will be under pressure to provide an immediate statement. At the earliest opportunity a “holding” statement will be agreed upon and disseminated by the JOC through the appointment of the JOC media liaison officer. The JOC media liaison officer is chosen by virtue of his/her experience and skills (military service, qualifications, knowledge of the situation, etc.)



JOINT INFORMATION CENTER (JIC) ROLES AND RESPONSIBILTIES

Lead PIO:
• responsible for managing the JIC;
• serves as advisor to IC/UC;
• provides overall communication policy direction;
• recommends and develops strategy for messages, briefings, and news releases;
• obtains approval from those in authority before releases are made; and
• conducts JIS/JIC briefings (live or virtual) to update staff regarding Incident Command activities.

Information Gathering:
• Response Partners – Coordination with supporting response agencies and their PIOs at EOCs, incident command posts, and other locations to gather information on the incident.
• Media Monitoring Analysis/Rapid Response – Entails reviewing media reports for accuracy, content, and possible response.
• Research and Writing:
- Products – Writing materials such as media releases, fact sheets, flyers, etc.
- Graphics Support – Entails designing layouts, developing PowerPoint presentations, and creating graphics for a range of materials (e.g., newsletters, flyers, etc.).
• Audio-Visual:
- Broadcast Operations – Entails developing video documentation, special productions, remote live interview feeds, and logistical support of public meetings and presentations.
- Photo Video – Entails providing still photography documentation to support print and internet media needs, and video documentation to support broadcast media needs. Also includes collecting materials for agency archives.

Information Dissemination:
• Briefing/Special Events – Entails handling events such as news conferences, media briefings, VIP visits, and tours for senior officials of affected areas.
• Media Relations:
- News Desk – Serves as the primary point of contact for the media.
- Spokesperson – Prepares and conducts regular news briefings and conferences.
• Web Support – Entails creating and maintaining web pages and blogs containing information about the incident for use by the public and the media.
• Public Inquiries – Entails responding to questions from citizens, making referrals, and developing a log of telephone calls, e-mails, etc., containing names, addresses, the type of calls, and any necessary follow up actions.

Operations Support:
• Special Needs/Multilingual – Entails providing language translation and other services to ensure appropriate and timely information reaches those in the affected areas with special needs.
• Facility Support – Coordinates with the JIC Facility Liaison to maintain and support the JIC operations concerning the facility and resources.

Liaison:
Provides a coordinated two-way communication link with key program areas and other entities involved in the response and recovery operation (e.g., elected officials, community leaders, VIPs, and other governmental and NGO support agencies).

DEMOBILIZING THE JOINT INFORMATION CENTER (JIC)
• prepare a comprehensive deactivation news release for lead-agency approval and distribution;
• notify community, media, agency communications managers and local officials about closing and provide regional contact information;
• provide casebooks to communication managers whose organizations will assume responsibility for ongoing information;
• complete an after-action report and participate in evaluation discussions;
• return borrowed equipment and supplies;
• inventory equipment and supplies; and
• replenish “Go Kits” as necessary.



COMMUNICATION STRATEGY

SITUATION / SOCIO-POLITICAL CONCERNS

AUDIENCE

-
  - Local communities / businesses
- Visitors / recreationists
- Media
- Elected officials

- Agency Personnel
- Incident Personnel
- Partner Agencies
- Nearby Incidents

OBJECTIVES

- Keep internal and external audiences informed with accurate, timely information.
- Be the first and best source of information about the fire; Update information frequently.
- Address rumors to prevent confusion.
- Accommodate media requests quickly and safely.
- Communicate consistent messages about the benefits and risks associated with wildland fire.
- Collaborate with interagency and community partners for maximum efficiency and effect.

STAFFING

Current

Target

KEY MESSAGES

- Safety always comes first in fire management.
- Fire management decisions are based on many factors.
- In general, fire seasons are becoming longer and many fires are more difficult to suppress.
- In fire, we all work together.
- Firefighters count on you.

TACTICS

- ☐
  - Info Center
- ☐ Daily Briefings
- ☐ Daily Update
- ☐ News Releases
- ☐ Notification Phone Calls
- ☐ E-mail
- ☐ Website
- ☐ FireWeb
- ☐ Social Media
- ☐ Handouts
- ☐ Fire Info Boards
- ☐ Traplines
- ☐ Roving Contacts
- ☐ Community Meetings
- ☐ Employee Meetings
- ☐ Media Escorts
- ☐ Press Conference
- ☐ Camp Boards for Fire

Personnel

- ☐ Info Updates for Spike

Camp

- ☐ Community Events
- ☐ PSAs
- ☐ Tours of Camp / Fire
- ☐ VIP Briefing Packets
- ☐ Incident Newsletter
- ☐ Other

EVALUATION

Accurate media coverage? Web chatter? Community feedback? Host unit feedback?

Possible monitoring tools include:

-
  - http://news.google.com
- http://www.google.com/reader
- http://www.google.com/alerts
- http://www.icerocket.com/
- http://technorati.com/
- http://addictomatic.com/
- http://www.monitter.com/
- http://trendsmap.com/



In this instance, the dedicated communications official for the Municipality becomes the media liaison to the Municipal Manager and assists with the drafting of media releases, provision of photographs, preparation of the media spokesperson/s, gathering information from the ICP and relaying it to the JOC media liaison officer on behalf of the Municipality only, unless the JOC instructs otherwise.

The JOC Media Liaison Officer will arrange joint media conferences with appointed spokespeople and the media. The media becomes a vital vehicle of communication in a disaster situation, especially if humanitarian aid is required. As a standard operating procedure, no politicians are allowed to be a part of the ICP or the JOC. They are also not allowed to be media liaisons, unless through the express instruction of the JOC.

Disasters, managed or not, have negative impact on the corporate identity and so are only called in the event of no other viable option in the protection of life, property or the environment. The aim of resolution in the contingency plan is to place the Municipality in a better position than before the disaster and this can only be achieved through addressing issues openly and strategically.

Principles for Handling Incident Related Media Enquiries

Subject to any incident details being declared as sensitive in terms of Protection of Personal Information Act (often called the POPI Act or POPIA) of 2013, it is the objective to deal with the media by employing the following principles:

1. We will be factual and careful
   - We will not guess.
   - We will deal strictly with the facts.
   - We will not speculate or offer any personal opinions on policy. If we are in a position to do so, we may explain approved policy.
   - If we cannot answer a question, we will try to get the information as soon as possible.

2. We will follow through as promised
   - If we know that a spokesperson has been assigned or that a better source is available for more detailed information on an incident, issue or policy, we may provide the minimum facts and refer the journalist to that source or alternatively, we will make further enquiries and will look for the spokesperson that is better able to assist. Thus, the spokesperson can call the journalist directly after he/she has been briefed.

3. We will be open, honest and straight forward
   - We will not evade questions or deny a fact.
   - If we are unable to provide an answer, we will say so.
   - If we do not understand a question, we will ask to have it repeated or clarified.
   - We will not answer hypothetical questions (i.e. what if…), as answers to hypothetical questions are too vague and easily open to interpretation.



4. We will try to be clear
   - We will try to avoid technical jargon and acronyms.

5. We will be impartial
   - We will not blame anyone or make any judgements about liability or cause during an incident.
   - We will not speak about the actions or involvement of another line function or organisational branch of government except to acknowledge their involvement.

6. We will state when we are unable to answer a question. Never say “no comment”.

7. We will be co-operative
   - It is our intention to develop good relationships with journalists and media representatives and we will not advantage/disadvantage any of them.

8. Be forthcoming with public information
   - We will clarify inaccurate rumours as soon as possible and attempt to report new developments immediately.

9. We will keep a record of conversations or interviews with journalists
   - In the event that our comments are taken out of context, we shall reserve the right to request an immediate retraction whilst reserving any legal right to pursue the matter further should it be deemed necessary.

10. Turnaround time for Media enquires and responses / comment
    - Media enquires received by Manager: Marketing and Communication will be sent to the Manager of the relevant department for comment, which is to be provided within 48 hours in order to meet deadlines. Acceptations may be made as per the directive of the Accounting Officer, who is the official spokesperson for the Municipality unless the directive is given stating otherwise.

Adhering to these principles will ensure that crisis communication is managed and controlled.



Monitoring, Evaluation & Review

The development of this strategy and action plan is only the beginning. Regular monitoring and review will need to be undertaken to ensure that the Authority is meeting the strategic aims set out in the strategy.

The monitoring, evaluating and reviewing of the communications strategy should be done every 5 year cycle after the implementation. Generally monitoring, evaluation and reviews consist of testing how successful the implementation of the strategy has been. An independent external service provider should ideally be used to ensure independence if resources allow.

To curb costs though, it is recommended that Witzenberg employs a communications officer who will have to develop a monitoring and evaluation mechanism, or identify a person to undergo training to conduct such elementary monitoring and evaluation, who will then train internal staff members to build up the Municipality's capacity in this regard.

The evaluation should pick up on the recommendations in the strategy to ensure changes have been made and to see how successful implementation is. It will show any additional changes that should be made and will highlight the successes that came out of the strategy.

A door-to-door survey, possibly undertaken with the assistance of the Community Development Workers and GCIS, as well as media monitoring will determine the impact of the successfully implemented strategy. The results of the survey should be measured against the first survey undertaken when the communications strategy was being developed.

A confidential internal survey should also be undertaken to determine changes within staff attitude and moral annually.

Conclusion

Witzenberg Municipality faces many challenges and can be fully addressed through effective communication and a positive corporate image. The commissioning of a study to determine the internal as well as the external communications environment will mark the start of the Municipality's endeavours to put strategic communications at its rightful place in the political and administrative structure of the municipality. Continued monitoring and public engagement will contribute greatly towards establishing Witzenberg Municipality as a municipality for the community, providing assistance and support to its residents.

