WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

44, Ceres, 6835
50 Voortrekker St/ Str, Ceres, 6835
Suid Afrika/ South Africa
+27 23 316 1854
+27 23 316 1877
admin@witzenberg.gov.za
www.witzenberg.gov.za

Kennis word hiermee gegee in terme van Artikel 29 van die Plaaslike Regering : Munisipale Strukture Wet, 1998 (Wet 117 van 1998) soos gewysig, dat 'n **Gewone Raadsvergadering** van die Munisipaliteit Witzenberg gehou sal word op **Woensdag, 23 Januarie 2019** om **10:00** in die **Raadsaal, Munisipale Kantore, Voortrekkerstraat 50, Ceres**.	Notice is hereby given in terms of Section 29(2) of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) as amended, that an **Ordinary Council Meeting** of the Witzenberg Municipality will be held in the **Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres** on **Wednesday, 23 January 2019** at **10:00**.

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

TER INLIGTING / FOR INFORMATION

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

Per e-pos		
Alderlady MC du Toit E-mail: dutoit.marina@gmail.com	Ceres Business Initiative Mr N Bettesworth. Cell: (083) 462-8345 E-mail: manager@cerescbi.co.za	DAWI Mnr. M Mentor Cell: (073) 620-0238 E-mail: markmentor585@gmail.com

ALDERMAN TT GODDEN
SPEAKER

16 January 2019

AGENDA

1. OPENING AND WELCOME

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

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

Council's congratulations are conveyed to the following councillors and/or spouses on their birthdays:

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

NOTED.

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

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

4. MINUTES

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

The following minutes are attached:

(a) Council meeting, held on 6 December 2018: **Annexure 4.1(a)**.
(b) Special Council meeting, held on 8 January 2019: **Annexure 4.1(b)**.

RECOMMENDED

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

(i) Council meeting, held on 6 December 2018.
(ii) Special Council meeting, held on 8 January 2019.

4.2 Outstanding matters (3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.2.1	7/1/4/2	Item 8.4.2 of 5 December 2017 Request to purchase erf 3605, Ceres or a portion thereof	Municipal Manager	That the matter be held in abeyance until the next meeting.	Awaiting outcome of meeting between MEC for Housing and Bella Vista community	
4.2.2	17/4/2/1 & 17/4/2/P	Item 12.2.1 of 5 December 2017 Constitutional obligation of municipalities to provide suitable alternative accommodation in evictions	Corporate Services	That the matter be held in abeyance until being workshopped by Council.		
4.2.3	17/9/2	Item 8.3.1 of 31 October 2018 Report on site meetings and public participation process: Parks innovation programme	Community Services	That the matter be held in abeyance and referred back to Committee for Community Development.		

RECOMMENDED

That notice be taken of the outstanding matters.

5. MOTIONS AND NOTICE OF SUGGESTIONS

6. INTERVIEWS WITH DELEGATIONS

6.1 Emergency and Disaster Services within Local Government (17/7/3/R)

Mr Jerome Topley of PBS Technologies will be making a presentation on emergency and disaster services within local government.

NOTED

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

The reports/minutes of the following meetings are attached:

(a) Municipal Public Accounts Committee, held on 18 May 2018: **Annexure 7.1(a)**.
(b) Local Labour Forum, held on 26 September 2018: **Annexure 7.1(b)**.

RECOMMENDED

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

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Section 71 monthly reports of the Directorate Finance: September, October and November 2018 (9/1/2/2)

Note: These reports have not been tabled to the Committee for Corporate and Financial Services as there are no committee meetings scheduled for January 2019.

The following items refer:

(a) Item 8.1 of the Performance, Risk and Audit Committee, held on 26 October 2018.
(b) Item 8.1 of the Performance, Risk and Audit Committee, held on 23 November 2018.
(c) Item 7.1.1 of the Executive Mayoral Committee meeting still to be held.

The following Section 71 monthly reports of the Directorate Finance are attached:

(a) September 2018: **Annexure 8.1.1(a)**.
(b) October 2018: **Annexure 8.1.1.1(b)**.
(c) November 2018: **Annexure 8.1.1(c)**.

The Performance, Risk and Audit Committee resolved on 26 October 2018 to recommend to the Executive Mayoral Committee and Council:

that the Section 71 monthly report of the Directorate Finance for September 2018 be approved and accepted.

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 23 November 2018:

- The Performance, Risk and Audit Committee expressed concern with regard to the amount for overtime for the fire-fighters.
- The Director: Finance explained that the increase for salaries in the budget is due to a number of new appointments.
- The Performance, Risk and Audit Committee requested that in future all deviations be thoroughly substantiated with valid reasons. The Committee furthermore requested that when deviations show massive increases a note be included in the statements to explain.
- The Performance, Risk and Audit Committee expressed concern with regard to the numbers which did not agree as it was used for the first time in the new report. The numbers also complicate the report. The Chief Financial Officer mentioned that the format of the report has changed to be more in line with the budgetary report of the Department Treasury. However, the Chief Financial Officer will look into the matter.

The Performance, Risk and Audit Committee resolved on 23 November 2018 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that the Section 71 monthly report of the Directorate Finance for October 2018 be noted and accepted.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 monthly reports of the Department Finance for September, October and November 2018 and same be accepted.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 monthly reports of the Department Finance for September, October and November 2018 and same be accepted.

8.1.2. AGSA Audit report: 2017/2018 (5/14/1/15)

The following items refer:

(a) Item 5 of the Performance, Risk and Audit Committee meeting, held on 23 November 2018.

(b) Item 7.1.2 of the Executive Mayoral Committee meeting still to be held.

The AGSA Audit Report for 2017/2018 is attached as **annexure 8.1.2**.

The Performance, Risk and Audit Committee resolved on 23 November 2018 to recommend to the Executive Mayoral Committee and Council:

that notice be taken of the AGSA Audit Report for 2017/2018 and same be accepted.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the AGSA Audit Report for 2017/2018 and same be accepted.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the AGSA Audit Report for 2017/2018 and same be accepted.

8.1.3 Mid-year Budget Statement and Performance Assessment (Section 72 Report) for period 1 July to 31 December 2018
(9/1/1 & 5/1/5/11)

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

The following documents are attached:

(a) Memorandum from the Acting Director: Finance, dated 15 January 2019: **Annexure 8.1.3(a)**.

(b) Mid-year Budget Statement and Performance Assessment (Section 72 Report) for the period 1 July to 31 December 2018: **Annexure 8.1.3(b)**.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Mid-year Budget Statement and Performance Assessment (Section 72 Report) for the period 1 July to 31 December 2018 and same be accepted.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Mid-year Budget Statement and Performance Assessment (Section 72 Report) for the period 1 July to 31 December 2018 and same be accepted.

8.1.4 Quarterly Budget Statement Report [Section 52(d)] for period 1 October 2018 to 31 December 2018
(9/1/2/2)

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

The Quarterly Budget Statement Report [Section 52(d)] for the period 1 October 2018 to 31 December 2018 is attached as **annexure 8.1.4**.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Quarterly Budget Statement Report [Section 52(d)] for the period 1 October 2018 to 31 December 2018 and same be accepted.

(b) that the report be referred to the Municipal Public Accounts Committee and Performance, Risk and Audit Committee of Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Quarterly Budget Statement Report [Section 52(d)] for the period 1 October 2018 to 31 December 2018 and same be accepted.

(b) that the report be referred to the Municipal Public Accounts Committee and Performance, Risk and Audit Committee of Council.

8.1.5 Witzenberg Annual Report and Oversight Report: 2017/2018 (5/14/2 & 9/1/1)

Item 7.2 of the Municipal Public Accounts Committee meeting, held on 16 January 2019, refers.

The Municipal Public Accounts Committee resolved on 16 January 2019 to recommend to Council:

(a) that having fully considered the 2017/2018 Annual Report of the Witzenberg Municipality, Council adopts the 21017/2018 Oversight Report and approves the 2017/2018 Annual Report without reservations.

(b) that the further recommendations made in the Oversight Report be considered by Council and that same be accepted for implementation.

The following memorandum, dated 16 January 2019, was received from the Municipal Manager:

"Purpose

The purpose of this report is to submit the Annual Report and Oversight Report for 2017/2018 to Council for consideration.

Legislature framework

In terms of Section 127 (2) of the Municipal Finance Management Act (Act 56 of 2003), the Mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality and of any municipal entity under the municipality's sole or shared control.

Section 129 to 131 of the Municipal Finance Management Act (Act 56 of 2003) states as follows:

'**129. Oversight reports on annual reports.**
(1)The council of a municipality must consider the annual report of the municipality and of any municipal entity under the municipality's sole or shared control, and by no later than two months from the date on which the annual report was tabled in the council in terms of section 127, adopt an oversight report containing the council's comments on the annual report, which must include a statement whether the council—
(a) has approved the annual report with or without reservations;
(b) has rejected the annual report; or
(c) has referred the annual report back for revision of those components that can be revised.
(2) The accounting officer must—
(a) attend council and council committee meetings where the annual report is discussed, for the purpose of responding to questions concerning the report; and

(b) submit copies of the minutes of those meetings to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.

(3) The accounting officer must in accordance with section 21A of the Municipal Systems Act make public an oversight report referred to in subsection (1) within seven days of its adoption.

(4) The National Treasury may issue guidelines on—

(a) the manner in which municipal councils should consider annual reports and conduct public hearings; and

(b) the functioning and composition of any public accounts or oversight committees established by the council to assist it to consider an annual report.

(5) No guidelines issued in terms of subsection (4) are binding on a municipal council unless adopted by the council.

(6) This section, with the necessary modifications as the context may require, is also applicable if only components of the annual report were tabled in terms of section 127 (3).

130. Council meetings open to public and certain public officials.

(1) The meetings of a municipal council at which an annual report is to be discussed or at which decisions concerning an annual report are to be taken, must be open to the public and any organs of state, and a reasonable time must be allowed—

(a) for the discussion of any written submissions received from the local community or organs of state on the annual report; and

(b) for members of the local community or any organs of state to address the council.

(2) Representatives of the Auditor-General are entitled to attend, and to speak at, any council meeting referred to in subsection (1).

(3) This section, with the necessary modifications as the context may require, is also applicable if only components of the annual report were tabled in terms of section 127 (3).

131. Issues raised by Auditor-General in audit reports.

(1) A municipality must address any issues raised by the Auditor-General in an audit report. The mayor of a municipality must ensure compliance by the municipality with this subsection.

(2) The MEC for local government in the province must—

(a) assess all annual financial statements of municipalities in the province, the audit reports on such statements and any responses of municipalities to such audit reports, and determine whether municipalities have adequately addressed any issues raised by the Auditor-General in audit reports; and

(b) report to the provincial legislature any omission by a municipality to adequately address those issues within 60 days.'

Discussion

The Draft Annual Report for 2017/2018 was tabled to Council on 6 December 2018.

Council resolved on 6 December 2018:

(a) that notice be taken of the Draft Witzenberg Municipality Annual Report for 2017/2018.

(b) that a public participation process be followed as prescribed by law.

(c) that the Municipal Public Accounts Committee compiles an oversight report on the Draft Annual Report as per its delegated powers.

The following reports are attached:

(a) Annual Report for 2017/2018: **Annexure 8.1.5(a)**.
(b) Oversight Report for 2017/2018: **Annexure 8.1.5(b)**.

RECOMMENDED

(a) *that having fully considered the 2017/2018 Annual Report of the Witzenberg Municipality, Council adopts the 2017/2018 Oversight Report and approves the 2017/2018 Annual Report without reservations.*

(b) *that notice be taken of the recommendations of the Municipal Public Accounts Committee and that same be accepted and implemented.*

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Notule van vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg: 20 April 2018 (15/04/P)

Die volgende items verwys:

(a) Item 7.3 van die vergadering van die Komitee vir Tegniese Dienste, gehou op 23 Mei 2018.

(b) Item 7.2.4 van die Uitvoerende Burgemeesterskomitee vergadering, gehou op 23 Julie 2018.

(c) Item 8.2.5 van die Raadsvergadering, gehou op 25 Julie 2018.

(d) Item 7.2.1 van die Uitvoerende Burgemeesterskomitee vergadering gehou op 30 Oktober 2018.

(e) Item 8.2.1 van die raadsvergadering, gehou op 31 Oktober 2018.

(f) Item 7.2.1 van die Uitvoerende Burgemeesterskomitee vergadering wat nog gehou moet word.

Die notule van 'n vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg, gehou op 20 April 2018, word aangeheg as **bylae 8.2.1**.

Die Komitee vir Tegniese Dienste het op 23 Mei 2018 besluit:

Om by die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

dat die Raad kennis neem van die notule van 'n vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg, gehou op 20 April 2018 en dat dit aanvaar word.

Die volgende aanbeveling is aan die Uitvoerende Burgemeesterskomitee voorgelê:

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die Raad kennis neem van die notule van 'n vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg, gehou op 20 April 2018 en dat dit aanvaar word.

Die Uitvoerende Burgemeesterskomitee het op 23 Julie 2018 besluit dat die aangeleentheid rakende die notule van 'n vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg, gehou op 20 April 2018, oorstaan tot die eerskomende vergadering.

Die Raad het op 25 Julie 2018 eenparig besluit dat kennis geneem word dat die aangeleentheid rakende die notule van 'n vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg, gehou op 20 April 2018, oorgehou is deur die Uitvoerende Burgemeesterskomitee tot die eerskomende vergadering.

Die Uitvoerende Burgemeesterskomitee het op 30 Oktober 2018 besluit dat die aangeleentheid rakende die notule van 'n vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg, gehou op 20 April 2018, oorstaan tot die volgende vergadering.

Die Raad het op 31 Oktober 2018 eenparig besluit dat die aangeleentheid rakende die notule van 'n vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg, gehou op 20 April 2018, oorstaan tot die eerskomende vergadering.

Die volgende aanbeveling word aan die Uitvoerende Burgemeesterskomitee voorgelê:

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die Raad kennis neem van die notule van 'n vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg, gehou op 20 April 2018 en dat dit aanvaar word.

AANBEVEEL

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die Raad kennis neem van die notule van 'n vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg, gehou op 20 April 2018 en dat dit aanvaar word.

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

The following items refer:

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

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

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

(d) Item 7.2.2 of the Executive Mayoral Committee meeting still to be held.

The following documents are attached:

(a) Memorandum from the Senior Manager: Electro-Technical Services, dated 27 June 2018: **Annexure 8.2.2(a)**.

(b) Master Planning and Status Report on 11 kV structure in Ceres: Period 2018 – 2028: Document 1: **Annexure 8.2.2(b)**.

(c) Master Planning and Status Report on 11 kV structure in Tulbagh: Period 2018 – 2028: Document 2: **Annexure 8.2.2(c)**.

(d) Master Planning and Status Report on 11 kV structure in Wolseley: Period 2018 – 2028: Document 3: **Annexure 8.2.2(d)**.

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

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

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

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

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

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

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

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

The following recommendation is tabled to the Executive Mayoral Committee:

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

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

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

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

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

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

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

8.2.3 Appèl teen tweede wooneenheid: Erf 2245, Albertsingel 26, Ceres (15/4/R)

Die volgende items verwys:

(a) Item 8.2.1 van die raadsvergadering gehou op 25 Januarie 2016.

(b) Item 7.2.4 van die Uitvoerende Burgemeesterskomitee-vergadering gehou op 30 Oktober 2018.

(c) Item 8.2.5 van die raadsvergadering gehou op 31 Oktober 2018.

(d) Item 7.2.3 van die Uitvoerende Burgemeesterskomitee-vergadering, gehou op 3 Desember 2018.

(e) Item 7.2.3 van die Uitvoerende Burgemeesterskomitee-vergadering wat nog gehou moet word.

(e) Item 8.2.3 van die raadsvergadering gehou op 6 Desember 2018.

Die Raad het op 25 Januarie 2016 besluit dat die appèl van mnr. P Hardneck teen die Komitee vir Tegniese Dienste se goedkeuring van die aansoek om vergunning vir 'n tweede wooneenheid op erf 2245, Albertsingel 26, Ceres, gehandhaaf word.

'n Memorandum vanaf die Direkteur: Tegniese Dienste, gedateer 17 September 2018, word aangeheg as **bylae 8.2.3**.

Die Uitvoerende Burgemeesterskomitee het op 30 Oktober 2018 besluit dat die aangeleentheid rakende die appèl teen 'n tweede wooneenheid op erf 2245, Albertsingel 26, Ceres oorstaan tot die eerskomende vergadering.

Die Raad het op 31 Oktober 2018 eenparig besluit dat die aangeleentheid rakende die appèl teen 'n tweede wooneenheid op erf 2245, Albertsingel 26, Ceres oorstaan tot die eerskomende vergadering.

Die Uitvoerende Burgemeesterskomitee het op 3 Desember 2018 besluit:

(a) dat die aangeleentheid rakende die appèl teen 'n tweede wooneenheid op erf 2245, Albertsingel 26, Ceres oorstaan tot die eerskomende vergadering

(b) dat die komiteelede na die transkripsie van die bandopnames luister.

Die Raad het op 6 Desember 2018 besluit:

(a) dat die aangeleentheid rakende die appèl teen 'n tweede wooneenheid op erf 2245, Albertsingel 26, Ceres oorstaan tot die eerskomende vergadering.

(b) dat die bandopname van die bespreking van item 8.2.1 van die raadsvergadering gehou op 25 Januarie 2016, getranskribeer word.

Die aangeleentheid word ter oorweging aan die Uitvoerende Burgemeesterskomitee voorgelê.

AANBEVEEL

Ter oorweging van die Uitvoerende Burgemeesterskomitee se aanbeveling aan die Raad.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 Beleid vir behuisingstoekennings: Trichardtstraat-woonstelle (17/04/1/1/1)

Die volgende items verwys:

(a) Item 9.1.6 van die Komitee vir Behuisingsaangeleenthede, gehou op 7 Junie 2018.

(b) Item 7.3.7 van die Uitvoerende Burgemeesterskomitee vergadering, gehou op 23 Julie 2018.

(c) Item 8.3.6 van die Raadsvergadering, gehou op 25 Julie 2018.

(d) Item 8.3.4 van die Raadsvergadering, gehou op 31 Oktober 2018.

'n Memorandum vanaf die Bestuurder: Behuising, gedateer 25 Mei 2018, word aangeheg as **bylae 8.3.1**.

Die Komitee vir Behuisingsaangeleenthede het op 7 Junie 2018 besluit om by die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

dat die aangeleentheid rakende die konsepbeleid vir behuisingstoekennings te Trichardtstraat-woonstelle gewerkswinkel word.

Die Uitvoerende Burgemeesterskomitee het op 23 Julie 2018 besluit dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel dat die aangeleentheid rakende die konsepbeleid vir behuisingstoekennings van die Trichardtstraat-woonstelle gewerkswinkel word.

Die Raad het op 25 Julie 2018 eenparig besluit dat die aangeleentheid rakende die konsepbeleid vir behuisingstoekennings te Trichardtstraat-woonstelle gewerkswinkel word.

Die Raad het op 31 Oktober 2018 besluit dat die aangeleentheid rakende die Beleid vir Behuisingstoekennings te Trichardtstraat-woonstelle deur die Raad gewerkswinkel word.

AANBEVEEL

Ter oorweging.

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

None

NOTED

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

10. FORMAL AND STATUTORY MATTERS

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

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

12. COUNCIL-in-COMMITTEE

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 6 DECEMBER 2018 AT 09:00

PRESENT

Councillors, Aldermen and Alderlady

Alderman TT Godden (Speaker)
Councillor BC Klaasen (Executive Mayor)
Alderman K Adams (Deputy Executive Mayor)
Alderlady JT Phungula
Alderman HJ Smit
Alderman JJ Visagie
Councillor TE Abrahams
Councillor P Heradien
Councillor MD Jacobs
Councillor D Kinnear
Councillor GG Laban
Councillor C Lottering
Councillor TP Mgoboza
Councillor ZS Mzauziwa
Councillor N Phatsoane
Councillor EM Sidego

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr HJ Kritzinger (Director: Finance)
Mr M Mpeluza (Director: Corporate Services)
Mr G Louw (Head: Internal Audit)
Ms L Nieuwenhuis (Legal Advisor)
Mr A Hofmeester (IDP Manager)
Mr CG Wessels (Manager: Administration)
Ms CJ Mackenzie (Manager: Housing)
Ms MJ Prins (Acting Principal Administrative Officer)
Ms M Badela (Interpreter)
Ms A Klazen (Intern)

Other attendees

Mr L Welgemoed (Department of Human Settlement)
Mr P Chandaka (Department of Human Settlement)
Ms P Mayisela (Department of Human Settlement)
Mr A Raatz (Department of Human Settlement)

1. OPENING AND WELCOME

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

NOTED

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

Applications for leave of absence from the meeting were received from Alderman JW Schuurman and Councillors P Daniels and D Swart.

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

UNANIMOUSLY RESOLVED

(a) that the applications for leave of absence from the meeting, received from Alderman JW Schuurman (ANC) and Councillors P Daniels and D Swart (DA), be approved and accepted.

(b) that notice be taken of the apology for absence from the meeting, received from the Deputy Director: Finance.

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

The Executive Mayor conveyed Council's congratulations to the following Alderman, Councillors and spouses on their birthdays:

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

NOTED.

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

(a) The Speaker referred to the matter in respect of safety at home for councillors and municipal staff and requested that it be regarded as serious.

(b) The Speaker mentioned that the tablet problem for councillors will be solved in the near future and requested patience.

(c) The Speaker announced that the Executive Mayor will visit Denmark from 8 until 16 December 2018 for municipal purposes.

(d) The Speaker announced that the year-end function for Council will be held in the Plantation Hall, Pine Forest Resort on Thursday, 13 December 2018 at 16:00. Partners are welcome and the dress code is informal.

(e) The Speaker announced that Council recess for the festive season will be from 18 December 2018 until 7 January 2019.

(f) The Speaker wished Council a blessed festive season and a prosperous new year.

NOTED

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

(a) The Executive Mayor congratulated Councillor G Laban and his spouse on their marriage celebration.

(b) The Executive Mayor congratulated the ANC on winning the by-election in Ward 9.

(c) The Executive Mayor expressed best wishes to all councillors and municipal staff for the festive season and a prosperous new year.

(d) The Executive Mayor referred to the fifth commemoration of the passing of the late President Nelson Mandela.

(e) The Executive Mayor requested all councillors to ensure that the SASRIA insurance forms are completed and submitted to the Department Finance.

(f) The Executive Mayor congratulated Alderman JJ Visagie on his jubilee (50th) birthday.

NOTED

4. MINUTES

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

The minutes of the Council meeting, held on 31 October 2018, are attached as **annexure 4.1**.

UNANIMOUSLY RESOLVED

that the minutes of the Council meeting, held on 31 October 2018, be approved and signed by the Speaker.

5. MOTIONS AND NOTICE OF SUGGESTIONS

None

NOTED

6. INTERVIEWS WITH DELEGATIONS

6.1 Presentation: Housing performance of Witzenberg Municipality (17/4/R)

A presentation on the housing performance of the municipality, made by the Chief Director of Housing: Western Cape, Ms P Mayisela, is attached as **annexure 6.1**.

UNANIMOUSLY RESOLVED

(a) that the Provincial Housing Department should have a meeting with the First Phase people on the housing integrated list and with Council within the next ten days after this council meeting.

(b) that a special Housing Committee meeting be held on 11 December 2018 to set the criteria for beneficiaries of the First Phase houses.

(c) that a special council meeting be held by 14 January 2019 with regard to the outcomes of the meetings supra (a) and (b).

(d) that the Municipal Manager be authorised to sign off the relevant housing contract.

---

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

The minutes of the following meetings are attached:

(a) Executive Mayoral Committee, held on 23 July 2018: **Annexure 7.1(a)**.

(b) Performance, Risk and Audit Committee, held on 21 September 2018: **Annexure 7.1(b)**.

(c) Committee for Housing Matters, held on 11 October 2018: **Annexure 7.1(c)**.

(d) Performance, Risk and Audit Committee, held on 26 October 2018: **Annexure 7.1(d)**.

UNANIMOUSLY RESOLVED

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

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Performance, Risk and Audit Committee: Second Bi-annual report on Performance Management: 2017/2018 (5/14/2)

Item 7.1.1 of the Executive Mayoral Committee meeting, held on 3 December 2018, refers.

The Second Bi-Annual report of the Performance, Risk and Audit Committee on Performance Management for 2017/2018 is attached as **annexure 8.1.1**.

The Executive Mayoral Committee resolved on 3 December 2018:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Second Bi-Annual report of the Performance, Risk and Audit Committee on Performance Management for 2017/2018 and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Second Bi-Annual report of the Performance, Risk and Audit Committee on Performance Management for 2017/2018 and same be accepted.

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

Item 7.1.2 of the Executive Mayoral Committee meeting, held on 3 December 2018, refers.

Purpose

To consider the reconnection of all electricity consumers over the festive period from 19 December 2018 until 4 January 2019.

Deliberation

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

The Executive Mayoral Committee resolved on 3 December 2018:

That the Executive Mayoral Committee recommends to Council:

(a) that the electricity of prepaid consumers be reconnected free of charge.

(b) that the electricity of the suspended conventional consumers be reconnected upon payment of a deposit of R300.00.

(c) that the concession of goodwill runs from 19 December 2018 until 4 January 2019.

(d) that the Chief Financial Officer ensures that the public be informed of the Council decision via notices placed at all municipal pay points.

UNANIMOUSLY RESOLVED

(a) that the electricity of prepaid consumers be reconnected free of charge.

(b) that the electricity of the suspended conventional consumers be reconnected upon payment of a deposit of R300.00.

(c) that the concession of goodwill runs from 19 December 2018 until 4 January 2019.

(d) that the Chief Financial Officer ensures that the public be informed of the Council decision via notices placed at all municipal pay points.

8.1.3 Draft Witzenberg Annual Report: 2017/2018
(5/14/2 & 9/1/1)

Item 7.1.3 of the Executive Mayoral Committee meeting, held on 3 December 2018, refers.

The following memorandum, dated 26 November 2018, was received from the Director: Finance:

"Purpose

The purpose of this report is to table the draft annual report for 2017/2018 to Council.

Legislature framework

In terms of Section 127 (2) of the Municipal Finance Management Act (Act 56 of 2003), the Mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality and of any municipal entity under the municipality's sole or shared control.

Discussion

The report of the Auditor-general of South Africa on the Annual Financial Statements, Predetermined Objectives, Compliance with Legislation and Internal Controls and the audited financial statements for the year ended 30 June 2018 must form part of the Draft Annual Report. The mentioned documents must be issued by the Auditor-general not later than 30 November 2018 and will be distributed at the council meeting.

The draft annual report for 2017/2018 is attached as **annexure 8.1.3**."

The Executive Mayoral Committee resolved on 3 December 2018:

That the Executive Mayoral Committee recommends to Council:

(i) that notice be taken of the Draft Witzenberg Municipality Annual Report for 2017/2018.

(ii) that a public participation process be followed as prescribed by law.

(iii) that the Municipal Public Accounts Committee compiles an oversight report on the Draft Annual Report as per its delegated powers, not later than 15 January 2019.

UNANIMOUSLY RESOLVED

(a) that notice be taken of the Draft Witzenberg Municipality Annual Report for 2017/2018.

(b) that a public participation process be followed as prescribed by law.

(c) that the Municipal Public Accounts Committee compiles an oversight report on the Draft Annual Report as per its delegated powers.

8.1.4 Finance: Incurrence of long-term debt (5/9)

The following items refer:

(a) Item 7.1.9 of the Executive Mayoral Committee meeting, held on 30 October 2018.
(b) Item 8.1.10 of the council meeting, held on 31 October 2018.
(c) Item 7.1.4 of the Executive Mayoral Committee meeting, held on 3 December 2018.

The following memorandum, dated 3 October 2018, was received from the Director: Finance:

"1. Purpose

The purpose of this report is to table the proposed incurrence of Long-term Borrowing for consideration to the Executive Mayor and Council.

2. Legal framework

Section 46(3) of the MFMA states the following:

'(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.'

3. Discussion

The cost of full maintenance lease has been compared to the cost of procuring vehicles and it was determined that procuring vehicles are the better option for the municipality.

The proposed loan and the funds budgeted for leasing of vehicles can be used to fund the following vehicles:

Small sedans	10
Performance sedans (Traffic department)	2
Small LDV	3
One ton LDV	11

A tender process was followed to identify a service provider for the long-term loan and it was recommended by the Bid Adjudication Committee that the tender 8/2/15/39 be awarded to NEDBANK.

Particulars of the proposed debt are as follow:

Amount of debt to be incurred: R3 500 000.

Purpose for which the debt is to be incurred: Vehicles: R3 500 000

Security to be provided: None

Repayment terms are as follow:

Description	Term of loan	Amount of loan required	Fixed lending rate charged by bidder
Acquisition of capital assets	3 years	R3 500 000	9.75 % (All in Rate NACS)

Loan amortization table

Bi-annual date	Capital	Interest	Payment (equal instalments)	Balance
Half-year payment 1	3 500 000	85 079	671 145	2 913 934
Half-year payment 2	2 913 934	144 000	671 145	2 386 789
Half-year payment 3	2 386 789	116 037	671 145	1 831 681
Half-year payment 4	1 831 681	89 539	671 145	1 250 074
Half-year payment 5	1 250 074	60 774	671 145	639 703
Half-year payment 6	639 703	31 442	671 145	0
Total		**R526 871**	**R4 026 871**	

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

That approval be granted by Council for the incurrence of long-term debt for the procurement of vehicles.

The Executive Mayoral Committee resolved on 30 October 2018 that the matter in respect of the incurrence of long-term debt be held in abeyance until after the advertisement thereof and again be submitted to the Executive Mayoral Committee and Council for a resolution.

Council unanimously resolved on 31 October 2018 that the matter in respect of the incurrence of long-term debt be held in abeyance until after the advertisement thereof and again be submitted to the Executive Mayoral Committee and Council for a resolution.

The incurrence of the long-term debt was re-advertised on 9 November 2018 and no comments were received.

The Executive Mayoral Committee resolved on 3 December 2018:

That the Executive Mayoral Committee recommends to Council:

that approval be granted by Council for the incurrence of long-term debt for the procurement of vehicles.

The DA and COPE alliance requested a caucus break from 10:30 until 10:40.

UNANIMOUSLY RESOLVED

that approval be granted by Council for the incurrence of long-term debt for the procurement of vehicles.

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Elektrisiteit: Straatbeligting: Waboomstraat, Prince Alfred's Hamlet (16/3/3/3)

Item 7.2.1 van die Uitvoerende Burgemeesterskomitee-vergadering, gehou op 3 Desember 2018, verwys.

'n Memorandum vanaf die Senior Bestuurder: Elektrotegniese Dienste, gedateer 15 Oktober 2018, word aangeheg as **bylae 8.2.1**.

Die Uitvoerende Burgemeesterskomitee het op 3 Desember 2018 besluit:

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(i) dat die Raad kennis neem van die probleemsituasie en die uitdagings wat daarmee gepaardgaan.

(ii) dat die Elektrisiteitsdepartement goedkeuring ontvang vir werke op die ESKOM-netwerk met betrekking tot onderhoud en herstelwerk.

(iii) dat die Raad kennis neem dat daar fondse beskikbaar is om die nodige werk te voltooi.

(iv) dat die Raad, indien dit ondersteun word, goedkeuring gee vir die installasie van bates, soos uiteengesit in die item, op die ESKOM-netwerk vir dié geval, weens die feit dat die bestaande kontrak met ESKOM skade deur vandalisme uitsluit.

(v) basiese dienslewering deur die munisipaliteit word vervat as `n doelstelling in die konstitusie dit sluit dan ook in die bevordering van `n veilige en gesonde omgewing. Dit word ook vervat in die Munisipale Stelselswet.

EENPARIG BESLUIT

(a) dat die Raad kennis neem van die probleemsituasie en die uitdagings wat daarmee gepaardgaan.

(b) dat die Elektrisiteitsdepartement goedkeuring ontvang vir werke op die ESKOM-netwerk met betrekking tot onderhoud en herstelwerk.

(c) dat die Raad kennis neem dat daar fondse beskikbaar is om die nodige werk te voltooi.

(d) dat die Raad, indien dit ondersteun word, goedkeuring gee vir die installasie van bates, soos uiteengesit in die item, op die ESKOM-netwerk vir dié geval, weens die feit dat die bestaande kontrak met ESKOM skade deur vandalisme uitsluit.

(e) basiese dienslewering deur die munisipaliteit word vervat as `n doelstelling in die konstitusie dit sluit dan ook in die bevordering van `n veilige en gesonde omgewing. Dit word ook vervat in die Munisipale Stelselswet.

8.2.2 Policy: Development charges
(15/4/P)

Item 7.2.2 of the Executive Mayoral Committee meeting, held on 3 December 2018, refers.

The following documents are attached:

(a) Memorandum from Director: Technical Services, dated 21 November 2018: **Annexure 8.2.2(a)**.

(b) Witzenberg Municipality Development Charges Policy: **Annexure 8.2.2(b)**.

(c) Services Agreement for Private Residential Township Development: **Annexure 8.2.2(c)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that the Development Charges Policy (revision 00) be adopted as a policy document.

(b) that the Services Agreement for Private Residential Township Development be adopted as a policy document.

The Executive Mayoral Committee resolved on 3 December 2018:

That the Executive Mayoral Committee recommends to Council:

(a) that the Development Charges Policy (revision 00) be workshopped by Council.
(b) that the matter in respect of supra (a) be held in abeyance until after the workshop.

UNANIMOUSLY RESOLVED

(a) that the Development Charges Policy (revision 00) be workshopped by Council.
(b) that the matter in respect of supra (a) be held in abeyance until after the workshop.

8.2.3 Appèl teen tweede wooneenheid: Erf 2245, Albertsingel 26, Ceres
(15/4/R)

Die volgende items verwys:

(a) Item 8.2.1 van die raadsvergadering gehou op 25 Januarie 2016.

(b) Item 7.2.4 van die Uitvoerende Burgemeesterskomitee-vergadering gehou op 30 Oktober 2018.

(c) Item 8.2.5 van die raadsvergadering gehou op 31 Oktober 2018.

(d) Item 7.2.3 van die Uitvoerende Burgemeesterskomitee-vergadering, gehou op 3 Desember 2018.

Die Raad het op 25 Januarie 2016 besluit dat die appèl van mnr. P Hardneck teen die Komitee vir Tegniese Dienste se goedkeuring van die aansoek om vergunning vir 'n tweede wooneenheid op erf 2245, Albertsingel 26, Ceres, gehandhaaf word.

'n Memorandum vanaf die Direkteur: Tegniese Dienste, gedateer 17 September 2018, word aangeheg as **bylae 8.2.3**.

Die Uitvoerende Burgemeesterskomitee het op 30 Oktober 2018 besluit dat die aangeleentheid rakende die appèl teen 'n tweede wooneenheid op erf 2245, Albertsingel 26, Ceres oorstaan tot die eerskomende vergadering.

Die Raad het op 31 Oktober 2018 eenparig besluit dat die aangeleentheid rakende die appèl teen 'n tweede wooneenheid op erf 2245, Albertsingel 26, Ceres oorstaan tot die eerskomende vergadering.

Die Uitvoerende Burgemeesterskomitee het op 3 Desember 2018 besluit:

(a) dat die aangeleentheid rakende die appèl teen 'n tweede wooneenheid op erf 2245, Albertsingel 26, Ceres oorstaan tot die eerskomende vergadering

(b) dat die komiteelede na die transkripsie van die bandopnames luister.

EENPARIG BESLUIT

(a) dat die aangeleentheid rakende die appèl teen 'n tweede wooneenheid op erf 2245, Albertsingel 26, Ceres oorstaan tot die eerskomende vergadering.

(b) dat die bandopname van die bespreking van item 8.2.1 van die raadsvergadering gehou op 25 Januarie 2016, getranskribeer word.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 Housing project: Vredebes, Ceres (17/4/1/1/2/4)

The following items refer:

(a) Item 6.1 of the meeting of the Committee for Housing Matters, held on 6 September 2018.

(b) Item 7.3.3 of the Executive Mayoral Committee meeting held on 30 October 2018.

(c) Item 8.3.5 of the council meeting held on 31 October 2018.

During the discussion of the monthly reports of the Section Housing for June, July and August 2018 the meeting was informed by the Manager: Housing that ASLA will start with the 154 single dwellings as per approved lay-out plan for Phase One. Council still needs to make a final decision in respect of the rest of the structures.

The Committee for Housing Matters resolved on 6 September 2018 to recommend to the Executive Mayoral Committee and Council that ASLA waits on the decision of Council regarding the construction of houses and that the Integrated List first needs to be approved by the Committee for Housing Matters.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

(i) that Messrs ASLA is awaiting the decision of Council regarding the construction of houses.

(ii) that the Integrated List first needs to be approved by the Committee for Housing Matters.

Council unanimously resolved on 31 October 2018 that the matter in respect of the housing project at Vredebes, Ceres be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

(a) that Messrs ASLA is awaiting the decision of Council regarding the construction of houses.

(b) that the Integrated List first needs to be approved by the Committee for Housing Matters.

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Proposed council meeting program: January until March 2019 (3/1/2/3)

Item 7.4.1 of the Executive Mayoral Committee meeting, held on 3 December 2018, refers.

The following memorandum, dated 23 November 2018, was received from the Manager: Administration:

"**1. Purpose**

To obtain the approval of the Executive Mayoral Committee as well as Council for the proposed Council meeting program for January until March 2019.

2. For decision

Council.

3. Executive summary

The Council meeting program and meeting schedule for January until March 2019 are attached as **annexure 8.4.1**. The program is essentially similar to that of 2018. It is recommended that the attached program for the period January until March 2019 be approved. Numerous requests were lodged to SALGA to provide their 2019 meeting and workshop dates, but nothing has been received to date. This is a phenomenon which happens every year and therefore the request for a quarterly approval.

Council is requested to approve the meeting program for January until March 2019 and that the program be finalised when the SALGA dates have been received. The quarterly Council meeting program of the Witzenberg Municipality has been synchronised with the meeting dates of the Cape Winelands District Municipality and is now submitted to Council for approval.

4. Discussion

4.1 Background and discussion

In terms of Section 19 of the Local Government Municipal Systems Act (Act 32 of 2000) the Municipal Manager must give notice to the public in a manner determined by the Municipal Council of the time, dates and venues of every ordinary meeting of the Council and special or urgent meetings of the Council except when time constraints make this impossible.

The proposed Council meeting program for January until March 2019 provides the list of scheduled meetings of Council, the Executive Mayoral Committee, the various Section 80 Committees, Municipal Public Accounts Committee (MPAC), Performance, Risk and Audit Committee (PRAC) and the Local Labour Forum (LLF) with the applicable time and date of the meetings.

Senior Management meetings are once again proposed to be held every Monday, Committee for Housing Matters on the second Thursday of every month, Section 80 Committee meetings on the third Wednesday and Thursday of every month, Council workshops on the days prior to the Council meeting and Council meetings on the last Wednesday of the month, depending on specific circumstances. Council meetings are also synchronised with the Council meetings of the Cape Winelands District Municipality.

4.2 Constitutional and policy implications

This program has no constitutional and policy implications for the municipality.

4.3 Environmental implications

This program has not environmental implications.

4.4 Financial implications

The monthly Council meetings are published in the local community newspaper, the cost of which is duly budgeted for.

4.5 Legal implications

In terms of Section 19 of the Local Government Municipals Systems Act (Act 32 of 2000) the Municipal Manager must give notice to the public in a manner determined by the Municipal Council of the time, date and venue of every ordinary meeting of the Council and special or urgent meetings of the Council except when time constraints make this impossible.

Council meetings are planned for every month except for June, September and November and this exceeds the minimum requirement of one meeting per quarter as prescribed.

All legislative and policy requirements are complied with."

The Executive Mayoral Committee resolved on 3 December 2018:

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves the proposed Council meeting program for January until March 2019.

(b) that a meeting of the Committee for Housing Matters be scheduled for 17 January 2019.

UNANIMOUSLY RESOLVED

(a) that Council approves the proposed Council meeting program for January until March 2019.

(b) that a meeting of the Committee for Housing Matters be scheduled for 17 January 2019.

8.4.2 Personnel matters: Closure of municipal offices: 20, 21, 24, 27, 28 and 31 December 2018 and 2 January 2019
(04/2/8)

Item 7.4.2 of the Executive Mayoral Committee meeting, held on 3 December 2018, refers.

For the past few years the Municipal offices have been closed in December and January for the festive season.

The Municipal Manager proposed:

(a) That business hours for 20 December 2018 shall be from 08:00 to 15:00.

(b) That all employees be granted paid leave for 21, 24, 27, 28 and 31 December 2018 and 2 January 2019.

(c) That essential service staff as well as standby officials in all departments perform services as directed on 20, 21, 24, 27, 28 and 31 December 2018 and 2 January 2019.

(d) That the municipality resumes full services on 3 January 2019.

The Executive Mayoral Committee resolved on 3 December 2018:

That the Executive Mayoral Committee recommends to Council:

(a) that business hours for 20 December 2018 shall be from 08:00 to 15:00.

(b) that all employees be granted paid leave for 21, 24, 27, 28 and 31 December 2018 and 2 January 2019.

(c) that essential service staff as well as standby officials in all departments perform services as directed on 20, 21, 24, 27, 28 and 31 December 2018 and 2 January 2019.

(d) that the municipality resumes full services on 3 January 2019.

UNANIMOUSLY RESOLVED

(a) that business hours for 20 December 2018 shall be from 08:00 to 15:00.

(b) that all employees be granted paid leave for 21, 24, 27, 28 and 31 December 2018 and 2 January 2019.

(c) that essential service staff as well as standby officials in all departments perform services as directed on 20, 21, 24, 27, 28 and 31 December 2018 and 2 January 2019.

(d) that the municipality resumes full services on 3 January 2019.

8.4.3 Service delivery: Phases 4 and 5, Prince Alfred's Hamlet (2/2/2)

Item 7.4.3 of the Executive Mayoral Committee meeting, held on 3 December 2018, refers.

A memorandum from the residents of Phases 4 and 5 of Prince Alfred's Hamlet, dated 14 November 2018, is attached as **annexure 8.4.3**.

The Executive Mayoral Committee resolved on 3 December 2018:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the municipal service delivery in Phases 4 and 5, Prince Alfred's Hamlet.

RESOLVED

that notice be taken of the municipal service delivery in Phases 4 and 5, Prince Alfred's Hamlet.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

9.1 Appèl: Aansoek om vergunning vir doeleindes van plek van vermaaklikheid: Erf 1386, Lyellstraat, Ceres (15/4/1/1/23)

Item 7.2.4 van die Uitvoerende Burgemeesterskomitee-vergadering, gehou op 3 Desember 2018, verwys.

Die volgende dokumente word aangeheg:

(a) Verslag vanaf Bestuurder: Stadsbeplanning en Boubeheer: **Bylae 9.1(a)**.
(b) Uitspraak van Hooggeregshof: **Bylae 9.1(b)**.

Die Uitvoerende Burgemeesterskomitee het op 3 Desember 2018 besluit:

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die appèl van mnr. JF Prins teen die Witzenberg Beplanningstribunaal se afkeuring van die aansoek om vergunningsgebruik op erf 1386 (Lyellstraat 60, Ceres) van die hand gewys word en die besluit van die Tribunaal bevestig word.

Die volgende aanbeveling is aan die Raad voorgelê:

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die appèl van mnr. JF Prins teen die Witzenberg Beplanningstribunaal se afkeuring van die aansoek om vergunningsgebruik op erf 1386 (Lyellstraat 60, Ceres) van die hand gewys word en die besluit van die Tribunaal bevestig word.

BESLUIT

dat die item van die agenda verwyder word in die lig daarvan dat die Uitvoerende Burgemeesterskomitee in terme van SPLUMA-wetgewing oor afgestaande magte beskik om die besluit te neem.

9.2 Council recess: December 2018/January 2019 (3/1/2/3)

Item 8.1 of the Executive Mayoral Committee meeting, held on 3 December 2018, refers.

The Executive Mayoral Committee resolved on 3 December 2018:

That the Executive Mayoral Committee recommends to Council:

that the Council goes in recess for the 2018/2019 festive season from 18 December 2018 until 7 January 2019.

UNANIMOUSLY RESOLVED

that the Council goes in recess for the 2018/2019 festive season from 18 December 2018 until 7 January 2019.

10. FORMAL AND STATUTORY MATTERS

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

10.1.1 Lack of space to relax: Nduli, Ceres

Alderlady J Phungula requested that space to relax be made available at Nduli, Ceres for the youth.

NOTED

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

11.1 Mayoral vehicle

Councillor P Heradien enquired whether the Mayoral vehicle is for official purposes or also serves for pool purposes.

The Executive Mayor responded that the vehicle is an official car for official purposes only.

NOTED

12. COUNCIL-IN-COMMITTEE

MINUTES OF THE SPECIAL COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON TUESDAY, 8 JANUARY 2019 AT 09:00

PRESENT

Councillors, Aldermen and Alderlady

Alderman TT Godden (Speaker)
Alderman K Adams (Acting Executive Mayor)
Alderlady JT Phungula
Alderman JW Schuurman
Alderman HJ Smit
Alderman JJ Visagie
Councillor TE Abrahams
Councillor P Daniels
Councillor P Heradien
Councillor MD Jacobs
Councillor D Kinnear
Councillor GG Laban
Councillor C Lottering
Councillor M Mdala
Councillor TP Mgoboza
Councillor ZS Mzauziwa
Councillor MJ Ndaba
Councillor N Phatsoane
Councillor EM Sidego
Councillor RJ Simpson
Councillor D Swart
Councillor HF Visagie

Officials

Mr M Mpeluza (Acting Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr A Raubenheimer (Acting Director: Finance)
Mr CG Wessels (Manager: Administration)
Mr C Titus (Committee Clerk)
Ms MJ Prins (Acting Principal Administrative Officer)

1. OPENING AND WELCOME

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

NOTED

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

Application for leave of absence from the meeting was received from Councillor BC Klaasen (DA).

An apology for absence from the meeting was received from the Municipal Manager.

UNANIMOUSLY RESOLVED

(a) that the application for leave of absence from the meeting, received from Councillor BC Klaasen, be approved and accepted.

(b) that notice be taken of the apology for absence from the meeting, received from the Municipal Manager.

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

(a) The Speaker welcomed Councillor MJ Ndaba (ANC) as a newly appointed member on the Council.

(b) The Speaker expressed his gratitude for blessings bestowed on Council and the municipality during the recess.

(c) Councillor RJ Simpson enquired with regard to the attendance of Councillors at the function for top achievers in the 2018 examinations.

(d) Alderlady J Phungula enquired with regard to the attendance of Councillors at the opening of schools.

(e) Alderlady J Phungula (ANC) congratulated the ANC on their 107th birthday celebration which will be held in Durban.

NOTED

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

(a) The Acting Executive Mayor welcomed Councillor MJ Ndaba as a newly appointed member on the Council.

(b) The Acting Executive Mayor expressed best wishes to Council, Senior Management and staff for 2019.

NOTED

4. RESERVED POWERS

4.1 Determination of upper limits of salaries, allowance and benefits of councillors according to Government Gazette no. 42134 (5/11/1)

The following documents are attached:

(a) Memorandum from Acting Director: Finance, dated 4 January 2019: **Annexure 4.1(a)**.

(b) Government Gazette no. 42134, dated 21 December 2018: **Annexure 4.1(b)**.

(c) Circular 48/2018 from SALGA, dated 28 December 2018: **Annexure 4.1(c)**.

(d) Detail of adjustment and councillor allowances: **Annexure 4.1(d)**.

Councillor MD Jacobs (EFF) requested that the recommendations of the item in the agenda be clarified. The Speaker ruled that the Directorate Finance will clarify the recommendations to individual councillors due to a majority decision by Council that the recommendations be accepted. Councillor Jacobs requested that it be minuted that the resolutions of Council with regard to the matter are not supported by the EFF.

RESOLVED

That in respect of the determination of upper limits of salaries, allowances and benefits of different members of municipal councils, discussed by Council at a Council meeting:

(i) that Council notes the content of Government Gazette no. 42134.

(ii) that sufficient funds are available to set the upward salary adjustment of Councillors with effect from 1 July 2018.

(iii) that Council approves the upward salary adjustment for Councillors as determined in Government Gazette no. 42134.

(iv) that Council approves the cell phone allowances for Councillors as determined in Government Gazette no. 42134.

(v) that the increase of total remuneration be approved retrospectively from 1 July 2018 subject to the concurrence of the Provincial Minister for Local Government.

(vi) that the Provincial Minister for Local Government notes that Council have not implemented the latest upward salary adjustment as yet.

(vii) that Councillors submit to the municipality details of property, assets and beneficiaries to be covered by the special risk insurance.

5. COUNCIL-IN-COMMITTEE

MINUTES OF THE MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) OF WITZENBERG MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON FRIDAY, 18 MAY 2018 AT 10h00

PRESENT

Councillors

M Jacobs (Chairperson)
G Laban
J Schuurman

Officials

Mr D Nasson (Municipal Manager)
Mr H Kritzinger (Director: Finance)
Mr G Louw (Head: Internal Audit)
Mr C Wessels (Manager: Administration)
Mr C Titus (Committee Clerk)
Ms W Roode (Word Processor Operator)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and requested thereafter Alderman J. W. Schuurman to open the meeting with a prayer.

NOTED

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

Application for leave of absence from the meeting was received from Councillor C. Lottering.

Apology for absence from the meeting was received from the Manager: Projects and Performance.

RESOLVED

(a) that the application for leave of absence from the meeting, received from Councillor C. Lottering, be approved and accepted.

(b) that the apology for leave of absence from the meeting, received from the Manager: Projects and Performance, be noted.

3. MINUTES

3.1 Approval of minutes (03/1/2/3)

The minutes of the Municipal Public Accounts Committee meeting, held on 23 February 2018, are attached as **annexure 3.1.**

RESOLVED

that the minutes of the Municipal Public Accounts Committee meeting, held on 23 February 2018, be approved and signed by the chairperson.

3.2 Matters from the minutes

None

NOTED

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON

(a) The Chairperson mentioned that the Municipal Public Accounts Committee is officially recognised and Witzenberg Municipality attended the MPAC Western Cape meeting.

(b) The Chairperson mentioned that he was elected as Deputy Chairperson of MPAC Western Cape and be authorized to assist other municipalities regarding MPAC matters, if necessary.

(c) The Chairperson requested the Municipal Manager to re-look the Circular 7.9 and to consider that Provincial Treasury to make a presentation in respect of the content thereof.

(d) The Chairperson expressed gratitude towards the Municipal Manager for the modus of operating the Municipal Public Accounts Committee at the municipality.

NOTED

5. INTERVIEWS WITH DELEGATIONS

None

NOTED

6. DELEGATED POWERS

None

NOTED

7. RESERVED POWERS

7.1 Quarterly report of Mayor on implementation of budget and state of affairs of municipality / SDBIP: Section 52(d): 1 January 2018 to 31 March 2018 (9/1/2/2)

The Quarterly Budget Statement Report from the Chief Financial Officer for the period 1 January 2018 to 31 March 2018 is attached as **annexure 7.1**.

Frequency: Quarterly

The following recommendation was tabled to the Committee:

That the Committee considers:

(i) Whether the performance has met the expectations of Council and the community.
(ii) Whether the objectives (targets) have been met.
(iii) What explanations have been provided for any non-achievement.
(iv) What was the impact on the service delivery and expenditure objectives in the budget.

RESOLVED

That the Municipal Public Accounts Committee recommends to the Executive Mayoral Committee and Council:

that notice be taken of the Section 52(d) quarterly report of the Executive Mayor on the implementation of the budget and the state of affairs of the municipality / SDBIP for the period 1 January 2018 to 31 March 2018 and same be accepted.

7.2 National Treasury Guide and Toolkit for the Municipal Public Accounts Committee (MPAC) (03/1/2/P)

A report of the Municipal Finance Management Act No.56 of 2003, Circular 92 received from the Internal Audit dated 19 April 2018, is attached as **annexure 7.2.**

RESOLVED

that cognisance be taken of the Municipal Finance Management Act No.56 of 2003, Circular 92 regarding the guidelines and toolkit for the Municipal Public Accounts Committee.

8. ADJOURNMENT

The meeting adjourned at 10h35.

Approved on_____

_____
COUNCILLOR M JACOBS
CHAIRPERSON

/wr

MINUTES OF THE LOCAL LABOUR FORUM MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 26 SEPTEMBER 2018 AT 15:00

PRESENT

Alderman and councillors

Alderman HJ Smit (Chairperson)
Councillor EM Sidego
Councillor BC Klaasen

Officials

Mr D Nasson (Municipal Manager)
Mr M Mpeluza (Director: Corporate Services)
Ms I Swartbooi (Manager: Human Resources)
Mrs M Arendse-Smith (Acting Senior Human Resources Officer)
Ms O Msutu (Health and Safety Officer)
Mr W Davids (Training Officer)

Union members

Mr S Joseph (IMATU)
Mr A Christians (IMATU)
Mr H Minnaar (IMATU)
Mrs M Pieterse (IMATU)
Mr J Goedeman (SAMWU)
Mr A Morkel (SAMWU)
Mr C Appolis (SAMWU)
Mr L Silver (SAMWU)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and requested the Director: Corporate Services to open the meeting with prayer.

NOTED

2. APPLICATION FOR LEAVE OF ABSENCE (3/1/2/1)

Application for leave of absence from the meeting was received from the Deputy Executive Mayor, Councillor K Adams.

Apologies for absence from the meeting were received from the Director: Finance, Mr HJ Kritzinger, Mr K Ntanjana (SAMWU) and Mr R Franse (SAMWU).

RESOLVED

(a) That the application for leave of absence from the meeting, received from the Deputy Executive Mayor, Councillor K Adams, be accepted.

(b) That the apologies for absence from the meeting, received from the Director: Finance, Mr HJ Kritzinger, Mr K Ntanjana (SAMWU) and Mr R Franse (SAMWU), be approved and accepted.

3. MINUTES

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

The minutes of the Local Labour Forum meeting, held on 20 June 2018, are attached as **annexure 3.1**.

RESOLVED

That the minutes of the Local Labour Forum meeting, held on 20 June 2018, be approved and signed by the Chairperson.

4. TASK

4.1 TASK: Standing item
(4/1/1/3)

That the item be dealt with under item 4.2

NOTED

4.2 TASK: Implementation of TASK Grading Outcomes
(4/1/1/3)

A memorandum dated 15 August 2018, received from the secretary of SAMWU pertaining to Implementation of TASK Grading Outcomes is attached as **annexure 4.2**.

The Director: Corporate Services requested to deal with item 4.1 and 4.2 simultaneously therefore, providing feedback in terms of both items:

- The evaluation process is underway and there is satisfaction with the progress thus far
- Not all JD's have been evaluated and it is projected that the process would not be finalised by December 2018 as there are many Municipalities which have to be evaluated

Mr A Morkel mentioned that there was a meeting between management and the unions the previous day and that SAMWU are of the view that the implementation process should be a bottom-to-top approach

The Municipal Manager responded by indicating that the matter is currently before Council as information was requested from management and that Council will decide on the way forward. It was also indicated that the Director: Corporate Services will co-ordinate a meeting with two (2) representatives from each union to look at the JD's and outcomes, therefore dealing with the merits of the matter. This would in essence be an additional process.

The Executive Mayor furthermore enquired as to the time-line if the process would not be finalised by December 2018

Director: Corporate Services responded that Witzenberg Municipality should be finished by April 2019.

RESOLVED

That notice be taken of the feedback from the Director: Corporate Services on the progress to date with regard to TASK evaluation.

5. PERSONNEL: HEALTH AND SAFETY COMMITTEE MEETING (04/07/1/)

The minutes of a Health and Safety Committee meeting, held on 19 September 2018, are attached as **annexure 5**.

Mr Morkel (SAMWU) indicated that there is a concern with regards to the procurement of goods and services due to the fact that when samples arrive, it does not conform to specifications. SAMWU are thus of the opinion that Supply Chain cannot dictate and that this aspect is raised on behalf of SAMWU members.

The Executive Mayor, Councillor BC Klaasen, enquired as to why only 100 people are accommodated for the annual medical assessments instead of the 300 as mentioned in the Health and Safety report.

The Municipal Manager responded by stating that there are standardised PPE with regards to the procurement of PPE and that this matter must be addressed at the Health and Safety meetings and not on this platform.

Furthermore, that due to the costs of medical assessments, the municipality can only accommodate a certain percentage in relation to available funding.

RESOLVED

(a) That notice be taken of the feedback.

(b) That notice be taken of the minutes of the Health and Safety Committee meeting, held on 26 September 2018, and same be accepted.

6. LEAVE: PERSONNEL AFFECTED BY COMMUNITY PROTESTS (4/2/3)

A memorandum dated 11 August 2018, received from the secretary of SAMWU pertaining to granting of leave for personnel affected by community protests in Tulbagh, Wolseley and Nduli, is attached as **annexure 6**.

Executive Mayor, Councillor BC Klaasen, stated that the concern was that certain employees formed part of the strike against the municipality where municipal assets were damaged. That such employees are to be charged disciplinary and criminally as we all have a responsibility towards the tax payers. Therefore, a distinction is made between employees affected by the strike and those who were criminally involved.

Mr Morkel (SAMWU) indicated that a common ground was found and agreed upon.

Councillor E Sidego enquired as to whether those who went to work, but were prevented to go to work or those who were evacuated from their workplace would be penalised.

The Executive Mayor further enquired as to whether there is not the possibility of special leave.

The Municipal Manager responded that a distinction was drawn between those who went to the library for the day where deemed to have been on duty whilst those that went home were deemed to have not been on duty.

Furthermore, that the collective agreement does not make provision for special leave to be granted in this scenario, but that those who were involved in criminal activity would not be granted leave, but processed as unauthorised absence and deductions to be made.

RESOLVED

(a) that employees affected by the strike action be granted annual leave.

(b) that those who partook in the protest action be processed as unauthorised absence and deductions be made.

(c) that disciplinary action be instituted against those who partook in the protest action.

(d) that those employees who were prevented from entering their place of work and reported at alternative workstations be regarded as having attended work and not have to sign for leave.

7. LOCAL LABOUR FORUM MEETING SCHEDULE
(4/9/2/2)

A memorandum dated 14 August 2018, received from the secretary of SAMWU pertaining to the postponement of Local Labour Forum meetings, is attached as **annexure 7**.

Mr Morkel (SAMWU) indicated that clarity on the matter had been obtained from the Human Resource section.

NOTED

8. ADJOURNMENT

The meeting adjourned at 15:40.

Approved on _____ with / without amendments.

_____
ALDERMAN HJ SMIT
CHAIRPERSON

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager / Munisipale Bestuurder

VAN / FROM: Director: Finance / Direkteur: Finansies

DATUM / DATE: 30 September 2018 / 30 September 2018

VERW. / REF.: 09/1/2/2

FINANCE MONTHLY REPORT – SEPTEMBER 2018

A MAYOR'S REPORT

Credit control for various reasons remains a challenge for the municipality.

B RECOMMENDATION

It is recommended that Council takes cognisance of the monthly budget statement and supporting documentation for September 2018.

C EXECUTIVE SUMMARY

The unwillingness / unability of government departments to pay their municipal accounts is a big concern. The only response received with every enquiry from the municipality is that they need detail of the outstanding amounts. Although the information has been provided on numerous occasions the required payments have not been receive. The debt is in access of R 6.7 million.

The municipality has implemented the new general valuaton from the 2018/19 financial year.. The monthly billing was also done as scheduled and during this process 17 299 accounts amounting to R 27.8 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 4.1million.

The indigent cost to the municipality for the month amounts to R 1.6 million. The number of indigent households is increasing due to the policy amendments approved by council

The accumulated debtor's collection target for the year is 94%, but the actual accumulated year to date debtor's collection is 74%. The low collection percentage is due to annual rates that has ben levied during July. This rates are payable before the end of September.

FINANSIES MAANDELIKSE VERSLAG – SEPTEMBER 2018

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg verskillende redes.

B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir September 2018.

C OPSOMMING

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekenings te betaal is 'n groot bekommernis. Die enigste antwoord op navrae is dat hulle 'n uiteensetting van die uitstaande skuld benodig. Alhoewel die inligting elke keer voorsien word, bly die departemente in gebreke om die uitstaande bedrae te betaal. Die skuld beloop reeds meers as R 6.7 miljoen.

Die munisipaliteit het die nuwe algemene waardasie geimplementeer vanaf die 2018/19 finansiele jaar. Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 17 299 rekeninge ten bedrae van R 27.8 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 4.1 miljoen.

Die deernis subsidies vir die maand beloop R 1.6 miljoen. Die aantal goedgekeurde huishoudings is aan die toeneem as gevolg van die veranderings aan die beleid.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 94%, maar die werklike jaar tot op datum invordering is 74% Die lae invorderings persentasie is as gevolg van die heffing van die jaarlikse belasting. Die belasting is betaalbaar voor einde September.

The municipality issued orders to the value of R 25.3 million of which R 0.6 million was in terms of deviations.

The municipality currently has R 23.6 million in its primary bank account and a R100 million in investments.

D REPORT

1. PURPOSE

The purpose of this report is to prepare a section 71 report and other reporting requirements for consideration and discussion.

2. LEGAL FRAMEWORK

The following is the reporting requirements in terms of the MFMA:

2.1 WITHDRAWALS FROM BANK ACCOUNTS

In terms of section 11 (4) (a), the Accounting Officer must prepare a quarterly report regarding expenditure that has been authorised in terms of section 11(1) (b) to (j). Section 11(1) read as follow:

"11. (1) Only the accounting officer or the chief financial officer of a municipality, or any other senior financial official of the municipality acting on the written authority of the accounting officer, may withdraw money or authorise the withdrawal of money from any of the municipality's bank accounts, and may do so only—

(a) to defray expenditure appropriated in terms of an approved budget;

(b) to defray expenditure authorised in terms of section 26(4);

(c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1);

(d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section;

(e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including—

(i) money collected by the municipality on behalf of that person or organ of state by agreement; or

(ii) any insurance or other payments received by the municipality for that person or organ of state;

(f) to refund money incorrectly paid into a bank account;

(g) to refund guarantees, sureties and security deposits;

(h) for cash management and investment purposes in accordance with section 13;

(i) to defray increased expenditure in terms of section 31; or

(j) for such other purposes as may be prescribed."

Bestellings ter waarde van R 25.3 miljoen uitgereik, waarvan R0.6 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 23.6 miljoen in die primêre bankrekening en R100 miljoen in beleggings.

D REPORT

1. DOEL

Die doel van hierdie verslag is om 'n artikel 71-verslag en ander verslagdoening vereistes vir oorweging en bespreking voor te lê vir bespreking.

2. WETLIKE RAAMWERK

Die volgende is die rapportering vereistes in terme van die MFMA:

2.1 ONTTREKKINGS UIT BANKREKENINGE

In terme van artikel 11 (4) (a), moet die rekenpligtige beampte 'n kwartaallikse verslag ten opsigte van uitgawes wat in terme van artikel 11 (1) (b) tot (j) gemagtig is om voor te berei. Artikel 11 (1) lees soos volg:

"11. (1) Slegs die rekenpligtige beampte of die hoof finansiële beampte van 'n munisipaliteit, of enige ander senior finansiële beampte van die munisipaliteit wat op die skriftelike magtiging van die rekenpligtige beampte, kan onttrek geld of magtig om die onttrekking van geld uit enige van die munisipaliteit se bank rekeninge, en kan dit doen net-

(a) uitgawes wat in terme van 'n goedgekeurde begroting bewillig is, te dek;

(b) in terme van artikel 26 (4) gemagtig uitgawes te bestry;

(c) onvoorsiene en onvermydelike uitgawes in terme van artikel 29 (1) te bestry;

(d) in die geval van 'n bankrekening geopen ingevolge artikel 12, betalings te maak van die rekening in ooreenstemming met subartikel (4) van daardie artikel;

(e) oor te betaal aan 'n persoon of orgaan van die staat geld wat deur die munisipaliteit op namens daardie persoon of orgaan van die staat ontvang, insluitende-

(i) geld wat ingesamel is deur die munisipaliteit namens daardie persoon of orgaan van die staat deur 'n ooreenkoms;

(ii) 'n versekering of ander betalings wat deur die munisipaliteit vir daardie persoon of orgaan van die staat ontvang;

(f) om geld wat verkeerdelik in 'n bankrekening betaal is terug te betaal;

(g) om waarborge, borge en sekuriteite terug te betaal;

(h) vir kontant bestuur en belegging in ooreenstemming met artikel 13;

(i) verhoogde uitgawes te dek in terme van artikel 31;

(j) vir enige ander doeleindes soos voorgeskryf mag word."

2.2 Expenditure on staff benefits

In terms of Section 66 of the MFMA the Accounting Officer must prepare a report on all expenditure incurred with relation to staff benefits.

Section 66 reads as follow:

"66. The accounting officer of a municipality must, in a format and for periods as may be prescribed, report to the

council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure,

namely—

(a) salaries and wages;
(b) contributions for pensions and medical aid;
(c) travel, motor car, accommodation, subsistence and other allowances;
(d) housing benefits and allowances;
(e) overtime payments;
(f) loans and advances; and
(g) any other type of benefit or allowance related to staff."

2.2 Besteding aan personeel voordele

In terme van Artikel 66 van die MFMA die Rekenpligtige Beampte moet 'n verslag oor al die uitgawes aangegaan met betrekking tot personeelvoordele voor te berei. Artikel 66 lees soos volg:

"66. Die rekenpligtige beampte van 'n munisipaliteit moet, in 'n formaat en vir tydperke as wat voorgeskryf mag word, aan die

Raad rapporteer op alle uitgawes wat aangegaan is deur die munisipaliteit op die personeel se salarisse, lone, toelaes en voordele, op 'n wyse wat sodanige uitgawes per tipe openbaar, naamlik-

(a) salarisse en lone;
(b) bydraes vir pensioene en mediese fonds;
(c) reis, motor-, verblyf-, verblyf-en ander toelaes;
(d) behuising voordele en toelaes;
(e) oortydbetalings;
(f) lenings en voorskotte, en
(g) enige ander soort van voordeel of vergoeding aan personeel. "

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section.

This section read as follows:

"71. (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

(a) Actual revenue, per revenue source;
(b) actual borrowings;
(c) actual expenditure, per vote;
(d) actual capital expenditure, per vote;
(e) the amount of any allocations received;
(f) actual expenditure on those allocations, excluding expenditure on—
(i) its share of the local government equitable share; and
(ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and
(g) when necessary, an explanation of—
(i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;
(ii) any material variances from the service delivery and budget implementation plan; and
(iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.

(2) The statement must include—

(a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and
(b) the prescribed information relating to the state of the budget of each municipal entity as provided to the

2.3 Ma**andelikse begroting state**

In terme van Artikel 71 van die MFMA die rekenpligtige beampte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beampte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

(a) werklike inkomste per bron van inkomste;
(b) werklike lenings;
(c) die werklike uitgawes per stem;
(d) die werklike kapitaalbesteding, per stem;
(e) die bedrag van enige toekennings ontvang;
(f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op
(i) sy deel van die plaaslike regering billike deel;
(ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en
(g) wanneer dit nodig is, 'n verduideliking van-
(i) enige wesenlike afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;
(ii) enige wesenlike afwykings van die dienslewering en begrotings implementeringsplan;
(iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.

(2) Die staat moet die volgende insluit-

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

municipality in terms of section 87(10).
(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts

budgeted for in the municipality's approved budget.
(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.
(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.
(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

(3) die bedrae wat in die verklaring moet in elke geval in vergelyking met die ooreenstemmende bedrae begroot vir die munisipaliteit se goedgekeurde begroting.

(4) Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.
(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra
(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.
(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

2.4 Other Policy Requirements

The rest of the report is informed by policies requirements as well as the service delivery and budget implementation plan (SDBIP).

3. DISCUSSION

The discussion of the information is based on the 4 key performance areas of Finance, namely:

- Revenue
- Supply Chain Management
- Financial Administration
- Expenditure

2.4 Ander Beleid Vereistes

Die res van die verslag word bepaal deur die beleid sowel as dienslewering en die Begrotings Implementering Plan (SDBIP).

3. BESPREKING

Die bespreking van die inligting is gebaseer op die 4 sleutel prestasie-areas van Finansies, naamlik:

- Inkomste
- Voorsieningskanaal Bestuur
- Finansiële Administrasie
- Ultgawes

3.1 REVENUE

3.1 INKOMSTE

3.1.1 Rates Clearance

3.1.1 Uitklarings

Rates clearance certificates	July-18	Aug-18	Sept-18
Plots subdivided	8	0	1
Application for clearance certificates	31	26	138
Clearance certificates issued	76	44	18
Deeds registrations	255	140	85
Consolidations	3	0	0

3.1.1.1 Billing dates

3.1.1.1 Heffingsdatums

Billing:	**July-18**	**Aug-18**	**Sept-18**
Debt raising date	24/07/2018	20/08/2018	19/09/2018
Date of account postage	24/07/2018	27/08/2018	25/09/2018
Debtor reconciliation(Debtors/Votes/Age analysis)	01/08/2018	03/09/2018	01/10/2018
Electricity Pre paid Reconciliation	02/08/2018	04/08/2018	02/10/2018

3.1.1.2 Number of informal households with access to basic services without accounts

3.1.1.2 Aantal informele huishoudings met toegang tot basiese dienste sonder rekeninge

Number of informal households with access to basic services without accounts	Jul-18	Aug-18	Sep-18
- N'duli (Polo cross)	1 096	1 096	1 096
- Tulbagh (Chris Hani)	812	812	812
- Wolseley (Pine Valley)	338	338	338
Total	2 246	2 246	2 246

3.1.2 Number of consumers with services

Number of consumers with services	Jul-18	Aug-18	Sep-18
Electricity - Conventional	2 403	2 307	2 299
Electricity - Prepaid	10 435	10 440	10 448
Property rates	14 476	10 953	10 692
Refuse removal	15 919	16 322	16 801
Sewerage	15 480	15 889	16 348
Water	12 219	12 223	12 210
Sundry Rentals	1 013	1 013	1 013
Total number of accounts printed	13 610	13 472	13 055
Total number accounts emailed	4 924	4 212	4 244

Explanation:

- The increase in Refuse and Sewer services are due to the fact that properties with an additional pre paid electricity meter are also charge an additional refuse and sewer.

Verduideliking:

- Die toename in Vuillisverwydering en Riool dienste is die dat eiendomme met n addisionele elektriese meter ook vir addisionele vuillis verwydering aangeslaan word.

Debiteure heffing vir die maand is soos volg / Debtor levies for the month are as follows:

Service Description	Jul-18	Aug-18	Sep-18
	R	R	R
Assessment Rates (Monthly)	35 229 534.97	3 183 395.04	3 180 620.92
Assessment Rates (SV)			
Electricity	21 842 689.58	21 235 050.13	18 469 623.74
Refuse Removal	2 451 486.75	2 319 169.83	2 456 413.70
Sewerage	2 556 578.92	2 731 579.30	2 374 581.02
Water Levies	4 261 567.87	3 289 210.15	2 916 295.30
Rental	25 014.53	24 513.68	24 513.68
Indigent subsidy	-1 181 742	-1 374 101	-1 604 453
Sundries	62 405.06	62 296.52	63 830.81
Total	R65 247 535	R31 471 114	R27 881 426

Explanation:

- Extreme water restriction tariffs applied to Witzenberg from 2017/10. Normal tariffs is being instituted from August 2018
- Rates – Annual rates raising in July.

Verduideliking:

- Uiterste water besparings tariewe van toepassing in Witzenberg vanaf 2017/10. Normale tariewe is geimplementeer vanaf Augustus 2018.
- Belasting– Jaarlikse Belasting Heffings in Julie.

3.1.3 Pre-paid Electricity Sales

3.1.3 Vooruitbetaalde Elektrisiteit Verkope

	Jul-18	Aug-18	Sep-18
Total Pre Paid Meters	10 435	10 440	10 448
Total Free units(Indigents)	94 150	98 400	114 900
Cost of free Units	R 119 100	R 124 476	R 145 349
Units sold	2 835 123	2 831 349	2 660 657
Cost of units sold	R 3 689 256	R 4 271 942	R 3 991 605
Vat Amount	R 552 684	R 556 706	R 519 944
Auxillary Amount	R 1 323	R 618	R 680
Total Amount Pre Paid	R 4 243 263	R 4 396 418	R 4 136 954

3.1.3 MONTHLY INCOME PER SERVICE

	YTD	M01	M02	M02
		July	August	September
Monthly Billing	127 262 023	67 041 266	32 697 615	28 087 402
Property Rates	41 205 117	35 782 155	3 320 529	2 670 280
Electricity	61 046 531	21 890 738	21 063 848	18 091 430
Water	10 255 384	4 257 124	3 160 794	2 837 632
Waste Management	7 105 664	2 451 487	2 318 453	2 336 060
Waste Water Management	7 301 557	2 556 579	2 731 098	2 014 311
Housing Selling Scheme	190 282	62 405	62 297	65 580
Property Rental Debtors	74 042	25 015	24 514	24 514
Service Charges	83 446	15 764	16 082	47 595
Land Sale Debtors	-	-	-	-
Collections	110 513 306	29 013 839	33 924 639	30 737 379
Property Rates	30 099 998	3 856 823	8 243 926	6 776 297
Electricity	59 215 168	18 757 141	18 694 093	18 582 946
Water	8 538 333	2 995 806	2 957 293	1 730 395
Waste Management	6 061 646	1 797 253	1 898 778	1 565 720
Waste Water Management	6 241 643	1 539 924	2 015 470	2 028 662
Housing Selling Scheme	157 293	32 762	70 653	26 506
Property Rental Debtors	40 240	13 570	12 652	10 828
Service Charges	158 985	20 561	31 775	16 026
Land Sale Debtors	-	-	-	-
Collection Rate per service				
Property Rates	73%	11%	248%	254%
Electricity	97%	86%	89%	103%
Water	83%	70%	94%	61%
Waste Management	85%	73%	82%	67%
Waste Water Management	85%	60%	74%	101%
Housing Selling Scheme	83%	52%	113%	40%
Property Rental Debtors	54%	54%	52%	44%
Service Charges	191%	130%	198%	34%
Over all Collection Rate	86.8%	43,3%	103,8%	109,4%
Cumulative collection rate		43,3%	63,1%	73,3%

Explanation:

Water collection remains a challenge, because of Eskom Areas where no credit control restrictions cannot be Applied.
The above figures are VAT inclusive.
The low cummelative collection percentage is due to annual rates that has ben levied during July. This rates are payable before the end of September.

Verduideliking:

Invordering op water bly n uitdaging omdat geen Krediet Beheer in Eskom areas implimenteer kan word nie
Die bogenoemde syfers in BTW ingesluit.
Die opgeloopte lae invorderings persentasie is as gevolg van die heffing van die jaarlikse belasting. Die belasting is betaalbaar voor einde September.

3.1.5 Indigent Households

3.1.5 Behoeftige Huishoudings

Approved Indigent households:	Jul-18	Aug-18	Sep-18
No. of households at beginning of the month:	2 373	2 402	2 798
Additions during the month	243	591	737
Cancellations during the month	214	195	269
No. of households at end of the month:	2 402	2 798	3 266
Cost of Indigent to Council	R1 181 742.41	R1 374 100.69	R 1 604 453. 44

Indigent households	Jul-18	Aug-18	Sep-18
	R	R	R
Deferments	666 039	1 287 368	2 340 744
30 days	140 307	338 474	442 380
60 days	58 584	161 279	357 903
90 days	47 687	109 458	231 228
> 90 days	1 114 238	1 772 122	3 746 415
Total	R2 026 855	R3 668 701	R7 118 670

Explanation:

Indigent households increased from 2402 to 2 798
Newly approved indigents has caused the increase in debt.

Verduideliking:

Deernis huishoudings vermeerder vanaf 2 402 na 2 798
Die styging in uitstaande skuld vir deernis is as gevolg van die goedkeuring van nuwe deernis gesubsideerde huishoudings.

3.1.6 Outstanding Debtors

The important comparative statistics in relation to accounts is shown in the table below. The table below provides an age analysis of the debtors as at 30 September 2018:

3.1.6 Uitstaande Debiteure

Die belangrike vergelykende statistiek met betrekking tot rekeninge word getoon in die tabel hieronder. Die tabel hieronder voorsien 'n ouderdomsanalises van Debiteure soos op 30 September 2018:

Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total -	%
Debtors Age Analysis By Income Source										
Water	8 386 034	1 424 365	1 097 086	1 416 211	1 456 995	1 503 786	6 694 538	25 060 043	47 039 059	26.65%
Electricity	15 397 365	916 622	674 661	580 298	528 216	439 651	1 094 819	1 366 900	20 998 531	11.90%
Property Rates	22 895 461	396 474	338 697	182 938	164 346	145 924	755 425	12 722 179	37 601 443	21.31%
Waste Water Management	5 138 450	736 792	638 545	602 899	585 288	571 840	3 076 652	12 818 416	24 168 881	13.69%
Waste Management	5 816 608	733 884	844 655	542 393	524 391	509 727	2 756 076	14 291 933	26 019 667	14.74%
Property Rental Debtors	168 137	15 910	15 545	15 076	14 924	14 871	87 052	507 978	839 494	0.48%
Interest on Arrear Debtor Accounts	1 578 189	94 293	106 663	130 045	153 371	168 773	1 159 438	20 004 528	23 395 300	13.26%
Other	-4 848 077	38 991	53 271	32 228	26 932	50 223	234 521	830 501	-3 581 409	13.26%
Total By Income Source	54 532 166	4 357 330	3 769 122	3 502 089	3 454 465	3 404 795	15 858 520	87 602 479	176 480 966	100%
%	30.90%	2.47%	2.14%	1.98%	1.96%	1.93%	8.99%	49.64%	100.00%	
Debtors Age Analysis By Customer Group										
Organs of State	10 822 534	780 341	652 290	640 349	625 079	584 962	609 068	2 796 159	17 820 861	10.10%
Commercial	17 823 940	537 755	466 059	253 228	246 239	227 369	950 056	5 946 891	34 151 330	19.35%
Households	22 711 213	2 758 673	2 376 048	2 394 192	2 369 168	2 397 096	13 135 913	70 492 066	116 691 841	66.12%
Other	3 174 478	280 561	274 725	214 320	213 978	195 368	1 163 484	8 367 364	14 909 101	8.45%
Total By Customer Group	54 532 166	4 357 330	3 769 122	3 502 089	3 454 465	3 404 795	15 858 520	87 602 479	176 480 966	100%
%	30.90%	2.47%	2.14%	1.98%	1.96%	1.93%	8.99%	49.64%	100.00%	

Explanation:

- Collection of debt remains a challenge.
- Increase of Indigent Households.
- The R 54 .5 includes annual rates charges.

Verduideliking:

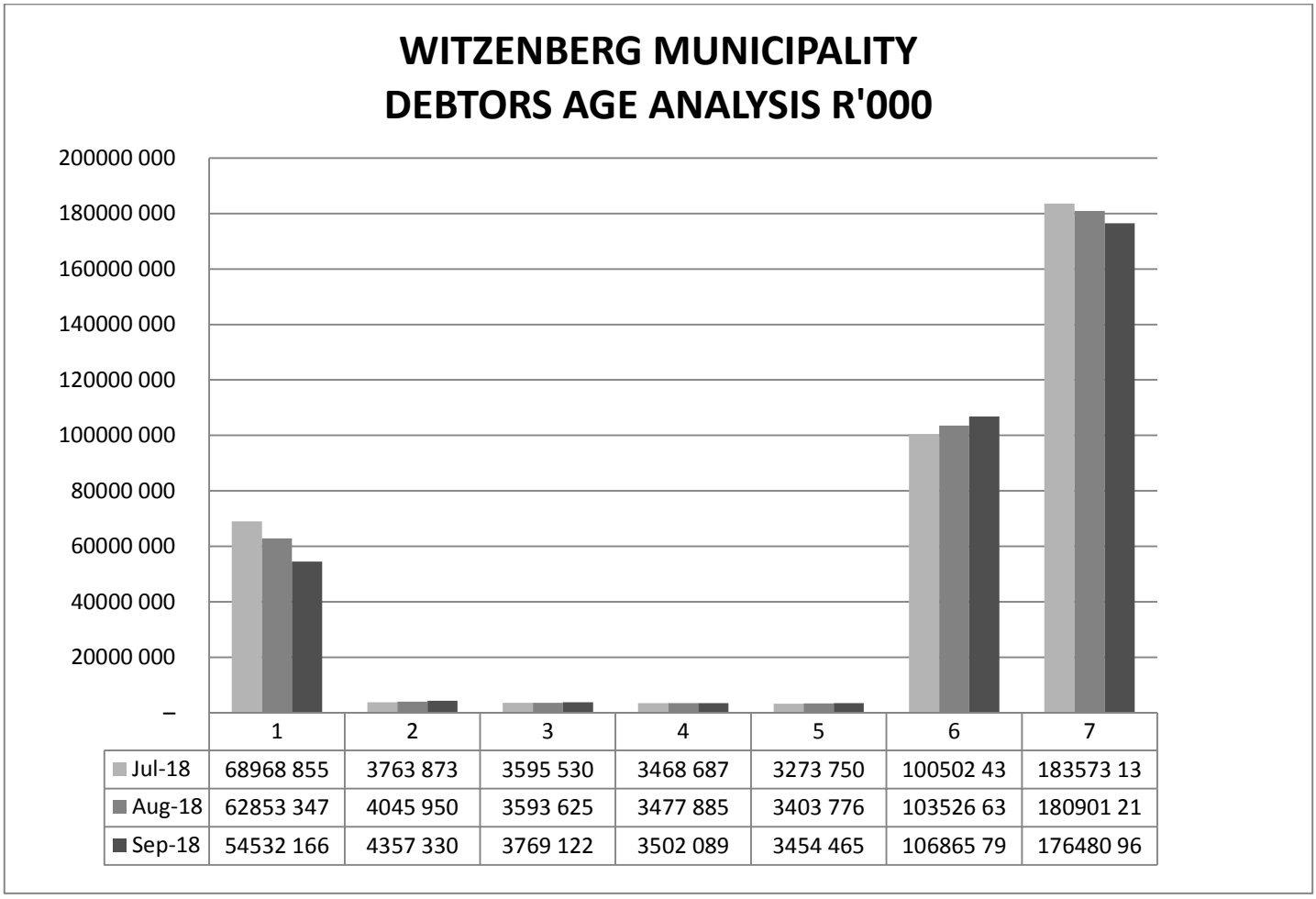
- Invordering van skulde is steeds 'n uitdaging
- Toename in Deernis gevalle.
- Die R 54. 5 sluit in jaarlikse belasting heffings.

3.1.7 DEBITEURE OUDERDOMSANALISE

The graph below shows a comparison of the age analysis of this month to the previous month:

3.1.7 VERGELYKING

Die grafiek hieronder vergelyk die ouderdomsanalises van hierdie maand met die vorige maand:



	1	2	3	4	5	6	7
Jul-18	68968 855	3763 873	3595 530	3468 687	3273 750	100502 43	183573 13
Aug-18	62853 347	4045 950	3593 625	3477 885	3403 776	103526 63	180901 21
Sep-18	54532 166	4357 330	3769 122	3502 089	3454 465	106865 79	176480 96

Explanation:

- Indicates an decrease in outstanding debt, month to month.
- Debt collection remains a challenge.

Verduideliking:

- Toon afname in uitstaande skuld van maand tot maand.
- Skuld invordering steeds'n uitdaging..

3.1.8 CASHFLOW

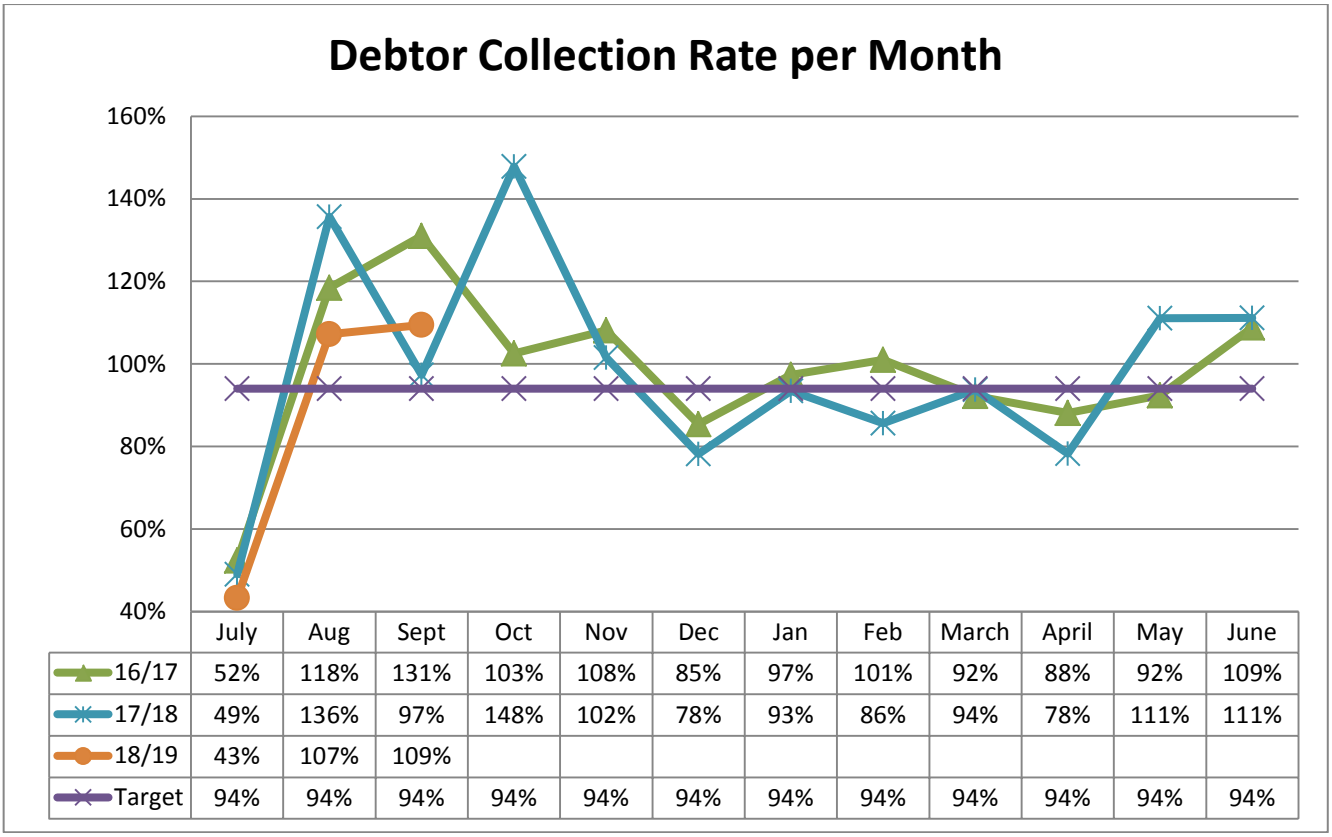
The table below indicates the cash flow:

3.1.8 KONTANTVLOEI

Die onderstaande tabel dui die kontantvloei aan:

Detail	Month 01 July	Month 02 Aug	Month 03 Sept
Cash Receipts by Source			
Property rates	3 856 823	8 243 926	6 776 297
Property rates - penalties & collection charges	-	-	-
Service charges - electricity revenue	18 757 141	18 694 093	18 582 946
Service charges - water revenue	2 995 806	2 957 293	1 730 395
Service charges - sanitation revenue	1 539 924	2 015 470	2 028 662
Service charges - refuse revenue	1 797 253	1 898 778	1 565 720
Service charges - other	3 785 104	3 980 470	6 092 189
Rental of facilities and equipment	210 336	225 332	383 999
Interest earned - external investments	371 486	538 721	704 797
Interest earned - outstanding debtors	-	-	-
Dividends received	-	-	-
Fines	198 987	110 896	251 389
Licences and permits	574 464	214 219	704 891
Agency services	-	-	-
Transfer receipts - operational	36 118 686	1 991 534	3 514 001
Other revenue	235 702	382 351	645 318
Cash Receipts by Source	70 441 711	41 253 082	42 980 603
Other Cash Flows/Receipts by Source			
Transfer receipts - capital	17 000 000	-	-
Contributions recognised - capital & Contributed assets	-	-	-
Proceeds on disposal of PPE	-	-	-
Short term loans	-	-	-
Borrowing long term/refinancing	-	-	-
Increase (decrease) in consumer deposits	63 194	80 514	50 682
Decrease (Increase) in non-current debtors	-	-	-
Decrease (increase) other non-current receivables	-	-	-
Decrease (increase) in non-current investments	-	-	-100 000 000
Total Cash Receipts by Source	87 504 905	41 333 596	-56 968 716
Cash Payments by Type			
Employee related costs	11 218 751	13 141 159	12 270 439
Remuneration of councillors	875 835	874 335	867 141
Collection costs	-	-	-
Interest paid	-	-	-
Bulk purchases - Electricity	23 703 656	24 512 002	23 657 381
Bulk purchases - Water & Sewer	-	-	-
Other materials	862 390	428 005	661 515
Contracted services	2 262 817	2 211 039	3 839 681
Grants and subsidies paid - other municipalities	-	-	-
Grants and subsidies paid - other	200 196	154 940	121 000
General expenses	4 371 802	5 044 056	5 304 105
Cash Payments by Type	43 495 447	46 365 537	46 721 263
Other Cash Flows/Payments by Type			
Capital assets	1 685 601	4 061 446	8 878 551
Repayment of borrowing	-	-	1 145 785
Other Cash Flows/Payments	-453 178	590 512	-736 719
Total Cash Payments by Type	44 727 869	51 017 495	56 008 879
Net Increase/(Decrease) in Cash Held	42 777 036	-9 683 899	-112 977 595
Cash/cash equivalents at the month/year begin:	97 502 137	140 279 173	130 595 274
Cash/cash equivalents at the month/year end:	140 279 173	130 595 274	17 617 680

3.1.9 DEBTOR COLLECTIONS RATE PER MONTH



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	118%	131%	103%	108%	85%	97%	101%	92%	88%	92%	109%
17/18	49%	136%	97%	148%	102%	78%	93%	86%	94%	78%	111%	111%
18/19	43%	107%	109%									
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

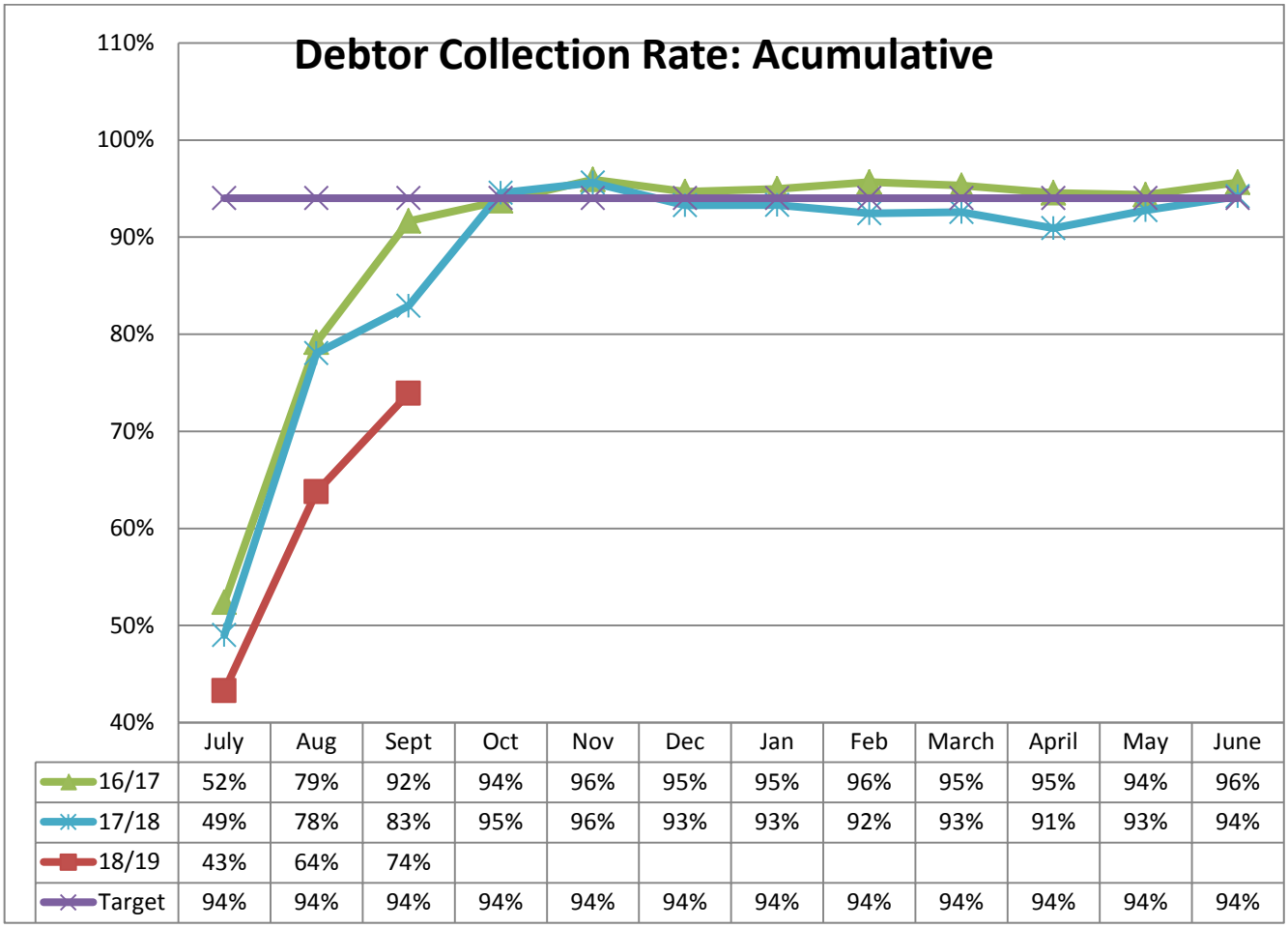
Explanation:

The purpose of this graph is to illustrate effectiveness of collection against targets set for the relevant months. The target for the month is 94% while the actual figure for Sept 2018 amounts to 109% in comparison to the previous year 97%.

Verduideliking:

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir Sept 2018 - 109% beloop in vergelyking met die vorige jaar 97%.

3.1.10 DEBTOR COLLECTION RATE ACCUMALATIVE



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	79%	92%	94%	96%	95%	95%	96%	95%	95%	94%	96%
17/18	49%	78%	83%	95%	96%	93%	93%	92%	93%	91%	93%	94%
18/19	43%	64%	74%									
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

<u>Explanation:</u>

The purpose of this graph is to illustrate effectiveness of collection of debt against targets set for the year. The target for the year to date is 94% while the actual figure is 74%.

<u>Verduideliking:</u>

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van skuld te illustreer teen die teikens gestel vir die jaar. Die teiken vir die jaar tot datum is 94%, terwyl die werklike syfer 74% beloop.

3.1.11 SUMMARY OF OUTSTANDING DEBT

Die tabel hieronder verskaf 'n opsomming van uitstaande skuld:

	Jul-18	Aug-18	Sep-18
Councillors:	R	R	R
Deferments	29 023	23 148	14 260
30 days	2 655	6 311	316
60 days	515	717	0
90 days	10	0	0
> 90 days	0	0	0
Total	32 203	30 176	14 577
Employees:	R	R	R
Deferments	129 536	170 296	164 509
30 days	13 257	8 213	10 742
60 days	3 489	2 076	2 826
90 days	1 418	2 216	2 089
> 90 days	35 587	2 181	4 416
Total	183 287	184 983	184 582
Government Departments:	R	R	R
30 days	654 548	650 179	780 341
60 days	668 110	635 655	652 290
90 days	590 575	620 325	640 349
> 90 days	3 940 561	4 240 142	4 615 269
Total	5 853 794	6 146 301	6 688 249
Schools & Hostels:	R	R	R
Deferment	-18 542	-8 468	-6 428
30 days	125 808	49 540	111 920
60 days	8 526	14 393	20 797
90 days	6 534	6 694	11 737
> 90 days	148 283	156 050	157 110
Total	270 608	218 209	295 137

Explanation:

Employees: The Credit Control department are in the process with engaging with employees to come make arrangements with regards to overdue accounts.

Government Departments: Government Departments made a payment of R 3 789 021.00 on the 27th of September 2018 but the allocation of the money was only done on the 4th of October 2018.

Schools & Hostels: Schools are being contacted via telephone about arrears on their accounts.

Verduideliking:

Personeel: Die krediete Beheer afdeling is in proses om die personeel in te roep om reëlings te tref op agterstallige rekeninge.

Staatsdepartemente: Staats Departemente het op 27 September 2018 R3 789 021.00 inbetaal, maar die allokering was slegs eers 04 Oktober 2018 gedoen.

Skole en Koshuise: Skole word telefonies gekontak insake uitstaande bedrae op hul rekeninge.

3.1.11.1 50 Highest Business and Government Accounts Attached as Annexure M

3.1.11.1 50 Hoogste besigheid- en regering rekeninge: Aangeheg as Bylae M

3.1.12 Credit Control Mechanisms

The table below indicates the number of mechanisms instituted:

3.1.12 Kredietbeheer meganismes

Die tabel hieronder toon die aantal meganismes ingestel:

Disconnection of services:	Jul-18	Aug-18	Sep-18
No. of customers on the disconnections lists	2 487	2 863	2 451
No. already block	1 397	1 324	1 147
Total no. of tamperings not connected	404	393	381
No. of new disconnections for the month:			
- Prepaid	656	658	746
- Conventional	38	103	93
Number reconnected:			
- Prepaid	472	436	431
- Conventional	15	35	76
Reconnected :due to faulty groupings and Indigent and poor households			
No. of customers still disconnected	1 324	1 147	1 287
% of disconnections executed	100%	70%	100%

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/16/26	Supply and delivery of Road signs and Accessories	30-Oct-2018
08/2/16/27	Review of Witzenberg Municipal spatial development framework	16-Oct-2018
08/2/16/34	Supply, delivery and fitment of Vehicle batteries and rendering of auto electrical repairs and services	17-Oct-2018

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

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/16/09	Appointment of a service provider to assist with the recruitment and selection process of section 56 managers (Re-advertisement)	09-Oct-2018

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/15/27	The Supply and delivery of Broad Spectrum Enzymes and dosing pumps for a period of 24 months (Re-advertisement)	02-May-2018	Awaiting	N Jacobs
08/2/15/37	Supply and delivery of Fleet vehicles on lease agreement	23-Mar-2018	17-Apr-2018 Referred back	O Gatyene
08/2/15/52	Supply, delivery, installation and configuration of CCTV security solution	20-Mar-2018	11-Apr-2018 Referred back	R Rhode
08/2/15/80	Reconstruction and repair of storm damaged properties at Pine Forest resort	15-May-2018	21-Jun-2018 11-Sep-2018 Referred back	J Samuel
08/2/16/02	*Supply and delivery of bricks, pavers and readymix concrete*	11-Jul-2018	20-Jul-2018	E Lintnaar
08/2/16/05	Supply and delivery of one (1) New backhoe loader	16-Aug-2018	Awaiting	E Lintnaar
08/2/16/08	Electrification of low cost houses in Vredebes, Ceres	31-Aug-2018	16-Sep-2018	D Greeff
08/2/16/11	Supply and delivery of two new trailer mounted cherry pickers	18-Sep-2018	28-Sep-2018	H Truter
08/2/16/13	Supply and delivery of Hot premixed asphalt	17-Aug-2018	05-Sep-2018	E Lintnaar
08/2/16/14	Supply and delivery of one (1) – 1.3 ton light delivery vehicle (LDV) with drop sides	16-Aug-2018	05-Sep-2018	E Lintnaar
08/2/16/17	Supply and delivery of computer equipment	18-Sep-2018	Awaiting	R Rhode

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/21	Supply, delivery and erection of security fencing at various water and sewer infrastructure	25-Sep-2018	Awaiting	N Jacobs
08/2/16/22	Leasing of office space to Witzenberg municipality in Ceres	19-Sep-2018	Awaiting	C Wessels

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/15/95	Determination of replacement values of municipal vehicles and the remaining useful lives for GRAP 17 measurement and disclosure	05-Jul-2018	16-Jul-2018	WP Mars
08/2/15/96	Supply, delivery, installation and configuration of trend micro enterprise security suite	22-Aug-2018	06-Sep-2018 Referred back	R Rhode
08/2/16/15	Supply, delivery and installation of new stage curtains, complete with curtain track at Tulbagh town hall	06-Sep-2018	06-Sep-2018	H Truter
08/2/16/18	Provision of cash in transit services for the period of 6 months	13-Sep-2018	Awaiting	C Januarie
08/2/16/19	Lease of the Café building at N'duli and PA Hamlet swimming pools	21-Sep-2018	Awaiting	J Samuel
08/2/16/20	Lease of the Café building in Pine forest holiday resort	21-Sep-2018	Awaiting	J Samuel

3.2.1.3 Adjudication stage

The following competitive bid is currently in the adjudication stage:

3.2.1.3 Toekenningsfase:

Die volgende mededingende tender is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE OF BID EVALUATION COMMITTEE MEETING	RESPONSIBLE MANAGER
08/2/15/55	Supply And Fitment Of New Tyres, Tubes And Provision Of Tyre Repair And Other Related Services	10-Jan-2018	28-Mar-2018	O Gatyene
08/2/15/78	The Supply, maintenance of digital speed cameras and the administration of the back office	20-Jun-2018	21-Aug-2018	M Green
08/2/15/91	Professional engineering services for Witzenberg municipality	21-Jun-2018	21-Sep-2018	D Greeff

No formal written price quotations are currently in the adjudication stage.

Geen formele geskrewe prys kwotasie is tans in die Toekenningsfase nie.

3.2.1.4 Bids awarded

The following competitive bids were awarded by the Bid Adjudication Committee during the month of September 2018:

3.2.1.4 Tenders toegeken

Die volgende mededingende tenders was toegeken deur die Tender Toekenningskomitee gedurende September 2018:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/15/83	02-Jul-2018	Konica Minolta A division of Bidvest office	Supply, delivery, installation and maintenance of Photocopy machines	Only responsive bidder	R 2 116 812.30
08/2/15/88	10-Sep-2018	OHS Care CC	Facilitation of municipal annual Medical assessments	Bidder scored the highest points	R 357 627.00
08/2/15/92	10-Sep-2018	Memotek Trading	Supply and delivery of disposable bags for refuse removal	Bidder scored the highest points	R 4 116 840.00
08/2/16/01	17-Sep-2018	Condoprops 1017 CC T/A Asphalt King	Supply and delivery of all-weather cold mix asphalt bags in Witzenberg municipal area	Only responsive bidder	R 782 000.00
08/2/16/10	21-Sep-2018	Zelpy 2707 (PTY) Ltd T/A Thorp Ceres	Supply and delivery of one new 3 Ton tipper truck	Only responsive bidder	R 566 862.50
08/2/16/12	28-Sep-2018	Lateral Unison	Shortterm insurance	Bidder scored the highest points	R 1 825 600.80

No bid was awarded by the Accounting Officer during the month of September 2018.

Geen tender was toegeken deur die Rekenpligtige Beampte gedurende September 2018 nie.

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following formal written price quotation or competitive bid was cancelled during the month of September 2018:

3.2.1.5 Paragraaf 13 (1): Kansellasie en her-uitnodiging van tenders

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende September 2018:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/16/09	11-Sep-2018	Appointment of a service provider to assist with the recruitment and selection process of section 56 managers	No acceptable bids received

3.2.1.6 Paragraph 19 (1) l and 19 (2): Written price quotations

No written price quotations were approved during the month of September 2018.

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

Geen geskrewe prys kwotasies was goedgekeur gedurende September 2018 nie.

3.2.1.7 Formal Written Price Quotations

No formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of September 2018.

3.2.1.7 Formele Geskrewe Prys Kwotasies

Geen formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur ’n amptenaar wat in terme van ’n sub-afvaardiging vir die maand van September 2018 nie.

3.2.1.8 Appeals

No appeals were lodged or are being dealt with by the Accounting Officer.

3.2.1.8 Appèlle

Geen appèl is ontvang of word hanteer deur die Rekenpligtige beampte nie

3.2.1.9 Deviations

The following table contains the approved deviations by the Accounting Officer for the month of September 2018 which totals R 552 187.07:

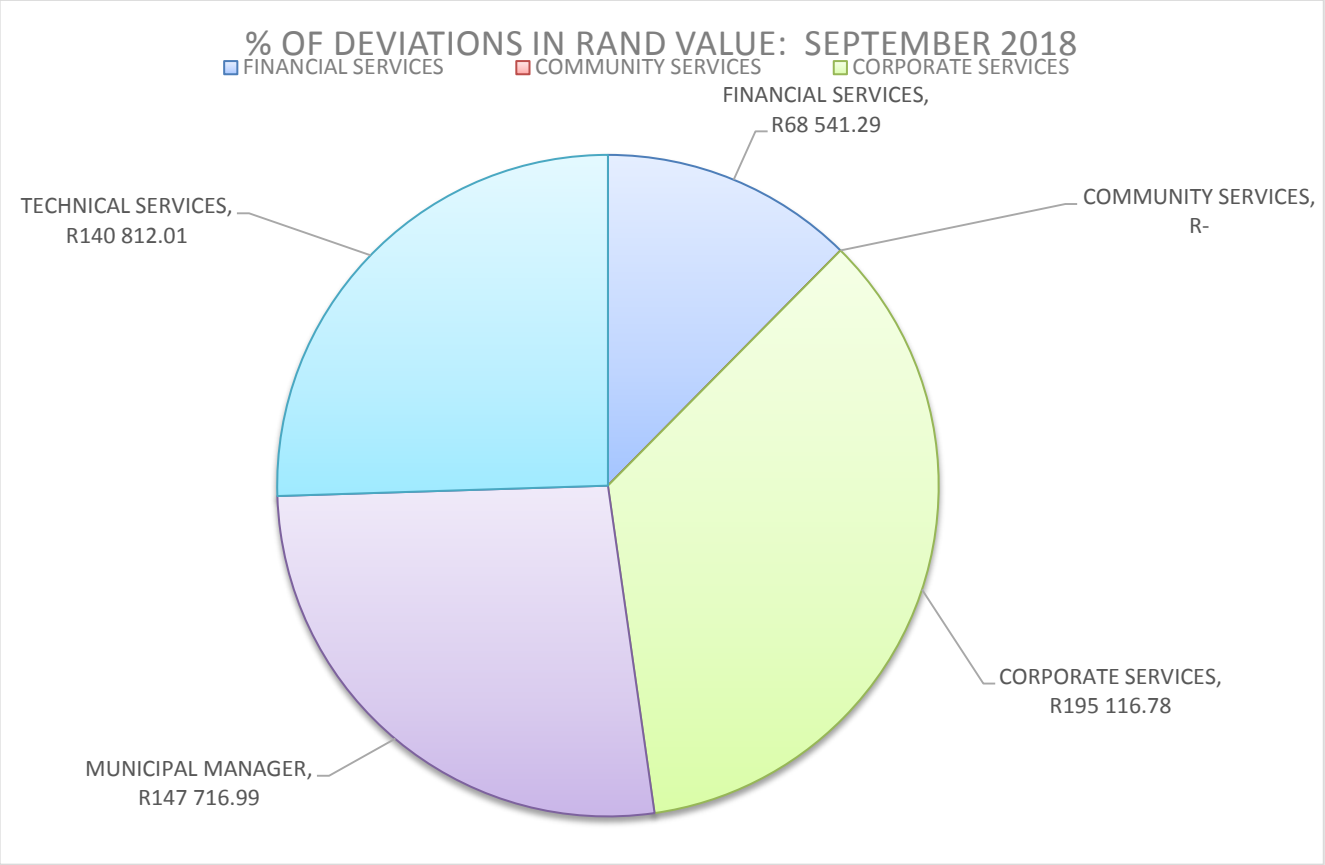
3.2.1.9 Afwykings

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van September 2018 wat beloop op die totaal van R 552 187.07.

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
23-Aug-18	Vox Electric	Supply 3 phase earth leakage for Finance offices	Emergency	155351	2,756.61
4-Sep-18	Multichoice	DSTV Subscription	Single supplier	155551	9,089.78
7-Sep-18	SARPA (South Africa Revenue Protection Associations)	Membership fees	Single supplier	155621	2,810.00
10-Sep-18	O'Neil & Visser Attorneys	Legal services: Various Cases	Impractical	155659	147,716.99
13-Sep-18	Ceres Alarms	Monitoring and reaction services	Impractical	155670	67,241.07
13-Sep-18	Fidelity Group	Cash in Transit services: Aug & Sep	Impractical	155700	60,000.00
13-Sep-18	Altron Bytes System Integration	Payroll, procurement, investment register training	Single supplier	155728	84,703.25
17-Sep-18	Witzenberg Auto Glass	Supply, repair and replace broken windows - Cllr Sidego	Emergency	155760	14,999.99
18-Sep-18	HD Transmissions (PTY) Ltd	Repair & Service gearbox: CT 5842	Single supplier	155785	106,423.01
18-Sep-18	Van Precision Vehicles	Repair of Gearbox: CFA 25	Impractical	155804	31,579.00
20-Sep-18	Mailtronic	Courier costs for municipal accounts	Emergency	155862	5,784.68
21-Sep-18	Gene Louw Traffic College	Training for Examiner of driver's license	Single supplier	155876	4,814.64
25-Sep-18	Total Computer services	Traffic contravention system	Single supplier	155884	14,268.05

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
July 2018	R 288 677.75	R27 930 227.73	1.04%
August 2018	R 676 184.16	R49 595 079.30	1.37%
September 2018	R 552 187.07	R25 313 081.40	2.19%

DEVIATIONS PER DIRECTORATE



Logistics

The table below contains a high level summary of information regarding the stores section:

Logistieke

Die tabel hieronder bevat 'n hoë vlak opsomming van inligting rakende die magasyn (stoor):

	31 July 2018	31 August 2018	30 September 2018
Value of inventory at hand	R 9 053 573.16	R 9 049 675.74	R 9 439 396.20
Turnover rate of total value of inventory	1.89	1.84	1.81
Turnover rate excluding Chinese meters	1.90	1.84	1.82
Date of latest stores reconciliation	30 September 2018		
Date of last stock count	27 September 2018		
Date of next stock count	13 December 2018		

EXPENDITURE

3.2.3.1 Salaries section

The high level information with regard to the salary for permanent staff is contained in the table below:

UITGAWES

3.2.3.1 Salaris afdeling

Die hoë vlak van inligting met betrekking tot die salarisse is vervat in die tabel hieronder:

	July 2018	Aug 2018	Sept 2018
Salaries – Cost to company (employees only)	12 203 531	13 141 159	12 270 439
Service related benefits	1 371 832	1 670 243	1 534 588
Provisions for employee benefits	1 885 683	2 823 036	1 877 195
Number of Employees and Councillors included in run	575	552	554
Number of Ward members receiving allowance	111	111	129
Balancing amount	R19 554.91	R63 579.34	R-3 744.80

Explanation:

The escalation in the salaries paid is due to back pay with regards to to the annual salary increase.

Verduideliking:

Die toename in die salarisse betaal is ween teruggedateerde salarisse met betrekking tot die jaarlikse salaris verhogings.

	Dates	Aug 2018	Dates	Sept 2018
Salaries – Cost to company (EPW Weekly Payments)	03.08.2018	R239 859.22	0.00	0.00
Salaries – Cost to company (EPW Weekly Payments)	17.08.2018	R262 521.05	14.09.2018	R266 783.91
Salaries – Cost to company (EPW Weekly Payments)	31.08.2018	R234 295.97	27.09.2018	R323 844.65
Dates of Salary Run and number of Employees	03.08.2018	187	0.00	0.00
Dates of Salary Run and number of Employees	17.08.2018	193	14.09.2018	242
Dates of Salary Run and number of Employees	31.08.2018	191	27.09.2018	258

3.2.3.2 Creditors Section

An age analysis of the creditors with comparative figures for the previous months is as shown in the table below:

3.2.3.2 Krediteure afdeling

'n Ouderdomsontleding van die Krediteure met vergelykende syfers vir die vorige maande word in die tabel hieronder aangedui:

Period	< 30 days	< 60 days	< 90 Days	< 120 days	< 150 days	< 180 days	< 365 days	> 365 days	Total
July 2018	307 308	16 487	0	0	0	0	0	0	323 795
Aug 2018	576 712	153 327	303	0	0	0	0	0	730 342
Sept 2018	1 101 516	95 679	0	0	0	0	0	0	1 197 195

The table below indicates the highest creditors outstanding longer than 60 days:

Name of creditor	Sept 2018 Amount	Description	Reason
LANDBOU ONDERDELE	R1 552	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
SUPER AIR BRAKE & CLUTCH	R172	DRUM MACHINES	DID NOT APPEAR ON STATEMENT
SIYAPHAMBILI ELECTRICAL	R93 955	FLOODLIGHT LED	DID NOT APPEAR ON STATEMENT

Name of creditor	Aug 2018 Amount	Description	Reason
ANDRAG AGRICO	R121.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES MEUBELS	R1 385.00	URN FOR PLANTATION HALL	DID NOT APPEAR ON STATEMENT
CERES SPAR	R730.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CAPRICHEM	R17 198.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CHLORCAPE	R65 872.00	CHLORINE GAS CYLINDERS	DID NOT APPEAR ON STATEMENT
CPH GROUP	R1 851.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
JC SERVICES	R4 969.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
KARSTEN HARDWARE	R269.00	VARIOUS GOODS DELiVIRED	DID NOT APPEAR ON STATEMENT
LANDBOU ONDERDELE	R153.00	VARIOUS GOODS DELiVIRED	DID NOT APPEAR ON STATEMENT
SPILHAUS IRRIGATION	R58.00	BOLTON ELBOW	DID NOT APPEAR ON STATEMENT
OLCO HARDWARE	R14 134.00	VARIOUS GOODS DELIVIRED	DID NOT APPEAR ON STATEMENT
PIENAAR BROS	R17 598.00	VARIOUS GOODS DELIVIRED	DID NOT APPEAR ON STATEMENT
KAAP AGRI	R11 577.00	VARIOUS GOODS DELIVIRED	DID NOT APPEAR ON STATEMENT
SAFETY CHEMICALS	R3 402.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
TYRE CHOICE	R1 324.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
VAN DER MERWE HOUTSAERY	R1 376.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
VILKO	R1 180.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
WALTONS STATIONERY	R1 943.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT

Name of creditor	Aug 2018 Amount	Description	Reason
WESKAAP SAFETY	R8 490.00	PAPER HAND TOWELS	DID NOT APPEAR ON STATEMENT

The high level information with regard to the creditor section is contained in the table below:

	July 2018	Aug 2018	Sept 2018
Total value of creditors paid	R30 947 683	31 805 976	32 846 963
Date of creditor reconciliation	13/08/2018	11/09/2018	08/10/2018

The tables below contains the 10 highest creditor values outstanding on 30 Days:

Die tabelle hieronder bevat die 10 hoogste uitstaande skuldeiser waardes op 30 Dae:

Name of creditor	Sept 2018 Amounts Outstanding	Description of goods/ services
JC SERVICES	R25 666.00	HIRING OF DIGGER LOADER
UNIVERSAL TRADING	R28 031.00	VARIOUS GOODS DELIVERED
CONLOG	R28 829.00	PREPAID METER
TYRE CHOICE	R36 841.00	VARIOUS GOODS DELIVERED
CHLORCAPE	R40 572.00	CHLORINE GAS CYLINDERS
PIENAAR BROS	R50 330.00	VARIOUS GOODS DELIVERED
MARCE PROJECTS	R79 551.00	PROTECTIVE CLOTHING (SUITS)
ZONART LABOUR DISTRIBUTION	R126 362.00	VARIOUS GOODS DELIVERED
A L ABOTT	R138 048.00	INSPECTIONS
SIYAPHABMILI ELECTRICAL	R323 324.00	VARIOUS GOODS DELIVERED

Name of creditor	Aug 2018 Amounts Outstanding	Description of goods/ services
WESTERN CAPE SIGNS	R10 563.00	VARIOUS GOODS DELIVERED
INCLEDON CAPE	R17 063.00	LOCK KEY
KAAP AGRI	R26 000.00	VARIOUS GOODS DELIVERED
INTELIGRO PROPRIETARY	R26 963.00	ROUND UP TURBO, ACTRIPRON
UNIVERSAL TRADING	R38 397.00	VARIOUS GOODS DELIVERED
JC SERVICES	R41 515.00	VARIOUS GOODS DELIVERED
SHINE THE WAY	R44 654.00	VARIOUS GOODS DELIVERED
SIYAPHAMBILI ELECTRICAL	R56 519.00	VARIOUS GOODS DELIVERED
A L ABOTT	R63 707.00	VARIOUS GOODS DELIVERED
BEKA	R156 400.00	VARIOUS GOODS DELIVERED

The tables below contains the 10 highest value creditors paid for the month:

Die tabelle hieronder bevat die 10 hoogste waarde krediteure uitbetaal vir die maand:

Name of creditor	Sept 2018 Amounts Paid	Description of goods/ services
ESKOM	R23 657 381.42	ELECTRICITY
ASLA KONSTRUKSIE	R6 649 897.73	BULK SERVICES
ENTSHA HENRA	R1 435 937.04	RECONSTRUCTION OF PIET RETIEF STREET
MAFOKO SECURITY SERVICES	R1 154 092.29	SECURITY SERVICES
CERES KOEKEDOUW DAM	R1 057 906.34	
JVR CONSTRUCTION	R519 779.91	SUPPLY OF REMOTE METERING
DELNIET CONSTRUCITION	R485 421.90	HIRING SERVICES
AUDITOR GENERAL	R385 306.64	AGENCY FEES
MULTIPART PETROL	R359 784.32	PETROL/DIESEL SERVICES
SHINE THE WAY	R319 374.16	SUPPLY OF GOODS

Name of creditor	Aug 2018 Amounts Paid	Description of goods/ services
ESKOM	R24 512 002.44	ELECTRICITY
ASLA CONSTRUCTION	R2 850 095.12	PROFESIONAL SERVICES
ENSTHA HENRA	R1 046 902.63	RECONSTRUCTION STREETS
MAFOKO SECURITY	R873 227.34	SECURITY SERVICES
JVR CONSTRUCTION	R519 794.74	SUPPLY OF REMOTE METERING
MULTIPART PETROL	R441 736.07	PETROL/DIESEL SERVICES
COALITION TRADING 606 CC	R259 505.05	ROAD MARKINGS
DELNIET CONSTRUCTION	R231 230.55	HIRING SERVICES
TRICOM AFRICA	R196 664.21	VARIOUS GOODS DELIVERED
TELKOM	R188 586.60	TELKOM ACCOUNTS

3.2.3.3 Petty Cash: 3.2.3.3 Kleinkas

Tipe Transaksie Type of transaction	Aug 2018		Sept2018	
	Total	%	Total	%
Condolences, well wish cards, bouquets, flowers and keys for offices	R 980.30	9.88%	R 930.00	11.48%
Refreshments and caterings	R 2 515.30	25.35%	R 1 362.20	16.81%
Rent (Halls etc.);	R 0.00	0.00%	R 0.00	0.00%
Refunds (Library book fees)	R 0.00	0.00%	R 0.00	0.00%
Payment of clients without bank accounts	R 0.00	0.00%	R 0.00	0.00%
Temporary vehicle licensing fees and public driver permits	R 144.00	1.45%	R 144.00	1.78%
Tollgate fees when an employee is driving with an official vehicle registered in the name of council	R 0.00	0.00%	R 0.00	0.00%
Approved in terms of 5 (b) (vi) of Petty Cash policy	R 6 284.60	63.33%	R 5 664.96	69.93%
GRAND TOTAL	R 9 924.20		R 8 101.16	

Petty cash: Cash at hand reconciliation

Kleinkas: Kontant voorhande opsomming

DESCRIPTION / BESKRYWING	July 2018	August 2018	September 2018
Opening cash balance	R5000	R5000	R5000
Less total vouchers	(R5 615.70)	(R9 924.20)	(R8 101.16)
Replenishment during month	R4 474.90	R7 417.50	R5 478.26
Cash at hand before month-end replenishment	R3 859.20	R2 493.30	R2 377.10
Replenishment at month end	R1 140.80	R2 506.70	R2 622.90
Closing cash balance at month end	R5 000	R5 000	R5 000

3.3 FINANCIAL ADMINISTRATION

3.3.1 Cash and Investments

The information with regard to the cash and investment is contained in the tables below:

3.3 FINANSIËLE ADMINISTRASIE

3.3.1 Kontant en Beleggings

Die inligting met betrekking tot die kontant en beleggings is vervat in die tabelle hieronder:

Cash:

Kontant:

Bank accounts Bank rekeninge	Institution Instansie	Acc. Numbers	Aug 2018		Sept 2018	
			Bank Balance	Cashbook Balance	Bank Balance	Cashbook Balance
Primary Bank Acc.	FNB	62748215979	R136,665,350	R130,595,274	R23,674,777	R17,617,679

Investments:

Beleggings:

Institution / Instansie	Maturity Date	July 2018		August 2018		September 2018	
		R	% of available funds	R	% of available funds	R	% of available funds
ABSA Bank Ltd		R0		R0		R25,000,000	25%
Investec Bank Ltd		R0		R0		R25,000,000	25%
Nedbank Ltd		R0		R0		R25,000,000	25%
Standard Bank of SA Ltd		R0		R0		R25,000,000	25%
Total		R0		R0		R100,000,000	100%

	July 2018		August 2018		September 2018	
	R	% of available funds	R	% of available funds	R	% of available funds
Unutilised government grants	R0		R0		R 22 606 403	22%
Capital Replacement Reserve (CRR)	R0		R0		R 5 619 859	6%
Surplus Funds	R0		R0		R 71 773 738	72%
Total	R0		R0		R100,000,000	100%

The detail movements of the investments are shown in Annexure A.

Die gedetailleerde bewegings van die beleggings word getoon in Bylae A.

The balance of the unutilised funding account is indicated in the table below:

Die balans van die onbenutte befondsing rekening word in die tabel hieronder aangedui:

Unutilised Project funding: Onbenutte Projek befondsing:	July 2018	August 2018	September 2018
Balances	17 807 172	19 711 500	22 606 403

The table below shows the dates when the reconciliation is completed:

Die tabel hieronder dui die datums wanneer die rekonsiliasies voltooi is:

Reconciliations Rekonsiliasies	July 2018	August 2018	September 2018
Primary bank account	03/08/2018	05/09/2018	03/10/2018
Investment reconciliation	13/08/2018	07/09/2018	28/09/2018
Long term Liabilities	13/08/2018	07/09/2018	28/09/2018
Grant Register	13/08/2018	11/09/2018	08/10/2018

The table below indicates the outstanding bank reconciliation number of items and amounts:

Die tabel hieronder dui die uitstaande bankrekonsiliasie aantal items en bedrae:

	August 2018		September 2018	
Description / Beskrywing	Number of items	Amount	Number of items	Amount
Uncleared ACB	4	R3,206	2	R3,752
Outstanding cheques	20	R15,363	0	R0
Transactions not in cash book	1887	R15,153,819	725	R7,454,388
Receipts not cleared on Bank statement	743	R9,116,263	258	R1,399,043
Outstanding journals	32	R13,951	9	R1,999

3.3.2 Liabilities

3.3.2 Laste

Name of Institution	Interest Rate	Opening Balance	Payment (Redemption)	Interest	Closing Balance	Payments
Naam van Instansie		Sept 2018			Sept 2018	Oct 2018
		R			R	
DBSA	10,75% - 17,45%	R2,261,125	R1,058,281	R87,503	R1,202,844	R0
Nedbank	13.50%	R5,220,225	R0	R0	R5,220,225	R0
Total		R7,481,350	R1,058,281	R87,503	R6,423,069	R0

3.3.3 Financial system reconciliations

The table below shows the status of the system reconciliations:

3.3.3 Finansiële stelsel Rekonsiliasies

Die tabel hieronder toon die status van die stelsel rekonsiliasies:

Type of reconciliation	Period reconciled	Reconciled Amount	Reconciliation Date & Signed off
Financial system	Sept 2018	R0	28/09/2018
Traffic : Motorregistration	Sept 2018	R2,078,155	09/10/2018
Traffic : RTMC Fees	Sept 2018	R131,505	09/10/2018
Traffic : AARTO	Sept 2018	R63,825	09/10/2018
Traffic : Drivers Licence	Sept 2018	R84,527	09/10/2018
Traffic : Roadworthy	Sept 2018	R10,422	09/10/2018
VAT	Sept 2018		

3.3.4 INSURANCE

Month of Reporting: September 2018

Insurance report - ANNEXURE O

3.3.5 VERSEKERING

Maandverslag: September 2018

Versekeringsverslag - BYLAE O

3.3.5 ASSETS

Month of Reporting: September 2018

Assets Report – ANNEXURE N

3.3.6 BATES

Maandverslag: September 2018

Bates verslag - BYLAE N

Attached find the following management reports with regard to budget monitoring:

Aangeheg vind die volgende verslae met betrekking tot die monitering van begroting:

- Annexure / Bylae B - Age Analysis of Creditors / Ouderdomsontleding van Skuldeisers
- Annexure / Bylae C - Age Analysis of Debtors / Ouderdomsontleding van Debiteure
- Annexure / Bylae D - Cash Flow Statement / Kontantvloeistaat
- Annexure / Bylae E - Statement of Financial Performance / Staat van Finansiële Prestasie
- Annexure / Bylae F - Actual capital Acquisition and Sources of Finance / Die werklike Kapitaalverkryging program en Bronne van Finansies

Annexure B – F is the Section 71 report of the Municipality.

Bylae B- F is die Artikel 71-verslag van die Munisipaliteit.

Attached find the following legally required reports in terms of the MFMA:

Aangeheg vind die volgende wetlik verplig verslae soos vereis in die MFMA:

- Annexure G - Sect 66 / Artikel 66 - Quarterly
- Annexure H - Sect 11 / Artikel 11 - Quarterly
- Annexure I - Finance Management Grant / Finansiële Bestuur toelaag
- Annexure J - Municipal Infrastructure Grant / Munisipale Infrastruktuur toekenning
- Annexure K - Integrated National Electrification Programme Grant / Geïntegreerde Nasionale Elektrifisering Program Toekenning
- Annexure L - Grant register / Leningsregister

Other Annexures:
Annexure A – Investments
Annexure M – 50 Highest Business and Government Accounts
Annexure N – Asset report
Annexure O – Insurance
Annexure P – Quality Certificate

Ander Annexures:
Bylae A - Beleggings
Bylae M – 50 Hoogste besigheid- en regering rekeninge
Bylae N – Bates verslag
Bylae O – Versekering
Bylae P – Kwaliteit sertifikaat

Yours faithfully

Die uwe

H J Kritzinger
DIREKTEUR FINANSIES / DIRECTOR FINANCE

A

Investment Register: Witzenberg Municipality

Investment Institution	**Standard Bank**
Type of Investment	Call Deposits and Investments
Interest Rate	7.6
Period of Investment	4 months
Maturity Date	2018/01/11

Movement	**M01**	**M02**	**M03**
Opening Balance	-	-	-
Deposits	-	-	25 000 000
Withdrawals	-	-	-
Interest Earned	-	-	-
Charges	-	-	-
Closing Balance	-	-	25 000 000

Investment Institution	**Nedbank**
Type of Investment	Call Deposits and Investments
Interest Rate	7.5
Period of Investment	3 months
Maturity Date	2017/12/08

Movement	**M01**	**M02**	**M03**
Opening Balance	-	-	-
Deposits	-	-	25 000 000
Withdrawals	-	-	-
Interest Earned	-	-	-
Charges	-	-	-
Closing Balance	-	-	25 000 000

Investment Institution	**Investec**
Type of Investment	Call Deposits and Investments
Interest Rate	7.21
Period of Investment	1 month
Maturity Date	2017/10/09

Movement	**M01**	**M02**	**M03**
Opening Balance	-	-	-
Deposits	-	-	25 000 000.00
Withdrawals	-	-	-
Interest Earned	-	-	-
Charges	-	-	-
Closing Balance	-	-	25 000 000

Investment Institution	**ABSA**
Type of Investment	Call Deposits and Investments
Interest Rate	7.37
Period of Investment	2 months
Maturity Date	2017/11/11

Movement	**M01**	**M02**	**M03**
Opening Balance	-	-	-
Deposits	-	-	25 000 000.00
Withdrawals	-	-	-
Interest Earned	-	-	-
Charges	-	-	-
Closing Balance	-	-	25 000 000

Summary Per Institution

	M01	**M02**	**M03**
Standard Bank	-	-	25 000 000
Investec	-	-	25 000 000
First Rand	-	-	25 000 000
ABSA	-	-	25 000 000
	-	-	100 000 000

AC : AGE ANALYSIS OF CREDITORS (All values in Rand)
Save File as : Muncde_AC_ccyy_Mnn.XLS (e.g.: GT411_AC_2003_M07)
Change Year End (ccyy) to Financial Year End (e.g.: 2003 for year 2002/2003)
Change Month End (Mnn) to Active Month (M01=July...M12=June)(e.g.: M07)
Change Muncde to your own municipal code (e.g.: GT411)
If (and only if) Creditors per function not available, list top 10 creditors by name

Year End	Month End	Mun	Item	Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
2019	M03	WC022	0100	Bulk Electricity	0	0	0	0	0	0	0	0	0
			0200	Bulk Water	0	0	0	0	0	0	0	0	0
			0300	PAYE deductions	0	0	0	0	0	0	0	0	0
			0400	VAT (output less input)	0	0	0	0	0	0	0	0	0
			0500	Pensions / Retirement deductions	0	0	0	0	0	0	0	0	0
			0600	Loan repayments	0	0	0	0	0	0	0	0	0
			0700	Trade Creditors	1 101 516	95 679	0	0	0	0	0	0	1 197 195
			0800	Auditor General	0	0	0	0	0	0	0	0	0
			0900	Other	0	0	0	0	0	0	0	0	0
			1000	Total	1 101 516	95 679	0	0	0	0	0	0	1 197 195
			TP01	Top 1 Creditor	0	0	0	0	0	0	0	0	0
			TP02	Top 2 Creditor	0	0	0	0	0	0	0	0	0
			TP03	Top 3 Creditor	0	0	0	0	0	0	0	0	0
			TP04	Top 4 Creditor	0	0	0	0	0	0	0	0	0
			TP05	Top 5 Creditor	0	0	0	0	0	0	0	0	0
			TP06	Top 6 Creditor	0	0	0	0	0	0	0	0	0	0
			TP07	Top 7 Creditor	0	0	0	0	0	0	0	0	0
			TP08	Top 8 Creditor	0	0	0	0	0	0	0	0	0
			TP09	Top 9 Creditor	0	0	0	0	0	0	0	0	0
			TP10	Top 10 Creditor	0	0	0	0	0	0	0	0	0
			TOT	Total	0	0	0	0	0	0	0	0	0

AD : AGE ANALYSIS OF DEBTORS (All values in Rand)
Save File as : Muncde_AD_ccyy_Mnn.XLS (e.g.: GT411_AD_2006_M10)
Change Year End (ccyy) to Financial Year End (e.g.: 2005 for year 2004/2005) and Month End (Mnn) to Active Month (M01=July...M12=June)(e.g.: M10)
Change Muncde to your own municipal code (e.g.: GT411)
To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Year End	Month End	Mun	Item	Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
2019	M03	WC022	1100	Debtors Age Analysis By Income Source											
			1200	Trade and Other Receivables from Exchange Transactions - Water	8 396 034	1 424 365	1 097 086	1 416 211	1 456 996	1 503 786	6 694 538	25 060 043	47 039 059	0	0
			1300	Trade and Other Receivables from Exchange Transactions - Electricity	15 397 365	916 622	674 661	680 298	528 216	439 651	1 094 819	1 366 900	20 998 531	0	0
			1400	Receivables from Non-exchange Transactions - Property Rates	22 895 461	396 474	338 697	182 938	164 346	145 924	755 425	12 722 179	37 601 443	0	0
			1500	Receivables from Exchange Transactions - Waste Water Management	5 138 450	736 792	638 545	602 899	585 288	571 840	3 076 652	12 818 416	24 168 881	0	0
			1600	Receivables from Exchange Transactions - Waste Management	5 816 608	733 884	844 655	542 393	624 391	509 727	2 756 076	14 291 933	26 019 667	0	0
			1700	Receivables from Exchange Transactions - Property Rental Debtors	168 137	15 910	15 545	15 076	14 924	14 871	87 052	507 978	839 494	0	0
			1810	Interest on Arrear Debtor Accounts	1 578 189	94 293	106 663	130 045	153 371	168 773	1 159 438	20 004 528	23 395 300	0	0
			1820	Recoverable unauthorised, irregular or fruitless and wasteful Expenditure	0	0	0	0	0	0	0	0	0	0	0
			1900	Other	-4 848 077	38 991	63 271	32 228	26 932	50 223	234 521	830 501	-3 581 409	0	0
			2000	Total By Income Source	54 532 166	4 357 330	3 769 122	3 602 089	3 454 465	3 404 795	15 858 520	87 602 479	176 480 966	0	0
			2100	Debtors Age Analysis By Customer Group											
			2200	Organs of State	10 822 534	760 341	652 290	640 349	625 079	584 982	609 068	2 796 159	17 510 783	0	0
			2300	Commercial	17 823 940	537 755	466 059	253 228	246 239	227 369	950 056	5 946 891	26 451 537	0	0
			2400	Households	22 711 213	2 758 673	2 376 048	2 394 192	2 369 168	2 397 096	13 135 913	70 492 066	118 634 368	0	0
			2500	Other	3 174 478	280 561	274 725	214 320	213 978	195 368	1 163 484	8 367 364	13 884 278	0	0
			2600	Total By Customer Group	54 532 166	4 357 330	3 769 122	3 602 089	3 454 465	3 404 795	15 858 520	87 602 479	176 480 966	0	0

Notes:

Property Rental Debtors: including housing and land sale debtors
Total By Income Source = Total by Customer Group
The total debtors amount must balance the total amount reflected for debtors on the BSAC return.'
Bad Debts=Bad Debts written off during the month
Impairment - Bad Debts i.t.o Council Policy :
The aim of this schedule is to ensure that the impairment contribution is done in a structured manner
The impairment amount that is entered in this block should be the agregated amount as per the calculation formula in the municipality
If a formula to calculate impairment is not in place this is a tool that can be used to develop such a formula and get it approved as part of the accounting policy

CFA : CASH FLOW STATEMENT ACTUALS / FORECASTS (All values in Rand)(Payments= +)
Save File as : Muncde_CFA_ccyy_Mnn.XLS (e.g.: GT411_CFA_2005_M10)
Change Muncde to your own municipal code (e.g.: GT411) and Year End (ccyy) to Financial Year End (e.g.: 2005 for year 2004/2005)
Change Month End (Mnn) to Active Month (M01=July...M12=June)(e.g.: M10) (Enter Actuals up to Active Month included and Forecast figures for months after Active Month)
To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Year End	Month End	Mun	Item	Detail	Month 1 July	Month 2 Aug	Month 3 Sept	Month 4 Oct	Month 5 Nov	Month 6 Dec	Month 7 Jan	Month 8 Feb	Month 9 Mar	Month 10 Apr	Month 11 May	Month 12 June
2019	M03	WC022	3000	Cash Receipts by Source												
			3010	Property rates	3 856 823	8 243 926	6 776 297									
			3020	Property rates - penalties & collection charges	0	0	0									
			3030	Service charges - electricity revenue	18 757 141	18 694 093	18 582 946									
			3040	Service charges - water revenue	2 995 808	2 957 293	1 730 395									
			3050	Service charges - sanitation revenue	1 539 924	2 015 470	2 028 662									
			3060	Service charges - refuse revenue	1 797 253	1 896 778	1 565 720									
			3070	Service charges - other	3 785 104	3 980 470	6 092 189									
			3080	Rental of facilities and equipment	210 336	225 332	383 999									
			3090	Interest earned - external investments	371 486	538 721	704 797									
			3100	Interest earned - outstanding debtors	0	0	0									
			3110	Dividends received	0	0	0									
			3120	Fines	198 987	110 896	251 389									
			3130	Licences and permits	574 464	214 219	704 891									
			3140	Agency services	0	0	0									
			3150	Transfer receipts - operational	36 118 686	1 991 534	3 514 001									
			3160	Other revenue	235 702	382 351	645 318									
			3170	Cash Receipts by Source	70 441 711	41 253 082	42 980 603	0	0	0	0	0	0	0	0	0
			3180	Other Cash Flows/Receipts by Source												
			3190	Transfer receipts - capital	17 000 000	0	0									
			3200	Contributions recognised - capital & Contributed	0	0	0									
			3210	Proceeds on disposal of PPE	0	0	0									
			3220	Short term loans	0	0	0									
			3230	Borrowing long term/refinancing	0	0	0									
			3240	Increase (decrease) in consumer deposits	63 194	80 514	50 682									
			3250	Decrease (Increase) in non-current debtors	0	0	0									
			3260	Decrease (Increase) other non-current receivables	0	0	0									
			3270	Decrease (Increase) in non-current investments	0	0	-100 000 000									
			3280	Total Cash Receipts by Source	87 504 905	41 333 596	-56 968 716	0	0	0	0	0	0	0	0	0
			4000	Cash Payments by Type												
			4010	Employee related costs	11 218 751	13 141 159	12 270 439									
			4020	Remuneration of councillors	875 835	874 335	867 141									
			4030	Collection costs	0	0	0									
			4040	Interest paid	0	0	0									
			4050	Bulk purchases - Electricity	23 703 656	24 512 002	23 657 381									
			4060	Bulk purchases - Water & Sewer	0	0	0									
			4070	Other materials	862 390	428 005	681 515									
			4080	Contracted services	2 262 817	2 211 039	3 839 681									
			4090	Grants and subsidies paid - other municipalities	0	0	0									
			4100	Grants and subsidies paid - other	200 196	154 940	121 000									
			4110	General expenses	4 371 802	5 044 056	5 304 105									
			4120	Cash Payments by Type	43 495 447	46 365 537	46 721 263	0	0	0	0	0	0	0	0	0
			4130	Other Cash Flows/Payments by Type												
			4140	Capital assets	1 685 601	4 061 446	8 878 551									
			4150	Repayment of borrowing	0	0	1 145 785									
			4160	Other Cash Flows/Payments	-453 178	590 512	-736 719									
			4170	Total Cash Payments by Type	44 727 869	51 017 495	56 008 879	0	0	0	0	0	0	0	0	0
			4180	Net Increase/(Decrease) in Cash Held	42 777 036	-9 683 899	-112 977 595	0	0	0	0	0	0	0	0	0
			4190	Cash/cash equivalents at the month/year begin:	97 502 137	140 279 173	130 595 274	17 617 680	17 617 680	17 617 680	17 617 680	17 617 680	17 617 680	17 617 680	17 617 680	17 617 680
			4200	Cash/cash equivalents at the month/year end:	140 279 173	130 595 274	17 617 680	17 617 680	17 617 680	17 617 680	17 617 680	17 617 680	17 617 680	17 617 680	17 617 680	17 617 680

A

OSA : STATEMENT OF FINANCIAL PERFORMANCE ACTUALS (All values in Rand. See Input Form Instructions)(Select Signing Convention: +1 or -1, Check Totals)
Save File as : Muncde_OSA_cxyy_Mnn.XLS (e.g.: GT411_OSA_2005_M10)
Change Year End (cxyy) to Financial Year End (e.g.: 2005 for year 2004/2005)
Change Month End (Mnn) to Active Month (M01=July...M12=June)(e.g.: M10)
Change Muncde to your own municipal code (e.g.: GT411)
All functions are listed below
If function is a Municipal Entity change Mun/Ent to Y next to function description column
To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Year End	Month End	Mun	Function	Function/Subfunction Description	Mun Ent(Y/N)	Item	Detail	Committed Orders Month M03	Actual Month M03	
			9999	TOTAL FOR ALL FUNCTIONS		0100	OPERATING REVENUE	0	0	99990100
				TOTAL FOR ALL FUNCTIONS		0200	Property Rates	0	2 766 458	99990200
				TOTAL FOR ALL FUNCTIONS		0300	Property Rates - Penalties And Collection Charges	0	0	99990300
				TOTAL FOR ALL FUNCTIONS		0400	Service Charges	0	17 211 148	99990400
				TOTAL FOR ALL FUNCTIONS		0700	Rent Of Facilities And Equipment	0	436 816	99990700
				TOTAL FOR ALL FUNCTIONS		0800	Interest Earned - External Investments	0	704 797	99990800
				TOTAL FOR ALL FUNCTIONS		1000	Interest Earned - Outstanding Debtors	0	735 878	99991000
				TOTAL FOR ALL FUNCTIONS		1100	Dividends Received	0	0	99991100
				TOTAL FOR ALL FUNCTIONS		1300	Fines	0	251 399	99991300
				TOTAL FOR ALL FUNCTIONS		1400	Licenses and Permits	0	434 717	99991400
				TOTAL FOR ALL FUNCTIONS		1500	Agency Services	0	0	99991500
				TOTAL FOR ALL FUNCTIONS		1600	Transfers Recognised - Operating	0	221 749	99991600
				TOTAL FOR ALL FUNCTIONS		1610	Transfers Recognised - Capital	0	0	99991610
				TOTAL FOR ALL FUNCTIONS		1700	Other Revenue	0	849 303	99991700
				TOTAL FOR ALL FUNCTIONS		1800	Gain On Disposal Of Property, Plant & Equipment	0	0	99991800
				TOTAL FOR ALL FUNCTIONS		1900	Total Operating Revenue Generated	0	23 600 251	99991900
				TOTAL FOR ALL FUNCTIONS		2000	Less Revenue Foregone	0	7 216 829	99992000
				TOTAL FOR ALL FUNCTIONS		2100	Total Direct Operating Revenue	0	30 817 080	99992100
				TOTAL FOR ALL FUNCTIONS		2200	INTERNAL TRANSFERS – (must net out with corresp. items under	0	0	99992200
				TOTAL FOR ALL FUNCTIONS		2300	Interest Received - Internal Loans	0	0	99992300
				TOTAL FOR ALL FUNCTIONS		2500	Internal Recoveries (Activity Based Costing Etc)	0	1 499 711	99992500
				TOTAL FOR ALL FUNCTIONS		2600	Dividends Received - Internal (From Municipal Entities)	0	0	99992600
				TOTAL FOR ALL FUNCTIONS		2700	Total Indirect Operating Revenue	0	1 499 711	99992700
				TOTAL FOR ALL FUNCTIONS		2800	Total Operating Revenue	0	32 316 791	99992800
				TOTAL FOR ALL FUNCTIONS		2900	OPERATING EXPENDITURE	0	0	99992900
				TOTAL FOR ALL FUNCTIONS		3000	Employee Related Costs - Wages & Salaries	-29 970	-14 170 400	99993000
				TOTAL FOR ALL FUNCTIONS		3100	Employee Related Costs - Social Contributions	0	-38 223	99993100
				TOTAL FOR ALL FUNCTIONS		3200	Less Employee Costs Capitalised	0	0	99993200
				TOTAL FOR ALL FUNCTIONS		3300	Less Employee Costs Allocated To Other Operating Items	0	0	99993300
				TOTAL FOR ALL FUNCTIONS		3400	Remuneration Of Councillors	0	-745 009	99993400
				TOTAL FOR ALL FUNCTIONS		3500	Debt Impairment	0	5 462 067	99993500
				TOTAL FOR ALL FUNCTIONS		3600	Collection Costs	0	0	99993600
				TOTAL FOR ALL FUNCTIONS		3700	Depreciation and Asset Impairment	-116	-1 255	99993700
				TOTAL FOR ALL FUNCTIONS		3900	Interest Expense - External Borrowings	0	-120 673	99993900
				TOTAL FOR ALL FUNCTIONS		4000	Redemption Payments - External Borrowings (Gamap To Remove)	0	0	99994000
				TOTAL FOR ALL FUNCTIONS		4100	Bulk Purchases	-4 102	-20 571 636	99994100
				TOTAL FOR ALL FUNCTIONS		4110	Other Materials	-1 054 398	-1 141 973	99994110
				TOTAL FOR ALL FUNCTIONS		4200	Contracted Services	-12 021 326	-3 721 420	99994200
				TOTAL FOR ALL FUNCTIONS		4300	Grants and Subsidies	-4 000	-122 204	99994300
				TOTAL FOR ALL FUNCTIONS		4400	Other Expenditure	-8 557 022	-3 370 889	99994400
				TOTAL FOR ALL FUNCTIONS		4500	Loss On Disposal Of Property, Plant & Equipment	0	0	99994500
				TOTAL FOR ALL FUNCTIONS		4550	Contributions To/(From) Provisions	0	27 448	99994550
				TOTAL FOR ALL FUNCTIONS		4600	Total Direct Operating Expenditure	-19 670 932	-36 513 916	99994600
				TOTAL FOR ALL FUNCTIONS		4700	INTERNAL TRANSFERS - (must net out with corresp. items under	0	0	99994700
				TOTAL FOR ALL FUNCTIONS		4800	Interest - Internal Borrowings	0	0	99994800
				TOTAL FOR ALL FUNCTIONS		5000	Internal Charges (Activity Based Costing Etc)	0	-1 499 711	99995000
				TOTAL FOR ALL FUNCTIONS		5010	Contributed Assets	0	0	99995010
				TOTAL FOR ALL FUNCTIONS		5100	Total Indirect Operating Expenditure	0	-1 499 711	99995100
				TOTAL FOR ALL FUNCTIONS		5200	Total Operating Expenditure	-19 670 932	-40 015 825	99995200
				TOTAL FOR ALL FUNCTIONS		5300	SURPLUS	0	0	99995300
				TOTAL FOR ALL FUNCTIONS		5400	Operating Surplus / (Deficit) - Total Revenue Less Total Exp	-19 670 932	-7 698 835	99995400
				TOTAL FOR ALL FUNCTIONS		5500	Taxation	0	0	99995500
				TOTAL FOR ALL FUNCTIONS		5600	Operating Surplus / (Deficit) - After Tax	-19 670 932	-7 698 835	99995600
				TOTAL FOR ALL FUNCTIONS		5800	Cross Subsidisation	0	0	99995800
				TOTAL FOR ALL FUNCTIONS		5900	Plus Interests In Entities Not Wholly Owned	0	0	99995900
				TOTAL FOR ALL FUNCTIONS		5900	Surplus / (Deficit) After Tax, Cross Subsidies & Share Of As	-19 670 932	-7 698 835	99995900
				TOTAL FOR ALL FUNCTIONS		6200	OTHER ADJUSTMENTS AND TRANSFERS	0	0	99996200
				TOTAL FOR ALL FUNCTIONS		5700	Dividends Paid (Municipal Entities Only)	0	0	99995700
				TOTAL FOR ALL FUNCTIONS		6210	Asset Financing Reserve (Afr)	0	0	99996210
				TOTAL FOR ALL FUNCTIONS		6220	Housing Development Fund	0	0	99996220
				TOTAL FOR ALL FUNCTIONS		6230	Depreciation Reserve Ex Afr	0	0	99996230
				TOTAL FOR ALL FUNCTIONS		6240	Depreciation Reserve Ex Govt Grants	0	0	99996240
				TOTAL FOR ALL FUNCTIONS		6250	Depreciation Reserve Ex Donations And Contributions	0	0	99996250
				TOTAL FOR ALL FUNCTIONS		6260	Self-Insurance Reserve	0	0	99996260
				TOTAL FOR ALL FUNCTIONS		6270	Revaluation Reserve	0	0	99996270
				TOTAL FOR ALL FUNCTIONS		6280	Other	0	0	99996280
				TOTAL FOR ALL FUNCTIONS		6700	Change To Unappropriated Surplus / (Accumulated Deficit)	-19 670 932	-7 698 835	99996700

CAA : ACTUAL CAPITAL ACQUISITION AND SOURCES OF FINANCE (All values in Rand)
Save File as : Muncde_CAA_ccyy_Mnn.XLS (e.g.: GT411_CAA_2005_M10)
Change Year End (ccyy) to Financial Year End (e.g.: 2005 for year 2004/2005)
Change Month End (Mnn) to Active Month (M01=July...M12=June)(e.g.: M10)
Change Muncde to your own municipal code (e.g.: GT411)
All functions are listed below
If function is a Municipal Entity change Mun/Ent to Y next to function description column
To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Actual Month M03 Sep

Year End	Month End	Mun	Function 9999	Function/Subfunction Description	Mun Ent(Y/N)	Item	Detail	Contr Assets	New Capital	Repl Capital	Repair/Mnt Capital	Total	
				TOTAL FOR ALL FUNCTIONS		0100	INFRASTRUCTURE	0	0	0	0	0	99990100
				TOTAL FOR ALL FUNCTIONS		0300	Roads, Pavements, Bridges & Storm Water	0	4 489 042	1 341 373	0	5 830 414	99990300
				TOTAL FOR ALL FUNCTIONS		0400	Water Reservoirs & Reticulation	0	875 000	0	0	875 000	99990400
				TOTAL FOR ALL FUNCTIONS		0500	Car Parks, Bus Terminals and Taxi Ranks	0	0	0	0	0	99990500
				TOTAL FOR ALL FUNCTIONS		0600	Electricity Reticulation	0	205 462	0	0	205 462	99990600
				TOTAL FOR ALL FUNCTIONS		0700	Sewerage Purification & Reticulation	0	1 016 916	139 149	0	1 155 065	99990700
				TOTAL FOR ALL FUNCTIONS		0800	Housing	0	0	0	0	0	99990800
				TOTAL FOR ALL FUNCTIONS		0900	Street Lighting	0	0	0	0	0	99990900
				TOTAL FOR ALL FUNCTIONS		1000	Refuse sites	0	0	0	0	0	99991000
				TOTAL FOR ALL FUNCTIONS		1100	Gas	0	0	0	0	0	99991100
				TOTAL FOR ALL FUNCTIONS		1200	Other	0	0	0	0	0	99991200
				TOTAL FOR ALL FUNCTIONS		1300	Sub-total Infrastructure	0	6 585 420	1 480 521	0	8 065 942	99991300
				TOTAL FOR ALL FUNCTIONS		1400	COMMUNITY	0	0	0	0	0	99991400
				TOTAL FOR ALL FUNCTIONS		1500	Establishment of Parks & Gardens	0	0	0	0	0	99991500
				TOTAL FOR ALL FUNCTIONS		1600	Sportsfields	0	0	0	0	0	99991600
				TOTAL FOR ALL FUNCTIONS		1700	Community Halls	0	0	0	0	0	99991700
				TOTAL FOR ALL FUNCTIONS		1800	Libraries	0	0	0	0	0	99991800
				TOTAL FOR ALL FUNCTIONS		1900	Recreational Facilities	0	0	0	0	0	99991900
				TOTAL FOR ALL FUNCTIONS		2000	Clinics	0	0	0	0	0	99992000
				TOTAL FOR ALL FUNCTIONS		2100	Museums & Art Galleries	0	0	0	0	0	99992100
				TOTAL FOR ALL FUNCTIONS		2200	Other	0	0	0	0	0	99992200
				TOTAL FOR ALL FUNCTIONS		2300	Sub-total Community	0	0	0	0	0	99992300
				TOTAL FOR ALL FUNCTIONS		2310	HERITAGE ASSETS	0	0	0	0	0	99992310
				TOTAL FOR ALL FUNCTIONS		2311	Heritage Assets	0	0	0	0	0	99992311
				TOTAL FOR ALL FUNCTIONS		2312	Sub-total Heritage Assets	0	0	0	0	0	99992312
				TOTAL FOR ALL FUNCTIONS		2320	INVESTMENT PROPERTIES	0	0	0	0	0	99992320
				TOTAL FOR ALL FUNCTIONS		2321	Investment Properties	0	0	0	0	0	99992321
				TOTAL FOR ALL FUNCTIONS		2322	Sub-total Investment Properties	0	0	0	0	0	99992322
				TOTAL FOR ALL FUNCTIONS		2400	OTHER ASSETS	0	0	0	0	0	99992400
				TOTAL FOR ALL FUNCTIONS		2500	Other motor vehicles	0	0	0	0	0	99992500
				TOTAL FOR ALL FUNCTIONS		2600	Plant & equipment	0	31 223	888 829	0	920 053	99992600
				TOTAL FOR ALL FUNCTIONS		2700	Office equipment	0	39 965	0	0	39 965	99992700
				TOTAL FOR ALL FUNCTIONS		2800	Abattoirs	0	0	0	0	0	99992800
				TOTAL FOR ALL FUNCTIONS		2900	Markets	0	0	0	0	0	99992900
				TOTAL FOR ALL FUNCTIONS		3000	Airports	0	0	0	0	0	99993000
				TOTAL FOR ALL FUNCTIONS		3100	Security Measures	0	0	0	0	0	99993100
				TOTAL FOR ALL FUNCTIONS		3110	Civic Land and Buildings	0	0	0	0	0	99993110
				TOTAL FOR ALL FUNCTIONS		3120	Other Land and Buildings	0	0	0	0	0	99993120
				TOTAL FOR ALL FUNCTIONS		3200	Other	0	0	0	0	0	99993200
				TOTAL FOR ALL FUNCTIONS		3300	Sub-total Other Assets	0	71 188	888 829	0	960 017	99993300
				TOTAL FOR ALL FUNCTIONS		3400	SPECIALISED VEHICLES	0	0	0	0	0	99993400
				TOTAL FOR ALL FUNCTIONS		3500	Refuse	0	0	0	0	0	99993500
				TOTAL FOR ALL FUNCTIONS		3600	Fire	0	0	0	0	0	99993600
				TOTAL FOR ALL FUNCTIONS		3700	Conservancy	0	0	0	0	0	99993700
				TOTAL FOR ALL FUNCTIONS		3800	Ambulances	0	0	0	0	0	99993800
				TOTAL FOR ALL FUNCTIONS		3900	Buses	0	0	0	0	0	99993900
				TOTAL FOR ALL FUNCTIONS		4000	Sub-total Specialised Vehicles	0	0	0	0	0	99994000
				TOTAL FOR ALL FUNCTIONS		4010	AGRICULTURAL ASSETS	0	0	0	0	0	99994010
				TOTAL FOR ALL FUNCTIONS		4011	Agricultural Assets	0	0	0	0	0	99994011
				TOTAL FOR ALL FUNCTIONS		4012	Sub-total Agricultural Assets	0	0	0	0	0	99994012
				TOTAL FOR ALL FUNCTIONS		4020	BIOLOGICAL ASSETS	0	0	0	0	0	99994020
				TOTAL FOR ALL FUNCTIONS		4021	Biological Assets	0	0	0	0	0	99994021
				TOTAL FOR ALL FUNCTIONS		4022	Sub-total Biological Assets	0	0	0	0	0	99994022
				TOTAL FOR ALL FUNCTIONS		4030	INTANGIBLES	0	0	0	0	0	99994030
				TOTAL FOR ALL FUNCTIONS		4031	Intangibles	0	0	0	0	0	99994031
				TOTAL FOR ALL FUNCTIONS		4032	Sub-total Intangibles	0	0	0	0	0	99994032
				TOTAL FOR ALL FUNCTIONS		4100	TOTAL	0	6 856 608	2 369 351	0	9 025 959	99994100
				TOTAL FOR ALL FUNCTIONS		4200	SOURCE OF FINANCE	0	0	0	0	0	99994200
				TOTAL FOR ALL FUNCTIONS		4300	External Loans	0	0	0	0	0	99994300
				TOTAL FOR ALL FUNCTIONS		4400	Asset Financing Reserve	0	212 104	2 369 351	0	2 581 455	99994400
				TOTAL FOR ALL FUNCTIONS		4500	Surplus Cash	0	0	0	0	0	99994500
				TOTAL FOR ALL FUNCTIONS		4600	Public contributions/ donations	0	0	0	0	0	99994600
				TOTAL FOR ALL FUNCTIONS		4700	National Government Transfers and Grants	0	6 444 504	0	0	6 444 504	99994700
				TOTAL FOR ALL FUNCTIONS		4701	Provincial Government Transfers and Grants	0	0	0	0	0	99994701
				TOTAL FOR ALL FUNCTIONS		4702	District Municipality Transfers and Grants	0	0	0	0	0	99994702
				TOTAL FOR ALL FUNCTIONS		4703	Other Transfers and Grants	0	0	0	0	0	99994703
				TOTAL FOR ALL FUNCTIONS		4800	Leases	0	0	0	0	0	99994800
				TOTAL FOR ALL FUNCTIONS		5000	Other	0	0	0	0	0	99995000
				TOTAL FOR ALL FUNCTIONS		5100	TOTAL FINANCING	0	6 856 608	2 369 351	0	9 025 959	99995100

WITZENBERG MUNICIPALITY

Report: Expenditure on Staff & Councillor Benefits - YTD Act Sept

(Report in terms of Section 66 of the MFMA)

MFMA Section	Item Description	Original Budget 2018/2019	Amended Budget 2018/2019	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	111 885 561	111 260 728	23 952 813	21.53%
66(b)	Contributions to pension funds and medical aid	24 537 483	24 526 237	5 645 419	23.02%
66(c)	Travel, accomodation and subsistence	5 091 933	5 091 933	1 290 275	25.34%
66(d)	Housing benefits and allowances	1 686 048	1 686 048	362 423	21.50%
66(e)	Overtime	11 713 179	11 728 179	4 445 354	37.90%
66(f)	Loans and advances	0	0	0	0.00%
66(g)	Other type of benefit or allowances related to staff	24 949 898	24 929 898	7 563 970	30.34%
	Sub - Total (Staff Benefits)	**R 179 864 102**	**R 179 223 023**	**R 43 260 254**	**24.14%**
Councillor Benefits					
MAY	Mayor	915 791	915 791	155 326	16.96%
DM	Deputy Mayor	681 867	681 867	139 357	20.44%
SP	Speaker	682 142	682 142	138 952	20.37%
MCM	Mayoral Committee members	2 453 677	2 453 677	516 445	21.05%
CLLR	Other Councillors	4 700 235	4 700 235	1 028 640	21.88%
MED	Medical aid contributions	212 480	212 480	43 484	20.47%
PEN	Pension fund contributions	1 062 928	1 062 928	251 470	23.66%
WARD	Ward Committee Alllowance	1 440 000	1 440 000	349 500	24.27%
	Sub - Total (Councillors' Benefits)	**12 149 120**	**R 12 149 120.00**	**R 2 623 174.27**	**21.59%**
Total Councillor and Staff Benefits		**R 192 013 222**	**R 191 372 143**	**R 45 883 428**	**23.98%**

MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts
Quarter ending Sept 2018
Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

MFMA Section	Item Description	Income transactions July 2018	Income transactions August 2018	Income transactions September 2018	Expenditure transactions July 2018	Expenditure transactions August 2018	Expenditure transactions September 2018	Income YTD transactions Quarter 1	Expenditure YTD transactions Quarter 1	Total YTD Income	Total YTD Expenditure
		R	R	R	R	R	R	R	R	R	R
11(1) (b)	Expenditure authorised in terms of section 26(4) (Expenditure before annual budget is approved)							-	-	-	-
11(1) (c)	Unforeseeable and unavoidable expenditure authorised in terms of section 29(1) (Mayor may approve emergency or other exceptional circumstances expenditure for which no budget provision was made)							-	-	-	-
11(1) (d)	Section 12 withdrawals (Relief, charitable, trust or other funds withdrawals)							-	-	-	-
11(1) (e) (i)	Money collected on behalf of organ of state:							-	-	-	-
	- VAT	-	-	-	150 816	3 666 099	251 396	-	4 068 310	-	4 230 410
	- Agency fees, for example motor registration, drivers licence, etc.	-240 592	1 088 686	-1 144 565	-	-	-	-296 471	-	-192 518	-
11(1) (e) (ii)	Insurance received by the Municipality on behalf of organ of state							-	-	-	-
11(1) (f)	Refund of money incorrectly paid into bank account							-	-	-	-
11(1) (g)	Refund of guarantees, sureties & security deposits	-136 164	-171 629	-181 277	132 093	113 635	75 687	-489 071	321 415	-503 131	364 357
		-376 756	917 056	-1 325 842	282 908	3 779 734	327 083	-785 542	4 389 725	-695 649	4 594 767

		Transactions July 2018	Transactions August 2018	Transactions September 2018	YTD Transactions Quarter 1
11(1) (h)	Cash management and investment purposes:				-
	- Realised	-	-	-	-
	- Made	-	-	100 000 000	100 000 000
	- Nett movement	-	-	100 000 000	100 000 000

I

Finance Management Grant
Monthly Report as per the Division of Revenue Act

The onus is on the municipality to confirm that the return has been received by NT

Municipality	WC022 Witzenberg	Financial Year	2018/19
		Month End	M03 Sept

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	1 550 000
Received This Month	0
Total FMG Funds Received	1 550 000
Spent Prior Periods (Since Inception) - See Last Months Form	86 131
Spent This Month	43 304
Total FMG Funds Spent	128 435
Total FMG funds Received and Not Spent	1 421 565
Percentage of Funds Spent	8.29%
Funds Currently Committed but Not Spent	

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S
Save file as: Muncde_FMG_ccyy_Mnn.XLS (e.g. GT411_FMG_2005_M01.xls)
Muncde = Municipality Code , ccyy = Financial Year End , Mnn = M01... M12

J

Municipal Infrastructure Grant (MIG)
Monthly Report as per the Division of Revenue Act

The onus is on the municipality to confirm that the return has been received by NT

Municipality	WC022 Witzenberg

Financial Year	2018/19
Month End	M03 Sept

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	8 000 000
Received This Month	0
Total MIG Funds Received	8 000 000
Spent Prior Periods (Since Inception) - See Last Months Form	695 155
Spent This Month	3 149 898
Total MIG Funds Spent	3 845 052
Total MIG funds Received and Not Spent	4 154 948
Percentage of Funds Spent	48.06%
Funds Currently Committed but Not Spent	0
Scheduled Transfers Withheld	

Conditions:

-Prioritise residential infrastructure for water, sanitation, refuse removal, street lighting, solid waste, connector and bulk infrastructure, and other municipal infrastructure like roads, in line with the MIG policy framework and/or other government sector policies established before the start of the municipal financial year.

-Compliance with Chapter 5 of the Municipal Systems Act (200). Infrastructure investment and delivery must be based on an Integrated Development Plan that provides a medium to long-term framework for sustainable human settlements and is in accordance with the principles of the national Spatial Development Perspective.

-Municipalities must adhere to the labour-intensive construction methods in terms of the Expanded Public Works Programme (EPWP) guidelines.

-Compliance with the Division of Revenue Act, including additional reporting requirements on spending and projects as approved by National Treasury.

(Print Name Below)

I, , The Accounting Officer or Delegate certify that the above information is correct and that this report has been submitted electronically as required.

Signed Dated

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Save file as: Muncde_MIG_ccyy_Mnn.XLS (e.g. GT411_MIG_2009_M01.xls)

Muncde = Municipality Code , ccyy = Financial Year End , Mnn = M01... M12

K

Integrated National Electrification Programme Grant (INEG)
Monthly Report as per the Division of Revenue Act

The onus is on the municipality to confirm that the return has been received by NT

Municipality	WC022 Witzenberg

Financial Year	2018/19
Month End	M03 Sept

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	1 500 000
Received This Month	0
Total INEG Funds Received	1 500 000
Spent Prior Periods (Since Inception) - See Last Months Form	
Spent This Month	205 462
Total INEG Funds Spent	205 462
Total INEG funds Received and Not Spent	1 294 538
Percentage of Funds Spent	13.70%
Funds Currently Committed but Not Spent	0
Scheduled Transfers Withheld	

Conditions:

•Municipalities must contractually undertake to:
- Account for the allocated funds on a monthly basis by the 10th of every month
- Pass all benefits to end-customers
- Not utilize the fund for any purpose other than electrification
- Ring-fence funds transferred. Adhere to the approved electrification programme and agreed cash flow budgets
- Ring-fence electricity function
- Reflect all assets created under the Integrated national Electrification Program (INEP) on the municipal asset register; this is to assist the process for the formation of the REDS
- Safety operate and maintain the infrastructure
- Adhere to the labour intensive construction methods in terms of the Expanded Public Works Programme (EPWP) guidelines for activities such as trenching, planting of poles, etc.
• Register the master Plans for bulk infrastructure in terms of the INEP framework and to abide by the directives of the Department regarding the central planning and co-ordination for such bulk infrastructure. This is to maximize the economies of scale in the creation of bulk infrastructure affecting more than one municipality
• Use INEP funds for the refurbishment of critical infrastructure, only upon submission of a project plan which must be approved under a framework to be regulated by the Department.

(Print Name Below)

I, . The Accounting Officer or Delegate certify that the above information is correct and that this report has been submitted electronically as required.

Signed **Dated**

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S
Save file as: Muncde_INEG_ccyy_Mnn.XLS (e.g. GT411_INEG_2009_M01.xls)
Muncde = Municipality Code , ccyy = Financial Year End , Mnn = M01... M12

Witzenberg Municipality
Grant Register

	Operational				Capital			
	Opening Balance	Receipts	Transferred to Revenue/Capital	Closing Balance	Opening Balance	Receipts	Transferred to Revenue/Capital	Closing Balance
National Government								
Municipal Infrastructure Grant	-	-	-	-	-	-8 000 000	501 529	-7 498 471
Municipal Water Infrastructure	-	-	-	-	-	-	-	-
Municipal Systems Improvement	-	-	-	-	-	-	-	-
Neighbourhood Development Part	-	-	-	-	-	-	-	-
Water Services Infrastructure	-	-	-	-	-	-	-	-
Expanded Public Works Programm	-	-445 000	291 934	-153 066	-	-	-	-
Local Government Financial Man	-	-1 550 000	128 435	-1 421 565	-	-	-	-
Regional Bulk Infrastructure G	-	-	-	-	-	-	-	-
Integrated National Electrific	-	-	-	-	-	-1 500 000	-	-1 500 000
Provincial Government								
Municipal Infrastructure	-	-	-	-	-	-	-	-
Human Settlement Development	-	-312 940	154 940	-158 000	-	-7 500 000	-	-7 500 000
Regional Social Econimical Pro	-	-	-	-	-	-	-	-
Performance Management	-	-	-	-	-	-	-	-
Financial Management Support (	-	-	-	-	-	-	-	-
LOCAL GOVERNMENT COMPLIANCE	-	-	-	-	-	-	-	-
Fire Services	-	-	-	-	-	-	-	-
mSCOA Grant	-	-	-	-	-	-	-	-
Maintenance and Construction	-	-	-	-	-	-	-	-
Community Development Workers	-	-	6 387	6 387	-	-	-	-
Replacement Funding	-	-	-	-	-	-	-	-
Financial Assistance to Munici	-	-	-	-	-	-	-	-
Rural Development Grant	-	-	-	-	-	-	-	-
Library Service	-	-3 514 001	-	-3 514 001	-	-	-	-
Thusong Centre	-	-	-	-	-	-	-	-
Financial Management	-	-	-	-	-	-	-	-
Maintenance of Main Road	-	-	-	-	-	-	-	-
Regional Social Economic Proje	-	-	-	-	-	-	-	-
District Municipalities								
Sport and Recreation	-	-	-	-	-	-	-	-
Foreign Government and Interna								
Foreign Government and Interna	-	-867 686	-	-867 686	-	-	-	-
Total Grants	-	-6 689 627	581 696	-6 107 932	-	-17 000 000	501 529	-16 498 471

M.

WITZENBERG MUNICIPALITY - 50 HIGHEST ACCOUNTS

Account numb	Future/ 2018/10	2018/09	2018/08	2018/07	2018/06	Older than 2018/06	Total
20190370000	0	4845.53	4884.15	4480484.77	4680.57	24666.12	4519561.14
20196030009	0	2727191.28	126.09	0	0	0	2727317.37
20190370015	0	309444.57	318130.24	309013.72	260627.15	975090.36	2172306.04
17610600030	0	133945.38	166971.86	278696.28	122560.52	1074913.76	1777087.8
17497300009	0	1503952.06	0	0	0	0	1503952.06
20753347014	0	225073.41	213193.72	217137.44	197613.48	550985.78	1404003.83
17790000028	0	1178451.46	0	0	0	0	1178451.46
89760700012	0	0	0	115531	0	811587.65	927118.65
10000672976	0	0	0	0	0	836758.43	836758.43
20190383039	0	8240.62	8637.62	8832.43	9623.63	742768.99	778103.29
20850298012	0	18059.12	18059.12	18059.12	5115	609766.41	669058.77
13540600050	0	174891.06	186129.26	240269.68	0	0	601290
17289900008	0	543210.4	1213.96	0	0	0	544424.36
19002200099	0	520831.63	0	0	0	0	520831.63
75005720008	0	472.5	476.27	483.08	467.31	498881.47	500780.63
19610000001	0	0	0	485170	0	0.01	485170.01
20750320011	0	4845.53	4884.15	439967.77	4680.57	24658.4	479036.42
89575500009	0	10491.81	24213.02	18975.32	13768.85	384356.55	451805.55
22502200005	0	0	0	389421.5	0	57864.67	447286.17
20753347007	0	8721.95	8791.47	392146.49	8425.02	28234.22	446319.15
24262800055	0	8244.09	7067.98	7067.98	7067.98	401797.59	431245.62
60011060006	0	427651.3	0	0	0	0	427651.3
83532400052	0	614.21	478.45	482.25	564.74	388030.77	390170.42
20190508007	0	0	0	385661.7	0	0.03	385661.73
20193835702	0	0	0	373726.7	0	0	373726.7
82539100017	0	663.87	50073.16	938.84	6687.98	260834.42	319198.27
75012100017	0	1283.3	698.42	1004.19	523.09	314120.73	317629.73
21960200042	0	303454.09	10363.02	231.87	0	0	314048.98
75009390050	0	2336.73	2582.91	4423.17	4904.98	295350.03	309597.82
89568200006	0	562.65	470.22	473.94	455.54	290772.43	292734.78
13769600019	0	282599.09	0.04	0	0	0	282599.13
70100268029	0	0	0	277582.5	0	32.56	277615.06
27340000006	0	0	0	275964	0	34.16	275998.16
89585000005	0	3868.57	484.39	488.11	1119.18	264916.2	270876.45
20196100009	0	69119.08	69119.08	69119.08	59485.01	0	266842.25
60009930005	0	0	0	233044.5	0	31412.87	264457.37
20750182000	0	0	0	31897.5	0	221672	253569.5
20440505006	0	0	0	243004.65	0	0	243004.65
24262900038	0	4833.11	4871.64	5049.08	5229.28	211605.28	231588.39
60000700021	0	46313.63	51904.19	83828.76	47971.51	0	230018.09
88515300019	0	527.92	470.22	473.94	493.63	226624.2	228589.91
11258900000	0	0	0	193680.5	0	30504.36	224184.86
14770900042	0	29752.89	3230.51	24676.32	163280.41	0	220940.13
60007110005	0	0	0	212842.5	0	26.36	212868.86
12139300069	0	45505.18	45233.79	42505.55	32744.16	45384.2	211372.88
12100800019	0	0	0	203086	0	4932.38	208018.38
23805200008	0	0	0	148928	0	54539.34	203467.34
75012090028	0	675.52	567.14	6789.39	822.36	193402.1	202256.51
20190383017	0	110535.21	52792.72	37294.93	0	0	200622.86
24262800000	0	0	0	0	0	197789.36	197789.36
92822100008	0	510.56	873.45	1745.64	1520.65	193079.3	197729.6
20195970005	0	193968.74	0.03	0	0	0	193968.77
20803000007	0	190221.25	0	0	0	0	190221.25
20850208555	0	1743.61	1743.61	1743.61	3420.77	179584.19	188235.79

8 PROPERTY, PLANT AND EQUIPMENT

8.1 30 JUNE 2019

Reconciliation of Carrying Value	Land R	Buildings R	Infrastructure R	Community R	Lease Assets R	Other R	Total R
Carrying value at 1 July 2018	77 370 867	89 963 657	563 637 806	68 673 868	26 370	43 554 912	843 227 480
Cost	77 370 867	100 191 957	703 771 776	77 811 002	1 893 599	81 696 468	1 042 735 668
Original Cost	77 370 867	100 191 957	703 771 776	77 811 002	1 893 599	81 696 468	1 040 792 995
Accumulated Impairments	-	-	(19 803)	-	-	(615 534)	(635 337)
Original Cost	-	-	(19 803)	-	-	(615 534)	(621 546)
Accumulated Depreciation	-	(10 228 300)	(140 114 167)	(9 137 133)	(1 867 230)	(37 526 022)	(198 872 851)
Original Cost	-	(10 228 300)	(140 114 167)	(9 137 133)	(1 867 230)	(37 526 022)	(196 671 884)
Acquisitions	-	-	13 673 250	1 364	-	109 303	13 783 917
Capital under Construction	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Cost	-	-	-	-	-	-	-
Impairments	-	-	-	-	-	-	-
Impairment	-	-	-	-	-	-	-
Depreciation	593 892	690 553	4 326 435	527 135	202	334 324	6 472 542
Normal Depreciation for the year	593 892	690 553	4 326 435	527 135	202	334 324	6 472 542
Carrying value of disposals	-	-	-	-	-	-	-
Cost	-	-	-	-	-	-	-
Accumulated Impairments	-	-	-	-	-	-	-
Accumulated Depreciation	-	-	-	-	-	-	-
Carrying value at 30 September 2018	77 964 759	90 654 211	581 637 492	69 202 366	26 572	43 998 539	863 483 939
Cost	77 370 867	100 191 957	717 445 026	77 812 365	1 893 599	81 805 772	1 056 519 585
Original Cost	77 370 867	100 191 957	717 445 026	77 812 365	1 893 599	81 805 772	1 056 519 585
Accumulated Impairments	-	-	(19 803)	-	-	(615 534)	(635 337)
Original Cost	-	-	(19 803)	-	-	(615 534)	(635 337)
Accumulated Depreciation	593 892	(9 537 746)	(135 787 731)	(8 609 999)	(1 867 027)	(37 191 698)	(192 400 310)
Original Cost	593 892	(9 537 746)	(135 787 731)	(8 609 999)	(1 867 027)	(37 191 698)	(192 400 310)

Z

N

Intangible Assets

	2019 R
Computer Software	
Net Carrying amount at 1 July 2018	**2 649 406**
Cost	4 986 239
Accumulated Amortisation	(2 336 833)
Accumulated Impairment	-
Additions	-
Amortisation for Year	-
Impairments	
Disposals	
Net Carrying amount at 30 Sept 2018	**2 649 406**
Cost	4 986 239
Accumulated Amortisation	(2 336 833)
Accumulated Impairment	-

Heritage Assets

	2019 R
Net Carrying amount at 1 July 2018	**550 000**
Cost	550 000
Accumulated Impairment	-
Acquisitions	-
Disposals	-
Transfers	-
Net Carrying amount at 30 Sept 2018	**550 000**
Cost	550 000
Accumulated Impairment	-

Capitalised Restoration Cost

	2019 R
Net Carrying amount at 1 July 2018	**13 105 029**
Cost	44 946 927
Under Construction	-
Accumulated Depreciation	(31 841 898)
Accumulated Impairment	-
Acquisitions	-
Disposals	-
Depreciation for the year	-
Impairment	-
Transfers from Inventory	-
Transfers	-
Net Carrying amount at 31 Sept 2018	**13 105 029**
Cost	44 946 927
Accumulated Depreciation	(31 841 898)
Accumulated Impairment	-

N

INVESTMENT PROPERTY

Net Carrying amount at 1 July 2018	**45 659 822**
Cost	48 474 329
Accumulated Depreciation	(2 814 507)
Accumulated Impairment	-
Acquisitions	-
Correction	-
Depreciation for the year	-
Impairment	-
Transfers from Inventory	-
Transfers	-
Net Carrying amount at 31 Sept 2018	**45 659 822**
Cost	48 474 329
Accumulated Depreciation	(2 814 507)
Accumulated Impairment	-

INSURANCE REPORT: September 2018

Claims movement for the month

Total claims open at the beginning of the month	**52**
New claims for the month	**3**
Claims closed during the month	**5**
Prior month adjustment	
Total claims open at the end of the month	**50**

Old Aon claims outstanding

	R2 994 040.84
Claim: 432- Five year old Boy burned at Pump station **Date Reported**: 2009/10/28. **Reason**: Letter of rejection of claim issued / claim re-opened- New Summons Received. Meeting held with Attorneys. Awaiting further response. Still sub-judicative. Date 15/05/2018: Still awaiting a trial date from the plaintiff – plaintiff to determine the pace of proceedings.	1 210 000.00
Claim: 378- Incident at Dennebos **Date Reported**: 2009/07/28 **Reason**: Letter of rejection of claim issued / claim re-opened bear 29/11/2015: Judgement: The municipality is ordered to pay the costs of this application on an attorney and own client scale (punitive scale). 24/11/2016: The municipality has been ordered by the High Court to pay an amount of R780 000.	1 427 600.00
Claim: 581-Truck CFA829 with trailer CFA1747 with Bomag in accident with CF143851) **Date Reported**: 2012/01/17 **Reason**: Claim denied. Only damage to trailer was not denied. Damage to Bomag Roller denied. Date: 15/05/2018: Claim has been closed.	356 440.84
Claim: 583-Gunter C Mrs (Fell on pavement after stepping into hole. **Date Reported**: 2012/01/23 **Reason**: Additional Information submitted from third party lawyers. Legal proceedings are in progress. Lion of Africa attorney served a notice of intention to defend on 4 August 2014. Attorney withdrew. Awaiting correspondence from AON regarding the appointment of new attorney Date: 22/10/2015: Internal Legal department are currently in consultation with new attorneys. Date: 15/05/2018: Trial date has been set for 4 June 2018.	585 765.80

Current progress on claims

Action Taken	Total
Additional Information Submitted to Insurance	10
Awaiting Invoice	6
Claim Reported, Awaiting Response from Insurer	10
Insurer requires proof of excess payment	
Request for Quotations Submitted	1
Awaiting Refund	1
Requested Department to obtain Quotation	
Insurer requires additional information	7
Additional Information Requested from relevant department	1
Invoice received and submitted for payment/or refund to Insurers	2
Assessor appointed	3
Quotations submitted to Insurer, Awaiting Approval	4
Agreement of Loss signed and submitted to Insurer	2
Agreement of loss received	
Memo submitted to Manager for approval	
Claim within excess: Memo submitted to Manager for approval	2
Awaiting Agreement of Loss	
Awaiting Settlement	1
Settlement Received	
Grand Total	**50**

Age analysis of Outstanding Claims

Category	AON	INDWE	LATERAL UNISON	Grand Total
30 days or Less	-	-	3	3
More than 30 days	-	-	1	1
60 days or more	-	-	16	16
More than 120 Days	12	14	4	30
Grand Total	**12**	**14**	**24**	**50**

P

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

44, Ceres, 6835
50 Voortrekker St/ Str, Ceres, 6835
Suid Afrika/ South Africa
+27 23 316 1854
+27 23 316 1877
admin@witzenberg.gov.za
www.witzenberg.gov.za

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

- The monthly in year monitoring reports for the month of September 2018

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature : _____

Date: 12/10/18

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

FINANCE MONTHLY REPORT – OCTOBER 2018

A MAYOR'S REPORT

Credit control for various reasons remains a challenge for the municipality.

The unwillingness / unability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R 6.2 million.

The monthly billing was also done as scheduled and during this process 16 808 accounts amounting to R 22.9 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 3.9 million.

The indigent cost to the municipality for the month amounts to R 1.7 million. The number of indigent households is increasing due to the policy amendments approved by council

The accumulated debtor's collection target for the year is 94%, but the actual accumulated year to date debtor's collection is 94%. The low collection percentage is due to annual rates that has ben levied during July. This rates are payable before the end of September

The municipality issued orders to the value of R 32.5 million of which R 2.0 million was in terms of deviations.

The municipality currently has R 53.2 million in its primary bank account and a R 75 million in investments

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the period 1 July 2018 to 31 October 2018.

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information

FINANSIELE MAAND VERSLAG – OKTOBER 2018

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekenings te betaal was 'n groot bekommernis. Departemente is stading besig om hul betalings te maak. Die skuld beloop tans R 6.2 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 16 808 rekeninge ten bedrae van R 22.9 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 3.9 miljoen.

Die deernis subsidies vir die maand beloop R 1.7 miljoen. Die aantal goedgekeurde huishoudings is aan die toeneem as gevolg van die veranderings aan die beleid.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 94%, maar die werklike jaar tot op datum invordering is 94% Die lae invorderings persentasie is as gevolg van die heffing van die jaarlikse belasting. Die belasting is betaalbaar voor einde September.

Bestellings ter waarde van R 32.5 miljoen uitgereik, waarvan R 2.0 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 53.2 miljoen in die primêre bankrekening en R 75 miljoen in beleggings

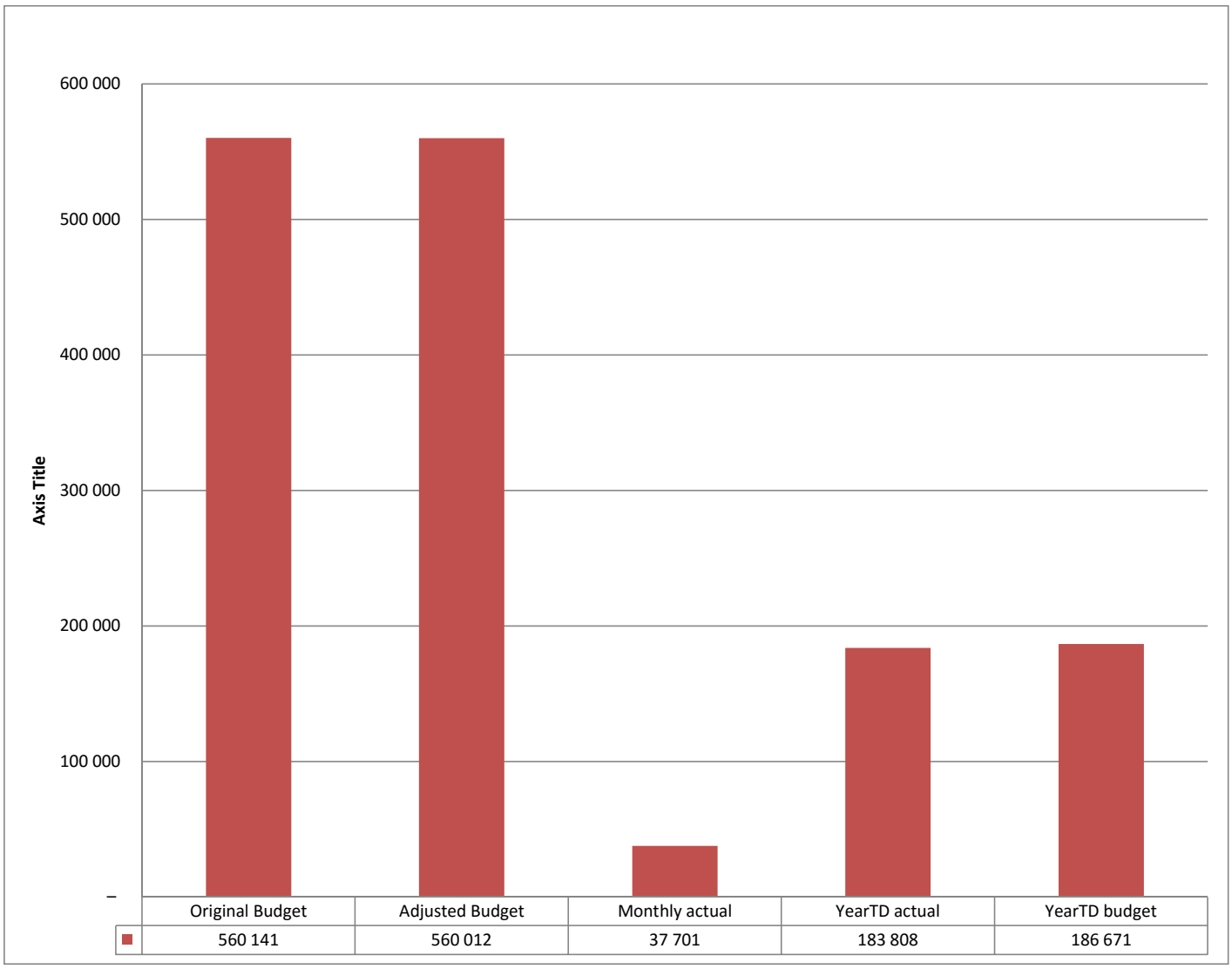
B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Oktober 2018.

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting.

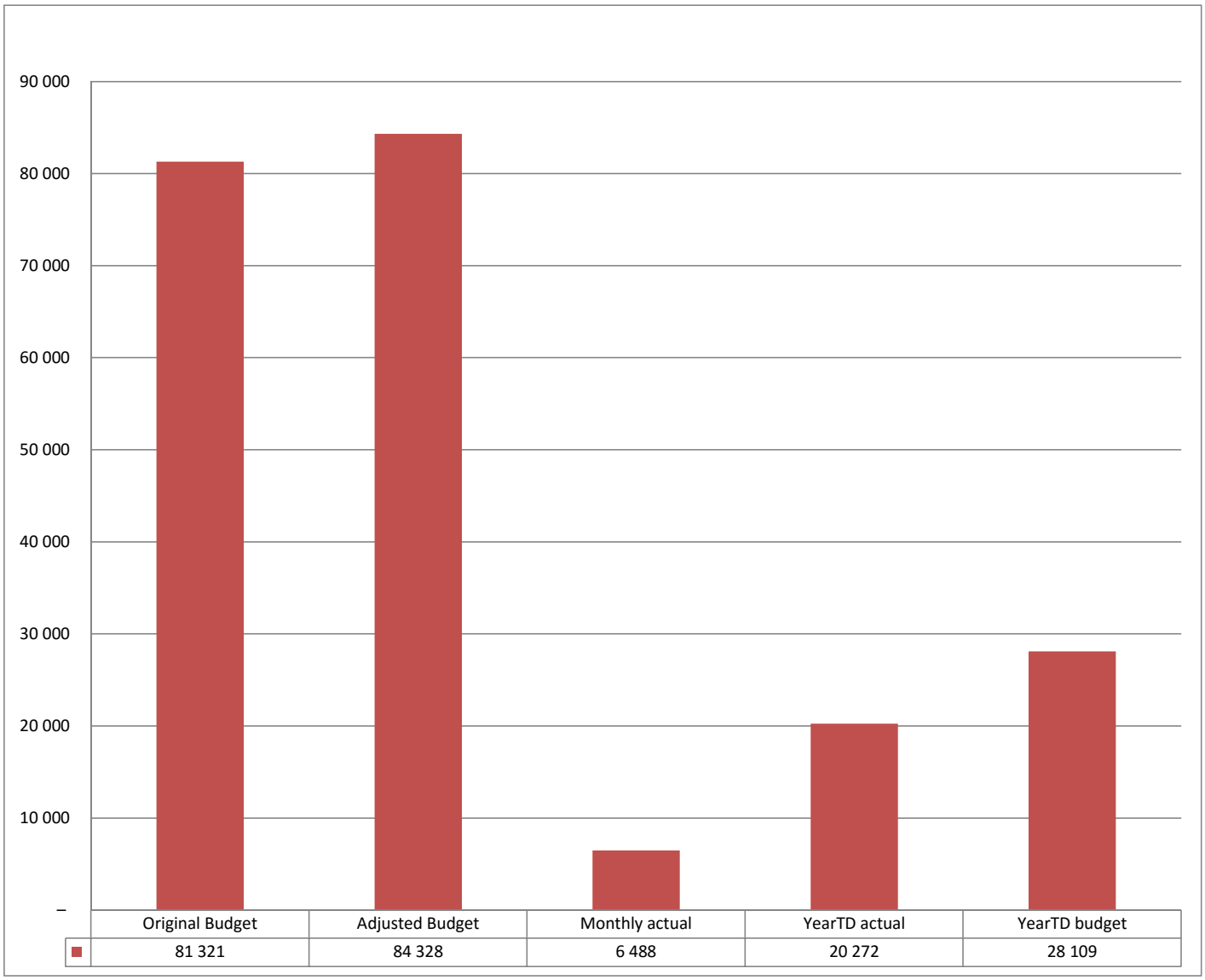
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2018 to 31 October 2018, 32.82% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2018 to 31 Oktober 2018, is 32.82% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2018 to 31 October 2018, 24.04% of the budgeted capital expenditure was incurred.

The main contributing factors to the low expenditure levels is the failure of the Department of Water affairs to pay over the funds as per the Division of Revenue act to enable the building of the Tulbagh raw water dam.

Vir die periode 1 Julie 2018 to 31 Oktober 2018, is 24.04% van die begrote kapitale uitgawes aangegaan.

Die hoof oorsaak vir die lae spandering is die onvermoë van die departement van Waterwese om die fondse volgens die Wet op Verdeling van Inkomste vir die Tulbagh opgaardam oor te betaal.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 31 October 2018.

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

Description	Budget Year 2018/19							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance								
Property rates	70 002	70 002	1 934	43 675	23 334	20 342	87%	43 675
Service charges	316 407	316 407	20 397	100 992	105 469	(4 477)	-4%	100 992
Investment revenue	8 198	8 198	423	2 038	2 733	(695)	-25%	5 259
Transfers recognised - operational	135 381	137 187	444	36 265	45 729	(9 464)	-21%	36 265
Other own revenue	54 194	54 194	2 277	8 986	24 245	(15 259)	-63%	8 986
transfers and contributions)	584 181	585 987	25 475	191 957	201 510	(9 552)	-5%	195 178
Employee costs	179 864	177 259	14 448	57 709	59 086	(1 378)	-2%	57 709
Remuneration of Councillors	10 709	10 709	743	3 016	3 570	(553)	-15%	3 016
Depreciation & asset impairment	43 032	43 032	5	38 293	14 344	23 949	167%	38 293
Finance charges	3 671	3 685	–	121	1 228	(1 108)	-90%	121
Materials and bulk purchases	218 603	217 887	13 640	58 381	72 629	(14 248)	-20%	58 381
Transfers and grants	14 407	14 348	205	682	4 783	(4 101)	-86%	682
Other expenditure	89 855	93 091	8 659	25 607	31 030	(5 424)	-17%	25 607
Total Expenditure	560 141	560 012	37 701	183 808	186 671	(2 863)	-2%	183 808
Surplus/(Deficit)	24 040	25 975	(12 225)	8 149	14 839	(6 690)	-45%	11 370
Transfers recognised - capital	31 535	31 535	–	–	10 512	(10 512)	-100%	–
Contributions & Contributed assets	–	–	–	–	–	–		–
& contributions	55 575	57 510	(12 225)	8 149	25 351	(17 201)	-68%	11 370
Share of surplus/ (deficit) of associate	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	55 575	57 510	(12 225)	8 149	25 351	(17 201)	-68%	11 370
Capital expenditure & funds sources								
Capital expenditure	81 321	84 328	6 488	20 272	28 109	(7 838)	-28%	20 272
Capital transfers recognised	52 938	53 438	3 380	12 429	17 813	(5 384)	-30%	12 429
Public contributions & donations	–	–	–	–	–	–		–
Borrowing	1 550	1 550	–	–	517	(517)	-100%	–
Internally generated funds	26 833	29 340	3 108	7 843	9 780	(1 937)	-20%	7 843
Total sources of capital funds	81 321	84 328	6 488	20 272	28 109	(7 838)	-28%	20 272
Financial position								
Total current assets	120 583	119 282		328 029				328 029
Total non current assets	38 293	41 300		887 177				887 177
Total current liabilities	55 489	55 255		138 290				138 290
Total non current liabilities	15 233	15 247		161 658				161 658
Community wealth/Equity	88 154	90 080		915 252				915 252
Cash flows								
Net cash from (used) operating	173 205	173 205	11 891	47 496	57 735	(10 239)	-18%	173 205
Net cash from (used) investing	(83 247)	(83 247)	18 061	(96 564)	(27 749)	(68 815)	248%	(83 247)
Net cash from (used) financing	3 500	3 500	74	(790)	1 167	(1 956)	-168%	(790)
end	93 458	93 458	–	47 645	31 153	16 492	53%	190 961

Debtors & creditors analysis	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis								
Total By Income Source	8 632	3 299	2 958	2 940	2 920	15 584	101 969	159 818
Creditors Age Analysis								
Total Creditors	31	39	–	–	–	–	–	1 925

The following table provides detail of revenue and expenditure according to the international standard classification framework.

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

Description	Budget Year 2018/19							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue - Standard								
Governance and administration	93 204	93 204	3 424	48 528	31 068	17 460	56%	48 528
Executive and council	–	–	–	–	–	–		–
Finance and administration	93 204	93 204	3 424	48 528	31 068	17 460	56%	48 528
Internal audit	–	–	–	–	–	–		–
Community and public safety	140 845	140 845	832	38 037	46 948	(8 912)	-19%	38 037
Community and social services	98 728	98 728	241	35 954	32 909	3 044	9%	35 954
Sport and recreation	9 020	9 020	584	1 903	3 007	(1 104)	-37%	1 903
Public safety	6	6	–	–	2	(2)	-100%	–
Housing	33 091	33 091	7	180	11 030	(10 850)	-98%	180
Economic and environmental services	43 682	44 622	234	2 124	14 874	(12 750)	-86%	2 124
Planning and development	2 510	2 510	74	491	837	(346)	-41%	491
Road transport	41 160	41 160	155	1 628	13 720	(12 092)	-88%	1 628
Environmental protection	12	952	5	5	317	(312)	-98%	5
Trading services	337 984	338 750	20 986	85 695	112 917	(27 222)	-24%	85 695
Energy sources	240 206	240 206	14 601	56 687	80 069	(23 381)	-29%	56 687
Water management	52 679	53 179	2 491	12 012	17 726	(5 715)	-32%	12 012
Waste water management	22 399	22 399	1 861	8 495	7 466	1 029	14%	8 495
Waste management	22 700	22 966	2 033	8 500	7 655	845	11%	8 500
Other	–	–	–	–	–	–		–
Total Revenue - Standard	615 716	617 422	25 475	174 383	205 807	(31 424)	-15%	174 383
Expenditure - Standard								
Governance and administration	114 947	115 184	9 384	32 275	38 395	(6 120)	-16%	32 275
Executive and council	27 771	27 867	1 726	6 879	9 289	(2 410)	-26%	6 879
Finance and administration	85 072	85 213	7 451	24 599	28 404	(3 805)	-13%	24 599
Internal audit	2 104	2 104	207	796	701	95	14%	796
Community and public safety	82 467	81 689	4 975	17 927	27 230	(9 303)	-34%	17 927
Community and social services	25 460	25 764	1 838	6 910	8 588	(1 678)	-20%	6 910
Sport and recreation	28 896	27 823	1 894	6 491	9 274	(2 783)	-30%	6 491
Public safety	8 925	8 938	908	3 047	2 979	68	2%	3 047
Housing	19 186	19 164	335	1 478	6 388	(4 910)	-77%	1 478
Economic and environmental services	52 596	53 189	4 128	15 892	17 730	(1 838)	-10%	15 892
Planning and development	10 614	10 852	743	2 680	3 617	(938)	-26%	2 680
Road transport	40 236	39 650	3 269	12 760	13 217	(457)	-3%	12 760
Environmental protection	1 747	2 686	115	453	895	(443)	-49%	453
Trading services	309 239	308 457	19 013	36 568	102 819	(66 251)	-64%	36 568
Energy sources	224 555	223 939	13 881	67 958	74 646	(6 688)	-9%	67 958
Water management	24 381	24 263	1 237	(21 080)	8 088	(29 168)	-361%	(21 080)
Waste water management	28 102	28 117	1 627	(4 033)	9 372	(13 405)	-143%	(4 033)
Waste management	32 201	32 138	2 268	(6 277)	10 713	(16 989)	-159%	(6 277)
Other	893	893	201	410	298	113	38%	410
Total Expenditure - Standard	560 141	559 412	37 701	103 072	186 471	(83 399)	-45%	103 072
Surplus/ (Deficit) for the year	55 575	58 010	(12 225)	71 311	19 337	51 975		71 311

The following table provides detail of revenue and expenditure according to the international standard classification framework.

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

Description	Budget Year 2018/19							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue - Standard								
Municipal governance and administration	93 204	93 204	3 424	48 528	31 068	17 460	56%	48 528
Finance and administration	93 204	93 204	3 424	48 528	31 068	17 460	56%	48 528
Administrative and Corporate Support	8	8	–	0	3	(3)	-97%	0
Asset Management	–	–	–	–	–	–		–
Budget and Treasury Office	5 442	5 442	444	1 078	1 814	(736)	-41%	1 078
Finance	87 149	87 149	2 831	47 276	29 050	18 227	63%	47 276
Fleet Management	–	–	–	–	–	–		–
Human Resources	585	585	145	145	195	(50)	-26%	145
Information Technology	–	–	–	–	–	–		–
Legal Services	–	–	–	–	–	–		–
Marketing, Customer Relations, Publicity and Media	4	4	–	–	1	(1)	-100%	–
Property Services	–	–	–	–	–	–		–
Risk Management	–	–	–	–	–	–		–
Supply Chain Management	16	16	4	29	5	24	445%	29
Internal audit	–	–	–	–	–	–		–
Governance Function	–	–	–	–	–	–		–
Community and public safety	140 845	140 845	832	38 037	46 948	(8 912)	-19%	38 037
Community and social services	98 728	98 728	241	35 954	32 909	3 044	9%	35 954
Aged Care	88 298	88 298	179	35 723	29 433	6 291	21%	35 723
Cemeteries, Funeral Parlours and Crematoriums	210	210	17	81	70	11	16%	81
Child Care Facilities	–	–	–	–	–	–		–
Community Halls and Facilities	814	814	36	123	271	(148)	-55%	123
Consumer Protection	–	–	–	–	–	–		–
Disaster Management	–	–	–	–	–	–		–
Libraries and Archives	9 406	9 406	8	26	3 135	(3 109)	-99%	26
Sport and recreation	9 020	9 020	584	1 903	3 007	(1 104)	-37%	1 903
Beaches and Jetties	–	–	–	–	–	–		–
Casinos, Racing, Gambling, Wagering	–	–	–	–	–	–		–
Community Parks (including Nurseries)	–	–	–	–	–	–		–
Recreational Facilities	8 575	8 575	576	1 856	2 858	(1 002)	-35%	1 856
Sports Grounds and Stadiums	446	446	8	47	149	(102)	-68%	47

Description	Budget Year 2018/19							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		Full Year Forecast
Public safety	6	6	–	–	2	(2)	-100%	–
Fire Fighting and Protection	6	6	–	–	2	(2)	-100%	–
Licensing and Control of Animals	–	–	–	–	–	–		–
Housing	33 091	33 091	7	180	11 030	(10 850)	-98%	180
Housing	33 091	33 091	7	180	11 030	(10 850)	-98%	180
Informal Settlements	–	–	–	–	–	–		–
Economic and environmental services	43 682	44 622	234	2 124	14 874	(12 750)	-86%	2 124
Planning and development	2 510	2 510	74	491	837	(346)	-41%	491
Economic Development/Planning	288	288	–	–	96	(96)	-100%	–
Town Planning, Building Regulations and Enforcemen	1 691	1 691	74	491	564	(73)	-13%	491
Project Management Unit	531	531	–	–	177	(177)	-100%	–
Road transport	41 160	41 160	155	1 628	13 720	(12 092)	-88%	1 628
Police Forces, Traffic and Street Parking Control	26 166	26 166	155	1 622	8 722	(7 100)	-81%	1 622
Public Transport	–	–	–	–	–	–		–
Road and Traffic Regulation	–	–	–	–	–	–		–
Roads	14 993	14 993	–	6	4 998	(4 992)	-100%	6
Taxi Ranks	–	–	–	–	–	–		–
Environmental protection	12	952	5	5	317	(312)	-98%	5
Biodiversity and Landscape	12	952	5	5	317	(312)	-98%	5
Nature Conservation	–	–	–	–	–	–		–
Trading services	337 984	338 750	20 986	85 695	112 917	(27 222)	-24%	85 695
Energy sources	240 206	240 206	14 601	56 687	80 069	(23 381)	-29%	56 687
Electricity	238 858	238 858	14 601	56 687	79 619	(5 358)	-7%	56 687
Street Lighting and Signal Systems	1 348	1 348	–	–	449	(449)	-100%	–
Nonelectric Energy	–	–	–	–	–	–		–
Water management	52 679	53 179	2 491	12 012	17 726	(5 715)	-32%	12 012
Water Treatment	–	–	–	–	–	–		–
Water Distribution	52 679	53 179	2 491	12 012	17 726	(5 715)	-32%	12 012
Water Storage	–	–	–	–	–	–		–
Waste water management	22 399	22 399	1 861	8 495	7 466	1 029	14%	8 495
Public Toilets	–	–	–	–	–	–		–
Sewerage	18 266	18 266	1 861	8 495	6 089	2 407	40%	8 495
Storm Water Management	4 133	4 133	–	–	1 378	(1 378)	-100%	–
Waste Water Treatment	–	–	–	–	–	–		–
Waste management	22 700	22 966	2 033	8 500	7 655	845	11%	8 500
Recycling	–	–	–	–	–	–		–
Solid Waste Disposal (Landfill Sites)	–	–	–	–	–	–		–
Solid Waste Removal	22 700	22 966	2 033	8 500	7 655	845	11%	8 500
Total Revenue - Standard	615 716	617 422	25 475	174 383	205 807	(31 424)	-15%	174 383

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

Description	Budget Year 2018/19							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Expenditure - Standard								
Municipal governance and administration	114 947	115 184	9 384	32 275	38 395	(7 954)	-21%	32 275
Executive and council	27 771	27 867	1 726	6 879	9 289	(2 410)	-26%	6 879
Mayor and Council	17 908	17 851	1 081	4 377	5 950	(1 573)	-26%	4 377
Municipal Manager, Town Secretary and Chief Execut	9 863	10 015	645	2 502	3 338	(837)	-25%	2 502
Finance and administration	85 072	85 213	7 451	24 599	28 404	(5 639)	-20%	24 599
Administrative and Corporate Support	6 682	9 242	1 191	5 060	3 081	144	5%	5 060
Asset Management	6 288	4 085	1	6	1 362	(1 356)	-100%	6
Budget and Treasury Office	16 912	16 175	1 205	2 396	5 392	(2 996)	-56%	2 396
Finance	12 606	12 681	1 187	3 693	4 227	(534)	-13%	3 693
Fleet Management	3 122	3 112	188	738	1 037	(300)	-29%	738
Human Resources	19 167	19 200	2 000	8 179	6 400	1 779	28%	8 179
Information Technology	3 179	3 842	259	692	1 281	(589)	-46%	692
Legal Services	2 248	2 252	501	832	751	81	11%	832
Marketing, Customer Relations, Publicity and Media	3 580	3 555	255	1 026	1 185	(159)	-13%	1 026
Property Services	3 334	3 337	37	145	1 112	(968)	-87%	145
Risk Management	407	407	–	13	136	(122)	-90%	13
Supply Chain Management	5 844	5 622	441	1 562	1 874	(313)	-17%	1 562
Valuation Service	1 703	1 703	185	259	568	(309)	-54%	259
Internal audit	2 104	2 104	207	796	701	95	14%	796
Governance Function	2 104	2 104	207	796	701	95	14%	796
Community and public safety	82 467	81 689	4 975	17 927	27 230	(9 303)	-34%	17 927
Community and social services	25 460	25 764	1 838	6 910	8 588	(1 678)	-20%	6 910
Aged Care	4 298	4 530	422	1 366	1 510	(144)	-10%	1 366
Cemeteries, Funeral Parlours and Crematoriums	3 272	3 272	226	914	1 091	(177)	-16%	914
Child Care Facilities	771	771	1	2	257	(255)	-99%	2
Community Halls and Facilities	5 903	5 968	406	1 570	1 989	(419)	-21%	1 570
Disaster Management	56	56	–	5	19	(14)	-73%	5
Education	661	661	–	3	220	(218)	-99%	3
Libraries and Archives	10 499	10 506	783	3 051	3 502	(451)	-13%	3 051
Sport and recreation	28 896	27 823	1 894	6 491	9 274	(2 783)	-30%	6 491
Community Parks (including Nurseries)	6 678	6 678	462	1 611	2 226	(615)	-28%	1 611
Recreational Facilities	17 469	16 393	1 075	3 588	5 464	(1 877)	-34%	3 588
Sports Grounds and Stadiums	4 748	4 752	356	1 292	1 584	(292)	-18%	1 292
Public safety	8 925	8 938	908	3 047	2 979	68	2%	3 047
Fire Fighting and Protection	8 925	8 938	908	3 047	2 979	68	2%	3 047
Housing	19 186	19 164	335	1 478	6 388	(4 910)	-77%	1 478
Housing	17 593	17 571	321	1 381	5 857	(4 476)	-76%	1 381
Informal Settlements	1 594	1 594	14	97	531	(434)	-82%	97

Description	Budget Year 2018/19							0
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD actual 0
Economic and environmental services	52 596	53 189	4 128	15 892	17 730	(1 838)	-10%	15 892
Planning and development	10 614	10 852	743	2 680	3 617	(938)	-26%	2 680
Billboards	–	–	–	–	–	–		–
Corporate Wide Strategic Planning (IDPs, LEDs)	2 308	2 296	130	510	765	(256)	-33%	510
Central City Improvement District	–	–	–	–	–	–		–
Development Facilitation	–	–	–	–	–	–		–
Economic Development/Planning	2 215	2 221	142	399	740	(342)	-46%	399
Regional Planning and Development	–	–	–	–	–	–		–
Town Planning, Building Regulations and Enforcemen	3 748	3 998	337	1 250	1 333	(82)	-6%	1 250
Project Management Unit	2 342	2 338	134	521	779	(258)	-33%	521
Road transport	40 236	39 650	3 269	12 760	13 217	(457)	-3%	12 760
Police Forces, Traffic and Street Parking Control	15 165	15 220	1 205	6 560	5 073	(348)	-7%	6 560
Roads	25 071	24 431	2 064	6 200	8 144	(1 944)	-24%	6 200
Taxi Ranks	–	–	–	–	–	–		–
Environmental protection	1 747	2 686	115	453	895	(443)	-49%	453
Biodiversity and Landscape	1 747	2 686	35	133	895	(762)	-85%	133
Pollution Control	–	–	80	319	–	319		319
Trading services	309 239	308 457	19 013	36 568	102 819	(66 251)	-64%	36 568
Energy sources	224 555	223 939	13 881	67 958	74 646	(6 688)	-9%	67 958
Electricity	222 280	221 684	13 299	66 870	73 895	(15 038)	-20%	66 870
Street Lighting and Signal Systems	2 275	2 255	582	1 088	752	336	45%	1 088
Water management	24 381	24 263	1 237	(21 080)	8 088	(29 168)	-361%	(21 080)
Water Treatment	1 458	1 458	2	7	486	(479)	-98%	7
Water Distribution	19 331	19 453	1 191	(22 222)	6 484	(2 628)	-41%	(22 222)
Water Storage	3 592	3 352	44	1 135	1 117	17	2%	1 135
Waste water management	28 102	28 117	1 627	(4 033)	9 372	(13 405)	-143%	(4 033)
Public Toilets	1 660	1 660	123	468	553	(85)	-15%	468
Sewerage	18 507	18 522	1 100	(6 084)	6 174	(2 719)	-44%	(6 084)
Storm Water Management	5 621	5 621	405	1 583	1 874	(291)	-16%	1 583
Waste Water Treatment	2 315	2 315	–	1	772	(771)	-100%	1
Waste management	32 201	32 138	2 268	(6 277)	10 713	(16 989)	-159%	(6 277)
Recycling	–	–	–	–	–	–		–
Solid Waste Disposal (Landfill Sites)	10 727	10 633	399	1 096	3 544	(2 448)	-69%	1 096
Solid Waste Removal	20 232	20 263	1 744	(7 842)	6 754	(1 012)	-15%	(7 842)
Street Cleaning	1 241	1 241	125	469	414	55	13%	469
Other	893	893	201	410	298	113	38%	410
Licensing and Regulation	87	87	–	8	29	(22)	-74%	8
Tourism	806	806	201	403	269	134	50%	403
Total Expenditure - Functional	560 141	559 412	37 701	103 072	186 471	(85 233)	-46%	103 072
Surplus/ (Deficit) for the year	55 575	58 010	(12 225)	71 311	19 337	51 975	269%	71 311

The table provides detail of revenue and expenditure according to municipal votes including capital transfers.

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M04 October

Vote Description	Budget Year 2018/19							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote								
Vote 1 - Financial Services	89 434	89 434	3 048	47 563	29 811	17 752	59.5%	47 563
Vote 2 - Community Services	167 972	168 912	1 013	39 796	56 304	(16 507)	-29.3%	39 796
Vote 3 - Corporate Services	597	697	145	145	232	(88)	-37.7%	145
Vote 4 - Technical Services	356 363	357 129	21 225	99 344	119 043	(14 768)	-12.4%	99 344
Vote 5 - Muncipal Manager	1 350	1 350	45	178	450	(273)	-60.6%	178
Total Revenue by Vote	615 716	617 522	25 475	187 027	205 841	(13 884)	-6.7%	187 027
Expenditure by Vote								
Vote 1 - Financial Services	44 666	41 668	3 163	8 466	13 889	(5 423)	-39.0%	8 466
Vote 2 - Community Services	102 799	102 972	6 435	25 474	34 324	(10 814)	-31.5%	25 474
Vote 3 - Corporate Services	56 641	60 290	5 181	20 489	20 097	(1 442)	-7.2%	20 489
Vote 4 - Technical Services	342 789	341 789	21 744	57 815	113 930	(27 440)	-24.1%	57 815
Vote 5 - Muncipal Manager	13 246	13 302	1 177	3 472	4 434	(962)	-21.7%	3 472
Total Expenditure by Vote	560 141	560 022	37 701	115 715	186 674	(46 082)	-24.7%	115 715
Surplus/ (Deficit) for the year	55 575	57 500	(12 225)	71 311	19 167	32 198	168.0%	71 311

The table provides detail of revenue according to source and expenditure according to type.

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M04 October

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	59 649	70 002	70 002	1 934	43 675	23 334	20 342	87%	43 675
Service charges - electricity revenue	215 351	235 714	235 714	14 634	74 373	78 571	(4 198)	-5%	74 373
Service charges - water revenue	33 438	41 882	41 882	2 164	10 743	13 961	(3 218)	-23%	10 743
Service charges - sanitation revenue	18 008	17 387	17 387	1 752	8 084	5 796	2 289	39%	8 084
Service charges - refuse revenue	19 767	21 424	21 424	1 847	7 791	7 141	650	9%	7 791
Service charges - other	57	–	–	–	–	–	–		–
Rental of facilities and equipment	8 177	10 198	10 198	498	1 617	3 399	(1 783)	-52%	1 617
Interest earned - external investments	8 512	8 198	8 198	423	2 038	2 733	(695)	-25%	2 038
Interest earned - outstanding debtors	9 269	7 284	7 284	841	3 221	2 428	793	33%	3 221
Dividends received	–	4	4	–	–	1	(1)	-100%	–
Fines	19 242	18 904	18 904	34	596	6 301	(5 706)	-91%	596
Licences and permits	142	3 655	3 655	134	1 117	1 218	(101)	-8%	1 117
Agency services	4 352	4 878	4 878	–	–	1 626	(1 626)	-100%	–
Transfers recognised - operational	101 429	135 381	137 187	444	36 265	45 729	(9 464)	-21%	36 265
Other revenue	4 792	9 271	9 271	769	2 436	9 271	(6 835)	-74%	2 436
Gains on disposal of PPE	–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	502 185	584 181	585 987	25 475	191 957	201 510	(9 552)	-5%	191 957
Expenditure By Type									
Employee related costs	133 333	179 864	177 259	14 448	57 709	59 086	(1 378)	-2%	57 709
Remuneration of councillors	8 780	10 709	10 709	743	3 016	3 570	(553)	-15%	3 016
Debt impairment	37 709	–	–	–	–	–	–		–
Depreciation & asset impairment	26 143	43 032	43 032	5	38 293	14 344	23 949	167%	38 293
Finance charges	17 573	3 671	3 685	–	121	1 228	(1 108)	-90%	121
Bulk purchases	179 203	197 541	197 541	12 000	53 959	65 847	(11 888)	-18%	53 959
Other materials	23 001	21 062	20 346	1 640	4 422	6 782	(2 360)	-35%	4 422
Contracted services	41 869	45 931	47 767	4 081	10 824	15 922	(5 098)	-32%	10 824
Transfers and grants	941	14 407	14 348	205	682	4 783	(4 101)	-86%	682
Other expenditure	44 238	43 924	45 324	4 578	14 782	15 108	(326)	-2%	14 782
Loss on disposal of PPE	–	–	–	–	–	–	–		–
Total Expenditure	512 789	560 141	560 012	37 701	183 808	186 671	(2 863)	-2%	183 808
Surplus/(Deficit)	(10 604)	24 040	25 975	(12 225)	8 149	14 839	(6 690)	(0)	8 149
Transfers recognised - capital	38 768	31 535	31 535	–	–	10 512	(10 512)	(0)	–
Contributions recognised - capital	54 943	–	–	–	–	–	–		–
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	83 107	55 575	57 510	(12 225)	8 149	25 351			8 149
Surplus/(Deficit) attributable to	83 107	55 575	57 510	(12 225)	8 149	25 351			8 149
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	83 107	55 575	57 510	(12 225)	8 149	25 351			8 149

The revenue and expenditure figures excludes internal charges.

The tables provides detail of capital expenditure according to municipal votes.

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

Vote Description	Budget Year 2018/19							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Multi-Year expenditure appropriation								
Vote 1 - Financial Services	–	–	–	–	–	–		–
Vote 2 - Community Services	650	890	6	6	297	(291)	-98%	6
Vote 3 - Corporate Services	–	–	–	–	–	–		–
Vote 4 - Technical Services	45 777	45 777	2 539	9 885	15 259	(5 374)	-35%	9 885
Vote 5 - Muncipal Manager	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	46 427	46 667	2 545	9 891	15 556	(5 665)	-36%	9 891
Single Year expenditure appropriation								
Vote 1 - Financial Services	180	180	2	3	60	(57)	-96%	3
Vote 2 - Community Services	4 282	4 398	60	83	1 466	(1 383)	-94%	83
Vote 3 - Corporate Services	970	1 911	34	97	637	(540)	-85%	97
Vote 4 - Technical Services	29 312	31 022	3 847	10 198	10 341	(143)	-1%	10 198
Vote 5 - Muncipal Manager	150	150	–	–	50	(50)	-100%	–
Total Capital single-year expenditure	34 894	37 661	3 943	10 381	12 554	(2 173)	-17%	10 381
Total Capital Expenditure	81 321	84 328	6 488	20 272	28 109	(7 838)	-28%	20 272

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

Vote Description	Budget Year 2018/19							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification								
Governance and administration	1 360	3 406	59	133	1 135	(1 002)	-88%	133
Executive and council	270	1 475	25	40	492	(452)	-92%	40
Finance and administration	1 090	1 931	34	93	644	(550)	-85%	93
Internal audit	–	–	–	–	–	–		–
Community and public safety	3 402	3 522	45	68	1 174	(1 106)	-94%	68
Community and social services	1 000	1 009	–	0	336	(336)	-100%	0
Sport and recreation	2 402	2 513	45	68	838	(770)	-92%	68
Public safety	–	–	–	–	–	–		–
Housing	–	–	–	–	–	–		–
Health	–	–	–	–	–	–		–
Economic and environmental services	29 768	30 109	3 982	11 446	10 036	1 410	14%	11 446
Planning and development	–	236	7	7	79	(72)	-91%	7
Road transport	28 268	28 373	3 975	11 439	9 458	1 982	21%	11 439
Environmental protection	1 500	1 500	–	–	500	(500)	-100%	–
Trading services	46 791	47 291	2 402	8 625	15 764	(7 139)	-45%	8 625
Energy sources	11 654	11 654	445	2 163	3 885	(1 722)	-44%	2 163
Water management	14 746	15 246	804	2 278	5 082	(2 804)	-55%	2 278
Waste water management	19 219	19 219	1 049	3 938	6 406	(2 468)	-39%	3 938
Waste management	1 171	1 171	105	245	390	(145)	-37%	245
Other	–	–	–	–	–	–		–
Total Capital Expenditure - Standard Cla	81 321	84 328	6 488	20 272	28 109	(7 838)	-28%	20 272
Funded by:								
National Government	33 070	33 070	1 380	4 929	11 023	(6 094)	-55%	4 929
Provincial Government	19 569	19 569	2 000	7 500	6 523	977	15%	7 500
District Municipality	300	800	–	–	267	(267)	-100%	–
Other transfers and grants	–	–	–	–	–	–		–
Transfers recognised - capital	52 938	53 438	3 380	12 429	17 813	(5 384)	-30%	12 429
Public contributions & donations	–	–	–	–	–	–		–
Borrowing	1 550	1 550	–	–	517	(517)	-100%	–
Internally generated funds	26 833	29 340	3 108	7 843	9 780	(1 937)	-20%	7 843
Total Capital Funding	81 321	84 328	6 488	20 272	28 109	(7 838)	-28%	20 272

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M04 October

Description	Budget Year 2018/19			
R thousands	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS				
Current assets				
Cash	83 129	80 693	47 654	47 654
Call investment deposits	47	47	75 000	75 000
Consumer debtors	18 104	18 104	74 731	74 731
Other debtors	17 867	17 867	119 954	119 954
Current portion of long-term receivables	–	–	–	–
Inventory	1 435	2 570	10 689	10 689
Total current assets	120 583	119 282	328 029	328 029
Non current assets				
Investments	4	4	–	–
Investment property	(626)	(626)	45 660	45 660
Investments in Associate	–	–	–	–
Property, plant and equipment	38 951	41 958	838 318	838 318
Agricultural	–	–	–	–
Biological assets	–	–	–	–
Intangible assets	(36)	(36)	2 649	2 649
Other non-current assets	–	–	550	550
Total non current assets	38 293	41 300	887 177	887 177
TOTAL ASSETS	158 876	160 583	1 215 206	1 215 206
LIABILITIES				
Current liabilities				
Bank overdraft	–	–	–	–
Borrowing	–	–	–	–
Consumer deposits	–	–	6 633	6 633
Trade and other payables	46 998	46 764	125 577	125 577
Provisions	8 491	8 491	6 079	6 079
Total current liabilities	55 489	55 255	138 290	138 290
Non current liabilities				
Borrowing	2 200	2 214	3 117	3 117
Provisions	13 033	13 033	158 542	158 542
Total non current liabilities	15 233	15 247	161 658	161 658
TOTAL LIABILITIES	70 723	70 502	299 948	299 948
NET ASSETS	88 154	90 080	915 257	915 257
COMMUNITY WEALTH/EQUITY				
Accumulated Surplus/(Deficit)	88 154	90 080	904 897	904 897
Reserves	–	–	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	88 154	90 080	915 252	915 252

The cash flows for the year to date are indicated in the following table:

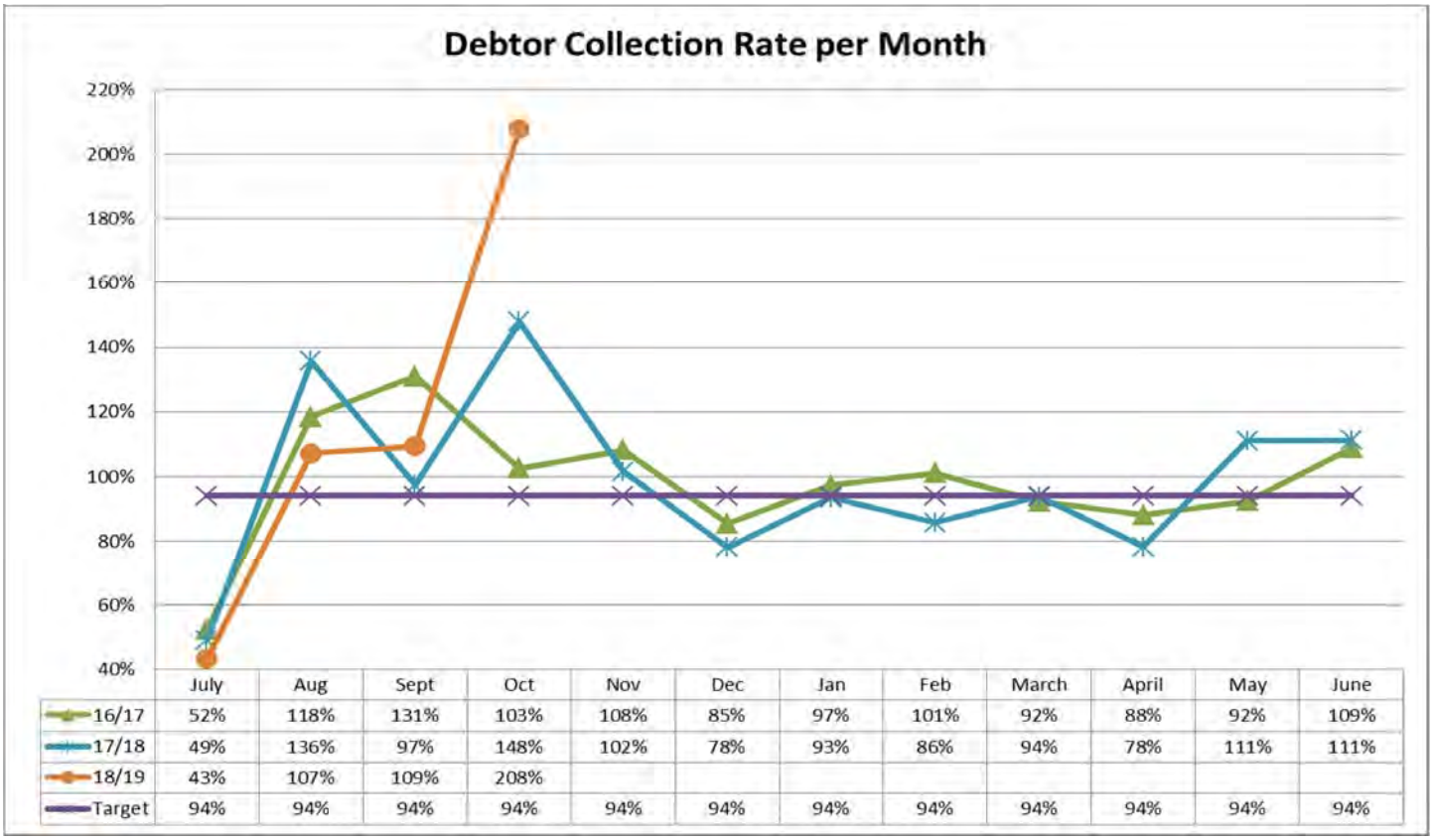
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M04 October

Description	Budget Year 2018/19							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES								
Receipts								
Property rates, penalties & collection charges	61 689	61 689	19 563	38 440	20 563	17 877	87%	61 689
Service charges	291 601	291 601	28 481	116 903	97 200	19 702	20%	291 601
Other revenue	17 246	17 246	2 280	6 418	5 749	669	12%	17 246
Government - operating	97 846	97 846	1 987	43 611	32 615	10 995	34%	97 846
Government - capital	63 230	63 230	3 500	20 500	21 077	(577)	-3%	63 230
Interest	13 112	13 112	423	2 038	4 371	(2 333)	-53%	13 112
Dividends								
Payments								
Suppliers and employees	(369 994)	(369 994)	(44 137)	(179 644)	(123 331)	56 312	-46%	(369 994)
Finance charges	(938)	(938)	–	(88)	(313)	(225)	72%	(938)
Transfers and Grants	(587)	(587)	(206)	(682)	(196)	486	-248%	(587)
NET CASH FROM/(USED) OPERATING ACTIV	173 205	173 205	11 891	47 496	57 735	102 908	178%	173 205
CASH FLOWS FROM INVESTING ACTIVITIES								
Receipts								
Proceeds on disposal of PPE	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–		–
Decrease (increase) other non-current receiva	–	–	–	–	–	–		–
Decrease (increase) in non-current investmen	–	–	25 000	(75 000)	–	(75 000)		–
Payments								
Capital assets	(83 247)	(83 247)	(6 939)	(21 564)	(27 749)	(6 185)	22%	(83 247)
NET CASH FROM/(USED) INVESTING ACTIVI	(83 247)	(83 247)	18 061	(96 564)	(27 749)	68 815	-248%	(83 247)
CASH FLOWS FROM FINANCING ACTIVITIES								
Receipts								
Short term loans	–	–	–	–	–	–		–
Borrowing long term/refinancing	3 500	3 500	–	–	1 167	(1 167)	-100%	3 500
Increase (decrease) in consumer deposits	–	–	74	269	–	269		–
Payments								–
Repayment of borrowing	–	–	–	(1 058)	–	1 058		–
NET CASH FROM/(USED) FINANCING ACTIV	3 500	3 500	74	(790)	1 167	1 956	168%	(790)
								–
NET INCREASE/ (DECREASE) IN CASH HELD	93 458	93 458	30 027	(49 857)	31 153			93 458
Cash/cash equivalents at beginning:	–	–		97 502	–			97 502
Cash/cash equivalents at month/year end:	93 458	93 458		47 645	31 153			190 961

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

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

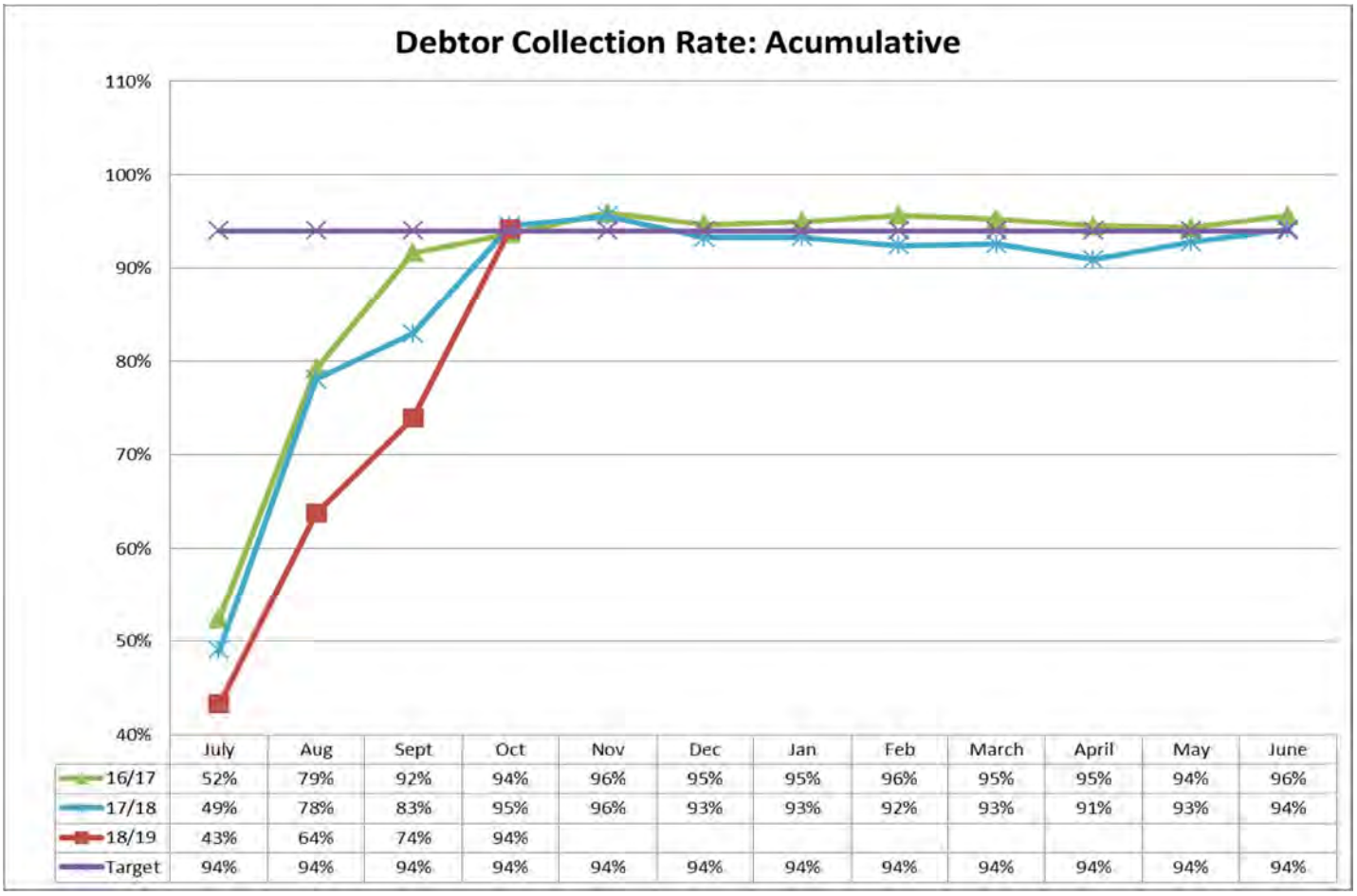
Description	NT Code	Budget Year 2018/19									
R thousands		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	3 973	979	1 176	942	1 237	1 253	6 750	30 179	46 489	40 361
Electricity	1300	11 739	600	432	378	354	345	1 115	1 824	16 787	4 016
Property Rates	1400	3 786	5 611	309	177	150	138	728	13 129	24 028	14 322
Waste Water Management	1500	2 838	697	645	584	564	551	3 027	15 534	24 440	20 260
Waste Management	1600	3 157	649	610	722	478	458	2 599	17 487	26 160	21 744
Property Rental Debtors	1700	38	14	14	14	13	13	78	665	849	783
Interest on Arrear Accounts	1810	134	52	75	90	113	135	1 059	22 249	23 908	23 646
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(4 149)	29	37	52	32	26	227	902	(2 844)	1 238
Total By Income Source	2000	21 517	8 632	3 299	2 958	2 940	2 920	15 584	101 969	159 818	126 371
2017/18 - totals only										–	–
Debtors Age Analysis By Customer Group											
Organs of State	2200	961	1 830	338	307	270	267	687	2 490	7 150	4 021
Commercial	2300	9 320	2 728	378	323	232	231	1 036	6 279	20 528	8 102
Households	2400	10 002	3 205	2 363	2 125	2 230	2 213	12 720	84 700	119 559	103 989
Other	2500	1 234	869	220	203	207	209	1 141	8 499	12 582	10 259
Total By Customer Group	2600	21 517	8 632	3 299	2 958	2 940	2 920	15 584	101 969	159 818	126 371



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	118%	131%	103%	108%	85%	97%	101%	92%	88%	92%	109%
17/18	49%	136%	97%	148%	102%	78%	93%	86%	94%	78%	111%	111%
18/19	43%	107%	109%	208%								
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate effectiveness of collection against targets set for the relevant months. The target for the month is 94% while the actual figure for September 2018 amounts to 208% in comparison to the previous year 148 %.

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir September 2018 – 208 % beloop in vergelyking met die vorige jaar 148 %.



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	79%	92%	94%	96%	95%	95%	96%	95%	95%	94%	96%
17/18	49%	78%	83%	95%	96%	93%	93%	92%	93%	91%	93%	94%
18/19	43%	64%	74%	94%								
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate effectiveness of collection of debt against targets set for the year. The target for the year to date is 94% while the actual figure is 94%.

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van skuld te illustreer teen die teikens gestel vir die jaar. Die teiken vir die jaar tot datum is 94%, terwyl die werklike syfer 94% beloop.

`

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M04 October

Investments by maturity Name of institution & investment ID R thousands	Period of Investment Yrs/Months	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
Municipality								
ABSA	–	–	–	–		–	–	–
Investec	–	–	–	–		–	–	25 000
Nedbank	–	–	–	–		–	–	25 000
Standard Bank	–	–	–	–		–	–	25 000
	–	–	–	–		–	–	–
	–	–	–	–		–	–	–
TOTAL INVESTMENTS AND INTEREST				–		–	–	75 000

Operating and Capital transfers received are indicated in the following table:

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M04 October

Description	Budget Year 2018/19							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
RECEIPTS:								
Operating Transfers and Grants								
National Government:	88 231	88 231	179	37 712	29 410	8 302	28.2%	37 712
Equitable Share	84 602	84 602	179	35 717	28 201	7 516	26.7%	35 717
Local Government Financial Management Grant [Sc	1 550	1 550	–	1 550	517	1 033	200.0%	1 550
Expanded Public Works Programme Integrated Grar	1 548	1 548	–	445	516	(71)	-13.7%	445
Municipal Infrastructure Grant [Schedule 5B]	531	531	–	–	177	(177)	-100.0%	–
Provincial Government:	2 508	2 508	–	1 608	836	772	92.3%	1 608
Human Settlement Development	–	–	–	–	–	–		–
Financial Management	360	360	–	–	120	(120)	-100.0%	–
Replacement Funding for most vulnerable B3 munici	–	–	–	1 608	–	1 608		1 608
Library Service Conditional Grant	–	–	–	–	–	–		–
Community Development Workers	148	148	–	–	49	(49)	-100.0%	–
Regional Socio-economic Project/Violence Preventic	2 000	2 000	–	–	667	(667)	-100.0%	–
Maintenance of Main Roads	–	–	–	–	–	–		–
Total Operating Transfers and Grants	90 739	90 739	179	39 320	30 246	9 074	30.0%	39 320
Capital Transfers and Grants						–		
National Government:	31 235	31 235	3 500	13 000	10 412	2 588	24.9%	13 000
Municipal Infrastructure Grant [Schedule 5B]	18 626	18 626	–	8 000	6 209	1 791	28.9%	8 000
Regional Bulk Infrastructure Grant (Schedule 5B)	8 261	8 261	–	–	2 754	(2 754)	-100.0%	–
Integrated National Electrification Programme (Mun	4 348	4 348	3 500	5 000	1 449	3 551	245.0%	5 000
Provincial Government:	–	–	–	–	–	–		–
Human Settlement	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Total Capital Transfers and Grants	31 235	31 235	3 500	13 000	10 412	2 588	24.9%	13 000
TOTAL RECEIPTS OF TRANSFERS & GRANTS	121 974	121 974	3 679	52 320	40 658	– 11 662	28.7%	52 320

Operating and Capital expenditure financed from grants are indicated in the following table:

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M04 October

Description	Budget Year 2018/19							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	93 889	93 714	4 141	13 235	31 238	(18 003)	-57.6%	13 235
Equitable Share	92 004	91 859	3 879	12 845	30 620	(17 774)	-58.0%	12 845
Local Government Financial Management Grant [S	1 450	1 420	264	390	473	(83)	-17.6%	390
Expanded Public Works Programme Integrated Gra	–	–	(2)	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]	436	436	–	–	145	(145)	-100.0%	–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Other transfers and grants [insert description]	–	–	–	–	–	–		–
Provincial Government:	13 117	13 102	11	177	4 367	(4 190)	-95.9%	177
Human Settlement Development	12 914	12 914	–	155	4 305	(4 150)	-96.4%	155
Replacement Funding for most vulnerable B3 muni	–	–	–	–	–	–		–
Library Service Conditional Grant	–	–	–	–	–	–		–
Community Development Workers	148	148	–	6	49	(43)	-87.1%	6
Regional Socio-economic Project/Violence Prevent	–	–	–	–	–	–		–
Maintenance of Main Roads	55	40	11	16	13	2	18.5%	16
Other grant providers:	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
[insert description]	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Other capital transfers [insert description]	–	–	–	–	–	–		–
Total operating expenditure of Transfers and Grants	107 006	106 816	4 152	13 413	35 605	(22 193)	-62.3%	13 413
Capital expenditure of Transfers and Grants								
National Government:	21 759	21 759	1 380	4 929	7 253	(2 324)	-32.0%	4 929
Municipal Infrastructure Grant [Schedule 5B]	9 150	9 150	1 380	4 723	3 050	1 673	54.9%	4 723
Regional Bulk Infrastructure Grant (Schedule 5B)	8 261	8 261	–	–	2 754	(2 754)	-100.0%	–
Integrated National Electrification Programme (Mur	4 348	4 348	–	205	1 449	(1 244)	-85.8%	205
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
District Municipality:	–	–	–	–	–	–		–
Provincial Government:	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Other grant providers:	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	21 759	21 759	1 380	4 929	7 253	(2 324)	-32.0%	4 929
TOTAL EXPENDITURE OF TRANSFERS AND GRAN	128 766	128 576	5 532	18 341	42 859	(24 517)	-57.2%	18 341

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M04 October

Summary of Employee and Councillor remuneration R thousands	Budget Year 2018/19							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 213	7 213	564	2 296	2 404	(109)	-5%	7 213
Pension and UIF Contributions	1 063	1 063	82	333	354	(21)	-6%	1 063
Medical Aid Contributions	212	212	14	58	71	(13)	-18%	212
Motor Vehicle Allowance	692	692	–	–	231	(231)	-100%	692
Cellphone Allowance	1 023	1 023	78	310	341	(31)	-9%	1 023
Housing Allowances	455	455	3	20	152	(132)	-87%	455
Other benefits and allowances	50	50	–	–	17	(17)	-100%	50
Sub Total - Councillors	10 709	10 709	743	3 016	3 570	(553)	-15%	10 709
Senior Managers of the Municipality								
Basic Salaries and Wages	3 594	3 594	285	1 139	1 198	(58)	-5%	3 594
Pension and UIF Contributions	739	739	16	64	246	(182)	-74%	739
Medical Aid Contributions	127	127	5	22	42	(21)	-49%	127
Overtime	–	–	–	–	–	–		–
Performance Bonus	840	840	52	205	280	(75)	-27%	840
Motor Vehicle Allowance	993	993	63	254	331	(77)	-23%	993
Cellphone Allowance	67	67	3	10	22	(12)	-54%	67
Housing Allowances	145	145	–	–	48	(48)	-100%	145
Other benefits and allowances	108	88	14	52	29	23	78%	88
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	6 614	6 594	438	1 748	2 198	(450)	-20%	6 594
Other Municipal Staff								
Basic Salaries and Wages	108 292	105 457	7 916	31 014	35 152	(4 138)	-12%	105 457
Pension and UIF Contributions	16 388	16 377	1 275	5 083	5 459	(376)	-7%	16 377
Medical Aid Contributions	7 283	7 283	592	2 364	2 428	(63)	-3%	7 283
Overtime	11 713	11 728	1 486	5 931	3 909	2 022	52%	11 728
Performance Bonus	7 651	7 651	630	2 498	2 550	(52)	-2%	7 651
Motor Vehicle Allowance	4 099	4 099	372	1 471	1 366	105	8%	4 099
Cellphone Allowance	378	378	40	160	126	34	27%	378
Housing Allowances	1 541	1 541	121	484	514	(30)	-6%	1 541
Other benefits and allowances	4 035	4 035	228	904	1 345	(441)	-33%	4 035
Payments in lieu of leave	831	831	344	2 030	277	1 753	633%	831
Long service awards	407	407	76	303	136	168	124%	407
Post-retirement benefit obligations	10 632	10 632	921	3 684	3 544	140	4%	10 632
Sub Total - Other Municipal Staff	173 251	170 419	14 002	55 928	56 806	(878)	-2%	170 419
TOTAL SALARY, ALLOWANCES &	190 573	187 722	15 182	60 692	62 574	(1 882)	-3%	187 722
% increase								
TOTAL MANAGERS AND STAFF	179 864	177 013	14 439	57 676	59 004	(1 328)	-2%	177 013

The monthly cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M04 October

Description	Ref	Budget Year 2018/19											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Cash Receipts By Source													
Property rates		3 345	12 935	5 490	12 707	4 868	3 463	6 297	6 297	6 297	6 297	6 297	727
Service charges - electricity revenue		18 142	20 502	15 447	17 251	14 535	12 109	18 789	18 789	18 789	18 789	18 789	18 789
Service charges - water revenue		2 316	3 051	2 526	2 851	3 597	2 663	3 883	3 883	3 883	3 883	3 883	3 883
Service charges - sanitation revenue		4 300	2 031	1 676	1 668	1 745	1 311	2 074	2 074	2 074	2 074	2 074	2 074
Service charges - refuse		1 483	2 094	1 671	1 804	1 828	1 291	2 199	2 199	2 199	2 199	2 199	2 199
Service charges - other		2 075	1 341	1 346	1 974	3 604	605	889	889	889	889	889	889
Rental of facilities and equipment		39	39	39	39	39	39	39	39	39	39	39	39
Interest earned - external investments		681	681	681	681	681	681	681	681	681	681	681	681
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	–	–	–	–
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		339	339	339	339	339	339	339	339	339	339	339	339
Licences and permits		305	305	305	305	305	305	305	305	305	305	305	305
Agency services		406	406	406	406	406	406	406	406	406	406	406	406
Transfer receipts - operating		9 895	9 895	9 895	9 895	9 895	9 895	9 895	9 895	9 895	9 895	9 895	9 895
Other revenue		668	668	665	664	664	664	665	665	665	666	666	671
Cash Receipts by Source		43 994	54 287	40 486	50 584	42 508	33 771	46 461	46 462	46 462	46 462	46 462	40 897
Other Cash Flows by Source													–
Transfer receipts - capital		–	3 403	3 403	3 403	3 403	3 403	3 403	3 403	3 403	3 403	3 403	6 806
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	–	–	–	–	–	–	–	–	–	–
Short term loans		–	–	–	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		–	–	–	–	–	–	–	–	–	–	–	–
Total Cash Receipts by Source		43 994	57 690	43 889	53 987	45 911	37 174	49 864	49 865	49 865	49 865	49 865	47 703
Cash Payments by Type													–
Employee related costs		13 723	13 723	13 723	13 723	17 867	13 723	13 723	13 723	13 723	13 723	13 723	13 723
Remuneration of councillors		–	–	892	892	892	892	892	892	892	892	892	2 677
Interest paid		–	–	–	–	1 224	–	–	–	1 224	–	–	1 224
Bulk purchases - Electricity		15 113	15 113	15 113	15 113	15 113	15 113	15 113	15 113	15 113	15 113	15 113	15 113
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	–
Other materials		1 875	1 875	1 875	1 875	1 875	1 875	1 875	1 875	1 875	1 875	1 875	1 875
Contracted services		3 600	3 600	3 600	3 600	3 600	3 600	3 600	3 600	3 600	3 600	3 600	8 485
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		1 200	1 200	1 200	1 200	1 200	1 200	1 200	1 200	1 200	1 200	1 200	1 207
General expenses		3 300	3 300	3 300	3 300	3 300	3 300	3 300	3 300	3 300	3 300	3 300	3 307
Cash Payments by Type		38 811	38 811	39 704	39 704	45 071	39 704	39 704	39 704	40 927	39 704	39 704	47 612
Other Cash Flows/Payments by Type													
Capital assets		12 297	6 429	3 599	2 293	2 583	5 778	2 214	2 996	8 489	9 348	8 272	19 383
Repayment of borrowing		6 636	6 636	6 636	6 636	6 636	6 636	6 636	6 636	6 636	6 636	6 636	6 636
Other Cash Flows/Payments		21 681	(300)	5 687	89 274	(4 385)	(17 494)	(47 237)	78 727	(64 560)	(18 751)	(14 902)	24 741
Total Cash Payments by Type		79 425	51 575	55 624	137 906	49 905	34 623	1 316	128 061	(8 508)	36 937	39 708	98 372
NET INCREASE/(DECREASE) IN CASH HELD		(35 431)	6 115	(11 735)	(83 919)	(3 993)	2 551	48 549	(78 197)	58 373	12 929	10 157	(50 668)
Cash/cash equivalents at the month/year beginning:		126 631	91 200	97 315	85 580	1 661	(2 332)	219	48 768	(29 429)	28 944	41 873	52 030
Cash/cash equivalents at the month/year end:		91 200	97 315	85 580	1 661	(2 332)	219	48 768	(29 429)	28 944	41 873	52 030	1 362

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08-2-16-16	Supply and delivery of new 3 piece lounge suites, double bunks and bedside tables	14-Nov-2018
08-2-16-23	Facilitation of training for municipal minimum competency levels MMCL Programme for a three year period	06-Nov-2018
08-2-16-32	Supply, deliver & installation of new filters for Pine forest, Die Eiland and Bella vista swimming pools	14-Nov-2018
08-2-16-33	Cutting and removing of pine trees at Pine Forest holiday resort	15-Nov-2018
08-2-16-36	Clearing of alien vegetation in Ceres nature reserve	23-Nov-2018
08-2-16-38	Resealing of existing streets in Witzenberg municipal area	22-Nov-2018
08-2-16-40	The supply, delivery and installation of process aerators / mixers for Witzenberg Municipality	07-Nov-2018
08-2-16-42	Upgrading of John Steyn library	28-Nov-2018

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

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08-2-16-29	Removal of existing timber floor and casting of a new concrete floor slab in 2 classrooms at Zanokhanye Creche, station road, Tulbagh	08-Nov-2018
08-2-16-39	Supply and delivery of six shutter roller doors	08-Nov-2018
08-2-16-44	Service provider for sound, lighting, stage and entertainment for Municipal events	02-Nov-2018
08-2-16-46	Hiring of Marquee tent and related items	05-Nov-2018

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/05	Supply and delivery of one (1) New backhoe loader	16-Aug-2018	18-Oct-2018	E Lintnaar
08/2/16/08	Electrification of low cost houses in Vredebes, Ceres	31-Aug-2018	16-Oct-2018	D Greeff
08/2/16/11	Supply and delivery of two new trailer mounted cherry pickers	18-Sep-2018	16-Oct-2018	H Truter
08/2/16/13	Supply and delivery of Hot premixed asphalt	17-Aug-2018	05-Sep-2018	E Lintnaar
08/2/16/17	Supply and delivery of computer equipment	18-Sep-2018	17-Oct-2018	R Rhode

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/21	Supply, delivery and erection of security fencing at various water and sewer infrastructure	25-Sep-2018	29-Oct-2018	N Jacobs
08/2/16/22	Leasing of office space to Witzenberg municipality in Ceres	19-Sep-2018	18-Oct-2018	C Wessels
08/2/16/26	Supply and delivery of Road signs and Accessories	30-Oct-2018	Awaiting	E Lintnaar
08/2/16/27	Review of Witzenberg Municipal spatial development framework	16-Oct-2018	Awaiting	H Taljaard
08/2/16/34	Supply, delivery and fitment of Vehicle batteries and rendering of auto electrical repairs and services	17-Oct-2018	30-Oct-2018	O Gatyene

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/09	Appointment of a service provider to assist with the recruitment and selection process of section 56 managers (Re-advertisement)	09-Oct-2018	Awaiting	I Swartbooi
08/2/16/28	Supply, Delivery and Manufacturing of 9 Steel Pavilions	30-Oct-2018	Awaiting	H Truter

3.2.1.3 Adjudication stage

The following competitive bid is currently in the adjudication stage:

3.2.1.3 Toekenningsfase:

Die volgende mededingende tender is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE OF BID EVALUATION COMMITTEE MEETING	RESPONSIBLE MANAGER
08/2/15/55	Supply And Fitment Of New Tyres, Tubes And Provision Of Tyre Repair And Other Related Services	10-Jan-2018	28-Mar-2018	O Gatyene
08/2/15/78	The Supply, maintenance of digital speed cameras and the administration of the back office	20-Jun-2018	21-Aug-2018	M Green

No formal written price quotations are currently in the adjudication stage.

Geen formele geskrewe prys kwotasie is tans in die Toekenningsfase nie.

3.2.1.4 Bids awarded

The following competitive bids were awarded by the Bid Adjudication Committee during the month of October 2018:

3.2.1.4 Tenders toegeken

Die volgende mededingende tenders was toegeken deur die Tender Toekenningskomitee gedurende Oktober 2018:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/15/80	31-Oct-2018	Jakepro Building Projects	Reconstruction and repair of storm damaged properties at Pine Forest resort	Bidder scored the highest points	R 615 123.96

08/2/16/02	15-Oct-2018	SCB Transport (PTY) Ltd	Supply and delivery of bricks, pavers and readymix concrete Cluster 1: Concrete brick & pavers	Bidder scored the highest points	Based on tendered rates with an estimated value of R 2 780 310.00 (Incl. VAT)
		SCB Transport (PTY) Ltd	Cluster 2: Clay Pavers		Based on tendered rates with an estimated value of R 252 300.00 (Incl. VAT)
		Shine the Way 496 CC	Cluster 3: Ready Mix Concrete		Based on tendered rates with an estimated value of R 1 127 310.00 (Incl. VAT)

The following bid was awarded by the Accounting Officer during the month of October 2018:

Die volgende tender was toegeken deur die Rekenpligtige Beampte gedurende Oktober 2018:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/15/91	15-Oct-2018	Various Bidders on roster system	Professional engineering services for Witzenberg municipality	Bidder scored the highest points	Based on tendered rates

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following formal written price quotation or competitive bid was cancelled during the month of October 2018:

3.2.1.5 Paragraaf 13 (1): Kansellasie en her-uitnodiging van tenders

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Oktober 2018:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/15/27	27-Oct-2018	The Supply and delivery of Broad Spectrum Enzymes and dosing pumps for a period of 24 months (Re-advertisement)	The bid validity period lapsed
08/2/15/37	27-Oct-2018	Supply and delivery of Fleet vehicles on lease agreement	The bid validity period lapsed
08/2/15/52	27-Oct-2018	Supply, delivery, installation and configuration of CCTV security solution	No acceptable bids received & the bid validity period lapsed
08/2/15/95	18-Oct-2018	Determination of replacement values of municipal vehicles and the remaining useful lives for GRAP 17 measurement and disclosure	Service no longer required
08/2/16/14	27-Oct-2018	Supply and delivery of one (1) – 1.3 ton light delivery vehicle (LDV) with drop sides	No acceptable bids received

3.2.1.6 Paragraph 19 (1) I and 19 (2): Written price quotations

The following written price quotations were approved during the month of October 2018:

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

Die volgende geskrewe prys kwotasies was goedgekeur gedurende Oktober 2018:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
156044	04-Oct-2018	Sondlo and Knopp Advertising	Advisement of bids 08/2/16/23 & 08/2/16/28	Lowest responsive quotation	R 8 742.99 (Incl. VAT)	Chief Financial Officer
156254	17-Oct-2018	Breerivier Training Development	Service Provider for Cherry Picker Operator Course	Only responsive quotation	R 15 166.20 (Incl. VAT)	Chief Financial Officer
156261	18-Oct-2018	Travelmanor (Pty) Ltd	Service Provider for Accomodation Services – Mr O Gatyene	Lowest responsive quotation	R 6 225.00 (Incl. VAT)	Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of October 2018:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Oktober 2018:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/15/96	06-Oct-2018	Xon Sytems (PTY) Ltd	Supply, delivery, installation and configuration of trend micro enterprise security suite	Only responsive bidder	R 86 459.90 Incl. VAT)	Director: Corporate Services
08/2/16/15	19-Oct-2018	I'MAQ Renovators & General services	Supply, delivery and installation of new stage curtains, complete with curtain track at Tulbagh town hall	Bidder scored the highest points	R 89 786.00 (Incl. VAT)	Acting Director: Community services
08/2/16/18	18-Oct-2018	Fidelity Cash solutions	Provision of cash in transit services for the period of 6 months	Only responsive bidder	R 178 997.45 (Incl. VAT)	Chief Financial Officer
08/2/16/19	29-Oct-2018	Valiphi Cleaning professionals (PTY) Ltd	Lease of the Café building at N'duli and PA Hamlet swimming pools	Only responsive bidder	R 500.00 per month	Acting Director: Community services
08/2/16/20	29-Oct-2018	W April	Lease of the Café building in Pine forest holiday resort	Only responsive bidder	R 3 000.00 per month	Acting Director: Community services

3.2.1.8 Appeals

No appeals were lodged or are being dealt with by the Accounting Officer.

3.2.1.8 Appèlle

Geen appèl is ontvang of word hanteer deur die Rekenpligtige beampte nie

3.2.1.9 Deviations

The following table contains the approved deviations by the Accounting Officer for the month of October 2018 which totals R 1 953 524.86:

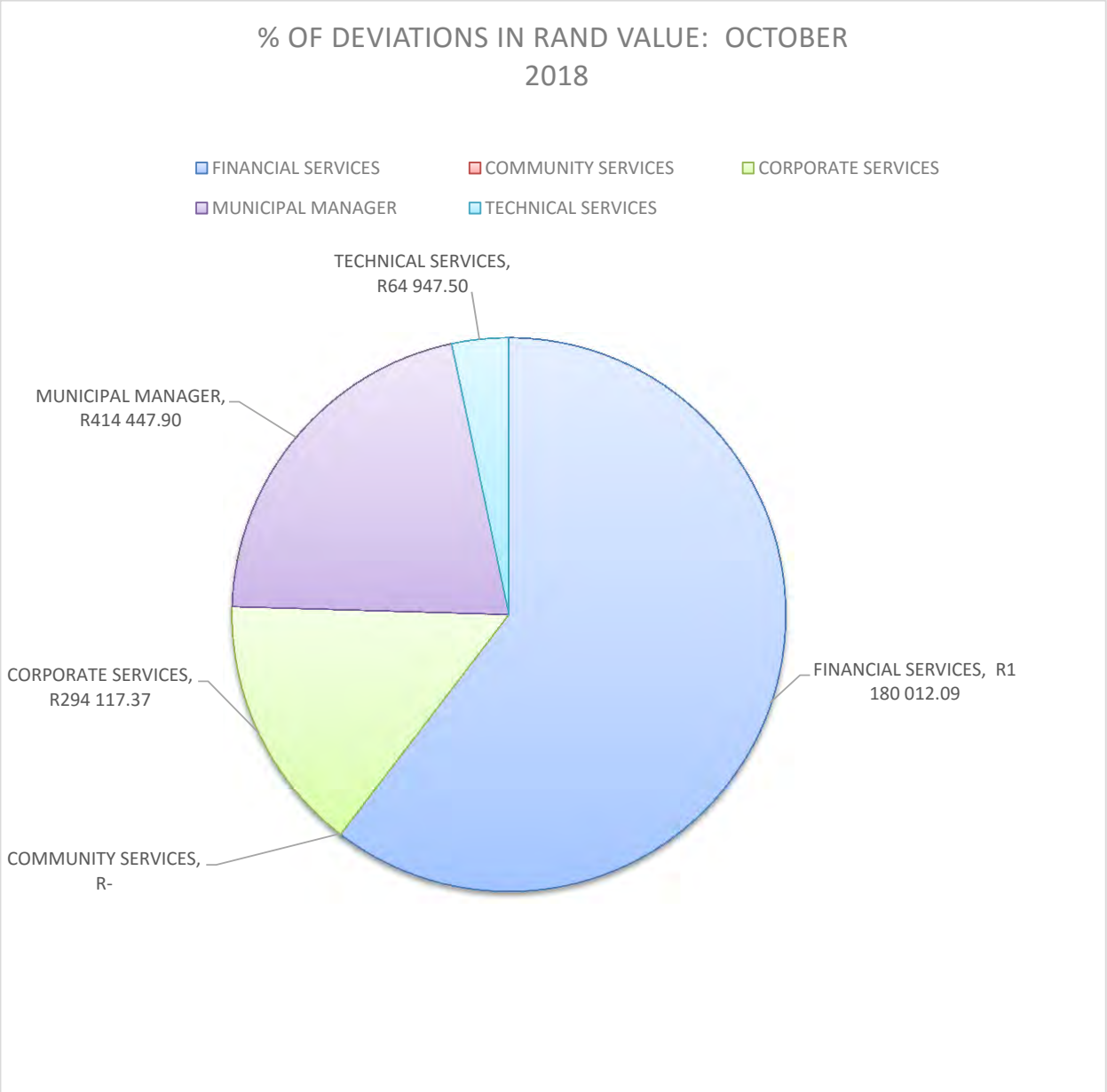
3.2.1.9 Afwykings

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Oktober 2018 wat beloop op die totaal van R 1 953 524.86.

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
3-Oct-18	CDR Morors (Pty) Ltd t/a Ceres Toyota	Repair of Gearbox: CT 17265	Impractical	156015	16,372.44
3-Oct-18	CIGFARO	Registration Fees CIGFARO 2018 Conference	Single supplier	156040	14,852.00
4-Oct-18	Van Precision Vehicles	Repair of Gearbox: CT 5268	Impractical	156042	7,222.00
4-Oct-18	Marieke van Rooyen Attorneys	Legal services: Various Cases	Impractical	156045	22,320.41
5-Oct-18	Bytes Systems Integration	Annual Maintenance Fee and Related IT services	Impractical	156066	997,971.22
8-Oct-18	Business Success Solutions	Registration fee: SANS 10142-2 Training for D Greeff	Impractical	156089	8,048.85
9-Oct-18	Kings Catering	Catering: Staff Function	Impractical	156124	155,250.00
9-Oct-18	Witzenberg Herald	Publish notice: Alienation of Erf 2536, Wolseley	Single supplier	156128	2,258.36
10-Oct-18	Altron Bytes System Integration	Remote assistance: Copy data and setting up new cheque printer	Impractical	156138	8,173.63
16-Oct-18	The Institute of Internal Auditors (SA)	Registration fees: Annual conference	Single supplier	156217	16,000.00
17-Oct-18	Shearwater Property Trust	Lease op Municipal Offices space	Impractical	156246	108,000.00
17-Oct-18	Mailtronic	Courier costs for municipal accounts	Emergency	156253	3,765.24
18-Oct-18	O'neil & Visser Attorneys	Legal services: Various Cases	Impractical	156291	190,843.01
19-Oct-18	Konica Minolta	Provision of photocopy machines	Impractical	156300	143,555.54
23-Oct-18	Wectac Leadership Academy CC	Vehicle hire 2 days: Advanced driving	Impractical	156362	8,970.00
24-Oct-18	HD Transmissions (PTY) Ltd	Service of Automatic transmission: CT 10849	Single supplier	156375	14,230.00
24-Oct-18	HD Transmissions (PTY) Ltd	Repair of automatic transmission: CT 14536	Single supplier	156376	13,123.06
25-Oct-18	IMESA (PTY) Ltd	Registration fees: Annual conference	Impractical	156394	14,000.00
25-Oct-18	Regan Brown Attorneys	Legal services: Bridgman	Impractical	156396	183,026.12
25-Oct-18	Institute of Municipal People Practitioners of Southern Africa	Registration fees: Annual conference	Single supplier	156404	9,700.00
31-Oct-18	Altron Bytes System Integration	Professional fees: Arbitration case	Impractical	156532	15,842.98

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
August 2018	R 676 184.16	R49 595 079.30	1.37%
September 2018	R 552 187.07	R25 313 081.40	2.19%
October 2018	R 1 953 524.86	R32 527 358.62	6.01%

DEVIATIONS PER DIRECTORATE



Logistics

The table below contains a high level summary of information regarding the stores section:

Logistieke

Die tabel hieronder bevat 'n hoë vlak opsomming van inligting rakende die magasyn (stoor):

	31 August 2018	30 September 2018	31 October 2018
Value of inventory at hand	R 9 049 675.74	R 9 439 396.20	R 9 841 803.04
Turnover rate of total value of inventory	1.84	1.81	1.84
Turnover rate excluding Chinese meters	1.84	1.82	1.85
Date of latest stores reconciliation	31 October 2018		
Date of last stock count	27 September 2018		
Date of next stock count	13 December 2018		

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

44, Ceres, 6835
50 Voortrekker St/ Str, Ceres, 6835
Suid Afrika/ South Africa
+27 23 316 1854
+27 23 316 1877
admin@witzenberg.gov.za
www.witzenberg.gov.za

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

- The monthly in year monitoring reports for the month of October 2018

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature :

Date: 14 November 2018

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

FINANCE MONTHLY REPORT – NOVEMBER 2018

A MAYOR'S REPORT

Credit control for various reasons remains a challenge for the municipality.

The unwillingness / unability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R 6.8 million.

The monthly billing was also done as scheduled and during this process 16 512 accounts amounting to R 21.3 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 3.6 million.

The indigent cost to the municipality for the month amounts to R 1.7 million. The number of indigent households is increasing due to the policy amendments approved by council

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

The municipality issued orders to the value of R 37.6 million of which R 0.5 million was in terms of deviations.

The municipality currently has R 55.3 million in its primary bank account and a R 50 million in investments

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of November 2018 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information

FINANSIELE MAAND VERSLAG – NOVEMBER 2018

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekenings te betaal was 'n groot bekommernis. Departemente is stading besig om hul betalings te maak. Die skuld beloop tans R 6.8 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 16 512 rekeninge ten bedrae van R 21.3 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 3.6 miljoen.

Die deernis subsidies vir die maand beloop R 1.7 miljoen. Die aantal goedgekeurde huishoudings is aan die toeneem as gevolg van die veranderings aan die beleid.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 94%

Bestellings ter waarde van R 37.6 miljoen uitgereik, waarvan R 0.5 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 55.3 miljoen in die primêre bankrekening en R 50 miljoen in beleggings

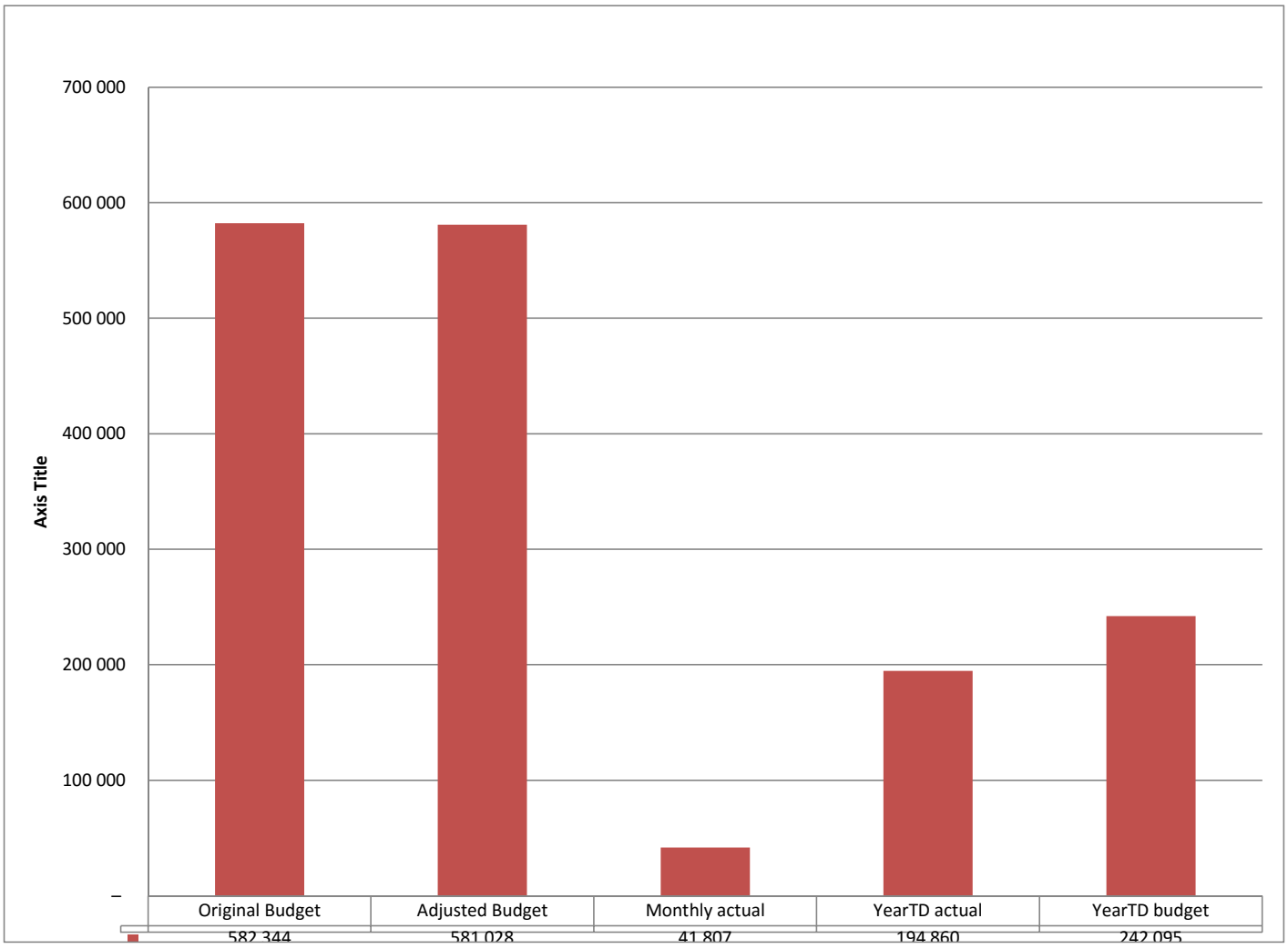
B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir November 2018 .

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting.

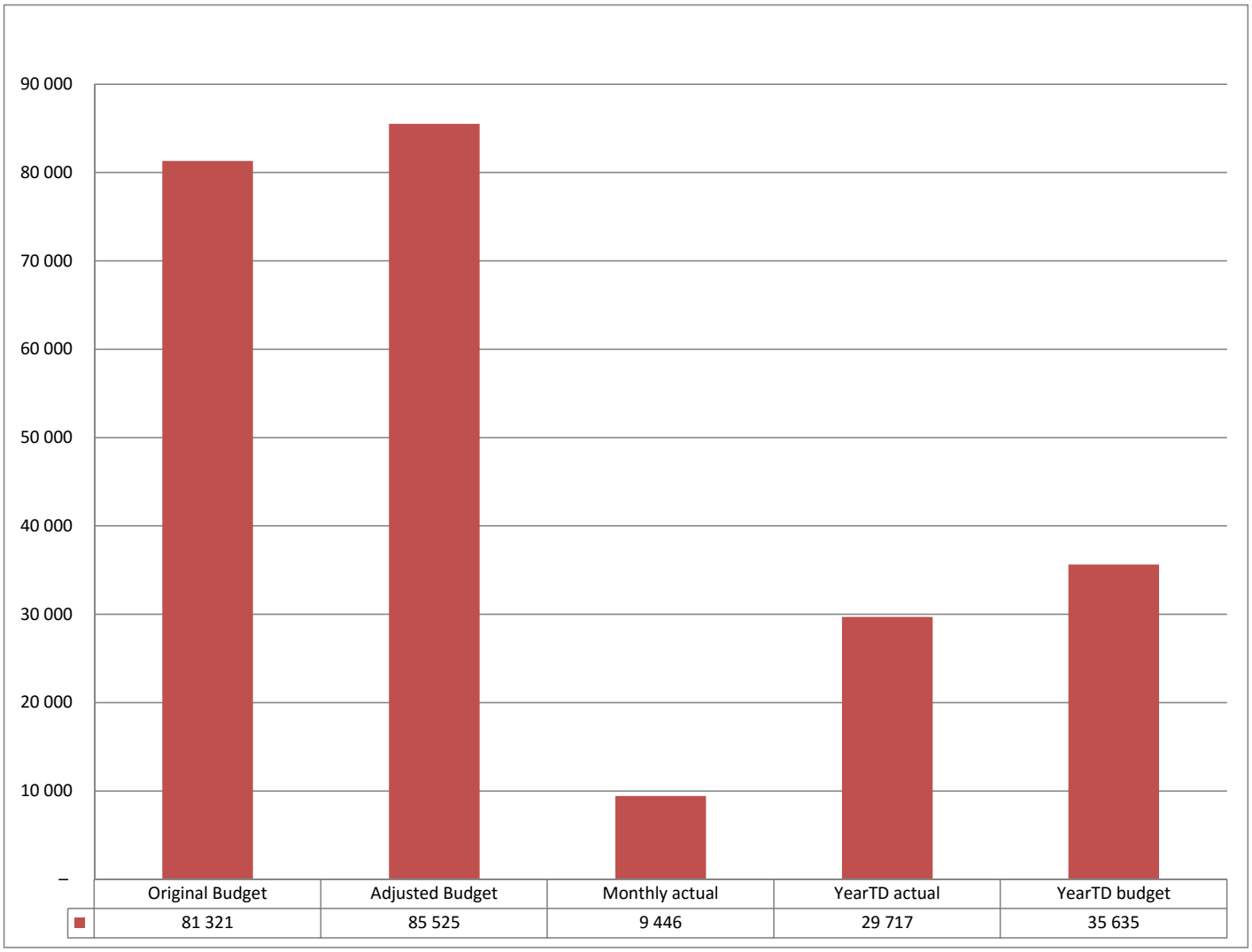
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2018 to 30 November 2018, 33.54% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2018 to 30 November 2018, is 33.54% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2018 to 30 November 2018, 34.75% of the budgeted capital expenditure was incurred.

The main contributing factors to the low expenditure levels is the failure of the Department of Water affairs to pay over the funds as per the Division of Revenue act to enable the building of the Tulbagh raw water dam.

Vir die periode 1 Julie 2018 to 30 November 2018, is 34.75% van die begrote kapitale uitgawes aangegaan.

Die hoof oorsaak vir die lae spandering is die onvermoë van die departement van Waterwese om die fondse volgens die Wet op Verdeling van Inkomste vir die Tulbagh opgaardam oor te betaal.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 30 November 2018.

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

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance									
Property rates	59 649	70 002	70 002	2 807	46 482	29 167	17 315	59%	70 002
Service charges	286 621	316 407	316 407	20 494	121 486	131 836	(10 350)	-8%	316 407
Investment revenue	8 512	8 198	8 198	651	2 689	3 416	(727)	-21%	15 482
Transfers recognised - operational	101 429	91 069	92 875	302	36 412	38 698	(2 286)	-6%	92 875
Other own revenue	45 974	54 194	54 194	2 784	11 770	27 989	(16 218)	-58%	54 194
Total Revenue (excluding capital	502 185	539 869	541 676	27 038	218 840	231 106	(12 266)	-5%	548 959
Employee costs	8 780	177 699	175 041	14 783	72 064	72 934	(870)	-1%	175 041
Remuneration of Councillors	#REF!	10 709	10 709	744	3 761	4 462	(701)	-16%	10 709
Depreciation & asset impairment	26 143	43 032	44 032	0	12 467	18 347	(5 879)	-32%	56 492
Finance charges	17 573	3 671	3 685	214	335	1 536	(1 201)	-78%	3 685
Materials and bulk purchases	202 204	218 562	218 172	13 640	72 015	90 905	(18 890)	-21%	218 172
Transfers and grants	941	14 407	14 358	1	683	5 983	(5 300)	-89%	14 358
Other expenditure	#REF!	114 264	115 030	12 424	33 534	47 929	(14 395)	-30%	97 757
Total Expenditure	#REF!	582 344	581 028	41 807	194 860	242 095	(47 235)	-20%	576 215
Surplus/(Deficit)	#REF!	(42 474)	(39 352)	(14 769)	23 980	(10 989)	34 969	-318%	(27 256)
Transfers recognised - capital	38 768	75 847	75 847	–	155	31 603	(31 448)	-100%	75 847
Contributions & Contributed assets	54 943	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers	#REF!	33 372	36 494	(14 769)	24 135	20 614	3 521	17%	48 590
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	#REF!	33 372	36 494	(14 769)	24 135	20 614	3 521	17%	48 590
Capital expenditure & funds sources									
Capital expenditure	63 800	81 321	85 525	9 446	29 717	35 635	(5 918)	-17%	85 525
Capital transfers recognised	34 183	52 938	53 438	5 252	17 681	22 266	(4 585)	-21%	53 438
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	3 528	1 550	1 550	494	494	646	(152)	-24%	1 550
Internally generated funds	26 089	26 833	30 537	3 700	11 543	12 724	(1 181)	-9%	30 537
Total sources of capital funds	63 800	81 321	85 525	9 446	29 717	35 635	(5 918)	-17%	85 525
Financial position									
Total current assets	178 612	65 801	241 847		192 520				241 847
Total non current assets	905 207	38 293	947 704		922 464				947 704
Total current liabilities	77 653	55 489	131 644		81 323				131 644
Total non current liabilities	158 745	15 233	173 993		162 104				173 993
Community wealth/Equity	847 421	33 372	883 915		884 016				883 915
Cash flows									
Net cash from (used) operating	47 548	173 205	173 205	(7 346)	40 150	72 169	(32 019)	-44%	173 205
Net cash from (used) investing	(58 751)	(83 247)	(83 247)	14 992	(81 573)	(34 686)	(46 886)	135%	(83 247)
Net cash from (used) financing	(9 504)	3 500	3 500	95	(695)	1 458	(2 153)	-148%	(695)
Cash/cash equivalents at the month	76 333	93 458	93 458	–	55 385	38 941	16 444	42%	190 961
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	32 500	3 669	7 270	3 262	2 996	3 043	16 567	91 208	160 514
Creditors Age Analysis									
Total Creditors	782	390	7	–	–	–	–	–	1 179

The following table provides detail of revenue and expenditure according to the international standard classification framework.

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

Description	Budget Year 2018/19							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue - Standard								
Governance and administration	93 204	93 304	4 036	52 564	38 877	13 688	35%	93 304
Executive and council	–	–	–	–	–	–		–
Finance and administration	93 204	93 304	4 036	52 564	38 877	13 688	35%	93 304
Internal audit	–	–	–	–	–	–		–
Community and public safety	140 845	140 845	936	38 973	58 686	(19 713)	-34%	140 845
Community and social services	98 728	98 728	267	36 221	41 137	(4 916)	-12%	98 728
Sport and recreation	9 020	9 020	662	2 565	3 758	(1 193)	-32%	9 020
Public safety	6	6	–	–	2	(2)	-100%	6
Housing	33 091	33 091	7	187	13 788	(13 601)	-99%	33 091
Economic and environmental services	43 682	44 622	984	3 108	18 593	(15 485)	-83%	44 622
Planning and development	2 510	2 510	197	688	1 046	(358)	-34%	2 510
Road transport	41 160	41 160	787	2 415	17 150	(14 735)	-86%	41 160
Environmental protection	12	952	–	5	397	(392)	-99%	952
Trading services	337 984	338 750	21 081	106 776	141 146	(34 370)	-24%	338 750
Energy sources	240 206	240 206	14 245	70 933	100 086	(29 153)	-29%	240 206
Water management	52 679	53 179	2 874	14 886	22 158	(7 272)	-33%	53 179
Waste water management	22 399	22 399	1 872	10 368	9 333	1 035	11%	22 399
Waste management	22 700	22 966	2 090	10 590	9 569	1 020	11%	22 966
Other	–	–	–	–	–	–		–
Total Revenue - Standard	615 716	617 522	27 038	201 421	257 301	(55 880)	-22%	617 522
Expenditure - Standard								
Governance and administration	115 817	116 530	11 926	43 131	48 554	(5 423)	-11%	116 530
Executive and council	27 771	27 879	1 922	8 801	11 616	(2 816)	-24%	27 879
Finance and administration	85 942	86 547	9 814	33 343	36 061	(2 718)	-8%	86 547
Internal audit	2 104	2 104	191	987	877	110	13%	2 104
Community and public safety	82 467	81 373	4 742	22 669	33 905	(11 236)	-33%	81 373
Community and social services	25 460	25 448	1 826	8 736	10 603	(1 867)	-18%	25 448
Sport and recreation	28 896	27 823	1 952	8 443	11 593	(3 150)	-27%	27 823
Public safety	8 925	8 938	627	3 674	3 724	(50)	-1%	8 938
Housing	19 186	19 164	337	1 815	7 985	(6 170)	-77%	19 164
Economic and environmental services	65 573	66 322	4 714	19 536	27 634	(8 098)	-29%	66 322
Planning and development	10 614	10 858	644	3 324	4 524	(1 201)	-27%	10 858
Road transport	53 213	52 777	3 943	15 633	21 991	(6 357)	-29%	52 777
Environmental protection	1 747	2 686	126	579	1 119	(540)	-48%	2 686
Trading services	317 593	315 909	20 422	41 761	131 629	(89 867)	-68%	315 909
Energy sources	224 738	223 273	13 541	66 270	93 031	(26 761)	-29%	223 273
Water management	28 985	28 864	1 769	(19 311)	12 027	(31 338)	-261%	28 864
Waste water management	29 256	29 097	2 023	(2 010)	12 124	(14 134)	-117%	29 097
Waste management	34 615	34 674	3 090	(3 187)	14 447	(17 634)	-122%	34 674
Other	893	893	3	413	372	41	11%	893
Total Expenditure - Standard	582 344	581 027	41 807	127 510	242 094	(114 584)	-47%	581 027
Surplus/ (Deficit) for the year	33 372	36 495	(14 769)	73 911	15 206	58 704		36 495

The table provides detail of revenue and expenditure according to municipal votes including capital transfers.

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M05 November

Vote Description	Budget Year 2018/19							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote								
Vote 1 - Financial Services	89 434	89 434	3 825	51 388	37 264	14 124	37.9%	89 434
Vote 2 - Community Services	167 972	168 912	1 754	41 550	70 380	(28 830)	-41.0%	168 912
Vote 3 - Corporate Services	597	697	–	145	290	(146)	-50.2%	697
Vote 4 - Technical Services	356 363	357 129	21 409	120 753	148 804	(23 120)	-15.5%	357 129
Vote 5 - Muncipal Manager	1 350	1 350	50	228	563	(335)	-59.5%	1 350
Vote 6 - [NAME OF VOTE 6]	–	–	–	–	–	–		–
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	615 716	617 522	27 038	214 064	257 301	(38 306)	-14.9%	617 522
Expenditure by Vote								
Vote 1 - Financial Services	45 537	42 538	6 002	14 468	17 724	(3 256)	-18.4%	42 538
Vote 2 - Community Services	115 777	115 629	6 259	30 588	48 179	(18 410)	-38.2%	115 629
Vote 3 - Corporate Services	56 641	60 440	4 727	24 146	25 183	(1 802)	-7.2%	60 440
Vote 4 - Technical Services	351 143	349 267	23 846	66 432	145 528	(35 192)	-24.2%	349 267
Vote 5 - Muncipal Manager	13 246	13 152	972	4 444	5 480	(1 036)	-18.9%	13 152
Vote 6 - [NAME OF VOTE 6]	–	–	–	–	–	–		–
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	582 344	581 028	41 807	140 078	242 095	(59 696)	-24.7%	581 028
Surplus/ (Deficit) for the year	33 372	36 494	(14 769)	73 986	15 206	21 390	140.7%	36 494

The table provides detail of revenue according to source and expenditure according to type.

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M05 November

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	59 649	70 002	70 002	2 807	46 482	29 167	17 315	59%	70 002
Service charges - electricity revenue	215 351	235 714	235 714	14 270	88 643	98 214	(9 571)	-10%	235 714
Service charges - water revenue	33 438	41 882	41 882	2 552	13 295	17 451	(4 156)	-24%	41 882
Service charges - sanitation revenue	18 008	17 387	17 387	1 762	9 846	7 244	2 602	36%	17 387
Service charges - refuse revenue	19 767	21 424	21 424	1 911	9 702	8 927	775	9%	21 424
Service charges - other	57	–	–	–	–	–	–		–
Rental of facilities and equipment	8 177	10 198	10 198	452	2 068	4 249	(2 181)	-51%	10 198
Interest earned - external investments	8 512	8 198	8 198	651	2 689	3 416	(727)	-21%	8 198
Interest earned - outstanding debtors	9 269	7 284	7 284	789	4 010	3 035	975	32%	7 284
Dividends received	–	4	4	–	–	2	(2)	-100%	4
Fines	19 242	18 904	18 904	39	634	7 877	(7 243)	-92%	18 904
Licences and permits	142	3 655	3 655	757	1 875	1 523	352	23%	3 655
Agency services	4 352	4 878	4 878	–	–	2 032	(2 032)	-100%	4 878
Transfers recognised - operational	101 429	91 069	92 875	302	36 412	38 698	(2 286)	-6%	92 875
Other revenue	4 792	9 271	9 271	748	3 184	9 271	(6 087)	-66%	9 271
Gains on disposal of PPE	–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	502 185	539 869	541 676	27 038	218 840	231 106	(12 266)	-5%	541 676
Expenditure By Type									
Employee related costs	133 333	177 699	175 041	14 783	72 064	72 934	(870)	-1%	175 041
Remuneration of councillors	8 780	10 709	10 709	744	3 761	4 462	(701)	-16%	10 709
Debt impairment	37 709	22 203	22 203	–	–	9 251	(9 251)	-100%	(0)
Depreciation & asset impairment	26 143	43 032	44 032	0	12 467	18 347	(5 879)	-32%	56 492
Finance charges	17 573	3 671	3 685	214	335	1 536	(1 201)	-78%	3 685
Bulk purchases	179 203	197 541	197 541	11 720	65 678	82 309	(16 630)	-20%	197 541
Other materials	23 001	21 021	20 631	1 920	6 337	8 596	(2 259)	-26%	20 631
Contracted services	41 869	41 902	41 656	3 927	14 334	17 357	(3 023)	-17%	41 656
Transfers and grants	941	14 407	14 358	1	683	5 983	(5 300)	-89%	14 358
Other expenditure	44 238	50 159	51 171	8 497	19 200	21 321	(2 121)	-10%	56 101
Loss on disposal of PPE	–	–	–	–	–	–	–		–
Total Expenditure	512 789	582 344	581 028	41 807	194 860	242 095	(47 235)	-20%	576 215
Surplus/(Deficit)	(10 604)	(42 474)	(39 352)	(14 769)	23 980	(10 989)	34 969	(0)	(34 540)
Transfers recognised - capital	38 768	75 847	75 847	–	155	31 603	(31 448)	(0)	75 847
Contributions recognised - capital	54 943	–	–	–	–	–	–		–
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	83 107	33 372	36 494	(14 769)	24 135	20 614			41 307
Surplus/(Deficit) attributable to	83 107	33 372	36 494	(14 769)	24 135	20 614			41 307
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	83 107	33 372	36 494	(14 769)	24 135	20 614			41 307

The revenue and expenditure figures excludes internal charges.

The tables provides detail of capital expenditure according to municipal votes.

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

Vote Description	Budget Year 2018/19							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands							%	
Multi-Year expenditure appropriation								
Vote 1 - Financial Services	–	–	–	–	–	–		–
Vote 2 - Community Services	650	890	–	6	371	(365)	-98%	890
Vote 3 - Corporate Services	–	–	–	–	–	–		–
Vote 4 - Technical Services	45 777	45 777	5 344	15 228	19 074	(3 845)	-20%	45 777
Vote 5 - Muncipal Manager	–	–	–	–	–	–		–
Vote 6 - [NAME OF VOTE 6]	–	–	–	–	–	–		–
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 Capital Multi-year expenditure	46 427	46 667	5 344	15 234	19 445	(4 210)	-22%	46 667
Single Year expenditure appropriation								
Vote 1 - Financial Services	180	180	3	5	75	(70)	-93%	180
Vote 2 - Community Services	4 282	5 569	46	129	2 320	(2 191)	-94%	5 569
Vote 3 - Corporate Services	970	1 911	24	121	796	(675)	-85%	1 911
Vote 4 - Technical Services	29 312	31 048	4 029	14 227	12 937	1 290	10%	31 048
Vote 5 - Muncipal Manager	150	150	–	–	63	(63)	-100%	150
Vote 6 - [NAME OF VOTE 6]	–	–	–	–	–	–		–
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 Capital single-year expenditure	34 894	38 858	4 102	14 483	16 191	(1 708)	-11%	38 858
Total Capital Expenditure	81 321	85 525	9 446	29 717	35 635	(5 918)	-17%	85 525

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

Vote Description	Budget Year 2018/19							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification								
Governance and administration	1 360	3 383	27	160	1 409	(1 249)	-89%	3 383
Executive and council	270	1 452	26	66	605	(539)	-89%	1 452
Finance and administration	1 090	1 931	1	94	804	(710)	-88%	1 931
Internal audit	–	–	–	–	–	–		–
Community and public safety	3 402	4 693	–	68	1 955	(1 888)	-97%	4 693
Community and social services	1 000	1 304	–	0	543	(543)	-100%	1 304
Sport and recreation	2 402	3 389	–	68	1 412	(1 344)	-95%	3 389
Public safety	–	–	–	–	–	–		–
Housing	–	–	–	–	–	–		–
Health	–	–	–	–	–	–		–
Economic and environmental service	29 768	30 109	5 267	16 713	12 546	4 167	33%	30 109
Planning and development	–	236	46	53	98	(46)	-46%	236
Road transport	28 268	28 373	5 221	16 660	11 822	4 838	41%	28 373
Environmental protection	1 500	1 500	–	–	625	(625)	-100%	1 500
Trading services	46 791	47 340	4 152	12 777	19 725	(6 948)	-35%	47 340
Energy sources	11 654	11 654	235	2 398	4 856	(2 458)	-51%	11 654
Water management	14 746	15 246	1 369	3 647	6 353	(2 705)	-43%	15 246
Waste water management	19 219	19 268	1 939	5 877	8 028	(2 151)	-27%	19 268
Waste management	1 171	1 171	609	855	488	367	75%	1 171
Other	–	–	–	–	–	–		–
Total Capital Expenditure - Standard Cla	81 321	85 525	9 446	29 717	35 635	(5 918)	-17%	85 525
Funded by:								
National Government	33 070	33 070	252	5 181	13 779	(8 598)	-62%	33 070
Provincial Government	19 569	19 569	5 000	12 500	8 154	4 346	53%	19 569
District Municipality	300	800	–	–	333	(333)	-100%	800
Other transfers and grants	–	–	–	–	–	–		–
Transfers recognised - capital	52 938	53 438	5 252	17 681	22 266	(4 585)	-21%	53 438
Public contributions & donations	–	–	–	–	–	–		–
Borrowing	1 550	1 550	494	494	646	(152)	-24%	1 550
Internally generated funds	26 833	30 537	3 700	11 543	12 724	(1 181)	-9%	30 537
Total Capital Funding	81 321	85 525	9 446	29 717	35 635	(5 918)	-17%	85 525

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M05 November

Description	2017/18	Budget Year 2018/19			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash	97 506	83 129	177 003	55 394	177 003
Call investment deposits	–	47	47	50 000	47
Consumer debtors	57 003	(33 750)	23 254	68 954	23 254
Other debtors	12 701	14 940	27 641	8 092	27 641
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 402	1 435	13 903	10 079	13 903
Total current assets	178 612	65 801	241 847	192 520	241 847
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	4	4	–	4
Investment property	45 660	(626)	45 034	45 660	45 034
Investments in Associate	–	–	–	–	–
Property, plant and equipment	856 160	38 951	899 314	873 604	899 314
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 837	(36)	2 802	2 650	2 802
Other non-current assets	550	–	550	550	550
Total non current assets	905 207	38 293	947 704	922 464	947 704
TOTAL ASSETS	1 083 819	104 095	1 189 552	1 114 983	1 189 552
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	6 418	–	6 418	6 775	6 418
Trade and other payables	53 808	46 998	99 308	59 173	99 308
Provisions	17 426	8 491	25 917	15 376	25 917
Total current liabilities	77 653	55 489	131 644	81 323	131 644
Non current liabilities					
Borrowing	4 175	2 200	6 389	2 682	6 389
Provisions	154 570	13 033	167 603	159 422	167 603
Total non current liabilities	158 745	15 233	173 993	162 104	173 993
TOTAL LIABILITIES	236 399	70 723	305 636	243 427	305 636
NET ASSETS	847 421	33 372	883 915	871 556	883 915
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	837 066	33 372	873 560	873 662	873 560
Reserves	10 355	–	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	847 421	33 372	883 915	884 016	883 915

The cash flows for the year to date are indicated in the following table:

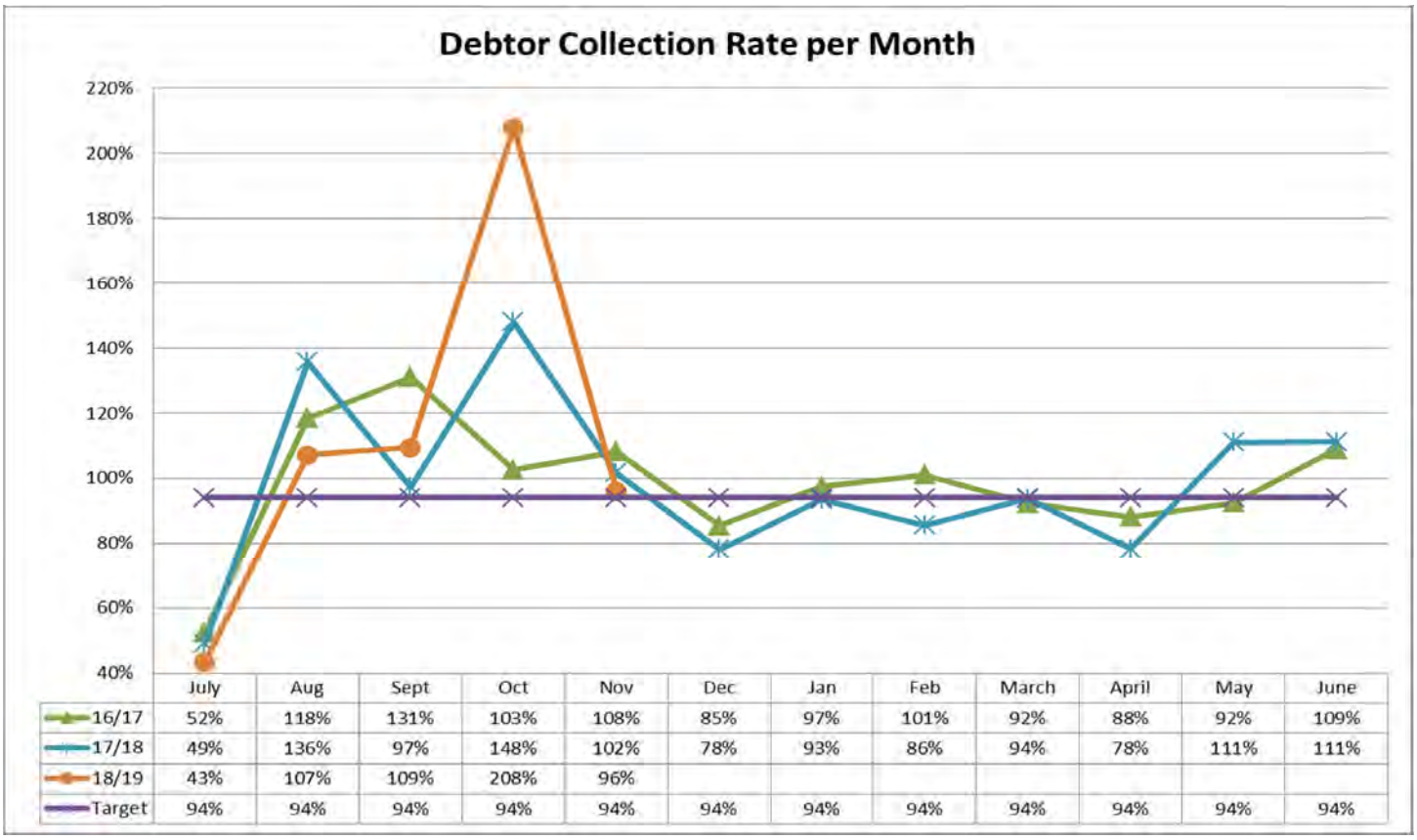
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M05 November

Description	Budget Year 2018/19							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES								
Receipts								
Property rates, penalties & collection charges	61 689	61 689	4 045	42 485	25 704	16 781	65%	61 689
Service charges	291 601	291 601	22 515	139 417	121 500	17 917	15%	291 601
Other revenue	17 246	17 246	2 955	9 373	7 186	2 187	30%	17 246
Government - operating	97 846	97 846	2 028	45 639	40 769	4 870	12%	97 846
Government - capital	63 230	63 230	5 400	25 900	26 346	(446)	-2%	63 230
Interest	13 112	13 112	651	2 689	5 463	(2 774)	-51%	13 112
Dividends								
Payments								
Suppliers and employees	(369 994)	(369 994)	(44 941)	(224 584)	(154 164)	70 420	-46%	(369 994)
Finance charges	(938)	(938)	–	(88)	(391)	(303)	78%	(938)
Transfers and Grants	(587)	(587)	–	(682)	(245)	437	-179%	(587)
NET CASH FROM/(USED) OPERATING ACTIV	173 205	173 205	(7 346)	40 150	72 169	109 089	151%	173 205
CASH FLOWS FROM INVESTING ACTIVITIES								
Receipts								
Proceeds on disposal of PPE	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–		–
Decrease (increase) other non-current receiva	–	–	–	–	–	–		–
Decrease (increase) in non-current investmen	–	–	25 000	(50 000)	–	(50 000)		–
Payments								
Capital assets	(83 247)	(83 247)	(10 008)	(31 573)	(34 686)	(3 114)	9%	(83 247)
NET CASH FROM/(USED) INVESTING ACTIVI	(83 247)	(83 247)	14 992	(81 573)	(34 686)	46 886	-135%	(83 247)
CASH FLOWS FROM FINANCING ACTIVITIES								
Receipts								
Short term loans	–	–	–	–	–	–		–
Borrowing long term/refinancing	3 500	3 500	–	–	1 458	(1 458)	-100%	3 500
Increase (decrease) in consumer deposits	–	–	95	363	–	363		–
Payments								–
Repayment of borrowing	–	–	–	(1 058)	–	1 058		–
NET CASH FROM/(USED) FINANCING ACTIV	3 500	3 500	95	(695)	1 458	2 153	148%	(695)
								–
NET INCREASE/ (DECREASE) IN CASH HELD	93 458	93 458	7 740	(42 117)	38 941			93 458
Cash/cash equivalents at beginning:	–	–		97 502	–			97 502
Cash/cash equivalents at month/year end:	93 458	93 458		55 385	38 941			190 961

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

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

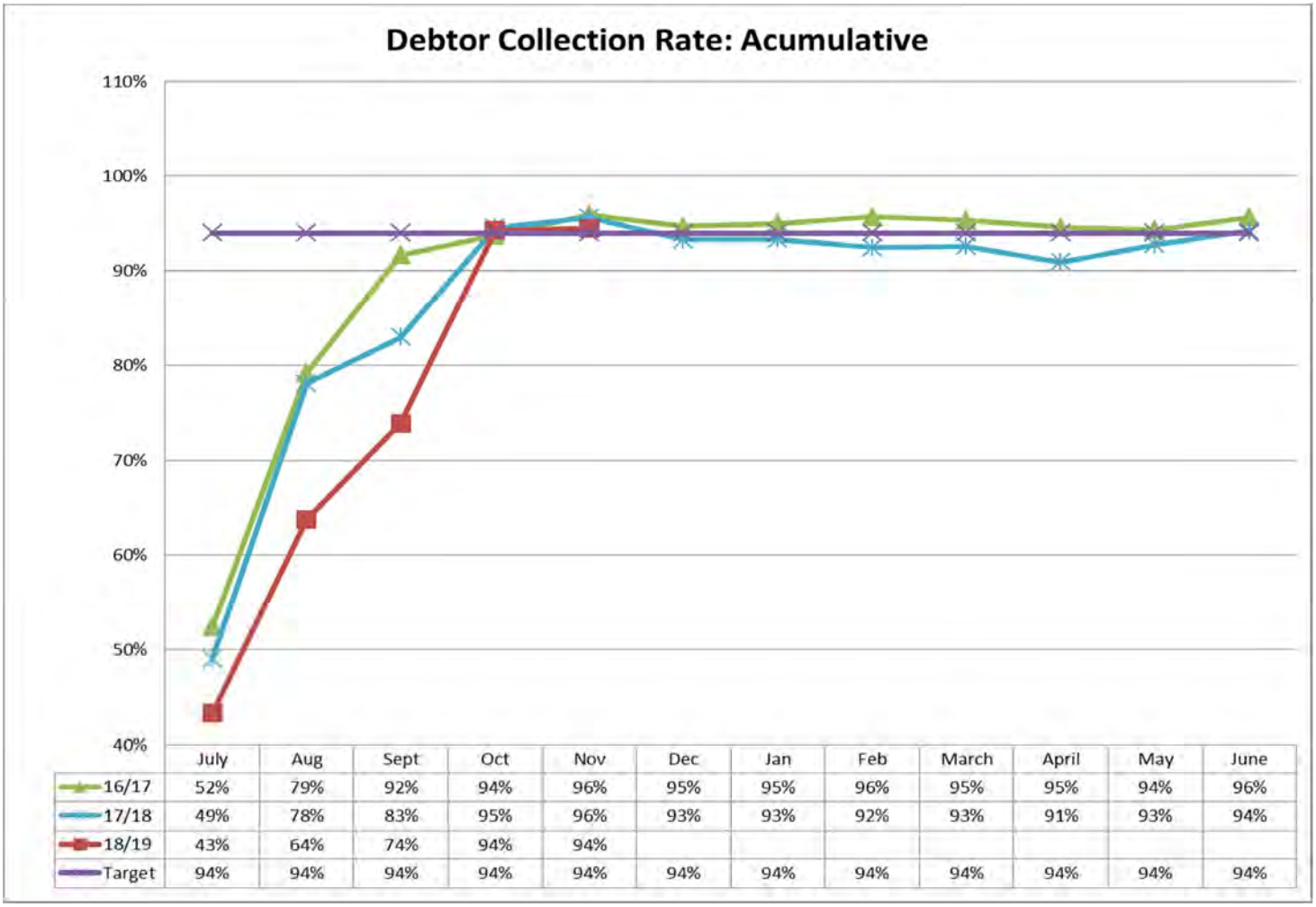
Description		Budget Year 2018/19									
R thousands	NT Code	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	8 184	996	979	1 179	972	1 268	7 185	26 884	47 648	37 489
Electricity	1300	11 772	754	506	405	357	334	1 189	1 177	16 493	3 461
Property Rates	1400	4 287	332	4 347	239	165	150	769	12 114	22 404	13 438
Waste Water Management	1500	4 981	680	669	650	599	576	3 178	13 509	24 843	18 512
Waste Management	1600	5 650	735	626	618	708	517	2 770	15 038	26 662	19 651
Property Rental Debtors	1700	154	17	16	16	15	15	88	536	855	669
Interest on Arrear Accounts	1810	1 558	84	97	121	133	157	1 212	21 093	24 454	22 715
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(4 085)	71	29	34	46	27	176	857	(2 845)	1 140
Total By Income Source	2000	32 500	3 669	7 270	3 262	2 996	3 043	16 567	91 208	160 514	117 076
2017/18 - totals only										–	–
Debtors Age Analysis By Customer Group											
Organs of State	2200	956	755	1 778	335	297	274	881	2 528	7 804	4 315
Commercial	2300	9 828	368	1 660	317	320	233	1 156	6 123	20 004	8 148
Households	2400	20 215	2 330	3 047	2 407	2 177	2 330	13 360	74 330	120 197	94 605
Other	2500	1 501	216	785	204	202	206	1 169	8 227	12 509	10 007
Total By Customer Group	2600	32 500	3 669	7 270	3 262	2 996	3 043	16 567	91 208	160 514	117 076



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	118%	131%	103%	108%	85%	97%	101%	92%	88%	92%	109%
17/18	49%	136%	97%	148%	102%	78%	93%	86%	94%	78%	111%	111%
18/19	43%	107%	109%	208%	96%							
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate effectiveness of collection against targets set for the relevant months. The target for the month is 94% while the actual figure for November 2018 amounts to 96% in comparison to the previous year 102 %.

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir November 2018 – 96 % beloop in vergelyking met die vorige jaar 102 %.



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	79%	92%	94%	96%	95%	95%	96%	95%	95%	94%	96%
17/18	49%	78%	83%	95%	96%	93%	93%	92%	93%	91%	93%	94%
18/19	43%	64%	74%	94%	94%							
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate effectiveness of collection of debt against targets set for the year. The target for the year to date is 94% while the actual figure is 94%.

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van skuld te illustreer teen die teikens gestel vir die jaar. Die teiken vir die jaar tot datum is 94%, terwyl die werklike syfer 94% beloop.

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

Description R thousands	NT Code	Budget Year 2018/19								
		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	–	–	–	–	–	–	–	–	–
Bulk Water	0200	–	–	–	–	–	–	–	–	–
PAYE deductions	0300	–	–	–	–	–	–	–	–	–
VAT (output less input)	0400	–	–	–	–	–	–	–	–	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	–
Loan repayments	0600	–	–	–	–	–	–	–	–	–
Trade Creditors	0700	782	390	7	–	–	–	–	–	1 179
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	782	390	7	–	–	–	–	–	1 179

`

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M05 November

Investments by maturity Name of institution & investment ID R thousands	Period of Investment Yrs/Months	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
Municipality								
ABSA	–	–	–	–		–	–	–
Investec	–	–	–	–		–	–	25 000
Nedbank	–	–	–	–		–	–	25 000
Standard Bank	–	–	–	–		–	–	–
	–	–	–	–		–	–	–
	–	–	–	–		–	–	–
TOTAL INVESTMENTS AND INTEREST				–		–	–	50 000

Operating and Capital transfers received are indicated in the following table:

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M05 November

Description	Budget Year 2018/19							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
RECEIPTS:								
Operating Transfers and Grants								
National Government:	88 231	88 231	362	38 074	36 763	1 311	3.6%	88 231
Equitable Share	84 602	84 602	(439)	35 278	35 251	27	0.1%	84 602
Local Government Financial Management Grant [Sc	1 550	1 550	–	1 550	646	904	140.0%	1 550
Expanded Public Works Programme Integrated Grar	1 548	1 548	801	1 246	645	601	93.2%	1 548
Municipal Infrastructure Grant [Schedule 5B]	531	531	–	–	221	(221)	-100.0%	531
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Other transfers and grants [insert description]	–	–	–	–	–	–		–
Provincial Government:	2 508	2 508	–	1 608	1 045	563	53.9%	2 508
Human Settlement Development	–	–	–	–	–	–		–
Financial Management	360	360	–	–	150	(150)	-100.0%	360
Replacement Funding for most vulnerable B3 munici	–	–	–	1 608	–	1 608		–
Library Service Conditional Grant	–	–	–	–	–	–		–
Community Development Workers	148	148	–	–	62	(62)	-100.0%	148
Regional Socio-economic Project/Violence Preventio	2 000	2 000	–	–	833	(833)	-100.0%	2 000
Maintenance of Main Roads	–	–	–	–	–	–		–
District Municipality:								
	–	–	–	–	–	–		–
Other grant providers:	–	–	–	–	–	–		–
[insert description]	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Total Operating Transfers and Grants	90 739	90 739	362	39 682	37 808	1 874	5.0%	90 739
Capital Transfers and Grants						–		
National Government:	31 235	31 235	–	13 000	13 015	(15)	-0.1%	31 235
Municipal Infrastructure Grant [Schedule 5B]	18 626	18 626	–	8 000	7 761	239	3.1%	18 626
Regional Bulk Infrastructure Grant (Schedule 5B)	8 261	8 261	–	–	3 442	(3 442)	-100.0%	8 261
Integrated National Electrification Programme (Mun	4 348	4 348	–	5 000	1 812	3 188	176.0%	4 348
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Other capital transfers [insert description]	–	–	–	–	–	–		–
Provincial Government:	–	–	–	–	–	–		–
Human Settlement	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–

	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
District Municipality:	–	–	–	–	–	–		–
[insert description]	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Other grant providers:	–	–	–	–	–	–		–
[insert description]	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Total Capital Transfers and Grants	31 235	31 235	–	13 000	13 015	(15)	-0.1%	31 235
TOTAL RECEIPTS OF TRANSFERS & GRANTS	121 974	121 974	362	52 682	50 822	1 859	3.7%	121 974

Operating and Capital expenditure financed from grants are indicated in the following table:

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M05 November

Description	Budget Year 2018/19							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	93 889	91 811	3 202	16 438	38 255	(21 817)	-57.0%	91 811
Equitable Share	92 004	89 955	3 101	15 947	37 481	(21 534)	-57.5%	89 955
Local Government Financial Management Grant [S	1 450	1 420	101	491	592	(101)	-17.1%	1 420
Expanded Public Works Programme Integrated Gra	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]	436	436	–	–	182	(182)	-100.0%	436
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Other transfers and grants [insert description]	–	–	–	–	–	–		–
Provincial Government:	13 117	13 102	–	177	5 459	(5 282)	-96.8%	13 102
Human Settlement Development	12 914	12 914	–	155	5 381	(5 226)	-97.1%	12 914
Replacement Funding for most vulnerable B3 muni	–	–	–	–	–	–		–
Library Service Conditional Grant	–	–	–	–	–	–		–
Community Development Workers	148	148	–	6	62	(55)	-89.6%	148
Regional Socio-economic Project/Violence Prevent	–	–	–	–	–	–		–
Maintenance of Main Roads	55	40	–	16	17	(1)	-5.2%	40
Other grant providers:	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
[insert description]	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Other capital transfers [insert description]	–	–	–	–	–	–		–
Total operating expenditure of Transfers and Grants	107 006	104 913	3 202	16 615	43 714	(27 099)	-62.0%	104 913
Capital expenditure of Transfers and Grants								
National Government:	21 759	21 759	252	5 181	9 066	(3 886)	-42.9%	21 759
Municipal Infrastructure Grant [Schedule 5B]	9 150	9 150	252	4 975	3 813	1 163	30.5%	9 150
Regional Bulk Infrastructure Grant (Schedule 5B)	8 261	8 261	–	–	3 442	(3 442)	-100.0%	8 261
Integrated National Electrification Programme (Mur	4 348	4 348	–	205	1 812	(1 606)	-88.7%	4 348
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Other capital transfers [insert description]	–	–	–	–	–	–		–
Provincial Government:	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
District Municipality:	–	–	–	–	–	–		–
Provincial Government:	–	–	–	–	–	–		–

	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
None	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Other grant providers:	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	21 759	21 759	252	5 181	9 066	(3 886)	-42.9%	21 759
TOTAL EXPENDITURE OF TRANSFERS AND GRAN	128 766	126 672	3 454	21 796	52 780	(30 985)	-58.7%	126 672

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M05 November

Summary of Employee and Councillor remuneration R thousands	Budget Year 2018/19							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 213	7 213	564	2 860	3 006	(145)	-5%	7 213
Pension and UIF Contributions	1 063	1 063	82	415	443	(28)	-6%	1 063
Medical Aid Contributions	212	212	14	72	89	(16)	-18%	212
Motor Vehicle Allowance	692	692	–	–	289	(289)	-100%	692
Cellphone Allowance	1 023	1 023	75	384	426	(42)	-10%	1 023
Housing Allowances	455	455	9	28	190	(161)	-85%	455
Other benefits and allowances	50	50	–	–	21	(21)	-100%	50
Sub Total - Councillors	10 709	10 709	744	3 761	4 462	(701)	-16%	10 709
Senior Managers of the Municipality								
Basic Salaries and Wages	3 594	3 594	300	1 440	1 497	(58)	-4%	3 594
Pension and UIF Contributions	739	739	20	84	308	(224)	-73%	739
Medical Aid Contributions	127	127	5	27	53	(26)	-49%	127
Overtime	–	–	–	–	–	–		–
Performance Bonus	840	840	55	260	350	(90)	-26%	840
Motor Vehicle Allowance	993	993	71	326	414	(88)	-21%	993
Cellphone Allowance	67	67	4	14	28	(14)	-49%	67
Housing Allowances	145	145	–	–	60	(60)	-100%	145
Other benefits and allowances	108	88	13	66	37	29	78%	88
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	6 614	6 594	469	2 217	2 747	(531)	-19%	6 594
Other Municipal Staff								
Basic Salaries and Wages	108 292	105 457	8 236	39 251	43 940	(4 689)	-11%	105 457
Pension and UIF Contributions	16 388	16 377	1 309	6 392	6 824	(432)	-6%	16 377
Medical Aid Contributions	7 283	7 283	582	2 947	3 034	(88)	-3%	7 283
Overtime	11 713	11 728	1 165	7 096	4 887	2 209	45%	11 728
Performance Bonus	7 651	7 651	671	3 169	3 188	(18)	-1%	7 651
Motor Vehicle Allowance	4 099	4 099	384	1 855	1 708	147	9%	4 099
Cellphone Allowance	378	378	45	205	158	48	30%	378
Housing Allowances	1 541	1 541	121	605	642	(37)	-6%	1 541
Other benefits and allowances	4 035	4 035	234	1 138	1 681	(543)	-32%	4 035
Payments in lieu of leave	831	831	765	2 795	346	2 449	707%	831
Long service awards	407	407	76	379	170	210	124%	407
Post-retirement benefit obligations	10 632	10 632	921	4 606	4 430	176	4%	10 632
Sub Total - Other Municipal Staff	173 251	170 419	14 509	70 438	71 008	(570)	-1%	170 419
TOTAL SALARY, ALLOWANCES &	190 573	187 722	15 722	76 416	78 218	(1 802)	-2%	187 722
% increase								
TOTAL MANAGERS AND STAFF	179 864	177 013	14 978	72 655	73 755	(1 100)	-1%	177 013

The monthly cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M05 November

Description	Ref	Budget Year 2018/19											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Outcome	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Cash Receipts By Source													
Property rates		3 345	12 935	5 490	12 707	4 868	3 463	6 297	6 297	6 297	6 297	6 297	727
Service charges - electricity revenue		18 142	20 502	15 447	17 251	14 535	12 109	18 789	18 789	18 789	18 789	18 789	18 789
Service charges - water revenue		2 316	3 051	2 526	2 851	3 597	2 663	3 883	3 883	3 883	3 883	3 883	3 883
Service charges - sanitation revenue		4 300	2 031	1 676	1 668	1 745	1 311	2 074	2 074	2 074	2 074	2 074	2 074
Service charges - refuse		1 483	2 094	1 671	1 804	1 828	1 291	2 199	2 199	2 199	2 199	2 199	2 199
Service charges - other		2 075	1 341	1 346	1 974	3 604	605	889	889	889	889	889	889
Rental of facilities and equipment		39	39	39	39	39	39	39	39	39	39	39	39
Interest earned - external investments		681	681	681	681	681	681	681	681	681	681	681	681
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	–	–	–	–
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		339	339	339	339	339	339	339	339	339	339	339	339
Licences and permits		305	305	305	305	305	305	305	305	305	305	305	305
Agency services		406	406	406	406	406	406	406	406	406	406	406	406
Transfer receipts - operating		9 895	9 895	9 895	9 895	9 895	9 895	9 895	9 895	9 895	9 895	9 895	9 895
Other revenue		668	668	665	664	664	664	665	665	665	666	666	671
Cash Receipts by Source		43 994	54 287	40 486	50 584	42 508	33 771	46 461	46 462	46 462	46 462	46 462	40 897
Other Cash Flows by Source													–
Transfer receipts - capital		–	3 403	3 403	3 403	3 403	3 403	3 403	3 403	3 403	3 403	3 403	6 806
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	–	–	–	–	–	–	–	–	–	–
Short term loans		–	–	–	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		–	–	–	–	–	–	–	–	–	–	–	–
Total Cash Receipts by Source		43 994	57 690	43 889	53 987	45 911	37 174	49 864	49 865	49 865	49 865	49 865	47 703
Cash Payments by Type													–
Employee related costs		13 723	13 723	13 723	13 723	17 867	13 723	13 723	13 723	13 723	13 723	13 723	13 723
Remuneration of councillors		–	–	892	892	892	892	892	892	892	892	892	2 677
Interest paid		–	–	–	–	1 224	–	–	–	1 224	–	–	1 224
Bulk purchases - Electricity		15 113	15 113	15 113	15 113	15 113	15 113	15 113	15 113	15 113	15 113	15 113	15 113
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	–
Other materials		1 875	1 875	1 875	1 875	1 875	1 875	1 875	1 875	1 875	1 875	1 875	1 875
Contracted services		3 600	3 600	3 600	3 600	3 600	3 600	3 600	3 600	3 600	3 600	3 600	8 485
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		1 200	1 200	1 200	1 200	1 200	1 200	1 200	1 200	1 200	1 200	1 200	1 207
General expenses		3 300	3 300	3 300	3 300	3 300	3 300	3 300	3 300	3 300	3 300	3 300	3 307
Cash Payments by Type		38 811	38 811	39 704	39 704	45 071	39 704	39 704	39 704	40 927	39 704	39 704	47 612
Other Cash Flows/Payments by Type													–
Capital assets		12 297	6 429	3 599	2 293	2 583	5 778	2 214	2 996	8 489	9 348	8 272	19 383
Repayment of borrowing		6 636	6 636	6 636	6 636	6 636	6 636	6 636	6 636	6 636	6 636	6 636	6 636
Other Cash Flows/Payments		21 681	(300)	5 687	89 274	(4 385)	(17 494)	(47 237)	78 727	(64 560)	(18 751)	(14 902)	24 741
Total Cash Payments by Type		79 425	51 575	55 624	137 906	49 905	34 623	1 316	128 061	(8 508)	36 937	39 708	98 372
NET INCREASE/(DECREASE) IN CASH HELD		(35 431)	6 115	(11 735)	(83 919)	(3 993)	2 551	48 549	(78 197)	58 373	12 929	10 157	(50 668)
Cash/cash equivalents at the month/year beginning:		126 631	91 200	97 315	85 580	1 661	(2 332)	219	48 768	(29 429)	28 944	41 873	52 030
Cash/cash equivalents at the month/year end:		91 200	97 315	85 580	1 661	(2 332)	219	48 768	(29 429)	28 944	41 873	52 030	1 362

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/16/25	Supply and installation of base radio stations, mobile radio stations and portable digital radios	15-Jan-2019

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

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/16/31	Repair and maintenance to Montana and Pine Forest swimming pools	04-Dec-2018

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/16	Supply and delivery of new 3 piece lounge suites, double bunks and bedside tables	14-Nov-2018	Awaiting	J Samuel
08/2/16/21	Supply, delivery and erection of security fencing at various water and sewer infrastructure	25-Sep-2018	29-Oct-2018	N Jacobs
08/2/16/23	Facilitation of training for municipal minimum competency levels MMCL Programme for a three year period	06-Nov-2018	29-Nov-2018	I Swartbooi
08/2/16/26	Supply and delivery of Road signs and Accessories	30-Oct-2018	14-Nov-2018	E Lintnaar
08/2/16/27	Review of Witzenberg Municipal spatial development framework	16-Oct-2018	26-Nov-2018	H Taljaard
08-2-16-32	Supply, deliver & installation of new filters for Pine forest, Die Eiland and Bella vista swimming pools	14-Nov-2018	Awaiting	J Samuel
08-2-16-33	Cutting and removing of pine trees at Pine Forest holiday resort	15-Nov-2018	Awaiting	J Samuel
08-2-16-36	Clearing of alien vegetation in Ceres nature reserve	23-Nov-2018	Awaiting	H Truter
08-2-16-38	Resealing of existing streets in Witzenberg municipal area	22-Nov-2018	Awaiting	E Lintnaar
08-2-16-40	The supply, delivery and installation of process aerators / mixers for Witzenberg Municipality	07-Nov-2018	Awaiting	N Jacobs
08-2-16-42	Upgrading of John Steyn library	28-Nov-2018	Awaiting	C Wessels

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/09	Appointment of a service provider to assist with the recruitment and selection process of section 56 managers (Re-advertisement)	09-Oct-2018	30-Nov-2018	I Swartbooi
08/2/16/29	Removal of existing timber floor and casting of a new concrete floor slab in 2 classrooms at Zanokhanye Creche, station road, Tulbagh	08-Nov-2018	Awaiting	R Fick
08/2/16/39	Supply and delivery of six shutter roller doors	08-Nov-2018	16-Nov-2018	R Fick

3.2.1.3 Adjudication stage

The following competitive bid is currently in the adjudication stage:

3.2.1.3 Toekenningsfase:

Die volgende mededingende tender is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE OF BID EVALUATION COMMITTEE MEETING	RESPONSIBLE MANAGER
08/2/15/78	The Supply, maintenance of digital speed cameras and the administration of the back office	20-Jun-2018	21-Aug-2018	M Green

No formal written price quotations are currently in the adjudication stage.

Geen formele geskrewe prys kwotasie is tans in die Toekenningsfase nie.

3.2.1.4 Bids awarded

The following competitive bids were awarded by the Bid Adjudication Committee during the month of November 2018:

3.2.1.4 Tenders toegeken

Die volgende mededingende tenders was toegeken deur die Tender Toekenningskomitee gedurende November 2018:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/05	19-Nov-2018	Dezzi Sales Company (Pty) Ltd	Supply and delivery of one (1) New backhoe loader Supply and delivery of computer equipment	Only responsive bidder	R 1 139 650.00
08/2/16/08	26-Nov-2018	Adenco Construction	Electrification of low cost houses in Vredebes, Ceres	Bidder scored the highest points	R 5 650 097.06
08/2/16/11	19-Nov-2018	Hydrenco (Pty) Ltd	Supply and delivery of two new trailer mounted cherry pickers	Bidder scored the highest points	R 1 702 322.00
08/2/16/17	19-Nov-2018	CHM Vuwani Computer Solutions (Pty) Ltd	Supply and Delivery of Computer Equipment	Bidder scored the highest points	R 393 802.91
08/2/16/22	19-Nov-2018	Shearwater Property Trust	Leasing of office space to Witzenberg municipality in Ceres	Only responsive bidder	R 693 600.00
08/2/16/34	19-Nov-2018	Du Plessis Auto CC t/a Ceres Motolek	Supply, delivery and fitment of Vehicle batteries and rendering of auto electrical repairs and services	Only responsive bidder	R 459 943.50

No bid was awarded by the Accounting Officer during the month of November 2018.

Geen tender was toegeken deur die Rekenpligtige Beampte gedurende November 2018 nie.

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following formal written price quotation or competitive bid was cancelled during the month of November 2018:

3.2.1.5 Paragraaf 13 (1): Kansellasie en her-uitnodiging van tenders

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende November 2018:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/15/55	19-Nov-2018	Supply And Fitment Of New Tyres, Tubes And Provision Of Tyre Repair And Other Related Services	No acceptable bids received
08/2/16/13	19-Nov-2018	Supply and delivery of Hot premixed asphalt	Funds are no longer available to cover the total envisaged expenditure
08/2/16/28	19-Nov-2018	Supply, Delivery and Manufacturing of 9 Steel Pavilions	Funds are no longer available to cover the total envisaged expenditure

3.2.1.6 Paragraph 19 (1) l and 19 (2): Written price quotations

The following written price quotations were approved during the month of November 2018:

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

Die volgende geskrewe prys kwotasies was goedgekeur gedurende November 2018:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
156765 156767	08-Nov-2018	Travelmanor (Pty) Ltd	Service Provider for Accomodation Services – Officials attending the Annual Process Controller day in Bredasdorp	Lowest responsive quotation	R 19 750.00 (Incl. VAT)	Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of November 2018:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van November 2018:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/16/44	02-Nov-2018	ESL Audiovisual (PTY) Ltd	Service provider for sound, lighting, stage and entertainment for Municipal events	Only responsive bidder	R197 000.00 (Incl. VAT)	Director: Financial Services
08/2/16/46	16-Nov-2018	Elite Marquees	Hiring of Marquee tent and related items	Only responsive bidder	R 139 914.75 (Incl. VAT)	Director: Corporate services

3.2.1.8 Appeals

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

3.2.1.8 Appèlle

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

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
08/2/15/80	Reconstruction and repair of storm damaged properties at Pine Forest resort	14 Nov 2018	Williams Loodgieters	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer
08/2/15/91	Professional engineering services for Witzenberg municipality	06 Nov 2018	RHDHV	Reason for non-compliance		
		06 Nov 2018	EOH Industrial Technologies (Pty) Ltd	Calculation of cluster points		
		08 Nov 2018	Bigen Africa Services (PTY) Ltd	Reason for non-compliance		

3.2.1.9 Deviations

The following table contains the approved deviations by the Accounting Officer for the month of November 2018 which totals R 508 630.88:

3.2.1.9 Afwykings

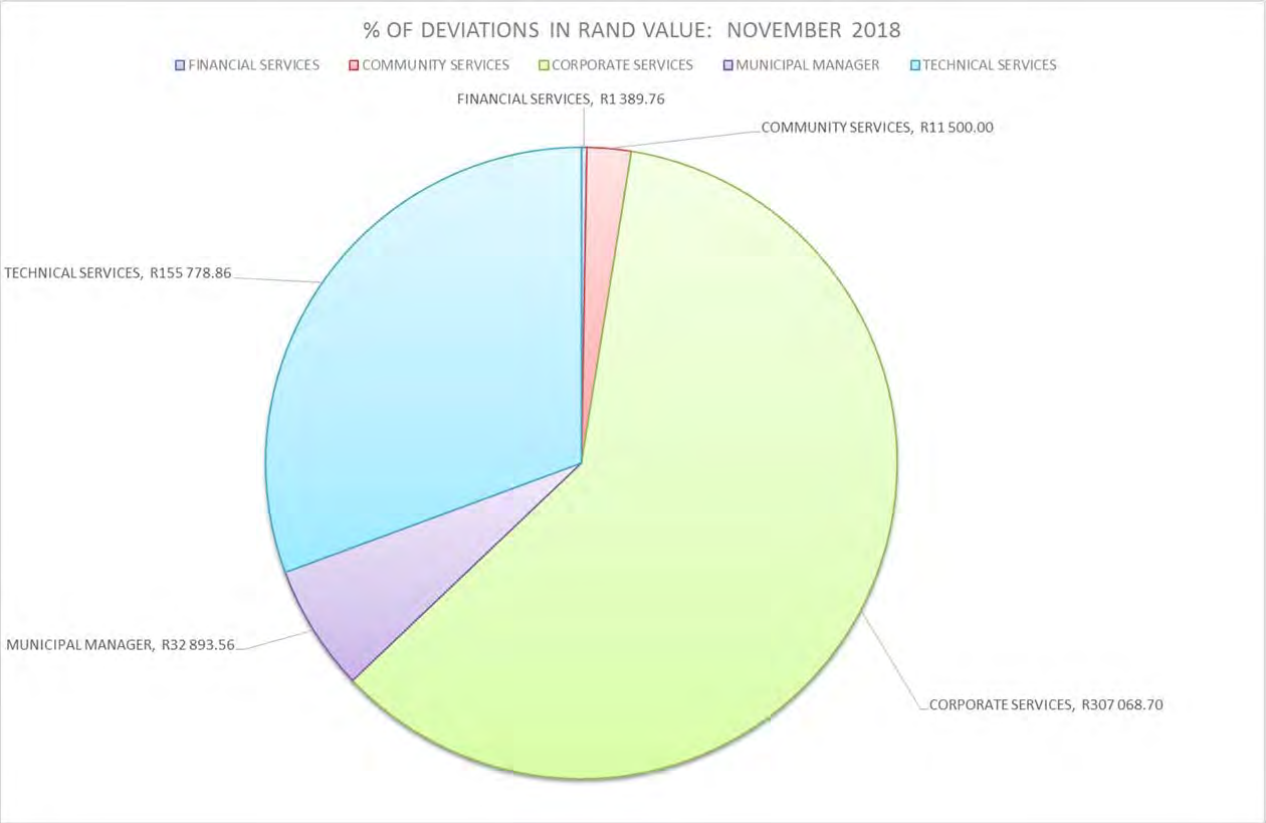
Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van November 2018 wat beloop op die totaal van R 508 630.88:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
2-May-18	Giles Supertension Jointing	1001 Cast Iron Joints on 70mm Cable	Emergency	153505	17,250.00
30-May-18	Giles Supertension Jointing	Repair faulty 11Kv cable at Loverswalk Bridge - Ceres	Emergency	153749	18,096.32
23-Oct-18	Taranisco Advisory	Registration fees: Municipal Sports forum	Single supplier	156337	7,980.00
26-Oct-18	Boland Knock & Drop	Door to door flyer delivery: IDP & Jamboree	Impractical	156428	2,873.85
29-Oct-18	TMT Services & Supplies (PTY) Ltd	Monthly service fee: August 2018	Impractical	156455	70,587.00
31-Oct-18	Witzenberg Herald	Publish notice: Coronation day 2018	Single supplier	156499	5,009.60
31-Oct-18	Witzenberg Herald	Publish notice: Jamboree 2018	Single supplier	156516	11,291.80
31-Oct-18	Quantec Enterprises (PTY) Ltd	Statistics Subscription and training for 12 months	Impractical	156519	11,500.00
2-Nov-18	Trans Manufacturing (PTY) Ltd T/A Transtech	Supply and fit of Brooms to sweeper	Impractical	156609	12,461.15
7-Nov-18	TMT Services & Supplies (PTY) Ltd	Monthly service fee: September 2018	Impractical	156684	47,564.00
7-Nov-18	Witzenberg Herald	Publish Notice: Long Term Notice	Single supplier	156715	1,389.76
14-Nov-18	Eddie's Sound & Lighting	Provide sound at PAH Public meeting	Emergency	156900	3,500.00
14-Nov-18	JJ Jafta Tours	Provide transport to PAH public meeting	Emergency	156901	2,850.00

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
19-Nov-18	Marieke van Rooyen Attorneys	Legal services: Various matters	Impractical	156972	9,527.91
20-Nov-18	Institute for Local Government Management of South Africa	Registration fees: Local Government Management conference	Single supplier	156984	5,000.00
23-Nov-18	Workshop Electronics	Service & Calibration of roadworthy equipment	Single supplier	157061	12,852.40
23-Nov-18	Ceres Alarms	Monitoring and armed response: Jan - Feb 2019	Impractical	157071	22,413.68
26-Nov-18	JJ Jafta Tours	Provide transport to PAH	Emergency	157092	2,850.00
28-Nov-18	Kings Catering	Catering: Employee wellness Function and hiring of crockery for old age function	Impractical	157116	132,882.50
22-Nov-18	Water Institute of SA	Process controller workshop registration	Single supplier	157120	3,600.00
28-Nov-18	Werksmans Attorneys	Legal services: Dam construction agreement	Impractical	157146	68,400.00
28-Nov-18	Witzenberg Herald	Publish notice: Re-scheduling Council Meeting	Impractical	157173	2,779.52
30-Nov-18	Winelands UV Technology	Servicing of PAH UV System	Impractical	157240	35,971.39

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
September 2018	R 552 187.07	R25 313 081.40	2.19%
October 2018	R 1 953 524.86	R32 527 358.62	6.01%
November 2018	R 508 630.88	R37 632 542.27	1.36%

DEVIATIONS PER DIRECTORATE



Logistics

The table below contains a high level summary of information regarding the stores section:

Logistieke

Die tabel hieronder bevat 'n hoë vlak opsomming van inligting rakende die magasyn (stoor):

	30 September 2018	31 October 2018	30 November 2018
Value of inventory at hand	R 9 439 396.20	R 9 841 803.04	R 9 825 885.17
Turnover rate of total value of inventory	1.81	1.84	1.77
Turnover rate excluding Chinese meters	1.82	1.85	1.78
Date of latest stores reconciliation	30 November 2018		
Date of last stock count	27 September 2018		
Date of next stock count	12 December 2018		

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

44, Ceres, 6835
50 Voortrekker St/ Str, Ceres, 6835
Suid Afrika/ South Africa
+27 23 316 1854
+27 23 316 1877
admin@witzenberg.gov.za
www.witzenberg.gov.za

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

- The monthly in year monitoring reports for the month of November 2018

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature :

Date: 14 December 2018

DRAFT Report of the auditor-general to 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 03 to 63, which comprise the statement of financial position as at 30 June 2018, the statement of financial performance, statement of changes in net assets, cash flow statement and statement of comparison of budget and actual amounts for the year ended 30 June 2018, 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 2018, and its financial performance and cash flows for the year ended 30 June 2018 in accordance with the South African Standards of Generally Recognised Accounting Practice (SA Standards of GRAP) and the requirements of the Municipal Finance Management Act of South Africa, 2003 (Act No. 56 of 2003) (MFMA) and the Division of Revenue Act of South Africa, 2016 (Act No. 3 of 2016) (DoRA).

Context for the 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 this auditor's report.

4. I am independent of the municipality in accordance with the International Ethics Standards Board for Accountants' *Code of ethics for professional accountants* (IESBA code) and the 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 37 to the financial statements, the corresponding figures for 30 June 2017 have been restated as a result of MSCOA implementation and errors discovered during 2017-18 in the financial statements of the municipality for the year ended 30 June 2018.

Material losses/impairments

8. As disclosed in notes 3 to the financial statements, the municipality has provided for an impairment of R101,4 million (2016-17: R129,4 million) on receivables from exchange transactions.

9. As disclosed in note 4 to the financial statements, the municipality has provided for impairment of receivables from non-exchange transactions amounting to R68 million (2016-17: R53,5 million).

10. As disclosed in disclosure note 42.2 in the financial statements, the municipality has disclosed material electricity distribution losses of R17,7 million (2016-17: R18 million.

Other matters

11. I draw attention to the matters below. My opinion is not modified in respect of these matters.

Unaudited supplementary information

12. The supplementary information set out on pages 64 to 69 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.

Unaudited disclosure notes

13. In terms of section 125(2)(e) of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA), the municipality is required to disclose particulars of non-compliance with the MFMA. This disclosure requirement did not from part of the audit of the financial statements and accordingly I do not express an opinion thereon

Responsibilities of Accounting officer for the financial statements

14. The accounting officer is responsible for the preparation and fair presentation of the financial statements in accordance with the SA 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.

15. 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

16. 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.

17. 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

18. In accordance with the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA) and the general notice issued in terms thereof, I have a responsibility to report material findings on the reported performance information against predetermined objectives for selected strategic objectives presented in the annual performance report. I performed procedures to identify findings but not to gather evidence to express assurance.

19. My procedures address the reported performance information, which must be based on the approved performance planning documents of the municipality. I have not evaluated the completeness and appropriateness of the performance indicators included in the planning documents. My procedures also did 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.

20. 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 strategic objective presented in the annual performance report of the Municipality for the year ended 30 June 2018:

Strategic objective	Pages in the annual performance report
Strategic objective– Essential services	9 – 10

21. 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.

22. I did not raise any material findings on the usefulness and reliability of the reported performance information for this strategic objective:

    - Essential services

Other matters

23. I draw attention to the matters below.

Achievement of planned targets

24. Refer to the annual performance report on pages 09 to 10 for information on the achievement of planned targets for the year and explanations provided for the under/ over achievement of a significant number of targets.

Adjustment of material misstatements

25. I identified material misstatement in the annual performance report submitted for auditing. This material misstatement was on the reported performance information of Essential services. As management subsequently corrected the misstatements, I did not raise any material findings on the usefulness and reliability of the reported performance information.

Report on the audit of compliance with legislation

Introduction and scope

26. In accordance with the PAA and the general notice issued in terms thereof, I have a responsibility to report material findings on the compliance of the municipality with specific matters in key legislation. I performed procedures to identify findings but not to gather evidence to express assurance.

27. I did not raise 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

28. The accounting officer is responsible for the other information. The other information comprises the information included in the annual report which includes the executive mayor's report, accounting officer's report, the audit, risk and performance committee's report. The other information does not include the financial statements, the auditor's report and the selected strategic objectives presented in the annual performance report that have been specifically reported in this auditor's report.

29. 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 thereon.

30. 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 strategic objective presented in the annual performance report, or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

31. I have nothing to report in this regard.

Internal control deficiencies

32. 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. I did not identify any significant deficiencies in internal control.

Cape Town

30 November 2018

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 strategic 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 the accounting officer.
    - conclude on the appropriateness of the 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 related to events or conditions that may cast significant doubt on the Witzenberg Municipality's ability 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 the 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 continuing as a going concern
    - evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and 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 confirm to the accounting officer that I have complied with relevant ethical requirements regarding independence, and communicate all relationships and other matters that may reasonably be thought to have a bearing on my independence and, where applicable, related safeguards.

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Director: Finance

DATUM / DATE: 15 January 2019

VERW. / REF.: 09/1/1 & 05/01/5/11

MID-YEAR BUDGET AND PERFORMANCE ASSESSMENT FOR PERIOD 1 JULY 2018 TO 31 DECEMBER 2018

1. PURPOSE

The purpose of this report is to submit the mid-year budget and performance assessment for period 1 July 2018 to 31 December 2018 to Council, for information

2. LEGISLATURE FRAMEWORK

In terms of Section 72 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003):

'(1) The accounting officer of a municipality must by 25 January of each year –
(a) Assess the performance of the municipality during the first half of the financial year'
(b) Submit the report to the Mayor, National Treasury and Provincial Treasury.

The mayor must, in terms of Section 54(1)(f) of the act: Submit the report to the council by 31 January of each year.

3. DISCUSSION

The Mid-year report for the 2018/2019 financial year is attached hereby as an annexure.

4. RECOMMENDATION

That cognisance is taken of the Mid-year Budget Statement and Performance Assessment for the period 1 July 2018 to 31 December 2018.

Yours faithfully

A J Raubenheimer
ACTING DIRECTOR FINANCE

✉ 44 Ceres 6835 ☎ (023) 316 1854 (023) 316 1877 admin@witzenberg.gov.za

Witzenberg Municipality

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase



2018/19

Mid-year Budget Statement and Performance Assessment for the period 1 July to 31 December 2018

Mid-Year Budget Statement and Performance Assessment for the period 1 July to 31 December 2018

GLOSSARY 2

LEGAL REQUIREMENTS 4

1. PART 1 - IN-YEAR REPORT 6

1.1 MAYORS REPORT 6

1.2 RESOLUTION 8

1.3 EXECUTIVE SUMMARY 9

1.4 IN-YEAR BUDGET STATEMENT TABLES 12

2. PART 2- SUPPORTING DOCUMENTATION 23

2.1 DEBTORS' ANALYSIS 23

2.2 INVESTMENT PORTFOLIO ANALYSIS 25

2.3 ALLOCATION AND GRANT RECEIPTS AND EXPENDITURE 26

2.4 EXPENDITURE ON COUNCILLOR ALLOWANCES AND EMPLOYEE BENEFITS 29

3. SERVICE DELIVERY PERFORMANCE PLANNING 31

3.1 LEGISLATIVE OVERVIEW 31

3.2 CREATING A CULTURE OF PERFORMANCE 31

A) PERFORMANCE FRAMEWORK 31

B) MONITORING PERFORMANCE 31

3.3 LINK TO THE IDP AND THE BUDGET 32

A) FINANCIAL PERFORMANCE 33

B) NON-FINANCIAL PERFORMANCE 35

4 MUNICIPAL MANAGER'S QUALITY CERTIFICATION 38

GLOSSARY

Adjustments Budgets – Prescribed in Section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, **s**pending without, or in excess of, an approved budget.

Virement – A transfer of the budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Mid-Year Budget Statement and Performance Assessment for the period 1 July to 31 December 2018

LEGAL REQUIREMENTS

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, taking into account –

(i) the monthly statements referred to in section 71 for the first half of the financial year;

(ii) the municipality's service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the service delivery and budget implementation plan;

(iii) the past year's annual report, and progress on resolving problems identified in the annual report; and

(iv) the performance of every municipal entity under the sole or shared control of the municipality, taking into account reports in terms of section 88 from any such entities; and

(b) submit a report on such assessment to –

(i) the mayor of the municipality

(ii) the National Treasury; and

(iii) the relevant Provincial Treasury.

(2) The statement referred to in section 71(1) for the sixth month of a financial year may be incorporated into the report referred to in subsection (1)(b) of this section.

(3) The accounting officer must, as part of the review –

(a) make recommendations as to whether an adjustments budget is necessary; and

(b) recommend revised projections for revenue and expenditure to the extent that this may be necessary.

Thereafter, the mayor must, in terms of Section 54(1) of the act:

(a) Consider the report;

(b) Check whether the municipality's approved budget is implemented in accordance with the service delivery and budget implementation plan;

(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 adjustments budget;

(d) Issue any appropriate instructions to the accounting officer to ensure-

(i) That the budget is implemented in accordance with the service delivery and budget implementation plan; and

(ii) That spending of funds and revenue collection proceed in accordance with the budget;

(e) Identify any financial problems facing the municipality, including any emerging or impending financial problems; and

(f) Submit the report to the council by 31 January of each year.

The following regulations of the Local Government: Municipal Finance Management Act Municipal Budget and Reporting Regulations are relevant:

33. Format of a mid-year budget and performance assessment.—A mid-year budget and performance assessment of a municipality referred to in section 72 of the Act must be in the format specified in Schedule C and include all the required tables, charts and explanatory information, taking into account any guidelines issued by the Minister in terms of section 168 (1) of the Act.19

34. Publication of mid-year budget and performance assessments.—

(1) Within five working days of 25 January each year the municipal manager must make the mid-year budget and performance assessment public by placing it on the municipal website.

(2) The municipal manager must make public any other information that the municipal council considers appropriate to facilitate public awareness of the mid-year budget and performance assessment, including—

(a) summaries in alternate languages predominant in the community; and
(b) Information relevant to each ward in the municipality.

35. Submission of mid-year budget and performance assessments.—The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form—

(a) the mid-year budget and performance assessment by 25 January of each year; and
(b) Any other information relating to the mid-year budget and performance assessment as may be required by the National Treasury.

Mid-Year Budget Statement and Performance Assessment for the period 1 July to 31 December 2018

1. PART 1 - IN-YEAR REPORT

1.1 MAYORS REPORT

Speaker
Deputy Executive Mayor
Members of the Mayoral Committee
Councillors
Representatives of Provincial Government
Municipal Manager
Directors and officials
Distinguished guests
Members of the media

It is my privilege to present to you Mid-Year Budget Statement and Performance Assessment Report for the six months 1 July 2018 to 31 December 2018.

The spending on capital projects remains on track with 37% spend during the first six months of the financial year. Steps will be implemented to speed up service delivery. The main contributing factors to this is the R8 million for the raw water dam in Tulbagh which could not be utilised as the Department of Water affairs failed to pay over the funding. At this current moment the status of the gazetted amount is unknown, meaning that it may be possible that it will never be paid over to the municipality.

An adjustment budget will be compiled and submitted to Council for consideration due to operational requirements and amendments to allocations to Witzenberg Municipality as per the Provincial and National Adjustment Budgets.

The following table provides the details on the audit outcomes for the 2017/2018 financial year with the proposed correctives steps:

Auditor-General Report on Financial Performance 2017/18	
Status of the audit report:	**Unqualified**
Issue raised	**Corrective step implemented**
Emphasis of matter:	
Material impairments	
As disclosed in notes 3 to the financial statements, the municipality has provided for an impairment of R101 ,4 million (2016-17: R129,4 million) on receivables from exchange transactions.	Water management devices were procured and will be installed to help consumers to manage their water consumption.
As disclosed in note 4 to the financial statements, the municipality has provided for impairment of receivables from non-exchange transactions amounting to R68 million (2016-17: R53,5 million).	The bulk of the outstanding receivables from non-exchange transactions are in respect of traffic fines. A report must be submitted to Council to consider the write off of irrecoverable fines.
Restatement of corresponding figures	
As disclosed in note 37 to the financial statements, the corresponding figures for 30 June 2017 have been restated as a result of the municipal standard charts of account (mSCOA) implementation and errors discovered during 2017-18 in the	None

Auditor-General Report on Financial Performance 2017/18	
Status of the audit report:	**Unqualified**
Issue raised	**Corrective step implemented**
financial statements of the municipality for the year ended 30 June 2018.	

COUNCILLOR BC KLAASEN

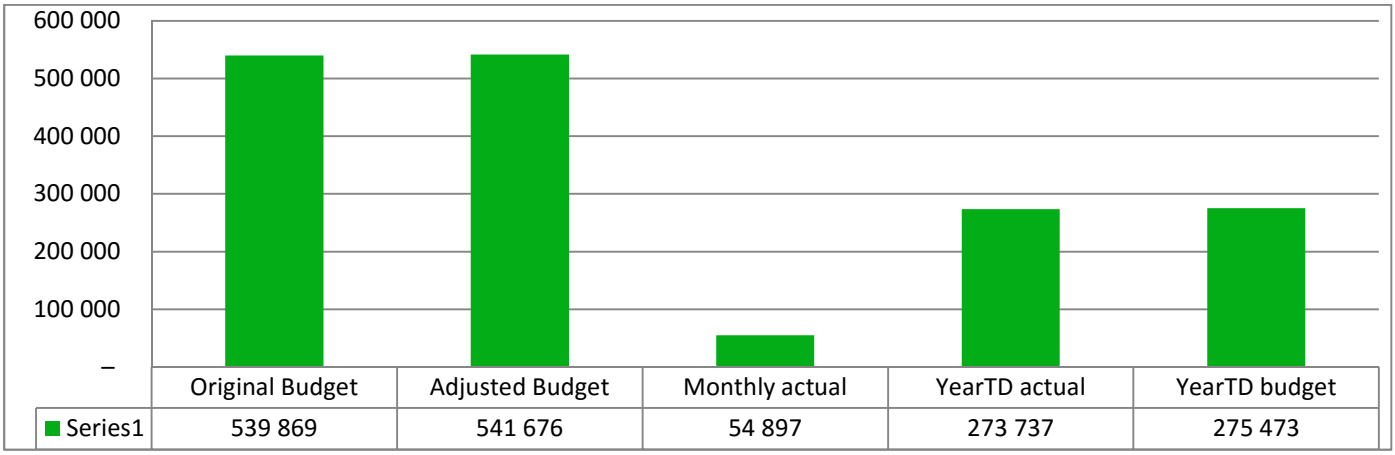
EXECUTIVE MAYOR

1.2 RESOLUTION

It is recommended that council take cognisance of the mid-year budget and performance assessment for the period 1 July to 31 December 2018.

1.3 EXECUTIVE SUMMARY

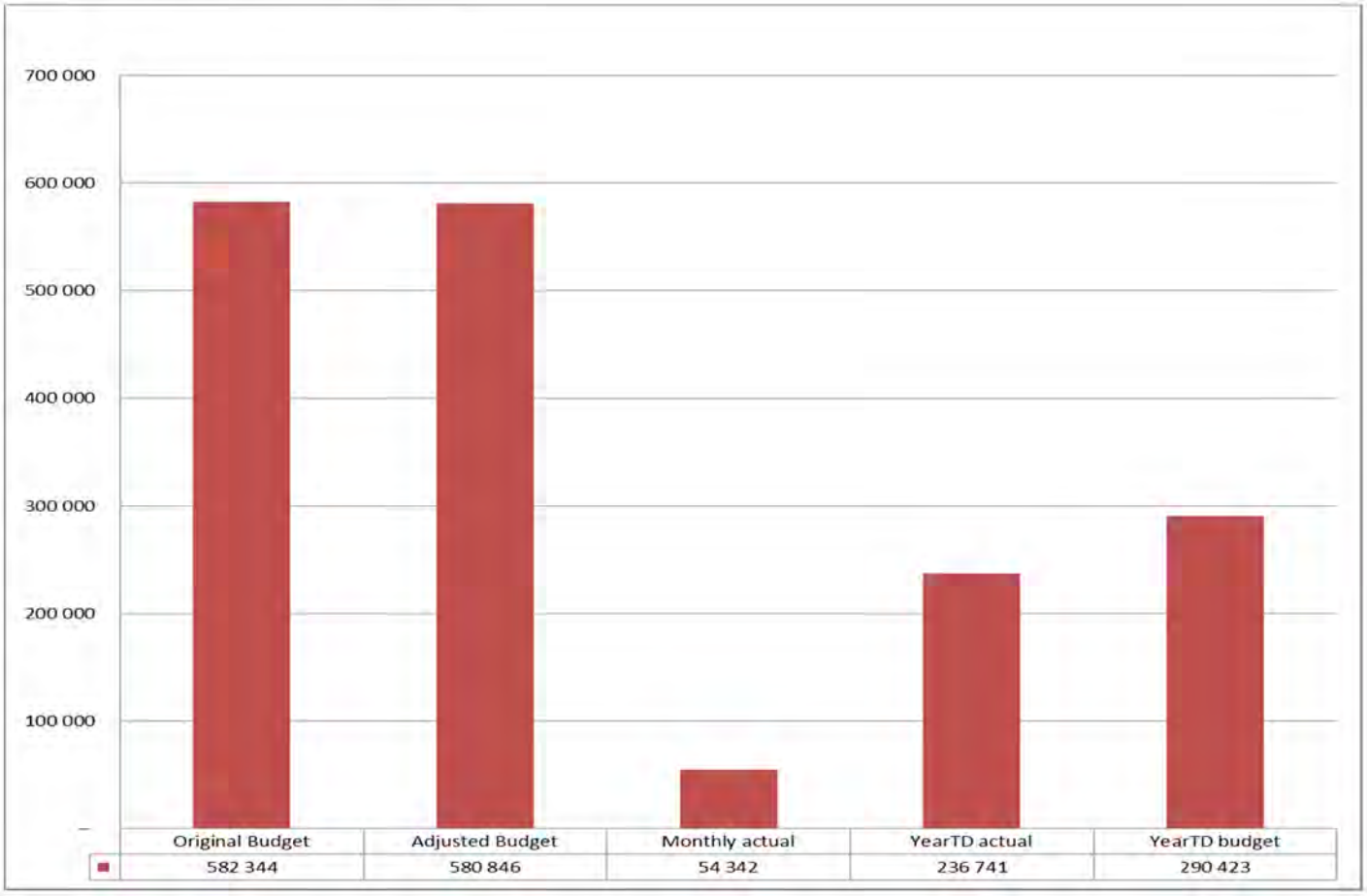
TOTAL OPERATIONAL REVENUE



	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget
Series1	539 869	541 676	54 897	273 737	275 473

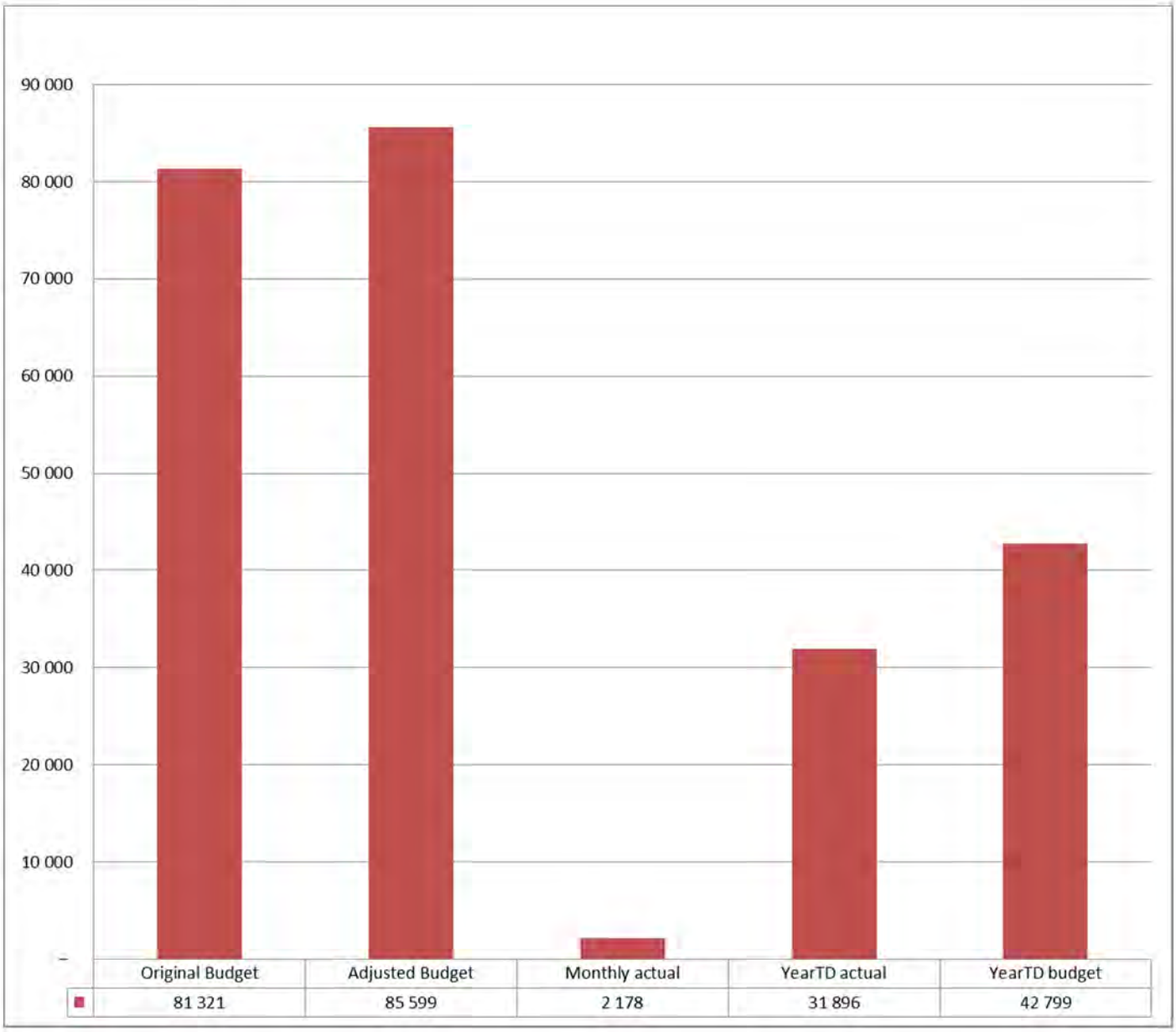
50% of the budgeted revenue excluding capital transfers was levied for the six months until 31 December 2018. The rates for the full financial year for property owners that prefer to pay their rates annually were levied during July 2018. The consumption of services such as water and electricity are expected to increase during the next months due to the agricultural season.

TOTAL OPERATIONAL EXPENDITURE



For the six months until 31 December 2018, 41% of the budgeted expenditure for the financial year was incurred. This figure will increase as some invoices are still outstanding. It is expected that the bulk purchases from Eskom will increase in the latter half of the financial year due to the agricultural season.

CAPITAL EXPENDITURE



For the six months until 31 December 2018, 37% of the budgeted capital expenditure for the financial year was incurred.

The project that contributes the most to the low spending on the capital budget is the Tulbagh raw water dam. Although the project is included in the 2018 Division of Revenue Act the Department of Water affairs failed to pay over the funds.

Steps will be implemented to ensure faster spending of the capital budget.

1.4 IN-YEAR BUDGET STATEMENT TABLES

The following table provides a summary of the financial performance and financial position of the municipality as at 31 December 2018.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - Mid-Year Assessment

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance									
Property rates	63 712	70 002	70 002	3 336	49 818	35 001	14 817	42%	70 002
Service charges	306 170	316 407	316 407	20 789	142 275	158 203	(15 928)	-10%	316 407
Investment revenue	8 122	8 198	8 198	491	3 181	4 099	(919)	-22%	15 482
Transfers recognised - operational	93 967	91 069	92 875	28 493	64 905	46 438	18 468	40%	92 875
Other own revenue	57 662	54 194	54 194	1 787	13 557	31 732	(18 175)	-57%	54 194
transfers and contributions)	529 632	539 869	541 676	54 897	273 737	275 473	(1 737)	-1%	548 959
Employee costs	9 170	177 699	174 891	14 610	86 674	87 446	(771)	-1%	174 891
Remuneration of Councillors	9 170	10 709	10 709	761	4 521	5 355	(833)	-16%	10 709
Depreciation & asset impairment	28 699	43 032	44 032	12 524	12 531	22 016	(9 485)	-43%	56 492
Finance charges	8 675	3 671	3 685	57	392	1 843	(1 450)	-79%	3 685
Materials and bulk purchases	194 879	218 562	218 142	12 323	84 338	109 071	(24 733)	-23%	218 142
Transfers and grants	13 920	14 407	14 358	2	684	7 179	(6 495)	-90%	14 358
Other expenditure	251 704	114 264	115 028	14 065	47 599	57 514	(9 915)	-17%	97 755
Total Expenditure	516 217	582 344	580 846	54 342	236 741	290 423	(53 682)	-18%	576 034
Surplus/(Deficit)	13 415	(42 474)	(39 170)	555	36 996	(14 950)	51 945	-347%	(27 075)
Transfers recognised - capital	34 777	75 847	75 847	18 651	18 805	37 923	(19 118)	-50%	75 847
Contributions & Contributed assets	–	–	–	–	–	–	–		–
& contributions	48 192	33 372	36 676	19 205	55 801	22 973	32 828	143%	48 772
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	48 192	33 372	36 676	19 205	55 801	22 973	32 828	143%	48 772
Capital expenditure & funds sources									
Capital expenditure	63 800	81 321	85 599	2 178	31 896	42 799	(10 904)	-25%	85 599
Capital transfers recognised	34 183	52 938	53 438	1 427	19 108	26 719	(7 611)	-28%	53 438
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	3 528	1 550	1 550	–	494	775	(281)	-36%	1 550
Internally generated funds	26 089	26 833	30 610	751	12 294	15 305	(3 011)	-20%	30 610
Total sources of capital funds	63 800	81 321	85 599	2 178	31 896	42 799	(10 904)	-25%	85 599
Financial position									
Total current assets	178 612	65 801	242 104		209 168				209 168
Total non current assets	905 207	38 293	947 778		912 118				924 578
Total current liabilities	77 653	55 489	131 900		67 553				67 553
Total non current liabilities	158 745	15 233	173 993		162 971				162 971
Community wealth/Equity	847 421	33 372	883 989		903 222				903 222
Cash flows									
Net cash from (used) operating	83 978	173 205	173 205	(9 164)	60 986	86 603	(25 616)	-30%	173 205
Net cash from (used) investing	(60 010)	(83 247)	(83 247)	(37 511)	(119 084)	(41 623)	(77 460)	186%	(83 247)
Net cash from (used) financing	(2 795)	3 500	3 500	(63)	(758)	1 750	(2 508)	-143%	(758)
end	97 506	93 458	93 458	–	38 647	46 729	(8 082)	-17%	190 961

Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	33 410	3 796	3 460	6 712	3 169	2 913	17 042	93 813	164 314
Creditors Age Analysis									
Total Creditors	188	93	6	–	–	–	–	–	287

The following table provides detail of revenue and expenditure according to the international standard classification.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Mid-Year Assessment

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue - Functional									
Governance and administration	85 944	93 204	93 304	4 442	57 007	46 652	10 355	22%	93 304
Finance and administration	85 944	93 204	93 304	4 442	57 007	46 652	10 355	22%	93 304
Community and public safety	101 163	140 845	140 845	28 677	67 650	70 423	(2 772)	-4%	140 845
Community and social services	80 916	98 728	98 728	28 430	64 651	49 364	15 287	31%	98 728
Sport and recreation	7 477	9 020	9 020	240	2 806	4 510	(1 704)	-38%	9 020
Public safety	3	6	6	0	0	3	(3)	-92%	6
Housing	12 766	33 091	33 091	7	194	16 546	(16 352)	-99%	33 091
Economic and environmental services	32 369	43 682	44 622	9 885	12 993	22 311	(9 318)	-42%	44 622
Planning and development	1 540	2 510	2 510	49	737	1 255	(519)	-41%	2 510
Road transport	30 827	41 160	41 160	9 834	12 249	20 580	(8 331)	-40%	41 160
Environmental protection	2	12	952	3	8	476	(468)	-98%	952
Trading services	344 933	337 984	338 750	30 542	154 892	169 375	(14 483)	-9%	338 750
Energy sources	209 994	240 206	240 206	14 572	103 078	120 103	(17 025)	-14%	240 206
Water management	67 545	52 679	53 179	6 271	21 157	26 590	(5 432)	-20%	53 179
Waste water management	41 431	22 399	22 399	7 703	18 071	11 200	6 871	61%	22 399
Waste management	25 962	22 700	22 966	1 996	12 586	11 483	1 103	10%	22 966
Total Revenue - Functional	564 409	615 716	617 522	73 547	292 542	308 761	(16 219)	-5%	617 522
Expenditure - Functional									
Governance and administration	88 216	115 817	116 595	11 295	53 661	58 297	(4 636)	-8%	116 595
Executive and council	22 887	27 771	27 725	2 212	11 013	13 862	(2 850)	-21%	27 725
Finance and administration	63 186	85 942	86 766	8 883	41 462	43 383	(1 921)	-4%	86 766
Internal audit	2 144	2 104	2 104	200	1 187	1 052	135	13%	2 104
Community and public safety	70 971	82 467	81 189	6 601	29 270	40 594	(11 325)	-28%	81 189
Community and social services	21 733	25 460	25 297	2 388	11 124	12 648	(1 524)	-12%	25 297
Sport and recreation	23 574	28 896	27 803	2 958	11 401	13 901	(2 500)	-18%	27 803
Public safety	9 196	8 925	8 925	927	4 601	4 463	138	3%	8 925
Housing	16 468	19 186	19 164	328	2 143	9 582	(7 439)	-78%	19 164
Economic and environmental services	62 903	65 573	66 267	6 403	25 175	33 133	(7 958)	-24%	66 267
Planning and development	8 797	10 614	10 856	766	4 090	5 428	(1 338)	-25%	10 856
Road transport	52 785	53 213	52 741	5 499	20 368	26 371	(6 003)	-23%	52 741
Environmental protection	1 321	1 747	2 669	138	717	1 335	(617)	-46%	2 669
Trading services	293 298	317 593	315 762	30 040	128 219	157 881	(29 662)	-19%	315 762
Energy sources	201 572	224 738	223 239	14 936	88 421	111 620	(23 199)	-21%	223 239
Water management	28 025	28 985	28 768	5 604	12 371	14 384	(2 013)	-14%	28 768
Waste water management	28 364	29 256	29 089	5 557	13 086	14 544	(1 458)	-10%	29 089
Waste management	35 338	34 615	34 666	3 943	14 341	17 333	(2 992)	-17%	34 666
Other	828	893	893	3	417	447	(30)	-7%	893
Total Expenditure - Functional	516 217	582 344	580 705	54 342	236 741	290 352	(53 612)	-18%	580 705
Surplus/ (Deficit) for the year	48 192	33 372	36 817	19 205	55 801	18 409	37 393		36 817

The table provides detail of revenue and expenditure according to international standard classification.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Mid-Year Assessment

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue - Functional									
Municipal governance and administration	**85 944**	**93 204**	**93 304**	**4 442**	**57 007**	**46 652**	**10 355**	**22%**	**93 304**
Finance and administration	85 944	93 204	93 304	4 442	57 007	46 652	10 355	22%	93 304
Administrative and Corporate Support	0	8	8	–	0	4	(4)	-98%	8
Budget and Treasury Office	6 882	5 442	5 442	279	1 604	2 721	(1 118)	-41%	5 442
Finance	78 169	87 149	87 149	4 163	55 226	43 575	11 652	27%	87 149
Human Resources	212	585	585	–	145	292	(148)	-51%	585
Marketing, Customer Relations, Publicity and Media	–	4	104	–	–	52	(52)	-100%	104
Supply Chain Management	682	16	16	0	32	8	24	305%	16
Community and public safety	**101 163**	**140 845**	**140 845**	**28 677**	**67 650**	**70 423**	**(2 772)**	**-4%**	**140 845**
Community and social services	80 916	98 728	98 728	28 430	64 651	49 364	15 287	31%	98 728
Aged Care	72 016	88 298	88 298	28 381	64 305	44 149	20 157	46%	88 298
Cemeteries, Funeral Parlours and Crematoriums	246	210	210	13	110	105	5	5%	210
Community Halls and Facilities	525	814	814	29	196	407	(211)	-52%	814
Libraries and Archives	8 130	9 406	9 406	7	39	4 703	(4 664)	-99%	9 406
Sport and recreation	7 477	9 020	9 020	240	2 806	4 510	(1 704)	-38%	9 020
Recreational Facilities	7 347	8 575	8 575	237	2 752	4 287	(1 536)	-36%	8 575
Sports Grounds and Stadiums	130	446	446	3	54	223	(169)	-76%	446
Public safety	3	6	6	0	0	3	(3)	-92%	6
Fire Fighting and Protection	3	6	6	0	0	3	(3)	-92%	6
Housing	12 766	33 091	33 091	7	194	16 546	(16 352)	-99%	33 091
Housing	12 766	33 091	33 091	7	194	16 546	(16 352)	-99%	33 091
Economic and environmental services	**32 369**	**43 682**	**44 622**	**9 885**	**12 993**	**22 311**	**(9 318)**	**-42%**	**44 622**
Planning and development	1 540	2 510	2 510	49	737	1 255	(519)	-41%	2 510
Economic Development/Planning	295	288	288	–	–	144	(144)	-100%	288
Town Planning, Building Regulations and Enforcemen	1 233	1 691	1 691	49	737	846	(109)	-13%	1 691
Project Management Unit	11	531	531	–	–	266	(266)	-100%	531
Road transport	30 827	41 160	41 160	9 834	12 249	20 580	(8 331)	-40%	41 160
Police Forces, Traffic and Street Parking Control	26 637	26 166	26 166	284	2 692	13 083	(10 391)	-79%	26 166
Roads	4 189	14 993	14 993	9 550	9 557	7 497	2 060	27%	14 993
Environmental protection	2	12	952	3	8	476	(468)	-98%	952
Biodiversity and Landscape	2	12	952	2	8	476	(468)	-98%	952
Pollution Control	0	–	–	0	0	–	0		–
Trading services	**344 933**	**337 984**	**338 750**	**30 542**	**154 892**	**169 375**	**(14 483)**	**-9%**	**338 750**
Energy sources	209 994	240 206	240 206	14 572	103 078	120 103	(17 025)	-14%	240 206
Electricity	209 994	238 858	238 858	14 468	102 975	119 429	(16 454)	-14%	238 858
Street Lighting and Signal Systems	–	1 348	1 348	103	103	674	(570)	-85%	1 348
Water management	67 545	52 679	53 179	6 271	21 157	26 590	(5 432)	-20%	53 179
Water Distribution	67 545	52 679	53 179	6 271	21 157	26 590	(5 432)	-20%	53 179
Waste water management	41 431	22 399	22 399	7 703	18 071	11 200	6 871	61%	22 399
Sewerage	39 642	18 266	18 266	5 162	15 529	9 133	6 397	70%	18 266
Storm Water Management	1 789	4 133	4 133	2 541	2 541	2 067	475	23%	4 133
Waste management	25 962	22 700	22 966	1 996	12 586	11 483	1 103	10%	22 966
Solid Waste Removal	25 962	22 700	22 966	1 996	12 586	11 483	1 103	10%	22 966
Total Revenue - Functional	**564 409**	**615 716**	**617 522**	**73 547**	**292 542**	**308 761**	**(16 219)**	**-5%**	**617 522**

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Mid-Year Assessment

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Expenditure - Functional									
Municipal governance and administration	**88 216**	**115 817**	**116 595**	**11 295**	**53 661**	**58 297**	**(4 636)**	**-8%**	**116 595**
Executive and council	22 887	27 771	27 725	2 212	11 013	13 862	(2 850)	-21%	27 725
Mayor and Council	13 781	17 908	18 076	1 499	6 960	9 038	(2 078)	-23%	18 076
Municipal Manager, Town Secretary and Chief Execut	9 106	9 863	9 648	713	4 052	4 824	(772)	-16%	9 648
Finance and administration	63 186	85 942	86 766	8 883	41 462	43 383	(1 921)	-4%	86 766
Administrative and Corporate Support	8 010	6 682	9 203	1 118	4 979	4 602	377	8%	9 203
Asset Management	59	6 288	4 085	0	6	2 043	(2 036)	-100%	4 085
Budget and Treasury Office	9 631	16 913	16 524	1 380	7 450	8 262	(812)	-10%	16 524
Finance	10 169	13 476	13 486	2 032	7 460	6 743	718	11%	13 486
Fleet Management	1 756	3 122	3 109	196	1 276	1 555	(279)	-18%	3 109
Human Resources	17 485	19 167	19 185	2 064	12 585	9 592	2 993	31%	19 185
Information Technology	2 056	3 179	4 116	514	1 371	2 058	(687)	-33%	4 116
Legal Services	1 780	2 248	2 234	137	1 131	1 117	15	1%	2 234
Marketing, Customer Relations, Publicity and Media	3 055	3 580	3 656	309	1 624	1 828	(204)	-11%	3 656
Property Services	3 554	3 334	3 336	705	884	1 668	(784)	-47%	3 336
Risk Management	3	407	407	–	13	203	(190)	-93%	407
Supply Chain Management	4 869	5 844	5 723	401	2 350	2 862	(512)	-18%	5 723
Valuation Service	758	1 703	1 703	27	332	851	(520)	-61%	1 703
Internal audit	2 144	2 104	2 104	200	1 187	1 052	135	13%	2 104
Governance Function	2 144	2 104	2 104	200	1 187	1 052	135	13%	2 104
Community and public safety	**70 971**	**82 467**	**81 189**	**6 601**	**29 270**	**40 594**	**(11 325)**	**-28%**	**81 189**
Community and social services	21 733	25 460	25 297	2 388	11 124	12 648	(1 524)	-12%	25 297
Aged Care	4 541	4 298	4 239	490	2 266	2 119	147	7%	4 239
Cemeteries, Funeral Parlours and Crematoriums	2 581	3 272	3 247	252	1 398	1 624	(225)	-14%	3 247
Child Care Facilities	26	771	771	–	2	386	(384)	-100%	771
Community Halls and Facilities	5 441	5 903	5 957	645	2 621	2 979	(358)	-12%	5 957
Disaster Management	57	56	56	5	13	28	(14)	-52%	56
Education	8	661	661	–	4	331	(327)	-99%	661
Libraries and Archives	9 079	10 499	10 366	996	4 819	5 183	(364)	-7%	10 366
Sport and recreation	23 574	28 896	27 803	2 958	11 401	13 901	(2 500)	-18%	27 803
Community Parks (including Nurseries)	5 591	6 678	6 676	840	2 927	3 338	(412)	-12%	6 676
Recreational Facilities	13 592	17 469	16 378	1 620	6 327	8 189	(1 862)	-23%	16 378
Sports Grounds and Stadiums	4 391	4 748	4 748	498	2 148	2 374	(226)	-10%	4 748
Public safety	9 196	8 925	8 925	927	4 601	4 463	138	3%	8 925
Fire Fighting and Protection	9 196	8 925	8 925	927	4 601	4 463	138	3%	8 925
Housing	16 468	19 186	19 164	328	2 143	9 582	(7 439)	-78%	19 164
Housing	16 143	17 593	17 571	317	2 022	8 785	(6 763)	-77%	17 571
Informal Settlements	325	1 594	1 594	11	121	797	(676)	-85%	1 594

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD budget
Economic and environmental services	**62 903**	**65 573**	**66 267**	**6 403**	**25 175**	**33 133**	**(7 958)**	**-24%**	**66 267**
Planning and development	8 797	10 614	10 856	766	4 090	5 428	(1 338)	-25%	10 856
Corporate Wide Strategic Planning (IDPs, LEDs)	1 761	2 308	2 304	134	781	1 152	(371)	-32%	2 304
Economic Development/Planning	1 921	2 215	2 217	158	647	1 108	(461)	-42%	2 217
Town Planning, Building Regulations and Enforcement	3 637	3 748	3 997	341	1 879	1 999	(119)	-6%	3 997
Project Management Unit	1 479	2 342	2 338	133	782	1 169	(387)	-33%	2 338
Road transport	52 785	53 213	52 741	5 499	20 368	26 371	(6 003)	-23%	52 741
Police Forces, Traffic and Street Parking Control	31 375	28 142	28 162	1 461	7 479	14 081	(6 602)	-47%	28 162
Roads	21 410	25 071	24 579	4 038	12 889	12 290	599	5%	24 579
Environmental protection	1 321	1 747	2 669	138	717	1 335	(617)	-46%	2 669
Biodiversity and Landscape	388	1 747	2 669	35	206	1 335	(1 128)	-85%	2 669
Pollution Control	934	–	–	104	511	–	511		–
Trading services	**293 298**	**317 593**	**315 762**	**30 040**	**128 219**	**157 881**	**(29 662)**	**-19%**	**315 762**
Energy sources	201 572	224 738	223 239	14 936	88 421	111 620	(23 199)	-21%	223 239
Electricity	199 399	222 463	220 964	14 795	86 990	110 482	(23 493)	-21%	220 964
Street Lighting and Signal Systems	2 173	2 275	2 275	141	1 431	1 137	294	26%	2 275
Water management	28 025	28 985	28 768	5 604	12 371	14 384	(2 013)	-14%	28 768
Water Treatment	34	1 458	1 458	2	12	729	(718)	-98%	1 458
Water Distribution	25 401	23 935	23 968	5 160	10 639	11 984	(1 345)	-11%	23 968
Water Storage	2 590	3 592	3 341	442	1 720	1 671	49	3%	3 341
Waste water management	28 364	29 256	29 089	5 557	13 086	14 544	(1 458)	-10%	29 089
Public Toilets	1 363	1 660	1 658	130	711	829	(118)	-14%	1 658
Sewerage	20 919	19 661	19 671	4 165	9 034	9 836	(801)	-8%	19 671
Storm Water Management	6 049	5 621	5 444	1 262	3 339	2 722	617	23%	5 444
Waste Water Treatment	33	2 315	2 315	1	2	1 158	(1 156)	-100%	2 315
Waste management	35 338	34 615	34 666	3 943	14 341	17 333	(2 992)	-17%	34 666
Solid Waste Disposal (Landfill Sites)	8 543	10 735	10 763	496	2 051	5 381	(3 330)	-62%	10 763
Solid Waste Removal	25 366	22 639	22 662	3 305	11 550	11 331	219	2%	22 662
Street Cleaning	1 429	1 241	1 241	142	740	621	119	19%	1 241
Other	828	893	893	3	417	447	(30)	-7%	893
Licensing and Regulation	60	87	87	3	14	44	(30)	-68%	87
Tourism	768	806	806	–	403	403	(0)	0%	806
Total Expenditure - Functional	**516 217**	**582 344**	**580 705**	**54 342**	**236 741**	**290 352**	**(53 612)**	**-18%**	**580 705**
Surplus/ (Deficit) for the year	**48 192**	**33 372**	**36 817**	**19 205**	**55 801**	**18 409**	**37 393**	**203%**	**36 817**

The table provides detail of revenue and expenditure according to municipal votes including capital transfers.

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Mid-Year Assessment

Vote Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	83 282	89 434	89 434	4 229	55 618	44 717	10 901	24.4%	89 434
Vote 2 - Community Services	128 355	167 972	168 912	28 990	70 541	84 456	(13 915)	-16.5%	168 912
Vote 3 - Corporate Services	212	597	697	–	145	348	(204)	-58.5%	697
Vote 4 - Technical Services	352 005	356 363	357 129	40 283	165 967	178 564	(12 598)	-7.1%	357 129
Vote 5 - Muncipal Manager	554	1 350	1 350	44	272	675	(403)	-59.7%	1 350
Total Revenue by Vote	**564 409**	**615 716**	**617 522**	**73 547**	**292 542**	**308 761**	**(16 219)**	**-5.3%**	**617 522**
Vote 1 - Financial Services	27 219	45 537	42 845	3 979	18 447	21 422	(2 975)	-13.9%	42 845
Vote 2 - Community Services	106 806	115 777	115 420	8 352	38 121	57 710	(19 588)	-33.9%	115 420
Vote 3 - Corporate Services	50 721	56 641	60 455	6 388	29 770	30 228	(458)	-1.5%	60 455
Vote 4 - Technical Services	321 647	351 143	349 177	34 762	145 098	174 589	(29 490)	-16.9%	349 177
Vote 5 - Muncipal Manager	9 824	13 246	13 057	860	5 304	6 529	(1 225)	-18.8%	13 057
Total Expenditure by Vote	**516 217**	**582 344**	**580 954**	**54 342**	**236 741**	**290 477**	**(53 736)**	**-18.5%**	**580 954**
Surplus/ (Deficit) for the year	**48 192**	**33 372**	**36 568**	**19 205**	**55 801**	**18 284**	**37 517**	**205.2%**	**36 568**

The table provides detail of revenue according to source and expenditure according to type.

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Mid-Year Assessment

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	63 712	70 002	70 002	3 336	49 818	35 001	14 817	42%	70 002
Service charges - electricity revenue	210 359	235 714	235 714	14 275	102 918	117 857	(14 939)	-13%	235 714
Service charges - water revenue	45 429	41 882	41 882	2 799	16 093	20 941	(4 848)	-23%	41 882
Service charges - sanitation revenue	26 997	17 387	17 387	1 913	11 759	8 693	3 066	35%	17 387
Service charges - refuse revenue	23 384	21 424	21 424	1 803	11 505	10 712	793	7%	21 424
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	5 990	10 198	10 198	206	2 274	5 099	(2 825)	-55%	10 198
Interest earned - external investments	8 122	8 198	8 198	491	3 181	4 099	(919)	-22%	8 198
Interest earned - outstanding debtors	10 927	7 284	7 284	894	4 904	3 642	1 262	35%	7 284
Dividends received	–	4	4	–	–	2	(2)	-100%	4
Fines, penalties and forfeits	22 002	18 904	18 904	7	641	9 452	(8 811)	-93%	18 904
Licences and permits	4 751	3 655	3 655	289	2 163	1 828	336	18%	3 655
Agency services	–	4 878	4 878	–	–	2 439	(2 439)	-100%	4 878
Transfers recognised - operational	93 967	91 069	92 875	28 493	64 905	46 438	18 468	40%	92 875
Other revenue	13 993	9 271	9 271	391	3 575	9 271	(5 696)	-61%	9 271
Gains on disposal of PPE	–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	**529 632**	**539 869**	**541 676**	**54 897**	**273 737**	**275 473**	**(1 737)**	**-1%**	**541 676**
Expenditure By Type									
Employee related costs	155 415	177 699	174 891	14 610	86 674	87 446	(771)	-1%	174 891
Remuneration of councillors	9 170	10 709	10 709	761	4 521	5 355	(833)	-16%	10 709
Debt impairment	1 108	22 203	22 203	–	–	11 101	(11 101)	-100%	(0)
Depreciation & asset impairment	28 699	43 032	44 032	12 524	12 531	22 016	(9 485)	-43%	56 492
Finance charges	8 675	3 671	3 685	57	392	1 843	(1 450)	-79%	3 685
Bulk purchases	179 705	197 541	197 541	11 474	77 153	98 770	(21 617)	-22%	197 541
Other materials	15 173	21 021	20 601	848	7 185	10 301	(3 115)	-30%	20 601
Contracted services	36 101	41 902	41 291	3 760	18 094	20 645	(2 551)	-12%	41 291
Transfers and grants	13 920	14 407	14 358	2	684	7 179	(6 495)	-90%	14 358
Other expenditure	68 250	50 159	51 535	10 305	29 505	25 767	3 738	15%	56 465
Loss on disposal of PPE	–	–	–	–	–	–	–		–
Total Expenditure	**516 217**	**582 344**	**580 846**	**54 342**	**236 741**	**290 423**	**(53 682)**	**-18%**	**576 034**
Surplus/(Deficit)	**13 415**	**(42 474)**	**(39 170)**	**555**	**36 996**	**(14 950)**	**51 945**	**(0)**	**(34 358)**
Transfers recognised - capital	34 777	75 847	75 847	18 651	18 805	37 923	(19 118)	(0)	75 847
Contributions recognised - capital	–	–	–	–	–	–	–		–
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	**48 192**	**33 372**	**36 676**	**19 205**	**55 801**	**22 973**			**41 488**
Surplus/(Deficit) attributable to	**48 192**	**33 372**	**36 676**	**19 205**	**55 801**	**22 973**			**41 488**
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	**48 192**	**33 372**	**36 676**	**19 205**	**55 801**	**22 973**			**41 488**

The revenue and expenditure figures excludes internal charges.

The table provides detail of capital expenditure according to municipal votes.

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Mid-Year Assessment

Vote Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Multi-Year expenditure appropriation									
Vote 2 - Community Services	–	650	890	–	6	445	(439)	-99%	890
Vote 4 - Technical Services	14 570	45 777	45 777	257	15 485	22 889	(7 403)	-32%	45 777
Total Capital Multi-year expenditure	**14 570**	**46 427**	**46 667**	**257**	**15 491**	**23 334**	**(7 842)**	**-34%**	**46 667**
Single Year expenditure appropriation									
Vote 1 - Financial Services	215	180	180	–	5	90	(85)	-94%	180
Vote 2 - Community Services	5 950	4 282	5 569	83	212	2 784	(2 572)	-92%	5 569
Vote 3 - Corporate Services	1 257	970	1 911	123	244	955	(711)	-74%	1 911
Vote 4 - Technical Services	41 782	29 312	31 122	1 714	15 941	15 561	380	2%	31 122
Vote 5 - Muncipal Manager	27	150	150	1	1	75	(74)	-99%	150
Total Capital single-year expenditure	49 231	34 894	38 931	1 921	16 404	19 466	**(3 061)**	**-16%**	38 931
Total Capital Expenditure	**63 800**	**81 321**	**85 599**	**2 178**	**31 896**	**42 799**	**(10 904)**	**-25%**	**85 599**

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Mid-Year Assessment

Vote Description R thousands	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification									
Governance and administration	**1 587**	**1 360**	**3 383**	**130**	**290**	**1 691**	(1 401)	-83%	**3 383**
Executive and council	290	270	1 452	7	73	726	(653)	-90%	1 452
Finance and administration	1 297	1 090	1 931	123	217	965	(748)	-78%	1 931
Community and public safety	**3 586**	**3 402**	**4 693**	**21**	**88**	**2 346**	(2 258)	-96%	**4 693**
Community and social services	645	1 000	1 304	–	0	652	(652)	-100%	1 304
Sport and recreation	2 034	2 402	3 389	21	88	1 694	(1 606)	-95%	3 389
Public safety	549	–	–	–	–	–	–		–
Housing	359	–	–	–	–	–	–		–
Economic and environmental service	**11 549**	**29 768**	**30 109**	**1 030**	**17 743**	**15 055**	2 688	18%	**30 109**
Planning and development	20	–	236	57	109	118	(9)	-7%	236
Road transport	11 529	28 268	28 373	974	17 634	14 187	3 447	24%	28 373
Environmental protection	–	1 500	1 500	–	–	750	(750)	-100%	1 500
Trading services	**47 078**	**46 791**	**47 414**	**998**	**13 774**	**23 707**	(9 933)	-42%	**47 414**
Energy sources	4 728	11 654	11 654	126	2 523	5 827	(3 304)	-57%	11 654
Water management	22 269	14 746	15 246	524	4 171	7 623	(3 452)	-45%	15 246
Waste water management	16 820	19 219	19 342	195	6 072	9 671	(3 599)	-37%	19 342
Waste management	3 261	1 171	1 171	154	1 008	586	422	72%	1 171
Total Capital Expenditure - Standard Cl	**63 800**	**81 321**	**85 599**	**2 178**	**31 896**	**42 799**	**(10 904)**	**-25%**	**85 599**
Funded by:									
National Government	20 014	33 070	33 070	971	6 151	16 535	(10 383)	-63%	33 070
Provincial Government	14 170	19 569	19 569	–	12 500	9 784	2 716	28%	19 569
District Municipality	–	300	800	457	457	400	57	14%	800
Transfers recognised - capital	**34 183**	**52 938**	**53 438**	**1 427**	**19 108**	**26 719**	**(7 611)**	**-28%**	**53 438**
Borrowing	3 528	1 550	1 550	–	494	775	(281)	-36%	1 550
Internally generated funds	26 089	26 833	30 610	751	12 294	15 305	(3 011)	-20%	30 610
Total Capital Funding	**63 800**	**81 321**	**85 599**	**2 178**	**31 896**	**42 799**	**(10 904)**	**-25%**	**85 599**

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - Mid-Year Assessment

Description	2017/18	Budget Year 2018/19			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash	97 506	83 129	177 259	38 656	38 656
Call investment deposits	–	47	47	85 000	85 000
Consumer debtors	57 003	(33 750)	23 254	67 255	67 255
Other debtors	12 701	14 940	27 641	7 883	7 883
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 402	1 435	13 903	10 373	10 373
Total current assets	**178 612**	**65 801**	**242 104**	**209 168**	**209 168**
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	4	4	–	–
Investment property	45 660	(626)	45 034	45 518	45 518
Investments in Associate	–	–	–	–	–
Property, plant and equipment	856 160	38 951	899 388	863 400	875 860
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 837	(36)	2 802	2 650	2 650
Other non-current assets	550	–	550	550	550
Total non current assets	**905 207**	**38 293**	**947 778**	**912 118**	**924 578**
TOTAL ASSETS	**1 083 819**	**104 095**	**1 189 882**	**1 121 286**	**1 133 746**
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	6 418	–	6 418	6 722	6 722
Trade and other payables	53 808	46 998	99 564	44 405	44 405
Provisions	17 426	8 491	25 917	16 426	16 426
Total current liabilities	**77 653**	**55 489**	**131 900**	**67 553**	**67 553**
Non current liabilities					
Borrowing	4 175	2 200	6 389	2 573	2 573
Provisions	154 570	13 033	167 603	160 398	160 398
Total non current liabilities	**158 745**	**15 233**	**173 993**	**162 971**	**162 971**
TOTAL LIABILITIES	**236 399**	**70 723**	**305 893**	**230 524**	**230 524**
NET ASSETS	**847 421**	**33 372**	**883 989**	**890 761**	**903 222**
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	837 066	33 372	873 634	892 867	892 867
Reserves	10 355	–	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	**847 421**	**33 372**	**883 989**	**903 222**	**903 222**

The cash flows for the year to date are as follows:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - Mid-Year Assessment

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	63 592	61 689	61 689	3 164	45 649	30 845	14 805	48%	61 689
Service charges	308 615	291 601	291 601	22 286	161 703	145 800	15 903	11%	291 601
Other revenue	–	17 246	17 246	745	10 118	8 623	1 495	17%	17 246
Government - operating	132 666	97 846	97 846	28 183	73 822	48 923	24 899	51%	97 846
Government - capital	–	63 230	63 230	7 566	33 466	31 615	1 851	6%	63 230
Interest	19 166	13 112	13 112	491	3 181	6 556	(3 375)	-51%	13 112
Dividends									
Payments									
Suppliers and employees	(424 386)	(369 994)	(369 994)	(71 540)	(266 124)	(184 997)	81 127	-44%	(369 994)
Finance charges	(15 676)	(938)	(938)	(57)	(145)	(469)	(324)	69%	(938)
Transfers and Grants	–	(587)	(587)	(2)	(684)	(294)	390	-133%	(587)
NET CASH FROM/(USED) OPERATING ACTIVITIES	**83 978**	**173 205**	**173 205**	**(9 164)**	**60 986**	**86 603**	**136 770**	**158%**	**173 205**
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	3 790	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	(35 000)	(85 000)	–	(85 000)		–
Payments									
Capital assets	(63 800)	(83 247)	(83 247)	(2 511)	(34 084)	(41 623)	(7 540)	18%	(83 247)
NET CASH FROM/(USED) INVESTING ACTIVITIES	**(60 010)**	**(83 247)**	**(83 247)**	**(37 511)**	**(119 084)**	**(41 623)**	**77 460**	**-186%**	**(83 247)**
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	3 500	3 500	–	–	1 750	(1 750)	-100%	3 500
Increase (decrease) in consumer deposits	1 023	–	–	46	409	–	409		–
Payments									–
Repayment of borrowing	(3 818)	–	–	(109)	(1 167)	–	1 167		–
NET CASH FROM/(USED) FINANCING ACTIVITIES	**(2 795)**	**3 500**	**3 500**	**(63)**	**(758)**	**1 750**	**2 508**	**143%**	**(758)**
									–
NET INCREASE/ (DECREASE) IN CASH HELD	**21 173**	**93 458**	**93 458**	**(46 738)**	**(58 855)**	**46 729**			**93 458**
Cash/cash equivalents at beginning:	76 333	–	–		97 502	–			97 502
Cash/cash equivalents at month/year end:	97 506	93 458	93 458		38 647	46 729			190 961

2. PART 2- SUPPORTING DOCUMENTATION

2.1 DEBTORS' ANALYSIS

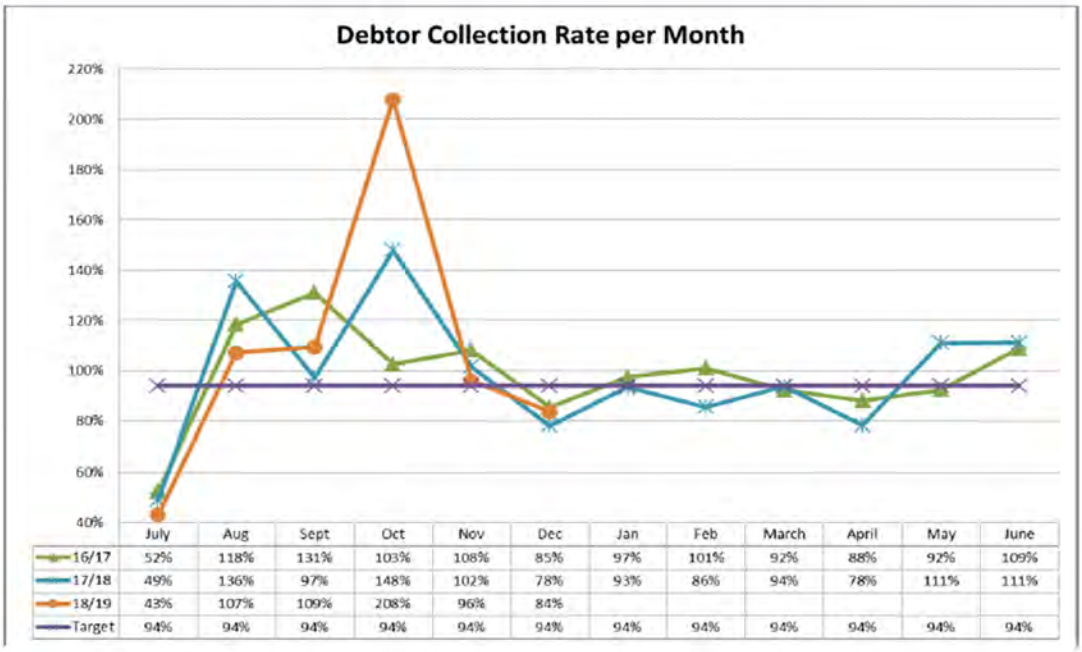
The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - Mid-Year Assessment

Description	NT Code	Budget Year 2018/19									
R thousands		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	8 553	1 076	940	946	1 146	954	7 246	27 918	48 780	38 210
Electricity	1300	11 368	744	709	491	393	351	1 426	1 169	16 651	3 829
Property Rates	1400	4 479	416	275	3 866	200	157	791	12 176	22 358	17 189
Waste Water Management	1500	5 565	698	656	653	640	592	3 237	13 947	25 988	19 069
Waste Management	1600	5 708	725	689	597	600	646	2 815	15 386	27 166	20 044
Property Rental Debtors	1700	150	17	16	16	15	15	88	551	868	685
Interest on Arrear Accounts	1810	1 546	84	104	115	141	151	1 260	21 794	25 196	23 461
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(3 957)	35	70	28	33	46	179	873	(2 693)	1 159
Total By Income Source	**2000**	**33 410**	**3 796**	**3 460**	**6 712**	**3 169**	**2 913**	**17 042**	**93 813**	**164 314**	**123 648**
2017/18 - totals only										–	–
Debtors Age Analysis By Customer Group											
Organs of State	2200	920	782	757	1 780	337	299	1 036	2 659	8 570	6 112
Commercial	2300	10 067	417	323	1 448	301	319	1 268	6 318	20 460	9 653
Households	2400	21 095	2 379	2 193	2 946	2 345	2 094	13 546	76 427	123 025	97 359
Other	2500	1 329	218	188	538	185	202	1 191	8 408	12 259	10 524
Total By Customer Group	**2600**	**33 410**	**3 796**	**3 460**	**6 712**	**3 169**	**2 913**	**17 042**	**93 813**	**164 314**	**123 648**

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - Mid-Year Assessment

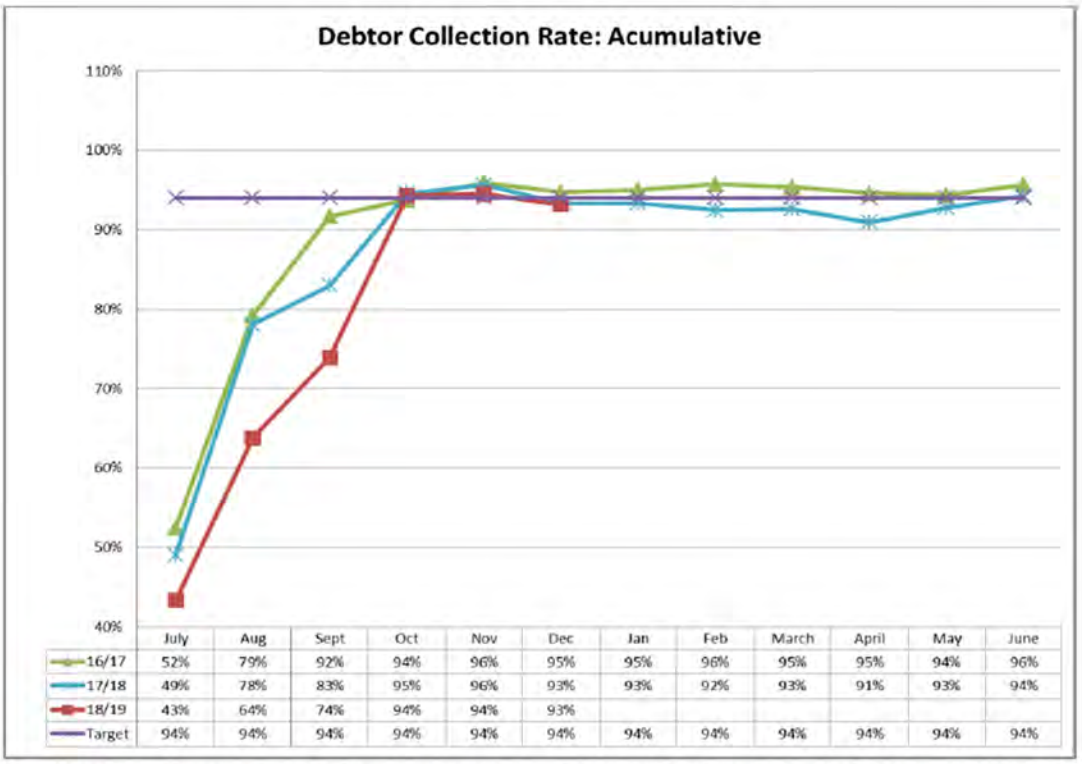
Description	NT Code	Budget Year 2018/19								
R thousands		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	–	–	–	–	–	–	–	–	–
Bulk Water	0200	–	–	–	–	–	–	–	–	–
PAYE deductions	0300	–	–	–	–	–	–	–	–	–
VAT (output less input)	0400	–	–	–	–	–	–	–	–	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	–
Loan repayments	0600	–	–	–	–	–	–	–	–	–
Trade Creditors	0700	188	93	6	–	–	–	–	–	287
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	188	93	6	–	–	–	–	–	287



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	118%	131%	103%	108%	85%	97%	101%	92%	88%	92%	109%
17/18	49%	136%	97%	148%	102%	78%	93%	86%	94%	78%	111%	111%
18/19	43%	107%	109%	208%	96%	84%						
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate effectiveness of collection against targets set for the relevant months. The target for the month is 94% while the actual figure for December 2018 amounts to 84% in comparison to the previous year 78%.

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir Desember 2018 – 84 % beloop in vergelyking met die vorige jaar 78 %.



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	79%	92%	94%	96%	95%	95%	96%	95%	95%	94%	96%
17/18	49%	78%	83%	95%	96%	93%	93%	92%	93%	91%	93%	94%
18/19	43%	64%	74%	94%	94%	93%						
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate effectiveness of collection of debt against targets set for the year. The target for the year to date is 94% while the actual figure is 93%.

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van skuld te illustreer teen die teikens gestel vir die jaar. Die teiken vir die jaar tot datum is 94%, terwyl die werklike syfer 93% beloop.

2.2 INVESTMENT PORTFOLIO ANALYSIS

The movement in investments is detailed below:

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Mid-Year Assessment

Investments by maturity Name of institution & investment ID	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
R thousands	Yrs/Months							
Municipality								
ABSA	–	–	–	–		–	–	20 000
Investec	–	–	–	–		–	–	25 000
Nedbank	–	–	–	–		–	–	20 000
Standard Bank	–	–	–	–		–	–	10 000
FNB	–	–	–	–		–	–	10 000
	–	–	–	–		–	–	–
TOTAL INVESTMENTS AND INTEREST				–		–	–	85 000

2.3 ALLOCATION AND GRANT RECEIPTS AND EXPENDITURE

Operating and Capital transfers recognised as revenue are indicated in the following table:Transfers are rcognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Mid-Year Assessment

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
RECEIPTS:									
Operating Transfers and Grants									
National Government:	–	**88 231**	**88 231**	**28 493**	**64 899**	**44 115**	**20 783**	**47.1%**	**88 231**
Equitable Share	–	84 602	84 602	28 183	63 461	42 301	21 160	50.0%	84 602
Local Government Financial Management Grant [S	–	1 550	1 550	112	600	775	(175)	-22.6%	1 550
Expanded Public Works Programme Integrated Gra	–	1 548	1 548	198	838	774	65	8.3%	1 548
Municipal Infrastructure Grant [Schedule 5B]	–	531	531	–	–	266	(266)	-100.0%	531
Provincial Government:	–	**45 019**	**45 019**	**–**	**1 769**	**22 345**	**(20 575)**	**-92.1%**	**44 689**
Housing	–	32 839	32 839	–	155	16 420	(16 265)	-99.1%	32 839
Financial Management	–	360	360	–	–	180	(180)	-100.0%	360
Financial Management Support Grant	–	330	330	–	1 608	–	1 608		–
Libraries, Archives and Museum	–	9 342	9 342	–	–	4 671	(4 671)	-100.0%	9 342
Community Development Workers	–	148	148	–	6	74	(68)	-91.4%	148
Regional Socio-economic Project/Violence Preventi	–	2 000	2 000	–	–	1 000	(1 000)	-100.0%	2 000
District Municipality:	–	–	600	–	–	300	(300)	-100.0%	100
Other grant providers:	–	**576**	**3 488**	**–**	**–**	**250**	(250)	-100.0%	**–**
Water Drought Support	–	–	500	–	–	250	(250)	-100.0%	–
Other grant providers:	–	288	1 494	–	–	–	–		–
Belguim Grant	–	288	794	–	–	–	–		–
Table Mountain Fund	–	–	700	–	–	–	–		–
Total Operating Transfers and Grants	–	**133 826**	**136 738**	**28 493**	**66 668**	**66 710**	**(42)**	**-0.1%**	**132 920**
National Government:	–	62 470	62 470	12 301	12 301	31 235	(18 934)	-60.6%	62 470
National Government:	–	31 235	31 235	6 151	6 151	15 617	(9 467)	-60.6%	31 235
Municipal Infrastructure Grant [Schedule 5B]	–	18 626	18 626	5 945	5 945	9 313	(3 368)	-36.2%	18 626
Regional Bulk Infrastructure Grant (Schedule 5B)	–	8 261	8 261	–	–	4 130	(4 130)	-100.0%	8 261
Integrated National Electrification Programme (Mun	–	4 348	4 348	205	205	2 174	(1 968)	-90.5%	4 348
Provincial Government:	–	**600**	**600**	**25 000**	**25 000**	–	25 000		–
Provincial Government:	–	**300**	**300**	**12 500**	**12 500**	–	12 500		–
Housing	–	–	–	**12 500**	**12 500**	–	12 500		–
Sport & Recreation	–	**300**	**300**	–	–	–	–		–
Total Capital Transfers and Grants	–	**63 070**	**63 070**	**37 301**	**37 301**	**31 235**	**6 066**	**19.4%**	**62 470**
TOTAL RECEIPTS OF TRANSFERS & GRANTS	–	196 896	199 808	65 794	103 969	97 945	6 024	6.2%	195 390

Operating and Capital expenditure financed from grants are indicated in the following table:

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Mid-Year Assessment

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	**62 360**	**167 932**	**167 932**	**28 493**	**65 215**	**83 966**	**(18 751)**	**-22.3%**	**167 932**
Equitable Share	59 438	84 602	84 602	28 183	63 461	42 301	21 160	50.0%	84 602
Local Government Financial Management Grant [S	1 161	1 550	1 550	112	600	775	(175)	-22.6%	1 550
Expanded Public Works Programme Integrated Gr	1 493	1 548	1 548	198	838	774	65	8.3%	1 548
Municipal Infrastructure Grant [Schedule 5B]	–	531	531	–	–	266	(266)	-100.0%	531
Provincial Government:	268	46 862	46 862	–	161	23 431	(23 269)	-99.3%	46 862
Housing	–	32 839	32 839	–	155	16 420	(16 265)	-99.1%	32 839
Provincial Government:	**62 517**	**12 239**	**14 551**	**–**	**6**	**6 131**	**(6 125)**	**-99.9%**	**12 163**
Financial Management Support Grant	120	330	330	–	–	165	(165)	-100.0%	330
Replacement Funding for most vulnerable B3 mun	38	–	–	–	–	–	–		–
Libraries, Archives and Museum	–	9 342	9 342	–	–	4 671	(4 671)	-100.0%	9 342
Community Development Workers	–	148	148	–	6	74	(68)	-91.4%	148
Maintenance of Main Roads	–	1 843	1 843	–	–	921	(921)	-100.0%	1 843
Tourism	–	–	100	–	–	50	(50)	-100.0%	–
Water Drought Support	62 360	–	500	–	–	250	(250)	-100.0%	500
Other grant providers:	–	288	1 494	–	–	–	–		–
Belguim Grant	–	288	794	–	–	–	–		–
Other capital transfers [insert description]	**–**	**300**	**300**	**12 500**	**12 500**	**–**	**12 500**		**300**
Provincial Government:	–	300	300	12 500	12 500	–	12 500		300
Total operating expenditure of Transfers and Grants	**124 877**	**180 470**	**182 783**	**40 993**	**77 722**	**90 097**	**(12 376)**	**-13.7%**	**180 394**
National Government:	20 002	**63 070**	**63 070**	**37 301**	**37 301**	**31 235**	**6 066**	**19.4%**	**63 070**
National Government:	19 941	31 235	31 235	6 151	6 151	15 617	(9 467)	-60.6%	31 235
Municipal Infrastructure Grant [Schedule 5B]	61	18 626	18 626	5 945	5 945	9 313	(3 368)	-36.2%	18 626
Regional Bulk Infrastructure Grant (Schedule 5B)	–	8 261	8 261	–	–	4 130	(4 130)	-100.0%	8 261
Integrated National Electrification Programme (Mu	–	4 348	4 348	205	205	2 174	(1 968)	-90.5%	4 348
Provincial Government:	–	300	300	12 500	12 500	–	12 500	#DIV/0!	300
Housing	–	–	–	12 500	12 500	–	12 500	#DIV/0!	–
Sport & Recreation		300	300	–	–	–	–		300
	20 002	–	–	–	–	–	–		–
	82 362	–	–	–	–	–	–		–
	20 002	**31 535**	**31 535**	**18 651**	**18 651**	**15 617**	3 033	19.4%	**31 535**
Total capital expenditure of Transfers and Grants	20 002	31 535	31 535	18 651	18 651	15 617	3 033	19.4%	31 535
Other grant providers:	**82 362**	**–**	**–**	**–**	**–**	**–**	**–**		**–**
	82 362	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	**122 366**	**94 605**	**94 605**	**55 952**	**55 952**	**46 852**	**9 099**	**19.4%**	**94 605**
TOTAL EXPENDITURE OF TRANSFERS AND GRAN	**247 243**	**275 075**	**277 387**	**96 945**	**133 673**	**136 950**	**(3 276)**	**-2.4%**	**274 999**

Withdrawals from Municipal Bank Accounts
Quarter ending 31 December 2018
Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

MFMA Section	Item Description	Income transactions October 2018	Income transactions November 2018	Income transactions December 2018	Expenditure transactions October 2018	Expenditure transactions November 2018	Expenditure transactions December 2018
		R	R	R	R	R	R
11(1) (b)	Expenditure authorised in terms of section 26(4) (Expenditure before annual budget is approved)						
11(1) (c)	Unforeseeable and unavoidable expenditure authorised in terms of section 29(1) (Mayor may approve emergency or other exceptional circumstances expenditure for which no budget provision was made)						
11(1) (d)	Section 12 withdrawals (Relief, charitable, trust or other funds withdrawals)						
11(1) (e) (i)	Money collected on behalf of organ of state: - VAT	-	-	-	3 051 004	3 276 375	2 892 094
	- Agency fees, for example motor registration, drivers licence, etc.	-	-	-	-	-	-
11(1) (e) (ii)	Insurance received by the Municipality on behalf of organ of state						
11(1) (f)	Refund of money incorrectly paid into bank account						
11(1) (g)	Refund of guarantees, sureties & security deposits	-206 908	-241 112	-84 960	157 870	101 144	138 401
		-206 908	-241 112	-84 960	3 208 874	3 377 519	3 030 495

		Transactions October 2018	Transactions November 2018	Transactions December 2018
11(1) (h)	Cash management and investment purposes:			
	- Realised	-25 000 000	-25 000 000	-25 000 000
	- Made	-	-	50 000 000
	- Nett movement	-25 000 000	-25 000 000	25 000 000

2.4 EXPENDITURE ON COUNCILLOR ALLOWANCES AND EMPLOYEE BENEFITS

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - Mid-Year Assessment

Summary of Employee and Councillor remuneration	Budget Year 2018/19							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands							%	
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 213	7 213	584	3 444	3 607	(163)	-5%	7 213
Pension and UIF Contributions	1 063	1 063	82	497	531	(34)	-6%	1 063
Medical Aid Contributions	212	212	14	87	106	(19)	-18%	212
Motor Vehicle Allowance	692	692	–	–	346	(346)	-100%	692
Cellphone Allowance	1 023	1 023	78	462	511	(49)	-10%	1 023
Housing Allowances	455	455	2	31	228	(197)	-86%	455
Other benefits and allowances	50	50	–	–	25	(25)	-100%	50
Sub Total - Councillors	**10 709**	**10 709**	**761**	**4 521**	**5 355**	**(833)**	**-16%**	**10 709**
Senior Managers of the Municipality								
Basic Salaries and Wages	3 594	3 444	324	1 764	1 722	42	2%	3 444
Pension and UIF Contributions	739	739	12	96	370	(274)	-74%	739
Medical Aid Contributions	127	127	5	32	64	(31)	-49%	127
Overtime	–	–	–	–	–	–		–
Performance Bonus	840	840	55	315	420	(105)	-25%	840
Motor Vehicle Allowance	993	993	73	399	496	(98)	-20%	993
Cellphone Allowance	67	67	3	18	34	(16)	-48%	67
Housing Allowances	145	145	–	–	73	(73)	-100%	145
Other benefits and allowances	108	88	12	78	44	34	76%	88
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	**6 614**	**6 444**	**485**	**2 701**	**3 222**	**(520)**	**-16%**	**6 444**
Other Municipal Staff								
Basic Salaries and Wages	108 292	105 457	8 269	47 520	52 729	(5 208)	-10%	105 457
Pension and UIF Contributions	16 388	16 377	1 306	7 698	8 189	(491)	-6%	16 377
Medical Aid Contributions	7 283	7 283	593	3 540	3 641	(101)	-3%	7 283
Overtime	11 713	11 728	1 150	8 246	5 864	2 382	41%	11 728
Performance Bonus	7 651	7 651	657	3 827	3 825	1	0%	7 651
Motor Vehicle Allowance	4 099	4 099	387	2 242	2 050	192	9%	4 099
Cellphone Allowance	378	378	42	247	189	58	31%	378
Housing Allowances	1 541	1 541	121	726	770	(44)	-6%	1 541
Other benefits and allowances	4 035	4 035	228	1 367	2 018	(651)	-32%	4 035
Payments in lieu of leave	831	831	556	3 351	415	2 936	707%	831
Long service awards	407	407	76	455	204	251	124%	407
Post-retirement benefit obligations	10 632	10 632	921	5 527	5 316	211	4%	10 632
Sub Total - Other Municipal Staff	**173 251**	**170 419**	**14 307**	**84 745**	**85 210**	**(465)**	**-1%**	**170 419**
TOTAL SALARY, ALLOWANCES &	**190 573**	**187 572**	**15 552**	**91 968**	**93 786**	**(1 818)**	**-2%**	**187 572**
% increase								
TOTAL MANAGERS AND STAFF	**179 864**	**176 863**	**14 791**	**87 446**	**88 432**	**(985)**	**-1%**	**176 863**

Expenditure on Staff & Councillor Benefits for the period 1 July 2018 to 31 December 2018.

(Report in terms of Section 66 of the MFMA)

MFMA Section	Item Description	Original Budget 2018/2019	Amended Budget 2018/2019	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	111 885 561	108 900 728	40 886 135	37.54%
66(b)	Contributions to pension funds and medical aids	24 537 483	24 526 237	9 450 921	38.53%
66(c)	Travel, accomodation and subsistence	5 091 933	5 091 933	2 237 786	43.95%
66(d)	Housing benefits and allowances	1 686 048	1 686 048	604 917	35.88%
66(e)	Overtime	11 713 179	11 728 179	7 096 048	60.50%
66(f)	Loans and advances	0	0	0	0.00%
66(g)	Other type of benefit or allowances	24 949 898	24 929 898	12 671 952	50.83%
	Sub - Total (Staff Benefits)	**R 179 864 102**	**R 176 863 023**	**R 72 947 759**	**41.25%**
Councillor Benefits					
MAY	Mayor	915 791	915 791	260 281	28.42%
DM	Deputy Mayor	681 867	681 867	232 262	34.06%
SP	Speaker	682 142	682 142	231 587	33.95%
MCM	Mayoral Committee members	2 453 677	2 453 677	860 741	35.08%
CLLR	Other Councillors	4 700 235	4 700 235	1 688 199	35.92%
MED	Medical aid contributions	212 480	212 480	72 474	34.11%
PEN	Pension fund contributions	1 062 928	1 062 928	415 326	39.07%
WARD	Ward Committee Alllowance	1 440 000	1 440 000	551 500	38.30%
	Sub - Total (Councillors' Benefits)	**12 149 120**	**12 149 120**	**4 312 369**	**35.50%**
	Total Councillor and Staff Benefits	**R 192 013 222**	**R 189 012 143**	**R 77 260 128**	**40.88%**

The expenditure on overtime and other benefits are a concern and must be managed downwards.
The savings on salaries and wages are due to vacancies. Only critical vacancies must be filled until the financial effect of the implementation of TASK can be determined more accurately.

3. SERVICE DELIVERY PERFORMANCE PLANNING

3.1 LEGISLATIVE OVERVIEW

In terms of Section 72(1)(a) and 52(d) of the Local Government Municipal Finance Management Act No. 56 of 2003 (MFMA) the Accounting Officer must by 25 January of each year assess the performance of the municipality during the first half of the financial year. A report on such assessment must in terms of Section 72(1)(b) of the MFMA be submitted to the Mayor, Provincial Treasury and National Treasury.

Once the Mayor has considered the report, it must be submitted to Council by 31 January in terms of Section 54 of the MFMA.

The Mayor approved the Top Layer SDBIP for 2018/19 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 on **5 June 2018** which include the municipality's key performance indicators for 2018/19

3.2 CREATING A CULTURE OF PERFORMANCE

a) Performance Framework

Regulation 7(1) of the Local Government: Municipal Planning and Performance Management Regulations, 2001 states that "A Municipality's Performance Management System entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organized and managed, including determining the roles of the different role players." This framework, inter alia, reflects the linkage between the IDP, Budget, SDBIP and individual and service provider performance. The municipality adopted a performance management **policy framework** that was approved by Council on **25 July 2018**.

b) Monitoring Performance

The municipality utilizes a manual system by which KPI owners report actual performance on a monthly basis to the Manager: Projects & Performance.. KPI owners report on the results of the KPI by documenting the following information:

- The actual result in terms of the target set.
- The output/outcome of achieving the KPI.
- The calculation of the actual performance reported. (If %)
- A performance comment.
- Actions to improve the performance against the target set, if the target was not achieved.
- It is the responsibility of every KPI owner to maintain a portfolio of evidence to support actual performance

results updated.

3.3 LINK TO THE IDP AND THE BUDGET

The municipality identified the following strategic objectives based on the inputs from the community in the 5 year Intergrated Development Plan (IDP):

- Create an enabling environment to attract investment & support local economy
- Ensure financial viability
- Provide & maintain facilities that make citizens feel at home
- Provide for the needs of informal settlements through improved services
- Support institutional transformation & development
- Support the poor & vulnerable through programmes & policy
- Sustainable provision & maintenance of basic infrastructure
- To maintain & strengthen relations with international- & intergovernmental partners as well as the local community through the creation of participative structures

a) Financial Performance

The monthly cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - Mid-Year Assessment

Description	Ref	Budget Year 2018/19											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget	Budget	Budget	Budget	Budget	Budget
Cash Receipts By Source													
Property rates		3 345	12 935	5 490	12 707	4 868	3 463	6 297	6 297	6 297	6 297	6 297	(7 134)
Service charges - electricity revenue		18 142	20 502	15 447	17 251	14 535	12 109	18 789	18 789	18 789	18 789	18 789	27 352
Service charges - water revenue		2 316	3 051	2 526	2 851	3 597	2 663	3 883	3 883	3 883	3 883	3 883	12 185
Service charges - sanitation revenue		4 300	2 031	1 676	1 668	1 745	1 311	2 074	2 074	2 074	2 074	2 074	4 402
Service charges - refuse		1 483	2 094	1 671	1 804	1 828	1 291	2 199	2 199	2 199	2 199	2 199	4 519
Service charges - other		2 075	1 341	1 346	1 974	3 604	605	889	889	889	889	889	(13 071)
Rental of facilities and equipment		210	225	384	435	367	56	39	39	39	39	39	(1 407)
Interest earned - external investments		371	539	705	423	651	491	681	681	681	681	681	1 589
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	–	–	–	–
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		199	111	251	64	259	65	339	339	339	339	339	1 424
Licences and permits		574	214	705	764	1 608	398	305	305	305	305	305	(2 132)
Agency services		–	–	–	–	–	–	406	406	406	406	406	2 845
Transfer receipts - operating		36 119	1 992	3 514	1 987	2 028	28 183	9 895	9 895	9 895	9 895	9 895	(4 559)
Other revenue		236	382	645	1 982	721	226	665	665	665	666	666	473
Cash Receipts by Source		69 370	45 417	34 360	43 909	35 813	50 861	46 461	46 462	46 462	46 462	46 462	26 488
Other Cash Flows by Source													–
Transfer receipts - capital		17 000	–	–	3 500	5 400	7 566	3 403	3 403	3 403	3 403	3 403	(9 644)
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	–	–	–	–	–	–	–	–	–	–
Short term loans		–	–	–	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		63	81	51	74	95	46	–	–	–	–	–	(409)
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		–	–	(100 000)	25 000	25 000	(35 000)	–	–	–	–	–	85 000
Total Cash Receipts by Source		86 433	45 497	(65 589)	72 484	66 308	23 473	49 864	49 865	49 865	49 865	49 865	101 434
Cash Payments by Type													–
Employee related costs		11 219	15 141	12 270	12 453	19 675	12 559	13 723	13 723	13 723	13 723	13 723	18 891
Remuneration of councillors		876	874	867	836	848	868	892	892	892	892	892	1 077
Interest paid		–	–	88	–	–	57	–	–	1 224	–	–	2 303
Bulk purchases - Electricity		23 704	24 512	23 657	13 718	13 545	12 196	15 113	15 113	15 113	15 113	15 113	(6 543)
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	–
Other materials		862	428	662	2 694	1 729	2 075	1 875	1 875	1 875	1 875	1 875	4 675
Contracted services		2 263	2 211	3 840	3 679	4 259	4 041	3 600	3 600	3 600	3 600	3 600	9 793
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		200	155	121	205	–	2	1 200	1 200	1 200	1 200	1 200	7 724
General expenses		4 372	5 044	5 304	6 236	5 582	4 311	3 300	3 300	3 300	3 300	3 300	(7 741)
Cash Payments by Type		43 495	46 366	46 809	39 821	45 637	37 109	39 704	39 704	40 927	39 704	39 704	30 178
Other Cash Flows/Payments by Type													
Capital assets		12 297	6 429	3 599	2 293	2 583	5 778	2 214	2 996	8 489	9 348	8 272	19 383
Repayment of borrowing		(453)	591	(737)	3 824	(30 696)	34 490	6 636	6 636	6 636	6 636	6 636	39 431
Other Cash Flows/Payments		21 681	(300)	5 687	89 274	(4 385)	(17 494)	(47 237)	78 727	(64 560)	(18 751)	(14 902)	24 741
Total Cash Payments by Type		77 020	53 085	55 357	135 212	13 139	59 883	1 316	128 061	(8 508)	36 937	39 708	113 734
NET INCREASE/(DECREASE) IN CASH HELD		9 413	(7 587)	(120 946)	(62 728)	53 169	(36 410)	48 549	(78 197)	58 373	12 929	10 157	(12 299)
Cash/cash equivalents at the month/year beginning:		169 837	179 250	171 662	50 716	(12 012)	41 158	4 748	53 296	(24 900)	33 473	46 402	56 559
Cash/cash equivalents at the month/year end:		179 250	171 662	50 716	(12 012)	41 158	4 748	53 296	(24 900)	33 473	46 402	56 559	44 260

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - Mid-Year Assessment

Month	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
Monthly expenditure performance trend									
July		8 115	8 115	22	22	8 115	8 093	99.7%	0%
August		4 486	4 486	166	189	12 601	12 412	98.5%	0%
September		6 249	6 249	2 750	2 938	18 850	15 911	84.4%	5%
October		5 191	5 191	2 509	5 447	24 040	18 593	77.3%	9%
November		3 943	3 943	1 658	7 106	27 983	20 877	74.6%	11%
December		4 437	4 437	6 557	13 663	32 420	18 757	57.9%	22%
January		3 986	3 986			36 406	–		
February		4 787	4 787			41 192	–		
March		4 547	4 547			45 740	–		
April		6 449	6 449			52 189	–		
May		6 276	6 276			58 465	–		
June		4 606	4 606			63 072	–		
Total Capital expenditure	–	63 072	63 072	13 663					

b) Non-Financial Performance

WITZENBERG QUARTERLY SDBIP REPORT: 2ND QUARTER 2018/19								
Key Performance Area	Strategic Objective	Ref Nr	Key Performance Indicator	Annual Target	2nd Quarter		Reason if target not acieved	Corrective measures
					Target	Result		
Essential services	Sustainable provision & maintenance of basic services	TecDir1	Percentage expenditure on maintenance budget by Technical Directorate.	99%	50%	64%		
		TecDir3	Percentage expenditure on capital budget by Technical Directorate.	96%	40%	41%		
		TecRo7	Kilometres of roads upgraded & rehabilitated.	3	0,5	0,5		
		TecWat21	Percentage compliance with drinking water quality standards	98%	98%	100%		
		TecWat20	Decrease unaccounted water losses.	18%	18%	19%	Not all households & consumptions are included in sold values. Sold values are less than 2017/18 which should be investigated as water restrictions applied in 2017/18.	Departments of Water & Finance tasked to recalculate bulk & sold figures.
		TecEl37	Decrease unaccounted electricity losses.	10%	10%	7%		
		FinInc17	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	<1%	<1%	0%		
		FinInc18	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	<1%	<1%	0%		
		FinInc19	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	<1%	<1%	0,0%		
		FinInc20	Number of outstanding valid applications for waste removal services expressed as a % of total number of billings for the service.	<1%	<1%	0%		
	Provide for the needs of informal settlements through improved services	TecDir2	Number of subsidised serviced sites developed.	400	200	407		
		TecWat22	Provide basic services - number of informal areas with sufficient communal water service points (taps).	3	3	3		
		TecSan13	Provide basic services - number of informal areas with sufficient communal sanitation service points(toilets).	3	3	3		
		TecRef31	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area cleaning service.	3	3	3		
		TecEl36	Number of subsidised electricity connections installed.	100	20	0	Vredebes 08/2/1/6/08 Electrification Tender only awarded 27 November. No built houses to electrify	Awaiting Vredebes housing project to start.

Key Performance Area	Strategic Objective	Ref Nr	Key Performance Indicator	Annual Target	2nd Quarter		Reason if target not acieved	Corrective measures
					Target	Result		
Governance	Support institutional development & transformation	CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	4	2	2		
		CorpHR13	Percentage budget spend on the implementation of the Workplace Skills Plan	96%	50%	43%	Invoices received too late to be captured in December.	Orders issued with service providers but they were late in submission of invoices.
	Financial Viability	MM1	Pecentage spend on maintenance for the whole municipality.	99%	50%	62%		
		MM2	Percentage spend on Capital Budget for the whole municipality.	96%	40%	37%	The main contributing factors to this is the R8 million for the raw water dam in Tulbagh which could not be utilised as the Department of Water affairs failed to pay over the funding.	Water Affairs DoRA funding will be removed with adjustment budget in February 2019.
		FinDir3	Achieve an unqualified opinion of the Auditor-General on annual financial statements of the previous year.	1 Unqualifie d Report		1		
		FinFAdm9	Financial viability expressed as Cost-Coverage ratio	2,8	2,8	4		
		FinFAdm10	Financial viability expressed as Debt-Coverage ratio	90	90	107		
		FinFAdm11	Financial viability expressed outstanding service debtors	44%	44%	64%	Directly linked to the Collection Rate. Based on past experience, collections decrease during November & December.	Improve Credit Control & Debt Collection Mechanisms & the Implementation of Marketing strategies i.e. Jamborees, Bulk SMS's & Consumer Web Portal roll-out. Data Cleansing required in terms Indigent Register. Collectability of Long outstanding debt must be investigated, i.e. prescribed debt
		FinInc15	Increased revenue collection	94%	94%	93%	There was a consumer behavioural change which had negative impact on the December collection rate, which also impacted the accumulative collection rate.	Strict implementation of the credit control policy.
	Strengthen relations	MMIDP9	Number of IDP community meetings held.	14	7	7		
		ComSoc49	Number of meetings with intergovernmental partners.	12	6	6		
Communal services	Provide & maintain facilities	ComDir1	Percentage expenditure on maintenance budget by Community Directorate.	99%	50%	50%		
		ComDir2	Percentage expenditure on capital budget by Community Directorate.	96%	40%	3%	Specialised vehicle has been ordered but delivery is still outstanding.	Funding to be shifted with adjustment budget in February due to increased costs with certain major projects.
		ComAm34	Report on annual customer satisfaction survey on community facilities.	2	2	2		

Key Performance Area	Strategic Objective	Ref Nr	Key Performance Indicator	Annual Target	2nd Quarter			
					Target	Result	Reason if target not acieved	Corrective measures
Socio-Economic Support Services	Support the poor & vulnerable	ComLed8	The number of jobs created through the municipality's local economic development initiatives including capital projects.	390	200	200		
		ComHS14	Number of housing opportunities provided per year - top structures.	100	50	0	Council resolution in terms of housing typologies only taken on 8 January 2019	Contractor agreed to start with top structures middle January 2019 as per council resolution
		ComHS15	Number of rental stock transferred.	50	20	19	After signing of contracts co-operation from the beneficiaries are poor for signing of agreements for payment of outstanding debt to enable rates clearance certificates to be issued by Finance Department	Ward Councillors needs to assist by motivating communities to sign debt agreements. Door-to-door campaign will be done by Housing & Finance in February to address the clearance certificate issue.
		ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	3000	2750	3673	The target was exceeded due to an amendment to the Indigent Policy which came into effect on the 1st of July 2018. The result was that more households are succesfull in their indigent applications.	It is suggested that the Indigent target be adjusted after deliberation with the Finance Department.
		ComSoc42	Number of social development programmes implemented.	20	10	10		
	Create an enabling environment to attract investment & support local economy.	MMProp21	Quarterly report on the alienation of municipal properties to support economic growth.	4	2	2		
		ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.	4	2	2		

4 MUNICIPAL MANAGER'S QUALITY CERTIFICATION

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the mid-year budget and performance assessment have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Print name: **Mr. D NASSON**

Municipal Manager of WITZENBERG MUNICIPALITY

Signature:

Date: 16 January 2019

WITZENBERG

Municipality • Munisipaliteit • UMasipala Wase

Quarterly Budget Statement Report {Section 52(d)} for the Period 1 July 2018 to 30 December 2018

Financial data is in respect of the period 1 July 2018 to 31 December 2018

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

In terms of Section 52 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003):

52. General Responsibilities. — The mayor of a municipality—

(*a*) must provide general political guidance over the fiscal and financial affairs of the municipality;

(*b*) in providing such general political guidance, may monitor and, to the extent provided in this Act, oversee the exercise of responsibilities assigned in terms of this Act to the accounting officer and the chief financial officer, but may not interfere in the exercise of those responsibilities;

(*c*) must take all reasonable steps to ensure that the municipality performs its constitutional and statutory functions within the limits of the municipality's approved budget;

(*d*) **must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality; and**

(*e*) must exercise the other powers and perform the other duties assigned to the mayor in terms of this Act or delegated by the council to the mayor.

In terms of section 11 (4) (a), the Accounting Officer must within 30 days after the end of each quarter table in the municipal council a consolidated report of all withdrawals made in terms of subsection (1) (b) to (j) during that quarter. Section 11(1) read as follow:

*"**11.** (1) Only the accounting officer or the chief financial officer of a municipality, or any other senior financial official of the municipality acting on the written authority of the accounting officer, may withdraw money or authorise the withdrawal of money from any of the municipality's bank accounts, and may do so only—*

(a) to defray expenditure appropriated in terms of an approved budget;
(b) to defray expenditure authorised in terms of section 26(4);
(c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1);
(d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section;
(e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including—
(i) money collected by the municipality on behalf of that person or organ of state by agreement; or
(ii) any insurance or other payments received by the municipality for that person or organ of state;
(f) to refund money incorrectly paid into a bank account;
(g) to refund guarantees, sureties and security deposits;
(h) for cash management and investment purposes in accordance with section 13;
(i) to defray increased expenditure in terms of section 31; or
(j) for such other purposes as may be prescribed."

In terms of Section 66 of the MFMA the Accounting Officer must prepare a report on all expenditure incurred with relation to staff benefits.

Section 66 reads as follow:
*"**66.** The accounting officer of a municipality must, in a format and for periods as may be prescribed, report to the council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure, namely—*

(a) salaries and wages;
(b) contributions for pensions and medical aid;

(c) travel, motor car, accommodation, subsistence and other allowances;
(d) housing benefits and allowances;
(e) overtime payments;
(f) loans and advances; and
(g) any other type of benefit or allowance related to staff."

The following regulations of the Local Government: Municipal Finance Management Act Municipal Budget and Reporting Regulations are relevant:

Quarterly reports on implementation of budget

31. (1) The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality as required by section 52(d) of the Act must be-
   {a) in the format specified in Schedule C and include all the required tables, charts and explanatory information, taking into account any guidelines issued by the Minister in terms of section 168(1) of the Act; and
   (b) consistent with the monthly budget statements for September, December, March and June as applicable; and
   (c) submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.

Publication of quarterly reports on implementation of budget

32. When publishing the quarterly reports on the implementation of the budget in terms of section 75(1)(k) of the Act, the municipal manager must make public any other information that the municipal council considers appropriate to facilitate public awareness of the quarterly report on the implementation of the budget and the financial state of affairs of the municipality, including -
   (a) summaries of quarterly report in alternate languages predominant in the community; and
   {b) information relevant to each ward in the municipality.

PART 1 - IN-YEAR REPORT

Mayors Report

Speaker
Deputy Executive Mayor
Members of the Mayoral Committee
Councillors
Representatives of Provincial Government
Municipal Manager
Directors and officials
Distinguished guests
Members of the media

It is my privilege to present to you the quarterly Budget Statement Report for the three months from 1 October 2018 to 31 December 2018.

Credit control for various reasons remains a challenge for the municipality. A special task team to assist Council in obtaining a solution for the collection of outstanding debt was established by Council.

The year to date recovery rate for the year excluding traffic fines is 93%

The annual target for debt collection is 94%. Unfortunately some government departments were also late with their payments.

Steps must be implemented against defaulters to improve the collection rate.

The main contributing factor to the low spending on the capital budget is the R8.2 million budgeted expenditure which could not be utilised as the Department of Water affairs failed to pay over the funding for the Tulbagh raw water dam. At this current moment the status of the gazetted amount is unknown, meaning that it may be possible that it will never be paid over to Witzenberg Municipality.

COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR

Recommendation

It is recommended that council take cognisance of the quarterly budget assessment for the period 1 October 2018 to 30 December 2018.

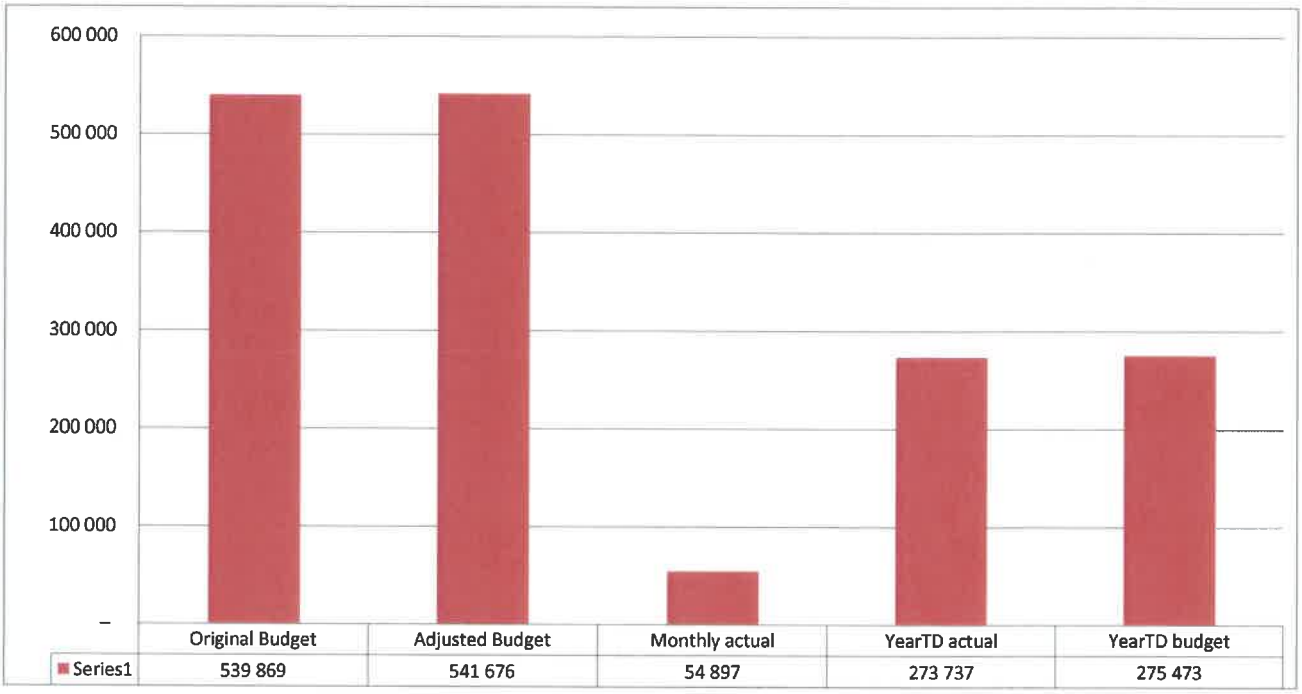
C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

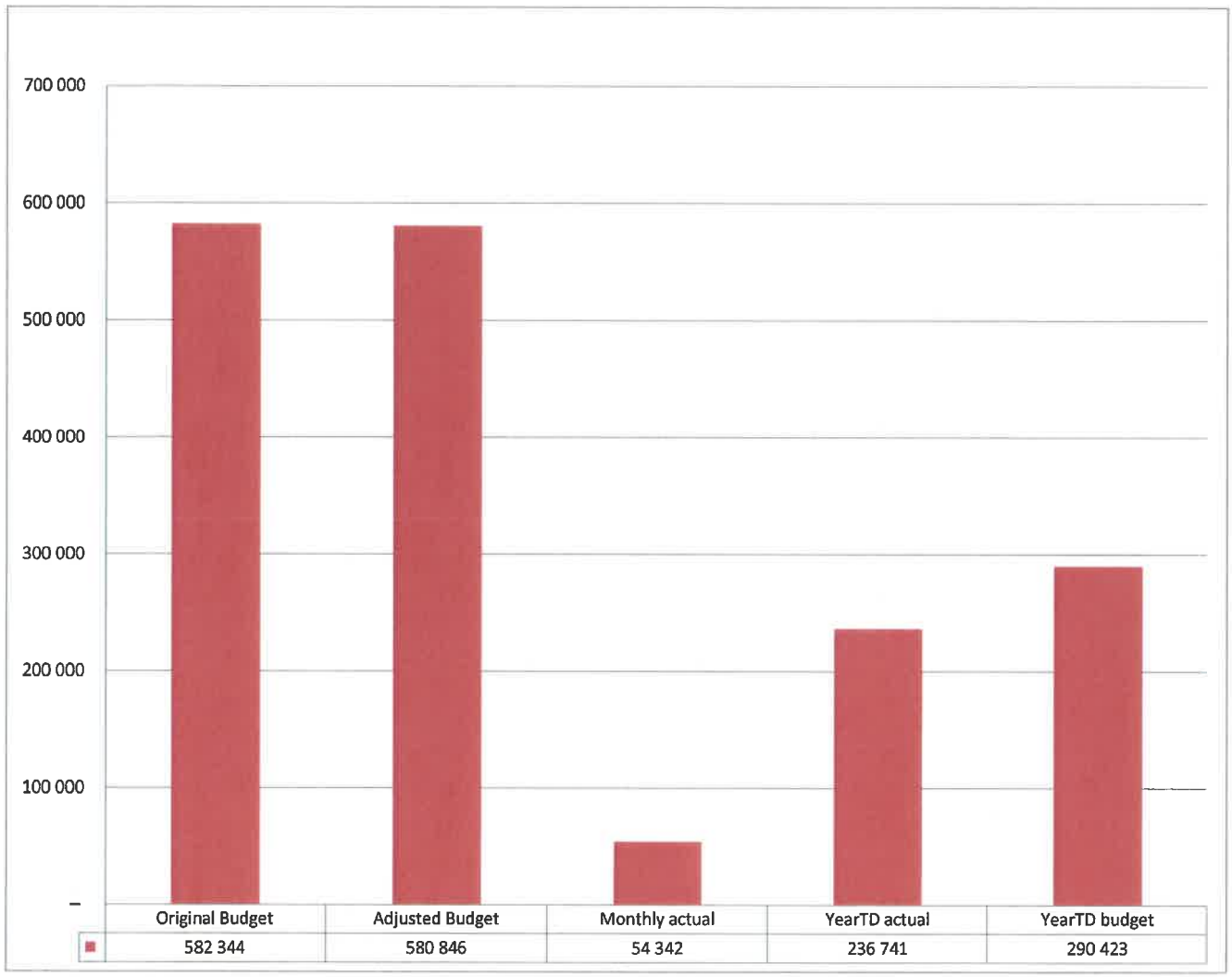
TOTAL OPERATIONAL REVENUE



For the period 1 July 2018 to 31 December 2018, 50.54% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2018 to 31 Desember 2018, is 50.54% van die begrote operasionele inkomste gehef.

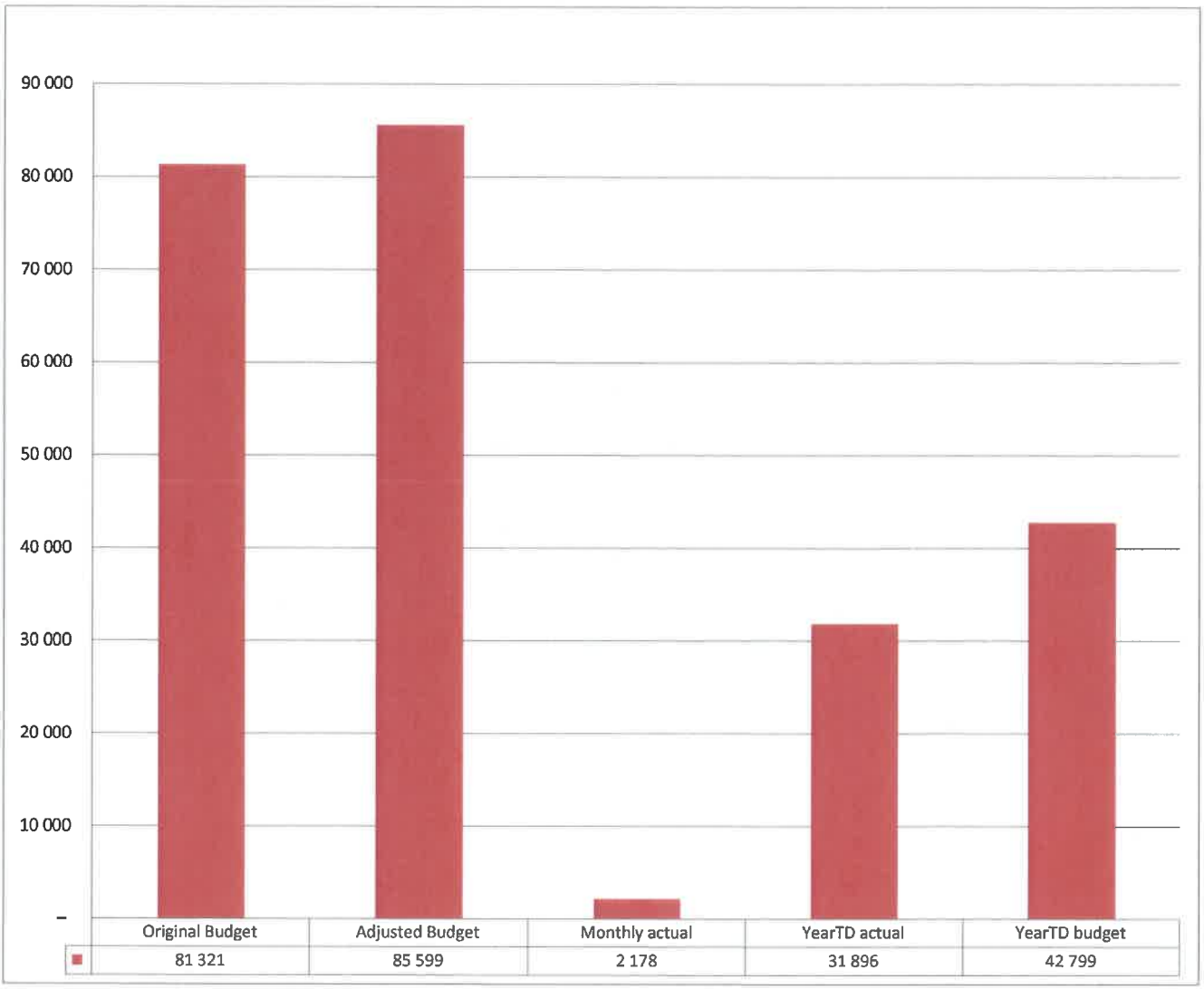
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2018 to 31 December 2018, 40.76% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2018 to 31 Desember 2018, is 40.76% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2018 to 31 December 2018, 37.26% of the budgeted capital expenditure was incurred.

The main contributing factors to the low expenditure levels is the failure of the Department of Water affairs to pay over the funds as per the Division of Revenue act to enable the building of the Tulbagh raw water dam.

Vir die periode 1 Julie 2018 to 31 Desember 2018, is 37.26% van die begrote kapitale uitgawes aangegaan.

Die hoof oorsaak vir die lae spandering is die onvermoë van die departement van Waterwese om die fondse volgens die Wet op Verdeling van Inkomste vir die Tulbagh opgaardam oor te betaal.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 31 December 2018.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - Q2 Second Quarter

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance									
Property rates	63 712	70 002	70 002	3 336	49 818	35 001	14 817	42%	70 002
Service charges	306 170	316 407	316 407	20 789	142 275	158 203	(15 928)	-10%	316 407
Investment revenue	8 122	8 198	8 198	491	3 181	4 099	(919)	-22%	15 482
Transfers recognised - operational	93 967	91 069	92 875	28 493	64 905	46 438	18 468	40%	92 875
Other own revenue	57 662	54 194	54 194	1 787	13 557	31 732	(18 175)	-57%	54 194
transfers and contributions)	**529 632**	**539 869**	**541 676**	**54 897**	**273 737**	**275 473**	**(1 737)**	**-1%**	**548 959**
Employee costs	9 170	177 699	174 891	14 610	86 674	87 446	(771)	-1%	174 891
Remuneration of Councillors	9 170	10 709	10 709	761	4 521	5 355	(833)	-16%	10 709
Depreciation & asset impairment	28 699	43 032	44 032	12 524	12 531	22 016	(9 485)	-43%	56 492
Finance charges	8 675	3 671	3 685	57	392	1 843	(1 450)	-79%	3 685
Materials and bulk purchases	194 879	218 562	218 142	12 323	84 338	109 071	(24 733)	-23%	218 142
Transfers and grants	13 920	14 407	14 358	2	684	7 179	(6 495)	-90%	14 358
Other expenditure	251 704	114 264	115 028	14 065	47 599	57 514	(9 915)	-17%	97 755
Total Expenditure	**516 217**	**582 344**	**580 846**	**54 342**	**236 741**	**290 423**	**(53 682)**	**-18%**	**576 034**
Surplus/(Deficit)	**13 415**	**(42 474)**	**(39 170)**	**555**	**36 996**	**(14 950)**	**51 945**	**-347%**	**(27 075)**
Transfers recognised - capital	34 777	75 847	75 847	18 651	18 805	37 923	(19 118)	-50%	75 847
Contributions & Contributed assets	–	–	–	–	–	–	–		–
& contributions	**48 192**	**33 372**	**36 676**	**19 205**	**55 801**	**22 973**	**32 828**	**143%**	**48 772**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	**48 192**	**33 372**	**36 676**	**19 205**	**55 801**	**22 973**	**32 828**	**143%**	**48 772**
Capital expenditure & funds sources									
Capital expenditure	**63 800**	**81 321**	**85 599**	**2 178**	**31 896**	**42 799**	**(10 904)**	**-25%**	**85 599**
Capital transfers recognised	34 183	52 938	53 438	1 427	19 108	26 719	(7 611)	-28%	53 438
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	3 528	1 550	1 550	–	494	775	(281)	-36%	1 550
Internally generated funds	26 089	26 833	30 610	751	12 294	15 305	(3 011)	-20%	30 610
Total sources of capital funds	**63 800**	**81 321**	**85 599**	**2 178**	**31 896**	**42 799**	**(10 904)**	**-25%**	**85 599**
Financial position									
Total current assets	178 612	65 801	242 104		209 168				209 168
Total non current assets	905 207	38 293	947 778		912 118				924 578
Total current liabilities	77 653	55 489	131 900		67 553				67 553
Total non current liabilities	158 745	15 233	173 993		162 971				162 971
Community wealth/Equity	**847 421**	**33 372**	**883 989**		**903 222**				**903 222**
Cash flows									
Net cash from (used) operating	83 978	173 205	173 205	(9 164)	60 986	86 603	(25 616)	-30%	173 205
Net cash from (used) investing	(60 010)	(83 247)	(83 247)	(37 511)	(119 084)	(41 623)	(77 460)	186%	(83 247)
Net cash from (used) financing	(2 795)	3 500	3 500	(63)	(758)	1 750	(2 508)	-143%	(758)
end	**97 506**	**93 458**	**93 458**	**–**	**38 647**	**46 729**	**(8 082)**	**-17%**	**190 961**

Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	33 410	3 796	3 460	6 712	3 169	2 913	17 042	93 813	164 314
Creditors Age Analysis									
Total Creditors	188	93	6	–	–	–	–	–	287

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Q2 Second Quarter

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue - Functional									
Governance and administration	**85 944**	**93 204**	**93 304**	**4 442**	**57 007**	**46 652**	10 355	22%	**93 304**
Finance and administration	85 944	93 204	93 304	4 442	57 007	46 652	10 355	22%	93 304
Community and public safety	**101 163**	**140 845**	**140 845**	**28 677**	**67 650**	**70 423**	(2 772)	-4%	**140 845**
Community and social services	80 916	98 728	98 728	28 430	64 651	49 364	15 287	31%	98 728
Sport and recreation	7 477	9 020	9 020	240	2 806	4 510	(1 704)	-38%	9 020
Public safety	3	6	6	0	0	3	(3)	-92%	6
Housing	12 766	33 091	33 091	7	194	16 546	(16 352)	-99%	33 091
Economic and environmental services	**32 369**	**43 682**	**44 622**	**9 885**	**12 993**	**22 311**	(9 318)	-42%	**44 622**
Planning and development	1 540	2 510	2 510	49	737	1 255	(519)	-41%	2 510
Road transport	30 827	41 160	41 160	9 834	12 249	20 580	(8 331)	-40%	41 160
Environmental protection	2	12	952	3	8	476	(468)	-98%	952
Trading services	**344 933**	**337 984**	**338 750**	**30 542**	**154 892**	**169 375**	(14 483)	-9%	**338 750**
Energy sources	209 994	240 206	240 206	14 572	103 078	120 103	(17 025)	-14%	240 206
Water management	67 545	52 679	53 179	6 271	21 157	26 590	(5 432)	-20%	53 179
Waste water management	41 431	22 399	22 399	7 703	18 071	11 200	6 871	61%	22 399
Waste management	25 962	22 700	22 966	1 996	12 586	11 483	1 103	10%	22 966
Total Revenue - Functional	**564 409**	**615 716**	**617 522**	**73 547**	**292 542**	**308 761**	**(16 219)**	**-5%**	**617 522**
Expenditure - Functional									
Governance and administration	**88 216**	**115 817**	**116 595**	**11 295**	**53 661**	**58 297**	(4 636)	-8%	**116 595**
Executive and council	22 887	27 771	27 725	2 212	11 013	13 862	(2 850)	-21%	27 725
Finance and administration	63 186	85 942	86 766	8 883	41 462	43 383	(1 921)	-4%	86 766
Internal audit	2 144	2 104	2 104	200	1 187	1 052	135	13%	2 104
Community and public safety	**70 971**	**82 467**	**81 189**	**6 601**	**29 270**	**40 594**	(11 325)	-28%	**81 189**
Community and social services	21 733	25 460	25 297	2 388	11 124	12 648	(1 524)	-12%	25 297
Sport and recreation	23 574	28 896	27 803	2 958	11 401	13 901	(2 500)	-18%	27 803
Public safety	9 196	8 925	8 925	927	4 601	4 463	138	3%	8 925
Housing	16 468	19 186	19 164	328	2 143	9 582	(7 439)	-78%	19 164
Economic and environmental services	**62 903**	**65 573**	**66 267**	**6 403**	**25 175**	**33 133**	(7 958)	-24%	**66 267**
Planning and development	8 797	10 614	10 856	766	4 090	5 428	(1 338)	-25%	10 856
Road transport	52 785	53 213	52 741	5 499	20 368	26 371	(6 003)	-23%	52 741
Environmental protection	1 321	1 747	2 669	138	717	1 335	(617)	-46%	2 669
Trading services	**293 298**	**317 593**	**315 762**	**30 040**	**128 219**	**157 881**	(29 662)	-19%	**315 762**
Energy sources	201 572	224 738	223 239	14 936	88 421	111 620	(23 199)	-21%	223 239
Water management	28 025	28 985	28 768	5 604	12 371	14 384	(2 013)	-14%	28 768
Waste water management	28 364	29 256	29 089	5 557	13 086	14 544	(1 458)	-10%	29 089
Waste management	35 338	34 615	34 666	3 943	14 341	17 333	(2 992)	-17%	34 666
Other	**828**	**893**	**893**	**3**	**417**	**447**	**(30)**	**-7%**	**893**
Total Expenditure - Functional	**516 217**	**582 344**	**580 705**	**54 342**	**236 741**	**290 352**	**(53 612)**	**-18%**	**580 705**
Surplus/ (Deficit) for the year	**48 192**	**33 372**	**36 817**	**19 205**	**55 801**	**18 409**	**37 393**		**36 817**

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Q2 Second Quarter

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue - Functional									
Municipal governance and administration	**85 944**	**93 204**	**93 304**	**4 442**	**57 007**	**46 652**	**10 355**	**22%**	**93 304**
Finance and administration	85 944	93 204	93 304	4 442	57 007	46 652	10 355	22%	93 304
Administrative and Corporate Support	0	8	8	–	0	4	(4)	-98%	8
Budget and Treasury Office	6 882	5 442	5 442	279	1 604	2 721	(1 118)	-41%	5 442
Finance	78 169	87 149	87 149	4 163	55 226	43 575	11 652	27%	87 149
Human Resources	212	585	585	–	145	292	(148)	-51%	585
Marketing, Customer Relations, Publicity and Media	–	4	104	–	–	52	(52)	-100%	104
Supply Chain Management	682	16	16	0	32	8	24	305%	16
Community and public safety	**101 163**	**140 845**	**140 845**	**28 677**	**67 650**	**70 423**	**(2 772)**	**-4%**	**140 845**
Community and social services	80 916	98 728	98 728	28 430	64 651	49 364	15 287	31%	98 728
Aged Care	72 016	88 298	88 298	28 381	64 305	44 149	20 157	46%	88 298
Cemeteries, Funeral Parlours and Crematoriums	246	210	210	13	110	105	5	5%	210
Community Halls and Facilities	525	814	814	29	196	407	(211)	-52%	814
Libraries and Archives	8 130	9 406	9 406	7	39	4 703	(4 664)	-99%	9 406
Sport and recreation	7 477	9 020	9 020	240	2 806	4 510	(1 704)	-38%	9 020
Recreational Facilities	7 347	8 575	8 575	237	2 752	4 287	(1 536)	-36%	8 575
Sports Grounds and Stadiums	130	446	446	3	54	223	(169)	-76%	446

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		Full Year Forecast
Public safety	3	6	6	0	0	3	(3)	-92%	6
Fire Fighting and Protection	3	6	6	0	0	3	(3)	-92%	6
Housing	12 766	33 091	33 091	7	194	16 546	(16 352)	-99%	33 091
Housing	12 766	33 091	33 091	7	194	16 546	(16 352)	-99%	33 091
Economic and environmental services	**32 369**	**43 682**	**44 622**	**9 885**	**12 993**	**22 311**	**(9 318)**	**-42%**	**44 622**
Planning and development	1 540	2 510	2 510	49	737	1 255	(519)	-41%	2 510
Economic Development/Planning	295	288	288	–	–	144	(144)	-100%	288
Town Planning, Building Regulations and Enforcemen	1 233	1 691	1 691	49	737	846	(109)	-13%	1 691
Project Management Unit	11	531	531	–	–	266	(266)	-100%	531
Road transport	30 827	41 160	41 160	9 834	12 249	20 580	(8 331)	-40%	41 160
Police Forces, Traffic and Street Parking Control	26 637	26 166	26 166	284	2 692	13 083	(10 391)	-79%	26 166
Roads	4 189	14 993	14 993	9 550	9 557	7 497	2 060	27%	14 993
Environmental protection	2	12	952	3	8	476	(468)	-98%	952
Biodiversity and Landscape	2	12	952	2	8	476	(468)	-98%	952
Pollution Control	0	–	–	0	0	–	0		–
Trading services	**344 933**	**337 984**	**338 750**	**30 542**	**154 892**	**169 375**	**(14 483)**	**-9%**	**338 750**
Energy sources	209 994	240 206	240 206	14 572	103 078	120 103	(17 025)	-14%	240 206
Electricity	209 994	238 858	238 858	14 468	102 975	119 429	(16 454)	-14%	238 858
Street Lighting and Signal Systems	–	1 348	1 348	103	103	674	(570)	-85%	1 348
Water management	67 545	52 679	53 179	6 271	21 157	26 590	(5 432)	-20%	53 179
Water Distribution	67 545	52 679	53 179	6 271	21 157	26 590	(5 432)	-20%	53 179
Waste water management	41 431	22 399	22 399	7 703	18 071	11 200	6 871	61%	22 399
Sewerage	39 642	18 266	18 266	5 162	15 529	9 133	6 397	70%	18 266
Storm Water Management	1 789	4 133	4 133	2 541	2 541	2 067	475	23%	4 133
Waste management	25 962	22 700	22 966	1 996	12 586	11 483	1 103	10%	22 966
Solid Waste Removal	25 962	22 700	22 966	1 996	12 586	11 483	1 103	10%	22 966
Total Revenue - Functional	**564 409**	**615 716**	**617 522**	**73 547**	**292 542**	**308 761**	**(16 219)**	**-5%**	**617 522**

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Q2 Second Quarter

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Expenditure - Functional									
Municipal governance and administration	**88 216**	**115 817**	**116 595**	**11 295**	**53 661**	**58 297**	**(4 636)**	**-8%**	**116 595**
Executive and council	22 887	27 771	27 725	2 212	11 013	13 862	(2 850)	-21%	27 725
Mayor and Council	13 781	17 908	18 076	1 499	6 960	9 038	(2 078)	-23%	18 076
Municipal Manager, Town Secretary and Chief Execut	9 106	9 863	9 648	713	4 052	4 824	(772)	-16%	9 648
Finance and administration	63 186	85 942	86 766	8 883	41 462	43 383	(1 921)	-4%	86 766
Administrative and Corporate Support	8 010	6 682	9 203	1 118	4 979	4 602	377	8%	9 203
Asset Management	59	6 288	4 085	0	6	2 043	(2 036)	-100%	4 085
Budget and Treasury Office	9 631	16 913	16 524	1 380	7 450	8 262	(812)	-10%	16 524
Finance	10 169	13 476	13 486	2 032	7 460	6 743	718	11%	13 486
Fleet Management	1 756	3 122	3 109	196	1 276	1 555	(279)	-18%	3 109
Human Resources	17 485	19 167	19 185	2 064	12 585	9 592	2 993	31%	19 185
Information Technology	2 056	3 179	4 116	514	1 371	2 058	(687)	-33%	4 116
Legal Services	1 780	2 248	2 234	137	1 131	1 117	15	1%	2 234
Marketing, Customer Relations, Publicity and Media	3 055	3 580	3 656	309	1 624	1 828	(204)	-11%	3 656
Property Services	3 554	3 334	3 336	705	884	1 668	(784)	-47%	3 336
Risk Management	3	407	407	–	13	203	(190)	-93%	407
Supply Chain Management	4 869	5 844	5 723	401	2 350	2 862	(512)	-18%	5 723
Valuation Service	758	1 703	1 703	27	332	851	(520)	-61%	1 703
Internal audit	2 144	2 104	2 104	200	1 187	1 052	135	13%	2 104
Governance Function	2 144	2 104	2 104	200	1 187	1 052	135	13%	2 104
Community and public safety	**70 971**	**82 467**	**81 189**	**6 601**	**29 270**	**40 594**	**(11 325)**	**-28%**	**81 189**
Community and social services	21 733	25 460	25 297	2 388	11 124	12 648	(1 524)	-12%	25 297
Aged Care	4 541	4 298	4 239	490	2 266	2 119	147	7%	4 239
Cemeteries, Funeral Parlours and Crematoriums	2 581	3 272	3 247	252	1 398	1 624	(225)	-14%	3 247
Child Care Facilities	26	771	771	–	2	386	(384)	-100%	771
Community Halls and Facilities	5 441	5 903	5 957	645	2 621	2 979	(358)	-12%	5 957
Disaster Management	57	56	56	5	13	28	(14)	-52%	56
Education	8	661	661	–	4	331	(327)	-99%	661
Libraries and Archives	9 079	10 499	10 366	996	4 819	5 183	(364)	-7%	10 366
Sport and recreation	23 574	28 896	27 803	2 958	11 401	13 901	(2 500)	-18%	27 803
Community Parks (including Nurseries)	5 591	6 678	6 676	840	2 927	3 338	(412)	-12%	6 676
Recreational Facilities	13 592	17 469	16 378	1 620	6 327	8 189	(1 862)	-23%	16 378
Sports Grounds and Stadiums	4 391	4 748	4 748	498	2 148	2 374	(226)	-10%	4 748
Public safety	9 196	8 925	8 925	927	4 601	4 463	138	3%	8 925
Fire Fighting and Protection	9 196	8 925	8 925	927	4 601	4 463	138	3%	8 925
Housing	16 468	19 186	19 164	328	2 143	9 582	(7 439)	-78%	19 164
Housing	16 143	17 593	17 571	317	2 022	8 785	(6 763)	-77%	17 571
Informal Settlements	325	1 594	1 594	11	121	797	(676)	-85%	1 594

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD budget
Economic and environmental services	**62 903**	**65 573**	**66 267**	**6 403**	**25 175**	**33 133**	**(7 958)**	**-24%**	**66 267**
Planning and development	8 797	10 614	10 856	766	4 090	5 428	(1 338)	-25%	10 856
Corporate Wide Strategic Planning (IDPs, LEDs)	1 761	2 308	2 304	134	781	1 152	(371)	-32%	2 304
Economic Development/Planning	1 921	2 215	2 217	158	647	1 108	(461)	-42%	2 217
Town Planning, Building Regulations and Enforcement	3 637	3 748	3 997	341	1 879	1 999	(119)	-6%	3 997
Project Management Unit	1 479	2 342	2 338	133	782	1 169	(387)	-33%	2 338
Road transport	52 785	53 213	52 741	5 499	20 368	26 371	(6 003)	-23%	52 741
Police Forces, Traffic and Street Parking Control	31 375	28 142	28 162	1 461	7 479	14 081	(6 602)	-47%	28 162
Roads	21 410	25 071	24 579	4 038	12 889	12 290	599	5%	24 579
Environmental protection	1 321	1 747	2 669	138	717	1 335	(617)	-46%	2 669
Biodiversity and Landscape	388	1 747	2 669	35	206	1 335	(1 128)	-85%	2 669
Pollution Control	934	–	–	104	511	–	511		–
Trading services	**293 298**	**317 593**	**315 762**	**30 040**	**128 219**	**157 881**	**(29 662)**	**-19%**	**315 762**
Energy sources	201 572	224 738	223 239	14 936	88 421	111 620	(23 199)	-21%	223 239
Electricity	199 399	222 463	220 964	14 795	86 990	110 482	(23 493)	-21%	220 964
Street Lighting and Signal Systems	2 173	2 275	2 275	141	1 431	1 137	294	26%	2 275
Water management	28 025	28 985	28 768	5 604	12 371	14 384	(2 013)	-14%	28 768
Water Treatment	34	1 458	1 458	2	12	729	(718)	-98%	1 458
Water Distribution	25 401	23 935	23 968	5 160	10 639	11 984	(1 345)	-11%	23 968
Water Storage	2 590	3 592	3 341	442	1 720	1 671	49	3%	3 341
Waste water management	28 364	29 256	29 089	5 557	13 086	14 544	(1 458)	-10%	29 089
Public Toilets	1 363	1 660	1 658	130	711	829	(118)	-14%	1 658
Sewerage	20 919	19 661	19 671	4 165	9 034	9 836	(801)	-8%	19 671
Storm Water Management	6 049	5 621	5 444	1 262	3 339	2 722	617	23%	5 444
Waste Water Treatment	33	2 315	2 315	1	2	1 158	(1 156)	-100%	2 315
Waste management	35 338	34 615	34 666	3 943	14 341	17 333	(2 992)	-17%	34 666
Solid Waste Disposal (Landfill Sites)	8 543	10 735	10 763	496	2 051	5 381	(3 330)	-62%	10 763
Solid Waste Removal	25 366	22 639	22 662	3 305	11 550	11 331	219	2%	22 662
Street Cleaning	1 429	1 241	1 241	142	740	621	119	19%	1 241
Other	828	893	893	3	417	447	(30)	-7%	893
Licensing and Regulation	60	87	87	3	14	44	(30)	-68%	87
Tourism	768	806	806	–	403	403	(0)	0%	806
Total Expenditure - Functional	**516 217**	**582 344**	**580 705**	**54 342**	**236 741**	**290 352**	**(53 612)**	**-18%**	**580 705**
Surplus/ (Deficit) for the year	**48 192**	**33 372**	**36 817**	**19 205**	**55 801**	**18 409**	**37 393**	**203%**	**36 817**

The table provides detail of revenue and expenditure according to municipal votes including capital transfers.

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Q2 Second Quarter

Vote Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	83 282	89 434	89 434	4 229	55 618	44 717	10 901	24.4%	89 434
Vote 2 - Community Services	128 355	167 972	168 912	28 990	70 541	84 456	(13 915)	-16.5%	168 912
Vote 3 - Corporate Services	212	597	697	–	145	348	(204)	-58.5%	697
Vote 4 - Technical Services	352 005	356 363	357 129	40 283	165 967	178 564	(12 598)	-7.1%	357 129
Vote 5 - Muncipal Manager	554	1 350	1 350	44	272	675	(403)	-59.7%	1 350
Total Revenue by Vote	**564 409**	**615 716**	**617 522**	**73 547**	**292 542**	**308 761**	**(16 219)**	**-5.3%**	**617 522**
Vote 1 - Financial Services	27 219	45 537	42 845	3 979	18 447	21 422	(2 975)	-13.9%	42 845
Vote 2 - Community Services	106 806	115 777	115 420	8 352	38 121	57 710	(19 588)	-33.9%	115 420
Vote 3 - Corporate Services	50 721	56 641	60 455	6 388	29 770	30 228	(458)	-1.5%	60 455
Vote 4 - Technical Services	321 647	351 143	349 177	34 762	145 098	174 589	(29 490)	-16.9%	349 177
Vote 5 - Muncipal Manager	9 824	13 246	13 057	860	5 304	6 529	(1 225)	-18.8%	13 057
Total Expenditure by Vote	**516 217**	**582 344**	**580 954**	**54 342**	**236 741**	**290 477**	**(53 736)**	**-18.5%**	**580 954**
Surplus/ (Deficit) for the year	**48 192**	**33 372**	**36 568**	**19 205**	**55 801**	**18 284**	**37 517**	**205.2%**	**36 568**

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Q2 Second Quarter

Vote Description	2017/18	Budget Year 2018/19							
R thousand	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	**83 282**	**89 434**	**89 434**	**4 229**	**55 618**	**44 717**	10 901	24%	**89 434**
1.1 - Assessment Rates	60 998	73 667	73 667	3 132	45 644	36 834	8 811	24%	73 667
1.2 - Treasury: Administration	22 570	19 029	19 029	1 139	10 489	9 514	974	10%	19 029
1.3 - Treasury: Debtors	(1 058)	(3 487)	(3 487)	(42)	(574)	(1 744)	1 170	-67%	(3 487)
1.4 - Treasury: Credit controle	90	210	210	0	27	105	(78)	-75%	210
1.5 - Supply Chain Management	682	16	16	0	32	8	24	305%	16
Vote 2 - Community Services	**128 355**	**167 972**	**168 912**	**28 990**	**70 541**	**84 456**	**(13 915)**	-16%	**168 912**
2.1 - Cemetries	246	210	210	13	110	105	5	5%	210
2.2 - Housing: Administration	13 006	33 612	33 612	21	295	16 806	(16 511)	-98%	33 612
2,3 - Library Services	8 130	9 406	9 406	7	39	4 703	(4 664)	-99%	9 406
2,4 - Fire Protection Sevices	3	6	6	0	0	3	(3)	-92%	6
2,5 - Pine Forest : Administration	7 346	8 573	8 573	237	2 752	4 286	(1 535)	-36%	8 573
2.7-Community Halls And Facilities	321	571	571	19	163	285	(123)	-43%	571
2.8-Licensing & Regulation	100	103	103	13	90	52	38	74%	103
2.9-Enviromental Protection	2	12	952	3	8	476	(468)	-98%	952
2.10-Parks	(2)	107	107	–	–	53	(53)	-100%	107
2.11-Traffic	26 637	21 289	21 289	284	2 692	10 644	(7 952)	-75%	21 289
2.13-Social & Welfare Services	72 016	88 298	88 298	28 381	64 305	44 149	20 157	46%	88 298
2.15-Recreational Land	130	446	446	3	54	223	(169)	-76%	446
2.16-Swimming Pools	126	175	175	10	33	88	(54)	-62%	175
2.17-Vehicle Licensing & Testing	–	4 878	4 878	–	–	2 439	(2 439)	-100%	4 878
2.18-L E D	295	288	288	–	–	144	(144)	-100%	288
Vote 3 - Corporate Services	**212**	**597**	**697**	–	**145**	**348**	**(204)**	-58%	**697**
3.3-Human Resources	212	585	585	–	145	292	(148)	-51%	585
3.7-Marketing & Communications	–	4	104	–	–	52	(52)	-100%	104
3.9-Administration	0	8	8	–	0	4	(4)	-98%	8
Vote 4 - Technical Services	**352 005**	**356 363**	**357 129**	**40 283**	**165 967**	**178 564**	**(12 598)**	-7%	**357 129**
4.1-Building Regulations & Enforce	690	848	848	26	526	424	102	24%	848
4.2-Electricity: Administration	211 203	240 464	240 464	14 565	103 521	120 232	(16 711)	-14%	240 464
4.3-Electricity: Street Lights	–	1 348	1 348	103	103	674	(570)	-85%	1 348
4.5-Sewerage	40 320	18 541	18 541	5 221	15 896	9 271	6 625	71%	18 541
4.7-Town Planning	303	713	713	9	79	357	(277)	-78%	713
4.8-Stormwater Management	1 789	4 133	4 133	2 541	2 541	2 067	475	23%	4 133
4.9-Roads	4 189	14 993	14 993	9 550	9 557	7 497	2 060	27%	14 993
4.10-Solid Waste (Dumping Site)	859	1 296	1 296	1	212	648	(436)	-67%	1 296
4.11-Solid Waste (Garden)	–	4	4	–	–	2	(2)	-100%	4
4.12-Solid Waste (Removal)	25 107	21 343	21 609	1 995	12 374	10 805	1 569	15%	21 609
4.14-Water Distribution	67 545	52 679	53 179	6 271	21 157	26 590	(5 432)	-20%	53 179
Vote 5 - Muncipal Manager	**554**	**1 350**	**1 350**	**44**	**272**	**675**	(403)	-60%	**1 350**
5.1-Property & Legal Services	543	819	819	44	272	410	(138)	-34%	819
5.3-Project Management	11	531	531	–	–	266	(266)	-100%	531
Total Revenue by Vote	**564 409**	**615 716**	**617 522**	**73 547**	**292 542**	**308 761**	(16 219)	-5%	**617 522**
Vote 1 - Financial Services	**27 219**	**45 537**	**42 845**	**3 979**	**18 447**	**21 422**	(2 975)	-14%	**42 845**
1.1 - Assessment Rates	(1 651)	870	870	1 004	1 514	435	1 079	248%	870
1.2 - Treasury: Administration	9 688	23 200	20 609	1 381	7 455	10 304	(2 849)	-28%	20 609
1.3 - Treasury: Debtors	5 136	5 977	5 891	427	2 443	2 946	(502)	-17%	5 891
1.4 - Treasury: Credit controle	7 420	7 980	8 076	625	3 822	4 038	(216)	-5%	8 076
1.5 - Supply Chain Management	4 871	5 844	5 723	401	2 350	2 862	(512)	-18%	5 723
1.6 - Director: Finance	1 755	1 665	1 676	141	863	838	25	3%	1 676
Vote 2 - Community Services	**106 806**	**115 777**	**115 420**	**8 352**	**38 121**	**57 710**	**(19 588)**	-34%	**115 420**
2.1 - Cemetries	2 581	3 272	3 247	252	1 398	1 624	(225)	-14%	3 247
2.2 - Housing: Administration	16 468	19 186	19 164	328	2 143	9 582	(7 439)	-78%	19 164
2,3 - Library Services	9 079	10 258	10 265	996	4 819	5 132	(313)	-6%	10 265
2,4 - Fire Protection Sevices	9 196	8 925	8 925	927	4 601	4 463	138	3%	8 925
2,5 - Pine Forest : Administration	10 404	10 619	10 590	1 066	4 831	5 295	(464)	-9%	10 590
2.6-Klipriver Park: Administration	867	1 258	1 256	86	446	628	(182)	-29%	1 256
2.7-Community Halls And Facilities	5 043	5 501	5 506	617	2 445	2 753	(308)	-11%	5 506
2.8-Licensing & Regulation	60	87	87	3	14	44	(30)	-68%	87
2.9-Enviromental Protection	1 321	1 747	2 686	138	717	1 343	(626)	-47%	2 686
2.10-Parks	5 578	6 904	6 902	838	2 918	3 451	(533)	-15%	6 902
2.11-Traffic	27 953	24 311	24 347	1 170	5 751	12 174	(6 423)	-53%	24 347
2.12-Disaster Management	57	56	56	5	13	28	(14)	-52%	56
2.13-Social & Welfare Services	4 575	5 731	5 671	490	2 272	2 836	(564)	-20%	5 671
2.15-Recreational Land	4 391	4 748	4 748	498	2 148	2 374	(226)	-10%	4 748
2.16-Swimming Pools	2 322	5 592	4 532	468	1 050	2 266	(1 216)	-54%	4 532
2.17-Vehicle Licensing & Testing	3 422	3 831	3 835	290	1 728	1 917	(189)	-10%	3 835
2.18-L E D	1 921	2 215	2 217	158	647	1 108	(461)	-42%	2 217
2.19-Director: Community Services	1 569	1 535	1 385	21	178	692	(514)	-74%	1 385
Vote 3 - Corporate Services	**50 721**	**56 641**	**60 455**	**6 388**	**29 770**	**30 228**	**(458)**	-2%	**60 455**
3.1-Property Administration	3 529	410	409	705	884	205	680	332%	409
3.2-Information Tecnology	2 056	3 107	4 042	510	1 350	2 021	(671)	-33%	4 042

3.3-Human Resources	17 485	19 167	19 185	2 064	12 585	9 592	2 993	31%	19 185
3.5-Council Cost	13 781	17 908	18 076	1 499	6 960	9 038	(2 078)	-23%	18 076
3.5-Town Secretary	1 200	1 298	1 298	106	644	649	(5)	-1%	1 298
3.6-Tourism	768	806	806	–	403	403	(0)	0%	806
3.7-Marketing & Communications	3 055	3 652	3 730	313	1 644	1 865	(221)	-12%	3 730
3.8-Thusong Centre	417	422	472	29	184	236	(52)	-22%	472
3.9-Administration	6 811	8 113	10 634	1 012	4 335	5 317	(982)	-18%	10 634
3.10-Director Corporate Services	1 620	1 758	1 804	150	780	902	(122)	-14%	1 804
Vote 4 - Technical Services	**321 647**	**351 143**	**349 177**	**34 762**	**145 098**	**174 589**	**(29 490)**	**-17%**	**349 177**
4.1-Building Regulations & Enforce	2 500	2 558	2 558	244	1 289	1 279	10	1%	2 558
4.2-Electricity: Administration	199 246	223 698	221 670	14 606	87 143	110 835	(23 693)	-21%	221 670
4.3-Electricity: Street Lights	134	–	–	67	67	–	67	#DIV/0!	–
4.4-Mechanical Workshop	1 756	3 122	3 109	196	1 276	1 555	(279)	-18%	3 109
4.4-Public Toilets	1 363	1 660	1 658	130	711	829	(118)	-14%	1 658
4.5-Sewerage	23 139	22 748	23 359	4 428	10 247	11 680	(1 433)	-12%	23 359
4.7-Town Planning	1 136	1 189	1 439	97	590	720	(129)	-18%	1 439
4.8-Stormwater Management	6 049	5 621	5 445	1 262	3 339	2 723	617	23%	5 445
4.9-Roads	21 410	25 071	24 579	4 038	12 889	12 290	599	5%	24 579
4.10-Solid Waste (Dumping Site)	8 543	10 735	10 763	496	2 051	5 381	(3 330)	-62%	10 763
4.11-Solid Waste (Garden)	13 672	12 443	12 320	1 218	5 952	6 160	(208)	-3%	12 320
4.12-Solid Waste (Removal)	13 122	11 437	11 583	2 229	6 337	5 791	546	9%	11 583
4.13-Water Storage	2 590	3 606	3 356	442	1 720	1 678	42	3%	3 356
4.14-Water Distribution	25 435	25 615	25 648	5 161	10 650	12 824	(2 174)	-17%	25 648
4.15-Director: Technical Services	1 552	1 641	1 689	147	836	844	(9)	-1%	1 689
Vote 5 - Muncipal Manager	**9 824**	**13 246**	**13 057**	**860**	**5 304**	**6 529**	**(1 225)**	**-19%**	**13 057**
5.1-Property & Legal Services	1 805	2 463	2 452	137	1 131	1 226	(95)	-8%	2 452
5.2-IDP	1 761	2 308	2 304	134	781	1 152	(371)	-32%	2 304
5.3-Project Management	512	1 028	1 023	48	269	512	(243)	-47%	1 023
5.4-Performance Management	967	1 314	1 314	85	513	657	(144)	-22%	1 314
5.5-Internal Audit	2 147	2 511	2 511	200	1 200	1 255	(55)	-4%	2 511
5.6-Municipal Manager	2 632	3 622	3 452	256	1 409	1 726	(317)	-18%	3 452
Total Expenditure by Vote	**516 217**	**582 344**	**580 954**	**54 342**	**236 741**	**290 477**	**(53 736)**	**(0)**	**580 954**
Surplus/ (Deficit) for the year	**48 192**	**33 372**	**36 568**	**19 205**	**55 801**	**18 284**	**37 517**	**0**	**36 568**

The table provides detail of revenue according to source and expenditure according to type.

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q2 Second Quarter

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	63 712	70 002	70 002	3 336	49 818	35 001	14 817	42%	70 002
Service charges - electricity revenue	210 359	235 714	235 714	14 275	102 918	117 857	(14 939)	-13%	235 714
Service charges - water revenue	45 429	41 882	41 882	2 799	16 093	20 941	(4 848)	-23%	41 882
Service charges - sanitation revenue	26 997	17 387	17 387	1 913	11 759	8 693	3 066	35%	17 387
Service charges - refuse revenue	23 384	21 424	21 424	1 803	11 505	10 712	793	7%	21 424
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	5 990	10 198	10 198	206	2 274	5 099	(2 825)	-55%	10 198
Interest earned - external investments	8 122	8 198	8 198	491	3 181	4 099	(919)	-22%	8 198
Interest earned - outstanding debtors	10 927	7 284	7 284	894	4 904	3 642	1 262	35%	7 284
Dividends received	–	4	4	–	–	2	(2)	-100%	4
Fines, penalties and forfeits	22 002	18 904	18 904	7	641	9 452	(8 811)	-93%	18 904
Licences and permits	4 751	3 655	3 655	289	2 163	1 828	336	18%	3 655
Agency services	–	4 878	4 878	–	–	2 439	(2 439)	-100%	4 878
Transfers recognised - operational	93 967	91 069	92 875	28 493	64 905	46 438	18 468	40%	92 875
Other revenue	13 993	9 271	9 271	391	3 575	9 271	(5 696)	-61%	9 271
Gains on disposal of PPE	–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	**529 632**	**539 869**	**541 676**	**54 897**	**273 737**	**275 473**	**(1 737)**	**-1%**	**541 676**
Expenditure By Type									
Employee related costs	155 415	177 699	174 891	14 610	86 674	87 446	(771)	-1%	174 891
Remuneration of councillors	9 170	10 709	10 709	761	4 521	5 355	(833)	-16%	10 709
Debt impairment	1 108	22 203	22 203	–	–	11 101	(11 101)	-100%	(0)
Depreciation & asset impairment	28 699	43 032	44 032	12 524	12 531	22 016	(9 485)	-43%	56 492
Finance charges	8 675	3 671	3 685	57	392	1 843	(1 450)	-79%	3 685
Bulk purchases	179 705	197 541	197 541	11 474	77 153	98 770	(21 617)	-22%	197 541
Other materials	15 173	21 021	20 601	848	7 185	10 301	(3 115)	-30%	20 601
Contracted services	36 101	41 902	41 291	3 760	18 094	20 645	(2 551)	-12%	41 291
Transfers and grants	13 920	14 407	14 358	2	684	7 179	(6 495)	-90%	14 358
Other expenditure	68 250	50 159	51 535	10 305	29 505	25 767	3 738	15%	56 465
Loss on disposal of PPE	–	–	–	–	–	–	–		–
Total Expenditure	**516 217**	**582 344**	**580 846**	**54 342**	**236 741**	**290 423**	**(53 682)**	**-18%**	**576 034**
Surplus/(Deficit)	**13 415**	**(42 474)**	**(39 170)**	**555**	**36 996**	**(14 950)**	**51 945**	**(0)**	**(34 358)**
Transfers recognised - capital	34 777	75 847	75 847	18 651	18 805	37 923	(19 118)	(0)	75 847
Contributions recognised - capital	–	–	–	–	–	–	–		–
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	**48 192**	**33 372**	**36 676**	**19 205**	**55 801**	**22 973**			**41 488**
Surplus/(Deficit) attributable to	**48 192**	**33 372**	**36 676**	**19 205**	**55 801**	**22 973**			**41 488**
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	**48 192**	**33 372**	**36 676**	**19 205**	**55 801**	**22 973**			**41 488**

The revenue and expenditure figures excludes internal charges.

The tables provides detail of capital expenditure according to municipal votes.

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Q2 Second Quarter

Vote Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Multi-Year expenditure appropriation									
Vote 2 - Community Services	–	650	890	–	6	445	(439)	-99%	890
Vote 4 - Technical Services	14 570	45 777	45 777	257	15 485	22 889	(7 403)	-32%	45 777
Total Capital Multi-year expenditure	**14 570**	**46 427**	**46 667**	**257**	**15 491**	**23 334**	**(7 842)**	**-34%**	**46 667**
Single Year expenditure appropriation									
Vote 1 - Financial Services	215	180	180	–	5	90	(85)	-94%	180
Vote 2 - Community Services	5 950	4 282	5 569	83	212	2 784	(2 572)	-92%	5 569
Vote 3 - Corporate Services	1 257	970	1 911	123	244	955	(711)	-74%	1 911
Vote 4 - Technical Services	41 782	29 312	31 122	1 714	15 941	15 561	380	2%	31 122
Vote 5 - Muncipal Manager	27	150	150	1	1	75	(74)	-99%	150
Total Capital single-year expenditure	49 231	34 894	38 931	1 921	16 404	19 466	**(3 061)**	**-16%**	38 931
Total Capital Expenditure	**63 800**	**81 321**	**85 599**	**2 178**	**31 896**	**42 799**	**(10 904)**	**-25%**	**85 599**

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Q2 Second Quarter

Vote Description R thousands	2017/18 Audited Outcome	Budget Year 2018/19 Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification									
Governance and administration	1 587	1 360	3 383	130	290	1 691	(1 401)	-83%	3 383
Executive and council	290	270	1 452	7	73	726	(653)	-90%	1 452
Finance and administration	1 297	1 090	1 931	123	217	965	(748)	-78%	1 931
Community and public safety	3 586	3 402	4 693	21	88	2 346	(2 258)	-96%	4 693
Community and social services	645	1 000	1 304	–	0	652	(652)	-100%	1 304
Sport and recreation	2 034	2 402	3 389	21	88	1 694	(1 606)	-95%	3 389
Public safety	549	–	–	–	–	–	–		–
Housing	359	–	–	–	–	–	–		–
Economic and environmental service	11 549	29 768	30 109	1 030	17 743	15 055	2 688	18%	30 109
Planning and development	20	–	236	57	109	118	(9)	-7%	236
Road transport	11 529	28 268	28 373	974	17 634	14 187	3 447	24%	28 373
Environmental protection	–	1 500	1 500	–	–	750	(750)	-100%	1 500
Trading services	47 078	46 791	47 414	998	13 774	23 707	(9 933)	-42%	47 414
Energy sources	4 728	11 654	11 654	126	2 523	5 827	(3 304)	-57%	11 654
Water management	22 269	14 746	15 246	524	4 171	7 623	(3 452)	-45%	15 246
Waste water management	16 820	19 219	19 342	195	6 072	9 671	(3 599)	-37%	19 342
Waste management	3 261	1 171	1 171	154	1 008	586	422	72%	1 171
Total Capital Expenditure - Standard Cl	63 800	81 321	85 599	2 178	31 896	42 799	(10 904)	-25%	85 599
Funded by:									
National Government	20 014	33 070	33 070	971	6 151	16 535	(10 383)	-63%	33 070
Provincial Government	14 170	19 569	19 569	–	12 500	9 784	2 716	28%	19 569
District Municipality	–	300	800	457	457	400	57	14%	800
Transfers recognised - capital	34 183	52 938	53 438	1 427	19 108	26 719	(7 611)	-28%	53 438
Borrowing	3 528	1 550	1 550	–	494	775	(281)	-36%	1 550
Internally generated funds	26 089	26 833	30 610	751	12 294	15 305	(3 011)	-20%	30 610
Total Capital Funding	63 800	81 321	85 599	2 178	31 896	42 799	(10 904)	-25%	85 599

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - A - Q2 Second Quarter

Vote Description	2017/18	Budget Year 2018/19							
R thousand	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital expenditure - Municipal Vote									
Expenditure of multi-year capital appropriation									
Vote 2 - Community Services	–	**350**	**590**	–	**6**	**295**	(289)	-98%	**590**
2.10-Parks	–	350	590	–	6	295	(289)	-98%	590
Vote 3 - Corporate Services	–	**300**	**300**	–	–	**150**	(150)	-100%	**300**
3.5-Council Cost	–	300	300	–	–	150	(150)	-100%	300
Vote 4 - Technical Services	**14 570**	**45 777**	**45 777**	**257**	**15 485**	**22 889**	**(4 080)**	**-18%**	**45 777**
4.2-Electricity: Administration	–	9 648	9 648	–	2 020	4 824	(2 804)	-58%	9 648
4.3-Electricity: Street Lights	–	1 887	1 887	103	450	943	(493)	-52%	1 887
4.5-Sewerage	–	4 636	4 636	–	3 125	2 318	807	35%	4 636
4.8-Stormwater Management	–	10 684	10 684	–	2 541	5 342	(2 801)	-52%	10 684
4.9-Roads	–	5 406	5 406	–	3 709	2 703	1 006	37%	5 406
4.10-Solid Waste (Dumping Site)	–	621	621	154	515	311	204	66%	621
4.14-Water Distribution	14 570	12 896	12 896	–	3 125	6 448			12 896
Total multi-year capital expenditure	**14 570**	**46 427**	**46 667**	**257**	**15 491**	**23 334**	(7 842)	-34%	**46 667**
							–		
Capital expenditure - Municipal Vote									
Expenditue of single-year capital appropriation							–		
Vote 1 - Financial Services	**215**	**180**	**180**	–	**5**	**90**	**(85)**	**-94%**	**180**
1.2 - Treasury: Administration	176	150	150	–	–	75	(75)	-100%	150
1.6 - Director: Finance	39	30	30	–	5	15	(10)	-66%	30
Vote 2 - Community Services	**14 784**	**46 607**	**5 569**	**83**	**212**	**2 784**	**(2 572)**	**-92%**	**5 569**
2.1 - Cemetries	14 570	46 427	–	–	–	–	–		–
2,3 - Library Services	–	–	400	–	–	200	(200)	-100%	400
2,5 - Pine Forest : Administration	215	180	412	–	–	206	(206)	-100%	412
2.7-Community Halls And Facilities	–	–	609	–	0	304	(304)	-100%	609
2.9-Enviromental Protection	–	–	1 500	–	–	750	(750)	-100%	1 500
2.10-Parks	–	–	1 985	21	82	992	(910)	-92%	1 985
2.16-Swimming Pools			102	–	–	51	(51)	-100%	102
2.18-L E D			531	57	109	266	(156)	-59%	531
2.19-Director: Community Services			30	6	21	15	6	38%	30
Vote 3 - Corporate Services	**1 257**	**970**	**1 911**	**123**	**244**	**955**	**(711)**	**-74%**	**1 911**
3.2-Information Tecnology	314	350	350	–	70	175	(105)	-60%	350
3.7-Marketing & Communications	661	190	258	103	127	129	(2)	-1%	258
3.9-Administration	113	400	1 173	20	20	586	(566)	-97%	1 173
3.10-Director Corporate Services	169	30	130	–	27	65	(38)	-58%	130
Vote 4 - Technical Services	**41 782**	**29 312**	**31 122**	**1 714**	**15 941**	**15 561**	**380**	**2%**	**31 122**
4.2-Electricity: Administration	3 794	120	120	22	52	60	(8)	-13%	120
4.3-Electricity: Street Lights	934	–	–	–	–	–	–		–
4.4-Mechanical Workshop	33	–	–	–	–	–	–		–
4.4-Public Toilets	–	500	500	–	–	250	(250)	-100%	500
4.5-Sewerage	15 031	3 100	3 223	195	406	1 611	(1 206)	-75%	3 223
4.8-Stormwater Management	1 789	300	300	–	–	150	(150)	-100%	300
4.9-Roads	9 211	22 862	22 967	974	13 925	11 484	2 441	21%	22 967
4.11-Solid Waste (Garden)	3 261	550	550	–	494	275	219	79%	550
4.14-Water Distribution	7 699	1 850	2 350	524	1 046	1 175	(129)	-11%	2 350
4.15-Director: Technical Services	30	30	1 112	–	19	556	(537)	-97%	1 112
Vote 5 - Muncipal Manager	**27**	**150**	**150**	**1**	**1**	**75**	**(74)**	**-99%**	**150**
5.3-Project Management	11	20	20	1	1	10	(9)	-91%	20
5.6-Municipal Manager	15	130	130	–	–	65	(65)	-100%	130
Total single-year capital expenditure	**58 065**	**77 219**	**38 931**	**1 921**	**16 404**	**19 466**	**(3 061)**	**(0)**	**38 931**
Total Capital Expenditure	**72 635**	**123 646**	**85 599**	**2 178**	**31 896**	**42 799**	**(10 904)**	**(0)**	**85 599**

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - Q2 Second Quarter

Description	2017/18	Budget Year 2018/19			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash	97 506	83 129	177 259	38 656	38 656
Call investment deposits	–	47	47	85 000	85 000
Consumer debtors	57 003	(33 750)	23 254	67 255	67 255
Other debtors	12 701	14 940	27 641	7 883	7 883
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 402	1 435	13 903	10 373	10 373
Total current assets	**178 612**	**65 801**	**242 104**	**209 168**	**209 168**
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	4	4	–	–
Investment property	45 660	(626)	45 034	45 518	45 518
Investments in Associate	–	–	–	–	–
Property, plant and equipment	856 160	38 951	899 388	863 400	875 860
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 837	(36)	2 802	2 650	2 650
Other non-current assets	550	–	550	550	550
Total non current assets	**905 207**	**38 293**	**947 778**	**912 118**	**924 578**
TOTAL ASSETS	**1 083 819**	**104 095**	**1 189 882**	**1 121 286**	**1 133 746**
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	6 418	–	6 418	6 722	6 722
Trade and other payables	53 808	46 998	99 564	44 405	44 405
Provisions	17 426	8 491	25 917	16 426	16 426
Total current liabilities	**77 653**	**55 489**	**131 900**	**67 553**	**67 553**
Non current liabilities					
Borrowing	4 175	2 200	6 389	2 573	2 573
Provisions	154 570	13 033	167 603	160 398	160 398
Total non current liabilities	**158 745**	**15 233**	**173 993**	**162 971**	**162 971**
TOTAL LIABILITIES	**236 399**	**70 723**	**305 893**	**230 524**	**230 524**
NET ASSETS	**847 421**	**33 372**	**883 989**	**890 761**	**903 222**
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	837 066	33 372	873 634	892 867	892 867
Reserves	10 355	–	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	**847 421**	**33 372**	**883 989**	**903 222**	**903 222**

The cash flows for the year to date are indicated in the following table:

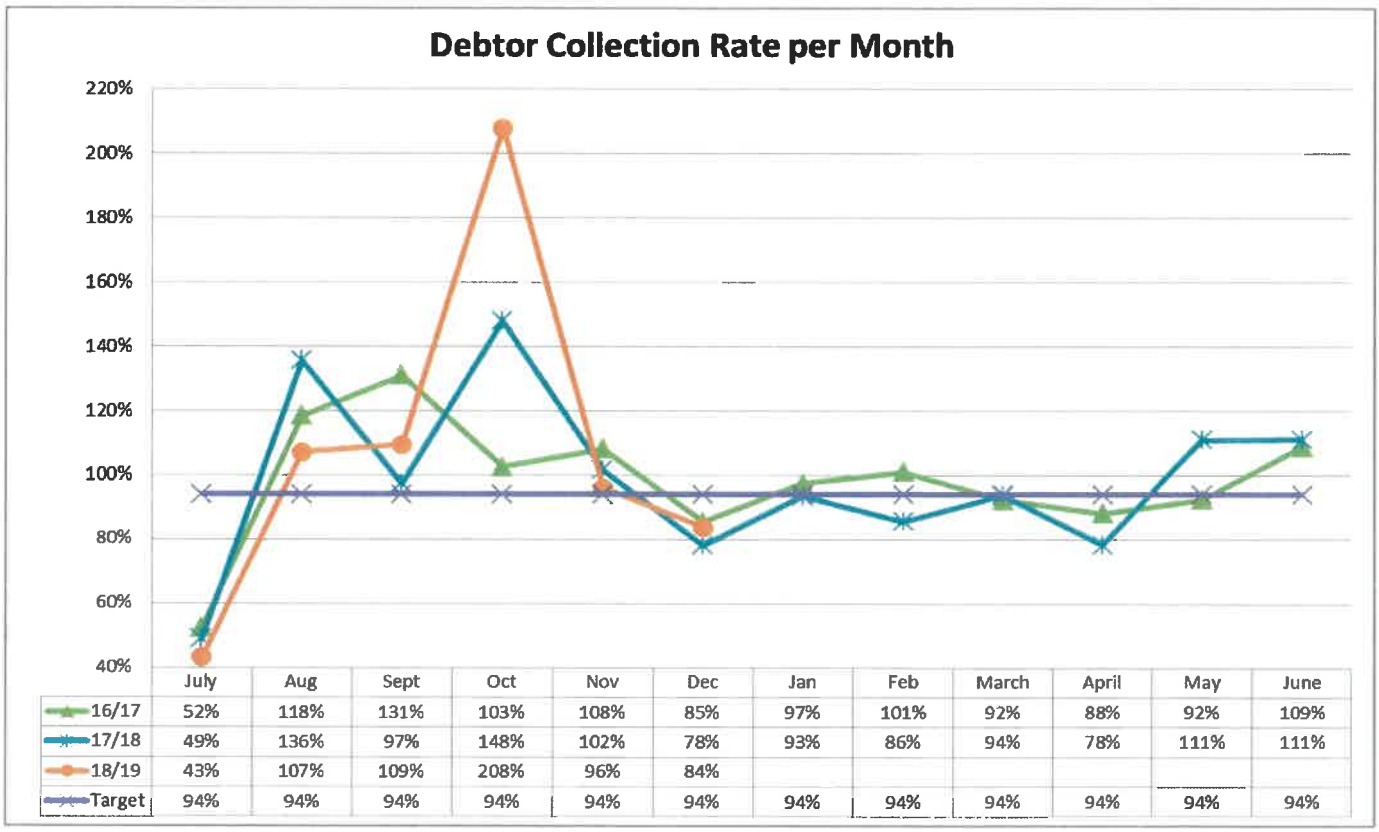
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - Q2 Second Quarter

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	63 592	61 689	61 689	3 164	45 649	30 845	14 805	48%	61 689
Service charges	308 615	291 601	291 601	22 286	161 703	145 800	15 903	11%	291 601
Other revenue	–	17 246	17 246	745	10 118	8 623	1 495	17%	17 246
Government - operating	132 666	97 846	97 846	28 183	73 822	48 923	24 899	51%	97 846
Government - capital	–	63 230	63 230	7 566	33 466	31 615	1 851	6%	63 230
Interest	19 166	13 112	13 112	491	3 181	6 556	(3 375)	-51%	13 112
Dividends									
Payments									
Suppliers and employees	(424 386)	(369 994)	(369 994)	(71 540)	(266 124)	(184 997)	81 127	-44%	(369 994)
Finance charges	(15 676)	(938)	(938)	(57)	(145)	(469)	(324)	69%	(938)
Transfers and Grants	–	(587)	(587)	(2)	(684)	(294)	390	-133%	(587)
NET CASH FROM/(USED) OPERATING ACTIVITIES	**83 978**	**173 205**	**173 205**	**(9 164)**	**60 986**	**86 603**	**136 770**	**158%**	**173 205**
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	3 790	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	(35 000)	(85 000)	–	(85 000)		–
Payments									
Capital assets	(63 800)	(83 247)	(83 247)	(2 511)	(34 084)	(41 623)	(7 540)	18%	(83 247)
NET CASH FROM/(USED) INVESTING ACTIVITIES	**(60 010)**	**(83 247)**	**(83 247)**	**(37 511)**	**(119 084)**	**(41 623)**	**77 460**	**-186%**	**(83 247)**
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	3 500	3 500	–	–	1 750	(1 750)	-100%	3 500
Increase (decrease) in consumer deposits	1 023	–	–	46	409	–	409		–
Payments									–
Repayment of borrowing	(3 818)	–	–	(109)	(1 167)	–	1 167		–
NET CASH FROM/(USED) FINANCING ACTIVITIES	**(2 795)**	**3 500**	**3 500**	**(63)**	**(758)**	**1 750**	**2 508**	**143%**	**(758)**
									–
NET INCREASE/ (DECREASE) IN CASH HELD	**21 173**	**93 458**	**93 458**	**(46 738)**	**(58 855)**	**46 729**			**93 458**
Cash/cash equivalents at beginning:	76 333	–	–		97 502	–			97 502
Cash/cash equivalents at month/year end:	97 506	93 458	93 458		38 647	46 729			190 961

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

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q2 Second Quarter

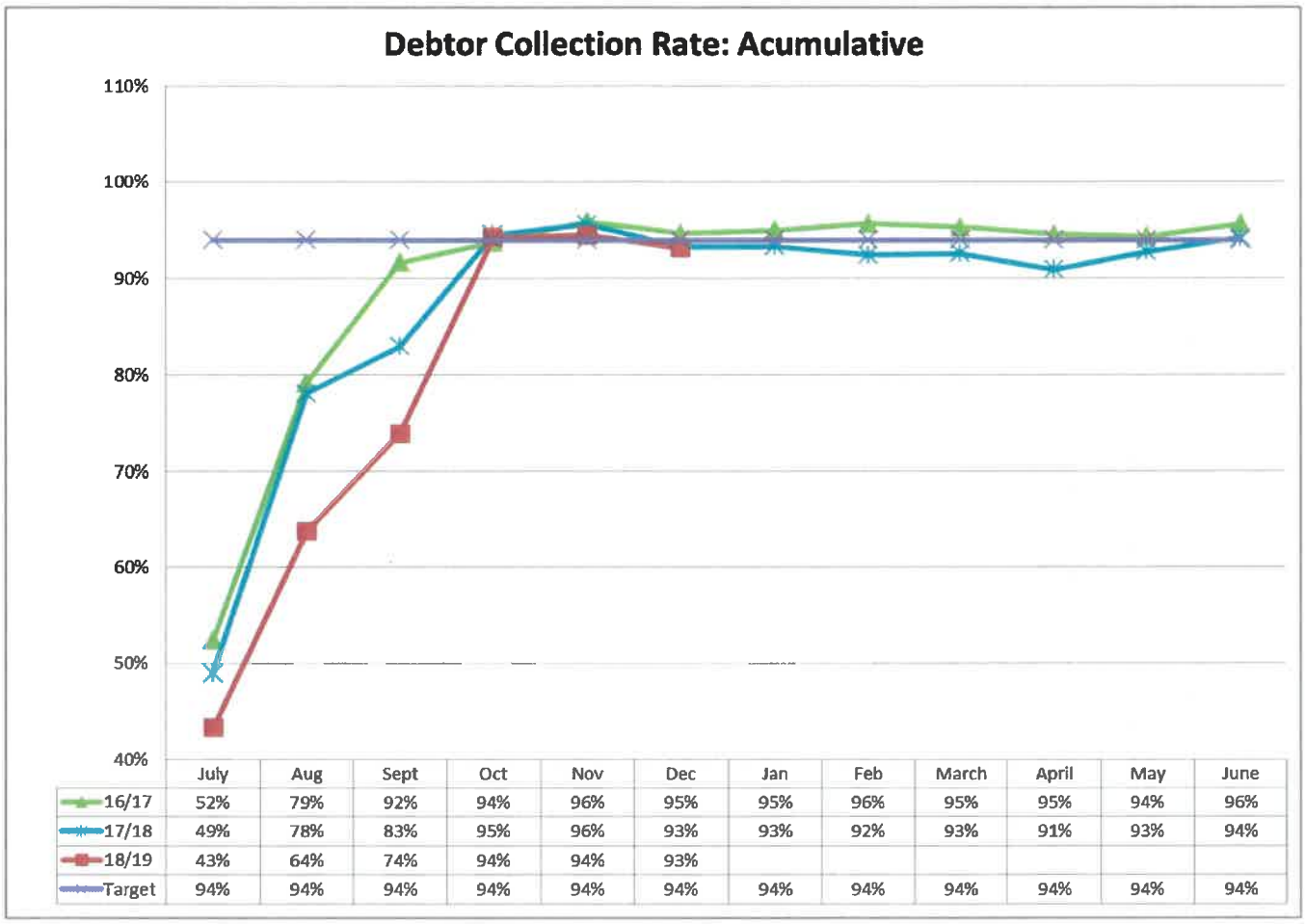
Description	NT Code	Budget Year 2018/19									
R thousands		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	8 553	1 076	940	946	1 146	954	7 246	27 918	48 780	38 210
Electricity	1300	11 368	744	709	491	393	351	1 426	1 169	16 651	3 829
Property Rates	1400	4 479	416	275	3 866	200	157	791	12 176	22 358	17 189
Waste Water Management	1500	5 565	698	656	653	640	592	3 237	13 947	25 988	19 069
Waste Management	1600	5 708	725	689	597	600	646	2 815	15 386	27 166	20 044
Property Rental Debtors	1700	150	17	16	16	15	15	88	551	868	685
Interest on Arrear Accounts	1810	1 546	84	104	115	141	151	1 260	21 794	25 196	23 461
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(3 957)	35	70	28	33	46	179	873	(2 693)	1 159
Total By Income Source	**2000**	**33 410**	**3 796**	**3 460**	**6 712**	**3 169**	**2 913**	**17 042**	**93 813**	**164 314**	**123 648**
2017/18 - totals only										–	–
Debtors Age Analysis By Customer Group											
Organs of State	2200	920	782	757	1 780	337	299	1 036	2 659	8 570	6 112
Commercial	2300	10 067	417	323	1 448	301	319	1 268	6 318	20 460	9 653
Households	2400	21 095	2 379	2 193	2 946	2 345	2 094	13 546	76 427	123 025	97 359
Other	2500	1 329	218	188	538	185	202	1 191	8 408	12 259	10 524
Total By Customer Group	**2600**	**33 410**	**3 796**	**3 460**	**6 712**	**3 169**	**2 913**	**17 042**	**93 813**	**164 314**	**123 648**



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	118%	131%	103%	108%	85%	97%	101%	92%	88%	92%	109%
17/18	49%	136%	97%	148%	102%	78%	93%	86%	94%	78%	111%	111%
18/19	43%	107%	109%	208%	96%	84%						
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate effectiveness of collection against targets set for the relevant months. The target for the month is 94% while the actual figure for December 2018 amounts to 84% in comparison to the previous year 78 %.

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir December 2018 – 84 % beloop in vergelyking met die vorige jaar 78 %.



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	79%	92%	94%	96%	95%	95%	96%	95%	95%	94%	96%
17/18	49%	78%	83%	95%	96%	93%	93%	92%	93%	91%	93%	94%
18/19	43%	64%	74%	94%	94%	93%						
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate effectiveness of collection of debt against targets set for the year. The target for the year to date is 94% while the actual figure is 93%.

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van skuld te illustreer teen die teikens gestel vir die jaar. Die teiken vir die jaar tot datum is 94%, terwyl die werklike syfer 93% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q2 Second Quarter

Description R thousands	NT Code	Budget Year 2018/19								
		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	–	–	–	–	–	–	–	–	–
Bulk Water	0200	–	–	–	–	–	–	–	–	–
PAYE deductions	0300	–	–	–	–	–	–	–	–	–
VAT (output less input)	0400	–	–	–	–	–	–	–	–	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	–
Loan repayments	0600	–	–	–	–	–	–	–	–	–
Trade Creditors	0700	188	93	6	–	–	–	–	–	287
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Total By Customer Type	**1000**	188	93	6	–	–	–	–	–	287

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Q2 Second Quarter

Investments by maturity Name of institution & investment ID R thousands	Period of Investment Yrs/Months	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
Municipality								
ABSA	–	–	–	–		–	–	20 000
Investec	–	–	–	–		–	–	25 000
Nedbank	–	–	–	–		–	–	20 000
Standard Bank	–	–	–	–		–	–	10 000
FNB	–	–	–	–		–	–	10 000
	–	–	–	–		–	–	–
TOTAL INVESTMENTS AND INTEREST				–		–	–	**85 000**

Operating and Capital transfers recognised as revenue are indicated in the following table: Transfers are rcognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q2 Second Quarter

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
RECEIPTS:									
Operating Transfers and Grants									
National Government:	–	**88 231**	**88 231**	**28 493**	**64 899**	**44 115**	**20 783**	**47.1%**	**88 231**
Equitable Share	–	84 602	84 602	28 183	63 461	42 301	21 160	50.0%	84 602
Local Government Financial Management Grant [S	–	1 550	1 550	112	600	775	(175)	-22.6%	1 550
Expanded Public Works Programme Integrated Gra	–	1 548	1 548	198	838	774	65	8.3%	1 548
Municipal Infrastructure Grant [Schedule 5B]	–	531	531	–	–	266	(266)	-100.0%	531
Provincial Government:	–	**45 019**	**45 019**	–	**1 769**	**22 345**	**(20 575)**	**-92.1%**	**44 689**
Housing	–	32 839	32 839	–	155	16 420	(16 265)	-99.1%	32 839
Financial Management	–	360	360	–	–	180	(180)	-100.0%	360
Financial Management Support Grant	–	330	330	–	1 608	–	1 608		–
Libraries, Archives and Museum	–	9 342	9 342	–	–	4 671	(4 671)	-100.0%	9 342
Community Development Workers	–	148	148	–	6	74	(68)	-91.4%	148
Regional Socio-economic Project/Violence Preventi	–	2 000	2 000	–	–	1 000	(1 000)	-100.0%	2 000
District Municipality:	–	–	600	–	–	300	(300)	-100.0%	100
Other grant providers:	–	**576**	**3 488**	–	–	**250**	(250)	-100.0%	–
Water Drought Support	–	–	500	–	–	**250**	(250)	-100.0%	–
Other grant providers:	–	**288**	**1 494**	–	–	–	–		–
Belguim Grant	–	**288**	**794**	–	–	–	–		–
Table Mountain Fund	–	–	700	–	–	–	–		–
Total Operating Transfers and Grants	–	**133 826**	**136 738**	**28 493**	**66 668**	**66 710**	**(42)**	**-0.1%**	**132 920**
National Government:	–	62 470	62 470	12 301	12 301	31 235	(18 934)	-60.6%	62 470
National Government:	–	31 235	31 235	6 151	6 151	15 617	(9 467)	-60.6%	31 235
Municipal Infrastructure Grant [Schedule 5B]	–	18 626	18 626	5 945	5 945	9 313	(3 368)	-36.2%	18 626
Regional Bulk Infrastructure Grant (Schedule 5B)	–	8 261	8 261	–	–	4 130	(4 130)	-100.0%	8 261
Integrated National Electrification Programme (Mun	–	4 348	4 348	205	205	2 174	(1 968)	-90.5%	4 348
Provincial Government:	–	**600**	**600**	**25 000**	**25 000**	–	25 000		–
Provincial Government:	–	**300**	**300**	**12 500**	**12 500**	–	12 500		–
Housing	–	–	–	**12 500**	**12 500**	–	12 500		–
Sport & Recreation	–	**300**	**300**	–	–	–	–		–
Total Capital Transfers and Grants	–	**63 070**	**63 070**	**37 301**	**37 301**	**31 235**	**6 066**	**19.4%**	**62 470**
TOTAL RECEIPTS OF TRANSFERS & GRANTS	–	196 896	199 808	65 794	103 969	97 945	6 024	6.2%	195 390

Operating and Capital expenditure financed from grants are indicated in the following table:

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Q2 Second Quarter

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	**62 360**	**167 932**	**167 932**	**28 493**	**65 215**	**83 966**	**(18 751)**	**-22.3%**	**167 932**
Equitable Share	59 438	84 602	84 602	28 183	63 461	42 301	21 160	50.0%	84 602
Local Government Financial Management Grant [	1 161	1 550	1 550	112	600	775	(175)	-22.6%	1 550
Expanded Public Works Programme Integrated Gr	1 493	1 548	1 548	198	838	774	65	8.3%	1 548
Municipal Infrastructure Grant [Schedule 5B]	–	531	531	–	–	266	(266)	-100.0%	531
Provincial Government:	268	46 862	46 862	–	161	23 431	(23 269)	-99.3%	46 862
Housing	–	32 839	32 839	–	155	16 420	(16 265)	-99.1%	32 839
Provincial Government:	**62 517**	**12 239**	**14 551**	**–**	**6**	**6 131**	**(6 125)**	**-99.9%**	**12 163**
Financial Management Support Grant	120	330	330	–	–	165	(165)	-100.0%	330
Replacement Funding for most vulnerable B3 mun	38	–	–	–	–	–	–		–
Libraries, Archives and Museum	–	9 342	9 342	–	–	4 671	(4 671)	-100.0%	9 342
Community Development Workers	–	148	148	–	6	74	(68)	-91.4%	148
Maintenance of Main Roads	–	1 843	1 843	–	–	921	(921)	-100.0%	1 843
Tourism	–	–	100	–	–	50	(50)	-100.0%	–
Water Drought Support	62 360	–	500	–	–	250	(250)	-100.0%	500
Other grant providers:	–	288	1 494	–	–	–	–		–
Belguim Grant	–	288	794	–	–	–	–		–
Other capital transfers [insert description]	**–**	**300**	**300**	**12 500**	**12 500**	**–**	12 500		**300**
Provincial Government:	–	300	300	12 500	12 500	–	12 500		300
Total operating expenditure of Transfers and Grant	**124 877**	**180 470**	**182 783**	**40 993**	**77 722**	**90 097**	**(12 376)**	**-13.7%**	**180 394**
National Government:	20 002	**63 070**	**63 070**	**37 301**	**37 301**	**31 235**	**6 066**	**19.4%**	**63 070**
National Government:	19 941	31 235	31 235	6 151	6 151	15 617	(9 467)	-60.6%	31 235
Municipal Infrastructure Grant [Schedule 5B]	61	18 626	18 626	5 945	5 945	9 313	(3 368)	-36.2%	18 626
Regional Bulk Infrastructure Grant (Schedule 5B)	–	8 261	8 261	–	–	4 130	(4 130)	-100.0%	8 261
Integrated National Electrification Programme (Mu	–	4 348	4 348	205	205	2 174	(1 968)	-90.5%	4 348
Provincial Government:	–	300	300	12 500	12 500	–	12 500	#DIV/0!	300
Housing	–	–	–	12 500	12 500	–	12 500	#DIV/0!	–
Sport & Recreation		300	300	–	–	–	–		300
	20 002	–	–	–	–	–	–		–
	82 362	–	–	–	–	–	–		–
	20 002	**31 535**	**31 535**	**18 651**	**18 651**	**15 617**	3 033	19.4%	**31 535**
Total capital expenditure of Transfers and Grants	20 002	31 535	31 535	18 651	18 651	15 617	3 033	19.4%	31 535
Other grant providers:	**82 362**	–	–	–	–	–	–		–
	82 362	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	**122 366**	**94 605**	**94 605**	**55 952**	**55 952**	**46 852**	**9 099**	**19.4%**	**94 605**
TOTAL EXPENDITURE OF TRANSFERS AND GRAN	**247 243**	**275 075**	**277 387**	**96 945**	**133 673**	**136 950**	**(3 276)**	**-2.4%**	**274 999**

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - Q2 Second Quarter

Summary of Employee and Councillor remuneration	Budget Year 2018/19							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 213	7 213	584	3 444	3 607	(163)	-5%	7 213
Pension and UIF Contributions	1 063	1 063	82	497	531	(34)	-6%	1 063
Medical Aid Contributions	212	212	14	87	106	(19)	-18%	212
Motor Vehicle Allowance	692	692	–	–	346	(346)	-100%	692
Cellphone Allowance	1 023	1 023	78	462	511	(49)	-10%	1 023
Housing Allowances	455	455	2	31	228	(197)	-86%	455
Other benefits and allowances	50	50	–	–	25	(25)	-100%	50
Sub Total - Councillors	**10 709**	**10 709**	**761**	**4 521**	**5 355**	**(833)**	**-16%**	**10 709**
Senior Managers of the Municipality								
Basic Salaries and Wages	3 594	3 444	324	1 764	1 722	42	2%	3 444
Pension and UIF Contributions	739	739	12	96	370	(274)	-74%	739
Medical Aid Contributions	127	127	5	32	64	(31)	-49%	127
Overtime	–	–	–	–	–	–		–
Performance Bonus	840	840	55	315	420	(105)	-25%	840
Motor Vehicle Allowance	993	993	73	399	496	(98)	-20%	993
Cellphone Allowance	67	67	3	18	34	(16)	-48%	67
Housing Allowances	145	145	–	–	73	(73)	-100%	145
Other benefits and allowances	108	88	12	78	44	34	76%	88
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	**6 614**	**6 444**	**485**	**2 701**	**3 222**	**(520)**	**-16%**	**6 444**
Other Municipal Staff								
Basic Salaries and Wages	108 292	105 457	8 269	47 520	52 729	(5 208)	-10%	105 457
Pension and UIF Contributions	16 388	16 377	1 306	7 698	8 189	(491)	-6%	16 377
Medical Aid Contributions	7 283	7 283	593	3 540	3 641	(101)	-3%	7 283
Overtime	11 713	11 728	1 150	8 246	5 864	2 382	41%	11 728
Performance Bonus	7 651	7 651	657	3 827	3 825	1	0%	7 651
Motor Vehicle Allowance	4 099	4 099	387	2 242	2 050	192	9%	4 099
Cellphone Allowance	378	378	42	247	189	58	31%	378
Housing Allowances	1 541	1 541	121	726	770	(44)	-6%	1 541
Other benefits and allowances	4 035	4 035	228	1 367	2 018	(651)	-32%	4 035
Payments in lieu of leave	831	831	556	3 351	415	2 936	707%	831
Long service awards	407	407	76	455	204	251	124%	407
Post-retirement benefit obligations	10 632	10 632	921	5 527	5 316	211	4%	10 632
Sub Total - Other Municipal Staff	**173 251**	**170 419**	**14 307**	**84 745**	**85 210**	**(465)**	**-1%**	**170 419**
TOTAL SALARY, ALLOWANCES &	**190 573**	**187 572**	**15 552**	**91 968**	**93 786**	**(1 818)**	**-2%**	**187 572**
% increase								
TOTAL MANAGERS AND STAFF	**179 864**	**176 863**	**14 791**	**87 446**	**88 432**	**(985)**	**-1%**	**176 863**

The monthly cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - Q2 Second Quarter

Description	Ref	Budget Year 2018/19											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget	Budget	Budget	Budget	Budget	Budget
Cash Receipts By Source													
Property rates		3 345	12 935	5 490	12 707	4 868	3 463	6 297	6 297	6 297	6 297	6 297	(7 134)
Service charges - electricity revenue		18 142	20 502	15 447	17 251	14 535	12 109	18 789	18 789	18 789	18 789	18 789	27 352
Service charges - water revenue		2 316	3 051	2 526	2 851	3 597	2 663	3 883	3 883	3 883	3 883	3 883	12 185
Service charges - sanitation revenue		4 300	2 031	1 676	1 668	1 745	1 311	2 074	2 074	2 074	2 074	2 074	4 402
Service charges - refuse		1 483	2 094	1 671	1 804	1 828	1 291	2 199	2 199	2 199	2 199	2 199	4 519
Service charges - other		2 075	1 341	1 346	1 974	3 604	605	889	889	889	889	889	(13 071)
Rental of facilities and equipment		210	225	384	435	367	56	39	39	39	39	39	(1 407)
Interest earned - external investments		371	539	705	423	651	491	681	681	681	681	681	1 589
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-	-	-	-	-
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-
Fines		199	111	251	64	259	65	339	339	339	339	339	1 424
Licences and permits		574	214	705	764	1 608	398	305	305	305	305	305	(2 132)
Agency services		-	-	-	-	-	-	406	406	406	406	406	2 845
Transfer receipts - operating		36 119	1 992	3 514	1 987	2 028	28 183	9 895	9 895	9 895	9 895	9 895	(4 559)
Other revenue		236	382	645	1 982	721	226	665	665	665	666	666	473
Cash Receipts by Source		**69 370**	**45 417**	**34 360**	**43 909**	**35 813**	**50 861**	**46 461**	**46 462**	**46 462**	**46 462**	**46 462**	**26 488**
Other Cash Flows by Source													-
Transfer receipts - capital		17 000	-	-	3 500	5 400	7 566	3 403	3 403	3 403	3 403	3 403	(9 644)
Contributions & Contributed assets		-	-	-	-	-	-	-	-	-	-	-	-
Proceeds on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-
Short term loans		-	-	-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-	-	-
Increase in consumer deposits		53	81	51	74	95	46	-	-	-	-	-	(409)
Receipt of non-current debtors		-	-	-	-	-	-	-	-	-	-	-	-
Receipt of non-current receivables		-	-	-	-	-	-	-	-	-	-	-	-
Change in non-current investments		-	-	(100 000)	25 000	25 000	(35 000)	-	-	-	-	-	85 000
Total Cash Receipts by Source		**86 433**	**45 497**	**(65 589)**	**72 484**	**66 308**	**23 473**	**49 864**	**49 865**	**49 865**	**49 865**	**49 865**	**101 434**
Cash Payments by Type													-
Employee related costs		11 219	13 141	12 270	12 453	19 675	12 559	13 723	13 723	13 723	13 723	13 723	18 891
Remuneration of councillors		876	874	867	836	848	868	892	892	892	892	892	1 077
Interest paid		-	-	88	-	-	57	-	-	1 224	-	-	2 303
Bulk purchases - Electricity		23 704	24 512	23 657	13 718	13 545	13 196	15 113	15 113	15 113	15 113	15 113	(6 543)
Bulk purchases - Water & Sewer		-	-	-	-	-	-	-	-	-	-	-	-
Other materials		862	428	662	2 694	1 729	2 075	1 875	1 875	1 875	1 875	1 875	4 675
Contracted services		2 263	2 211	3 840	3 679	4 259	4 041	3 600	3 600	3 600	3 600	3 600	9 793
Grants and subsidies paid - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-
Grants and subsidies paid - other		200	155	121	205	-	2	1 200	1 200	1 200	1 200	1 200	7 724
General expenses		4 372	5 044	5 304	6 236	5 582	4 311	3 300	3 300	3 300	3 300	3 300	(7 741)
Cash Payments by Type		**43 495**	**46 366**	**46 809**	**39 821**	**45 637**	**37 109**	**39 704**	**39 704**	**40 927**	**39 704**	**39 704**	**30 178**
Other Cash Flows/Payments by Type													
Capital assets		12 297	6 429	3 599	2 293	2 583	5 778	2 214	2 996	8 489	9 348	8 272	19 383
Repayment of borrowing		(453)	591	(737)	3 824	(30 696)	34 490	6 636	6 636	6 636	6 636	6 636	39 431
Other Cash Flows/Payments		21 681	(300)	5 687	89 274	(4 385)	(17 494)	(47 237)	78 727	(64 560)	(18 751)	(14 902)	24 741
Total Cash Payments by Type		77 020	53 085	55 357	135 212	13 139	59 883	1 316	128 061	(8 508)	36 937	39 708	113 734
NET INCREASE/(DECREASE) IN CASH HELD		9 413	(7 587)	(120 946)	(62 728)	53 169	(36 410)	48 549	(78 197)	58 373	12 929	10 157	(12 299)
Cash/cash equivalents at the month/year beginning:		169 837	179 250	171 662	50 716	(12 012)	41 158	4 748	53 296	(24 900)	33 473	46 402	56 559
Cash/cash equivalents at the month/year end:		179 250	171 662	50 716	(12 012)	41 158	4 748	53 296	(24 900)	33 473	46 402	56 559	44 260

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - Q2 Second Quarter

Month	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
Monthly expenditure performance trend									
July		8 115	8 115	22	22	8 115	8 093	99.7%	0%
August		4 486	4 486	166	189	12 601	12 412	98.5%	0%
September		6 249	6 249	2 750	2 938	18 850	15 911	84.4%	5%
October		5 191	5 191	2 509	5 447	24 040	18 593	77.3%	9%
November		3 943	3 943	1 659	7 106	27 983	20 877	74.6%	11%
December		4 437	4 437	6 557	13 663	32 420	18 757	57.9%	22%
January		3 986	3 986			36 406	–		
February		4 787	4 787			41 192	–		
March		4 547	4 547			45 740	–		
April		6 449	6 449			52 189	–		
May		6 276	6 276			58 465	–		
June		4 606	4 606			63 072	–		
Total Capital expenditure	–	63 072	63 072	13 663					

Withdrawals from Municipal Bank Accounts
Quarter ending 31 December 2018
Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

MFMA Section	Item Description	Income transactions October 2018	Income transactions November 2018	Income transactions December 2018	Expenditure transactions October 2018	Expenditure transactions November 2018	Expenditure transactions December 2018
		R	R	R	R	R	R
11(1) (b)	Expenditure authorised in terms of section 26(4) (Expenditure before annual budget is approved)						
11(1) (c)	Unforeseeable and unavoidable expenditure authorised in terms of section 29(1) (Mayor may approve emergency or other exceptional circumstances expenditure for which no budget provision was made)						
11(1) (d)	Section 12 withdrawals (Relief, charitable, trust or other funds withdrawals)						
11(1) (e) (i)	Money collected on behalf of organ of state: - VAT	-	-	-	3 051 004	3 276 375	2 892 094
	- Agency fees, for example motor registration, drivers licence, etc.	-	-	-	-	-	-
11(1) (e) (ii)	Insurance received by the Municipality on behalf of organ of state						
11(1) (f)	Refund of money incorrectly paid into bank account						
11(1) (g)	Refund of guarantees, sureties & security deposits	-206 908	-241 112	-84 960	157 870	101 144	138 401
		-206 908	**-241 112**	**-84 960**	**3 208 874**	**3 377 519**	**3 030 495**

		Transactions October 2018	Transactions November 2018	Transactions December 2018
11(1) (h)	Cash management and investment purposes:			
	- Realised	-25 000 000	-25 000 000	-25 000 000
	- Made	-	-	50 000 000
	- Nett movement	**-25 000 000**	**-25 000 000**	**25 000 000**

Expenditure on Staff & Councillor Benefits for the period 1 July 2018 to 31 December 2018.

(Report in terms of Section 66 of the MFMA)

MFMA Section	Item Description	Original Budget 2018/2019	Amended Budget 2018/2019	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	111 885 561	108 900 728	40 886 135	37.54%
66(b)	Contributions to pension funds and medical aids	24 537 483	24 526 237	9 450 921	38.53%
66(c)	Travel, accomodation and subsistence	5 091 933	5 091 933	2 237 786	43.95%
66(d)	Housing benefits and allowances	1 686 048	1 686 048	604 917	35.88%
66(e)	Overtime	11 713 179	11 728 179	7 096 048	60.50%
66(f)	Loans and advances	0	0	0	0.00%
66(g)	Other type of benefit or allowances	24 949 898	24 929 898	12 671 952	50.83%
	Sub - Total (Staff Benefits)	**R 179 864 102**	**R 176 863 023**	**R 72 947 759**	**41.25%**
Councillor Benefits					
MAY	Mayor	915 791	915 791	260 281	28.42%
DM	Deputy Mayor	681 867	681 867	232 262	34.06%
SP	Speaker	682 142	682 142	231 587	33.95%
MCM	Mayoral Committee members	2 453 677	2 453 677	860 741	35.08%
CLLR	Other Councillors	4 700 235	4 700 235	1 688 199	35.92%
MED	Medical aid contributions	212 480	212 480	72 474	34.11%
PEN	Pension fund contributions	1 062 928	1 062 928	415 326	39.07%
WARD	Ward Committee Alllowance	1 440 000	1 440 000	551 500	38.30%
	Sub - Total (Councillors' Benefits)	**12 149 120**	**12 149 120**	**4 312 369**	**35.50%**
Total Councillor and Staff Benefits		**R 192 013 222**	**R 189 012 143**	**R 77 260 128**	**40.88%**

The expenditure on overtime and other benefits are a concern and must be managed downwards.
The savings on salaries and wages are due to vacancies. Only critical vacancies must be filled until the financial effect of the implementation of TASK can be determined more accurately.

WITZENBERG QUARTERLY SDBIP REPORT: 2ND QUARTER 2018/19

Key Performance Area	Strategic Objective	Ref Nr	Key Performance Indicator	Annual Target	2nd Quarter		Reason if target not acieved	Corrective measures
					Target	Result		
Essential services	Sustainable provision & maintenance of basic services	TecDir1	Percentage expenditure on maintenance budget by Technical Directorate.	99%	50%	64%		
		TecDir3	Percentage expenditure on capital budget by Technical Directorate.	96%	40%	41%		
		TecRo7	Kilometres of roads upgraded & rehabilitated.	3	0,5	0,5		
		TecWat21	Percentage compliance with drinking water quality standards	98%	98%	100%		
		TecWat20	Decrease unaccounted water losses.	18%	18%	19%	Not all households & consumptions are included in sold values. Sold values are less than 2017/18 which should be investigated as water restrictions applied in 2017/18.	Departments of Water & Finance tasked to recalculate bulk & sold figures.
		TecEl37	Decrease unaccounted electricity losses.	10%	10%	7%		
		FinInc17	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	<1%	<1%	0%		
		FinInc18	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	<1%	<1%	0%		
		FinInc19	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	<1%	<1%	0,0%		
		FinInc20	Number of outstanding valid applications for waste removal services expressed as a % of total number of billings for the service.	<1%	<1%	0%		
	Provide for the needs of informal settlements through improved services	TecDir2	Number of subsidised serviced sites developed.	400	200	407		
		TecWat22	Provide basic services - number of informal areas with sufficient communal water service points (taps).	3	3	3		
		TecSan13	Provide basic services - number of informal areas with sufficient communal sanitation service points(toilets).	3	3	3		
		TecRef31	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area cleaning service.	3	3	3		
		TecEl36	Number of subsidised electricity connections installed.	100	20	0	Vredebes 08/2/1/6/08 Electrification Tender only awarded 27 November. No built houses to electrify	Awaiting Vredebes housing project to start.
	Support institutional development & transformation	CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	4	2	2		

Key Performance Area	Strategic Objective	Ref Nr	Key Performance Indicator	Annual Target	2nd Quarter		Reason if target not acieved	Corrective measures
					Target	Result		
Governance	transformation	CorpHR13	Percentage budget spend on the implementation of the Workplace Skills Plan	96%	50%	43%	Invoices received too late to be captured in December.	Orders issued with service providers but they were late in submission of invoices.
	Financial Viability	MM1	Pecentage spend on maintenance for the whole municipality.	99%	50%	62%		
		MM2	Percentage spend on Capital Budget for the whole municipality.	96%	40%	37%	The main contributing factors to this is the R8 million for the raw water dam in Tulbagh which could not be utilised as the Department of Water affairs failed to pay over the funding.	Water Affairs DoRA funding will be removed with adjustment budget in February 2019.
		FinDir3	Achieve an unqualified opinion of the Auditor-General on annual financial statements of the previous year.	1 Unqualifie d Report		1		
		FinFAdm9	Financial viability expressed as Cost-Coverage ratio	2,8	2,8	4		
		FinFAdm10	Financial viability expressed as Debt-Coverage ratio	90	90	107		
		FinFAdm11	Financial viability expressed outstanding service debtors	44%	44%	64%	Directly linked to the Collection Rate. Based on past experience, collections decrease during November & December.	Improve Credit Control & Debt Collection Mechanisms & the Implementation of Marketing strategies i.e. Jamborees, Bulk SMS's & Consumer Web Portal roll-out. Data Cleansing required in terms Indigent Register. Collectability of Long outstanding debt must be investigated, i.e. prescribed debt
		FinInc15	Increased revenue collection	94%	94%	93%	There was a consumer behavioural change which had negative impact on the December collection rate, which also impacted the accumulative collection rate.	Strict implementation of the credit control policy.
	Strengthen relations	MMIDP9	Number of IDP community meetings held.	14	7	7		
		ComSoc49	Number of meetings with intergovernmental partners.	12	6	6		
Communal services	Provide & maintain facilities	ComDir1	Percentage expenditure on maintenance budget by Community Directorate.	99%	50%	50%		
		ComDir2	Percentage expenditure on capital budget by Community Directorate.	96%	40%	3%	Specialised vehicle has been ordered but delivery is still outstanding.	Funding to be shifted with adjustment budget in February due to increased costs with certain major projects.
		ComAm34	Report on annual customer satisfaction survey on community facilities.	2	2	2		
		ComLed8	The number of jobs created through the municipality's local economic development initiatives including capital projects.	390	200	200		
		ComHS14	Number of housing opportunities provided per year - top structures.	100	50	0	Council resolution in terms of housing typologies only taken on 8 January 2019	Contractor agreed to start with top structures middle January 2019 as per council resolution

Key Performance Area	Strategic Objective	Ref Nr	Key Performance Indicator	Annual Target	2nd Quarter			
					Target	Result	Reason if target not acieved	Corrective measures
Socio-Economic Support Services	Support the poor & vulnerable	ComHS15	Number of rental stock transferred.	50	20	19	After signing of contracts co-operation from the beneficiaries are poor for signing of agreements for payment of outstanding debt to enable rates clearance certificates to be issued by Finance Department	Ward Councillors needs to assist by motivating communities to sign debt agreements. Door-to-door campaign will be done by Housing & Finance in February to address the clearance certificate issue.
		ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	3000	2750	3673	The target was exceeded due to an amendment to the Indigent Policy which came into effect on the 1st of July 2018. The result was that more households are succesfull in their indigent applications.	It is suggested that the Indigent target be adjusted after deliberation with the Finance Department.
		ComSoc42	Number of social development programmes implemented.	20	10	10		
	Create an enabling environment to attract investment & support local economy.	MMProp21	Quarterly report on the alienation of municipal properties to support economic growth.	4	2	2		
		ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.	4	2	2		

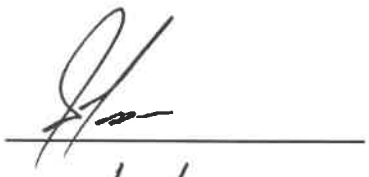
Municipal Manager's quality certification

Quality Certificate

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the quarterly budget assessment has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Print name Mr D NASSON

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature: 

Date 14/01/19

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

ANNUAL REPORT
2017/18



A municipality that cares for its community, creating growth and opportunities.

Contents

CHAPTER 1 – MAYOR'S FORWARD AND EXECUTIVE SUMMARY 5

COMPONENT A: EXECUTIVE MAYOR'S FORWARD 5

COMPONENT B: EXECUTIVE SUMMARY 7

1.1 MUNICIPAL MANAGER'S OVERVIEW 7

1.2 MUNICIPAL FUNCTIONS, POPULATION AND ENVIRONMENTAL OVERVIEW 9

1.3 SERVICE DELIVERY OVERVIEW 14

1.4 FINANCIAL HEALTH OVERVIEW 16

1.5 ORGANISATIONAL DEVELOPMENT OVERVIEW 19

1.6 AUDITOR-GENERAL REPORT 20

1.7 STATUTORY ANNUAL REPORT PROCESS 20

CHAPTER 2: GOVERNANCE 21

COMPONENT A: POLITICAL AND ADMINISTRATIVE GOVERNANCE 21

2.1 POLITICAL GOVERNANCE STRUCTURE 21

2.2 ADMINISTRATIVE GOVERNANCE STRUCTURE 25

COMPONENT B: INTERGOVERNMENTAL RELATIONS 26

2.3 INTERGOVERNMENTAL RELATIONS 26

COMPONENT C: PUBLIC ACCOUNTABILITY 27

2.4 PUBLIC MEETINGS 28

COMPONENT D: CORPORATE GOVERNANCE 35

2.5 RISK MANAGEMENT 35

2.6 ANTI-CORRUPTION AND ANTI-FRAUD 36

2.7 PERFORMANCE, RISK AND AUDIT COMMITTEE 37

2.8 INTERNAL AUDITING 41

2.9 BY-LAWS 42

2.10 SUPPLY CHAIN MANAGEMENT 43

2.11 WEBSITE 47

2.12 COMMUNICATION 49

2.13 DISCLOSURES OF FINANCIAL INTERESTS 53

CHAPTER 3 – SERVICE DELIVERY PERFORMANCE 58

3.1 OVERVIEW OF PERFORMANCE WITHIN THE ORGANISATION 58

COMPONENT A: BASIC SERVICES 77

3.2 WATER SERVICES 77

3.3 WASTE WATER (SANITATION) SERVICES 81

3.4 ELECTRICITY 84
3.5 WASTE MANAGEMENT (COLLECTION, DISPOSAL & CLEANING) 88
3.6 HOUSING 91
3.7 FREE BASIC SERVICES AND INDIGENT SUPPORT 93
COMPONENT B: ROAD TRANSPORT 96
3.8 ROAD SERVICES 96
3.9 WASTE WATER (STORM WATER DRAINAGE) 100
COMPONENT C: PLANNING AND DEVELOPMENT 101
3.10 PLANNING 102
3.11 LOCAL ECONOMIC DEVELOPMENT 104
3.12 TOURISM 107
COMPONENT D: COMMUNITY AND SOCIAL SERVICES 109
3.13 LIBRARIES AND COMMUNITY FACILITIES 109
3.14 CEMETERIES 110
3.15 CHILD CARE, AGED CARE AND SOCIAL PROGRAMMES 110
3.16 COMMUNITY SERVICES: OTHER 115
COMPONENT E: ENVIRONMENTAL PROTECTION 116
3.17 POLUTION CONTROL 116
3.18 PARKS, PUBLIC OPEN SPACES AND RIVER MANAGEMENT 116
COMPONENT F: SECURITY AND SAFETY 117
3.19 TRAFFIC AND VEHICLE LICENSING 117
3.20 FIRE SERVICES 119
3.21 OTHER (DISASTER MANAGEMENT, ANIMAL LICENSING AND CONTROL, CONTROL OF PUBLIC NUISANCES AND OTHER) 120
COMPONENT G: SPORT AND RECREATION 121
3.22 SPORT AND RECREATION 121
COMPONENT H: CORPORATE POLICY OFFICES AND OTHER SERVICES 122
3.23 FINANCIAL SERVICES 122
3.24 HUMAN RESOURCE SERVICES 125
3.25 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES 127
3.26 INTERNAL AUDIT & RISK MANAGEMENT 128
3.27 LEGAL SERVICES 129
3.28 STRATEGIC SUPPORT: OTHER 129
CHAPTER 4 – ORGANISATIONAL DEVELOPMENT PERFORMANCE 131
4.1 INTRODUCTION TO THE MUNICIPAL WORKFORCE 131
4.2 MANAGING THE MUNICIPAL WORKFORCE 134
4.3 CAPACITATING THE MUNICIPAL WORKFORCE 136

4.4 MANAGING THE MUNICIPAL WORKFORCE EXPENDITURE 139
4.5 MFMA COMPETENCIES 140

CHAPTER 5 – FINANCIAL PERFORMANCE 142

COMPONENT A: STATEMENTS OF FINANCIAL PERFORMANCE 142
5.1 FINANCIAL SUMMARY 142
5.2 FINANCIAL PERFORMANCE PER MUNICIPAL FUNCTION 146
5.3 GRANTS 150
5.4 ASSET MANAGEMENT 153
5.5 FINANCIAL RATIOS BASED ON KEY PERFORMANCE INDICATORS 155
COMPONENT B: SPENDING AGAINST CAPITAL BUDGET 160
5.6 CAPITAL EXPENDITURE 160
5.7 SOURCES OF FINANCE 160
5.8 CAPITAL SPENDING ON FIVE LARGETS PROJECTS 161
5.9 BASIC SERVICE AND INFRASTRUCTURE BACKLOGS OVERVIEW 161
COMPONENT C: CASHFLOW MANAGEMENT AND INVESTMENTS 165
5.10 CASH FLOW 165
5.11 GROSS OUTSTANDING DEBTORS PER SERVICE 166
5.12 TOTAL DEBTORS AGE ANALYSIS 166
5.13 BORROWINGS AND INVESTMENT 167
COMPONENT D: OTHER FINANCIAL MATTERS 169
5.14 SUPPLY CHAIN MANAGEMENT 169
5.15 GRAP COMPLIANCE 169

CHAPTER 6 – AUDITOR-GENERAL AUDIT FINDINGS 170

COMPONENT A: AUDITOR-GENERAL OPINION 2017/18 170
6.1 AUDITOR-GENERAL REPORTS 2016/17 170
6.2 AUDITOR-GENERAL REPORTS 2017/18 170
LIST OF ABBREVIATIONS 171

APPENDICES:

A Councillors; Committee Allocation and Council Attendance
B Committee and Committee Purpose
C Third Tier Administrative structure
D Functions of Municipality/Entity
E Ward Reporting
F Ward Information
G Recommendations of the Municipal Audit Committee
H Long term Contracts and Public Private Partnership
I Municipal Entity/Service Provider Performance Schedule
J Disclosure of Financial Interest
K Revenue Collection Performance

L Conditional Grants Received: Excluding MIG
M Capital Expenditure – New & Upgrade/ Renewal Programmes: Including MIG
N Capital Programme by Project current year
O Capital Programme by project by Ward current year
P Service Connection Backlogs at Schools and Clinics
Q Service Backlogs Experienced by the Community where another Sphere of Government is Responsible for Service Provision
R Declaration of Loans and Grants Made by the Municipality
S Declaration of Returns not Made in due Time under MFMA s71
T National and Provincial Outcome for local government

ANNEXURE A: AUDITED FINANCIAL STATEMENTS

ANNEXURE B: REPORT OF THE AUDITOR-GENERAL

ANNEXURE C: REPORT OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE

CHAPTER 1 – MAYOR'S FORWARD AND EXECUTIVE SUMMARY

COMPONENT A: EXECUTIVE MAYOR'S FORWARD



"Witzenberg Municipality - A municipality that cares for its community, creating growth and opportunity"

This Annual Report, in my respectful opinion, presents a fair assessment of the activities and state of affairs of the Municipality for the 2017/18 financial year. I want to express my sincere gratitude to the Speaker, Deputy Executive Mayor, members of the Executive Mayoral Committee, Chairperson of MPAC and all Councillors for their concerted effort to make Witzenberg a better place and commitment to serve our community and different constituencies to the best of their ability. We have achieved our six consecutive clean audit from the Auditor General of South Africa. The report however highlights the material impairments of receivables from exchange and non-exchange transactions to the value of R169.4 Million. The recoverability of municipal debt remains a major concern for Council and a special task team was appointed to make recommendations to Council for the recovery of same. The devastating drought had a major impact on our economy which will still be felt by the Agricultural community for the next year or two. The water situation in Tulbagh is still gloomy and mostly as a result of the Department of Water Affairs inability to sign off on the project despite the Gazetting and approval by National Treasury of the funding of the construction of a new dam over a three year period. Despite the challenges the Municipality remains committed to the provision of quality water to all its citizens on the same standard and conditions, and for which it has received many accolades, for the years to come.

The slow progress of the Witzenberg Agri Park, has been a disappointment and I trust and believe that in the new financial year we will see significant changes that will impact much more positively on the lives of the previously disadvantaged communities. The Agricultural sector, which is the largest employment sector within our area, has experienced major challenges within the financial year impacting negatively on our local economy This has led to major work losses and people being unemployed.

We have continued to align our budget with our key performance areas and objectives as set out in our IDP namely:

1. Developing Integrated and Sustainable Human Settlements.
2. Financial Sustainability
3. Good Governance and Institutional Development
4. Local Economic Development
5. Social Development
6. Strategic Partnerships and International Relationships

The relationship with both the Business and Agri-sector is still strong and will continue to grow within the next couple of years. The formal Business sector through CBI is still committed to support Small Businesses from the previously disadvantaged community and will continue with the Entrepreneur Development programme. The Witzenberg Municipality remains very much dependent on the Agri industry and will continue to find means of broadening our income stream.

Twinning Agreement between Essen and Witzenberg Municipality

The Municipality will continue to strengthen its relationship with the Essen Gemeente Belgium. The focus area of the Twinning Agreement remains Environmental Management and Youth Development.

Extended Public Works Programme

The Witzenberg Municipality is still the beneficiary of a grant to roll out an EPW Project. The Projects are mostly focusing on environmental management and has contributed tremendously to the cleanliness of our towns. A substantial number of unemployed were given employment which we believe also had an impact on our Indigent database.

Green Energy

The Municipality is still focused on implementing projects that will focus on Green Energy. The draft Energy By-law has not been finalised and will be submitted to Council in the new financial year to stimulate further development and projects in the Green Energy field.

Conclusion

In conclusion, Witzenberg Municipality faces the future with optimism. I would like to take this opportunity to thank and acknowledge all for their commitment, focus and perseverance to develop our home into a flourishing hub for tourism, business development and agricultural expansion. It gives me great pride to serve Witzenberg as Executive Mayor and I welcome the challenges to come as I know that we will overcome them together.

BARNITO KLAASEN
EXECUTIVE MAYOR WITZENBERG

COMPONENT B: EXECUTIVE SUMMARY

1.1 MUNICIPAL MANAGER'S OVERVIEW

Report of the Accounting Officer (Municipal Manager) in terms of Section 121 of the Local Government: Municipal Finance Management Act No 56 of 2003 (the MFMA)



The Municipal Finance Management Act (herein after referred to as the MFMA) requires of the Accounting Officer to do an assessment of any arrears on Municipal taxes and service charges as well as the Municipality's performance against the measureable performance objects referred to in Section 17 (3)b of the said Act. The latter assessment is dealt with in Chapter 5.1 of the Annual Report.

1) **Arrears assessment**

The Auditor General of South Africa has, in its report on the 2017/2018 financial statements of the Municipal Council, emphasised the material impairment of R101,4 Million on receivables from exchange transactions. As required by the MFMA my assessment of the arrears on municipal taxes and service charges as at 30 June 2018 is as set out below:

- the gross outstanding service debtors in total decreased with 15.1% in relation to the 2016/2017 financial year. This way mainly due to the write off of prescribed debt
- the leading contributors to the outstanding debt are water at 37% and sanitation and refuse at 35.9%.
- the effective implementation of the Credit Control Policy in areas where Eskom is a supplier of electricity is playing a major role in the escalation of the service debtors. Council has approved that prepaid water meters be installed in these areas which will assist in the recouping of the service charges.
- the majority of households are working in the Agri sector which has been adversely affected by drought.
- the Municipality will continue to exercise all legal avenues to collect its outstanding debt.
- concerted efforts are therefore being made, inter alia through our service provider to recover debts older than 90 days which constitutes 65.4% of total outstanding debt.

Credit control measures are progressively tightened up, e.g. service provider to perform disconnection on defaulters.

2) **Revenue Collection**

The municipality's performance for revenue collection decreased from at 95% in 2015/16 to 94.2% in the 2016/2017 financial year. We are mindful that the Municipality's financial sustainability is dependent on its

ability to optimally collect the budgeted revenue. The Task Team of which Council has appointed will hopefully yield the necessary results to increase the collection of Council's debt.

3) **Material Losses / Impairments**

Electricity

There was a decrease in the electricity losses including technical and non-technical losses. The total loss for the financial year was 9.85% compared to the loss of 10.03% in the previous financial year. The electricity losses are mainly the result of ageing infrastructure and theft of electricity in certain areas within the Municipality. The upgrade of the electrical infrastructure will continue in the new financial year which will hopefully lead to a further decrease in electricity losses. As part of Councils on-going programme to cut down on energy losses the following corrective measures will be undertaken:

- conducting an audit of all bulk meters in Municipal area
- replacing conventional pre-paid meters with split meters
- updating GIS data to monitor electrical distribution
- regular special operations to clamp down on electricity theft.

4) **Water Service**

The calculated water loss is 17.88%. This is lower than the 19.36% that was recorded in the 2016/2017 financial year.

The technical department is robust and vigorously busy improving the effectiveness of water provision by:

- -installing water meters at unmetered communal taps
- -replacing and repairing bulk meters
- -installing data loggers at strategic sites
- -collecting and calculating monthly data
- -replacing badly leaking/eroded pipes on a program within certain areas.

5) **Incidents of Theft / Fraud / Gross Negligence**

No incidents of fraud or gross negligence were reported.

6) **General and Closing Comments**

The maintenance of municipal infrastructure remains a major challenge for the municipality. The poor state of our roads, in some of our municipal, and our inability to rehabilitate same is still a major concern. The economic challenges of our Municipal financial resources and effective management of municipal labour will be crucial for Council to overcome the tough economic challenges. I would further like to take this opportunity to thank our Executive Mayor and Political leadership as well as our Directors and other colleagues for their continuous hard work and effort to lift the bar of Good Governance and Service Delivery.

1.2 MUNICIPAL FUNCTIONS, POPULATION AND ENVIRONMENTAL OVERVIEW

This report addresses the performance of Witzenberg Municipality, Western Cape with respect to their core legislative obligations. Local government has an obligation to create the participatory framework that defines and enhances the relationship between elected leaders and communities. This requires that the Council of the municipality provides regular and predictable reporting concerning performance programmes and the general state of affairs in their locality.

The 2017/18 Annual Report reflects the performance of Witzenberg Municipality for the period 1 July 2017 to 30 June 2018. The Annual Report is prepared in terms of Section 121(1) of the Municipal Finance Management Act (MFMA), in terms of which the municipality must prepare an Annual Report for each financial year.

1.2.1 Vision and Mission

Our Vision
A municipality that cares for its community, creating growth and opportunities.

Our Mission
Witzenberg Municipality is committed to improve the quality of life for the 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.

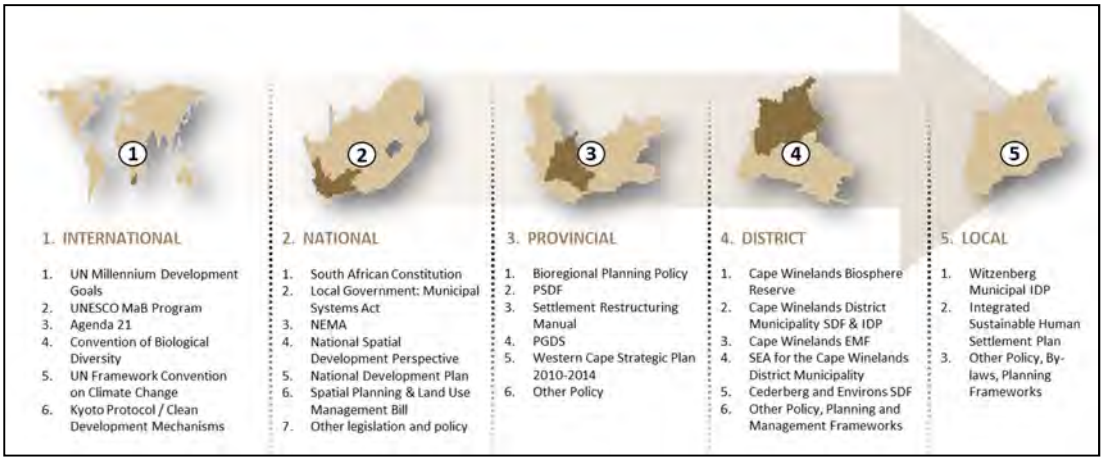
1.2.2 Demographic Information

Municipal geographical information

Witzenberg Local Municipality (LM) was founded in 2000 and is classified as a Category B municipality and is responsible for basic service provision in 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, Agter-Witzenberg, Ceres/Tankwa Karoo and the northern portion of Breede River Valley (Land van Waveren).

The climate in Witzenberg is known for hot and dry weather during summer. 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 ranges from 2.4°C to 29.9°C.

Located in the picturesque and fertile Breede Valley, Witzenberg is renowned for export quality fruit and wine products. The region is also well-known for producing other agronomical products such as olives and grain, and meat products such as beef and pork. Horse and cattle stud farms are also found within the municipal area.



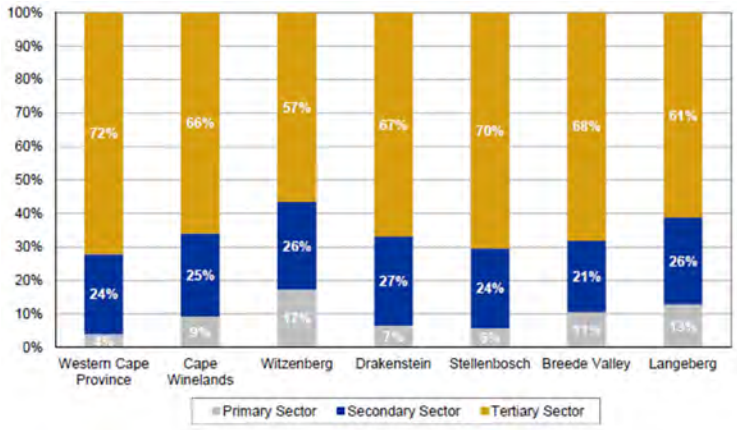
Witzenberg Municipality in geographical context.

Socio-Economic Summary (Comparison with Cape Winelands District)

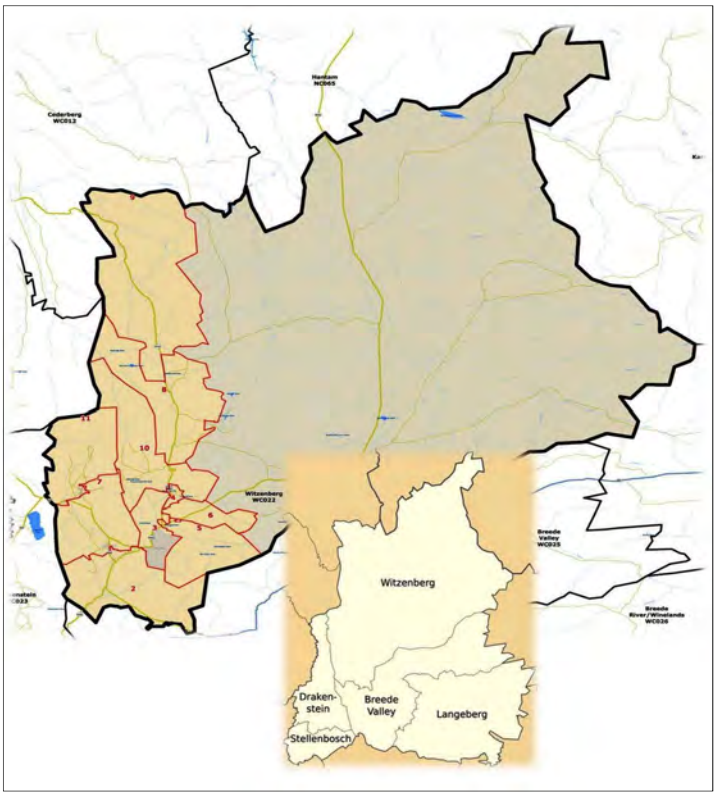
Indicator	Cape Winelands District	Witzenberg
GDPR growth (2005 – 2015)	3.3%	5%
Population growth (2005 – 2015)	1.72%	1.88%
Real GDPR per capita (2005 – 2015)	R48 827	R43 865
Gini coefficient (2010 – 2015)	Increase	Increase
HDI (2010 – 2016)	Increase	Increase
No schooling (2016)	7.6%	8.8%
Grade 12 dropout rates (2016)	Increase	35.5%
Informal dwelling	17%	12.4%

Source: Western Cape Provincial Treasury, Municipal Economic & Review Outlook 2017.

GDPR contribution per main sector, 2015 *(Quantec Research, 2017).*



Witzenberg LM comprises an area of 10 753 km², and is situated about 150 kilometres North-East of Cape Town. The region is surrounded by three mountain ranges: the Obiqua Mountains to the west, the Winterhoek Mountains to the north and the Witzenberg range to the east. These mountain ranges often receive significant winter snowfall. Witzenberg's natural surroundings are characterized by endemic fauna and flora, forest wilderness and include the catchment areas of three river systems.



Location of Witzenberg Municipality in the Cape Winelands District.

From a spatial perspective, some of the challenges facing the various areas of the municipality are:
Op-die-Berg and the Koue Bokkeveld: Limited space for human settlement expansion due to bio-physical conditions and the competition for land for various social and agricultural needs.

- Prince Alfred Hamlet: A low overall density of development, with definite bio-physical constraints to expansion such as the need to protect biodiversity resources.
- Ceres: Main administrative centre with largest industrial developments. Low density development with limited opportunities for diversification.
- N'Duli: The scarcity of land to address social needs, and conflict with surrounding agricultural uses.
- Wolseley: Situated alongside major road- and rail transport corridors with the main focus on industrial development. Located on a watershed complicates the provision of services, and the wetland area is unsuitable for development.
- Tulbagh: Historical town with focus on tourism development and heritage conservation.
- Bella Vista: High density development with under-provision of formal business opportunities.

Wards

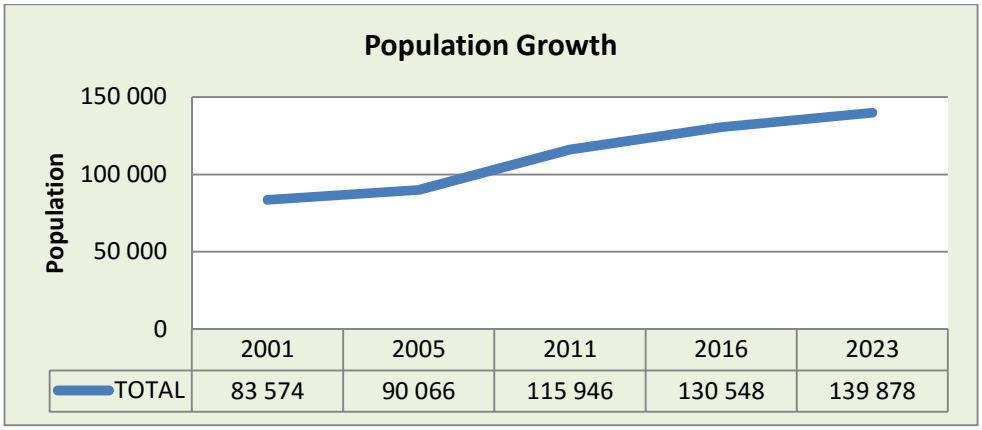
The municipality is currently structured into the following 12 wards:

Ward	Areas
1	N'Duli - Polo Cross & Primary School
2	Wolseley - WF Loots, Petra, Bothashalt, La Plaisante
3	Ceres - Primary School, Stadsaal, Fairfield School
4	Prince Alfred's Hamlet - Town Hall, Bella Vista High School, Ceres Aartappels
5	Ceres Vallei Church Hall, Achtertuin Primary school
6	Bella Vista - URC Hall & Community Hall

Ward	Areas
7	Tulbagh - Community Hall. Wolseley - Primary & Secondary School
8	Op-die-Berg, Koue Bokkeveld - Môrester, Bronaar, Rocklands.
9	Tandfontein, Wydekloof, Voorsorg, Kromfontein
10	Phase 4 Hamlet, Agter Witzenberg, Koelfontein.
11	Tulbagh - Town Hall & werkestoor, De Agen, Twee Jonge Gezellen.
12	N'Duli - Polo Cross & Primary School

1.2.3 Population

The 2017 Socio-Economic profile is published annually by Provincial Treasury and it estimates the population of Witzenberg at 130 607 with 35 976 households. The table below gives an indication of the increase in population since 2001.



Note: 2001 – Census, 2005 – estimate, 2011 – Census, 2015 – SEP-LG Profile & 2020 SEP-LG Profile estimate.

1.2.4 Households

There are 35 976 households in the municipality, with an average household size of 3.6 persons per household. *(Socio-Economic Profile 2017)*

The total number of households within the municipal area increased from 27 419 (2014/15) to 35 976 (2017/18) and the indigent households decreased from 2 810 (2014/15) to 2 373 (2017/18).

The following table shows the overall population within the specific area (Census 2011):

Area	Population
Witzenberg NU	52 200
Op-die-Berg	1 530
Meulstroom	1 083
Tulbagh	8 969
Prince Alfred Hamlet	6 809
Bella Vista	13 460
Ceres	10 412
N'Duli	9 350
Wolseley	1 528

Area	Population
Pine Valley	4 341
Montana	6 263
Total	**115 946**

1.2.5 Key Economic Activities

Economic growth at municipal level is essential for the attainment of economic development, the reduction of poverty and improved accessibility. Fostering this growth requires an in-depth understanding of the economic landscape within which each respective municipality operates.

Witzenberg contributes R6.108 billion (or 13.8%) of the Districts total R44.16 billion GDPR as recorded in 2015. GDP growth averaged 5.3 % per annum over the period 2005-2015. This is significantly above the District average of 3.5 %. Average annual growth of 4.2 % in the post-recessionary period remained above the District average of 2.8%.

Witzenberg employed 16.7% (62 594) of the Cape Winelands District's labour force during 2015, and employment growth was moderate, averaging 1.6 % per annum since 2005, which was below the overall district employment growth rate of 1.9 % per annum. Employment growth has nevertheless picked up significantly in the post–recessionary period (2010-2015) averaging 3.9 % per annum (which is now above the district's rate of 2.9 % over the period 2010 –2015).

Key Economic Activities	Description
Agriculture	Fruit production (deciduous fruit), Vegetable production
Manufacturing	Fruit packaging and processing
Tourism	Marketing and branding, expo's, lifestyle development, eco-tourism (trout, olives)
Finance	Legal services, Financial services
Trade	Wholesale, Retail, Big export activity

1.2.6 Municipal Challenges

The following general challenges are experienced by the municipality:

Challenges	Actions to address
Bulk electricity supply from Eskom. The recent growth in the local agro-economy has resulted in the expansion of agro-processing industries in the rural and built environment. Our notified maximum demand limits by Eskom is under pressure and cannot be increased due to the under-capacity of the bulk supply infrastructure managed by them. This has restricted further economic expansion which can only be addressed with the bulk supply infrastructure.	Various deliberations have taken place between the municipality, Eskom, local business and the agricultural sector to address the issue. Discussions with various government departments are underway to obtain funding to upgrade the Eskom bulk infrastructure on a short term basis to address this need up until the upgrade completion in 2021. The Environmental Impact Assessment has started and the indication is that upgrades will commence towards the end of September 2019.
Waste Management. The operating of the municipal landfill sites and overall management of waste has become a major challenge due to drastically increased maintenance cost of the sites, vandalism, theft and public ignorance on the by-laws. The delay in the	The municipality has started with the implementation of a long-term strategy for waste management in the municipal area. A MIG application has been submitted for the establishment of a material recovery facility and will

Challenges	Actions to address
establishment of a regional waste site at Worcester also contributes to the uncertainty of strategy to be followed in terms of investment into the current sites or towards a material recovery facility aligned with the regional site. Legal challenges and public ignorance with regards to existing landfill sites contributes to this challenge..	be included in the 2019/20 municipal budget.
Drought and water sources. The Witzenberg area has experienced a severe drought during 2015/16 to 2017/18 and was declared a disaster area by National- and Western Cape Government. Severe water restrictions were implemented by Council. The limited storage capacity in Tulbagh escalated the problem.	The engagements with the Department of Water Affairs needs to be intensified and also be referred to a ministerial level to address the impasse with the approval of the funding which has been gazetted by National Treasury for three consecutive financial years.
The requirement for the upgrade of R46 between Ceres & Nduli (which is a provincial road) might delay further implementation of the Vredebes housing project which caters for 2900 subsidised residential plots.	Establishment of steering committee to unlock resources and stumbling blocks with Vredebes
Maintenance and upgrading of municipal roads. The condition of bituminous pavements (roads) has drastically decreased over the past couple of years in certain areas, due to historically poor construction practices and insufficient funding for road maintenance. The existing backlog amounts to R 80 million, with 36% of these roads located in Tulbagh in a poor to very poor structural condition. Many of these roads have deteriorated to the point that they need to be rebuilt	Continued funding through municipal budget.
Debt collection on municipal rates and taxes. The outstanding debt has increased rapidly over the past few years in certain towns due to the inability to implement the debt collection policy. This is especially evident in towns where Eskom supply electricity and the policy cannot be implemented. In certain areas, public hostility has reached fever-pitch and officials are at risk when investigating illegal connections and meter tampering. This is causing a culture of non-payment and apathy towards financial obligations.	The municipality has budgeted for the implementation of water management devices that will limit water flow to supplement the Debt Collection Policy. Water use for humanitarian purposes will still be available, but excessive water usage and non-payment will be addressed.

1.3 SERVICE DELIVERY OVERVIEW

The investment in municipal infrastructure has been historically influenced by existing backlogs and this is a consideration for the sustainable service delivery for new developments as well as general upgrading and maintenance. The developmental potential of urban areas plays a major role in guiding infrastructure investment to ensure sustainable service delivery to human settlements. Basic services that include water, sanitation, electricity, refuse, roads and storm water and should be a major focus area for infrastructure budgeting and investment.

Our previous and current investment into services has been well-supported with funding from the Department of Energy (INEP), COGTA (MIG), the Department of Human Settlements (funding for bulk services) and inherent municipal funding. In terms of bulk services, the following challenges are prominent;

- Bulk electrical supply: Eskom cannot supply any additional bulk electricity to Ceres, Tulbagh and Wolseley. We are already exceeding our Notified Maximum Demand in these towns and Eskom can only upgrade their bulk network by 2022. All new developments in Witzenberg are now jeopardised, as Eskom cannot supply additional bulk electrical supply. This is having a major impact on the growth of the economy and intervention at National level is required. In the meantime Eskom increased our

NMD at Ceres Power Station with 1,7Mva and we installed our capacitor banks at Bon Chretien Substation which assisted in decreasing max demand by 1.5Mva. We are however still running on the limits of our NMD and are penalties to Eskom not excluded.

- The drought is having a severe impact on all towns, especially Tulbagh. A new raw water storage dam needs to be constructed at Tulbagh to alleviate the problem. Estimated funding of R29M is required to realise this project. DWS approved this funding, but we are still awaiting the release of funds from their coffers.
- Upgrade of bulk roads and storm water, electricity, sewerage and water mains for the new Vredebes development are well underway. These services will ensure sustainable capacity for the development and should be completed within the next 3 years. Upgrade of the new roads, storm water, electrical bulk provision, water and sanitation networks, however remain underfunded and should be capacitated through budget allocation and investment.

1.3.1 Basic services delivery highlights

Highlight	Description
New reservoirs at Bella Vista & Nduli	Completion of these reservoirs to service the housing developments at Bella Vista & Vredebes
New Infrastructure & upgrades	Replacement of various sewer networks within Witzenberg. Phase 2 of Vredebes sewer Upgrading of Pump station 4, Ceres Bulk sewer line from Pump station 4 to Ceres WWTW
Power Factor Correction	The PFC equipment was re-commissioned in the Bon Chretien substation. PFC equipment has the effect of decreasing Maximum Demand and therefore substantial financial savings.
Increase of NMD (Notified Maximum Demand)	Eskom increased our NMD at Ceres with 1,7Mva, which helps on the short term to supply in the high demand for electricity.
Vredebes, Ceres: New Access Collector, Storm water & Sidewalks Ph1	Class 3 road from intersection with TR22/2 up the access to Phase 1 of the Vredebes development; Sidewalks on both sides of the road; Associated storm water along the proposed road; 235 meters.

1.3.2 Basic services delivery challenges

Service Area	Challenge	Actions to address
Water	Severe drought	Implemented water restrictions, obtained grant funding for various drought interventions and obtained funding for the construction of a raw water dam at Tulbagh
Technical Services	Budget	Limited budget for infrastructure refurbishment, upgrade and replacement of vehicles and out-dated equipment.
Electricity	Eskom unable to increase Notified Maximum Demand	Regular interactions with Eskom to speed up their bulk upgrades. Renewable energy policy approved by Council to assist with the demand shortage. Eskom commenced with their EIA process for the bulk upgrades to take place.
Solid Waste	Continuous court actions by adjacent owner of the Tulbagh Landfill Site	Variation license submitted to DEADP to obtain height increase for additional volume to increase the storage capacity at Tulbagh landfill, however adjacent owner is continuously appealing these decisions in court, which limits our storage space, as the Worcester Regional Site is not forthcoming.

Service Area	Challenge	Actions to address
Town Planning & Building Control	Land Use Control	• 74 (58%) of House Shops in Witzenberg operate without approval • Overriding reason is the shop owner is not property owner (immigrants) • Serving of notices are not properly done (law enforcement). • Council does not have a demolition team, equipment & suitable vehicles especially to remove structures/containers.

1.3.3 Proportion of urban households with access to basic services

The table below indicates the number of urban households with access to a minimum level of basic services:

Description	2014/15	2015/16	2016/17	2017/18
Electricity - service connections	12 730	12 893	12 543	12 250
Water - available within 200m from dwelling	14 301	14 329	14 242	13 960
Sanitation - Households with at least VIP service	14 380	14 380	14 558	13 975
Waste collection - kerbside collection once a week	13 871	14 057	14 292	13 981

Note: Decrease in 2017/18 figures due to counting of structures in informal areas in previous year and not households.

1.4 FINANCIAL HEALTH OVERVIEW

1.4.1 Financial viability highlights

Highlight	Description
Debt coverage ratio 90.2	The number of times debt payments can be accommodated within operating revenue. This represents the ease with which debt payments can be accommodated by the municipality
Cost coverage ratio 2.97 months	It explains how many months' expenditure can be covered by cash and other cash equivalents available to the municipality

1.4.2 Financial viability challenges

Challenge	Action to address
Service debtors to revenue 49.1%	A specialised service provider was appointed to collect outstanding debt. The legal process is time consuming. The 2018/19 budget provides for the installation of water management devices which aims to reduce outstanding debt.

1.4.3 National key performance indicators – Financial viability (Ratio's)

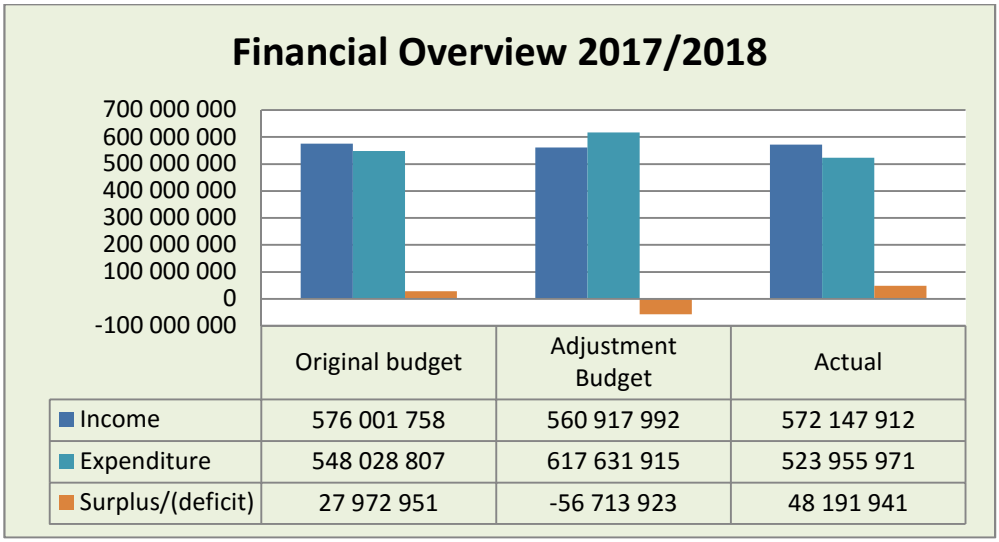
The following table indicates the municipality's performance in terms of the National Key Performance Indicators, required in terms of the Local Government: Municipal Planning and the Performance

Management Regulations of 2001 and section 43 of the MSA. These key performance indicators are linked to the National Key Performance Area, Municipal Financial Viability and Management

KPA & Indicator	2015/16	2016/17	2017/18	Comments
Debt coverage (Total operating revenue - operating grants received: debt service payments due within the year)	32.6 : 1	39.7 : 1	90.2 : 1	This indicator is to determine if the municipality generates sufficient cash to cover outstanding debtors, the higher the ratio, the better
Service debtors to revenue – (Total outstanding service debtors: revenue received for services)	0.48 : 1	0.54 : 1	0.49 : 1	This is the percentage that outstanding debtors are of annual revenue, the lower, the better
Cost coverage (Available cash+ investments: Monthly fixed operating expenditure)	3.6 : 1	2.4 : 1	2.97 : 1	This is the percentage that cash on hands will be able to cover monthly expenditure, the higher, the better

1.4.4 Financial overview

Details	Original budget	Adjustment Budget	Actual
	R	R	R
Income	**576 001 758**	**560 917 992**	**572 147 912**
Grants	161 075 999	134 302 661	128 448 511
Taxes Levies and tariffs	367 657 272	373 357 272	370 004 951
Other	47 268 487	53 258 059	73 694 450
***Less* Expenditure**	**548 028 807**	**617 631 915**	**523 955 971**
Net surplus/(deficit)	**27 972 951**	**-56 713 923**	**48 191 941**

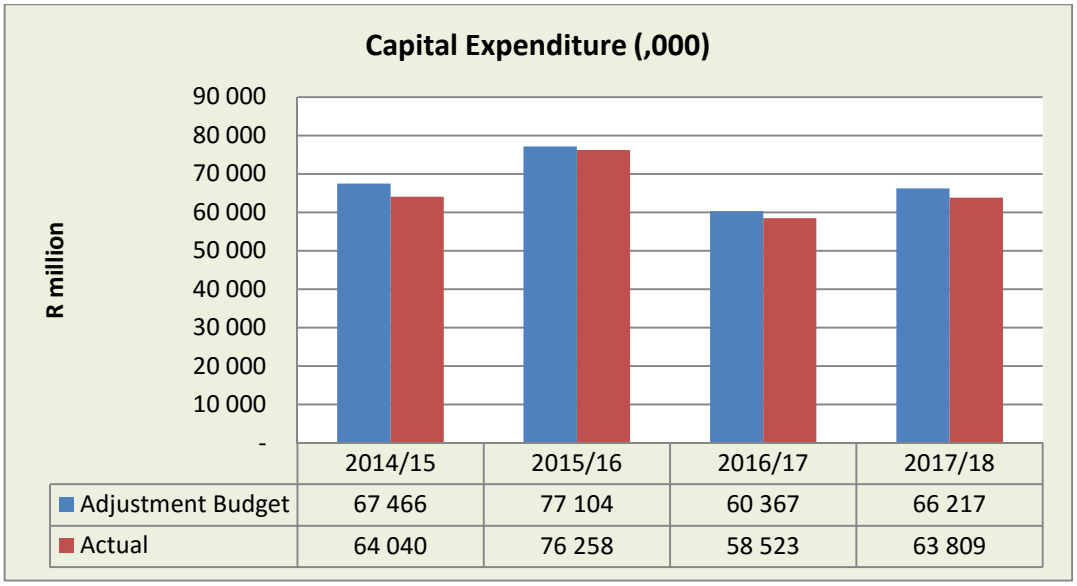


1.4.5 Operating ratio's as a percentage of operating expenditure

Detail	Expected norm	2016/17 Actual	2017/18 Actual	Variance 2017/18 from norm
Employee Cost	30%	26%	29%	1%
Repairs & Maintenance	20%	4%	4%	16%
Finance charges & depreciation	10%	8%	8%	2%

1.4.6 Total capital expenditure

Detail	2014/15	2015/16	2016/17	2017/18
	R'000			
Original Budget	62 922	52 768	58 899	83 247
Adjustment Budget	67 466	77 104	62 908	66 217
Actual	64 040	76 258	61 033	63 809
Percentage Expenditure	95%	99%	97%	96%



1.5 ORGANISATIONAL DEVELOPMENT OVERVIEW

1.5.1 Municipal transformation and organisational development highlights

Highlight	Description
Embarking on TASK process. Review of all job descriptions.	Various positions and departments have been evaluated and audited
Realisation of public participation with all relevant wards	Five (5) channels of communication between the municipality and communities
Creation of awareness on Corruption and Fraud Policy	Communication of whistle blower process on a quarterly basis to the community and to personnel
Skilling, capacitating and building of essential personnel	Minimum competency realisation for all key staff and continuous capacity building for strategic personnel

1.5.2 Municipal transformation and organisational development challenges

Challenge	Actions to address
Gap in filling employment equity targeted groups in managerial positions	Specify the recruitments to the targeted in terms of the Employment Equity Plan segment
Low salary (remuneration) equals to lack of attraction of specialized skills	Embarking on salary scale reviews (TASK)
Limited capital budget	Requiring financial support for auxiliary functions from supporting organs of state

1.6 AUDITOR-GENERAL REPORT

1.6.1 Audited outcomes

Witzenberg Municipality is proud to obtain unqualified audit outcomes for the past five financial years. The implementation of Municipal Standard Chart of Accounts was a huge challenge, but unqualified audit outcomes were still obtained. The challenge for the future is to maintain this standard. The Auditor-General of South Africa will issue opinions on the performance indicators in the future which will continually challenge our capacity, but we will endeavour to meet their criteria and adhere to regulations.

The table below detail the audit comes for the past five financial years:

Year	2013/14	2014/15	2015/16	2016/17	2017/18
Status	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified

1.7 STATUTORY ANNUAL REPORT PROCESS

No	Activity	Timeframe
1	Consideration of next financial year's Budget and IDP process plan. Except for the legislative content, the process plan should confirm in-year reporting formats to ensure that reporting and monitoring feeds seamlessly into the Annual Report process at the end of the Budget/IDP implementation period	July
2	Implementation and monitoring of approved Budget and IDP commences (In-year financial reporting).	
3	Finalise the 4th quarter Report for previous financial year	
4	Municipal entities submit draft annual reports to MM	
5	Submit draft Annual Performance Report including consolidated annual financial statements to Internal Audit and Auditor-General	August
6	Audit/Performance committee considers draft Annual Performance Report of municipality and entities (where relevant)	
7	Municipality submits draft Annual Report including consolidated annual financial statements and performance report to Auditor General	September
8	Annual Performance Report as submitted to Auditor General to be provided as input to the IDP Analysis Phase	October
9	Auditor General audits Annual Report including consolidated Annual Financial Statements and Performance data	September - October
10	Municipalities receive and start to address the Auditor General's comments	November
11	Mayor tables Annual Report and audited Financial Statements to Council complete with the Auditor- General's Report	December
12	Audited Annual Report is made public and representation is invited	
13	Oversight Committee assesses Annual Report	January
14	Council adopts Oversight report	
15	Oversight report is made public	
16	Oversight report is submitted to relevant provincial councils	
17	Commencement of draft Budget/ IDP finalisation for next financial year. Annual Report and Oversight Reports to be used as input	March

CHAPTER 2: GOVERNANCE

Good governance has 8 major characteristics. It is participatory, consensus oriented, accountable, transparent, responsive, effective and efficient, equitable and inclusive, and follows the rule of law. It assures that corruption is minimized, the views of minorities are taken into account and that the voices of the most vulnerable in society are heard during decision-making. It is also responsive to the current and future needs of society.

COMPONENT A: POLITICAL AND ADMINISTRATIVE GOVERNANCE

2.1 POLITICAL GOVERNANCE STRUCTURE

The Council performs both legislative and executive functions. It focuses on legislative, oversight and participatory roles, and has delegated its executive function to the Executive Mayor and the Mayoral Committee. Its primary role is to debate issues publicly and to facilitate political debate and discussion. Apart from their functions as policy makers, councillors are also actively involved with community work and various social programmes in the municipal area.

2.1.1 Council

Below is a table that categorises councillors within their specific political parties and wards:

Name of Councillor / Alderman	Capacity	Political Party	Ward representing or proportional
TE Abrahams	Mayco Member 03/08/2016-	DA	Proportional
K Adams	Deputy Executive Mayor 03/08/2016-	DA	Ward 6
P Daniels	Councillor 03/08/2016-	DA	Ward 7
TT Godden	Speaker 03/08/2016-	Cope	Proportional
P Heradien	Councillor 03/08/2016-	ICOSA	Proportional
SJ Hugo	Councillor 03/08/2016-	ANC	Ward 9
DM Jacobs	Councillor 03/08/2016-	EFF	Proportional
D Kinnear	Councillor 03/08/2016-	DA	Proportional
BC Klaasen	Executive Mayor 03/08/2016-	DA	Proportional
GG Laban	Councillor 03/08/2016-	Witzenberg Aksie	Proportional
C Lottering	Councillor 03/08/2016-	DA	Ward 2
M Mdala	Councillor 03/08/2016-	ANC	Ward 12
TP Mgoboza	Councillor 03/08/2016-	ANC	Ward 10
ZS Mzauziwa	Councillor 03/08/2016-	DA	Proportional
N Phatsoane	Councillor 03/08/2016-	ANC	Ward 1
JT Phungula	Councillor 03/08/2016-	ANC	Proportional
JW Schuurman	Alderman 03/08/2016 -	ANC	Proportional
EM Sidego	Mayco Member 03/08/2016-	DA	Ward 11
RJ Simpson	Councillor 03/08/2016-	ANC	Proportional
HJ Smit	Mayco Member Alderman 03/08/2016-	DA	Ward 5
D Swart	Councillor 03/08/2016-	DA	Ward 3
HF Visagie	Councillor 03/08/2016-	ANC	Ward 8
JJ Visagie	Mayco Member Alderman 03/08/2016-	DA	Ward 4

Below is a table which indicates the Council meeting attendance for the 2017/18 financial year:

Meeting dates	Number of items submitted	Percentage Council Meetings Attendance	Percentage Apologies for non-attendance
26 July 2017	31	96%	4%
21 August 2017	8	87%	13%
27 September 2017	31	92%	8%
25 October 2017	30	83%	17%
5 December 2017	35	87%	13%
21 December 2017	5	70%	30%
24 January 2018	15	92%	8%
28 February 2018	27	83%	17%
28 March 2018	30	96%	4%
29 May 2018	23	74%	26%
29 June 2018	11	83%	17%

2.1.2 Executive Mayoral Committee

The Executive Mayor of the Municipality, Councillor BC Klaasen, assisted by the Mayoral Committee, heads the executive arm of the Municipality. The Executive Mayor is at the centre of the system of governance, since executive powers are vested in him to manage the day-to-day affairs. This means that he has an overarching strategic and political responsibility. The key element of the executive model is that executive power is vested in the Executive Mayor, delegated by the Council, as well as the legislative powers assigned to these parties. Although accountable for the strategic direction and performance of the Municipality, the Executive Mayor operates in collaboration with the Mayoral Committee.

The name and portfolio of each Member of the Mayoral Committee is listed in the table below for the period 1 July 2017 to 30 June 2018:

Name of member	Capacity
Mayco Member Alderman H Smit 17/08/2016-	Chairperson: Committee for Corporate and Financial Services
Mayco Member Councillor JJ Visagie 17/08/2016-	Chairperson: Committee for Technical Services
Mayco Member Councillor TE Abrahams 17/08/2016-	Chairperson: Committee for Local Economic Development, Tourism and Marketing
Mayco Member Deputy Executive Mayor Councillor K Adams 17/08/2016 -	Chairperson: Committee for Community Development
Mayco Member E Sidego 17/08/2016 -	Chairperson: Committee for Housing Matters

The table below indicates the dates of the Committee meetings and the number of reports submitted to Council for the 2017/18 financial year:

Meeting date	Number of items submitted to Council
COMMITTEE FOR HOUSING MATTERS	
10 August 2017	17
14 September 2017	17
12 October 2017	7
9 November 2017	11
13 December 2017	2

Meeting date	Number of items submitted to Council
8 February 2018	12
1 March 2018	1
8 March 2018	9
12 April 2018	6
10 May 2018	12
7 June 2018	11
COMMITTEE FOR LOCAL ECONOMIC DEVELOPMENT, TOURISM AND MARKETING	
16 August 2017	8
20 September 2017	6
18 October 2017	7
15 November 2017	5
14 March 2018	4
18 April 2018	3
13 June 2018	4
COMMITTEE FOR COMMUNITY DEVELOPMENT	
21 September 2017	11
19 October 2017	8
15 February 2018	10
15 March 2018	9
19 April 2018	11
24 May 2018	9
COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES	
17 August 2017	7
21 September 2017	8
16 November 2017	10
15 March 2018	9
19 April 2018	5
24 May 2018	3
COMMITTEE FOR TECHNICAL SERVICES	
16 August 2017	9
20 September 2017	10
18 October 2017	9
15 November 2017	9
14 March 2018	7
18 April 2018	4
23 May 2018	4

Meeting date	Number of items submitted to Council
13 June 2018	4

2.1.3 Portfolio Committees

In terms of section 80 of the Municipal Structures Act 1998, if a Council has an executive committee; it may appoint, in terms of Section 79, committees of councillors to assist the executive committee or Executive Mayor. Section 80 committees are permanent committees that specialise in a specific functional area of the municipality and may in some instances make decisions on specific functional issues. They advise the executive committee on policy matters and make recommendations to Council.

The portfolio committees for the 2017/18 Mayoral term and their Chairpersons are as follows:

Committee	Chairperson	Section 79 or 80 Committee	Number of minutes submitted to Council	Meeting Date
Committee for Housing Matters	Councillor E Sidego 03/08/2016-	Section 80	11	10 August 2017 14 September 2017 12 October 2017 9 November 2017 13 December 2017 8 February 2018 1 March 2018 8 March 2018 12 April 2018 10 May 2018 7 June 2018
Committee for Community Development	Councillor K Adams 03/08/2016-	Section 80	6	21 September 2017 19 October 2017 15 February 2018 15 March 2018 19 April 2018 24 May 2018
Committee for Corporate and Financial Services	Alderman H Smit 03/08/2016-	Section 80	6	17 August 2017 21 September 2017 16 November 2017 15 March 2018 19 April 2018 24 May 2018
Committee for Technical Services	Councillor J Visagie 03/08/2016-	Section 80	8	16 August 2017 20 September 2017 18 October 2017 15 November 2017 14 March 2018 18 April 2018 23 May 2018 13 June 2018
Committee for Local Economic Development, Tourism and Marketing	Councillor T Abrahams 03/08/2016-	Section 80	7	16 August 2017 20 September 2017 18 October 2017 15 November 2018 14 March 2018 18 April 2018 13 June 2018

2.2 ADMINISTRATIVE GOVERNANCE STRUCTURE

The Municipal Manager is the Accounting Officer of the municipality. He is the head of the administration and primarily has to serve as chief custodian of service delivery and implementation of political priorities. He is assisted by his directorship, which constitutes the management team below:

Name of Official	Department	Performance agreement signed (Yes/No)
David Nasson	Municipal Manager	Yes
Cobus Kritzinger	Chief Financial Officer	Yes
Monwabisi Mpeluza	Director: Corporate Services	Yes
Jo-Ann Krieger	Director: Community Services	Yes
Joseph Barnard	Director: Technical Services	Yes

COMPONENT B: INTERGOVERNMENTAL RELATIONS

2.3 INTERGOVERNMENTAL RELATIONS

In terms of the Constitution of South Africa, all spheres of government and all organs of state within each sphere must co-operate with one another, in mutual trust and good faith, fostering friendly relations. They must assist and support one another, inform and consult one another on matters of common interest, coordinate their actions, adhering to agreed procedures and avoid legal proceedings against one another.

2.3.1 Intergovernmental structures

To adhere to the principles of the Constitution as mentioned above the municipality participates in the following intergovernmental structures:

Name of Structure	Members	Outcomes of Engagements/Topics Discussed
Municipals Managers Forum	SALGA, neighbouring municipality's MMs	District based initiatives
SALGA Working Groups	SALGA, Neighbouring municipality's Technical Directors and experts	Municipal wide information sharing
IDP Managers Forum	Department of Local Government (DPLG), All municipalities in the Western Cape (WC), IDP Managers	Provincial wide information sharing
LED Managers Forum	Cape Winelands Regional LED Forum	Sharing information and best practises on Economic Development
WMO Forum	DEADP, All municipalities in the Western Cape (waste management officers), and experts	Municipal wide information sharing with all 3 spheres of government.
IDP Joint Planning Initiative	All provincial sector departments, all municipalities in the Western Cape	Provincial, District & local based planning: JPI's and WCDP
Provincial Public Participation and Communication Forum (PPPCOM)	DPLG, all municipalities in the WC,s IDP Manager	Provincial wide information sharing
Ministerial Technical Committee	Provincial Government and Municipal Managers	Provincial programmes and initiatives aligned with municipal performance
Ministerial Mayoral Committee	Provincial Government and Mayors	Provincial programmes and initiatives aligned with municipal performance
District Public Participation and Communication Forum (DPPCOM)	All municipalities in the Cape Winelands District Municipality, DPLG, IDP Manager, local stakeholders for National Government Departments	District wide information sharing
Provincial Public Participation and Communication Forum (PPPCOM)	DPLG, GCIS, all municipalities in the WC, IDP Manager	Provincial wide information sharing
Provincial CommTech	DPLG, GCIS, all communication officials from municipalities in the WC, National Government Departments	Discussion, trend monitoring, training and workshops concerning government communication and technology

Name of Structure	Members	Outcomes of Engagements/Topics Discussed
SALGA National Communicators Forum	DPLG, GCIS, all communication officials from municipalities in the WC, National Government Departments	Nationwide information sharing and calibration with the strategic focus of the NDP

2.3.2 Joint projects and functions with sector departments

All the functions of government are divided between the different spheres namely National, Provincial and Local. The municipality therefore shares their area and community with other spheres of government as well as their various sector departments. This means that the municipality has to work closely with national and provincial departments to ensure the effective implementation of various projects and functions. The table below provides detail of such projects and functions:

Name of Project/ Function	Expected Outcome/s of the Project	Sector Department/s involved	Contribution of Sector Department
National War on Poverty	Reduce poverty in identified poorest wards in municipal area	National Department of Rural Development	• Established steering committee with municipality and other provincial sector departments • Implementing community based projects with Council of Stakeholders and IGR partners • Mobilising resources
CRDP ISC Meeting	Reducing poverty in the 3 poverty nodes	DRDLR, Agriculture department, Education, Social development, Public Works, CoS	• Mobilising resources • Implementing projects to reduce poverty • Sharing information
Small Town Regeneration Program	Revitalization of towns through creating an enabling environment & infrastructure for economic growth	SALGA Provincial & National, COGTA, Social Development, Education, Business, NGO's	• Establish Town Steering Committees in Ceres, Wolseley and Tulbagh • Town Steering committees drafting and implementing Community base projects to reduce unemployment and build social cohesion. • Forcing strong partnerships with IGR partners

COMPONENT C: PUBLIC ACCOUNTABILITY

MSA section 15(b) requires a municipality to establish and organize its administration to facilitate and a culture of accountability amongst its staff. Section 16(i) states that a municipality must develop a system of municipal governance that compliments formal representative governance with a system of participatory governance. Section 18(i)(d) requires a municipality to supply its community with information concerning municipal governance, management and development.

A Municipal Public Accounts Committee has been established. The internal audit function has previously been outsourced, but is now administered internally with the appointment of three qualified auditors, employed on a permanent basis. The capacity of the Performance, Risk and Audit Committee has been increased with the appointment of qualified and specialized members. A representative from the business sector is also invited to participate in Mayoral Committee meetings.

Such participation is required in terms of:

- the preparation, implementation and review of the IDP;

- establishment, implementation and review of the performance management system;
- monitoring and review of the performance, including the outcomes and impact of such performance; and
- preparation of the municipal budget.

2.4 PUBLIC MEETINGS

Apart from bi-annual community meetings held in each town, the municipality also communicates through monthly newsletters, loud-hailing, distribution of pamphlets, text messages and public service announcements via community radio.

Nature and purpose of the meeting	Date of events	Number of participating Municipal Councillors	Number of participating municipal administrators	Number of community members attended
IDP /Budget Public meetings				
IDP Review Public Participation	Ward 4 & 10 P A Hamlet -23/10/2017	2	9	15
	Ward 3 & 5 Ceres & Ward 4&6 Bella Vista -24/10/ 2017	6	7	118
	Ward 8 & 9 Op-Die-Berg 25/10/2017	1	8	21
	Ward 7 & 11 Tulbagh -26 /10/2017	3	9	24
	Business & Agriculture -31/10/2017	2	4	9
	Ward 2 & 7 Wolseley 31/10/2017	2	8	1
	Ward Committees 01/11/2017	9	7	65
	Municipal Officials 07/11/2017	5	284	
	Ward 1 & 12 N'Duli 08/11/2017	2	7	102
IDP /Budget Public meetings				
IDP Review Public Participation	Ward 4 & 6 Bella Vista 16/04/2018	5	9	60
	Ward 4 &10 P A Hamlet 17/05 2018	7	9	74
	Ward 3 & 5 Ceres 19/04 /2018	9	9	12
	Ward Committees 20/04/2018	10	8	67
	Ward 2 &7 Wolseley 23/04/2018	4	9	36
	Business & Agriculture 24/04/2018	4	4	10
	Ward 7 & 11 Tulbagh 25/04/2018	1	7	23
	Ward 8 &9 Op-Die-Berg 14/05/2018	2	8	27
	Ward 1 & 12 N'Duli 15/05/2018	5	11	93

2.4.1 Labour Forum

The table below specifies the members of the Labour Forum for the 2017/18 financial year:

Name of representative	Capacity	Meeting dates
H Smit	Chairperson	
B Klaasen	Executive Mayor	
E Sidego	Mayco Member	
K Adams	Deputy Mayor	
D Nasson	Municipal Manager	
H Kritzinger	Director Finance	
J Krieger	Director Community Services	
M Mpeluza	Director Corporate Services	
J Barnard	Director Technical Services	
I Swartbooi	Manager Human Resources	
C Wessels	Manager Administration	
M. Arendse-Smith	Acting Senior Human Resources Officer	22 November 2017 22 March 2018
C Titus	Committee Clerk	11 April 2018
A Christians	IMATU	9 May 2018
J Noble	IMATU	20 June 2018
H Minnaar	IMATU	
J Goedeman (resigned August 2017)	IMATU	
Loyiso Ntanjana (appointed 5 March 2018)	IMATU	
M Pieterse	IMATU	
S Joseph	IMATU	
K Ntanjana	SAMWU	
C Appolis	SAMWU	
L Silver	SAMWU	
R Frans	SAMWU	
J Goedeman (appointed 9 May 2018)	SAMWU	

2.4.2 Ward Committees

The purpose of a ward committee is:

- to encourage better participation from the community and to inform council decisions;
- to make sure that there is effective communication between the Council and the community;
- to assist the ward councillor with consultation and feedback to the community.

Ward committees need to be elected by the community they serve. A ward committee may not have more than 10 members and women should be well represented in the membership contingent. The ward

councillor serves on the ward committee and acts as the chairperson. Although ward committees have no formal powers, they act as an advisory body to the ward councilor, which enables them to make specific submissions directly to the Council. These committees play a pivotal role in the development and annual revision of the IDP of the area.

The ward committees support the ward councillor who receives reports on development, participate in development planning processes, and facilitate wider community participation. To this end, the municipality constantly strives to ensure that all ward committees function optimally with community information provision; convening of meetings; ward planning; service delivery; IDP formulation and performance feedback to communities.

Ward 1: N'Duli (Polo Cross Hall)

Name of representative	Capacity representing	Number meetings held during the year
Sipho Mdange	Sport & Culture	9
Cynthia Davids	Health & Social	
Raymond Stuurman	Safety	
Andile Gili	Youth	
Mandisa Hinana	Education	
Kenneth Mbangula	Business Community	
Noxolo Mbali	Women	
Thubalakhe Mhlakwapalwa	Churches	
Johannes Busakwe	Civics & Taxes	
Lungisile Kondlo	Disabled& Elderly	

Ward 2: Wolseley (Montana Library)

Name of representative	Capacity representing	Number meetings held during the year
	Safety	10
Audrey Longman	Education	
Lucille Classen	Health & Social	
Elizabeth Van Rooyen	Disability & Eldery	
Annemien Bezuidenhout	Civics & Taxes	
Elizabeth Wynand	Women	
Katrina Van Rensburg	Business Community	
Cornelia Moses	Youth	
Adan Maarman	Sport & Culture	
Brian Albertus	Churches	

Ward 3: Ceres (Rietvallei Library)

Name of representative	Capacity representing	Number meetings held during the year
Adriaan Williams	Business Community	9
Mark Mentoor	Health & Social	
Marinda Mankapan	Women	
Hendrik Titus	Churches	
Lorencia Jacobs	Safety	
Mariaan Van Rooi	Youth	
Elizabeth Velensky	Disabled & Elderly	
Saartjie Franse	Sport & Culture	
Amanda Whitebooi	Education	
Ronald Ross	Civics & Taxes	

Ward 4: Prince Alfred's Hamlet (Kliprug Community Hall)

Name of representative	Capacity representing	Number meetings held during the year
Alma Goosen	Business Community	9
David Mentoor	Civics & Taxes	
Johan Jacobs	Youth	
Jane Haas	Women	
	Safety	
Anneline Smit	Churches	
Jerome Barends	Sport & Culture	
Moses Davids	Health & Social	
Jacobus de Wee	Disabled & Elderly	
Le-Marco Smit	Education	

Ward 5: Ceres (John Steyn Library)

Name of representative	Capacity representing	Number meetings held during the year
Hyno Baartman	Health & Social	6
Amelia Abrahams	Disabled & Elderly	
Angeline Wildschut	Youth	
Marius Koopman	Civics & Taxes	
Rudolf Nel	Sport & Culture	
Fiona Hardneck	Churches	
Sylvia Cupido	Women	
Jonathan Nel	Safety	
Ronnie Philander	Education	

Name of representative	Capacity representing	Number meetings held during the year
Alistair Nasson	Business & Community	

Ward 6: Bella Vista (Bella Vista Library)

Name of representative	Capacity representing	Number meetings held during the year
Frederika Koopman	Youth	8
Joey Jantjies	Churches	
Melanie Bé	Disabled & Elderly	
Sara Krotz	Sport & Culture	
Chantel Pietersen	Health & Social	
Johannes Crotz	Safety	
Oelsen Seroot	Business & Community	
Sylvia Minnaar	Women	
Letichia Crotz	Education	
Alwyn Fransman	Civics & Taxes	

Ward 7: Wolseley (Montana Library)

Name of representative	Capacity representing	Number meetings held during the year
Deborah Hlongwana	Churches	9
Magdalena Julius	Business Community	
Jacquelina Fortuin	Youth	
Edward Nchephe	Safety	
Kenneth Carelse	Sport & Culture	
Paulina Basson	Health & Social	
Anne Swarts	Women	
Lambertus Johnson	Civics &Taxes	
Piet Klink	Disable &Elderly	
	Education	

Ward 8: Op -Die-Berg (Op-die-Berg Aksent Office)

Name of representative	Capacity representing	Number meetings held during the year
Brendon Maqhina	Disable & Elderly	12
Lena Pieters	Sport & Culture	
Ayanda Teni	Business Community	
Magrieta Baardman	Women	

Name of representative	Capacity representing	Number meetings held during the year
Elzaan Ruiters	Youth	
Legina Baleni	Churches	
Albertus Nel	Safety	
Chriszelda Mars	Health & Social	
Gert Jantjies	Education	
Johannes Fransman	Civic & taxis	

Ward 9: Op-die-Berg

Name of representative	Capacity representing	Number meetings held during the year
Francic Mackenzie	Churches	5
Carlo Galant	Health &Social	
Ndelelo Shweni	Disabled & Elderly	
Annie Jansen	Women	
Tom Persens	Education	
Jika Bongiswa	Civics & Taxes	
Mzwandile Phuphuma	Safety	
Aneline Arries	Youth	
	Business Community	
Chrisjan Fortuin	Sport & Culture	

Ward 10: PA Hamlet (Council Chambers)

Name of representative	Capacity representing	Number meetings held during the year
	Youth	10
	Women	
Sophia De Bruin	Health & Social	
Juliana Appollis	Civics & Taxes	
Clive Young	Education	
Berend Skippers	Sport &Culture	
Bruce Salvester	Business Community	
Jacob Faro	Churches	
Leonard Baardman	Safety	
Clara Swarts	Disable &Elderly	

Ward 11: Tulbagh (Council Chamber)

Name of representative	Capacity representing	Number meetings held during the year
Sittimio Louw	Education	10
Jonathan Fransman	Sport & Culture	
Gerald Davids	Sport & Culture	
Rosina Jooste	Churches	
Raymond Malapo	Women	
Ann Myburgh	Disabled & Elderly	
Daniel Thomas	Civics &Taxes	
Nceba Nyosana	Youth	
Theo Lombaard	Business Community	
Sittimio Louw	Safety	

Ward 12: N'Duli (Community Hall)

Name of representative	Capacity representing	Number meetings held during the year
Zingiswa Senoamali	Education	8
Mncedisi Gili	Disabled &Elderly	
Jevon Lukas	Churches	
Thembakazi Ncaphayi	Health & Social	
Kholekile Mrwetyana	Business Community	
Humphry Ndwanya	Safety	
Namhla Mdala	Sport & Culture	
N Ruth Yisa	Women	
Siyabonga Gaba	Civics & Taxes	
Bulelwa Mzwakali	Youth	

2.4.3 Functionality of Ward Committees

Ward committee members are paid a monthly stipend and transport is provided, where necessary. This stipend is to aid ward committee members with attend meetings and functions where public participation, through the ward committee system, is required.

Venues have been established for the ward meetings and support personnel. The Community Liaison Officers and Community Development Workers are available for support, if necessary. Refreshments are provided at the ward committee meetings.

The table below provides information on the establishment of ward committees and their functionality:

Ward Number	Committee established: Yes / No	Number of reports submitted to the Speakers/IDP Office	Number meetings held during the year	Committee functioning effectively: Yes / No
1	Yes	6	9	Yes
2	Yes	6	10	Yes
3	Yes	8	9	Yes
4	Yes	4	9	Yes
5	Yes	3	6	Yes
6	Yes	6	8	Yes
7	Yes	5	9	Yes
8	Yes	8	12	Yes
9	Yes	3	5	Yes
10	Yes	6	10	Yes
11	Yes	5	10	Yes
12	Yes	4	8	Yes

COMPONENT D: CORPORATE GOVERNANCE

Corporate governance is the set of processes, practices, policies, laws and stakeholders affecting the way an institution is directed, administered or controlled. Corporate governance also encompasses the relationships amongst the various stakeholders involved and the strategic goals governing the institution.

2.5 RISK MANAGEMENT

Section 62(1)(c)(i) of the MFMA states that: "… The accounting officer of the municipality is responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure that the municipality has and maintains effective, efficient and transparent systems of financial and risk management and internal control."

Witzenberg Municipality is committed to the optimal management of risk in order to protect our core public service values, achieve our vision, objectives and deliver on our core business functions.
In the course of conducting our daily business operations, we are exposed to a variety of risks. These risks include operational and other material risks which require comprehensive controls and on-going oversight to be properly managed.

To ensure business success the Municipality have adopted an enterprise-wide integrated approach to the management of risks. By embedding the risk management process into key business processes such as planning, operations and new projects, the municipality will be better equipped to identify events affecting our objectives and to manage risks in ways that are consistent with the approved risk appetite.

The top 10 inherent strategic risks of Witzenberg Municipality are:

1. Major unplanned not disaster related service deliver interruptions due to poor infrastructure
2. Growth in informal settlements
3. Eskom's inability to provide increased electricity supply to the municipal area
4. Inability to deal with major disasters and to secure business continuity
5. Inability to provide bulk water storage capacity to the Tulbagh area.
6. Illegal invasion and occupation of municipal land
7. Poor growth in revenue base
8. Increase in unaccounted water and electricity losses
9. Un-recoverability of outstanding receivables
10. Failure of law enforcement agencies to assist municipality

2.6 ANTI-CORRUPTION AND ANTI-FRAUD

Section 83(c) of the MSA refers to the implementation of effective bidding structures to minimize the possibility of fraud and corruption and the MFMA, Section 112(1)(m)(i), identify supply chain measures to be enforced to combat fraud and corruption, favouritism and unfair and irregular practices. Section 115(1) of the MFMA states that the accounting officer must take steps to ensure mechanisms and separation of duties in a supply chain management system to minimize the likelihood of corruption and fraud.

2.6.1 Developed strategies

Name of strategy	Developed Yes/No	Date Adopted/Reviewed
Anti-Fraud and Corruption Strategy	Yes	July 2017
Fraud and Corruption prevention policy and response plan	Yes	July 2017

2.6.2 Implementation of strategies

Strategies to implement	Key Risk Areas	Key measures to curb corruption and fraud
Fraud Prevention Policy	Supply Chain Management	Roll-out of Anti-Fraud and Corruption Policy to internal stakeholders through presentations and internal newsletters
Ethics Awareness Programme	Possible loss of income at traffic due to inactive follow-up on	Roll-out of Anti-Fraud and Corruption Policy to external stake holders through

Strategies to implement	Key Risk Areas	Key measures to curb corruption and fraud
	traffic violations	outreach programmes
Outreach programme on fighting fraud and corruption	Lack of awareness of fraud amongst staff	Investigation of fraud and corruption cases
Whistle blowing through the National Fraud Hotline	Possible misuse of policy to disclose sensitive information	Monitoring recommendations with regards to disciplinary, criminal and recovery actions. Effective delegation systems
Establish a Witzenberg Municipal fraud line which is operated by an external provider	Ensure that allegation of fraud and corruption are investigated in order to eliminate fraud and corruption	Prevention and detection of fraud at a more rapid pace
To ensure that all employees and councillors in service of the Witzenberg Municipality has declared all interest/ownership/directorship.	Avoid doing business with employees in service of the municipality who does not declare that they are in service of the municipality	Use Trans Union in order to identify all employees have interest/ownership/ directorship in companies
Regular update of the fraud risk register	Detection and prevention of fraud in the municipality	Monitoring key controls to alleviate fraud and corruption

2.7 PERFORMANCE, RISK AND AUDIT COMMITTEE

Section 166(2) of the MFMA states that an audit committee is an independent advisory body which must –

(a) advise the municipal council, the political office-bearers, the accounting officer and the management staff of the municipality, on matters relating to –

- internal financial control;
- risk management;
- performance management; and
- effective governance.

Section 14(2)(c) of the Local Government Municipal Planning and Performance Management Regulations (R796 dated 24 August 2001) states that a municipality may utilize any Audit Committee established in terms of other applicable legislation as the Performance Audit Committee of the said municipality.

The Public Sector Risk Management framework states that the committee should review and recommend for approval the:

- risk management policy;
- risk management strategy;
- risk management implementation plan; and
- risk appetite

2.7.1 Functions of the Performance, Risk & Audit Committee

Council noted its Performance, Risk and Audit Committee charter on 30 May 2017.
In order to fulfil its role, the Committee advise the Municipal Council, the political office-bearers, the accounting officer and the management staff of the municipality, on matters relating to:

- Internal financial control and internal audits;
- Risk management;
- Accounting policies;
- The adequacy, reliability and accuracy of financial reporting and information;
- Performance management;

- Effective governance;
- Compliance with the MFMA, Division of Revenue Act (DoRA) and any other applicable legislation;
- Performance evaluation; and
- Any other issues referred to it by the municipality.

2.7.2 Members of the Performance, Risk & Audit Committee

Name of representative	Capacity	Meeting dates
Mr J. George	Chairperson	18 August 2017 8 September 2017 22 November 2017 15 January 2018 2 March 2018 4 May 2018
Mr A Amod *(Second 3 year term ended 31 May 2018)*	Member	18 August 2017 15 January 2018 2 March 2018 4 May 2018
Mr J. Basson	Member	18 August 2017 8 September 2017 22 November 2017 15 January 2018 4 May 2018
Mr. T. Lesihla	Member	18 August 2017 8 September 2017 22 November 2017 15 January 2018 2 March 2018 4 May 2018
Mr F. Redelinghuys	Member	18 August 2017 8 September 2017 22 November 2017 15 January 2018 2 March 2018 4 May 2018

2.7.3 Performance, Risk & Audit Committee (PRAC) recommendations

Date of the PRAC meetings	Committee recommendations during 2017/18	Recommendations adopted (enter Yes) If not adopted (provide explanation)
08-Sep-17	To recommend to the Executive Mayoral Committee and Council: that the Quarterly Budget Statement [Section 52(d)] Report for 1 April 2017 to 30 June 2017 be noted and accepted.	Yes

Date of the PRAC meetings	Committee recommendations during 2017/18	Recommendations adopted (enter Yes) If not adopted (provide explanation)
08-Sep-17	That the PRAC finalise the Second Bi-Annual Report on Performance Management for 2016/2017 and submit the same to the Department Administration for tabling to Council.	Yes
08-Sep-17	To recommend to the Mayco and Council that the Section 71 monthly report of the Department Finance for June 2017 be noted and accepted.	Yes
08-Sep-17	That the PRAC recommends to the Mayco and Council that the Internal Audit Charter from 1 July 2017 to 30 June 2018 be approved.	Yes
08-Sep-17	(b) that the Risk Based Audit Plan for 2017/2018 be finalised and tabled to Council for approval.	Yes
22-Nov-17	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that notice be taken of the Section 71 monthly reports of the Department Finance for July, August and September 2017 and the same be accepted.	Yes
15-Jan-18	To recommend to Council: that the Quarterly Budget Statement [Section 52(d) Report] for the period 1 July 2017 until 30 September 2017 be noted and accepted.	Yes
15-Jan-18	*That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that notice be taken of the Section 71 monthly reports of the Department Finance for October and November 2017 and the same be accepted.*	Yes
15-Jan-18	*That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that the Audit Report and Financial Statements for 2016/2017 be noted and the same be accepted.*	Yes
15-Jan-18	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that it be concluded that the Witzenberg Internal Audit Activity is allowed to fulfil its responsibilities and that the Internal Audit Activity is independent.	Yes
15-Jan-18	That the Performance, Risk and Audit Committee recommends to Council that notice be taken of the Performance, Risk and Audit Committee report as at 30 June 2017 as an annexure to the Annual Report 2016/2017 and the same be accepted.	Yes
02-Mar-18	that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council: that notice be taken of the Internal Audit Report in respect of the Performance Management System for the second quarter of 2017/2018 and the same be approved and accepted.	Yes

Date of the PRAC meetings	Committee recommendations during 2017/18	Recommendations adopted (enter Yes) If not adopted (provide explanation)
02-Mar-18	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council: that notice be taken of the Mid-year Budget Statement and Performance Assessment (Section 72 Report) for the period 1 July to 31 December 2017 and the same be approved and accepted.	Yes
02-Mar-18	that Committee members send their inputs by 9 March 2018 after which the report will be updated by the Chairperson and the Head of Internal Audit for submission to Council.	Yes
02-Mar-18	That the Performance, Risk and Audit Committee recommends to Council: that notice be taken of the Internal Audit Report on the Performance Management System for the first quarter of 2017/2018 and the same be approved and accepted.	Yes
02-Mar-18	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council: that notice be taken of the Section 71 monthly reports of the Department Finance for December 2017 and January 2018 and the same be approved and accepted.	Yes
02-Mar-18	That the Performance, Risk and Audit Committee recommends to Council: (i) that notice be taken of the report with regard to the writing off of interest and arrear monies for household debt and other irrecoverable outstanding amounts and the same be approved and accepted.	Yes
02-Mar-18	ii) That the irrecoverable arrears to the value of R51 486 498-58 be written off.	Yes
02-Mar-18	That the Performance, Risk and Audit Committee recommends to Council: that notice be taken of the Quarterly Budget Statement Report [Section 52(d)] for the period 1 October 2017 to 31 December 2017 and the same be approved and accepted	Yes
04-May-18	To recommend to the Executive Mayoral Committee and Council: that Council, in terns of MFMA Circular 65, considers that the Internal Audit Plan and the Internal Audit Charter have been approved by the Performance, Risk and Audit Committee and that Council takes notice and accepts same.	To be tabled to Mayco & Council in October 2018.
04-May-18	To recommend to the Executive Mayoral Committee and Council: that notice be taken of the Section 71 monthly reports of the	**Yes**

Date of the PRAC meetings	Committee recommendations during 2017/18	Recommendations adopted (enter Yes) If not adopted (provide explanation)
	Department Finance for February and March 2018 and same be accepted.	
04-May-18	To recommend to the Executive Mayoral Committee and Council: that notice be taken of the Status report on the implementation of internal audit findings for the first quarter of 2017/2018, dated September 2017, and same be accepted.	Report to be tabled to Mayco & Council in October 2018.
04-May-18	To recommend to the Executive Mayoral Committee and Council: that notice be taken of the Status report on the implementation of internal audit findings for the second quarter of 2017/2018 and same be accepted.	Report to be tabled to Mayco & Council in October 2018.

2.8 INTERNAL AUDITING

An annual risk assessment update was performed during April/June 2017 and all relevant risks were populated into the Witzenberg risk register. Updates were performed on a continuous basis. This risk assessment forms the basis of the 2016/17 to 2018/19 Risk Based Audit Plan.

The results of the 3-year strategic internal audit plan are included below:

Audit Activity	2016/17	2017/18	2018/19
Statutory Internal Audits			
DORA compliance	√	√	√
Performance Management System (quarterly)	√	√	√
Risk based audits			
AGSA Key controls	√	√	√
Follow up internal Audit findings	√	√	√
Operation Clean Audit	√	√	√
Risk based audits			
Income & Debtors			√
Supply Chain Management			√
Human Resources (Including Leave and Training)	√		
Asset Management	√	√	
Inventory			√
Maintenance Management		√	
Project & Contract Management		√	
Indigent Management	√		
IT – General controls	√		
Cash Handling			√
Fleet Management		√	
Traffic Services			√

Audit Activity	2016/17	2017/18	2018/19
Disaster Management & Business continuity		√	
Overtime	√		
Debt Collection and Credit Control	√		
Time and attendance		√	
Property valuations	√		

Annual Audit Plan

The Audit Plan for 2017/18 was implemented and the table below provides detail on audits completed:

Audit Activity	Estimated hours	Quarter	Status
Statutory Audits			
DORA compliance	200	3	Completed
Performance Management System	600	All	Completed
Follow up audit work			
Follow up Internal Audit Findings	500	All	Completed
Management Audit Action Plan	80	All	Completed
Risk based audits			
Human Resources	500	-	Work in Progress
Overtime	350	3	Completed
Disaster Management	500	4	Completed
Asset Management			Work in Progress
AD-Hoc audits			
Year-end stock count	100	4	Completed
Other			
MSCOA	400	-	Continuous
Legislative/Advisory/Committees	284	All	Completed
IA Quality Assessment	100	-	Work in progress
Compliance system	100	All	Completed
Risk Management	400	All	Completed

2.9 BY-LAWS

Below is a list of all the policies developed and reviewed during the financial year:

Policies developed/ revised	Date adopted	Public Participation conducted prior to adoption of policy (Yes/No)	Date of Publication
Witzenberg Municipality: By-law on the Rules of Order for the Meetings of the Witzenberg Council and its	24 January 2018	Yes	14 March 2018

Policies developed/ revised	Date adopted	Public Participation conducted prior to adoption of policy (Yes/No)	Date of Publication
Committees			
Property Rates By-Law	28 February 2018	Yes	9 March 2018

2.10 SUPPLY CHAIN MANAGEMENT

2.10.1 Competitive bids in excess of R 200 000

Bid Committee meetings

The following table details the number of Bid Committee meetings held for the 2017/18 financial year:

Bid Specification Committee	Bid Evaluation Committee	Bid Adjudication Committee
50	48	30

Attendance of members of the Bid Specification Committee, are as follows:

Member	Percentage attendance (%)
Manager Income / Deputy Director Finance / Manager Financial Administration (Chairperson)	100
Manager Supply Chain	100
Relevant technical expert responsible for a function	100

Attendance of members of the Bid Evaluation Committee, are as follows:

Member	Percentage attendance (%)
Manager Income / Deputy Director Finance / Manager Financial Administration (Chairperson)	100
Manager Supply Chain	100
Relevant technical expert responsible for a function	100

Attendance of members of the Bid Adjudication Committee, are as follows:

Member	Percentage attendance (%)
Director Financial Services (Chairperson)	100
Director Technical Services	86
Director Community Services	72
Director Corporate Services	62
Manager Supply Chain/Deputy Director: Finance	100

Note: The percentages as indicated above include the attendance of those officials acting in the position of a Bid Committee Member.

Awards made by the Bid Adjudication Committee

The Bid Adjudication Committee awarded 43 bids of an estimated value of R 68 125 158

The five highest bids awarded by the Bid Adjudication Committee, are as follows:

Bid number	Title of bid	Directorate and section	Successful Bidder	Value of bid awarded R
08/2/15/54	Supply and delivery of Electrical Equipment and cables	Finance / Electrical – Stores	Various bidders	15 484 731.07
08/2/15/86	Appointment of a service provider for Prepaid vending services	Financial Services	Syntell (PTY) Ltd	4 551 500.00
08/2/14/70	Supply and delivery of disposable bags for refuse removal	Technical – Solid Waste	AWV Project Management	4 460 700.00
08/2/15/45	Supply Upgrade And Replacement Of Water Networks In The Witzenberg Area	Technical – Water	Alfalach Engineering CC	4 000 000.00
08/2/15/46	Supply Upgrade And Replacement Of Sewer Networks In The Witzenberg Area	Technical – Water	Alfalach Engineering CC	4 000 000.00

Awards made by the Accounting Officer

In terms of paragraph 5(2)(a) of Council's Supply Chain Management Policy, only the Accounting Officer may award a bid which is in excess of R10 million. The power to make such an award may not be sub-delegated by the Accounting Officer.

The following bid was awarded by the Accounting Officer during the 2017/18 financial year:

Bid number	Title of bid	Directorate and section	Successful Bidder	Value of bid awarded R
08/2/15/16	Appointment of contractors for maintenance, repair and replacement of general electrical infrastructure for Witzenberg Municipality (3 year contract)	Technical – Electricity	Various bidders	31 888 078.01
08/2/15/53	The Reconstruction Of Piet Retief Street From Rossouw Street To Waveren Street In Tulbagh	Technical – Street & Storm Water	Entsha Henra (PTY) Ltd	15 654 202.00

Awards made by the Bid Adjudication Committee

No bid was awarded by the Bid Adjudication Committee in terms of paragraph 45 (2) of the Supply Chain Management Policy and paragraph 37 (2) of the Supply Chain Regulations.

Appeals lodged by aggrieved bidders

The following appeals were lodged by aggrieved bidders on awards made in terms of section 62(1) of the Municipal Systems Act (Act 32 of 2000):

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Dismissal	Dealt by

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Dismissal	Dealt by
08/2/14/75	Shortterm Insurance (One year contract)	10 July 2017	Nico Swart Consultancy	Non-compliance of prequalification criteria	Appeal was dismissed by the Accounting Officer	Accounting Officer

Awards made to enterprises within the Witzenberg municipal area

The following table details the value of competitive bids awarded to enterprises within the Witzenberg Municipal Area during the 2017/18 financial year:

Number of contracts awarded to enterprises within the Witzenberg municipal area	Percentage of contracts awarded to enterprises within the Witzenberg municipal area (%)	Value of contracts awarded to enterprises within the Witzenberg municipal area R	Percentage of contract value awarded to enterprises within the Witzenberg municipal area (%)
3	6.98	1 492 850.00	2.20

2.10.2 Formal written price quotations between R 30 000 and R 200 000

Awards made to enterprises within the Witzenberg municipal area

A total of 21 formal written price quotations amounting to R 1 719 778 were awarded.

The following table details the value of formal written price quotations awarded to enterprises within the Witzenberg municipal area during the 2017/18 financial year:

Number of contracts awarded to enterprises within the Witzenberg municipal area	Percentage of contracts awarded to enterprises within the Witzenberg municipal area (%)	Value of contracts awarded to enterprises within the Witzenberg municipal area R	Percentage of contract value awarded to enterprises within the Witzenberg municipal area (%)
5	23.81	350 530.00	20.39

2.10.3 Deviation from normal procurement processes

Paragraph 44 of Council's Supply Chain Management Policy allows the Accounting Officer to dispense with the official procurement process. Deviations amounting to R 9 581 744 were approved by the Accounting Officer. The following table provides a summary of deviations approved on an annual and monthly basis respectively:

Type of deviation	Number of deviations	Value of deviations R	Percentage of total deviations value (%)
Single supplier	68	2 062 111.51	29.18
Impossible	0	0.00	0.00

Type of deviation	Number of deviations	Value of deviations R	Percentage of total deviations value (%)
Impractical	123	6 791 467.47	52.79
Emergency	42	728 164.49	18.03

This amount shows a decrease of R 138 660.72 compared to the previous year's figure of R 9 720 405.

2.10.4Logistics management

The system of logistics management must ensure the following:

- the monitoring of spending patterns on types or classes of goods and services incorporating, where practical, the coding of items to ensure that each item has a unique number;
- the setting of inventory levels that includes minimum and maximum levels and lead times wherever goods are placed in stock;
- the placing of manual or electronic orders for all acquisitions other than those from petty cash;
- before payment is approved, certification by the responsible officer that the goods and services are received or rendered on time and is in accordance with the order, the general conditions of contract and specifications where applicable and that the price charged is as quoted in terms of a contract;
- appropriate standards of internal control and warehouse management to ensure that goods placed in stores are secure and only used for the purpose for which they were purchased;
- regular checking to ensure that all assets including official vehicles are properly managed, appropriately maintained and only used for official purposes; and
- monitoring and review of the supply vendor performance to ensure compliance with specifications and contract conditions for particular goods or services.

Each stock item at the municipal stores, Drommedaris Street, is coded and listed on the financial system. Monthly monitoring of patterns of issues and receipts are performed by the Storekeeper. Inventory levels are set at the start of each financial year. These levels are set for normal operations. In the event that special projects are being launched by departments, such information is not communicated timely to the Stores section in order to gear them to order stock in excess of the normal levels. Internal controls are in place to ensure that goods and service that are received, are certified by the responsible person, which is in line with the general conditions of contract. Regular checks are performed to determine the condition. Quarterly stock counts are performed so that surpluses, deficits, damaged and redundant stock items are identified and reported to Council. As at 30 June 2018, the value of the stock at the municipal stores is calculated at R 10 738 297, with a satisfactory stock turnover rate of 1.68. For the 2017/18 financial year, a total of R 2 038.52 was accounted for as damaged and deficit inventory. Surplus items amounted to R 52.14.

2.10.5 Disposal management

The system of disposal management must ensure the following:

- immovable property is sold only at market related prices, except when the public interest or the plight of the poor demands otherwise;
- movable assets are sold either by way of written price quotations, a competitive bidding process, auction or at market related prices; whichever is the most advantageous;
- Firearms are not sold or donated to any person or institution within or outside the Republic, unless approved by the National Conventional Arms Control Committee;
- Immovable property is let at market related rates, except when the public interest or the plight of the poor demands otherwise;
- All fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property is reviewed annually;
- Where assets are traded in for other assets, the highest possible trade-in price is negotiated; and

- In the case of the free disposal of computer equipment, the Provincial Department of Education is first approached to indicate within 30 days whether any of the local schools require this equipment.

We are complying with section 14 of the MFMA which deals with the disposal of capital assets. A consolidated disposal report was approved by Council 26 July 2017.
An auction was held 15 November 2017 for the items approved by Council and the total value of items disposed of during the auction were R 661 460.00.

The following items were withdrawn from the auction:

- Compressor on trailer CT 4882
- Flatbed trailer CT 7137
- Scaffolding jacks
- Motors X 10
- Asbestos drill

The items withdrawn were approved by the accounting officer.

The following items were not sold at the auction:

- Ceramic pipes (Lot nr. 115)
- Cement pipes (Lot nr. 117)
- Porcelain pipes (Lot. 144)
- Asbestos pipes (Auctioneer not authorised to sell asbestos)

All items disposed of were removed from the municipal stores.

2.10.6 Performance management

The SCM policy requires that an internal monitoring system be established and implemented in order to determine, on the basis of retrospective analysis, whether the SCM processes were followed and whether the objectives of the SCM policy were achieved.

Monitoring of internal processes is an on-going process. Procedure manuals for various SCM processes has been updated and are awaiting approval for implementation. Monthly reporting concerning appeals received by aggrieved bidders is also done to measure the performance of the bid specification and bid evaluation committees.

The Accounting Officer has appointed the Internal Auditor as the independent observer to attend bid committee meetings. This further enhances transparency with regard to our bid committee system and compliance to all relevant legislation.

No companies were listed as restricted suppliers during the 2017/18 financial year.

2.11 WEBSITE

Municipalities are required to develop and maintain a functional website that displays relevant information as per the requirements of Section 75 of the MFMA and Section 21A and B of the MSA as amended.

The website should serve as a mechanism to promote accountability and transparency to communities and therefore information posted should be accurate and timeously updated.

The municipal website is a key communication mechanism in terms of service offering, information sharing and public participation. It is a communication tool that should allow easy and convenient access to relevant information. The municipal website should serve as an integral part of the municipality's Communication Strategy.

The table below gives an indication about the information and documents that are published on our website.

Description of information and/or document	Yes/No
Municipal contact details (Section 14 of the Promotion of Access to Information Act)	
Full Council details	Yes
Contact details of the Municipal Manager	Yes
Contact details of the CFO	Yes
Physical address of the Municipality	Yes
Postal address of the Municipality	Yes
Financial Information (Sections 53, 75, 79 and 81(1) of the MFMA)	
Draft Budget 2017/18	Yes
Adjusted Budget 2017/18	Yes
Asset Management Policy	Yes
Customer Care, Credit control and Debt collection Policy	Yes
Indigent Policy	Yes
Funds and Reserves Policy	Yes
Investment and Cash Management Policy	Yes
Rates Policy	Yes
Supply Chain Management Policy	Yes
Tariff Policy	Yes
Veriment Policy	Yes
Petty Cash Policy	Yes
Long Term Financial Policy	Yes
Borrowing Policy	Yes
SDBIP 2017/18	Yes
Integrated Development Plan and Public Participation (Section 25(4)(b) of the MSA and Section 21(1)(b) of the MFMA)	
Reviewed IDP for 2017/18	Yes
IDP Process Plan for 2017/18	Yes
Supply Chain Management (Sections 14(2), 33, 37 and75(1)(e)and(f) and 120(6)(b)of the MFMA and Section 18(a) of the National SCM Regulation)	
List of capital assets that have been disposed	Yes
Long Term borrowing contracts	Yes
Reports (Sections 52(d), 71, 72 and75(1)(c) and 129(3) of the MFMA)	
Annual Report of 2016/17	Yes
Oversight reports	Yes
Mid-year budget and performance assessment	Yes
Quarterly Reports	Yes
Monthly Budget Statement	Yes
Performance Management (Section 75(1)(d) of the MFMA)	
Performance Agreements for employees appointed as per S57 of Municipal Systems Act	Yes

Description of information and/or document	Yes/No
Assurance Functions (Sections 62(1), 165 and 166 of the MFMA)	
Audit Committee charter	Yes
Risk Management Policy	Yes

2.12 COMMUNICATION

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 communities 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; the citizens are encouraged to participate in policy-making; and
- Rendering an accountable, transparent, and development-oriented public administration.

These ideals are achieved through the 8 principles of Batho Pele:

Consultation

There are many ways to consult consumers of services including conducting customer surveys, interviews with individual users, consultation with groups, and holding meetings with consumer representative bodies, NGO's and CBO's. Often, more than one method of consultation will be necessary to ensure comprehensiveness and representativeness. Consultation is a powerful tool that enriches and shapes government policies such as the Integrated Development Plans (IDPs) and its implementation in Local Government sphere.

Setting service standards

This principle reinforces the need for benchmarks to constantly measure the extent to which citizens are satisfied with the service or products they receive from departments. It also plays a critical role in the development of service delivery improvement plans to ensure a better life for all South Africans. Citizens should be involved in the development of service standards. Required are standards that are precise and measurable so that residents can judge for themselves whether or not they are receiving what was promised. Some standards will cover processes, such as the length of time taken to authorise a housing claim, to issue a passport or identity document, or even to respond to letters. To achieve the goal of making South Africa globally competitive, standards should be benchmarked (where applicable) against those used internationally, taking into account South Africa's current level of development.

Increasing access

One of the primary aims of Batho Pele is to provide a framework for making decisions about delivering public services to the many South Africans who do not have access to them. Batho Pele also aims to rectify the inequalities in the distribution of existing services. Examples of initiatives by government to improve access to services include such platforms as the Gateway, Multi-Purpose Community Centres and Call Centres. Access to information and services empowers citizens and creates value for money, quality services. It reduces unnecessary expenditure for the citizens.

Ensuring courtesy

This goes beyond a polite smile, 'please' and 'thank you'. It requires service providers to empathize with the citizens and treat them with as much consideration and respect, as they would like for themselves. Local government is committed to continuous, honest and transparent communication with the citizens. This involves communication of services, products, information and problems, which may hamper or delay the efficient delivery of services to promised standards. If applied properly, the principle will help

demystify the negative perceptions that the citizens in general have about the attitude of the public servants.

Providing information

As a requirement, available information about services should be at the point of delivery, but for residents who are located far from the point of delivery, other arrangements will be needed.

Openness and transparency

A key aspect of openness and transparency is that the public should know more about the way national, provincial and local government institutions operate, how well they utilise the resources they consume, and who is in charge. It is anticipated that the public will take advantage of this principle and make suggestions for improvement of service delivery mechanisms, and to even make government employees accountable and responsible by raising queries with them.

Redress

This principle emphasises a need to identify quickly and accurately when services are falling below the promised standard and to have procedures in place to remedy the situation. This should be done at the individual transactional level with the public, as well as at the organisational level, in relation to the entire service delivery programme. Public servants are encouraged to welcome complaints as an opportunity to improve service, and to deal with complaints so that weaknesses can be remedied quickly for the good of the citizen.

Value for money

Many improvements that the public would like to see often require no additional resources and can sometimes even reduce costs. Failure to give a member of the public a simple, satisfactory explanation to an enquiry may for example, result in an incorrectly completed application form, which will cost time to rectify.

2.12.1 Communication strategy

The Witzenberg Municipality Communication Strategy 2013/2017 illustrates the views of local residents regarding communication and perceptions of the municipality. Many views expressed display dissatisfaction levels with aspects related to elements beyond the scope of local government, for example 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 as well as support and invest in various programmes aimed at skills development, youth development, social development and short term temporary employment. Levels of literacy, understanding of language, public apathy, level of education, knowledge of government processes and access to communication tools can also affect how the public formulates perceptions of local government and can potentially hamper how they communicate and assimilate communication, especially within rural environs.

A successful communication strategy therefore links local demographics to the municipality's action plan and influences budgetary expenditure according to the needs of the public.

Below is a communication checklist of the compliance to the communication requirements:

Communication activities	Yes/No
Communication unit	Yes
Communication strategy	Yes
Communication Policy	Part of the Strategy
Media communication	Yes
Public participation and ward committees	Yes
Online communication	Yes
Customer satisfaction surveys	Yes
Functional complaint management systems	Yes
Newsletters distributed at least quarterly	Yes

2.12.2 Communication and query/complaint management

Witzenberg Municipality runs a 24 hour control centre that provides assistance to the public, 7 days a week, 365 days a year. The control centre offers the dual function of escalating service delivery queries to the correct departments such as water and sewerage, electrical, streets and storm water, as well as escalates emergency service queries to police, ambulance, fire, traffic. They also perform the function of informing senior management and Council concerning high priority incidents such as shack fires, housing issues, motor vehicle accidents, obstructions and health hazards. This ensures that decisions regarding expenditure and overtime can be executed and monitored. Complaints are also received via fax, email, website and letters and this communication is routed to the correct sections and personnel to address. Speedy turnaround times and feedback towards clients ensure that they are not disgruntled and have a realistic expectation of when the service will be delivered, its delivery method and how the query will be resolved. This greatly aids in educating the public on how the municipality conducts its operations, how to use the municipality to address issues as well as creating public support. Failure to validate complaints and communicate the reasons for service interruptions can result in discord and protest.

2.12.3 Communication and municipal marketing

The cornerstone of municipal marketing is the quality of service which includes speed of initial response, workmanship of service rendered, duration of address before resolution, feedback to the complainant, professional closure/finishing of the problem addressed. Branding is associated with all types of municipal marketing (logos, uniforms, public engagement, etc.) and as illustrated in the Communication Strategy 2013/2017, the public do not have a negative perception of services rendered by the municipality, but neither do they have a positive perception of the municipality. Thus, marketing efforts will focus upon logo placement on all infrastructure, creation of printed collateral, monthly newsletters, social media engagement, media statements, corporate gifting, etc. The overarching theme projected with communication is to offer the public easy access to services, information, personnel and complaint resolution.

2.12.4 Communication and international relations

Witzenberg Municipality is open towards establishing mutually beneficial partnerships with international organisations and municipalities aimed at skills development, knowledge sharing, local economic empowerment and job creation. The municipality regularly conducts meetings with visiting international delegations to discuss aspects of operations and best practice models. Some of these engagements have resulted in twinning agreements offering developmental support to our vulnerable communities.

2.12.5 Communication and investor relations

Witzenberg Municipality consistently markets it service delivery levels and infrastructure in a bid to attract investors to the area through the promotion of its facilities, management, political stability, water and air quality, natural environment and unskilled and semi-skilled labour force.

2.12.6 Emergency and disaster communication

In the event of an emergency or disaster being declared by the District, Witzenberg Municipality is able to provide communication support through mechanisms of communications relay to line functions within its competence, able to source landscape and geographical mapping of the area in question, gather inputs from visceral line functions and services, perform communication reports to monitor the situation, act as spokesperson, manage and support media relations, drafting articles/statements and providing photographic evidence of the situation if so required.

2.12.7 Financial communication

Witzenberg Municipality engages frequently with the public regarding its expenditure on projects, financial legislation, anti-fraud and corruption mechanisms, the bid and tender processes, through social media and printed collateral. The aim of financial communication is to create transparency regarding our expenditure and asset management. As a municipality our ultimate goal is to comply and, where possible, to exceed the audit standards set forth for local government and maintain our unqualified audit status. Due to the regulatory nature of financial management, Witzenberg Municipality aims to make this

information freely available for the public to access as well as make use of language calibration to ensure that the information disseminated is simple and easily assimilated. Use of graphics and household comparisons are frequently used to illustrate technical information.

2.12.8 Electronic communication

Social media is a cost effective resource used to convey information and is an effective method of relaying municipal communication as many residents are in possession of a cell phone. However, this mode of communication is labour intensive and does not have great penetration in our rural environs due to limited connectivity and access to mobile data/wifi. We also make use of text message communication to residents to convey urgent updates concerning power outages, water interruptions, road closures, dangerous weather conditions, municipal jamborees, etc. Witzenberg Municipality also uploads Council information, minutes of meetings and tender information onto our corporate website.

2.12.9 Interpersonal communication

Witzenberg Municipality conducts internal communication with employees to promote and convey our organisational policies and procedures to staff through internal newsletters. This newsletter covers employee related information concerning long service awards, retirement, information regarding their salary structures and benefits, births, marriages, deaths, sporting achievements, training and educational accolades, health and safety, anti-fraud strategies and whistle blowing. The communication aimed at employees, carries a monthly theme concerning employee wellness to promote better health management and personal welfare. It is also a platform for senior management to engage with employees and relay important information.

2.12.10 Media communication

Witzenberg Municipality creates, promotes and liaises with local and regional media regarding project and programme launches, milestones, municipal issues, local events. We also respond to media queries and requests for statements. All external communication is approved by the Municipal Manager as per his delegation; however, he may appoint spokespersons within the organisation at his discretion.

2.12.11 Communication and legislation

Witzenberg Municipality liaises with the public regarding decisions by Council and Portfolio Committees with impact upon local regulations and by-law generation. The municipality often engages with the public for initial commentary and feedback to aid the municipality with their decision-making on issues highlighted by the public. The municipality also performs official communication to residents and businesses concerning contravention of established by-laws and regulations. The municipality always strives to be open, consistent and transparent regarding legal issues and aims to engage with the parties involved to ensure clarity, mutual understanding and respect of heritage, cultural and religious beliefs, as long as it does not infringe upon the rights of other residents.

2.12.12 Visual communication

Witzenberg Municipality is in the process of developing policies to manage our visual usage and corporate identity. Visual communication is pivotal to our Communication Strategy as a large sector of our demography have poor literacy levels and relies upon visual communication to understand municipal messages. Visual communication is performed through the use of correspondence, branding, photographs, marketing collateral, videos, industrial theatre, animation and events. Municipal vehicles are branded with decal which identifies them as official conveyances and inspires trust with residents that the work being administered by employees or the information being disseminated by employees is accurate and reliable. It is for this reason that 'loud hailing' is an effective communication practice to relay urgent notifications to the public in our community.

2.12.13 Communication challenges

The Witzenberg Municipality communicates regularly with its target public, but faces financial challenges which hamper the following areas of our communication initiatives:

- Branding of assets, employees and infrastructure
- Limited brand collateral available
- Inability to perform outsourced media scanning
- Development of our intranet

- Poor network coverage due to the topography
- Limited to no free Wi-Fi access
- Access to better technology for our communication systems, brand development, feedback mechanisms and reporting
- No access to communication or perception-specific research regarding language usage and message penetration
- Neglect or exclude small pockets of the community which are located in remote, rural environs

Local government is frequently criticised on their lack of communication and engagement with the community, but although our municipality faces adversity, Witzenberg Municipality is successful in our good governance as we progress each year in this field, due to prioritising the needs of our all our residents; commercial, residential, rural and informal. Our communities are vocal and hold the municipality accountable for our performance and our areas for improvement in our departments. The reputation of the municipality is that we are approachable and accessible to the public and this is largely as a result of our frequent interaction with the public, addressing issues raised by the public, admitting fault, limitation where relevant and building a trust relationship with the public based upon reliability and quality services.

2.12.14 Communication milestones

Witzenberg Municipality conducted a Communications Audit during May and June 2017. This survey looked at various demographic profiles of various internal and external stakeholders, to sample and measure the knowledge of the Witzenberg Municipality brand, perceptions of service delivery, the level of satisfaction with services, rating of communication, suggestions for improvement and the most effective communication channel/s. The inputs derived from this survey will provide the base line for the review of the current Communication Strategy. Witzenberg Municipality conducted a water demand management campaign aimed at communicating water restrictions and water conservation. As part of the campaign, a colouring book was developed in 2017 and produced in three languages aimed at crèche to grade 2 learners. This book was then adopted by the Cape Winelands District Municipality and rolled out to all municipalities within the District as collaboration to manage water during drought conditions.

2.13 DISCLOSURES OF FINANCIAL INTERESTS

Schedule 1, Section 7 as well as Schedule 2, Section 5A of the Municipal Systems Act states that when a councillor is elected or appointed or a person appointed in terms of section 56 or a municipal manager, he or she must within 60 days declare in writing to the municipal manager or the chairperson of the municipal council the following financial interests held:

- shares and securities in any company;
- membership of any close corporation;
- interest in any trust;
- directorships;
- partnerships;
- other financial interests in any business undertaking
- employment and remuneration;
- interest in property;
- pension; and
- subsidies, grants and sponsorships by any organisation.

Any change in the nature or detail of the financial interests of any councillor or official must be declared in writing to the municipal manager or to the chairperson of the municipal council annually. The municipal Council must determine which of the financial interests referred in the above-mentioned list must be made public, whilst balancing the need for confidentiality and disclosure in the public interest.

The following table lists the disclosure of financial interests of the administrative and strategic role players of the municipality which were deemed to be disclosed for public interest:

Disclosures of Financial Interests		
2017/18		
Name	**Description of Financial interests***	
Executive Mayor		
Cllr BC Klaasen	Shares and securities in any	NASPERS and SASOL
	Directorships	Klaasen Incorporated
	Employment and Remuneration	Witzenberg Municipality; Klaasen Incorporated
	Property	21 Albert Crescent, Ceres
	Pension	Consolidated Retirement Fund
Member of Mayoral Committee / Executive Committee		
Cllr K Adams	Employment and Remuneration	Witzenberg Municipality
	Property	853 Vrede Street, Bella Vista
	Pension	Consolidated Retirement Fund
Cllr T Godden	Share and Security in any company	Klein Begin Viswinkel
	Directorship	Klein Begin Viswinkel; Rimary Co-operative Limited
	Employment and Remuneration	Witzenberg Municipality
	Interest in Property	214 Hoop Street , Koue Bokkeveld
	Pension	Consolidated Retirement Fund
Cllr TE Abrahams	Shares and securities in any	MTN; SASOL; Peninsula Hotel Time shares
	Close Corporation	Trevor Farming CC
	Interest in any trust	Abrahams Family Trust
	Directorships	Breede Gouritz Catchment Management Agency
	Employment and Remuneration	Witzenberg Municipality & BGCMA
	Property	7 Fortuin Street, Ceres, 1 Cloete Street, Ceres
	Pension	Consolidated Retirement Fund
Ald HJ Smit	Employment and Remuneration	Witzenberg Municipality
	Property	28 Tall Timber Avenue, Ceres
	Pension	Consolidated Retirement Fund
Ald JJ Visagie	Employment and Remuneration	Witzenberg Municipality

Disclosures of Financial Interests		
2017/18		
Name	**Description of Financial interests***	
	Property	Skuinsbaai, Prince Alfred's Hamlet
	Pension	Consolidated Retirement Fund
Cllr EM Sidego	Employment and Remuneration	Witzenberg Municipality
	Property	9 Michael Street, Tulbagh
	Pension	Consolidated Retirement Fund
Councillor		
Cllr M Mdala	Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Cllr P Daniels	Membership of any Close Corporation	Avaxa514- Dormant
	Employment and Remuneration	Witzenberg Municipality
	Property	7th Avenue Wolseley
	Pension	Consolidated Retirement Fund
Cllr S Hugo	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Ald J Schuurman	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Cllr GG Laban	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Cllr Z Mzauziwa	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Cllr TP Mgoboza	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Cllr Kinnear	Employment and Remuneration	Witzenberg Municipality
	Pension	CRF & Telkom
	Property	3 Kort Street, Wolseley
Cllr DM Jacobs	Close Corporation	Khayalethu; Abafazi; Eagle
	Directorships	Khayalethu; Abafazi; Eagle
	Employment and	Witzenberg Municipality

Disclosures of Financial Interests		
2017/18		
Name	**Description of Financial interests***	
	Remuneration	
	Property	Residential
	Pension	Consolidated Retirement Fund
Cllr C Lottering	Employment and Remuneration	Witzenberg Municipality
	Property	23 Belvrede Single, Wolseley
	Pension	Consolidated Retirement Fund
Cllr P Heradien	Shares and Securities in any company	Colbalt
	Employment and Remuneration	Witzenberg Municipality
	Property	44 Lyell Street Ceres; 42 Lylle Street Ceres
	Pension	Consolidated Retirement Fund; ABSA Pension Fund
Cllr N Phatsoane	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Cllr H Visagie	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Cllr JT Phungula	Employment and Remuneration	Councillor at Witzenberg Municipality
	Property	8 Buckingham Street, Ceres
	Pension	Consolidated Retirement Fund
Cllr RJ Simpson	Employment and Remuneration	Witzenberg Municipality
	Pension	Municipal Councillors Pension Fund
Cllr D Swart	Shares and securities in any company	Crispy Farming
	Employment and Remuneration	Councillor at Witzenberg Municipality
	Property	2 St James Street, Ceres
	Pension	Consolidated Retirement Fund
Chief Accounting Officer		
Mr D Nasson	Shares and securities in any company	Old Mutual
	Property	Residential
Chief Financial Officer		
Mr HJ Kritzinger	Property	Residential

Disclosures of Financial Interests		
2017/18		
Name	**Description of Financial interests***	
Directors		
Mr JF Barnard	Property	Residential (Small Holding); Farm
Mrs JS Krieger	Directorship and Partnerships	NAWA & Fikelelela Dikoporasi
Mr M Mpeluza	Property	Residential
** Financial interests to be disclosed even if they incurred for only part of the year. See MBRR SA34A*		

CHAPTER 3 – SERVICE DELIVERY PERFORMANCE

3.1 OVERVIEW OF PERFORMANCE WITHIN THE ORGANISATION

3.1.1 Introduction

Performance management is prescribed by Chapter 6 of the MSA and the Municipal Planning and Performance Management Regulations, 2001. Regulation 7(1) of the aforementioned regulation states that "A Municipality's Performance Management System entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organized and managed, including determining the responsibilities of the different role players." This framework, *inter alia*, reflects the linkage between the IDP, Budget, SDBIP and individual and service provider performance. The municipality adopted a **Performance Management Framework** that was approved by Council on **13 December 2012**. A revision was accepted by Council on **25 July 2018**.

The Top Layer SDBIP was approved by the Mayor on **7 June 2017**. Revisions to the SDBIP Top Layer targets was approved by Council on 28 February 2018 and the Adjusted Top Layer SDBIP approved by the Mayor on the same date. Below are the considerations in the development of the Top Layer 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 2016/17
- 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, as well as the risks identified during the audit

3.1.2 Organisational Performance

The organisational performance is monitored and evaluated via the SDBIP. An operating procedure for the management and implementation of the SDBIP has been developed. The operating procedure was workshopped with the relevant KPI owners and senior management. The procedures can be summarised as follows:

- The Performance Administrator informs the relevant KPI owners, senior management and departmental secretaries of the closure date to submit actuals achieved for the preceding month. By the 10th of each month KPI owners must submit their actuals achieved, performance information or evidence to the Manager: Projects & Performance. If a specific target was not reached, reasons with corrective measures must be provided.
- The Performance Administrator captures the result on an excel spreadsheet which is updated on a monthly basis after the closure date.
- Within 10 working days after the closure date, the Performance Administrator generate a report from excel and distribute via email to Senior Management for discussion at Senior Management- and Directorate Meetings.
- Results on the Top Layer SDBIP Key Performance Indicators are submitted to the CFO for inclusion in the quarterly Section 52D report that is tabled at Council.
- The quarterly performance report as included in the Quarterly Budget Statement (Section 52d Report), was tabled at Council as follows:
    - 1st Quarterly Budget Statement — 5 December 2017
    - 2nd Quarter Budget Statement — 24 January 2018
    - Section 72 Midyear report — 24 January 2018
    - 3rd Quarterly Budget Statement — 29 May 2018
    - 4th Quarterly Budget Statement — 25 July 2018

3.1.3 Individual Performance

The Municipal Systems Act, 2000 (Act 32 of 2000) prescribes that the municipality must enter into performance based agreements with the Section 57-employees and that performance agreements must be reviewed annually. This process and the format are further regulated by Regulation 805 (August 2006). The performance agreements for the 2017/18 financial year were signed on 28 July 2017, as prescribed.

The appraisal of the actual performance in terms of the signed agreements, takes place twice per annum as regulated. The mid-year performance of 2017/18 took place on 26 March 2018 and the final evaluation of the 2017/18 financial year will take place after the auditing of the 2017/18 Annual Performance Report and Annual Financial Statements.

The appraisals were done by an evaluation panel as indicated in the signed performance agreements and in terms of Regulation 805. The panel included the following people:

- Executive Mayor
- Portfolio Chairperson
- Chairperson of the Performance, Risk and Audit Committee
- Municipal Manager
- Manager: Human Resources
- Mr. A Paulse, Municipal Manager of Oudtshoorn Municipality, took part in the review of the Municipal Manager

3.1.4 The IDP and the Budget

The IDP for 2017/18 was reviewed and approved on 30 May 2017, whilst the budget for 2017/18 was approved by Council on the same day. The IDP process and the performance management process are integrated. The IDP fulfils the planning stage of performance management. Performance management, in turn, fulfils the implementation management, monitoring and evaluation of the IDP.

3.1.5 Strategic Alignment

Municipal Key Performance Areas

Municipal Key Performance Area	Strategic Objective	
Essential Services	1.1	Sustainable provision and maintenance of basic infrastructure
	1.2	Provide for the needs of informal settlements through improved services
Governance	2.1	Support institutional transformation and development
	2.2	Ensure financial viability
	2.3	To maintain and strengthen relations with international- and inter-governmental partners as well as the local community through the creation of participative structures.
Communal Services	3.1	Provide and maintain facilities that make citizens feel at home
Socio-Economic Support Services	4.1	Support the poor and vulnerable through programmes & policy
	4.2	Create an enabling environment to attract investment and support to the local economy.

Performance indicators set in the approved Top Layer for 2017/18 per Strategic Objective

1.1) Sustainable provision and maintenance of basic infrastructure

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2016/17	Target for 2017/18				
					Q1	Q2	Q3	Q4	Annual
TecDir1	% Expenditure on Maintenance Budget by Technical Directorate	Percentage of budget spent.	All	98% /99%	25%	50%	75%	99%	99%
TecDir3	% Expenditure on Capital Budget by Technical Directorate	Percentage of budget spent.	All	95%/98%	10%	40%	60%	96%	96%
TecWat21	Percentage compliance with drinking water quality standards.	Percentage compliance.	All	97%/100%	98%	98%	98%	98%	98%
FinInc17	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	<1%	<1%	<1%	<1%
FinInc18	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	<1%	<1%	<1%	<1%
FinInc19	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0.05%	<1%	<1%	<1%	<1%	<1%
FinInc20	Number of outstanding valid applications for refuse collection services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	<1%	<1%	<1%	<1%
TecWat20	Decrease unaccounted water losses.	Percentage water losses.	All	20%/19%	18%	18%	18%	18%	18%
TecEl37	Decrease unaccounted electricity losses.	Percentage electricity losses.	All	9%/10%	8%	8%	10%	10%	10%
TecRo7	Kilometres of roads upgraded & rehabilitated	Kilometres of roads	All	2/10.7	0	0.5	1.5	3	3

1.2) Provide for the needs of informal settlements through improved services

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2016/17	Target for 2017/18				
					Q1	Q2	Q3	Q4	Annual
TecDir2	Number of subsidised serviced sites developed.	Number of serviced plots.	All	No Target	0	0	0	100	100
TecWat22	Provide basic services - number of informal areas with sufficient communal water services points (taps).	Number of informal areas.	All	3/3	3	3	3	3	3
TecSan13	Provide basic services - number of informal areas with sufficient communal sanitation services points	Number of informal areas.	All	3/3	3	3	3	3	3

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2016/17	Target for 2017/18				
					Q1	Q2	Q3	Q4	Annual
	(toilets).								
TecRef31	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area-cleaning service.	Number of informal areas.	All	3/3	3	3	3	3	3
TecEl36	Number of subsidised electricity connections installed.	Number of connections.	All	200/94	0	150	150	200	200

2.1) Support institutional transformation and development

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2016/17	Target for 2017/18				
					Q1	Q2	Q3	Q4	Annual
CorpHR13	Percentage budget spent on implementation of Workplace Skills Plan.	Percentage of budget spent.	All	95%/98%	25%	50%	75%	96%	96%
CorpHR12	Percentage of people from employment equity target groups employed in the three highest levels of management	Quarterly report	All	75%/75%	1	1	1	1	4

2.2) Ensure financial viability

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2016/17	Target for 2017/18				
					Q1	Q2	Q3	Q4	Annual
FinFAdm10	Financial viability expressed as Debt-Coverage ratio	Ratio	All	16/39.7	30	30	90	90	90
FinFAdm9	Financial viability expressed as Cost-Coverage ratio	Ratio	All	1.6/2.4	2.8	2.8	2.8	2.8	2.8
FinFAdm11	Financial viability expressed outstanding service debtors	Ratio	All	44%/54%	44%	44%	44%	44%	44%
FinDir3	Opinion of the Auditor-General on annual financial statements of the previous year.	Opinion of AG - unqualified	All	1/1	0	0	1	0	1
FinIn15	Increased revenue collection	Percentage revenue collected.	All	95%/95%	95%	95%	95%	95%	95%
MM1	Percentage of budget spent on maintenance.	Percentage of budget spent.	All	98%/99%	25%	50%	75%	99%	99%
MM2	Percentage spent of capital budget.	Percentage of budget spent.	All	95%/97%	10%	40%	60%	96%	96%

2.3) To maintain and strengthen relations with international- and inter-governmental partners as well as the local community through the creation of participative structures.

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2016/17	Target for 2017/18				
					Q1	Q2	Q3	Q4	Annual

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2016/17	Target for 2017/18				
					Q1	Q2	Q3	Q4	Annual
MMIDP9	Number of IDP community meetings held.	Number of meetings held.	All	14/14	0	7	0	7	14
ComSoc49	Number of meetings with inter-governmental partners.	Number of meetings held.	All	12/12	3	6	9	12	12

3.1) Provide and maintain facilities that make citizens feel at home

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2016/17	Target for 2017/18				
					Q1	Q2	Q3	Q4	Annual
ComAm34	Customer satisfaction survey (Score 1-5) - community facilities.	1 Survey	All	2.5/2.2				1	1
ComDir1	% Expenditure on Maintenance Budget by Community Directorate	Percentage of budget spent.	All	98%/99%	25%	50%	75%	99%	99%
ComDir2	% Expenditure on Capital Budget by Community Directorate	Percentage of budget spent.	All	95%/96%	10%	40%	60%	96%	96%

4.1) Support the poor and vulnerable through programmes and policy

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2016/17	Target for 2017/18				
					Q1	Q2	Q3	Q4	Annual
ComSoc41	Number of account holders subsidised through the municipality's indigent Policy	Number of account holders.	All	2 750/2 521	2750	2750	3000	3000	3000
ComLed8	The number of jobs created through municipality's local economic development initiatives including capital projects.	Number of jobs created.	All	390/398	100	200	300	390	390
ComSoc 42-48	Number of social development programmes implemented	Number of programmes.	All	20/22	5	10	15	20	20
ComHS14	Number of housing opportunities provided per year.	Number of top structures.	All	200/200	0	50	107	107	107
ComHS15	Number of Rental Stock transferred	Number of properties transferred.	All	60/65	10	30	40	60	60

4.2) Create an enabling environment to attract investment and support to the local economy.

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2016/17	Target for 2017/18				
					Q1	Q2	Q3	Q4	Annual

Ref	KPI	Unit of Measurement	Wards	Target/Actual for 2016/17	Target for 2017/18				
					Q1	Q2	Q3	Q4	Annual
MMProp21	Revisit Municipal Land Audit and draw up an implementation plan. Phase implementation from 14/15 onwards.	Phased implementation	All	1/1	0	Progress report	0	Implement Report	Implement Report
ComLed4	Compile & Implementation of LED Strategy	Phased implementation/ strategy	All	1/1	0	Progress Report	0	Implement Report	Review of plan

3.1.6 Budget spending per IDP key performance area

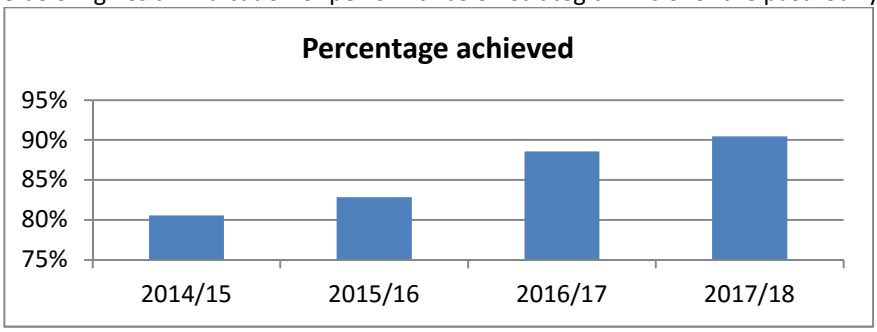
The table below provides an analysis of the budget allocation and expenditure per Municipal Key Performance Area (Operational expenditure excludes internal transfers):

Municipal Key Performance Area	Adjusted Capital Budget	Actual Capital Expenditure for 2016/17	Operational Budget (Opex)	Actual Operating Expenditure for 2016/17
	R'000	R'000	R'000	R'000
Essential Services	48 002	47 111	384 796	316 605
Governance	1 888	1 416	110 072	94 908
Communal Services	15 969	14 915	114 832	105 039
Socio-Economic Support Services	359	359	7 933	7 404
Total	**66 217**	**63 800**	**617 632**	**523 956**

3.1.7 Strategic Performance (Top Layer SDBIP) for 2017/18

Strategic performance of the municipality is measured in terms of the municipality's performance on its key performance indicators (KPI) set in the Top Layer SDBIP. For the 2017/18 year, 38 of the 42 KPI's measured were achieved.

The table below gives an indication of performance on strategic KPI's over the past four years:



Actual strategic performance (Top Layer) and corrective measures that will be implemented

1.1) Sustainable provision and maintenance of basic infrastructure

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18	
TecDir1	% Expenditure on Maintenance Budget by Technical Directorate	Percentage of budget spent.	All	98% /99%	99%	99.8%	
TecDir3	% Expenditure on Capital Budget by Technical Directorate	Percentage of budget spent.	All	95%/98%	96%	98.2%	
TecWat21	Percentage compliance with drinking water quality standards.	Percentage compliance.	All	97%/100%	98%	100%	
FinInc17	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%	
FinInc18	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%	
FinInc19	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0.05%	<1%	0%	
FinInc20	Number of outstanding valid applications for refuse collection services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%	
TecWat20	Decrease unaccounted water losses.	Percentage water losses.	All	20%/19%	18%	17.9%	
TecEl37	Decrease unaccounted electricity losses.	Percentage electricity losses.	All	9%/10%	10%	9.9%	
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018. Motivation: Current NERSA benchmark is 10%. This consists mainly of Power Transfer losses (I^2R) which is normal in electrical any network and cannot be 'avoided'. Witzenberg's inefficient network of over 120km is also an extenuating factor.							
TecRo7	Kilometres of roads upgraded & rehabilitated	Kilometres of roads	All	2/10.7	3	4,4	

1.2) Provide for the needs of informal settlements through improved services

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18	
TecDir2	Number of subsidised serviced sites developed.	Number of serviced plots.	All	No Target	100	101	
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018. Motivation: The target relates to the construction of serviced sites at the Vredebes subsidised housing development (Project 3199.03). Project approval from the Department of Human Settlements was only received in February 2018 with resolution nr 18/03. The project of 635 will now be implemented over two financial years.							
TecWat22	Provide basic services - number of informal areas with sufficient communal water services points (taps).	Number of informal areas.	All	3/3	3	3	
Note: The indicator measures the availability of water within 200m in the three informal areas located in Nduli, Tulbagh & Wolseley. A land invasion took place at Pine Valley, Wolseley where 228 illegal informal structures were erected and occupied. The construction of serviced sites in the area were planned for over the long term as all planning and funding for the next 3 years is focused on the Vredebes development at Ceres. These 228 structures were therefor not included in the result above.							
TecSan13	Provide basic services - number of informal areas with sufficient	Number of informal areas.	All	3/3	3	3	

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18
	communal sanitation services points (toilets).					
Note: The indicator measures the availability of toilets within 200m in the three informal areas located in Nduli, Tulbagh & Wolseley . A land invasion took place at Pine Valley, Wolseley where 228 illegal informal structures were erected and occupied. The construction of serviced sites in the area were planned for over the long term as all planning and funding for the next 3 years is focused on the Vredebes development at Ceres. These 228 structures were therefor not included in the result above.						
TecRef31	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area-cleaning service.	Number of informal areas.	All	3/3	3	3
TecEl36	Number of subsidised electricity connections installed.	Number of connections.	All	200/94	200	189
Reason for under-performance: Houses were illegally occupied before electricity connections could be installed and it was decided not to continue with electrical connections before the legal approved beneficiaries did not move into the houses.						
Corrective measures: Legal action has been introduced to remove the illegal occupiers from the houses. Outcome of the court action was still awaited at year end.						
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018. Motivation: The original target included the electrification of houses in the Bella Vista and Vredebes housing projects. The Vredebes project has not been approved yet and therefor the target is decreased to only include the outstanding electrical connections for the Bella Vista project.						

2.1) Support Institutional transformation and development

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18
CorpHR13	Percentage budget spent on implementation of Workplace Skills Plan.	Percentage of budget spent.	All	95%/98%	96%	98.8%
CorpHR12	Percentage of people from employment equity target groups employed in the three highest levels of management in	Nr of reports	All	75%/75%	4	4
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018. Motivation: The indicator is included in the SDBIP as a national indicator. Determining of performance on the indicator & measuring of a result has been impractical and not "SMART". The main reason being that the municipality cannot plan on a target as resignations cannot be controlled by the municipality. Measurement is there for revised to the quarterly reporting on the implementation of the municipality's equity policy.						

2.2) Ensure financial viability

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18
FinFAdm10	Financial viability expressed as Debt-Coverage ratio	Ratio	All	16/39.7	90	90.2
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018. Motivation: This indicator measures debt coverage as (total operating revenue – operating grants received) / debt service payments due within the year. It therefor measures the municipality's ability to cover its debt service payments from operating revenue (excluding grants) a number of times. Due to the redemption of a number of loans over the past year, this number of times can be increased from 30 to 90 times.						
FinFAdm9	Financial viability expressed as Cost-Coverage ratio	Ratio	All	1.6/2.4	2.8	2.97
FinFAdm11	Financial viability expressed outstanding service debtors	Ratio	All	44%/54%	44%	49.1%

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18	
Reason for under-performance: The majority of outstanding debt is in respect of prescribed debt and debt of indigent households.							
Corrective measures: Council has established a Task team to investigate a strategy to address outstanding debt as well as to consider the writing off of prescribed debt and debt of indigents.							
FinDir3	Opinion of the Auditor-General on annual financial statements of the previous year.	Opinion of AG - unqualified	All	1/1	1	1	
FinInc15	Increased revenue collection	Percentage revenue collected.	All	95%/95%	95%	94.2%	
Reason for under-performance: The drought has negatively affected employment opportunities resulting that households could not afford to pay their municipal accounts.							
Corrective measures: Council established a task team to investigate measures to improve debt collection as well as the installation of water management devices.							
MM1	Percentage of budget spent on overall maintenance.	Percentage of budget spent.	All	98%/99%	99%	99.7%	
MM2	Percentage spent of overall capital budget.	Percentage of budget spent.	All	95%/97%	96%	96.4%	

2.3) To maintain and strengthen relations with international- and inter-governmental partners as well as the local community through the creation of participative structures.

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18	
MMIDP9	Number of IDP community meetings held.	Number of meetings held.	All	14/14	14	14	
Note: Although the 1st Bella Vista meeting was advertised to be held on the 30th of October 2017, the meeting was cancelled, as it was combined with the Ceres meeting held on the 24th of October 2017. Members of the Bella Vista community marched to Ceres and demanded to attend the Ceres meeting. It was decided that it would be unnecessary to have another meeting in Bella Vista.							
ComSoc49	Number of meetings with inter-governmental partners.	Number of meetings held.	All	12/12	12	13	

3.1) Provide and maintain facilities that make citizens feel at home

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18	
ComAm34	Customer satisfaction survey (Score 1-5) - community facilities.	Survey to be undertaken.	All	2.5/2.2	1	1	
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018. Motivation: The indicator's scope include survey's to be done in all towns on the public's perception on various communal facilities ranging from access to libraries & town halls to maintenance of sports fields. It is the experience that the result is not "SMART" and impractical to influence change immediately. Some communities might have a very negative image of the municipality although all facilities are available while for other the facilities are not such a priority. The continuation of the survey are however necessary & especially the thorough analysis of results to influence the IDP & budgetary processes. Scoring is therefore replaced as a target with the implementation of 1 survey annually.							
ComDir1	% Expenditure on Maintenance Budget by Community Directorate	Percentage of budget spent.	All	98%/99%	99%	99.7%	
ComDir2	% Expenditure on Capital Budget by Community Directorate	Percentage of budget spent.	All	95%/96%	96%	97.1%	

4.1) Support the poor and vulnerable through programmes and policy

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18	
ComSoc41	Number of account holders subsidised through the municipality's indigent Policy	Number of account holders.	All	2 750/2 521	3000	2373	
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018. Motivation: The current drought experienced has had a noticeable impact on the local economy & job creation as the majority of poor families relies mainly on the primary & secondary agricultural economies for income. Forecasts have indicated that the situation will increase with more pressure on municipal debt collection and can an accruement of indigent's number be expected.							
ComLed8	The number of jobs created through municipality's local economic development initiatives including capital projects.	Number of jobs created.	All	390/398	390	403	
ComSoc 42-48	Number of social development programmes implemented	Number of programmes.	All	20/22	20	36	
ComHS14	Number of housing opportunities provided per year.	Number of top structures.	All	200/200	107	107	
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018. Motivation: The original target included the outstanding top structures for Bella Vista & the new Vredebes project. The Vredebes housing project has not been approved yet by the Department of Human Settlements & the target are there for decreased to include only the completion of the Bella Vista project.							
ComHS15	Number of Rental Stock transferred	Number of properties transferred.	All	60/65	60	39	
Reason for under-performance: Several transfers could not be finalised due to the following reasons: original beneficiaries could not be located, death of original beneficiaries, household differences on who should be the legally title holder and delays in transfers from the Deeds Office.							
Corrective measures: Several of the reasons as mentioned are difficult to address as they relates to a lack of interest from certain beneficiaries. The municipality will however increase awareness to ensure co-operation from the relevant parties.							

4.2) Create an enabling environment to attract investment and support to the local economy.

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18	
MMProp21	Revisit Municipal Land Audit and draw up an implementation plan. Phase implementation from 14/15 onwards.	Phased implementation	All	1/1	Phase 4 Implement	Phase 4 Implement	
ComLed4	Compile & Implementation of LED Strategy	Phased implementation/ strategy	All	1/1	Review of plan	Review of plan	
Note: LED Strategy is in process of review and has been work shopped with stakeholders.							

3.1.8 5 Year corporate scorecard: Development and service delivery priorities

The main development and service delivery priorities for 2017/18 forms part of the Municipality's 5 Year Corporate Scorecard and are indicated in the table below:

Municipal KPA	Pre-determined objectives	Ref	Key Performance Indicator	Baseline 2016/17	Target 2018/19	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
Essential Services	Sustainable provision & maintenance of basic infrastructure	TecDir1	% Expenditure on Maintenance Budget by Technical Directorate	99%	99%	99%	99%	99%	99%
		TecDir3	% Expenditure on Capital Budget by Technical Directorate	98%	96%	96%	96%	97%	97%
		TecWat 21	Percentage compliance with drinking water quality standards.	100%	98%	98%	98%	98%	98%
		FinInc17	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	0%	<1%	<1%	<1%	<1%	<1%
		FinInc18	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	0%	<1%	<1%	<1%	<1%	<1%
		FinInc19	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	0,05%	<1%	<1%	<1%	<1%	<1%
		FinInc20	Number of outstanding valid applications for refuse collection services expressed as a % of total number of billings for the service.	0%	<1%	<1%	<1%	<1%	<1%
		TecWat 20	Decrease unaccounted water losses.	19%	18%	18%	18%	16%	16%
		TecEl37	Decrease unaccounted electricity losses.	10%	10%	10%	10%	10%	10%
		TecRo7	Kilometres of roads upgraded & rehabilitated	10	3	3	3	4	4
	Provide for the needs of informal settlements through improved services	TecDir2	Number of subsidised serviced sites developed.	No target	400	0	100	0	200

Municipal KPA	Pre-determined objectives	Ref	Key Performance Indicator	Baseline 2016/17	Target 2018/19	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
		TecWat 22	Provide basic services - number of informal areas with sufficient communal water services points (taps).	3	3	3	3	2	2
		TecSan 13	Provide basic services - number of informal areas with sufficient communal sanitation services points (toilets).	3	3	3	3	2	2
		TecRef31	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area-cleaning service.	3	3	3	3	2	2
		TecEl36	Number of subsidised electricity connections installed.	94	100	100	100	100	100
Governance	Support Institutional Transformation & Development	CorpHR 13	Percentage budget spent on implementation of Workplace Skills Plan.	98%	96%	96%	96%	96%	96%
		CorpHR 12	Percentage of people from employment equity target groups employed in the three highest levels of management in	75%	4 reports	4 reports	4 reports	4 reports	4 reports
	Ensure financial viability.	FinFAdm10	Financial viability expressed as Debt-Coverage ratio	39.7	90	90	90	90	90
		FinFAdm9	Financial viability expressed as Cost-Coverage ratio	2.4	2.8	2.8	2.8	2.8	2.8
		FinFAdm11	Financial viability expressed outstanding service debtors	54%	44%	42%	42%	42%	40%
		FinDir3	Opinion of the Auditor-General on annual financial statements of the previous year.	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified
		FinIn15	Increased revenue collection	95%	96%	96%	96%	97%	97%

Municipal KPA	Pre-determined objectives	Ref	Key Performance Indicator	Baseline 2016/17	Target 2018/19	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
		MM1	Percentage of budget spent on maintenance.	99%	99%	99%	99%	99%	99%
		MM2	Percentage spent of capital budget.	97%	96%	96%	96%	97%	97%
	To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.	MMIDP 9	Number of IDP community meetings held.	14	14	14	14	14	14
		ComSoc 49	Number of meetings with inter-governmental partners.	12	12	12	12	12	12
Communal Services	Provide & maintain facilities that make citizens feel at home.	ComAm 34	Customer satisfaction survey (Score 1-5) - community facilities.	2.2	1 report	1 report	1 report	1 report	1 report
		ComDir 1	% Expenditure on Maintenance Budget by Community Directorate	99%	98%	99%	99%	99%	99%
		ComDir 2	% Expenditure on Capital Budget by Community Directorate	96%	96%	96%	96%	97%	97%
Socio-Economic Support Services	Support the poor & vulnerable through programmes & policy	ComSoc 41	Number of account holders subsidised through the municipality's indigent Policy	2 521	2 750	2 700	2 700	2 500	2 500
		ComLed 8	The number of jobs created through municipality's local economic development initiatives including capital projects.	398	390	400	400	400	420
		ComSoc 42-48	Number of social development programmes implemented	22	20	20	20	20	20
		ComHS 14	Number of housing opportunities provided per year.	200	100	100	100	100	100
		ComHS 15	Number of Rental Stock transferred	65	50	60	60	70	70
	Create an enabling environment to attract investment & support local economy.	MMPro p21	Revisit Municipal Land Audit and draw up an implementation plan. Phase implementation from 14/15 onwards.	1	4 reports	4 reports	4 reports	4 reports	4 reports

Municipal KPA	Pre-determined objectives	Ref	Key Performance Indicator	Baseline 2016/17	Target 2018/19	Target 2019/20	Target 2020/21	Target 2021/22	Target 2022/23
		ComLed 4	Compile & Implement of LED Strategy	1	4 reports	4 reports	4 reports	4 reports	4 reports

3.1.9 Overview of performance per ward

Ward 1 & 12: N'Duli

Capital Projects				
No.	**Project Name and detail**	**Start Date**	**End Date**	**Total Value R**
1	New N'Duli reservoir	Nov 2016	March 2018	R 13m
The above analysis include only the largest capital project of the ward				

Basic Service Provision					
Detail	**Water**	**Sanitation**	**Electricity**	**Refuse**	**Housing**
Formal households	1 119	1 123	1 711	1 116	
Informal households	564	564		564	
Total Households*	**1 683**	**1 687**	**1 711**	**1 680**	
Houses completed in year					0
Shortfall in Housing units					1 662
Formal households calculated based on accounts issued (excluding informal households which is actual households)					

Top Four Service Delivery Priorities for Ward	
Priority Name and Detail	**Progress During 2017/18**
Sewer network	Periodic maintenance
Street/flood lights and electrical failure due to illegal connections	Illegal connections remain high priority to be addressed
Ablution facilities for informal areas	Periodic maintenance
Housing need	635 Serviced sites in process of development in Vredebes

Ward 3 & 5: Ceres

Capital Projects				
No.	**Project Name and detail**	**Start Date**	**End Date**	**Total Value R**
1	Traffic Test Centre	Nov 2017	March 2018	R 2,2m

Capital Projects				
No.	**Project Name and detail**	**Start Date**	**End Date**	**Total Value R**
2	Bulk sanitation for Vredebes	June 2017	May 2018	R 9,3m
3	Vredebes Access Collector Ph1	March 2017	Dec 2017	R 5,7m
4	Upgrade Die Eiland swimming pool	March 2017	Sept 2017	R 0,6m
5	Vredebes Phase F1 Internal Services	March 2018	Dec 2018	R 33m
The above analysis include only the largest capital project of the ward				

Basic Service Provision					
Detail	**Water**	**Sanitation**	**Electricity**	**Refuse**	**Housing**
Formal households	2 435	2 268	3 015	2 276	
Informal households					
Total Households*	**2 435**	**2 268**	**3 015**	**2 276**	
Houses completed in year					
Shortfall in Housing units (include Ceres & Bella Vista)					2 212
Formal households calculated based on accounts issued (excluding informal households which is actual households)					

Top Four Service Delivery Priorities for Ward		
No.	**Priority Name and Detail**	**Progress During 2017/18**
1	Playgrounds	Borehole for park irrigation
2	Closing off of Bassonsloot	Completed
3	Rotational skip removal	New Waste Management Policy
4	Housing need	635 Serviced sites being developed at Vredebes

Ward 4 & 6: Bella Vista

Capital Projects				
No.	**Project Name and detail**	**Start Date**	**End Date**	**Total Value R**
1	Bella Vista bulk water supply	Aug 2017	May 2018	R 6m
The above analysis include only the largest capital project of the ward				

Basic Service Provision					
Detail	**Water**	**Sanitation**	**Electricity**	**Refuse**	**Housing**
Formal households	2 558	2 571	2 554	2 517	
Informal households					
Total Households*	**2 558**	**2 571**	**2 554**	**2 517**	
Houses completed in year					107
Shortfall in Housing units (included under Ceres)					

Basic Service Provision					
Detail	**Water**	**Sanitation**	**Electricity**	**Refuse**	**Housing**
Formal households calculated based on accounts issued (excluding informal households which is actual households)					

Top Four Service Delivery Priorities for Ward		
No.	**Priority Name and Detail**	**Progress During 2017/18**
1	Business hub/mini CBD for Bella Vista	Discussions with Rural Development for funding
2	Clamp down on illegal dumping of refuse.	New Waste Management Policy
3	Off-ramp lanes at Bella Vista entrances	Traffic study underway.
4	Housing need	Development at Vredebes

Ward 4 & 10: Prince Alfred's Hamlet

Basic Service Provision					
Detail	**Water**	**Sanitation**	**Electricity**	**Refuse**	**Housing**
Formal households	1 224	1 201	Eskom	1 201	
Informal households					
Total Households*	**1 224**	**1 201**	**Eskom**	**1 201**	
Houses completed in year					
Shortfall in Housing units					1 479
Formal households calculated based on accounts issued (excluding informal households which is actual households)					

Top Four Service Delivery Priorities for Ward		
No.	**Priority Name and Detail**	**Progress During 2017/18**
1	Not all dwellings connected to main sewer line	Rest of Kliprug to be connected in 18/19, investigation for rest.
2	Effective placement of skips	New Waste Management Policy
3	Better controlled refuse removal in Phases areas	New Waste Management Policy
4	Housing need	Development at Vredebes

Ward 9: Op-Die-Berg

Basic Service Provision					
Detail	**Water**	**Sanitation**	**Electricity**	**Refuse**	**Housing**
Formal households	542	530	Eskom	577	
Informal households					
Total Households*	**542**	**530**	**Eskom**	**577**	
Houses completed in year					
Shortfall in Housing units					891
Formal households calculated based on accounts issued (excluding informal households which is actual households)					

Top Four Service Delivery Priorities for Ward		
No.	**Priority Name and Detail**	**Progress During 2017/18**
1	The location public ablutions facilities in the CBD area	Budgeted for in 2018/19
2	Illegal house shops, need to be regulated	Continued law enforcement & inspections
3	Illegal shebeens need to be closed	Continued law enforcement & inspections
4	Speed calming still a problem	Increased law enforcement

Ward 7 & 11: Tulbagh

Capital Projects				
No.	**Project Name and detail**	**Start Date**	**End Date**	**Total Value R**
1	Roads rehabilitation – Piet Retiefstr	March 2018	May 2019	R 13,7m
The above analysis include only the largest capital projects of the ward				

Basic Service Provision					
Detail	**Water**	**Sanitation**	**Electricity**	**Refuse**	**Housing**
Formal households	1 822	1 915	2 221	2 145	
Informal households	812	812		812	
Total Households*	**2 634**	**0 727**	**2 221**	**2 957**	
Houses completed in year					
Shortfall in Housing units					1 508
Formal households calculated based on accounts issued (excluding informal households which is actual households)					

Top Four Service Delivery Priorities for Ward		
No.	**Priority Name and Detail**	**Progress During 2017/18**
1	Illegal house shops, need to be regulated	Continued law enforcement & inspections
2	Illegal shebeens need to be closed	Continued law enforcement & inspections
3	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.
4	Sewerage network in Chris Hani area needs to be maintained regularly	Periodic maintenance

Ward 2 & 7: Wolseley

Capital Projects				
No.	**Project Name and detail**	**Start Date**	**End Date**	**Total Value R**

Capital Projects				
No.	**Project Name and detail**	**Start Date**	**End Date**	**Total Value R**
1	Upgrading of Montana Hall	October 2017	May 2018	250 000
The above analysis include only the largest capital projects of the ward				

Basic Service Provision					
Detail	**Water**	**Sanitation**	**Electricity**	**Refuse**	**Housing**
Formal households	2 546	2 653	2 749	2 435	
Informal households	338	338		338	
Total Households*	**2 884**	**2 991**	**2 749**	**2 773**	
Houses completed in year					
Shortfall in Housing units					1 816
Formal households calculated based on accounts issued (excluding informal households which is actual households)					

Top Four Service Delivery Priorities for Ward (Highest Priority First)		
No.	**Priority Name and Detail**	**Progress During 2017/18**
1	Replacement and maintenance of roads	Periodic maintenance
2	Small-scale farmers need land for their animals	Rural Development and Department of Agriculture in process to investigate suitable land availability.
3	Secure fencing at the graveyard	Budgeted for in 2018/19
4	Illegal shebeens need to be closed	Continued law enforcement and inspections

3.1.10 Service providers strategic performance

Section 76(b) of the MSA states that KPIs should inform the indicators set for every municipal entity and service provider with whom the municipality has entered into a service delivery agreement. A service provider:

- means a person or institution or any combination of persons and institutions which provide to or for the benefit of the local community
- External service provider means an external mechanism referred to in Section 76(b) which provides a municipal service for a municipality
- Service delivery agreement means an agreement between a municipality and an institution or person mentioned in Section 76(b) in terms of which a municipal service is provided by that institution or person, either for its own account or on behalf of the municipality

During the year under review, the municipality did not appoint any service providers who provided municipal services to or for the benefit of the local community on behalf of the municipality and thus, this report contains no information in this regard. All other contract appointments are regularly monitored in terms of Section 51(3) of the Supply Chain Management Policy which stipulates that vendor performance must be monitored as follows:

- Each project manager shall monitor the supplier's compliance and performance to the set of specifications.
- 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.

The above information will be kept and made available for future evaluation purposes, contract negotiations and regular feedback to vendors.

If vendors fail to deliver in terms of paragraph 23(1)(a) of the General conditions of the contract, the municipality reserves the right to make use of remedies at its disposal in terms of applicable law.

3.1.11 Municipal functions

The municipal functional areas are as indicated below:

Municipal Function	Municipal Function: Yes / No
Constitution Schedule 4, Part B functions:	
Air pollution	Yes
Building regulations	Yes
Child care facilities	No (support)
Electricity and gas reticulation	Yes
Fire fighting services	Yes
Local tourism	No (support)
Municipal airports	No
Municipal planning	Yes
Municipal health services	No
Municipal public transport	No (only planning & operating licenses)
Municipal public works only in respect of the needs of municipalities in the discharge of their responsibilities to administer functions specifically assigned to them under this Constitution or any other law	Yes
Pontoons, ferries, jetties, piers and harbours, excluding the regulation of international and national shipping and matters related thereto	No
Storm water management systems in built-up areas	Yes
Trading regulations	Yes
Water and sanitation services limited to potable water supply systems and domestic waste-water and sewage disposal systems	Yes
Constitution Schedule 5, Part B functions:	
Beaches and amusement facilities	Yes
Billboards and the display of advertisements in public places	Yes
Cemeteries, funeral parlours and crematoria	Yes
Cleansing	Yes
Control of public nuisances	Yes
Control of undertakings that sell liquor to the public	Yes
Facilities for the accommodation, care and burial of animals	Yes
Fencing and fences	Yes
Licensing of dogs	Yes

Municipal Function	Municipal Function: Yes / No
Licensing and control of undertakings that sell food to the public	No
Local amenities	Yes
Local sport facilities	Yes
Markets	No
Municipal abattoirs	No
Municipal parks and recreation	Yes
Municipal roads	Yes
Noise pollution	Yes
Pounds	Yes
Public places	Yes
Refuse removal, refuse dumps and solid waste disposal	Yes
Street trading	Yes
Street lighting	Yes
Traffic and parking	Yes

COMPONENT A: BASIC SERVICES

3.2 WATER SERVICES

3.2.1 Introduction

All the towns in the Witzenberg municipal area are equipped with independent water services with their own resources, distribution systems and treatment works.

Ceres

The main water source for Ceres is the Koekedouw Dam. Six boreholes serve as a backup source of supply. Water quality from the Koekedouw is good and it is only chlorinated before distribution. Two reservoirs (3 and 5 Ml) serve as storage reservoirs to the 114km distribution network, with 4 supply zones (Bella Vista, N'Duli, Ceres main supply zone and Ceres central PRV zone). The network includes a 2 Ml service reservoir, a booster pump station to the pressure tower at Bella Vista, as well as a 750 kl service reservoir, 4Ml reservoir and booster pump station at N'Duli. Three additional boreholes were drilled in Ceres and the Koekedouw borehole equipped.

Tulbagh

Currently, Klein Berg, Moordenaarskloof and Tierkloof serve as the main sources of water supply to Tulbagh. Construction of the Kleinberg pipeline has been completed to provide an additional supply of 1.2 x 10^6m3/annum from the Klein Berg River. The project will also include a storage dam with a capacity of approximately 1 200 000 m3. Funding applications has been approved by the Department of Water and Sanitation (DWS) for the construction of the dam. One borehole at Kruysvallei serves as a back-up emergency supply to Tulbagh. Moordenaarskloof is commonlyused with two other users (SAPCO &

Kruysvallei). During 2006 two additional sources, the Schalkenbosch tributaries and Skilpadrug, were also identified as possible future sources of supply. Infrastructure to partially link Schalkenbosch with the water supply network, was implemented in 2007 after an agreement was reached with the owner concerning the management of this source. Funding applications have been submitted to the DWS to complete these projects, but the agreement remains a major challenge. All the water is stored in a 570 Ml raw water dam at present.

The purification plant consists of five slow gravity sand filters, as well as a chlorination system. Funding was also secured to upgrade the existing purification plant to deal with the additional water expected from the Kleinberg River at the end of 2012. This project is complete and the filters and chlorination system is operational. Two reservoirs (800 kl and 1 Ml) serve as a clear water storage reservoir to the 29km distribution network, with 2 pressure zones. The network includes a booster pump station to the pressure tower (500 kl). A new reservoir for extra storage capacity is planned for construction at a later stage. An additional borehole was drilled in Nuwekloof pass, but due to the low yield of the borehole it was not equipped. Talks are on-going with DOPW to equip an existing borehole at Obiqua prison.

Wolseley

Wolseley receives its water supply from the Tierhokkloof weir. No storage facility exists and the dependency on the Tierhokkloof River as a sustainable supply without storage has been identified as a critical risk in water provision for growth in Wolseley. Purification consists of pressure filters and chlorination. The Ceres Road Reservoir (680 kl) and the newly constructed 6 Ml Wolseley Reservoir serves as a storage reservoir to the 44km distribution network, 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 with a capacity of 58 l/s was completed during 2010/11 to enable the transfer of “lei” water during periods of low flow, from the Artois Canal to this reservoir. The project also allows for treatment at the reservoir.

Prince Alfred’s Hamlet

Prince Alfred’s Hamlet has four water sources. They consist of the Wabooms River Weir, a fountain, 1 borehole and a supply line from 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 32km distribution network, with only 1 pressure zone.

Op-die-Berg

Op-die-Berg has three water sources, a fountain and 2 boreholes. Due to the quality of the water, only chlorination is required. A 50kl, 60kl and 500kl reservoir serve as storage reservoirs to the 6km distribution network, with only 1 pressure zone. The new storage reservoir is planned for Op-die-Berg to ensure adequate storage capacity, as well as meeting the peak demands of the town.

All drinking water systems located in the towns within Witzenberg have attained Blue Drop status and have also scored nationally in the top ten rankings.

3.2.2 Highlights

Highlights	Description
Upgrading & replacement of infrastructure	Upgrading of bulk supply pipelines. Replacement of various pipe networks, and valves. Meter replacement program.

Highlights	Description
	New reservoirs at Bella Vista & Nduli.

3.2.3 Challenges

Challenges	Description
Personnel shortage	Number of vacant positions
Budget	Limited budget for infrastructure refurbishment, upgrade and replacement of vehicles and out-dated equipment.

3.2.4 Water service delivery levels

Total use of water by sector (cubic meters)

Year	All	Unaccountable water losses	Percentage losses
	Cubic meters		
2014/15	7 079 144	1 463 304	20.7%
2015/16	6 088 276	962 345	16%
2016/17	6 508 218	1 259 772	19.36%
2017/18	5 835 602	1 090 102	17.9%

Water losses decreased from 19.36% in the 2016/17 to 18% in the 2017/18 financial year and this volume remains within the target set for the financial year. Management processes are, however, on-going to reduce the rate of water losses even further.

The table below specifies the different water service delivery levels per household for the financial years 2015/16, 2016/17 and 2017/18: Note that the "piped water inside dwelling" figure constitutes the number of accounts and is not a true reflection of the number of households. Other figures represent households. These figures exclude rural areas.

Description	2015/16	2016/17	2017/18
	Actual	Actual	Actual
Household			
***Water:* (above minimum level)**			
Piped water inside dwelling (accounts)	11 988	12 016	12 246
Piped water inside yard (but not in dwelling) (accounts)	400		
Using public tap (within 200m from dwelling) (households)	1 941	2 226	1 714
Other water supply (within 200m)	0	0	0
Minimum Service Level and Above Sub-total	**14 329**	**14 242**	**13 960**
Minimum Service Level and Above Percentage	**100%**	**100%**	**98.4%**
***Water:* (below minimum level)**			
Using public tap (more than 200m from dwelling)	0	0	228
Other water supply (more than 200m from dwelling	0	0	0

Description	2015/16	2016/17	2017/18
	Actual	Actual	Actual
Household			
No water supply	0	0	0
Below Minimum Service Level Sub-total	**0**	**0**	**228**
Below Minimum Service Level Percentage	**0%**	**0%**	**1.6%**
Total number of households (formal and informal)	**14 301**	**14 329**	**14 188**
Formal households calculated based on accounts issued (excluding informal households which is actual households)			

3.2.5 Service delivery indicators: Water services

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2016/17	Overall Performance 2017/18		
					Target	Actual	R
TecWat21	Sustainable provision & maintenance of basic infrastructure	Percentage compliance with drinking water quality standards	Percentage compliance	97%/100%	98%	100%	
FinInc17		Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	<1%/0%	<1%	0%	
TecWat20		Decrease unaccounted water losses	Percentage water losses	20%/19%	18%	17.9%	
TecWat22	Provide for the needs of informal settlements through improved services	Provide basic services - number of informal areas with sufficient communal water services points (taps)	Number of informal areas	3/3	3	3	
Note: The indicator measures the availability of water within 200m in the three informal areas located in Nduli, Tulbagh & Wolseley. A land invasion took place at Pine Valley, Wolseley where 228 illegal informal structures were erected and occupied. The construction of serviced sites in the area were planned for over the long term as all planning and funding for the next 3 years is focused on the Vredebes development at Ceres. These 228 structures were therefor not included in the result above.							

3.2.6 Employees: Water & Sanitation services

Employees: Water & Sanitation Services			
Job Level	2016/17	2017/18	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
0 - 3	23	32	3
4 - 6	7	1	0
7 - 9	10	17	3

Employees: Water & Sanitation Services			
Job Level	2016/17	2017/18	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
10 - 12	2	1	0
13 - 15	1	2	0
Total	**43**	**59**	**6**
Employees and Posts numbers are as at 30 June.			

3.2.7 Capital expenditure: Water services

Capital Projects	2017/18				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
	R				
Vredebes Housing Internal	6 000 000	1 788 868	1 788 868	0	8 300 000
Vredebes Bulk Water Supply	9 101 872	13 192 645	12 849 648	(2,6%)	13 288 150
Drought Relief Tulbagh Boreholes		462 350	462 350	0	462 350
Infrastructure Management System	250 000	278 531	278 531	0	278 531
Bella Vista Bulk Water	5 041 042	5 932 888	5 932 888	0	7 586 000
Network water pipes & valves	1 000 000	359 707	359 707	0	258 779
Boreholes – Morrisdale Park		310 000	310 000	0	310 000
Total all	**21 392 914**	**22 324 989**	**21 981 992**	**(1,5%)**	**30 483 810**
Total project value represents the estimated cost of the project on approval by Council (including past and future expenditure as appropriate). Only major projects included above.					

3.3 WASTE WATER (SANITATION) SERVICES

3.3.1 Introduction

Ceres

Sewerage and industrial effluent is collected from consumers via a sewerage system which istreated at the Ceres Wastewater Treatment Plant. The Plant services the areas of Ceres, N'Duli, Bella Vista and

Prince Alfred's Hamlet. The sewerage system includes 9 booster pump stations. A portion of the treated effluent is used for irrigation on communal land, sport fields and the golf course.

Tulbagh

Sewerage is collected from consumers via a sewerage system and treated at the Tulbagh Waste Water Treatment Plant. The sewerage system includes 3 booster pump stations. Mechanical upgrades to the plant have been completed to ensure that the plant performs at an optimum level and to ensure compliance with national standards. Treated effluent is partially discharged to a river, under an existing licence and the rest is used for irrigation in Church Street and local sport fields.

Wolseley

Sewerage is collected from consumers via a sewerage system and treated at the Wolseley Waste Water Treatment Plant. The sewerage system includes 6 booster pump stations. Upgrades to the plant has been completed to ensure adequate capacity as well as efficient and effective treatment of the waste water. The Pittebos PS which was vandalised, is also fully re-constructed and is currently operational.

PA Hamlet

A significant volume of sewerage generated at Prince Alfred's Hamlet is pumped for treatment to the Waste Water Treatment Works (WWTW) in Ceres. Three pump stations are used for this purpose. A number of erven still use private septic tank systems to deal with the sewerage. These septic tanks are emptied by the municipality on request.

Op-die-Berg

75% of the consumers are connected to a sewerage network and treated at the WWTW. The rest are managed through private septic tanks. Septic tanks are emptied by the municipality on request. Upgrades to the WWTW have been completed in order to ensure adequate capacity, as well as efficient and effective treatment of the waste water.

All the towns within Witzenberg have attained Green Drop status and have also scored nationally within in the top ten rankings.

3.3.2 Highlights

Highlights	Description
New Infrastructure & upgrades	Successful completion of various infrastructure projects including services for Bella Vista and Vredebes housing projects Refurbishment of Pittebos PS. Replacement of various sewer networks within Witzenberg. Phase 2 of Vredebes sewer Upgrading of Pumpstation 4, Ceres Bulk sewer line from Pumpstation 4 to Ceres WWTW

3.3.3 Challenges

Challenges	Description
Personnel shortage	Number of vacant positions

Challenges	Description
Budget	Limited budget for infrastructure refurbishment, upgrade and replacement of vehicles and out-dated equipment.

3.3.4 Waste Water (Sanitation) service delivery levels

The table below specifies the different sanitation service delivery levels per households for the financial years 2015/16, 2016/17 and 2017/18.

Note that the "flushed toilet" figure constitutes the number of accounts and is not a true reflection of the number of households. Other figures represent households. These figures exclude rural areas.

Description	2015/16	2016/17	2017/18
	Actual	Actual	Actual
Household			
Sanitation: **(above minimum level)**			
Flush toilet (connected to sewerage) (accounts)	11 530	11 537	11 544
Flush toilet (with septic tank) (nr. of erven)	717	717	717
Chemical toilet (only indicate nr of toilets, not included in calculation)	54	71	58
Pit toilet (ventilated)	0	0	0
Other toilet provisions (above minimum service level) (households – informal areas)	2 257	2 226	1 714
Minimum Service Level and Above Sub-total	**14 380**	**14 558**	**13 975**
Minimum Service Level and Above Percentage	**100%**	**100%**	**98.4%%**
Sanitation: **(below minimum level)**			
Bucket toilet	0	0	0
Other toilet provisions (below minimum service level)	0	0	0
No toilet provisions	0	0	228
Below Minimum Service Level Sub-total	**0**	**0**	**0**
Below Minimum Service Level Percentage	**0%**	**0%**	**1.6%%**
Total number of households (formal and informal)	**14 380**	**14 558**	**14 203**
****Formal households calculated based on accounts issued (including serviced sites but excluding informal households which is actual households)***			

3.3.5 Service delivery indicators: Waste Water (Sanitation) services

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2016/17	Overall Performance 2017/18		
					Target	Actual	R
FinInc18	Sustainable provision & maintenance of basic infrastructure	Number of outstanding valid applications for sewerage services expressed as a % of total number of	Percentage of outstanding applications.	<1%/0%	<1%	0%	

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2016/17	Overall Performance 2017/18		
					Target	Actual	R
		billings for the service.					
TecSan13	Provide for the needs of informal settlements through improved services	Provide basic services - number of informal areas with sufficient communal sanitation services points (toilets)	Number of informal areas	3/3	3	3	
Note: The indicator measures the availability of toilets within 200m in the three informal areas located in Nduli, Tulbagh & Wolseley . A land invasion took place at Pine Valley, Wolseley where 228 illegal informal structures were erected and occupied. The construction of serviced sites in the area were planned for over the long term as all planning and funding for the next 3 years is focused on the Vredebes development at Ceres. These 228 structures were therefor not included in the result above.							

3.3.6 Capital expenditure: Waste Water (Sanitation) services

Capital Projects	2017/18				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
	R				
Vredebes Bulk Sewer	6 372 734	9 386 148	9 382 753	(0.03%)	12 500 000
Security Upgrades	550 000	940 000	940 000	0	940 000
Sewer pumps replacement	200 000	200 000	200 000	0	200 000
Aerator replacement programme	850 000	850 000	850 000	0	850 000
Network: Sewer pipe & Valve Replacement	1 000 000	1 920 637	1 748 508	(9%)	1 648 060
Vredebes Housing Internal	6 000 000	1 788 868	1 788 868	0	8 300 000
Total all	**14 972 734**	**15 085 653**	**14 910 129**	**(1.2%)**	**24 438 060**
Total project value represents the estimated cost of the project on approval by Council (including past and future expenditure as appropriate). Only major projects included above.					

3.4 ELECTRICITY

3.4.1 Introduction

The National Energy Regulator (NERSA) was established to be the custodian and enforcer of the National Electricity Regulatory Framework. NERSA provides the framework for licenses, power generation, transmission, distribution and trading in South Africa.

The upgrading and provision of bulk infrastructure is mainly guided by the implementation of low-cost and private developments and industry.

All erven within the boundaries of Witzenberg Municipality has access to electricity. ESKOM supplies electricity to Op-die-Berg, Prince Alfred Hamlet and the rural areas inclusive of the adjacent low cost housing. The municipality has a license to reticulate electricity to all other developed areas. NERSA has however recently embarked on an AoS (Area of Supply) GIS confirmation meeting, the guidelines of which were never discussed with Municipalities. Because Witzenberg is of the opinion that the proposed NERSA process is potentially detrimental to the Municipality, Council has decided to not support the process.

All qualifying and identified indigent households receive free basic water and electricity as per national government policy. However, servicing informal settlements with electricity is a continuous struggle.

The Electricity Master Plan for Ceres, Wolseley and Tulbagh has just been completed and is thus up-to-date. It also included a condition assessment of the major network components, information that will be considered critical when determining future budget requirements.

Local government plays an integral role in the provision of electricity. Section 153 of the Constitution, places the responsibility on municipalities to ensure the provision of services to communities in a sustainable manner for economic and social support.

3.4.2 Highlights

Highlights	Description
Bulk electrical supply	Bulk supply to Bella Vista & Schoonvlei completed with the upgrading of Panorama Sub switchgear and the establishment of the new Vredebes substation.
Electrical network – Bella Vista	Completion of 300 connections to the RDP housing project
Power Factor Correction	The PFC equipment was re-commissioned in the Bon Chretien substation. PFC equipment has the effect of decreasing Maximum Demand and therefore substantial financial savings.
Increase of NMD (Notified Maximum Demand)	Eskom increased our NMD at Ceres with 1,7Mva, which helps at the short term to supply in the high demand for electricity.

3.4.3 Challenges

Challenges	Description
Eskom unable to increase Notified Maximum Demand	Regular interactions with Eskom to speed up their bulk upgrades. Renewable energy policy approved by Council to assist with the demand shortage. Eskom commenced with their EIA process for the bulk upgrades to take place.
Availability of vehicles	An aging fleet results in some vehicles spending extended periods in the workshop. Spares availability and reliability is an added extenuating challenge
Filling of vacant posts	Some posts remain vacant for extended periods before filling, but this is currently being addressed
Aging Electrical Network	Much of the existing electrical network exceeds its useful life and is even considered hazardous to operate in some instances. The new Master plan will assist in identifying the hazardous equipment.
Recapitalization of the Electrical Network	Available funding to replace aging equipment is always a challenge within the Municipal environment, but with heightened awareness, this will be addressed

Major Towns	Notified Maximum Demand (NMD)	Maximum Demand Growth (NMD)	Maximum Demand Peak (NMD)
Ceres	36,5MVa (Increased by 1,7MVa)	-3,5MVa (Due to PFC)	33,4 MVa (Due to PFC)
Wolseley	4.5	4.5	4,5
Tulbagh	3.5	3.5	3,5

The energy losses for the 2016/17 financial year were 10%. The losses decreased to 9.85% in 2017/18, and are still managed within the national benchmark of 10%. Management processes are, however, on-going to reduce the rate of losses even further.

3.4.4 Electricity service delivery levels

Description	2015/16	2016/17	2017/18
	Actual	Actual	Actual
Household			
***Energy:* (above minimum level)**			
Electricity (at least minimum service level - accounts)	2 987	2 366	1 831
Electricity - prepaid (minimum service level)	9 906	10 177	10 419
Minimum Service Level and Above Sub-total	**12 893**	**12 543**	**12 250**
Minimum Service Level and Above Percentage	**99.9%**	**100%**	
***Energy:* (below minimum level)**			
Electricity (< minimum service level)	0	0	0
Electricity - prepaid (< min. service level)	0	0	0
Other energy sources	8	0	0
Below Minimum Service Level Sub-total	**8**	**0**	**0**
Below Minimum Service Level Percentage	**0.1%**	**0%**	**0%**
Total number of households (formal and informal)	**12 901**	**12 543**	**12 250**

**The below minimum service level cannot be determined as the number of pre-paid meters installed in informal areas is unknown. Therefor it cannot be determined the number of households in informal areas without electricity. Dept. of Energy does not fund these connections if households are not on a formalised plot.*

3.4.5 Service delivery indicators: Electricity services

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2016/17	Overall Performance 2017/18		
					Target	Actual	R
FinInc19	Sustainable provision & maintenance of basic infrastructure	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	<1%/0.05%	<1%	0%	
TecEl37		Decrease unaccounted electricity losses	Percentage electricity losses	9%/10%	10%	9.9%	
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018. Motivation: Current NERSA benchmark is 10%. This consists mainly of Power Transfer losses (I^2R) which is normal in electrical any network and cannot be 'avoided'. Witzenberg's inefficient network of over 120km is also an extenuating factor.							
TecEl36	Provide for the needs of informal settlements through improved services	Number of subsidised electricity connections installed	Number of connections	200/94	200	189	

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2016/17	Overall Performance 2017/18		
					Target	Actual	R
Reason for under-performance: Houses were illegally occupied before electricity connections could be installed and it was decided not to continue with electrical connections before the legal approved beneficiaries did not move into the houses.							
Corrective measures: Legal action has been introduced to remove the illegal occupiers from the houses. Outcome of the court action was still awaited at year end.							
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018. Motivation: The original target included the electrification of houses in the Bella Vista and Vredebes housing projects. The Vredebes project has not been approved yet and therefor the target is decreased to only include the outstanding electrical connections for the Bella Vista project.							

3.4.6 Employees: Electricity

Employees: Electricity Services			
Job Level	2016/17	2017/18	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
0 - 3	11	17	3
4 - 6	4	2	1
7 - 9	4	2	1
10 - 12	7	9	0
13 - 15	0	0	0
16 - 18	1	2	0
Total	**27**	**32**	**5**
Employees and Posts numbers are as at 30 June.			

3.4.7 Capital expenditure: Electricity services

Capital Projects	2017/18				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
	R				
Streetlights	1 227 193	934 000	934 394	0	934 394
11KV ring supply	500 000	470 000	469 924	0	469924
Replace out-dated switchgear	1 000 000	2 427 941	2 427 742	0	2 427 742
Total all	**2 727 193**	**3 826 941**	**3 832 060**	**0**	**3 832 060**
Total project value represents the estimated cost of the project on approval by Council (including past and future expenditure as appropriate). Only major projects included above.					

3.5 WASTE MANAGEMENT (COLLECTION, DISPOSAL & CLEANING)

3.5.1 Introduction

The Witzenberg Integrated Waste Management Plan is a statutory requirement of the New National Environmental Management: Waste Act 2008 (Act No. 59 of 2008) which came into effect on 1 July 2009. This Act aims to transform waste management collection and disposal to a sustainable practice focusing on waste avoidance and environmental sustainability. The primary objective of IWM planning is to integrate and optimize waste management, in order to maximise efficiency and to minimise the associated environmental impact, financial cost and to improve the quality of life of all residents within Witzenberg Municipality. Witzenberg conducts refuse removal through curbside collection on a weekly basis to address 100% of the domestic waste generated. A standard collection plan was implemented where collection in each town takes place on separate days.

We also employed temporary employees from local communities to perform cleaning services in the streets, open spaces and around waste removal skips. A service is rendered to formal and informal settlements that include:

- A black bag and green bag system
- Public awareness and education
- Waste disposal (landfill sites)
- Cleansing of streets and public toilets in Central Business Districts and skips (garden refuse)

The current waste management system in the municipality is fairly successful in the collection and disposal of municipal solid waste, however, limited effort is made to reduce the generation of waste within the municipal area.

The economic feasibility of waste recovery through recycling and composting should be carefully investigated, to reduce the relatively small amounts of waste generated by the population. The existing private recycling enterprise is successful only because it sources materials that have been separated at source and is therefore uncontaminated with wet waste.

The analyses of the current waste management system have shown the following:

- all formal, urban residential erven are receiving a weekly door-to-door waste collection service
- all collected municipal waste is disposed at the municipality's engineered and licensed waste disposal sites near Tulbagh and Prince Alfred Hamlet for building and green waste.
- no significant waste recovery is performed, except for private enterprises and recycling bins in Tulbagh, Wolseley and Ceres.
- no significant waste avoidance is conducted
- a Solid Waste Management Master Plan has been completed.

Witzenberg Municipality currently operates two landfills. The Tulbagh landfill site is licensed as a GSB- site and receives waste from all towns in Witzenberg. The Prince Alfred Hamlet site is licensed as a GCB- operated by a private contractor appointed by the municipality for building and garden refuse.

3.5.2 Highlights

Highlights	Description
New Sweeper truck procured	Service all areas with sweeping of streets and clean up campaigns
Report to IPWIS system	All waste types reported to the Department of Environmental Affairs and Development Planning monthly
New by-law	Draft for vetting at provincial level
Wheelie bin system implemented at all businesses in	2 type of bins at businesses with 240 l and 770l.

Highlights	Description
Witzenberg	

3.5.3 Challenges

Challenges	Description
Waste recovery facilities (drop-offs or transfer station)	Separation of waste for recycling & composting
Regional Landfill Site in Worcester (Waste licence issued)	Investigation into the costs for required infrastructure and tipping fee at gate.
Non-compliance of landfill sites	Rehabilitation of landfill sites –budget of R68m

3.5.4 Waste management service delivery levels

The table below indicates the different waste management (refuse collections, waste disposal, street cleaning and recycling) service delivery standards of the municipality:

Description	2015/16	2016/17	2017/18
	Actual	Actual	Actual
Household			
***Refuse removal:* (above minimum level)**			
Removed at least once a week (accounts and informal households)	14 057	14 292	13 981
Minimum Service Level and Above Sub-total	**14 057**	**14 292**	**13 981**
Minimum Service Level and Above Percentage	**100%**	**100%**	**100%**
***Refuse removal:* (below minimum level)**			
Removed less frequently than once a week	0	0	0
Using communal refuse dump	0	0	0
Using own refuse dump	0	0	0
Other rubbish disposal	0	0	0
No rubbish disposal	0	0	0
Below Minimum Service Level Sub-total	**0**	**0**	**0**
Below Minimum Service Level Percentage	**0%**	**0%**	**0%**
Total number of households (formal and informal)	**14 057**	**14 292**	**13 981**

3.5.5 Service delivery indicators: Waste management

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2016/17	Overall Performance 2017/18		
					Target	Actual	R
FinInc20	Sustainable provision & maintenance of basic infrastructure	Number of outstanding valid applications for refuse collection services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	<1%/0%	<1%	0%	

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2016/17	Overall Performance 2017/18		
					Target	Actual	R
TecRef31	Provide for the needs of informal settlements through improved services	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area-cleaning service	Number of informal areas	3/3	3	3	

3.5.6 Employees: Waste management

Employees: Waste Management Services			
Job Level	2016/17	2017/18	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Contractual		6	0
0 - 3	70	59	4
4 - 6	7	2	0
7 - 9	5	12	1
10 - 12	1	1	0
13 - 15	0	0	0
Total	**83**	**80**	**5**
Employees and Posts numbers are as at 30 June.			

3.5.7 Capital expenditure: Waste management

Capital Projects	2017/18				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
	R				
Vehicle Replacement	2 600 000	2 626 408	2 626 406	0	2 626 406
Transfer stations	704 816	678 408	629 360	(7%)	45 000 000
Total all	**3 304 816**	**3 304 816**	**3 255 766**	**(1.5%)**	**47 626 406**
Total project value represents the estimated cost of the project on approval by Council (including past and future expenditure as appropriate). Only major projects included above.					

3.6 HOUSING

3.6.1 Introduction

The installation of services in Phase 2 which include 635 serviced plots was started in the Vredebes subsidised housing project. The construction of 307 houses in Bella Vista was completed. The construction of 200 houses in Vredebes Phase is planned for the 2018/19 financial year.

3.6.2 Highlights

Highlights	Description
Bella Vista Housing Project	In terms of National Housing Policy, the most needy beneficiaries were approved and allocated houses namely the elderly. Military Veterans and disable will also be accommodated in this project
GAP Housing Project consisting out of 49 units started in Tulbagh	This will be a pilot project for Witzenberg and a developer has been appointed through the tender process. This project will help to address the backlog on provision of housing for backyard dwellers because backyard dwellers are mainly children of home-owners. Currently 5 houses has been completed and owners have moved in.
Application for additional funds for purchasing of land in Tulbagh of completion of outstanding project was done	Due to illegal occupants invaded the land available solutions must be found to address the outstanding houses to be built as part of an outstanding project
Approval of the UISP Project for 188 sites in N'duli	Planning money made available to the amount of R500 000 by DoHS. Layout for the project has been completed

3.6.3 Challenges

Challenges	Description
Selling and renting of RDP houses	Beneficiaries are in desperate need for money and this is a way to generate an extra income. Sales are made illegally without houses being transferred which hampers the transfer processes because in some case the beneficiaries who received the subsidy are gone or deceased. No definite guidelines from the DoHS which must enforce the pre-emptive right
Transfer of rental stock	Outstanding debts of tenants to get rates clearance. Unforeseen documents needed by attorneys to expedite the registration process eg. registration of mother erven and lost original title deeds
Emergency housing for evictees (private and farm workers)	Emergency camp are planned as part of the Vredebes Housing Development, but no immediate solution available because of project funding for bulk infrastructure which will take ± 3 years to be completed depending on additional fund allocations
Immigration control in informal settlements. Increased illegal invasion of land in Wolseley and unfortunately we have no control because these structures are erected overnight and eviction through the court process costly and lengthy.	A response team need to be budgeted for and advertised via the tender process. Existing Community Committees needs to be co-operative. A "breakdown & monitoring team" consisting out of 9 temporary workers has been appointed to assistance the housing officials and law enforcement with controlling illegalities in the informal settlements in December 2017. A budget for the new financial year has been approved (2018/19) to an amount of R1 million for the services of a response team.
GAP housing opportunities need to be are increased because of household incomes rising on a yearly basis	The income band between R3 501 – R15 000 who is potential beneficiaries for GAP market do not qualify so easily for a bank loan although linked to the FLIPS subsidy because of their credit worthiness

Challenges	Description
National Policy around persons younger than 40 years receiving houses/serviced sites	Although a National Policy, it is very difficult to implement specifically in informal areas. Policy however changed in 2016 and aged limit were lowered to 35 years the challenge stays the same because of the limited opportunities.

3.6.4 Housing service delivery levels

Financial Year	*Nr of households in formal dwellings	*% of households in formal dwellings	Households in informal settlements	Nr of people on housing waiting list	% Housing waiting list increase (decrease)
2014/15		86.7%	2 077	9 065	(3.75)%
2015/16			1 945	10 421	14.96%
2016/17	29 969	83.3%	2 200	10 736	3%
2017/18	27 295	86.8%	1 942	9 568	(10%)

** Witzenberg Socio-Economic Profile (Western Cape Government)*

A summary of houses built and sites serviced under the subsidisation programme, includes:

Financial year	Allocation (Budget)	Amount spent	% spent	Number of houses built	Number of sites serviced
	R'000	R'000			
2014/15 (Capital)	34 885	34 885	100	0	470
2014/15 (Operational)	15 017	15 017	100	42	0
2015/16 (Capital)	28 930	27 449	94	0	763
2015/16 (Operational)	0	0	0	0	0
2016/17 (Capital)	7 711	7 522	98%		0
2016/17 (Operational)	24 963	24 264	97%	200	
2017/18 (Capital)	7 155 472	7 155 472	100%		In process
2017/18 (Operational)	15 573 699	12 643 351	81%	107	

3.6.5 Service delivery indicators: Housing

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2016/17	Overall Performance 2017/18		
					Target	Actual	R
TecDir2	Provide for the needs of informal settlements through improved services	Number of subsidised serviced sites developed	Number of serviced plots	No Target	100	101	
ComHS 14	Support the poor & vulnerable through programmes & policy	Number of housing opportunities provided per year	Number of top structures	200/200	107	107	

Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018.

Motivation: The original target included the outstanding top structures for Bella Vista & the new Vredebes project. The Vredebes housing project has not been approved yet by the Department of Human Settlements & the target are there for decreased to include only the completion of the Bella Vista project.

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2016/17	Overall Performance 2017/18		
					Target	Actual	R
ComHS 15	Support the poor & vulnerable through programmes & policy	Number of Rental Stock transferred	Number of properties transferred	60/65	60	39	
Reason for under-performance: Several transfers could not be finalised due to the following reasons: original beneficiaries could not be located, death of original beneficiaries, household differences on who should be the legally title holder and delays in transfers from the Deeds Office.							
Corrective measures: Several of the reasons as mentioned are difficult to address as they relates to a lack of interest from certain beneficiaries. The municipality will however increase awareness to ensure co-operation from the relevant parties.							

3.6.6 Employees: Housing

Employees: Housing Management Services			
Job Level	2016/17	2017/18	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
0 - 3	1	3	3
4 - 6	4	5	0
7 - 9	5	2	1
10 - 12	0	0	0
13 - 15	1	1	0
Total	**11**	**11**	**4**
Employees and Posts numbers are as at 30 June.			

3.7 FREE BASIC SERVICES AND INDIGENT SUPPORT

Witzenberg acknowledges that priority must be given to the basic needs of the community and that the social and economic development of the community is supported in an effort to provide access to the basic level of service in terms of the Constitution of South Africa, Section 151(1)(b) and 153(b).

Free basic services are provided to households with a combined monthly income of less than R3 000.
A household may apply with the relevant forms and once their application has been approved, they are entitled to free basic services for one year. If they still qualify after the year has lapsed, they need to complete the application process again.

The aim of the Indigent Policy is to ensure a sound and sustainable manner in which to provide affordable basic services to the poor through financial assistance within the legal framework of the powers and functions of the municipality. This is done in an effort to improve the standard of living and creating a prosperous municipality that is free from the scourge of poverty.

THE OBJECT OF THIS POLICY IS TO:

- Ensure a transparent, accountable and sustainable manner to assist the poor with access to basic services as defined in the policy;

- Ensure a sustainable manner to assist the poor with the burial 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 spent as a contribution towards poverty alleviation.

THE QUALIFICATION CRITERIA FOR URBAN HOUSEHOLDS IN ORDER TO RECEIVE ASSISTANCE ARE AS FOLLOWS:

- The head of the household must be a South African citizen;
- The household, except in the case of rural households, must receive an account from Witzenberg Municipality;
- An application on the prescribed form must be duly completed and submitted, with the required information and signature;
- No member of the household may own a fixed property, other that the site on which the household resides; and
- The household's joint gross income may not exceed R3 000 per month.

THE QUALIFICATION CRITERIA FOR OLD AGE HOMES IN ORDER TO RECEIVE ASSISTANCE ARE AS FOLLOWS:

- More than 50% of the residents within the old age home must receive less than R3 000.00 per month.
- The qualification criteria for electricity consumers within Witzenberg Municipality, but who reside in areas where the municipality is not the supplier of electricity, is that their connection may not exceed 20 Amps.

BENEFITS:

- **Property rates**
  In terms of the Property Rates Act, Act 6 of 2004, Section 17(h) all residential sites are exempt from the first R15 000 of the market value on a property. As an additional subsidy, the municipality will increase this level subsidized to R120 000 in the form a credit on the municipal account. This subsidy will thus, equate to a R120 000 of the total market value or the total valuation of the property.

- **Electricity**
  A subsidy equal to the amount charged for the first 50 kWh consumed per month.

- **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 provider.

- **Sanitation**
  A subsidy equal to 100% of the amount charged for the service per month where the municipality is the service provider.

- **Refuse removal**
  A subsidy equal to 100% of the amount charged for the service per month where the municipality is the service provider.

- **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.

- **Burial costs**
  A subsidy equal to 100% of the amount charged for burial cost. The subsidy can be provided in terms of every deceased member of the household.

- **Transfer costs**

A subsidy equal to 100% of the amount charged for transferring the municipal service 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. A subsidy equal to 100% of the costs of an attorney to transfer the property into the spouse name. This subsidy is provided as a result of death of the head of the household, whilst approved as an indigent household and the current registration is not in registered at the Deed's Office in the name of both parties. The appointment of the attorney is entirely the prerogative of the municipality.

3.7.1 Access to free basic services

Free Basic Services To Low Income Households									
Year	Number of households								
	Total no. of HH	Households earning less than R 3 000 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

Rates						
Financial year	Indigent Households			Non-indigent households		
	No of HH	Exempt Valuation	Value R'000	No of HH	Exempt Valuation	Value R'000
2015/16	4 614	100 000	2 272	11 385	100 000	9 677
2016/17	4 510	100 000	2 573	11 304	100 000	9 677
2017/18	4 591	100 000	2 277	11 914	100 000	11 806

Electricity									
Financial year	Indigent Households			Non-indigent households			Households in Eskom areas		
	No of HH	Unit per HH (kwh)	Value R'000	No of HH	Unit per HH (kwh)	Value R'000	No of HH	Unit per HH (kwh)	Value R'000
2015/16	2 673	50	1 518	10 228	0	0	1 618	50	919
2016/17	2 565	50	1 526	10 493	0	0	1 458	50	828
2017/18	2 345	50	1 547	9 905	0	0	1 766	50	1 165

Water		
Financial year	Indigent Households	Non-indigent households

	No of HH	Unit per HH (kl)	Value R'000	No of HH	Unit per HH (kl)	Value R'000
2015/16	4 614	6	5 510	9 444	0	0
2016/17	4 510	6	5 386	9 575	0	0
2017/18	4 591	6	8 263	9 901	0	0

Sanitation						
Financial year	Indigent Households			Non-indigent households		
	No of HH	R value per HH	Value R'000	No of HH	Unit per HH per month	Value R'000
2015/16	4 614	179.38	9 932	9 444	0	0
2016/17	4 510	190.14	10 290	9 575	0	0
2017/18	4 591	176.8	9 740	9 901	0	0

Refuse Removal						
Financial year	Indigent Households			Non-indigent households		
	No of HH	Service per HH per week	Value R'000	No of HH	Unit per HH per month	Value R'000
2015/16	4 614	1	10 936	9 444	0	0
2016/17	4 510	1	8 021	9 575	0	0
2017/18	4 591	1	7 591	9 901	0	0

COMPONENT B: ROAD TRANSPORT

This component includes roads and storm water management.

3.8 ROAD SERVICES

3.8.1 Introduction

The Witzenberg Local Integrated Transport Plan (LITP) was prepared as part of the review of the Cape Winelands District Integrated Transport Plan (DITP) 2016- 2021.

As per Section 36 of the National Land Transport Act (Act 5 of 2009) all planning authorities must prepare an Integrated Transport Plan 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. Witzenberg Municipality has been classified as a level 3 planning authority and is therefore required in terms of the National Land Transport Act to prepare a LITP.

Transport Status Quo

Witzenberg Municipality has a total population of approximately 115 000 persons with an economic growth rate of 2.64%. The primary economic activities which take place in the agricultural sector and are subject to seasonal changes. Witzenberg Municipality has a number of public transport services operating within municipal area. The most used mode of transportation is the minibus taxi. Other modes used in Witzenberg are rail, non-motorised transport and private vehicles. Witzenberg Municipality also experiences high volumes of freight transport travelling through the municipality. At present, the municipality has both formal and informal public transport facilities of which some formal facilities are currently not utilised by public transport operators. Witzenberg Municipality has three minibus taxi associations operating within the area; the Ceres Taxi Association, the Nduli Taxi Association and the Tulbagh Taxi Association.

The transport needs of Witzenberg are similar to those of its neighbouring municipalities. The primary issue in Witzenberg are that there is a limited public transport service during off peak periods, forcing people to wait for long periods of time before being able to travel. The safety of passengers and pedestrians as well as the affordability of taxi services are also issues impeding transportation. The municipal transport budget for Witzenberg indicates that there is approximately R8 million allocated toward transport related improvements. The budget mainly focuses on roads improvements in residential areas within the municipality.

Road network and traffic

The road network in Witzenberg Municipality consists of provincial roads, owned and managed by the provincial road authority, which is the PGWC. 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. 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 NMT 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 is 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.

3.8.2 Highlights

Highlights	Description
Vredebes, Ceres: New Access Collector, Storm water & Sidewalks Ph1	Class 3 road from intersection with TR22/2 up the access to Phase 1 of the Vredebes development; Sidewalks on both sides of the road; Associated storm water along the proposed road; 235 meters.
Traffic calming measures	Constructed 30 speed-humps in Witzenberg

3.8.3 Challenges

Challenges	Description

Challenges	Description
Funding backlogs on bituminous pavements	Pavement Management System 2010, all bituminous pavements, resealing and upgrading of roads backlogs amount to R52 million
Deteriorated Tulbagh roads	4.35km Deteriorated roads needs to be upgraded
Roads master plan	No roads master plans makes proper development planning difficult, also evaluation of new town planning applications
Upgrading needs on provincial roads, TR22/2 as a result of new developments	No funding or assistance from Department of Transport and Public Works
Upgrading needs for public transport infrastructure	No funding for proposals from Transport Assessment Plans

3.8.4 Service delivery levels: New roads and maintenance of existing roads

The following tables give an overview of the total kilometres of roads maintained and new roads tarred:

Tarred/paved roads:

Financial year	Total km tarred roads	Km of new tar & paved roads	Km existing tar roads re-tarred	Km of existing tar roads re-sheeted	Km tar roads maintained
2014/15	216.76	3.119	2.377	0.88	213.64
2015/16	222.43	5.67	8.22	0	216.76
2016/17	222.43	0	1.58	2.63	222.43
2017/18	222.66	0.235	1.00	0	222.26

Gravelled roads:

Financial year	Total km gravel roads	Km new gravel roads constructed	Km gravel roads upgraded to tar / block paving	Km gravel roads graded/maintained
2014/15	10.31	0	0.19	10.50
2015/16	10.50	0	0	10.50
2016/17	10.50	0	0	10.50
2017/18	10.50	0	0	10.50

The table below shows the costs involved for the maintenance and construction of roads within the municipal area:

Financial year	New & Replacements	Resealed	Maintained
	R'000	R'000	R'000
2014/15	12 684	2 029	3 541

Financial year	New & Replacements	Resealed	Maintained
	R'000	R'000	R'000
2015/16	6 121	5 753	5 780
2016/17	16 806	7 698	7 804
2017/18	8 8102	3 109	8 007

3.8.5 Service delivery indicators: Road Services

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2016/17	Overall Performance 2017/18		
					Target	Actual	R
TecRo7	Sustainable provision & maintenance of basic infrastructure	Kilometres of roads upgraded & rehabilitated	Kilometres of roads	2/10.7	3	4,4	

3.8.6 Employees: Roads & Storm water

Employees: Roads & Storm water Services			
Job Level	2016/17	2017/18	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Contractual	0	4	0
0 - 3	16	17	3
4 - 6	8	8	6
7 - 9	1	4	1
10 - 12	2	3	0
13 - 15	0	0	0
16 - 18	1	1	0
Total	**28**	**38**	**10**
Employees and Posts numbers are as at 30 June.			

3.5.7 Capital expenditure: Roads and Storm water

Capital Projects	2017/18				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
	R				
Vredebes Housing Internal	13 000 000	3 577 736	3 577 736	0	16 600 000
Rehabilitation Streets - Tulbagh	4 200 000	4 155 820	4 050 953	(2.5%)	13 700 000
Vredebes Access Collector Phase 1	2 210 229	2 825 367	2 824 983	0	6 500 000

Capital Projects	2017/18				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
	R				
Vehicle replacement	400 000	400 000	396 486	(1%)	400 000
Total all	**19 810 229**	**10 958 923**	**10 850 158**	**(1%)**	**37 200 000**
Total project value represents the estimated cost of the project on approval by Council (including past and future expenditure as appropriate). Only major projects included above.					

3.9 WASTE WATER (STORM WATER DRAINAGE)

3.9.1 Introduction

Currently the municipality does not have a Storm Water Master Plan for Ceres, Wolseley, Op die Berg and N'Duli. A plan for Tulbagh and Prince Alfred Hamlet was completed recently. This document has been compiled based on the approach and work plan listed below in chronological order:

(i) Data collation including field visit to verify existing storm water drainage system and flow regime.

(ii) Storm water Master Planning

- Catchment delineation and determination of hydrological and hydraulic parameters
- Compilation of catchment hydrological and hydraulic models
- Flood line determination
- Capital upgrade cost estimate

The municipality also have maintenance plans for these areas through scheduled inspections and prioritisation for implementation. Cleaning of infrastructure is done in accordance with a scheduled programme.

3.9.2 Highlights

Highlights	Description
Storm water master plan for Prince Alfred Hamlet	New storm water master plan to manage storm water infrastructure

3.9.3 Challenges

Challenges	Description
Storm water Master Plan	No storm water master plans, except for Tulbagh and Prince Alfred Hamlet
Wolseley Montana Channel upgrade	No funding for portal culverts that has an enormous financial implication
Vandalism storm water drainage	Covers being stolen and sold at scrap metal yards.
Trees damage storm water pipes/sidewalks and roads	Trees with aggressive root systems

Challenges	Description
Storm water blockages	Manholes/catch pits being used as dirt dumping places

3.9.4 Service delivery levels: Infrastructure and cost of construction/maintenance

Storm water infrastructure

The table below shows the total kilometres of storm water maintained and upgraded as well as the kilometres of new storm water pipes installed:

Financial year	Total km storm water measures	Km new storm water measures	Km storm water measures upgraded	Km storm water measures maintained
2014/15	139.00	0.97	0	138.03
2015/16	139.83	0.83	0	139.00
2016/17	139.83	0	0	139.83
2017/18	139.83	0	0	139.83

Cost of construction maintenance:
The table below indicates the amount of money spend on storm water projects:

Financial year	Storm water measures	
	Capital	Maintained
	R'000	R'000
2014/15	3 626	1 227
2015/16	9 662	952
2016/17	0	1 359
2017/18	2 008	1 834

COMPONENT C: PLANNING AND DEVELOPMENT

Witzenberg Municipality does not have a single department that includes all strategic services. The LED section is managed by the Social & Economic Development section that is situated in the directorate for Community Services. The IDP, Internal Audit and Organisational Performance sections report to the Municipal Manager. Tourism and marketing are situated in the directorate for Corporate Services. Building control, town planning, spatial planning and GIS falls under the section Town Planning & Building Control situated in the directorate for Technical Services.

3.10 PLANNING

3.10.1 Introduction

In June 2017, the Witzenberg Spatial Development Framework (WSDF) was approved as part of the IDP in terms of section 34 of the MSA.

The WSDF will guide the spatial form and structure of Witzenberg (the way in which we use the space available for urban growth) in the future. This 5 year plan will enable Witzenberg to manage new growth and change in its area, to ensure sustainability and equitability. The objectives of the WSDF are to:

- Give spatial effect to the provisions of the Witzenberg IDP and guide implementation of its anchor projects.
- Provide guidance to public and private infrastructure investment in the municipality, taking cognisance of the growth and development potential of the various settlements in the municipality.
- Spatially co-ordinate and direct the activities and resources of the municipality.
- Describing the existing and desired future spatial patterns that provide for integrated, efficient and sustainable settlements in the municipality.
- Guiding the investment of public resources (capital) through the following:
- Providing a credible context for public investments
- Promoting equitable development of areas that have lagged behind.
- Providing certainty to all stakeholders regarding spatial and socio-economic implications of future development in the municipality.
- Providing a basis for coordinated decision-making and policy-formulation regarding future land-use.

The table below sets out the main elements of Witzenberg planning strategies:

Strategy	Description
Industry	Enhance the use of Ceres as an agri-industrial hub and portal to the export markets situated in the City of Cape Town
Tourism	Promote development of tourism-related amenities and activities along the main routes through the Municipality
Major routes	Ensure the upkeep of the R43, R46, R303 and R355 as major economic transport routes and scenic routes
Land use management	Ensure that changes in land-use maintain the integrity, authenticity and accessibility of significant cultural landscapes. Contain urban sprawl and restrict urban development to within designated urban edge. Integrate low-cost housing within the urban area to combat urban sprawl and reduce negative visual impact on the cultural landscapes
Agriculture	Encourage local processing of farm products and the provision of local farm services to enhance the rural economy, increase the viability of agricultural production and reduce rural poverty
Social housing	Improve the quality of subsidised housing settlements through innovative urban planning and design. Such settlements should include areas suitable for informal and formal public activities such as streets, boulevards and squares should be created in well located highly accessible spaces in urban settlements

3.10.2 Highlights

Highlights	Description
Adoption of the SDF as	In terms of the Systems Act SDF is a core component of the IDP and adheres to the

Highlights	Description
core component of the IDP	same planning cycle as the IDP. Municipality adopted its '4th generation' IDP's that will span the 5 year period beginning on 1 July 2017 and ending on 30 June 2022. SDF adopted as part of the IDP drafting, adoption and amendment process. SDF submitted as part of the IDP to the Department of Local Government.

3.10.3 Challenges

Challenges	Description
Spatial Shortcomings	• Slow pace of development especially related to provision of serviced erven to the open market. • The municipality is largely dependent on private sector initiative for the provision of serviced erven. Many areas especially Ceres has virtually no more open market erven left. There is also an acute shortage of industrial sites especially for smaller agri-support businesses. • No monitoring of evaluation of existing spatial proposals. Economic realities (e.g property markets) not fully considered in spatial plan. • Little, if any, consideration of the impact of non-availability of services on development momentum. • Policy proposals tend to be to unrealistic regarding institutional capacity and mandate. For example speciality fields i.e. biodiversity. • Development is done on ad hoc-basis and there's no coordination i.t.o roads and services • SDF, in general, not used by other functional departments within the municipality. Not user friendly.
Land Use Control	• 74 (58%) of House Shops in Witzenberg operate without approval • Overriding reason is the shop owner is not property owner (immigrants) • Serving of notices are not properly done (law enforcement). • Slow speed of the process. • Council does not have a demolition team, equipment & suitable vehicles especially to remove structures/containers.

3.10.4 Service delivery statistics

Type of service	2015/16	2016/17	2017/18
Town Planning and Building Control			
Building plan applications processed	282	574	279
Total surface (m^2)	55 624m²	74 386m²	42 818m²
Approximate value	R193 590 378	R 188 058 508	R 182 232 666
New residential dwellings	21	318 (Due to subsidized housing project)	50
Residential extensions	94	96	77
New Business buildings	3	2	3
Business extensions	6	9	10
Rural applications	47	56	45
Land use applications processed	27	33	34

3.10.5 Employees: Town planning and building control

Employees: Town Planning & Building Control		
Job Level	**2016/17**	**2017/18**

	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
0 - 3	0	0	0
4 - 6	0	0	0
7 - 9	1	1	0
10 - 12	3	3	2
13 - 15	1	1	0
16 - 18	1	1	0
Total	**6**	**6**	**2**
Employees and Posts numbers are as at 30 June.			

3.11 LOCAL ECONOMIC DEVELOPMENT

The table below gives a brief description of all the achievements within Local Economic Development (LED) during the 2017/18 financial year:

Achievement/Highlight	Description
Six local smme`s were approved for seed fund	Seedfund is funded by Cape Winelands District Municipality and include Mentorship programme
SARS workshop took place on 6 July 2017 and eighteen people attended the workshop.	The following aspects were discussed: Different business registrations, Employees tax incentives, Small Business Corporation Incentive and Tax Clearance.
Linked 10 SMME's with SEDA	Facilitated meetings with SMME's in Witzenberg for business consultations
Support to 6 smme`s to register on municipal supplier database	Enable smme`s to participate in municipal procurement processes
Linked SMME's with new procurement opportunities within Municipality, as well as other Government Departments	Included new procurement opportunities at events, workshops and for day-to-day operations
Six smme`s were linked with the Exchange Mentorship program that took place from 9-13 October 2017.	The Exchange programme is a non- profit organisation where business experts voluntary use their skills to stimulate and support entrepreneurs in developing economies. Individual sessions were held with all the participants to determine their operation method, achievements, milestones and gaps. Two workshops were done that focused on the business model and business plan.
A successful SMME Indaba were held in partnership with PA Hamlet Arts& Culture Festival on 20-21 October 2017. Twenty three smme`s participated in the SMME Indaba.	More than five hundred people visited the Indaba. The Indaba created an opportunity for smme`s to benefit from the procurement process of the local municipality, as well as to showcase their products and services to the public.
Assisted SMME's in applying online for	Arranged with local E-centre for SMME's to apply for funding via

Achievement/Highlight	Description
funding applications	electronic platform. Included assistance given with the online application.
Successful application of Witzenberg Honey bee co-operative initiative	Assisted Honey Bee farmers group to apply for lease agreement for extraction facility in Op die Berg. Entailed submission of reports and support for application process.
Linked 21 construction contractors to ASLA for contracting opportunities	Linked 21 construction contractors to ASLA to apply for sub-contracting opportunities at Vredebes Housing Development
Facilitated registration of 5 smme`s on the Central Supplier Database	An information session were held and the smme`s were linked with the e-centre to assist them with the registration
The Witzenberg Kersmark took place on 8-9 December 2017 and seventy stalls were booked.	The kersmark is an initiative of the local municipality and creates a platform for local entrepreneurs to generate an income.
Facilitated registration of 5 co-operatives.	The purpose of the co-op registration is to enable the co-ops to apply for for funding from various government departments (included women & agricultural workshops)
Conducted an informal settlement Tourism survey	Survey covered 7 informal areas in Witzenberg in order to obtain information on entrepreneurs that can benefit from tourism route
Linked an SMME successfully with SAB funding.	The business was the only one that has been approved for funding in the Western Cape. The business will be assisted financially and receive mentorship support for two years.
Successful completion of Trioplus 12 month learnership and fourteen smme`s completed.	The businesses received accredited training and was well capacitated on different components and aspects regarding business management. Aftercare support
Trained 5 EPWP workers in Labour Intensive Asphalt	Trained workers in mixing and applying labour intensive asphalt in road maintenance project
Finalisation of Socio-Economic Development Strategy	CWDM funded strategy that focused on LED, Social Development & Tourism
Development of Building plans for first Witzenberg SMME Hub in Prince Alfred's Hamlet	Entail development of 7 rental light industry business units
Establishment of a Monitoring& Evaluation SMME database	Database of SMME's detailing progress, needs, training and status

The table below gives a brief description of all the challenges within LED during the 2017/18 financial year:

Description	Actions to address
Insufficient office resources and unstable office location	Provision of a stable office environment and sufficient resources
Lack of sufficient funding for led projects	To make provision for sufficient funding to ensure sustainability of projects
Internal departments working in silos	Address the issue of effective communication

The LED Strategy along with the LED process plan is in the process of being implemented. Witzenberg Municipality has an established LED Forum comprising of a diverse membership from various sectors of society. The LED Strategy is built upon commitment to develop a climate in which economic development and economic growth can prosper. The LED Strategy for the next financial year (2018/19) has been reviewed and is ready to be implemented.

The LED Strategy identifies various issues and strategic areas for intervention such as (3 top service delivery priorities):

Strategic areas	Description
Creating an enabling business environment	Review the institutional framework
Addressing the key development challenges	Reviewing the LED Strategy
Creating sustainable job opportunities	Implementing skills development programmes and capacitating entrepreneurs with business skills. Assisting SMME's with access to private sector supply chain opportunities and financial support

3.11.1 Economic activity

The table below identifies the economic activity within the different sectors:

Sector	2015/16	2016/17	2017/18
Agric, forestry and fishing	20.05%	20.3%	17.3%
Mining and quarrying	0.02%	0.02%	0%
Manufacturing	16.13%	16.01%	14.2%
Wholesale and retail trade	22.13%	22.04%	16.9%%
Finance, property, etc.	18.19%	18.32%	15.4%%
Community and social services	16.93%	16.67%	6.9%%
Construction	6.55%	6.64%	8.5%

(Municipal Economic Review and Outlook 2017, www.municipalbarometer.co.za)

3.11.2 LED Initiatives

During 2017/18, 500 work opportunities were created via the Community Works Programme (CWP).

There are 4 different sectors that comprise the CWP projects in Witzenberg:

- social
- education
- local government
- environment

The projects within these sectors include:

- Early childhood development crèche assistance
- NGO support (which include: women group assistance, nutritional support, HIV support, disabled support)
- school support (which include: food scheme, site cleaning)
- street cleaning (which include river banks cleaning)

The CWP provide beneficiaries with nutrition and facilitate the training and the experience necessary for market entry, which includes:

- health and safety;
- waste management;
- food garden; and
- financial training.

3.11.3 LED Statistics

Additional statistics on Local Economic Development:

Type of service	2015/16	2016/17	2017/18
Small businesses assisted	110	150	210
SMME's trained	150	170	175
Community members trained for tourism	0	39	18
Local artisans and crafters assisted	1	3	1

Job creation through the Extended Public Works Programme (EPWP) projects		
Details	**EPWP Projects**	**Jobs created through EPWP projects**
2014/15	35	351
2015/16	40	427
2016/17	32	398
2017/18	37	403

3.11.4 Service Delivery Indicators: LED

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2016/17	Overall Performance 2017/18		
					Target	Actual	R
Com Led4	Create an enabling environment to attract investment & support local economy	Compile & Implementation of LED Strategy	Phased implementation/strategy	1/1	Review of plan	Review of plan	

3.12 TOURISM

3.12.1 Aim and function of the tourism sector

Witzenberg Municipality has a service level agreement with one local tourism entity operating in all five towns, which conduct marketing of the municipal area and local established businesses 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 to this organisation holds businesses accountable to ethical norms and standards for the industry as well as 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 brand through tourist attraction, awareness campaigns, road-shows, expos, events and festivals. Tourism also aims to train and skill local entrepreneurs to meet tourism-related demands and provide requisite services and products to promote local trade and economic development.

3.12.2 Training and development

Tourism runs educational packages with schools, front of house staff and local stores to promote clientele service. Tourism also sources training courses in areas such as first aid, communication, administration and hospitality to help local businesses improve output and skill levels. Tourism will also provide support with route development so that areas of alternative and lifestyle tourism can be expanded, to include rural, agricultural and township locations.

3.12.3 Destination marketing

Tourism has produced tear off maps which are distributed to points of sale with high traffic thoroughfare, providing location and contact details of local tourist attractions. They have also produced a joint brochure called the Witzenberg Meander, covering activities across the municipality. Tourism bureaus for Wolseley, Ceres and Tulbagh have also created their own brochures with niche marketing of their towns and, with social media promotion through Facebook and website. Tourism has been successful in marketing the destination 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 to visitors within South Africa. Tourism also conducts quarterly educational visits to the areas to tourism authorities outside of our borders as well as journalists, media groups and bloggers to review and publicise our activities and services.

3.12.4 Tourism awareness/events

Annual events taking place in the Witzenberg municipal region:

Annual Event	Date
Wolseley MTB Challenge	12 August 2017
Tulbagh Spring Arts Festival	8-10 September 2017
Michell's Pass Half Marathon	21 September 2017
Tulbagh Show	27-30 September 2017
Hamlet Arts & Culture Festival	20-21 October 2017
Eselfontein Outdoor Festival	13-15 October 2017
Gydo Christmas Light Festival	24-25 November 2017
Witzenville Faire Tulbagh	1 December 2017
Witzenberg Christmas Market	8-10 December 2017
Tulbagh Vintage & Vine Faire	26 May 2018
Christmas in Winter	22-24 June 2018

3.12.5 Challenges to tourism

Witzenberg Municipality and Tourism does not have the autonomy, budget or infrastructure to roll-out Wi-Fi across the entire municipal area. Whilst some visitors seek out areas of limited coverage, most visitors have the expectation that Wi-Fi is easily accessible and is available free of charge. Not all local businesses are registered with Tourism and thus are not accountable to their code of conduct or service standards. Most establishments and services are not user-friendly to travellers with special needs, i.e. sight impaired, mobility limited, speech impairment, communication specialists (sign language, isiXhosa, German, etc). Many establishments and services do not cater for multi-generational needs of visitors i.e. infants (cribs, feeding chairs, baby monitor, walking rings etc), teenagers (DSTV access, cell phone chargers, cellular airtime vouchers, video games and consoles), the aged (wheel chairs, zimmer frames, magnifying glasses, large print menus/bibles etc). Witzenberg Municipality does not have a formal tourism corridor through the township sectors of the municipal area. The financial support provided to Tourism contributes largely to the salaries of staffing and is thus is not fully focused on the areas of tourism development, promotion and destination marketing.

3.12.6 Opportunities for tourism

A key action towards tourism growth and integration will be route development; aimed at job creation, social inclusion and strategic partnerships with tourism industry partners. This will formalize tourism corridors for travellers to experience a holistic tour of the region, ensuring a balance of revenue spend, exposure to rural and urban settings, demographic engagement and diversification of tourism involvement. This will further aid the municipality in realizing its aims towards social cohesion and

poverty eradication. The themes projected for these routes will be heritage/culture/nature and agriculture/fruit/nature.

COMPONENT D: COMMUNITY AND SOCIAL SERVICES

3.13 LIBRARIES AND COMMUNITY FACILITIES

Libraries and community facilities are managed by the section, Facilities and Environment, located in the directorate of Community Services. All towns have either a community hall or town hall, with Ceres and Tulbagh having both. All towns have a library, with mini libraries in Op-die-Berg and Laastedrif.

3.13.1 Service statistics – Libraries and community facilities

Type of service	2015/16	2016/17	2017/18
Libraries			
Number of Libraries	9 and 2 mini libraries	9 and 2 mini libraries	9 and 2 mini libraries
Library members	23 282	25 440	26 764
Books circulated	230 825	208 476	213 167
Exhibitions held	249	231	252
Internet access points	34	34	34
New library service points or Wheelie Wagons	0	0	1
Children programmes	105	110	120
Visits by school groups	779	768	870
Community Facilities			
Number of Community Facilities – Community- and Town Halls	12	12	12

3.13.2 Employees: Libraries and community facilities

Employees: Libraries and Community facilities			
Job Level	**2016/17**	**2017/18**	
	Employees	**Employees**	**Vacancies (fulltime equivalents)**
	No.	**No.**	**No.**
Contractual	0	1	0
0 – 3	5	6	2
4 – 6	0	0	0
7 – 9	12	11	0
10 – 12	10	12	0
13 – 15	1	0	0
Total	**28**	**30**	**2**
Employees and Posts numbers are as at 30 June.			

3.14 CEMETERIES

Cemeteries in all towns are managed by the municipality, except Op-die-Berg which is managed by a church. Ceres Cemetery and N'Duli Cemetery have reached full capacity. The cemetery at Bella Vista will cater for these two towns in future. Wolseley Cemetery has been extended. No crematoriums are managed.

3.14.1 Service statistics – Cemeteries

Type of service	2015/16	2016/17	2017/18
Number of Cemeteries	4 open 2 closed	4 open 2 closed	4 open 2 closed
Number of private burials			520
Number of poor burials	37	48	27
Number of indigent burials	55	74	41
#Stats are for all towns			

3.14.2 Employees: Cemeteries

Employees: Cemeteries			
Job Level	**2016/17**	**2017/18**	
	Employees	**Employees**	**Vacancies (fulltime equivalents)**
	No.	**No.**	**No.**
Contractual	0	0	0
0 - 3	14	14	0
4 - 6	3	3	0
7 - 9	0	0	0
10 - 12	0	0	0
13 - 15	0	0	0
Total	**17**	**17**	**0**
Employees and Posts numbers are as at 30 June.			

3.15 CHILD CARE, AGED CARE AND SOCIAL PROGRAMMES

The Socio Economic Unit is responsible for:

- the initiation and strengthening of early childhood development (ECD) programmes and support of the ECD Forum;
- capacity building of crèches;
- strengthening awareness programs regarding the aged abuse and access to indigent services;
- strengthening and support of youth development with the focus on job creation and skills development;
- strengthening and support of persons with disabilities through skills development; and
- support HIV/AIDS awareness.

3.15.1 Service statistics: Child care, aged care and social programmes

Type of service	2016/17	2017/18
Child care, aged care & social programmes		
Soup kitchens established or supported	8 soup kitchens was financially supported	8 soup kitchens was financially supported
Initiatives to increase awareness on child abuse	• 22 June 2017- Child Protection programme at Wouter Kabouter Crèche- Poppekas about road safety • 22 June 2017-Child Protection Program at Vrolike Vinkies Crèche- Aim was to create awareness regarding road safety. • 28 June 2017-Child Protection Program with primary School Children. Group discussions and participation was encouraged during these sessions. • 23 June 2017-Tulbagh Awareness Program- Different types of Violence against women and children • 26 June 2017- Wolseley Awareness Program – creating awareness regarding the different types of violence against women and children • 24 April 2017- Child safety program: Human trafficking/ child abduction and drug abuse (more than 50 children attended this session • 13 February 2017-Activity with children: Wolseley Play Park: Ball Games and Talk about the Rights and responsibilities of Children • 30 January 2017- Activity with children: Face painting and talk about basic hygiene at Aviat Crèche	• 5 x Awareness and Prevention Programmes focusing on Child abuse; Child neglect and Child abduction. • 3 x Holiday Programmes with activities and information about life skills relevant to these target group • 2x skills programmes with children • 2 x Holiday Programmes with children • 4x Puppet theatres and face-painting activities with relevant life -skills presented at crèches in the area
Youngsters educated and empowered	• Leadership training x2 • Holiday Program • Life skills program (morals and values) • Life skills program (communication) • Leadership camp • Entrepreneurship training x2 • Life skills: Role of a father x2 • Exit program x2 • Life skills: Safety • Life skills: Relationships x3 • Life skills: Your identity x2 • Life skills: Anger Management x4 • Conflict management training • Job preparation training x2 • Substance Abuse Awareness x2	• Provided +-1044 youth with youth related opportunity information across Witzenberg via the Youth Focal Points • +-2389 youth was exposed to youth programmes across Witzenberg Municipal areas • Train the Trainer Training, Entrepreneurship Training for youth x 3 • Life skills Program: Sex Education x 6, domestic valance • Substance abuse awareness x6 • 16 days of activism campaign • World Aids Day x4 door-to-door programmes • 5 Holiday Programmes

		• Matriculant Top Achievers Event • Substance Abuse Program x9 • Motivational Programmes x15 • Awareness: HIV&AIDS x4 • Charity Event (hand-out of old clothes) • Back to School Project • Career guidance (grade 10) • First Aid Training • Safety Programme • Distribution of job opportunities information at youth in neighbourhoods • Awareness: Healthy life style x5 • Valentine's day youth event • Assisted with Indigent Campaigns • Life skills: Goals, self-esteem, anger management. • Awareness: Water Crisis x2 • Arts and craft Programmes x11 • HIV/Aids Awareness • After school Program: Life Skills • Life Skills: Self Development • Arts and Craft program • Talent Show auditions • Road Safety Awareness • Career Guidance Programme • Life Skills: Sport Skills development at schools • Conflict Management • Assisted with Green Fingers Program • Humans' Rights Program • After school Program • Awareness: Crime prevention x5 • Support Group: Caretakers of people with Disabilities (with APD) • Afterschool Program x3 • Drug Abuse awareness at neighbourhoods • Sport Program • Life skills programme: Starting your own garden • Life Skills programme: Peer Pressure, religion, chasing dreams, communicating skills, celebrating freedom day, my identity. • Nation Building Training for youth focal point programme • Soft skills: Giving back (Social responsibility) and values • Attitude Guidance (mobile Style) • Support Group: Emotional & physical activities with APD • After school program x2 • Mobile style – Road Safety • Application Forms& Post Programme at -centre • Life skills: Peer pressure/ Bullying • Job preparation for Grade 12 learners

		• Agriculture training x3 • Soft skills: Mothersday program • Soft skills: Reading program • Soft skills: Sportsday program • Soft skills: Health and Wellness x15 • Educational Fieldtrip • Youth Focal Point celebration event • Youth day programme (dance competition) • Anti-Crime (giving information to the community) • APD – Disabled Support Group • Informal Rugby session (Health and Fitness week)
Initiatives to increase awareness on disability	• 4 x skills programmes with People with disabilities. The focus was be on hand skills; life skills and social skills. • Showcase of the finished products made by people with disabilities arts& craft group in N'Duli. • Awareness programme with parents and caregivers of children with disabilities(all wards) • SALGA/CWDM programme for people with disabilities in Paarl (Social Dialogue with sport activities for all people with disabilities from the local municipalities) • Prevention and awareness program in N'Duli- Women empowerment. • Protection of women and children Campaign- Prince Alfred Hamlet- Phase 4 en 5 • 3 December 2017- International Day for People with Disabilities/ • 19 November 2017-Attending Down syndrome Yearly Programme for children and families with Down syndrome.	• 3 x skills programmes with People with disabilities. The focus was be on hand skills; life skills and social skills. • 3x Programmes aimed at supporting parents who have children with disabilities • 2x programme creating awareness regarding mental disabilities affecting the whole community
Initiatives to increase awareness on women	• 1X awareness program on role of a mother and tools for healthy family life • 26 June 2017-Wolseley Awareness Programme – creating awareness regarding the different types of violence against women and children. • 23 June 2017-Tulbagh Awareness Programme- Different types of Violence against women and children • 29 May 2017-Programme with the community of the Warm Bokkeveld (Matjiesfontein Farm and surrounding farms). The aim of the meeting is to enhance and promote efficient and effective service delivery • 22 April 2017: Programme in N'Duli Sports field with stakeholders and youth creating awareness regarding sexual offences • 2 x Programmes with women and children addressing Human Trafficking and Drug Abuse in our communities • 6 February 2017- Breerivier session with	• 1x Woman's day programme for Women with Disabilities • 7 x Awareness and Prevention Programmes – creating awareness regarding the different types of violence against women and children as well as Human Trafficking • Official Launch of the 16 days of Violence against women and children as well as programmes and door to door activities in the different towns • 4 x Women's day Celebration Programmes supported and facilitated.

	women and men: Breerivier Clinic: Aim of the session- Creating awareness regarding the negative impact of violence against women on families. 15 December 2017- Gender Programme with Community of Die Bossie, also known as Delniet Landgoed. 28 September 2016- Women from Ceres Rooikamp area and N'Duli had leadership training 11 August 2016- Women's Day Celebration with role-players – Tulbagh 30 August 2016- Women in leadership training	
Initiatives to increase awareness on HIV/AIDS	7x Awareness and prevention program in Witzenberg (Tulbagh, Wolseley, Bo-Swaarmoed, Vredebes, Mendoza, Night shelter)	9 x HIV awareness programs in Witzenberg
Initiatives to increase awareness on Early Childhood Development	4 x Facilitating ECD Quarterly forum meetings 1 x Workshop on ECD 1 x Training for cooks of ECD centres in food preparation and hygiene 1 x training for ECD practitioners in stimulation of babies and first 1000 days of a child 1 x ECD regional meeting 1 x ECD recognition ceremony for ECD practitioners in Witzenberg 4 x ECD management meetings Site visits to ECD centres in municipal buildings	4 x Facilitating ECD quarterly forum meeting 1 x Workshop on importance of reading 1 x Training workshop for cooks of ECD centres in food preparation and hygiene Site visits to ECD centres in municipal building 1 x Educational trip for ECD learners to Kleinplasie 1 x Workshop for ECD managers on by-laws of CWDM 1 x Acknowledgement ceremony for ECD practitioners
Initiatives to increase awareness on substance abuse and high drug and alcohol related crimes	4 Awareness programs on Fetal Alcohol syndrome 1x workshop on substance abuse specifically on Fetal Alcohol Syndrome 1 LDAC meeting 2 Awareness programs on substance abuse	3 x Awareness programs on Fetal Alcohol syndrome 9 x Awareness program on substance abuse 1 x Workshop on establishing and functioning of drug support group
Special events hosted	4 &5 March 2017- Witzenberg Municipality partake and support the CANSA RELAY FOR LIFE WITZENBERG initiative, 7 November 2016: Stakeholder Programme with Dept. Home Affairs Youth event in Youth Month	Elderly lunch on 6 December

3.15.2 Service Delivery Indicators: Child care, aged care and social programmes

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2016/17	Overall Performance 2017/18		
					Target	Actual	R
ComSoc41	Support the poor & vulnerable through programmes & policy	Number of account holders subsidised through the municipality's indigent Policy	Number of account holders	2750/2521	3000	2373	
ComLed8		The number of jobs	Number of jobs	390/398	390	403	

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2016/17	Overall Performance 2017/18		
					Target	Actual	R
		created through municipality's local economic development initiatives including capital projects	created				
ComSoc 42-48		Number of social development programmes implemented	Number of programmes	22/22	20	36	

3.15.3 Employees: Socio-Economic

Employees: Socio-Economic			
Job Level	2016/17	2017/18	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Contractual	1	0	0
0 – 3	0	0	0
4 – 6	5	5	0
7 – 9	1	1	0
10 – 12	4	4	0
13 – 15	0	0	1
Total	**11**	**10**	**1**
Employees and Posts numbers are as at 30 June.			

3.16 COMMUNITY SERVICES: OTHER

3.16.1 Capital expenditure – Community Services: Other

Capital Projects	2017/18				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
	R				
Eiland Swimming pool upgrade	620 000	436 232	436 231	0	436 231
Upgrade Montana Hall, Wolseley	200 000	250 000	252 468	1%	252 468
Stage curtains, Bella Vista Hall	100 000	103 700	103 645	0	103 645
Upgrading of Community Hall Prince Alfred's Hamlet	80 000	72 226	72 225	0	72 225

Capital Projects	2017/18				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
	R				
Equipment for halls	50 000	99 719	90 735	(9%)	90 735
Total all	**1 050 000**	**961 877**	**955 304**	**(0.7%)**	**955 304**
Total project value represents the estimated cost of the project on approval by Council (including past and future expenditure as appropriate). Only major projects included above.					

COMPONENT E: ENVIRONMENTAL PROTECTION

The section Facilities and Environment manages environmental protection which includes environmental education, aesthetics and wild animal management such as baboons, as well as the protection of fauna and flora. The department is in the process of developing an Environmental Management Plan.

3.17 POLUTION CONTROL

Environmental officers within the department are responsible for environmental and pollution control. The focus is mainly upon pollution, illegal dumping and the protection of fauna and flora. The municipality is part of the Regional Air Quality Forum and has an official appointed as an Air Quality Officer. The municipality places emphasis on education and training of the youth and school learners. The section is strives to ensure environmental conservation as well as compliance to legislation.

3.17.1 Service Statistics – Pollution Control

Type of service	2015/16	2016/17	2017/18
Pollution Control			
Number of environmental education initiatives held	5	7	10
Number of baboon damage incidents	0	0	0

3.18 PARKS, PUBLIC OPEN SPACES AND RIVER MANAGEMENT

Parks management is responsible for the management and maintenance of parks in the municipal area. New parks are designed and developed by this section. The function also includes river maintenance and conservation of municipal nature areas. The municipality has more than 50 hectares of official parks and many more open spaces and areas that requires maintenance. Parks scheduled for cutting every 3 weeks. Rivers are maintained to prevent pollution and regular clearings of alien vegetation takes place.

3.18.1 Employees: Parks, Public open spaces and river management.

Employees: Parks, public open spaces & river management			
Job Level	2016/17	2017/18	
	Employees	Employees	Vacancies (fulltime equivalents)

	No.	No.	No.
Contractual	2	10	0
0 - 3	34	37	0
4 - 6	21	12	4
7 - 9	0	3	2
10 - 12	0	1	0
13 - 15	1	0	0
Total	**58**	**64**	**6**
Employees and Posts numbers are as at 30 June.			

3.18.2 Capital expenditure – Parks

Capital Projects	2017/18				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
	R				
Resurfacing of netball courts	300 000	197 647	197 646	0	197 646
Floodlights at Pine Valley sports ground, Wolseley	130 000	184 201	184 200	0	184 200
Plant & equipment	50 000	114 656	107 782	(6%)	107 782
Total all	**480 000**	**496 504**	**489 628**	**(1.4%)**	**489 628**
Total project value represents the estimated cost of the project on approval by Council (including past and future expenditure as appropriate). Only major projects included above.					

COMPONENT F: SECURITY AND SAFETY

This component includes: Traffic; Fire; Disaster Management, Licensing and control of animals, and Control of public nuisances, etc.

3.19 TRAFFIC AND VEHICLE LICENSING

Our top service delivery priorities are reducing the number of road deaths caused by accidents through traffic law enforcement, speed enforcement and road traffic safety education at schools and other institutions. Another priority is to improve service delivery at the Traffic Centre. This will be achieved through service excellence and through identification of shortcomings and addressing these through training initiatives.

3.19.1 Service Statistics – Traffic Services

Type of service	2015/16	2016/17	2017/18
Number of road traffic accidents during the year	875	807	618
Number of by-law infringements attended	96	311	293
Number of Traffic officers in the field on	8	9	6

an average day			
Number of Traffic officers on duty on an average day	11	15	11
Animals impounded	0	0	0
Motor vehicle licenses processed	24 885	26 116	27 458
Learner driver licenses processed	2 794	2 449	2 445
Driver licenses processed	2 561	2 401	1 865
Driver licenses issued	906	684	686
Fines issued for traffic offenses	12 670	41 813	56 816
R-value of fines collected	2 365 320	3 268 504	4 634 211
Operational call-outs/Complaints	471	409	528
Roadblocks held	29	10	13
Special Functions – Escorts	36	72	78
Awareness initiatives on public safety	6	18	21

3.19.2 Employees – Traffic- and Law Enforcement Services

Employees: Traffic and Law Enforcement Services			
Job Level	**2016/17**	**2017/18**	
	Employees	**Employees**	**Vacancies (fulltime equivalents)**
	No.	**No.**	**No.**
Contractual	2	5	0
0 – 3	0	0	0
4 – 6	6	8	4
7 – 9	28	32	5
10 – 12	2	4	0
13 – 15	1	1	0
Total	**39**	**50**	**9**
Employees and Posts numbers are as at 30 June.			

3.19.3 Capital expenditure – Traffic Services

Capital Projects	**2017/18**				
	Budget	**Adjustment Budget**	**Actual Expenditure**	**Variance from adjustment budget**	**Total Project Value**
	R				
Firearms	150 000	100 000	83 745	(16%)	83 745
Traffic test centre		2 267 749	2 234 079	(1.5%)	2 500 000

Capital Projects	2017/18				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
	R				
Total all	**150 000**	**2 367 749**	**2 317 824**	**(2%)**	**2 583 745**
Total project value represents the estimated cost of the project on approval by Council (including past and future expenditure as appropriate). Only major projects included above.					

3.20 FIRE SERVICES

The Fire Services function is provided in conjunction with the Cape Winelands District Municipality. An agreement was reached where support from the District Municipality would be enlisted as and when required by Witzenberg Municipality. Witzenberg Municipality mainly attends to urban fires in built areas and the District Municipality attends to fires outside urban areas. Support does, however, take place as and when needed. Personnel capacity does hamper the delivery of proper services, but a satellite fire station was implemented in Tulbagh and N'Duli to address this issue.

3.20.1 Service Statistics – Fire Services

Type of service	2015/16	2016/17	2017/18
Total fires attended in the year	374	616	669
Average turnout time - urban areas	10 min	10min	10min
Average turnout time - rural areas	20 min	20min	20min
Fire fighters in post at year end	8	8	10
Total fire appliances at year end	3	5	7
Total Operational call-outs	456	536	681
Reservists and volunteers not trained	0	0	0
Awareness Initiatives on Fire Safety	90	100	98
Working of Fire	10	12	0

3.20.2 Employees – Fire and Disaster Services

Employees: Fire and Disaster Services			
Job Level	2016/17	2017/18	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Contractual	0	0	0
0 - 3	0	0	0
4 - 6	2	3	3
7 - 9	3	6	0

Employees: Fire and Disaster Services			
Job Level	2016/17	2017/18	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
10 - 12	2	2	0
13 - 15	1	1	0
Total	**8**	**12**	**3**
Employees and Posts numbers are as at 30 June.			

3.20.3 Capital expenditure – Fire Services

Capital Projects	2017/18				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
	R				
Vehicle replacement programme	500 000	500 000	500 000	0	500 000
Vehicle replacement programme		50 000	48 830	(2%)	48 830
Total all	**500 000**	**550 000**	**548 830**	**0**	**548 830**
Total project value represents the estimated cost of the project on approval by Council (including past and future expenditure as appropriate).					

3.21 OTHER (DISASTER MANAGEMENT, ANIMAL LICENSING AND CONTROL, CONTROL OF PUBLIC NUISANCES AND OTHER)

The Disaster Management function is not fully developed yet and personnel for the function do not exist. The function is delivered in conjunction with the Cape Winelands District Municipality and the Fire Services and Traffic Department. The municipality completed a Disaster Management Plan and which Council has approved for implementation. No serious disasters were experienced during the past year. Support is given to families in informal areas where fires have demolished structures. Support depends on the extremity of the situation, but includes temporary housing in community facilities and food parcels being distributed to support the displaced families.

The municipality does not enforce animal licensing at this stage. Animal control is, however, problematic as the municipality does not manage an animal pound and it is too expensive to impound animals in neighbouring towns which do manage pounds. At this stage, as a control measure, the municipality has appointed 10 animal monitors in the different areas. Monitors function on the basis of the EPWP programme. The function of these monitors is to ensure that the animals are not a problem to residents or a danger to road traffic. The biggest challenge is roaming cattle and horses. Several accidents were reported where cows and goats was involved in collisions with motor vehicles. The municipality is, however, looking at possible service level agreements with other institutions, as mentioned in Section 76(b) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000). Animals have been already impounded in terms of Section 6(1)(e) of the Witzenberg Municipality, By-law Relating to Pounds, No 7404 of 19 June 2015, where a land owner on whose property the animals were trespassing, is

authorised to impound these animals. Another challenge is the monitoring of animals during weekends and after hours during week days. Animal complaints average 4 per week and may vary depending on the situation. At this stage, meetings are being held with roaming animal owners and in some instances, compliance notices are served. The municipality is continuously looking at alternatives in combatting these challenges.

Public nuisances' are addressed by the Traffic Department. Complaints on nuisances received are documented and reported on in the Traffic Monthly Report.

COMPONENT G: SPORT AND RECREATION

This component includes: community parks; sports fields; sports halls; stadiums; swimming pools; and camp sites.

The municipality manages one resort, the Pine Forest Resort. This resort offers the following facilities for visitors and the local community:

- 97 accommodation units that can house 557 people with day braais.
- 21 normal camping sites and 280 sites for long-term rentals
- 1 recreation hall
- 2 conference halls with seating of 30 and 80
- 1 Olympic size and 2 smaller for kids, swimming pools
- The recreation area includes a play park for kids, putt-putt, trampolines, table tennis, badminton and squash courts

The number of visitors for 2017/18 applicable to accommodation units and normal camping sites, amounted to R 9 530 607 (141 399 bed nights).

Besides the swimming pools in Pine Forest Resort, six more swimming pools are available to the local community in:

- Ceres (one)
- Tulbagh (one)
- Wolseley (one)
- Bella Vista (one)
- PA Hamlet (one)
- N'Duli (one)

According to ticket sales 2 143 adults and 50 842 kids visited the outside pools during 2017/18. (Revenue of R123 114 for the period November 2017 to April 2018).
All pools are maintained daily to ensure clean and safe pools for visitors.

3.22 SPORT AND RECREATION

3.22.1 Service Delivery indicators – Sport and recreation

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2016/17	Overall Performance 2017/18		
					Target	Actual	R
ComAm34	Provide & maintain facilities that make citizens feel at home	Customer satisfaction survey (Score 1-5) - community facilities	Survey	2.5/2.2	1	1	
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on							

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2016/17	Overall Performance 2017/18		
					Target	Actual	R
28/02/2018.							
Motivation: The indicator's scope include survey's to be done in all towns on the public's perception on various communal facilities ranging from access to libraries & town halls to maintenance of sports fields. It is the experience that the result is not "SMART" and impractical to influence change immediately. Some communities might have a very negative image of the municipality although all facilities are available while for other the facilities are not such a priority. The continuation of the survey are however necessary & especially the thorough analysis of results to influence the IDP & budgetary processes. Scoring is therefore replaced as a target with the implementation of 1 survey annually.							

3.22.2 Employees – Sport and recreation

Employees: Sport and recreation			
Job Level	2016/17	2017/18	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Contractual	0	8	0
0 - 3	15	16	4
4 - 6	20	10	0
7 - 9	1	1	0
10 - 12	0	0	0
13 - 15	0	1	0
Total	**36**	**36**	**4**
Employees and Posts numbers are as at 30 June.			

COMPONENT H: CORPORATE POLICY OFFICES AND OTHER SERVICES

3.23 FINANCIAL SERVICES

An important factor considered by investors in relocating to an area is the ability of the authorities to demonstrate adequate provision of services, financial discipline, affordable tariffs, adherence to statutory requirements, timely preparation and production of financial statements, adherence to generally accepted accounting practices and unqualified audit reports.

Operational financing
Council's policy is to fund operating expenses from normal revenue streams with short term borrowing being used as a last resort for capital expenditure. It is expected that strong financial management including accurate cash forecasting will obviate the need to resort to short-term borrowings.

Working Capital
It is Council's intention to create sufficient cash reserves by way of good financial management including the setting aside of adequate provisions for working capital.

Revenue raising strategy
The guidance on how to improve the payment ratio of the area can be found in the Credit Control and Debt Collection Policy. This Policy highlights the procedures to be followed in the collection of all money owed to the Municipality.

Expenditure Management
To reduce expenditure on non-core functions, by considering Public Private Partnerships.

3.23.1 Service statistics – Financial Services

Debt Recovery						
Details of the types of account raised and recovered	2016/17			2017/18		
	Billed in Year	Actual for accounts billed in year	Proportion of accounts value billed that were collected %	Billed in Year	Actual for accounts billed in year	Proportion of accounts value billed that were collected %
	R'000					
Property Rates	59,649	59,160	99.2%	64,648	63,618	98,4%
Electricity	243,784	246,247	101.0%	215,396	215,628	100,1%
Water	41,777	32,632	78.1%	53,832	40,039	74,4%
Sanitation	26,511	21,348	80.5%	30,817	26,208	85,0%
Refuse	27,297	21,737	79.6%	28,035	21,112	75.3%
Other	4,525	4,165	92.1%	4,309	4,727	109.7%
Total	**403,542**	**385,289**	**95.48%**	**397,036**	**371,332**	**93.5%**
The proportion of account value billed is calculated by taking the total value of the year's revenues collected against the bills raised in the year by the year's billed revenues						

3.23.2 Service Delivery indicators – Financial services

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2016/17	Overall Performance 2017/18		
					Target	Actual	R
TecDir1	Sustainable provision & maintenance of basic infrastructure	% Expenditure on Maintenance Budget by Technical Directorate	Percentage of budget spent	98%/99%	99%	99.8%	
TecDir3	Sustainable provision & maintenance of basic infrastructure	% Expenditure on Capital Budget by Technical Directorate	Percentage of budget spent	95%/98%	96%	98.2%	
FinInc17	Sustainable provision & maintenance of basic infrastructure	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service	Percentage of outstanding applications	<1%/0%	<1%	0%	
FinInc18	Sustainable provision &	Number of outstanding valid	Percentage of outstanding	<1%/0%	<1%	0%	

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2016/17	Overall Performance 2017/18		
					Target	Actual	R
	maintenance of basic infrastructure	applications for sewerage services expressed as a % of total number of billings for the service	applications				
FinInc19	Sustainable provision & maintenance of basic infrastructure	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service	Percentage of outstanding applications	<1%/0.05%	<1%	0%	
FinInc20	Sustainable provision & maintenance of basic infrastructure	Number of outstanding valid applications for refuse collection services expressed as a % of total number of billings for the service	Percentage of outstanding applications	<1%/0%	<1%	0%	
CorpHR13	Support institutional transformation & development	Percentage budget spent on implementation of Workplace Skills Plan	Percentage of budget spent	95%/98%	96%	99%	
FinFAdm10	Ensure financial viability	Financial viability expressed as Debt-Coverage ratio	Ratio	16/39.7	90	90.2	
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018. Motivation: This indicator measures debt coverage as (total operating revenue – operating grants received) / debt service payments due within the year. It therefor measures the municipality's ability to cover its debt service payments from operating revenue (excluding grants) a number of times. Due to the redemption of a number of loans over the past year, this number of times can be increased from 30 to 90 times.							
FinFAdm9	Ensure financial viability	Financial viability expressed as Cost-Coverage ratio	Ratio	1.6/2.4	2.8	2.97	
FinFAdm11	Ensure financial viability	Financial viability expressed outstanding service debtors	Ratio	44%/54%	44%	49.1%	
Reason for under-performance: The majority of outstanding debt is in respect of prescribed debt and debt of indigent households.							
Corrective measures: Council has established a Task team to investigate a strategy to address outstanding debt as well as to consider the writing off of prescribed debt and debt of indigents.							
FinDir3	Ensure financial viability	Opinion of the Auditor-General on annual financial statements of the previous year	Opinion of AG	1/1	1	1	
FinInc15	Ensure financial viability	Increased revenue collection	Percentage revenue collected	95%/95%	95%	94.2%	
Reason for under-performance: The drought has negatively affected employment opportunities resulting that households could not afford to pay their municipal accounts.							
Corrective measures: Council established a task team to investigate measures to improve debt collection as well as the installation of water management devices.							
MM1	Ensure financial viability	Percentage of budget spent on overall maintenance.	Percentage of budget spent	98%/99%	99%	99.7%	
MM2	Ensure financial	Percentage spent of	Percentage of	95%/97%	96%	96.4%	

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2016/17	Overall Performance 2017/18		
					Target	Actual	R
	viability	overall capital budget.	budget spent				
ComDir1	Provide & maintain facilities that make citizens feel at home	% Expenditure on Maintenance Budget by Community Directorate	Percentage of budget spent	98%/99%	99%	99.7%	
ComDir2	Provide & maintain facilities that make citizens feel at home	% Expenditure on Capital Budget by Community Directorate	Percentage of budget spent	95%/96%	96%	97.1%	

3.23.3 Employees – Financial Services

Employees: Financial Services			
Job Level	2016/17	2017/18	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Contractual	11	16	0
0 - 3	0	0	0
4 - 6	27	26	2
7 - 9	3	5	0
10 - 12	7	2	1
13 - 15	2	2	0
16 - 18	1	1	0
Total	**51**	**56**	**3**
Employees and Posts numbers are as at 30 June.			

3.24 HUMAN RESOURCE SERVICES

The section for Human Resources within Witzenberg Municipality incorporates the following disciplines:

- Recruitment and selection
- Leave administration
- Benefit administration
- Labour relations
- Training and development
- Health and safety performance management
- Work study administration

3.24.1 Service statistics –Human Resources

Details	2015/16	2016/17	2017/18
Number of HR policies reviewed	0	0	1
Number of total permanent employees	495	519	516

Details	2015/16	2016/17	2017/18
Number of total temporary employees	43	74	72
Number of total injuries (injury on duty cases)	52	70	62
Number of total approved annual leave days taken	11 203.75	10 243.5	11 575.25
Number of family responsibility leave days taken	525.5	462.75	470.25
Number of total Health and Safety Representatives	19	18	20
Number of total First Aiders	20	38	39
Number of sick days leave taken	4 064.5	4 147.75	4 118
Number of termination	31	39	1
Number of new employees appointed	29	74	47
Number of total employees trained	271	328	195
Number of total female employees trained	71	131	56
Number of total male employees trained	200	197	139
Number of total learner ships enrolled	4	7	10
Number of total training courses rolled out	17	45	26
Total percentage budget spend on training	100%	98%	98.8%

3.24.2 Service Delivery indicators – Human Resources

Ref	Strategic Objective	KPI	Unit of Measurement	Target/Actual performance of 2016/17	Overall Performance 2017/18		
					Target	Actual	R
CorpHR12	Support institutional transformation & development	Percentage of people from employment equity target groups employed in the three highest levels of management in	Nr of reports	75%/75%	4	4	
CorpHR13		Percentage budget spent on implementation of Workplace Skills Plan	Percentage of budget spent	95%/98%	96%	99%	

3.24.3 Employees – Human Resources

Employees: Human Resources			
Job Level	2016/17	2017/18	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Contractual	1	2	0
0 - 3	0	0	0
4 - 6	1	1	0
7 - 9	1	2	0

Employees: Human Resources			
Job Level	2016/17	2017/18	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
10 – 12	3	4	1
13 – 15	0	1	0
16 – 18	1	1	0
Total	**7**	**11**	**1**
Employees and Posts numbers are as at 30 June.			

3.25 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

The department's functions include:

- Management and maintenance of the IT infrastructure that includes hardware and software
- Update and maintenance of municipal website
- Upkeep and maintenance of LAN and WAN
- Administration of the electronic documents system (TRIM)
- Manage service providers for outsourced functions.

3.25.1 Service statistics –ICT Services

Details	2015/16	2016/17	2017/18
Desktop support	271	304	415
Network support	265	289	589
Network downtime experienced	4 hours	5 hours	8 hours
Server downtime experienced (total for 15 servers)	30 hours	27 hours	62 hours
File restores requested	33	51	94

3.25.2 Employees – ICT

Employees: ICT			
Job Level	2016/17	2017/18	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Contractual	0	0	0
0 – 3	0	0	0
4 – 6	0	0	0
7 – 9	0	0	0
10 – 12	1	1	1
13 – 15	0	0	0

Employees: ICT			
Job Level	2016/17	2017/18	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
16 - 18	0	0	0
Total	**1**	**1**	**1**
Employees and Posts numbers are as at 30 June.			

3.26 INTERNAL AUDIT & RISK MANAGEMENT

Witzenberg Municipality does not have a Risk Management sub-directorate. The responsibility for Risk Management and the duties of a Chief Risk Officer has been delegated to the Chief Financial Officer and Internal Audit. Internal Audit is assisting the Chief Risk Officer with the development of the risk management policy, strategy and implementation plan, facilitating identification and assessment of risks, and disseminating risk reports. Portfolio directors and risk owners are responsible to maintain controls, the implementation of action plans to mitigate risk and to improve controls.

The risk register of the municipality is reviewed and updated on a continuous basis and reassessed annually to form the basis for the compilation of the 3 year audit strategy and the annual Risk Based Audit Plan.

Internal Audit is an independent in-house function that performs internal audits based on the approved Risk Based Audit Plan and other statutory audits as required by the MFMA and MSA.

The Internal Audit function reports functionally to the Performance, Risk and Audit Committee and administratively to the Municipal Manager.

3.26.1 Service statistics –Internal Audit

Details	2015/16	2016/17	2017/18
Compilation of the Risk Based Audit and 3 year strategic plans	1	1	1
Internal Audits	19	17	18

3.26.2 Employees – Internal Audit

Employees: Internal Audit			
Job Level	2016/17	2017/18	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
Contractual	0	0	0
0 - 3	0	0	0
4 - 6	0	0	0

Employees: Internal Audit			
Job Level	2016/17	2017/18	
	Employees	Employees	Vacancies (fulltime equivalents)
	No.	No.	No.
7 - 9	0	0	0
10 - 12	1	1	0
13 - 15	1	1	0
16 - 18	1	1	0
Total	**3**	**3**	**0**
Employees and Posts numbers are as at 30 June.			

3.27 LEGAL SERVICES

Legal Services manage the implementation, monitoring, evaluation and reporting sequences of outcomes associated with programmes designed to accomplish key service delivery objectives with respect to Legal Services. This is achieved through co-ordination of operations against departmental, statutory and audit guidelines to ensure that the service is managed and maintained in accordance with laid down quality standards, customer focused to ensure legal compliance and provide legal direction in ensuring effective and efficient service delivery.

The main objectives are as follows:

- To distribute all new legislation and proclamations to all Departments;
- To promulgate by-laws;
- To provide legal opinions and input on policies, agreements, legislation, bylaws and authorities; and
- Attend to on-going litigant matters within the legislative timeframes.

The highlights for the year under review were as follows:

- No big civil matters / claims against the municipality

The challenges for the year under review were as follows:

- Increase in illegal invasion of land, lengthy and expensive legal procedures;
- Proper funding and budget control to ensure that the department operate on both an optimum and efficient level;
- Increase in illegal house shops, lengthy and expensive legal procedures.

3.28 STRATEGIC SUPPORT: OTHER

3.28.1 Capital Expenditure – Strategic Support: Other

Capital Projects	2017/18				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
R					

Capital Projects	2017/18				
	Budget	Adjustment Budget	Actual Expenditure	Variance from adjustment budget	Total Project Value
	R				
Office Furniture – Witzenberg	150 000	200 000	169 081	(15%)	169 081
Access Control: Furniture & Equipment	200 000	409 000	381 808	(6.6%)	381 808
Total all	**350 000**	**609 000**	**550 889**	**(14%)**	**550 889**
Total project value represents the estimated cost of the project on approval by Council (including past and future expenditure as appropriate).					

CHAPTER 4 – ORGANISATIONAL DEVELOPMENT PERFORMANCE

4.1 INTRODUCTION TO THE MUNICIPAL WORKFORCE

Witzenberg Municipality currently employs 586 officials, (permanent + 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.

4.1.1 Employment 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".

Employment Equity targets/actual

African			Coloured			Indian			White		
Target June	Actual June	Target reached	Target June	Actual June	Target reached	Target June	Actual June	Target reached	Target June	Actual June	Target reached
38%	26%	59%	50%	69%	138%	1%	0%	1%	16%	6%	23%

2017/18 EE targets/Actual by racial classification

Male			Female			Disability		
Target June	Actual June	Target reach	Target June	Actual June	Target reach	Target June	Actual June	Target reach
48.93%	64.63%	114.6%	51.07%	45.23%	96.35%	0	0	0

2017/18 EE targets/actual by gender classification

Employment Equity vs. Population

Description	African	Coloured	Indian	White	Total
Population numbers (WC Province)	1 912 547	2 840 404	60 761	915 053	5 728 765
% Population	**33.4%**	**49.6%**	**1.1%**	**15.9%**	**100%**
Number for positions filled	140	347	4	25	516
% for Positions filled	**27%**	**67%**	**1%**	**5%**	**100%**
Note: The total population numbers is based on projection done by Global Insight					

EE population 2017/18

Occupational Categories – Race

Below is a table that indicates the number of employees by race within the specific occupational categories (including the Councillors):

Posts filled									
Occupational	**Male**				**Female**				**Total**
Categories	**A**	**C**	**I**	**W**	**A**	**C**	**I**	**W**	
Legislators, senior officials and managers	3	23	0	9	5	5	1	2	**47**
Professionals	0	9	0	0	3	13	0	2	**27**
Technicians and associate professionals	1	20	0	2	1	6	0	0	**30**
Clerks	4	18	1	0	11	40	0	8	**82**
Service and sales workers	9	20	0	2	8	18	0	0	**57**
Craft and related trades workers	5	21	1	2	0	0	0	0	**29**
Plant and machine operators and assemblers	8	32	0	0	1	0	0	0	**41**
Elementary occupations	63	112	0	1	24	25	0	0	**226**
Total permanent	**93**	**255**	**2**	**16**	**53**	**107**	**1**	**12**	**539**
Non-permanent employees	9	21	0	0	4	13	1	1	49
Grand total	**102**	**276**	**2**	**16**	**57**	**120**	**2**	**13**	**588**

Occupational Categories

Occupational Levels - Race

The table below categorize the number of employees by race within the occupational levels (excluding 23 councillors)

Occupational	**Male**				**Female**				**Total**
Levels	**A**	**C**	**I**	**W**	**A**	**C**	**I**	**W**	
Top Management	0	1	0	0	0	0	0	0	**1**
Senior management	1	0	0	2	0	1	0	0	**4**
Professionally qualified and experienced specialists and mid-management	0	13	0	6	3	14	1	3	**40**
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	4	11	1	4	1	5	0	0	**26**
Semi-skilled and discretionary decision making	28	76	0	2	22	66	0	8	**202**
Unskilled and defined decision making	**59**	**126**	**0**	**1**	**27**	**30**	**0**	**0**	**243**
Total permanent	**92**	**227**	**1**	**15**	**53**	**116**	**1**	**11**	**516**
Non- permanent employees	9	21	0	0	4	13	1	1	49

Occupational	Male				Female				Total
Levels	A	C	I	W	A	C	I	W	
Grand total	101	248	1	15	57	129	2	12	**565**

Occupational Levels

Departments - Race

The following table categorize the number of employees by race within the different departments (excluding 23 councillors):

Department	Male				Female				Total
	A	C	I	W	A	C	I	W	
Office of the Municipal Manager	0	3	0	2	1	4	0	1	**11**
Corporate Services	17	30	0	1	3	27	1	1	**81**
Financial Services	1	19	1	1	7	24	0	5	**58**
Community Services	28	68	0	3	25	41	0	2	**167**
Technical Services	55	116	0	6	8	13	0	1	**199**
Total permanent	**102**	**250**	**1**	**13**	**47**	**120**	**1**	**10**	**516**

4.1.2 Vacancy Rate

The approved organogram for the municipality has 865 posts for the 2017/18 financial year. The actual positions filled are indicated in the tables below by post level and by functional level. Budgeted vacant posts were 58 vacant at the end of 2017/18, resulting in a vacancy rate of 6.7%.
Below is a table that indicates the vacancies within the municipality:

PER POST LEVEL		
Post level	**Filled**	**Vacant Budgeted Positions**
MM & MSA section 57 & 56	5	0
Middle management	21	2
Professionals	30	8
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	75	25
Semi-skilled and discretionary decision making	214	9
Unskilled and defined decision making	171	14
Total	**516**	**58**
PER FUNCTIONAL LEVEL		
Functional area	**Filled**	**Vacant Budgeted Positions**
Office of the Municipal Manager	11	0
Corporate Services	81	15
Financial Services	58	4

PER POST LEVEL		
Post level	**Filled**	**Vacant Budgeted Positions**
Community Services	167	16
Technical Services	199	23
Total	**516**	**58**

The table below indicates the vacancies per Section 57 and 56 posts:

Salary Level	Number of Section 57 and 56 vacancies	Vacancy % (as a proportion of the total Section 57 and 56 posts)
Municipal Manager	0	**0**
Chief Financial Officer	0	**0**
Director: Corporate Services	0	**0**
Director: Community Services	0	**0**
Director: Technical Services	0	**0**
Total	0	**0**

4.1.3 Employee Turnover Rate

A high turnover may be costly to a municipality and might negatively affect productivity, service delivery and institutional memory/organizational knowledge. Below is a table that shows the turnover rate within the municipality. The turnover rate shows a decrease from 7% in 2016/17 to 4.8% in 2017/18.

The table below indicates the employee turnover rate over the last three years:

Financial year	Total no appointments at the end of each Financial Year	New appointments (Permanent Appointments)	No Terminations during the year	Turnover Rate
2014/15	559	38	42	**7.5%**
2015/16	561	29	31	**5.5%**
2016/17	543	74	39	**7%**
2017/18	516	47	25	**4.8%**

4.2 MANAGING THE MUNICIPAL WORKFORCE

Managing the municipal workforce refers to analysing and coordinating employee behaviour.

4.2.1 Injuries on duty

An occupational injury is a personal injury, disease or death resulting from an occupational accident. Compensation claims for such occupational injuries are calculated according to the seriousness of the injury/disease and can be costly to a municipality. Occupational injury will influence the loss of man hours and therefore financial and productivity performance.

The injury rate shows a decrease for the 2017/18 financial year of 62 employees compared to 70 employees in the 2016/17 financial year.

Incidents are investigated to determine whether there was any negligence involved to ensure that it is an actual injury on duty.

The table below indicates the total number of injuries within the different directorates:

Directorates	2015/16	2016/17	2017/18
Office of the Municipal Manager	0	0	0
Corporate Services	3	3	5
Financial Services	3	1	3
Community Services	12	28	23
Technical Services	34	38	31
Total	**52**	**70**	**62**

4.2.2 Sick Leave

The number of day's sick leave taken by employees has service delivery and cost implications. The monitoring of sick leave identifies certain patterns or trends. Once these patterns are identified, corrective action can be taken.

The total number of sick leave days that have been taken during the 2017/18 financial year shows a slight decrease when compared with the 2016/17 financial year.

The table below indicates the total number sick leave days taken within the different directorates:

Department	2015/16	2016/17	2017/18
Office of the Municipal Manager	54	52.5	43.5
Corporate Services	530	428.75	560.5
Financial Services	347	356	305
Community Services	1 473.5	1 406	1545
Technical Services	1 660	1 904.5	1664
Total	**4 064.5**	**4 147.75**	**4118**

4.2.3 HR Policies and Plans

Policies and plans provide guidance for fair and consistent staff treatment and a consistent approach to the management of staff.

The table below shows the HR policies and plans that are approved and that still needs to be developed:

Approved policies	
Name of policy	**Date approved**
Attendance and Punctuality	4 August 2010
Employment Practice	4 August 2010
Employment Equity	4 August 2010
Employees under the Influence of Intoxicating Substances	4 August 2010
Legal Aid Policy	4 August 2010
Relocation Policy	4 August 2010

Approved policies	
Name of policy	**Date approved**
HIV/Aids Policy	4 August 2010
Internal Bursary	4 August 2010
Occupational Health And Safety	4 August 2010
Incapacity due to Poor Work Performance	4 August 2010
Sexual Harassment Policy	4 August 2010
Incapacity: Due to Ill Health/Injury Policy	4 August 2010
Private Work and Declaration of Interests	4 August 2010
Overtime Policy	31 May 2012
Proposed Scares Skills Policy	31 May 2012
Employee Assistance Policy	31 May 2012
Employment Policy	29 February 2012
Remuneration Policy	To be developed
Training and Development Policy	To be developed
Personnel Protective Equipment Policy	To be developed
Time and Attendance Policy	Developed

4.3 CAPACITATING THE MUNICIPAL WORKFORCE

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).

4.3.1 Skills Matrix

The table below indicates the number of employees that received training in the year under review:

Management level	Gender	Number of employees identified for training at start of the year	Number of Employees that received training
MM and S57	Female	0	0
	Male	1	0
Legislators, senior officials and managers	Female	5	3
	Male	9	3
Professionals	Female	10	11
	Male	7	3
Associate professionals and Technicians	Female	7	1
	Male	23	11
Clerks	Female	46	19
	Male	21	10
Service and sales	Female	23	10

Management level	Gender	Number of employees identified for training at start of the year	Number of Employees that received training
workers	Male	35	33
Craft and related trade workers	Female	0	0
	Male	26	8
Plant and machine operators and assemblers	Female	1	1
	Male	36	20
Elementary occupations	Female	33	11
	Male	129	51
Sub total	**Female**	**125**	**56**
	Male	**287**	**139**
Total		**412**	**195**
Note: The reason why the figures differ from those in table 63 is due to the fact that some employees that have been identified for training are being identified for more than one training/workshop/skills course. In some instances the employees that are attending learnerships are also booked for a skills course			

4.3.2 Skills Development – Training Provided

The Skills Development Act (1998) and the Municipal Systems Act, (2000), require employers to supply employees with the necessary training in order to develop its human resource capacity. Section 55(1)(f) states that as head of administration the Municipal Manager is responsible for the management, utilization and training of staff.

Occupational categories	Gender	Number of employees as at the beginning of the financial year	Training provided within the reporting period						
			Learner ships		Skills programmes & other short courses		Total		
			Actual	Target	Actual	Target	Actual	Target	% achieved
MM and S57	Female	1	0	0	0	0	0	0	100
	Male	4	0	0	0	0	0	0	100
Legislators, senior officials and managers	Female	11	0	0	3	5	3	5	60
	Male	30	0	0	3	7	3	7	42.86
Professionals	Female	19	1	1	10	9	11	10	110
	Male	9	1	2	2	6	3	8	37.5
Technicians and associate professionals	Female	7	0	1	1	6	1	7	14.29
	Male	25	4	5	7	18	11	23	47.83
Clerks	Female	62	8	7	11	39	19	46	41
	Male	25	4	4	5	17	9	21	42.86
Service and sales workers	Female	30	5	1	5	17	10	18	55.56
	Male	39	9	8	24	32	33	40	82.5
Craft and	Female	0	0	0	0	0	0	0	100

Occupational categories	Gender	Number of employees as at the beginning of the financial year	Training provided within the reporting period						
			Learner ships		Skills programmes & other short courses		Total		
			Actual	Target	Actual	Target	Actual	Target	% achieved
related trade workers	Male	30	2	6	6	20	8	26	30.77
Plant and machine operators and assemblers	Female	1	0	0	0	1	0	1	0
	Male	41	5	5	15	31	20	36	55.56
Elementary occupations	Female	59	3	6	10	31	13	37	35.4
	Male	193	32	30	19	97	51	127	40.16
Sub total	**Female**	**190**	17	16	40	108	57	124	45.97
	Male	**396**	57	60	81	228	138	288	44.44
Total		**586**	**74**	76	121	336	198	412	47.3

Skills Development

4.3.3 Skills Development – Budget Allocation

The table below indicates that a total amount of R 565 883 were allocated to the workplace skills plan and that 98.8% of the total amount was spent in the 2017/18 financial year:

Total workplace skills plan budget	Total Allocated	Total Spend	% Spend
R 1 225 000	R 565 883	R 565 9125.53	98.8%

4.3.4 Employee Performance Rewards

In accordance with regulation 32, a performance bonus, based on affordability, may be paid to an employee, after -

- The annual report for the financial year under review has been tabled and adopted by the municipal council;
- an evaluation of performance in accordance with the provisions of regulation 23; and
- approval of such evaluation by the municipal council as a reward for outstanding performance.
- The evaluation of the performance of Section 57 managers forms the basis for rewarding outstanding performance.
-

The table below shows the total number of Section 57 employees that received performance rewards during the 2017/18 financial year.

Race	Gender	Number of beneficiaries	Total number of employees received performance rewards	% Employees received performance rewards
African	Female	0	0	**0%**
	Male	1	1	**100%**
Asian	Female	0	0	**0%**
	Male	0	0	**0%**

Race	Gender	Number of beneficiaries	Total number of employees received performance rewards	% Employees received performance rewards
Coloured	Female	1	1	**100%**
	Male	1	1	**100%**
White	Female	0	0	**0%**
	Male	2	2	**100%**
Disability	Female	0	0	**0%**
	Male	0	0	**0%**
Total		**5**	**5**	**100%**

4.4 MANAGING THE MUNICIPAL WORKFORCE EXPENDITURE

Section 66 of the MSA states that the accounting officer of a municipality must report to the Council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits. This is in line with the requirements of the Public Service Regulations, (2002), as well as National Treasury Budget and Reporting Regulations SA22 and SA23.

4.4.1 Personnel Expenditure

The percentage personnel expenditure is essential in the budgeting process as it reflects on current and future efficiency. The table below indicates the percentage of the municipal budget that was spent on salaries and allowance for the past three financial years and that the municipality is well below the national norm of between 35 to 40%:

Financial year	Total Expenditure salary and allowances	Total Operating Expenditure	Percentage
	R'000	**R'000**	**%**
2015/16	120 121	451 210	26.6
2016/17	132 456	455 063	29.1
2017/18	157 403	563 945	27.9

Below is a summary of Councillor and staff benefits for the year under review:

Financial year	2016/17	2017/18		
Description	Actual	Original Budget	Adjusted Budget	Actual
	R'000	**R'000**	**R'000**	**R'000**
Councillors (Political Office Bearers plus Other)				
Allowance	8,595	7 196	7 196	7 006
Pension Contributions	1	1 003	1 003	1 018
Medical Aid Contributions	98	201	201	137
Motor vehicle allowance	0	651	651	0
Cell phone allowance	85	556	556	934
Housing allowance	0	425	425	73

Financial year	2016/17	2017/18		
Description	Actual	Original Budget	Adjusted Budget	Actual
	R'000	R'000	R'000	R'000
Other benefits or allowances	0	50	50	1
In-kind benefits	0			
Sub Total - Councillors	**8 780**	**10 083**	**10 083**	**9 170**
% increase/ (decrease)	**1.4**			**3.3%**
Senior Managers of the Municipality				
Salary	3 899	4 260	4 184	4 112
Pension Contributions	705	683	683	534
Medical Aid Contributions	98	131	131	104
Motor vehicle allowance	902	0	0	0
Cell phone allowance	26	64	64	26
Housing allowance	53	138	138	0
Performance Bonus	730	805	805	642
Other benefits or allowances	149	1 124	1 066	1 576
In-kind benefits				
Sub Total - Senior Managers of Municipality	**6 562**	**7 205**	**7 071**	**6 993**
% increase/ (decrease)	**6.57%**			**6.6%**
Other Municipal Staff				
Basic Salaries and Wages	79 483	100 678	97 385	91 894
Pension Contributions	12 445	14 443	14 424	13 253
Medical Aid Contributions	5 855	6 806	6 806	6 648
Motor vehicle allowance	4 368	0	0	0
Cell phone allowance		378	395	497
Housing allowance	1 314	1 490	1 629	1 446
Overtime	8 642	7 667	8 565	10 227
Other benefits or allowances	14 232	19 922	19 092	21 503
Sub Total - Other Municipal Staff	**126 494**	**151 385**	**153 849**	**150 411**
% increase/ (decrease)	**10.12%**			**18.9%**
Total Municipality	**133 056**	**163 628**	**160 920**	**157 404**
% increase/ (decrease)	**9.93%**			**18.3%**

4.5 MFMA COMPETENCIES

In terms of Section 83 (1) of the MFMA, the accounting officer, senior managers, the chief financial officer, and other financial officials of a municipality must meet the prescribed financial management competency levels that are key to the successful implementation of the Municipal Finance Management

Act. National Treasury has prescribed such financial management competencies in Government Notice 493 dated 15 June 2007.
To assist the above-mentioned officials to acquire the prescribed financial competencies, National Treasury, with the collaboration of various stakeholders and role players in the local government sphere, developed an outcomes-based NQF Level 6 qualification in municipal finance management. In terms of the Government Notice 493 of 15 June 2007, "(1) No municipality or municipal entity may, with effect 1 January 2013 (exempted until 30 September 2015 as per Government Notice 179 of 14 March 2014), employ a person as a financial official if that person does not meet the competency levels prescribed for the relevant position in terms of these Regulations."

The table below provides details of the financial competency development progress as required by the regulation:

Financial Competency Development: Progress Report				
Description	**Total number of officials employed by municipality (Regulation 14(4)(a) and (c))**	**Competency assessments completed (Regulation 14(4)(b) and (d))**	**Total number of officials whose performance agreements comply with Regulation 16 (Regulation 14(4)(f))**	**Total number of officials that meet prescribed competency levels (Regulation 14(4)(e))**
Financial Officials				
Accounting Officer	1	1	1	1
Chief Financial Officer	1	1	1	1
Senior Managers	3	3	3	3
Any other financial officials	3	3	3	3
Supply Chain Management Officials				
Heads of supply chain management units	1	1	1	1
Total	**9**	**9**	**9**	**9**

CHAPTER 5 – FINANCIAL PERFORMANCE

COMPONENT A: STATEMENTS OF FINANCIAL PERFORMANCE

The Statement of financial performance provides an overview of the financial performance of the municipality and focuses on the financial health of the municipality.

5.1 FINANCIAL SUMMARY

The table below indicates the summary of the financial performance for the 2017/18 financial year:

Financial Summary						R' 000
Description	2016/17	2017/18			2017/18 Variance	
	Actual (Audited Outcome)	Original Budget	Adjusted Budget	Actual	Original Budget	Adjustments Budget
	AA	AH	AG	AF		
Financial Performance						
Property rates	59 649	64 943	64 943	63 835	(1,71)	(1,71)
Service charges	286 621	302 714	308 414	306 170	1,14	(0,73)
Investment revenue	8 512	4 565	4 565	8 122	77,90	77,90
Transfers recognised - operational	102 518	97 846	99 019	93 967	(3,96)	(5,10)
Other own revenue	100 598	42 703	48 693	65 573	53,55	34,67
Total Revenue (excluding capital transfers and contributions)	**557 898**	**512 772**	**525 634**	**537 667**	**4,85**	**2,29**
Employee costs	140 550	158 054	153 063	152 398	(3,58)	(0,43)
Remuneration of councillors	8 780	10 083	10 083	9 170	(9,05)	(9,05)
Depreciation & asset impairment	26 143	46 045	45 345	28 699	(37,67)	(36,71)
Finance charges	17 573	10 708	15 464	15 676	46,40	1,37
Materials and bulk purchases	181 325	183 215	182 906	179 705	(1,92)	(1,75)
Transfers and grants	25 615	15 763	17 209	13 920	(11,69)	(19,11)
Other expenditure	113 446	124 161	193 562	124 388	0,18	(35,74)
Total Expenditure	513 432	548 029	617 632	523 956	(4,39)	(15,17)
Surplus/(Deficit)	44 466	(35 257)	(91 998)	13 711	(138,89)	(114,90)
Transfers recognised - capital	38 768	63 230	35 284	34 481	(45,47)	(2,27)
Contributions recognised - capital & contributed assets	–	–	–	–	–	–
Surplus/(Deficit) after capital transfers & contributions	83 234	27 973	(56 714)	48 192	72,28	(184,97)
Share of surplus/ (deficit) of associate					–	–
Surplus/(Deficit) for the year	83 234	27 973	(56 714)	48 192	72,28	(184,97)
Capital expenditure & funds sources						
Capital expenditure						
Transfers recognised - capital	36 225	46 818	31 066	38 094	(18,63)	22,62
Public contributions & donations					–	–
Borrowing		2 500	–	–	(100,00)	–
Internally generated funds	22 558	33 929	35 151	25 706	(24,24)	(26,87)
Total sources of capital funds	58 783	83 247	66 217	63 800	(23,36)	(3,65)

Financial Summary						R' 000
Description	2016/17	2017/18			2017/18 Variance	
	Actual (Audited Outcome)	Original Budget	Adjusted Budget	Actual	Original Budget	Adjustments Budget
	AA	AH	AG	AF		
Financial position						
Total current assets	152 161	128 678	131 864	181 020	40,68	37,28
Total non current assets	875 033	868 750	868 062	905 212	4,20	4,28
Total current liabilities	75 064	55 551	58 049	80 895	45,62	39,36
Total non current liabilities	152 902	159 348	159 348	157 917	(0,90)	(0,90)
Community wealth/Equity	799 229	782 529	782 529	847 421	8,29	8,29
Cash flows						
Net cash from (used) operating	47 539	69 050	68 362	83 978	21,62	22,84
Net cash from (used) investing	(58 742)	(69 728)	(69 040)	(60 010)	(13,94)	(13,08)
Net cash from (used) financing	(9 504)	(9 736)	(9 736)	(2 795)	(71,29)	(71,29)
Cash/cash equivalents at the year end	76 333	52 699	52 699	97 506	85,02	85,02
Cash backing/surplus reconciliation						
Cash and investments available	76 333	52 699	55 885	97 506	85,02	74,48
Application of cash and investments	165 683	(12 003)	(12 878)	178 170	(1 584,38)	(1 483,51)
Balance - surplus (shortfall)	(89 350)	64 702	68 763	(80 664)	(224,67)	(217,31)
Asset management						
Asset register summary (WDV)	808 011	845 212	828 883	843 242	(0,23)	1,73
Depreciation & asset impairment	26 143	46 045	45 345	28 699	(37,67)	(36,71)
Renewal of Existing Assets	4 011	5 073	7 753	7 132	40,61	(8,00)
Repairs and Maintenance	23 001	20 241	19 988	18 886	(6,69)	(5,51)
Free services						
Cost of Free Basic Services provided	20 324	22 762	23 902	17 035	(25,16)	(28,73)
Revenue cost of free services provided	22 122	28 227	22 527	20 598	(27,03)	(8,56)
Households below minimum service level						
Water:	Nil	Nil	Nil	Nil	Nil	Nil
Sanitation/sewerage:	Nil	Nil	Nil	Nil	Nil	Nil
Energy:	Nil	Nil	Nil	Nil	Nil	Nil
Refuse:	Nil	Nil	Nil	Nil	Nil	Nil

Variances are calculated by dividing the difference between actual and original/adjustments budget by the actual. This table is aligned to MBRR table A1

T5.1.1

The table below shows a summary of performance against budgets:

Financial	Revenue excluding capital transfers				Operating expenditure			
Year	Budget	Actual	Diff.	%	Budget	Actual	Diff.	%
	(R'000)				(R'000)			
2016/17	499 785	557 898	58 113	11,63	525 012	513 432	11 580	2,21
2017/18	525 634	537 667	12 032	2,29	617 632	523 956	93 676	15,17

5.1.1 Revenue collection by vote

The table below indicates the Revenue collection performance by vote:

Vote Description	2016/17	2017/18			2017/18 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)				(%)	
Vote1 - Executive and Council	263	780	780	543	(30,43)	(30,43)
Vote2 - Budget and Treasury Office	80 324	74 640	81 334	83 282	11,58	2,40
Vote3 - Corporate Services	15 120	577	577	2 766	379,26	379,26
Vote4 - Planning and Development	1 309	2 052	1 522	1 300	(36,66)	(14,60)
Vote5 - Public Safety	18 910	19 231	18 230	26 641	38,53	46,14
Vote6 - Health	–	–	–	–	–	–
Vote7 - Community and Social Services	71 561	81 848	81 273	80 812	(1,27)	(0,57)
Vote8 - Sports and Recreation	22 976	8 638	9 038	7 600	(12,03)	(15,92)
Vote9 - Housing	24 611	18 008	19 253	13 006	(27,77)	(32,45)
Vote10 - Waste Management	22 144	23 076	30 276	31 150	34,99	2,89
Vote11 - Road Transport	60 771	10 693	4 188	4 189	(60,82)	0,04
Vote12 - Waste Water Management	30 417	42 102	36 376	42 108	0,02	15,76
Vote13 - Water	40 582	74 964	61 379	67 546	(9,90)	10,05
Vote14 - Electricity	221 653	219 380	221 380	211 203	(3,73)	(4,60)
Vote15 - Environmental Management	367	11	11	2	(84,29)	(84,29)
Total Revenue by Vote	611 009	576 001	565 617	572 148	(0,67)	1,15

Variances are calculated by dividing the difference between actual and original/adjustments budget by the actual. This table is aligned to MBRR table A3

5.1.2 Revenue collection by Source

The table below indicates the Revenue collection performance by source for the 2017/18 financial year:

Vote Description	2016/17	2017/18			2017/18 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)				(%)	
Property rates	59 649	64 943	64 943	63 835	(1,71)	(1,71)
Property rates - penalties & collection cha	1 452	1 512	1 512	671	(55,61)	(55,61)
Service Charges - electricity revenue	215 351	219 007	221 007	210 359	(3,95)	(4,82)
Service Charges - water revenue	33 438	41 086	41 486	45 429	10,57	9,50
Service Charges - sanitation revenue	18 008	20 933	21 733	26 997	28,97	24,22
Service Charges - refuse revenue	19 824	21 689	24 189	23 384	7,82	(3,32)
Service Charges - other	–	–	–	–	–	–
Rentals of facilities and equipment	8 177	9 650	9 650	5 990	(37,93)	(37,93)
Interest earned - external investments	8 512	4 565	4 565	8 122	77,90	77,90
Interest earned - outstanding debtors	7 816	8 565	8 565	10 373	21,10	21,10
Dividends received	–	–	–	–	–	–
Fines	18 923	13 941	13 941	21 993	57,75	57,75
Licences and permits	142	150	149	1 164	675,27	683,09
Agency services	4 352	4 618	4 618	3 586	(22,34)	(22,34)
Transfers recognised - operational	102 518	97 846	99 019	93 967	(3,96)	(5,10)
Other revenue	59 735	4 266	10 257	21 796	410,87	112,49
Gains on disposal of PPE	–	–	–	–	–	–
Total Revenue (excluding capital transfers and contributions)	557 898	512 772	525 634	537 667	4,85	2,29

Variances are calculated by dividing the difference between actual and original/adjustments budget by the actual. This table is aligned to MBRR table A3

5.1.3 Operational Services Performance

The table below indicates the Operational services performance for the 2017/18 financial year:

Financial Performance of Operational Services						
						R '000
Description	2016/17	2017/18			2017/18 Variance	
	Actual	Original Budget	Adjustments Budget	Actual	Original Budget	Adjustments Budget
	AA	AH	AG	AF		
Operating Cost						
Water	20 399	26 880	58 735	28 024	(4,25)	52,29
Waste Water (Sanitation)	25 189	23 755	34 871	24 501	(3,14)	29,74
Electricity	201 062	205 576	205 321	199 376	3,02	2,90
Waste Management	39 799	36 775	64 383	40 507	(10,15)	37,08
Housing	27 456	18 003	19 465	16 465	8,54	15,41
Component A: sub-total	313 905	310 989	382 775	308 873	0,68	19,31
Waste Water (Stormwater Drainage)	4 625	5 319	6 261	6 049	(13,72)	3,38
Roads	17 098	22 126	23 043	21 410	3,24	7,09
Transport					–	–
Component B: sub-total	21 724	27 445	29 303	27 459	(0,05)	6,29
Planning					–	–
Local Economic Development					–	–
Component B: sub-total					–	–
Planning	1 035	3 440	2 890	2 605	24,27	9,86
Local Economic Development	1 826	4 267	4 409	3 681	13,72	16,51
Component B: sub-total	2 861	7 707	7 299	6 286	18,43	13,88
Planning (Strategic & Regulatory)	15 833	17 989	18 563	16 703	7,15	10,02
Enviromental Proctection	1 675	1 657	1 706	1 314	20,69	22,97
Health	–	–	–	–	–	–
Security and Safety	29 466	28 892	38 938	37 204	(28,77)	4,45
Sport and Recreation	18 212	25 546	26 005	23 549	7,82	9,45
Corporate Policy Offices and Other	109 757	127 803	113 042	102 568	19,75	9,27
Component D: sub-total	174 943	201 887	198 255	181 337	10,18	8,53
Total Expenditure for the year	**513 432**	**548 029**	**617 632**	**523 956**	**4,39**	**15,17**
In this table operational income (but not levies or tarrifs) is offset agaist operational expenditure leaving a net operational expenditure total for each service as shown in the individual net service expenditure tables in chapter 3. Variances are calculated by dividing the difference between actual and original/adjustments budget by the actual.						T5.1.2

The bulk of the municipality's expenditure is spent on basic service delivery functions such as electricity, water, waste water management and waste management.

5.2 FINANCIAL PERFORMANCE PER MUNICIPAL FUNCTION

The tables below show the financial performance according to municipal functions:

5.2.1 Executive and council

Vote Description	2016/17	2017/18			2017/18 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)				(%)	
Executive and Council						
Total Operational Revenue	202	780	780	543	0	0
Expenditure:						
Employees	(10 121)	(6 969)	(6 961)	(7 659)	(9,90)	(10,02)
Repairs and Maintenance	(44)	(15)	(9)	(0)	98,86	98,13
Other	(15 320)	(18 376)	(18 356)	(14 407)	21,60	21,51
Total Operational Expenditure	(25 485)	(25 360)	(25 327)	(22 066)	12,99	12,87
Net Operational (Service) Expenditure	(25 283)	(24 580)	(24 546)	(21 523)	12,44	12,32

5.2.2 Budget and Treasury Office

Vote Description	2016/17	2017/18			2017/18 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)				(%)	
Budget and Treasury Office						
Total Operational Revenue	80 324	74 640	81 334	83 282	(11,58)	(2,40)
Expenditure:						
Employees	(12 679)	(23 986)	(18 095)	(15 106)	37,02	16,52
Repairs and Maintenance	(89)	(42)	(57)	(26)	39,27	55,16
Other	(17 454)	(24 408)	(20 442)	(12 157)	50,19	40,53
Total Operational Expenditure	(30 222)	(48 436)	(38 595)	(27 288)	43,66	29,30
Net Operational (Service) Expenditure	50 102	26 203	42 739	55 994	(113,69)	(31,01)

5.2.3 Corporate Services

Vote Description	2016/17	2017/18			2017/18 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)				(%)	
Corporate Services						
Total Operational Revenue	839	577	577	2 766	(379,26)	(379,26)
Expenditure:						
Employees	(18 389)	(14 924)	(14 931)	(17 479)	(17,12)	(17,06)
Repairs and Maintenance	(1 155)	(950)	(429)	(362)	61,90	15,61
Other	(17 054)	(19 173)	(20 700)	(19 005)	0,88	8,19
Total Operational Expenditure	(36 598)	(35 046)	(36 059)	(36 845)	(5,13)	(2,18)
Net Operational (Service) Expenditure	(35 760)	(34 469)	(35 482)	(34 079)	1,13	3,95

5.2.4 Community and Social Services

Vote Description	2016/17	2017/18			2017/18 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)			(%)		
Community and Social Services						
Total Operational Revenue	71 561	81 848	81 273	80 812	1,27	0,57
Expenditure:						
Employees	(14 976)	(22 039)	(22 104)	(21 329)	3,22	3,50
Repairs and Maintenance	(1 017)	(508)	(550)	(494)	2,86	10,19
Other	(5 182)	(6 672)	(6 455)	(4 022)	39,72	37,70
Total Operational Expenditure	(21 176)	(29 220)	(29 109)	(25 845)	11,55	11,21
Net Operational (Service) Expenditure	50 386	52 628	52 164	54 967	(4,44)	(5,37)

5.2.5 Sport and Recreation

Vote Description	2016/17	2017/18			2017/18 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)			(%)		
Sport and Recreation						
Total Operational Revenue	22 976	8 638	9 038	7 600	12,03	15,92
Expenditure:						
Employees	(13 395)	(16 102)	(15 471)	(14 447)	10,27	6,62
Repairs and Maintenance	(1 377)	(540)	(719)	(571)	(5,78)	20,51
Other	(5 749)	(8 904)	(9 815)	(8 536)	4,14	13,04
Total Operational Expenditure	(20 521)	(25 546)	(26 005)	(23 555)	7,80	9,42
Net Operational (Service) Expenditure	2 455	(16 907)	(16 967)	(15 955)	5,63	5,96

5.2.6 Public Safety

Vote Description	2016/17	2017/18			2017/18 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)			(%)		
Public Safety						
Total Operational Revenue	18 910	19 231	18 230	26 641	(38,53)	(46,14)
Expenditure:						
Employees	(10 286)	(14 510)	(16 257)	(16 733)	(15,32)	(2,93)
Repairs and Maintenance	(498)	(584)	(891)	(637)	(9,17)	28,51
Other	(18 682)	(17 431)	(25 454)	(23 384)	(34,15)	8,13
Total Operational Expenditure	(29 466)	(32 525)	(42 601)	(40 754)	(25,30)	4,34
Net Operational (Service) Expenditure	(10 556)	(13 293)	(24 372)	(14 114)	(6,17)	42,09

5.2.7 Housing

Vote Description	2016/17	2017/18			2017/18 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)			(%)		
Housing						
Total Operational Revenue	24 611	18 008	19 253	13 006	27,77	32,45
Expenditure:						
Employees	(2 315)	(2 970)	(2 707)	(2 882)	2,98	(6,46)
Repairs and Maintenance	(185)	(338)	(348)	(258)	23,46	25,66
Other	(24 956)	(14 695)	(16 410)	(13 325)	9,32	18,80
Total Operational Expenditure	(27 456)	(18 003)	(19 465)	(16 465)	8,54	15,41
Net Operational (Service) Expenditure	(2 845)	5	(212)	(3 459)	67 376,14	(1 532,53)

5.2.8 Planning and Development

Vote Description	2016/17	2017/18			2017/18 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)			(%)		
Planning and Development						
Total Operational Revenue	1 309	2 052	1 522	1 300	36,66	14,60
Expenditure:						
Employees	(7 454)	(7 809)	(7 220)	(6 912)	11,49	4,26
Repairs and Maintenance	(4)	–	–	–	–	–
Other	(2 083)	(1 091)	(1 171)	(1 406)	(28,88)	(20,08)
Total Operational Expenditure	(9 541)	(8 900)	(8 391)	(8 318)	6,54	0,86
Net Operational (Service) Expenditure	(8 232)	(6 848)	(6 869)	(7 018)	(2,49)	(2,18)

5.2.9 Road Transport

Vote Description	2016/17	2017/18			2017/18 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)			(%)		
Road Transport						
Total Operational Revenue	60 771	10 693	4 188	4 189	60,82	(0,04)
Expenditure:						
Employees	(6 706)	(5 029)	(5 029)	(4 735)	5,86	5,86
Repairs and Maintenance	(7 206)	(7 452)	(7 198)	(7 105)	4,66	1,29
Other	(6 252)	(9 645)	(10 816)	(9 571)	0,77	11,51
Total Operational Expenditure	(20 164)	(22 126)	(23 043)	(21 410)	3,24	7,09
Net Operational (Service) Expenditure	40 608	(11 433)	(18 855)	(17 221)	(50,62)	8,67

5.2.10 Environmental Protection

Vote Description	2016/17	2017/18			2017/18 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)			(%)		
Environmental Protection						
Total Operational Revenue	367	11	11	2	84,29	84,29
Expenditure:						
Employees	(845)	(1 248)	(1 248)	(1 084)	13,19	13,19
Repairs and Maintenance	–	–	–	–	–	–
Other	(830)	(409)	(458)	(230)	43,60	49,64
Total Operational Expenditure	(1 675)	(1 657)	(1 706)	(1 314)	20,69	22,97
Net Operational (Service) Expenditure	(1 308)	(1 646)	(1 695)	(1 313)	20,26	22,56

5.2.11 Electricity

Vote Description	2016/17	2017/18			2017/18 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)			(%)		
Electricity						
Total Operational Revenue	221 653	219 380	221 380	211 203	3,73	4,60
Expenditure:						
Employees	(8 900)	(11 087)	(11 019)	(11 696)	(5,50)	(6,15)
Repairs and Maintenance	(4 094)	(2 918)	(1 641)	(1 577)	45,97	3,90
Other	(188 069)	(194 475)	(195 222)	(187 728)	3,47	3,84
Total Operational Expenditure	(201 062)	(208 480)	(207 881)	(201 001)	3,59	3,31
Net Operational (Service) Expenditure	20 591	10 900	13 499	10 202	6,41	24,43

5.2.12 Water

Vote Description	2016/17	2017/18			2017/18 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)			(%)		
Water						
Total Operational Revenue	40 582	74 964	61 379	67 546	9,90	(10,05)
Expenditure:						
Employees	(6 076)	(6 810)	(6 810)	(6 430)	5,59	5,59
Repairs and Maintenance	(2 229)	(2 470)	(2 955)	(2 877)	(16,48)	2,62
Other	(12 148)	(17 600)	(48 969)	(18 716)	(6,34)	61,78
Total Operational Expenditure	(20 453)	(26 880)	(58 735)	(28 024)	(4,25)	52,29
Net Operational (Service) Expenditure	20 129	48 083	2 644	39 522	17,80	(1 394,75)

5.2.13 Waste Water Management

Vote Description	2016/17	2017/18			2017/18 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)			(%)		
Waste Water Management						
Total Operational Revenue	30 417	42 102	36 376	42 108	(0,02)	(15,76)
Expenditure:						
Employees	(10 471)	(11 221)	(11 861)	(12 363)	(10,18)	(4,24)
Repairs and Maintenance	(4 771)	(4 045)	(4 609)	(4 523)	(11,82)	1,87
Other	(14 573)	(13 808)	(24 662)	(13 664)	1,04	44,60
Total Operational Expenditure	(29 814)	(29 074)	(41 132)	(30 550)	(5,08)	25,73
Net Operational (Service) Expenditure	603	13 028	(4 756)	11 558	11,28	343,01

5.2.14 Waste Management

Vote Description	2016/17	2017/18			2017/18 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)			(%)		
Waste Management						
Total Operational Revenue	22 144	23 076	30 276	31 150	(34,99)	(2,89)
Expenditure:						
Employees	(11 976)	(13 348)	(13 350)	(13 960)	(4,59)	(4,57)
Repairs and Maintenance	(333)	(379)	(584)	(456)	(20,28)	21,82
Other	(27 490)	(23 048)	(50 449)	(26 103)	(13,25)	48,26
Total Operational Expenditure	(39 799)	(36 775)	(64 383)	(40 520)	(10,18)	37,06
Net Operational (Service) Expenditure	(17 655)	(13 699)	(34 107)	(9 369)	31,61	72,53

5.3 GRANTS

5.3.1 Grant Performance

The table below indicates the grant performance for the 2017/18 financial year:

Grant Performance

R' 000

Description	2015/16	2016/17	2017/18			2017/18 Variance	
	Actual	Actual	Original Budget	Adjustments Budget	Actual	Original Budget (%)	Adjustments Budget (%)
National Government:	**80 443**	**89 476**	**109 558**	**93 481**	**93 066**	**15,05**	**0,44**
Equitable share	54 850	59 734	70 412	70 412	70 412	–	–
Municipal Systems Improvement	860	–	–	–	–	–	–
Department of Water Affairs	–	–	–	–	–	–	–
Regional Bulk Infrastructure Grant	–	–	–	–	–	–	–
Other transfers/grants [insert description]	–	–	–	–	–	–	–
Finance Management Grant	1 240	1 609	1 550	1 638	1 150	25,81	29,78
Transformation Funds	–	–	–	–	–	–	–
Municipal Infrastructure Grant	19 116	21 879	8 670	6 686	6 686	22,88	0,00
Housing	–	–	27 441	13 261	13 325	51,44	(0,48)
INEP	3 362	4 917	–	–	1	–	–
Rural Development	74	–	–	–	–	–	–
Expanded Public Works	941	1 336	1 485	1 485	1 493		
Neighbourhood Development Plan	–	–	–	–	–	–	–
Provincial Government:	**43 114**	**45 124**	**51 518**	**40 421**	**35 382**	**31,32**	**12,47**
Health subsidy	–	–	–	–	–	–	–
Housing	27 008	31 960	41 960	30 361	26 813	36,10	11,69
Regional Social Economic Project	–	–	1 000	–	1	99,93	–
Sports and Recreation	–	–	–	–	–	–	–
Municipal Infrastructure Support	–	–	–	462	288	–	37,61
Library Services	7 862	9 301	8 050	8 474	8 050	0,00	5,01
CDW	66	66	148	148	110	25,57	25,57
Mainroads	3 772	120	120	120	120	–	–
Draught Relief	4 043	2 405	–	–	–	–	–
Municipal Infrastructure Support Grant	151	1 187	–	–	–	–	–
Finance Management Support Grant	–	85	240	856	–	100,00	100,00
Multipurpose Centre	211	–	–	–	–	–	–
District Municipality:	**–**	**–**	**–**	**400**	**–**	**–**	**100,00**
Water & Sanitation Informal Area	–	–	–	–	–	–	–
Housing Consumer Education Training	–	–	–	–	–	–	–
Sport and Recreation	–	–	–	400	–	–	100,00
Solid Waste	–	–	–	–	–	–	–
Other grant providers:	**5 060**	**6 427**	**7**	**2 809**	**3 963**	**(53 209,17)**	**(41,11)**
Belgium & China	1 729	831	–	–	–	–	–
VAT on Grants	3 331	5 597	7	2 809	3 963	(53 209,17)	(41,11)
Total Operating Transfers and Grants	**128 616**	**141 027**	**161 083**	**137 111**	**132 412**	**17,80**	**3,43**

Variances are calculated by dividing the difference between actual and original/adjustments budget by the actual.

T5.3.1

The table below indicates the projects implemented under MIG funding for the past 3 years:

Project Name	Budget (VAT excl) '000			Comments
	2015/16	2016/17	2017/18	
Vredebes bulk water supply	4 756	6 997	6 796	Provision of bulk and external services for the Vredebes subsidised housing project.
Vredebes bulk sanitation	4 671	2 018	6 674	
Vredebes Access Collector		3 252	2 272	
Vredebes Bulk Storm water		270		
Vredebes Bus Routes		77		
Wolseley bulk water supply	2 662			Project Completed
Bella Vista bulk water supply		5 168	4 191	Provision of bulk and external services for the Bella Vista subsidised housing project.
Bella Vista bulk sanitation	3 463	1 378		
Bella Vista bulk storm water	3 389	1 547		
Streetlights for housing projects	88	909		Project Completed
Project Management Unit	75	216	11	

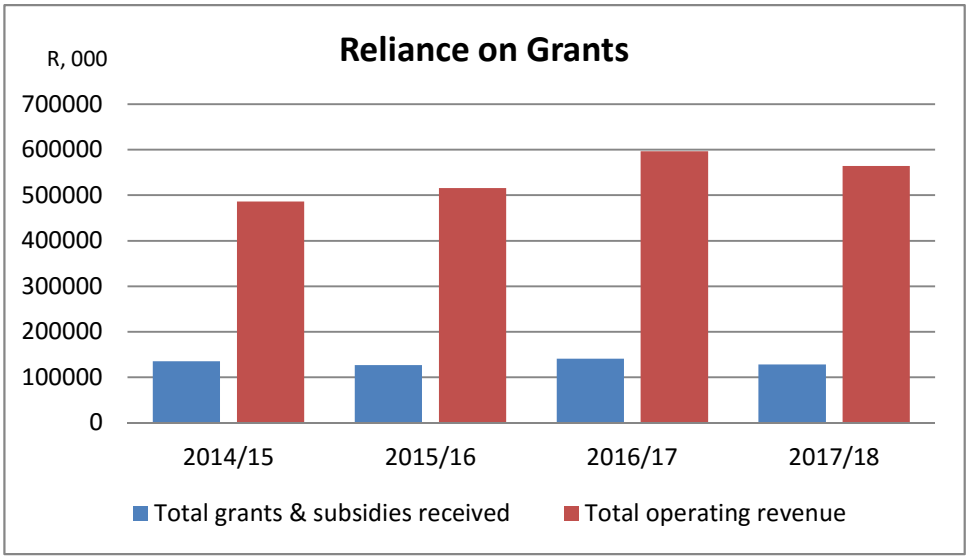
The table below indicates the projects implemented under Human Settlements funding for the past 3 years:

Project Name	Budget (VAT excl) '000			Comments
	2015/16	2016/17	2017/18	
Vredebes (605 serviced sites)	22 811			Completed
Vredebes (635 serviced sites)			7 155	In progress
Vredebes Bulk Sanitation	3 149	5 606	2 708	Completed
Vredebes Bulk Water			4 305	Completed
Nduli Planning		260		In progress
Bella Vista (services)	1 049	2 089		Completed
Bella Vista (308 units)		23 813	12 464	In progress
Op-Die-Berg (Transfers)		129	118	Completed
Tulbagh EHP Erf 2885		62		Completed

5.3.2 Level of Reliance on Grants & Subsidies

Financial year	Total grants and subsidies received	Total Operating Revenue	Percentage
	(R'000)		(%)
2016/17	141 286	596 666	23,68%
2017/18	128 449	572 148	22,45%

The following graph indicates the municipality's reliance on grants for the last four financial years



Witzenberg Municipality is reliant on grants. Without the grants the Municipality would not have been in a position to upgrade infrastructure.

5.4 ASSET MANAGEMENT

The responsibility for asset management lies with both finance and the different functional/departmental managers. The Finance section is responsible for the record keeping and reporting on the assets, whereas the functional managers are responsible for the physical safeguarding of assets, the maintenance, acquisition and disposal of assets.

It is of utmost importance that these two functional areas communicate on a regular basis regarding all movement of assets. Especially in respect of the annual assets count, where information regarding the existence, condition and useful lives regarding assets is reviewed and reported on.

The implementation of GRAP (accounting standard for municipalities) remains a challenge to the Municipality due to the cost and time factors.

5.4.1 Treatment of the Three Largest Assets

Asset 1		
Name	A - Vredebes Housing	
Description		
Asset Type	Infrastructure	
Key Staff Involved	Relevant Line manager, Project Management, Budget Office & Supply Chain Management	
Staff Responsibilities	Line Manager identify the need for the project and sets out the specifications required for SCM. Project Manager manage the implementation of the project, sets the Cash flow for the project and reports on a monthly basis on the stage of completion/performance of the project. Budget Office identifies the available Capital Funds and see to it that the project is approved and placed on the Capital Budget. Supply Chain,with the support of the Line Manager & Project Manager, draft the required Tender Docurement and see to it that the procuremt procedures and regulations are complied with in obtaining the necessary goods and services.	
Asset Value	2016/17	2017/18
Capital Implications	**R 32 244 819**	
Future Purpose of Asset	New Housing Development in Vredebes	
Describe Key Issues		
Policies in Place to Manage Asset	Delegations & Asset Management Policy	

Asset 2		
Name	B -Rehabilitation - Streets Tulbagh	
Description		
Asset Type	Infrastructure	
Key Staff Involved	Relevant Line manager, Project Management, Budget Office & Supply Chain Management	
Staff Responsibilities	Line Manager identify the need for the project and sets out the specifications required for SCM. Project Manager manage the implementation of the project, sets the Cash flow for the project and reports on a monthly basis on the stage of completion/performance of the project. Budget Office identifies the available Capital Funds and see to it that the project is approved and placed on the Capital Budget. Supply Chain,with the support of the Line Manager & Project Manager, draft the required Tender Docurement and see to it that the procuremt procedures and regulations are complied with in obtaining the necessary goods and services.	
Asset Value	2016/17	2017/18
Capital Implications	**R 4 050 953**	
Future Purpose of Asset	New Housing Development in Bella Vista	
Describe Key Issues		
Policies in Place to Manage Asset	Delegations & Asset Management Policy	

Asset 3		
Name	C - Bella Vista Bulk Water	
Description		
Asset Type	Infrastructure	
Key Staff Involved	Relevant Line manager, Project Management, Budget Office & Supply Chain Management	
Staff Responsibilities	Line Manager identify the need for the project and sets out the specifications required for SCM. Project Manager manage the implementation of the project, sets the Cash flow for the project and reports on a monthly basis on the stage of completion/performance of the project. Budget Office identifies the available Capital Funds and see to it that the project is approved and placed on the Capital Budget. Supply Chain,with the support of the Line Manager & Project Manager, draft the required Tender Docurement and see to it that the procuremt procedures and regulations are complied with in obtaining the necessary goods and services.	
Asset Value	2016/17	2017/18
Capital Implications	**R 4 191 042**	
Future Purpose of Asset	Improved Electrical Infrastructure	
Describe Key Issues		
Policies in Place to Manage Asset	Delegations & Asset Management Policy	

5.4.2 Repairs and Maintenance

Repair and Maintenance Expenditure: 2017/18 R' 000				
	Original Budget	Adjustment Budget	Actual	Budget variance
Repairs and Maintenance Expenditure	20 241	19 988	18 886	6,69
				T5.3.4

The future expenditure on repairs and maintenance needs to be expanded to ensure that assets are maintained in a condition that is conducive for service delivery.

5.5 FINANCIAL RATIOS BASED ON KEY PERFORMANCE INDICATORS

5.5.1 Liquidity Ratio

Description	Basis of calculation	2015/2016	2016/2017	2017/2018
		Audited outcome	Audited outcome	Pre-audit outcome
Current Ratio	Current Assets/Current Liabilities	1,72	2,03	2,24
Current Ratio adjusted for aged debtors	Current assets less debtors > 90 days/current liabilities	1,56	1,97	2,18
Liquidity Ratio	Monetary Assets/Current Liabilities	1,01	1,02	1,21

Current Ratio:

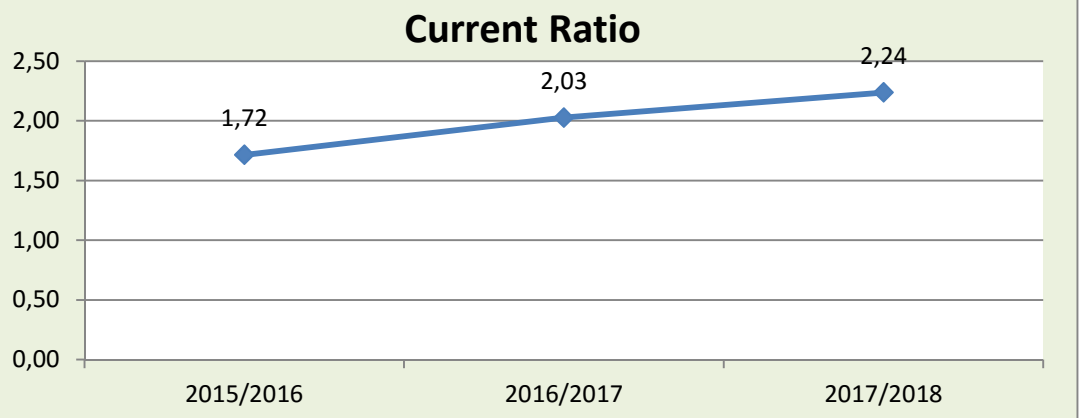
Financial year	Net current assets	Net current liabilities	Ratio
	(R)		
2015/2016	165 366	96 384	1,72
2016/2017	152 161	75 064	2,03
2017/2018	181 020	80 895	2,24

Current Ratio adjusted for aged debtors:

Financial year	Net current assets	Net current liabilities	Ratio
	(R)		
2015/2016	150 312	96 384	1,56
2016/2017	147 872	75 064	1,97
2017/2018	176 731	80 895	2,18

Liquidity Ratio:

Financial year	Monetary Assets	Net current liabilities	Ratio
	(R)		
2015/2016	97 040	96 384	1,01
2016/2017	76 333	75 064	1,02
2017/2018	97 506	80 895	1,21

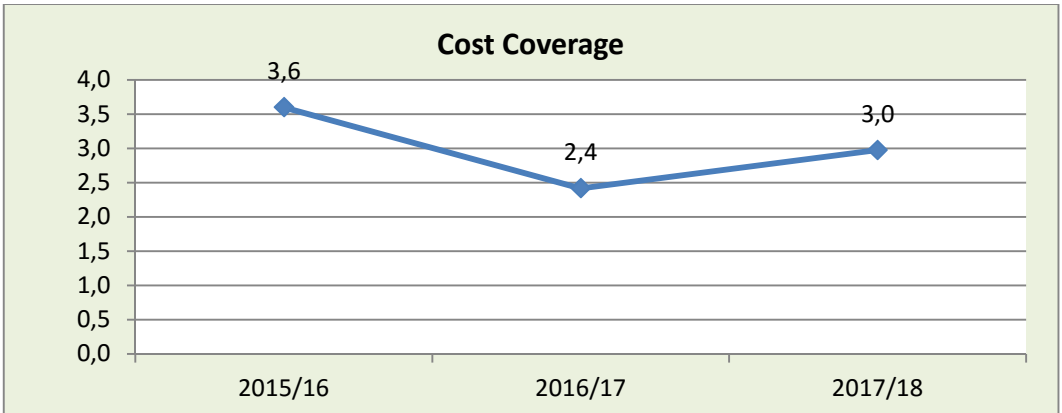


Liquidity Ratio – Measures the municipality's ability to pay its bills and is calculated by dividing the monetary assets (due within one year) by the municipality's current liabilities. A higher ratio is better.

The current ratio and the current ratio adjusted for aged debt are the same as the debtors per the statement of financial performance and have already been impaired (reduced with the doubtful debt).

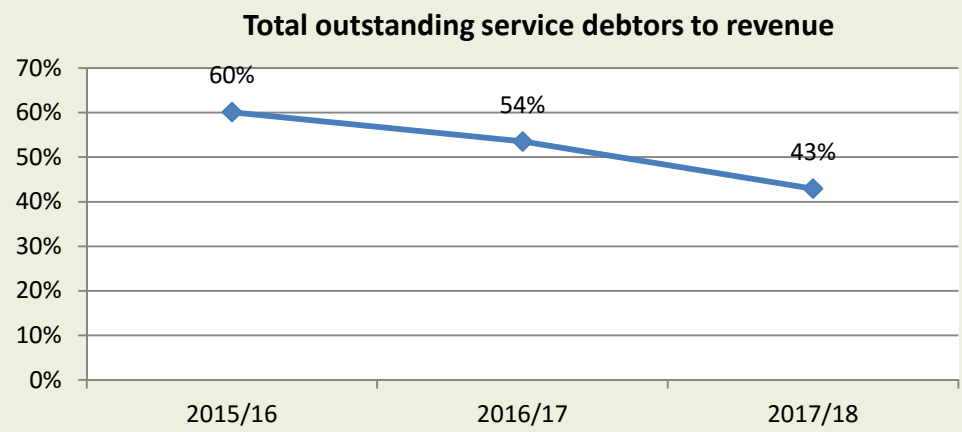
5.5.2 IDP Regulation Financial Viability Indicators

Description	Basis of calculation	2015/16	2016/17	2017/18
		Audited outcome	Audited outcome	Pre-audit outcome
Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	3,6	2,4	3,0
Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	28,8	38,5	91,8
O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	60%	54%	43%

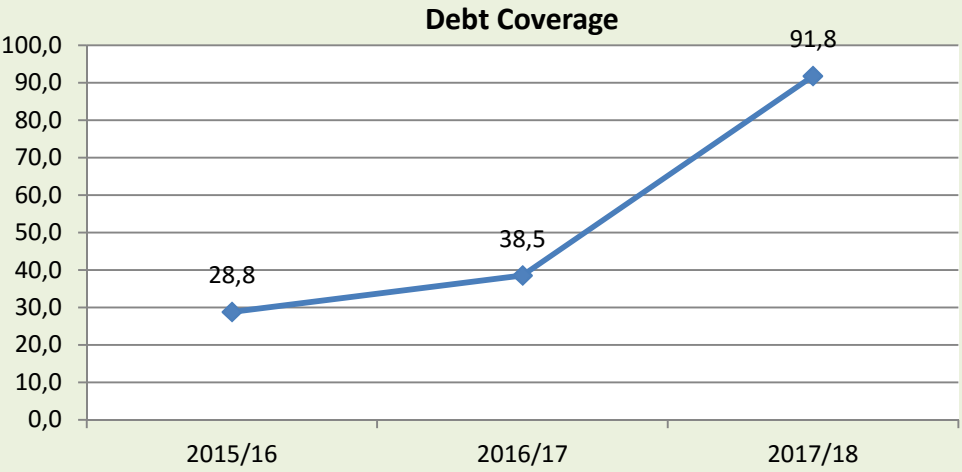


Cost Coverage– It explains how many months expenditure can be covered by the cash and other liquid assets available to the Municipality excluding utilisation of grants and is calculated

Data used from MBRR SA8



Total Outstanding Service Debtors – Measures how much money is still owed by the community for water, electricity, waste removal and sanitation compared to how much money has been paid for these services. It is calculated by dividing the total outstanding debtors by the total annual revenue. A lower score is better.

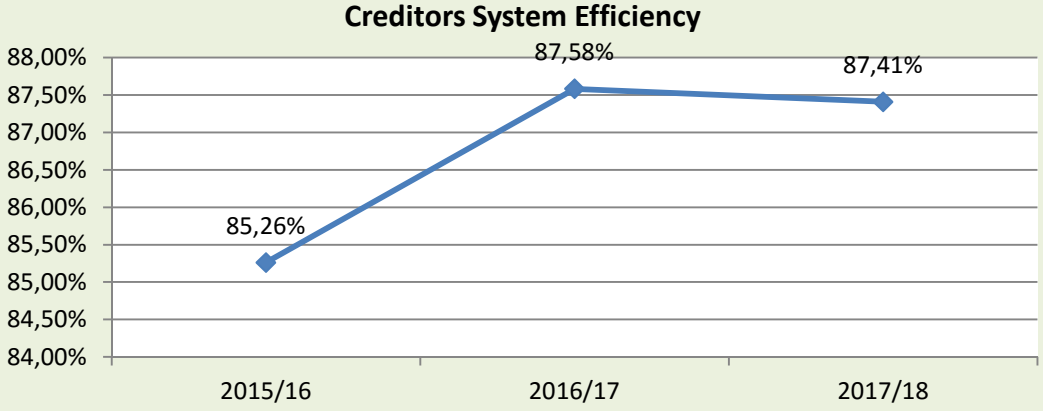


Debt Coverage– The number of times debt payments can be accomodated within Operating revenue (excluding grants) . This in turn represents the ease with which debt payments can be accomodated by the municipality

5.5.3 Creditors Management

Description	Basis of calculation	2015/16	2016/17	2017/18
		Audited outcome	Audited outcome	Pre-audit outcome
Creditors System Efficiency	% of Creditors Paid Within Terms (within`MFMA' s 65(e))	85,26%	87,58%	87,41%

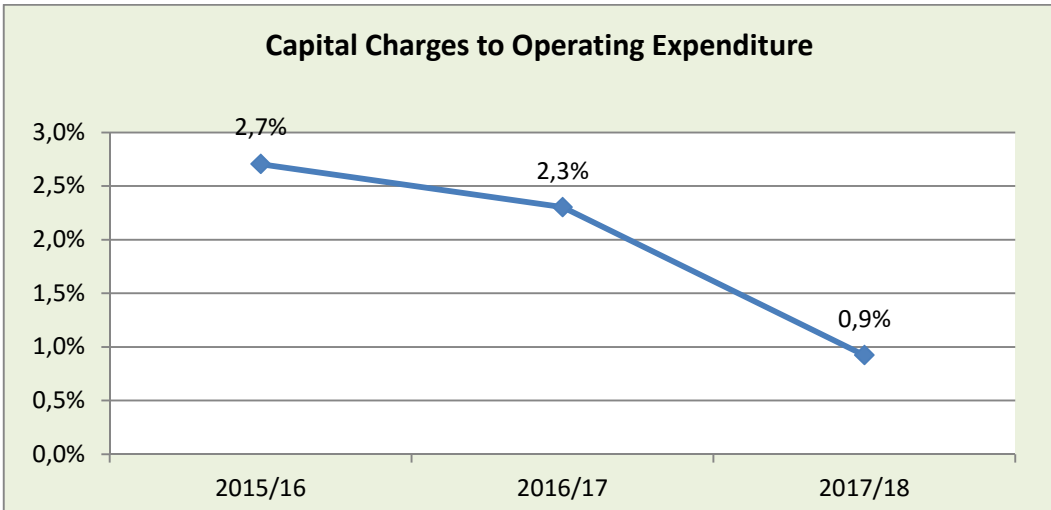
The following graph indicates the percentage of all creditors paid within terms:



Creditor System Efficiency – The proportion of creditors paid within terms (i.e. 30 days). This ratio is calculated by outstanding trade creditors divided by credit purchases

5.5.4 Borrowing Management

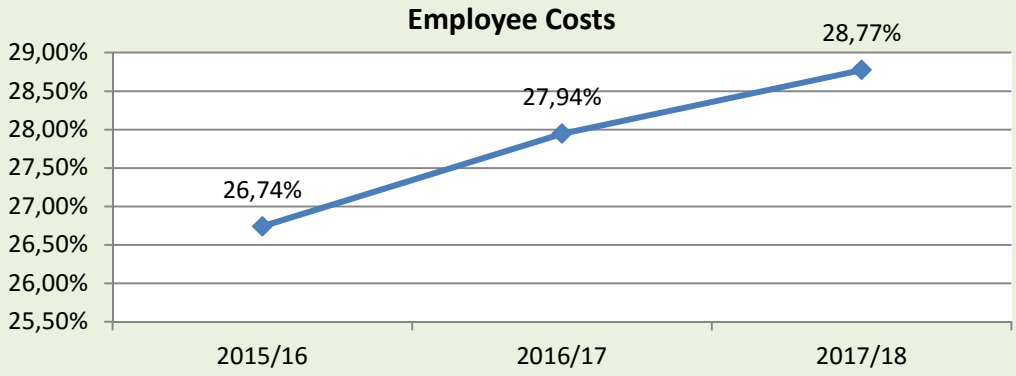
Description	Basis of calculation	2015/16	2016/17	2017/18
		Audited outcome	Audited outcome	Pre-audit outcome
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure	2,7%	2,3%	0,9%



Capital Charges to Operating Expenditure ratio is calculated by dividing the sum of capital interest and principle paid by the total operating expenditure.

5.5.5 Employee costs

Description	Basis of calculation	2015/16	2016/17	2017/18
		Audited outcome	Audited outcome	Pre-audit outcome
Employee costs	Employee costs/(Total Revenue - capital revenue)	26,74%	27,94%	28,77%

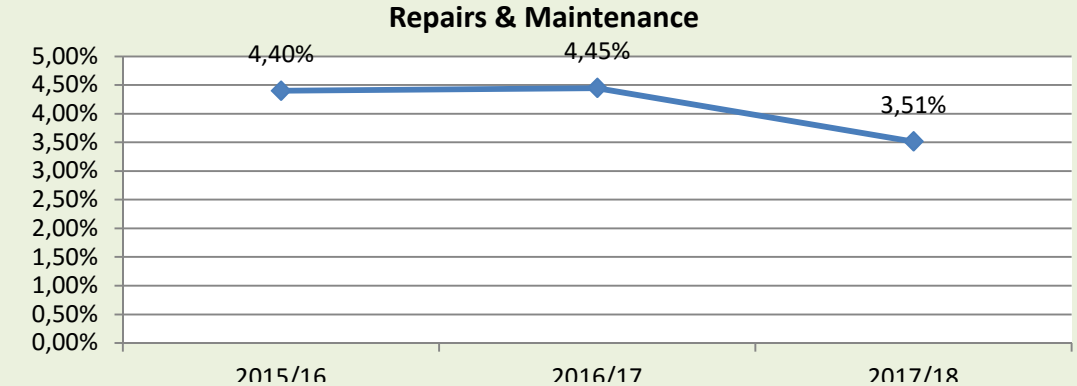


Employee cost – Measures what portion of the revenue was spent on paying employee costs. It is calculated by dividing the total employee cost by the difference between total revenue and capital revenue.

5.5.6 Repairs & Maintenance

Description	Basis of calculation	2015/16	2016/17	2017/18
		Audited outcome	Audited outcome	Pre-audit outcome
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)	4,40%	4,45%	3,51%

The expenditure on repairs and maintenance are below the required standard. The financial position of the municipality must improve to make more funds available for this very important expense item.



Repairs and Maintenance – This represents the propotion of operating expenditure spent and is calculated by dividing the total repairs and maintenace expenditure by total revenue excluding capital revenue. The municipalities internal cost spend on repairs and maintenance are clasified per nature and is not included in the amount of repairs and maintenance.

COMPONENT B: SPENDING AGAINST CAPITAL BUDGET

5.6 CAPITAL EXPENDITURE

R million	Original Budget	Adjustment Budget	Un-audited Full Year Total	Original Budget variance	Adjusted Budget Variance
Capital Expenditure	**83 247**	**66 217**	**63 800**	23,4%	3,7%
Operating Expenditure	**548 029**	**617 632**	**523 956**	4,4%	15,2%
Total expenditure	**631 276**	**683 849**	**587 756**	6,9%	14,1%

5.7 SOURCES OF FINANCE

The table below indicates the capital expenditure by funding source for the 2017/18 financial year:

Capital Expenditure - Funding Sources to 2017/18

R' 000

Details		Actual 2016/17	2017/18 Original Budget (OB)	2017/18 Adjustment Budget (AB)	2017/18 Actual	2017/18 OB to AB Variance (%)	2017/18 Actual to OB Variance (%)
Source of finance							
	External loans	–	2 500	–	–	100,00	–
	Public contributions and donations	–	–	–	–	–	–
	Grants and subsidies	36 225	46 818	31 066	38 094	18,63	(22,62)
	Other	22 558	33 929	35 151	25 706	24,24	26,87
Total		58 783	83 247	66 217	63 800	**23,36%**	**3,65%**
Percentage of finance							
	External loans	0,0%	3,0%	0,0%	0,0%	100,0%	
	Public contributions and donations	0,0%	0,0%	0,0%	0,0%		
	Grants and subsidies	61,6%	56,2%	46,9%	59,7%	-6,2%	-27,3%
	Other	38,4%	40,8%	53,1%	40,3%	1,1%	24,1%
Capital expenditure							
er N	Water and sanitation	40 958	47 526	37 751	37 300	21,52%	1,19%
	Electricity	6 847	2 350	4 742	7 162	-204,77%	-51,03%
	Housing	–	200	359	359	-79,50%	0,00%
er	Roads and storm water	7 297	20 880	11 109	11 000	47,32%	0,98%
	Other	3 681	12 291	12 256	7 979	35,08%	34,90%
Total		58 783	83 247	66 217	63 800	**23,36%**	**3,65%**
Percentage of expenditure							
	Water and sanitation	69,7%	57,1%	57,0%	58,5%		
	Electricity	11,6%	2,8%	7,2%	11,2%		
	Housing	0,0%	0,2%	0,5%	0,6%		
	Roads and storm water	12,4%	25,1%	16,8%	17,2%		
	Other	6,3%	14,8%	18,5%	12,5%		

T5.6.1

5.8 CAPITAL SPENDING ON FIVE LARGETS PROJECTS

Projects with the highest capital expenditure in 2017/18:

Capital Expenditure of 5 largest projects* R' 000					
Name of Project	Current Year: 2017/18			Variance Current Year: 2017/18	
	Original Budget	Adjustment Budget	Actual Expenditure	Original Variance (%)	Adjustment variance (%)
A - Vredebes Housing	44 783	32 453	32 245	28%	28%
B -Rehabilitation - Streets Tulbagh	4 200	4 156	4 051	4%	1%
C - Bella Vista Bulk Water	2 442	4 191	4 191	-72%	-72%
D- Vehicle Replacement Programme	2 600	2 626	2 626	-1%	-1%
E - Replacement outdated switchgear and R	1 000	2 428	2 428	-143%	-143%
** Projects with the highest capital expenditure in Year 1*					

Name of Project - A	A - Vredebes Housing
Objective of Project	The Provision of Basic Services
Delays	
Future Challenges	The Cost of Planned & Unplanned Repairs & Maintenance to ensure the standard of service is maintained
Anticipated citizen benefits	Improved Basic Services and Quality Of Life

Name of Project - B	B -Rehabilitation - Streets Tulbagh
Objective of Project	The Provision of Basic Services
Delays	
Future Challenges	The Cost of Planned & Unplanned Repairs & Maintenance to ensure the standard of service is maintained
Anticipated citizen benefits	Improved Basic Services and Quality Of Life

Name of Project - C	C - Bella Vista Bulk Water
Objective of Project	The Provision of Basic Road Services
Delays	
Future Challenges	The Cost of Planned & Unplanned Repairs & Maintenance to ensure the standard of service is maintained
Anticipated citizen benefits	Improved Basic Services and Quality Of Life

Name of Project - D	D- Vehicle Replacement Programme
Objective of Project	Replacement of Old Vehicles
Delays	
Future Challenges	The Cost of Planned & Unplanned Repairs & Maintenance to ensure the standard of service is maintained
Anticipated citizen benefits	Improved Basic Services and Quality Of Life

Name of Project - E	E - Replacement outdated switchgear and RMU's
Objective of Project	The Provision of Basic Electric Services
Delays	
Future Challenges	The Cost of Planned & Unplanned Repairs & Maintenance to ensure the standard of service is maintained
Anticipated citizen benefits	Improved Basic Services and Quality Of Life

5.9 BASIC SERVICE AND INFRASTRUCTURE BACKLOGS OVERVIEW

All the residents in the urban areas have access to minimum basic services. Some areas still need to be upgraded to waterborne sewerage systems. Housing delivery is still a challenge, although it is a function

of the Provincial Government. Service delivery to informal areas needs to be improved, serviced plots might be the only solution.

5.9.1 Service Backlogs

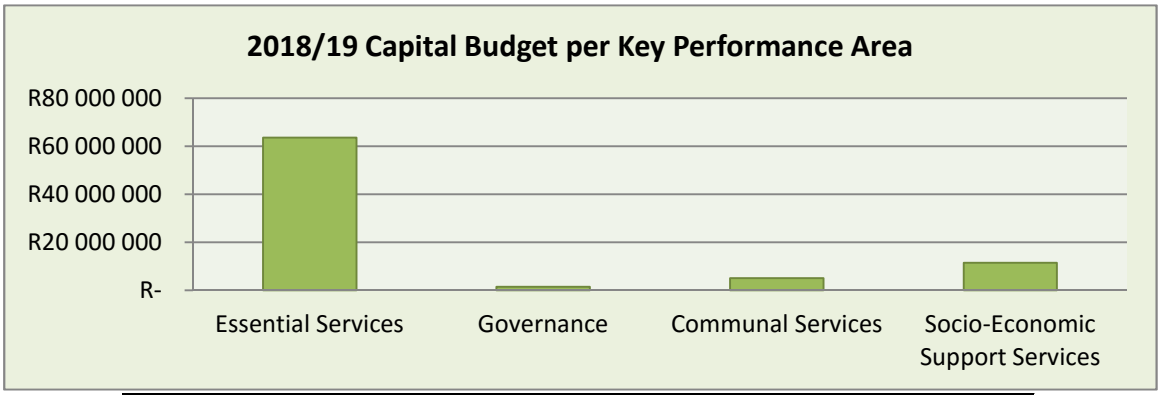
Service Backlogs as at 30 June 2018 Households (HHs)				
	*Service level above minimun standard		**Service level below minimun standard	
	No. HHs	% HHs	No. HHs	% HHs
Water	12553	100%	0	0%
Sanitation	12603	100%	0	0%
Electricity	13508	100%	0	0%
Waste management	12140	100%	0	0%
Housing	14322	88%	1945	12%
*% HHs are the service above/below minimum starndard as a proportion of total HHs. 'Housing' refrs to * formal and ** informal settlements.*				T5.8.2

CAPITAL INVESTMENT FRAMEWORK

The Capital Budget for the 2018/19, 2019/20 and 2020/21 financial years are dominated by projects linked to the implementation of social housing projects. Major projects mainly include the upgrade of bulk infrastructure to support these developments, internal network infrastructure of the developments as well as other network upgrading such as the upgrading of certain roads in Tulbagh that have been in a state of severe deterioration for the past couple of years.

Witzenberg will further continue with the upgrading of existing infrastructure and facilities and will also start with the implementation of a Material Recovery Facility as part of a new waste strategy in the second year.

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 and upgrading of informal settlements receiving the majority of capital funding as indicated in the graphs below:



Strategic Objectives		2018/19 Capital Budget
1.1	Sustainable provision & maintenance of basic infrastructure	R 23 191 181
1.2	Provide for the needs of informal settlements through improved services	R 40 375 539
2.1	Support Institutional Transformation & Development	R 720 000
2.2	Ensure financial viability	R 150 000
2.3	Maintain & strengthen relations	R 540 000
3.1	Provide & maintain facilities & environment that make citizens feel at home	R 4 990 000
4.1	Support the poor & vulnerable through programmes & policy	R -
4.2	Create an enabling environment to support local economy	R 11 354 609

Detailed three-year Capital Budget

The following tables show the individual budgeted projects as allocated per ward:

(NOTE: Extract from the 2018/19 IDP Revision. Budget below only includes capital projects related to infrastructure upgrades to address backlogs.)

Key Performance Area: 1. ESSENTIAL SERVICES

Strategic Objective: 1.1 SUSTAINABLE PROVISION & MAINTENANCE OF BASIC INFRASTRUCTURE

Programme		Department	Section	Project	Region	Ward	Funding Source	2018/19 Budget	2019/20 Budget	2020/21 Budget
1.1a	Upgrading of bulk resources & infrastructure	Electrical	Electrical	MV Substation equipment	Witzenber	All	CRR	1 500 000	1 500 000	1 500 000
		Sanitation	WWTW	Aerator replacement programme	Witzenber	All	CRR	750 000	500 000	500 000
		Sanitation	WWTW	Refurbishment of WWTW	Witzenber	All	CRR	600 000	600 000	600 000
		Sanitation	Sanitation	Security upgrades at pumpstations & WWTW	Witzenber	All	CRR	450 000	250 000	450 000
		Waste	Waste	New material recovery facility/drop-off.	Witzenber	All	Belgium	621 180	295 800	
		Waste	Waste		Witzenber	All	MIG		6 701 813	5 472 100
		Waste	Waste		Witzenber	All	CRR			
		Water	WTW	Op-Die-Berg Reservoir	Op-Die-Be	8	MIG			
		Water	WTW	Tulbagh reservoir	Tulbagh	9	MIG			
		Water	Water	Security upgrades at pumpstations & WTW	Witzenber	All	CRR	450 000	350 000	1 200 000
		Water	Storage	Construction of Tulbagh storage dam	Tulbagh	11	RBIG	8 260 870	16 931 304	
		Water	Water	Upgrade Tierhokskloof bulk water pipeline, W	Wolseley	7	MIG			
1.1b	Upgrade & maintenance of network infrastructure	Electrical	Electrical	Electrical network refurbishment	Witzenber	All	CRR		1 200 000	1 272 000
		Electrical	Electrical	Upgrade of MV cables	Wolseley	7	CRR	1 400 000		800 000
		Electrical	Electrical	MV Network equipment	Witzenber	All	CRR	1 000 000	1 000 000	1 000 000
		Electrical	Electrical	Upgrade of LV network cables	Tulbagh	11	CRR	1 400 000	1 000 000	1 000 000
		Electrical	Electrical	Tools & Equipment	Witzenber	All	CRR	120 000	160 000	
		Electrical	Streetlight	Upgrade of streetlights	Witzenber	All	CRR	350 000	350 000	350 000
		Sanitation	Sanitation	Sewer network replacement programme	Witzenber	All	CRR	1 000 000	1 000 000	2 000 000
		Sanitation	Sanitation	Sewer pumps replacement programme	Witzenber	All	CRR	200 000	200 000	200 000
		Sanitation	Sanitation	Tools & Equipment	Witzenber	All	CRR	100 000	200 000	100 000
		Waste	Waste	Vehicle replacement programme	Witzenber	All	CRR	550 000	3 000 000	
		Water	Water	Infrastructure management system	Witzenber	All	CRR	300 000	200 000	200 000
		Water	Water	Tools & Equipment	Witzenber	All	CRR	100 000	100 000	100 000
		Water	Water	Water pipes & valves replacement programm	Witzenber	All	CRR	1 000 000	1 000 000	2 000 000
1.1c	Transport management & road maintenance	Roads &sw	Roads	Upgrade of roads network	Witzenber	All	CRR	-	2 000 000	2 500 000
		Roads &sw	Roads	Upgrade of Tulbagh roads	Tulbagh	11	CRR		3 000 000	4 500 000
		Roads &sw	Walkways	Pedestrian route along Nduli/R46 (RSEP)	Nduli	12	RSEP	434 783	434 783	
		Roads &sw	Walkways	Upgrade pavement Vosstr: Retiefstr to edge	Ceres	5	RSEP	1 304 348	1 304 348	
		Roads &sw	Walkways	of town (RSEP)	Ceres	6	CRR		1 400 000	
		Roads &sw	Transport	Taxi facility for Ceres CBD (Bella Vista taxi's)	Ceres	5	MIG		5 869 563	1 130 436
		Roads &sw	Transport		Ceres	5	CRR		1 391 304	
		Roads &sw	Roads	New Digger Loader	Witzenber	All	CRR	1 000 000		
		Roads &sw	Storm wat	Storm water infrastructure upgrading	Witzenber	All	CRR	300 000	450 000	450 000

Strategic Objective: 1.2 PROVIDE FOR THE NEEDS OF INFORMAL SETTLEMENTS THROUGH IMPROVED SERVICES

Programme		Department	Section	Project	Region	Ward	Funding Source	2018/19 Budget	2019/20 Budget	2020/21 Budget
1.2a	Implementation of human settlement plan (serviced sites)	Electrical	Electrical	Vredebes internal electrical network	Vredebes	5	INEP	4 347 826	3 895 652	5 565 217
		Electrical	Streetlight	Vredebes Phase 1 streetlights	Vredebes	5	MIG	1 536 522		
		Roads &sw	Roads	Vredebes Phase F2 Internal Roads	Vredebes	5	IHHSDG	5 406 079		
		Sanitation	Sanitation	Vredebes Phase F2 Internal Sanitation	Vredebes	5	IHHSDG	4 635 515		
		Roads &sw	Storm wat	Vredebes Phase F2 Internal Storm water	Vredebes	5	IHHSDG	2 648 866		
		Water	Water	Vredebes Phase F2 Internal Water	Vredebes	5	IHHSDG	4 635 515		
		Roads &sw	Roads	Nduli infill Internal Roads	Nduli	12	IHHSDG		1 739 130	1 739 130
		Sanitation	Sanitation	Nduli infill Internal Sanitation	Nduli	12	IHHSDG		1 739 130	1 739 130
		Roads &sw	Storm wat	Nduli infill Internal Storm water	Nduli	12	IHHSDG		1 739 130	1 739 130
		Water	Water	Nduli infill Internal Water	Nduli	12	IHHSDG		1 739 130	1 739 130
		Roads &sw	Roads	Vredebes/Nduli intersection	Vredebes	5	MIG			9 533 117
		Roads &sw	Roads	Vredebes/DuToit intersection	Vredebes	5	MIG			
		Roads &sw	Roads	Vredebes Access Collector (Phase 2)	Vredebes	5	MIG	9 130 434		
		Roads &sw	Roads	Vredebes Access Collector	Vredebes	5	CRR			
		Roads &sw	Storm wat	Vredebes external storm water	Vredebes	5	MIG	8 034 782	3 391 441	

5.9.2 Municipal Infrastructure Grant (MIG)

Municipal Infrastructure Grant (MIG)* Expenditure 2017/18 on Service backlogs R' 000					
Details	**Budget**	**Adjust-ments Budget**	**Actual**	**Variance**	
				Budget	**Adjust-ments Budget**
Infrastructure - Road transport	3 130	2 273	2 273	**-37,69%**	**-0,02%**
Roads, Pavements & Bridges	3 130	2 273	2 273	-37,69%	-0,02%
Storm water	–	–	–		
Infrastructure - Electricity	877	–	–		
Generation	–	–	–		
Transmission & Reticulation	–	–	–		
Street Lighting	877	–	–		
Infrastructure - Water	**9 212**	**10 987**	**10 983**	**16,12%**	**-0,04%**
Dams & Reservoirs	–	–	–		
Water purification	–	–	–		
Reticulation	9 212	10 987	10 983	16,12%	-0,04%
Infrastructure - Sanitation	**6 253**	**6 674**	**6 674**	**6,32%**	**0,00%**
Reticulation	6 253	6 674	6 674	6,32%	0,00%
Sewerage purification	–	–	–		
Infrastructure - Other	–	–	–		
Waste Management	–	–	–		
Transportation	–	–	–		
Gas	–	–	–		
Other Specify:	**25**	**11**	**11**	**-120,28%**	**0,00%**
Sport Facilities Wolseley	–	–	–		
Pine Valle Hall	–	–	–		
Project Management Equipment	25	11	11	-120,28%	0,00%
Operating Expenditure	–	–	–		
Total	**19 496**	**19 946**	**19 941**	**2,23%**	**-0,03%**

** MIG is a government grant program designed to fund a reduction in service backlogs, mainly: Water; Sanitation; Roads; Electricity. Expenditure on new, upgraded and renewed infrastructure is set out at Appendix M; note also the calculation of the variation. Variances are calculated by dividing the difference between actual and original/adjustments budget by the actual.*

COMPONENT C: CASHFLOW MANAGEMENT AND INVESTMENTS

Cash flow budgeting and management is of the utmost importance to ensure sufficient cash to meet obligations.

5.10 CASH FLOW

Cash Flow Outcomes				R'000
Description	2016/17	Current Year: 2017/18		
	Audited Outcome	Original Budget	Adjusted Budget	Actual
CASH FLOW FROM OPERATING ACTIVITIES				
Receipts				
Ratepayers and other	341 592	370 536	376 527	372 207
Government - operating	102 518	97 846	98 719	93 967
Government - capital	29 295	63 230	34 821	38 699
Interest	17 780	13 112	13 112	19 166
Payments				
Suppliers and employees	(426 689)	(369 994)	(406 473)	(424 386)
Finance charges	(16 957)	(938)	(938)	(15 676)
Transfers and Grants	–	(587)	(587)	–
NET CASH FROM/(USED) OPERATING ACTIVITIES	**47 539**	**173 205**	**115 182**	**83 978**
CASH FLOWS FROM INVESTING ACTIVITIES				
Receipts				
Proceeds on disposal of PPE	3 094	–	–	3 790
Decrease (Increase) in non-current debtors	7	–	–	–
Payments				
Capital assets	(61 843)	(83 247)	(66 217)	(63 800)
NET CASH FROM/(USED) INVESTING ACTIVITIES	**(58 742)**	**(83 247)**	**(66 217)**	**(60 010)**
CASH FLOWS FROM FINANCING ACTIVITIES				
Receipts				
Short term loans	–			–
Borrowing long term/refinancing				
Increase (decrease) in consumer deposits	449	–	–	1 023
Payments				
Repayment of borrowing	(9 952)	(3 500)	(3 500)	(3 818)
NET CASH FROM/(USED) FINANCING ACTIVITIES	**(9 504)**	**(3 500)**	**(3 500)**	**(2 795)**
NET INCREASE/ (DECREASE) IN CASH HELD	**(20 707)**	**86 458**	**45 465**	**21 173**
Cash/cash equivalents at the year begin:	97 040	76 333	76 333	76 333
Cash/cash equivalents at the year end:	**76 333**	**162 792**	**121 798**	**97 506**
Source: MBRR SA7				T5.9.1

5.11 GROSS OUTSTANDING DEBTORS PER SERVICE

Financial year	Rates	Trading services (Electricity and Water)	Economic services (Sanitation and Refuse)	Housing rentals	Other	Total
	(R'000)					
2016/17	23 714	108 878	64 128	1 483	5 164	203 367
2017/18	23 957	92 869	54 825	1 199	3 720	176 570
Difference	243	(16 009)	(9 303)	(285)	(1 444)	(26 797)
% growth year on year	**1%**	**-15%**	**-15%**	**-19%**	**-28%**	**-13%**

Note: Figures excludes provision for bad debt

5.12 TOTAL DEBTORS AGE ANALYSIS

Financial year	Less than 30 days	Between 30-60 days	Between 60-90 days	More than 90 days	Total
	R'000	R'000	R'000	R'000	R'000
2016/17	51 227	4 301	2 986	144 854	203 367
2017/18	47 169	5 090	3 806	120 505	176 570
Difference	(4 058)	789	821	(24 349)	(26 797)
% growth year on year	**-8%**	**18%**	**27%**	**-17%**	**-13%**

Note: Figures excludes provision for bad debt

The Auditor-General of South Africa has, in its report on the 2017/2018 financial statements of the Municipal Council, has emphasised the material impairment of R 101 million of receivables from exchange transactions and R 118 million of receivables from non-exchange transactions.

The gross outstanding service debtors in total decreased with 13% in relation to the 2016/2017 financial year. The main contributing factor for the decrease is the writing off of bad debt.

The leading contributors to the outstanding debt are water at 32% and sanitation and refuse at 31%.

The effective implementation of the Credit Control Policy in areas where Eskom is a supplier of electricity is playing a major role in the escalation of the service debtors. Council has approved that prepaid water meters be installed in these areas which will assist in the recouping of the service charges.

The majority of households are working in the Agricultural sector which has been adversely affected by strikes and drought not only impacting negatively on the income potential of the breadwinners but also on the Municipal coffers.

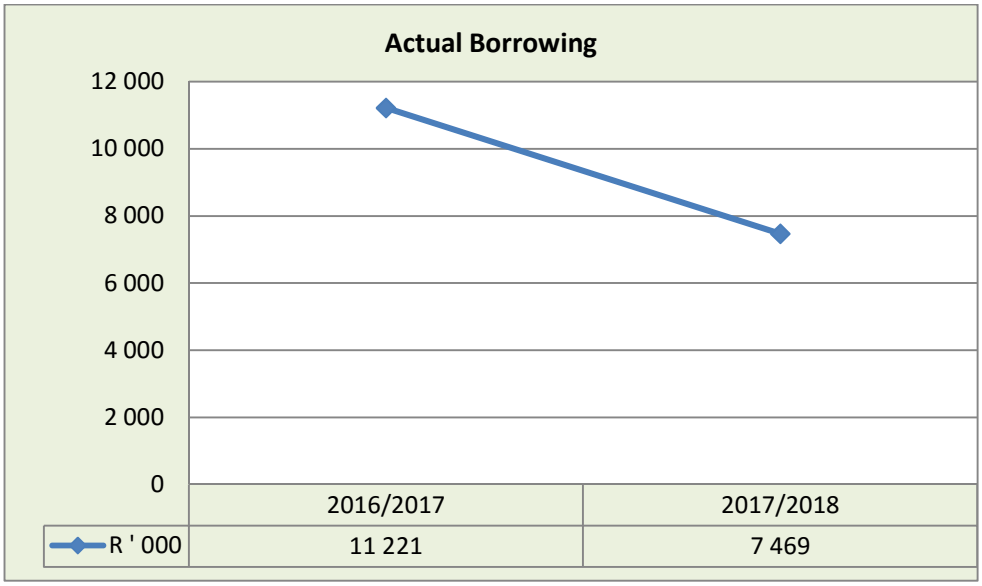
Concerted efforts are being made, inter alia through our service provider to recover debts older than 90 days which constitutes 78% of total outstanding debt.

5.13 BORROWINGS AND INVESTMENT

5.13.1 Actual Borrowings

Instrument	2016/2017	2017/2018
	R'000	
Long(Term Loans (annuity/reducing balance)	11 221	7 469
Long(Term Loans (non(annuity)	0	0
Local registered stock	0	0
Instalment Credit	0	0
Financial Leases	0	0
PPP liabilities	0	0
Finance Granted By Cap Equipment Supplier	0	0
Marketable Bonds	0	0
Non(Marketable Bonds	0	0
Bankers Acceptances	0	0
Financial derivatives	0	0
Other Securities	0	0
Municipality Total	**11 221**	**7 469**

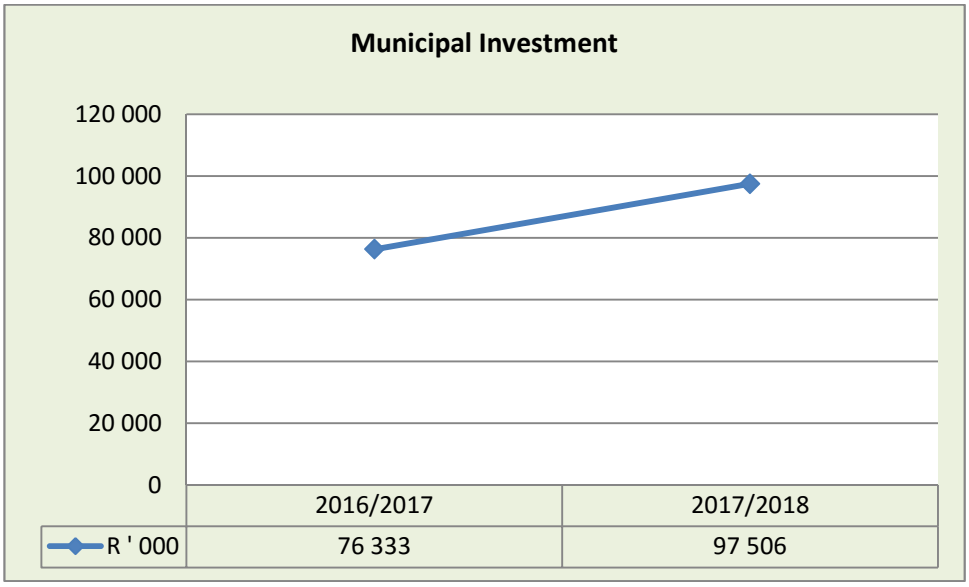
The following graph shows the municipal actual borrowings for the past two years:



5.13.2 Municipal Investments

Investment type	2016/2017	2017/2018
	R'000	R'000
Securities (National Government	-	-
Listed Corporate Bonds	-	-
Deposits (Bank	76 333	97 506
Deposits (Public Investment Commissioners	-	-
Deposits (Corporation for Public Deposits	-	-
Bankers Acceptance Certificates	-	-
Negotiable Certificates of Deposit (Banks	-	-
Guaranteed Endowment Policies (sinking)	-	-
Repurchase Agreements (Banks	-	-
Municipal Bonds	-	-
Other	-	-
Municipality Total	**76 333**	**97 506**

Witzenberg Municipality needs to increase the available investments in order to be financially more viable. This can only be achieved if the payment for rates and taxes improve.



COMPONENT D: OTHER FINANCIAL MATTERS

5.14 SUPPLY CHAIN MANAGEMENT

Witzenberg Municipality implemented policies and practices in compliance with the guidelines stipulated by the SCM Regulations 2005. No councillors are members of any committees handling supply chain processes.

5.15 GRAP COMPLIANCE

GRAP is the acronym for Generally Recognized Accounting Practice and it provides the accounting standards by which municipalities are required to maintain their financial accounts. Successful GRAP compliance will ensure that municipal accounts are comparable and more informative for the municipality. It will also ensure that the municipality is more accountable to its citizens and other stakeholders.

CHAPTER 6 – AUDITOR-GENERAL AUDIT FINDINGS

COMPONENT A: AUDITOR-GENERAL OPINION 2017/18

6.1 AUDITOR-GENERAL REPORTS 2016/17

Auditor-General Report on Financial Performance 2016/17	
Status of the audit report:	**Unqualified**
Issue raised	**Corrective step implemented**
Emphasis of matter:	
Material impairments	
As disclosed in notes 3 to the financial statements, the municipality has provided for the impairment of receivables from exchange transactions amounting to R129,4 million (2015-16: R106,3 million)	A report will be submitted to Council to consider the write off of irrecoverable debt.
As disclosed in note 4 to the financial statements, the municipality has provided for impairment of receivables from non-exchange transactions amounting to R54,4 million (2015-16: R38,9 million).	New service provider appointed for the collection of traffic fines
Restatement of corresponding figures	
As disclosed in note 36 to the financial statements, the corresponding figures for 30 June 2016 have been restated as a result of errors discovered during 2016-17 in the financial statements of the municipality for the year ended 30 June 2016.	None

6.2 AUDITOR-GENERAL REPORTS 2017/18

Auditor-General Report on Financial Performance 2017/18	
Status of the audit report:	**Unqualified**
Issue raised	**Corrective step implemented**
Emphasis of matter:	
Material impairments	
As disclosed in notes 3 to the financial statements, the municipality has provided for an impairment of R101 ,4 million (2016-17: R129,4 million) on receivables from exchange transactions.	Water management devices were procured and will be installed to help consumers to manage their water consumption.
As disclosed in note 4 to the financial statements, the municipality has provided for impairment of receivables from non-exchange transactions amounting to R68 million (2016-17: R53,5 million).	The bulk of the outstanding receivables from non-exchange transactions are in respect of traffic fines. A report must be submitted to Council to consider the write off of irrecoverable fines.
Restatement of corresponding figures	
As disclosed in note 37 to the financial statements, the corresponding figures for 30 June 2017 have been restated as a result of the municipal standard charts of account (mSCOA) implementation and errors discovered during 2017-18 in the financial statements of the municipality for the year ended 30 June 2018.	None

LIST OF ABBREVIATIONS

AG	Auditor-General	**MMC**	Member of the Mayoral Committee
CAPEX	Capital Expenditure	**MIG**	Municipal Infrastructure Grant
CBP	Community Based Planning	**MM**	Municipal Manager
CFO	Chief Financial Officer	**MRF**	Material Recovery Facilities
DPLG	Department of Provincial and Local Government	**MSA**	Municipal Systems Act No. 32 of 2000
DWA	Department of Water Affairs	**MTECH**	Medium Term Expenditure Committee
EE	Employment Equity	**NGO**	Non-governmental organisation
GAMAP	Generally Accepted Municipal Accounting Practice	**NT**	National Treasury
GRAP	Generally Recognised Accounting Practice	**OPEX**	Operating expenditure
HR	Human Resources	**PMS**	Performance Management System
IDP	Integrated Development Plan	**PPP**	Public Private Partnership
IFRS	International Financial Reporting Standards	**PT**	Provincial Treasury
IMFO	Institute for Municipal Finance Officers	**SALGA**	South African Local Government Organisation
KPA	Key Performance Area	**SAMDI**	South African Management Development Institute
KPI	Key Performance Indicator	**SCM**	Supply Chain Management
LED	Local Economic Development	**SDBIP**	Service Delivery and Budget Implementation Plan
MAYCO	Executive Mayoral Committee	**SDF**	Spatial Development Framework
MFMA	Municipal Finance Management Act (Act No. 56 of 2003)		

APPENDICES:

A	Councillors; Committee Allocation and Council Attendance
B	Committee and Committee Purpose
C	Third Tier Administrative structure
D	Functions of Municipality/Entity
E	Ward Reporting
F	Ward Information
G	Recommendations of the Municipal Audit Committee
H	Long term Contracts and Public Private Partnership
I	Municipal Entity/Service Provider Performance Schedule
J	Disclosure of Financial Interest
K	Revenue Collection Performance
L	Conditional Grants Received: Excluding MIG
M	Capital Expenditure – New & Upgrade/ Renewal Programmes: Including MIG
N	Capital Programme by Project current year
O	Capital Programme by project by Ward current year
P	Service Connection Backlogs at Schools and Clinics
Q	Service Backlogs Experienced by the Community where another Sphere of Government is Responsible for Service Provision
R	Declaration of Loans and Grants Made by the Municipality
S	Declaration of Returns not Made in due Time under MFMA s71
T	National and Provincial Outcome for local government

A Councillors; Committee Allocation and Council Attendance

See also Chapter 2.1.1 of Annual Report

Name of Councillor / Alderman	Capacity	Committee	Political Party	Ward representing or proportional
TE Abrahams	Mayco Member	Local Economic Development, Tourism and Marketing	DA	Proportional
K Adams	Deputy Executive Mayor	Community Development	DA	Ward 6
P Daniels	Councillor	Community Development	DA	Ward 7
TT Godden	Speaker		Cope	Proportional
P Heradien	Councillor	Local Economic Development, Tourism and Marketing	ICOSA	Proportional
SJ Hugo	Councillor	Corporate and Financial Services	ANC	Ward 9
DM Jacobs	Councillor	Technical Services	EFF	Proportional
D Kinnear	Councillor	Corporate and Financial Services	DA	Proportional
BC Klaasen	Executive Mayor		DA	Proportional
GG Laban	Councillor	Community Development	Witzenberg Aksie	Proportional
C Lottering	Councillor	Local Economic Development, Tourism and Marketing	DA	Ward 2
M Mdala	Councillor	Technical Services	ANC	Ward 12
TP Mgoboza	Councillor	Corporate and Financial Services	ANC	Ward 10
ZS Mzauziwa	Councillor	Housing Matters	DA	Proportional
N Phatsoane	Councillor	Community Development	ANC	Ward 1
JT Phungula	Councillor	Housing Matters	ANC	Proportional
JW Schuurman	Alderman	Corporate and Financial Services	ANC	Proportional
EM Sidego	Mayco Member	Housing Matters	DA	Ward 11
RJ Simpson	Councillor	Technical Services	ANC	Proportional
HJ Smit	Mayco Member	Corporate and Financial Services	DA	Ward 5
D Swart	Councillor	Technical Services	DA	Ward 3
HF Visagie	Councillor	Local Economic Development, Tourism and Marketing	ANC	Ward 8
JJ Visagie	Mayco Member	Technical Services	DA	Ward 4

Council Meeting dates	Number of items submitted	Percentage Council Meetings Attendance	Percentage Apologies for non-attendance
26 July 2017	31	96%	4%
21 August 2017	8	87%	13%
27 September 2017	31	92%	8%
25 October 2017	30	83%	17%
5 December 2017	35	87%	13%
21 December 2017	5	70%	30%
24 January 2018	15	92%	8%
28 February 2018	27	83%	17%
28 March 2018	30	96%	4%
29 May 2018	23	74%	26%
29 June 2018	11	83%	17%

Councillors attendance				
Council Members	Full Time / Part Time	*Ward and/ or Party Represented	Percentage Council Meetings Attendance	Percentage Apologies for non-attendance
	FT/PT		%	%
TE Abrahams	FT	Proportional: DA	100%	0%
K Adams	FT	Ward 6: DA	100%	0%
P Daniels	PT	Ward 7: DA	100%	0%
TT Godden	FT	Proportional: COPE	100%	0%
P Heradien	PT	Proportional: ICOSA	55%	27%
SJ Hugo	PT	Ward 9: ANC	9%	0%
DM Jacobs	PT	Proportional: EFF	100%	0%
D Kinnear	PT	Proportional: DA	100%	0%
BC Klaasen	FT	Proportional: DA	91%	9%
GG Laban	PT	Proportional: ANC	82%	18%
C Lottering	PT	Ward 2: DA	100%	0%
M Mdala	PT	Ward 12: ANC	64%	27%
TP Mgoboza	PT	Ward 10: ANC	91%	9%
ZS Mzauziwa	PT	Proportional: DA	91%	9%
N Phatsoane	PT	Proportional: ANC	91%	9%
JT Phungula	PT	Proportional: ANC	73%	27%
JW Schuurman	PT	Proportional: ANC	82%	18%
EM Sidego	FT	Ward 11: DA	100%	0%
RJ Simpson	PT	Proportional ANC	100%	0%
HJ Smit	FT	Ward 5: DA	100%	0%
D Swart	PT	Ward 3: DA	82%	18%
HF Visagie	PT	Ward 8: ANC	64%	18%
JJ Visagie	FT	Ward 4: DA	91%	9%

B Committee and Committee Purpose

See also Chapter 2.1.2 of Annual Report

Executive Mayoral Committee

The Executive Mayor of the Municipality, Councillor BC Klaasen, assisted by the Mayoral Committee, heads the executive arm of the Municipality. The Executive Mayor is at the centre of the system of governance, since executive powers are vested in him to manage the day-to-day affairs. This means that he has an overarching strategic and political responsibility. The key element of the executive model is that executive power is vested in the Executive Mayor, delegated by the Council, as well as the legislative powers assigned to these parties. Although accountable for the strategic direction and performance of the Municipality, the Executive Mayor operates in collaboration with the Mayoral Committee.

Name of member	Capacity
Mayco Member Alderman H Smit 17/08/2016-	Chairperson: Committee for Corporate and Financial Services
Mayco Member Councillor JJ Visagie 17/08/2016-	Chairperson: Committee for Technical Services
Mayco Member Councillor TE Abrahams 17/08/2016-	Chairperson: Committee for Local Economic Development, Tourism and Marketing
Mayco Member Deputy Executive Mayor Councillor K Adams 17/08/2016 -	Chairperson: Committee for Community Development
Mayco Member E Sidego 17/08/2016 -	Chairperson: Committee for Housing Matters

Portfolio Committees

In terms of section 80 of the Municipal Structures Act 1998, if a Council has an executive committee; it may appoint, in terms of Section 79, committees of councillors to assist the executive committee or Executive Mayor. Section 80 committees are permanent committees that specialise in a specific functional area of the municipality and may in some instances make decisions on specific functional issues. They advise the executive committee on policy matters and make recommendations to Council.

The portfolio committees for the 2017/18 Mayoral term and their Chairpersons are as follows:

Committee	Chairperson	Section 79 or 80 Committee	Number of minutes submitted to Council	Meeting Date
Committee for Housing Matters	Councillor E Sidego 03/08/2016-	Section 80	11	10 August 2017 14 September 2017 12 October 2017 9 November 2017 13 December 2017 8 February 2018 1 March 2018 8 March 2018 12 April 2018 10 May 2018 7 June 2018
Committee for Community Development	Councillor K Adams 03/08/2016-	Section 80	6	21 September 2017 19 October 2017 15 February 2018

Committee	Chairperson	Section 79 or 80 Committee	Number of minutes submitted to Council	Meeting Date
				15 March 2018 19 April 2018 24 May 2018
Committee for Corporate and Financial Services	Alderman H Smit 03/08/2016-	Section 80	6	17 August 2017 21 September 2017 16 November 2017 15 March 2018 19 April 2018 24 May 2018
Committee for Technical Services	Councillor J Visagie 03/08/2016-	Section 80	8	16 August 2017 20 September 2017 18 October 2017 15 November 2017 14 March 2018 18 April 2018 23 May 2018 13 June 2018
Committee for Local Economic Development, Tourism and Marketing	Councillor T Abrahams 03/08/2016-	Section 80	7	16 August 2017 20 September 2017 18 October 2017 15 November 2018 14 March 2018 18 April 2018 13 June 2018

C Third Tier Administrative structure

See also Chapter 2.2 of Annual Report

The Municipal Manager is the Accounting Officer of the municipality. He is the head of the administration and primarily has to serve as chief custodian of service delivery and implementation of political priorities. He is assisted by his directorship, which constitutes the management team below:

Name of Official	Department	Performance agreement signed (Yes/No)
David Nasson	Municipal Manager	Yes
Cobus Kritzinger	Chief Financial Officer	Yes
Monwabisi Mpeluza	Director: Corporate Services	Yes
Jo-Ann Krieger	Director: Community Services	Yes
Joseph Barnard	Director: Technical Services	Yes

D Functions of Municipality/Entity

See also Chapter 3.1.11 of Annual Report

Municipal Function	Municipal Function: Yes / No
Constitution Schedule 4, Part B functions:	
Air pollution	Yes
Building regulations	Yes
Child care facilities	No (support)
Electricity and gas reticulation	Yes
Fire fighting services	Yes
Local tourism	No (support)
Municipal airports	No
Municipal planning	Yes
Municipal health services	No
Municipal public transport	No (only planning & operating licenses)
Municipal public works only in respect of the needs of municipalities in the discharge of their responsibilities to administer functions specifically assigned to them under this Constitution or any other law	Yes
Pontoons, ferries, jetties, piers and harbours, excluding the regulation of international and national shipping and matters related thereto	No
Storm water management systems in built-up areas	Yes
Trading regulations	Yes
Water and sanitation services limited to potable water supply systems and domestic waste-water and sewage disposal systems	Yes
Constitution Schedule 5, Part B functions:	
Beaches and amusement facilities	Yes
Billboards and the display of advertisements in public places	Yes
Cemeteries, funeral parlours and crematoria	Yes
Cleansing	Yes
Control of public nuisances	Yes
Control of undertakings that sell liquor to the public	Yes
Facilities for the accommodation, care and burial of animals	Yes
Fencing and fences	Yes
Licensing of dogs	Yes
Licensing and control of undertakings that sell food to the public	No
Local amenities	Yes
Local sport facilities	Yes
Markets	No

Municipal Function	Municipal Function: Yes / No
Municipal abattoirs	No
Municipal parks and recreation	Yes
Municipal roads	Yes
Noise pollution	Yes
Pounds	Yes
Public places	Yes
Refuse removal, refuse dumps and solid waste disposal	Yes
Street trading	Yes
Street lighting	Yes
Traffic and parking	Yes

E Ward Reporting

See also Chapter 2.4.2 of Annual Report

Functionality of ward committees:

Ward Number	Committee established: Yes / No	Number of reports submitted to the Speakers/IDP Office	Number meetings held during the year	Committee functioning effectively: Yes / No
1	Yes	6	9	Yes
2	Yes	6	10	Yes
3	Yes	8	9	Yes
4	Yes	4	9	Yes
5	Yes	3	6	Yes
6	Yes	6	8	Yes
7	Yes	5	9	Yes
8	Yes	8	12	Yes
9	Yes	3	5	Yes
10	Yes	6	10	Yes
11	Yes	5	10	Yes
12	Yes	4	8	Yes

Ward Committees establishment:

Ward 1: N'Duli (Polo Cross Hall)

Name of representative	Capacity representing	Number meetings held during the year
Sipho Mdange	Sport & Culture	9
Cynthia Davids	Health & Social	
Raymond Stuurman	Safety	
Andile Gili	Youth	
Mandisa Hinana	Education	
Kenneth Mbangula	Business Community	
Noxolo Mbali	Women	
Thubalakhe Mhlakwapalwa	Churches	
Johannes Busakwe	Civics & Taxes	
Lungisile Kondlo	Disabled& Elderly	

Ward 2: Wolseley (Montana Library)

Name of representative	Capacity representing	Number meetings held during the year
	Safety	10
Audrey Longman	Education	
Lucille Classen	Health & Social	
Elizabeth Van Rooyen	Disability & Eldery	
Annemien Bezuidenhout	Civics & Taxes	
Elizabeth Wynand	Women	
Katrina Van Rensburg	Business Community	
Cornelia Moses	Youth	
Adan Maarman	Sport & Culture	
Brian Albertus	Churches	

Ward 3: Ceres (Rietvallei Library)

Name of representative	Capacity representing	Number meetings held during the year
Adriaan Williams	Business Community	9
Mark Mentoor	Health & Social	
Marinda Mankapan	Women	
Hendrik Titus	Churches	
Lorencia Jacobs	Safety	
Mariaan Van Rooi	Youth	
Elizabeth Velensky	Disabled & Elderly	
Saartjie Franse	Sport & Culture	
Amanda Whitebooi	Education	
Ronald Ross	Civics & Taxes	

Ward 4: Prince Alfred's Hamlet (Kliprug Community Hall)

Name of representative	Capacity representing	Number meetings held during the year
Alma Goosen	Business Community	9
David Mentoor	Civics & Taxes	
Johan Jacobs	Youth	
Jane Haas	Women	
	Safety	
Anneline Smit	Churches	
Jerome Barends	Sport & Culture	
Moses Davids	Health & Social	

Name of representative	Capacity representing	Number meetings held during the year
Jacobus de Wee	Disabled & Elderly	
Le-Marco Smit	Education	

Ward 5: Ceres (John Steyn Library)

Name of representative	Capacity representing	Number meetings held during the year
Hyno Baartman	Health & Social	6
Amelia Abrahams	Disabled & Elderly	
Angeline Wildschut	Youth	
Marius Koopman	Civics & Taxes	
Rudolf Nel	Sport & Culture	
Fiona Hardneck	Churches	
Sylvia Cupido	Women	
Jonathan Nel	Safety	
Ronnie Philander	Education	
Alistair Nasson	Business & Community	

Ward 6: Bella Vista (Bella Vista Library)

Name of representative	Capacity representing	Number meetings held during the year
Frederika Koopman	Youth	8
Joey Jantjies	Churches	
Melanie Bé	Disabled & Elderly	
Sara Krotz	Sport & Culture	
Chantel Pietersen	Health & Social	
Johannes Crotz	Safety	
Oelsen Seroot	Business & Community	
Sylvia Minnaar	Women	
Letichia Crotz	Education	
Alwyn Fransman	Civics & Taxes	

Ward 7: Wolseley (Montana Library)

Name of representative	Capacity representing	Number meetings held during the year
Deborah Hlongwana	Churches	9
Magdalena Julius	Business Community	
Jacquelina Fortuin	Youth	

Name of representative	Capacity representing	Number meetings held during the year
Edward Nchephe	Safety	
Kenneth Carelse	Sport & Culture	
Paulina Basson	Health & Social	
Anne Swarts	Women	
Lambertus Johnson	Civics &Taxes	
Piet Klink	Disable &Elderly	

Ward 8: Op -Die-Berg (Op-die-Berg Aksent Office)

Name of representative	Capacity representing	Number meetings held during the year
Brendon Maqhina	Disable & Elderly	12
Lena Pieters	Sport & Culture	
Ayanda Teni	Business Community	
Magrieta Baardman	Women	
Elzaan Ruiters	Youth	
Legina Baleni	Churches	
Albertus Nel	Safety	
Chriszelda Mars	Health & Social	
Gert Jantjies	Education	
Johannes Fransman	Civic & taxis	

Ward 9: Op-die-Berg

Name of representative	Capacity representing	Number meetings held during the year
Francic Mackenzie	Churches	5
Carlo Galant	Health &Social	
Ndelelo Shweni	Disabled & Elderly	
Annie Jansen	Women	
Tom Persens	Education	
Jika Bongiswa	Civics & Taxes	
Mzwandile Phuphuma	Safety	
Aneline Arries	Youth	
Chrisjan Fortuin	Sport & Culture	

Ward 10: PA Hamlet (Council Chambers)

Name of representative	Capacity representing	Number meetings held during the year

Name of representative	Capacity representing	Number meetings held during the year
Sophia De Bruin	Health & Social	
Juliana Appollis	Civics & Taxes	
Clive Young	Education	
Berend Skippers	Sport &Culture	
Bruce Salvester	Business Community	
Jacob Faro	Churches	
Leonard Baardman	Safety	
Clara Swarts	Disable &Elderly	

Ward 11: Tulbagh (Council Chamber)

Name of representative	Capacity representing	Number meetings held during the year
Sittimio Louw	Education	10
Jonathan Fransman	Sport & Culture	
Gerald Davids	Sport & Culture	
Rosina Jooste	Churches	
Raymond Malapo	Women	
Ann Myburgh	Disabled & Elderly	
Daniel Thomas	Civics &Taxes	
Nceba Nyosana	Youth	
Theo Lombaard	Business Community	
Sittimio Louw	Safety	

Ward 12: N'Duli (Community Hall)

Name of representative	Capacity representing	Number meetings held during the year
Zingiswa Senoamali	Education	8
Mncedisi Gili	Disabled &Elderly	
Jevon Lukas	Churches	
Thembakazi Ncaphayi	Health & Social	
Kholekile Mrwetyana	Business Community	
Humphry Ndwanya	Safety	
Namhla Mdala	Sport & Culture	
N Ruth Yisa	Women	
Siyabonga Gaba	Civics & Taxes	
Bulelwa Mzwakali	Youth	

F Ward Information

See also Chapter 3.1.9 of Annual Report

Overview of performance per ward:

Ward 1 & 12: N'Duli

Capital Projects				
No.	**Project Name and detail**	**Start Date**	**End Date**	**Total Value R**
1	New N'Duli reservoir	Nov 2016	March 2018	R 13m
The above analysis include only the largest capital project of the ward				

Basic Service Provision					
Detail	**Water**	**Sanitation**	**Electricity**	**Refuse**	**Housing**
Formal households	1 119	1 123	1 711	1 116	
Informal households	564	564		564	
Total Households*	**1 683**	**1 687**	**1 711**	**1 680**	
Houses completed in year					0
Shortfall in Housing units					1 662
Formal households calculated based on accounts issued (excluding informal households which is actual households)					

Top Four Service Delivery Priorities for Ward	
Priority Name and Detail	**Progress During 2017/18**
Sewer network	Periodic maintenance
Street/flood lights and electrical failure due to illegal connections	Illegal connections remain high priority to be addressed
Ablution facilities for informal areas	Periodic maintenance
Housing need	635 Serviced sites in process of development in Vredebes

Ward 3 & 5: Ceres

Capital Projects				
No.	**Project Name and detail**	**Start Date**	**End Date**	**Total Value R**
1	Traffic Test Centre	Nov 2017	March 2018	R 2,2m
2	Bulk sanitation for Vredebes	June 2017	May 2018	R 9,3m
3	Vredebes Access Collector Ph1	March 2017	Dec 2017	R 5,7m
4	Upgrade Die Eiland swimming pool	March 2017	Sept 2017	R 0,6m
5	Vredebes Phase F1 Internal Services	March 2018	Dec 2018	R 33m
The above analysis include only the largest capital project of the ward				

Basic Service Provision					
Detail	**Water**	**Sanitation**	**Electricity**	**Refuse**	**Housing**
Formal households	2 435	2 268	3 015	2 276	
Informal households					
Total Households*	**2 435**	**2 268**	**3 015**	**2 276**	
Houses completed in year					
Shortfall in Housing units (include Ceres & Bella Vista)					2 212
Formal households calculated based on accounts issued (excluding informal households which is actual households)					

Top Four Service Delivery Priorities for Ward		
No.	**Priority Name and Detail**	**Progress During 2017/18**
1	Playgrounds	Borehole for park irrigation
2	Closing off of Bassonsloot	Completed
3	Rotational skip removal	New Waste Management Policy
4	Housing need	635 Serviced sites being developed at Vredebes

Ward 4 & 6: Bella Vista

Capital Projects				
No.	**Project Name and detail**	**Start Date**	**End Date**	**Total Value R**
1	Bella Vista bulk water supply	Aug 2017	May 2018	R 6m
The above analysis include only the largest capital project of the ward				

Basic Service Provision					
Detail	**Water**	**Sanitation**	**Electricity**	**Refuse**	**Housing**
Formal households	2 558	2 571	2 554	2 517	
Informal households					
Total Households*	**2 558**	**2 571**	**2 554**	**2 517**	
Houses completed in year					107
Shortfall in Housing units (included under Ceres)					
Formal households calculated based on accounts issued (excluding informal households which is actual households)					

Top Four Service Delivery Priorities for Ward		
No.	**Priority Name and Detail**	**Progress During 2017/18**
1	Business hub/mini CBD for Bella Vista	Discussions with Rural Development for funding
2	Clamp down on illegal dumping of refuse.	New Waste Management Policy
3	Off-ramp lanes at Bella Vista entrances	Traffic study underway.
4	Housing need	Development at Vredebes

Ward 4 & 10: Prince Alfred's Hamlet

Basic Service Provision					
Detail	**Water**	**Sanitation**	**Electricity**	**Refuse**	**Housing**
Formal households	1 224	1 201	Eskom	1 201	
Informal households					
Total Households*	**1 224**	**1 201**	**Eskom**	**1 201**	
Houses completed in year					
Shortfall in Housing units					1 479
Formal households calculated based on accounts issued (excluding informal households which is actual households)					

Top Four Service Delivery Priorities for Ward		
No.	**Priority Name and Detail**	**Progress During 2017/18**
1	Not all dwellings connected to main sewer line	Rest of Kliprug to be connected in 18/19, investigation for rest.
2	Effective placement of skips	New Waste Management Policy
3	Better controlled refuse removal in Phases areas	New Waste Management Policy
4	Housing need	Development at Vredebes

Ward 9: Op-Die-Berg

Basic Service Provision					
Detail	**Water**	**Sanitation**	**Electricity**	**Refuse**	**Housing**
Formal households	542	530	Eskom	577	
Informal households					
Total Households*	**542**	**530**	**Eskom**	**577**	
Houses completed in year					
Shortfall in Housing units					891
Formal households calculated based on accounts issued (excluding informal households which is actual households)					

Top Four Service Delivery Priorities for Ward		
No.	**Priority Name and Detail**	**Progress During 2017/18**
1	The location public ablutions facilities in the CBD area	Budgeted for in 2018/19
2	Illegal house shops, need to be regulated	Continued law enforcement & inspections
3	Illegal shebeens need to be closed	Continued law enforcement & inspections
4	Speed calming still a problem	Increased law enforcement

Ward 7 & 11: Tulbagh

Capital Projects				
No.	**Project Name and detail**	**Start Date**	**End Date**	**Total Value R**
1	Roads rehabilitation – Piet Retiefstr	March 2018	May 2019	R 13,7m
The above analysis include only the largest capital projects of the ward				

Basic Service Provision					
Detail	**Water**	**Sanitation**	**Electricity**	**Refuse**	**Housing**
Formal households	1 822	1 915	2 221	2 145	
Informal households	812	812		812	
Total Households*	**2 634**	**0 727**	**2 221**	**2 957**	
Houses completed in year					
Shortfall in Housing units					1 508
Formal households calculated based on accounts issued (excluding informal households which is actual households)					

Top Four Service Delivery Priorities for Ward		
No.	**Priority Name and Detail**	**Progress During 2017/18**
1	Illegal house shops, need to be regulated	Continued law enforcement & inspections
2	Illegal shebeens need to be closed	Continued law enforcement & inspections
3	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.
4	Sewerage network in Chris Hani area needs to be maintained regularly	Periodic maintenance

Ward 2 & 7: Wolseley

Capital Projects				
No.	**Project Name and detail**	**Start Date**	**End Date**	**Total Value R**
1	Upgrading of Montana Hall	October 2017	May 2018	250 000
The above analysis include only the largest capital projects of the ward				

Basic Service Provision					
Detail	**Water**	**Sanitation**	**Electricity**	**Refuse**	**Housing**
Formal households	2 546	2 653	2 749	2 435	
Informal households	338	338		338	
Total Households*	**2 884**	**2 991**	**2 749**	**2 773**	
Houses completed in year					
Shortfall in Housing units					1 816
Formal households calculated based on accounts issued (excluding informal households which is actual households)					

Top Four Service Delivery Priorities for Ward (Highest Priority First)		
No.	**Priority Name and Detail**	**Progress During 2017/18**
1	Replacement and maintenance of roads	Periodic maintenance
2	Small-scale farmers need land for their animals	Rural Development and Department of Agriculture in process to investigate suitable land availability.
3	Secure fencing at the graveyard	Budgeted for in 2018/19
4	Illegal shebeens need to be closed	Continued law enforcement and inspections

G Recommendations of the Municipal Audit Committee

See also Chapter 2.7.3 of Annual Report

Date of the PRAC meetings	Committee recommendations during 2017/18	Recommendations adopted
08-Sep-17	To recommend to the Executive Mayoral Committee and Council: that the Quarterly Budget Statement [Section 52(d)] Report for 1 April 2017 to 30 June 2017 be noted and accepted.	Yes
08-Sep-17	That the PRAC finalise the Second Bi-Annual Report on Performance Management for 2016/2017 and submit the same to the Department Administration for tabling to Council.	Yes
08-Sep-17	To recommend to the Mayco and Council that the Section 71 monthly report of the Department Finance for June 2017 be noted and accepted.	Yes
08-Sep-17	That the PRAC recommends to the Mayco and Council that the Internal Audit Charter from 1 July 2017 to 30 June 2018 be approved.	Yes
08-Sep-17	(b) that the Risk Based Audit Plan for 2017/2018 be finalised and tabled to Council for approval.	Yes
22-Nov-17	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that notice be taken of the Section 71 monthly reports of the Department Finance for July, August and September 2017 and the same be accepted.	Yes
15-Jan-18	To recommend to Council: that the Quarterly Budget Statement [Section 52(d) Report] for the period 1 July 2017 until 30 September 2017 be noted and accepted.	Yes
15-Jan-18	*That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that notice be taken of the Section 71 monthly reports of the Department Finance for October and November 2017 and the same be accepted.*	Yes
15-Jan-18	*That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that the Audit Report and Financial Statements for 2016/2017 be noted and the same be accepted.*	Yes
15-Jan-18	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council that it be concluded that the Witzenberg Internal Audit Activity is allowed to fulfil its responsibilities and that the Internal Audit Activity is independent.	Yes
15-Jan-18	That the Performance, Risk and Audit Committee recommends to Council that notice be taken of the Performance, Risk and Audit Committee report as at 30 June 2017 as an annexure to the Annual Report 2016/2017 and the same be accepted.	Yes
02-Mar-18	that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:	Yes

Date of the PRAC meetings	Committee recommendations during 2017/18	Recommendations adopted
	that notice be taken of the Internal Audit Report in respect of the Performance Management System for the second quarter of 2017/2018 and the same be approved and accepted.	
02-Mar-18	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council: that notice be taken of the Mid-year Budget Statement and Performance Assessment (Section 72 Report) for the period 1 July to 31 December 2017 and the same be approved and accepted.	Yes
02-Mar-18	that Committee members send their inputs by 9 March 2018 after which the report will be updated by the Chairperson and the Head of Internal Audit for submission to Council.	Yes
02-Mar-18	That the Performance, Risk and Audit Committee recommends to Council: that notice be taken of the Internal Audit Report on the Performance Management System for the first quarter of 2017/2018 and the same be approved and accepted.	Yes
02-Mar-18	That the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council: that notice be taken of the Section 71 monthly reports of the Department Finance for December 2017 and January 2018 and the same be approved and accepted.	Yes
02-Mar-18	That the Performance, Risk and Audit Committee recommends to Council: (i) that notice be taken of the report with regard to the writing off of interest and arrear monies for household debt and other irrecoverable outstanding amounts and the same be approved and accepted.	Yes
02-Mar-18	ii) That the irrecoverable arrears to the value of R51 486 498-58 be written off.	Yes
02-Mar-18	That the Performance, Risk and Audit Committee recommends to Council: that notice be taken of the Quarterly Budget Statement Report [Section 52(d)] for the period 1 October 2017 to 31 December 2017 and the same be approved and accepted	Yes
04-May-18	To recommend to the Executive Mayoral Committee and Council: that Council, in terns of MFMA Circular 65, considers that the Internal Audit Plan and the Internal Audit Charter have been approved by the Performance, Risk and Audit Committee and that Council takes notice and accepts same.	To be tabled to Mayco & Council in October 2018.
04-May-18	To recommend to the Executive Mayoral Committee and Council: that notice be taken of the Section 71 monthly reports of the Department Finance for February and March 2018 and same be accepted.	**Yes**
04-May-18	To recommend to the Executive Mayoral Committee and Council: that notice be taken of the Status report on the implementation of internal audit	Report to be tabled to

Date of the PRAC meetings	Committee recommendations during 2017/18	Recommendations adopted
	findings for the first quarter of 2017/2018, dated September 2017, and same be accepted.	Mayco & Council in October 2018.
04-May-18	To recommend to the Executive Mayoral Committee and Council: that notice be taken of the Status report on the implementation of internal audit findings for the second quarter of 2017/2018 and same be accepted.	Report to be tabled to Mayco & Council in October 2018.

H Long term Contracts and Public Private Partnership

Only one long term contract for the provision of banking services as awarded to First National Bank under Bid nr. 08/2/15/23. No Public Private Partnership was entered to by end of June 2017/18.

I Municipal Entity/Service Provider Performance Schedule

See also Chapter 3.1.10 of Annual Report.

Section 76(b) of the MSA states that KPIs should inform the indicators set for every municipal entity and service provider with whom the municipality has entered into a service delivery agreement. A service provider:

- means a person or institution or any combination of persons and institutions which provide to or for the benefit of the local community
- External service provider means an external mechanism referred to in Section 76(b) which provides a municipal service for a municipality
- Service delivery agreement means an agreement between a municipality and an institution or person mentioned in Section 76(b) in terms of which a municipal service is provided by that institution or person, either for its own account or on behalf of the municipality

During the year under review, the municipality did not appoint any service providers who provided municipal services to or for the benefit of the local community on behalf of the municipality and thus, this report contains no information in this regard. All other contract appointments are regularly monitored in terms of Section 51(3) of the Supply Chain Management Policy which stipulates that vendor performance must be monitored as follows:

- Each project manager shall monitor the supplier's compliance and performance to the set of specifications.
- 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.

The above information will be kept and made available for future evaluation purposes, contract negotiations and regular feedback to vendors.

J Disclosure of Financial Interest

See also Chapter 2.13 of Annual Report

Disclosures of Financial Interests		
2017/18		
Name	**Description of Financial interests***	
Executive Mayor		
Cllr BC Klaasen	Shares and securities in any	NASPERS and SASOL
	Directorships	Klaasen Incorporated
	Employment and Remuneration	Witzenberg Municipality; Klaasen Incorporated
	Property	21 Albert Crescent, Ceres
	Pension	Consolidated Retirement Fund
Member of Mayoral Committee / Executive Committee		
Cllr K Adams	Employment and Remuneration	Witzenberg Municipality
	Property	853 Vrede Street, Bella Vista
	Pension	Consolidated Retirement Fund
Cllr T Godden	Share and Security in any company	Klein Begin Viswinkel
	Directorship	Klein Begin Viswinkel; Rimary Co-operative Limited
	Employment and Remuneration	Witzenberg Municipality
	Interest in Property	214 Hoop Street , Koue Bokkeveld
	Pension	Consolidated Retirement Fund
Cllr TE Abrahams	Shares and securities in any	MTN; SASOL; Peninsula Hotel Time shares
	Close Corporation	Trevor Farming CC
	Interest in any trust	Abrahams Family Trust
	Directorships	Breede Gouritz Catchment Management Agency
	Employment and Remuneration	Witzenberg Municipality & BGCMA
	Property	7 Fortuin Street, Ceres, 1 Cloete Street, Ceres
	Pension	Consolidated Retirement Fund
Ald HJ Smit	Employment and Remuneration	Witzenberg Municipality
	Property	28 Tall Timber Avenue, Ceres

Disclosures of Financial Interests		
2017/18		
Name	**Description of Financial interests***	
	Pension	Consolidated Retirement Fund
Ald JJ Visagie	Employment and Remuneration	Witzenberg Municipality
	Property	Skuinsbaai, Prince Alfred's Hamlet
	Pension	Consolidated Retirement Fund
Cllr EM Sidego	Employment and Remuneration	Witzenberg Municipality
	Property	9 Michael Street, Tulbagh
	Pension	Consolidated Retirement Fund
Councillor		
Cllr M Mdala	Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Cllr P Daniels	Membership of any Close Corporation	Avaxa514- Dormant
	Employment and Remuneration	Witzenberg Municipality
	Property	7th Avenue Wolseley
	Pension	Consolidated Retirement Fund
Cllr S Hugo	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Ald J Schuurman	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Cllr GG Laban	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Cllr Z Mzauziwa	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Cllr TP Mgoboza	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Cllr Kinnear	Employment and Remuneration	Witzenberg Municipality
	Pension	CRF & Telkom
	Property	3 Kort Street, Wolseley

Disclosures of Financial Interests		
2017/18		
Name	**Description of Financial interests***	
Cllr DM Jacobs	Close Corporation	Khayalethu; Abafazi; Eagle
	Directorships	Khayalethu; Abafazi; Eagle
	Employment and Remuneration	Witzenberg Municipality
	Property	Residential
	Pension	Consolidated Retirement Fund
Cllr C Lottering	Employment and Remuneration	Witzenberg Municipality
	Property	23 Belvrede Single, Wolseley
	Pension	Consolidated Retirement Fund
Cllr P Heradien	Shares and Securities in any company	Colbalt
	Employment and Remuneration	Witzenberg Municipality
	Property	44 Lyell Street Ceres; 42 Lylle Street Ceres
	Pension	Consolidated Retirement Fund; ABSA Pension Fund
Cllr N Phatsoane	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Cllr H Visagie	Employment and Remuneration	Witzenberg Municipality
	Pension	Consolidated Retirement Fund
Cllr JT Phungula	Employment and Remuneration	Councillor at Witzenberg Municipality
	Property	8 Buckingham Street, Ceres
	Pension	Consolidated Retirement Fund
Cllr RJ Simpson	Employment and Remuneration	Witzenberg Municipality
	Pension	Municipal Councillors Pension Fund
Cllr D Swart	Shares and securities in any company	Crispy Farming
	Employment and Remuneration	Councillor at Witzenberg Municipality
	Property	2 St James Street, Ceres
	Pension	Consolidated Retirement Fund
Chief Accounting Officer		
Mr D Nasson	Shares and securities in any company	Old Mutual

Disclosures of Financial Interests		
2017/18		
Name	**Description of Financial interests***	
	Property	Residential
Chief Financial Officer		
Mr HJ Kritzinger	Property	Residential
Directors		
Mr JF Barnard	Property	Residential (Small Holding); Farm
Mrs JS Krieger	Directorship and Partnerships	NAWA & Fikelelela Dikoporasi
Mr M Mpeluza	Property	Residential
** Financial interests to be disclosed even if they incurred for only part of the year. See MBRR SA34A*		

K Revenue Collection Performance

See also Chapter 5.1.1 & 5.1.2 of Annual Report

Revenue collection by Vote:

Vote Description	2016/17	2017/18			2017/18 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)				(%)	
Vote1 - Executive and Council	263	780	780	543	(30,43)	(30,43)
Vote2 - Budget and Treasury Office	80 324	74 640	81 334	83 282	11,58	2,40
Vote3 - Corporate Services	15 120	577	577	2 766	379,26	379,26
Vote4 - Planning and Development	1 309	2 052	1 522	1 300	(36,66)	(14,60)
Vote5 - Public Safety	18 910	19 231	18 230	26 641	38,53	46,14
Vote6 - Health	–	–	–	–	–	–
Vote7 - Community and Social Services	71 561	81 848	81 273	80 812	(1,27)	(0,57)
Vote8 - Sports and Recreation	22 976	8 638	9 038	7 600	(12,03)	(15,92)
Vote9 - Housing	24 611	18 008	19 253	13 006	(27,77)	(32,45)
Vote10 - Waste Management	22 144	23 076	30 276	31 150	34,99	2,89
Vote11 - Road Transport	60 771	10 693	4 188	4 189	(60,82)	0,04
Vote12 - Waste Water Management	30 417	42 102	36 376	42 108	0,02	15,76
Vote13 - Water	40 582	74 964	61 379	67 546	(9,90)	10,05
Vote14 - Electricity	221 653	219 380	221 380	211 203	(3,73)	(4,60)
Vote15 - Environmental Management	367	11	11	2	(84,29)	(84,29)
Total Revenue by Vote	611 009	576 001	565 617	572 148	(0,67)	1,15

Variances are calculated by dividing the difference between actual and original/adjustments budget by the actual. This table is aligned to MBRR table A3

Revenue collection by Source:

Vote Description	2016/17	2017/18			2017/18 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjust-ments Budget
	(R'000)				(%)	
Property rates	59 649	64 943	64 943	63 835	(1,71)	(1,71)
Property rates - penalties & collection cha	1 452	1 512	1 512	671	(55,61)	(55,61)
Service Charges - electricity revenue	215 351	219 007	221 007	210 359	(3,95)	(4,82)
Service Charges - water revenue	33 438	41 086	41 486	45 429	10,57	9,50
Service Charges - sanitation revenue	18 008	20 933	21 733	26 997	28,97	24,22
Service Charges - refuse revenue	19 824	21 689	24 189	23 384	7,82	(3,32)
Service Charges - other	–	–	–	–	–	–
Rentals of facilities and equipment	8 177	9 650	9 650	5 990	(37,93)	(37,93)
Interest earned - external investments	8 512	4 565	4 565	8 122	77,90	77,90
Interest earned - outstanding debtors	7 816	8 565	8 565	10 373	21,10	21,10
Dividends received	–	–	–	–	–	–
Fines	18 923	13 941	13 941	21 993	57,75	57,75
Licences and permits	142	150	149	1 164	675,27	683,09
Agency services	4 352	4 618	4 618	3 586	(22,34)	(22,34)
Transfers recognised - operational	102 518	97 846	99 019	93 967	(3,96)	(5,10)
Other revenue	59 735	4 266	10 257	21 796	410,87	112,49
Gains on disposal of PPE	–	–	–	–	–	–
Total Revenue (excluding capital transfers and contributions)	557 898	512 772	525 634	537 667	4,85	2,29

Variances are calculated by dividing the difference between actual and original/adjustments budget by the actual. This table is aligned to MBRR table A3

L Conditional Grants Received: Excluding MIG

See also Chapter 5.3.1 of Annual Report

Grant Performance

R' 000

Description	2015/16	2016/17	2017/18			2017/18 Variance	
	Actual	Actual	Original Budget	Adjustments Budget	Actual	Original Budget (%)	Adjustments Budget (%)
National Government:	**80 443**	**89 476**	**109 558**	**93 481**	**93 066**	**15,05**	**0,44**
Equitable share	54 850	59 734	70 412	70 412	70 412	–	–
Municipal Systems Improvement	860	–	–	–	–	–	–
Department of Water Affairs	–	–	–	–	–	–	–
Regional Bulk Infrastructure Grant	–	–	–	–	–	–	–
Other transfers/grants [insert description]	–	–	–	–	–	–	–
Finance Management Grant	1 240	1 609	1 550	1 638	1 150	25,81	29,78
Transformation Funds	–	–	–	–	–	–	–
Municipal Infrastructure Grant	19 116	21 879	8 670	6 686	6 686	22,88	0,00
Housing	–	–	27 441	13 261	13 325	51,44	(0,48)
INEP	3 362	4 917	–	–	1	–	–
Rural Development	74	–	–	–	–	–	–
Expanded Public Works	941	1 336	1 485	1 485	1 493		
Neighbourhood Development Plan	–	–	–	–	–	–	–
Provincial Government:	**43 114**	**45 124**	**51 518**	**40 421**	**35 382**	**31,32**	**12,47**
Health subsidy	–	–	–	–	–	–	–
Housing	27 008	31 960	41 960	30 361	26 813	36,10	11,69
Regional Social Economic Project	–	–	1 000	–	1	99,93	–
Sports and Recreation	–	–	–	–	–	–	–
Municipal Infrastructure Support	–	–	–	462	288	–	37,61
Library Services	7 862	9 301	8 050	8 474	8 050	0,00	5,01
CDW	66	66	148	148	110	25,57	25,57
Mainroads	3 772	120	120	120	120	–	–
Draught Relief	4 043	2 405	–	–	–	–	–
Municipal Infrastructure Support Grant	151	1 187	–	–	–	–	–
Finance Management Support Grant	–	85	240	856	–	100,00	100,00
Multipurpose Centre	211	–	–	–	–	–	–
District Municipality:	**–**	**–**	**–**	**400**	**–**	**–**	**100,00**
Water & Sanitation Informal Area	–	–	–	–	–	–	–
Housing Consumer Education Training	–	–	–	–	–	–	–
Sport and Recreation	–	–	–	400	–	–	100,00
Solid Waste	–	–	–	–	–	–	–
Other grant providers:	**5 060**	**6 427**	**7**	**2 809**	**3 963**	**(53 209,17)**	**(41,11)**
Belgium & China	1 729	831	–	–	–	–	–
VAT on Grants	3 331	5 597	7	2 809	3 963	(53 209,17)	(41,11)
Total Operating Transfers and Grants	**128 616**	**141 027**	**161 083**	**137 111**	**132 412**	**17,80**	**3,43**

Variances are calculated by dividing the difference between actual and original/adjustments budget by the actual.

T5.3.1

M Capital Expenditure – New & Upgrade/ Renewal Programmes: Including MIG

Capital Expenditure - New Assets Programme*							R '000
Description	Year -1	Year 2017/18			Planned Capital expenditure		
	Actual	Original Budget	Adjustment Budget	Actual Expenditure	FY + 1	FY + 2	FY + 3
Capital expenditure by Asset Class							
Infrastructure - Total	**97 959**	**62 308**	**41 268**	**40 917**	**50 342**	**40 962**	**23 323**
Infrastructure: Road transport - Total	35 398	16 280	6 553	6 553	25 805	11 237	10 814
Roads, Pavements & Bridges	35 398	10 280	4 764	4 764	15 121	7 846	10 814
Storm water	–	6 000	1 789	1 789	10 684	3 391	–
Infrastructure: Electricity - Total	32 779	1 827	1 479	1 404	5 884	5 096	6 837
Generation		–	–	–			
Transmission & Reticulation	32 779	500	470	470	5 884	5 096	6 837
Street Lighting		1 327	1 009	934			
Infrastructure: Water - Total	34 439	30 247	21 363	21 159	12 896	16 931	–
Dams & Reservoirs	–	11 730	371	371	–	–	–
Water purification	–	–	–	–	–	–	–
Reticulation	34 439	18 518	20 992	20 788	12 896	16 931	–
Infrastructure: Sanitation - Total	(4 657)	13 249	11 195	11 172	5 136	700	200
Reticulation	(4 657)	13 249	11 195	11 172	5 136	700	200
Sewerage purification		–	–	–			
Infrastructure: Other - Total	–	705	678	629	621	6 998	5 472
Waste Management	–	705	678	629	621	6 998	5 472
Transportation		–	–	–			
Gas		–	–	–			
Other							
Community - Total	**1 185**	**1 000**	**3 379**	**3 327**	**990**	**2 570**	**500**
Parks & gardens		–	–	–			
Sportsfields & stadia		–	–	–			
Swimming pools		–	–	–			
Community halls	–	–	38	38	990	2 570	500
Libraries		–	–	–			
Recreational facilities	1 185	920	867	849	–	–	–
Fire, safety & emergency		–	–	–			
Security and policing		–	–	–			
Buses		–	–	–			
Clinics		–	–	–			
Museums & Art Galleries		–	–	–			
Cemeteries	–	60	186	186	–	–	–
Social rental housing		–	–	–			
Other	–	20	2 288	2 254	–	–	–

Table continued next page

Capital Expenditure - New Assets Programme*							R '000
Description	Year -1	Year 0			Planned Capital expenditure		
	Actual	Original Budget	Adjustment Budget	Actual Expenditure	FY + 1	FY + 2	FY + 3
Capital expenditure by Asset Class							
Heritage assets - Total	–	–		–	–	–	–
Buildings							
Other							
Investment properties - Total	–	–		–	–	–	–
Housing development							
Other							
Other assets	**11 318**	**6 379**	**7 502**	**7 059**	**5 400**	**7 627**	**3 520**
General vehicles	7 474	3 100	3 176	3 181	1 050	3 350	–
Specialised vehicles		–	–	–			
Plant & equipment	1 845	2 779	2 810	2 578	1 940	1 425	682
Computers - hardware/equipment	–	400	632	452	450	550	600
Furniture and other office equipment	777	100	202	170	360	382	190
Abattoirs		–	–	–			
Markets		–	–	–			
Civic Land and Buildings		–	–	–			
Other Buildings	136	–	–	–	–	–	–
Other Land		–	–	–			
Surplus Assets - (Investment or Inventory)		–	–	–			
Other	1 086	–	680	680	1 600	1 920	2 048
Agricultural assets	–	–		–	–	–	–
List sub-class							
Biological assets	–	–		–	–	–	–
List sub-class							
Intangibles	–	250	279	188	300	200	212
Computers - software & programming	–	250	279	188	300	200	212
Other *(list sub-class)*							
Total Capital Expenditure on new assets	**110 462**	**69 937**	**52 427**	**51 491**	**57 032**	**51 359**	**27 555**
Specialised vehicles	–	–		–	–	–	–
Refuse							
Fire							
Conservancy							
Ambulances							

** Note: Information for this table may be sourced from MBRR (2009: Table SA34a)* *T M.1*

Capital Expenditure - Upgrade/Renewal Programme*							R '000
Description	Year -1	Year 0			Planned Capital expenditure		
	Actual	Original Budget	Adjustment Budget	Actual Expenditure	FY + 1	FY + 2	FY + 3
Capital expenditure by Asset Class							
Infrastructure - Total	**4 402**	**10 820**	**11 339**	**10 839**	**14 850**	**17 557**	**18 957**
Infrastructure: Road transport -Total	4 402	6 420	4 376	4 051	9 000	8 478	10 478
Roads, Pavements & Bridges	4 402	6 200	4 156	4 051	9 000	6 739	8 739
Storm water	–	220	220	–	–	1 739	1 739
Infrastructure: Electricity - Total	–	1 000	2 430	2 428	2 500	2 500	1 000
Generation		–	–	–			
Transmission & Reticulation	–	1 000	2 430	2 428	2 500	2 500	1 000
Street Lighting		–	–	–			
Infrastructure: Water - Total	–	1 000	822	822	1 000	2 739	3 739
Dams & Reservoirs	–	–	462	462	–	–	–
Water purification	–	–	–	–	1 000	2 739	3 739
Reticulation		1 000	360	360			
Infrastructure: Sanitation - Total	–	2 400	3 711	3 539	2 350	3 839	3 739
Reticulation	–	2 400	3 711	3 539	2 350	3 839	3 739
Sewerage purification	–	–	–	–	–	–	–
Infrastructure: Other - Total	–	–	–	–	–	–	–
Waste Management							
Transportation							
Gas							
Other							
Community	**503**	**965**	**1 068**	**1 067**	**400**	**500**	**5 457**
Parks & gardens		–	–	–			
Sportsfields & stadia		–	–	–			
Swimming pools		–	–	–			
Community halls	291	405	452	451	400	500	5 457
Libraries		–	–	–			
Recreational facilities	213	360	258	257	–	–	–
Fire, safety & emergency		–	–	–			
Security and policing		–	–	–			
Buses		–	–	–			
Clinics		–	–	–			
Museums & Art Galleries		–	–	–			
Cemeteries		–	–	–			
Social rental housing		200	359	359			
Other		–	–	–			
Heritage assets	–	–	–	–	–	–	–
Buildings							
Other							

Table continued next page

Capital Expenditure - Upgrade/Renewal Programme*							R '000
Description	Year -1	Year 0			Planned Capital expenditure		
	Actual	Original Budget	Adjustment Budget	Actual Expenditure	FY + 1	FY + 2	FY + 3
Capital expenditure by Asset Class							
Investment properties	–	–		–	–	–	–
Housing development							
Other							
Other assets	19	1 525	1 384	404	842	550	616
General vehicles		–	–	–			
Specialised vehicles		–	–	–			
Plant & equipment	–	525	498	291	200	400	400
Computers - hardware/equipment		–	–	–			
Furniture and other office equipment	19	–	–	–	242	50	216
Abattoirs		–	–	–			
Markets		–	–	–			
Civic Land and Buildings		–	–	–			
Other Buildings	–	1 000	886	113	400	100	–
Other Land		–	–	–			
Surplus Assets - (Investment or Inventory)		–	–	–			
Other	–	–	–	–	–	–	–
Agricultural assets	–	–	–	–	–	–	–
List sub-class							
Biological assets	–	–	–	–	–	–	–
List sub-class							
Intangibles	–	–	–	–	–	–	–
Computers - software & programming		–	–	–			
Other *(list sub-class)*							
Total Capital Expenditure on renewal of existing assets	**4 924**	**13 310**	**13 790**	**12 310**	**16 092**	**18 607**	**25 029**
Specialised vehicles	–	–	–	–	–	–	–
Refuse							
Fire							
Conservancy							
Ambulances							

** Note: Information for this table may be sourced from MBRR (2009: Table SA34b)* *T M.2*

N Capital Programme by Project current year

Capital Programme by Project: Year 0					R' 000
Capital Project	**Original Budget**	**Adjustment Budget**	**Actual**	**Variance (Act - Adj) %**	**Variance (Act - OB) %**
Water					
Infrastructure Management Syst	250 000	278 531	187 741	-48%	-33%
Telemetric Systems	150 000	184 441	184 441	0%	19%
Network- Water Pipes & Valve Replacement	1 000 000	359 707	359 707	0%	-178%
Ceres: Bella Vista New Bulk Water	500 000	1 741 846	1 741 846	0%	71%
Ceres: Bella Vista Bulk Water	2 442 476	4 191 042	4 191 042	0%	42%
Ceres: Vredebes New Bulk Water	1 000 000	1 983 473	1 784 252	-11%	44%
Vredebes Bulk Water Supply	6 769 475	6 796 321	6 791 589	0%	0%
Ceres: Vredebes New Bulk Water	1 655 551	4 305 807	4 305 807	0%	62%
Tulbagh Dam	11 729 824	-	60 896	100%	-19162%
Boreholes Morisdale Park	-	310 000	310 000	0%	100%
Drought Relief - Tulbagh Boreholes	-	462 350	462 350	0%	100%
Vredebes Housing Water	6 000 000	1 788 868	1 788 868	0%	-235%
Sanitation/Sewerage					
Sewer Pumps-replacement	200 000	200 000	200 000	0%	0%
Sewer Network Replacement	1 000 000	1 920 637	1 748 508	-10%	43%
Security Upgrades	550 000	940 000	940 000	0%	41%
Aerator Replacement Programme	850 000	850 000	850 000	0%	0%
Vredebes Housing Sanitation	6 000 000	1 788 868	1 788 868	0%	-235%
Ceres Vredebes New Bulk Sanita	976 028	2 711 736	2 708 341	0%	64%
Vredebes Bulk Sanitation	6 252 753	6 674 412	6 674 412	0%	6%
Electricity					
11 Kv Ring Supply Stanlet/rand	500 000	470 000	469 924	0%	-6%
Replace Outdated Switchgear And Rmu's	1 000 000	2 422 941	2 427 742	0%	59%
Streetlights	350 000	648 000	645914	0%	46%
Streetlights	-	286 000	288480	1%	100%
Housing					
Fencing Maple Park	200 000	358 620	358 620	0%	44%
Refuse removal					
Vehicle Replacement Programme	2 600 000	2 626 408	2 631 671	0%	1%
Transfer Stations And Related Infrastructure An	438 596	438 596	438 440	0%	0%
Transfer Stations And Related Infrastructure An	266 220	239 812	190 920	-26%	-39%

Capital Programme by Project: Year 0					R' 000
Capital Project	**Original Budget**	**Adjustment Budget**	**Actual**	**Variance (Act - Adj) %**	**Variance (Act - OB) %**
Roads & Stormwater					
Vredebes Housing Stormwater	6 000 000	1 788 868	1 788 868	0%	-235%
Vehicle Replacement Programme	400 000	400 000	396 486	-1%	-1%
Traffic Calming	150 000	150 000	150 000	0%	0%
Rehabilitation - Streets, Tulbagh	4 200 000	4 155 820	4 050 953	-3%	-4%
Vredebes Housing Roads	6 000 000	1 788 868	1 788 831	0%	-235%
Vredebes Acces Collector	3 129 594	2 273 367	2 272 984	0%	-38%
Vredebes Acces Collector	-	552 000	551 999	0%	100%
Economic development					
Skoonvlei Economic Hub	20 000	20 000	19 917	0%	0%
Sports, Arts & Culture					
Plant & Equipment	50 000	114 656	107 782	-6%	54%
Kruipspuite	85 000	84 683	72 683	-17%	-17%
Brushcutters	100 000	86 991	86 991	0%	-15%
Chainsaws	50 000	57 370	57 369	0%	13%
Blower Mower	55 000	52 378	52 378	0%	-5%
Sokkernette	30 000	25 200	25 200	0%	-19%
Besproeiingstoerusting(pype En" Drag" Lines)	30 000	29 489	29 489	0%	-2%
Besproeiingstoerusting	50 000	43 320	43 320	0%	-15%
Speelapparate Parke	20 000	17 223	17 574	2%	-14%
Slasher X2	80 000	80 022	69 946	-14%	-14%
Mobile Toilets	50 000	52 413	51 983	-1%	4%
Spreiligte Pine Valley	130 000	184 201	184 200	0%	29%
Krag Op Die Berg Sportgronde	100 000	94 092	94 091	0%	-6%
Resurface Netball Courts Ceres/bv En Wolseley	300 000	197 647	197 646	0%	-52%
Morisdale Park Equipment	-	90 000	74 214	-21%	100%
Safety and Security					
Fire Vehicle Replacement Programme	-	500 000	500 000	0%	100%
Fire Vehicle Replacement Programme	-	50 000	48 830	-2%	100%
Fire Arms	150 000	100 000	83 745	-19%	-79%
Traffic Test Centre	-	2 267 749	2 234 079	-2%	100%
ICT and Other					
Upgrade Council Chambers	1 000 000	885 560	112 747	-685%	-787%
Office Equipement	150 000	200 000	169 081	-18%	11%
It Equipment	300 000	418 128	314 101	-33%	4%

O Capital Programme by project by Ward current year

Capital Programme by Project by Ward: 2017/18		
Capital Project	**Ward(s) affected**	**Works completed (Yes/No/WIP)**
Water		
Infrastructure Management Syst	All	Yes
Office Equipment Tech Dir	All	Yes
Telemetric Systems	All	Yes
Network- Water Pipes & Valve Replacement	All	Yes
Tools & Equipment- New	All	Yes
Ceres: Bella Vista New Bulk Water	6	Yes
Ceres: Vredebes New Bulk Water	1,5	Yes
Tulbagh Dam	11	No
Boreholes Morisdale Park	3	Yes
Drought Relief - Tulbagh Boreholes	11	Yes
Vredebes Housing Water	5	WIP
Electricity		
INEP Projek -	5	WIP
Fencing Wolseley Stores	7,2	Yes
Streetlights	All	Yes
Streetlights	All	Yes
11 Kv Ring Supply Stanlet/rand	All	Yes
Tools & Equipment	All	Yes
Replace Outdated Switchgear And Rmu's	All	Yes
WorkshopTools & Equipment	All	Yes
Housing		
Fencing Maple Park	3	Yes
Refuse removal		
Vehicle Replacement Programme	All	Yes
ODB Puiblic toilets		No
Transfer Stations And Related Infrastructure And Studies	All	WIP
Roads & Stormwater		
Network - Storm Water Upgrading	All	Yes
Vredebes Housing Stormwater	5	WIP
Vehicle Replacement Programme	All	Yes
Traffic Calming	All	Yes
Network Street	All	Yes
Rehabilitation - Streets, Tulbagh	11	WIP
Vredebes Housing Roads	5	WIP
Vredebes Acces Collector	5	WIP
Economic development		
Skoonvlei Economic Hub	4	WIP
Sports, Arts & Culture		
Plant & Equipment	All	Yes

Kruipspuite	All	Yes
Waterpomp	All	Yes
Brushcutters	All	Yes
Chainsaws	All	Yes
Blower Mower	All	Yes
Sokkernette	All	Yes
Fencing Graveyards	All	No
Besproeiingstoerusting(pype En" Drag" Lines)	All	Yes
Besproeiingstoerusting	All	Yes
Speelapparate Parke	All	Yes
Slasher X2	All	Yes
Mobile Toilets	All	Yes
Spreiligte Pine Valley	7	Yes
Krag Op Die Berg Sportgronde	8	Yes
Resurface Netball Courts Ceres/bv En Wolseley	All	Yes
Morisdale Park Equipment	3	Yes
Environment		
Health		
Safety and Security		
Fire Vehicle Replacement Programme	All	Yes
Fire Arms	All	Yes
Traffic Test Centre	All	Yes
ICT and Other		
Upgrade Council Chambers	All	WIP
Office Equipement	All	Yes
It Equipment	All	Yes

P Service Connection Backlogs at Schools and Clinics

See also Chapter 3.1.5 (1.1) of Annual Report

There are no service connection backlogs to schools and clinics within urban areas where Witzenberg Municipality are responsible for services. The situation of service connections in rural areas are however unknown.

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18	
FinInc17	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%	
FinInc18	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%	
FinInc19	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0.05%	<1%	0%	
FinInc20	Number of outstanding valid applications for refuse collection services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%	

Q Service Backlogs Experienced by the Community where another Sphere of Government is Responsible for Service Provision

This Appendix relates to all service backlogs experienced by the community where another sphere of government is responsible for providing the service, this information is provided to assist the national and provincial departments improve planning, budgeting and implementation.

Information can however not be provided as the type of service, backlog & backlog criteria is unknown to the municipality.

R Declaration of Loans and Grants Made by the Municipality

No loans or grants were granted by the municipality.

S Declaration of Returns not Made in due Time under MFMA s71

All Section 71 reports were submitted within the required timeframe.

T National and Provincial Outcome for local government

This Appendix covers information not addressed in any of the other areas of the Annual Report, relating to municipal powers and functions that can be used by the National and Provincial Spheres to monitor and evaluate service delivery performance. This should indicate the progress to date, numbers and percentage achieved.

All major service delivery functions are measured through key performance indicators as reported on under Chapter 3.1.7.

The tables below provide the results on these indicators as well as reasons for under-performance where targets were not achieved.

Actual strategic performance (Top Layer) and corrective measures that will be implemented

1.1) Sustainable provision and maintenance of basic infrastructure

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18	
TecDir1	% Expenditure on Maintenance Budget by Technical Directorate	Percentage of budget spent.	All	98% /99%	99%	99.8%	
TecDir3	% Expenditure on Capital Budget by Technical Directorate	Percentage of budget spent.	All	95%/98%	96%	98.2%	
TecWat21	Percentage compliance with drinking water quality standards.	Percentage compliance.	All	97%/100%	98%	100%	
FinInc17	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%	
FinInc18	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%	
FinInc19	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0.05%	<1%	0%	
FinInc20	Number of outstanding valid applications for refuse collection services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	All	<1%/0%	<1%	0%	
TecWat20	Decrease unaccounted water losses.	Percentage water losses.	All	20%/19%	18%	17.9%	
TecEl37	Decrease unaccounted electricity losses.	Percentage electricity losses.	All	9%/10%	10%	9.9%	
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018. Motivation: Current NERSA benchmark is 10%. This consists mainly of Power Transfer losses (I^2R) which is normal in electrical any network and cannot be 'avoided'. Witzenberg's inefficient network of over 120km is also an extenuating factor.							
TecRo7	Kilometres of roads upgraded & rehabilitated	Kilometres of roads	All	2/10.7	3	4,4	

1.2) Provide for the needs of informal settlements through improved services

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18	
TecDir2	Number of subsidised serviced sites developed.	Number of serviced plots.	All	No Target	100	101	
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018. Motivation: The target relates to the construction of serviced sites at the Vredebes subsidised housing development (Project 3199.03). Project approval from the Department of Human Settlements was only received in February 2018 with resolution nr 18/03. The project of 635 will now be implemented over two financial years.							
TecWat22	Provide basic services - number of informal areas with sufficient communal water services points (taps).	Number of informal areas.	All	3/3	3	3	
Note: The indicator measures the availability of water within 200m in the three informal areas located in Nduli, Tulbagh & Wolseley. A land invasion took place at Pine Valley, Wolseley where 228 illegal informal structures were erected and occupied. The construction of serviced sites in the area were planned for over the long term as all planning and funding for the next 3 years is focused on the Vredebes development at Ceres. These 228 structures were therefor not included in the result above.							
TecSan13	Provide basic services - number of informal areas with sufficient communal sanitation services points (toilets).	Number of informal areas.	All	3/3	3	3	
Note: The indicator measures the availability of toilets within 200m in the three informal areas located in Nduli, Tulbagh & Wolseley . A land invasion took place at Pine Valley, Wolseley where 228 illegal informal structures were erected and occupied. The construction of serviced sites in the area were planned for over the long term as all planning and funding for the next 3 years is focused on the Vredebes development at Ceres. These 228 structures were therefor not included in the result above.							
TecRef31	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area-cleaning service.	Number of informal areas.	All	3/3	3	3	
TecEl36	Number of subsidised electricity connections installed.	Number of connections.	All	200/94	200	189	
Reason for under-performance: Houses were illegally occupied before electricity connections could be installed and it was decided not to continue with electrical connections before the legal approved beneficiaries did not move into the houses.							
Corrective measures: Legal action has been introduced to remove the illegal occupiers from the houses. Outcome of the court action was still awaited at year end.							
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018. Motivation: The original target included the electrification of houses in the Bella Vista and Vredebes housing projects. The Vredebes project has not been approved yet and therefor the target is decreased to only include the outstanding electrical connections for the Bella Vista project.							

2.1) Support Institutional transformation and development

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18	
CorpHR13	Percentage budget spent on implementation of Workplace Skills Plan.	Percentage of budget spent.	All	95%/98%	96%	98.8%	
CorpHR12	Percentage of people from employment equity target groups employed in the three highest levels of management in	Nr of reports	All	75%/75%	4	4	
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018. Motivation: The indicator is included in the SDBIP as a national indicator. Determining of performance on the indicator & measuring of a result has been impractical and not "SMART". The main reason being that the municipality cannot plan on a target as resignations cannot be controlled by the municipality. Measurement is there for revised to the quarterly reporting on the implementation of the municipality's equity policy.							

2.2) Ensure financial viability

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18	
FinFAdm10	Financial viability expressed as Debt-Coverage ratio	Ratio	All	16/39.7	90	90.2	
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018. Motivation: This indicator measures debt coverage as (total operating revenue – operating grants received) / debt service payments due within the year. It therefor measures the municipality's ability to cover its debt service payments from operating revenue (excluding grants) a number of times. Due to the redemption of a number of loans over the past year, this number of times can be increased from 30 to 90 times.							
FinFAdm9	Financial viability expressed as Cost-Coverage ratio	Ratio	All	1.6/2.4	2.8	2.97	
FinFAdm11	Financial viability expressed outstanding service debtors	Ratio	All	44%/54%	44%	49.1%	
Reason for under-performance: The majority of outstanding debt is in respect of prescribed debt and debt of indigent households.							
Corrective measures: Council has established a Task team to investigate a strategy to address outstanding debt as well as to consider the writing off of prescribed debt and debt of indigents.							
FinDir3	Opinion of the Auditor-General on annual financial statements of the previous year.	Opinion of AG - unqualified	All	1/1	1	1	
FinInc15	Increased revenue collection	Percentage revenue collected.	All	95%/95%	95%	94.2%	
Reason for under-performance: The drought has negatively affected employment opportunities resulting that households could not afford to pay their municipal accounts.							
Corrective measures: Council established a task team to investigate measures to improve debt collection as well as the installation of water management devices.							
MM1	Percentage of budget spent on overall maintenance.	Percentage of budget spent.	All	98%/99%	99%	99.7%	
MM2	Percentage spent of overall capital budget.	Percentage of budget spent.	All	95%/97%	96%	96.4%	

2.3) To maintain and strengthen relations with international- and inter-governmental partners as well as the local community through the creation of participative structures.

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18	
MMIDP9	Number of IDP community meetings held.	Number of meetings held.	All	14/14	14	14	
Note: Although the 1st Bella Vista meeting was advertised to be held on the 30th of October 2017, the meeting was cancelled, as it was combined with the Ceres meeting held on the 24th of October 2017. Members of the Bella Vista community marched to Ceres and demanded to attend the Ceres meeting. It was decided that it would be unnecessary to have another meeting in Bella Vista.							
ComSoc49	Number of meetings with inter-governmental partners.	Number of meetings held.	All	12/12	12	13	

3.1) Provide and maintain facilities that make citizens feel at home

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18	
ComAm34	Customer satisfaction survey	Survey to be	All	2.5/2.2	1	1	

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18
	(Score 1-5) - community facilities.	undertaken.				
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018. Motivation: The indicator's scope include survey's to be done in all towns on the public's perception on various communal facilities ranging from access to libraries & town halls to maintenance of sports fields. It is the experience that the result is not "SMART" and impractical to influence change immediately. Some communities might have a very negative image of the municipality although all facilities are available while for other the facilities are not such a priority. The continuation of the survey are however necessary & especially the thorough analysis of results to influence the IDP & budgetary processes. Scoring is therefore replaced as a target with the implementation of 1 survey annually.						
ComDir1	% Expenditure on Maintenance Budget by Community Directorate	Percentage of budget spent.	All	98%/99%	99%	99.7%
ComDir2	% Expenditure on Capital Budget by Community Directorate	Percentage of budget spent.	All	95%/96%	96%	97.1%

4.1) Support the poor and vulnerable through programmes and policy

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18
ComSoc41	Number of account holders subsidised through the municipality's indigent Policy	Number of account holders.	All	2 750/2 521	3000	2373
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018. Motivation: The current drought experienced has had a noticeable impact on the local economy & job creation as the majority of poor families relies mainly on the primary & secondary agricultural economies for income. Forecasts have indicated that the situation will increase with more pressure on municipal debt collection and can an accruement of indigent's number be expected.						
ComLed8	The number of jobs created through municipality's local economic development initiatives including capital projects.	Number of jobs created.	All	390/398	390	403
ComSoc 42-48	Number of social development programmes implemented	Number of programmes.	All	20/22	20	36
ComHS14	Number of housing opportunities provided per year.	Number of top structures.	All	200/200	107	107
Note: Target was revised as per Section 54(1)(c) of the MFMA and approved by Council as per item 8.1.7 of meeting held on 28/02/2018. Motivation: The original target included the outstanding top structures for Bella Vista & the new Vredebes project. The Vredebes housing project has not been approved yet by the Department of Human Settlements & the target are there for decreased to include only the completion of the Bella Vista project.						
ComHS15	Number of Rental Stock transferred	Number of properties transferred.	All	60/65	60	39
Reason for under-performance: Several transfers could not be finalised due to the following reasons: original beneficiaries could not be located, death of original beneficiaries, household differences on who should be the legally title holder and delays in transfers from the Deeds Office.						
Corrective measures: Several of the reasons as mentioned are difficult to address as they relates to a lack of interest from certain beneficiaries. The municipality will however increase awareness to ensure co-operation from the relevant parties.						

4.2) Create an enabling environment to attract investment and support to the local economy.

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18
MMProp21	Revisit Municipal Land Audit and draw up an implementation plan.	Phased implementation	All	1/1	Phase 4 Implement	Phase 4 Implement

Ref	KPI	Unit of Measurement	Wards	Target/Actual performance of 2016/17	Target for 2017/18	Overall actual performance for 2017/18	
	Phase implementation from 14/15 onwards.						
ComLed4	Compile & Implementation of LED Strategy	Phased implementation/ strategy	All	1/1	Review of plan	Review of plan	
Note: LED Strategy is in process of review and has been work shopped with stakeholders.							

ANNEXURE A: AUDITED FINANCIAL STATEMENTS

ANNEXURE A

2018

WITZENBERG
Municipality • Munisipaliteit • UMasipala Was

Annual Financial Statements

30 June 2018



AUDITED
WC022 – WITZENBERG MUNICIPALITY

WITZENBERG MUNICIPALITY

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

Index

Contents	*Page*
General Information	1
Approval of the Financial Statements	2
Statement of Financial Position	3
Statement of Financial Performance	4
Statement of Changes In Net Assets	5
Cash Flow Statement	6
Statement of comparison of budget and actual amounts	7
Accounting Policies	8 - 25
Notes to the Financial Statements	26 - 63
APPENDICES - Unaudited	
A Schedule of External Loans	64
B Segmental Statement of Financial Performance - Municipal Votes	65
C Segmental Statement of Financial Performance	66
D Disclosure of Grants and Subsidies In Terms of Section 123 of MFMA, 56 of 2003	67
SCHEDULE OF ADJUSTMENTS	68 - 69

WITZENBERG MUNICIPALITY

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

GENERAL INFORMATION

NATURE OF BUSINESS

Witzenberg Municipality is a local municipality performing the functions as set out in Part B of Schedules 4 & 5 of the Constitution of the Republic of South Africa. (Act No. 108 of 1996)

COUNTRY OF ORIGIN AND LEGAL FORM

South African Category B Municipality (Local Municipality) as defined by the Municipal Structures Act. (Act no 117 of 1998)

JURISDICTION

The Witzenberg Municipality includes the following areas:

Ceres
Op-die-Berg
Prince Alfred's Hamlet
Tulbagh
Wolseley

MUNICIPAL MANAGER

D Nasson

CHIEF FINANCIAL OFFICER

HJ Kritzinger

REGISTERED OFFICE

50 Voortrekker Street, Ceres, 6835

AUDITORS

Auditor-General South Africa

PRINCIPAL BANKERS

Standard Bank, Ceres
First National Bank

RELEVANT LEGISLATION

The Constitution of the Republic of South Africa
Municipal Finance Management Act (Act no 56 of 2003)
Division of Revenue Act
The Income Tax Act
Value Added Tax Act
Municipal Structures Act (Act no 117 of 1998)
Municipal Systems Act (Act no 32 of 2000)
Municipal Planning and Performance Management Regulations
Water Services Act (Act no 108 of 1997)
Housing Act (Act no 107 of 1997)
Municipal Property Rates Act (Act no 6 of 2004), as amended
Electricity Act (Act no 41 of 1987)
Skills Development Levies Act (Act no 9 of 1999)
Employment Equity Act (Act no 55 of 1998)
Unemployment Insurance Act (Act no 30 of 1966)
Basic Conditions of Employment Act (Act no 75 of 1997)
Supply Chain Management Regulations, 2005
Collective Agreements
SALBC Leave Regulations
Remuneration of Public Office Bearers Act
Workman's Compensation Act

WITZENBERG MUNICIPALITY

COUNCILLORS OF THE WITZENBERG MUNICIPALITY

Position	Surname	Party	Seat type
Executive Mayor	Klaasen, BC	DA	PR
Deputy Executive Mayor	Adams, K	DA	Ward 6
Speaker	Godden, TT	COPE	PR
Member of Mayoral Committee	Sidego, EM	DA	Ward 11
Member of Mayoral Committee	Alderman Smit, HJ	DA	Ward 5
Member of Mayoral Committee	Visagie, JJ	DA	Ward 4
Member of Mayoral Committee	Abrahams, T	DA	PR
Ordinary Councillor	Kinnear, D	DA	PR
Ordinary Councillor	Laban, G	WA	PR
Ordinary Councillor	Alderman Schuurman, J W	ANC	PR
Ordinary Councillor	Phungula, JT	ANC	PR
Ordinary Councillor	Jacobs, DM	EFF	PR
Ordinary Councillor	Herandien, P	ICOSA	PR
Ordinary Councillor	Simpson, RJ	ANC	PR
Ordinary Councillor	Mzauziwa, Z	DA	PR
Ordinary Councillor	Phatsoane, N	ANC	Ward 1
Ordinary Councillor	Lottering, C	DA	Ward 2
Ordinary Councillor	Swart, D	DA	Ward 3
Ordinary Councillor	Daniels, P	DA	Ward 7
Ordinary Councillor	Visagie, H	ANC	Ward 8
Ordinary Councillor	Hugo, SJ	ANC	Ward 9
Ordinary Councillor	Mgoboza, TP	ANC	Ward 10
Ordinary Councillor	Mdala, M	ANC	Ward 12

APPROVAL OF FINANCIAL STATEMENTS

I am responsible for the preparation of these annual financial statements, in terms of Section 126 (1) of the Municipal Finance Management Act and which I have signed on behalf of the Municipality.

I certify that the salaries, allowances and benefits of Councillors as disclosed in the notes of these annual financial statements are within the upper limits of the framework envisaged in Section 219 of the Constitution, read with the Remuneration of Public Officer Bearers Act and the Minister of Provincial and Local Government's determination in accordance with this Act.

D Nasson
Accounting Officer

Date 23/11/2018

WITZENBERG MUNICIPALITY

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2018

	Notes	2018 R	Restated 2017 R
ASSETS			
Current Assets		**181 019 792**	**152 160 761**
Cash and Cash Equivalents	**2**	97 505 902	76 333 137
Trade and other Receivables from Exchange Transactions	**3**	51 223 415	50 267 611
Receivables from non-exchange transactions	**4**	11 158 768	8 085 294
Inventory	**5**	11 401 816	9 347 496
Unpaid Conditional Government Grants and Receipts	**6**	2 379 679	2 262 670
VAT Receivable (net)	**7**	7 350 212	5 864 553
Non-Current Assets		**905 212 128**	**875 033 256**
Property, Plant and Equipment	**8**	843 242 421	808 010 681
Intangible Assets	**9**	2 649 745	2 506 094
Investment Property	**10**	45 659 838	47 880 986
Heritage assets	**11**	550 000	550 000
Operating Lease Asset	**12**	5 095	9 947
Capitalised Restoration Cost	**13**	13 105 029	16 075 548
Total Assets		**1 086 231 920**	**1 027 194 017**
LIABILITIES			
Current Liabilities		**80 894 509**	**75 063 732**
Trade and Other Payable Exchange Transactions	**14**	44 888 334	44 691 288
Consumer Deposits	**15**	6 418 394	5 395 421
Current Employee benefits	**16**	19 695 805	17 446 827
Unspent Conditional Government Grants and Receipts	**6**	5 750 092	2 601 158
Unspent Public Contributions	**17**	1 865 504	975 236
Current Portion of Borrowings	**18**	2 276 380	3 953 802
Non-Current Liabilities		**157 916 726**	**152 901 542**
Borrowings	**18**	5 192 288	7 266 733
Non-Current Provisions	**19**	71 466 568	70 249 120
Employee benefits	**20**	81 257 870	75 385 689
Total Liabilities		**238 811 235**	**227 965 274**
Net Assets		**847 420 685**	**799 228 743**
Capital Replacement Reserve	**21**	10 354 788	10 354 788
Accumulated Surplus		837 065 896	788 873 955
Total Net Assets and Liabilities		**1 086 231 920**	**1 027 194 017**

WITZENBERG MUNICIPALITY

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2018

	Notes	2018 (Actual) R	2017 (Restated) R	2017 Correction of error R	2017 (Previously reported) R
REVENUE					
Revenue from Non-exchange Transactions		**220 379 722**	**276 395 283**	**911 994**	**275 483 289**
Taxation Revenue		**64 506 631**	**61 101 436**	**-**	**61 101 436**
Property rates	**22**	63 835 379	59 649 031	-	59 649 031
Property Rates - penalties imposed and collection charges		671 252	1 452 405	-	1 452 405
Transfer Revenue		**155 873 091**	**215 293 847**	**911 994**	**214 381 853**
Fines		-	-	(19 242 291)	19 242 291
Fines, Penalties and Forfeits		22 001 770	18 923 441	18 923 441	-
Licences or Permits		1 164 358	141 796	141 796	-
Surcharges and Taxes		3 963 004	-	-	-
Government Grants and Subsidies - Capital	**23**	34 481 262	38 768 028	-	38 768 028
Government Grants and Subsidies - Operating	**23**	93 967 249	102 517 686	1 089 048	101 428 638
Public Contributions and Donations		295 448	54 942 896	-	54 942 896
Revenue from Exchange Transactions		**344 029 088**	**320 270 681**	**(141 796)**	**320 412 477**
Service Charges	**24**	306 169 572	286 621 189	-	286 621 189
Rental of Facilities and Equipment		-	-	(8 176 974)	8 176 974
Rental from Fixed Assets		5 989 524	5 625 637	5 625 637	-
Interest earned - External investments		8 121 547	8 511 695	-	8 511 695
Interest Income and Dividends		10 372 977	7 816 318	-	7 816 318
Licences and Permits		-	-	(141 796)	141 796
Agency Services		3 586 464	4 352 440	-	4 352 440
Other Income		-	-	(4 792 065)	4 792 065
Operational Revenue	**25**	4 576 453	759 653	759 653	-
Sales of Goods and Rendering of services	**26**	5 212 551	6 583 749	6 583 749	-
Total Revenue		**564 408 810**	**596 665 964**	**770 198**	**595 895 766**
EXPENDITURE					
Employee related costs	**27**	152 397 783	140 549 644	7 217 082	133 332 562
Remuneration of Councillors	**28**	9 170 071	8 779 575	-	8 779 575
Impairment	**29**	39 571 146	36 798 779	(910 694)	37 709 473
Inventory Consumed		15 173 256	16 767 107	16 767 107	-
Operational Cost	**35**	31 552 357	28 421 287	28 421 287	-
Collection Costs		-	-	(773 248)	773 248
Depreciation and Amortisation	**30**	28 698 573	26 142 546	-	26 142 546
Repairs and Maintenance		-	0	(23 000 709)	23 000 709
Unamortised Discount - Interest paid		-	-	(615 809)	615 809
Finance Charges	**32**	15 675 980	17 572 906	615 809	16 957 097
Bulk Purchases	**33**	179 705 387	181 325 287	2 122 483	179 202 804
Contracted Services		36 100 762	30 676 812	(11 192 340)	41 869 152
Grants and Subsidies			-	(941 038)	941 038
General Expenses			(0)	(43 760 685)	43 464 693
Transfers and Subsidies: Operational Expenditure	**34**	13 920 192	25 615 338	25 615 338	-
Rent on Land		25 833	-	-	-
Operating Leases		855 912	782 317	782 317	-
Total Expenditure		**522 847 253**	**513 431 599**	**346 901**	**512 788 706**
Gain / (loss) on disposal of assets		(1 088 526)	228 298	(3 545)	231 843
(Impairment loss) / Reversal of impairment loss	**31**	(20 192)	(137 679)	-	(137 679)
Gain / (loss) on Adjustment of Provision		5 184 679	-	-	-
Inventories: (Write-down) / Reversal of write-down		274	-	-	-
Gain / (loss) on Actuarial Valuations	**20**	2 554 149	14 114 503	-	14 114 503
NET SURPLUS FOR THE YEAR		**48 191 941**	**97 439 487**	**419 752**	**97 315 727**

WITZENBERG MUNICIPALITY

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED 30 JUNE 2018

	Notes	Capital Replacement Reserve	Accumulated Surplus/(Deficit)	Total
		R	R	R
Balance at 1 JULY 2016		**9 548 191**	**692 241 066**	**701 789 257**
Correction of error		-	-	-
Restated Balance at 1 JULY 2016		**9 548 191**	**692 241 066**	**701 789 257**
Contribution to Capital Replacement Reserve		23 364 843	(23 364 843)	-
Property, Plant and Equipment purchased		(22 558 245)	22 558 245	-
Restated Net Surplus for the year		-	97 439 487	97 439 487
Balance at 30 JUNE 2017		**10 354 789**	**788 873 955**	**799 228 744**
Transfers to/from Accumulated		25 706 031	(25 706 031)	-
Property, Plant and Equipment purchased		(25 706 031)	25 706 031	-
Net Surplus for the year		-	48 191 941	48 191 941
Balance at 30 JUNE 2018		**10 354 789**	**837 065 896**	**847 420 685**

WITZENBERG MUNICIPALITY

CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2018

	Notes	30 JUNE 2018 R	30 JUNE 2017 R
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts			
Taxation	**37**	63 592 093	59 159 651
Sales of goods and services		308 615 009	282 432 830
Government Grants		132 666 152	131 812 374
Interest		19 165 776	17 780 418
Payments			
Employee costs		(141 722 476)	(129 866 784)
Suppliers		(282 663 051)	(296 822 535)
Finance charges	**32**	(15 675 980)	(16 957 097)
Cash generated by operations	**37**	**83 977 523**	**47 538 857**
CASH FLOW FROM INVESTING ACTIVITIES			
Purchase of Property, Plant and Equipment	**8**	(63 612 665)	(61 843 086)
Purchase of Intangible Assets	**9**	(187 741)	-
Proceeds on Disposal of Fixed Assets		3 790 327	3 093 713
Increase/(Decrease) in Long-term Receivables		-	7 495
Net Cash from Investing Activities		**(60 010 079)**	**(58 741 878)**
CASH FLOW FROM FINANCING ACTIVITIES			
Loans repaid		(3 817 652)	(9 952 289)
Increase in Consumer Deposits		1 022 973	448 719
Net Cash from Financing Activities		**(2 794 679)**	**(9 503 570)**
NET INCREASE/(DECREASE IN CASH AND CASH EQUIVALENTS		**21 172 765**	**(20 706 591)**
Cash and Cash Equivalents at the beginning of the year		76 333 137	97 039 728
Cash and Cash Equivalents at the end of the year	**2**	97 505 902	76 333 137
NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS		**21 172 765**	**(20 706 591)**

WITZENBERG MUNICIPALITY

STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS FOR THE YEAR ENDED 30 JUNE 2018

	Actual 2018 R	Approved budget 2018 R	Adjustments 2018 R	Final budget 2018 R	Difference between final budget and	Actual 2017 R
Operating Revenue						
Property rates	63 835 379	64 943 191	-	64 943 191	-2%	59 649 031
Property Rates - penalties imposed and collection charges	671 252	1 512 000	(1 512 000)	-	-100%	1 452 405
Fines, Penalties and Forfeits	22 001 770	14 668 122	-	14 668 122	50%	18 923 441
Licences or Permits	1 164 358	150 188	(1 500)	148 688	683%	141 796
Surcharges and Taxes	3 963 004	7 434	2 801 072	2 808 506	41%	-
Government Grants and Subsidies - Capita	34 481 262	63 229 578	(27 945 969)	35 283 609	-2%	38 768 028
Government Grants and Subsidies - Operating	93 967 249	97 846 421	1 172 631	99 019 052	-5%	102 517 686
Public Contributions and Donations	295 448	-	-	-	0%	54 942 896
Service Charges	306 169 572	302 714 081	5 700 000	308 414 081	-1%	286 621 189
Rental from Fixed Assets	5 989 524	9 650 377	-	9 650 377	-38%	5 625 637
Interest earned - External investments	8 121 547	4 565 157	-	4 565 157	78%	8 511 695
Interest Income and Dividends	10 372 977	8 583 973	1 512 000	10 095 973	3%	7 816 318
Agency Services	3 586 464	4 617 957	-	4 617 957	-22%	4 352 440
Operational Revenue	4 576 453	1 036 302	3 190 000	4 226 302	8%	759 653
Sales of Goods and Rendering of services	5 212 551	2 476 977	-	2 476 977	110%	6 583 749
Total revenue	**564 408 810**	**576 001 758**	**(15 083 766)**	**560 917 992**	**-0.6%**	**596 665 964**
Operating Expenditure						
Employee related costs	152 397 783	158 053 672	(4 990 817)	153 062 855	0.4%	140 549 644
Remuneration of Councillors	9 170 071	10 082 934	-	10 082 934	9.1%	8 779 575
Impairment	39 571 146	27 092 430	12 500 000	39 592 430	0.1%	36 798 779
Bad Debts Written Off			55 003 500	55 003 500	100.0%	
Inventory Consumed	15 173 256	18 522 735	(246 054)	18 276 681	17.0%	16 767 107
Operational Cost	31 552 357	36 714 478	490 533	37 205 011	15.2%	28 421 287
Depreciation and Amortisation	28 698 573	46 045 465	(700 000)	45 345 465	36.7%	26 142 546
Finance Charges	15 675 980	10 707 895	4 756 000	15 463 895	-1.4%	17 572 906
Bulk Purchases	179 705 387	183 215 265	(308 920)	182 906 345	1.8%	181 325 287
Contracted Services	36 100 762	38 605 232	2 963 515	41 568 747	13.2%	30 676 812
Transfers and Subsidies: Operational Expenditure	13 920 192	15 762 921	1 445 609	17 208 530	19.1%	25 615 338
Rent on Land	25 833	20 000	11 000	31 000	16.7%	-
Operating Leases	855 912	3 205 780	(1 321 258)	1 884 522	54.6%	782 317
Total expenditure	**522 847 253**	**548 028 807**	**69 603 108**	**617 631 915**	**15.3%**	**513 431 599**
Surplus/(deficit) for the period	**41 561 557**	**27 972 951**	**(84 686 874)**	**(56 713 923)**	**173.3%**	**83 234 365**
Operating expenditure by vote						
Budget & Treasury Office	27 288 152	48 436 450	(8 141 436)	40 295 014	32.3%	31 905 693
Civil Services	99 007 864	92 729 443	64 720 084	157 449 527	37.1%	107 163 793
Community & Social Services	27 148 871	30 877 066	(62 056)	30 815 010	11.9%	26 784 842
Corporate Services	35 206 004	35 046 208	1 013 152	36 059 360	2.4%	34 221 320
Electro Technical Services	201 132 100	208 479 599	(598 500)	207 881 099	3.2%	202 333 897
Executive & Council	22 987 249	25 360 353	(33 799)	25 326 554	9.2%	23 025 003
Housing	16 465 027	18 002 758	1 462 278	19 465 036	15.4%	27 456 019
Planning	8 318 208	8 900 154	(509 404)	8 390 750	0.9%	7 539 676
Public Safety	40 440 006	32 524 542	9 676 953	42 201 495	4.2%	32 530 809
Sport & Recreation	44 853 772	47 672 234	2 075 836	49 748 070	9.8%	20 470 545
Total operating expenditure by vote	**522 847 253**	**548 028 807**	**69 603 108**	**617 631 915**	**15.35%**	**513 431 597**
Capital expenditure by vote						
Budget & Treasury Office	214 797	180 000	299 719	479 719	55.2%	162 534
Civil Services	42 349 987	57 070 923	(13 925 304)	43 145 619	1.8%	48 276 119
Community & Social Services	803 709	1 585 000	6 199	1 591 199	49.5%	910 051
Corporate Services	975 562	822 000	327 828	1 149 828	15.2%	285 353
Electro Technical Services	4 760 602	3 364 193	1 491 766	4 855 959	2.0%	6 831 879
Executive & Council	169 081	150 000	50 000	200 000	15.5%	-
Housing	358 620	200 000	158 620	358 620	0.0%	-
Planning	56 601	85 000	(26 151)	58 849	3.8%	-
Public Safety	2 866 654	650 000	2 267 749	2 917 749	1.8%	100 273
Sport & Recreation	11 244 793	19 139 594	(7 679 695)	11 459 899	1.9%	2 216 854
Total capital expenditure	**63 800 406**	**83 246 710**	**(17 029 269)**	**66 217 441**	**3.65%**	**58 783 063**

The budget is approved on an accrual basis by vote classification as required by the Municipal Finance Management Act. The basis used for this comparison is by nature classification as required by General Recognised Accounting Practices. The approved budget covers the same period as the financial statements, from 1 July to 30 June.

The budget and accounting bases are the same; both are on the accrual basis. The financial statements are prepared using a classification on the nature of expenses in the statement of financial performance.

The changes between the approved and final budget are a consequence of reallocations within the budget and and of other factors allowaable in terms of the Municipal Finance Management Ac

Please refer to Note 40 for more information on budget comparisons

1. ACCOUNTING PRINCIPLES AND POLICIES APPLIED IN THE FINANCIAL STATEMENTS

1.1. BASIS OF PREPARATION

The annual financial statements have been prepared on an accrual basis of accounting and are in accordance with historical cost convention unless specified otherwise.

The annual financial statements have been prepared in accordance with the effective standards of Generally Recognised Accounting Practices (GRAP), including any interpretations issued by the Accounting Standards Board (ASB) in accordance with Section 122(3) of the Municipal Finance Management Act, (Act No 56 of 2003).

The standards are summarised as follows:

GRAP 1	Presentation of Financial Statements
GRAP 2	Cash Flow Statements
GRAP 3	Accounting Policies, Changes in Accounting Estimates and Errors
GRAP 4	The Effects of changes in Foreign Exchange Rates
GRAP 5	Borrowing Costs
GRAP 6	Consolidated and Separate Financial Statements
GRAP 7	Investments in Associates
GRAP 8	Interests in Joint Ventures
GRAP 9	Revenue from Exchange Transactions
GRAP 10	Financial Reporting in Hyperinflationary Economics
GRAP 11	Construction Contracts
GRAP 12	Inventories
GRAP 13	Leases
GRAP 14	Events after the reporting date
GRAP 16	Investment Property
GRAP 17	Property, Plant and Equipment
GRAP 19	Provisions, Contingent Liabilities and Contingent Assets
GRAP 21	Impairment of non-cash-generating assets
GRAP 23	Revenue from Non-Exchange Transactions
GRAP 24	Presentation of Budget Information
GRAP 25	Employee Benefits
GRAP 26	Impairment of cash-generating assets
GRAP 27	Agriculture
GRAP 31	Intangible assets
GRAP 100	Discontinued Operations
GRAP 103	Heritage Assets
GRAP 104	Financial Instruments
GRAP 105	Transfer of Functions Between Entities Under Common Control
GRAP 106	Transfer of Functions Between Entities Not Under Common Control

GRAP 107	Mergers
IGRAP 1	Applying the Probability Test on Initial Recognition of Revenue (as revised in 2012)
IGRAP 2	Changes in Existing Decommissioning, Restoration and Similar Liabilities
IGRAP 3	Determining whether an Arrangement Contains a Lease
IGRAP 4	Rights to Interests Arising from Decommissioning, Restoration and Environmental Rehabilitation Funds
IGRAP 5	Applying the Restatement Approach under the Standard of GRAP on Financial Reporting in Hyperinflationary Economies
IGRAP 6	Loyalty Programmes
IGRAP 7	The Limit on a Defined Benefit Asset, Minimum Funding Requirements and their Interaction
IGRAP 8	Agreements for the Construction of Assets from Exchange Transactions
IGRAP 9	Distributions of Non-cash Assets to Owners
IGRAP 10	Assets Received from Customers
IGRAP 11	Consolidations – Special Purpose Entities
IGRAP 12	Jointly Controlled Entities – Non-monetary Contributions by Ventures
IGRAP 13	Operating Leases – Incentives
IGRAP 14	Evaluating the Substance of Transactions Involving the Legal Form of a Lease
IGRAP 15	Revenue – Barter Transactions Involving Advertising Services
IGRAP 16	Intangible Assets – Website Costs
IPSAS 20	Related Party Disclosure
IFRS 3 (AC140)	Business Combinations
IFRS 4 (AC141)	Insurance Contracts
IFRS 6 (AC143)	Exploration for and Evaluation of Mineral Resources
IAS 12 (AC102)	Income Taxes
SIC – 21 (AC421)	Income Taxes – Recovery of Revaluated Non-Depreciable Assets
SIC – 25 (AC425)	Income Taxes – Changes in the Tax Status on an Entity or its Shareholders
SIC – 29 (AC429)	Service Concessions Arrangements – Disclosures
IFRIC 2 (AC435)	Members' Shares in Co-operative Entities and Similar Instruments
IFRIC 4 (AC437)	Determining whether an Arrangement contains a Lease
IFRIC 9 (AC442)	Reassessment of Embedded Derivatives
IFRIC 12 (AC445)	Service Concession Arrangements
IFRIC 13 (AC446)	Customer Loyalty Programmes
IFRIC 14 (AC447) IAS19	The Limit on a Defined Benefit Asset, Minimum Funding Requirements and their Interaction
IFRIC 15 (AC448)	Agreements for the Construction of Real Estate
IFRIC 16(AC449)	Hedges in a Net Investment in a Foreign Operation
IFRIC 20	Stripping Costs in the Production Phase of a Surface Mine

Accounting policies for material transactions, events or conditions not covered by the above GRAP have been developed in accordance with paragraphs 8, 10 and 11 of GRAP 3.

A summary of the significant accounting policies, which have been consistently applied except where an exemption has been granted, are disclosed below.

Assets, liabilities, revenue and expenses have not been offset except when offsetting is permitted or required by a Standard of GRAP.

The accounting policies applied are consistent with those used to present the previous year's financial statements, unless explicitly stated. The details of any changes in accounting policies are explained in the relevant notes to the Financial Statements.

1.2. PRESENTATION CURRENCY

Amounts reflected in the financial statements are in South African Rand and at actual values. No financial values are given in an abbreviated display format. No foreign exchange transactions are included in the statements.

1.3. PRESENTATION AND DISCLOSURE

The municipality implemented the Municipal Standard Chart of Accounts (MSCOA) during the year ended 30 June 2018, as required by National Treasury through directives and guidelines issued.

1.4. GOING CONCERN ASSUMPTION

These annual financial statements have been prepared on a going concern basis.

1.5. COMPARATIVE INFORMATION

When the presentation or classification of items in the annual financial statements is amended, prior period comparative amounts are restated, unless a standard of GRAP does not require the restatements of comparative information. The nature and reason for the reclassification is disclosed. Where material accounting errors have been identified in the current year, the correction is made retrospectively as far as is practicable, and the prior year comparatives are restated accordingly. Where there has been a change in accounting policy in the current year, the adjustment is made retrospectively as far as is practicable, and the prior year comparatives are restated accordingly.

1.6. MATERIALITY

Material omissions or misstatements of items are material if they could, individually or collectively, influence the decision or assessments of users made on the basis of the financial statements. Materiality depends on the nature or size of the omission or misstatements judged in the surrounding circumstances. The nature or size of the information item, or a combination of both, could be the determining factor. In general, materiality is determined as 1% of total expenditure.

1.7. STANDARDS ISSUED BUT NOT YET EFFECTIVE

The following GRAP standards have been issued but are not yet effective and have not been early adopted by the Municipality:

Standard	Description	Effective Date
GRAP 18	Segment Reporting Preliminary investigations indicated that, other than additional disclosure, the impact of the Standards on the financial statements will be not be significant.	After 1 April 2020
GRAP 20	Related Party Disclosures The impact of this Standard on the financial statements will be minimal.	After 1 April 2019
GRAP 32	Service Concession Arrangements: Grantor No significant impact is expected as the Municipality does not participate in such business transactions.	After 1 April 2019
GRAP 34	Separate Financial Statements. No significant impact is expected as the Municipality does not participate in such business transactions.	Unknown
GRAP 35	Consolidated Financial Statements No significant impact is expected as the Municipality does not participate in such business transactions.	Unknown

Standard	Description	Effective Date
GRAP 36	Investments in Associates and Joint Ventures. No significant impact is expected as the Municipality does not participate in such business transactions.	Unknown
GRAP 37	Joint Arrangements. No significant impact is expected as the Municipality does not participate in such business transactions.	Unknown
GRAP 38	Disclosure of Interests in Other Entities. No significant impact is expected as the Municipality does not participate in such business transactions.	Unknown
GRAP 108	Statutory receivable No significant impact is expected as the Municipality does not participate in such business transactions.	After 1 April 2019
GRAP 109	Accounting by Principals and Agents No significant impact is expected as the Municipality does not participate in such business transactions.	After 1 April 2019
GRAP 110	Living and Non-Living Resources No significant impact is expected as the Municipality does not participate in such business transactions.	After 1 April 2020
IGRAP 17	Service Concession Arrangements Where a Grantor Controls a Significant Residual Interest in an Asset. No significant impact is expected as the Municipality does not participate in such business transactions.	Unknown
IGRAP 18	Interpretation of the standard of GRAP on recognition and derecognising of land No significant impact is expected as the Municipality does not participate in such business transactions.	Unknown
IGRAP 19	Liabilities to pay levies No significant impact is expected as the Municipality does not participate in such business transactions.	Unknown

1.8. RESERVES

Capital Replacement Reserve (CRR)

In order to finance the provision of infrastructure and other items of property, plant and equipment from internal sources, amounts are transferred from the accumulated surplus / (deficit) to the CRR. The cash in the CRR can only be utilized to finance items of property, plant and equipment. The CRR is reduced and the accumulated surplus / (Deficit) are credited by a corresponding amount when the amounts in the CRR are utilized.

1.9. LEASES

1.9.1. Municipality as Lessee

Leases are classified as finance leases where substantially all the risks and rewards associated with ownership of an asset are transferred to the Municipality. Property, plant and equipment or intangible assets subject to finance lease agreements are initially recognised at the lower of the asset's fair value and the present value of the minimum lease payments. The corresponding liabilities are initially recognised at the inception of the lease and are measured as the sum of the minimum lease payments due in terms of the lease agreement, discounted for the effect of interest. In discounting the lease payments, the Municipality uses the interest rate that exactly discounts the lease payments and unguaranteed residual value to the fair value of the asset plus any direct costs incurred.

Subsequent to initial recognition, the leased assets are accounted for in accordance with the stated accounting policies applicable to property, plant and equipment or intangibles. The lease liability is reduced by the lease payments, which are allocated between the lease finance cost and the capital repayment using the effective interest rate method. Lease finance costs are expensed when incurred. The accounting policies relating to de-recognition of financial instruments are applied to lease payables.

Operating leases are those leases that do not fall within the scope of the above definition. Operating lease rentals are recognised on a straight-line basis over the term of the relevant lease.

1.9.2. Municipality as Lessor

Under a finance lease, the Municipality recognises the lease payments to be received in terms of a lease agreement as an asset (receivable). The receivable is calculated as the sum of all the minimum lease payments to be received, plus any unguaranteed residual accruing to the Municipality, discounted at the interest rate implicit in the lease. The receivable is reduced by the capital portion of the lease instalments received, with the interest portion being recognised as interest revenue on a time proportionate basis. The accounting policies relating to de-recognition and impairment of financial instruments are applied to lease receivables.

Operating leases are those leases that do not fall within the scope of the above definition. Operating lease rentals are recognised on a straight-line basis over the term of the relevant lease.

1.10. UNSPENT CONDITIONAL GOVERNMENT GRANTS AND RECEIPTS

Conditional government grants are subject to specific conditions. If these specific conditions are not met, the monies received are repayable.

Unspent conditional grants are financial liabilities that are separately disclosed on the Statement of Financial Position. They represent unspent government grants, subsidies and contributions from the public.

This liability always has to be cash-backed. The following provisions are set for the creation and utilisation of this creditor:

- Unspent conditional grants are recognised as a liability when the grant is received.
- When grant conditions are met an amount equal to the conditions met are transferred to revenue in the Statement of Financial Performance.
- The cash which backs up the creditor is invested as individual investment or part of the general investments of the Municipality until it is utilised.
- Interest earned on the investment is treated in accordance with grant conditions. If it is payable to the funder it is recorded as part of the creditor. If it is the Municipality's interest it is recognised as interest earned in the Statement of Financial Performance.

1.11. UNPAID CONDITIONAL GOVERNMENT GRANTS AND RECEIPTS

Unpaid conditional grants are assets in terms of the Framework that are separately reflected on the Statement of Financial Position. The asset is recognised when the Economic Entity has an enforceable right to receive the grant or if it is virtually certain that it will be received based on that grant conditions have been met. They represent unpaid government grants, subsidies and contributions from the public.

The following provisions are set for the creation and utilisation of the grant is receivables:

- Unpaid conditional grants are recognised as an asset when the grant is receivable.

1.12. PROVISIONS

1.12.1. GENERAL PROVISIONS

Provisions are recognised when the Municipality has a present legal or constructive obligation as a result of past events, it is possible that an outflow of resource embodying economic benefits will be required to settle the obligation and a reliable estimate of the provision can be made. Provisions are reviewed at reporting date and adjusted to reflect the current best estimate. Where the effect is material, non-current provisions are discounted to their present value using a discount rate that reflects the market's current assessment of the time value of money, adjusted for risks specific to the liability (for example in the case of obligations for the rehabilitation of land).

The Municipality does not recognise a contingent liability or contingent asset. A contingent liability is disclosed unless the possibility of an outflow of resources embodying economic benefits is remote. A contingent asset is disclosed where an inflow of economic benefits is possible.

Future events that may affect the amount required to settle an obligation are reflected in the amount of a provision where there is sufficient objective evidence that they will occur. Gains from the expected disposal of assets are not taken into account in measuring a provision. Provisions are not recognised for future operating losses. The present obligation under an onerous contract is recognised and measured as a provision.

A provision for restructuring costs is recognised only when the following criteria over and above the recognition criteria of a provision have been met:

(a) The Municipality has a detailed formal plan for the restructuring identifying at least:

- the business or part of a business concerned;
- the principal locations affected;
- the location, function and approximate number of employees who will be compensated for terminating their services;
- the expenditures that will be undertaken; and
- when the plan will be implemented.

(b) The Municipality has raised a valid expectation in those affected that it will carry out the restructuring by starting to implement that plan or announcing its main features to those affected by it.

The amount recognised as a provision shall be the best estimate of the expenditure required to settle the present obligation at the reporting date.

Provisions shall be reviewed at each reporting date and adjusted to reflect the current best estimate. If it is no longer probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation, the provision shall be reversed.

1.12.2. REHABILITATION OF LANDFILL SITES PROVISIONS

Provision is made in terms of the licensing stipulations of the landfill sites, for the estimated cost of rehabilitating waste sites. The provision has been determined on the basis of a recent independent study. The cost factors derived from the study by a firm of consulting engineers have discounted to present value at prime interest rate.

1.13. EMPLOYEE BENEFITS

1.13.1. Post-Retirement Medical obligations

The Municipality provides post-retirement medical benefits by subsidizing the medical aid contributions of certain retired staff according to the rules of the medical aid funds. Council pays 70% as contribution and the remaining 30% are paid by the members. The entitlement to these benefits is usually conditional on the employee remaining in service up to retirement age and the completion of a minimum service period. The present value of the defined benefit liability is actuarially determined in accordance with GRAP 25 – Employee benefits (using a discount rate applicable to high quality government bonds). The plan is unfunded.

These contributions are charged to the Statement of Financial Performance when employees have rendered the service entitling them to the contribution. The liability was calculated by means of the projected unit credit actuarial valuation method. The liability in respect of current pensioners is regarded as fully accrued, and is therefore not split between a past (or accrued) and future in-service element. The liability is recognised at the fair value of the obligation. Payments made by the Municipality are set-off against the liability, including notional interest, resulting from the valuation by the actuaries and are charged against the Statement of Financial Performance as employee benefits upon valuation.

Actuarial gains and losses arising from the experience adjustments and changes in actuarial assumptions, is charged or credited to the Statement of Financial Performance in the period that it occurs. These obligations are valued periodically by independent qualified actuaries.

1.13.2. Long Service awards

Long service awards are provided to employees who achieve certain pre-determined milestones of service within the Municipality. The Municipality's obligation under these plans is valued by independent qualified actuaries periodically and the corresponding liability is raised. Payments are set-off against the liability, including notional interest, resulting from the valuation by the actuaries and are charged against the Statement of Financial Performance as employee benefits upon valuation. Defined benefit plans are post-employment plans other than defined contribution plans.

Actuarial gains and losses arising from the experience adjustments and changes in actuarial assumptions, is charged or credited to the Statement of Financial Performance in the period that it occurs. These obligations are valued periodically by independent qualified actuaries.

1.13.3. Accrued Leave Pay

Liabilities for annual leave are recognised as they accrue to employees. The liability is based on the total amount of leave days due to employees at year end and also on the total remuneration package of the employee.

1.13.4. Staff Bonuses

Liabilities for staff bonuses are recognised as they accrue to employees. The liability at year end is based on bonus accrued at year end for each employee.

1.13.5. Performance bonuses

A provision, in respect of the liability relating to the anticipated costs of performance bonuses payable to Section 57 employees, is maintained. Municipal entities' performance bonus provisions are based on the employment contract stipulations as well as previous performance bonus payment trends.

1.13.6. Pension and retirement fund obligations

The Municipality provides retirement benefits for its employees and councillors. Defined contribution plans are post-employment benefit plans under which an entity pays fixed contributions into a separate entity (a fund) and will have no legal or constructive obligation to pay further contributions if the fund does not hold sufficient assets to pay all employee benefits relating to employee service in the current and prior periods. The contributions to fund obligations for the payment of retirement benefits are charged against income in the year they become payable. Defined benefit plans are post-employment benefit plans other than defined contribution plans. The defined benefit funds, which are administered on a provincial basis, are actuarially valued tri-annually on the projected unit credit method basis. Deficits identified are recovered through lump sum payments or increased future contributions on a proportional basis to all participating municipalities. The contributions and lump sum payments are charged against income in the year they become payable. Sufficient information is not available to use defined benefit accounting for a multi-employer plan. As a result, defined benefit plans have been accounted for as if they were defined contribution plans.

1.13.7. Ex gratia Gratuities

Ex gratia gratuities are provided to employees that were not previously members of a pension fund. The Municipality's obligation under these plans is valued by independent qualified actuaries and the corresponding liability is raised. Payments made by the Municipality are set-off against the liability, including notional interest, resulting from the valuation by the actuaries and are charged against the Statement of Financial Performance as employee benefits upon valuation. Defined benefit plans are post-employment plans other than defined contribution plans.

Actuarial gains and losses arising from the experience adjustments and changes in actuarial assumptions, is charged or credited to the Statement of Financial Performance in the period that it occurs. These obligations are valued periodically by independent qualified actuaries.

1.14. PROPERTY, PLANT AND EQUIPMENT

1.14.1. Initial Recognition

Property, plant and equipment are tangible non-current assets (including infrastructure assets) that are held for use in the production or supply of goods or services, rental to others, or for administrative purposes, and are expected to be used during more than one year. Items of property, plant and equipment are initially recognised as assets on acquisition date and are initially recorded at cost. The cost of an item of property, plant and equipment is the purchase price and other costs attributable to bring the asset to the location and condition necessary for it to be capable of operating in the manner intended by the municipality. Trade discounts and rebates are deducted in arriving at the cost. The cost also includes the necessary costs of dismantling and removing the asset and restoring the site on which it is located.

When significant components of an item of property, plant and equipment have different useful lives, they are accounted for as separate items (major components) of property, plant and equipment.

Where an asset is acquired by the municipality for no or nominal consideration (i.e. a non-exchange transaction), the cost is deemed to be equal to the fair value of that asset on the date acquired.

Where an item of property, plant and equipment is acquired in exchange for a non-monetary asset or monetary assets, or a combination of monetary and non-monetary assets, the assets acquired is initially measured at fair value (the cost). It the acquired item's fair value was not determinable, it's deemed cost is the carrying amount of the asset(s) given up.

Major spare parts and servicing equipment qualify as property, plant and equipment when the municipality expects to use them during more than one period. Similarly, if the major spare parts and servicing equipment can be used only in connection with an item of property, plant and equipment, they are accounted for as property, plant and equipment.

1.14.2. Subsequent Measurement – Cost Model

Subsequent to initial recognition, items of property, plant and equipment are measured at cost less accumulated depreciation and impairment losses. Land is not depreciated as it is deemed to have an indefinite useful life.

Where the municipality replaces parts of an asset, it derecognises the part of the asset being replaced and capitalises the new component. Subsequent expenditure incurred on an asset is capitalised when it increases the capacity or future economic benefits associated with the asset.

1.14.3. Depreciation and Impairment

Depreciation is calculated on the depreciable amount, using the straight-line method over the estimated useful lives of the assets. Depreciation of an asset begins when it is available for use, i.e. when it is in the location and condition necessary for it to be capable of operating in the manner intended by management. Components of assets that are significant in relation to the whole asset and that have different useful lives are depreciated separately. The estimated useful lives, residual values and depreciation method are reviewed at each year end, with the effect of any changes in estimate accounted for on a prospective basis. The annual depreciation rates are based on the following estimated useful lives:

	Years		Years
Infrastructure		Other	
Roads and Paving	5-100	Airports	20
Electricity	4-46	Buildings	30-100
Water	15-150	Computer equipment	3-30
Sanitation	15-75	Furniture and equipment	3-30
Other	10-15	Landfill sites	10-15
		Markets	30
Community		Other	3-30
Recreational Facilities	5-30	Other vehicles	2-67
Sport fields & Stadia	10-20	Plant and Equipment	5-32
Halls	5-100	Specialist vehicles	6-38
Libraries	10-30		
Parks and gardens	10-30		
Other assets	5-30		
Cemeteries	5-30		
Finance lease assets			
Office equipment	3-5		

The actual useful lives used for depreciation purposes may vary from the above information as the remaining useful lives of assets are reviewed annually.

Property, plant and equipment are reviewed at each reporting date for any indication of impairment. If any such indication exists, the asset's recoverable amount is estimated. The impairment charged to the Statement of Financial Performance is the excess of the carrying value over the recoverable amount.

An impairment is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined had no impairment been recognised. A reversal of impairment is recognised in the Statement of Financial Performance.

1.14.4. De-recognition

Items of property, plant and equipment are derecognised when the asset is disposed or when there are no further economic benefits or service potential expected from the use of the asset. The gain or loss arising on the disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying value and is recognised in the Statement of Financial Performance.

1.14.5. Land and Buildings and Other Assets – application of deemed cost (Directive 7)

The Municipality opted to take advantage of the transitional arrangement as contained in Directive 7 of the Accounting Standards Board, issued in December 2009. The Municipality applied deemed cost where the acquisition cost of an asset could not be determined. The municipality updated the Land and Buildings acquired before 30 June 2008 to the fair value as determined by an independent valuator. For Other Assets the depreciation replacement cost method was used to establish the deemed cost as on 1 July 2008.

1.15. INTANGIBLE ASSETS

1.15.1. Initial Recognition

An intangible asset is an identifiable non-monetary asset without physical substance.

An asset meets the identifiable criterion in the definition of an intangible asset when it:

is separable, i.e. is capable of being separated or divided from the entity and sold, transferred, licensed, rented or exchanged, either individually or together with a related contract, asset or liability; or arises from contractual rights (including rights arising from binding arrangements) or other legal rights (excluding rights granted by statute), regardless of whether those rights are transferable or separable from the entity or from other rights and obligations.

The municipality recognises an intangible asset in its Statement of Financial Position only when it is probable that the expected future economic benefits or service potential that are attributable to the asset will flow to the municipality and the cost or fair value of the asset can be measured reliably.

Internally generated intangible assets are subject to strict recognition criteria before they are capitalised. Research expenditure is never capitalised, while development expenditure is only capitalised to the extent that:

the municipality intends to complete the intangible asset for use or sale;
it is technically feasible to complete the intangible asset;
the municipality has the resources to complete the project; and
it is probable that the municipality will receive future economic benefits or service potential.

Intangible assets are initially recognised at cost.

Where an intangible asset is acquired by the municipality for no or nominal consideration (i.e. a non-exchange transaction), the cost is deemed to be equal to the fair value of that asset on the date acquired.

Where an intangible asset is acquired in exchange for a non-monetary asset or monetary assets, or a combination of monetary and non-monetary assets, the asset acquired is initially measured at fair value (the cost). If the acquired item's fair value was not determinable, it's deemed cost is the carrying amount of the asset(s) given up.

1.15.2. Subsequent Measurement – Cost Model

Intangible assets are subsequently carried at cost less accumulated amortisation and impairments. The cost of an intangible asset is amortised over the useful life where that useful life is finite. Where the useful life is indefinite, the asset is not amortised but is subject to an annual impairment test.

1.15.3. Amortisation and Impairment

Amortisation is charged so as to write off the cost or valuation of intangible assets over their estimated useful lives using the straight line method. Amortisation of an asset begins when it is available for use, i.e. when it is in the condition necessary for it to be capable of operating in the manner intended by management. Components of assets that are significant in relation to the whole asset and that have different useful lives are amortised separately. The estimated useful lives, residual values and amortisation method are reviewed at each year end, with the effect of any changes in estimate accounted for on a prospective basis. The annual amortisation rates are based on the following estimated useful lives:

Intangible Assets	Years
Computer Software	3-20
Computer Software Licenses	3-20

The actual useful lives used for depreciation purposes may vary from the above information as the remaining useful lives of assets are reviewed annually.

1.15.4. De-recognition

Intangible assets are derecognised when the asset is disposed or when there are no further economic benefits or service potential expected from the use of the asset. The gain or loss arising on the disposal or retirement of an intangible asset is determined as the difference between the sales proceeds and the carrying value and is recognised in the Statement of Financial Performance.

1.16. INVESTMENT PROPERTY

1.16.1. Initial Recognition

Investment property shall be recognised as an asset when and only when:

- it is probable that the future economic benefits or service potential that are associated with the investment property will flow to the entity, and
- the cost or fair value of the investment property can be measured reliably.

Investment property includes property (land or a building, or part of a building, or both land and buildings held under a finance lease) held to earn rentals and/or for capital appreciation, rather than held to meet service delivery objectives, the production or supply of goods or services, or the sale of an asset in the ordinary course of operations.

At initial recognition, the municipality measures investment property at cost including transaction costs once it meets the definition of investment property. However, where an investment property was acquired through a non-exchange transaction (i.e. where it acquired the investment property for no or a nominal value), its cost is its fair value as at the date of acquisition.

Transfers are made to or from investment property only when there is a change in use. For a transfer from investment property to owner occupied property, the deemed cost for subsequent accounting is the fair value at the date of change in use. If owner occupied property becomes an investment property, the municipality accounts for such property in accordance with the policy stated under property, plant and equipment up to the date of change in use.

The cost of self-constructed investment property is the cost at date of completion.

1.16.2. Subsequent Measurement – Cost Model

Subsequent to initial recognition, items of investment property are measured at cost less accumulated depreciation and impairment losses. Land is not depreciated as it is deemed to have an indefinite useful life.

1.16.3. Depreciation and Impairment

Depreciation is calculated on the depreciable amount, using the straight-line method over the estimated useful lives of the assets. Depreciation of an asset begins when it is available for use, i.e. when it is in the location and condition necessary for it to be capable of operating in the manner intended by management. Components of assets that are significant in relation to the whole asset and that have different useful lives are depreciated separately. The estimated useful lives, residual values and depreciation method are reviewed at each year end, with the effect of any changes in estimate accounted for on a prospective basis.

Investment Property	Years
Buildings	99 - 100

The actual useful lives used for depreciation purposes may vary from the above information as the remaining useful lives of assets are reviewed annually.

1.16.4. De-recognition

Investment property is derecognised when it is disposed or when there are no further economic benefits expected from the use of the investment property. The gain or loss arising on the disposal or retirement of an item of investment property is determined as the difference between the sales proceeds and the carrying value and is recognised in the Statement of Financial Performance.

1.17. HERITAGE ASSETS

1.17.1. Initial Recognition

Heritage assets are assets that have a cultural, environmental, historical, natural, scientific, technological or artistic significance and are held indefinitely for the benefit of present and future generations.

A heritage asset shall be recognised as an asset if, and only if:

- it is probable that future economic benefits or service potential associated with the asset will flow to the entity, and
- the cost or fair value of the asset can be measured reliably.

An asset that has met the recognition requirement criteria for heritage assets shall be measured at its cost if such an asset has been acquired through an exchange transaction.

Where a heritage asset has been acquired through a non-exchange transaction, its cost shall be measured at its fair value as at the date of acquisition.

1.17.2. Subsequent Measurement

Heritage assets are not depreciated based on their nature however the municipality assesses at each reporting date whether there is a need for impairment.
The class of heritage assets are carried at its cost less any accumulated impairment losses.

1.17.3. Impairment

Where the carrying amount of an item of heritage asset is greater than the estimated recoverable amount (or recoverable service amount), it is written down immediately to its recoverable amount (or recoverable service amount) and an impairment loss is charged to the Statement of Financial Performance.

Where items of heritage asset have been impaired, the carrying value is adjusted by the impairment loss, which is recognised as an expense in the Statement of Financial Performance in the period that the impairment is identified.

An impairment is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined had no impairment been recognised. A reversal of the impairment is recognised in the Statement of Financial Performance.

1.17.4. De-recognition

The carrying amount of a heritage asset is derecognised:

- on disposal, or
- when no future economic benefits or service potential are expected from its use or disposal.

The gain or loss arising from de-recognition of a heritage asset shall be determined as the difference between the net disposal proceeds, if any, and the carrying amount of the heritage asset. Such difference is recognised in surplus or deficit when the heritage asset is derecognised.

1.18. IMPAIRMENT OF NON-FINANCIAL ASSETS

1.18.1. Cash-generating assets

Cash-generating assets are assets held with the primary objective of generating a commercial return.

The Municipality assesses at each reporting date whether there is an indication that an asset may be impaired. If any indication exists, or when annual impairment testing for an asset is required, the municipality estimates the asset's recoverable amount.

An asset's recoverable amount is the higher of an asset's or cash-generating units (CGU) fair value less costs to sell and its value in use and is determined for an individual asset, unless the asset does not generate cash inflows that are largely independent of those from other assets or groups of assets. Where the carrying amount of an asset or CGU exceeds its recoverable amount, the asset is considered impaired and is written down to its recoverable amount. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset. In determining fair value less costs to sell, an appropriate valuation model is used. Impairment losses are recognised in the Statement of Financial Performance in those expense categories consistent with the function of the impaired asset.

An assessment is made at each reporting date as to whether there is any indication that previously recognised impairment losses may no longer exist or may have decreased. If such indication exists, the Municipality estimates the asset's or cash-generating unit's recoverable amount. A previously recognised impairment loss is reversed only if there has been a change in the assumptions used to determine the asset's recoverable amount since the last impairment loss was recognised. The reversal is limited so that the carrying amount of the asset does not exceed its recoverable amount, nor exceed the carrying amount that would have been determined, net of depreciation, had no impairment loss been recognised for the asset in prior years. Such reversal is recognised in the Statement of Financial Performance.

1.18.2. Non-cash-generating assets

Non-cash-generating assets are assets other than cash-generating assets.

The Municipality assesses at each reporting date whether there is an indication that an asset may be impaired. If any indication exists, or when annual impairment testing for an asset is required, the Municipality estimates the asset's recoverable service amount.

An asset's recoverable service amount is the higher of a non-cash-generating asset's fair value less costs to sell and its value in use. If the recoverable service amount of an asset is less than its carrying amount, the carrying amount of the asset is reduced to its recoverable service amount. That reduction is an impairment loss recorded in the Statement of Financial Performance.

The value in use of a non-cash-generating asset is the present value of the asset's remaining service potential. The present value of the remaining service potential of the asset is determined using any one of the following approaches:

Depreciation replacement cost approach - the present value of the remaining service potential of an asset is determined as the depreciated replacement cost of the asset. The replacement cost of an asset is the cost to replace the asset's gross service potential. This cost is depreciated to reflect the asset in its used condition. An asset may be replaced either through reproduction (replication) of the existing asset or through replacement of its gross service potential. The depreciated replacement cost is measured as the reproduction or replacement cost of the asset, whichever is lower, less accumulated depreciation calculated on the basis of such cost, to reflect the already consumed or expired service potential of the asset.

Fair value less costs to sell is the amount obtainable from the sale of an asset in an arm's length transaction between knowledgeable, willing parties, less the costs of disposal.

The Municipality assesses at each reporting date whether there is any indication that an impairment loss recognised in prior periods for an asset may no longer exist or may have decreased. If any such indication exists, the Municipality estimates the recoverable service amount of that asset.

An impairment loss recognised in prior periods for an asset is reversed if there has been a change in the estimates used to determine the asset's recoverable service amount since the last impairment loss was recognised. If this is the case, the carrying amount of the asset is increased to its recoverable service amount. The increased carrying amount of an asset attributable to a reversal of an impairment loss does not exceed the carrying amount that would have been determined (net of depreciation or amortisation) had no impairment loss been recognised for the asset in prior periods. Such a reversal of an impairment loss is recognised in the Statement of Financial Performance.

1.19. COMMITMENTS

Commitments are future payments and expenditure to be incurred on contracts that have been entered into at the reporting date and where there are unperformed obligations. The commitments would include both capital and operating items.

Committed expenditure approved and contracted for at reporting date is where the expenditure has been approved and the contract has been awarded.

Committed expenditure approved but not yet contracted for at reporting date is where the expenditure has been approved but the contract has yet to be awarded or is awaiting finalisation.

1.20. INVENTORIES

1.20.1. Initial Recognition

Inventories comprise current assets held for sale, consumption or distribution during the ordinary course of business. Inventories are initially recognised at cost. Cost generally refers to the purchase price, plus non-recoverable taxes, transport costs and any other costs in bringing the inventories to their current location and condition. Where inventory is manufactured, constructed or produced, the cost includes the cost of labour, materials and overheads used during the manufacturing process.

Where inventory is acquired by the Municipality for no or nominal consideration (i.e. a non-exchange transaction), the cost is deemed to be equal to the fair value of the item on the date acquired.

The cost of purified water comprises cost of conversion and other cost incurred in bringing the inventory to their present location and condition.

1.20.2. Subsequent Measurement

Inventories, consisting of consumable stores, raw materials, work-in-progress and finished goods, are valued at the lower of cost and net realisable value unless they are to be distributed at no or nominal charge, in which case they are measured at the lower of cost and current replacement cost. Redundant and slow-moving inventories are identified and written down in this way. Differences arising on the valuation of inventory are recognised in the Statement of Financial Performance in the year in which they arose. The amount of any reversal of any write-down of inventories arising from an increase in net realisable value or current replacement cost is recognised as a reduction in the amount of inventories recognised as an expense in the period in which the reversal occurs.

The carrying amount of inventories is recognised as an expense in the period that the inventory was sold, distributed, written off or consumed, unless that cost qualifies for capitalisation to the cost of another asset.

In general, the basis of allocating cost to inventory items is the weighted average method.

Cost of land held for sale is assigned by using specific identification of their individual costs.

1.21. BORROWING COSTS

Borrowing costs directly attributable to the acquisition, construction or production of qualifying assets are capitalised to the cost of that asset unless it is inappropriate to do so. The Municipality ceases the capitalisation of borrowing costs when substantially all the activities to prepare the asset for its intended use or sale are complete. It is considered inappropriate to capitalise borrowing costs where the link between the funds borrowed and the capital asset acquired cannot be adequately established. Borrowing costs incurred other than on qualifying assets are recognised as an expense in the Statement of Financial Performance when incurred.

1.22. FINANCIAL INSTRUMENTS

Financial instruments recognised on the Statement of Financial Position include receivables (both from exchange transactions and non-exchange transactions), cash and cash equivalents, annuity loans and payables (both from exchange transactions and non-exchange transactions).

1.22.1. Initial Recognition

Financial instruments are initially recognised when the Municipality becomes a party to the contractual provisions of the instrument at fair value plus, in the case of a financial asset or financial liability not at fair value, transaction costs that are directly attributable to the acquisition or issue of the financial asset or financial liability

1.22.2. Subsequent Measurement

Financial Assets are categorised according to their nature as either financial assets at fair value, financial assets at amortised cost or financial assets at cost. , Financial Liabilities are categorised as either at fair value, financial liabilities at cost or financial liabilities carried at amortised cost (”other”). The subsequent measurement of financial assets and liabilities depends on this categorisation.

1.22.2.1. Receivables

Receivables are classified as loans and receivables, and are subsequently measured at amortised cost using the effective interest rate method.

For amounts due from debtors carried at amortised cost, the Municipality first assesses whether objective evidence of impairment exists individually for financial assets that are individually significant, or collectively for financial assets that are not individually significant. Objective evidence of impairment includes significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation and default or delinquency in payments (more than 90 days overdue). If the Municipality determines that no objective evidence of impairment exists for an individually assessed financial asset, whether significant or not, it includes the asset in a group of financial assets with similar credit risk characteristics and collectively assesses them for impairment. Assets that are individually assessed for impairment and for which an impairment loss is, or continues to be, recognised are not included in a collective assessment of impairment.

If there is objective evidence that an impairment loss has been incurred, the amount of the loss is measured as the difference between the asset’s carrying amount and the present value of estimated future cash flows (excluding future expected credit losses that have not yet been incurred). The carrying amount of the asset is reduced through the use of an allowance account and the amount of the loss is recognised in the Statement of Financial Performance. Interest income continues to be accrued on the reduced carrying amount based on the original effective interest rate of the asset. Loans together with the associated allowance are written off when there is no realistic prospect of future recovery and all collateral has been realised or has been transferred to the municipality. If, in a subsequent year, the amount of the estimated impairment loss increases or decreases because of an event occurring after the impairment was recognised, the previously recognised impairment loss is increased or reduced by adjusting the allowance account. If a future write-off is later recovered, the recovery is recognised in the Statement of Financial Performance.

The present value of the estimated future cash flows is discounted at the financial asset’s original effective interest rate, if material. If a loan has a variable interest rate, the discount rate for measuring any impairment loss is the current effective interest rate.

1.22.2.2. Payables and Annuity Loans

Financial liabilities consist of payables and annuity loans. They are categorised as financial liabilities held at amortised cost, are initially recognised at fair value and subsequently measured at amortised cost using an effective interest rate, which is the initial carrying amount, less repayments, plus interest.

1.22.2.3. Cash and Cash Equivalents

Cash includes cash on hand (including petty cash) and cash with banks. Cash equivalents are short-term highly liquid investments, readily convertible into known amounts of cash that are held with registered banking institutions with maturities of three months or less and are subject to an

insignificant risk of change in value. For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand, highly liquid deposits and net of bank overdrafts. The Municipality categorises cash and cash equivalents as financial assets carried at amortised cost.

Bank overdrafts are recorded based on the facility utilised. Finance charges on bank overdraft are expensed as incurred. Amounts owing in respect of bank overdrafts are categorised as financial liabilities: other financial liabilities carried at amortised cost.

1.22.2.4. Non-Current Investments

Financial instruments, which include, investments in municipal entities and fixed deposits invested in registered commercial banks, are stated at amortised cost.

Where investments have been impaired, the carrying value is adjusted by the impairment loss, which is recognised as an expense in the period that the impairment is identified.

On disposal of an investment, the difference between the net disposal proceeds and the carrying amount is charged or credited to the Statement of Financial Performance.

The carrying amounts of such investments are reduced to recognise any decline, other than a temporary decline, in the value of individual investments.

1.22.3. De-recognition of Financial Instruments

1.22.3.1. Financial Assets

A financial asset (or, where applicable a part of a financial asset or part of a group of similar financial assets) is derecognised when:

the rights to receive cash flows from the asset have expired; or
the Municipality has transferred its rights to receive cash flows from the asset or has assumed an obligation to pay the received cash flows in full without material delay to a third party under a 'pass-through' arrangement; and either (a) the Municipality has transferred substantially all the risks and rewards of the asset, or (b) the Municipality has neither transferred nor retained substantially all the risks and rewards of the asset, but has transferred control of the asset.

When the Municipality has transferred its rights to receive cash flows from an asset or has entered into a pass-through arrangement, and has neither transferred nor retained substantially all the risks and rewards of the asset nor transferred control of the asset, a new asset is recognised to the extent of the Municipality's continuing involvement in the asset.

Continuing involvement that takes the form of a guarantee over the transferred asset is measured at the lower of the original carrying amount of the asset and the maximum amount of consideration that the Municipality could be required to repay.

When continuing involvement takes the form of a written and/or purchased option (including a cash settled option or similar provision) on the transferred asset, the extent of the Municipality's continuing involvement is the amount of the transferred asset that the Municipality may repurchase, except that in the case of a written put option (including a cash settled option or similar provision) on an asset measured at fair value, the extent of the Municipality's continuing involvement is limited to the lower of the fair value of the transferred asset and the option exercise price.

1.22.3.2. Financial Liabilities

A financial liability is derecognised when the obligation under the liability is discharged or cancelled or expires.

When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as a de-recognition of the original liability and the recognition of a new liability, and the difference in the respective carrying amounts is recognised in the Statement of Financial Performance.

1.22.4. Offsetting of Financial Instruments

Financial assets and financial liabilities are offset and the net amount reported in the Statement of Financial Position if, and only if, there is a currently enforceable legal right to offset the recognised amounts and there is an intention to settle on a net basis, or to realise the assets and settle the liabilities simultaneously

1.23. REVENUE

1.23.1. Revenue from Non-Exchange Transactions

Revenue from non-exchange transactions refers to transactions where the Municipality received revenue from another entity without directly giving approximately equal value in exchange. Revenue from non-exchange transactions is generally recognised to the extent that the related receipt or receivable qualifies for recognition as an asset and there is no liability to repay the amount.

Revenue from property rates is recognised when the legal entitlement to this revenue arises. Collection charges are recognised when such amounts are legally enforceable. Penalty interest on unpaid rates is recognised on a time proportionate basis as an exchange transaction.

Fine Revenue constitutes both spot fines and summonses. Revenue from spot fines and summonses is recognised when issued.

Revenue from public contributions and donations is recognised when all conditions associated with the contribution have been met or where the contribution is to finance property, plant and equipment, when such items of property, plant and equipment qualifies for recognition and first becomes available for use by the Municipality. Where public contributions have been received but the Municipality has not met the related conditions, it is recognised as an unspent public contribution (liability).

Revenue from third parties i.e. insurance payments for assets impaired, are recognised when it can be measured reliably and is not being offset against the related expenses of repairs or renewals of the impaired assets.

Contributed property, plant and equipment is recognised when such items of property, plant and equipment qualifies for recognition and become available for use by the Municipality.

Revenue from the recovery of unauthorised, irregular, fruitless and wasteful expenditure is based on legislated procedures, including those set out in the Municipal Finance Management Act (Act No. 56 of 2003) and is recognised when the recovery thereof from the responsible councillors or officials is virtually certain.

Revenue shall be measured at the fair value of the consideration received or receivable.

When, as a result of a non-exchange transaction, a Municipality recognises an asset, it also recognises revenue equivalent to the amount of the asset measured at its fair value as at the date of acquisition, unless it is also required to recognise a liability. Where a liability is required to be recognised it will be measured as the best estimate of the amount required to settle the present obligation at the reporting date, and the amount of the increase in net assets, if any, recognised as revenue. When a liability is subsequently reduced, because the taxable event occurs or a condition is satisfied, the amount of the reduction in the liability will be recognised as revenue.

1.23.2. Revenue from Exchange Transactions

Revenue from exchange transactions refers to revenue that accrued to the Municipality directly in return for services rendered/ goods sold, the value of which approximates the consideration received or receivable.

Service charges relating to electricity and water are based on consumption and a basic charge as per Council resolution. Meters are read on a monthly basis and are recognised as revenue when invoiced. Provisional estimates of consumption are made monthly when meter readings have not been performed. The provisional estimates of consumption are recognised as revenue when invoiced. Adjustments to provisional estimates of consumption are made in the invoicing period in which meters have been read. These adjustments are recognised as revenue in the invoicing period.

Revenue from the sale of electricity prepaid meter vouchers is recognised eight days after the sale of the relevant voucher.

Service charges relating to refuse removal are recognised on a monthly basis in arrears by applying the approved tariff to each property that has improvements. Tariffs are determined per category of property usage, and are levied monthly based on the recorded number of refuse points per property.

Service charges relating to sanitation (sewerage) are recognised on a monthly basis in arrears by applying the approved tariff to each property that has improvements. Tariffs are determined per category of property usage. In the case of residential property a fixed monthly tariff is levied and in the case of commercial property a tariff is levied based on the number of sewerage connection on the property. Service charges based on a basic charge as per Council resolution.

Interest revenue is recognised using the effective interest rate method.

Revenue from the rental of facilities and equipment is recognised on a straight-line basis over the term of the lease agreement.

Revenue arising from the application of the approved tariff of charges is recognised when the relevant service is rendered by applying the relevant tariff. This includes the issuing of licences and permits.

Revenue from the sale of goods is recognised when substantially all the risks and rewards in those goods are passed to the consumer.

Revenue shall be measured at the fair value of the consideration received or receivable.

The amount of revenue arising on a transaction is usually determined by agreement between the entity and the purchaser or user of the asset or service. It is measured at the fair value of the consideration received or receivable.

In most cases, the consideration is in the form of cash or cash equivalents and the amount of revenue is the amount of cash or cash equivalents received or receivable. However, when the inflow of cash or cash equivalents is deferred, the fair value of the consideration may be less than the nominal amount of cash received or receivable. When the arrangement effectively constitutes a financing transaction, the fair value of the consideration is determined by discounting all future receipts using an imputed rate of interest. The imputed rate of interest is the more clearly determinable of either:

The prevailing rate for a similar instrument of an issuer with a similar credit rating; or
A rate of interest that discounts the nominal amount of the instrument to the current cash sales price of the goods or services.

The difference between the fair value and the nominal amount of the consideration is recognised as interest revenue.

When goods or services are exchanged or swapped for goods or services which are of a similar nature and value, the exchange is not regarded as a transaction that generates revenue. When goods are sold or services are rendered in exchange for dissimilar goods or services, the exchange is regarded as a transaction that generates revenue. The revenue is measured at the fair value of the goods or services received, adjusted by the amount of any cash or cash equivalents transferred.

When the fair value of the goods or services received cannot be measured reliably, the revenue is measured at the fair value of the goods or services given up, adjusted by the amount of any cash or cash equivalents transferred.

1.23.3. Grants, Transfers and Donations (Non-Exchange Revenue)

Grants, transfers and donations received or receivable are recognised when the resources that have been transferred meet the criteria for recognition as an asset. A corresponding liability is raised to the extent that the grant, transfer or donation is conditional. The liability is transferred to revenue as and when the conditions attached to the grant are met. Grants without any conditions attached are recognised as revenue when the asset is recognised.

1.24. RELATED PARTIES

Parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial and operating decisions or if the related party entity and another entity are subject to common control.

Related parties include:

- Entities that directly, or indirectly through one or more intermediaries, control, or are controlled by the reporting entity;
- Individuals owning, directly or indirectly, an interest in the reporting entity that gives them significant influence over the entity, and close members of the family of any such individual;
- Key management personnel, and close members of the family of key management personnel; and
- Entities in which a substantial ownership interest is held, directly or indirectly, by any person described in the 2nd and 3rd bullet, or over which such a person is able to exercise significant influence.

Key management personnel include:

- All directors or members of the governing body of the entity, being the Executive Mayor, Deputy Mayor, Speaker, members of the Mayoral Committee and ordinary councillors.
- Other persons having the authority and responsibility for planning, directing and controlling the activities of the reporting entity being the Municipal Manager, Chief Financial Officer an all other managers reporting directly to the Municipal Manager or as designated by the Municipal Manager.

1.25. UNAUTHORISED EXPENDITURE

Unauthorised expenditure is expenditure that has not been budgeted, expenditure that is not in terms of the conditions of an allocation received from another sphere of government, municipality or organ of state and expenditure in a form of a grant that is not permitted in terms of the Municipal Finance Management Act (Act No. 56 of 2003). Unauthorised expenditure is accounted for as an expense in the Statement of Financial Performance and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

1.26. IRREGULAR EXPENDITURE

Irregular expenditure is expenditure that is contrary to the Municipal Finance Management Act (Act No. 56 of 2003), the Municipal Systems Act (Act No. 32 of 200), the Public Office Bearers Act, and (Act. No. 20 of 1998) or is in contravention of the Municipality's Supply Chain Management Policy. Irregular expenditure excludes unauthorised expenditure. Irregular expenditure is accounted for as expenditure in the Statement of Financial Performance and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

1.27. FRUITLESS AND WASTEFUL EXPENDITURE

Fruitless and wasteful expenditure is expenditure that was made in vain and could have been avoided had reasonable care been exercised. Fruitless and wasteful expenditure is accounted for as expenditure in the Statement of Financial Performance and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

1.28. CONTINGENT LIABILITIES

A contingent liability is a possible obligation that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the entity. A contingent liability could also be a present obligation that arises from past events, but is not recognised because it is not probable that an outflow of resources embodying economic benefits will be required to the obligation or the amount of the obligation cannot be measures with sufficient reliability.

Management judgement is required when recognising and measuring contingent liabilities.

1.29. PRESENTATION OF BUDGET INFORMATION

The annual budget figures have been presented in accordance with the GRAP reporting framework. A separate statement of comparison of budget and actual amounts, which forms part of the annual financial statements, has been prepared. The comparison of budget and actual amount will be presented on the same accounting basis, same classification basis and for the same entity and period as for the approved budget. The budget of the municipality is taken for a stakeholder consultative process and upon approval the approved budget is made publicly available.

Material differences in terms of the basis, timing or entity have been disclosed in the notes to the annual financial statements.

1.30. SIGNIFICANT ACCOUNTING JUDGEMENTS AND ESTIMATES

In the process of applying the Municipality's accounting policy, management has made the following significant accounting judgements, estimates and assumptions, which have the most significant effect on the amounts recognised in the financial statements:

Post-retirement medical obligations and Long service awards

The cost of post-retirement medical obligations, long service awards and ex-gratia gratuities are determined using actuarial valuations. The actuarial valuation involves making assumptions about discount rates, expected rates of return on assets, future salary increases, mortality rates and future pension increases. Due to the long-term nature of these plans, such estimates are subject to significant uncertainty.

Impairment of Receivables

The calculation in respect of the impairment of debtors is based on an assessment of the extent to which debtors have defaulted on payments already due, and an assessment of their ability to make payments based on their creditworthiness. This was performed per service-identifiable categories across all classes of debtors.

Provisions and contingent liabilities

Management judgement is required when recognising and measuring provisions and when measuring contingent liabilities. Provisions are discounted where the effect of discounting is material using actuarial valuations.

1.31. TAXES – VALUE ADDED TAX

Revenue, expenses and assets are recognised net of the amounts of value added tax. The net amount of Value added tax recoverable from, or payable to, the taxation authority is included as part of receivables or payables in the Statement of Financial Position.

1.32. JOINT VENTURES

In respect of the municipalities' interest in jointly controlled assets, the municipality includes in its accounting records and recognises in its financial statements:

- its share of the jointly controlled assets, classified according to the nature of the assets;
- any liabilities that it has incurred;
- its share of any liabilities incurred jointly with other ventures in relation to the joint venture;

- any revenue from the sale or use of its share of the output of the joint venture, together with its share of any expenses incurred by the joint venture; and
- any expenses that it has incurred in respect of its interest in the joint venture.

1.33. AMENDED DISCLOSURE POLICY

Amendments to accounting policies are reported as and when deemed necessary based on the relevance of any such amendment to the format and presentation of the financial statements. The principal amendments to matters disclosed in the current financial statements include fundamental errors, and the treatment of assets financed by external grants.

		2018	2017
2	**CASH AND CASH EQUIVALENTS**	**R**	**R**
	Assets		
	Cash at Bank	97 496 777	76 324 212
	Cash on Hand	9 125	8 925
	Total Cash and Cash Equivalents - Assets	**97 505 902**	**76 333 137**

Cash and cash equivalents comprise cash held and short term deposits. The carrying amount of these assets approximates their fair value.

The municipality has the following bank accounts:

Cash book balance at beginning of year	76 324 212	97 031 303
Cash book balance at end of year	97 496 777	76 324 212

The municipality changed it's Primary Bank Account from The Standard Bank of South Africa Limited to First National Bank South Africa on 1 March 2018. The ABSA and Standard Bank accounts has not been closed at year end as some debtors still pay their service accounts into the old accounts.

Primary Bank Account: First National Bank - Account Number 62748215979		
Bank statement balance at beginning of year	-	-
Bank statement balance at end of year	96 312 306	-
Standard Bank Limited - Account Number 203241819		
Bank statement balance at beginning of year	77 200 939	100 229 291
Bank statement balance at end of year	274 415	77 200 939
ABSA Bank Limited - Account Number 350000011		
Bank statement balance at beginning of year	248 613	58 202
Bank statement balance at end of year	69 379	248 613

3	**TRADE AND OTHER RECEIVABLES FROM EXCHANGE TRANSACTIONS**		
	Electricity	36 362 313	41 278 142
	Water	56 506 812	67 600 296
	Property Rental Debtors	1 198 858	1 483 430
	Waste Management	29 212 792	34 837 265
	Waste Water Management	25 612 216	29 290 326
	Service Charges	1 407 810	2 543 476
	Prepayments and Advances	1 943 912	1 555 975
	Land Sale Debtors	368 058	1 064 460
	Total Receivables from Exchange Transactions	**152 612 770**	**179 653 370**
	Less: Provision for Impairment	(101 389 355)	(129 385 759)
	Total Net Receivables from Exchange Transactions	**51 223 415**	**50 267 611**

Consumer debtors are payable within 30 days. This credit period granted is considered to be consistent with the terms used in the public sector, through established practices and legislation. Discounting of trade and other receivables on initial recognition is not deemed necessary.

3 TRADE AND OTHER RECEIVABLES FROM EXCHANGE TRANSACTIONS CONTINUED	2018 R	2017 R
Included in receivables is the following accrued income (estimated consumption from the last meter reading to 30 June):		
Accrued Income Electricity	19 121 877	22 054 254
Accrued Income Water	4 166 594	4 178 417
Ageing of Receivables from Exchange Transactions:		
(Electricity): Ageing		
Accrued Income Electricity	19 121 877	22 054 254
Current (0 - 30 days)	11 335 243	13 694 594
31 - 60 Days	1 018 070	788 519
61 - 90 Days	640 885	467 181
+ 90 Days	4 246 238	4 273 593
Total	**36 362 313**	**41 278 142**
(Water): Ageing		
Accrued Income Water	4 166 594	4 178 417
Current (0 - 30 days)	3 472 654	3 287 256
31 - 60 Days	1 838 580	1 520 906
61 - 90 Days	1 602 118	1 074 176
+ 90 Days	45 426 866	57 539 542
Total	**56 506 812**	**67 600 296**
(Housing): Ageing		
Current (0 - 30 days)	72 278	27 969
31 - 60 Days	36 775	22 568
61 - 90 Days	33 352	21 392
+ 90 Days	1 056 453	1 411 500
Total	**1 198 858**	**1 483 430**
(Refuse): Ageing		
Current (0 - 30 days)	2 562 428	1 925 775
31 - 60 Days	844 621	752 979
61 - 90 Days	619 550	601 750
+ 90 Days	25 186 193	31 556 762
Total	**29 212 792**	**34 837 265**
(Sewerage): Ageing		
Current (0 - 30 days)	1 877 644	1 741 493
31 - 60 Days	864 880	771 514
61 - 90 Days	642 908	585 095
+ 90 Days	22 226 785	26 192 224
Total	**25 612 216**	**29 290 326**
(Other): Ageing		
Current (0 - 30 days)	1 970 427	729 918
31 - 60 Days	26 543	36 140
61 - 90 Days	23 708	27 418
+ 90 Days	1 331 044	1 750 000
Total	**3 351 722**	**2 543 476**

3 RECEIVABLES FROM EXCHANGE TRANSACTIONS CONTINUED	2018 R	2017 R
(Land Sales): Ageing		
+ 90 Days	368 058	1 064 460
Total	**368 058**	**1 064 460**
(Total): Ageing		
Accrued Income	23 288 472	26 232 671
Current (0 - 30 days)	21 290 674	21 407 005
31 - 60 Days	4 629 468	3 892 624
61 - 90 Days	3 562 520	2 777 013
+ 90 Days	99 841 637	123 788 081
Total	**152 612 770**	**178 097 395**
Reconciliation Provision for Impairment		
Opening Balance	(129 385 760)	(106 316 172)
Recognised	(24 346 623)	(23 083 710)
Bad Debts Written Off	52 343 027	14 123
Balance at end of year	**(101 389 356)**	**(129 385 758)**

Concentrations of credit risk with respect to trade receivables are limited due to the municipality's large number of customers living in poverty. The municipality's historical experience in collection of trade receivables falls within recorded allowances. Due to these factors, management believes that no additional risk beyond amounts provided for collection losses is inherent in the municipality's trade receivables.

4 RECEIVABLES FROM NON-EXCHANGE TRANSACTIONS		
Property Rates	23 957 110	23 713 824
Other Receivables	55 193 347	37 909 354
Fines	54 427 930	37 160 630
Deposits	224 615	224 615
SARS	160 685	524 109
Other receivables	380 117	-
Total Receivables from Non-Exchange Transactions	**79 150 457**	**61 623 178**
Less: Provision for Impairment	(67 991 689)	(53 537 884)
Total Net Receivables from Non-Exchange Transactions	**11 158 768**	**8 085 294**

Ageing of Receivables from Non-Exchange Transactions:

(Rates): Ageing		
Current (0 - 30 days)	2 589 533	2 031 228
31 - 60 Days	460 267	407 965
61 - 90 Days	243 690	208 672
+ 90 Days	20 663 620	21 065 958
Total	**23 957 110**	**23 713 823**
Reconciliation Provision for Impairment		
Opening Balance	(53 537 884)	(38 940 848)
Recognised	(15 224 523)	(14 597 036)
Bad Debts Written Off	770 718	-
Balance at end of year	**(67 991 689)**	**(53 537 884)**
Included in the provision for bad debt are the following amounts in respect of traffic fines	**(49 814 580)**	**(32 939 080)**

Concentrations of credit risk with respect to trade receivables are limited due to the municipality's large number of customers living in poverty. The municipality's historical experience in collection of trade receivables falls within recorded allowances. Due to these factors, management believes that no additional risk beyond amounts provided for collection losses is inherent in the municipality's trade receivables.

		2018	2017
5	**INVENTORY**	**R**	**R**
	Consumables	1 372 307	915 881
	Materials and Supplies	9 857 241	8 265 276
	Water	172 268	166 339
	Total Inventory	**11 401 816**	**9 347 496**
	Inventory written down due to losses as identified during the annual stores counts.	(274)	-
	Inventory recognised as an expense during the year	14 574 323	10 528 826

No inventories is pledged as security for liabilities

6	**UNSPENT CONDITIONAL GOVERNMENT GRANTS AND RECEIPTS**		
	Unspent Grants	5 750 092	2 601 158
	National Government Grants	489 223	471 476
	Provincial Government Grants	4 360 869	1 829 682
	District Municipality	900 000	300 000
	Less: Grants spend but not yet received	2 379 679	2 262 670
	National Government Grants	1 110 256	1 281 584
	Provincial Government Grants	1 269 423	981 086
	Total Conditional Grants and Receipts	**3 370 413**	**338 488**

Please refer to Note 23 for more information on specific grants.

7	**VAT**		
	VAT PAYABLE		
	VAT output in suspense	1 895 159	4 453 269
		1 895 159	4 453 269
	VAT RECEIVABLE		
	VAT input in suspense	9 245 371	10 317 822
		9 245 371	10 317 822
	NET VAT RECEIVABLE/(PAYABLE)	7 350 212	5 864 553

VAT is receivable/payable on the cash basis

8 PROPERTY, PLANT AND EQUIPMENT

8.1 30 JUNE 2018

Reconciliation of Carrying Value	Land R	Buildings R	Infrastructure R	Community Assets R	Leased Assets R	Other Assets R	Total R
Carrying value at 1 July 2017	77 940 867	92 037 334	526 720 662	69 702 934	629 893	41 027 288	808 058 978
Cost	77 940 867	101 276 813	651 092 337	76 987 664	1 893 599	73 418 813	982 610 093
Original Cost	77 940 867	101 276 813	651 092 337	76 987 664	1 893 599	73 418 813	982 610 093
Accumulated Impairment	-	-	(19 803)	-	-	(632 535)	(652 338)
Original Cost	-	-	(19 803)	-	-	(632 535)	(652 338)
Accumulated Depreciation	-	(9 239 479)	(124 351 872)	(7 284 730)	(1 263 706)	(31 758 990)	(173 898 777)
Original Cost	-	(9 239 479)	(124 351 872)	(7 284 730)	(1 263 706)	(31 758 990)	(173 898 777)
Acquisitions	-	-	50 402 262	824 041	-	12 386 363	63 612 665
Capital under Construction	-	-	-	-	-	-	-
Transfers	-	-	2 277 177	-	-	(2 577 177)	(300 000)
Cost	-	-	2 277 177	-	-	(2 577 177)	(300 000)
Impairments	-	-	-	-	-	(20 192)	(20 192)
Impairment	-	-	-	-	-	(20 192)	(20 192)
Depreciation	-	(1 105 964)	(15 637 200)	(1 844 384)	(603 524)	(6 675 571)	(25 866 643)
Normal Depreciation for the year	-	(1 105 964)	(15 637 200)	(1 844 384)	(603 524)	(6 675 571)	(25 866 643)
Carrying value of disposals	(570 000)	(967 712)	-	-	-	(704 676)	(2 242 388)
Cost	(570 000)	(1 084 856)	-	-	-	(1 540 818)	(3 195 674)
Accumulated Impairment	-	-	-	-	-	37 193	37 193
Accumulated Depreciation	-	117 144	-	-	-	798 949	916 093
Carrying value at 30 June 2018	77 370 867	89 963 657	563 762 901	68 682 590	26 370	43 436 035	843 242 419
Cost	77 370 867	100 191 957	703 771 776	77 811 705	1 893 599	81 687 181	1 042 727 084
Original Cost	77 370 867	100 191 957	703 771 776	77 811 705	1 893 599	81 687 181	1 042 727 084
Accumulated Impairments	-	-	(19 803)	-	-	(615 534)	(635 337)
Original Cost	-	-	(19 803)	-	-	(615 534)	(635 337)
Accumulated Depreciation	-	(10 228 300)	(139 989 072)	(9 129 114)	(1 867 230)	(37 635 612)	(198 849 327)
Original Cost	-	(10 228 300)	(139 989 072)	(9 129 114)	(1 867 230)	(37 635 612)	(198 849 327)

8.1.1 Work in Progress included in the Carrying Value of Property Plant & Equiipment

	R
Buildings	558 835
Community	418 217
Infrastructure	58 857 910
Other	554 803

	R
8.1.2 Expenditure incurred for repairs and maintaining property plant and equipment	18 886 160

PROPERTY, PLANT AND EQUIPMENT CONTINUED

8.2 30 JUNE 2017

Reconciliation of Carrying Value	Land R	Buildings R	Infrastructure R	Community R	Lease Assets R	Other R	Total R
Carrying value at 1 July 2016	78 203 971	93 542 654	441 237 727	68 455 787	995 478	30 219 468	712 655 085
Cost	78 203 971	101 779 105	553 087 050	74 148 394	1 867 230	57 846 635	866 932 385
Original Cost	78 203 971	101 779 105	553 087 050	74 148 394	1 867 230	57 846 635	866 932 385
Accumulated Impairments	-	-	(19 801)	-	-	(551 858)	(571 659)
Original Cost	-	-	(19 801)	-	-	(551 858)	(571 659)
Accumulated Depreciation	-	(8 236 451)	(111 829 523)	(5 692 607)	(871 751)	(27 075 309)	(153 705 642)
Original Cost	-	(8 236 451)	(111 829 523)	(5 692 607)	(871 751)	(27 075 309)	(153 705 642)
Acquisitions	-	178 018	69 320 352	949 414	26 370	11 367 606	81 841 760
Capital under Construction	-	135 929	28 636 636	494 137	-	4 798 552	34 065 254
Transfers	-	(816 239)	-	1 395 719	-	(593 980)	(14 500)
Cost	-	(816 239)	-	1 395 719	-	(593 980)	(14 500)
Accumulated Depreciation	-	-	-	-	-	-	-
Revaluations							
Impairments	-	-	(2)	-	-	(80 677)	(80 679)
Impairments	-	-	(2)	-	-	(80 677)	(80 679)
Depreciation	-	(1 003 028)	(12 522 349)	(1 592 123)	(391 955)	(4 683 681)	(20 193 135)
Normal Depreciation for the year	-	(1 003 028)	(12 522 349)	(1 592 123)	(391 955)	(4 683 681)	(20 193 135)
Carrying value of disposals	(263 104)	-	-	-	-	-	(263 104)
Cost	(263 104)	-	-	-	-	-	(263 104)
Accumulated Depreciation	-	-	-	-	-	-	-
Carrying value at 30 June 2017	77 940 867	92 037 334	526 672 364	69 702 934	629 893	41 027 288	808 010 680
Cost	77 940 867	101 276 813	651 044 038	76 987 664	1 893 599	73 418 813	982 561 795
Original Cost	77 940 867	101 276 813	651 044 038	76 987 664	1 893 599	73 418 813	982 561 795
Accumulated Impairments	-	-	(19 803)	-	-	(632 535)	(652 338)
Original Cost	-	-	(19 803)	-	-	(632 535)	(652 338)
Accumulated Depreciation	-	(9 239 479)	(124 351 872)	(7 284 730)	(1 263 706)	(31 758 990)	(173 898 777)
Original Cost	-	(9 239 479)	(124 351 872)	(7 284 730)	(1 263 706)	(31 758 990)	(173 898 777)

		2018	2017
9	**INTANGIBLE ASSETS**	**R**	**R**
	Computer Software		
	Net Carrying amount at 1 July	**2 506 094**	**2 645 647**
	Cost	4 498 498	4 483 998
	Accumulated Amortisation	(1 992 404)	(1 838 351)
	Acquisitions	187 741	-
	Amortisation	(344 090)	(154 053)
	Transfers	300 000	14 500
	Net Carrying amount at 30 June	**2 649 745**	**2 506 094**
	Cost	4 986 239	4 498 498
	Accumulated Amortisation	(2 336 494)	(1 992 404)
	Accumulated Impairment	-	-
10	**INVESTMENT PROPERTY**		
	Net Carrying amount at 1 July	**47 880 986**	**48 506 152**
	Cost	50 578 329	50 888 329
	Accumulated Depreciation	(2 697 343)	(2 382 177)
	Depreciation for the year	(281 085)	(315 166)
	Carrying value of disposals	(1 940 063)	(310 000)
	Cost	(2 104 000)	-
	Accumulated Depreciation	163 937	-
	Net Carrying amount at 30 June	**45 659 838**	**47 880 986**
	Cost	48 474 329	50 578 329
	Accumulated Depreciation	(2 814 490)	(2 697 343)

There are no restrictions on the realisability of Investment Property or the remittance of revenue and proceeds of disposal.

There are no contractual obligations to purchase, construct or develop investment property or for repairs, maintenance or enhancements.

Revenue derived from the rental of investment property	4 551 858	4 338 437
Operating expenditure incurred on properties generating revenue	5 136 072	3 507 830

		2018	2017
11	**HERITAGE ASSETS**	**R**	**R**
	Net Carrying amount at 1 July	**550 000**	**550 000**
	Cost	550 000	550 000
	Net Carrying amount at 30 June	**550 000**	**550 000**
	Cost	550 000	550 000

Heritage assets are carried at its cost less any accumulated impairment losses

None of the heritage assets are pledge as sekurity.

12	**OPERATING LEASE ARRANGEMENTS**		
	Operating Lease		
	Opening Balance	9 948	12 326
	Movement during the year	(4 853)	(2 379)
	Balance on 30 June	**5 095**	**9 947**

At the Statement of Financial Position date, where the municipality acts as a lessor under operating leases, it will receive operating lease income as follows:

Up to 1 Year	-	43 242
1 to 5 Years	-	30 688
Total Operating Lease Arrangements	**-**	**73 929**

This lease income was determined from contracts that have a specific conditional income and does not include lease income which has a undetermined conditional income.

The leases are in respect of land and buildings being leased out for periods ranging until 2019.

13	**CAPITALISED RESTORATION COST**		
	Net Carrying amount at 1 July	**16 075 548**	**26 818 121**
	Cost	45 710 691	50 973 071
	Accumulated Depreciation	(29 635 143)	(24 154 950)
	Adjustment for the period	(763 764)	(5 262 380)
	Depreciation for the year	(2 206 755)	(5 480 193)
	Net Carrying amount at 30 June	**13 105 029**	**16 075 548**
	Cost	44 946 927	45 710 691
	Accumulated Depreciation	(31 841 898)	(29 635 143)

		2018 R	2017 R
14	**TRADE AND OTHER PAYABLE EXCHANGE TRANSACTIONS**		
	Payables and Accruals	7 391 122	11 098 239
	Control, Clearing and Interface	387 869	210 050
	Electricity Bulk Purchase	23 570 223	23 741 358
	Accrued Interest	79 700	160 004
	Unallocated Deposits	2 202 946	307 120
	Retentions	3 679 932	4 110 624
	Agency Fees Payable	63 825	1 538
	Advance Payments	7 512 717	5 030 719
	Dividends Declared not Paid	-	31 636
	Total Trade Payables	**44 888 334**	**44 691 288**

Payables are being recognised net of any discounts

Payables are being paid within 30 days as prescribed by the MFMA. This credit period granted is considered to be consistent with the terms used in the public sector, through established practices and legislation. Discounting of trade and other payables on initial recognition is not deemed necessary.

The carrying value of trade and other payables approximates its fair value

15	**CONSUMER DEPOSITS**		
	Water and Electricity	4 330 907	3 666 150
	Rental Properties	302 290	250 178
	Building Plans	1 785 197	1 479 093
	Total Consumer Deposits	**6 418 394**	**5 395 421**

The fair value of consumer deposits approximate their carrying value. Interest are not paid on these amounts.

16 CURRENT EMPLOYEE BENEFITS	2018 R	2017 R
Current Portion of Post Retirement Benefits - Note 20	2 085 183	1 755 406
Current Portion of Long-Service Provisions - Note 20	893 152	626 884
Current Portion of Ex-gratia Pension Provisions - Note 20	24 798	90 438
Staff Leave	11 989 926	10 742 245
Performance Bonuses	801 374	815 657
Staff Bonuses	3 901 372	3 416 197
Total Current Employee Benefits	**19 695 805**	**17 446 827**

The movement in current employee benefits are reconciled as follows:

Staff Leave

Balance at beginning of year	10 742 245	10 442 989
Contribution to current portion	2 052 699	1 093 156
Expenditure incurred	(805 018)	(793 899)
Balance at end of year	**11 989 926**	**10 742 246**

Staff leave accrued to employees according to collective agreement. Provision is made for the full cost of accrued leave at reporting date. This provision will be realised as employees take leave.

Performance Bonuses

Balance at beginning of year	815 657	773 825
Contribution to current portion	801 372	815 657
Expenditure incurred	(815 655)	(773 825)
Balance at end of year	**801 374**	**815 657**

Performance bonuses are being paid to Municipal Manager and Directors after an evaluation of performance by the council.

Staff Bonuses

Balance at beginning of year	3 416 197	3 201 346
Contribution to current portion	6 977 450	5 868 950
Expenditure incurred	(6 492 275)	(5 654 099)
Balance at end of year	**3 901 372**	**3 416 197**

Bonuses are being paid to all municipal staff, excluding section 57 Managers. The balance at year end represents the portion of the bonus that have already vested for the current salary cycle.

		2018 R	2017 R
17	**UNSPENT PUBLIC CONTRIBUTIONS**		
	China - Water meters	32 135	49 904
	Essen Belgium	1 833 369	925 332
	Total Unspent Public Contributions	1 865 504	975 236
	Reconciliation of public contributions		
	China - Water meters		
	Opening balance	49 904	84 306
	Conditions met - Transferred to revenue	(17 769)	(34 402)
	Closing balance	32 135	49 904
	3580 Water meters were donated by the Chinese Government to the Witzenberg Municipality. The purpose of the donation is to provide water connections to poor households.		
	Essen Belgium		
	Opening balance	925 332	1 198 591
	Received	1 185 716	333 962
	Conditions met - Transferred to revenue	(277 679)	(607 221)
	Closing balance	1 833 369	925 332
	A twining agreement exists between Essen in Belgium and the Witzenberg Municipality. The purpose of the agreement is youth development and crèches.		
18	**BORROWINGS**		
	Annuity and Bullet Loans	7 481 354	10 638 893
	Finance Lease Liability	-	660 113
		7 481 354	**11 299 006**
	Transferred to Current Liabilities	**(2 276 380)**	**(3 953 802)**
	Annuity and Bullet Loans	(2 276 380)	(3 293 689)
	Finance Lease Liability	-	(660 113)
		5 204 974	**7 345 204**
	Unamortised charges on loans	**(12 686)**	**(78 471)**
	Opening Balance	(78 471)	(694 280)
	Adjustment for the period	65 785	615 809
	Total borrowings - At amortised cost using the effective interest rate method	**5 192 288**	**7 266 733**
	Refer below for maturity dates of long term liabilities:		
	The obligations under annuity loans are scheduled below	**Minimum annuity payments**	
	Amounts payable under annuity loans		
	Payable within one year	2 870 103	4 756 563
	Payable within two to five years	6 068 336	7 883 684
	Payable after five years	-	1 091 920
		8 938 439	13 732 167
	Less: Future finance obligations	(1 457 085)	(2 433 162)
	Present value of annuity obligations	**7 481 354**	**11 299 005**

		2018 R	2017 R
18	**BORROWINGS CONTINUED**		

Annuity loans at amortised cost is calculated at an average 12.47% interest rate, with a final maturity date of 30 June 2023.

The obligations under finance leases are scheduled below:	Minimum lease payments	
Amounts payable under finance leases:		
Payable within one year	-	683 916
	-	683 916
Less: Future finance obligations	-	(23 803)
Present value of lease obligations	**-**	**660 113**

19 NON-CURRENT PROVISIONS		
Provision for Rehabilitation of Landfill-sites	71 466 568	70 249 120
Total Non-current Provisions	**71 466 568**	**70 249 120**

The provision includes the rehabilitation cost of landfill sites in Ceres, Prince Alfred's Hamlet, Op-die-Berg, Tulbagh and Wolseley. The expected closing dates of the sites are:
Ceres - 2010 (The site is longer in operation)
Prince Alfred's Hamlet - 2025
Op-die- Berg - 2024
Tulbagh - 2022
Wolseley - 2024

Landfill Sites

Opening Balance	70 249 120	68 641 115
Unwinding of Interest	7 165 891	6 870 384
Adjustment for the period	(5 948 443)	(5 262 379)
Total provision 30 June	**71 466 568**	**70 249 120**
Less: Transfer of Current Portion to Current Provisions - Note	-	-
Balance 30 June	**71 466 568**	**70 249 120**
Discount rate	10.20%	10.50%
Inflation Rate	4.60%	5.10%

20 EMPLOYEE BENEFITS		
Post-employment Health Care Benefits	76 218 929	70 619 811
Long Service Awards	4 991 866	4 702 173
Ex-Gratia Pension Benefits	47 075	63 705
Total Non-current Employee Benefit Liabilities	**81 257 870**	**75 385 689**

Post-employment Health Care Benefits

Balance 1 July	72 375 217	76 001 000
Contribution for the year	3 874 262	4 031 000
Interest Cost	7 018 076	7 659 000
Expenditure for the year	(2 144 480)	(1 964 623)
Actuarial Loss/(Gain)	(2 818 963)	(13 351 160)
Total post retirement Health Care benefits 30 June	**78 304 112**	**72 375 217**
Less: Transfer of Current Portion - Note 16	(2 085 183)	(1 755 406)
Balance 30 June	**76 218 929**	**70 619 811**

20 EMPLOYEE BENEFITS CONTINUED	2018 R	2017 R
Long Service Awards		
Balance 1 July	5 329 057	5 601 000
Contribution for the year	410 958	447 000
Interest Cost	417 576	541 000
Expenditure for the year	(579 077)	(602 928)
Reductions (without Outflow)	306 504	(657 015)
Total long service 30 June	**5 885 018**	**5 329 057**
Less: Transfer of Current Portion - Note 16	(893 152)	(626 884)
Balance 30 June	**4 991 866**	**4 702 173**
Ex-Gratia Pensions		
Balance 1 July	154 143	244 000
Contribution for the year	-	-
Interest Cost	8 907	18 000
Expenditure for the year	(49 487)	(1 529)
Actuarial Loss/(Gain)	(41 690)	(106 328)
Total Ex-Gratia 30 June	**71 873**	**154 143**
Less: Transfer of Current Portion - Note 16	(24 798)	(90 438)
Balance 30 June	**47 075**	**63 705**
TOTAL NON-CURRENT EMPLOYEE BENEFITS		
Balance 1 July	77 858 417	81 846 000
Contribution for the year	4 285 220	4 478 000
Interest cost	7 444 559	8 218 000
Expenditure for the year	(2 773 044)	(2 569 080)
Actuarial Loss/(Gain)	(2 554 149)	(14 114 503)
Total employee benefits 30 June	**84 261 003**	**77 858 417**
Less: Transfer of Current Portion - Note 16	(3 003 133)	(2 472 728)
Balance 30 June	**81 257 870**	**75 385 689**

20.1 Post-employment Health Care Benefits

The Post Retirement Benefit Plan is a defined benefit plan, of which the members are made up as follows:

In-service (employee) members	248	234
Continuation members (e.g. Retirees, widows, orphans)	56	53
Total Members	**304**	**287**

The liability in respect of past service has been estimated to be as follows:

In-service members	52 940 818	50 585 753
Continuation members	25 363 294	21 789 464
Total Liability	**78 304 112**	**72 375 217**

The liability in respect of periods commencing prior to the comparative year has been estimated as follows:	2016 R	2015 R	2014 R
In-service members	53 302 000	44 877 000	46 097 000
Continuation members	22 699 000	26 563 000	22 258 000
Total Liability	**76 001 000**	**71 440 000**	**68 355 000**

The municipality makes monthly contributions for health care arrangements to the following medical aid schemes:

Bonitas;
Keyhealth.
LA Health
Hosmed and
Samwumed.

20.1 EMPLOYEE BENEFITS CONTINUED

	2018	2017
Key actuarial assumptions used:		
i) Rate of interest		
Discount rate	9.66%	9.81%
Health Care Cost Inflation Rate	7.44%	8.11%
Net Effective Discount Rate	2.07%	1.57%

ii) Mortality rates

The PA 90 ultimate table was used by the actuaries.

iii) Normal retirement age

The average retirement age for all active employees was assumed to be 58 years. This assumption implicitly allows for ill-health and early retirements.

The amounts recognised in the Statement of Financial Position are as follows:	**2018 R**	**2017 R**
Present value of fund obligations	78 304 112	72 375 217
Net liability/(asset)	**78 304 112**	**72 375 217**

The municipality has elected to recognise the full increase in this defined benefit liability immediately as per GRAP 25, Employee Benefits, paragraph 155 (a).

Reconciliation of present value of fund obligation:

Present value of fund obligation at the beginning of the year	72 375 217	76 001 000
Total expenses	8 747 858	9 725 377
Current service cost	3 874 262	4 031 000
Interest Cost	7 018 076	7 659 000
Benefits Paid	(2 144 480)	(1 964 623)
Actuarial (gains)/losses	(2 818 963)	(13 351 160)
Present value of fund obligation at the end of the year	78 304 112	72 375 217
Less: Transfer of Current Portion - Note 16	(2 085 183)	(1 755 406)
Balance 30 June	**76 218 929**	**70 619 811**

Sensitivity Analysis on the Accrued Liability at 30 June 2018

Assumption	**In-service members liability (R'000)**	**Continuation members liability (R'000)**	**Total liability (R'000)**
Central Assumptions	52 941	25 363	78 304

The effect of movements in the assumptions are as follows:

Assumption	**Change**	**In-service members liability (R'000)**	**Continuation members liability (R'000)**	**Total liability (R'000)**	**% change**
Central assumptions		52 941	25 363	78 304	
Health care inflation	1%	62 937	27 796	90 733	16
Health care inflation	-1%	44 910	23 242	68 152	-13
Mortality rate	20%	54 425	23 539	73 582	-6
Mortality rate	-20%	56 497	27 660	84 157	7

EMPLOYEE BENEFITS CONTINUED

	2018	2017
20.2 Long Service Bonuses		
The Long Service Bonus plans are defined benefit plans.		
As at year end, the following number of employees were eligible for Long Service Bonuses	506	491
i) Rate of interest		
Discount rate	8.42%	8.32%
General Salary Inflation (long-term)	6.07%	6.13%
Net Effective Discount Rate applied to salary-related Long Service Bonuses	2.22%	2.05%

	2018 R	2017 R
The amounts recognised in the Statement of Financial Position are as follows:		
Present value of fund obligations	5 885 018	5 329 057
Net liability	**5 885 018**	**5 329 057**

The liability in respect of periods commencing prior to the comparative year has been estimated as follows:	2016 R	2015 R	2014 R
Net liability	**5 601 000**	**5 648 000**	**5 139 000**

	2018 R	2017 R
Reconciliation of present value of fund obligation:		
Present value of fund obligation at the beginning of the year	5 329 057	5 601 000
Total expenses	249 457	385 072
Current service cost	410 958	447 000
Interest Cost	417 576	541 000
Benefits Paid	(579 077)	(602 928)
Actuarial (gains)/losses	306 504	(657 015)
Present value of fund obligation at the end of the year	5 885 018	5 329 057
Less: Transfer of Current Portion - Note 16	(893 152)	(626 884)
Balance 30 June	**4 991 866**	**4 702 173**

Sensitivity Analysis on the Accrued Liability at 30 June 2018

Assumption	Change	Liability (R'000)	% change
Central assumptions		5 885	
General salary inflation	1.00%	6 193	5%
General salary inflation	-1.00%	5 602	-5%
Withdrawal rates	20%	5 445	-7%
Withdrawal rates	-20%	6 100	4%

EMPLOYEE BENEFITS CONTINUED

	2018	2017
20.3 Ex-Gratia Pension Benefits		
The Ex-Gratia Pension Benefits plans are defined benefit plans.		
As at year end, the following number of employees were eligible for Ex-Gratia Pension Benefits	20	30
i) Rate of interest		
Discount rate	8.32%	8.37%

	2018 R	2017 R
The amounts recognised in the Statement of Financial Position are as follows:		
Present value of fund obligations	71 873	154 143
Net liability	**71 873**	**154 143**

The liability in respect of periods commencing prior to the comparative year has been estimated as follows:	2016 R	2015 R	2014 R
Net liability	**330 000**	**244 001**	**318 000**

EMPLOYEE BENEFITS CONTINUED

	2018 R	2017 R
Reconciliation of present value of fund obligation:		
Present value of fund obligation at the beginning of the year	154 143	244 000
Total expenses	(40 580)	16 471
Interest Cost	8 907	18 000
Benefits Paid	(49 487)	(1 529)
Actuarial (gains)/losses	(41 690)	(106 328)
Present value of fund obligation at the end of the year	71 873	154 143
Less: Transfer of Current Portion - Note	(24 798)	(90 438)
Balance 30 June	**47 075**	**63 705**

Sensitivity Analysis on the Accrued Liability at 30 June 2018

Assumption	Change	Total liability (R'000)	% change
Central assumptions		72	
Withdrawal rates	+20%	71	1.0%
Withdrawal rates	-20%	73	1.0%

	EMPLOYEE BENEFITS CONTINUED	2018 R	2017 R
20.4	**Retirement funds**		
	CAPE JOINT PENSION FUND		
	The funding level of the CJPF (Pensions Account section) was 105.1% as at the 30 June 2013 valuation date compared with a 99.4% funding level as at 30 June 2012. The Fund is in a sound financial condition at the valuation date. As at the 30 June 2013 valuation date (in totality) the members contributed at a rate of 9% of pensionable salaries and (in totality) the Local Authorities contributed at a rate of 18% of pensionable salaries.		
	Contributions paid recognised in the Statement of Financial Performance	417 609	402 234
	SOUTH AFRICAN LOCAL AUTHORITIES PENSION FUND		
	The funding level at the most recent actuarial valuation (1 July 2012) of 100% was calculated on a Discounted Cash Flow (DCF) basis. The funding level has improved since the previous valuation. The valuation actuary recommended that the prevailing employer contribution rate at 1 July 2012 be maintained at 15.26%. This includes a margin of 3.92% over and above the contribution rate required to fund the Projected Unit Method future service benefits and associated costs.		
	Contributions paid recognised in the Statement of Financial Performance	538 053	475 570
	DEFINED CONTRIBUTION FUNDS		
	Council contributes to: the Government Employees Pension Fund; Municipal Council Pension Fund; National Fund for Municipal Workers (IMATU); and SAMWU National Provident Fund which are defined contribution funds. The retirement benefit fund is subject to the Pension Fund Act, 1956, with pension being calculated on the pensionable remuneration paid. Current contributions by Council are charged against expenditure on the basis of current service costs.		
	Contributions paid recognised in the Statement of Financial Performance		
	Cape Joint Retirement Fund	17 847 981	15 995 618
	Municipal Councillors Pension Fund	350 814	257 362
	National Fund For Municipal Employees (IMATU)	157 852	150 901
	SAMWU National Provident Fund	3 948 150	3 983 521
		22 304 798	20 387 403
21	**NET ASSET RESERVES**		
	Capital Replacement Reserve	10 354 788	10 354 788
	Total Net Asset Reserves	**10 354 788**	**10 354 788**

22 PROPERTY RATES	2018 R	2017 R
Actual		
Rates Levied	70 444 618	66 423 288
Business	12 159 802	10 337 309
Building Clauses	123 633	115 580
Rural	15 353 398	16 073 457
Industrial Properties	8 448 403	7 813 561
Residential Properties	24 275 379	23 347 919
State-owned Properties	7 650 340	6 823 916
Vacant Land	2 417 360	1 896 425
Public Service Infrastructure	16 303	15 121
Less: Revenue Forgone	(6 609 239)	(6 774 257)
Total Assessment Rates	**63 835 379**	**59 649 031**
Valuations - 1 JULY		
Land and Buildings		
Residential Property	3 015 206 263	2 683 792 990
Commercial Property	791 141 000	784 723 000
Industrial Property	451 895 000	446 895 000
Informal Property	32 759 000	32 801 000
Agricultural Purposes	5 215 121 100	5 197 084 300
State - National/ Provincial Services	403 270 600	406 743 600
Public Service Infrastructure	6 575 000	6 575 000
Vacant Property	180 766 353	191 379 900
Total Valuation	**10 096 734 316**	**9 749 994 790**

Assessment Rates are levied on the value of land and improvements. The valuation is performed every 4 years. The last valuation came into effect on 1 July 2013. Interim valuations are processed on an annual basis to take into account changes in individual property values due to alterations and subdivisions and also to accommodate growth in the rate base due mostly to private development.

Rates:		
Residential	0.991c/R	0.918c/R
Commercial	1.883c/R	1.744c/R
Industrial	1.883c/R	1.744c/R
Bona Fide Agricultural	0.248c/R	0.230c/R

Rates are levied annually and monthly. Monthly rates are payable by the 15th of the following month and annual rates are payable before 30 September. Interest is levied at the prime rate plus 1% on outstanding monthly rates.

Rebates were granted on land with buildings used solely for dwellings purposes as follows:
Residential - The first R100 000 on the valuation is exempted.

Rebates can be defined as any income that the Municipality is entitled by law to levy, but which has subsequently been forgone by way of rebate or remission.

23 TRANSFERS AND SUBSIDIES	2018 R	2017 R
Unconditional Grants	**70 412 000**	**59 734 000**
Equitable Share	70 412 000	59 734 000
Conditional Grants	**58 036 511**	**81 551 714**
Grants and donations	58 036 511	81 551 714
Total Government Grants and Subsidies	**128 448 511**	**141 285 714**
Government Grants and Subsidies - Capital	34 481 262	38 768 028
Government Grants and Subsidies - Operating	93 967 249	102 517 686
	128 448 511	**141 285 714**

Please refer to appendix D for more detailed disclosure of Government Grants and Subsidies

The Municipality does not expect any significant changes to the level of grants

23.1 Equitable share

Opening balance	-	-
Grants received	70 412 000	59 325 000
Conditions met - Operating	(70 412 000)	(59 734 000)
Write off / Transfers	-	409 000
Conditions still to be met/(Grant expenditure to be recovered)	**-**	**-**

The Equitable Share is the unconditional share of the revenue raised nationally and is being allocated in terms of Section 214 of the Constitution (Act 108 of 1996) to the municipality by the National Treasury.

23.2 Local Government Financial Management Grant (FMG)

Opening balance	(261 315)	-
Grants received	1 550 000	1 475 000
Conditions met - Operating	(1 259 695)	(1 337 660)
Conditions met - Capital	(11 243)	(398 655)
Conditions still to be met/(Grant expenditure to be recovered)	**17 747**	**(261 315)**

The Financial Management Grant is paid by National Treasury to municipalities to help implement the financial reforms required by the Municipal Finance Management Act (MFMA), 2003. The FMG Grant also pays for the cost of the Financial Management Internship Programme (e.g. salary costs of the Financial Management Interns).

23.3 Expanded Public Works Programme

Opening balance	(14 044)	(12 375)
Grants received	1 485 000	1 336 000
Conditions met - Operating	(1 500 315)	(1 337 669)
Conditions met - Capital	(29 359)	-
Conditions still to be met/(Grant expenditure to be recovered)	**(58 718)**	**(14 044)**

The MSIG was used for building in-house capacity to perform municipal functions and stabilise institutional and governance systems.

	GOVERNMENT GRANTS AND SUBSIDIES CONTINUED	2018 R	2017 R
23.4	**Municipal Infrastructure Grant (MIG)**		
	Opening balance	(90 419)	3 399 040
	Grants received	22 739 000	21 389 000
	Conditions met - Operating	-	(237 600)
	Conditions met - Capital	(22 744 251)	(24 640 859)
	Conditions still to be met/(Grant expenditure to be recovered)	**(95 670)**	**(90 419)**
	The grant was used to upgrade infrastructure in previously disadvantaged areas.		
23.5	**Housing Grants**		
	Opening balance	566 635	1 478 410
	Grants received	30 567 514	31 706 989
	Conditions met - Operating	(12 643 351)	(24 264 670)
	Conditions met - Capital	(15 195 126)	(8 354 094)
	Conditions still to be met/(Grant expenditure to be recovered)	**3 295 672**	**566 635**
	Housing grants was utilised for the development of erven and the erection of top structures.		
23.6	**Integrated National Electrification Grant**		
	Opening balance	(801 458)	507 548
	Grants received	-	5 000 000
	Conditions met - Capital	-	(5 900 006)
	Write off / Transfers	-	(409 000)
	Conditions still to be met/(Grant expenditure to be recovered)	**(801 458)**	**(801 458)**
	The National Electrification Grant was used for electrical connections in previously disadvantaged areas.		
23.7	**Library services**		
	Opening balance	(143)	1 416 673
	Grants received	8 050 000	7 975 000
	Conditions met - Operating	(8 049 857)	(8 764 144)
	Conditions met - Capital	-	(627 672)
	Conditions still to be met/(Grant expenditure to be recovered)	**-**	**(143)**
23.8	**Other Grants**		
	Opening balance	939 232	3 605 544
	Grants received	1 724 000	3 010 000
	Conditions met - Operating	(1 141 851)	(1 436 408)
	Conditions met - Capital	(328 542)	(4 239 904)
	Write off / Transfers	(180 000)	-
	Conditions still to be met/(Grant expenditure to be recovered)	**1 012 839**	**939 232**
	Various grants were received from other spheres of government of which the materiaal ones are: Main Roads Grant R 120 000, Drought Releive R 396 833 etc.		
23.9	**Total Grants**		
	Opening balance	338 488	10 394 840
	Grants received	136 527 514	131 216 989
	Conditions met - Operating	(95 007 069)	(97 112 151)
	Conditions met - Capital	(38 308 521)	(44 161 190)
	Write off / Transfers	(180 000)	-
	Conditions still to be met/(Grant expenditure to be recovered)	**3 370 412**	**338 488**
	Disclosed as follows:		
	Unspent Conditional Government Grants and Receipts	5 750 092	2 601 158
	Unpaid Conditional Government Grants and Receipts	(2 379 679)	(2 262 670)
		3 370 413	**338 488**

		2018	2017
24	**SERVICE CHARGES**	**R**	**R**
	Electricity	210 725 319	217 857 368
	Water	48 815 990	36 642 847
	Refuse removal	27 968 180	23 944 769
	Sewerage and Sanitation Charges	32 648 952	23 254 948
	Bulk service levies	-	56 825
		320 158 441	301 756 757
	Less: Revenue Forgone	(13 988 869)	(15 135 568)
	Total Service Charges	**306 169 572**	**286 621 189**

Rebates can be defined as any income that the Municipality is entitled by law to levy, but which has subsequently been forgone by way of rebate or remission.

25	**Operational Revenue**		
	Insurance Refund	4 011 106	595 701
	Collection Charges	89 850	59 058
	Breakages and Losses Recovered	32 459	31 666
	Merchandising, Jobbing and Contracts	86 031	27 765
	Other	357 007	45 463
	Total Operational Revenue	**4 576 453**	**759 653**
26	**Sales of Goods and Rendering of services**		
	Application Fees for Land Usage	48 234	70 937
	Building Plan Approval	690 018	942 761
	Camping Fees	2 252 863	2 247 922
	Cemetery and Burial	245 871	245 842
	Entrance Fees	775 814	538 710
	Other	1 199 750	2 537 577
	Total Sales of Goods and Rendering of services	**5 212 551**	**6 583 749**
27	**EMPLOYEE RELATED COSTS**		
	Salaries and Wages	97 461 559	91 132 079
	Bargaining Council Levy	52 577	50 473
	Bonuses	7 812 712	7 419 392
	Contributions For Pensions	13 786 586	13 149 878
	Contributions For Medical Aids	6 752 446	5 952 737
	Contributions For UIF	796 059	754 416
	Group Life Insurance	1 463 719	1 342 260
	Housing Benefits and Allowances	1 445 756	1 366 522
	Leave Reserve	1 936 482	1 093 155
	Long service awards	(2 702 148)	447 000
	Overtime	10 227 170	8 642 117
	Post Employment Health Care Benefits	7 103 565	4 031 000
	Travel, Motor Car, Accommodation, Subsistence and Other Allowances	6 261 300	5 270 369
		152 397 783	140 651 398
	Less: Employee Cost allocated elsewhere	-	(101 754)
	Total Employee Related Costs	**152 397 783**	**140 549 644**

KEY MANAGEMENT PERSONNEL

The Municipal Manager and Directors are appointed on fixed term contracts.

27 EMPLOYEE RELATED COSTS CONTINUED	2018 R	2017 R
REMUNERATION OF KEY MANAGEMENT PERSONNEL		
Remuneration of the Municipal Manager		
Annual Remuneration	908 826	1 040 835
Performance Bonuses	143 098	189 663
Travelling Allowance	72 000	108 000
Contributions to UIF, Medical, Pension Funds and Bargaining Counci	242 937	262 671
Travelling Expenses	36 000	23 985
Leave encashment	-	119 217
Other Allowance	50 240	5 617
Total	**1 453 101**	**1 749 988**
Remuneration of the Director Technical Services		
Annual Remuneration	609 743	731 737
Performance Bonuses	118 043	146 041
Travelling Allowance	431 941	373 998
Contributions to UIF, Medical, Pension Funds and Bargaining Counci	198	3 569
Travelling Expenses	-	30 360
Leave encashment	44 229	-
Other Allowance	34 481	-
Total	**1 238 636**	**1 285 705**
Remuneration of the Director Corporate Services		
Annual Remuneration	823 852	755 456
Performance Bonuses	131 327	146 041
Travelling Allowance	193 942	188 000
Contributions to UIF, Medical, Pension Funds and Bargaining Counci	-	150 883
Travelling Expenses	18 636	41 610
Leave encashment	-	97 305
Other Allowance	47 501	4 592
Total	**1 215 258**	**1 383 887**
Remuneration of the Director Financial Services		
Annual Remuneration	915 496	765 607
Performance Bonuses	131 327	146 041
Travelling Allowance	70 325	150 000
Contributions to UIF, Medical, Pension Funds and Bargaining Counci	194 007	193 698
Travelling Expenses	2 926	36 509
Leave encashment	70 564	-
Other Allowance	19 200	19 200
Total	**1 403 845**	**1 311 055**
Remuneration of the Director Community Services		
Annual Remuneration	853 992	818 049
Performance Bonuses	118 043	146 041
Travelling Allowance	90 000	90 000
Contributions to UIF, Medical, Pension Funds and Bargaining Counci	212 394	201 256
Leave encashment	70 564	-
Travelling Expenses	4 932	7 013
Total	**1 349 925**	**1 262 359**

28 REMUNERATION OF COUNCILLORS		
Executive Mayor	604 288	780 041
Deputy Mayor	557 428	578 536
Speaker	556 871	578 776
Mayoral Committee Members	2 063 951	2 101 805
Ordinary Councillors	4 232 338	3 850 408
Pension fund contributions	1 018 053	835 872
Medical aid contributions	137 142	54 137
Total Councillors' Remuneration	**9 170 071**	**8 779 575**

In-kind Benefits

The Executive Mayor, Speaker and all the Mayoral committee members are full-time. The Executive Mayor, Speaker and all the Mayoral committee members are provided with secretarial support and an office at the cost of the Council.

		2018	2017
29	**IMPAIRMENT**	**R**	**R**
	Long term Receivables - Note	-	163 924
	Receivables from exchange transactions - Note 3	24 346 623	18 078 434
	Receivables from non-exchange transactions - Note 4	15 224 523	18 556 421
	Total Contribution to Debt Impairment	**39 571 146**	**36 798 779**
30	**DEPRECIATION AND AMORTISATION**		
	Property Plant and Equipment	25 866 643	20 193 134
	Investment Property	281 085	315 166
	Intangible Assets	344 090	154 053
	Capitalised restoration cost	2 206 755	5 480 193
	Total Depreciation and Amortisation	**28 698 573**	**26 142 546**
31	**(IMPAIRMENT LOSS) / REVERSAL OF IMPAIRMENT**		
	Property Plant & Equipment	(20 192)	(137 679)
	Total Impairments	**(20 192)**	**(137 679)**
32	**FINANCE CHARGES**		
	Borrowing	1 014 902	1 868 713
	Finance leases	50 628	-
	Ex-Gratia Pension	8 907	18 000
	Post Employment Health Care Benefits	7 018 076	7 659 000
	Long service awards	417 576	541 000
	Interest costs non-current Provision	7 165 891	6 870 384
	Other	-	615 809
	Total finance charges	**15 675 980**	**17 572 906**
33	**BULK PURCHASES**		
	Electricity	179 705 387	181 325 287
	Total Bulk Purchases	**179 705 387**	**181 325 287**
34	**CONTRACTED SERVICES**		
	Tracing agents and debt collection	908 004	868 757
	Legal Cost	1 149 742	982 067
	Fire Services	1 229 496	1 011 620
	Maintenance Buiding and Facilities	1 249 299	1 118 091
	Traffic Fines Management	1 378 718	640 096
	Maintenance of Unspecified Assets	2 599 012	1 396 147
	Business and Advisory	2 994 159	2 836 292
	Security Services	8 825 906	6 111 260
	Infrastructure and Planning	10 484 109	11 389 064
	Other	5 282 316	4 323 418
		36 100 762	**30 676 812**

35	TRANSFERS AND SUBSIDIES: OPERATIONAL EXPENDITURE	2018 R	2017 R
	Sport	104 258	205 850
	Public Schools	130 000	58 000
	Bursaries (Non-Employee)	252 353	-
	Housing Support	12 643 351	24 264 670
	Council	23 000	353 588
	Tourism	767 230	733 230
	Total Transfers and Subsidies: Operational Expenditure	**13 920 192**	**25 615 338**

36	OPERATIONAL COST		
	Advertising, Publicity and Marketing	815 528	372 832
	Bank Charges, Facility and Card Fees	796 924	685 658
	Commission	1 872 305	1 695 574
	Communication	2 878 905	2 709 977
	External Audit Fees	2 727 865	2 489 273
	External Computer Service	2 324 256	1 174 475
	Hire Charges	4 825 611	4 315 003
	Indigent Relief	402 821	726 431
	Insurance Underwriting	1 927 695	1 301 537
	Learnerships and Internships	456 253	1 277 980
	Levies Paid - Water Resource Management Charges	483 781	300 064
	Licences	238 166	255 540
	Printing, Publications and Books	332 842	716 282
	Professional Bodies, Membership and Subscription	1 676 583	1 362 496
	Remuneration to Ward Committee	683 000	347 000
	Signage	632 219	-
	Transport Provided as Part of Departmental Activities	199 235	89 871
	Travel and Subsistence	1 498 989	1 515 301
	Uniform and Protective Clothing	1 096 213	1 282 513
	Wet Fuel	5 148 845	4 564 474
	Other	534 321	943 397
	Total Operational cost	**31 552 357**	**28 125 678**

37	CORRECTION OF ERROR IN TERMS OF GRAP 3	2018 R	2017 R
37.1	**Trade and Other Payable Exchange Transactions**		
	Balance previously reported		**44 015 252**
	Correction of VAT on retentions - Note 37.5		900 072
	Correction of additions to PPE - Note 37.2		(48 298)
	Correction of Year end creditors - Note 37.5 & 37.8 & 37.10 & 37.11		1 553 533
	Deposits Other moved from Payables to Deposits - Note 37.7		(1 729 271)
	Balance now reported		**44 691 287**
37.2	**Property, Plant and Equipment**		
	Balance previously reported		**808 058 979**
	Correction of additions to PPE - Note 37.1		(48 298)
	Balance now reported		**808 010 681**

CORRECTION OF ERROR IN TERMS OF GRAP 3 CONTINUED	2018 R	2017 R
37.3 Investment property		
Balance previously reported		**47 758 986**
Sale of land cancelled - Note 37.4		122 000
Balance now reported		**47 880 986**
37.4 Trade and other Receivables from Exchange Transactions		
Balance previously reported		**48 837 181**
Sale of land cancelled - Note 37.3		(125 545)
Prepayment of Levies moved from Receivables: Non-Exchange to Exchange - Note 37.6		1 555 975
Balance now reported		**50 267 611**
37.5 VAT Receivable (net)		
Balance previously reported		**4 964 535**
Correction of VAT on retentions - Note 37.1		900 072
Correction of Uniforms procured - Note 37.1		(54)
Balance now reported		**5 864 553**
37.6 Receivables from non-exchange transactions		
Balance previously reported		**9 049 425**
Correction of Fines Revenue - Note 37.11		(318 850)
Correction of impairment of Fines Receivable - Note 37.11		910 694
Prepayment of Levies moved from Receivables: Non-Exchange to Echange - Note 37.4		(1 555 975)
Balance now reported		**8 085 294**
37.7 Consumer Deposits		
Balance previously reported		**3 666 150**
Deposits Other moved from Payables to Deposits - Note 37.1		1 729 271
Balance now reported		**5 395 421**
37.8 General Expenditure		
Balance previously reported		**43 464 693**
Correction of Year end creditors - Note 37.1		295 992
Reclassification in terms of MSCOA refer to Schedule of Adjustments		(43 760 685)
Balance now reported		**(0)**
37.9 Unspent Conditional Government Grants and Receipts		
Balance previously reported		**3 690 206**
Recognision of Grant Revenue - Note 37.11		(1 089 048)
Balance now reported		**2 601 158**
37.10 Employee related costs		
Balance previously reported		**133 332 562**
Correction of Year end creditors - Note 37.1		1 257 596
Reclassification in terms of MSCOA refer to Schedule of Adjustments		5 959 487
		140 549 644
36.11 Accumulated Surplus as at 30 June 2017		
Balance previously reported		**788 750 195**
Sale of land cancelled - Note 37.3		(3 545)
Recognision of Grant Revenue - Note 37.9		1 089 048
Correction of Fines Revenue - Note 37.6		(318 850)
Correction of impairment of Fines Receivable - Note 37.6		910 694
Correction of Year end creditors - Note 37.1		(1 553 586)
Balance now reported		**788 873 956**

38 RECONCILIATION BETWEEN NET SURPLUS FOR THE YEAR AND CASH GENERATED BY OPERATIONS	2018 R	2017 R
Surplus/(Deficit) for the year	48 191 941	97 439 487
Adjustments for:		
Depreciation	28 354 483	26 142 546
Amortisation of Intangible Assets	344 090	-
Gain on disposal of property, plant and equipment	1 088 526	(228 298)
Gain on Adjustment of Provision	(5 184 679)	-
Unamortised Discount on Loans	65 785	615 809
Debt Impairment	39 571 146	36 798 779
Stock Adjustments	(274)	-
Contribution from/to provisions	7 165 891	6 870 384
Contribution from/to employee benefits	10 675 307	10 682 860
Actuarial Gain	(2 554 149)	(14 114 503)
Donated assets included in Public Contributions	-	(54 112 224)
Impairment written off	20 192	137 679
Operating lease income accrued	4 853	2 379
Operating Surplus/(Deficit) before changes in working capita	127 743 113	110 234 898
Changes in working capital	(43 765 590)	(62 696 041)
Increase/(Decrease) in Trade and Other Payables	148 748	(8 081 634)
Increase/(Decrease) in Unspent Conditional Government Grants and Receipts	3 148 934	(7 746 055)
Increase/(Decrease) in Unspent Public Contributions	890 268	(307 662)
Increase/(Decrease) in Taxes	(1 485 659)	700 668
(Increase)/Decrease in Inventory	(2 054 046)	(3 944 229)
(Increase)/Decrease in Trade and other receivables	(44 296 826)	(41 066 834)
(Increase)/Decrease in Unpaid Conditional Government Grants and Receipts	(117 009)	(2 250 295)
Cash generated/(absorbed) by operations	**83 977 523**	**47 538 857**

		2018	2017
39	**RECONCILIATION OF AVAILABLE CASH AND INVESTMENT RESOURCES**	**R**	**R**
	Cash and Cash Equivalents - Note 2	97 505 902	76 333 137
		97 505 902	76 333 137
	Less:	5 750 092	2 601 158
	Unspent Committed Conditional Grants - Note 6	5 750 092	2 601 158
	Resources available for working capital requirements	**91 755 810**	**73 731 979**
	Allocated to:		
	Capital Replacement Reserve	10 354 788	10 354 788
	Employee Benefits Reserve	100 953 675	92 832 516
	Non-Current Provisions Reserve	71 466 568	70 249 120
	Shortfall in working capital requirements	**(91 019 221)**	**(99 704 445)**

40	**UTILISATION OF LONG-TERM LIABILITIES RECONCILIATION**		
	Long-term Liabilities - Note 18	7 481 354	11 299 006
	Used to finance property, plant and equipment - at cos	(7 481 354)	(11 299 006)

Long-term liabilities have been utilized in accordance with the Municipal Finance Management Act.

41 **BUDGET COMPARISONS**

Reconciliation of budget surplus/deficit with the surplus/deficit in the statement of financial performance

Net surplus/deficit per the statement of financial performance		**41 561 557**
Adjusted for:		
Fines, Penalties and Forfeits	a)	(7 333 648)
Government Grants and Subsidies - Operating	b)	5 051 803
Service Charges	c)	2 244 509
Rental from Fixed Assets	d)	3 660 853
Interest earned - External investments	e)	(3 556 390)
Sales of Goods and Rendering of services	f)	(2 735 574)
Bad Debts Written Off	g)	(55 003 500)
Inventory Consumed	h)	(3 103 425)
Operational Cost	i)	(5 652 654)
Depreciation and Amortisation	j)	(16 646 892)
Bulk Purchases	k)	(3 200 958)
Contracted Services	l)	(5 167 985)
Transfers and Subsidies: Operational Expenditure	m)	(3 288 338)
Other Items		(3 543 281)
Net surplus/deficit per approved budget		**(56 713 923)**

a) Decrease due to better law inforcement application
b) Expenditure not incurred for all grant funding received. Refer to Unspent portion of conditional grants
c) Increase in indigent households and cost of free basic services
d) Decrease in resort bookings mainly due to water restrictions implemented.
e) Investment period longer than initially anticipated as well as increase in funds available for investment purposes
f) Decrease in economic climate
g) Bad debts written off against provision.
h) Decrease in maintenance required in current year.
i) Decrease in economic climate
j) Depreciation less than expected due to slow capital spending
k) Bulk purchases less than expected.
l) Contracted Services less than budget due to effective contract management
m) Expenditure not incurred for all grant funding received. Refer to Unspent portion of conditional grants

Please refer to the statement of comparison of budget and actual amounts for more information

42	MATERIAL LOSSES	2018	2017
42.1	**Water distribution losses**		
	- Kilolitres purified	5 779 052	6 508 218
	- Kilolitres sold	4 745 794	5 248 496
	- Kilolitres lost during distribution	1 033 258	1 259 722
	- Percentage lost during distribution	17.88%	19.36%
	- Value of kilolitres lost during distribution	463 091	487 798
	- The value of kilolitres lost is based on the treatment cost of water		

The estimated consumption for public open spaces and informal houses are calculated on a conservative bases using baseline consumption estimations provided by the Department of Water Affairs. Water meters will be installed to measure the mentioned consumption in the future.

42.2	**Electricity distribution losses**		
	- Units purchased (Kwh)	201 379 459	205 824 759
	- Units sold (Kwh)	181 544 559	185 188 502
	- Units lost during distribution (Kwh)	19 834 900	20 636 257
	- Percentage lost during distribution	9.85%	10.03%
	- Value of units lost during distribution (Rand)	17 700 109	17 967 105

The electricity losses are in line with the quideline of the National Energy Regulator of South Africa of 10%

43	ADDITIONAL DISCLOSURES IN TERMS OF MUNICIPAL FINANCE MANAGEMENT ACT	2018 R	2017 R
43.1	**Contributions to organised local government - [MFMA 125 (1)(b)] - SALGA CONTRIBUTIONS**		
	Opening balance	-	-
	Council subscriptions	1 647 102	1 322 271
	Amount paid - current year	(1 647 102)	(1 322 271)
	Balance unpaid (included in Payables from exchange transactions)	**-**	**-**
43.2	**Audit fees - [MFMA 125 (1)(c)]**		
	Opening balance	-	-
	Current year audit fee	2 874 314	2 595 941
	External Audit - Auditor-General	2 727 865	2 489 273
	Internal Audit	-	310
	Audit Committee	146 449	106 358
	Amount paid - current year	2 874 314	2 595 941
	Balance unpaid (included in Payables from exchange transactions)	**-**	**-**
43.3	**VAT - [MFMA 125 (1)(c)]**		
	Opening balance	7 962 606	6 207 995
	Amounts received - Output VAT - current year	(43 423 577)	(42 269 019)
	Amounts claimed - Input VAT - current year	42 746 301	47 754 452
	Amount paid - current year	6 493 633	2 477 173
	Amount - previous year	(7 962 606)	(6 207 995)
	Closing balance	**5 816 358**	**7 962 606**

VAT is payable/receivable on the cash basis. VAT is only paid over to SARS once cash is received from debtors and only claimed from SARS once payment is made to creditors.

		2018 R	2017 R
43.4	**PAYE, SDL and UIF - [MFMA 125 (1)(c)]**		
	Opening balance	-	-
	Current year payroll deductions and Council Contributions	20 232 870	17 645 541
	Amount paid - current year	(20 232 870)	(17 645 541)
	Balance unpaid (included in Payables from exchange transactions)	**-**	**-**
43.5	**Pension and Medical Aid Deductions - [MFMA 125 (1)(c)]**		
	Opening balance	-	-
	Current year payroll deductions and Council Contributions	34 302 259	31 618 501
	Amount paid - current year	(34 302 259)	(31 618 501)
	Balance unpaid (included in Payables from exchange transactions)	**-**	**-**
43.6	**Councillor's arrear consumer accounts - [MFMA 124 (1)(b)]**		
	During the financial year the following Councillors were outstanding for more than 90 days at any instance		
	Schuurman	4 066	4 029
	Heradien	1 503	-
	Abrahams	1 542	-
	Swart	462	-
	Lottering	-	7 820
	Laban	31 767	26 855
	Mgoboza	8 893	8 278
	Phungula	-	24 235
	Total Councillor Arrear Consumer Accounts	**48 232**	**71 217**
	Councillors outstanding for more than 90 days as at 30 June 2018:		
	Schuurman	-	5 386
	Abrahams	42	-
	Lottering	-	16 226
	Laban	30 786	26 855
	Mgoboza	-	11 753
	Phungula	-	24 235
	Total Councillor Arrear Consumer Accounts at year end	**30 828**	**84 455**

Councillor Lotterings account was under dispute and therefore went over the 90 day threshold. The necessary corrections and payments were affected after year end.

43.7 Discloser in terms of the Municipal Supply Chain Management Regulations - Promulgated by Government Gazette 27636 dated 30 May 2005

Regulation 36 (2) - Details of deviations approved by the Accounting Officer in terms of Regulation 36 (1) (a)

2017/2018

		Type of deviation			
	Amount	**Single Supplier**	**Impossible**	**Impractical**	**Emergency**
July	487 231		-	11	6
August	681 960	6	-	13	5
September	269 549	2	-	7	4
October	871 119	9	-	16	5
November	453 688	6	-	10	1
December	422 087	5	-	7	4
January	2 246 008	6	-	5	
February	1 873 987	8	-	13	5
March	466 957	4	-	9	1
April	400 081	7	-	5	3
May	363 110	9	-	10	
June	1 045 966	6	-	17	8
	9 581 743	68	-	123	42

2016/2017

	Amount	**Single Supplier**	**Impossible**	**Impractical**	**Emergency**
July	735 648	7	-	5	2
August	2 010 252	13	-	8	7
September	417 294	13	-	9	7
October	708 942	7	-	10	5
November	1 415 607	6	-	16	3
December	314 869	8	-	5	4
January	686 860	5	-	8	3
February	1 034 138	8	-	5	4
March	607 500	11	-	14	10
April	387 450	10	-	7	3
May	710 745	3	-	9	7
June	691 099	2	-	11	9
	9 720 404	93	-	107	64

2018
R

43.8 ***Regulation 45 - Details of awards made to close family members of persons in service of State***

Name of supplier	Member of company who has relationship with person in the service of the state	Relationship to person in the service of the state	Name of person in the service of the state	Employer and capacity of person in service of the state	Value of transactions
Williams Loodgieters	SR Williams	Spouse	R Williams	Dept. of Health: Nurse	R 190 478
Freddie Opperman	Freddie Opperman	Spouse	J Opperman	Western Cape Education Department: Teacher	R 30 700
T Square Framing (Arts and Events Skill Development) (Pty) Ltd	M van Rooi	Daughter	M Cornelius	Clinic - Supervisor	R 300
	T van Rooi	Son-in-law	C Cornelius	Hermanus Municipality - SCM Storekeeper	
SEW Plumbing	SE Williams	Spouse	L Williams	Dept. of Health: Admin Officer	R 14 950
		Son	R Williams	Dept. of Health: Nurse	
Regan Brown Attorneys	R Brown	Brother	E Johnson	City of Cape Town: Traffic Dept	R 377 775
		Brother	D Johnson	SAPS: Worcester	
O'NeilL & Visser Attorneys	CW O'Neill	Spouse	H O'Neill	DOJ: Worcester	R 542 504
Vox Elektries	F Blom	Spouse	M Blom	SAPS: Officer	R 34 201
RJC Conservation Servises		Son	Prins	Chief Professional Nurse: Wolseley Clinic Dep of Health	R 39 000
Powerrec (Pty) Ltd	Vuyokazi Machimana	Mother	B Skonsana	Gauteng Department of Health: Nurse	R 45 433
JC Fencing	JJ Abrahamse	Father	K Abrahamse	Witzenberg Municipality: Traffic Officer	R 129 960
SJ Peres	SJ Peres	Brother-in-law	S Peres	Witzenberg Municipality: Accountant Expenditure	R 12 600
CJ Services	C Hofmeester	Cousin	F Hofmeester	Witzenberg Municipality: SCM Practitioner	R 5 875
AON (Pty) Ltd	N Mangyanga	Mother	Gladys Thivhafuni Ravele	Department of Education	R 601 586
		Father	GeorgeTakalani Ravele	Department of Transport	
WAB Print Media (Pty) Ltd	Wayne Brink	Spouse	Adelene Brink	Drakenstein Municipality	R 26 915
AJ Rankin Basson Sport BK	J Wessels	Spouse	MJL Wessels	Witzenberg Municipality Social Worker	R 49 863
JMIL Dienste	Johannes Louwrens	Brother	Ci Croudace	Msunduzi Municipality - Admin officer	R 345 704
Koue Bokkeveld Training Centre	C Roberts	Spouse	R Roberts	Witzenberg Municipality Law Enforcement Officer	R 2 339

		2018	2017
44	**COMMITMENTS**	**R**	**R**
	Commitments in respect of expenditure:		
	Approved and contracted for	106 003 797	41 981 817
	Infrastructure	53 127 802	12 973 889
	Community	-	19 960
	Other Capital	-	107 660
	Operational	52 875 996	28 880 308
	Total	**106 003 797**	**41 981 817**

45 FINANCIAL RISK MANAGEMENT

The activities of the municipality expose it to a variety of financial risks, including market risk (comprising fair value interest rate risk, cash flow interest rate risk and price risk), credit risk and liquidity risk. The municipality's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the municipality's financial performance.

(a) Foreign Exchange Currency Risk

The municipality does not engage in foreign currency transactions

(b) Price risk

The municipality is not exposed to price risk.

(c) Interest Rate Risk

As the municipality has significant interest-bearing liabilities, the entity's income and operating cash flows are substantially dependent on changes in market interest rates.

The municipality analyses its potential exposure to interest rate changes on a continuous basis. Different scenarios are simulated which include refinancing, renewal of current positions, alternative financing and hedging. Based on these scenarios, the entity calculates the impact that a change in interest rates will have on the surplus/deficit for the year. These scenarios are only simulated for liabilities which constitute the majority of interest bearing liabilities.

The municipality did not hedge against any interest rate risks during the current year.

The potential impact on the entity's surplus/deficit for the year due to changes in interest rates were as follow:

0.5% Increase in interest rates	450 141	325 518
0.5% Decrease in interest rates	(450 141)	(325 518)

(d) Credit Risk

Credit risk is the risk that a counter party to a financial or non-financial asset will fail to discharge an obligation and cause the municipality to incur a financial loss. Credit risk consist mainly of cash deposits, cash equivalents, trade and other receivables and unpaid conditional grants and subsidies.

Trade and other debtors are disclosed net after provisions are made for impairment and bad debts. Trade debtors comprise of a large number of ratepayers, dispersed across different sectors and geographical areas. Ongoing credit evaluations are performed on the financial condition of these debtors. Credit risk pertaining to trade and other debtors is considered to be moderate due the diversified nature of debtors and immaterial nature of individual balances. In the case of consumer debtors the municipality effectively has the right to terminate services to customers but in practice this is difficult to apply. In the case of debtors whose accounts become in arrears, Council endeavours to collect such accounts by "levying of penalty charges", "demand for payment", "restriction of services" and, as a last resort, "handed over for collection", whichever procedure is applicable in terms of Council's Credit Control and Debt Collection Policy.

All rates and services are payable within 30 days from invoice date. Refer to note 3 and 4 for all balances outstanding longer than 30 days. These balances represent all debtors at year end which defaulted on their credit terms. Also refer to note 3 for balances included in receivables that were re-negotiated for the period under review.

		2018 R	2017 R
45	**FINANCIAL RISK MANAGEMENT CONTINUED**		

Balances past due not impaired:

	2018 %	2018 R	2017 %	2017 R
Exchange Receivables				
Electricity	85.51%	31 092 890	100.00%	32 872 978
Water	17.18%	9 707 338	11.40%	7 706 292
Housing Rentals	17.27%	207 044	4.38%	64 999
Refuse	14.22%	4 154 663	9.02%	3 143 442
Sewerage	12.99%	3 326 681	9.38%	2 747 708
Other	30.03%	422 828	43.71%	1 111 757
Land Sales	100.00%	368 058	100.00%	1 064 460
	32.29%	49 279 503	27.11%	48 711 636

No receivables are pledged as security for financial liabilities.

Due to the short term nature of receivables the carrying value disclosed in note 3 and 4 of the financial statements is an approximation of its fair value. Interest on overdue balances are included at prime lending rate plus 1% where applicable.

The provision for bad debts could be allocated between the different classes of debtors as follows:

	2018 %	2018 R	2017 %	2017 R
Exchange Receivables				
Electricity	5.20%	5 269 422	6.50%	8 405 164
Water	46.16%	46 799 475	46.29%	59 894 004
Housing Rentals	0.98%	991 814	1.10%	1 418 431
Refuse	24.71%	25 058 129	24.50%	31 693 823
Sewerage	21.98%	22 285 534	20.51%	26 542 618
Other	0.97%	984 981	1.11%	1 431 719
	100.00%	101 389 355	100%	129 385 759

The provision for bad debts could be allocated between the different categories of debtors as follows:

	2018 %	2018 R	2017 %	2017 R
Residential	89.87%	91 119 676	89.94%	116 368 474
Commercial	3.95%	4 000 882	4.40%	5 694 503
Government	0.00%	48	0.99%	1 283 183
Other	6.18%	6 268 749	4.67%	6 039 599
	100.00%	**101 389 355**	**100.00%**	**129 385 759**

45 FINANCIAL RISK MANAGEMENT CONTINUED

	2018 %	2018 R	2017 %	2017 R
Bad debts written off per debtor class:				
Exchange Receivables				
Electricity	3.11%	(1 782 058)	23.32%	(3 293)
Water	49.96%	(28 605 804)	38.19%	(5 393)
Housing Rentals	1.36%	(779 991)	0.84%	(118)
Refuse	26.28%	(15 047 780)	19.68%	(2 779)
Sewerage	18.21%	(10 428 873)	16.55%	(2 337)
Other	1.08%	(616 743)	1.44%	(203)
	100.00%	(57 261 250)	100.00%	(14 123)

The entity only deposits cash with major banks with high quality credit standing. No cash and cash equivalents were pledged as security for financial liabilities and no restrictions were placed on the use of any cash and cash equivalents for the period under review. Although the credit risk pertaining to cash and cash equivalents are considered to be low, the maximum exposure are disclosed below.

The risk pertaining to unpaid conditional grants and subsidies are considered to be very low. Amounts are receivable from national and provincial government and there are no expectation of counter party default.

Long-term Receivables and Other Debtors are individually evaluated annually at Balance Sheet date for impairment.

Financial assets exposed to credit risk at year end are as follows:	2018 R	2017 R
Long term receivables	-	-
Receivables from exchange transactions	51 223 415	50 267 611
Cash and Cash Equivalents	97 496 777	76 324 212
Unpaid conditional grants and subsidies	2 379 679	2 262 670
	151 099 871	128 854 493

45 FINANCIAL RISK MANAGEMENT CONTINUED

(e) Liquidity Risk

Prudent liquidity risk management implies maintaining sufficient cash, the availability of funding through an adequate amount of committed credit facilities. Due to the dynamic nature of the underlying business, the treasury maintains flexibility in funding by maintaining availability under credit lines.

The entity's risk to liquidity is a result of the funds available to cover future commitments. The entity manages liquidity risk through an ongoing review of future commitments and credit facilities.

The table below analyses the entity's financial liabilities into relevant maturity groupings based on the remaining period at the financial year end to the contractual maturity date. The amounts disclosed in the table are the contractual undiscounted cash flows. Balances due within 12 months equal their carrying balances as the impact of discounting is not significant.

	Less than 1 year	Between 1 and 5 years	Between 5 and 10 years	Over 10 Years
2018				
Borrowing	2 870 103	6 068 336	-	-
Capital repayments	2 276 380.00	5 204 971.00	-	-
Interest	593 723.00	863 365.00	-	-
Trade and Other Payables	31 428 914	-	-	-
Unspent conditional government grants and receipts	5 750 092	-	-	-
	40 049 109	6 068 336	-	-

	Less than 1 year	Between 1 and 5 years	Between 5 and 10 years	Over 10 Years
2017				
Borrowing	4 756 563	7 883 684	1 091 920	-
Capital repayments	3 717 251	6 541 394	1 040 360	-
Interest	1 039 312	1 342 290	51 560	-
Trade and Other Payables	35 209 651	-	-	-
Unspent conditional government grants and receipts	2 601 158	-	-	-
	42 567 372	7 883 684	1 091 920	-

46	FINANCIAL INSTRUMENTS		2018 R	2017 R

In accordance with IAS 39.09 the financial instruments of the municipality are classified as follows:

The fair value of financial instruments approximates the amortised costs as reflected bellow.

46.1	Financial Assets	Classification		
	Receivables			
	Receivables from exchange transactions	Financial instruments at amortised cost	51 223 415	50 267 611
	Other Receivables			
	Government Subsidies and Grants	Financial instruments at amortised cost	2 379 679	2 262 670
	Bank Balances			
	Bank Balances	Financial instruments at amortised cost	97 496 777	76 324 212
			151 099 871	**128 854 493**
	SUMMARY OF FINANCIAL ASSETS			
	Financial instruments at amortised cost		151 099 871	128 854 493
	At amortised cost		**151 099 871**	**128 854 493**

46.2	Financial Liability	Classification	2018 R	2017 R
	Long-term Liabilities			
	Annuity Loans	Financial instruments at amortised cost	5 204 974	7 345 204
	Capitalised Lease Liability	Financial instruments at amortised cost	-	-
	Payables from exchange transactions			
	Trade creditors	Financial instruments at amortised cost	7 391 122	11 098 239
	Retentions	Financial instruments at amortised cost	3 679 932	4 110 624
	Deposits	Financial instruments at amortised cost	387 869	210 050
	Other	Financial instruments at amortised cost	23 649 923	23 901 362
	Other Payables			
	Government Subsidies and Grants	Financial instruments at amortised cost	5 750 092	2 601 158
	Current Portion of Long-term Liabilities			
	Annuity Loans	Financial instruments at amortised cost	2 276 380	3 293 689
	Capitalised Lease Liability	Financial instruments at amortised cost	-	660 113
			48 340 292	**53 220 439**
	SUMMARY OF FINANCIAL LIABILITY			
	Financial instruments at amortised cost		**48 340 292**	**53 220 439**

		2018	2017
47	**IN-KIND DONATIONS AND ASSISTANCE**	**R**	**R**
	Land and Buildings donated by rural Developmen	**-**	**54 942 896**

48 PRIVATE PUBLIC PARTNERSHIPS

Council has not entered into any private public partnerships during the financial year.

49 CONTINGENT LIABILITY

Claims against Council	**3 013 366**	**3 013 366**
Estimate legal Fees	**-**	**110 000**

The municipality is currently engaged in litigation which could result in damages/costs being awarded against Council if claimants are successful in their actions. Management are respectfully of opinion that this matter will be successfully defended. The Municipality is defending all the claims. The amounts indicated is Management's estimated financial exposure. The following are naritives of the cases:

F Daniels / SALGBC & two others	The applicant was the former Manager of Traffic. He was dismissed after an internal disciplinary hearing on 21/09/2009, where after he unsuccessfully appealed internally against the sanction of dismissal. Management is of opinion that the risk of the municipality being ordered to pay Mr Daniel's legal fees is slim.	1 000 000	1 000 000
L Louw	A child was assaulted at the Pine Forest. The claimant alleged that the security measures at the Pine Forest were not sufficient to protect the child. The case was submitted to the municipality's insurance broker. The chance that any amount might be payable by the municipality is remote.	1 427 600	1 427 600
Gunter	Plaintiff claims damages from the municipality after she fell on the sidewalk. The case was submitted to the municipality's insurance broker. The chance that any amount might be payable by the municipality is remote.	585 766	585 766
		3 013 366	**3 013 366**

		2018 R	2017 R
50	**RELATED PARTIES**		

Key Management and Councillors receive and pay for services on the same terms and conditions as other ratepayers / residents.

The rates, service charges and other charges are in accordance with approved tariffs that were advertised to the public. No bad debt expenses have been recognised in respect of amounts owed by related parties.

50.1 Related Party Loans

Since 1 July 2004 loans to councillors and senior management employees are not permitted.

50.2 Compensation of key management personnel

The compensation of key management personnel is set out in Note 27 to the Annual Financial Statements

50.3 Other related party transactions

No purchases were made during the year where Councillors or staff have an interest

50.4 Ceres Koekedouw Management Committee

Ceres Koekedouw Management Committee is an entity established by the Witzenberg Municipality and the Koekedouw Irrigation Board. Ceres Koekedouw Management Committee is responsible for the management of the Koekedouw Dam, jointly owned by Witzenberg Municipality and the Koekedouw Irrigation Board.

The following contributions included with General Expenses were paid to the Ceres Koekedouw Management Committee	934 826	538 040

51 FINANCIAL SUSTAINABILITY

Management is of the opinion that will Municipality will continue to operate as a going concern and perform it's functions as set out in the Constitution.

Financial Indicators

The current ratio increased to 2.0:1 from 2.4:1 in the prior year.

Cash and Cash Equivalents have increased during the year.

APPENDIX A - Unaudited
WITZENBERG MUNICIPALITY
SCHEDULE OF EXTERNAL LOANS AS AT 30 JUNE 2018

EXTERNAL LOANS	Rate	Loan Number	Redeemable	Balance at 30 JUNE 2017	Received during the period	Redeemed / written off during the period	Balance at 30 JUNE 2018
				R	R	R	R
ANNUITY LOANS							
NED BANK	8.00%	5032113 0001	2018/05/30	234 520		234 520	-
NED BANK	8.00%	5032032 0001	2023/05/30	6 025 771		805 546	5 220 225
DBSA	15.25%	11188/101	2018/09/30	2 372 354		1 523 357	848 998
DBSA	15.50%	10772/101	2018/09/30	539 760		346 384	193 376
DBSA	9.50%	102040/1	2021/09/30	158 482		29 736	128 746
DBSA	8.59%	100605/1	2023/06/30	1 308 008		218 002	1 090 007
Total Annuity Loans				**10 638 895**	**-**	**3 157 544**	**7 481 351**
LEASE LIABILITY							
Office Equipment		Various	2012/02/29	660 110	-	660 110	-
Total Lease Liabilities				**660 110**	**-**	**660 110**	**-**
TOTAL EXTERNAL LOANS				**11 299 005**	**-**	**3 817 654**	**7 481 351**

APPENDIX B - Unaudited

WITZENBERG MUNICIPALITY

SEGMENTAL STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2018

MUNICIPAL VOTES CLASSIFICATION

2017 Actual Income R	2017 Actual Expenditure R	2017 Surplus/ (Deficit) R		2018 Actual Income R	2018 Actual Expenditure R	2018 Surplus/ (Deficit) R
80 324 214	(31 905 693)	48 418 521	Budget & Treasury Office	83 282 403	(27 288 241)	55 994 161
149 471 955	(107 163 793)	42 308 162	Civil Services	135 619 340	(94 030 610)	41 588 731
71 927 986	(26 784 842)	45 143 144	Community & Social Services	81 109 106	(27 141 982)	53 967 124
15 120 238	(34 221 320)	(19 101 082)	Corporate Services	211 668	(34 291 121)	(34 079 453)
221 652 885	(202 333 897)	19 318 988	Electro Technical Services	211 203 086	(201 134 935)	10 068 151
263 426	(23 025 003)	(22 761 577)	Executive & Council	542 831	(22 065 908)	(21 523 078)
24 610 710	(27 456 019)	(2 845 308)	Housing	13 006 360	(16 465 027)	(3 458 667)
1 309 115	(7 539 676)	(6 230 560)	Planning	1 004 366	(8 318 208)	(7 313 842)
23 352 142	(32 530 809)	(9 178 667)	Public Safety	26 640 663	(40 621 315)	(13 980 652)
22 976 093	(20 470 545)	2 505 547	Sport & Recreation	11 788 988	(44 859 521)	(33 070 533)
611 008 763	(513 431 597)	97 577 166	**Total**	564 408 810	(516 216 868)	48 191 942

APPENDIX C - Unaudited
WITZENBERG MUNICIPALITY
SEGMENTAL STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2018
GENERAL FINANCE STATISTIC CLASSIFICATIONS

2017 Actual Income R	2017 Actual Expenditure R	2017 Surplus/ (Deficit) R		2018 Actual Income R	2018 Actual Expenditure R	2018 Surplus/ (Deficit) R
263 426	(25 485 011)	(25 221 585)	Executive and Council	542 831	(22 987 249)	(22 444 418)
80 324 214	(30 221 860)	50 102 354	Budget and Treasury Office	83 282 403	(27 288 152)	55 994 251
15 120 238	(36 598 441)	(21 478 204)	Corporate Services	211 668	(35 206 004)	(34 994 336)
1 309 115	(9 541 315)	(8 232 199)	Planning and Development	1 004 366	(8 318 208)	(7 313 842)
71 927 986	(22 850 510)	49 077 477	Community and Social Services	81 109 106	(27 148 871)	53 960 235
24 610 710	(27 456 019)	(2 845 308)	Housing	13 006 360	(16 465 027)	(3 458 667)
18 909 663	(29 465 643)	(10 555 980)	Public Safety	26 640 663	(40 440 006)	(13 799 343)
22 976 093	(20 521 342)	2 454 751	Sport and Recreation	11 788 988	(44 853 772)	(33 064 784)
153 914 433	(110 229 279)	43 685 154	Civil Services	135 619 340	(99 007 864)	36 611 476
221 652 885	(201 062 178)	20 590 707	Electricity	211 203 086	(201 132 100)	10 070 985
611 008 763	(513 431 597)	97 577 166	**Total**	564 408 810	(522 847 252)	41 561 558

APPENDIX D - Unaudited
WITZENBERG MUNICIPALITY
DISCLOSURES OF GRANTS AND SUBSIDIES IN TERMS OF SECTION 123 OF MFMA, 56 OF 2003

UNSPENT AND UNPAID GOVERNMENT GRANTS AND RECEIPTS	Balance 1 JULY 2017 (Unpaid)	Grants Operating Received	Grants Capital Received	Write Offs / Transfers	Other In	Operating expenditure during the year Transferred to revenue	Capital expenditure during the year Transferred to revenue	Balance 30 JUNE 2018	Unspent 2018 (Payable)	Unpaid 2018 (Receivable)
	R	R	R	R	R	R	R	R	R	R
National Government Grants										
Finance Management Grant	(261 315)	1 550 000	-			(1 259 695)	(11 243)	17 747	17 747	-
DWAF - Drought relief	-	-	-			-	-	-	-	-
Municipal Systems Improvement Grant	(0.20)	-	-			-	-	(0)	-	0
Municipal infrastructure Grant	(90 419)	-	22 739 000			-	(22 744 251)	(95 671)	-	95 671
Regional Bulk Infrastructure Grant (DWAF)	(114 347)	-	-			-	(69 421)	(183 768)	-	183 768
Integrated National Electricity Program	(801 458)	-	-			-	-	(801 458)	-	801 458
Equitable share	-	70 412 000	-			(70 412 000)	-	-	-	-
Department of Rural Development	471 155	-	-			-	-	471 155	471 155	-
ACIP funds (DWAF)	-	-	-			-	-	-	-	-
Expanded Public Works Programme	(14 044)	1 485 000	-			(1 500 315)	-	(29 359)	-	29 359
Neighbourhood Development Plan	321	-	-			-	-	321	321	-
Provincial Government Grants										
Library services	-	2 600 000	-			(2 600 000)	-	-	-	-
Library services Replacement Funding	(143)	5 450 000	-			(5 449 857)	-	-	-	-
CDW	417 281	148 000	-			(115 854)	-	449 428	449 428	-
Main roads	(16 800)	120 000	-			(120 000)	-	(16 800)	-	16 800
Municipal Infrastructure Support Grant	(758 017)	-	(288 480)			-	-	(1 046 497)	-	1 046 497
Drought Relief	-	-	-			-	-	-	-	-
State Funeral	-	-	-			-	-	-	-	-
Planning	-	-	-			-	-	-	-	-
Human Settlement Development	566 634	8 992 338	21 575 176			(12 643 351)	(15 195 126)	3 295 671	3 295 671	-
Sport	-	-	-			-	-	-	-	-
Library Capital	-	-	-			-	-	-	-	-
Multipurpose Centre	322 000	-	-			(322 000)	-	-	-	-
Capacity Building (Internship)	60 000	286 000	-	(60 000)		-	-	286 000	286 000	-
Municipal Infrastructure	(206 126)	-	288 480			-	(288 480)	(206 126)	-	206 126
Financial Management Support	343 767	-	330 000			(343 997)	-	329 770	329 770	-
Financial Management	120 000	240 000	-	(120 000)		(240 000)	-	-	-	-
Local Government Compliance	-	-	-			-	-	-	-	-
MSCOA Grant	-	-	-			-	-	-	-	-
Regional Social Econimical Pro	-	-	-			-	-	-	-	-
District Municipality										
Parks and recreation	300 000	-	-			-	-	300 000	300 000	-
Tourism Route Development	-	100 000	-			-	-	100 000	100 000	-
Sanitation Infrastructure	-	500 000	-			-	-	500 000	500 000	-
Total	**338 488**	**91 883 338**	**44 644 176**	**(180 000)**	**-**	**(95 007 068)**	**(38 308 520)**	**3 370 413**	**5 750 092**	**2 379 679**

SCHEDULE OF ADJUSTMENTS - Unaudited
WITZENBERG MUNICIPALITY
REVENUE AS AT 30 JUNE 2018

		RECLASSIFIED TO:						
Reclassified from	Amount before adjustments	Fines, Penalties and Forfeits	Licences or Permits	Sales of Goods and Rendering of services	Rental from Fixed Assets	Operational Revenue	Total adjustment	Amount after adjustments
	R	R	R	R	R	R	R	R
Fines	19 242 291	18 923 441	-	-	-	-	-18 923 441	318 850
Licences or Permits	141 796	-	141 796	-	-	-	-141 796	-
Rental of Facilities and Equipment	8 176 974	-	-	2 551 337	5 625 637	-	-8 176 974	-
Other Income	4 792 065	-	-	4 032 412	-	759 653	-4 792 065	-
Total Reclassified	**32 353 126**	**18 923 441**	**141 796**	**6 583 749**	**5 625 637**	**759 653**	**(32 034 276)**	**318 850**

SCHEDULE OF ADJUSTMENTS - Unaudited
WITZENBERG MUNICIPALITY
EXPENDITURE AS AT 30 JUNE 2018

		RECLASSIFIED TO:									
Reclassified from	Amount before adjustments	Inventory consumed	Contracted Services	Employee Related Cost	Operational Cost	Bulk Purchases	Interest paid	Operating Leases	Transfers and Subsidies	Total adjustment	Amount after adjustments
	R	R	R	R	R	R	R	R	R	R	R
Repairs and maintenance	23 000 709	9 214 454	10 686 967	1 450 257	1 402 672	246 359	-	-	-	-23 000 709	0
General Expenditure	43 760 685	7 488 086	6 831 476	2 886 876	23 486 177	1 876 123	-	782 317	409 630	-43 760 685	-0
Contracted services	41 869 152	64 568	-	1 622 355	3 532 438	-	-	-	24 264 670	-29 484 031	12 385 121
Grants and Subsidies	941 038	-	-	-	-	-	-	-	941 038	-941 038	-
Collection cost	773 248	-	773 248	-	-	-	-	-	-	-773 248	-
Unamortised Discount - Interest paid	615 809	-	-	-	-	-	615 809	-	-	-615 809	-
											-
Total Reclassified	**110 960 641**	**16 767 107**	**18 291 691**	**5 959 487**	**28 421 287**	**2 122 483**	**615 809**	**782 317**	**25 615 338**	**(98 575 520)**	**12 385 121**

ANNEXURE B: REPORT OF THE AUDITOR-GENERAL

ANNEXURE B

Report of the auditor-general to 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 03 to 63, which comprise the statement of financial position as at 30 June 2018, the statement of financial performance, statement of changes in net assets, cash flow statement and statement of comparison of budget and actual amounts for the year ended 30 June 2018, 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 2018, and its financial performance and cash flows for the year ended 30 June 2018 in accordance with the South African Standards of Generally Recognised Accounting Practice (SA Standards of GRAP) and the requirements of the Municipal Finance Management Act of South Africa, 2003 (Act No. 56 of 2003) (MFMA) and the Division of Revenue Act of South Africa, 2017 (Act No. 3 of 2017) (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 this auditor's report.

4. I am independent of the municipality in accordance with the International Ethics Standards Board for Accountants' *Code of ethics for professional accountants* (IESBA code) and the 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 37 to the financial statements, the corresponding figures for 30 June 2017 have been restated as a result of the municipal standard charts of account (mSCOA) implementation and errors discovered during 2017-18 in the financial statements of the municipality for the year ended 30 June 2018.

Material losses/impairments

8. As disclosed in notes 3 to the financial statements, the municipality has provided for an impairment of R101,4 million (2016-17: R129,4 million) on receivables from exchange transactions.

9. As disclosed in note 4 to the financial statements, the municipality has provided for impairment of receivables from non-exchange transactions amounting to R68 million (2016-17: R53,5 million).

Other matters

10. I draw attention to the matters below. My opinion is not modified in respect of these matters.

Unaudited supplementary information

11. The supplementary information set out on pages 64 to 69 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.

Unaudited disclosure notes

12. 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 from part of the audit of the financial statements and accordingly I do not express an opinion thereon.

Responsibilities of 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 SA 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 of South Africa, 2004 (Act No. 25 of 2004) (PAA) and the general notice issued in terms thereof, I have a responsibility to report material findings on the reported performance information against predetermined objectives for selected strategic objectives presented in the annual performance report. I performed procedures to identify findings but not to gather evidence to express assurance.

18. My procedures address the reported performance information, which must be based on the approved performance planning documents of the municipality. I have not evaluated the completeness and appropriateness of the performance indicators included in the planning documents. My procedures also did 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 strategic objective presented in the annual performance report of the Municipality for the year ended 30 June 2018:

Strategic objective	Pages in the annual performance report
Strategic objective – essential services	9 – 10

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:

    - Essential services

Other matters

22. I draw attention to the matters below.

Achievement of planned targets

23. Refer to the annual performance report on pages 09 to 10 for information on the achievement of planned targets for the year and explanations provided for the under/ over achievement of a significant number of targets.

Adjustment of material misstatements

24. I identified material misstatement in the annual performance report submitted for auditing. This material misstatement was on the reported performance information of Essential services. As management subsequently corrected the misstatements, I did not raise any material findings on the usefulness and reliability of the reported performance information.

Report on the audit of compliance with legislation

Introduction and scope

25. In accordance with the PAA and the general notice issued in terms thereof, I have a responsibility to report material findings on the compliance of the municipality with specific matters in key legislation. I performed procedures to identify findings but not to gather evidence to express assurance.

26. I did not raise 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

27. The accounting officer is responsible for the other information. The other information comprises the information included in the annual report which includes the executive mayor's report, accounting officer's report, the audit, risk and performance committee's report. The other information does not include the financial statements, the auditor's report and the selected strategic objectives presented in the annual performance report that have been specifically reported in this auditor's report.

28. 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 thereon.

29. 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 strategic objective presented in the annual performance report, or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

30. I have nothing to report in this regard.

Internal control deficiencies

31. 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.

32. I did not identify any significant deficiencies in internal control.

Auditor – General

Cape Town

30 November 2018

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 strategic 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 related to events or conditions that may cast significant doubt on the Witzenberg Municipality's ability 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 the 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 continuing as a going concern
   - evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and 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 confirm to the accounting officer that I have complied with relevant ethical requirements regarding independence, and communicate all relationships and other matters that may reasonably be thought to have a bearing on my independence and, where applicable, related safeguards.

ANNEXURE C: REPORT OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE

ANNEXURE C: REPORT OF THE PERFORMANCE, RISK & AUDIT COMMITTEE

PERFORMANCE, RISK AND AUDIT COMMITTEE REPORT FOR THE YEAR ENDED 30 JUNE 2018

1. Legislative Requirements

The purpose of this report is to communicate to the council the Performance, Risk and Audit Committee's (PRAC) progress to date in carrying out its oversight responsibilities in terms of section 166 of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003, as amended) (MFMA). The Municipal Planning and Performance Management Regulations, 2001, regulation 14(2) (a) requires the municipality to establish a performance audit committee. Regulation 14(2) (c) states that a municipality may utilize any audit committee established in terms of other applicable legislation as the performance audit committee.

The MFMA obliges every municipality to establish an independent audit committee, which must advise the municipal council, political office-bearers, accounting officer and management staff of the municipality on matters relating to internal financial controls and internal audits, risk management, accounting policies, the adequacy, reliability and accuracy of financial reporting and information, performance management, effective governance, compliance with the MFMA, the annual Division of Revenue Act (DoRA) and any other applicable legislation, and any other issues referred to it by the municipality. The municipality has opted to have a combined performance, risk and audit committee.

PRAC is governed by a formal charter, which is regularly reviewed and approved by the council. The committee is pleased to present its report for the financial year ended 30 June 2018.

2. Audit committee's responsibility

The PRAC committee has complied with its responsibilities arising from section 166 of the MFMA and reports that it operated in terms of the audit committee charter.

3. Audit committee members and attendance

PRAC was established in accordance with section 166 of the MFMA. The PRAC charter requires that the committee comprises of a minimum of five members of whom none must be in the employ of the municipality.

The PRAC comprises five members, including the chairperson, Mr J, George. In terms of section 166(4) (b) of the MFMA, the audit committee must meet at least four times a year. During the financial year ended 30 June 2018, the audit committee met on six occasions. The table below shows the attendance of these meetings:

Name	Date of appointment	Qualifications	Number of meetings scheduled	Number of meetings attended
Mr J. George (Chairperson)	1 November 2016	B Compt (Honours) CA(SA)	6	**6**
Mr A. Amod	1 March 2012 – 31 May 2018	B Comm; MBA CIA; CGAP; CRMA	6	**4**
Mr J. Basson	1 June 2015	B Compt Honours CA(SA)	6	**5**
Mr T. Lesihla	1 June 2015	Master of Technology, Information Technology	6	**6**
Mr F Redelinghuys	1 November 2016	B Compt (Honours) CA(SA)	**6**	**6**

The members of the PRAC held meetings with the municipal manager as the accounting officer, senior management of the municipality, the internal audit function and the external auditors collectively on matters related to governance, internal control and risk and performance management in the municipality, throughout the reporting period.

4. Effectiveness of internal control

The PRAC acknowledges management's efforts to strengthen internal controls in the municipality. The Performance, Risk and Audit Committee (PRAC) raised concern that in certain instances the matters reported by the external auditors and the internal audit function in prior years have not been fully and satisfactorily addressed. Management has given assurance that effective corrective action will be implemented in respect of all internal control weaknesses, and the audit committee will monitor these going forward.

The municipality has adopted anti-corruption measures to prevent and detect fraud and corruption.

Due to the strategic importance of, and investment in, the modernisation of information and communication technology (ICT) in the municipality, the PRAC has monitored the risk register and progress reports on the respective action plans during the year under review. The PRAC is of the view that the management of ICT risks can be improved.

5. The quality of monthly and quarterly reports submitted in terms of the MFMA and DORA

The PRAC reviewed and where applicable advised on the following:

- Internal audit reports
- Annual audit plan
- AGSA's audit report
- Annual Financial Statements
- Annual Performance Report
- Section 71 reports
- Section 72 report
- Section 52(d) reports, including the performance reports
- Quarter Risk Management reports
- Annual Risk assessment Report

The PRAC is satisfied with the content and quality of reporting prepared and issued during the year under review in compliance with the statutory framework. The PRAC has engaged with management to remedy shortcomings, especially relating to the reports on performance against predetermined objectives. The committee has recommended that specific process be implemented to ensure that the information reported is both useful and reliable in terms of the applicable reporting framework.

The PRAC has reviewed and commented on the municipality's annual financial statements and report on performance information and their timely submission to the external auditors by 31 August 2018.

6. Internal audit function

The accounting officer is obliged, in terms of section 165 of the MFMA, to ensure that the entity has a system of internal audit under the control and direction of PRAC. PRAC is satisfied that the internal audit function has properly discharged its functions and responsibilities during the year under review.

The capacity of the internal audit function has been enhanced through an investment in the Internal Audit Technician (IAT)

training programme. The PRAC expects these initiatives to contribute to the internal audit function becoming more efficient.

The PRAC reviewed its current three year risk based audit plan and reviewed the actual internal audit work that was conducted by the Internal Audit Unit in relation to the one year internal audit plan.

The PRAC is satisfied that the internal audit function operated effectively and that it has addressed the risks pertinent to the municipality. To this extend the PRAC expresses their appreciation to the Internal Auditors for the work performed.

7. Enterprise Risk Management function

PRAC is responsible for the oversight of the risk management function.

The PRAC has reviewed the completeness of the enterprise risk assessment process implemented by management and the alignment thereof to the risk-based audit plan. The PRAC has also reviewed the risk appetite, risk profile and action plans implemented by management to mitigate risk.

PRAC advises management towards the improvement of risk management.

8. Evaluation of the finance function

The PRAC is satisfied with the municipality's finance function during the year under review.

9. Performance management

Part of the responsibilities of PRAC includes the review of performance management. PRAC has in terms of the performance of the municipality performed the following functions:

- Review and comment on compliance with statutory requirements and performance management best practices and standards;
- Review and comment on the alignment of the integrated development plan, budget, service delivery and budget implementation plan and performance agreements;
- Review and comment on the relevance of indicators to ensure that they are measurable and relate to services performed by the municipality and its entities;
- Review of compliance with in-year reporting requirements;
- Review of the quarterly performance reports submitted by the internal audit function; and
- Review and comment on the municipality's performance management system and making recommendations for its improvement.

PRAC has recommended to Council to improve the functionality of the performance management system, timeous monitoring and reviewing of the portfolios of evidence should be implemented and management should embrace the recommendations by Internal Audit and ensure continuous monitoring to address the control deficiencies.

10. Fraud and irregular activities

No instances of fraud, financial misconduct or irregular, unauthorised and fruitless expenditure has been reported by management.

The PRAC has reviewed the fraud prevention policies and strategy including the whistle blowing policy.

11. Evaluation of the annual financial statements

The PRAC has:

- Reviewed and discussed the audited annual financial statements to be included in the Annual Report with the AGSA, the Municipal Manager, the Chief Financial Officer and other officials employed by the municipality; and
- Reviewed changes in accounting policies and practices as applicable.

The PRAC accordingly concurs with and supports the AGSA conclusion on the annual financial statements, and is of the opinion that the audited annual financial statements can be accepted.

12. External auditor's report

The PRAC concurs with and accepts the conclusion and audit opinion of the external auditors on the annual financial statements. The committee is of the view that the audited financial statements be accepted and read together with the report of the external auditors. The PRAC confirms that it has been actively involved throughout the audit process and has been thoroughly appraised of the issues giving rise to the audit opinion.

The external audit function, performed by the Auditor General South Africa (AGSA) is independent of the entity. The PRAC has met with the external auditors to ensure that there are no unresolved issues and acknowledges the diligence and cooperation of the external audit team.

13. Word of thanks

The PRAC wishes to express their appreciation and thanks to the management of the municipality and to internal audit for the work they have undertaken during the year.

On behalf of Performance, Risk and Audit Committee



Mr Jonathan George
Performance, Risk and Audit Committee Chairperson
Witzenberg Municipality
23 November 2018

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

OVERSIGHT REPORT - 2017/2018

January 2019

Contents

1. Purpose 2

2. Legal requirements 2

3. Adoption 3

4. MPAC mandate 3

5. Consideration of annual report and comments received 3

6. MPAC resolution on Annual Report 3

7. Corrective measures for Council consideration 4

8. Recommendation 4

16 January 2019

Witzenberg Municipal Council
Voortrekker Street
Ceres
6385

Dear Speaker Alderman T. Godden

1. Purpose

The purpose of this communication is to report to Council the result on the Witzenberg Municipal Public Accounts Committee (MPAC) oversight review of the Witzenberg Annual Report for 2017/2018 and to enable Council to discharge its oversight responsibility in considering the Witzenberg Municipality's Annual report for 2017/2018 in terms of Section 129 of the Municipal Finance Management Act, no 56 of 2003 (MFMA).

2. Legal requirements

In terms of Section 129 of the MFMA, the Council must 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 MFMA Circular Number 32, in order to approve the Annual Report without reservations, Council should be able to agree that the information contained in the report is a fair and reasonable record of the performance of the municipality in the financial year reported upon.

Approval means that the executive and administration have discharged in full, their accountability for the decisions and actions and that their performance meets the criteria set by performance objectives and measures and is also acceptable in the community.

3. Adoption

The statutory authority to adopt an oversight report in respect of the Annual Report 2017/2018 rest with the Municipal Council.

4. MPAC mandate

MFMA Circular Number 32 recommends the establishment of an MPAC for the detailed analysis and review of the annual report, following its tabling in Council, receiving and reviewing representations made by the public, inputs from other councillors and stakeholders and then drafting an oversight report that may be taken to the full Council for discussion and approval.

MPAC is required to perform the responsibilities as envisaged in the MFMA Circular Number 32 and Section 129 of the MFMA.

5. Consideration of annual report and comments received

MPAC has considered the following reports and comments:

- Draft Witzenberg Annual Report 2017/2018
- 2017/2018 Audit Report of the Auditor General South Africa, and
- The 2017/2018 Performance, Risk and Audit Committee Report
- Provincial Treasury comments on the tabled 2017/2018 Draft Witzenberg Annual Report
- No public comments were received

6. MPAC resolution on Annual Report

Members of MPAC unanimously agreed to recommend that Council approve the Annual Report without any reservations.

Members of MPAC unanimously agreed to recommend to Council to consider the following recommendations.

7. Corrective measures for Council consideration

It is recommended that:

- The Council established task team, develop a public participation incentive program and report on progress regarding the debt impairment issues emphasised by the AGSA.
- Council develop a public participation program for rental stock transfers.
- Debt collection strategies be improved and the responsibilities given to the task team be transferred to a section 79 committee of Council.
- Council take note of the reliance on government grants, develop revenue enhancement strategies and strengthening the LED committee with the goal of decreasing dependence on government grants.
- Council should revisit donor relationships.
- The review and monitoring of performance information be improved.
- The performance of the municipality be improved in terms of the following:
  - Fast tracking housing development service delivery backlogs at Vredebes;
  - Transfer of rental stock; and
  - Debt impairment
- Long term capital plans must appropriately address the backlogs and should be consistent with the strategic policy directions of Council and the needs of the community.
- The MPAC is in agreement with the recommendations made by PRAC to improve the management of IT risks.

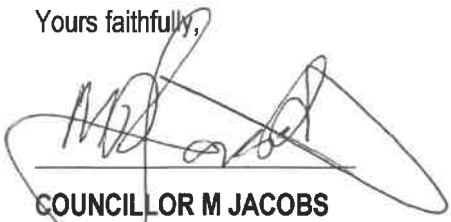
To note the following concerns of the Performance, Risk and Audit Committee inter alia:

- PRAC is of the view that the management of ICT risks can be improved.
- PRAC has recommended to Council to improve the functionality of the performance management system, timeous monitoring and reviewing of the portfolios of evidence should be implemented and management should embrace the recommendations by Internal Audit and ensure continuous monitoring to address the control deficiencies.

8. Recommendation

Having fully considered the 2017/2018 Annual Report of the Witzenberg Municipality it is recommended that Council adopts the 2017/2018 Oversight Report and approves the 2017/2018 Annual Report without reservations.

Yours faithfully,



COUNCILLOR M JACOBS

CHAIRPERSON: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

ALDERMAN JW SCHUURMAN

MEMBER: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

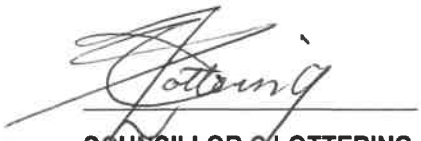
COUNCILLOR P HERADIEN

MEMBER: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE



COUNCILLOR G LABAN

MEMBER: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE



COUNCILLOR C LOTTERING

MEMBER: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

Notule van vergadering van die Beplanningstribunaal van Witzenberg Munisipaliteit gehou op 20 April 2018 om 10h00 by die Raadsaal, Ceres.

1. Opening

Mnr Adriaan Hofmeester open die vergadering en verwelkom almal.

2. Bywoning

Adriaan Hofmeester	-	Interne lid (Voorsitter)
Liza-Mari Nieuwenhuis	-	Interne lid (Ondervoorsitter)
Michelle Klaasen	-	Interne lid
Quinton Balie	-	Eksterne lid
Jack van Zyl	-	Eksterne lid
Hennie Taljaard	-	Amptenaar
Ryan van der Merwe	-	Amptenaar

3. Aansoeke vir verlof tot afwesigheid

Geen

4. Bekragtiging van notule

Goedgekeur.

Lid Nieuwenhuis wys daarop dat die datum van die notule (6 Junie 2017) nie ooreenstem met die datum van die vergadering nie (9 Junie 2017). Notule word dienooreenkomstig reggestel.

5. Uitstaande sake

Geen

6. Dringende Aangeleenthede, Verklarings en Mededelings deur die Voorsitter

Lede aanvaar eenparing die reëls vervat in die dokument met titel: “Rules of procedure for meetings of the Witzenberg Municipal Planning Tribunal”.

Lid Nieuwenhuis maak amptenare attent daarop dat betrokke partye tot aansoeke kennis moet kry van Tribunaal datum en hulle reg om mondelike voorleggings te maak.

7. Oorweging van Verslae

ERF 4488, BELLA VISTA, 315 DUIKERWEG:
AANSOEK OM AFWYKING VIR DIE BEDRYF VAN ‘N BUITEVERBRUIK DRANKWINKEL
Ref: 15/4/1/1/159

Eenparing besluit dat die aansoek om:

Afwyking vir die bedryf van 'n buiteverbruik drankwinkel op erf 4488, Duikerweg 315 Bella Vista, **afgekeur** word in terme van Artikel 61 van die Witzenberg Munisipaliteit: Verordening op Grondgebruikbeplanning, 2015 vir die volgende redes:

i. die voorstel is nie in die publieke belang soos beoog deur art 42(1)(c)(i) van SPLUMA, 2013
ii. negatiewe kommentaar van die Wykskomitee
iii. sosiale euwels van drankwinkels in woonbuurte
iv. Petisielys wat teen die aansoek beswaar aanteken
v. onvoldoende parkering
vi. voorstel sal tot oorlaste lei
vii. vakante besigheidspersele is beskikbaar in die nabye omgewing

ERVEN 233, 235 AND 3350 TULBAGH
APPLICATION FOR:
1) REZONING FROM RESIDENTIAL ZONE I TO RESIDENTIAL ZONE IV
2) CONSOLIDATION OF ERVEN 233, 235 AND 3350
Ref. 15/4/1/2/89

Unanimously resolved that the application for:

1) Consolidation of erven 233, 235 and 3350 Tulbagh

2) Rezoning of the consolidated erven from Residential zone I and Business zone I to Residential zone IV for the purpose of flats,

be approved in terms of Section 61 of the Witzenberg Municipality: Land Use Planning By-Law, 2015, subject to the following conditions:

i. that prior to the approval of building plans that
    a. the Council approve the alienation of unregistered Erf 3350, Tulbagh,
    b. consolidation of erven 233, 235 and 3350 Tulbagh be registered in the Deeds Office.
ii. that the conditions of the Senior Manager Electrotechnical Services (email dated 27 February 2018) be adhere to;
iii. the commencement of building operations shall be subject to the approval of building plans;
iv. Council shall not be liable for any claim which may result from this approval;
v. that the owner / developer must see to it that the Land Surveyor and Land Surveyor General complies with Councils' decision and conditions therewith. Any corrections in this regard shall be the responsibility of and for the cost of the owner/developer.
vi. contributions to the municipal bulk services levies must be paid for 3 (three) additional units prior of the approval of building plans or any connection of municipal services, whichever follows first after this approval, in keeping with the rates and policy of the municipality or proof of full prior payment must be submitted to the municipality at the time of submission of the application. The bulk services levy amounts to R74 088.00 for the 2017/2018 financial year.

8. Afsluiting

Vergadering het om 11:45 afgesluit.

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

MEMORANDUM

To: Director: Technical Services
Technical Committee
From: Senior Manager: Electro-technical Services
Date: 2018/06/27
Ref: Electrical Master Plan

APPROVAL OF WITZENBERG ELECTRICAL MASTERPLAN – TecEL40 - SDBIP

Purpose

To submit to Council for approval the newly developed Witzenberg Electrical Master plan that was crafted by Lyners and Associates.

Background

The previous master plan was developed in 2011 by Gibb Engineering and is not only considered to be outdated but also incomplete as it did not include portions of the electrical network. Developed over two years, herewith is the Witzenberg Electrical Master Plan for adoption and approval.

With the instruction to the Consultant to 'start from scratch' it is believed that this master plan is comprehensive, forward looking and a critical tool that needs to be utilised when considering the status, safety and requirements of all electrical networks as found in Witzenberg when planning ahead.

The document tabled considers not only the status and condition assessment of the existing networks, but includes a comprehensive GIS database of all 11kv as-built infrastructure, details of network loading (load flow), expected developmental growth/resultant impacts, capital intensive recommendations as well as complete comprehensive network drawings.

Discussion

The Master Plan in hard copy format is very large (17 files including drawings totalling 37MB) and therefore not suitable for printing. The report sections will therefore be provided in soft copy with this report highlighting the more pertinent findings and recommendations.

It's important to note that there was an intensive workshop was held with numerous Electrical Department personnel to ensure that a thorough understanding of the various networks were understood from an operational, status, needs and concerns point of view, to ensure a comprehensive master plan that correctly reflects the needs of Witzenberg electrical network requirements.

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

Probably the most utilized aspect of a Master Plan from a financial planning perspective is the projected Capital requirements. Mentioned below is are excerpts from the document.

1. **CERES** – Herewith the Capital reinvestment recommendations as contained in the document. The list of recommended projects is attached as annexure "A". (Is also in soft copy if illegible)

1.1 Replace the 2 x existing power factor correction switches in Bon Chretien Switching Station with new 11kV circuit breakers, correctly sized for the total number of capacitors to be switched, and install a new control system for reliable PFC operation.

1.2 Replace the existing 11kV circuit breakers in Power Station Switching Station with 14 x new 11kV circuit breakers and a bus-coupler. The new circuit breakers shall be indoor type with 1250A bus-bar rating and feeder rating at least 800A each.

1.3 Replace the existing feeder cables between Eskom and Power Station Switching Station with 2 new feeders, each consisting of 2 x 500mm^2 single core copper unarmoured 11kV cables per phase.

1.4 Upgrading of cables between Eskom and Bon Chretien Switching Station. (Note: Final details dependant on negotiations with Eskom on the long term scenario)

1.5 Replace the existing 11kV circuit breakers in De Bos Switching Station with 8 x new 11kV circuit breakers and a bus-coupler. The new circuit breakers shall be indoor type with 1 250A bus-bar rating and feeder rating at least 800A each. Also install new 300mm^2 11kV PILC type cables between Bon Chretien and De Bos Switching Stations.

1.6 Install new 11kV overhead line with CHICADEE conductors between Bon Chretien Switching Station and the T-off point to TRF Palmyra 1 on the Eselfontein overhead line, and install new RMU Palmyra with 4 x circuit breakers, connected onto the overhead lines with 185mm^2 PILC type cables. All new intermediate insulators to be 22kV Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type, all installed on A-frames.

At **Bon Chretien Switching Station** add a new 11kV circuit breaker panel as add-on to the existing circuit breakers.

1.7 Replace the existing 70mm^2 cable sections on the "Bon Chretien Farms/Eselfontein" feeder with new 185mm^2 PILC type cables. Also replace all conductors smaller than HARE with HARE, install new insulators and A-frames. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type.

1.8 Replace the existing 70mm^2 cable between Bon Chretien Switching Station and the "Calvinia Road" overhead line feeder with a new 185mm^2 PILC type cable.

1.9 Replace the existing 11kV circuit breakers in Lyell Switching Station with 6 x new 11kV circuit breakers and a bus-coupler. The new circuit breakers shall be indoor type with 1250A bus-bar rating and feeder rating at least 800A each.

1.10 Install new 95mm^2 11kV cable between MS Jasmyn in Bella Vista and the existing overhead line in Panorama Road in order for MS Jasmyn feeder to be on a ringfeed.

1.11 Do pole audit on all poles forming part of the existing 11kV overhead lines and replace poles that are unsafe. At the same time reconductor all overhead lines smaller than HARE with HARE conductors and install new 22kV insulators on A-frames. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type.

1.12 Install pole mounted auto reclosers on the positions in the overhead networks as indicated on the "future" single line diagram included in Annexure G.

1.13 Install pole mounted earth fault indicators on the positions in the overhead networks as indicated on the "future" single line diagram included in Annexure G.

1.14 Replacement of existing old oil type ring main units with new SF6 or vacuum circuit breakers, with minimum 400A rating.

1.15 Replacement of miniature substations that are equipped with oil type ring main units, or that are at the end of their useful life, with new safer units.

1.16 New 2 x 40MVA 66/11kVA substation and high voltage lines to Eskom and linking of 11kV from new substation to existing networks. (This might change to 132kV input level depending on final negotiations with Eskom)

1.17 Install internal services for the new Vredebes low cost housing project (2 800 houses)

LIST OF RECOMMENDED CAPITAL PROJECTS (2018 - 2028) - CERES

Projects Total	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Project Total
Total	R7 534 000.00	R10 750 000.00	R8 730 000.00	R9 470 000.00	R14 000 000.00	R3 090 000.00	R10 600 000.00	R1 050 000.00	R3 000 000.00	R500 000.00	R133 724 000.00

Page 1

* ALL FIGURES EXCLUDE VAT

2. **TULBAGH** – Herewith the Capital reinvestment recommendations as contained in the document. The list of recommended projects is attached as annexure "B". (Is also in soft copy if illegible)

2.1 Install new 185mm^2 copper PILC type cable between Eskom Substation and Tulbagh main Switching and install 6 x new 11kV circuit breakers and bus-coupler in Tulbagh Main Switching Station, indoor type with 1250A bus-bar rating and feeder rating at least 800A.

2.2 Disconnect 70mm^2 PILC cable between MS WWTW and RMU WWTW from RMU WWTW and extend cable to new 11kV circuit breaker in Tulbagh Main Switching Station.

2.3 Remove SS Marais and RMU Miller and replace with new brickbuild switching station with 5 x indoor circuit breakers with minimum 800A rating each and a bus-coupler. Also install new 95mm^2 11kV PILC cable between new RMU Marais and overhead line in Muller Street.

2.4 Install new 95mm^2 11kV cable between new RMU Marais and the municipal main switching station and connect onto the new 11kV circuit breaker panel in main switching station.

2.5 Remove existing 25mm^2 11kV cable between RMU Piet Retief 2 and Kantoor RMU from RMU Piet Retief 2 and connect to the RMU in MS Spar in order to make MS Spar part of the ring. Remove RMU Piet Retief 2.

2.6 Install overhead link line between existing overhead lines in Olifant and Kasuur streets, in order to have the pole mounted transformers on the existing radial lines on a ringfeed.

2.7 Either repair the existing 11kV metering point for Tulpak, or install a new unit.

2.8 Installation of new circuit breaker panels in Stasieweg switching station (5 x breakers). Panels to have minimum 1250A busbar rating, and breakers to have minimum rating of 800A each.

2.9 Disconnect MS Eerstelaan from cable feeding from Malherbe RMU, and install new 35mm^2 11kV PILC type cable from MS Eerstelaan to existing cable in Obiqua street. In Obiqua street, cut the existing cable and make MS Eerstelaan part of the Obiqua street 35mm^2 ring.

2.10 Install external and internal services for low cost housing project on erf 1366 & 1435 – 1443 (225 houses)

2.11 Re-conductoring of all 35mm^2 Cu, FOX and RABBIT overhead lines with HARE conductors, and installation of new 22kV insulators and A-frames as necessary. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type.

2.12 Upgrading of the network in order to supply the Tulbagh Lifestyle Village, including the removal of the existing RMU Digby, the installation of a new ring main unit with 4 circuit breakers, and the installation of the first portion of a secondary 95mm^2 11kV PILC type cable ring.

2.13 Replacement of existing old oil type ring main units with new SF6 or vacuum circuit breakers, with minimum 630A rating.

2.14 Replacement of miniature substations that are equipped with oil type ring main units, or that are at the end of their useful life, with new safer units.

2.15 New 66kV line and 20MVA 66/11kVA substation.

LIST OF RECOMMENDED CAPITAL PROJECTS (2018 - 2028) - TULBAGH

Project Total	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Project Total
Total	R1 250 000.00	R4 480 000.00	R4 400 000.00	R5 200 000.00	R5 180 000.00	R4 050 000.00	R1 850 000.00	R800 000.00	R600 000.00	R60 500 000.00	R88 310 000.00

Page 1

*** ALL FIGURES EXCLUDE VAT**

3. **WOLSELEY** – Herewith the Capital reinvestment recommendations as contained in the document. The list of recommended projects is attached as annexure “C”. (Is also in soft copy if illegible)

3.1 Building of a new brick-built 11kV switching station close to the Eskom Substation as replacement of the current Wolseley Main Switching Station, complete with installation of 6 x new 11kV circuit breakers and a bus-coupler. The new circuit breakers shall be indoor type with 1250A bus-bar rating and feeder rating at least 800A each. Also included will be the installation of new 11kV 500mm^2 single core unarmoured copper cables as primary feeders between Eskom and the municipal switching station. As mentioned earlier, the first phase of this project will be the installation of a new 185mm^2 PILC type cable between Eskom and the existing municipal switching station, plus a new 95mm^2 cable in the same trench and for future use.

3.2 Installation of a new 95mm^2 11kV cable between RMU Solomon and Pine Valley in order for the Pine Valley network to be on a ring feed supply, as well as the replacement of RMU Solomon with a new unit with 5 x circuit breakers.

3.3 Installation of a new 95mm^2 11kV PILC cable between the available 185mm^2 cable at the old main switching station and Voortrekker Sub as strengthening of the network. (Note: Should the industrial development on erf 622 commence before this upgrading work is done, it is recommended that this proposed 95mm^2 cable be changed to a 185mm^2 PILC type cable, and the cost difference between the 95mm^2 and the 185mm^2 be recouped from the bulk infrastructure contributions payable by the development. The 185mm^2 cable will then be adequate to supply future load in the long term as well.)

3.4 Replacement of the existing 11kV feeder between the current Wolseley Main Switching Station and RMU Mill with a new 95mm^2 11kV PILC type cable. Connect new cable onto available cable from the new main switching station.

3.5 Replacement of the existing cable between the current Wolseley Main Switching Station and the overhead line feeding RMU Solomon with a new 95mm² 11kV PILC type cable. Connect new cable onto available cable from the new main switching station.

3.6 Re-conductoring of the existing 11kV overhead line between RMU Montana and the T-off point to RMU Sports Field with HARE conductor, as well as installation of new insulators and A-frames. Also included in this work is the replacement of the existing 16mm² cable from RMU Montana to the overhead line with new 95mm² PILC type.

3.7 Re-conductoring of the existing overhead line between RMU DIF and the Wolfpack metering point with HARE conductor, as well as installation of new insulators and A-frames.

3.8 Installation of an alternative supply to Wolfpack metering point.

3.9 Re-conductoring of all 16mm² overhead lines with HARE conductors, and installation of new 22kV insulators and A-frames. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type.

3.10 Replacement of all 16mm² 11kV cables with 95mm² 11kV PILC type cables.

3.11 Upgrading of the network in order to supply the Goedgevonden Development, including the installation of a new 95mm² 11kV PILC type cable between MS Exelsior and SS Stamper, as well as the replacement of the switchgear at SS Stamper with a new ring main unit with four circuit breakers.

3.12 Replacement of existing old oil type ring main units with new SF6 or vacuum circuit breakers, with minimum 630A rating.

3.13 Replacement of miniature substations that are equipped with oil type ring main units, or that are at the end of their useful life, with new safer units.

3.14 Change network at Wolfpack meter point such that the municipal and private networks are adequately separated. A new pole at least 10m from the municipal pole is recommended. This private pole, cable and line must be clearly marked “PRIVATE”.

LIST OF RECOMMENDED CAPITAL PROJECTS (2018 - 2028) - WOLSELEY

Project Totals	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Project Total
Total	R2 400 000.00	R3 780 000.00	R2 950 000.00	R3 010 000.00	R2 400 000.00	R1 100 000.00	R650 000.00	R1 100 000.00	R650 000.00	R1 100 000.00	R19 140 000.00

* ALL FIGURES EXCLUDE VAT

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

Conclusion

The Electrical Department is confident that the Master Plan as presented to Council is of high quality and is comprehensive. The challenge going forward is ensuring that the document becomes an indispensable tool in directing the department with decision making, thereby ensuring an ever evolving safe, reliable network capable of providing for the electrical demands of the foreseeable future.

Recommendations

a) That Council approves the “Master Planning and Status Report on the 11Kv infrastructure in CERES: TULBAGH: WOLSELEY Period 2018-2028” as developed by Neil Lyners and Associates in conjunction with the personnel of the Electrical Department.

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

Kind Regards

Pierre van den Heever
Senior Manager Electro-Technical Services

LIST OF RECOMMENDED CAPITAL PROJECTS (2018 - 2028) - CERES - REVISION 0

Priority	Masterplan Reference Number	Project Description as per Masterplan	Budget 2017/18	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Project Total
1	E.1.3	Replace circuit breaker panels in De Doe Switching Station and install new 300mm² 11kV cable between Bon Chretien and De Doe	R [illegible]	R [illegible]									R [illegible]
2	E.1.17	Internal services and streetlighting for Vredebes low cost housing project	R [illegible]	R [illegible]		R [illegible]			R [illegible]				R [illegible]
3	E.1.2	Replace circuit breaker panels in Power Station Switching Station			R [illegible]								R [illegible]
4	E.2.1	11kV equipment re-labelling			R [illegible]								R [illegible]
5	E.1.3	Replace existing cables between Cultura and Power Station Switching Station with 630mm² single core type CU single core per phase			R [illegible]								R [illegible]
6	E.1.6	New Chloedale line from Bon Chretien Switching Station to point on Lostbottom line, and install new ring main unit at end of new line, plus new circuit breaker panel in Bon Chretien				R [illegible]							R [illegible]
7	E.1.7	Replace sections of cable on the Bon Chretien Farms/Koelfontein line with new 185mm² 11kV cables				R [illegible]							R [illegible]
8	E.2.2	SCADA systems for Switching Stations in Ceres				R [illegible]		R [illegible]		R [illegible]			R [illegible]
9	E.1.10	Wesdyke substation and transformer upgrading (relocating)		R [illegible]		R [illegible]		R [illegible]		R [illegible]		R [illegible]	R [illegible]
10	E.1.14	Ring main unit upgrading (relaying)			R [illegible]		R [illegible]		R [illegible]		R [illegible]		R [illegible]
11	E.1.9	Replace the existing circuit breaker panels in Lyell Switching Station					R [illegible]						R [illegible]
12	E.1.1	New circuit breaker panels for the PFC facility in Bon Chretien Switching Station					R [illegible]						R [illegible]
13	E.1.10	Install new 185mm² 11kV cable between MV Jasmyn and overhead line in Panorama Road						R [illegible]					R [illegible]
14	E.1.8	Replace the existing cable between Bon Chretien Switching Station and the Dalkeith Road overhead line with new 185mm² 11kV cable						R [illegible]					R [illegible]
15	E.1.11	Pole audit, replacement of pseudo poles, re-conductoring, new installation						R [illegible]					R [illegible]
16	E.2.3	Power factor correction and PV plant installation investigation						R [illegible]					R [illegible]
17	E.1.12	Install pole mounted auto-reclosers						R [illegible]					R [illegible]
18	E.1.13	Install pole mounted earth fault indicators						R [illegible]					R [illegible]
19	E.1.4	Upgrading of cables between Cultura and Bon Chretien Switching Station									R [illegible]		R [illegible]
20	E.1.15	New 21x 40MVA 66/11kV substation and link line to Cultura									R [illegible]		R [illegible]
		Total	R [illegible]	R [illegible]	R [illegible]	R [illegible]	R [illegible]	R [illegible]	R [illegible]	R [illegible]	R [illegible]	R [illegible]	R [illegible]

* ALL FIGURES EXCLUDE VAT

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

LIST OF RECOMMENDED CAPITAL PROJECTS (2018 - 2028) - TULBAGH - REVISION 0

Priority	Masterplan Reference Number	Project Description as per Masterplan	Budget [illegible]	Budget [illegible]	Budget [illegible]	Budget [illegible]	Budget [illegible]	Budget [illegible]	Budget [illegible]	Budget [illegible]	Budget [illegible]	Budget [illegible]	Project Total
1	[illegible]	11kV switching point for Tulbagh	[illegible]										[illegible]
2	[illegible]	Change MS 3pac from radial feed to part of ring	[illegible]										[illegible]
3	[illegible]	11kV equipment re-labelling		[illegible]									[illegible]
4	[illegible]	Second Eskom supply feeder and Main switching station upgrade		[illegible]	[illegible]								[illegible]
5	[illegible]	Disconnection of existing cable from RMU/WWTW to MS WWTW and connect to new circuit breaker in Main switching station			[illegible]								[illegible]
6	[illegible]	Install new Mercia Switching Station, new cable to overhead in Muller street			[illegible]	[illegible]							[illegible]
7	[illegible]	New 95mm² 11kV cable between RMU Mercia and Main switching station				[illegible]	[illegible]						[illegible]
8	[illegible]	Replace 11kV circuit breaker panels in Stadsweg switching station					[illegible]	[illegible]					[illegible]
9	[illegible]	Power factor correction and PV plant installation municipalities					[illegible]						[illegible]
10	[illegible]	SCADA system for Main SS and Stadsweg SS			[illegible]			[illegible]					[illegible]
11	[illegible]	Change network to make MS Kombuisen part of Oblique (pac) ring						[illegible]					[illegible]
12	[illegible]	Overhead link line between Clifford and Kloover streets						[illegible]					[illegible]
13	[illegible]	Internal and external services for the coal housing project				[illegible]	[illegible]						[illegible]
14	[illegible]	Minisub installation and transformers upgrading (ongoing)	[illegible]	[illegible]		[illegible]		[illegible]		[illegible]		[illegible]	[illegible]
15	[illegible]	Ring main unit upgrading (ongoing)	[illegible]		[illegible]		[illegible]		[illegible]		[illegible]		[illegible]
16	[illegible]	Kolonnade-sifto for Tulbagh Lifestyle Village						[illegible]	R1 100 000.00				[illegible]
17	[illegible]	Re-conductoring of all 70mm² Cu 11kv and Rabbit aluminium on overhead line with HARE conductors						[illegible]	R450 000.00		[illegible]		[illegible]
18	[illegible]	New MV feeder line and GU mv substation										[illegible]	[illegible]
		Total	R1 200 000.00	R4 400 000.00	R4 400 000.00	R5 200 000.00	R5 100 000.00	R4 000 000.00	R1 650 000.00	R600 000.00	R600 000.00	R60 000 000.00	R86 550 000.00

* ALL FIGURES EXCLUDE VAT

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

LIST OF RECOMMENDED CAPITAL PROJECTS (2018 - 2028) - WOLSELEY - REVISION 0

Priority	Master plan Reference Number	Project Description as per Master plan	Budget 2017/18	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Project Total
1	6.1.1	New 66/11kV Main Switching Station and 66kV/11kV single core feeder cables + 66kV/11kV bunker from Eskom	R2 [illegible]	R2 [illegible]										R[illegible]
2	6.1.11	Separate municipal and private networks at Wolfpack 11kV metering point	R[illegible]											R[illegible]
3	6.1.2	New 95mm² MV cable between RMU Solomon and Pine Valley and tapped RMU Solomon		R[illegible]										R[illegible]
4	6.2.1	HMV equipment re-labelling		R[illegible]										R[illegible]
5	6.2.2	SCADA system for Main SS			R[illegible]									R[illegible]
6	6.1.13	Miniature substation upgrading (ongoing)			R[illegible]	R[illegible]	R[illegible]	R[illegible]	R[illegible]	R[illegible]	R[illegible]	R[illegible]	R[illegible]	R[illegible]
7	6.1.17	Ring Main Unit upgrading (ongoing)			R[illegible]	R[illegible]		R[illegible]			R[illegible]		R[illegible]	R[illegible]
8	6.1.3	New 95mm² MV cable between Witteberg Main SS and Voortrekker Sub				R[illegible]								R[illegible]
9	6.2.3	Power factor correction and PV plant installations (obligation)				R[illegible]								R[illegible]
10	6.1.4	Replacement of overhead line between Main SS and RMU Millsmith new 95mm² cable				R[illegible]								R[illegible]
11	6.1.5	Replacement of existing cable between Main SS and overhead feeder to RMU Solomon with new 95mm² cable				R[illegible]								R[illegible]
12	6.1.6	Re-conductoring of overhead line between RMU Montana and T-off to RMU Sportsfield with 95AS, and replacement of existing cable between RMU Montana and the re-conductored overhead line with new 95mm² cable					R[illegible]							R[illegible]
13	6.1.7	Re-conductoring of overhead line between RMU Oil and the Wolfpack metering point with 95AS					R[illegible]							R[illegible]
14	6.1.8	Installation of an alternative supply to Wolfpack					R[illegible]							R[illegible]
15	6.1.9	Re-conductoring of all 50mm² sections of overhead line with 95AS conductors					R[illegible]		R[illegible]			R[illegible]		R[illegible]
16	6.1.10	Replacement of all 150mm² sections of cable with new 95mm² cable						R[illegible]		R[illegible]			R[illegible]	R[illegible]
17	6.1.11	Bulk works for Goedgevonden Development (Municipal cost)			R[illegible]									R[illegible]
		Total	R2 400 000.00	R2 700 000.00	R2 800 000.00	R2 010 000.00	R2 400 000.00	R1 100 000.00	R600 000.00	R1 100 000.00	R600 000.00	R1 100 000.00	R1 100 000.00	R19 110 000.00

* ALL FIGURES EXCLUDE VAT

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

MASTER PLANNING AND STATUS REPORT ON THE 11KV INFRASTRUCTURE IN CERES: PERIOD 2018-2028

(DOCUMENT 1)

REVISION 0 : JUNE 2018

Compiled for :

THE SENIOR MANAGER:
ELECTROTECHNICAL SERVICES
WITZENBERG MUNICIPALITY
50 VOORTREKKER STREET
CERES
6835

TEL : (023) 316-1854
FAX : (023) 316-1877

Compiled by :

NEIL LYNERS AND ASSOCIATES (PTY) LTD
P O BOX 4901
TYGERVALLEY
7536

CONTACT PERSON **Theo Potgieter**
TEL : **(021) 914 0300**
FAX : **(021) 914 0437**
Email **theo@lyners.co.za**

1. EXECUTIVE SUMMARY

A master plan is an evolving, long term planning document that establishes the framework and key elements of a specific network with a clear vision of the required outcomes. It furthermore defines a realistic plan for the implementation of short, medium and long term system betterment actions, with the purpose of ensuring a predictable and reliable electrical system.

With the above in mind, a master plan study was done for the 11kV infrastructure in Ceres, which is complementary to similar studies that were done for Tulbagh and Wolseley.

The as-built drawings of the 11kV infrastructure were verified on-site and updated as necessary.

Asset information, including details, serial numbers and condition of equipment, was captured on-site.

A GIS database was created for the 11kV infrastructure using the verified as-built drawings and all captured asset information.

The impact of new developments and normal growth on the existing infrastructure was verified as part of a complete load flow study, and recommendations made for system betterment, thereby ensuring that the electricity supply for the town remains reliable and of acceptable quality.

DOCUMENT CONTROL

- Lyners Reference No: E17032
- Keywords: Witzenberg master planning, Ceres
- Client: Witzenberg Municipality
- Report Prepared by: Theo Potgieter

DATE	REVISION	FORMAT	ISSUED TO:
22 June 2018	0	Hard Copy & Electronic	Pierre van den Heever

CONTENTS

1. EXECUTIVE SUMMARY I
2. INTRODUCTION 2
3. EXISTING 11KV INFRASTRUCTURE 2
3.1 Ceres Bulk Supply 3
3.2 Ceres 11kV Networks 6
3.3 Condition Assessment of 11kV Equipment 7
4. GIS DATABASE 10
5. NEW DEVELOPMENTS AND LOAD GROWTH 10
5.1 Details of Future Developments 10
5.2 Impact of New Developments on Existing Infrastructure 12
6. RECOMMENDATIONS 14
6.1 Capital Intensive Recommendations 14
6.2 General Recommendations 16
7. CONCLUSION 16
ANNEXURE A : LOCATIONS OF POSSIBLE FUTURE DEVELOPMENTS
ANNEXURE B : RECOMMENDED CAPITAL PROJECTS
ANNEXURE C : SIMPLIFIED DETAILS OF RECOMMENDED WORK
ANNEXURE D : LOAD FLOW STUDY ON EXISTING NETWORK
ANNEXURE E : LOAD FLOW STUDY ON NETWORK WITH LOAD GROWTH
ANNEXURE F : LIST OF EQUIPMENT DUE FOR REPLACEMENT
ANNEXURE G : AS-BUILT DRAWINGS AND PROPOSED SINGLE LINES FOR FUTURE NETWORKS

2. INTRODUCTION

Neil Lyners & Associates (RF) (Pty) Ltd was appointed in 2017 to compile a new master plan for the 11kV electrical infrastructure in Ceres. The master plan study was envisaged to have the following components:

- Verification and amendment of existing 11kV as-built information, and compiling of new layouts, as necessary.
- Visual inspections on site to gather applicable information on equipment and to assess condition thereof.
- Load flow studies on the 11kV networks, current scenario and also with predicted future load growth.
- Compiling of a GIS database platform for the 11kV network, complete with all relevant technical data.
- Recommendations for betterment of the current networks, and proposals for network strengthening in the future.

In the following paragraphs, the above aspects will be discussed in more detail.

3. EXISTING 11KV INFRASTRUCTURE

The area included in the master plan study is shown in figure 1 below.

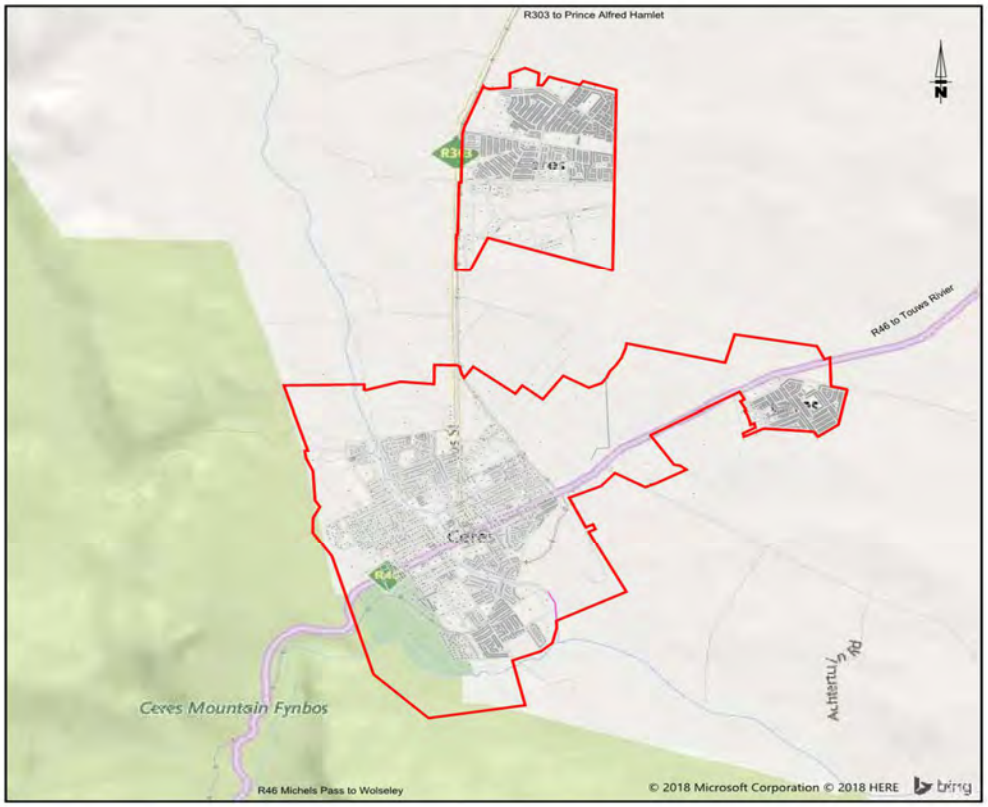


Figure 1: Master Plan Study Area – Ceres

All networks within the above study area are owned, operated and maintained by Witzenberg Municipality.

The existing 11kV network in Ceres is shown on the layout drawings attached to this master plan report. The complete 11kV network is also included in the GIS database provided separate to this report.

3.1 Ceres Bulk Supply

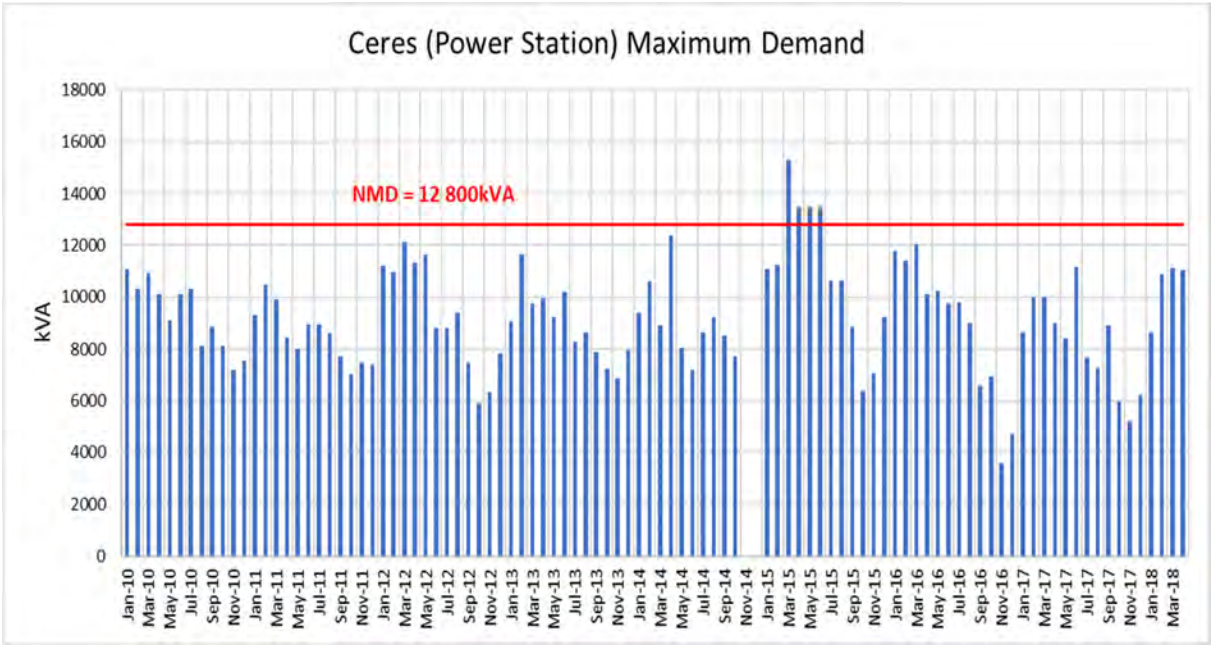
Ceres is supplied in bulk from two (2) Eskom 66/11kV substations, i.e. Ceres Power Station on the north western side of town, and Bon Chretien on the south eastern side. Both of these substations are fed from the same Eskom 66kV source at Witzenberg substation via overhead lines with "BEAR" conductors, having a transfer capacity of minimum 60MVA. Ceres Power Station substation is equipped with 1 x 20MVA 66/11kV transformer whereas Bon Chretien substation is equipped with 2 x 20MVA transformers. At both Eskom substations the supply voltage to the municipality is 11kV.

3.1.1 Power Station

Power station 11kV switching station is fed from the mentioned 1 x 20MVA 66/11kV transformer via 2 x 11kV feeders, each consisting of 2 x 95mm2 PILC type cables. The maximum safe transfer capacity of these cables in parallel is 9MVA, therefore providing for a "firm" capacity of 9MVA at the municipal 11kV busbar, or an "unfirm" capacity of 18MVA.

The registered Eskom notified maximum demand (NMD) for Power Station point of supply used to be 12,8MVA, with average historic demand figures between 8MVA and 12MVA, and with a period between March and June in 2015 where the NMD was significantly exceeded. Since 2015 the NMD at Power Station has not been exceeded again, and it is assumed that the normal open points between Power Station and Bon Chretien might have been relocated such that more load is supplied from Bon Chretien. (Note : During the compiling of this master plan report, it was confirmed by Witzenberg Municipality that an application was approved by Eskom for increase in NMD at Power Station to 14,5MVA)

Historical maximum demand figures between 2015 and 2018 for Power Station are shown in Graph 3.1.1 below.



Graph 3.1.1 : Historical Maximum Demand Figures for Power Station

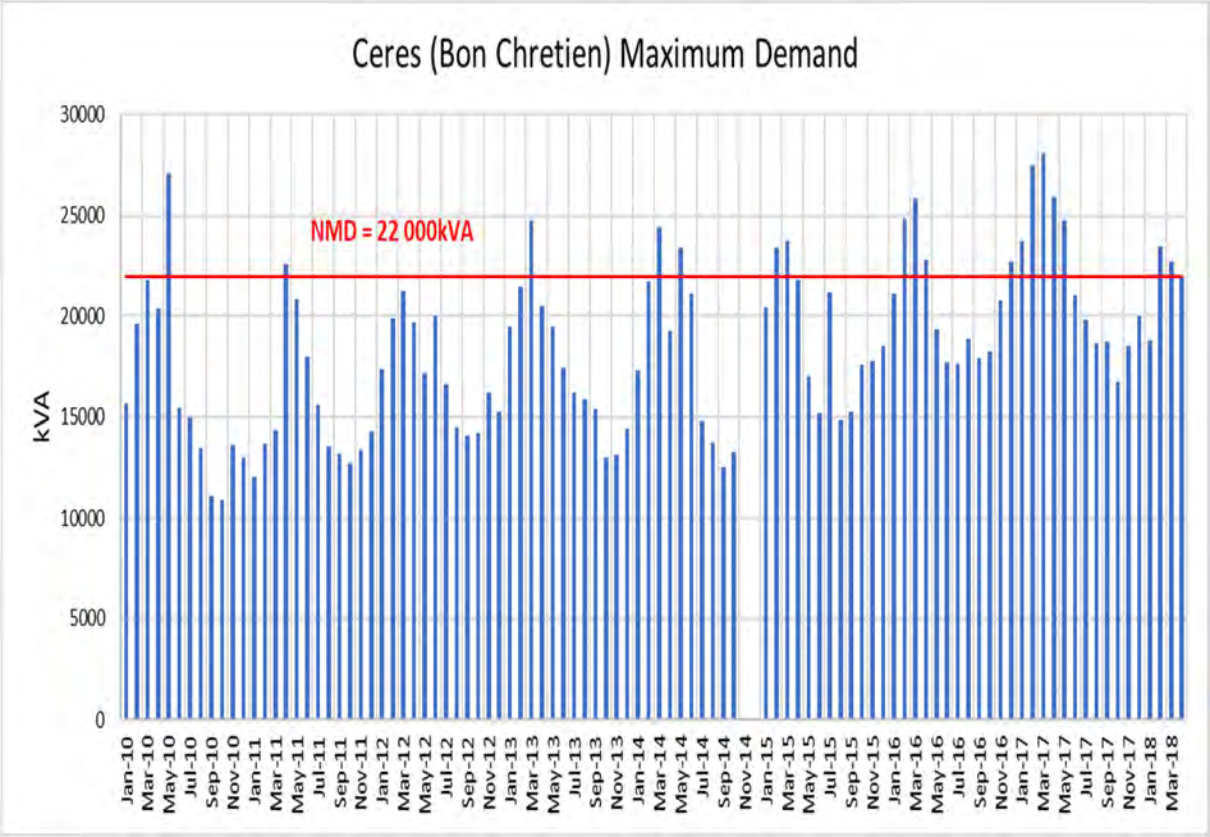
As mentioned, the existing feeder cables between Eskom and the municipal switching station is only adequate for a firm supply of 9MVA, and will have to be upgraded to at least a firm supply of 14,5MVA which is the current NMD. Taking possible future growth however into account, it is recommended that these cables be upgraded to a transfer capacity of 20MVA per feeder.

3.1.2 Bon Chretien

Bon Chretien 11kV switching station is fed from the mentioned 2 x 20MVA 66/11kV transformers via a single 11kV feeder from each transformer, with each feeder consisting of 2 x 630mm^2 single core cables per phase. The maximum safe transfer capacity of these feeder cables is 25MVA, therefore providing for a "firm" capacity of 25MVA at the municipal 11kV busbar, or an "unfirm" capacity of 50MVA.

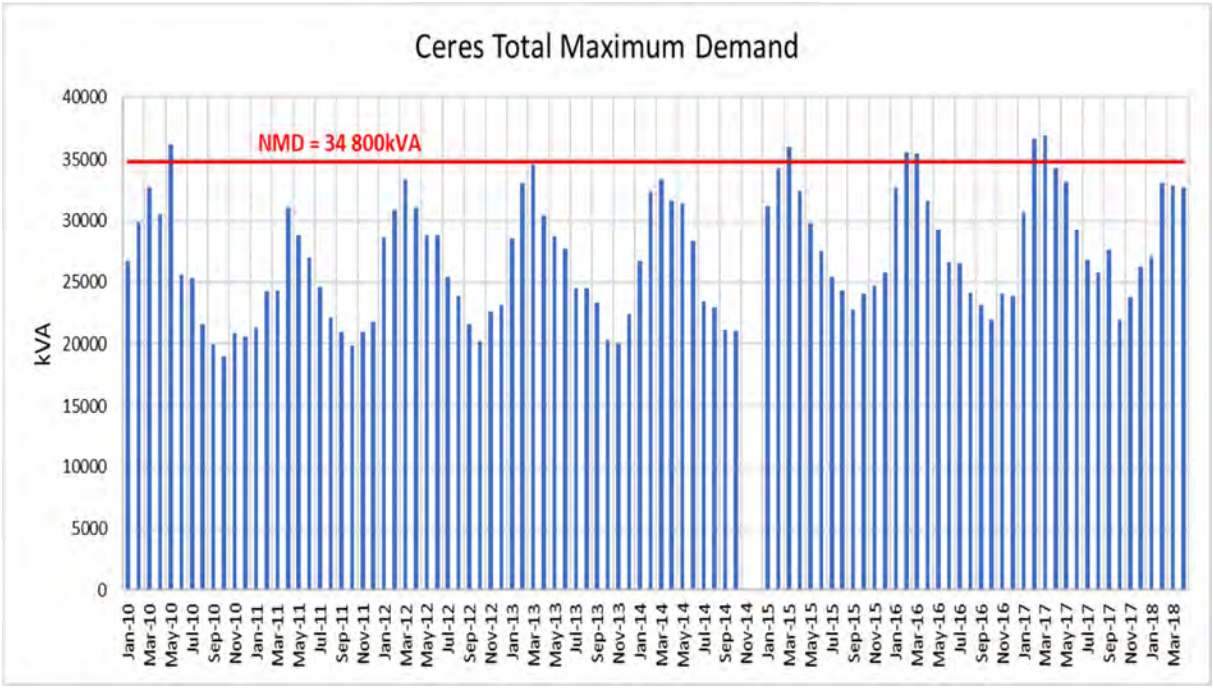
The current registered Eskom notified maximum demand (NMD) for Bon Chretien point of supply is 22MVA, with average historic demand figures between 18MVA and 28MVA, and with several periods, especially the six months between February 2016 and May 2017, where the NMD was significantly exceeded. Although the demand can to a certain degree be alleviated by moving the open points on the network such that more load is fed from Power Station, it is clear that the NMD at Bon Chretien will need to be increased immediately. (Note : Witzenberg Municipality confirmed that on date of this report an application was submitted to Eskom, but due to current constraints on their upstream network, Eskom cannot increase the NMD at Bon Chretien at this stage)

Historical maximum demand figures between 2015 and 2018 for Bon Chretien are shown in Graph 3.1.2 below.



Graph 3.1.2 : Historical Maximum Demand Figures for Bon Chretien

Historical maximum demand figures between 2015 and 2018 for the total Ceres, i.e. Bon Chretien and Power Station, are shown in Graph 3.1.3 below.



Graph 3.1.3 : Historical Maximum Demand Figures for Ceres Total

Interesting to note from the above graph is the repeating annual load profile, with lowest demand during September to November, and very prominent high peak demand during March to May each year. Furthermore, the load profile for Power Station shows a better load factor than Bon Chretien, which might be the result of a larger residential load fed from Power Station, whereas Bon Chretien's load is more industry and farming related.

An existing 11kV power factor correction facility is installed at Bon Chretien and is currently operational and fully functional, with current power factor >0.99. No further intervention is therefore required at Bon Chretien. However, the 11kV switches which are used for switching the capacitor banks on and off is however very old and totally unsafe to operate on load, and need to be replaced in order to ensure acceptable safety for personnel and other equipment. It is recommended that the PFC control scheme also be upgraded at the same time as the new switches to ensure long term performance of the facility.

Except for the above, no other form of demand management or any other interventions to limit peak demands is currently in use in the rest of Ceres, however the following can be considered:

- The possible installation of an 11kV power factor correction facility at Power Station. A high level investigation on the existing power factor at this intake point shows a current power factor of around 0.95 at maximum peak times. It is accordingly estimated that a maximum saving of about 500kVA on the current demand might be achieved monthly by installing a power factor facility to correct the power factor to be closer to unity.

  A separate more in-depth investigation will however have to be done to determine the feasibility of such power system correction system. Should it be proved to be feasible, the implementation thereof can be incorporated into the long term budget for system betterment.

- Secondly, the possible implementation of a PV plant is recommended which can help alleviate the peak demand generated by the cold storage facilities in town. A separate investigation for this will be necessary in order to determine the feasibility of such intervention. Location and sizing of the possible PV plant can then be considered. Should such PV plant proved to be feasible, the implementation thereof can be incorporated into the long term budget for system betterment.

3.2 Ceres 11kV Networks

Bon Chretien and Power Station Switching Stations are connected with each other via 2 dedicated 185mm^2 11kV aluminium cables, with a third 185m^2 aluminium cable connection via Lyell Switching Station. Based on the capacity of these cables, a maximum load of 10 MVA can be shifted for short periods between these two main switching stations, i.e. with both dedicated cables fully utilised, or maximum 5 MVA long term if based on a "firm' supply scenario.

In addition to these primary connections between the two switching stations, 3 underground 70mm^2 11kV cable feeders and 1 overhead feeder (HARE) also connects the supply networks of the two switching stations with each other. Although these secondary connections can also be used to transfer load between the two switching stations, they will mainly be used for splitting in load. Normal open points between the networks of Bon Chretien and Power Station will be created in order to prevent circulating reactive power in the total network.

The internal 11kV networks fed from the two mentioned switching stations are combinations of overhead lines (copper and aluminium) and underground cables varying between 35mm^2 and 185mm^2, with a combination of miniature substations, ground standing transformers and pole mounted transformers connected which supply consumers. The networks in town are mainly underground, with a significant rural overhead network especially on the eastern side of town.

Within the total 11kV network some miniature substations and transformers are fed via radial feeders. The need to change these radial networks to ring feeds, are however not critical in the short term and will therefore not be discussed further. It is however recommended that these secondary radial feeders again be re-assessed in future, especially when a significant load is added to such feeder, or when the closing of rings can be done as part of a new development.

A model of the total 11kV infrastructure in Ceres was created in the "***PowerTools"***Software package, and a load flow study performed on the existing networks. A copy of the results is included in Annexure D.

From this study, and by taking into account the general state of the existing infrastructure in Ceres, the following observations are made :

3.2.1 As previously mentioned, Power Station 11kV switching station is fed from Eskom's 1 x 20MVA 66/11kV transformer via 2 x 11kV feeders, each consisting of 2 x 95mm^2 PILC type cables in parallel. The maximum safe transfer capacity of these cables in parallel is 9MVA, therefore providing for a "firm" capacity of 9MVA at the municipal 11kV busbar. With the NMD now increased to 14,5MVA and taking future load growth into consideration, it is recommended that the existing feeder cables be replaced with 2 new feeders, each consisting of 2 x 500mm^2 single core copper unarmoured 11kV cables per phase. These feeders will then ensure a reliable "firm" transfer capacity of 20MVA between Eskom and the municipal switching station.

3.2.2 Power Station Switching Station is currently equipped with 15 x 11kV Reyrolle type circuit breaker panels of various models and functionalities. Although these panels are currently still usable, the technology used in most of them are old and not easily upgradeable, and extension thereof also difficult and expensive. Switching on most of these panels also poses a safety risk for personnel.

It is therefore strongly recommended that these existing 11kV circuit breaker panels be replaced with new type panels, with busbar rating of minimum 1250 A, and individual circuit breaker rating of minimum 800A.

3.2.3 De Bos Switching Station is currently equipped with 8 x 11kV Reyrolle type circuit breaker panels of various models and functionalities. Although these panels are currently still usable, the technology used in most of them are old and not easily upgradeable, and extension thereof also difficult and expensive. Switching on most of these panels also poses a safety risk for personnel.

It is therefore strongly recommended that these existing 11kV circuit breaker panels be replaced with new type panels, with busbar rating of minimum 1250 A, and individual circuit breaker rating of minimum 800A.

3.2.4 Lyell Switching Station is currently equipped with 6 x 11kV Reyrolle type circuit breaker panels of various models and functionalities. Although these panels are currently still usable, the technology used in most of them are old and not easily upgradeable, and extension thereof also difficult and expensive. Switching on most of these panels also poses a safety risk for personnel.

It is therefore strongly recommended that these existing 11kV circuit breaker panels be replaced with new type panels, with busbar rating of minimum 1250 A, and individual circuit breaker rating of minimum 800A. With the replacement of the breakers the transformer outside the switching station can be changed to a miniature substation and be made part of the MS St Thomas feeder.

3.2.5 The local transformer at De Bos Switching Station currently is installed on the same H-pole that is part of the overhead feeder from Bon Chretien to the Eselfontein feeder, however this transformer is fed from a different cable and circuit breaker inside De Bos Switching Station that is not part of the overhead line feed. This scenario is from both a safety and operational point of view not ideal as two 11kV supplies are now present on one pole structure, and is recommended to be changed as soon as possible.

3.2.6 MS Jasmyn in Jasmyn Street in Bella Vista is currently on the end of a radial feed from Panorama Switching Station. In order to have MS Jasmyn and the rest of the radial feeder on a ringfeed, it is recommended that a new 70mm^2 11kV cable be installed between MS Jasmyn and the overhead line in Panorama Road.

3.2.7 Although this report only covers the 11kV networks, the replacement and upgrading of low voltage networks will also become necessary from time to time.

It is as such recommended that loading on low voltage networks be monitored and interventions be introduced should technical losses and voltage drops on these networks be unacceptable.

As part of this loadflow study on the existing networks, the maximum load that can be added to the Power Station point of supply was also investigated. Based on the current network configurations, the capacity intake at Power Station can be increased by 4,5MVA, resulting in a NMD of 19MVA. These calculations exclude the load of De Bos and Eselfontein which will have to be supplied from Bon Chretien.

3.3 Condition Assessment of 11kV Equipment

Some very old oil-filled ring main units as well as miniature substations with oil-filled and other old type of ring main units are still in use. Although these units are still operational, they are in most instances past their normal useful lifespan and are dilapidated to such a state where safe operation cannot be guaranteed anymore.

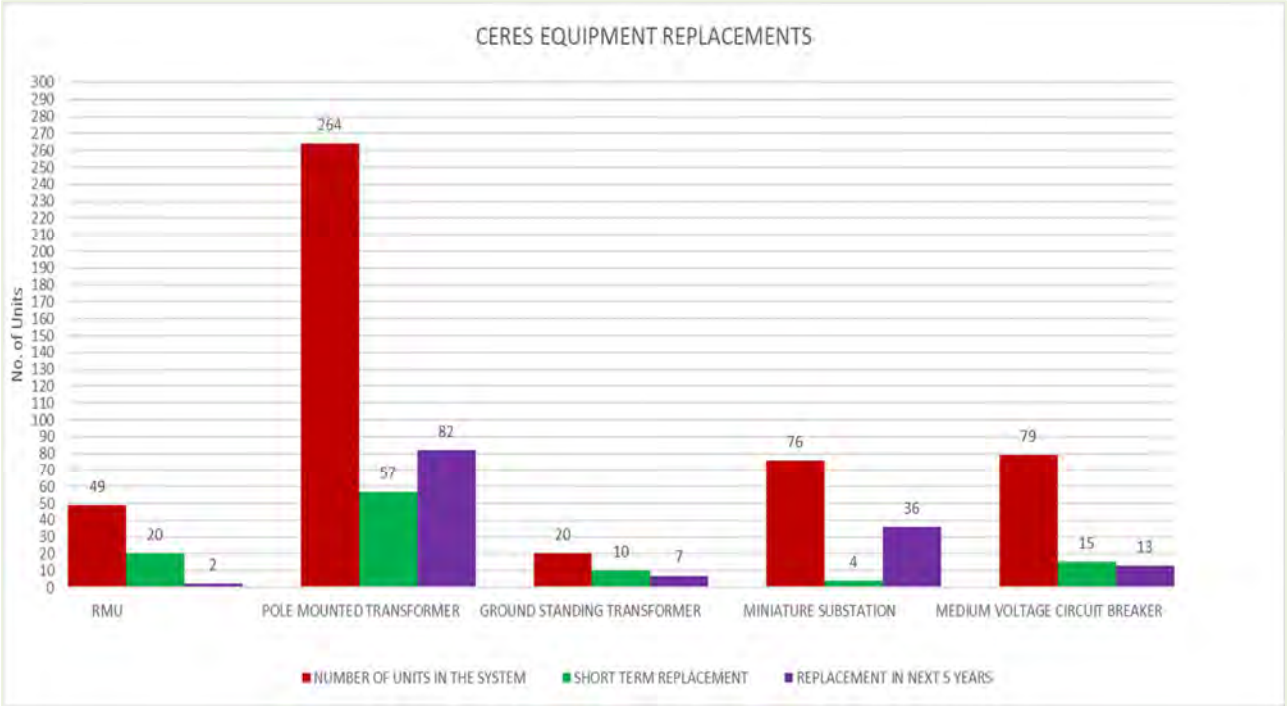
Similar, several ground-standing and pole mounted transformers in the networks, although still operating, need intervention on the condition thereof.

As part of the on-site verification of all 11kV equipment and installations, photos were taken and condition of equipment recorded. Equipment were typically classified as in a "poor condition" based on the visual condition thereof, safety concerns for personnel and the public, expected useful life (refer to table 3.3 on the next page), availability of spares and not fit-for-purpose situations. For example, oil-filled ring main units, whether free-standing or inside minisubs, are in most instances over their normal useful lifespan and might not be safe to operate anymore and therefore need to be gradually replaced with new safer units.
Malfunction of equipment will, apart from the direct safety hazard to people and the environment, also cause unwanted long outages in the availability of electricity to businesses (with potential loss of income) and residences.

Asset Class	Expected Useful Life (years)
Medium Voltage Transformers and Minisubs	45
Medium Voltage Cables and Lines	50
Medium Voltage Substation Switchgear	45
Low Voltage Network (Overhead)	45
Low Voltage Network (Underground)	60
Electricity Meters (Credit)	30
Electricity Meters (Pre-payment)	10

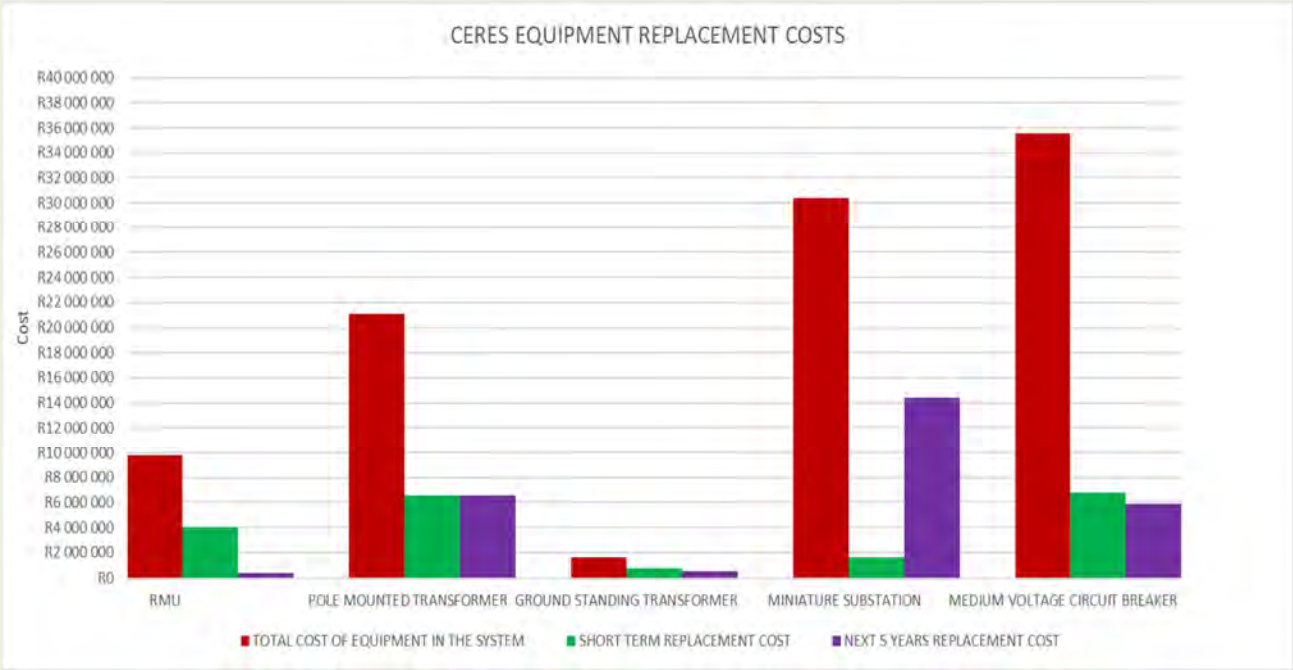
Table 3.3: Asset Classes and Expected Useful Life (From : "*DPLG Guidelines for Infrastructure Asset Management in Local Governmenit"*)

The spectrum of equipment that has dilapidated to such a state where it will need replacement soon, are illustrated in graph 3.3 below:



Graph 3.3: Spectrum of Dilapidated 11kV Equipment

The associated cost for the upgrading/refurbishment or replacement of the equipment shown in graph 3.3 is shown in graph 3.4 below:



Graph 3.4: Estimated cost for replacement of dilapidated 11kV equipment

From the above graphs it is clear that a significant number of equipment in Ceres urgently needs upgrading/refurbishment or replacement, with a relative large budget associated with this. Miniature Substations equipped with very old fuse type ring main units, and transformers with old Reyrolle type low voltage breakers, are already a safety risk and need to be replaced as soon as possible. Ring Main Units that form part of primary and secondary feeders and that are equipped with fuses will also need to be replaced as the fuses limit the transfer capacity of such feeders to maximum 2MVA.

A complete list with details of all equipment refer to in the above graphs is included in Annexure F. It is recommended that all this equipment gradually be refurbished or replaced in the next 10 year period.

For the new ring main units SF6 or vacuum type with minimum rating of 630A is recommended, and should, similar to miniature substations, be equipped with arc-vented enclosures, making them safe to operate and safe to the general public in case of an internal fault.

Although not included in the above graphs, several overhead lines, especially those on the eastern side of town that feeds from Bon Chretien Switching Station, were found to be very delipidated and need urgent intervention. Amongst others it is recommended that a pole audit be done to ascertain the condition of the existing poles, especially those on private land, and to replace all poles that might have a safety risk attached. New 22kV insulators are also recommended to be upgraded and A-frames installed on all poles. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type. All overhead conductors smaller than “HARE” is also recommended to be replaced with “HARE” type.

Lastly, it is strongly recommended that all municipal equipment currently on private property be relocated over time to road reserves, public open spaces or municipal land. Similarly, where private networks, especially 11kV lines and cables, are present, such networks must be clearly marked as “PRIVATE”. (Example of this is the private 11kV overhead line running from De Bos Switching Station to Ceres Fruit Growers)

4. GIS DATABASE

A new Geographic Information System (GIS) platform, complete with database of the 11kV electricity networks in Ceres was completed as one of the major deliverables of this master plan study.

The newly developed and verified 11kV as-built information of Ceres was converted and transferred into the GIS database. Attributes for each piece of material and equipment that forms part of the 11kV infrastructure were developed, and populated with all information applicable and available. Photos taken during the on-site verification process were incorporated into the GIS database, and forms part of the attributes for all material and equipment.

With this database of the 11kV infrastructure in Ceres completed and incorporated into the GIS platform, all 11kV services are placed geographically correct, and all technical and statistical detail of each piece of equipment and material is available in one centralised system. Asset registers for the full 11kV infrastructure or for any user defined area can be extracted from the database.

It is strongly recommended that this newly created GIS platform and 11kV database be updated at least once every year, or as and when major upgrading or new developments take place.

Furthermore, although the created GIS platform and database can easily be extended to include the low voltage infrastructure as well, details of these low voltage networks in Ceres still need to be verified and captured on site. It is accordingly recommended that the latter be done and all low voltage and streetlight information be incorporated into the database.

5. NEW DEVELOPMENTS AND LOAD GROWTH

For developed networks, a normal load growth of 3% per year is typical. In the case of Ceres, the load growth from 2010 to 2017 was around 13%, i.e around 2% per year. No major upgrades or new connections occurred during this time, and it is therefore accepted that normal to below normal load growth in Ceres in the future will range between 2% and 3%. For purposes of this report, the future load will be based on a normal growth of between 2% – 3% per annum, together with the impact of all known future developments.

It is recommended that all normal single phase residential connections for the future be based on an ADMD (After Diversity Maximum Demand) of 4,5 kVA/erf. All other new connections, including subsidised low cost housing, must be determined on a project basis, and must be in line with Witzenberg Municipality's newest technical design guidelines, standards and specifications.

5.1 Details of Future Developments

As part of the Spatial Development Framework (SDF) of September 2012 for the larger Witzenberg Municipality, several small to large new developments in Ceres are envisaged for the next few years. The details thereof as well as the theoretical impact of these developments on the total maximum demand for Ceres are shown in table 5.1 on the next page. A drawing showing the locations of these possible new developments is included in Annexure A.

Possible Development	Number of Erven	Possible Impact on Total Demand on 5th Year from Base Date (2023) (kVA)	Possible Impact on total Demand on 10th Year from Base Date (2028) (kVA)
Normal load growth	-	1 000	2 000
High Density Residential Erf 2919 (A)	150	0	375
Industrial Development Erf 5075 (B)	-	1 300	2 600
High Density Residential Erf 2615 (C)	80	0	200
Vredebes Housing Development (D)	2800	3 000	7 000
Klein Begin Development (E)	300	0	1 000
Industrial Development Erf 18/364 (F)	-	0	5 000
Morceaux Development (G)	300	0	1 000
Industrial Development Erf RE/7900 (H)	-	0	400
Mazoe Development (I)	300	0	800
Belmont Development (J)	90	350	350
Industrial Development Erf 107/364 (K)	-	0	1 800
Golf Estate Development (L)	280	250	1 200
Low Density Residential Erf 8126 (M)	25	0	100
Agri Kaap Development (N)	-	1 500	1 500
CCS Increase in Demand (O)	-	800	800
General growth in Skoonvlei area	-	1 000	2 000
Anticipated Maximum Demand for Ceres (Currently 36 900kVA)	**-**	**46 100**	**65 025**

Table 5.1: Details of Future Developments and Impact thereof as well as normal Load Growth – Base Date 2018 (36 900kVA)

Table 5.1 shows the anticipated maximum demand for Ceres on the 5th year of the master plan cycle (2023) as 46 100 kVA, that is a growth of 9 200 kVA on the existing peak demand of 36 900 kVA, and on the 10th year (2028) as 65 025 kVA. For purposes of this report only

the load growth anticipated for the next 5 years up to 2023 will be considered. Possible load growth in the 5 – 10 year cycle must be re-verified when this Master Plan is updated, or whenever a significant development proceeds.

5.2 Impact of New Developments on Existing Infrastructure

The possible future developments as indicated in table 5.1, even though the commencement thereof might only be in the long to very long term, will have a significant impact on the existing network. The significant increase in load to over 60MVA in the next few years will most probably necessitate the establishment of a new 66/11kV or 132/11kV substation, which is recommended to be done by Witzenberg Municipality who can then take a 66kV/132kV metering point from Eskom. It is furthermore recommended that once this substation is operational, the Eskom supply point at Power Station be cancelled, and all load fed from Power Station Switching Station then connected onto the new substation.

Part of such a new 66/11kV (132/11kV) substation and associated 66kV (132kV) line will be the EIA process, finding of a route for the line, and acquiring of adequate land for the substation. For this it is recommended that the process of identifying line routes and possible land for the substation be started with timeously, which will include detail discussions with Eskom on their future plans for the area, voltage level of the new substation (132kV or 66kV), final area for the substation and long term agreements on the ongoing use of Bon Chretien supply point. For now, it is recommended that the new substation be placed on the best technical position, i.e. close to the central load point as shown on the proposed position included in Annexure C, and then linked to the Eskom 66kV or 132kV line. As far as land for the future substation is concerned, an area of 100 x 150m will be needed for the substation, and a 22m wide servitude for the 66kV (31m for 132kV) line route. (Note : The proposed position for the substation is preliminary and might change during detail discussions with Eskom)

It is recommended that these requirements for land be considered should future subdivisions in the vicinity of the new substation, as shown in Annexure A, be applied for before the substation is established. Conditions for adequate land and line routes might then have to be included in the subdivision conditions.

The anticipated load growth for the next 5 years, as indicated in table 5.1, was also incorporated into the created load flow model of the network as previously discussed, firstly for only the normal load growth and secondly with inclusion of the possible future developments, and the response thereof on the 11kV network verified. Load flow results for this are included in Annexure E.

From the above and the results of the load flow study, the following specific recommendations are made:

5.2.1 The NMD at Bon Chretien is severely exceeded. With the new increased NMD at Power Station, it is recommended that the network open points be done such that the full 14,5MVA available at Power Station can be used. Proposed open points is shown on the future single line diagram of the 11kV networks included in Annexure G.

5.2.2 The urgency to increase the NMD at either Power Station or Bon Chretien or at both supply points must be re-confirmed with Eskom, with inclusion of the long term load requirements included in this master plan report.

5.2.3 Apart from the previous mentioned upgrading of the cables between Eskom and Power Station Switching Station, all other cables and networks fed from Power Station operates within acceptable range.

5.2.4 The supply cables between Eskom and Bon Chretien Switching Station is limited to 25MVA firm transfer capacity, which is in line with the 2 x 20MVA transformers on Eskom's side. However, with the maximum demand at Bon Chretien already around and even over the

25MVA mark, and in order to maintain a firm supply scenario, the Eskom transformers as well as the transfer capacity of the link cables will have to be upgraded. Depending on the size of the upgraded transformers, it is recommended, for purposes of upgrading the cable capacity, that a third 630mm^2 single core cable be added per feeder phase, increasing the transfer capacity to 37MVA.

Should Eskom however decide to keep the two x 20MVA transformers and use them based on an unfirm supply scenario, it is then recommended that a second feeder between each transformer and the municipal 11kV busbar be installed in order to increase reliability of supply. These two new feeders can then also be based on 2 x 630mm^2 single core unarmoured 11kV cables per phase.

This whole issue together with the possible future new 66kV/132kV substation as previously mentioned must however be discussed with Eskom, and decisions on upgrading then to be taken based on final agreements.

5.2.5 The loading at De Bos Switching Station in future will be in excess of 14MVA. The current network feeding De Bos Switching Station as well as the switching station itself is inadequate for this loading and will have to be upgraded. To achieve therefore a firm capacity adequate for the load required, the following are recommended :

- Install 2 x 300mm^2 11kV PILC type cables between Bon Chretien and De Bos Switching Stations. Use two of the existing 185mm^2 aluminium cables in parallel as a third feeder between these two switching stations and keep the third existing 185mm^2 aluminium cable as a “Spare”.
- Replace the existing 11kV panels in De Bos Switching Station with 8 x new circuit breaker panels and a bus-coupler. The bus-coupler will be kept open, with the 2 x new 300mm^2 11kV cables on one side of the busbar feeding Ceres Fruit Growers and Ceres Fruit Juices, and the 2 x existing 11kV 185mm^2 aluminium cables on the other side of the bus feeding the Eselfontein overhead line. Should one of the new 300mm^2 cables become faulty, the bus-coupler can be closed and the load fed off the remaining supply cables and overhead lines.

5.2.6 Even with the above proposed upgrading at De Bos Switching Station done, future loading on the “Eselfontein” line, with growth included, will exceed the capacity of the HARE conductor. Furthermore, the voltage drop at the end of the overhead feeder will at that stage also be outside the acceptable levels.

To improve the quality and reliability of this overhead line, the following is recommended :

- Install a new overhead line with CHICADEE conductor on 11m poles, A frames and 22kV insulators, from Bon Chretien Switching Station to the T-off point to Palmyra 1 on the overhead line, as strengthening of the existing network. At Bon Chretien add a new 11kV circuit breaker onto the existing bank of circuit breakers to feed the new CHICADEE overhead line. (As alternative to the new circuit breaker panel, existing miniature substation MS Oosterlig can be made part of the Retief 1 feeder, and the 11kV breaker currently feeding MS Oosterlig then used for feeding the new overhead line)

- At the end of the new line, in order to have better control of the network, separate the three existing overhead lines at the T-off point, install a new ring main unit (RMU Palmyra) with 4 x circuit breakers and connect the 4 overhead feeders onto the RMU with 185mm^2 PILC type cables.
- Install a quality of supply meter at the end of the line, i.e. at Eselfontein Dairy, to monitor voltage levels. Should voltage levels fall below the acceptable norm (more than 6%), the installation of voltage regulators to further assist with improving quality of supply can be considered.

5.2.7 The transfer capacity of the "Bon Chretien Farms/Eselfontein" feeder is currently limited by the short pieces of 70mm^2 cable at Bon Chretien and at the CCS metering point. In order to fully utilise the capacity of the HARE conductor on the rest of the overhead line it is recommended that these pieces of cable be replaced with new 185mm^2 PILC type cable. At the same time, it is recommended that the conductor size on the rest of the Eselfontein overhead line be verified and all sections smaller than HARE be replaced with HARE. New 22kV insulators on A-frames can then be installed as part of this exercise.

5.2.8 The cable feeding from Bon Chretien Switching Station onto the "Calvinia Road" overhead line is a 70mm^2 PILC type. In order to fully utilise the transfer capacity of the rest of this overhead line, it is recommended that this portion of cable be replaced with a new 185mm^2 PILC type cable.

5.2.9 The control of the overhead lines feeding from Bon Chretien Switching Station is currently limited to the 11kV breakers at the source. In order to improve the reliability of the network the following are recommended :

- Installation of auto-reclosers at selected points in the network to reduce outages on the total network due to line faults at specific points
- Installation of Earth Fault Indicators on the lines to assist technical personnel in determining position of faults on the networks

The proposed positions of these equipment on the network is shown on the future single line diagram included in Annexure G.

5.2.10 The load for the new Vredebes housing development has been made provision for in the recently constructed Vredebes Switching Station, and the internal networks for the development will therefore be fed from this switching station via 2 x 95mm^2 PILC type cable rings.

5.2.11 The load for the new development on Erf 5075 (initially 1 300kVA) can be fed off the overhead 11kV line in Boerneef Street. Adequate capacity is available in the overhead feeder.

5.2.12 The load for the new Agri Kaap development on Erf 8778 (1 500kVA) can be fed off the existing 70mm^2 11kV cable in Skurweberg Street between MS Witzenberg and RMU Vos. Adequate capacity is available in this cable feeder.

6. RECOMMENDATIONS

With reference to all the recommendations already made in the previous paragraphs, and by also taking into account the possible future developments, a summary of all recommendations will now be made. A table with these recommendations and associated estimated cost is included in Annexure B of this report, whereas simplified details of the proposal work are shown in Annexure C.

The priorities of the individual recommendations might change from time to time, some of which might move out or even fall away in totality based on new circumstances and must therefore closely be monitored and recommendations amended as necessary.

6.1 Capital Intensive Recommendations

6.1.1 Replace the 2 x existing power factor correction switches in Bon Chretien Switching Station with new 11kV circuit breakers, correctly sized for the total number of capacitors to be switched, and install a new control system for reliable PFC operation.

6.1.2 Replace the existing 11kV circuit breakers in Power Station Switching Station with 14 x new 11kV circuit breakers and a bus-coupler. The new circuit breakers shall be indoor type with 1250A bus-bar rating and feeder rating at least 800A each.

6.1.3 Replace the existing feeder cables between Eskom and Power Station Switching Station with 2 new feeders, each consisting of 2 x 500mm^2 single core copper unarmoured 11kV cables per phase.

6.1.4 Upgrading of cables between Eskom and Bon Chretien Switching Station. (Note: Final details dependant on negotiations with Eskom on the long term scenario)

6.1.5 Replace the existing 11kV circuit breakers in De Bos Switching Station with 8 x new 11kV circuit breakers and a bus-coupler. The new circuit breakers shall be indoor type with 1 250A bus-bar rating and feeder rating at least 800A each. Also install new 300mm^2 11kV PILC type cables between Bon Chretien and De Bos Switching Stations.

6.1.6 Install new 11kV overhead line with CHICADEE conductors between Bon Chretien Switching Station and the T-off point to TRF Palmyra 1 on the Eselfontein overhead line, and install new RMU Palmyra with 4 x circuit breakers, connected onto the overhead lines with 185mm^2 PILC type cables. All new intermediate insulators to be 22kV Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type, all installed on A-frames.

At Bon Chretien Switching Station add a new 11kV circuit breaker panel as add-on to the existing circuit breakers.

6.1.7 Replace the existing 70mm^2 cable sections on the “Bon Chretien Farms/Eselfontein” feeder with new 185mm^2 PILC type cables. Also replace all conductors smaller than HARE with HARE, install new insulators and A-frames. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type.

6.1.8 Replace the existing 70mm^2 cable between Bon Chretien Switching Station and the “Calvinia Road” overhead line feeder with a new 185mm^2 PILC type cable.

6.1.9 Replace the existing 11kV circuit breakers in Lyell Switching Station with 6 x new 11kV circuit breakers and a bus-coupler. The new circuit breakers shall be indoor type with 1250A bus-bar rating and feeder rating at least 800A each.

6.1.10 Install new 95mm^2 11kV cable between MS Jasmyn in Bella Vista and the existing overhead line in Panorama Road in order for MS Jasmyn feeder to be on a ringfeed.

6.1.11 Do pole audit on all poles forming part of the existing 11kV overhead lines and replace poles that are unsafe. At the same time reconductor all overhead lines smaller than HARE with HARE conductors and install new 22kV insulators on A-frames. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type.

6.1.12 Install pole mounted auto reclosers on the positions in the overhead networks as indicated on the “future” single line diagram included in Annexure G.

6.1.13 Install pole mounted earth fault indicators on the positions in the overhead networks as indicated on the “future” single line diagram included in Annexure G.

6.1.14 Replacement of existing old oil type ring main units with new SF6 or vacuum circuit breakers, with minimum 400A rating.

6.1.15 Replacement of miniature substations that are equipped with oil type ring main units, or that are at the end of their useful life, with new safer units.

6.1.16 New 2 x 40MVA 66/11kVA substation and high voltage lines to Eskom and linking of 11kV from new substation to existing networks. (This might change to 132kV input level depending on final negotiations with Eskom)

6.1.17 Install internal services for the new Vredebes low cost housing project (2 800 houses)

6.2 General Recommendations

The following general recommendations, some of which were mentioned earlier in the report, form an integral part of the long term performance of the electrical infrastructure in Ceres. Estimated costs applicable to these general recommendations are provided in Annexure B.

6.2.1 It is recommended that a new labelling methodology of all equipment, based on street names and as shown on the 11kV single line diagram, be adopted and implemented. Apart from the normal identification purposes, correct labelling and logical names for equipment and infrastructure is vital to ensure correct and safe switching operations.

6.2.2 It is recommended that the web-based Scada System recently installed in Panorama and Vredebes Switching Stations be expanded to include a monitoring system in all other switching stations in Ceres.

Such Scada (monitoring) System will provide for Witzenberg personnel to view loading, status, tripping and other data applicable to the circuits in the Switching Stations, and to download different types of reports over different time periods.

As alternative, especially if remote switching on the 11kV system is planned, a new RTU based SCADA system to be standardised throughout the Witzenberg supply area can be investigated and implemented over time.

6.2.3 Investigation into the possible implementation of power factor correction at Power Station Switching Station and PV plant initiatives as demand interventions for the total Ceres.

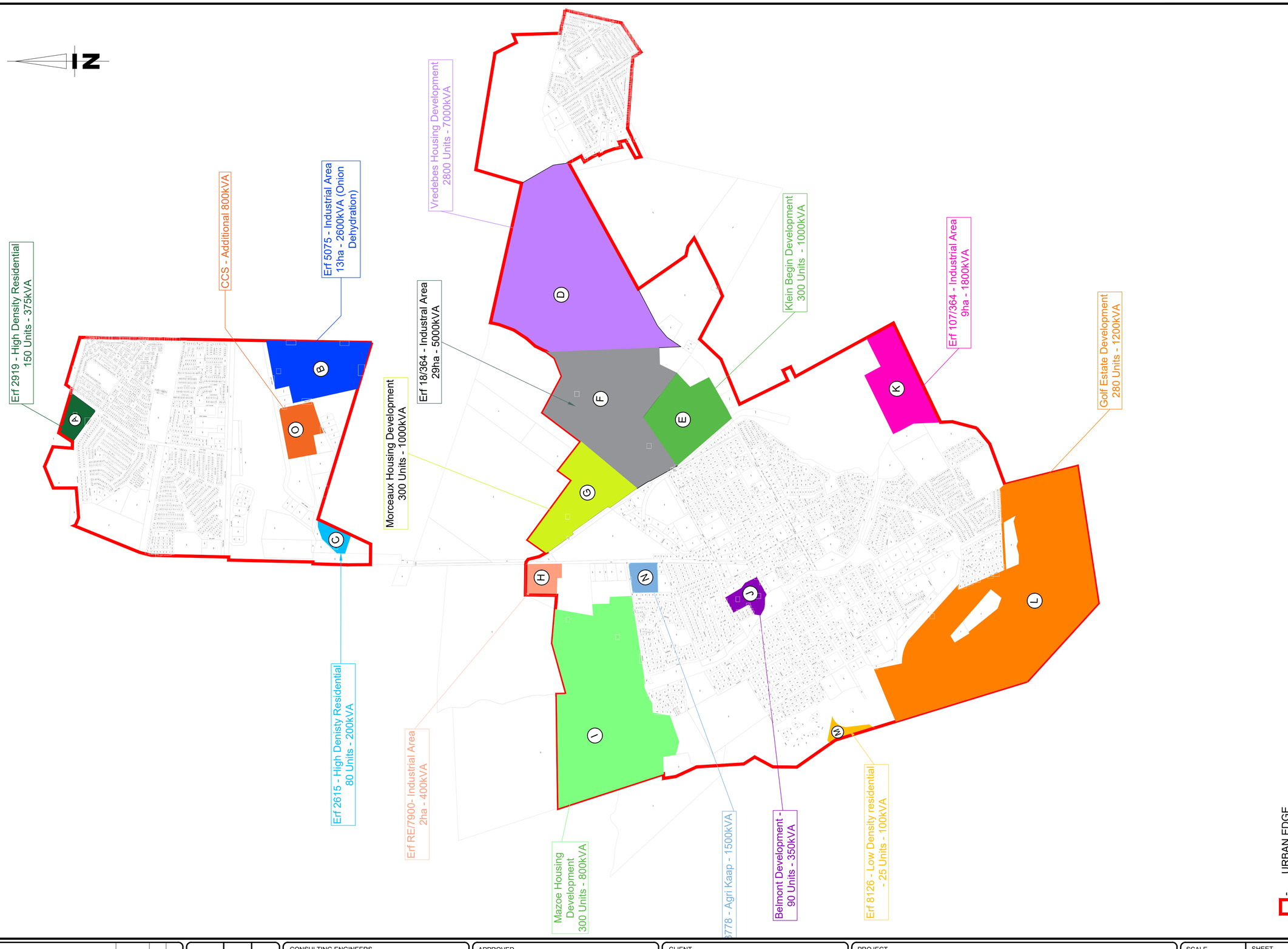
7. CONCLUSION

The main focus of this report was the compiling of a new masterplan for the 11kV infrastructure in Ceres, based on verified and accurate as-built information, complete with discussions on the existing networks and recommendations for system upgrading as necessary.

The short, medium and long term impact of new developments on these networks were determined and recommendations were made for system betterment and to make sure that the integrity and the reliability of the electrical network in the future remains steady and healthy.

Lastly, a new GIS database of the 11kV network was developed, complete with populated attributes for all the 11kV equipment and other infrastructure.

ANNEXURE A : LOCATIONS OF POSSIBLE FUTURE DEVELOPMENTS



SCALEBAR

Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV/DC	
CHECKED	TP	

CONSULTING ENGINEERS

LYNERS

PO Box 4901
TYGERVALLEY
7530

Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

APPROVED

CONSULTING ENGINEERS:

SIGNATURE: _____ DATE:

APPROVED

CLIENT REPRESENTATIVE:

SIGNATURE: _____ DATE:

CLIENT

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

WITZENBERG MUNICIPALITY

PROJECT

ELECTRICAL MASTERPLANNING CERES

TITLE

POSSIBLE FUTURE DEVELOPMENTS

SCALE	SHEET
N.T.S	1 OF 1
CONTRACT No.	PROJECT No.
	17032E

DRAWING No. 17032E/CER/ANNEXA REV

DATE OF FIRST ISSUE:

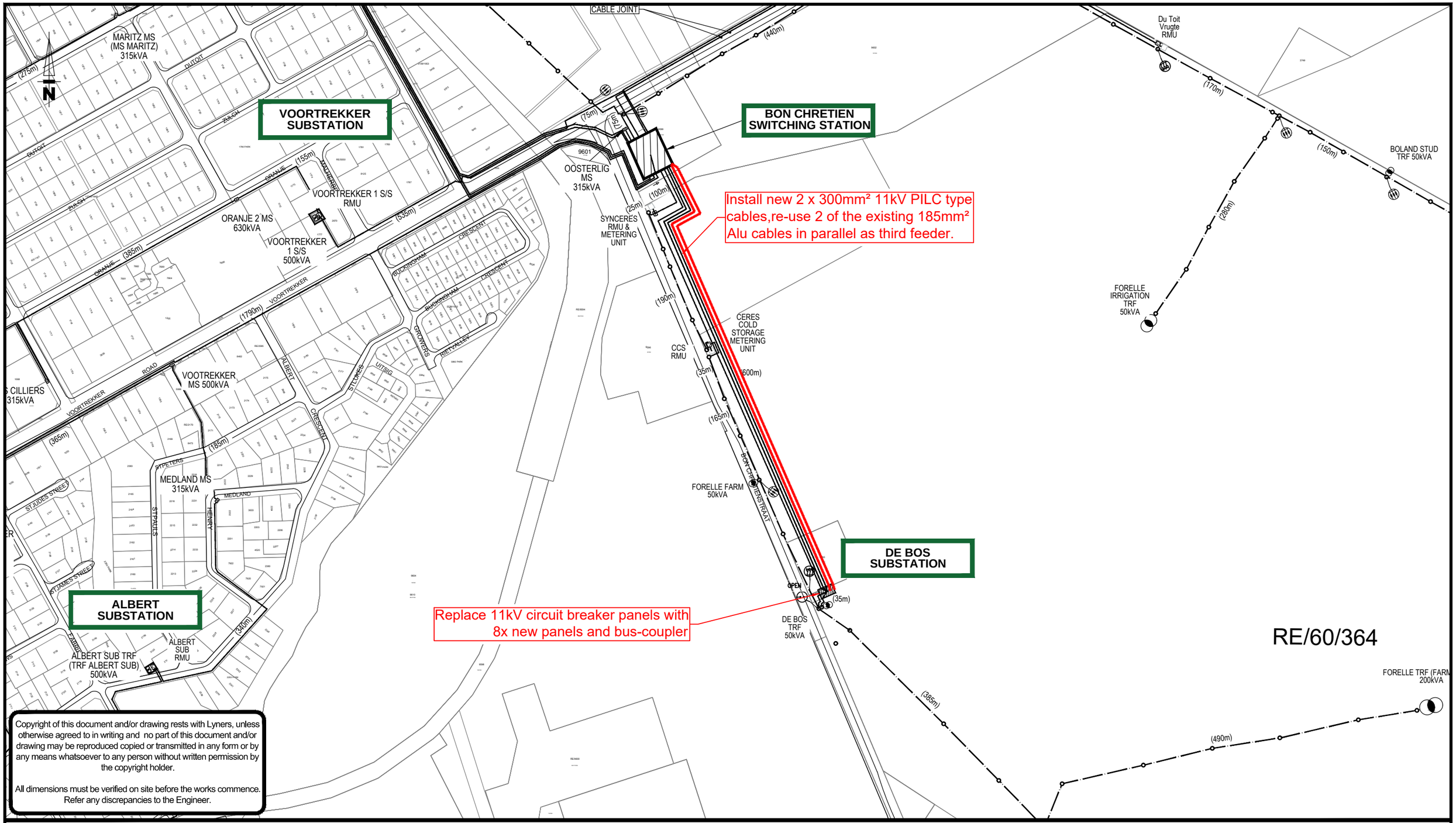
ANNEXURE B : RECOMMENDED CAPITAL PROJECTS

LIST OF RECOMMENDED CAPITAL PROJECTS (2018 - 2028) - CERES - REVISION 0

Priority	Masterplan Reference Number	Project Description as per Masterplan	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Project Total
1	6.1.5	Replace circuit breaker panels in De Bos Switching Station and install new 300mm^2 11kV cables between Bon Chretien and De Bos	R1 650 000.00	R5 350 000.00									R7 000 000.00
2	6.1.17	Internal services and streetlighting for Vredebes low cost housing project	R5 884 000.00	R5 000 000.00		R5 000 000.00	R10 000 000.00		R10 000 000.00				R35 884 000.00
3	6.1.2	Replace circuit breaker panels in Power Station Switching Station			R6 500 000.00								R6 500 000.00
4	6.2.1	11kV equipment re-labelling			R80 000.00								R80 000.00
5	6.1.3	Replace existing cables between Eskom and Power Station Switching Station with 500mm^2 single core type (2 x single cores per phase)			R1 800 000.00								R1 800 000.00
6	6.1.6	New Chicadee line from Bon Chretien Switching Station to point on Eselfontein line, and install new ring main unit at end of new line, plus new circuit breaker panel in Bon Chretien				R3 200 000.00							R3 200 000.00
7	6.1.7	Replace sections of cable on the Bon Chretien Farms/Eselfontein line with new 185mm^2 11kV cables				R620 000.00							R620 000.00
8	6.2.2	SCADA systems for Switching Stations in Ceres				R250 000.00		R250 000.00		R250 000.00			R750 000.00
9	6.1.15	Miniature substation and transformers upgrading (ongoing)		R400 000.00		R400 000.00		R500 000.00		R800 000.00		R500 000.00	R2 600 000.00
10	6.1.14	Ring main unit upgrading (ongoing)			R350 000.00		R400 000.00		R600 000.00		R400 000.00		R1 750 000.00
11	6.1.9	Replace the existing circuit breaker panels in Lyell Switching Station					R2 800 000.00						R2 800 000.00
12	6.1.1	New circuit breaker panels for the PFC facility in Bon Chretien Switching Station					R800 000.00						R800 000.00
13	6.1.10	Install new 95mm^2 11kV cable between MS Jasmyn and overhead line in Panorama Road						R340 000.00					R340 000.00
14	6.1.8	Replace the existing cable between Bon Chretien Switching Station and the Calvinia Road overhead line with new 185mm^2 11kV cable						R170 000.00					R170 000.00
15	6.1.11	Pole audit, replacement of unsafe poles, re-conductoring, new insulators						R300 000.00					R300 000.00
16	6.2.3	Power factor correction and PV plant installation investigation						R180 000.00					R180 000.00
17	6.1.12	Install pole mounted auto-reclosers						R1 200 000.00					R1 200 000.00
18	6.1.13	Install pole mounted earth fault indicators						R150 000.00					R150 000.00
19	6.1.4	Upgrading of cables between Eskom and Bon Chretien Switching Station									R2 600 000.00		R2 600 000.00
20	6.1.16	New 2 x 40MVA 66/11kV substation and link line to Eskom									R65 000 000.00		R65 000 000.00
		Total	**R7 534 000.00**	**R10 750 000.00**	**R8 730 000.00**	**R9 470 000.00**	**R14 000 000.00**	**R3 090 000.00**	**R10 600 000.00**	**R1 050 000.00**	**R3 000 000.00**	**R500 000.00**	**R133 724 000.00**

*** ALL FIGURES EXCLUDE VAT**

ANNEXURE C : SIMPLIFIED DETAILS OF RECOMMENDED WORK



Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV	
CHECKED		

CONSULTING ENGINEERS
LYNERS
PO Box 4901
TYGERVALLEY
7530
Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

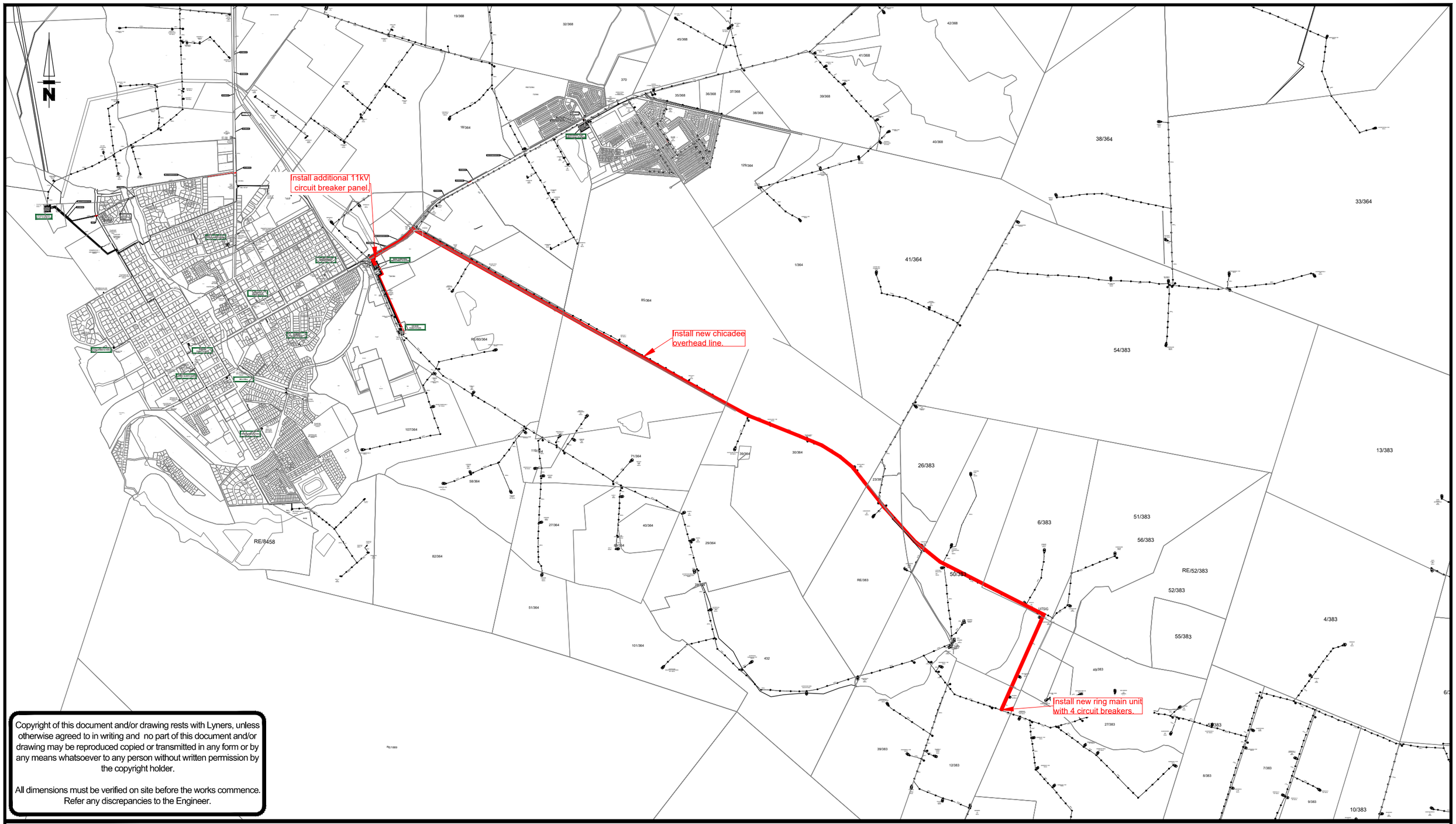
PROJECT
CERES MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE on A3 N.T.S	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.5	REV
COORDINATE SYSTEM:	

Date: ----------
Checked:
2018-06-25
Auditing: Lynette Volschenk

previous paper size (420.00 x 297.00 mm)
Lyners_AutoCAD.ctb
2018-06-25
U:\WERKE\1700\17032 E - WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032-C-01 - CERES - ANEXURE DRAWINGS.DWG



Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV	
CHECKED		

CONSULTING ENGINEERS
LYNERS
PO Box 4901
TYGERVALLEY
7530
Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

PROJECT
CERES MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE on A3: N.T.S	SHEET: 1 OF 1
CONTRACT No.	PROJECT No.: E17032

DRAWING No.: 6.1.6 REV: △

COORDINATE SYSTEM:

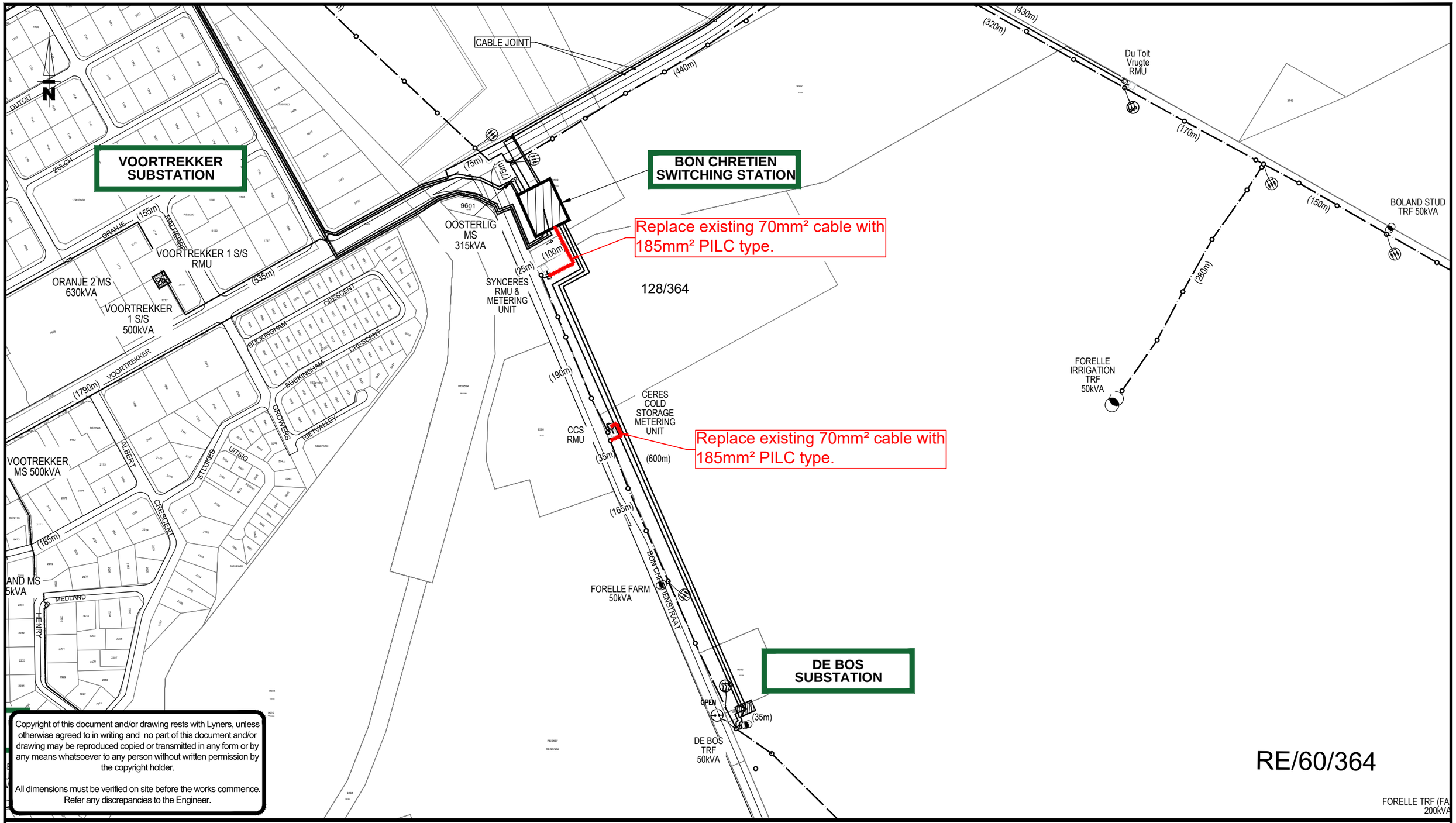
Date: _____
Checked: _____
2018-06-25
Auditing: Lynette Volschenk

previous paper size (420.00 x 297.00 mm)

Lyners_AutoCAD.ctb

2018-06-25

U:\WERKE\1700\17032 E - WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032-C-01 - CERES - ANEXURE DRAWINGS.DWG



Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV	
CHECKED		

CONSULTING ENGINEERS
LYNERS
PO Box 4901
TYGERVALLEY
7530
Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

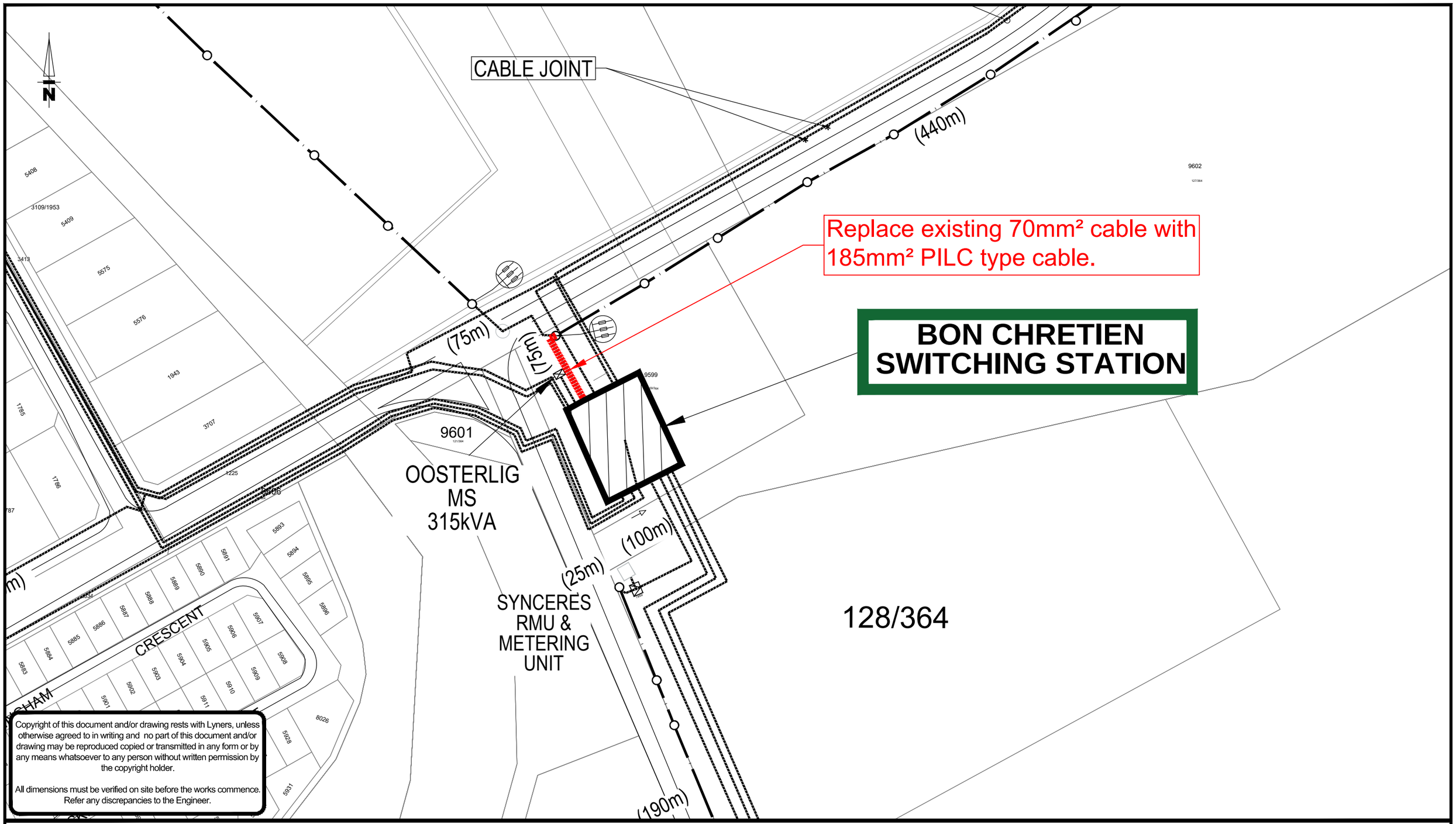
PROJECT
CERES MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE on A3 N.T.S	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.7	REV
COORDINATE SYSTEM:	

Date: 2018-06-25
Checked:
Auditing: Lynette Volschenk

previous paper size (420.00 x 297.00 mm)
Lyners_AutoCAD.ctb
2018-06-25
U:\WERKE\1700\17032 E - WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032-C-01 - CERES - ANEXURE DRAWINGS.DWG



Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV	
CHECKED		

CONSULTING ENGINEERS
LYNERS
PO Box 4901
TYGERVALLEY
7530
Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

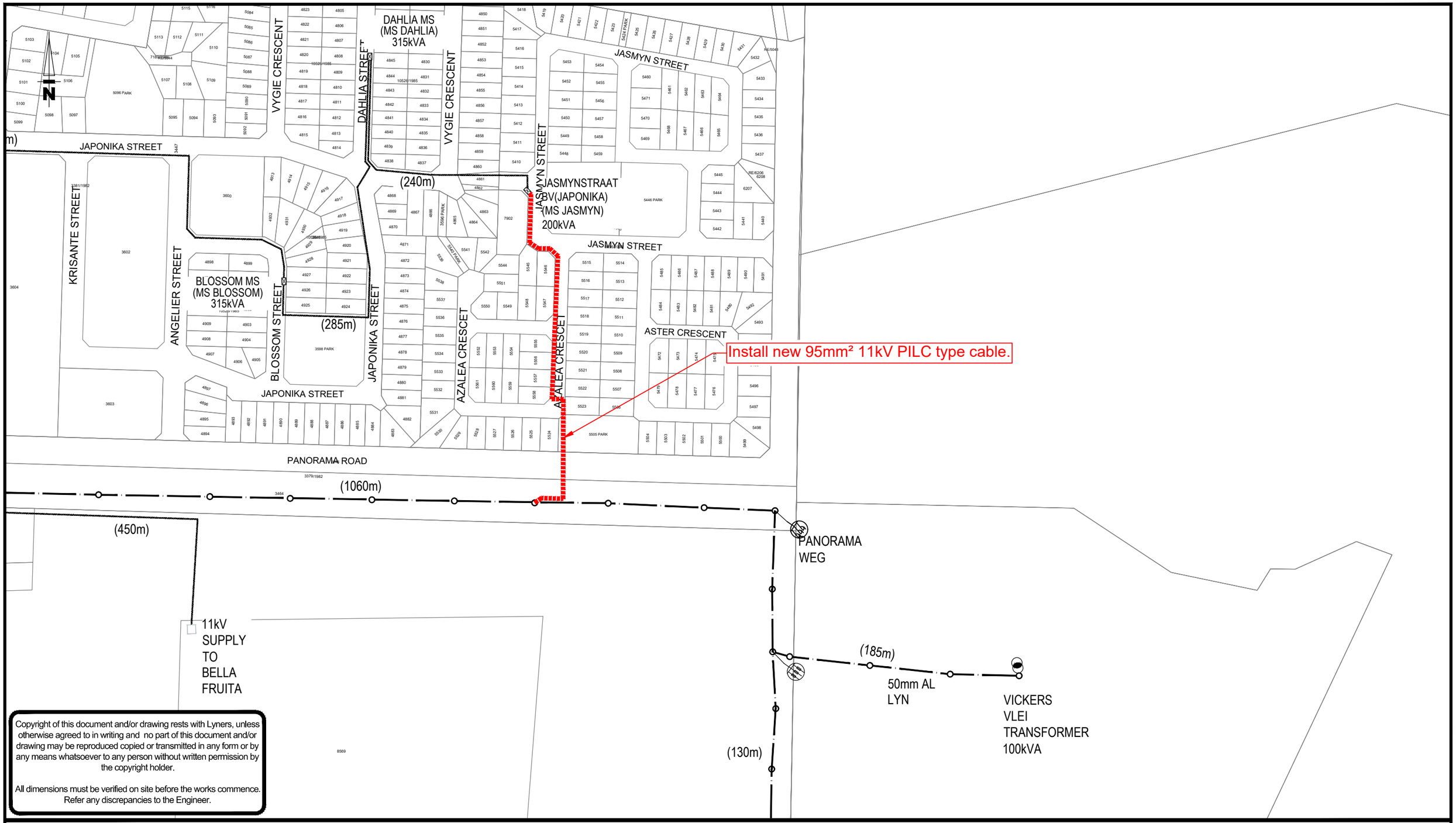
PROJECT
CERES MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE on A3 N.T.S	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.8	REV
COORDINATE SYSTEM:	

Date: 2018-06-25
Checked:
Auditing: Lynette Volschenk

previous paper size (420.00 x 297.00 mm)
Lyners_AutoCAD.ctb
2018-06-25
U:\WERKE\1700\17032 E – WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032-C-01 – CERES – ANEXURE DRAWINGS.DWG



Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV	
CHECKED		

CONSULTING ENGINEERS
LYNERS
PO Box 4901
TYGERVALLEY
7530
Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

PROJECT
CERES MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE N.T.S on A3	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.10	REV
COORDINATE SYSTEM:	

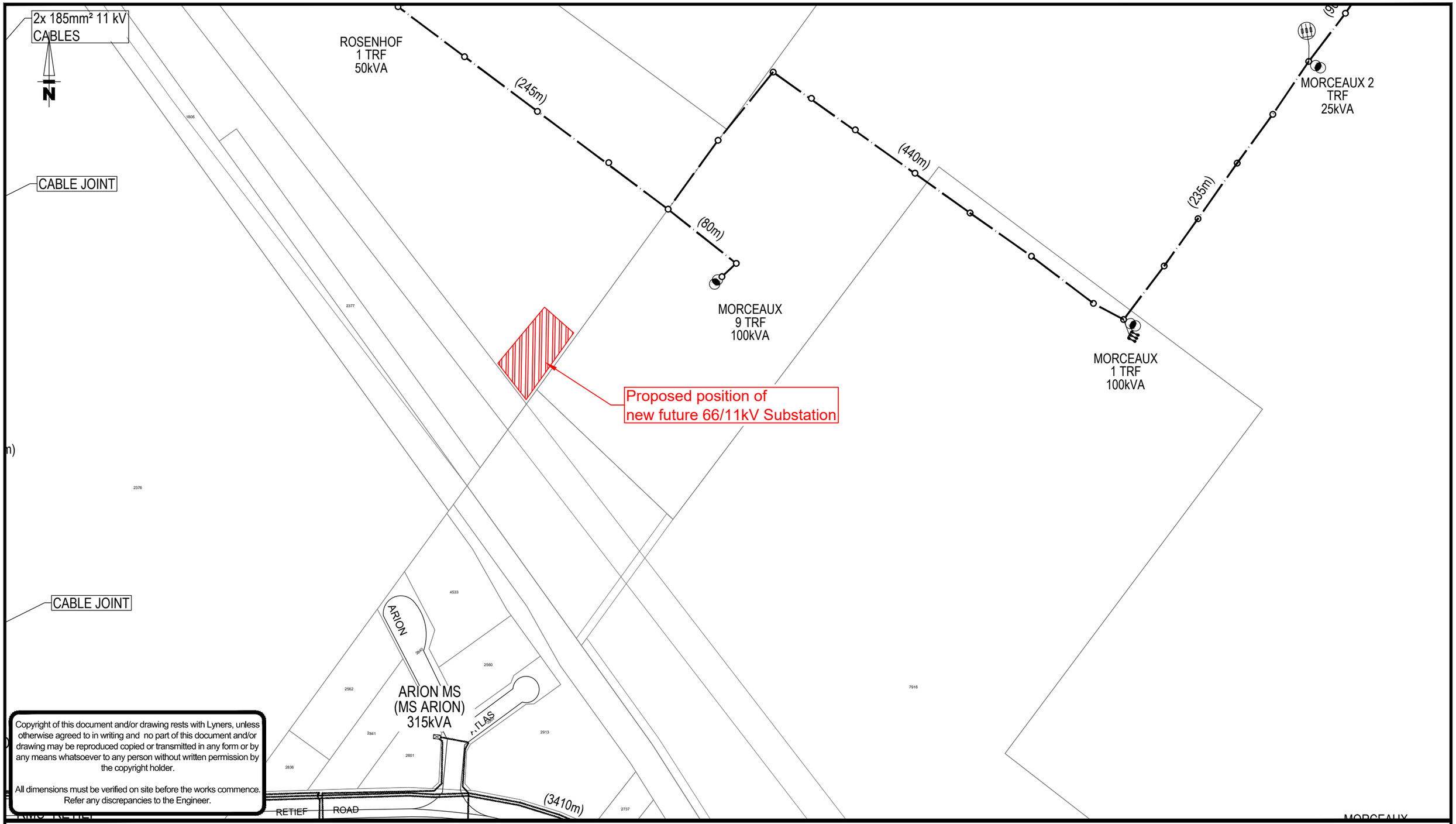
Date: _____
Checked: _____ 2018-06-25
Auditing: Lynette Volschenk

previous paper size (420.00 x 297.00 mm)

Lyners_AutoCAD.ctb

2018-06-25

U:\WERKE\1700\17032 E - WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032-C-01 - CERES - ANEXURE DRAWINGS.DWG



Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV	
CHECKED		

CONSULTING ENGINEERS
LYNERS
PO Box 4901
TYGERVALLEY
7530
Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

PROJECT
CERES MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE on A3: N.T.S	SHEET: 1 OF 1
CONTRACT No.	PROJECT No.: E17032
DRAWING No.: 6.1.16	REV: △
COORDINATE SYSTEM:	

Auditing: Lynette Volschenk
Checked: _____ Date: 2018-06-25

previous paper size (420.00 x 297.00 mm)
Lyners_AutoCAD.ctb
2018-06-25
U:\WERKE\1700\17032 E – WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032-C-01 – CERES – ANEXURE DRAWINGS.DWG

ANNEXURE D : LOAD FLOW STUDY ON EXISTING NETWORK (LOOSE DRAWINGS)

ANNEXURE E : LOAD FLOW STUDY ON NETWORK WITH LOAD GROWTH (LOOSE DRAWINGS)

ANNEXURE F : LIST OF ALL EQUIPMENT DUE FOR REPLACEMENT

CERES EQUIPMENT REPLACEMENTS

Total of Ring Main Units (RMU's) in Network: (49)

To be replaced immediately (20)

1. RMU Albert SS (RMU Bank with **2 units**)
2. RMU Goliath
3. RMU Grens
4. RMU Heide Sub (RMU Bank with **3 units**)
5. RMU Hugo-Sub (RMU Bank with **3 units**)
6. RMU Joubert
7. RMU Nichol Cold Storage
8. RMU Oranje (RMU Bank with **2 units**)
9. RMU Park (RMU Bank with **3 units**)
10. RMU Telkom
11. RMU Voortrekker (RMU Bank with **2 units**)

To be replaced in next 5 years (2)

1. RMU Bon Chretien 1
2. RMU Loxtonia

Total of Pole Mounted Transformers (PMT's) in Network: (264)

To be replaced immediately (57)

1. TRF Agterfontein 1
2. TRF Agterfontein Storage
3. TRF Aurora 5
4. TRF Aurora DAM
5. TRF Brayside Pump
6. TRF Brewisville 3 Pump
7. TRF Buchuland 1
8. TRF Buchuland 2
9. TRF Dankbaar 5 (WERKSWONING)
10. TRF Daytona 1
11. TRF Daytona 2
12. TRF Daytona School
13. TRF De Hoop (Old Dairies)
14. TRF Dwarsberg 2 (Peach Orchid)
15. TRF Edenville 1 (Groenland)
16. TRF Eikenhof 6
17. TRF Eikenhof 7
18. TRF Eikenhof 8
19. TRF Eikenhof 9 Pump
20. TRF Eselfontein 2
21. TRF Eselfontein 7
22. TRF Glen Etive 6
23. TRF Glen Etive 8
24. TRF Ideaal 2
25. TRF Kaalberg 1
26. TRF Kaalberg 3

27. TRF Kaalberg 4
28. TRF Kleinfontein 1
29. TRF Kleinfontein 3
30. TRF Kweperfontein 2
31. TRF Langfontein 1
32. TRF Langhoogte 1
33. TRF Lorraine 6
34. TRF Merwede 4
35. TRF Morceaux 3
36. TRF Morceaux 4
37. TRF Morceaux 8
38. TRF Nduli 9
39. TRF Nduli 11
40. TRF Nduli 13
41. TRF Nduli 15 (Rasta)
42. TRF Nduli Ingang (Aurora)
43. TRF Nuweland 1
44. TRF Parys 2
45. TRF Pomp ABC
46. TRF Prinshof 1
47. TRF Rietvlei Farmhouses
48. TRF Riverside
49. TRF SDR Workshop
50. TRF Stukkiewit 2
51. TRF Uitzicht 1
52. TRF Uitzicht 2
53. TRF Vergenoeg 2
54. TRF Vergenoeg 5
55. TRF Vergenoeg 7
56. TRF Welverdien 2
57. TRF Wilgenhof 3

<u>To be replaced in next 5 years (82)</u>

1. TRF Agterfontein Farm Dam
2. TRF Aurora 4
3. TRF Aurora 6 (Farm Houses)
4. TRF Aurora 8 (FARM HOUSES)
5. TRF Aurora 9
6. TRF Aurora 10
7. TRF Bella Vista Entrance (Streetlights)
8. TRF Brayside Farm
9. TRF Brewisville 1
10. TRF Brewisville 2
11. TRF Ceres Group Offices
12. Dam Wal 1
13. TRF Damons 3
14. TRF Dankbaar 1
15. TRF Dankbaar 2
16. TRF Dankbaar 8 (Pump)
17. TRF Dankbaar 10
18. TRF Dankbaar DAM 2
19. TRF Daytona 3

20. TRF Daytona 4
21. TRF De Hoop 2
22. TRF Du Toit (Riverside)
23. TRF Du Toit (Klein Pruisse)
24. TRF Dwarsberg 1
25. TRF Dwarsberg 3
26. TRF Edenville 2
27. TRF Edenville 4
28. TRF Edison
29. TRF Eikenhof 2
30. TRF Eikenhof 3
31. TRF Eikenhof 4
32. TRF Eikenhof 5
33. TRF Elrio 1
34. TRF Eselfontein 1
35. TRF Eselfontein 4
36. TRF Eselfontein 5
37. TRF Forelle Dam
38. TRF Forelle Irrigation
39. TRF Glen Etive 1
40. TRF Glen Etive 2
41. TRF Glen Etive 7
42. TRF Glen Etive 9
43. TRF Glen Etive 10
44. TRF Glen Etive 11
45. TRF Ideaal (Koekedouw)
46. TRF Ideaal Farmhouse
47. TRF Ideaal Pumpstation
48. TRF Kaalberg 5
49. TRF Kaalberg 7 (Edenville)
50. TRF Langboom 1
51. TRF Langboom 2
52. TRF Langboom 4
53. TRF Langboom 5
54. TRF Langboom 6
55. TRF Langboom 7
56. TRF Lorraine 3
57. TRF Lorraine 5
58. TRF Lorraine 7
59. TRF Loxtonia Farmhouses
60. TRF Merwede 1
61. TRF Merwede 2
62. TRF Merwede 5
63. TRF Morceaux 2
64. TRF Morceaux 5
65. TRF Nduli 2
66. TRF Nduli 3
67. TRF Nduli 4
68. TRF Nduli 7
69. TRF Nduli Riool
70. TRF Palmyra 1
71. TRF Palmyra 2 (Prins)

72. TRF Palmyra 3
73. TRF Prinshof 2
74. TRF Quarta 1
75. TRF Rietvlei 1
76. TRF Rietvlei 2
77. TRF Sewerage 2
78. TRF Stukkiewit 4
79. TRF Tweefontein Dam
80. TRF Vergenoeg 4
81. TRF Vergenoeg T-off Edenville
82. TRF Welverdiend

Total of Ground Standing Transformers (GTRF's) in Network: (22)

To be replaced immediately (10)

1. TRF Albert Sub
2. TRF Heide Sub
3. TRF Hugo-Sub SS
4. TRF Loxtonia 2
5. TRF Lyell Sub
6. TRF Oranje
7. TRF Park
8. TRF Pineapple Wash
9. TRF Vadergawe 2
10. TRF Voortrekker Sub

To be replaced in next 5 years (7)

1. TRF Agtertuin Irrigation
2. TRF Du Toit (Klein Pruisse)
3. TRF Loxtonia Storage
4. TRF Owen
5. TRF Panorama Sub
6. TRF Power Station (Local)
7. TRF Telkom

Total of Miniature Substations (MS's) in Network: (76)

To be replaced immediately (4)

1. MS Karee
2. MS Plantation
3. MS Sewerage Farm 1
4. MS Van Riebeeck

To be replaced in next 5 years (36)

1. MS Arion
2. MS Bergsig
3. MS Demeter
4. MS Dennebos 1
5. MS Dennebos 2
6. MS Eiland
7. MS Friesland 1

8. MS Friesland 2
9. MS Gardenia
10. MS Goliath
11. MS Karoo
12. MS Keet
13. MS Krige
14. MS Limpopo
15. MS Lyell Tehuis
16. MS Maritz
17. MS Mars
18. MS Medland
19. MS Munnik
20. MS Owen
21. MS Phillip
22. MS Pine
23. MS PLK
24. MS Populier
25. MS Staff
26. MS Stanley
27. MS Tall Timbers
28. MS Telkom Bella Vista
29. MS Tuiste
30. MS Tulp
31. MS Umzumaai 1
32. MS Umzumaai 2
33. MS Viena
34. MS Vos
35. MS Vos 2
36. MS Witzenberg

Total of Medium Voltage Circuit Breakers (MV CB's) in Network: (79)

<u>To be replaced immediately (15)</u>

1. Power Station Lyell Str Sub
2. Power Station SG Belmont
3. Power Station SG Bon Chretien 1
4. Power Station SG Bon Chretien 2
5. Power Station SG Dennebos
6. Power Station SG Eskom 1
7. Power Station SG Eskom 2
8. Power Station SG Keet
9. Power Station SG Kiewiet
10. Power Station SG Local
11. Power Station SG Panorama 1
12. Power Station SG Panorama 2
13. Power Station SG Panorama Farm OH Line
14. Power Station SG Plantasie RMU
15. Power Station SG Turbine

<u>To be replaced in next 5 years (13)</u>

1. De Bos SG Bon Chretien 1
2. De Bos SG Bon Chretien 2

3. De Bos SG Bon Chretien 3
4. De Bos SG Ceres Fruit Growers Feeder No. 1
5. De Bos SG Ceres Fruit Growers Feeder No. 2
6. De Bos SG Ceres Fruit Juices Feeder No. 1
7. De Bos SG Ceres Koelkamers
8. De Bos SG Farm Line
9. Lyell SS SG LO1 - Kragstasie Toevoer
10. Lyell SS SG LO2 – Bon Chretien 3
11. Lyell SS SG LO3 - Transformator
12. Lyell SS SG LO5 - St Thomas
13. Lyell SS SG LO6 – Ceres Golfbaan Estate

ANNEXURE G : AS-BUILT DRAWINGS AND PROPOSED SINGLE LINES FOR FUTURE NETWORKS (LOOSE DRAWINGS)

MASTER PLANNING AND STATUS REPORT ON THE 11KV INFRASTRUCTURE IN TULBAGH: PERIOD 2018-2028

(DOCUMENT 2)

REVISION 0 : JUNE 2018

Compiled for :

THE SENIOR MANAGER:
ELECTROTECHNICAL SERVICES
WITZENBERG MUNICIPALITY
50 VOORTREKKER STREET
CERES
6835

TEL : (023) 316-1854
FAX : (023) 316-1877

Compiled by :

NEIL LYNERS AND ASSOCIATES (PTY) LTD
P O BOX 4901
TYGERVALLEY
7536

CONTACT PERSON Theo Potgieter
TEL : (021) 914 0300
FAX : (021) 914 0437
Email theo@lyners.co.za

1. EXECUTIVE SUMMARY

A master plan is an evolving, long term planning document that establishes the framework and key elements of a specific network with a clear vision of the required outcomes. It furthermore defines a realistic plan for the implementation of short, medium and long term system betterment actions, with the purpose of ensuring a predictable and reliable electrical system.

With the above in mind, a master plan study was done for the 11kV infrastructure in Tulbagh, which is complementary to similar studies that were done for Ceres and Wolseley.

The as-built drawings of the 11kV infrastructure were verified on-site and updated as necessary.

Asset information, including details, serial numbers and condition of equipment, was captured on-site.

A GIS database was created for the 11kV infrastructure using the verified as-built drawings and all captured asset information.

The impact of new developments and normal growth on the existing infrastructure was verified as part of a complete load flow study, and recommendations made for system betterment, thereby ensuring that the electricity supply for the town remains reliable and of acceptable quality.

DOCUMENT CONTROL

- Lyners Reference No: E17032
- Keywords: Witzenberg master planning, Tulbagh
- Client: Witzenberg Municipality
- Report Prepared by: Theo Potgieter

DATE	REVISION	FORMAT	ISSUED TO:
18 June 2018	0	Hard Copy & Electronic	Pierre van den Heever

CONTENTS

1. EXECUTIVE SUMMARY I
2. INTRODUCTION 2
3. EXISTING 11KV INFRASTRUCTURE 2
3.1 Tulbagh Bulk Supply 3
3.2 Tulbagh 11kV Networks 4
3.3 Condition Assessment of 11kV Equipment 6
4. GIS DATABASE 8
5. NEW DEVELOPMENTS AND LOAD GROWTH 8
5.1 Details of Future Developments 9
5.2 Impact of New Developments on Existing Infrastructure 10
6. RECOMMENDATIONS 11
6.1 Capital Intensive Recommendations 11
6.2 General Recommendations 12
7. CONCLUSION 13
ANNEXURE A : LOCATIONS OF POSSIBLE FUTURE DEVELOPMENTS
ANNEXURE B : RECOMMENDED CAPITAL PROJECTS
ANNEXURE C : SIMPLIFIED DETAILS OF RECOMMENDED WORK
ANNEXURE D : LOAD FLOW STUDY ON EXISTING NETWORK
ANNEXURE E : LOAD FLOW STUDY ON NETWORK WITH LOAD GROWTH
ANNEXURE F : LIST OF EQUIPMENT DUE FOR REPLACEMENT
ANNEXURE G : AS-BUILT DRAWINGS AND PROPOSED SINGLE LINES FOR FUTURE NETWORKS

2. INTRODUCTION

Neil Lyners & Associates (RF) (Pty) Ltd was appointed in 2017 to compile a new master plan for the 11kV electrical infrastructure in Tulbagh. The master plan study was envisaged to have the following components:

- Verification and amendment of existing 11kV as-built information, and compiling of new layouts, as necessary.
- Visual inspections on site to gather applicable information on equipment and to assess condition thereof.
- Load flow studies on the 11kV networks, current scenario and also with predicted future load growth.
- Compiling of a GIS database platform for the 11kV network, complete with all relevant technical data.
- Recommendations for betterment of the current networks, and proposals for network strengthening in the future.

In the following paragraphs, the above aspects will be discussed in more detail.

3. EXISTING 11KV INFRASTRUCTURE

The area included in the master plan study is shown in figure 1 below.

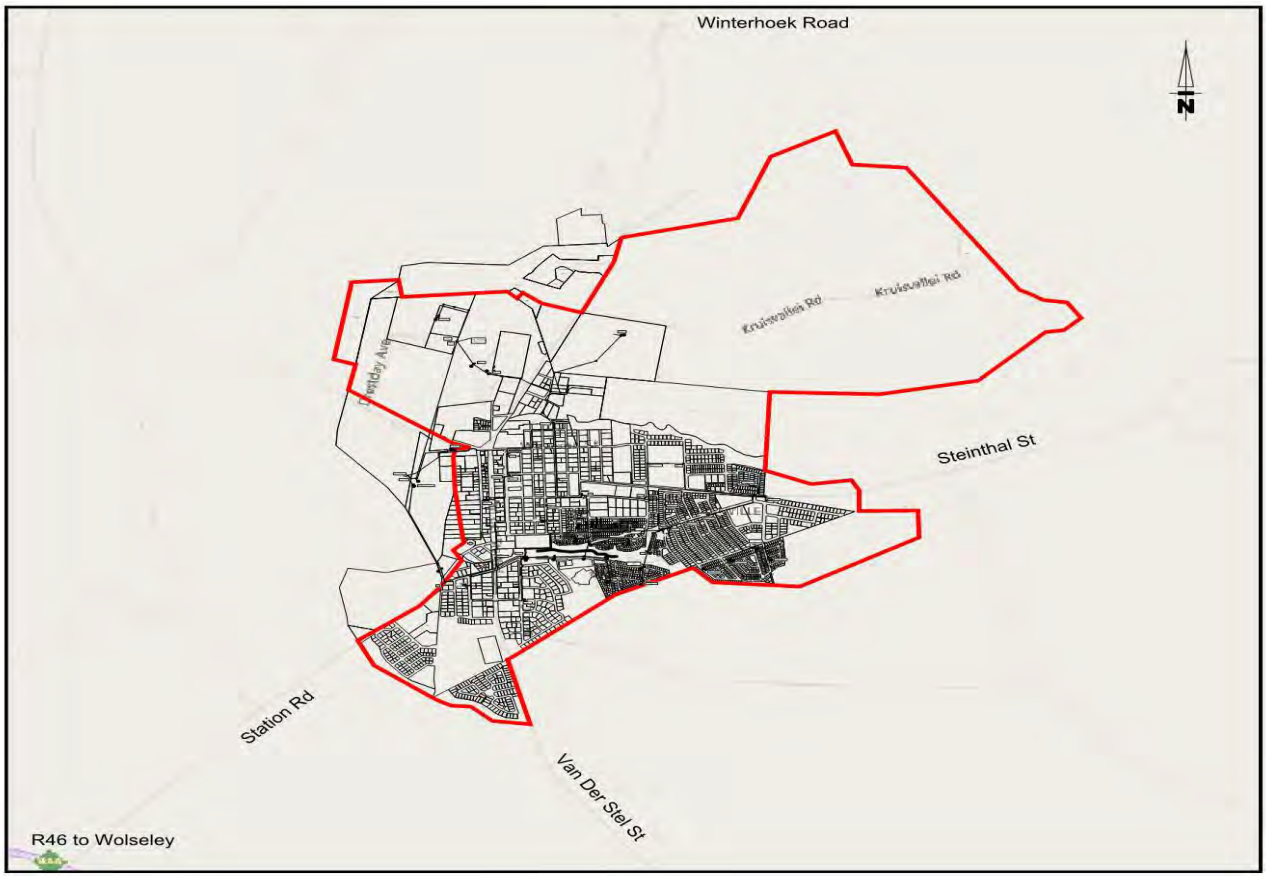


Figure 1: Master Plan Study Area – Tulbagh

All networks within the above study area are owned, operated and maintained by Witzenberg Municipality.

The existing 11kV network in Tulbagh is shown on the layout drawings attached to this master plan report. The complete 11kV network is also included in the GIS database provided separate to this report.

3.1 Tulbagh Bulk Supply

Tulbagh is supplied in bulk from Eskom's Tulbagh 66/11kV Substation west of town via a 11kV overhead "HARE" line and a short piece of 185mm² PILC type connecting cable at the main municipal switching station.

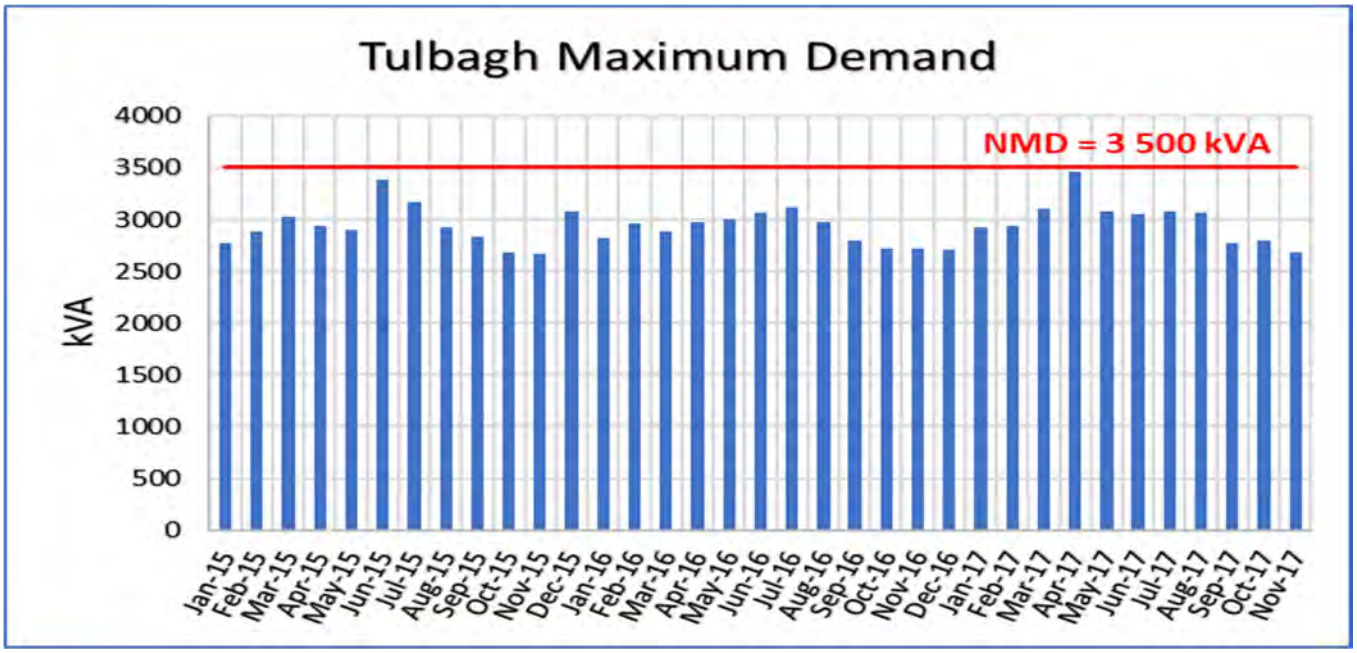
The safe and reliable transfer of this "HARE" and 185mm² PILC cable is 6,5MVA. However, because this supply is via a radial feeder, the capacity at the main municipal switching station is an "unfirm" 6.5MVA, with no alternative supply points.

The current registered Eskom notified maximum demand (NMD) for Tulbagh is 3,5MVA, with average historic demand figures between 2,6MVA and 3,2MVA, with single yearly peaks of up to almost 3,5MVA. The 6,5MVA supply capacity, although "unfirm", is adequate for the current load. The NMD is however fully used. (During the compiling of this master plan report, it was confirmed by Witzenberg Municipality that an application has already been submitted to Eskom for increase in NMD, therefore this aspect will not be discussed further).

In terms of the radial feeder, it is strongly recommended that a second 11kV feeder from Eskom's supply substation be installed to the municipal main switching station, with a new additional 11kV circuit breaker and bus-coupler in the latter switching station. For purposes of this second feeder, and by taking into consideration the effect of wind on overhead lines in this area, as well as overall reliability of supply, it is strongly recommended that a 185mm^2 copper underground PILC type cable be used.

With the second feeder in place, the supply capacity for Tulbagh will become a "firm" 6,5MVA, which is much more desirable from a technical and reliability point of view.

Historical maximum demand figures for Tulbagh are shown in Graph 3.1 below.



Graph 3.1: Historical Maximum Demand Figures

Interesting to note from the above graph is the repeating annual almost flat load profile, with lowest demand (around 2,6MVA) during October to December, and high peak demand during March to June each year.

This type of load profile is typical for a more residential town like Tulbagh that also has a farming, fruit packaging and tourism industry.

No form of demand management or any other interventions to limit peak demands is currently in use in Tulbagh, however the following can be considered :

- The possible installation of an 11kV power factor correction facility. A high level investigation on the existing power factor for the town shows a current power factor of around 0.98 at maximum peak times. It is accordingly estimated that a maximum saving of about 60kVA on the current demand might be achieved monthly by installing a power factor facility to correct the power factor to be closer to unity, which at this stage is not regarded as feasible.

  A separate more in-depth investigation will however have to be done to determine the feasibility of such power system correction system. Should it be proved to be feasible, the implementation thereof can be incorporated into the long term budget for system betterment.

- Secondly, the possible implementation of a PV plant is recommended which can help alleviate the peak demand generated by the cold storage facilities in town. A separate investigation for this will be necessary in order to determine the feasibility of such intervention. Location and sizing of the possible PV plant can then be considered. Should such PV plant proved to be feasible, the implementation thereof can be incorporated into the long term budget for system betterment.

3.2 Tulbagh 11kV Networks

From the mentioned Tulbagh Main Switching Station, situated on the western side of town, two (2) feeders feed the load in town. These two feeders, “Piet Retief Street” and “Digby”, are connected and operated in a ring feed formation. Open points and load shifting to a certain degree can therefore be done on these two feeders.

The mentioned two feeders from Tulbagh Main Switching Station is a combination of overhead lines (copper and aluminium) and underground cables varying between 16mm² and 70mm², with a combination of miniature substations, ground standing transformers and pole mounted transformers connected which supply consumers.

Within the total 11kV network some miniature substations and transformers are fed via radial feeders. The need to change these radial networks to ring feeds, are however not critical in the short term and will therefore not be discussed further. It is however recommended that these secondary radial feeders again be re-assessed in future, especially when a significant load is added to such feeder, or when the closing of rings can be done as part of a new development.

A model of the total 11kV infrastructure in Tulbagh was created in the “*PowerTools”* Software package, and a load flow study performed on the existing networks. A copy of the results is included in Annexure D.

From this study, and by taking into account the general state of the existing infrastructure in Tulbagh, the following observations are made:

3.2.1. As previously mentioned, Tulbagh Main Switching Station is supplied from Eskom's 66/11kV substation via a single HARE overhead line. In order to create a more reliable "firm" capacity at the municipal main switching station, the installation of a second feeder between Eskom and the municipal switching station is recommended. This new feeder is recommended to be a 185mm² 11kV PILC type cable which can then be connected onto a new circuit breaker inside the main switching station. The installation of a new bus-coupler is also recommended.

3.2.2. Tulbagh Main Switching Station is currently equipped with 3 x 11kV panels manufactured by a company "Relay Settings (Pty) Ltd". Although these panels are currently still usable, extension thereof will be very difficult and quite expensive. As a minimum of 4 x new panels will have to be added onto the existing, it is strongly recommended that this main switching station rather be equipped with new indoor type circuit breakers consisting of 2 x incomer panels, 4 x feeder panels and a bus-coupler.

3.2.3. The two (2) feeder cables from Tulbagh Main Switching Station feeding the networks in town are both 70mm² PILC type. With the current maximum load of 3,5 MVA, the cables are therefore loaded to almost 50% of their capacity, which means that with one of these cables out of service, the remaining cable might not be able to carry the full load to town.

It is accordingly recommended that a new 11kV circuit breaker be installed in Tulbagh Main Switching Station (included in 3.2.2 above), with a new 95mm² 11kV PILC cable then installed between this new breaker and existing MS WWTW. The latter will then be part of the new supply feeder to RMU Piet Retief, which will function as a third feeder into town.

3.2.4. The 11kV panels in Stasieweg consist of only 2 x breakers with the remaining 3 panels that are isolators. Although one of the breakers have been upgraded to a new type breaker, the panels itself are old type design without arc-venting facilities. It is recommended that these panels be replaced with 5 new circuit breaker panels.

3.2.5. MS Spar in Piet Retief Street is currently on a radial feed from RMU Piet Retief 2. In order to have MS Spar on a ringfeed, it is recommended that the existing 25mm^2 11kV cable between RMU Piet Retief 2 and Kantoor RMU be disconnected from RMU Piet Retief 2 and connected to the RMU in MS Spar. RMU Piet Retief 2 can then be removed.

3.2.6. MS Eerstelaan is currently fed from RMU Malherbe with the outgoing cable from MS Eerstelaan terminating in parallel with the cable feeding from MS Derdelaan onto MS Obiqua. This situation is from an operational point of view extremely dangerous as one cable might be energised although the other might have been assumed dead.

Furthermore, the cable feeding from RMU Malherbe to MS Eerstelaan crosses private erven which is again from a maintenance point of view not preferred.

MS Eerstelaan is therefore recommended to be made part of the cable ring in Obiqua street by installing a second cable from the minisub to Obiqua street where the existing cable can then be cut, and the 2 cables joined in.

3.2.7. The Tulpak premises is currently supplied in bulk, with the municipal electricity meter installed inside a miniature substation belonging to the consumer. This scenario is not acceptable, both from a legal as well as an operational (safety) point of view. It is therefore recommended that the existing 11kV metering point earmarked to supply this private miniature substation be repaired or replaced as soon as possible.

3.2.8. Although this report only covers the 11kV networks, the replacement and upgrading of low voltage networks will also become necessary from time to time.

It is as such recommended that loading on low voltage networks be monitored and interventions be introduced should technical losses and voltage drops on these networks be unacceptable.

3.3 Condition Assessment of 11kV Equipment

Some very old oil-filled ring main units as well as miniature substations with oil-filled and other old type of ring main units are still in use. Although these units are still operational, they are in most instances past their normal useful lifespan and are dilapidated to such a state where safe operation cannot be guaranteed anymore.

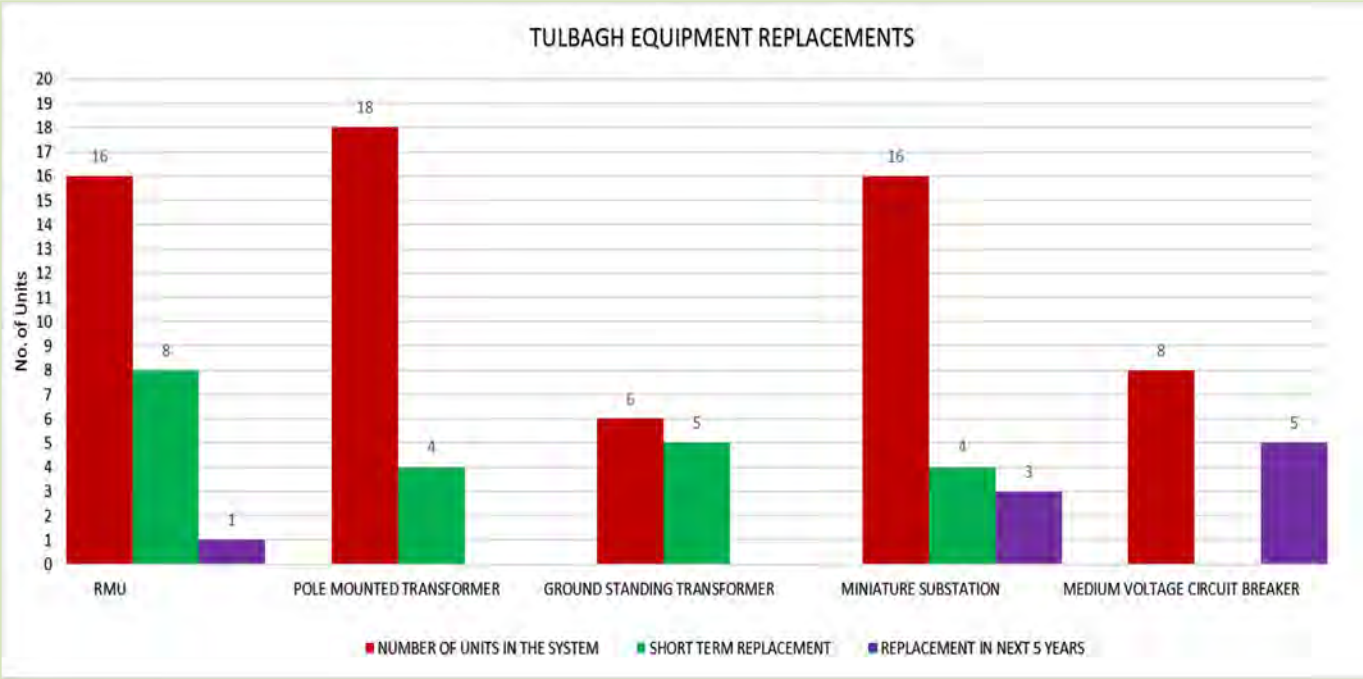
Similar, several ground-standing and pole mounted transformers in the networks, although still operating, need intervention on the condition thereof.

As part of the on-site verification of all 11kV equipment and installations, photos were taken and condition of equipment recorded. Equipment were typically classified as in a “poor condition” based on the visual condition thereof, safety concerns for personnel and the public, expected useful life (refer to table 3.3 below), availability of spares and not fit-for-purpose situations. For example, oil-filled ring main units, whether free-standing or inside minisubs, are in most instances over their normal useful lifespan and might not be safe to operate anymore and therefore need to be gradually replaced with new safer units. Malfunction of equipment will, apart from the direct safety hazard to people and the environment, also cause unwanted long outages in the availability of electricity to businesses (with potential loss of income) and residences.

Asset Class	Expected Useful Life (years)
Medium Voltage Transformers and Minisubs	45
Medium Voltage Cables and Lines	50
Medium Voltage Substation Switchgear	45
Low Voltage Network (Overhead)	45
Low Voltage Network (Underground)	60
Electricity Meters (Credit)	30
Electricity Meters (Pre-payment)	10

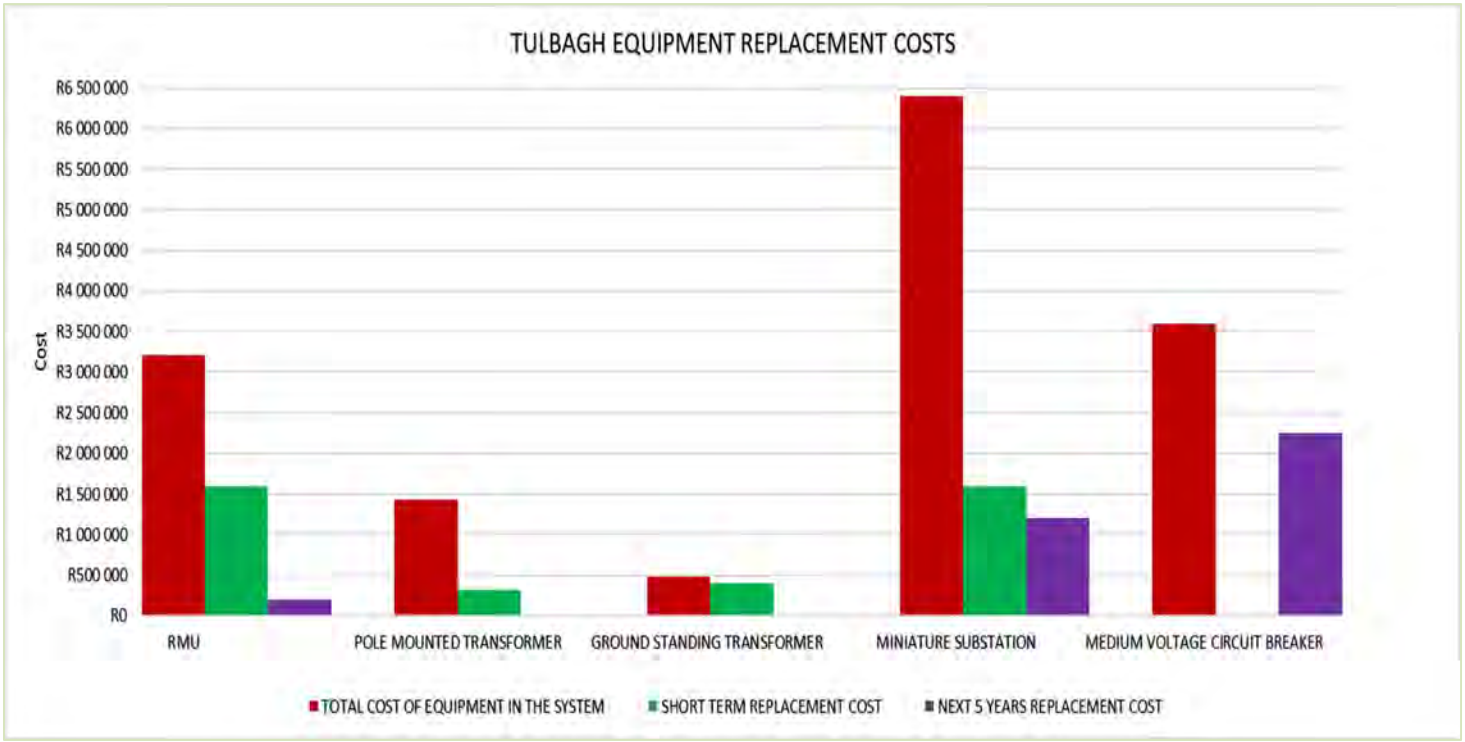
Table 3.3: Asset Classes and Expected Useful Life (From : “*DPLG Guidelines for Infrastructure Asset Management in Local Government*”)

The spectrum of equipment that has dilapidated to such a state where it will need replacement soon, are illustrated in graph 3.3 below:



Graph 3.3: Spectrum of Dilapidated 11kV Equipment

The associated cost for the upgrading/refurbishment or replacement of the equipment shown in graph 3.3 is shown in graph 3.4 below:



Graph 3.4: Estimated cost for replacement of dilapidated 11kV equipment

From the above graphs it is clear that a significant number of equipment in Tulbagh urgently needs upgrading/refurbishment or replacement, with a relative large budget associated with this. Miniature Substations without any form of ring main units, e.g. Obiqua 1, Derde Laan and Vyfde Laan, are already a safety risk and need to be replaced as soon as possible.

A complete list with details of all equipment refer to in the above graphs is included in Annexure F. It is recommended that all this equipment gradually be refurbished or replaced in the next 10 year period.

For the new ring main units SF6 or vacuum type is recommended, and should, similar to miniature substations, be equipped with arc-vented enclosures, making them safe to operate and safe to the general public in case of an internal fault.

Lastly, it is strongly recommended that all municipal equipment currently on private property be relocated over time to road reserves, public open spaces or municipal land.

4. GIS DATABASE

A new Geographic Information System (GIS) platform, complete with database of the 11kV electricity networks in Tulbagh was completed as one of the major deliverables of this master plan study.

The newly developed and verified 11kV as-built information of Tulbagh was converted and transferred into the GIS database. Attributes for each piece of material and equipment that forms part of the 11kV infrastructure were developed, and populated with all information applicable and available.

Photos taken during the on-site verification process were incorporated into the GIS database, and forms part of the attributes for all material and equipment.
With this database of the 11kV infrastructure in Tulbagh completed and incorporated into the GIS platform, all 11kV services are placed geographically correct, and all technical and statistical detail of each piece of equipment and material is available in one centralised system. Asset registers for the full 11kV infrastructure or for any user defined area can be extracted from the database.

It is strongly recommended that this newly created GIS platform and 11kV database be updated at least once every year, or as and when major upgrading or new developments take place.

Furthermore, although the created GIS platform and database can easily be extended to include the low voltage infrastructure as well, details of these low voltage networks in Tulbagh still need to be verified and captured on site. It is accordingly recommended that the latter be done and all low voltage and streetlight information be incorporated into the database.

5. NEW DEVELOPMENTS AND LOAD GROWTH

For developed networks, a normal load growth of 3% per year is typical. In the case of Tulbagh, the load growth from 2015 to 2017 was around 2%. No major upgrades or new connections occurred during this time, and it is therefore accepted that normal to below normal load growth in Tulbagh in the future will range between 2% and 3%. For purposes of this report, the future load will be based on a normal growth of between 2% – 3% per annum, together with the impact of all known future developments.

It is recommended that all normal single phase residential connections for the future be based on an ADMD (After Diversity Maximum Demand) of 4,5 kVA/erf. All other new connections, including subsidised low cost housing, must be determined on a project basis, and must be in line with Witzenberg Municipality's newest technical design guidelines, standards and specifications.

5.1 Details of Future Developments

As part of the Spatial Development Framework (SDF) of September 2012 for the larger Witzenberg Municipality, several small to large new developments in Tulbagh are envisaged for the next few years. The details thereof as well as the theoretical impact of these developments on the total maximum demand for Tulbagh are shown in table 5.1 below. A drawing showing the locations of these possible new developments is included in Annexure A.

Possible Development	Number of Erven	Possible Impact on Total Demand on 5th Year from Base Date (2023) (kVA)	Possible Impact on total Demand on 10th Year from Base Date (2028) (kVA)
Normal load growth	-	200	400
Waverenskroon Country Estate (A)	1350	0	7 100
Medium Density Residential Erf 2/187 (B)	100	0	300
High Density Residential Erf 7/224 (C)	600	0	1500
GAP Housing Erf RE/1331 (D)	80	0	240
Low Density Residential Erf RE/1365 (E)	50	0	200
Industrial Development Erf 1/116 (F)	-	0	2 000
Low Density Residential Erf RE/413 (G)	50	0	200
Commercial Development Erf RE/187 (H)	-	0	1 100
Industrial Development North of Town (I)	-	0	400
Low Density Residential Erf 2467/2675 (J)	300	0	1 200
Tulbagh Lifestyle Village (K)	200	500	800
High Density Residential Erf 1366 & 1435 – 1443 (L)	225	300	550
Anticipated Maximum Demand for Tulbagh (Currently 3 500kVA)	**-**	**4 300**	**18 940**

Table 5.1: Details of Future Developments and Impact thereof as well as normal Load Growth – Base Date 2018 (3500kVA)

Table 5.1 shows the anticipated maximum demand for Tulbagh on the 5th year of the master plan cycle (2023) as 4 300 kVA, and on the 10th year (2028) as 18 940 kVA. For purposes of this report only the load growth anticipated for the next 5 years up to 2023 will be considered. Possible load growth in the 5 – 10 year cycle must be re-verified when this Master Plan is updated, or whenever a significant development proceeds.

5.2 Impact of New Developments on Existing Infrastructure

The possible future developments as indicated in table 5.1, even though the commencement thereof might only be in the long to very long term, will have a significant impact on the existing network. The increase in load from around 4MVA to over 18MVA will most probably necessitate the establishment of a new 66/11kV substation, which is recommended to be done by Witzenberg Municipality who can then take a 66kV metering point from Eskom.

Part of such new 66/11kV substation and associated 66kV line will be the EIA process, finding of a route for the line, and acquiring of adequate land for the substation. For this it is recommended that the process of identifying line routes and possible land for the substation be started with timeously, either when the Waverenskroon development is initiated or whenever the load in town grows significantly. As far as land for the future substation is concerned, an option might be to reserve a 100 x 150m piece of land next to the existing main switching station now already.

The anticipated load growth for the next 5 years, as indicated in table 5.1, was also incorporated into the created load flow model of the network as previously discussed, firstly for only the normal load growth and secondly with inclusion of the possible future developments, and the response thereof on the 11kV network verified. Load flow results for this are included in Annexure E.

From the above and the results of the load flow study, the following specific recommendations are made:

5.2.1 Although the internal networks operate within acceptable technical tolerances, growth in load throughout town will cause sections of the network not to have sufficient alternative supply options in future, especially taking into account the new housing development on erven 1366 & 1435-1443. It is accordingly recommended that a new supply point be introduced to a position in the networks where most internal feeders can be interconnected. This position is identified as existing SS Marais in Marais Street where a new brickbuild switching station is recommended to be built, complete with 5 indoor 11kV circuit breakers and a bus-coupler. The busbar rating for the new installation is recommended minimum 1250A, with feeder rating 800A.

In order to feed this new supply point, it is recommended that an additional 11kV circuit breaker panel be installed in Tulbagh Main Switching Station (included in paragraph 3.2.2 above) and a new 95mm² 11kV PILC cable installed from this new breaker to the new RMU Marais. The final route of this cable will have to be determined as part of the detail planning for it, and will be influenced by the crossing of the railway lines.

It is also recommended that an application be submitted to the Department of Energy to fund this work which is directly related to bulk upgrading for the housing project.

5.2.2 From the load flow study for the existing network it is clear that the existing cables and overhead lines currently operate within their safe limits, however growth in the next few years will cause several of these cables and lines to exceed their capabilities.

By taking future growth into account, the following specific areas of upgrading is therefore recommended.

- In order to have as many as possible equipment on ringfeeds, it is recommended that the overhead lines in Olifant and Kasuur Streets be connected with a new HARE type overhead line.

- With time it is recommended that all 35mm² Cu, FOX and RABBIT overhead lines be replaced with HARE conductors, and new 22kV insulators and A-frames installed. Insulators to be class A post top type for intermediate, and 31mm/kV silicon rubber type for strain.

5.2.3 The Tulbagh Lifestyle development south of town will eventually require an estimated 800kVA in demand. (Refer to section 5.1) In order to be able to provide a reliable supply point for this development, and also for the future residential development on erven 2467 and 2675, it is recommended that RMU Digby be removed, the 2 cables extended with new 95mm^2 11kV PILC type cable and a new ring main unit with 4 x circuit breakers (minimum 630A rating each) be installed at the Tulbagh Lifestyle development.

From this new ring main unit, a secondary 95mm^2 11kV PILC type cable ring can then be installed through these mentioned 2 developments. The installation of this cable ring can be done in 2 phases, with phase 1 when the Tulbagh Lifestyle development commences, and the restant of the cable ring when the development on erven 2467 and 2675 proceeds.

When the development on erven 2467 and 2675 is done, it is also recommended that the bulk infrastructure contributions payable by this development be used to upgrade the cable between the Tulbagh main switching station and the new Digby ring main unit at the Tulbagh Lifestyle development to a new 185mm^2 PILC type.

5.2.4 The possible low cost housing project on erven 1366 & 1435-1443 (225 erven) as mentioned in section 5.1 of this report, can be fed in future from the existing 11kV cable in Waterkant street, together with the installation of a correctly sized miniature substation. All work associated with this project, including external and internal services, can be managed by the municipality, who can then apply for funding from the Department of Energy for the internal and external works as necessary.

6. RECOMMENDATIONS

With reference to all the recommendations already made in the previous paragraphs, and by also taking into account the possible future developments, a summary of all recommendations will now be made. A table with these recommendations and associated estimated cost is included in Annexure B of this report, whereas simplified details of the proposal work are shown in Annexure C.

The priorities of the individual recommendations might change from time to time, some of which might move out or even fall away in totality based on new circumstances and must therefore closely be monitored and recommendations amended as necessary.

6.1 Capital Intensive Recommendations

6.1.1 Install new 185mm^2 copper PILC type cable between Eskom Substation and Tulbagh main Switching and install 6 x new 11kV circuit breakers and bus-coupler in Tulbagh Main Switching Station, indoor type with 1250A bus-bar rating and feeder rating at least 800A.

6.1.2 Disconnect 70mm² PILC cable between MS WWTW and RMU WWTW from RMU WWTW and extend cable to new 11kV circuit breaker in Tulbagh Main Switching Station.

6.1.3 Remove SS Marais and RMU Miller and replace with new brickbuild switching station with 5 x indoor circuit breakers with minimum 800A rating each and a bus-coupler. Also install new 95mm² 11kV PILC cable between new RMU Marais and overhead line in Muller Street.

6.1.4 Install new 95mm^2 11kV cable between new RMU Marais and the municipal main switching station and connect onto the new 11kV circuit breaker panel in main switching station.

6.1.5 Remove existing 25mm^2 11kV cable between RMU Piet Retief 2 and Kantoor RMU from RMU Piet Retief 2 and connect to the RMU in MS Spar in order to make MS Spar part of the ring. Remove RMU Piet Retief 2.

6.1.6 Install overhead link line between existing overhead lines in Olifant and Kasuur streets, in order to have the pole mounted transformers on the existing radial lines on a ringfeed.

6.1.7 Either repair the existing 11kV metering point for Tulpak, or install a new unit.

6.1.8 Installation of new circuit breaker panels in Stasieweg switching station (5 x breakers). Panels to have minimum 1250A busbar rating, and breakers to have minimum rating of 800A each.

6.1.9 Disconnect MS Eerstelaan from cable feeding from Malherbe RMU, and install new 35mm^2 11kV PILC type cable from MS Eerstelaan to existing cable in Obiqua street. In Obiqua street, cut the existing cable and make MS Eerstelaan part of the Obiqua street 35mm^2 ring.

6.1.10 Install external and internal services for low cost housing project on erf 1366 & 1435 – 1443 (225 houses)

6.1.11 Re-conductoring of all 35mm² Cu, FOX and RABBIT overhead lines with HARE conductors, and installation of new 22kV insulators and A-frames as necessary. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type.

6.1.12 Upgrading of the network in order to supply the Tulbagh Lifestyle Village, including the removal of the existing RMU Digby, the installation of a new ring main unit with 4 circuit breakers, and the installation of the first portion of a secondary 95mm² 11kV PILC type cable ring.

6.1.13 Replacement of existing old oil type ring main units with new SF6 or vacuum circuit breakers, with minimum 630A rating.

6.1.14 Replacement of miniature substations that are equipped with oil type ring main units, or that are at the end of their useful life, with new safer units.

6.1.15 New 66kV line and 20MVA 66/11kVA substation.

6.2 General Recommendations

The following general recommendations, some of which were mentioned earlier in the report, form an integral part of the long term performance of the electrical infrastructure in Tulbagh. Estimated costs applicable to these general recommendations are provided in Annexure B.

6.2.1 It is recommended that a new labelling methodology of all equipment, based on street names and as shown on the 11kV single line diagram, be adopted and implemented. Apart from the normal identification purposes, correct labelling and logical names for equipment and infrastructure is vital to ensure correct and safe switching operations.

6.2.2 It is recommended that the web-based Scada System recently installed elsewhere in the Witzenberg electricity networks be expanded to include a monitoring system in Tulbagh Main and Stasieweg Switching Stations as well.

Such Scada (monitoring) System will provide for Witzenberg personnel to view loading, status, tripping and other data applicable to the circuits in the Switching Stations, and to download different types of reports over different time periods.

As alternative, especially if remote switching on the 11kV system is planned, a new RTU based SCADA system to be standardised throughout the Witzenberg supply area can be investigated and implemented over time.

6.2.3 Investigation into the possible implementation of power factor correction and PV plant initiatives as demand interventions.

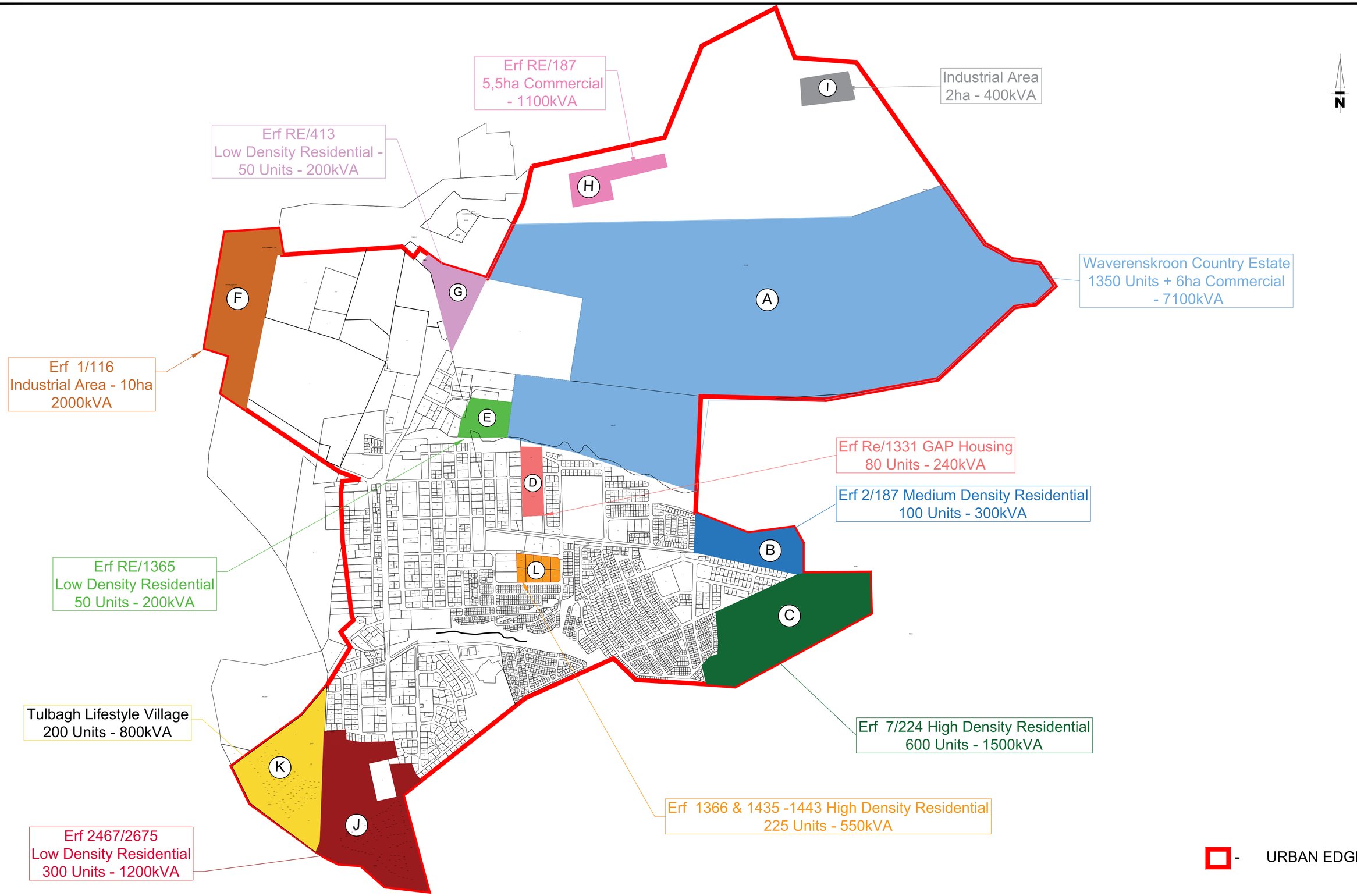
7. CONCLUSION

The main focus of this report was the compiling of a new masterplan for the 11kV infrastructure in Tulbagh, based on verified and accurate as-built information, complete with discussions on the existing networks and recommendations for system upgrading as necessary.

The short, medium and long term impact of new developments on these networks were determined and recommendations were made for system betterment and to make sure that the integrity and the reliability of the electrical network in the future remains steady and healthy.

Lastly, a new GIS database of the 11kV network was developed, complete with populated attributes for all the 11kV equipment and other infrastructure.

ANNEXURE A : LOCATIONS OF POSSIBLE FUTURE DEVELOPMENTS



SCALEBAR

Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV/DC	
CHECKED	TP	

CONSULTING ENGINEERS

LYNERS
PO Box 4901
TYGERVALLEY
7530
Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

APPROVED

CONSULTING ENGINEERS:

SIGNATURE: _____ DATE:

APPROVED

CLIENT REPRESENTATIVE:

SIGNATURE: _____ DATE:

CLIENT

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wase

WITZENBERG MUNICIPALITY

PROJECT

ELECTRICAL MASTERPLANNING TULBAGH

TITLE

POSSIBLE FUTURE DEVELOPMENTS

SCALE	SHEET
N.T.S	1 OF 1
CONTRACT No.	PROJECT No. 17032E

DRAWING No. 17032E/TUL/ANNEXA REV △

DATE OF FIRST ISSUE:

Iso full sheet 01 (594.00 x 841.00 mm)

Lyners_AutoCAD.ctb

2018-06-01

U:\WERKE\1700\17032 E – WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032 – TULBAGH FUTURE DEVELOPMENTS REVISED.DWG

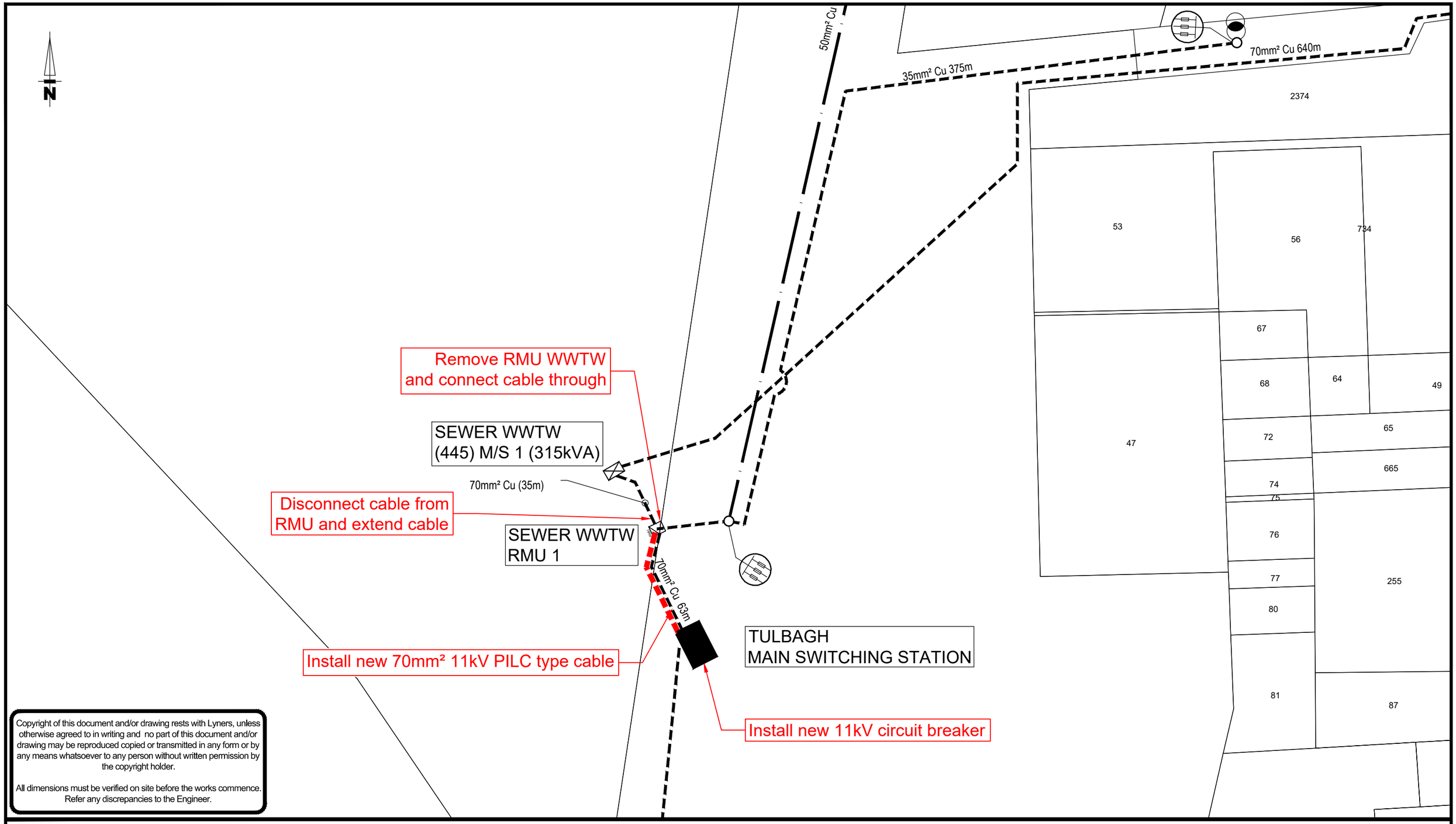
ANNEXURE B : RECOMMENDED CAPITAL PROJECTS

LIST OF RECOMMENDED CAPITAL PROJECTS (2018 - 2028) - TULBAGH - REVISION 0

Priority	Masterplan Reference Number	Project Description as per Masterplan	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Project Total
1	6.1.7	11kV metering point for Tulpak	R40 000.00										R40 000.00
2	6.1.5	Change MS Spar from radial feed to part of ring	R60 000.00										R60 000.00
3	6.2.1	11kV equipment re-labelling		R80 000.00									R80 000.00
4	6.1.1	Second Eskom supply feeder and Main switching station upgrade		R4 000 000.00	R2 200 000.00								R6 200 000.00
5	6.1.2	Disconnection of existing cable from RMU WWTW to MS WWTW and connect to new circuit breaker in Main switching station			R100 000.00								R100 000.00
6	6.1.3	Install new Marais Switching Station, new cable to overhead in Muller street			R1 500 000.00	R2 000 000.00							R3 500 000.00
7	6.1.4	New 95mm^2 11kV cable between RMU Marais and Main switching station				R800 000.00	R800 000.00						R1 600 000.00
8	6.1.8	Replace 11kV circuit breaker panels in Stasieweg switching station					R1 800 000.00	R800 000.00					R2 600 000.00
9	6.2.3	Power factor correction and PV plant installation investigation					R180 000.00						R180 000.00
10	6.2.2	SCADA system for Main SS and Stasieweg SS			R250 000.00			R250 000.00					R500 000.00
11	6.1.9	Change network to make MS Eerstelaan part of Obiqua street ring						R200 000.00					R200 000.00
12	6.1.6	Overhead link line between Olifant and Kasuur streets						R250 000.00					R250 000.00
13	6.1.10	Internal and external services for low cost housing project				R2 000 000.00	R2 000 000.00						R4 000 000.00
14	6.1.14	Miniature substation and transformers upgrading (ongoing)	R800 000.00	R400 000.00		R400 000.00		R500 000.00		R800 000.00		R500 000.00	R3 400 000.00
15	6.1.13	Ring main unit upgrading (ongoing)	R350 000.00		R350 000.00		R400 000.00		R600 000.00		R400 000.00		R2 100 000.00
16	6.1.12	External works for Tulbagh Lifestyle Village						R1 900 000.00	R1 100 000.00				R3 000 000.00
17	6.1.11	Re-conductoring of all 35mm^2 Cu, Fox and Rabbit sections of overhead line with HARE conductors						R150 000.00	R150 000.00		R200 000.00		R500 000.00
18	6.1.15	New 66kV feeder line and 66/11kV substation										R60 000 000.00	R60 000 000.00
		Total	**R1 250 000.00**	**R4 480 000.00**	**R4 400 000.00**	**R5 200 000.00**	**R5 180 000.00**	**R4 050 000.00**	**R1 850 000.00**	**R800 000.00**	**R600 000.00**	**R60 500 000.00**	**R88 310 000.00**

*** ALL FIGURES EXCLUDE VAT**

ANNEXURE C : SIMPLIFIED DETAILS OF RECOMMENDED WORK



Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV	
CHECKED		

CONSULTING ENGINEERS
LYNERS
PO Box 4901
TYGERVALLEY
7530
Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

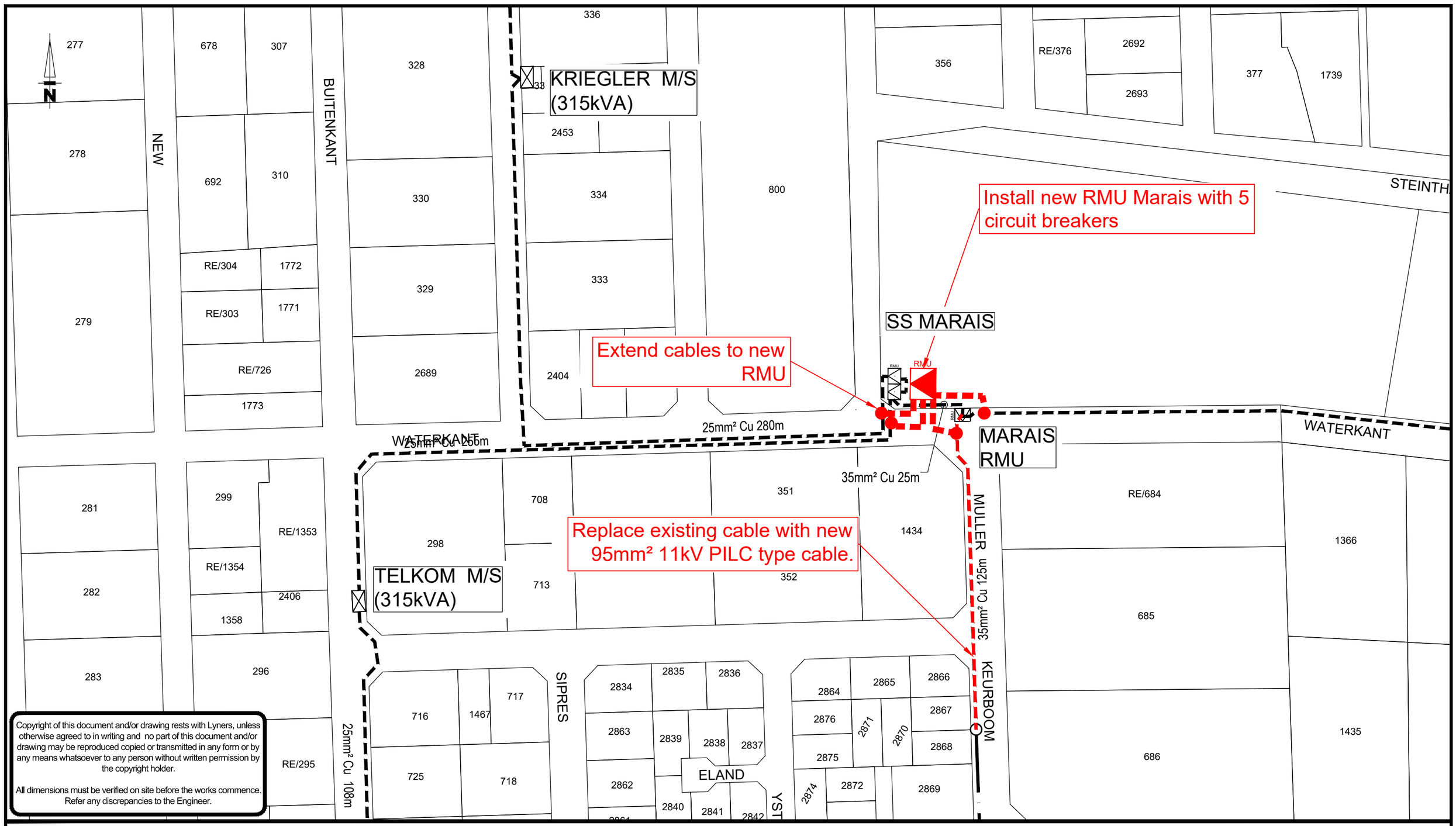
PROJECT
TULBAGH MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE on A3 N.T.S	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.2	REV
COORDINATE SYSTEM:	

Date: ----------
Checked: 2018-05-30
Auditing: Lynette Volschenk

Iso full bleed d3 (420.00 x 297.00 mm)
Lyners_AutoCAD.ctb
2018-06-01
U:\WERKE\1700\17032 E - WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032 -T- 01- TULBAGH - ANNEXURE DRAWINGS.DWG



Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV	
CHECKED		

CONSULTING ENGINEERS
LYNERS
PO Box 4901
TYGERVALLEY
7530
Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

PROJECT
TULBAGH MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

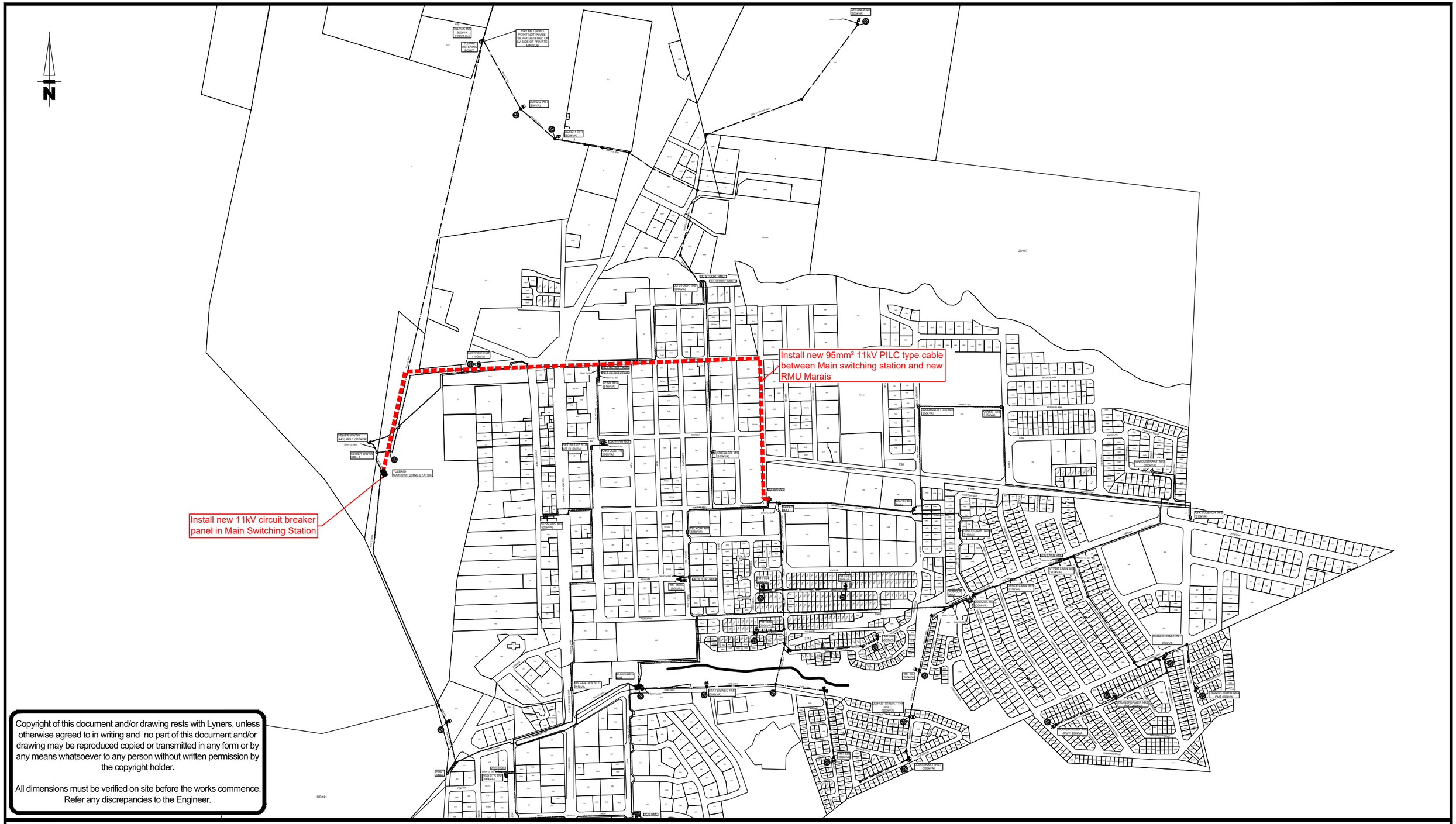
SCALE	on A3	SHEET
N.T.S		1 OF 1
CONTRACT No.		PROJECT No. E17032

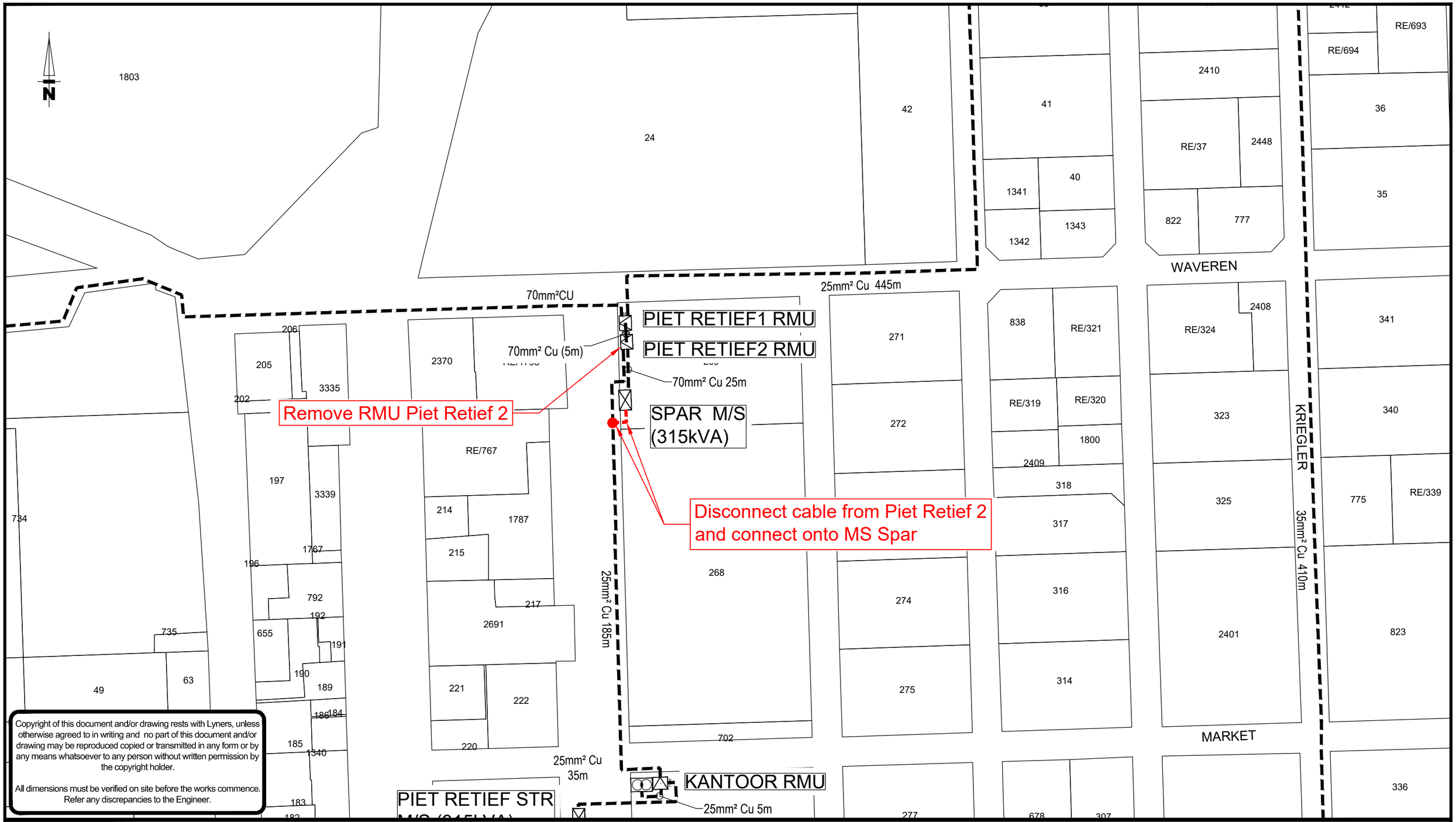
DRAWING No. 6.1.3 REV

COORDINATE SYSTEM:

Date: _____
Checked: 2018-05-30
Auditing: Lynette Volschenk

Iso full bleed d3 (420.00 x 297.00 mm)
Lyners_AutoCAD.ctb
2018-06-01
U:\WERKE\1700\17032 E - WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032 -T- 01- TULBAGH - ANNEXURE DRAWINGS.DWG


Install new 95mm² 11kV PILC type cable between Main switching station and new RMU Marais
Install new 11kV circuit breaker panel in Main Switching Station
TULBAGH MAIN SWITCHING STATION
SEWER WWTW 6463 MS 1 (315kVA)
SEWER WWTW RMU 1
PASTORIE PRT (150kVA)
KANTOOR STR (500kVA)
KANTOOR MS (315kVA)
KANTOOR TRF (500kVA)
RET RETIEF STR MS (315kVA)
GREGLER MS (315kVA)
WARK STR MS (500kVA)
BELVOIR MS (315kVA)
RET RETIEF (500kVA)
RET VAN DER STEL (500kVA)
STATTENBERG PARK (200kVA)
RET BRITZ (200kVA)
RET 600 (200kVA)
KOFANTEIN TRAAT (PMT) (200kVA)
TRANSFORMER 1 (PMT) (200kVA)
TRANSFORMER 2 (PMT) (200kVA)
TRANSFORMER 3 (PMT) (200kVA)
MAROOSTRAAT MS (200kVA)
RET VELDROP MS (315kVA)
RET VELDROP (200kVA)
RET VELDROP (200kVA)
RET VELDROP (200



Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV	
CHECKED		

CONSULTING ENGINEERS
LYNERS
PO Box 4901
TYGERVALLEY
7530
Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

PROJECT
TULBAGH MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE on A3 N.T.S	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.5	REV
COORDINATE SYSTEM:	

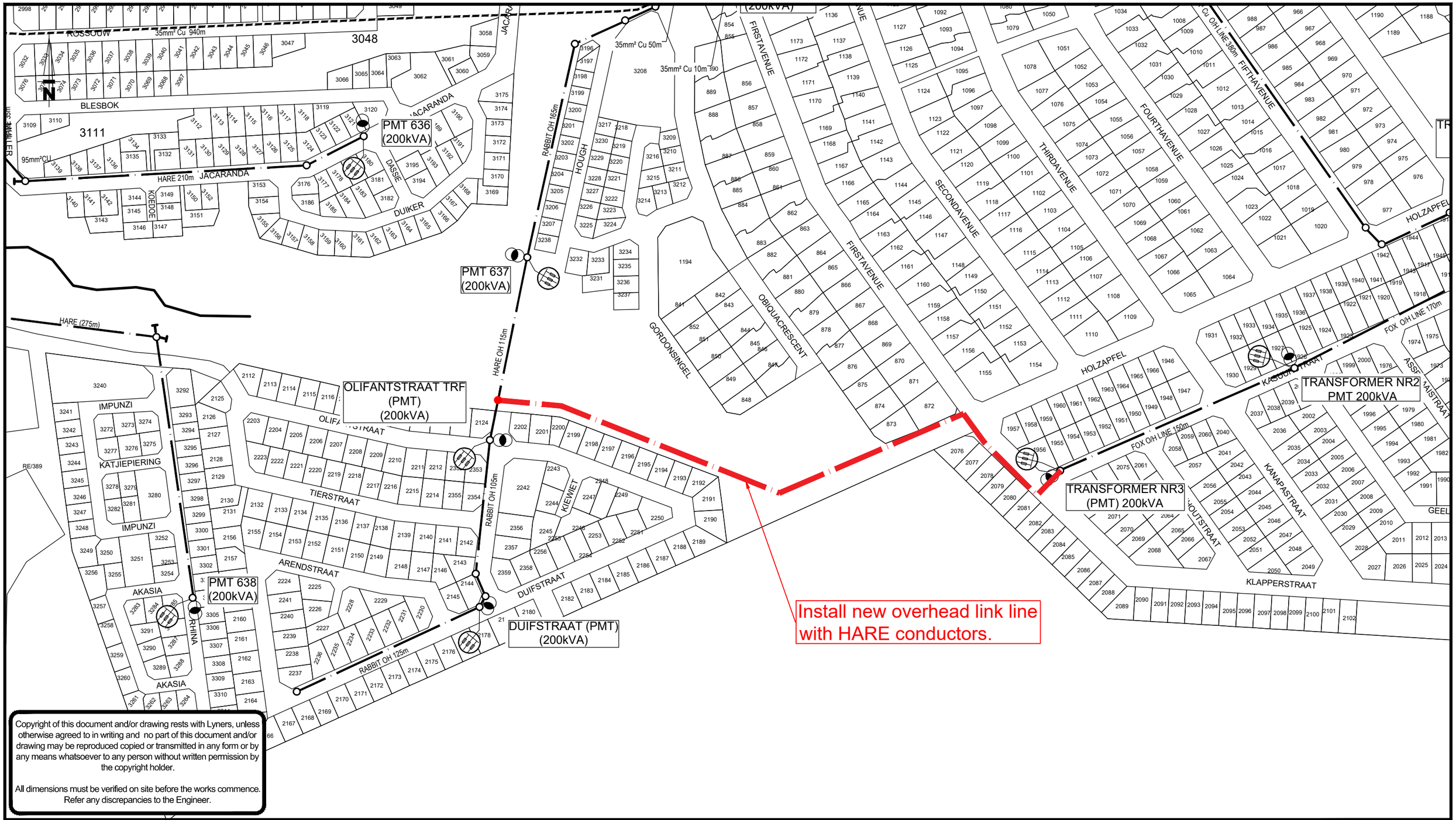
Date: ----------
Checked: 2018-05-30
Auditing: Lynette Volschenk

previous paper size (420.00 x 297.00 mm)

Lyners_AutoCAD.ctb

2018-06-18

U:\WERKE\1700\17032 E - WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032 -T- 01- TULBAGH - ANNEXURE DRAWINGS.DWG



Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV	
CHECKED		

CONSULTING ENGINEERS
LYNERS
PO Box 4901
TYGERVALLEY
7530
Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

PROJECT
TULBAGH MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE on A3 N.T.S	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.6	REV
COORDINATE SYSTEM:	

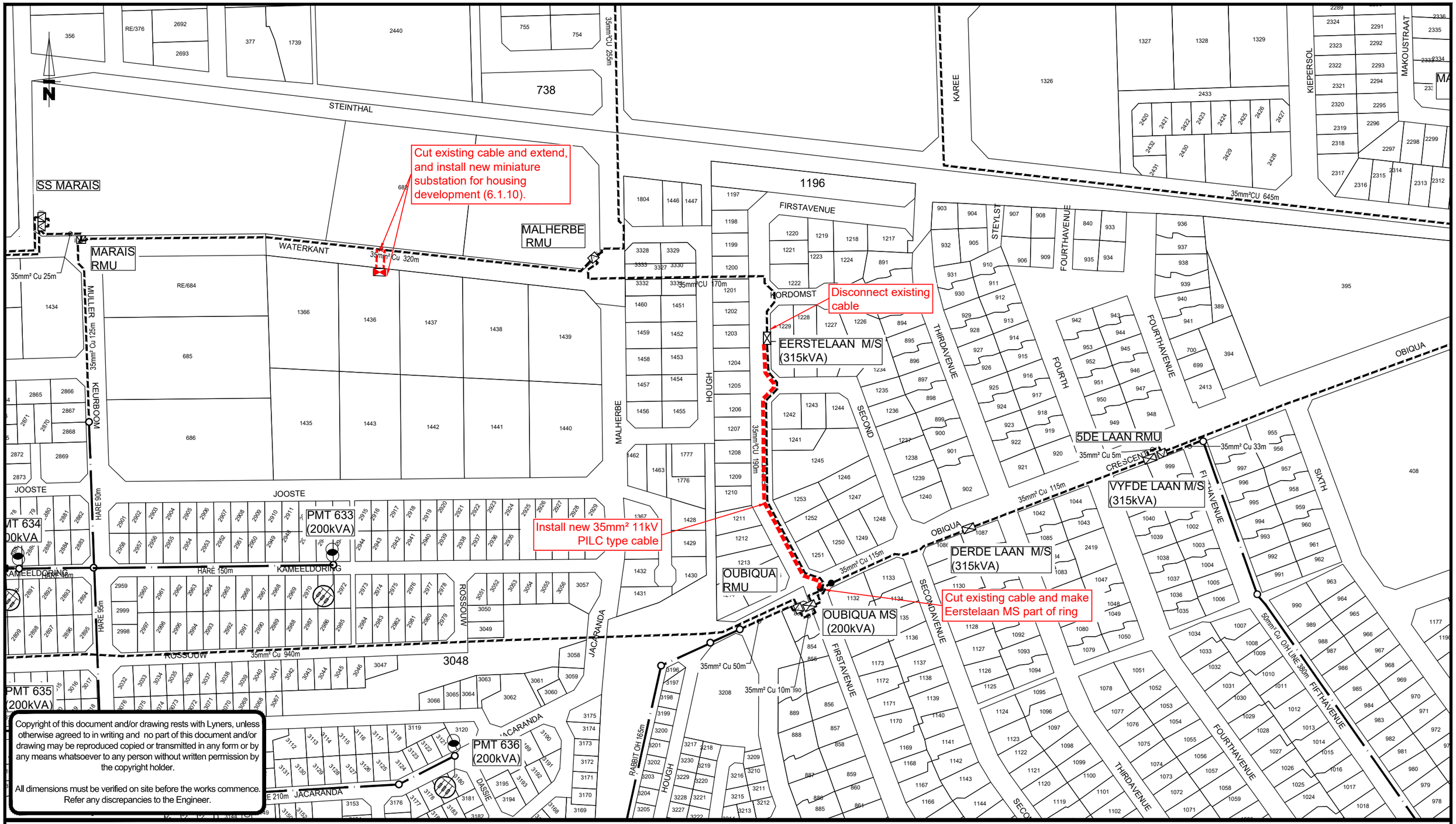
Date: 2018-05-30
Checked:
Auditing: Lynette Volschenk

previous paper size (420.00 x 297.00 mm)

Lyners_AutoCAD.ctb

2018-06-18

U:\WERKE\1700\17032 E - WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032 -T- 01- TULBAGH - ANNEXURE DRAWINGS.DWG



Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV	
CHECKED		

CONSULTING ENGINEERS
LYNERS
PO Box 4901
TYGERVALLEY
7530
Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

PROJECT
TULBAGH MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE	on A3	SHEET
N.T.S		1 OF 1
CONTRACT No.		PROJECT No. E17032

DRAWING No. 6.1.9 & 6.1.10 REV

COORDINATE SYSTEM:

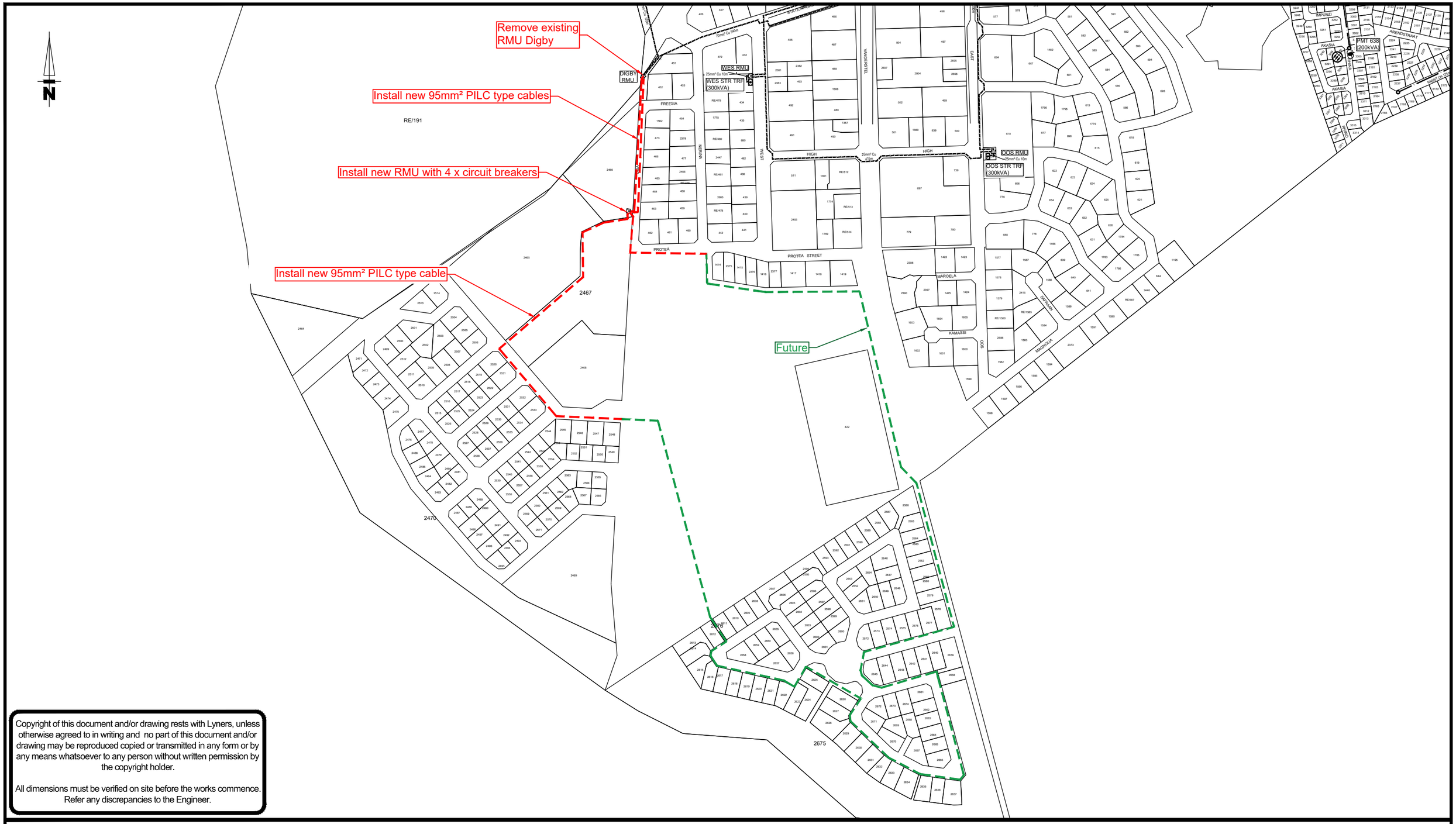
Date: 2018-05-30 Checked: Auditing: Lynette Volschenk

previous paper size (420.00 x 297.00 mm)

Lyners_AutoCAD.ctb

2018-06-18

U:\WERKE\1700\17032 E - WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032 -T- 01- TULBAGH - ANNEXURE DRAWINGS.DWG



Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV	
CHECKED		

CONSULTING ENGINEERS
LYNERS
PO Box 4901
TYGERVALLEY
7530
Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

PROJECT
TULBAGH MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE on A3 N.T.S	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.12	REV
COORDINATE SYSTEM:	

Date: 2018-05-30
Checked:
Auditing: Lynette Volschenk

'Iso full bleed d3 (420.00 x 297.00 mm)

Lyners_AutoCAD.ctb

2018-06-18

U:\WERKE\1700\17032 E - WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032 -T- 01- TULBAGH - ANNEXURE DRAWINGS.DWG

ANNEXURE D : LOAD FLOW STUDY ON EXISTING NETWORK (LOOSE DRAWINGS)

ANNEXURE E : LOAD FLOW STUDY ON NETWORK WITH LOAD GROWTH (LOOSE DRAWINGS)

ANNEXURE F : LIST OF ALL EQUIPMENT DUE FOR REPLACEMENT

TULBAGH EQUIPMENT REPLACEMENTS

Total of Ring Main Units (RMU's) in Network: (16)

To be replaced immediately (8)

1. RMU 5de Laan
2. RMU Oos
3. RMU Oustoor 1
4. RMU Oustoor 2
5. RMU Obiqua
6. RMU SS Marais (RMU Bank containing **2 units** – RMU Marais and RMU Nuwe Muller)
7. RMU Wes

To be replaced in next 5 years (1)

1. RMU Meul

Total of Pole Mounted Transformers (PMT's) in Network: (18)

To be replaced immediately (4)

1. TRF Meiringsingel
2. TRF Meul
3. TRF Pastorie
4. TRF Oord 2

Total of Ground Standing Transformers (GTRF's) in Network: (6)

To be replaced immediately (5)

1. TRF Kantoor
2. TRF Oord
3. TRF Oos
4. TRF Ou Stoor
5. TRF Wes

Total of Miniature Substations (MS's) in Network: (16)

To be replaced immediately (4)

1. MS Jakaranda
2. MS Obiqua
3. MS First Avenue
4. MS Vyfdelaan

To be replaced in next 5 years (3)

1. MS Derdelaan
2. MS Karee
3. MS Telkom

Total of Medium Voltage Circuit Breakers (MV CB's) in Network: (8)

To be replaced in next 5 years (5)

1. SG Chis Hani/Helpmekaar
2. SG Main Switch - Digby
3. SG Meul St RMU
4. SG Obiqua RMU
5. SG Oos St

ANNEXURE G : AS-BUILT DRAWINGS AND PROPOSED SINGLE LINES FOR FUTURE NETWORKS (LOOSE DRAWINGS)

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

MASTER PLANNING AND STATUS REPORT ON THE 11KV INFRASTRUCTURE IN WOLSELEY: PERIOD 2018-2028

(DOCUMENT 3)

REVISION 0 : JUNE 2018

Compiled for :

THE SENIOR MANAGER:
ELECTROTECHNICAL SERVICES
WITZENBERG MUNICIPALITY
50 VOORTREKKER STREET
CERES
6835

TEL : **(023) 316-1854**
FAX : **(023) 316-1877**

Compiled by :

NEIL LYNERS AND ASSOCIATES (PTY) LTD
P O BOX 4901
TYGERVALLEY
7536

CONTACT PERSON **Theo Potgieter**
TEL : **(021) 914 0300**
FAX : **(021) 914 0437**
Email **theo@lyners.co.za**

1. EXECUTIVE SUMMARY

A master plan is an evolving, long term planning document that establishes the framework and key elements of a specific network with a clear vision of the required outcomes. It furthermore defines a realistic plan for the implementation of short, medium and long term system betterment actions, with the purpose of ensuring a predictable and reliable electrical system.

With the above in mind, a master plan study was done for the 11kV infrastructure in Wolseley, which is complementary to similar studies that were done for Ceres and Tulbagh.

The as-built drawings of the 11kV infrastructure were verified on-site and updated as necessary.

Asset information, including details, serial numbers and condition of equipment, was captured on-site.

A GIS database was created for the 11kV infrastructure using the verified as-built drawings and all captured asset information.

The impact of new developments and normal growth on the existing infrastructure was verified as part of a complete load flow study, and recommendations made for system betterment, thereby ensuring that the electricity supply for the town remains reliable and of acceptable quality.

DOCUMENT CONTROL

- Lyners Reference No: E17032
- Keywords: Witzenberg master planning, Wolseley
- Client: Witzenberg Municipality
- Report Prepared by: Theo Potgieter

DATE	REVISION	FORMAT	ISSUED TO:
18 June 2018	0	Hard Copy & Electronic	Pierre van den Heever

CONTENTS

2. INTRODUCTION 2
3. EXISTING 11KV INFRASTRUCTURE 2
3.1 Wolseley Bulk Supply 3
3.2 Wolseley 11kV Networks 4
3.3 Condition Assessment of 11kV Equipment 6
4. GIS DATABASE 8
5. NEW DEVELOPMENTS AND LOAD GROWTH 8
5.1 Details of Future Developments 9
5.2 Impact of New Developments on Existing Infrastructure 10
6. RECOMMENDATIONS 12
6.1 Capital Intensive Recommendations 12
6.2 General Recommendations 13
7. CONCLUSION 13
ANNEXURE A : LOCATIONS OF POSSIBLE FUTURE DEVELOPMENTS
ANNEXURE B : RECOMMENDED CAPITAL PROJECTS
ANNEXURE C : SIMPLIFIED DETAILS OF RECOMMENDED WORK
ANNEXURE D : LOAD FLOW STUDY ON EXISTING NETWORK
ANNEXURE E : LOAD FLOW STUDY ON NETWORK WITH LOAD GROWTH
ANNEXURE F : LIST OF EQUIPMENT DUE FOR REPLACEMENT
ANNEXURE G : AS-BUILT DRAWINGS AND PROPOSED SINGLE LINES FOR FUTURE NETWORKS

2. INTRODUCTION

Neil Lyners & Associates (RF) (Pty) Ltd was appointed in 2017 to compile a new master plan for the 11kV electrical infrastructure in Wolseley. The master plan study was envisaged to have the following components:

- Verification and amendment of existing 11kV as-built information, and compiling of new layouts, as necessary.
- Visual inspections on site to gather applicable information on equipment and to assess condition thereof.
- Load flow studies on the 11kV networks, current scenario and also with predicted future load growth.
- Compiling of a GIS database platform for the 11kV network, complete with all relevant technical data.
- Recommendations for betterment of the current networks, and proposals for network strengthening in the future.

In the following paragraphs, the above aspects will be discussed in more detail.

3. EXISTING 11KV INFRASTRUCTURE

The area included in the master plan study is shown in figure 1 below.

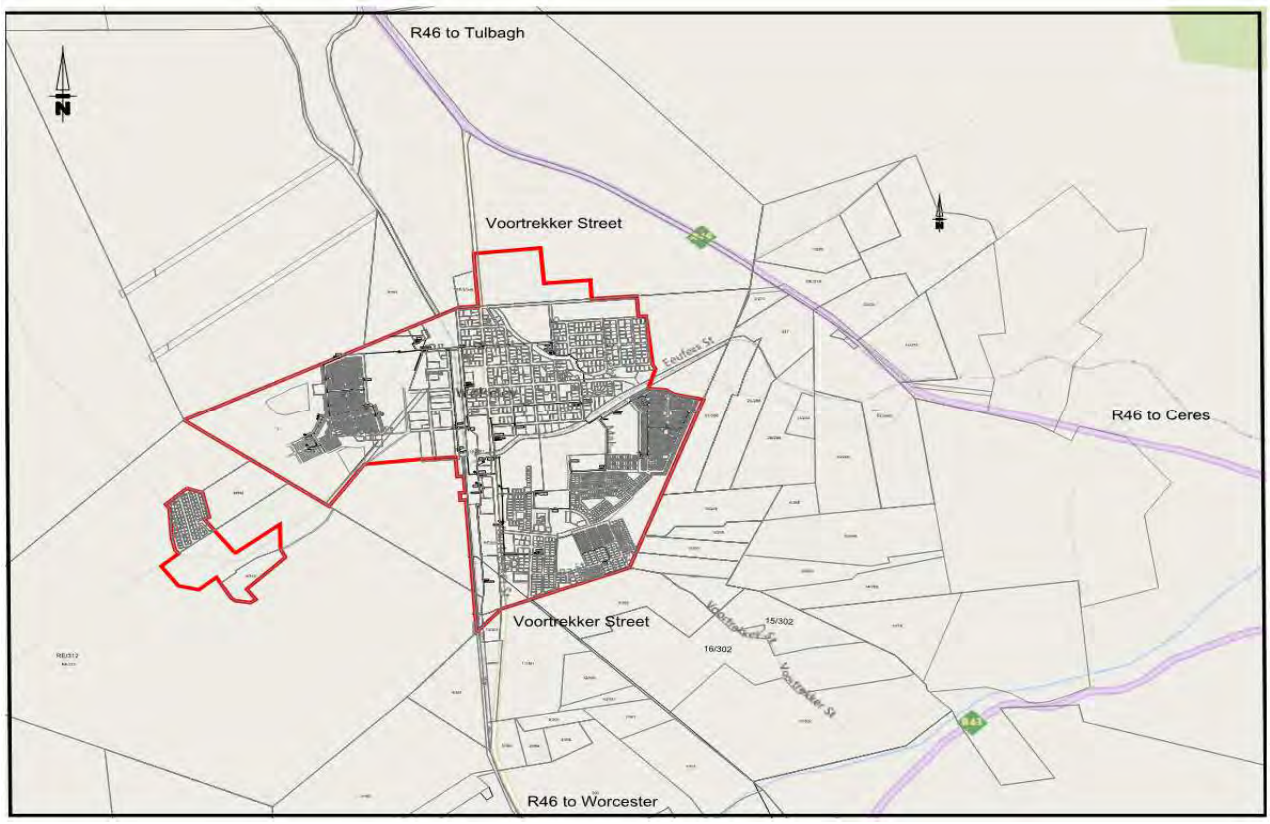


Figure 1: Master Plan Study Area – Wolseley

All networks within the above study area are owned, operated and maintained by Witzenberg Municipality.

The existing 11kV network in Wolseley is shown on the layout drawings attached to this master plan report. The complete 11kV network is also included in the GIS database provided separate to this report.

3.1 Wolseley Bulk Supply

Wolseley is supplied in bulk from Eskom's Wolseley 66/11kV Substation via 2 x 95mm² copper 11kV cables over a distance of 160m.

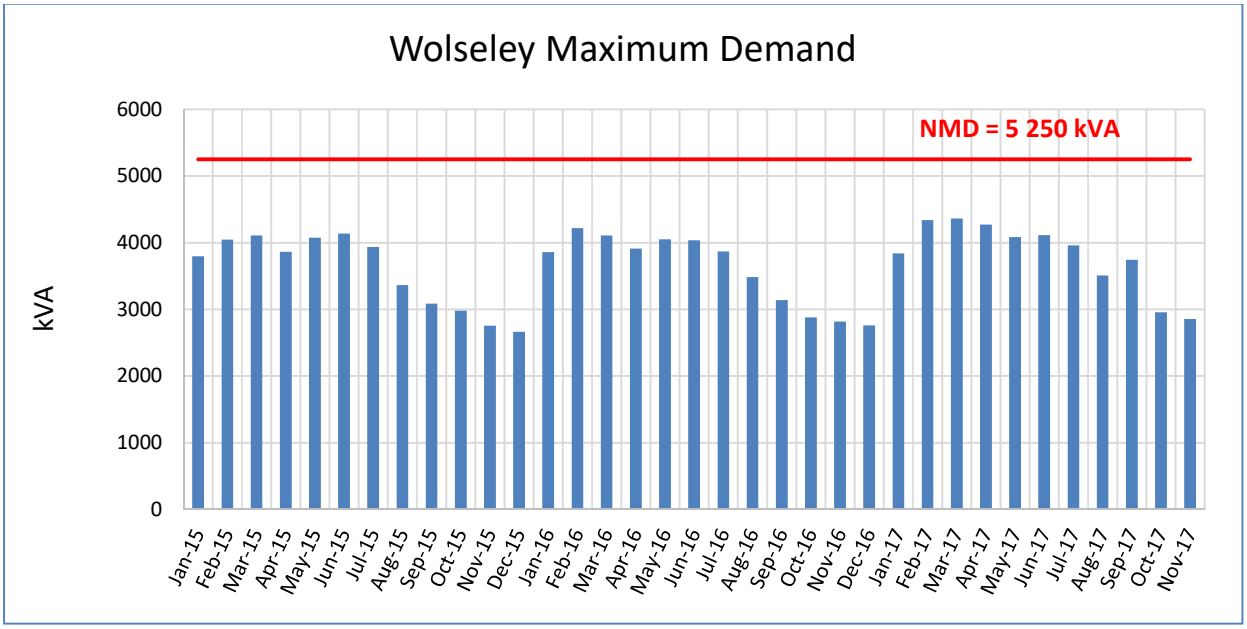
The safe and reliable transfer of these 95mm² copper cables is 4,5MVA each, resulting therefore in a firm capacity of 4,5MVA, or an unfirm capacity of 9MVA at the municipal main 11kV switching station.

The current registered Eskom notified maximum demand (NMD) for Wolseley is 4,5MVA, with average historic maximum demand figures between 2,7MVA and 4,4MVA. The 4,5MVA NMD and similar 4,5MVA firm supply capacity is therefore sufficient for the current load.

However, taking into account the small margin of only 100kVA surplus on the NMD, the NMD contracted with Eskom will have to be increased, preferably to 5,5MVA minimum. (It was confirmed by Witzenberg Municipality that an application was submitted and that an additional 750kVA was approved by Eskom recently. The new NMD will therefore be 5 250kVA)

Secondly, with the current maximum load almost at 4,5MVA, any significant increase in load will degrade the current "firm" supply to "unfirm" status which is not desirable from a technical and reliability point of view. Upgrading of the current 95mm² copper 11kV cables to preferably 185mm² copper type is therefore recommended.

Historical maximum demand figures for Wolseley are shown in Graph 3.1 below.



Graph 3.1: Historical Maximum Demand Figures

Interesting to note from the above graph is the repeating annual load profile, with lowest demand (around 2,7MVA) during November/December, and high peak demand during March to June each year.

This type of load profile is typical for a town like Wolseley that has a large farming and fruit packaging industry, with the latter requiring cold storage facilities during and after fruit harvesting.

No form of demand management or any other interventions to limit peak demands is currently in use in Wolseley, however the following can be considered:

- The possible installation of an 11kV power factor correction facility. A high level investigation on the existing power factor for the town shows a current power factor of around 0.90 at maximum peak times. It is accordingly estimated that a saving of about 10% on the maximum demand (300-400kVA) registered for the town can be achieved by installing a power factor facility to correct the power factor to be closer to unity. This type of saving is believed to have quite a substantial positive effect on the maximum demand and associated cost.

  A separate more in-depth investigation will have to be done to determine the feasibility of such power system correction system. Should it be proved to be feasible, the implementation thereof can be incorporated into the long-term budget for system betterment. As part of this investigation the option of enforcing a minimum power factor at the customer premises also need to be explored.

- Secondly, the possible implementation of a PV plant is recommended which can help alleviate the peak demand generated by the cold storage facilities in town. A separate investigation for this will be necessary in order to determine the feasibility of such intervention. Location and sizing of the possible PV plant can then be considered. Should such PV plant proved to be feasible, the implementation thereof can be incorporated into the long term budget for system betterment.

3.2 **Wolseley 11kV Networks**

From the mentioned Wolseley Main Switching Station, situated in Mills Street on the northern side of town, three (3) feeders feed the load in town. Two of these feeders, “Mills Street” and “Sterpunt”, are connected and operated in a ring feed formation. Open points and load shifting to a certain degree can therefore be done on those two feeders.

The third feeder, “Pine Valley”, however is currently operated as a radial supply with no option of feeding the load in the Pine Valley area with alternative supply feeders. This is a shortcoming and will have to be addressed.

The mentioned three feeders from Wolseley Main Switching Station is a combination of overhead lines (copper and aluminium) and underground cables varying between 16mm² and 70mm², with a combination of miniature substations, ground standing transformers and pole mounted transformers connected which supply consumers.

Within the total 11kV network some miniature substations and transformers are fed via radial feeders. The need to change these radial networks to ring feeds, are however not critical in the short term and will therefore not be discussed further. It is however recommended that these secondary radial feeders again be re-assessed in future, especially when a significant load is added to such feeder, or when the closing of rings can be done as part of a new development, e.g. closing of ring between Arend-and Kiewiet Streets.

A model of the total 11kV infrastructure in Wolseley was created in the "***PowerTools***" Software package, and a load flow study performed on the existing networks. A copy of the results is included in Annexure D.

From this study, and by taking into account the general state of the existing infrastructure in Wolseley, the following observations are made:

3.2.1 As previously mentioned, Eskom has approved an additional 750kVA in the NMD for Wolseley. Although this additional capacity is immediately available, specific requirements from Eskom regarding the protection philosophy to be followed is preventing the use thereof. Part of this protection philosophy is also the condition that an 11kV bus-coupler must be in place on the municipal side between the 2 x 11kV feeder cables from Eskom, which is currently not available in the existing Wolseley Main Switching Station.

Furthermore, the two (2) supply cables between Eskom and the municipal 11kV Switching Station currently operates at almost 50% of the total transfer capacity, therefore the supply can be seen as unfirm. In order to address this and to create a firm supply, it is recommended that these 95mm^2 cables between Eskom and the Municipality be replaced with new cables with adequate capacity to supply the current and also the future load.

Wolseley Main Switching Station is currently equipped with 5 x 11kV Reyrolle type panels, installed in 1997. Although these panels are currently still usable, the technology used in them are old and not easily upgradeable, and extension thereof also difficult and expensive.

By taking all of the above aspects into account, it is strongly recommended that a new brick-build switching station be built as close as possible to the existing Eskom substation, and be equipped with new 11kV circuit breakers as applicable. By moving the switching station closer to the Eskom substation, the cost of the bulk feeders between Eskom and the municipality is minimised.

This new Wolseley main switching station is proposed to be equipped with new indoor type circuit breakers consisting of 2 x incomer panels, 4 x feeder panels and a bus-coupler. Busbar rating is recommended to be 1250A, and circuit breaker rating minimum 800A. The 2 x feeder cables between Eskom and the municipality is recommended to be 3 x 500mm^2 single core unarmoured copper cables per feeder. The existing cables between Eskom and the current municipal switching station will in future be used as connections onto the existing feeders currently feeding into town. (Cables will be joined through) For the third existing feeder into town a new 95mm^2 PILC type cable can then also be installed as part of the switching station project.

As interim solution until the new switching station is in place, and in order to utilise the available additional 750kVA, it is recommended that a new 185mm^2 cable be installed between Eskom and the existing municipal switching station, which will then be used as primary feeder between Eskom and the municipality. Once the new switching station is completed, this 185mm^2 cable will be used as part of network upgrading as will be discussed later, i.e. fourth feeder into town. From a practical point of view, it is recommended that when the new 185mm^2 cable is installed and the trench available, the additional 95mm^2 cable mentioned above also be installed which can then be sealed and left underground.

Note : The availability of adequate land for this new switching station must be investigated as soon as possible.

3.2.2 As also previously discussed, the 11kV feeder to the Pine Valley area operates as a radial supply with no alternative supply options. In order to have this area also on a ring feed supply system, it is recommended that the existing overhead feeder in

Madani Street be extended via Madani and Afrika Streets up to the 11kV cable in Solomon Street.

This new feeder is proposed to be of the 95mm² PILC type cable. As alternative, but not the preferred option, the feeder can be a HARE overhead line, in which case the short piece of overhead line in Afrika street adjacent to Solomon street, can be utilised.

In Solomon Street the existing Solomon RMU is recommended to be replaced with a new unit with 5 x circuit breakers.

3.2.3 Although this report only covers the 11kV networks, the replacement and upgrading of low voltage networks will also become necessary from time to time.

It is as such recommended that loading on low voltage networks be monitored and interventions be introduced should technical losses and voltage drops on these networks be unacceptable.

3.3 Condition Assessment of 11kV Equipment

Some very old oil-filled ring main units as well as miniature substations with oil-filled and other old type of ring main units are still in use. Although these units are still operational, they are in most instances past their normal useful lifespan and are dilapidated to such a state where safe operation cannot be guaranteed anymore.

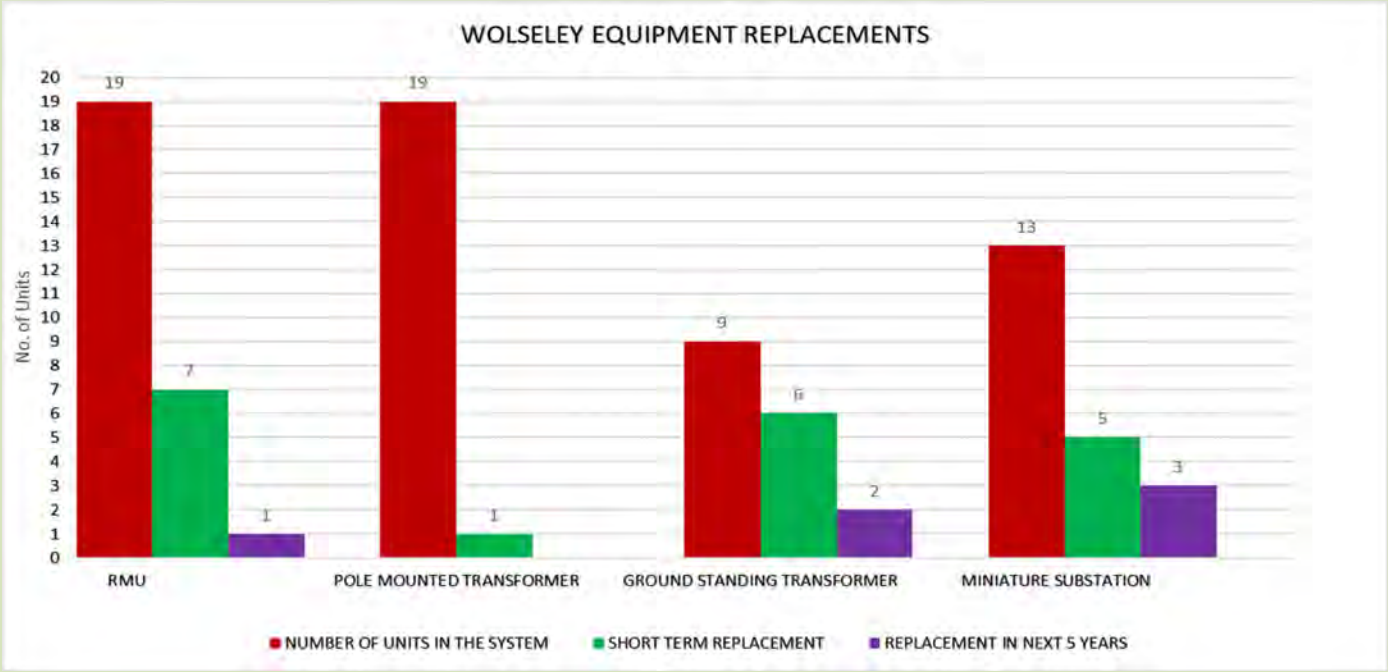
Similar, several ground-standing and pole mounted transformers in the networks, although still operating, need intervention on the condition thereof.

As part of the on-site verification of all 11kV equipment and installations, photos were taken and condition of equipment recorded. Equipment were typically classified as in a "poor condition" based on the visual condition thereof, safety concerns for personnel and the public, expected useful life (refer to table 3.3 below), availability of spares and not fit-for-purpose situations. For example, oil-filled ring main units, whether free-standing or inside minisubs, are in most instances over their normal useful lifespan and might not be safe to operate anymore and therefore need to be gradually replaced with new safer units. Malfunction of equipment will, apart from the direct safety hazard to people and the environment, also cause unwanted long outages in the availability of electricity to businesses (with potential loss of income) and residences.

Asset Class	Expected Useful Life (years)
Medium Voltage Transformers and Minisubs	45
Medium Voltage Cables and Lines	50
Medium Voltage Substation Switchgear	45
Low Voltage Network (Overhead)	45
Low Voltage Network (Underground)	60
Electricity Meters (Credit)	30
Electricity Meters (Pre-payment)	10

Table 3.3: Asset Classes and Expected Useful Life (From : "*DPLG Guidelines for Infrastructure Asset Management in Local Government*")

The spectrum of equipment that has dilapidated to such a state where it will need replacement soon, are illustrated in graph 3.3 on the next page :



Graph 3.3: Spectrum of Dilapidated 11kV Equipment

The associated cost for the upgrading/refurbishment or replacement of the equipment shown in graph 3.3 is shown in graph 3.4 below:



Graph 3.4: Estimated cost for replacement of dilapidated 11kV equipment

From the above graphs it is clear that a significant number of equipment in Wolseley urgently needs upgrading/refurbishment or replacement, with a relative large budget associated with this.

A complete list with details of all equipment refer to in the above graphs is included in Annexure F. It is recommended that all these equipment gradually be refurbished or replaced in the next 10 year period.

For the new ring main units SF6 or vacuum type is recommended, and should, similar to miniature substations, be equipped with arc-vented enclosures, making them safe to operate and safe to the general public in case of an internal fault.

It is also strongly recommended that all municipal equipment currently on private property be relocated over time to road reserves, public open spaces or municipal land.

Lastly, the 11kV metering point to Wolfpack feeds from an overhead line via an 11kV cable and groundstanding ring main unit. From the metering unit, an 11kV cable belonging to the customer (Wolfpack) feeds an overhead 11kV line, also belonging to the customer. The point from where the metering unit is fed, and also the start of the private 11kV line, is the same 11kV pole which is from an operational and safety point of view unacceptable and should be rectified immediately.

4. GIS DATABASE

A new Geographic Information System (GIS) platform, complete with database of the 11kV electricity networks in Wolseley was completed as one of the major deliverables of this master plan study.

The newly developed and verified 11kV as-built information of Wolseley was converted and transferred into the GIS database. Attributes for each piece of material and equipment that forms part of the 11kV infrastructure were developed, and populated with all information applicable and available.

Photos taken during the on-site verification process were incorporated into the GIS database, and forms part of the attributes for all material and equipment.

With this database of the 11kV infrastructure in Wolseley completed and incorporated into the GIS platform, all 11kV services are placed geographically correct, and all technical and statistical detail of each piece of equipment and material is available in one centralised system. Asset registers for the full 11kV infrastructure or for any user defined area can be extracted from the database.

It is strongly recommended that this newly created GIS platform and 11kV database be updated at least once every year, or as and when major upgrading or new developments take place.

Furthermore, although the created GIS platform and database can easily be extended to include the low voltage infrastructure as well, details of these low voltage networks in Wolseley still need to be verified and captured on site. It is accordingly recommended that the latter be done and all low voltage and streetlight information be incorporated into the database.

5. NEW DEVELOPMENTS AND LOAD GROWTH

For developed networks, a normal load growth of 3% per year is typical. In the case of Wolseley, the load growth from 2015 to 2016 was 2%, and from 2016 to 2017, just over 3%. No major upgrades or new connections occurred during this time, and it is therefore accepted that normal load growth in Wolseley in the future will range between 2% and 3%. For purposes of this report, the future load will be based on a normal growth of between 2% – 3% per annum, together with the impact of all known future developments.

It is recommended that all normal single phase residential connections for the future be based on an ADMD (After Diversity Maximum Demand) of 4,5 kVA/erf. All other new connections, including subsidised low cost housing, must be determined on a project basis, and must be in line with Witzenberg Municipality's newest technical design guidelines, standards and specifications.

5.1 Details of Future Developments

As part of the Spatial Development Framework (SDF) of September 2012 for the larger Witzenberg Municipality, several small to large new developments in Wolseley are envisaged for the next few years. The details thereof as well as the theoretical impact of these developments on the total maximum demand for Wolseley are shown in table 5.1 below. A drawing showing the locations of these possible new developments is included in Annexure A.

Possible Development	Number of Erven	Possible Impact on Total Demand on 5th Year from Base Date (2023) (kVA)	Possible Impact on total Demand on 10th Year from Base Date (2028) (kVA)
Normal load growth		500	1000
Goedgevonden Residential Development (A)	269	750	940
Low Density Residential Erf RE/496 (B)	60	0	240
Medium Density Residential Erf RE/994 (C)	130	0	450
Medium Density Residential Erf RE/261 (D)	60	0	200
High Density Residential Erf RE/994 (E)	200	0	500
Industrial Development Erf 622 (F)	-	800	1100
VV4 Cold Storage (G)	-	1000	1500
High Density Residential Erf RE/1 (H)	130	0	325
High Density Residential Erf RE/1 (I)	400	0	1000
Industrial Development Erf RE/1 (J)	-	0	400
Anticipated Maximum Demand for Wolseley (Currently 4 400kVA)	**-**	**7 450**	**12 055**

Table 5.1: Details of Future Developments and Impact thereof as well as normal Load Growth – Base Date 2018 (4 400kVA)

Table 5.1 shows the anticipated maximum demand for Wolseley on the 5th year of the master plan cycle (2023) as 7 450 kVA, and on the 10th year (2028) as 12 055 kVA. For purposes of this report only the load growth anticipated for the next 5 years up to 2023 will be considered. Possible load growth in the 5 – 10 year cycle must be re-verified when this Master Plan is updated.

5.2 Impact of New Developments on Existing Infrastructure

From table 5.1 it is evident that should the developments be implemented according to the timeframe as anticipated, the current Eskom supply point, even in the short term, will not be adequate and will have to be upgraded. It is accordingly recommended that an application in this regard be submitted to Eskom as soon as possible.

The anticipated load growth for the next 5 years, as indicated in table 5.1, was also incorporated into the created load flow model of the network as previously discussed, firstly for only the normal load growth and secondly with inclusion of the possible future developments, and the response thereof on the 11kV network verified. Load flow results for this are included in Annexure E.

From the above and the results of the load flow study, the following specific recommendations are made:

5.2.1 Although the internal networks operate within acceptable technical tolerances, growth in load throughout town will cause sections of the network not to have sufficient alternative supply options in future. It is accordingly recommended that a new supply point be introduced to a position in the networks where most internal feeders can be interconnected. This position is identified as Voortrekker Sub in Voortrekker Street.

In order to create this new supply point, it is recommended that the additional 11kV circuit breaker panel installed in the new Wolseley Main Switching Station be utilised and a new 95mm² 11kV PILC cable installed from Voortrekker Sub to the position of the old main switching station, with this new cable then joined onto the available 185mm² cable installed as part of the new switching station project. The final route of this 95mm² cable will have to be determined as part of the detail planning for it, and will be influenced by the crossing of the railway lines.

At Voortrekker Sub the new cable can be connected onto the existing spare ABB Safering breaker.

Should the industrial development on erf 622 (1 100kVA) commence before this upgrading work is done, it is recommended that this proposed 95mm² cable be changed to a 185mm² PILC type cable, and the cost difference between the 95mm² and the 185mm² be recouped from the bulk infrastructure contributions payable by the development. Although the 95mm² cable will be adequate for the short and medium term, a cable with more capacity at Voortrekker Sub will cover long term possible growth as well. The development on erf 622 can therefore then act as gate-opener for even longer term upgrading of the network.

5.2.2 From the load flow study for the existing network it is clear that the existing cables and overhead lines currently operate within their safe limits, however growth in the next few years will cause several of these cables and lines to exceed their capabilities.

By taking future growth into account, the following specific areas of upgrading is therefore recommended.

- Replacement of the existing underground cable and overhead line between Wolseley Main Switching Station to the line feeding RMU Solomon. It is recommended that this approximately 20m cable be replaced with new 95mm² PILC type.

- Upgrading/re-conductoring of the 16mm² overhead line from RMU Montana up to the T-off point to RMU Sports Field with new HARE Conductor. New 22kV type insulators on A-frames are also recommended to be installed as part of the

re-conductoring exercise. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type. The small section of 11kV cable from RMU Montana to the overhead line, currently 35mm², is also recommended to be upgraded to a new 95mm² PILC type cable.

- Upgrading of the existing 11kV feeder between Wolseley Main Switching Station and RMU Mill to a new 95mm² 11kV PILC type cable.

- Upgrading/re-conductoring of the 16mm² overhead line from RMU DIF to the Wolfpack 11kV metering point with new HARE type conductors. New 22kV type insulators on A-frames are also recommended to be installed as part of this re-conductoring exercise. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type.

- With time it is recommended that all 16mm² 11kV cables be replaced with 95mm² PILC type, and all 16mm² overhead lines with new HARE type. For the latter work new 22kV insulators on A-frames are also recommended to be installed, Class A post top type for intermediate, and silicon rubber 31mm/kV type for strain.

5.2.3 From a reliability of supply point of view, it is recommended that an alternative supply be provided for the feeder to Wolfpack. For this purpose it is proposed that a new ring main unit be installed near the current Wolfpack supply point, fed from the existing overhead line between TRF Dennegeur and TRF First Ave, via a new 95mm² PILC cable. Final details of the route of the cable and position of the RMU can be finalised as part of the detail design for the work.

5.2.4 The Goedgevonden Development north of town will eventually require maximum 940kVA. (Refer also to section 5.1). In order to be able to provide a reliable supply point, it is recommended that the existing 35mm² 11kV cable in Protea Street be cut and extended with new 95mm² cables in and out of the development. To have adequate capacity for the 35mm² cable in Protea Street and for the area applicable, it is furthermore recommended that this cable, currently ending in MS Exelcior, be extended back to SS Stamper with a new 95mm² PILC type cable in order to have the new development also on a ring feed.

In order to create adequate capacity at SS Stamper, it is recommended that the overhead line between RMU Mill and SS Stamper be replaced with a new HARE conductor overhead line and the existing 35mm² cables replaced with new 95mm² PILC type cables.

It is also recommended that the existing SS Stamper be replaced with a new ring main unit with four circuit breakers with minimum 630A rating each.

Lastly, it is recommended that the developer be made responsible for the extension of the existing 35mm² cable on the corner of Protea and Stamper Streets, while the rest of the work mentioned above be done by the Municipality using own funds and bulk contributions payable by the development.

5.2.5 The possible industrial development on Erf 622 as mention in section 5.1 of this report, can be fed in future from Voortrekker Sub, subject to the completion of the work as per section 5.2.2, i.e. the new dedicated 95mm² 11kV cable to Voortrekker Sub and available 11kV panel in Wolseley Main Switching Station.

5.2.6 The possible increase in supply for VV4 Cold Storage as mentioned in section 5.1 of this report is of such a scale that it can be fed from the fifth circuit breaker of the recommended new RMU Solomon as described in Section 3.2.2. Alternatively a supply point can be created on the link cable to Pine Valley.

6. RECOMMENDATIONS

With reference to all the recommendations already made in the previous paragraphs, and by also taking into account the possible future developments, a summary of all recommendations will now be made. A table with these recommendations and associated estimated cost is included in Annexure B of this report, whereas simplified details of the proposal work are shown in Annexure C.

The priorities of the individual recommendations might change from time to time, some of which might move out or even fall away in totality based on new circumstances and must therefore closely be monitored and recommendations amended as necessary.

6.1 Capital Intensive Recommendations

6.1.1 Building of a new brick-built 11kV switching station close to the Eskom Substation as replacement of the current Wolseley Main Switching Station, complete with installation of 6 x new 11kV circuit breakers and a bus-coupler. The new circuit breakers shall be indoor type with 1250A bus-bar rating and feeder rating at least 800A each. Also included will be the installation of new 11kV 500mm^2 single core unarmoured copper cables as primary feeders between Eskom and the municipal switching station.

As mentioned earlier, the first phase of this project will be the installation of a new 185mm^2 PILC type cable between Eskom and the existing municipal switching station, plus a new 95mm^2 cable in the same trench and for future use.

6.1.2 Installation of a new 95mm^2 11kV cable between RMU Solomon and Pine Valley in order for the Pine Valley network to be on a ring feed supply, as well as the replacement of RMU Solomon with a new unit with 5 x circuit breakers.

6.1.3 Installation of a new 95mm^2 11kV PILC cable between the available 185mm^2 cable at the old main switching station and Voortrekker Sub as strengthening of the network. (**Note** : Should the industrial development on erf 622 commence before this upgrading work is done, it is recommended that this proposed 95mm^2 cable be changed to a 185mm^2 PILC type cable, and the cost difference between the 95mm^2 and the 185mm^2 be recouped from the bulk infrastructure contributions payable by the development. The 185mm^2 cable will then be adequate to supply future load in the long term as well.)

6.1.4 Replacement of the existing 11kV feeder between the current Wolseley Main Switching Station and RMU Mill with a new 95mm^2 11kV PILC type cable. Connect new cable onto available cable from the new main switching station.

6.1.5 Replacement of the existing cable between the current Wolseley Main Switching Station and the overhead line feeding RMU Solomon with a new 95mm^2 11kV PILC type cable. Connect new cable onto available cable from the new main switching station.

6.1.6 Re-conductoring of the existing 11kV overhead line between RMU Montana and the T-off point to RMU Sports Field with HARE conductor, as well as installation of new insulators and A-frames. Also included in this work is the replacement of the existing 16mm^2 cable from RMU Montana to the overhead line with new 95mm^2 PILC type.

6.1.7 Re-conductoring of the existing overhead line between RMU DIF and the Wolfpack metering point with HARE conductor, as well as installation of new insulators and A-frames.

6.1.8 Installation of an alternative supply to Wolfpack metering point.

6.1.9 Re-conductoring of all 16mm² overhead lines with HARE conductors, and installation of new 22kV insulators and A-frames. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type.

6.1.10 Replacement of all 16mm² 11kV cables with 95mm² 11kV PILC type cables.

6.1.11 Upgrading of the network in order to supply the Goedgevonden Development, including the installation of a new 95mm² 11kV PILC type cable between MS Exelsior and SS Stamper, as well as the replacement of the switchgear at SS Stamper with a new ring main unit with four circuit breakers.

6.1.12 Replacement of existing old oil type ring main units with new SF6 or vacuum circuit breakers, with minimum 630A rating.

6.1.13 Replacement of miniature substations that are equipped with oil type ring main units, or that are at the end of their useful life, with new safer units.

6.1.14 Change network at Wolfpack meter point such that the municipal and private networks are adequately separated. A new pole at least 10m from the municipal pole is recommended. This private pole, cable and line must be clearly marked “PRIVATE”.

6.2 General Recommendations

The following general recommendations, some of which were mentioned earlier in the report, form an integral part of the long term performance of the electrical infrastructure in Wolseley. Estimated costs applicable to these general recommendations are provided in Annexure B.

6.2.1 It is recommended that a new labelling methodology of all equipment, based on street names and as shown on the 11kV single line diagram, be adopted and implemented. Apart from the normal identification purposes, correct labelling and logical names for equipment and infrastructure is vital to ensure correct and safe switching operations.

6.2.2 It is recommended that the web-based Scada System recently installed elsewhere in the Witzenberg electricity networks be expanded to include a monitoring system in Wolseley Main Switching Station as well.

Such Scada (monitoring) System will provide for Witzenberg personnel to view loading, status, tripping and other data applicable to the circuits in the Main Switching Station, and to download different types of reports over different time periods.

As alternative, especially if remote switching on the 11kV system is planned, a new RTU based SCADA system to be standardised throughout the Witzenberg supply area can be investigated and implemented over time.

6.2.3 Investigation into the possible implementation of power factor correction and PV plant initiatives as demand interventions.

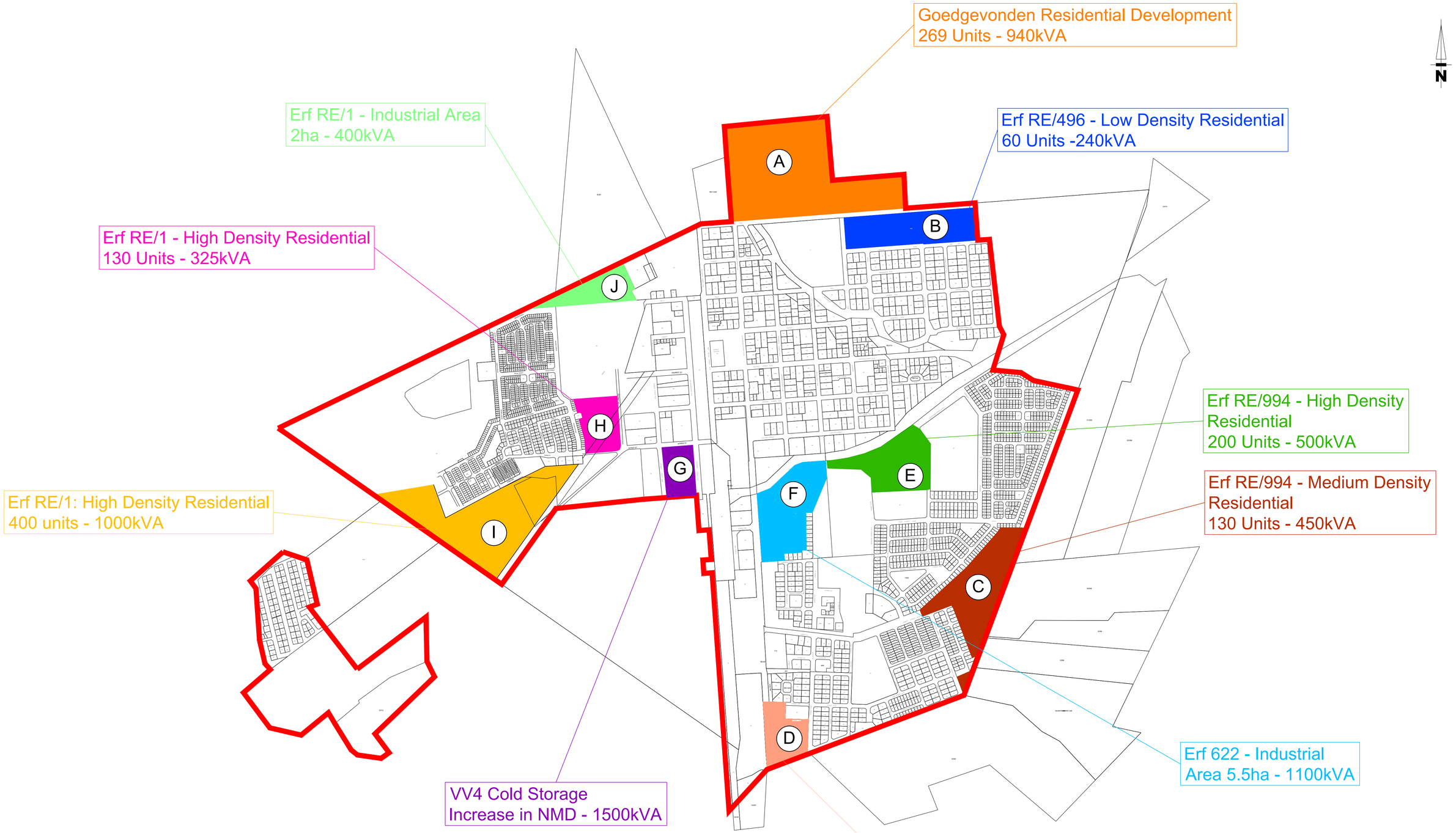
7. CONCLUSION

The main focus of this report was the compiling of a new Masterplan for the 11kV infrastructure in Wolseley, based on verified and accurate as-built information, complete with discussions on the existing networks and recommendations for system upgrading as necessary.

The short, medium and long term impact of new developments on these networks were determined and recommendations were made for system betterment and to make sure that the integrity and the reliability of the electrical network in the future remains steady and healthy.

Lastly, a new GIS database of the 11kV network was developed, complete with populated attributes for all the 11kV equipment and other infrastructure.

ANNEXURE A : LOCATIONS OF POSSIBLE FUTURE DEVELOPMENTS



SCALEBAR						
Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder. All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.	REV	DESCRIPTION	DATE	REV BY	CHKD	
		REVISIONS				

DESIGNED	TP	
DRAWN	LV/DC	
CHECKED	TP	

CONSULTING ENGINEERS

LYNERS

PO Box 4901
TYGERVALLEY
7530

Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

APPROVED

CONSULTING ENGINEERS:

SIGNATURE: _____ DATE:

APPROVED

CLIENT REPRESENTATIVE:

SIGNATURE: _____ DATE:

CLIENT

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

WITZENBERG MUNICIPALITY

PROJECT

ELECTRICAL MASTERPLANNING WOLSELEY

TITLE

POSSIBLE FUTURE DEVELOPMENTS

SCALE: N.T.S	SHEET: 1 OF 1
CONTRACT No.	PROJECT No.: 17032E
DRAWING No.: 17032E/WOL/ANNEXA	REV: △
DATE OF FIRST ISSUE:	

previous paper size (841.00 x 1189.00 mm) Lyners_AutoCAD.ctb 2018-05-30 U:\WERKE\1700\17032 E - WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032 - WOLSELEY FUTURE DEVELOPMENTS.DWG

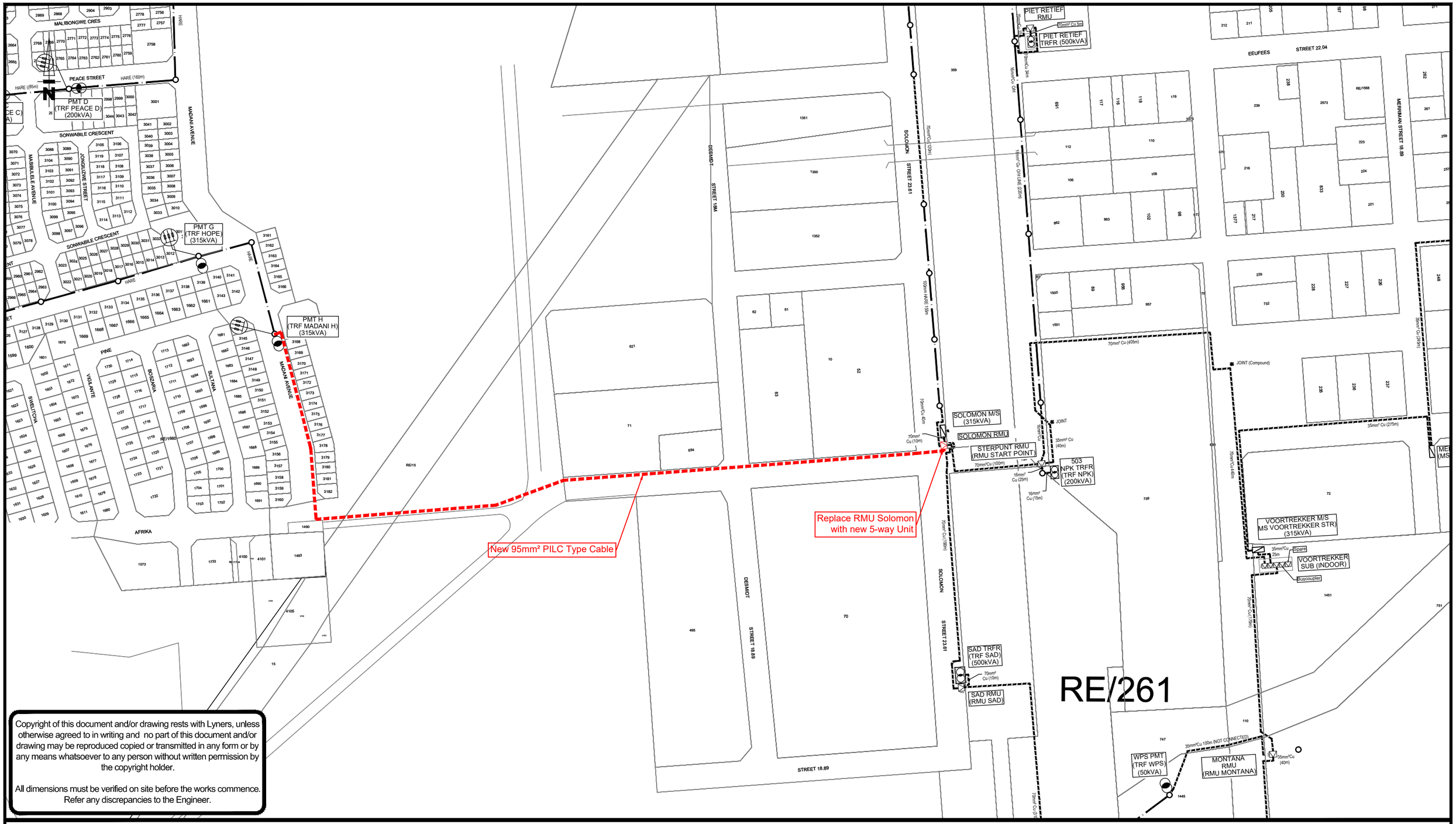
ANNEXURE B : RECOMMENDED CAPITAL PROJECTS

LIST OF RECOMMENDED CAPITAL PROJECTS (2018 - 2028) - WOLSELEY - REVISION 0

Priority	Masterplan Reference Number	Project Description as per Masterplan	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Project Total
1	6.1.1	New Wolseley Main Switching Station and 500mm^2 single core feeder cables + Interim new 185mm^2 feeder from Eskom	R2 350 000.00	R2 300 000.00									R4 650 000.00
2	6.1.14	Separate municipal and private networks at Wolfpack 11kV metering point	R50 000.00										R50 000.00
3	6.1.2	New 95mm^2 MV cable between RMU Solomon and Pine Valley and replace RMU Solomon		R1 400 000.00									R1 400 000.00
4	6.2.1	11kV equipment re-labelling		R80 000.00									R80 000.00
5	6.2.2	SCADA system for Main SS			R250 000.00								R250 000.00
6	6.1.13	Miniature substation upgrading (ongoing)			R900 000.00	R450 000.00	R450 000.00	R450 000.00	R450 000.00	R450 000.00	R450 000.00	R450 000.00	R4 050 000.00
7	6.1.12	Ring Main Unit upgrading (ongoing)			R600 000.00	R350 000.00		R350 000.00		R350 000.00		R350 000.00	R2 000 000.00
8	6.1.3	New 95mm^2 MV cable between Wolseley Main SS and Voortrekker Sub				R1 500 000.00							R1 500 000.00
9	6.2.3	Power factor correction and PV plant installation investigation				R180 000.00							R180 000.00
10	6.1.4	Replacement of overhead line between Main SS and RMU Mill with new 95mm^2 cable				R450 000.00							R450 000.00
11	6.1.5	Replacement of existing cable between Main SS and overhead feeder to RMU Solomon with new 95mm^2 cable				R80 000.00							R80 000.00
12	6.1.6	Re-conductoring of overhead line between RMU Montana and T-off to RMU Sportsfield with HARE, and replacement of existing cable between RMU Montana and the re-conductored overhead line with new 95mm^2 cable					R750 000.00						R750 000.00
13	6.1.7	Re-conductoring of overhead line between RMU Dif and the Wolfpack metering point with HARE					R250 000.00						R250 000.00
14	6.1.8	Installation of an alternative supply to Wolfpack					R750 000.00						R750 000.00
15	6.1.9	Re-conductoring of all 16mm^2 sections of overhead line with HARE conductors					R200 000.00		R200 000.00		R200 000.00		R600 000.00
16	6.1.10	Replacement of all 16mm^2 sections of cable with new 95mm^2 cable						R300 000.00		R300 000.00		R300 000.00	R900 000.00
17	6.1.11	Bulk works for Goedgevonden Development (Municipal cost)			R1 200 000.00								R1 200 000.00
		Total	**R2 400 000.00**	**R3 780 000.00**	**R2 950 000.00**	**R3 010 000.00**	**R2 400 000.00**	**R1 100 000.00**	**R650 000.00**	**R1 100 000.00**	**R650 000.00**	**R1 100 000.00**	**R19 140 000.00**

*** ALL FIGURES EXCLUDE VAT**

ANNEXURE C : SIMPLIFIED DETAILS OF RECOMMENDED WORK



Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV	
CHECKED		

CONSULTING ENGINEERS
LYNERS
PO Box 4901
TYGERVALLEY
7530
Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

PROJECT
WOLSELEY MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE N.T.S on A3	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.2	REV
COORDINATE SYSTEM:	

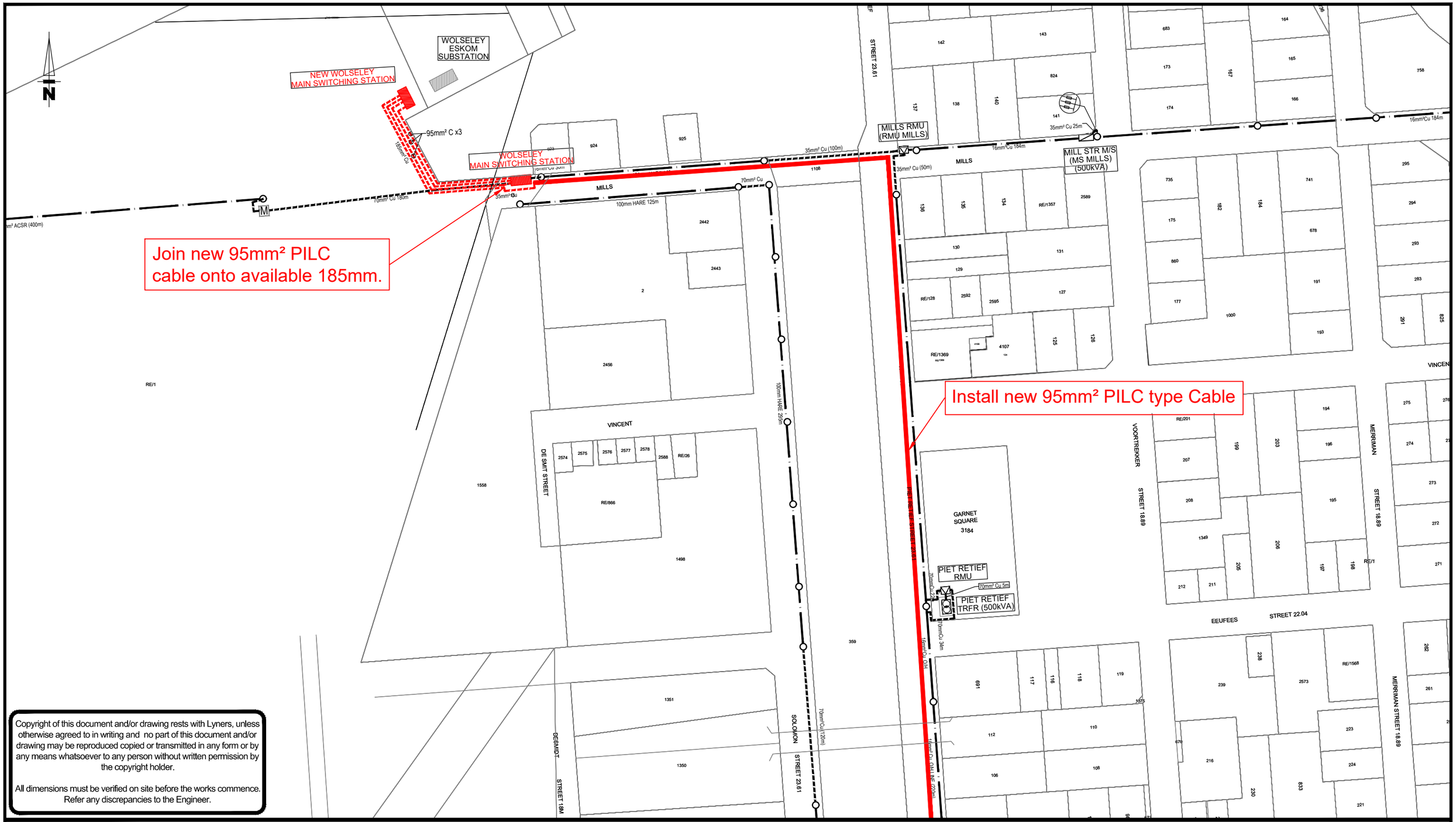
Date: 2018-05-28 Checked:
Auditing: Lynette Volschenk

previous paper size (420.00 x 297.00 mm)

Lyners_AutoCAD.ctb

2018-06-19

U:\WERKE\1700\17032 E - WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032-W-01 - WOLSELEY - ANNEXURE DRAWINGS.DWG



Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV	
CHECKED		

CONSULTING ENGINEERS
LYNERS
PO Box 4901
TYGERVALLEY
7530
Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

PROJECT
WOLSELEY MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE on A3 N.T.S	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.3	REV
COORDINATE SYSTEM:	

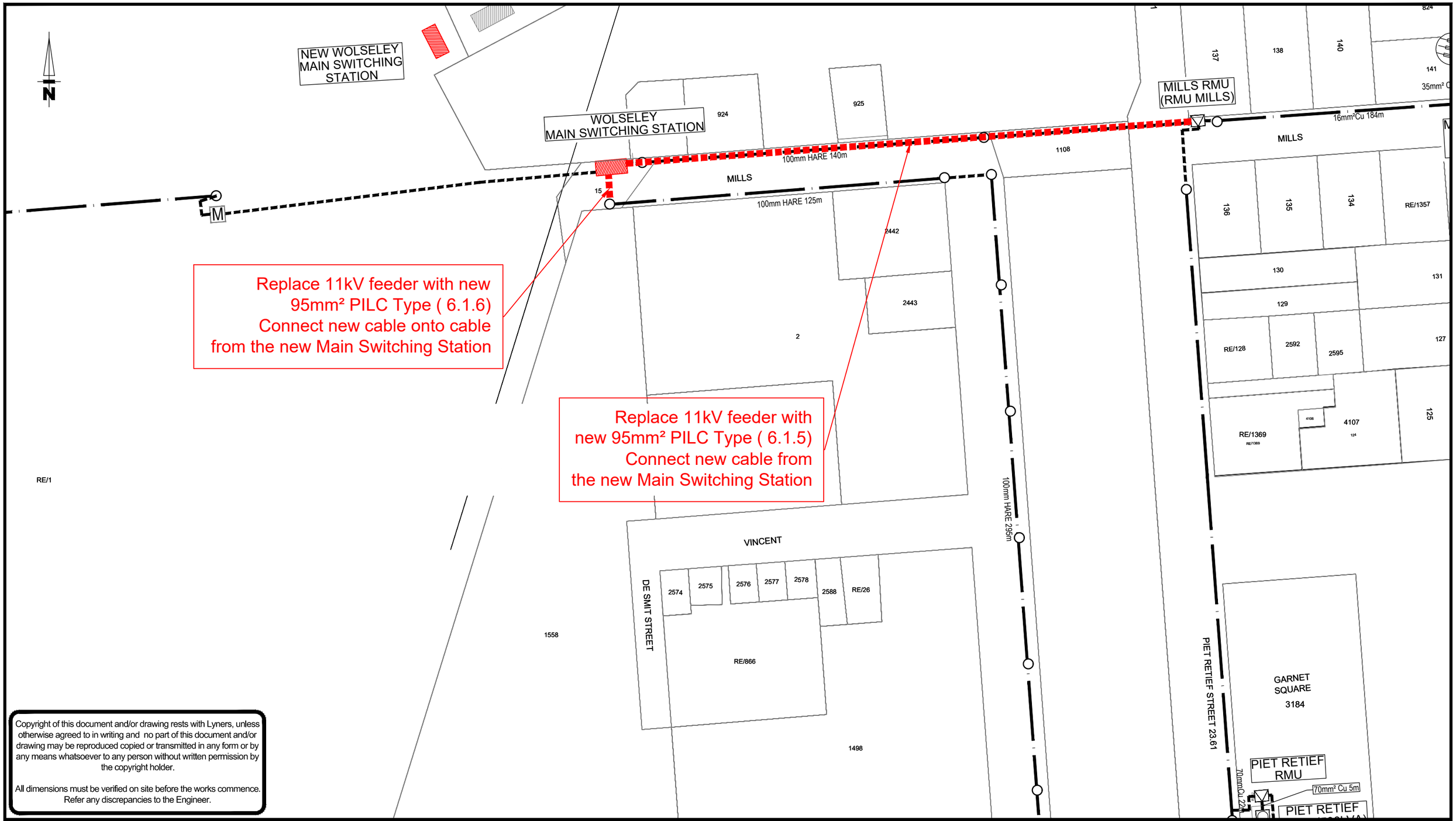
Date: 2018-05-28 Checked:
Auditing: Lynette Volschenk

previous paper size (420.00 x 297.00 mm)

Lyners_AutoCAD.ctb

2018-06-19

U:\WERKE\1700\17032 E - WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032-W-01 - WOLSELEY - ANNEXURE DRAWINGS.DWG



Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV	
CHECKED		

CONSULTING ENGINEERS
LYNERS
PO Box 4901
TYGERVALLEY
7530
Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

PROJECT
WOLSELEY MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

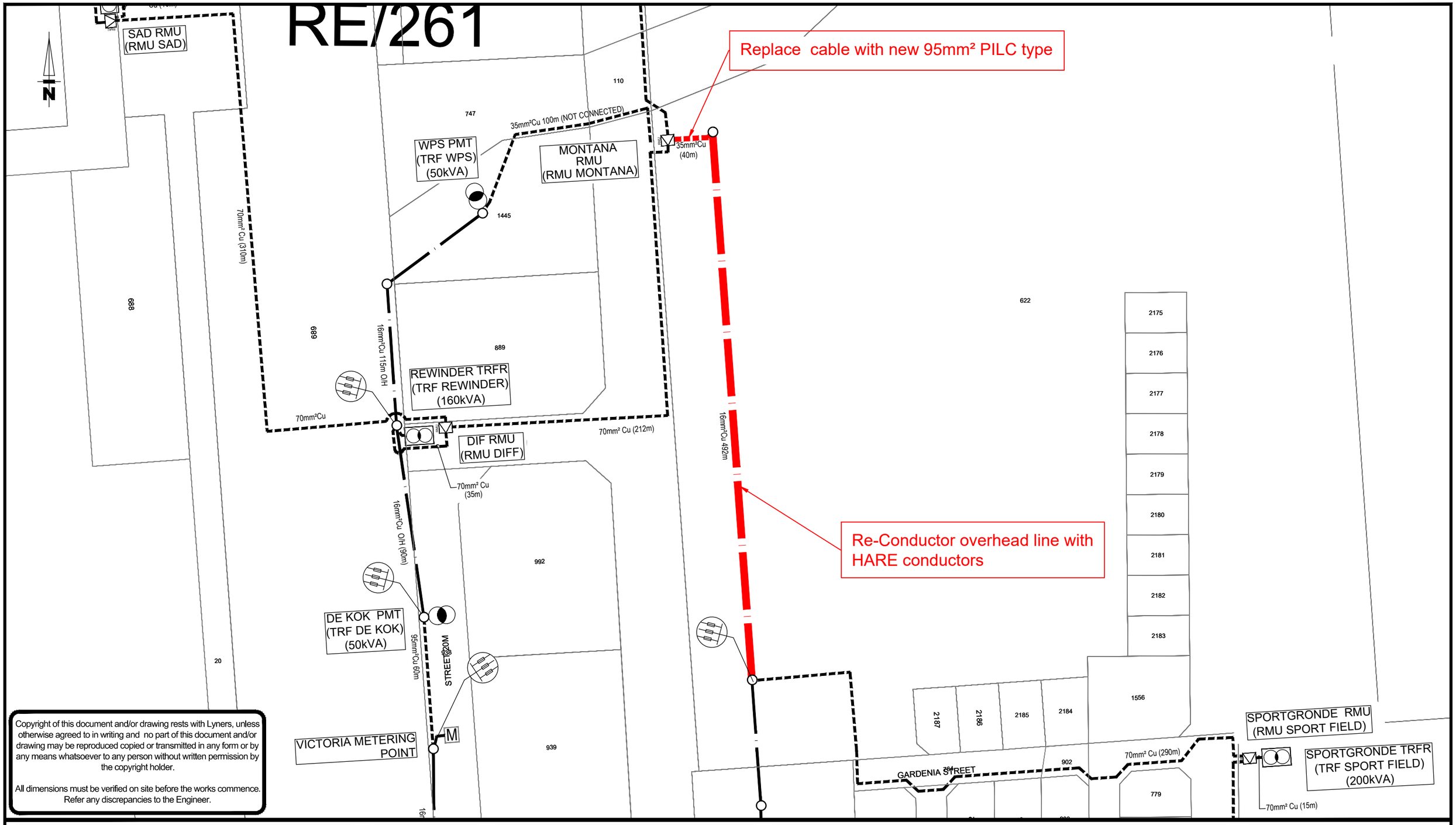
SCALE on A3 N.T.S	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.4 & 6.1.5	REV
COORDINATE SYSTEM:	

Date: 2018-05-28 Checked:
Auditing: Lynette Volschenk

previous paper size (420.00 x 297.00 mm)

Lyners_AutoCAD.ctb 2018-06-19

U:\WERKE\1700\17032 E - WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032-W-01 - WOLSELEY - ANNEXURE DRAWINGS.DWG



Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP
DRAWN	LV
CHECKED	

CONSULTING ENGINEERS

LYNERS

PO Box 4901
TYGERVALLEY
7530

Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

PROJECT

WOLSELEY MASTER PLANNING
11kV NETWORKS

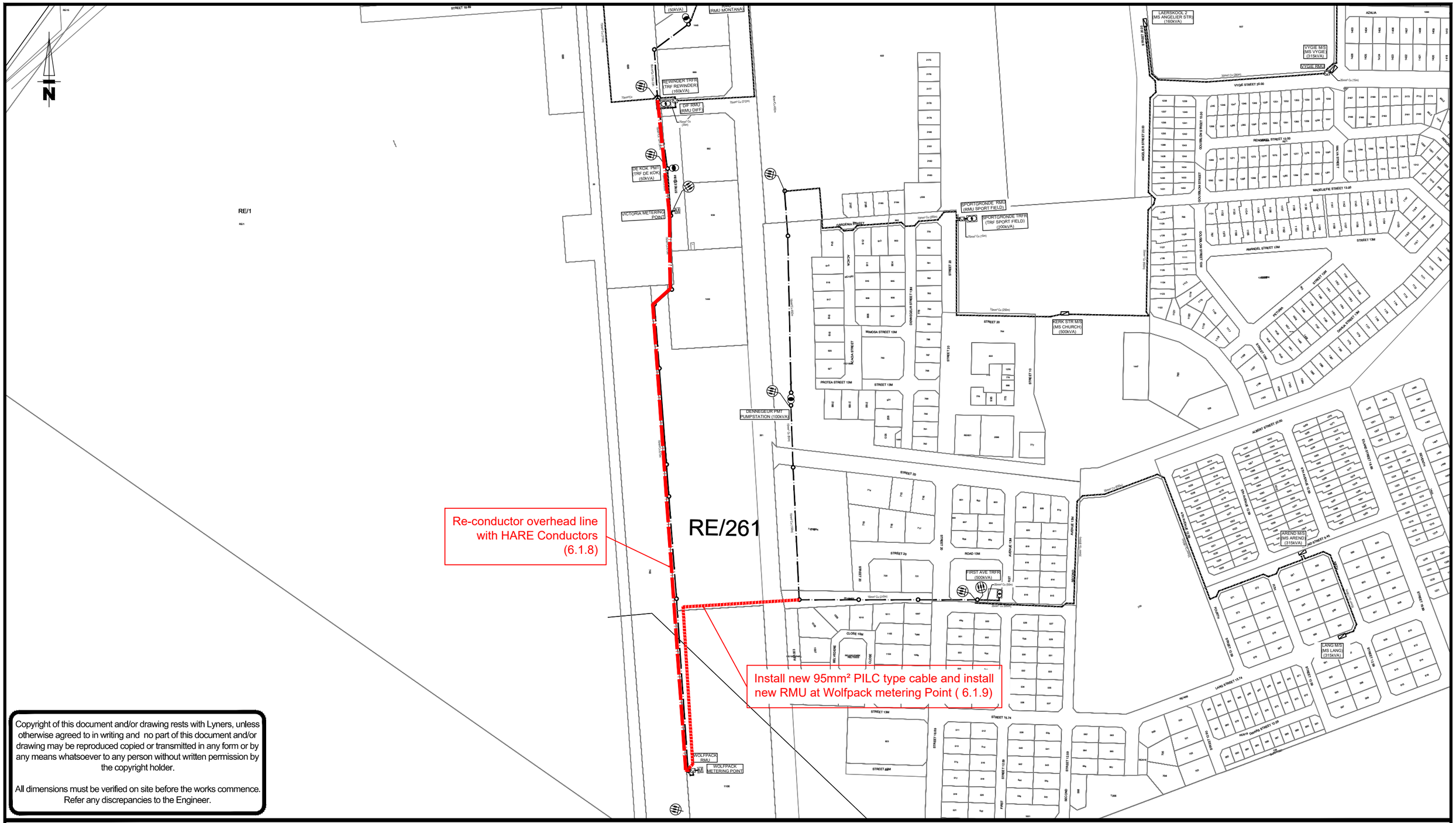
TITLE

PROPOSED ELECTRICAL WORK

SCALE N.T.S on A3	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.6	REV
COORDINATE SYSTEM:	

Auditing: Lynette Volschenk 2018-05-28 Checked: _____ Date: _____

previous paper size (420.00 x 297.00 mm) Lyners_AutoCAD.ctb 2018-06-19 U:\WERKE\1700\17032 E - WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032-W-01 - WOLSELEY - ANNEXURE DRAWINGS.DWG



Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV	
CHECKED		

CONSULTING ENGINEERS
LYNERS
PO Box 4901
TYGERVALLEY
7530
Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

PROJECT
WOLSELEY MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

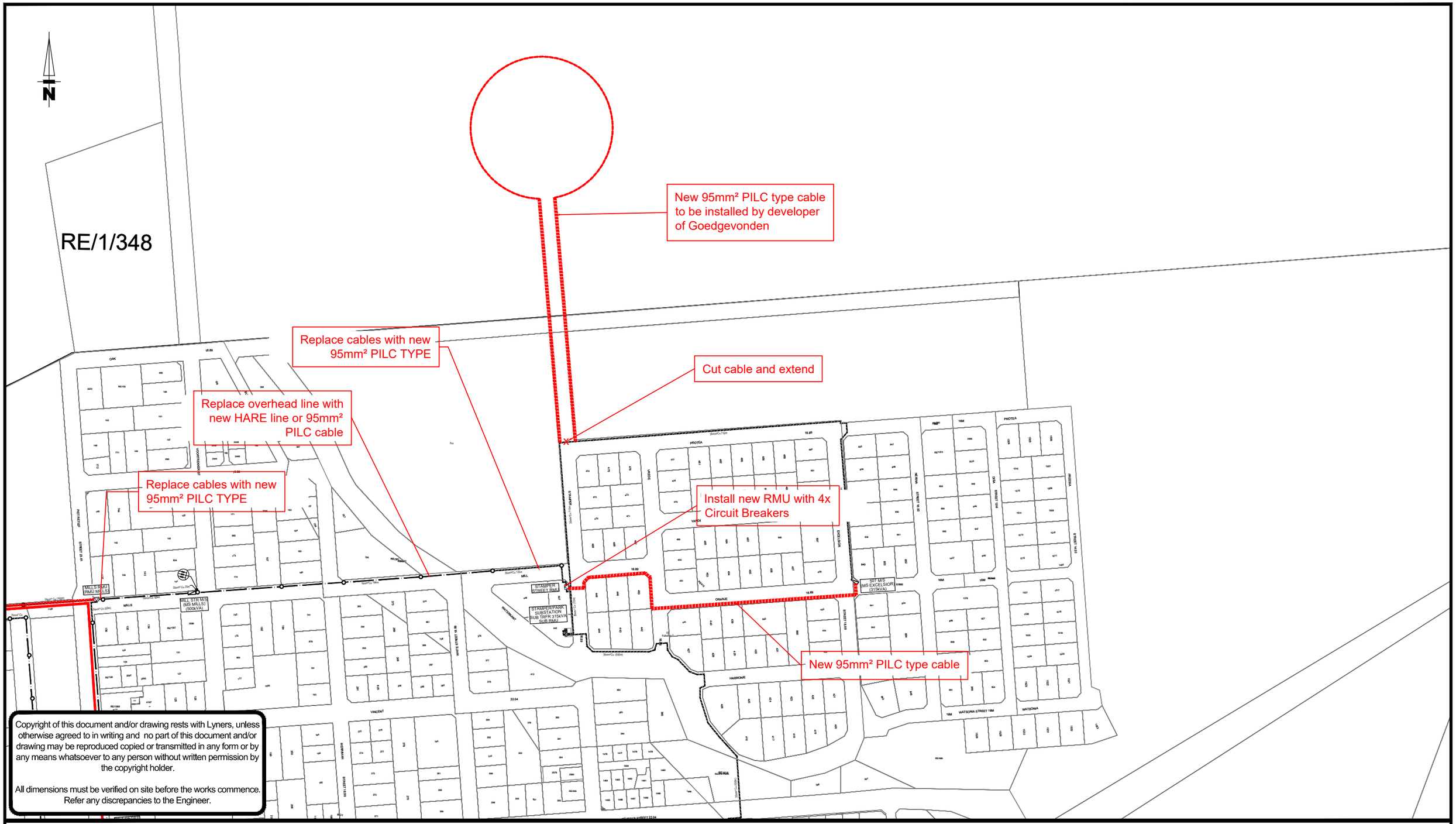
SCALE on A3 N.T.S	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.7 & 6.1.8	REV
COORDINATE SYSTEM:	

Auditing: Lynette Volschenk 2018-05-28 Checked: _____ Date: _____

previous paper size (420.00 x 297.00 mm)

Lyners_AutoCAD.ctb 2018-06-19

U:\WERKE\1700\17032 E - WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032-W-01 - WOLSELEY - ANNEXURE DRAWINGS.DWG



Copyright of this document and/or drawing rests with Lyners, unless otherwise agreed to in writing and no part of this document and/or drawing may be reproduced copied or transmitted in any form or by any means whatsoever to any person without written permission by the copyright holder.

All dimensions must be verified on site before the works commence. Refer any discrepancies to the Engineer.

REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV	
CHECKED		

CONSULTING ENGINEERS
LYNERS
PO Box 4901
TYGERVALLEY
7530
Tel: 021 914 0300/Fax: 021 914 0437
email: bellville@lyners.co.za

PROJECT
WOLSELEY MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE on A3 N.T.S	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.11	REV
COORDINATE SYSTEM:	

Date: 2018-05-28 Checked: Auditing: Lynette Volschenk

previous paper size (420.00 x 297.00 mm)

Lyners_AutoCAD.ctb

2018-06-19

U:\WERKE\1700\17032 E - WITZENBERG MASTER PLANNING\DRAWINGS\1.2 ACTIVE\MASTERPLANNING\E17032-W-01 - WOLSELEY - ANNEXURE DRAWINGS.DWG

ANNEXURE D : LOAD FLOW STUDY ON EXISTING NETWORK (LOOSE DRAWING)

ANNEXURE E : LOAD FLOW STUDY ON NETWORK WITH LOAD GROWTH (LOOSE DRAWINGS)

ANNEXURE F : LIST OF ALL EQUIPMENT DUE FOR REPLACEMENT

WOLSELEY EQUIPMENT DUE FOR REPLACEMENT

Total of Ring Main Units (RMU's) in Network (19)

To be replaced immediately (7)

1. RMU Goedehoop
2. RMU Piet Retief
3. RMU Solomon
4. RMU Stamper (RMU Bank containing **3 units**)
5. RMU Vygie

To be replaced in next 5 years (1)

1. RMU Stamper Park Sub

Total of Pole Mounted Transformers (PMT's) in Network (19)

To be replaced immediately (1)

1. TRF WPS

Total of Ground Standing Transformers (GTRF's) in Network (9)

To be replaced immediately (6)

1. Eerstelaan TRF
2. TRF NPK
3. TRF Rewinder
4. TRF Sad
5. TRF Sportgronde
6. TRF Wolfpack 1

To be replaced in next 5 years (2)

1. TRF Piet Retief
2. TRF Stamper Str

Total of Miniature Substations (MS's) in Network(13)

To be replaced immediately (5)

1. MS Arend
2. MS Excelsior
3. MS Laerskool 2
4. MS Lang
5. MS Vygie

To be replaced in next 5 years (3)

1. MS Brounger
2. MS Kerk Str
3. MS Pauling

ANNEXURE G : AS-BUILT DRAWINGS AND PROPOSED SINGLE LINES FOR FUTURE NETWORKS (LOOSE DRAWINGS)

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Munisipale Bestuurder

VAN / FROM: Direkteur: Tegniese Dienste

DATUM / DATE: 17 September 2018

VERW. / REF.: 15/4/R

APPèL TEEN TWEEDE WOONEENHEID: ERF 2245: ALBERTSINGEL 26, CERES

1. **Doel**

   Om duidelikheid te kry rondom die besluit van item 8.2.1 geneem deur die Raad op 25 Januarie 2016.

2. **Agtergrond**

   'n Aansoek om vergunning vir 'n tweede wooneenheid was ontvang. Die aansoek was ge-adverteer en die buurman (erf 2244, Albertsingel 28) het beswaar aangeteken.

3. **Beredenering**

   Die Raad het op 25 Januarie 2016 as volg besluit:

   "*Dat die appèl van mnr P Hardneck, teen die Komitee vir Tegniese Dienste se goedkeuring van die aansoek om vergunning vir 'n tweede wooneenheid op erf 2245, Albertsingel 26, Ceres gehandhaaf word.*

   Klarigheid word verlang van die Raad of bogenoemde besluit van toepassing is slegs op erf 2245, Albertsingel 26 en/of dit van toepassing is op alle vergunde gebruik aansoeke.

   Aangeheg as Aanhangsel "A" vind item *8.2.1 van Raadsvergadering 25 Januarie 2016.*

4. **Aanbeveling**

   Ter oorweging.

J BARNARD
DIREKTEUR: TEGNIESE DIENSTE

✉ 44 Ceres 6835 ☎ (023) 316 1854 ✆ (023) 316 1877 admin@witzenberg.gov.za

8.2.1 Appèl teen tweede wooneenheid: Erf 2245, Albertsingel 26, Ceres (15/4/R)

Item 7.1 van die vergadering van die Komitee vir Tegniese Dienste, gehou op 25 November 2015, verwys.

Die volgende memorandum, gedateer 12 November 2015, is van die Stadsbeplanner, mnr. Ryan van der Merwe, ontvang:

"1. Doel

Om 'n besluit te neem insake 'n appèl ontvang.

2. Agtergrond

Aansoek om vergunning vir die oprigting van 'n tweede wooneenheid was ontvang. Die aansoek was geadverteer en die buurman (erf 2244, Albertsingel 28) het beswaar aangeteken. Die beswaar was aan die aansoeker voorgelê.

Die beswaarmaker se redes vir beswaar en die applikant se repliek op die beswaar kan soos volg saamgevat word:

Beswaarmaker	Applikant
Genoemde erf is gesoneer as enkelresidensieel.	'n Tweede wooneenheid soos voorgestel is 'n vergunningsgebruik onder die enkelwoonsone sonering. Die vergunning kan deur die Raad oorweeg word op aansoek.
Die tipe wooneenheid sal die waardasie van my erf negatief beïnvloed.	Die huidige struktuur is vervalle en onbewoon. Die voorstel is vir 'n nuutgeboude gebou wat in waarde beslis meer werd gaan wees.
Die applikant het in gesprek aangedui dat hy beoog om 'n tweede wooneenheid op 'n latere stadium aan te bring, asook die moontlikheid van 'n onderverdeling.	Geen verdere ontwikkeling word beplan nie. Die aansoek is reeds vir 'n tweede wooneenheid. 'n Addisionele eenheid (derde) kan in terme van die Skemaregulasies slegs deur 'n hersoneringaansoek gedoen word. Onderverdeling kan deur die Raad oorweeg word op aansoek. Hierdie aansoek is om vergunning.

'n Aanbeveling van Stadsbeplanning was aan die Komitee vir Tegniese Dienste voorgelê waarna die komitee die aansoek om die volgende redes goedgekeur het:

- Die impak van die tweede wooneenheid is minimaal op die onmiddellike omgewing van die woonbuurt.
- Die voorstel sal 'n estetiese verbetering van die area meebring.
- Geen boulyne word oorskry nie.

Die komitee se besluit was aan die beswaarmaker gestuur vir reg tot appèl. Die appèl was in die 21 dae tydperk ontvang en kan soos volg opgesom word:

Die appellant stel voor dat die komitee die perseel besoek om hom te vergewis van die grootte in oppervlakte.	Die erf is 732 m² groot. Die totale grootte van die voorgestelde gebou is 100 m². Die gedeelte wat as die tweede wooneenheid voorgestel word, is 50 m² en oorskry nie die maksimum grootte van 120 m² nie.
Die perseel grens aan 'n rivier en binne die 1:50 vloedlyn.	Insluitend die appellant se woonhuis is daar vyf huise wat aan die rivier grens.
'n Tweede wooneenheid sal die omgewing meer verdig en onooglik laat lyk.	Daar is verskeie eiendomme in die onmiddellike omgewing waar reeds toestemming vir tweede wooneenhede verleen was.

3. Beredenering

Die erf waarop 'n vervalle struktuur staan, is tans onbewoon. Die eienaar is van voorneme om hierdie struktuur te sloop sodra goedkeuring vir sy voorgestelde bouplan vanaf die Raad verkry word. Met verwysing na die bouplan en die huidige aanwending sal die aansoeker se voorstel in terme van stadsbeplanningsaspekte baie meer estetiese waarde tot die area toevoeg. Die impak van die tweede wooneenheid is minimaal op die onmiddellike omgewing van die woonbuurt."

Die Komitee vir Tegniese Dienste het op 25 November 2015 besluit om by die Raad aan te beveel dat die appèl van mnr P Hardneck teen die Raad se goedkeuring van die aansoek om vergunning vir 'n tweede wooneenheid op erf 2245, Albertsingel 26, Ceres van die hand gewys word en die besluit van die Komitee vir Tegniese Dienste gehandhaaf word.

BESLUIT

dat die appèl van mnr. P Hardneck, teen die Komitee vir Tegniese se goedkeuring van die aansoek om vergunning vir 'n tweede wooneenheid op erf 2245, Albertsingel 26, Ceres, gehandhaaf word.

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO : Direkteur Gemeenskapsdienste

VAN / FROM: Bestuurder: Behuising

DATUM / DATE: 25 Mei 2018

VERWYS/REF.: 17/04/1/1/1/

BELEID VIR BEHUISINGSTOEKENNINGS – TRICHARDSTRAAT WOONSTELLE

KOMITEE VIR OORWEGING:

Komitee vir Behuisingsaangeleenthede.

DOEL:

Om die onderstaande voorgestelde beleid aan die komitee voor te lê vir oorweging ten einde 'n riglyn vir toekennings te kan hê.

BEREDENERING:

Die kwalifiserings vereistes word gebaseer op die grootte van die woonstelle naamlik, 10 woonstelle bestaande uit:

- 1 slaapkamer
- Kombuis (3m x 3m)
- Badkamer (3m x 2m)
- Voorkamer

A. Wie kwalifiseer:

1. * Enkelpersoon
   * Enkelpersoon met 1 minderjarige afhanklike
   * Getroude pare sonder afhanklikes
   * Twee (2) saamleefmaats
2. .Persoon moet SA Burger wees.
3. Persoon moet 'n inwoner van die Witzenberg Munisipale Area wees.
4. Persoon moet inkomste van meer as R3500 per maand verdien.

MUNICIPALITY WITZENBERG 28 MAY 2018 MUNISIPALITEIT

✉ 44 Ceres 6835 ☎ (023) 316 1854 ③ (023) 316 1877 admin@witzenberg.gov.za

B. Wie kwalifiseer nie.

1. Persone met inkomste minder as R3000 per maand wat hom/haar vir deernis sal laat kwalifiseer.

C. Prioriteitsvoorlegging:

1. Datum van aansoek.
2. Woonomstandighede van aansoekers.

D. Huurpaaiement en termyn van huurkontrak:

R1000 per maand, uitgesluit dienste.
Twee (2) jaar kontrakte sonder hernuwingsopsies.

FINANSIëLE IMPLIKASIES:

Deur markverwante huurgelde te hef kan die inkomste van die raad verhoog ten einde die instandhoudings te verlaag.

WETGEWING

Nasionale Behuisingswet 107 van 1997.

AANBEVELING:

Ter oorweging.

CJ MACKENZIE
BESTUURDER: BEHUISING