

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, 11 Desember 2019** om **10:00** in die **Raadsaal, Munisipale Kantore, Voortrekkerstraat, Ceres.**

Notice is hereby given in terms of Section 29(2) of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) as amended, that an **Ordinary Council Meeting** of the Witzenberg Municipality will be held in the **Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres** on **Wednesday, 11 December 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-Mdishwa	Councillor MJ Ndaba	Councillor N Phatsoane
Alderlady JT Phungula	Alderman JW Schuurman	Councillor EM Sidego
Councillor RJ Simpson	Alderman HJ Smit	Councillor D Swart
Councillor HF Visagie	Alderman JJ Visagie	
Municipal Manager	Acting Director: Finance	Director: Technical Services
Director: Corporate Services	Head: Internal Audit	Manager: Projects and Performance
Manager: Administration	IDP Manager	Manager: Legal Services
Acting Principal Administrative Officer	Committee Clerk	

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

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

Umasipala olukhathaleleyo uluntu lwakhe, odala ukukhula namathuba!

TER INLIGTING / FOR INFORMATION

Volledige stukke		
Ondervoorsitter: IMATU (Mnr. L Ntshanga)	Voorsitter: SAMWU (Mnr. M Scholtz)	
Bella Vista Biblioteek	Emfundweni Biblioteek	Prince Alfred's Hamlet Biblioteek
Rietvallei Biblioteek	Montana Biblioteek, Wolseley	Wolseley Biblioteek
Tulbagh Biblioteek	Witzenville Biblioteek, Tulbagh	Op-die-Berg Biblioteek

Per e-pos		
Alderlady MC du Toit E-mail: dutoit.marina@gmail.com	Ceres Business Initiative Mr J Conradie Cell: (083) 270-7713 E-mail: manager@cerescbi.co.za	



**ALDERMAN TT GODDEN
SPEAKER**

4 December 2019

AGENDA

1. OPENING AND WELCOME

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

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

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

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

Council's congratulations are conveyed to the following Councillors and 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)

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

4. MINUTES

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

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

RECOMMENDED

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

4.2 Outstanding matters (3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.2.1	15/4/1/1/5	Item 11.1 of 26 March 2019 Ceres Golf Estate development	Municipal Manager	That the matter be held in abeyance to obtain further clarification and after that be submitted again.		
4.2.2	15/4/P	Item 8.2.4 of 31 July 2019 Proposed Integrated Zoning Scheme By-Law for Witzenberg	Manager: Town Planning and Building Control	(d) That the proposed draft Witzenberg Zoning Scheme By-Law and any comments received during public participation be submitted to Council for consideration and final adoption.		

RECOMMENDED

That notice be taken of the outstanding matters.

5. MOTIONS AND NOTICE OF SUGGESTIONS

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

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

AANBEVEEL

Ter oorweging.

6. INTERVIEWS WITH DELEGATIONS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

The reports/minutes of the following meetings are attached:

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

RECOMMENDED

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

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktooraat Finansies / Directorate Finance

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

The following items refer:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 and, after consideration, same be approved and accepted.

Council unanimously resolved on 30 October 2019:

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

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 and, after consideration, same be approved and accepted.

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

The following items refer:

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

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

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

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

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

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

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

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

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

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

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

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

The Executive Mayoral Committee resolved on 4 December 2019

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

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

RECOMMENDED

that the Executive Mayoral Committee recommends to Council:

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

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

The following items refer:

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

Council resolved on 27 August 2014:

- (a) That a Board be established in terms of Government Gazette 37699 of 30 May 2014 to address any financial misconduct, as described in the Municipal Finance Management Act, in the municipality.
- (b) That any investigation regarding financial irregularities applicable to councillors be conducted in terms of the Code of Conduct for Councillors as regulated by the Municipal Systems Act.
- (c) That the Board does not consist of more than five members, as stated in the Regulations.
- (d) That the Executive Mayoral Committee will have delegated powers to co-opt any person to the Board.

The Terms of Reference for the Disciplinary Board for Financial Misconduct, dated July 2019, is attached as **annexure 8.1.3**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

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

Council unanimously resolved on 31 July 2019:

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

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

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

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

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

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

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

8.1.4 Municipal Cost Containment Policy Framework (5/P)

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

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

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

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

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

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

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

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

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

The following items refer:

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

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

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

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

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

Council unanimously resolved on 30 October 2019:

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

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

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

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

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

RECOMMENDED

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

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

The following items refer:

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

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

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

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

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

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

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

The following recommendation was tabled to Council:

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

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

RECOMMENDED

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

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

The following items refer:

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

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

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

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

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

The following recommendation was tabled to Council:

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

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

RECOMMENDED

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

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

The following items refer:

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

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

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

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

The following recommendation was tabled to Council:

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

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

RECOMMENDED

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

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

The following items refer:

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

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

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

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

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

The following recommendation was tabled to Council:

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

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

RECOMMENDED

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

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

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

RECOMMENDED

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

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

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

Purpose

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

Deliberation

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

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

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

RECOMMENDED

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 Council considers the period in which the concession of goodwill will run.*
- (d) *that the Acting Chief Financial Officer ensures that the public be informed of the Council decision via notices placed at all municipal pay points.*

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

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

The following documents are attached:

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

RECOMMENDED

For consideration.

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

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

The following items refer:

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

The following documents are attached:

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

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

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

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

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

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

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

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

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

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

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

Die volgende dokumente word aangeheg:

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

Die Uitvoerende Burgemeesterskomitee het op 4 Desember 2019 besluit om by die Raad aan te beveel:

- (a) Dat die Koekedouw Besproeiingsraad ingelig word dat 2 000 000 m³ water beskikbaar is vanaf Munisipaliteit Witzenberg se allokasie vir die tydperk 1 Januarie 2020 tot 30 April 2020 teen R0,51 per kubieke meter (BTW ingesluit), wat die goedgekeurde tarief van die Raad is.
- (b) Dat die allokasie van 2 000 000 m³ vir die Koekedouw Besproeiingsraad in oorleg met die Direkteur: Tegniëse Dienste maandeliks ingedeel word.

AANBEVEEL

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

- (a) *Dat die Koekedouw Besproeiingsraad ingelig word dat 2 000 000 m³ water beskikbaar is vanaf Munisipaliteit Witzenberg se allokasie vir die tydperk 1 Januarie 2020 tot 30 April 2020 teen R0,51 per kubieke meter (BTW ingesluit), wat die goedgekeurde tarief van die Raad is.*
- (b) *Dat die allokasie van 2 000 000 m³ vir die Koekedouw Besproeiingsraad in oorleg met die Direkteur: Tegniëse Dienste maandeliks ingedeel word.*

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

None

NOTED

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

**8.4.1 Council recess: December 2019/January 2020
(3/1/2/3)**

Item 7.4.2 of the Executive Mayoral Committee meeting, held on 4 December 2019, refers.

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

that Council determines the recess period for the festive season of 2019/2020.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that Council determines the recess period for the festive season of 2019/2020.

**8.4.2 Personnel matters: Closure of municipal offices: 23, 24, 27, 30, 31 December 2019 and
2 January 2020
(4/2/8)**

The following items refer:

- (a) Item 10 of the Local Labour Forum meeting, held on 28 November 2019.
- (b) Item 7.4.3 of the Executive Mayoral Committee meeting, held on 4 December 2019.

For the past number of years the municipal offices have been closed in December and January for the festive season.

The Director: Corporate Services proposed:

- (a) That business hours on 20 December 2019 shall be from 08:00 until 16:00.
- (b) That all employees be granted paid leave on 23, 24, 27, 30, 31 December 2019 and 2 January 2020.
- (c) That essential services staff in all departments be on standby on 23, 24, 25, 27, 30, 31 December 2019 and 1 and 2 January 2020.
- (d) That the municipality resumes full services on 3 January 2020.

The Local Labour Forum resolved on 28 November 2019 to recommend to the Executive Mayoral Committee and Council:

- (a) That business hours on 20 December 2019 shall be from 08:00 until 16:00.
- (b) That all employees be granted paid leave on 23, 24, 27, 30, 31 December 2019 and 2 January 2020.
- (c) That essential services staff in all departments be on standby on 23, 24, 25, 27, 30, 31 December 2019 and 1 and 2 January 2020.
- (d) that the municipality resumes full services on 3 January 2020 and the Library Services full services on 6 January 2020.

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

- (a) that business hours on 20 December 2019 shall be from 08:00 until 16:00.
- (b) that all employees be granted paid leave on 23, 24, 27, 30, 31 December 2019 and 2 January 2020.
- (c) that essential services staff in all departments be on standby on 23, 24, 25, 27, 30, 31 December 2019 and 1 and 2 January 2020.
- (d) that the municipality resumes full services on 3 January 2020 and the Library Services full services on 6 January 2020.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) *that business hours on 20 December 2019 shall be from 08:00 until 16:00.*
- (b) *that all employees be granted paid leave on 23, 24, 27, 30, 31 December 2019 and 2 January 2020.*
- (c) *that essential services staff in all departments be on standby on 23, 24, 25, 27, 30, 31 December 2019 and 1 and 2 January 2020.*
- (d) *that the municipality resumes full services on 3 January 2020 and the Library Services full services on 6 January 2020.*

8.4.3 Proposed Council meeting program: January until March 2020 (3/1/2/3)

Item 7.4.4 of the Executive Mayoral Committee meeting, held on 4 December 2019, refers.

The following memorandum, dated 2 December 2019, was received from the Manager: Administration:

1. Purpose

To obtain the approval of the Executive Mayoral Committee as well as Council for the proposed Council meeting program for January until March 2020.

2. For decision

Council.

3. Executive summary

The Council meeting program and meeting schedule for January until March 2020 is attached as **annexure 8.4.3**. The program is essentially similar to that of 2019. It is recommended that the attached program for the period January until March 2020 be approved. The SALGA Provincial Working Group meeting dates for February 2020 are included in the schedule. The other SALGA workshop dates are awaited and will be included when received. The final dates for the period April until December 2020 will thereafter be finalised.

Council is requested to approve the meeting program for January until March 2020. The Council meeting program of the Witzenberg Municipality has been synchronised with the meeting dates of the Cape Winelands District Municipality and is now submitted to Council for approval.

4. Discussion

4.1 Background and discussion

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

The proposed Council meeting program for January until March 2020 provides the list of scheduled meetings of Council, the Executive Mayoral Committee, the various Section 80 Committees, Municipal Public Accounts Committee (MPAC), Performance, Risk and Audit Committee (PRAC) and the Local Labour Forum (LLF) with the applicable time and date of the meetings.

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

4.2 Constitutional and policy implications

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

4.3 Environmental implications

This program has no environmental implications.

4.4 Financial implications

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

4.5 Legal implications

In terms of Section 19 of the Local Government 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, date and venue of every ordinary meeting of the Council and special or urgent meetings of the Council except when time constraints make this impossible.

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

All legislative and policy requirements are complied with."

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

that the proposed Council meeting program for January until March 2020 be approved.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the proposed Council meeting program for January until March 2020 be approved.

8.4.4 Request for lease agreement: Erf 8069, Carson Street alley, Ceres (15/4/R & 7/1/4/1)

Council resolved per item 8.4.1 of 30 May 2019:

- (a) that the matter in respect of the request for a lease agreement for erf 8069, Carson Street alley, Ceres be held in abeyance and that an offer to purchase be made to the owner.
- (b) that in future Council will handle similar matters according to the same principle as supra (a).

RECOMMENDED

For consideration.

**8.4.5 Ward delimitation public consultations
(3/1/1/2)**

A letter from the Municipal Demarcation Board, dated 17 October 2019, is attached as annexure 8.4.5.

RECOMMENDED

that notice be taken that a public meeting of the Municipal Demarcation Board will be held on 12 February 2020 in the Town Hall, Ceres.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

**9.1 Delimitation of wards in preparation of 2021 municipal elections: First set of draft wards
(3/1/1/2)**

The following documents are attached:

- (a) Memorandum from Manager: Projects and Performance, dated 28 November 2019: **Annexure 9.1(a)**.
- (b) Correspondence from Municipal Demarcation Board: **Annexure 9.1(b)**.
- (c) Maps of draft wards: **Annexure 9.1(c)**.

RECOMMENDED

that notice be taken of the first set of draft wards for the 2021 municipal elections.

10. FORMAL AND STATUTORY MATTERS

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

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

12. COUNCIL-IN-COMMITTEE

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

PRESENT

Councillors

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

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr A Raubenheimer (Acting Director: Finance)
Mr G Louw (Head: Internal Audit)
Mr A Hofmeester (Manager: IDP)
Mr CG Wessels (Manager: Administration)
Ms MJ Prins (Acting Principal Administrative Officer)
Mr CJ Titus (Committee Clerk)

1. OPENING AND WELCOME

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

NOTED

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

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

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

UNANIMOUSLY RESOLVED

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

2.2 Confidentiality and Conflict of Interest Declaration

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

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

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

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

NOTED

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

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

NOTED

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

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

NOTED

4. MINUTES

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

The following minutes are attached:

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

UNANIMOUSLY RESOLVED

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

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

4.2 Outstanding matters (3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.2.1	15/4/1/1/5	Item 11.1 of 26 March 2019 Ceres Golf Estate development	Municipal Manager	That the matter be held in abeyance to obtain further clarification and after that be submitted again.		
4.2.2	15/4/P	Item 8.2.4 of 31 July 2019 Proposed Integrated Zoning Scheme By-Law for Witzenberg	Manager: Town Planning and Building Control	(d) That the proposed draft Witzenberg Zoning Scheme By-Law and any comments received during public participation be submitted to Council for consideration and final adoption.		

UNANIMOUSLY RESOLVED

That notice be taken of the outstanding matters.

5. MOTIONS AND NOTICE OF SUGGESTIONS

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

Hierdie aangeleentheid is in-komitee hanteer onder item 12.2.7.

AANGETEKEN.

6. INTERVIEWS WITH DELEGATIONS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

The minutes of the following meetings are attached:

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

UNANIMOUSLY RESOLVED

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

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktooraat Finansies / Directorate Finance

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

The following items refer:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 and, after consideration, same be approved and accepted.

UNANIMOUSLY RESOLVED

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

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

The following items refer:

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

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

Council unanimously resolved on 31 July 2019:

- (a) that notice be taken of the tabling of the Quarterly Budget Statement Report in terms of Section 52(d) for the fourth quarter of 2018/2019 (period 1 April 2019 to 30 June 2019) and that the report, after consideration, be approved and accepted.
- (b) that the report be referred to Council's Municipal Public Accounts Committee and Performance, Risk and Audit Committee for their recommendations to Council.

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

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

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

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

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

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

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

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

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

UNANIMOUSLY RESOLVED

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

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

The following items refer:

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

Council resolved on 27 August 2014:

- (a) That a Board be established in terms of Government Gazette 37699 of 30 May 2014 to address any financial misconduct, as described in the Municipal Finance Management Act, in the municipality.
- (b) That any investigation regarding financial irregularities applicable to councillors be conducted in terms of the Code of Conduct for Councillors as regulated by the Municipal Systems Act.
- (c) That the Board does not consist of more than five members, as stated in the Regulations.
- (d) That the Executive Mayoral Committee will have delegated powers to co-opt any person to the Board.

The Terms of Reference for the Disciplinary Board for Financial Misconduct, dated July 2019, is attached as **annexure 8.1.3**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

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

Council unanimously resolved on 31 July 2019:

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

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

UNANIMOUSLY RESOLVED

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

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

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

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

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

UNANIMOUSLY RESOLVED

- (a) *that Council, after consideration, takes notice of the contents of the memorandum regarding Library Services: Non-binding VAT ruling.*
- (b) *that the matter supra (a) be submitted to SARS.*

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

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

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

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

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

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

- (a) that the Head: Internal Audit removes paragraph 10.5 from the policy.
- (b) that the Performance, Risk and Audit Committee recommends to Council:
 - that the Performance, Risk and Audit Committee takes notice of the amendments to the Fraud and Corruption Prevention Policy and, after consideration, approved and accepted same.

The following recommendation was tabled to Council:

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

UNANIMOUSLY RESOLVED

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

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

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

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

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

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

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

The following recommendation was tabled to Council:

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

UNANIMOUSLY RESOLVED

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

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

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

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

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

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

The following recommendation was tabled to Council:

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

UNANIMOUSLY RESOLVED

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

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

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

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

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

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

UNANIMOUSLY RESOLVED

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

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

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

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

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

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

UNANIMOUSLY RESOLVED

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

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

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

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

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

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

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

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

UNANIMOUSLY RESOLVED

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

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

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

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

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

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

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

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

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

UNANIMOUSLY RESOLVED

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

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

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

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

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

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

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

UNANIMOUSLY RESOLVED

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

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

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

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

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

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

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

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

The following recommendation was tabled to Council:

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

UNANIMOUSLY RESOLVED

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

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

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

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

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

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

UNANIMOUSLY RESOLVED

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

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

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

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

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

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

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

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

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

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

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

RESOLVED

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

8.1.16 Travel Management Policy (4/5/P)

The following items refer:

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

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

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

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

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

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

UNANIMOUSLY RESOLVED

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

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

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

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

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

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

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

UNANIMOUSLY RESOLVED

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

8.2 Direktooraat Tegniëse Dienste / Directorate Technical Services

8.2.1 Waiver of pre-emptive right on erf 3775, Ceres (15/4/1/1/196)

The following items refer:

- (a) Item 7.2.1 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (b) Item 8.2.1 of the Council meeting, held on 30 May 2019.
- (c) Item 7.2.1 of the Executive Mayoral Committee meeting, held on 29 July 2019.
- (d) Item 8.2.1 of the Council meeting, held on 31 July 2019.
- (e) Item 7.2.1 of the Executive Mayoral Committee meeting held on 24 October 2019.

The following memorandum, dated 21 May 2019, was received from the Municipal Manager:

Purpose

To recommend to Council to consider the waiver of Council's pre-emptive right on a portion of erf 3775, Ceres, more commonly known as the Ceres cricket ground in favour of a property development.

Background

Erf 3775, Ceres is registered in the name of Ceres Agricultural Society. A property developer, Dorpstraat, Stellenbosch, approached the Ceres Agricultural Society to acquire the property for purposes of developing a convenience shopping centre. No lay-out or building plans have been drafted, because the developer first wants an in-principle approval from Council before major expenses are being incurred. In terms of the letter from Dorpstraat the size of the development will be between 6 000 and 7 500 m². The total capital investment will be between R120 million and R130 million. In terms of the presentation done by Dorp Street there will be an anchor tenant and the whole purpose is to attract new traders to Ceres instead of recycling existing shops in town. The existing cricket facility will be moved to Victoria Park where both the rugby and cricket facilities will be upgraded by the developer. Some of the proceeds of the sale agreement will be used to renovate and build new conference facilities at Victoria Park. If the development is approved it will create opportunities for local business people. Permanent job opportunities will be through the small businesses in the centre as well as security, cleansing and maintenance opportunities.

A profile of Dorpstraat Developers is attached as **annexure 8.2.1**. The developers have been involved in several successful centres and malls as listed in their profile. They are currently busy with three centres that are under construction which inter alia includes Robertson.

Municipal services

No detailed plans were submitted to the Directorate Technical Services. The directorate, however, indicated that municipal services will be available within the area. The most challenging service will be that of electricity in terms of the provisional requirement, but coupled with alternative energy the municipality should be in a position to provide electricity to the development. The development will be responsible for all costs related to the upgrade of bulk services to the specific development, which cost will be in terms of Council's approved policy.

Financial implication

There are no financial implications for Council. If the development is approved, it will create additional income for Council.

Legal implication

If Council waives the requirement in terms of the Title Deed that the property must first be offered to Council and that the land may only be used for sports activities, then such decision must be made known to the public through an advertisement in the local newspaper."

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the pre-emptive right on erf 3775, Ceres be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the pre-emptive right on erf 3775, Ceres be held in abeyance until the next meeting.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

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

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

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

UNANIMOUSLY RESOLVED

that Council not waive the pre-emptive right on erf 3775, Ceres, but that the authorisation be mandated to take the land back and develop the land for sport purposes.

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

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

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

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

EENPARIG BESLUIT

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

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

The following items refer:

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

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

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

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

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

UNANIMOUSLY RESOLVED

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

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

The following items refer:

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

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

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

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

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

UNANIMOUSLY RESOLVED

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

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

The following items refer:

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

The following documents are attached:

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

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

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

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

UNANIMOUSLY RESOLVED

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

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

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

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

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

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

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

UNANIMOUSLY RESOLVED

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

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

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

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

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

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

UNANIMOUSLY RESOLVED

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

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

The following items refer:

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

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

“1. Purpose

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

2. Background

The Minister of Finance has, acting with the concurrence of the Minister of Cooperative Governance and Traditional Affairs, in terms of Section 168(1) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), made the Regulations for Municipal Cost Containment. These regulations were published by National Treasury in the Government Gazette No. 42514 of 7 June 2019 and will be used as a guideline in drafting the Policy for the Appointment of consultants, 2019.

3. Legal framework

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

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

4. Financial impact

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

An accounting officer must adopt a fair and reasonable remuneration framework for consultants taking into account the rates –

- (a) determined in the 'Guideline on fees for audits undertaken on behalf of the Auditor-general of South Africa', issued by the South African Institute of Chartered Accountants
- (b) set out in the 'Guide on Hourly Fee Rates for Consultants', issued by the Department of Public Service and Administration; or
- (c) as prescribed by the body regulating the profession of the consultant."

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

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

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

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

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

The matter was workshopped by Council on 29 October 2019.

UNANIMOUSLY RESOLVED

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

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

**8.3.1 Housing: Witzenberg Municipal Housing Pipeline for 2019/2020
(05/06/1)**

The following items refer:

- (a) Item 9.1.4 of the meeting of the Committee for Housing Matters, held on 6 September 2018.
- (b) Item 7.3.5 of the Executive Mayoral Committee meeting held on 30 October 2018.
- (c) Item 8.3.7 of the Council meeting, held on 31 October 2018.
- (d) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (e) Item 8.3.1 of the Council meeting, held on 30 May 2019.
- (f) Item 7.3.1 of the Executive Mayoral Committee meeting held on 29 July 2019.
- (g) Item 8.3.1 of the Council meeting, held on 31 July 2019.
- (h) Item 7.3.1 of the Executive Mayoral Committee meeting held on 24 October 2019.

A memorandum from the Manager: Housing, dated 6 August 2018, is attached as **annexure 8.3.1**.

The Committee for Housing Matters resolved on 6 September 2018 to recommend to the Executive Mayoral Committee and Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The Executive Mayoral Committee resolved on 30 October 2018 that the matter regarding the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

Council unanimously resolved on 31 October 2019 that the matter regarding the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

Council unanimously resolved on 31 July 2019 that the matter regarding the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

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

UNANIMOUSLY RESOLVED

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

8.3.2 Proposal for utilisation of Busy Bee Building: Erf 1567, Piet Retief Street, Tulbagh (7/1/4/1)

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Local Economic Development and Tourism, held on 20 February 2019.
- (b) Item 7.3.3 of the Executive Mayoral Committee meeting held on 26 February 2019.
- (c) Item 8.3.5 of the Council meeting, held on 27 February 2019.
- (d) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 25 March 2019.
- (e) Item 8.3.1 of the Council meeting, held on 26 March 2019.
- (f) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (g) Item 8.3.2 of the Council meeting, held on 30 May 2019.
- (h) Item 7.3.2 of the Executive Mayoral Committee meeting held on 29 July 2019.
- (i) Item 8.3.2 of the Council meeting, held on 31 July 2019.
- (j) Item 7.3.2 of the Executive Mayoral Committee meeting held on 24 October 2019.

The following memorandum, dated 27 September 2018, was received from the Acting Manager: Socio-Economic Development:

"Purpose

The purpose of the report is to determine the utilisation of the old Busy Bee building on erf 1567, Piet Retief Street, Tulbagh.

Background

The building on erf 1567, Piet Retief Street, Tulbagh (known as the Busy Bee building) has been vacant since 1st March 2018. DPSA Tulbagh was the previous lessee from 1 October 2013, with the lease not being renewed by the Witzenberg Council. The current lessee was obligated to evacuate the building by the end of February 2018.

Request

It is requested that the Witzenberg Council provides suggestions for the utilisation of the building.

Recommendation

A current proposal is on the table for the building to be provided to Tulbagh Tourism in order to utilise the building to expose local tourism entrepreneurs from Witzenville and Chris Hani to tourists visiting the area. The recommendation is also that the building must contribute towards economic transformation through tourism and skills impartation."

The Committee for Local Economic Development resolved on 20 February 2019 to recommend to the Executive Mayoral Committee and Council:

- (a) that the Acting Manager: Socio-Economic Development investigates and takes control of the municipal assets at the Busy Bee Building, erf 1567, Piet Retief Street, Tulbagh.
- (b) To recommend to the Executive Mayoral Committee and Council:
 - (i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.
 - (ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.
 - (iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.
- (ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.
- (iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 26 February 2019 that the Executive Mayoral Committee recommends to Council:

that the matter in respect of the utilisation of the Busy Bee building on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting and the cost for repairs be determined and done.

Council resolved on 27 February 2019 that the matter in respect of the utilisation of the Busy Bee building on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting and the cost for repairs be determined and done.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.
- (ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

- (iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 25 March 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance to obtain clarity and for further deliberations regarding the matter.

Council unanimously resolved on 26 March 2019 that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance to obtain clarity and for further deliberations regarding the matter.

The following recommendation was tabled to the Executive Mayoral Committee on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

- (i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.
- (ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.
- (iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

- (i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.
- (ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.
- (iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting.

Council unanimously resolved on 31 July 2019 that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.
- (ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.
- (iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding the Busy Bee Building, Tulbagh be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

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

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

The following items refer:

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

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

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

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

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

UNANIMOUSLY RESOLVED

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

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

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

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

"Background

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

Deliberation

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

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

UNANIMOUSLY RESOLVED

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

8.4 Direktooraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Council's immovable property: Long lease or alienation of Klip River Park Resort, Tulbagh (7/1/4/1)

The following items refer:

- (a) Item 7.4.4 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (b) Item 8.4.4 of the Council meeting, held on 30 May 2019.
- (c) Item 7.4.1 of the Executive Mayoral Committee meeting held on 29 July 2019.
- (d) Item 8.4.1 of the Council meeting, held on 31 July 2019.
- (e) Item 7.4.1 of the Executive Mayoral Committee meeting held on 24 October 2019.

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

Purpose

To recommend to Council to consider extending the lease period of Klip River Park from 15 years to 30 years or alienating the property known as Klip River Park together with adjacent land in terms of Council's Supply Chain process.

Background

Council resolved per item 8.1.3 on 28 August 2008:

- (i) That Klip River Park and surrounding land be retained as a holiday resort and a recreational area.
- (ii) That possible developments to be requested from interested parties for consideration by Council in future.
- (iii) That the report of the developers and interested parties be tabled to Council.

A Section 78 investigation as per the Municipal Systems Act of 2000 was then followed to look at the Council resolution with the view of entering into a private public partnership agreement. A report was compiled, which is attached as **annexure 8.4.1(a)**. The report recommended that Council should either alienate the said land or follow a PPP process. During discussions with various stakeholders and National Treasury the option of a PPP was eliminated because of the possible turnover of the project (was being regarded as too small). The item was referred back to Council and it was resolved to follow a Supply Chain process in terms whereof Klip River Park would be leased on a long term period of 30 years. The Supply Chain process was advertised on two occasions in both the National and Provincial newspapers without any success. An extract from the tender document which was then advertised, is attached as **annexure 8.4.1(b)**. Site meetings during the advertisement process were compulsory and at all the meetings there were community members claiming that Council's process was flawed and that they would create problems for any successful bidder. At the last site meeting there were two company representatives who flew from Johannesburg and whom had shown genuine interest in as a potential lessee. They have, however, not submitted any bids after the said site meetings. Some of the inputs received during the clarification meetings and also from potential interested parties were that the lease period was not long enough and that the capital investment required at the park would not make the park a viable option for the 15 year period.

The area for rental in terms of the said Council resolution is approximately 14.5 ha. A copy of a Google aerial photo is attached as **annexure 8.4.1(c)**.

The green section of Klip River Park is part of Galgeheuwel local Nature Reserve and cannot be developed whether the land is alienated or being part of a rental agreement. When the lease option was initially considered Council took into account the capital required to upgrade the park. At the time the park had to be re-electrified at a major cost. The swimming pool also required repairs which included a total replacement of the pump system. When the resort was operational it provided the following facilities:

- (i) 18 Chalets
- (ii) 69 Camping Sites
- (iii) 4 Ablution blocks
- (iv) Small office
- (v) Swimming pool

Although the resort is not in operation there are two security guards guarding the property on a 24-hour basis. The cost of the security is approximately R35 000,00 per month. All the previous staff members were transferred and/or placed to other departments within the municipality. The previous report of 2010 has placed an evaluation of R5.2 million on the resort as well as the adjacent land. The resort forms part of commonage of Tulbagh. The municipal valuer has been requested for an updated valuation of the property in question.

Legal implication

If Council considers approving the long term lease agreement the process must be advertised in the local newspaper and submitted to Provincial and National Treasury for their comments as well. Council already took a decision that the land in question is not required for basic services as per the requirements of Section 14 of the Municipal Finance Management Act of 2003. The value of the land might be such that it will fall within the threshold of a special process that needs to be followed when such asset is alienated. In the latter instance it must also be advertised and Treasury must also be notified for inputs.

Financial implication

Council is not deriving any financial benefit from the property. Council in fact is losing money on the security spent as well as loss of potential income. Resorts are not a core function of Council."

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

Council unanimously resolved on 31 July 2019 that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting and be workshopped by Council.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

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

The following items refer:

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

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

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

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

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

UNANIMOUSLY RESOLVED

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

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

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

UNANIMOUSLY RESOLVED

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

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

The following items refer:

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

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

The policy was workshopped by Council on 29 May 2019.

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

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

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

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

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

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

UNANIMOUSLY RESOLVED

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

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

The following items refer:

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

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

The policy was workshopped by Council on 29 May 2019.

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

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

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

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

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

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

UNANIMOUSLY RESOLVED

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

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

The following items refer:

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

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

The policy was workshopped by Council on 29 May 2019.

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

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

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

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

The following recommendation was tabled to Council:

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

UNANIMOUSLY RESOLVED

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

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

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

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

"Purpose

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

Deliberation

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

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

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

Legal implication

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

Financial implication

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

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

UNANIMOUSLY RESOLVED

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

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

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

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

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

UNANIMOUSLY RESOLVED

that Council takes notice of the matter in respect of the amendments to the AARTO Act and, after consideration, accepts same.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None

NOTED

10. FORMAL AND STATUTORY MATTERS

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

10.1.1 SALGA conference: Western Cape

The Executive Mayor reported the following regarding the SALGA conference:

- (a) That SALGA will institute action against the Pension Fund and make a decision on the current members. Councillors affected in the municipality are Councillors BC Klaasen, D Swart and Alderman JJ Visagie. The matter will be deliberated at the next meeting.
- (b) That SALGA discussed the matter of water management in the Western Cape.
- (c) That SALGA discussed the status of the economy in the country and the impact thereof on municipalities as well as the expected announcements of the Minister of Finance.

NOTED

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

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

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

- (a) Mafoko Security

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

- (b) Vacancy: Manager: Resorts and Swimming Pools

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

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

- (c) EPWP Projects

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

- (d) Abuse of women

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

- (e) Ward committees

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

- (f) Year-end function for the elderly

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

RESOLVED

- (a) *that the matter in respect of the contract with Messrs Mafoko Security will be dealt with in detail at the next meeting.*
- (b) *that the vacant position of Manager: Resorts and Swimming Pools will be advertised and filled.*
- (c) *that more information in respect of the EPWP workers matter be given to the Municipal Manager to deal with same.*

12. COUNCIL-IN-COMMITTEE

3/2/2

02 Desember 2019
Die SPEAKER
Witzenberg Munisipaliteit
Voortrekkerstraat
Ceres 6835

Geagte Speaker

MOSIE VAN WANTROUE IN AMPT VAN UITVOERENDE BURGEMEESTE VOLGENS A(40) VAN DIE STRUKTURE WET 117 VAN 1998

Neem kennis dat Raadslid G Laban van die Witzenberg Munisipaliteit raad, van voorneme is om ingevolge artikel 40 van die strukture wet 117 van 1998 saamgelees met die reglement van orde insake die prosedure en handhawing van orde op vergaderings van Witzenberg Munisipaliteit die volgende Mosie op 'n raadsvergadering van 11 Desember 2019 of so spoedig daarna in te dien.

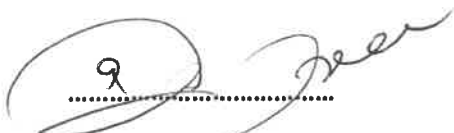
Mosie

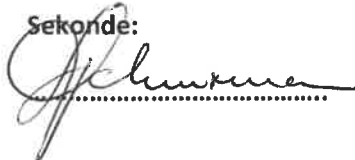
1. Mosie van wantroue en die gepaardgaande ontheffing uit Ampt van Burgemeester Raadslid B

Klaasen en Ampt gevul word volgens skedule 3 van strukture wet 117 van 1998 by die vergadering van 11 Desember 2019

2. Die Mosie spruit voort uit die dispuut met die hantering van die mosie van die Speaker tydens die vorige raadsvergadering asook die rol van die Burgemeester tydens die appelproses van applikant van erf 2238 te Morrisdale. Dit dui daarop dat die raad doelbewus mislei is asook dat die nodige Disziplinêre stappe teen die raadslid geloods moet word.

Gedateer te Ceres op hierdie dag van 02 Desember 2019


Raadslid Laban

Sekonde:




MINUTES OF THE MEETING OF THE COMMITTEE FOR TECHNICAL SERVICES OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 24 JULY 2019 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR TEGNIESE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP WOENSDAG, 24 JULIE 2019 OM 10:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee members / Komiteelede

Alderman / Raadsheer JJ Visagie (Chairperson / Voorsitter)
Councillor / Raadslid D Swart
Councillor / Raadslid MD Jacobs

Non-committee Members / Nie-komiteelede

Alderman K Adams / Raadsheer K Adams

Officials / Amptenare

Mr / Mnr J Barnard (Director: Technical Services / Direkteur: Tegniese Dienste)
Mr / Mnr H Taljaard (Manager: Town Planning and Building Control / Bestuurder: Stadsbeplanner en Boubeheer)
Mr / Mnr N Jacobs (Manager: Water and Sewerage / Bestuurder: Water en Riolerings)
Mr / Mnr P van den Heever (Senior Manager: Electro-Technical Services / Senior Bestuurder: Elektrotegniese Dienste)
Mr / Mnr J Jacobs (Senior Superintendent: Solid Waste and Cleansing Services / Senior Superintendent: Vaste Afval en Reinigingsdienste)
Mr / Mnr O Gatyene (Manager: Fleet and Workshop / Bestuurder: Vloot en Werkswinkel)
Mr / Mnr E Lintnaar (Manager: Streets and Storm Water / Bestuurder: Strate en Stormwater)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Ms / Me W Roode (Word Processor Operator / Woordverwerkeroperateur)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson requested Councillor D. Swart to open the meeting with prayer after which he welcomed everyone present.

Die Voorsitter versoek Raadslid D. Swart om die vergadering met gebed te open waarna hy almal teenwoordig welkom heet.

NOTED / AANGETEKEN

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

Application for leave of absence from the meeting was received from Councillor R. Simpson.

Apologies for absence from the meeting were received from the Municipal Manager, Manager: Administration and Manager: Electro-Technical Services.

Aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf raadslid R. Simpson.

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

RESOLVED

- (a) that the application for leave of absence from the meeting, received from Councillor R. Simpson, be approved and accepted.*
- (b) that notice be taken of the apologies for absence from the meeting, received from the Municipal Manager, Manager: Administration and Manager: Electro-Technical Services and same be accepted.*

BESLUIT

- (a) dat die aansoek om verlof tot afwesigheid van die vergadering, ontvang vanaf Raadslid R. Simpson, goedgekeur en aanvaar word.*
- (b) dat kennis geneem word van die verskonings vir afwesigheid van die vergadering, ontvang vanaf die Munisipale Bestuurder, Bestuurder: Administrasie en Bestuurder: Elektrotegniese Dienste en dat dit aanvaar word.*

3. MINUTES / NOTULES

3.1 Approval of minutes / Goedkeuring van notule (3/1/2/3)

The minutes of the meeting of the Committee for Technical Services, held on 22 May 2019, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Tegniese Dienste, gehou op 22 Mei 2019, word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Technical Services, held on 22 May 2019, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Tegniese Dienste, gehou op 22 Mei 2019, goedgekeur en deur die Voorsitter onderteken word.

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

None / Geen

NOTED / AANGETEKEN

**4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY CHAIRPERSON / VERKLARINGS,
MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER
(17/3/2)**

The Chairperson enquired with regard to a Refuse Transfer Station for Witzenberg similar to the one at Langeberg Municipality.

Director: Technical Services informed the meeting that an in loco inspection will be done at Langeberg Refuse Station in due course.

Councillor D. Swart requested that the in loco inspection be done at Langeberg Refuse Station on 14 August 2019 after the meeting of the Committee for Technical Services and that the logistical arrangements be done by the Director: Technical Services.

RESOLVED

that an in loco inspection be held at the Langeberg Refuse Station of Langeberg Municipality on 14 August 2019 after the meeting for Committee Technical Services.

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

**6.1 Risk Management: Fourth Quarter 2018/2019 Risk Management Report: Directorate for
Technical Services / Risiko Bestuur: Vierde Kwartaal 2018/2019 Risiko Bestuur Verslag:
Departement Tegniese Dienste
(9/1/2/2)**

Council resolved per item 8.4.2 of 26 October 2016:

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

A Risk Management report for the Committee for Technical Services, Fourth quarter 2018/2019, dated 30 June 2019, is attached as **annexure 6.1**.

Objectives of Enterprise Risk Management

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

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

Roles and Responsibilities

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

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

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

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

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

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

RESOLVED

that the Committee for Technical Services takes notice of the Risk Management Report of the Directorate for Technical Services for the Fourth Quarter of 2018/2019 and same be approved and accepted.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die Risiko Bestuursverslag van die Direkoraat vir Tegniese Dienste vir die Vierde Kwartaal van 2018/2019 en dat die verslag goedgekeur en aanvaar word.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 Proposed position of the Waste Transfer Station at Wolseley / Voorgestelde posisie van die "Waste Transfer Station" te Wolseley (17/3/2)

'n Memorandum from the Senior Superintendent: Waste and Cleansing Services, dated 3 June 2019, is attached as **annexure 7.1**.

'n Memorandum vanaf die Senior Superintendent: Vaste Afval en Reinigingsdienste, gedateer 3 Junie 2019, word ingebind as **bylae 7.1**.

RESOLVED

To recommend to the Executive Mayoral Committee and Council

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

BESLUIT

Om by die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

dat 'n gedeelte van erf 72, Wolseley goedgekeur word as 'n geskikte terrein vir die konstruksie van 'n "Waste Transfer Station" soos per die aangehegte sketsplan.

7.2 Proposed renting of a portion of erf 1, Prince Alfred's Hamlet to Mr Abraham van der Merwe / Voorgestelde verhuring van 'n gedeelte van erf 1, Prince Alfred's Hamlet aan mnr. Abraham van der Merwe (7/1/4/1)

A memorandum from the Director: Technical Services, dated 3 June 2019, is attached as **annexure 7.2**.

'n Memorandum vanaf die Direkteur: Tegniese Dienste, gedateer 3 Junie 2019, word ingebind as **bylae 7.2**.

RESOLVED

To recommend to the Executive Mayoral Committee and Council

- (a) *that approximately 3000 m² of erf 1, Prince Alfred's Hamlet be rented to Mr Abraham van der Merwe at a market related price as per attached sketch plan.*
- (b) *that the Municipal Manager be authorised to finalise and sign the agreement on behalf of Council.*

BESLUIT

Om by die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

- (a) *dat ongeveer 3000 m² van erf 1, Prince Alfred's Hamlet aan mnr. Abraham van der Merwe verhuur word teen markverwante prys, soos op die sketsplan aangedui.*
- (b) *dat die Munisipale Bestuurder gemagtig word om die ooreenkoms te finaliseer en namens die Raad te onderteken.*

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

The following documents are attached:

- (a) Memorandum from the Senior Superintendent: Solid Waste and Cleansing Services, dated 4 June 2019: **Annexure 7.3(a)**.
- (b) Waste Characterisation and Brand Audit Report dated 10 May 2019: **Annexure 7.3(b)**.

RESOLVED

that the Committee for Technical Services recommends to the Executive Mayoral Committee and Council:

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

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

None / Geen

NOTED / AANGETEKEN

**9. QUESTIONS / REMARKS RAISED BY COMMITTEE MEMBERS
VRAE / OPMERKINGS GEOPPER DEUR KOMITEELEDE**

The Director: Technical Services informed the meeting that the recent rain increased the Koekedouw dam levels from 67% to 73% within four (4) days. Both low water bridges overflowed due to the heavy rainfall and strong winds.

Regular electricity outages were experienced due to the heavy rainfall in various parts in the Witzenberg area, especially on farms and in Albert Crescent, Ceres where the electricity was off during the night due to the weather.

A Committee member requested that Supervisors regularly inspect whether green bags have been collected in Ward 3.

NOTED

10. ADJOURNMENT / VERDAGING

The meeting adjourned at 10:45 / Die vergadering verdaag om 10:45.

Approved on _____

**ALDERMAN / RAADSHEER JJ VISAGIE
CHAIRPERSON / VOORSITTER**

/wr

**MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY,
HELD IN THE COUNCIL CHAMBERS ON MONDAY, 29 JULY 2019 AT 16:00 IN THE COUNCIL
CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES**

PRESENT

Executive Mayoral Committee

Councillor BC Klaasen (Executive Mayor)
Alderman K Adams
Councillor TE Abrahams
Councillor EM Sidego
Alderman HJ Smit

Councillors not on Executive Mayoral Committee

Councillor MD Jacobs

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr A Raubenheimer (Acting Director: Finance)
Mr G Louw (Head: Internal Audit)
Mr A Hofmeester (IDP Manager)
Mr C Wessels (Manager: Administration)
Ms MJ Prins (Acting Principal Administrative Officer)
Mr C Titus (Committee Clerk)

Other attendees

Mr J Conradie (Ceres Business Initiative)

1. OPENING AND WELCOME

The Executive Mayor welcomed everyone present after which he requested Councillor TE Abrahams 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 Aldermen JJ Visagie and TT Godden.

RESOLVED

that the applications for leave of absence from the meeting, received from Aldermen JJ Visagie and TT Godden, be approved and accepted.

3. MINUTES

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

The minutes of the Executive Mayoral Committee meeting, held on 27 May 2019, are attached as annexure 3.1.

RESOLVED

That the minutes of the Executive Mayoral Committee meeting, held on 27 May 2019, be approved and signed by the Executive Mayor:

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

None

NOTED

**4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY EXECUTIVE MAYOR
(9/1/1)**

- (a) The Executive Mayor congratulated the Director: Technical Services on his marriage and wished him and wife happiness and good luck.
- (b) The Executive Mayor announced that the vision of Witzenberg Municipality is in line with the National and Provincial Government.
- (c) The Executive Mayor mentioned that the new Cost Containment Regulations, 2019 is effective from 1 July 2019 and will be implemented.
- (d) The Executive Mayor requested that the Witzenberg Municipality will focus on our own budget in order to obtain objectives.
- (e) The Executive Mayor emphasised the vision of the Provincial Government that there is a job in every household.
- (f) The Executive Mayor mentioned that assessments in respect of municipalities in the Western Cape were done. Witzenberg Municipality obtained the second place. The Executive Mayor conveyed congratulations to the Municipal Manager, Senior Management and the Chairpersons of the Portfolio Committees.
- (g) The Executive Mayor referred to the project in respect of the erection of a monument in commemoration of the 1969 earthquake. Ms Bertdene Laubscher of the Togryers Museum will further consult with the Municipal Manager.

NOTED

5. INTERVIEWS WITH DELEGATIONS

None

NOTED

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

Geen / None

AANGETEKEN / NOTED

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Direkoraat Finansies / Directorate Finance

**7.1.1 Section 71 Monthly Budget Statement Report of Directorate Finance: April, May and June 2019
(9/1/2/2)**

The Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May and June 2019 will be tabled to the Committee for Corporate and Financial Services on 25 July 2019 and the Performance, Risk and Audit Committee on 2 August 2019.

The reports and recommendations of the committees will be tabled to the Executive Mayoral Committee and Council at the next meeting.

NOTED

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

The following items refer:

- (a) Item 7.1.3 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (b) Item 8.1.3 of the council meeting, held on 30 May 2019.

The following memorandum, dated 20 May 2019, was received from the Manager: Water and Sewerage:

"Purpose

The purpose of this report is to inform Council regarding the settling option of the Rand Merchant Bank loan which was taken up by KBR (Koekedouw Irrigation Board) for the construction of the Koekedouw Dam.

Background

The Koekedouw Dam was constructed in 1999 as a joint venture between Witzenberg Municipality and the Koekedouw Irrigation Board. Both parties to this venture incurred loans to pay for their share of the construction cost. The loan taken up by Witzenberg Municipality has been settled in 2017.

Currently KBR is still paying off on their loan and Witzenberg Municipality is part of this repayment agreement in terms of our allocation for Vredebes farm. See **annexure 7.1.2(a)**.

The KBR management has met with RMB in order to negotiate a new financing model in order to settle the loan and minimize cost. The new financing model agreed to between the parties, and approved by KBR, is attached as **annexure 7.1.2(b)**.

This new option entails the settling of the loan once-off in order to cut out huge interest on the loan. As can be seen on the attached spreadsheet if we stay with the old financing model, KBR will make a total repayment of R348 628 396 on the initial loan. Currently the outstanding amount is R54 687 042.00, but this amount will escalate to R78 944 608.00 before it starts to decrease and eventually be settled in 2044. With the new financing model total repayment will be R83 152 706.00 resulting in a total saving of R265 475 690.00.

Legal framework

Because Witzenberg Municipality is part of KBR in terms of our allocation for Vredebes, we are also liable for the repayment of our portion of the loan from Rand Merchant Bank.

Financial impact

With the new financing model we will have a huge saving on the repayment of the loan. In terms of the old financing model we will be responsible for repayment of R4 052 646.00 whereas with the new financing model we will make a once-off payment of R889 891.98 to settle the loan, resulting in a saving of R3 162 754.02."

The Municipal Manager gave a background with regard to the matter of settling the Rand Merchant Bank (RMB) loan for the Koekedouw Dam. Further investigation in terms of the agreement will be done. This matter only recently arose and the loan was done before the purchase of Vredebes. The water rights were part of the agreement.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council approves the new financing model option.
- (b) That Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Councillor BC Klaasen mentioned that the outstanding arrear amount is based on calculations made by the Koekedouw Irrigation Board and that further investigations are necessary.

Council unanimously resolved on 30 May 2019 that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Further report from Municipal Manager, dated 24 July 2019:

"Since the last Executive Mayoral Committee and council meetings Administration has attempted to obtain written agreements of Council's financial commitment towards the Koekedouw Irrigation Board. The Deed of Sale does not make mention of any such financial commitment towards the Board nor the Title Deed. The Title Deed reflects the water right that is registered and which is inherent to the farm. A meeting was requested with the Chairperson of the Irrigation Board, Mr Danie Goosen, which took place on 2 July 2019.

A summary of the meeting is contained in the email sent by Mr Goosen to the Municipal Manager's office, dated 2 July 2019 and is attached as **annexure 7.1.2(c)**. In terms of the discussion the Koekedouw Irrigation Board took up a loan with the Rand Merchant Bank on behalf of its members. The accountability of the members was pro rata with the water rights of their respective farms. All the members at that time agreed to the conditions which was later on also accepted by the municipality when Vredebes was purchased. The Irrigation Board used to send an invoice to its members on a yearly basis, which included the municipality and in terms of which they then were obliged to settle. The municipality has been paying regularly on an annual basis since they acquired the farm. The invoice was normally divided into an operational and capital contribution. In terms of the Irrigation Board's members meeting resolution taken, the members accepted the settlement as previously outlined. On the date of the discussion all the members have paid their contribution of the settlement towards the Rand Merchant Bank loan except for the municipality. The Koekedouw Irrigation Board went ahead to pay on the municipality's behalf, because of their commitment and legal obligation and has requested that the municipality repays the amount to them. The crux of the discussion is that the liability of the municipality is coupled to the water rights inherent to the property.

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council approves the new financing model option.
- (b) that Witzenberg Municipality settles their portion of the loan with a once-off payment.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

7.1.3 Quarterly inventory count: Municipal Stores, Drommedaris Street, Ceres: 20 March 2019 (6/1/1)

The following items refer:

- (a) Item 7.1.5 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (b) Item 8.1.5 of the council meeting, held on 30 May 2019.

A memorandum from the Manager: Supply Chain, dated 2 April 2019, is attached as **annexure 7.1.3**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that cognisance be taken of the stock count of 20 March 2019.

- (b) that Council authorises the up-taking of surpluses as per table 3.1(a) of the annexure.
- (c) that Council authorises the writing off of stock shortages as per table 3.1(b) to the value of R2 240-62.
- (d) that Council authorises the writing off of damaged stock as per table 3.1(c) to the value of R2-98.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the quarterly inventory count be held in abeyance for further clarification.

Council unanimously resolved on 30 May 2019 that the matter in respect of the quarterly inventory count be held in abeyance for further clarification.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that cognisance be taken of the stock count of 20 March 2019.
- (b) that Council authorises the up-taking of surpluses as per table 3.1(a) of the annexure.
- (c) that Council authorises the writing off of stock shortages as per table 3.1(b) to the value of R2 240-62.
- (d) that Council authorises the writing off of damaged stock as per table 3.1(c) to the value of R2-98.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the quarterly inventory count, held at the municipal stores, Drommedaris Street, Ceres on 20 March 2019, be provisionally accepted and that the Acting Chief Financial Officer ensures the correctness of the figures.

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

The Quarterly Budget Statement [Section 52(d)] Report for the fourth quarter of 2018/2019 is attached as **annexure 7.1.4**.

RESOLVED

- (a) *That the Executive Mayoral Committee recommends to Council:*

that notice be taken of the tabling of the Quarterly Budget Statement Report in terms of Section 52(d) for the fourth quarter of 2018/2019 (period 1 April 2019 to 30 June 2019) and that the report, after consideration, be approved and accepted.

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

7.1.5 PRAC 1st Bi-Annual Performance Management System Report: 2018/2019 (5/14/4)

The PRAC First Bi-Annual Performance Management System Report to Council for 2018/2019, dated May 2019, is attached as **annexure 7.1.5**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

7.1.6 MFMA Circular no. 95: Interventions and debt relief (5/10/R)

MFMA Circular no. 95 from National Treasury, dated 1 June 2019, is attached as **annexure 7.1.6**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the contents of MFMA Circular no. 95 from National Treasury, dated 1 June 2019.

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

Council resolved on 27 August 2014:

- (a) That a Board be established in terms of Government Gazette 37699 of 30 May 2014 to address any financial misconduct, as described in the Municipal Finance Management Act, in the municipality.
- (b) That any investigation regarding financial irregularities applicable to councillors be conducted in terms of the Code of Conduct for Councillors as regulated by the Municipal Systems Act.

- (c) That the Board does not consist of more than five members, as stated in the Regulations.
- (d) That the Executive Mayoral Committee will have delegated powers to co-opt any person to the Board.

The Terms of Reference for the Disciplinary Board for Financial Misconduct, dated July 2019, is attached as **annexure 7.1.7**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

7.1.8 Appointment of Performance, Risk and Audit Committee members for a second 3-year term (5/14/4)

The following memorandum, dated 22 July 2019, was received from the Municipal Manager:

"Purpose

The purpose of this communication is for the Executive Mayoral Committee and Council to consider the appointment of two PRAC members for a second 3-year term.

Deliberation

The first 3-year term of the PRAC Chairperson, Mr J. George, and member, Mr S Redelinghuys, will expire on 31 October 2019. To ensure continuity it is important to consider the following as stated in the PRAC Charter:

'Term of office

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

Council resolved on 26 October 2016:

- (a) that Mr Jonathan George be appointed as the Chairperson of the Performance, Risk and Audit Committee.
- (b) that Mr Fanus Redelinghuys be appointed as a member of the Performance, Risk and Audit Committee.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (i) *that the appointment of the Chairperson of the Performance, Risk and Audit Committee, Mr J George, and member, Mr S Redelinghuys, for a second 3-year term for the period 1 November 2019 until 31 October 2021 be approved.*
- (ii) *that the appointment letters be signed by the Municipal Manager.*

7.1.9 Local Government Municipal Finance Management Act, 2003: Municipal Cost Containment Regulations 2019 (5/P)

The Minister of Finance promulgated the Municipal Cost Containment Regulations in Government Gazette number 42514 on 7 June 2019, which became effective as from 1 July 2019.

In terms of the regulations the municipality must develop or revise and implement a Cost Containment Policy which must be adopted by the municipal Council. The said regulations is attached as **annexure 7.1.9**. The regulations have a major impact on the operations of Council and require an in-depth review of existing policies before the Cost Containment Policy can be adopted. The Council members will be taken through a workshop to discuss the regulations after which a policy will be formulated once the other policies of Council have also been reviewed to bring it in line with the current regulations.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Local Government Municipal Finance Management Act (2003): Municipal Cost Containment Regulations, 2019 be workshopped by Council.

7.1.10 Quarterly inventory count: Municipal Stores, Drommedaris Street, Ceres: 27 June 2019 (6/1/1)

A memorandum from the Manager: Supply Chain, dated 2 July 2019, is attached as **annexure 7.1.10**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that cognisance be taken of the stock count of 27 June 2019.
- (b) that Council authorises the up-taking of surpluses as per table 3.1(a).
- (c) that Council authorises the writing off of stock shortages as per table 3.1(b) to the value of R2 240-62.
- (d) that Council authorises the writing off of damaged stock as per table 3.1(c) to the value of R2-98.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the quarterly inventory count, held at the municipal stores, Drommedaris Street, Ceres on 27 June 2019, be provisionally accepted and that the Acting Chief Financial Officer ensures the correctness of the figures.

7.1.11 Amendment of contract for digital speed cameras: Section 116(3) of Municipal Finance Management Act (8/2/15/78)

A memorandum from the Acting Director: Finance, dated 18 July 2019, is attached as **annexure 7.1.11**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the amendment of the contract for digital speed cameras be held in abeyance to obtain clarity with regard to the exact process.

7.1.12 Supply Chain Management: Paragraph 7(4) quarterly report ending 30 June 2019: Implementation of Supply Chain Management Policy (9/1/2/2)

A memorandum from the Manager: Supply Chain, dated 3 July 2019, is attached as **annexure 7.1.12**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) *that the Acting Chief Financial Officer submits the report to the Accounting Officer by 7 July 2019.*

- (b) that the Accounting Officer submits the report to the Executive Mayor by 10 July 2019.*
- (c) that notice be taken of the Paragraph 7(4) quarterly report ending 30 June 2019.*
- (d) that the report be made available to the public in terms of Section 21 A of the Municipal Systems Act (Act no 32 of 2000) after it has been tabled to Council.*

7.2 Direkoraat Tegniëse Dienste / Directorate Technical Services

7.2.1 Waiver of pre-emptive right on erf 3775, Ceres (15/4/1/1/196)

The following items refer:

- (a) Item 7.2.1 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (b) Item 8.2.1 of the council meeting, held on 30 May 2019.

The following memorandum, dated 21 May 2019, was received from the Municipal Manager:

"Purpose

To recommend to Council to consider the waiver of Council's pre-emptive right on a portion of erf 3775, Ceres, more commonly known as the Ceres cricket ground in favour of a property development.

Background

Erf 3775, Ceres is registered in the name of Ceres *Landbougenootskap*. A property developer, Dorpstraat, Stellenbosch, approached the *Landbougenootskap* to acquire the property for purposes of developing a convenience shopping centre. No lay-out or building plans have been drafted, because the developer first wants an in-principle approval from Council before major expenses are being incurred. In terms of the letter from Dorpstraat the size of the development will be between 6 000 and 7 500 m². The total capital investment will be between R120 million and R130 million. In terms of the presentation done by Dorp Street there will be an anchor tenant and the whole purpose is to attract new traders to Ceres instead of recycling existing shops in town. The existing cricket facility will be moved to Victoria Park where both the rugby and cricket facilities will be upgraded by the developer. Some of the proceeds of the sale agreement will be used to renovate and build new conference facilities at Victoria Park. If the development is approved it will create opportunities for local business people. Permanent job opportunities will be through the small businesses in the centre as well as security, cleansing and maintenance opportunities.

A profile of Dorpstraat Developers is attached as **annexure 7.2.1**. The developers have been involved in several successful centres and malls as listed in their profile. They are currently busy with three centres that are under construction which inter alia includes Robertson.

Municipal services

No detailed plans were submitted to the Directorate Technical Services. The directorate, however, indicated that municipal services will be available within the area. The most challenging service will be that of electricity in terms of the provisional requirement, but coupled with alternative energy the municipality should be in a position to provide electricity to the development. The development will be responsible for all costs related to the upgrade of bulk services to the specific development, which cost will be in terms of Council's approved policy.

Financial implication

There are no financial implications for Council. If the development is approved, it will create additional income for Council.

Legal implication

If Council waives the requirement in terms of the Title Deed that the property must first be offered to Council and that the land may only be used for sports activities, then such decision must be made known to the public through an advertisement in the local newspaper.”

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the pre-emptive right on erf 3775, Ceres be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the pre-emptive right on erf 3775, Ceres be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

7.2.2 Request to obtain Council's 15 hectare water rights in respect of Vredebes farm (16/2/R)

The following items refer:

- (a) Item 7.2.2 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (b) Item 8.2.2 of the council meeting, held on 30 May 2019.

The following memorandum, dated 21 May 2019, was received from the Municipal Manager:

“Purpose

To recommend and consider a request from Witzenberg Deelnemingstrust to transfer Council's water rights of 15 hectare summer water in respect of Vredebes to the trust.

Background

Council purchased Vredebes farm for housing purposes. It also acquired 15 hectare summer water rights from the Koekedouw Irrigation Board in respect of the farm. Council must annually contribute and pay to the Koekedouw Irrigation Board for the operational cost and redemption of the loan at the Rand Merchant Bank. An item is also tabled to Council in terms whereof Council is requested to make payment to the amount of R889 891-98 to the Irrigation Board to redeem Council's portion of the loan as per the agreement reached between Rand Merchant Bank and the Irrigation Board. The Witzenberg Deelnemingstrust has addressed a letter to the Executive Mayor as well as Municipal Manager, requesting Council to consider transferring the rights in the 15 ha agricultural water to the trust. A copy of the letter is attached as **annexure 7.2.2.**”

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter regarding the request to obtain Council's 15 hectare water rights in respect of Vredebes farm be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter regarding the request to obtain Council's 15 hectare water rights in respect of Vredebes farm be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter regarding the request to obtain Council's 15 hectare water rights in respect of Vredebes farm be held in abeyance until the next meeting.

7.2.3 Witzenberg Spatial Development Framework: Proposed programme and Inception Report (15/4/P)

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Technical Services, held on 22 May 2019.
- (b) Item 7.2.3 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (c) Item 8.2.3 of the council meeting, held on 30 May 2019.

The following report, dated 23 April 2019, was received from the Manager: Town Planning and Building Control:

"Background

On 12 February 2019 the municipality appointed consultant Built Environment Partnership (BEP) as the service provider to execute the review of the Witzenberg Spatial Development Framework.

Attached as **annexure 7.2.3** is the Inception Report produced by the consultant which among other things propose a work programme and consultation plan.

Legislation

The Witzenberg Land Use Planning By-Law requires that the municipality approve a consultation plan and programme for the adoption of its Spatial Development Framework as follows:

- '(1) When drafting or amending the municipal spatial development framework in terms of the Municipal Systems Act, the Municipal Council must, in accordance with the process adopted in terms of section 28 of the Municipal Systems Act:
 - (a) approve a consultation plan which meets the requirements of:
 - (i) section 29(1) of the Municipal Systems Act;
 - (ii) section 20(3) of SPLUMA;

- (iii) section 13 of the Land Use Planning Act; and
- (b) approve a programme which includes the stages at which a designated political structure, political office bearer or official must comment upon the draft municipal spatial development framework or draft amendment.'

Work programme

The Witzenberg Spatial Development Framework Project's Scope of Work has been split into eight separate project phases and forms the core focus areas of the work phase methodology. With an additional last phase included for administrative purposes. The phases classify how the project team will go about completing the SDF. These work phases are shown in the table below:

WBS	TASK NAME	DURATION	START	FINISH
0	Witzenberg SDF Draft Programme	352 days	Thu 10/25/18	Tue 4/21/20
1	Tender Submission and Award	66 days	Thu 10/25/18	Tue 2/12/19
2	PHASE 1: PROJECT INCEPTION	37 days	Wed 2/13/19	Thu 4/4/19
3	PHASE 2: LEGISLATIVE AND POLICY REVIEW	32 days	Tue 2/26/19	Wed 4/10/19
4	PHASE 3: PRINCIPLES AND DRAFT VISION	31 days	Thu 4/4/19	Wed 5/22/19
5	PHASE 4: STATUS QUO SYNTHESIS	49 days	Wed 3/27/19	Fri 6/7/19
6	PHASE 5: SPATIAL CONCEPT AND STRATEGY	45 days	Mon 6/3/19	Mon 8/5/19
7	PHASE 6: DRAFT SDF WITH CAPITALEXPENDITURE FRAMEWORK AND IMPLEMENTATION FRAMEWORK	110 days	Thu 8/8/19	Fri 1/31/20
8	PHASE 7: FINAL SDF	45 days	Mon 2/3/20	Fri 4/3/20
9	PHASE 8: RECONCILIATION AND CLOSE OUT	10 days	Mon 4/6/20	Tue 4/21/20

The Committee for Technical Services resolved on 22 May 2019:

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

that, in terms of Section 4(1) of the Witzenberg Land Use Planning By-Law, the project programme and consultation plan contained in the Inception Report prepared by Built Environment Partnership, be approved.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that, in terms of Section 4(1) of the Witzenberg Land Use Planning By-Law, the project programme and consultation plan contained in the Inception Report prepared by Built Environment Partnership, be approved.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposed programme and inception report of the Witzenberg Spatial Development Framework be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the proposed programme and inception report of the Witzenberg Spatial Development Framework be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that, in terms of Section 4(1) of the Witzenberg Land Use Planning By-Law, the project programme and consultation plan contained in the Inception Report prepared by Built Environment Partnership, be approved.

7.2.4 Proposed Integrated Zoning Scheme By-Law for Witzenberg (15/4/P)

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Technical Services, held on 22 May 2019.
- (b) Item 7.2.4 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (c) Item 8.2.4 of the council meeting, held on 30 May 2019.

The following memorandum, dated 16 April 2019, was received from the Manager: Town Planning and Building Control:

Purpose

The purpose of this report is to introduce to Council an Integrated Zoning Scheme (IZS) By-Law for the Municipality and to adopt a process to commence with the implementation thereof.

The draft Integrated Zoning Scheme (IZS) is attached as **annexure 7.2.4**.

Background

The Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2014), stipulates in Section 24(1) that a municipality must adopt a single land use scheme for its entire municipal area within five years from the commencement of said Act. Municipalities thus have until **30 June 2020** to implement an integrated zoning scheme.

Currently the Witzenberg Municipal area is covered by three different zoning schemes comprising of:

- Ceres Scheme (1994)
- Nduli (1989)
- Section 8 (1988) applying to Wolseley, Tulbagh, Prince Alfred's Hamlet, the town Op-die-Berg and farming areas

Notwithstanding the requirement of SPLUMA, these different zoning schemes are also outdated and did not kept track with the changing development context of the area. As a consequence, these zoning schemes complicate land use management.

Consequently it is necessary to consolidate the different zoning schemes into a single integrated zoning scheme, as well as to modernise the zoning scheme into an innovative tool which is more suited for managing the challenges of development.

Overview of proposed process

The following process and associated timeframes to finalise and implement the IZS will be followed in three phases:

Finalise draft IZS for Council submission – current to May 2019

- Technical examination of the content of the IZS to consider and make sure that it covers any specific needs or challenges that the municipality faces. Completed.
- Develop zoning transition tables to allocate the new zonings. Completed.
- Submit draft IZS to Council for mandate to release same for purpose of public participation, including the proposed Public Participation Process. **Presented with this report.**
- Prepare a land use register and determine a new zoning in terms of the IZS for every property with the finalisation of a new associated zoning map.

Public Participation Process for IZS – June 2019 to December 2019

- Undertake Public Participation and advertisement campaign, including Council workshops.
- Evaluate any inputs on IZS and finalise draft IZS.
- Communicate responses to parties who provided inputs.

Approval and Implementation of IZS – January 2020 to March 2020

- Finalise IZS and submit report to Council for final adoption.
- Publish adoption of IZS [Municipal Systems Act Section 13(a) promulgation].
- Continue to address any bona fide zoning disputes.”

The Committee for Technical Services resolved on 22 May 2019:

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

- (a) That Council takes cognisance of the fact that in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2014) a single land use scheme needs to be implemented no later than 30 June 2020.
- (b) That the draft Witzenberg Zoning Scheme By-Law be approved in principle and the process be followed for adoption of same.
- (c) That in terms of Section 12(3)(b) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) the proposed draft Witzenberg Zoning Scheme By-Law be published for public comment.
- (d) That the proposed draft Witzenberg Zoning Scheme By-Law and any comments received during public participation be submitted to Council for consideration and final adoption.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) That Council takes cognisance of the fact that in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2014) a single land use scheme needs to be implemented no later than 30 June 2020.
- (b) That the draft Witzenberg Zoning Scheme By-Law be approved in principle and the process be followed for adoption of same.
- (c) That in terms of Section 12(3)(b) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) the proposed draft Witzenberg Zoning Scheme By-Law be published for public comment.
- (d) That the proposed draft Witzenberg Zoning Scheme By-Law and any comments received during public participation be submitted to Council for consideration and final adoption.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Proposed Integrated Zoning Scheme By-Law for Witzenberg be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the Proposed Integrated Zoning Scheme By-Law for Witzenberg be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) *that Council takes cognisance of the fact that in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2014) a single land use scheme needs to be implemented no later than 30 June 2020.*
- (b) *that the draft Witzenberg Zoning Scheme By-Law be approved in principle and the process be followed for adoption of same.*
- (c) *that in terms of Section 12(3)(b) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) the proposed draft Witzenberg Zoning Scheme By-Law be published for public comment.*
- (d) *that the proposed draft Witzenberg Zoning Scheme By-Law and any comments received during public participation be submitted to Council for consideration and final adoption.*

7.2.5 Appèl teen afkeuring van aansoek om afwyking vir verkoop en verspreiding van vleisprodukte: Erf 6170, Sultanasingel 18, Ceres (15/4/1/1/201)

Die volgende verslag, gedateer 1 Julie 2019, is vanaf die Bestuurder: Stadsbeplanning en Boubesker ontvang:

“Die gedelegeerde bevoegdheid het op 11 Maart 2019 die aansoek om afwyking vir die verkoop en verspreiding van vleisprodukte vanaf erf 6170, Sultanasingel 18, Ceres afgekeur.

Die aansoeker het teen die besluit geappelleer en die appèl word oorweeg en bespreek as volg:

Redes vir besluit	Aansoeker se appèl	Stadsbeplanner kommentaar
Die voorstel wat die opsny/saag van karkasse insluit, kan nie in woonbuurte ondersteun word nie en moet in die sentrale sakekern vestig waar wonings nie aanwesig is nie.	Aansoeker vra in die appèl dat die Raad die besluit sal heroorweeg indien hy slegs verpakking en verspreiding van vleisprodukte, polonies, vis en kospakkies vanaf die perseel doen.	Die verpakking en verspreiding van bederfbare voedsel/vleisprodukte kan nie in woonbuurte ondersteun word nie.

Die volgende bylaes word aangeheg:

- (a) Besluit gedateer 11 Maart 2019: **Bylae 7.2.5(a)**.
- (b) Appèl gedateer 1 April 2019: **Bylae 7.2.5(b)**.
- (c) Kaart wat die ligging van die perseel aandui: **Bylae 7.2.5(c)**.”

BESLUIT

dat die appèl van mnr. C Japhets teen die Raad se afkeuring van sy aansoek om afwyking op erf 6170, Ceres van die hand gewys word.

7.2.6 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, held on 21 January 2019.
- (e) Item 8.2.2 of the Council meeting, held on 23 January 2019.

The following documents are attached:

- (a) Memorandum from the Senior Manager: Electro-Technical Services, dated 27 June 2018: **Annexure 7.2.6(a)**.
- (b) Master Planning and Status Report on 11 kV structure in Ceres: Period 2018 – 2028: Document 1: **Annexure 7.2.6(b)**.
- (c) Master Planning and Status Report on 11 kV structure in Tulbagh: Period 2018 – 2028: Document 2: **Annexure 7.2.6(c)**.
- (d) Master Planning and Status Report on 11 kV structure in Wolseley: Period 2018 – 2028: Document 3: **Annexure 7.2.6(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 Executive Mayoral Committee resolved on 21 January 2019 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.

Council resolved on 23 January 2019 that the matter in respect of the Witzenberg Electrical Master Plan be held in abeyance and be discussed in more detail at the next Council workshop.

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.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Witzenberg Electrical Master Plan be workshopped by Council.

7.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

**7.3.1 Housing: Witzenberg Municipal Housing Pipeline for 2018/2019
(05/06/1)**

The following items refer:

- (a) Item 9.1.4 of the meeting of the Committee for Housing Matters, held on 6 September 2018.
- (b) Item 7.3.5 of the Executive Mayoral Committee meeting held on 30 October 2018.
- (c) Item 8.3.7 of the Council meeting, held on 31 October 2018.
- (d) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (e) Item 8.3.1 of the Council meeting, held on 30 May 2019.

A memorandum from the Manager: Housing, dated 6 August 2018, is attached as **annexure 7.3.1**.

The Committee for Housing Matters resolved on 6 September 2018 to recommend to the Executive Mayoral Committee and Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The Executive Mayoral Committee resolved on 30 October 2018 that the matter regarding the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

Council unanimously resolved on 31 October 2019 that the matter regarding the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

7.3.2 Proposal for utilisation of Busy Bee Building: Erf 1567, Piet Retief Street, Tulbagh (7/1/4/1)

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Local Economic Development and Tourism, held on 20 February 2019.
- (b) Item 7.3.3 of the Executive Mayoral Committee meeting held on 26 February 2019.
- (c) Item 8.3.5 of the Council meeting, held on 27 February 2019.
- (d) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 25 March 2019.
- (e) Item 8.3.1 of the Council meeting, held on 26 March 2019.
- (f) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (g) Item 8.3.2 of the Council meeting, held on 30 May 2019.

The following memorandum, dated 27 September 2018, was received from the Acting Manager: Socio-Economic Development:

"Purpose

The purpose of the report is to determine the utilisation of the old Busy Bee building on erf 1567, Piet Retief Street, Tulbagh.

Background

The building on erf 1567, Piet Retief Street, Tulbagh (known as the Busy Bee building) has been vacant since 1st March 2018. DPSA Tulbagh was the previous lessee from 1 October 2013, with the lease not being renewed by the Witzenberg Council. The current lessee was obligated to evacuate the building by the end of February 2018.

Request

It is requested that the Witzenberg Council provides suggestions for the utilisation of the building.

Recommendation

A current proposal is on the table for the building to be provided to Tulbagh Tourism in order to utilise the building to expose local tourism entrepreneurs from Witzenville and Chris Hani to tourists visiting the area. The recommendation is also that the building must contribute towards economic transformation through tourism and skills impartation."

The Committee for Local Economic Development resolved on 20 February 2019 to recommend to the Executive Mayoral Committee and Council:

- (a) that the Acting Manager: Socio-Economic Development investigates and takes control of the municipal assets at the Busy Bee Building, erf 1567, Piet Retief Street, Tulbagh.
- (b) To recommend to the Executive Mayoral Committee and Council:
 - (i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.
 - (ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.
 - (iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.
- (ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.
- (iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 26 February 2019 that the Executive Mayoral Committee recommends to Council:

that the matter in respect of the utilisation of the Busy Bee building on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting and the cost for repairs be determined and done.

Council resolved on 27 February 2019 that the matter in respect of the utilisation of the Busy Bee building on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting and the cost for repairs be determined and done.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.
- (ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.
- (iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 25 March 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance to obtain clarity and for further deliberations regarding the matter.

Council unanimously resolved on 26 March 2019 that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance to obtain clarity and for further deliberations regarding the matter.

The following recommendation was tabled to the Executive Mayoral Committee on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

- (i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.
- (ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.
- (iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

- (i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.
- (ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.
- (iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting.

7.3.3 Disaster Management: Approval of Ward Based Risk Assessment (17/7/3/2)

The following items refer:

- (a) Item 7.3.3 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (b) Item 8.3.3 of the council meeting, held on 30 May 2019.

The following memorandum, dated 21 May 2019, was received from the Municipal Manager:

"Purpose

To recommend to Council to consider the approval of the Ward Based Risk Assessment conducted by Cape Winelands District Municipality for the benefit of Witzenberg.

Background

In terms of the Disaster Management Act the district municipality must establish an implement framework for disaster management, aimed at ensuring an integrated and uniform approach to disaster management in its area.

Section 53 of the said act places a responsibility on the municipality to prepare a Disaster Management Plan for its area according to the circumstances prevailing in the area. The said disaster management plan must form an integral part of the municipality's Integrated Disaster Management Plan. The district municipality is in the process of updating its Disaster Management Framework and requires its B-municipalities to update their Disaster Management Plans. The Ward Based Risk Assessment basically highlights the potential disaster risks for which the municipality must plan. The Ward Based Risk Assessment as performed by the service provider of the district municipality is attached as follows:

- (a) Summary: Ward Based Risk Assessment: **Annexure 7.3.3(a).**
- (b) WBRA: Ward 1: **Annexure 7.3.3(b).**
- (c) WBRA: Ward 2: **Annexure 7.3.3(c).**
- (d) WBRA: Ward 3: **Annexure 7.3.3(d).**
- (e) WBRA: Ward 4: **Annexure 7.3.3(e).**
- (f) WBRA: Ward 5: **Annexure 7.3.3(f).**
- (g) WBRA: Ward 6: **Annexure 7.3.3(g).**
- (h) WBRA: Ward 7: **Annexure 7.3.3(h).**
- (i) WBRA: Ward 8: **Annexure 7.3.3(i).**
- (j) WBRA: Ward 9: **Annexure 7.3.3(j).**
- (k) WBRA: Ward 10: **Annexure 7.3.3(k).**
- (l) WBRA: Ward 11: **Annexure 7.3.3(l).**
- (m) WBRA: Ward 12: **Annexure 7.3.3(m).**

The document will be workshopped by the district municipality for all councillors on 29 May 2019.”

Legal implication

- The assessment followed a Public Participation Process, which is one of the enquiries in terms of the Disaster Management Act.
- The Ward Based Risk Assessment must be included in the Disaster Management Plan.

Financial implication

None.”

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Ward Based Risk Assessment be noted and adopted.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Ward Based Risk Assessment be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the Ward Based Risk Assessment be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the Ward Based Risk Assessment be noted and adopted.

7.3.4 Project: Installation of CCTV cameras along Voortrekker Road, Vos Street, the R46 (Ceres to Nduli), Ceres as well as Voortrekker and Olienhout Streets in Prince Alfred's Hamlet (17/7/5)

The following items refer:

- (a) Item 7.3.5 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (b) Item 8.3.5 of the council meeting, held on 30 May 2019.

The following documents are attached:

- (a) Memorandum from Municipal Manager, dated 22 May 2019: **Annexure 7.3.4(a)**.
- (b) Map of route identified: **Annexure 7.3.4(b)**.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

- (a) that Tulbagh and Wolseley be included in the project in respect of the installation of CCTV cameras in Ceres, Nduli and Prince Alfred's Hamlet.
- (b) that the matter in respect of the installation of CCTV cameras be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019:

- (a) that Tulbagh and Wolseley be included in the project in respect of the installation of CCTV cameras in Ceres, Nduli and Prince Alfred's Hamlet.
- (b) that the matter in respect of the installation of CCTV cameras be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the installation of CCTV cameras along Voortrekker Road, Vos Street, the R46 (Ceres to Nduli), Ceres as well as Voortrekker and Olienhout Streets in Prince Alfred's Hamlet be held in abeyance until the next meeting.

7.3.5 Policy: Management of business properties for local economic development with the aim of empowering the previously disadvantaged communities (17/19/P)

The following items refer:

- (a) Item 7.3.6 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (b) Item 8.3.6 of the council meeting, held on 30 May 2019.

Council resolved per item 8.3.4 of 27 February 2019 that Senior Management develop a criteria guiding Council and its committees to deal with matters of local economic development where the previously disadvantaged are concerned in a just, equitable and transparent manner as prescribed by the Constitution and Municipal Finance Management Act. The draft policy is attached as **annexure 7.3.5**.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the management of business properties for local economic development with the aim of empowering the previously disadvantaged communities be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the management of business properties for local economic development with the aim of empowering the previously disadvantaged communities be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the policy for the management of business properties for local economic development with the aim of empowering the previously disadvantaged communities be workshopped by Council.

7.3.6 Pine Forest Semi-permanent Home Owners Association (17/10/7)

The following items refer:

- (a) Item 7.3.3 of the Executive Mayoral Committee meeting, held on 26 February 2018.
- (b) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 28 March 2018.
- (c) Item 7.3.7 of the Executive Mayoral Committee meeting, held on 27 May 2019.

A report from the Legal Advisor, dated 23 February 2018, is attached as **annexure 7.3.6**.

The Executive Mayoral Committee resolved on 26 February 2018 that the matter regarding the Pine Forest Semi-permanent Home Owners Association be held in abeyance until the next meeting.

The Executive Mayoral Committee resolved on 28 March 2018 that the matter regarding the Pine Forest Semi-permanent Home Owners Association be held in abeyance until the next meeting.

The Executive Mayoral Committee resolved on 27 May 2019 that the matter regarding the Pine Forest Semi-permanent Home Owners Association be held in abeyance until the next meeting.

RESOLVED

that the matter regarding the Pine Forest Semi-permanent Home Owners Association be held in abeyance until the next meeting.

7.3.7 Application: Relocation of established Nduli Carwash to erf 5145, Nduli, Ceres (17/19/1)

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Local Economic Development and Tourism, held on 20 February 2019.
- (b) Item 7.3.4 of the Executive Mayoral Committee meeting held on 26 February 2019.
- (c) Item 8.3.4 of the Council meeting, held on 27 February 2019.

A memorandum from the Acting Manager: Socio Economic Development, dated 5 September 2018, is attached as **annexure 7.3.7**.

The Committee for Local Economic Development resolved on 20 February 2019 to recommend to the Executive Mayoral Committee and Council:

- (a) that the Executive Mayoral Committee and Council consider approval of the application to relocate the established Ngcani Carwash business to erf 5145 on corner of Chris Hani Drive and R46 adjacent Mooi Blom Prison.
- (b) that should the Executive Mayoral Committee and Council approve supra (a), a lease agreement be entered with Ngcani Carwash.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that the Executive Mayoral Committee and Council consider approval of the application to relocate the established Ngcani Carwash business to erf 5145 on the corner of Chris Hani Drive and the R46 adjacent to Warm Bokkeveld Prison.
- (b) that should the Executive Mayoral Committee and Council approve supra (a), a lease agreement be entered with Ngcani Carwash.

The Executive Mayoral Committee resolved on 26 February 2019 that the Executive Mayoral Committee recommends to Council:

that the matter in respect of the relocation of the established Nduli Carwash on erf 5145, Nduli, Ceres be held in abeyance until the next meeting in order to ensure a fair supply chain process.

Council resolved on 27 February 2019 that the matter in respect of the relocation of the established Nduli Carwash on erf 5145, Nduli, Ceres be held in abeyance until the next meeting in order to ensure a fair supply chain process.

The following recommendation was tabled to the Executive Mayoral Committee on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

- (a) that the Executive Mayoral Committee and Council consider approval of the application to relocate the established Ngcani Carwash business to erf 5145 on the corner of Chris Hani Drive and the R46 adjacent to Warm Bokkeveld Prison.
- (b) that should the Executive Mayoral Committee and Council approve supra (a), a lease agreement be entered with Ngcani Carwash.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the relocation of the established Nduli Carwash to erf 5145, Nduli, Ceres be workshopped by Council.

7.3.8 Housing: Vacant land investigation: Bella Vista, Ceres (17/4/R)

The following items refer:

- (a) Item 7.3.4 of the Executive Mayoral Committee meeting, held on 30 October 2018.
- (b) Item 8.3.6 of the Council meeting, held on 31 October 2018.

A memorandum from the Manager: Housing, dated 18 September 2018, is attached as **annexure 7.3.8**.

The Executive Mayoral Committee resolved on 30 October 2018 that the matter in respect of the vacant land investigation at Bella Vista, Ceres be held in abeyance until the next meeting.

Council unanimously resolved on 31 October 2018 that the matter in respect of the vacant land investigation at Bella Vista, Ceres be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the vacant land investigation at Bella Vista, Ceres be workshopped by Council.

7.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

7.4.1 Council's immovable property: Long lease or alienation of Klip River Park Resort, Tulbagh (7/1/4/1)

The following items refer:

- (a) Item 7.4.4 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (b) Item 8.4.4 of the council meeting, held on 30 May 2019.

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

"Purpose

To recommend to Council to consider extending the lease period of Klip River Park from 15 years to 30 years or alienating the property known as Klip River Park together with adjacent land in terms of Council's Supply Chain process.

Background

Council resolved per item 8.1.3 on 28 August 2008:

- (i) That Klip River Park and surrounding land be retained as a holiday resort and a recreational area.
- (ii) That possible developments to be requested from interested parties for consideration by Council in future.
- (iii) That the report of the developers and interested parties be tabled to Council.

A Section 78 investigation as per the Municipal Systems Act of 2000 was then followed to look at the Council resolution with the view of entering into a private public partnership agreement. A report was compiled, which is attached as **annexure 7.4.1(a)**. The report recommended that Council should either alienate the said land or follow a PPP process. During discussions with various stakeholders and National Treasury the option of a PPP was eliminated because of the possible turnover of the project (was being regarded as too small). The item was referred back to Council and it was resolved to follow a Supply Chain process in terms whereof Klip River Park would be leased on a long term period of 30 years. The Supply Chain process was advertised on two occasions in both the National and Provincial newspapers without any success. An extract from the tender document which was then advertised, is attached as **annexure 7.4.1(b)**. Site meetings during the advertisement process were compulsory and at all the meetings there were community members claiming that Council's process was flawed and that they would create problems for any successful bidder. At the last site meeting there were two company representatives who flew from Johannesburg and whom had shown genuine interest in as a potential lessee. They have, however, not submitted any bids after the said site meetings. Some of the inputs received during the clarification meetings and also from potential interested parties were that the lease period was not long enough and that the capital investment required at the park would not make the park a viable option for the 15 year period. The area for rental in terms of the said Council resolution is approximately 14.5 ha. A copy of a Google aerial photo is attached as **annexure 7.4.1(c)**.

The green section of Klip River Park is part of Galgeheuwel local Nature Reserve and cannot be developed whether the land is alienated or being part of a rental agreement. When the lease option was initially considered Council took into account the capital required to upgrade the park. At the time the park had to be re-electrified at a major cost. The swimming pool also required repairs which included a total replacement of the pump system. When the resort was operational it provided the following facilities:

- (i) 18 Chalets
- (ii) 69 Camping Sites
- (iii) 4 Ablution blocks
- (iv) Small office
- (v) Swimming pool

Although the resort is not in operation there are two security guards guarding the property on a 24-hour basis. The cost of the security is approximately R35 000,00 per month. All the previous staff members were transferred and/or placed to other departments within the municipality. The previous report of 2010 has placed an evaluation of R5.2 million on the resort as well as the adjacent land. The resort forms part of commonage of Tulbagh. The municipal valuer has been requested for an updated valuation of the property in question.

Legal implication

If Council considers approving the long term lease agreement the process must be advertised in the local newspaper and submitted to Provincial and National Treasury for their comments as well. Council already took a decision that the land in question is not required for basic services as per the requirements of Section 14 of the Municipal Finance Management Act of 2003. The value of the land might be such that it will fall within the threshold of a special process that needs to be followed when such asset is alienated. In the latter instance it must also be advertised and Treasury must also be notified for inputs.

Financial implication

Council is not deriving any financial benefit from the property. Council in fact is losing money on the security spent as well as loss of potential income. Resorts are not a core function of Council."

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

**7.4.2 Records Management Policy
(2/6/3)**

The Records Management Policy is attached as **annexure 7.4.2**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Records Management Policy be workshopped by Council.

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None

NOTED

9. FORMAL AND STATUTORY MATTERS

10. EXECUTIVE MAYORAL COMMITTEE-IN-COMMITTEE

**MINUTES OF THE SPECIAL PERFORMANCE, RISK AND AUDIT COMMITTEE MEETING OF
WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS ON FRIDAY,
16 AUGUST 2019 AT 08:30**

PRESENT

Performance, Risk and Audit Committee

Mr J George (Chairperson)
Mr J Basson (Deputy Chairperson)
Ms C Fagan
Mr S Redelinghuys

Officials

Mr M Mpeluza (Director: Corporate Services)
Mr A Raubenheimer (Acting Director: Finance)
Mr G Louw (Head: Internal Audit)
Mr JH Swanepoel (Manager: Projects and Performance)
Mr CG Wessels (Manager: Administration)
Mr W Mars (Manager: Financial Administration)
Ms S Hendricks (Senior Internal Auditor)
Ms MJ Prins (Acting Principal Administrative Officer)
Ms A Klazen (Intern: Administration)

1. OPENING AND WELCOME

The Chairperson, Mr J George, welcomed everyone present.

NOTED

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

Apologies for absence from the meeting were received from Mr Tsepo Lesihla (PRAC member) and Mr David Nasson (Municipal Manager).

RESOLVED

that the apologies for absence from the meeting, received from Mr Tsepo Lesihla (PRAC member) and Mr David Nasson (Municipal Manager), be accepted.

**3. ATTENDANCE REGISTER, CONFIDENTIALITY AND CONFLICT OF INTEREST
DECLARATION**

The Attendance register, Confidentiality and Conflict of Interest Declaration was signed by all attendees.

NOTED

4. PERFORMANCE MANAGEMENT

**4.1 Draft Annual Performance Report: 2018/2019
(9/1/1)**

The Draft Annual Performance Report for 2018/19, as included in the 2018/19 Annual Report as Chapter 3 and 4, is attached as **annexure 4.1**.

The Manager: Projects and Performance submitted the Draft Annual Performance Report for 2018/2019. The following matters were highlighted:

- Strategic performance of the municipality is measured in terms of its key performance indicators. For the 2018/2019 year 32 of the 36 KPI's measured, were achieved. In cases where the performance targets were not met sufficient reasons were provided.
- The non-achievement in the case of electricity is due to the theft of electricity in the informal areas.
- That the sentence on page 32 under Property rates, the first bullet which reads *in the form a credit on the municipal account.....* be removed.
- The increase in Town Planning and Building Control in the 2018/2019 year to the amount of R3 232 931 532 is due to the development of the wind farm on Paardekraal in the Karoo.
- The increase in call-outs at Fire Services are due to veld fires and at informal settlements from 681 to 890.
- The Performance, Risk and Audit Committee requested reasons for the many sick leave days taken by personnel. The increase is from 4 118 to 4 490 in 2018/2019. The loss is 372 working days for the financial year. The Performance, Risk and Audit Committee has been debating that for the last three years. The Witzenberg Municipality lost an average of 400 days on activity which affects the performance as well as productivity.

RESOLVED

that the Performance, Risk and Audit Committee, after consideration, took notice of the Draft Annual Performance Report for 2018/2019.

5. AUDIT AND FINANCIAL MANAGEMENT

**5.1 Review of annual financial statements for the year ended 30 June 2019
(5/3/1)**

The following memorandum, dated 7 August 2019, was received from the Acting Director: Finance:

"1. Purpose

The purpose of this report is to submit the annual financial statements to PRAC for review.

2. Legal framework

In terms of Section 126(1)(a) of the Municipal Financial Management Act (Act 56 of 2003) the Annual Financial Statements must be submitted to AGSA before 31 August every year.

In terms of Section 166(2)(b) of the Municipal Financial Management Act (Act 56 of 2003) the Audit Committee must review the annual financial statements to provide Council with an authoritative and credible view of the financial position of the municipality.

3. Discussion

The financial statements for the year ended 30 June 2019 are attached as **annexure 5.1.**"

The Acting Chief Financial Officer submitted the financial statements for 2018/2019. The following matters were highlighted:

- That all warrants and fines older than two (2) years can be withdrawn by the NPA. The municipality will have a loss of R14 million. The Acting Chief Financial Officer will correspond with AGSA in this regard. If needed the Performance, Risk and Audit Committee will correspond with AGSA in this regard, based on inconsistency.
- That the decrease in the bank is due to debt.
- That the principal bank of the municipality is First National Bank.
- That the increase in grants is due to the increase in RBIG.

RESOLVED

that the Performance, Risk and Audit Committee, after consideration and the provision of inputs, recommends to Council the Financial Statements for 2018/2019.

6. **OTHER MATTERS**

The Performance, Risk and Audit Committee requested that the following items be included in the next agenda for discussion:

- (a) Work Plan
- (b) ICT Policy
- (c) That AGSA be requested to submit the Audit Plan to the Acting Chief Financial Officer.

NOTED

7. NEXT MEETING

The following meetings of the Performance, Risk and Audit Committee will be held in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres:

- 13 September 2019 at 08:30
- 25 October 2019 at 08:30
- 22 November 2019 at 08:30

NOTED

7. ADJOURNMENT

The meeting adjourned at 11:43.

Approved on _____ with / without amendments.

J GEORGE
CHAIRPERSON

/MJ Prins

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 TUESDAY, 20 AUGUST 2019 AT 10h00.

PRESENT

Councillors

M. Jacobs (Chairperson)
G. Laban
Alderman J. Schuurman

Officials

Mr. D. Nasson (Municipal Manager)
Mr. A Raubenheimer (Acting Director: Finance)
Mr. J. Swanepoel (Manager: Projects and Performance)
Mr. G. Louw (Head: Internal Auditor)
Mr. C. Wessels (Manager: Administration)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

NOTED

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

Applications for leave of absence from the meeting were received from Cllrs. P. Heradien (ICOSA) and C. Lottering (DA).

RESOLVED

that notice is taken of the applications for leave of absence from the meeting received from Cllrs. P. Heradien (ICOSA) and C. Lottering (DA) and same be approved and accepted.

3. MINUTES

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

The minutes of the Municipal Public Accounts Committee meeting, held on 16 January 2019, are attached as **annexure 3.1**.

Die notule van die Munisipale Publieke Rekeninge Komiteevergadering, gehou op 16 Januarie 2019, word aangeheg as **bylae 3.1**.

RESOLVED

that the minutes of the Municipal Public Accounts Committee meeting, held on 16 January 2019, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die Munisipale Publieke Rekeninge Komiteevergadering, gehou op 16 Januarie 2019, goedgekeur en deur die Voorsitter onderteken word.

3.2 Matters from the minutes / Sake uit die notule

None / Geen

NOTED / AANGETEKEN

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON /

- (a) The Chairperson mentioned that the Provincial Municipal Public Accounts Committee (MPAC) will take place on 21 August 2019.
- (b) Chairperson announced that SALGA requested the Chairperson and Deputy Chairperson of Municipal Public Accounts Committee (MPAC) Western Cape to attend the next Speaker's Forum in order to provide necessary information.
- (c) Chairperson clarifies the matter that the Disciplinary Board deal with officials and the Code of Conduct deal with Councillors.

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKENG

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 Quarterly reports of Mayor on implementation of budget and state of affairs of the municipality / SDBIP: Section 52(d) / Kwartaalike Begrotingsverslag van Uitvoerende Burgemeester op implemtering van begroting en state van die munisipaliteit / SDBIP: Seksie 52(d) (9/1/2/2)

The following documents are attached:

- (a) Quarterly Budget Statement Report: 1 October 2018 to 31 December 2018: **Annexure 7.1(a).**
- (b) Quarterly Budget Statement Report: 1 January 2019 to 31 March 2019: **Annexure 7.1(b).**
- (c) Quarterly Budget Statement Report: 1 April 2019 to 30 June 2019: **Annexure 7.1(c).**

The budget of the municipality must contain measurable performance objectives for revenue from each source and for each vote in the budget, taking into account the IDP [MFMA s17(3)(b)]. The accounting officer must include these objectives in the annual report and report on performance accordingly.

Frequency: Quarterly

That the committee consider:

- (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.

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

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

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

- The performance has met the expectations of Council and the community. The targets met were high in comparison with other municipalities especially in the Directorate: Technical Services. The targets met of losses were also good.
- That 32 out of 36 targets were met and in cases where the performance targets were not met sufficient reasons were provided.

- Explanations provided for non-achievement are in the case of electricity the theft of electricity in the informal areas which contribute to the non-achievement of the target. In the case of under expenditure in respect of the capital budget in the Community Directorate sufficient reasons were provided as well.
- The impact on the service delivery and expenditure objections in the budget where the capital targets were not met was mainly in the Directorate Community Services funds and this funds will be transferred to the next year.

RESOLVED

that the Committee for Municipal Public Accounts Committee recommends to Council:

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

7.2 Municipal Public Accounts Committee (MPAC) Charter: July 2019 / Munisipale Publieke Rekeninge Komitee (MPRK) Handleiding: Julie 2019 (02/01/2)

A report from the Head: Internal Audit, pertaining to the Municipal Public Accounts (MPAC) Charter for July 2019, is attached as **annexure 7.2**.

'n Verslag van die Hoof: Interne Oudit, rakende die Munisipale Publieke Rekeninge Komitee (MPRK) Handleiding: Julie 2019, word aangeheg as **bylae 7.2**.

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

RESOLVED

that the Committee for Municipal Public Accounts Committee recommends to Council:

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

7.3 Draft Municipal Public Accounts Committee (MPAC) Annual Work Plan 2019/2020 / Konsep Munisipale Publieke Rekeninge Komitee (MPRK) Jaarlikse Werkplan 2019/2020 (02/1/2)

A report from the Head: Internal Audit, pertaining to the Draft Municipal Public Accounts Committee Annual Work Plan, is attached as **annexure 7.3**.

'n Verslag vanaf die Hoof: Interne Oudit, rakende die Konsep Munisipale Publieke Rekeninge Komitee (MPRK) Jaarlikse Werkplan 2019/2020, word aangeheg as **bylae 7.3**.

RESOLVED

that the Committee for Municipal Public Accounts Committee recommends to Council:

that the Head: Internal Audit, Municipal Public Accounts Committee (MPAC) Chairperson and Manager: Administration finalise the dates for the next year's Municipal Public Accounts Committee (MPAC) meeting dates and submit to the committee.

8. OTHER MATTERS

**8.1 Municipal Public Accounts Committee (MPAC) Guideline and Toolkit
(03/1/2/P)**

The presentation on Municipal Public Accounts Committee (MPAC) Guideline and Toolkit, received from the Department National Treasury is attached as **annexure 8.1**.

RESOLVED

that the Committee for Municipal Public Accounts Committee recommends to Council:

that the matter in respect of the Municipal Public Accounts Committee (MPAC) Guideline and Toolkit be noted and workshopped by the Municipal Public Accounts Committee (MPAC).

9. ADJOURNMENT / VERDAGING

The meeting adjourned at 11h30 / Die vergadering verdaag om 11h30.

Approved on _____

MD JACOBS
CHAIRPERSON / VOORSITTER

/wr

MINUTES OF THE SPECIAL EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 21 AUGUST 2019 AT 08:00

PRESENT

Executive Mayoral Committee

Councillor BC Klaasen (Executive Mayor)
Alderman K Adams (Deputy Executive Mayor)
Councillor TE Abrahams
Councillor EM Sidego
Alderman HJ Smit
Alderman JJ Visagie

Councillors not on Executive Mayoral Committee

Alderman TT Godden (Speaker) (ex officio)

Officials

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

Other attendees

Mr J Conradie (Ceres Business Initiative)

1. OPENING AND WELCOME

The Executive Mayor welcomed everyone present and requested Councillor TE Abrahams to open the meeting with prayer.

NOTED

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

None

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY EXECUTIVE MAYOR (9/1/1)

- (a) The Executive Mayor referred to new legislation signed by the State President, Mr Cyril Ramaphosa, in respect of debt relief and also
- (b) the implementation of ARTOO. Both acts will have an effect on the financial matters of Witzenberg Municipality. The Municipal Manager will obtain and study the acts and give back report at the next meeting.

NOTED

4. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

4.1 3rd Review IDP and Budget Process Plan for 2020/2021 and Spatial Development Framework Time Schedule (02/02/1)

In terms of Section 28 of the Municipal Systems Act (Act 32 of 2000), Council must adopt an IDP and Budget Process Plan. The Municipal Finance Management Act (Act 56 of 2003) further stipulates that at least ten months before the start of the budget year, the Executive Mayor should table a time schedule outlining key deadlines in respect of the IDP/Budgetary process.

Section 29 of the Municipal Systems Act (Act 32 of 2000), specifies that such a Process Plan must include:

- Programs that set out timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation with:
 - Local communities, both in terms of needs and priorities as well as consultation during development;
 - Organs of state, traditional authorities, and other role-players in the drafting process; and
- Binding plans and planning requirements, i.e. policy and legislation.

National Treasury has provided further guidance by the issuing of MFMA Circular 10. That circular provides specific guidance with regard to six distinct steps in compilation of the IDP and the annual Budget. The table below highlights these steps, with a brief description of each step:

Steps		Process
1	Planning	Schedule dates, establish consultation forums, review previous processes
2	Strategizing	Review IDP, set service delivery objectives for next 3 years, consult on tariffs, indigents, credit control, free basic services etc. and consider local, provincial and national issues, the previous year's performance and current economic and demographic trends etc.
3	Preparing	Prepare Budget, revenue and expenditure projections; draft Budget policies; consult and consider local, provincial and national priorities
4	Tabling	Table draft Budget, draft IDP and budget related policies before Council; consult and consider local, provincial and national inputs or responses
5	Approving	Council approves the IDP, the Budget and related policies
6	Finalising	Publish the IDP, Budget and approve the SDBIP and performance targets

In capturing the above steps, this IDP & Budget Process Plan seeks to address, *inter alia*, the:

- Identification of areas requiring additional attention in terms of legislative requirements, proper planning processes and sound financial management;
- Inclusion of the most current Census and own statistical data;
- Consideration and review of any other relevant and new information;
- Addressing comments received from the various role-players;
- Factor-in the shortcomings and weaknesses identified through self-assessment;
- Preparation and review of sector plans and its alignment with the IDP;
- Preparation and review of the Performance Management System (PMS);
- Updating of the 5-year Financial Plan; and
- Finalisation of the annual Budget and IDP in terms of the relevant legislation.

Pursuant to the above statutory requirements, the Process Plan for the 2020/2021 3rd Review IDP and Budget cycle as well as the Time Schedule for the Review of the Spatial Development Framework is attached as **annexure 4.1**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- that the 3rd Review IDP and Budget Process Plan for 2020/2021 and the Reviewed Spatial Development Framework be approved.*
- that in the event of any changes with regard to the dates of the Process Plan and Spatial Development Framework Time Schedule, the Municipal Manager be mandated to change same after consultation with the Executive Mayor.*

4.2 Finance: Adjustment budget 2019/2020 (5/1/18)

The following documents are attached:

- Memorandum from Acting Director: Finance, dated 16 August 2019: **Annexure 4.2(a)**.
- Adjustment budget 2019/2020 to 2021/2022: **To be distributed at meeting.**

The Acting Chief Financial Officer submitted the Draft Adjustment Budget 2019/2020 and the following were highlighted:

- that the monies allocated by Cape Winelands District Municipality for the Tourism Route Development, which amount to R100 000-00, be included in the adjustment budget for 2019/2020.
- that the matter regarding the air-conditioners in the Ceres Town Hall be revisited due to capital constraints.
- that the Executive Mayor will attend to the matter of the new council chambers at the John Steyn Library, Ceres with the Provincial Department to finalise matters.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) *that the monies allocated by Cape Winelands District Municipality for the Tourism Route Development, which amount to R100 000-00, be included in the adjustment budget for 2019/2020.*
- (b) *that the adjustment budget of Witzenberg Municipality for the financial year 2019/2020 as set out in the budget documents be approved:*
 - (i) *Table B1 - Budget summary;*
 - (ii) *Table B2 - Adjustment Budget Financial Performance (by standard classification);*
 - (iii) *Table B3 - Budgeted Financial Performance (Revenue and Expenditure) by Vote;*
 - (iv) *Table B4- Adjustment Budget Financial Performance (revenue by source);*
 - (v) *Table B5 - Budgeted Capital Expenditure by Vote, standard classification and funding.*

**4.3 Witzenberg Municipality Firearm Policy
(17/7/1/P)**

The following documents are attached:

- (a) Memorandum from Manager: Traffic Services, dated 2 April 2019: **Annexure 4.3(a)**.
- (b) Firearm Policy: **Annexure 4.3(b)**.

The Firearm Policy was workshopped by Council to be approved and accepted.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the Firearm Policy for Witzenberg Municipality be approved and accepted.

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

The following items refer:

- (a) Item 7.1.3 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (b) Item 8.1.3 of the Council meeting, held on 30 May 2019.
- (c) Item 7.1.2 of the Executive Mayoral Committee meeting, held on 29 July 2019.
- (d) Item 8.1.2 of the Council meeting, held on 31 July 2019.

The following memorandum, dated 20 May 2019, was received from the Manager: Water and Sewerage:

"Purpose

The purpose of this report is to inform Council regarding the settling option of the Rand Merchant Bank loan which was taken up by KBR (Koekedouw Irrigation Board) for the construction of the Koekedouw Dam.

Background

The Koekedouw Dam was constructed in 1999 as a joint venture between Witzenberg Municipality and the Koekedouw Irrigation Board. Both parties to this venture incurred loans to pay for their share of the construction cost. The loan taken up by Witzenberg Municipality has been settled in 2017.

Currently KBR is still paying off on their loan and Witzenberg Municipality is part of this repayment agreement in terms of our allocation for Vredebes farm. See **annexure 4.4(a)**.

The KBR management has met with RMB in order to negotiate a new financing model in order to settle the loan and minimize cost. The new financing model agreed to between the parties, and approved by KBR, is attached as **annexure 4.4(b)**.

This new option entails the settling of the loan once-off in order to cut out huge interest on the loan. As can be seen on the attached spreadsheet if we stay with the old financing model, KBR will make a total repayment of R348 628 396 on the initial loan. Currently the outstanding amount is R54 687 042.00, but this amount will escalate to R78 944 608.00 before it starts to decrease and eventually be settled in 2044. With the new financing model total repayment will be R83 152 706.00 resulting in a total saving of R265 475 690.00.

Legal framework

Because Witzenberg Municipality is part of KBR in terms of our allocation for Vredebes, we are also liable for the repayment of our portion of the loan from Rand Merchant Bank.

Financial impact

With the new financing model we will have a huge saving on the repayment of the loan. In terms of the old financing model we will be responsible for repayment of R4 052 646.00 whereas with the new financing model we will make a once-off payment of R889 891.98 to settle the loan, resulting in a saving of R3 162 754.02."

The Municipal Manager gave a background with regard to the matter of settling the Rand Merchant Bank (RMB) loan for the Koekedouw Dam. Further investigation in terms of the agreement will be done. This matter only recently arose and the loan was done before the purchase of Vredebes. The water rights were part of the agreement.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council approves the new financing model option.
- (b) That Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Councillor BC Klaasen mentioned that the outstanding arrear amount is based on calculations made by the Koekedouw Irrigation Board and that further investigations are necessary.

Council unanimously resolved on 30 May 2019 that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Further report from Municipal Manager, dated 24 July 2019:

“Since the last Executive Mayoral Committee and council meetings Administration has attempted to obtain written agreements of Council's financial commitment towards the Koekedouw Irrigation Board. The Deed of Sale does not make mention of any such financial commitment towards the Board nor the Title Deed. The Title Deed reflects the water right that is registered and which is inherent to the farm. A meeting was requested with the Chairperson of the Irrigation Board, Mr Danie Goosen, which took place on 2 July 2019.

A summary of the meeting is contained in the email sent by Mr Goosen to the Municipal Manager's office, dated 2 July 2019 and is attached as **annexure 4.4(c)**. In terms of the discussion the Koekedouw Irrigation Board took up a loan with the Rand Merchant Bank on behalf of its members. The accountability of the members was pro rata with the water rights of their respective farms. All the members at that time agreed to the conditions which was later on also accepted by the municipality when Vredebes was purchased. The Irrigation Board used to send an invoice to its members on a yearly basis, which included the municipality and in terms of which they then were obliged to settle. The municipality has been paying regularly on an annual basis since they acquired the farm. The invoice was normally divided into an operational and capital contribution. In terms of the Irrigation Board's members meeting resolution taken, the members accepted the settlement as previously outlined. On the date of the discussion all the members have paid their contribution of the settlement towards the Rand Merchant Bank loan except for the municipality. The Koekedouw Irrigation Board went ahead to pay on the municipality's behalf, because of their commitment and legal obligation and has requested that the municipality repays the amount to them. The crux of the discussion is that the liability of the municipality is coupled to the water rights inherent to the property.

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council approves the new financing model option.
- (b) that Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

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

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

The following documents are further attached:

- (a) Correspondence from Koekedouw Irrigation Board, dated 13 March 2019: **Annexure 4.4(d)**.
- (b) Letter from Grayston & Elliot, dated 13 March 2019: **Annexure 4.4(e)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (i) that Council approves the new financing model option.
- (ii) that Witzenberg Municipality settles their portion of the loan with a once-off payment.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

4.5 Project: Installation of CCTV cameras along Voortrekker Road, Vos Street, the R46 (Ceres to Nduli), Ceres as well as Voortrekker and Olienhout Streets in Prince Alfred's Hamlet (17/7/5)

The following items refer:

- (a) Item 7.3.5 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (b) Item 8.3.5 of the Council meeting, held on 30 May 2019.
- (c) Item 7.3.4 of the Executive Mayoral Committee meeting held on 29 July 2019.
- (d) Item 8.3.4 of the Council meeting, held on 31 July 2019.

The following documents are attached:

- (a) Memorandum from Municipal Manager, dated 22 May 2019: **Annexure 4.5(a)**.
- (b) Map of route identified: **Annexure 4.5(b)**.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

- (a) that Tulbagh and Wolseley be included in the project in respect of the installation of CCTV cameras in Ceres, Nduli and Prince Alfred's Hamlet.
- (b) that the matter in respect of the installation of CCTV cameras be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019:

- (a) that Tulbagh and Wolseley be included in the project in respect of the installation of CCTV cameras in Ceres, Nduli and Prince Alfred's Hamlet.
- (b) that the matter in respect of the installation of CCTV cameras be held in abeyance until the next meeting.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the installation of CCTV cameras along Voortrekker Road, Vos Street, the R46 (Ceres to Nduli), Ceres as well as Voortrekker and Oliehouth Streets in Prince Alfred's Hamlet be held in abeyance until the next meeting.

Council unanimously resolved on 31 July 2019:

- (a) that the safety plans of the Cape Winelands District Municipality be incorporated in the Witzenberg Municipality plans.
- (b) that the matter in respect of the installation of CCTV cameras along Voortrekker Road, Vos Street, the R46 (Ceres to Nduli), Ceres as well as Voortrekker and Oliehouth Streets in Prince Alfred's Hamlet be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that CCTV cameras be installed along Voortrekker Road, Vos Street, the R46 (Ceres to Nduli), Ceres as well as Voortrekker and Oliehouth Streets in Prince Alfred's Hamlet

5. ADJOURNMENT

The meeting adjourned at 09:00.

Approved on _____ with / without amendments.

COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR

MJ Prins

MINUTES OF THE MEETING OF THE COMMITTEE FOR COMMUNITY DEVELOPMENT OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 22 AUGUST 2019 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR GEMEENSKAPSONTWIKKELING VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 22 AUGUSTUS 2019 OM 10:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Alderman / Raadsheer K Adams (Chairperson / Voorsitter)
Councillor / Raadslid G Laban
Councillor / Raadslid P Daniels

Officials / Amptenare

Ms / Me H Truter (Manager: Amenities and Environment / Bestuurder: Geriewe en Omgewing)
Ms / Me J Stuurman (Superintendent: Libraries / Superintendent: Biblioteke)
Mr / Mnr M Green (Manager: Traffic Services / Bestuurder: Verkeersdienste)
Ms / Ms M Muller (Social Worker / Maatskaplike Werkster)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Mr / Mnr X Nukani (Cadet Fire Fighter / Kadet Brandbestryder)
Ms / Me W Roode (Word Processor Operator/ Word Processor Operator)
Ms / Me M Badela (Interpreter / Tolk)

Other representatives / Ander verteenwoordigers

Captain / Kaptein A Ballack (South African Police Services / Suid-Afrikaanse Polisie, Prince Alfred's Hamlet)
Colonel / Kolonel M Dyers (South African Police Services / Suid-Afrikaanse Polisie, Ceres)
Warrant Officer / Adjudant-Offisier F Wiese (South African Police Services / Suid-Afrikaanse Polisie, Tulbagh)
Captain / Kaptein D Mandelz (South African Police Services / Suid-Afrikaanse Polisie, Wolseley)
Mr / Mnr M van Wyk (Chairperson: Witzenberg Sport Council / Voorsitter: Witzenberg Sportraad)
Mr / Mnr D Koopman (Witzenberg Sport Council / Witzenberg Sportraad)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Mr D Koopman, member of the Witzenberg Sport Forum to open the meeting with a prayer.

Die Voorsitter heet almal teenwoordig welkom en versoek daarna Mnr D Koopman, lid van Witzenberg Sport Forum om die vergadering met gebed te open.

NOTED / AANGETEKEN

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

Application for leave of absence from the meeting was received from Councillor N Phatsoane.

Apologies for absence from the meeting were received from the Municipal Manager, Manager: Administration, Acting Chief: Disaster Management and Fire Brigade Services and Acting Manager: Socio-Economic Development.

Aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf Raadslid N Phatsoane.

Verskonings vir afwesigheid van die vergadering was ontvang vanaf die Munisipale Bestuurder, Bestuurder: Administrasie, Waarnemende Hoof: Rampbestuur en Brandweerdienste en Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling.

RESOLVED

- (a) *that the application for leave of absence from the meeting received from Councillor N Phatsoane be approved and accepted.*
- (b) *that notice be taken of the apologies for absence from the meeting received from the Municipal Manager, Manager: Administration, Acting Chief: Disaster Management and Fire Brigade Services and Acting Manager: Socio-Economic Development and same be accepted.*

BESLUIT

- (a) *dat die aansoek om verlof tot afwesigheid van die vergadering ontvang vanaf Raadslid N Phatsoane goedgekeur en aanvaar word.*
- (b) *dat kennis geneem word van die verskonings vir afwesigheid van die vergadering ontvang vanaf die Munisipale Bestuurder, Bestuurder: Administrasie, Waarnemende Hoof: Rampbestuur en Brandweerdienste en Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling en dat dit aanvaar word.*

3. MINUTES

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

The minutes of the meeting of the Committee for Community Development, held on 25 July 2019, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 25 Julie 2019, word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Community Development, held on 25 July 2019, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 25 Julie 2019, goedgekeur en deur die Voorsitter onderteken word.

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

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

**5.1 South African Police Services (SAPS) / Suid-Afrikaanse Polisie (SAPD)
(17/07/1/R)**

The reports of the South African Police Services were presented verbally.

Die verslae van die Suid-Afrikaanse Polisie is mondelings gelewer.

(a) Ceres

Colonel Dyers reported the following

- Contact crime and motor vehicle break-ins are on the increase.
- House break-ins are less during the week, but increases over weekends.
- A stakeholders meeting was held in respect of crime between the South African Police Services and the Security Services in Ceres. Mafoko Security Services was absent and is requested to attend these meetings.
- The neighbourhood watch will be deployed in Sector 1, Ceres and requested that the municipality appoint more security guards to patrol at Pine Forest Holiday Resort.
- The repeated offenders released from prison are a matter of concern.
- Regular break-ins were reported at the Rietvallei Library, security guards must be appointed to protect the building.
- Both the Van Breda and Rooi Bridge river passage needs to be fenced. Criminals run along the river to escape from the police when they are being chased.
- That the illegal structure at 4 Geelhout Street, Bella Vista, which is utilised as a garage during the week and a Shebeen on weekends needs to be demolished.

Colonel Dyers thanked Witzenberg Municipality for considering the installation of CCTV Cameras along Voortrekker and Vos Street, the R46, Ceres to Nduli as well as Voortrekker and Oliehouthoek Street in Prince Alfred's Hamlet.

(b) Prince Alfred's Hamlet

Captain Ballack reported that business property crime and copper theft is on the increase.

(c) Wolseley

Captain Mandelz reported the following:

- That the open canal in Wolseley remains a challenge.
- The bushes between Kluitjieskraal and Pine Valley needs to be removed.
- That the CCTV cameras be rolled out to other towns, such as Tulbagh and Wolseley, as well.
- Domestic violence is on the increase, due to drug and alcohol abuse.
- Various accidents were reported due to stray animals roaming in the streets and roads of Wolseley.
- There is a need for a visible Law Enforcement Officer in the Wolseley Central Business District.

Captain Mandelz thanked the Manager: Traffic Services and Provincial Traffic Services with regard to the random breathalysing test operations.

The Chairperson requested that a meeting between the South African Police Services, Ward Councillors, Municipal Manager and Manager: Traffic Services needs to be convened in respect of the open canal in Wolseley.

Manager: Traffic Services informed the meeting that a Satellite Traffic Office is a strategic and operational matter which cannot be rolled out to all areas due to budget constraints.

The Manager: Amenities and Environment informed the meeting that the bushes between Kluitjieskraal and Pine Valley are a delicate matter. The possibility needs to be investigated as some bushes and trees are endangered species and are protected by legislation.

The Chairperson requested that the South African Police Services forward a request to the Manager: Traffic Services in respect of the visibility of law enforcement officers in the Central Business District of Wolseley.

The Manager: Traffic Services mentioned that Mr B Isaacs is the Pound Master and should be contacted in respect of stray animals roaming in streets. The municipality is in the process of erecting signage in respect of stray animals. Permission must be obtained from the Department Public Works and Transport to erect signage boards on main roads.

(d) Tulbagh

Warrant Officer F Wiese reported the following:

- The Waveren High School in Tulbagh was closed on Monday, 19 August 2019, due to a strike by the parents and School Governing Body.
- That Law Enforcement Officers be more visible in the Central Business District of Tulbagh,
- The illegal taxi's need to be monitored by the Law Enforcement Officers on a regular basis.
- The fence of the vacant building (Old Busy Bee Building) next to the Tulbagh Police Station needs to be repaired.

RESOLVED

- (a) *that the Manager: Amenities and Environment repair and fence both the Breda and Rooibrug bridges in Ceres.*
- (b) *that the Manager: Amenities and Environment ensure that the bushes in Kluitjieskraal and Pine Valley, Wolseley be cut or removed.*
- (c) *that the South African Police Services contact Mr B Isaacs, Pound Master of Witzenberg Municipality in respect of stray animals roaming in the streets of Witzenberg.*
- (d) *that the Manager: Traffic Services arrange a meeting with the South African Police Services (Wolseley), Ward Councillor P Daniels and the Municipal Manager in respect of the open canal in Wolseley.*
- (e) *that the Manager: Traffic Services write a letter to the Provincial Department Transport and Public Works requesting approval to erect signage boards in the Witzenberg in respect of stray animals roaming the streets.*
- (f) *that Colonel M Dryer from South African Police Services forward a report to the Manager: Traffic Services in respect of the modus operandi of the illegal structure trading as a shebeen at 4 Geelhout Street, Bella Vista to the Manager: Traffic Services.*

**5.2 Community Services: The Haven Night Shelter / Gemeenskapsdienste: Die Haven Nagskuiling
(17/16/3/1)**

None / Geen

NOTED / AANGETEKEN

**5.3 Witzenberg Sport Council / Witzenberg Sportraad
(17/5/1)**

A written report was submitted by the Chairperson of the Witzenberg Sport Council, Mr M Van Wyk, attached as **annexure 5.3**.

The Chairperson wished the Sport Council well with their award ceremony to be held in Bella Vista, Community Hall on 5 September 2019.

Mr Van Wyk enquired when the Sport Council Budget will be available and highlighted the following:

- The water running from the reservoir into the Pine Valley tennis courts is a matter of concern.
- That the open space in Pine Valley, Wolseley, which is currently used as a dumping site by the community be concreted and made available to the Wolseley Netball Club.
- Parking space at Kliprug Community Hall is limited for attendees. Negotiations are in the process with St Marks Primary School to utilise their parking lot when necessary.
- The standard of the sport fields in the Witzenberg remains the same, but the annual tariffs increases.
- That the municipality needs to repair the ablution facilities, changing rooms and the seating of the pavilion at the Tulbagh sport ground.

Manager: Amenities and environment mentioned that Pine Valley and Nduli sport grounds is a challenge due to vandalism.

Mr Koopman thanked the Committee with regard to the progress made in respect of the upgrading of the Lyle Street sport ground. The Committee for Community Development will be invited to the next Sport Council General Meeting in October 2019. The date, time and venue will be communicated to the members of the Committee for Community Development.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the report from the Witzenberg Sport Council and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die verslag gelewer deur die Witzenberg Sportraad en dat die verslag aanvaar word.

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Monthly report of the Section Socio-Economic Development for July 2019 / Maandverslag van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Julie 2019 (09/1/2/4)

The monthly report of the Section Socio-Economic Development for July 2019 is attached as **annexure 6.1**.

Die maandverslag van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Julie 2019 word ingebind as **bylae 6.1**.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly report of the Section Socio-Economic Development for July 2019 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslag van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Julie 2019 en dat die verslag aanvaar word.

6.2 Monthly report of the Section Libraries for July 2019 / Maandverslag van die Afdeling Biblioteke vir Julie 2019 (9/1/2/4)

The monthly report of the Section Libraries for July 2019 is attached as **annexure 6.2**.

Die maandverslag van die Afdeling Biblioteke vir Julie 2019 word ingebind as **bylae 6.2**.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly report of the Section Libraries for July 2019 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling na oorweging, kennis neem van die inhoud van die maandverslag van die Afdeling Biblioteke vir Julie 2019 en dat die verslag aanvaar word.

6.3 Monthly report of the Section Amenities and Environment for July 2019 / Maandverslag van die Afdeling Geriewe en Omgewing vir Julie 2019 (09/1/2/4)

The monthly report of the Section Amenities and Environment for July 2019 is attached **annexure 6.3**.

Die maandverslag van die Afdeling Geriewe en Omgewing vir Julie 2019 word ingebind as **bylae 6.3**.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly report of the Section Amenities and Environment for July 2019 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslag van die Afdeling Geriewe en Omgewing vir Julie 2019 en dat die verslag aanvaar word.

6.4 Monthly reports of the Section Resorts and Swimming Pools for February, March, April, May, June and July 2019 / Maandverslae van die Afdeling Oorde en Swembaddens vir Februarie, Maart, April, Mei, Junie en Julie 2019 (9/1/2/4)

Item 6.4 of the meeting of the Committee for Community Development, held on 25 July 2019 refers.

The following monthly reports of the Section Resorts and Swimming Pools are attached:

Die volgende maandverslae van die Afdeling Oorde en Swembaddens word ingebind:

(a)	February / Februarie 2019	Annexure / Bylae 6.4(a)
(b)	March / Maart 2019	Annexure / Bylae 6.4(b)
(c)	April 2019	Annexure / Bylae 6.4(c)
(d)	May / Mei 2019	Annexure / Bylae 6.4(d)
(e)	June / Junie 2019	Annexure / Bylae 6.4(e)
(f)	July / Julie 2019	Annexure / Bylae 6.4(f)

The Committee for Community Development resolved on 25 July 2019 that the matter with regard to the monthly reports of the Section Resorts and Swimming Pools for February, March, April, May and June 2019, be held in abeyance until the next meeting.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly reports of the Section Resorts and Swimming Pools for February, March, April, May, June and July 2019 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Oorde en Swembaddens vir Februarie, Maart, April, Mei, Junie en Julie 2019 en dat die verslae aanvaar word.

6.5 Monthly report: Section Disaster and Emergency Management and Fire Services for July 2019 / Maandverslag: Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Julie 2019 (9/1/2/4)

The monthly report of the Section Disaster and Emergency Management and Fire Services for July 2019 is attached as **annexure 6.5**.

Die maandverslag van die Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Julie 2019 word ingebind as **bylae 6.5**.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly report of the Section Disaster and Emergency Management and Fire Services for July 2019 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslag van die Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Julie 2019 en dat die verslag aanvaar word.

6.6 Monthly reports of the Section Traffic Services: February, March, April, May, June and July 2019 / Maandverslae van die Afdeling Verkeersdienste: Februarie, Maart, April, Mei, Junie en Julie 2019 (9/1/2/1)

Item 6.6 of the meeting of the Committee for Community Development, held on 25 July 2019 refers.

The following monthly reports of the Section Traffic Services are attached:

Die volgende maandverslae van die Afdeling Verkeersdienste word ingebind:

(a)	February / Februarie 2019	Annexure / Bylae 6.6(a)
(b)	March / Maart 2019	Annexure / Bylae 6.6(b)
(c)	April 2019	Annexure / Bylae 6.6(c)
(d)	May / Mei 2019	Annexure / Bylae 6.6(d)
(e)	June / Junie 2019	Annexure / Bylae 6.6(e)
(f)	July / Julie	Annexure / Bylae 6.6(f)

The Committee for Community Development resolved on 25 July 2019 that the matter with regard to the monthly reports of the Section Traffic Services for February, March, April, May and June 2019 be held in abeyance until the next meeting.

The meeting held on 22 August 2019 approved and accepted the February until July 2019 monthly reports.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly reports of the Section Traffic Services for February, March, April, May, June and July 2019 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Verkeersdienste vir Februarie, Maart, April, Mei, Junie en Julie 2019 en dat die verslae aanvaar word.

6.7 Risk Management: Fourth quarter 2018/2019 Risk Management Report Committee for Community Development (9/1/2/2)

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

Council resolved per item 8.4.2 of 26 October 2016:

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

A Risk Management report for the Committee for Community Development, Fourth quarter 2018/2019, dated 30 June 2019, is attached as **annexure 6.7**.

Objectives of Enterprise Risk Management

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

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

Roles and Responsibilities

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

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

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

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

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

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

The Committee for Community Development resolved on 25 July 2019 the following:

- (a) that the Risk Management Report for the Fourth Quarter of 2018/2019 be held in abeyance until the next committee meeting.
- (b) that the Head: Internal Audit be invited to the next committee meeting.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the Risk Management Report of the Directorate: Community Services for the Fourth Quarter of 2018/2019 and same be approved and accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die Risiko Bestuursverslag van die Direkoraat vir Gemeenskapontwikkeling vir die Vierde Kwartaal van 2018/2019 en dat die verslag goedgekeur en aanvaar word.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Lease agreement: Vrolike Vinkies (7/1/4/1)

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Community Development, held on 19 April 2018.
- (b) Item 7.3.3 of the Executive Mayoral Committee meeting, held on 23 July 2018.
- (c) Item 8.3.3 of the Council meeting, held on 25 July 2018.
- (d) Item 7.3.2 of the Executive Mayoral Committee meeting, held on 30 October 2018.
- (e) Item 8.3.2 of the Council meeting, held on 31 October 2018.
- (f) Item 7.3.1 of the Executive Mayoral Committee, held on 21 January 2019.
- (g) Item 7.2 of the Committee for Community Development, held on 14 February 2019.
- (h) Item 7.2 of the Committee for Community Development, held on 25 July 2019

A memorandum from the Director: Community Services, dated 6 April 2018, is attached as **annexure 7.1**.

The Committee for Community Development resolved on 19 April 2018 to recommend to the Executive Mayoral Committee and Council:

that Council considers the request for the renewal of the lease agreement and the erection of Nutech building in relation to the future plans of The Island Resort.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council considers the request for the renewal of the lease agreement and the erection of Nutech building in relation to the future plans of The Island Resort.

The Executive Mayoral Committee resolved on 23 July 2018 that the matter in respect of the lease agreement of Vrolike Vinkies be held in abeyance until the next meeting.

Council resolved on 25 July 2018 that notice be taken that the matter in respect of the lease agreement of Vrolike Vinkies was held in abeyance by the Executive Mayoral Committee.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council considers the request for the renewal of the lease agreement and the erection of Nutech building in relation to the future plans of The Island Resort.

The Executive Mayoral Committee resolved on 30 October 2018 that the matter in respect of the Vrolike Vinkies lease agreement be held in abeyance until the next meeting.

Council unanimously resolved on 31 October 2018 that the matter in respect of the Vrolike Vinkies lease agreement be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council considers the request for the renewal of the lease agreement and the erection of Nutech building in relation to the future plans of The Island Resort.

The Executive Mayoral Committee resolved on 21 January 2019 that the matter with regard to Vrolike Vinkies crèche be referred to the Committee for Community Development to consider the possibilities to move the crèche to an alternative venue due to safety reasons for the children.

The Committee for Community Development resolved on 14 February 2019 that the matter in respect of the lease agreement of Vrolike Vinkies Crèche be held in abeyance until the next meeting.

That the Executive Mayor, Deputy Executive Mayor and the Committee members engage with the management of Vrolike Vinkies Crèche for an information session in respect of a future venue for the Vrolike Vinkies Crèche after a meeting with the MEC of Social Development, Mr. A Fritz.

The Committee for Community Development resolved on 25 July 2019 that the matter in respect of the lease agreement of Vrolike Vinkies Crèche be held in abeyance until the next meeting.

RESOLVED

that the matter in respect of the lease agreement of Vrolike Vinkies Crèche be held in abeyance until the next meeting.

BESLUIT

dat aangeleentheid rakende die huurooreenkoms van Vrolike Vinkies Crèche oorstaan tot die volgende komitee vergadering.

7.2 Witzenberg Munisipaliteit: Voorwaardes vir verhuring van Gemeenskapsale / Witzenberg Municipality: Conditions for the hiring of Community Halls (17/8/3)

'n Memorandum ontvang vanaf die Bestuurder: Geriewe en Omgewing, gedateer 11 Julie 2019, word ingebind as **bylae 7.1**.

A memorandum received from the Manager: Amenities and Environment, dated 11 July 2019, is attached as **annexure 7.1**.

RESOLVED

To recommend to the Executive Mayoral Committee and Council

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

BESLUIT

dat die aangeleentheid rakende die voorwaardes vir die huur van Gemeenskapsale in die Witzenberg deur die raad beredeneer word.

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

None / Geen

NOTED / AANGETEKEN

9. VERDAGING / ADJOURNMENT

The meeting adjourned at 11:45. / Die vergadering verdaag om 11:45.

Approved on / Goedgekeur op _____.

ALDERMAN / RAADSHEER K ADAMS
CHAIRPERSON / VOORSITTER

MINUTES OF THE MEETING OF THE COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 22 AUGUST 2019 AT 14:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR KORPORATIEWE EN FINANSIËLE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 22 AUGUSTUS 2019 OM 14:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Aldermen / Raadshere

H Smit (Chairperson / Voorsitter)
J Schuurman

Councillor / Raadslede

MJ Ndaba

Officials / Amptenare

Mr / Mnr A Raubenheimer (Acting Director: Finance / Waarnemende Direkteur: Finansies)
Mr / Mnr M Frieslaar (Manager: Supply Chain / Bestuurder: Voorsieningskanaal)
Mr / Mnr A Hofmeester (Manager: IDP / Bestuurder: GOP)
Mr / Mnr M Green (Manager: Traffic Services / Bestuurder: Verkeersdienste)
Mr / Mnr W Mars (Manager: Financial Administration / Bestuurder: Finansiële Administrasie)
Mr / Mnr G Louw Head: Internal Audit / Hoof: Interne Oudit)
Ms / Me R Hendricks (Manager: Marketing and Communication / Bestuurder: Bemaking en Kommunikasie)
Mr / Mnr C Wessels (Manager: Administration / Bestuurder: Administrasie)
Ms / Me E Lewis (Word Processor Operator / Woordverwerkeroperateur)

OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested thereafter the Manager: Supply Chain to open the meeting with a prayer.

Die Voorsitter heet almal teenwoordig welkom en versoek daarna vir Bestuurder: Voorsieningskanaal om die vergadering met gebed te open.

NOTED / AANGETEKEN

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

Application for leave of absence from the meeting was received from Councillor D Kinnear.

Apologies for leave of absence from the meeting were received from the Municipal Manager, Director: Corporate Services, Manager: Human Resources and the Legal Adviser.

Aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf Raadslid D Kinnear.

Verskonings vir afwesigheid van die vergadering is ontvang vanaf die Munisipale Bestuurder, Direkteur: Korporatiewe Dienste, Bestuurder: Menslike Hulpbronne en die Regsadviseur.

RESOLVED

- (a) *that the application for leave of absence from the meeting received from Councillor D Kinnear be approved and accepted.*
- (b) *that notice be taken of the apologies for leave of absence from the meeting received from the Municipal Manager, Director: Corporate Services, Manager: Human Resources and the Legal Adviser and be approved and accepted.*

BESLUIT

- (a) *dat die aansoek om verlof tot afwesigheid van die vergadering ontvang vanaf Raadslid D Kinnear goedgekeur en aanvaar word.*
- (b) *dat kennis geneem word van die verskonings ontvang vanaf die Munisipale Bestuurder, Direkteur: Korporatiewe Dienste, Bestuurder: Menslike Hulpbronne en die Regsadviseur en dat dit goedgekeur en aanvaar word*

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

The minutes of the meeting of the Committee for Corporate and Financial Services, held on 25 July 2019, are attached as **annexure 3.1**.

Die notule van 'n vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 25 Julie 2019, word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services, held on 25 July 2019, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 25 Julie 2019, goedgekeur en deur die Voorsitter onderteken word.

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

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

**6.1 Monthly report: Directorate: Corporate Services: July 2019 / Maandverslag: Direktoraat:
Korporatiewe Dienste: Julie 2019
(09/1/2/1)**

The monthly report of the Directorate: Corporate Services for July 2019 is attached as **annexure 6.1**.

Die maandverslag van die Direktoraat: Korporatiewe Dienste vir Julie 2019 word ingebind as **bylae 6.1**.

RESOLVED

that the Committee for Corporate and Financial Services, after consideration, takes notice of the content of the monthly report of the Directorate: Corporate Services for July 2019 and same be accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste, na oorweging, kennis neem van die inhoud van die maandverslag van die Direktoraat: Korporatiewe Dienste vir Julie 2019 en dat die verslag aanvaar word.

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

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

Geen / None

NOTED / AANGTEKEN

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

Item 6.3 of the meeting of the Committee for Corporate and Financial Services, held on 25 July 2019, refers.

A memorandum received from the Senior Legal Advisor, dated 21 January 2019, is attached as **annexure 6.3**.

The Committee for Corporate and Financial Services resolved the following:

- (a) that the matter in respect of Council's Immovable Property of the Pigeon Society Clubhouse, Stamper Street, erf 496, Wolseley, be held in abeyance until the next committee meeting.
- (b) that the Municipal Manager drafts a guideline and priority document in respect of the lease of Council's Immovable Property: Pigeon Society Clubhouse, Stamper Street, Wolseley and tables same at the next committee meeting.

RESOLVED

that the matter in respect of Council's Immovable Property of the Pigeon Society Clubhouse, Stamper Street, erf 496, Wolseley, be held in abeyance until the next committee meeting.

BESLUIT

dat die aangeleentheid rakende die Raad se onroerende eiendom van die Posduif Vereniging Klubhuis, Stamperstraat, erf 496, Wolseley, oorstaan tot die eerskomende komiteevergadering.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Direkoraat Finansies / Directorate Finance

**Section 71 Monthly Budget Statement Reports of Directorate Finance: July 2019 / Artikel 71
Maandelikse Begrotingsverslae van die Direkoraat Finansies: Julie 2019
(9/1/2/2)**

The Section 71 Monthly Budget Statement Report of the Directorate Finance for July 2019 is attached as **annexure 7.1**.

Die Artikel 71 Maandelikse Begrotingsverslag van die Direkoraat Finansies vir Julie 2019 word ingebind as **bylae 7.1**.

RESOLVED

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

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

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste aan die Uitvoerende Burgemeesterskomitee en Raad aanbeveel:

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem, na oorweging, van die inhoud van die Artikel 71 Maandelikse Begrotingsverslag van die Direkoraat Finansies vir Julie 2019 en dat die verslag goedgekeur en aanvaar word.

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

**8.1 Leasing of Erf 1397 or 1320 Prince Alfred's Hamlet to Eric Taxi Transport to park his vehicle fleet on
(7/1/4/1)**

That the item be removed from the agenda. / Dat die item van die agenda verwyder word.

NOTED / AANGETEKEN

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

MINUTES OF THE MEETING OF THE COMMITTEE FOR LOCAL ECONOMIC DEVELOPMENT AND TOURISM OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 28 AUGUST 2019 AT 14:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR PLAASLIKE EKONOMIESE ONTWIKKELING EN TOERISME VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP WOENSDAG, 28 AUGUSTUS 2019 OM 14:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Councillor / Raadslid T Abrahams (Chairperson / Voorsitter)
Councillor / Raadslid C Lottering
Councillor / Raadslid H Visagie

Officials / Amptenare

Mr / Mnr M Mpeluza (Director: Corporate Services / Direkteur: Korporatiewe Dienste)
Mr / Mnr R Fick (Acting Manager: Socio Economic Development / Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling)
Mr / Mnr C Wessels (Manager: Administration / Bestuurder Administrasie)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Ms / Me E Lewis (Word Processing Operator / Woordverwerkingsoperateur)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

Die Voorsitter heet almal teenwoordig welkom en versoek raadslid C Lottering om die vergadering met 'n gebed te open.

NOTED / AANGETEKEN

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

Application for leave of absence from the meeting was received from Councillor P Heradien.

An apology for absence from the meeting was received from the Manager: Communication and Marketing.

RESOLVED

- (a) *that the application for leave of absence from the meeting, received from Councillor P Heradien, be approved and accepted.*
- (b) *that notice be taken of the apology for absence from the meeting, received from the Manager: Communication and Marketing and same be approved and accepted.*

3. MINUTES / NOTULES

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

The minutes of the meeting of the Committee for Local Economic Development and Tourism, held on 20 February 2019, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, gehou op 20 Februarie 2019 word ingebind as **bylae 3.1**.

RESOLVED

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

BESLUIT

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

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

None / Geen

NOTED / AANGETEKEN

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

- (a) The Chairperson mentioned that Witzenberg Municipality was identified as the best municipality in respect of the approval of building plans. This has been done without the modern technology and a major step forward in terms of economic development. The evaluation was conducted by an independent company for SALGA.
- (b) Chairperson announced that phase 3 of the Extended Public Workers Program (EPWP) has been completed. Phase 4 of the program has started and consists of four (4) main areas i.e.
 - (i) Safety of tourists
 - (ii) Early Childhood Development (ECD Centres and Institutions)
 - (iii) Chef programs, and
 - (iv) Roads and buildings
- (c) The Chairperson mentioned that in terms of the minimum wage program the Witzenberg region pays R130-00 per day in comparison with other regions who pays R95-00 per day. An increase follows in November 2019.
- (d) The Chairperson requested that the municipality promptly responds on all matters requested by SALGA and ensure compliances at all times.
- (e) The Chairperson mentioned that the MEC for Agriculture, Dr Ivan Meyer, will set up a meeting with ESKOM with regard to electricity matters and the municipality will be invited.

- (f) That the MEC for Agriculture has indicated that preference will be given to the road at Op die Berg in order to upgrade it in the near future.
- (g) The Chairperson requested that feedback be provided in respect of the following:
 - (i) The SCL program.
 - (ii) A re-look at the organogram.
 - (iii) That the performance agreements of the Directors involved in tourism consist of the relevant targets.
 - (iv) That the matter regarding the workshop in respect of the delegations is outstanding.
 - (v) The re-cycling of the Waste Plan and the involvement of SMME's, and
 - (vi) The matter of the agri-park and specifically the problem with the entrepreneurs and businesses. The Municipal Manager responded that entrepreneurs are waiting on capital for those two years. The contract of Tomi's has terminated and the abattoir was stopped.

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.1 Monthly reports: Section Local Economic and Rural Development: February, March, April, May, June and July 2019 / Maandverslae: Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling: Februarie, Maart, April, Mei, Junie en Julie 2019 (9/1/2/4)

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

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

(a)	February / Februarie 2019	Annexure / Bylae 6.1(a)
(b)	March / Maart 2019	Annexure / Bylae 6.1(b)
(c)	April 2019	Annexure / Bylae 6.1(c)
(d)	May / Mei 2019	Annexure / Bylae 6.1(d)
(e)	June / Junie 2019	Annexure / Bylae 6.1(e)

The following matters in respect of the Local Economic Development were highlighted:

- That Local Economic Development Strategy was workshopped internally, but needs to be synchronized provincially and nationally. Expected to table document by end of October 2019 to the Committee for a recommendation to Council.
- That the advertisement for applications at the hubs in Prince Alfred's Hamlet was placed in the Witzenberg Herald newspaper.
- EPWP numbers are currently much lower due to lesser projects. It will pick up during September and October 2019. EPWP workers at Op-die-Berg will be prioritized.
- The Committee takes notice of the pamphlet with regard to Local Economic Development information.

RESOLVED

that the Committee for Local Economic Development and Tourism, after consideration, takes notice of the content of the monthly reports of the Section Local Economic and Rural Development for February, March, April, May, June and July 2019 and same be accepted.

BESLUIT

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

6.2 Monthly reports: Section Tourism: April, May and July 2019 / Maandverslae: Afdeling Toerisme: April, Mei en Julie 2019 (9/1/2/1)

The following monthly reports of the Section Tourism are attached:

Die volgende maandverslae van die Afdeling Toerisme word ingebind:

- | | | |
|-----|-------------------|--------------------------------|
| (a) | April 2019 | Annexure / Bylae 6.2(a) |
| (b) | May / Mei 2019 | Annexure / Bylae 6.2(b) |
| (c) | July / Julie 2019 | Annexure / Bylae 6.2(c) |

The following matter in respect of Tourism was highlighted:

- That the “Dining with Locals” tourism program is a joint support process between the Tourism and municipality.

RESOLVED

that the Committee for Local Economic Development and Tourism, after consideration, takes notice of the content of the monthly reports of the Section Tourism for April, May and July 2019 and same be accepted.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Toerisme vir April, Mei en Julie 2019 en dat die verslae aanvaar word.

6.3 Risk Management: Fourth quarter 2018/2019 Risk Management Report Committee for Local Economic Development and Tourism (9/1/2/2)

Council resolved per item 8.4.2 of 26 October 2016:

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

A Risk Management report for the Committee for Local Economic Development for the Fourth Quarter of 2018/2019, dated 30 June 2019, is attached as **annexure 6.3**.

Objectives of Enterprise Risk Management

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

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

Roles and Responsibilities

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

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

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

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

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

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

The following matters in respect of Risk Management were highlighted:

- That a survey be conducted to assess the perception of the market with regard to local economic development initiatives.

RESOLUTION

- (a) *that the Committee for Local Economic Development and Tourism takes notice of the Risk Management Report for the Fourth Quarter of 2018/2019 and same be approved and accepted except with regard to the item Risk that the community is not aware of Local Economic Development Services.*
- (b) *the Committee further resolved that the Risk Title, which states that the community is not aware of the Local Economic Development Services, be referred back to the Chief Risk Officer and Risk Champion for re-assessment.*

6.4 Council's immovable property: Pigeon Society Clubhouse, Stamper Street, Wolseley, Erf 496 / Raad se onroerende eiendom: Posduifvereniging Klubhuis, Stamperstraat, Wolseley (7/1/4/1)

A memorandum received from the Senior Legal Advisor, dated 21 January 2019, is attached as **annexure 6.3**.

'n Memorandum ontvang van die Senior Regsverteenwoordiger, gedateer 21 Januarie 2019, word aangeheg as **bylae 6.3**.

RESOLVED

To recommend to the Executive Mayoral Committee and to Council:

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

BESLUIT

Om by die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

dat die Raad die moontlikheid oorweeg vir 'n moontlike Nie-Regeringsorganisasie in Wyk 2 of 7 om die Posduifvereniging Klubhuis in Stamperstraat op erf 496, Wolseley, te huur.

6.5 Projects Matrix: Local Economic Development: Witzenberg Area / Projekte Matriks: Plaaslike Ekonomiese Ontwikkeling: Witzenberg Area (17/19/1)

The Projects Matrix for Witzenberg is attached as **annexure 6.5**.

Die Projekte Matriks vir Witzenberg word aangeheg as **bylae 6.5**.

The committee decided to focus on the following Local Economic Development Matrix Projects:

- (i) Op-die-Berg Honey Bee
- (ii) Prince Alfred's Hamlet Business Hubs
- (iii) Busy Bee Building, Tulbagh
- (iv) Witzenberg Recycling SMME's
- (v) Witzenberg Department Small Business- 40 applications
- (vi) Witzenberg Dine with the Locals
- (vii) Ceres WAPLOG
- (viii) Schoonvlei Hub
- (ix) Nduli Ngcani Carwash, Erf 5145

RESOLVED

That the Committee for Local Economic Development and Tourism, after consideration, takes notice that priority focus will be on the following local economic development matrix projects:

- (i) Op-die-Berg Honey Bee
- (ii) Prince Alfred's Hamlet Business Hubs
- (iii) Busy Bee Building, Tulbagh
- (iv) Witzenberg Recycling SMME's
- (v) Witzenberg Department Small Business- 40 applications
- (vi) Witzenberg Dine with the Locals
- (vii) Ceres WAPLOG
- (viii) Schoonvlei Hub
- (ix) Nduli Ngcani Carwash, Erf 5145

6.6 Criteria and application process for Prince Alfred's Hamlet Business Hub Rental Units / Kriteria en aansoekproses vir Prince Alfred's Hamlet Huureenhede (17/19/1)

A memorandum received from the Acting Manager: Socio-Economic Development, dated 11 July 2019, is attached as **annexure 6.6**.

'n Memorandum ontvang vanaf die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling, gedateer 11 Julie 2019, word aangeheg as **bylae 6.6**.

RESOLVED

that the Committee for Local Economic Development and Tourism approves the criteria for the application of the Prince Alfred's Hamlet rental hubs in accordance with annexure 6.6 of the applicable agenda item.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 Witzenberg Municipality SMME Booster Fund Proposal: Infrastructure Development for SMME's 2019/2020 (17/19/P)

A proposal received from the Acting Manager: Socio-Economic Development, dated 15 July 2019, in respect of Infrastructure Development for SMME's is attached as **annexure 7.1**.

RESOLVED

that the Committee for Local Economic Development and Tourism, after consideration, takes notice of the application for the Witzenberg Municipality SMME Booster Fund Proposal for infrastructure development and approves and accepts same.

7.2 Leasing of erf 1397 or 1320 Prince Alfred's Hamlet to Eric Taxi Transport to park his vehicle fleet on (7/1/4/1)

A memorandum received from the Legal Advisor, dated 10 July 2019, is attached as **annexure 7.2**.

RESOLVED

- (a) *that the Committee for Local Economic Development and Tourism, after consideration, approves the Eric Taxi Transport as a local economic development project.*
- (b) *that the Committee for Local Economic Development refers the matter in respect of the Leasing of erf 1397 or 1320 Prince Alfred's Hamlet to Eric Taxi Transport to the Committee for Corporate and Financial Services for consideration of the Supply Chain Process and after that to the Executive Mayoral Committee and Council.*

7.3 Application: Relocation of established Nduli Carwash to erf 5145, Nduli, Ceres (17/19/1)

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Local Economic Development and Tourism, held on 20 February 2019.
- (b) Item 7.3.4 of the Executive Mayoral Committee meeting held on 26 February 2019.
- (c) Item 8.3.4 of the Council meeting, held on 27 February 2019.
- (d) Item 7.3.7 of the Executive Mayoral Committee meeting held on 29 July 2019.
- (e) Item 8.3.6 of the Council meeting, held on 31 July 2019.

A memorandum from the Acting Manager: Socio-Economic Development, dated 5 September 2018, is attached as **annexure 7.3(a)** and the Policy for the Management of Business Property for Local Economic Purposes with Aim of Capacitating Previous Disadvantaged Communities is attached as **annexure 7.3(b)**.

The Committee for Local Economic Development resolved on 20 February 2019 to recommend to the Executive Mayoral Committee and Council:

- (a) that the Executive Mayoral Committee and Council consider approval of the application to relocate the established Ngcani Carwash business to erf 5145 on corner of Chris Hani Drive and R46 adjacent Mooi Blom Prison.
- (b) that should the Executive Mayoral Committee and Council approve supra (a), a lease agreement be entered with Ngcani Carwash.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that the Executive Mayoral Committee and Council consider approval of the application to relocate the established Ngcani Carwash business to erf 5145 on the corner of Chris Hani Drive and the R46 adjacent to Warm Bokkeveld Prison.
- (b) that should the Executive Mayoral Committee and Council approve supra (a), a lease agreement be entered with Ngcani Carwash.

The Executive Mayoral Committee resolved on 26 February 2019 that the Executive Mayoral Committee recommends to Council:

that the matter in respect of the relocation of the established Nduli Carwash on erf 5145, Nduli, Ceres be held in abeyance until the next meeting in order to ensure a fair supply chain process.

Council resolved on 27 February 2019 that the matter in respect of the relocation of the established Nduli Carwash on erf 5145, Nduli, Ceres be held in abeyance until the next meeting in order to ensure a fair supply chain process.

The following recommendation was tabled to the Executive Mayoral Committee on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

- (a) that the Executive Mayoral Committee and Council consider approval of the application to relocate the established Ngcani Carwash business to erf 5145 on the corner of Chris Hani Drive and the R46 adjacent to Warm Bokkeveld Prison.
- (b) that should the Executive Mayoral Committee and Council approve supra (a), a lease agreement be entered with Ngcani Carwash.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

That the matter in respect of the relocation of the established Nduli Carwash to erf 5145, Nduli, Ceres be workshopped by Council.

Council unanimously resolved that the item be removed from the agenda in the light of the adoption of the applicable policy and be resubmitted.

The Policy for the Management of business properties for local economic development with the aim of empowering the previously disadvantaged communities was approved per council resolution 8.3.5 of 31 July 2019.

RESOLVED

- (a) *that the Committee for Local Economic Development and Tourism, after consideration, approves the established Nduli Carwash as a local economic development project.*
- (b) *To recommend to the Executive Mayoral Committee and Council:*
- that the necessary traffic report be obtained and submitted to the Committee for Corporate and Financial Services to determine if erf 5145, Nduli on the corner of Chris Hani Drive and the R46 adjacent to Warm Bokkeveld Prison is suitable for the project.*

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

None / Geen

NOTED / AANGETEKEN

9. ADJOURNMENT / VERDAGING

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

Approved on / Goedgekeur op _____.

COUNCILLOR / RAADSLID T ABRAHAMS
CHAIRPERSON / VOORSITTER

/esw/

**MINUTES OF THE MEETING OF THE COMMITTEE FOR HOUSING MATTERS OF
WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES,
50 VOORTREKKER STREET, CERES ON WEDNESDAY, 28 AUGUST 2019 AT 10:00**

**NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN DIE
MUNISIPALITEIT WITZENBERG, GEHOU OP WOENSDAG, 28 AUGUSTUS 2019 OM 10:00 IN DIE
RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES**

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Councillor / Raadslid E Sidego (Chairperson / Voorsitter)
Alderlady / Raasdame J Phungula
Councillor / Raadslid Z Mzauziwa-Mdishwa

Non-committee Member / Nie-komiteelid

Councillor / Raadslid N Phatsoane

Officials / Amptenare

Ms / Me C Mackenzie (Manager: Housing / Bestuurder: Behuising)
Mr / Mnr T Plaatjies (Senior Housing Officer / Senior Behuisingsbeampte)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Ms / Me W Roode (Word Processor Operator / Woordverwerkeroperateur)

Other / Ander

Mr / Mnr Xolisa Jwili (Nduli)
Mr / Mnr Domgiswa Stofile (Nduli)
Ms / Me Tsietsi Baartlin (60A Bongwen, Nduli)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested the Manager: Housing to open the meeting with prayer.

Die Voorsitter heet almal teenwoordig welkom en versoek die Bestuurder: Behuising om die vergadering met gebed te open.

NOTED / AANGETEKEN

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

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

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

RESOLVED

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

BESLUIT

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

3. NOTULES

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

The minutes of the meeting of the Committee for Housing Matters, held on 23 July 2019, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 23 Julie 2019, word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Housing Matters, held on 23 July 2019, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 23 Julie 2019, goedgekeur en deur die Voorsitter onderteken word.

3.2 Outstanding matters (3/3/2)

None / Geen

NOTED / AANGETEKEN

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

The Chairperson commemorated female councillors and employees on Women's Month and their contributions made in the past and future. A small gift of appreciation was distributed by the Chairperson to the female councillors and female employees.

NOTED

5. **INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES**

None / Geen

NOTED / AANGETEKEN

6. **GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS**

6.1 **Monthly report of the Section Housing: July 2019 / Maandverslag van die Afdeling Behuising: Julie 2019 (9/1/2/4)**

The monthly report of the Section Housing for July 2019 is attached as **annexure 6.1**.

Die maandverslag van die Afdeling Behuising vir Julie 2019 word aangeheg as **bylae 6.1**.

The Chairperson enquired pertaining to the status quo of the houses to be handed over at the Vredebes Housing Project.

The Manager: Housing informed the meeting that the Provincial Government: Department Human Settlement is not satisfied with the quality and standard of the houses to be handed over. The said department will do an in-loco inspection on Wednesday, 28 August 2019 at the Vredebes Housing Project. The houses will be ready for handover if Province approves by end of September 2019.

RESOLVED

that the Committee for Housing Matters, after consideration, takes notice of the content of the monthly report of the Section Housing for July 2019 and same be accepted.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede, na oorweging, kennis neem van die inhoud van die maandverslag van die Afdeling Behuising vir Julie 2019 en dat die verslag aanvaar word.

6.2 Risk Management: First Quarter 2018/2019 Risk Management Report: Department Housing / Risiko Bestuur: Eerste Kwartaal 2018/2019 Risiko Bestuursverslag: Departement Behuising (9/1/2/2)

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

None / Geen

NOTED / AANGETEKEN

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

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

8.1 Housing: Disbandment of Housing Beneficiary Committee / Behuising: Ontbinding van Behuising Begunstigde Komitee (17/04/1/3/2/2)

A memorandum from the Manager: Housing, dated 22 August 2019, is attached as **annexure 8.1**.

'n Memorandum vanaf die Bestuurder: Behuising, gedateer 22 Augustus 2019, word ingebind as **bylae 8.1**.

RESOLVED

- (a) *that the Housing Beneficiary Committee of Tulbagh be disbanded.*
- (b) *that the Manager: Housing informs the committee supra (a) that their term of office has ended and thanks them for the work done.*

BESLUIT

- (a) *dat die Behuising Begunstigde Komitee van Tulbagh ontbind.*
- (b) *dat die Bestuurder: Behuising die komitee supra (a) in kennis stel dat hul ampstermyn geëindig het en hul bedank vir hul werksaamhede.*

9. COMMITTEE FOR HOUSING MATTERS-IN-COMMITTEE / KOMITEE VIR BEHUISINGSAANGELEENTHEDE-IN-KOMITEE

MINUTES OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON FRIDAY, 13 SEPTEMBER 2019 AT 08:30

PRESENT

Performance, Risk and Audit Committee

Mr J George (Chairperson)
Mr J Basson (Deputy Chairperson)
Mr SA Redelinghuys

Officials

Mr G Louw (Head: Internal Audit)
Mr JH Swanepoel (Manager: Projects and Performance)
Mr CG Wessels (Manager: Administration)
Mr WP Mars (Manager: Financial Administration)
Ms S Hendricks (Senior Internal Auditor)
Ms MJ Prins (Acting Principal Administrative Officer)
Mr CJ Titus (Committee Clerk)

Other attendees

Mr A Allie (AGSA)

1. OPENING AND WELCOME

The Chairperson, Mr J George, welcomed everyone present.

NOTED

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

Applications for leave of absence from the meeting were received from Mr T Lesihla and Ms MC Fagan.

Apologies for absence from the meeting were received from Mr Johan Jansen van Rensburg (AGSA) and the Acting Director: Finance, Mr A Raubenheimer.

RESOLVED

- (a) *that the applications for leave of absence from the meeting, received from Mr T Lesihla and Ms MC Fagan, be approved and accepted.*
- (b) *that the Performance, Risk and Audit Committee takes notice of the apologies for absence from the meeting, received from Mr Johan Jansen van Rensburg (AGSA) and the Acting Director: Finance, Mr A Raubenheimer.*

3. ATTENDANCE REGISTER, CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION

The Attendance register, Confidentiality and Conflict of Interest Declaration was signed by all attendees.

NOTED

4. MINUTES

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

The minutes of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, are attached as **annexure 4.1**.

RESOLVED

That the minutes of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, be approved and signed by the Chairperson.

4.2 Corrections and matters from the minutes

None

NOTED

**4.3 PRAC resolutions register
(5/14/4)**

- Status of the implementation of PRAC resolutions
- Feedback to PRAC regarding resolutions referred to Council.

The PRAC resolutions register, as at 13 September 2019, is attached as **annexure 4.3**.

RESOLVED

That the Performance, Risk and Audit Committee, after consideration, takes notice of the Resolutions Register.

5. PRESENTATIONS

**5.1 AGSA Audit Strategy: 2019
(5/14/1/16)**

A presentation was made by Messrs AGSA.

The Audit Strategy, dated 30 June 2019, is attached as **annexure 5.1**.

RESOLVED

- (a) *that the Performance, Risk and Audit Committee noted and advised the Municipal Manager to accept the fee of Messrs AGSA.*
- (b) *that the Performance, Risk and Audit Committee, after consideration, advise Council to accept the AGSA Audit Strategy.*

6. PERFORMANCE MANAGEMENT

**6.1 Internal Audit Report: Performance Management System: 3rd Quarter of 2018/2019
(5/14/3)**

Item 6.1 of the Performance, Risk and Audit Committee meeting of 2 Augustus 2019 refers.

The Internal Audit Report on the Performance Management System for the third quarter of 2018/2019, dated June 2019, is attached as **annexure 6.1**.

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

That the Performance, Risk and Audit Committee, after consideration, takes notice of the Internal Audit Report on the Performance Management System for the third quarter of 2018/2019 and same be accepted.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the matter in respect of the Internal Audit Report on the Performance Management System for the third quarter of 2018/2019 be held in abeyance until the next meeting.

RESOLVED

That the Performance, Risk and Audit Committee, after consideration, takes notice of and accepts the Internal Audit Report on the Performance Management System for the third quarter of 2018/2019.

7. RISK MANAGEMENT

**7.1 Draft Risk Register: ICT Governance
(5/14/2)**

Item 7.6 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

The Draft Risk Register for ICT Governance is attached as **annexure 7.1**.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the matter in respect of the Draft Risk Register: ICT Governance be held in abeyance until the next meeting.

RESOLVED

that the matter in respect of the Draft Risk Register: ICT Governance be held in abeyance until the next meeting.

8. AUDIT AND FINANCIAL MANAGEMENT

**8.1 Section 71 Monthly Budget Statement Report of the Directorate Finance: July 2019
(9/1/2/2)**

The Section 71 Monthly Budget Statement Report of the Directorate Finance for July 2019 is attached as **annexure 8.1**.

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

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

RESOLVED

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

that the Performance, Risk and Audit Committee, after consideration, takes notice of the Section 71 Monthly Budget Statement Report of the Directorate Finance for July 2019.

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

Item 8.2 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

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

The Internal Audit Charter with effect from 1 July 2019 until 30 June 2020, dated June 2019, is attached as **annexure 8.2**.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the matter in respect of the Internal Audit Charter review be held in abeyance until the next meeting.

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

- (a) For review and a recommendation to Council.
- (b) That the Head: Internal Audit finalises the reviewed document for tabling to Council for approval.

RESOLVED

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

**8.3 Draft Internal Audit 3-year Strategic Plan: 2019 – 2022
(5/14/2)**

Item 8.8 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

The Draft Internal Audit 3-year Strategic Plan for 2019 until 2022, dated June 2019, is attached as **annexure 8.3**.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Draft Internal Audit 3-year Strategic Plan for 2019 until 2022 be held in abeyance until the next meeting.

The Head: Internal Audit tabled the Draft Internal Audit 3-year Strategic Plan for 2019 until 2022. The following matters were highlighted:

- That Traffic Services be amended to be a year earlier i.e. in the second year.
- That ICT Governance be amended and be in the first and third year.

RESOLVED

that the Draft Internal Audit 3-year Strategic Plan for 2019 until 2022, after consideration, be approved and accepted.

**8.4 Draft Risk Based Audit Plan: 2019/2020
(5/14/2)**

Item 8.9 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

The Draft Risk Based Audit Plan for 2019/2020, dated July 2019, is attached as **annexure 8.4**.

RESOLVED

that the Draft Risk Based Audit Plan for 2019/2020, after consideration, be approved and accepted.

9. OTHER MATTERS

**9.1 PRAC work plan: 4th Quarter 2018/2019
(5/14/4)**

This is a standing item on the agenda.

The PRAC work plan for the Fourth Quarter of 2018/2019 is attached as **annexure 9.1**.

The Head: Internal Audit informed the Performance, Risk and Audit Committee that the Risk Management Report must be submitted bi-annually and not quarterly.

RESOLVED

that, after consideration, notice be taken of the PRAC work plan for the 4th quarter of 2018/2019.

**9.2 ICT Steering Committee: Minutes
(6/2/4 & 6/2/5)**

Item 9.2 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

The following minutes ICT Steering Committee meetings are attached:

- (a) 29 April 2019: **Annexure 9.2(a)**
- (b) 26 July 2019: **Annexure 9.2(b)**.

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

that notice be taken of the minutes of the ICT Steering Committee meetings, held on 29 April 2019 and 26 July 2019, respectively.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the minutes of the ICT Steering Committee meetings, held on 29 April and 26 July 2019 respectively, be held in abeyance until the next meeting.

RESOLVED

that the matter in respect of the ICT Steering Committee minutes be held in abeyance until the next meeting.

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

Item 9.3 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

The Corporate Governance of Information and Communication Technology Policy for Witzenberg Municipality is attached as **annexure 9.3**.

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

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

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

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

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

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

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

RESOLVED

that the matter in respect of the Municipal Corporate Governance of Information and Communication Technology Policy be held in abeyance until the next meeting.

10. NEXT MEETING (03/1/2/3)

RESOLVED

that the next meetings of the Performance, Risk and Audit Committee will be held in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres on Friday, 25 October 2019 and 22 November 2019 at 08:30 respectively.

11. ADJOURNMENT

The meeting adjourned at 11:45.

Approved on _____ with / without amendments.

**J GEORGE
CHAIRPERSON**

/MJ Prins

MINUTES OF THE SPECIAL EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 3 OCTOBER 2019 AT 08:00

PRESENT

Executive Mayoral Committee

Councillor BC Klaasen (Executive Mayor)
Alderman K Adams (Deputy Executive Mayor)
Councillor TE Abrahams
Councillor EM Sidego
Alderman HJ Smit

Councillors not on Executive Mayoral Committee

Alderman TT Godden (Speaker) (ex officio)

Officials

Mr D Nasson (Municipal Manager)
Mr P van den Heever (Acting Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr A Raubenheimer (Acting Director: Finance)
Mr A Hofmeester (Manager: IDP)
Mr G Louw (Head: Internal Audit)
Mr CG Wessels (Manager: Administration)
Mr C Titus (Committee Clerk)
Ms MJ Prins (Acting Principal Administrative Officer)

1. OPENING AND WELCOME

The Executive Mayor welcomed everyone present after which he requested Alderman H Smit to open the meeting with a prayer.

NOTED

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

An application for leave of absence from the meeting was received from Alderman JJ Visagie.

An apology for absence from the meeting was received from the Director: Technical Services.

RESOLVED

- (a) *that the application for leave of absence from the meeting, received from Alderman JJ Visagie, be approved and accepted.*
- (b) *that notice be taken of the apology for absence from the meeting, received from the Director: Technical Services.*

**3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY EXECUTIVE MAYOR
(9/1/1)**

- (a) The Executive Mayor congratulated the Managers and staff of the Volks Museum, Tulbagh and the Togryers Museum, Ceres with the arrangements for die 50th commemoration of the 1969 earthquake in the Witzenberg area. More developments in this regard are expected, which will benefit all communities in the Witzenberg area.
- (b) The Executive Mayor referred to the policy with regard to the budget and announcements from the MEC's for Local Government and Finance.

NOTED

4. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

4.1 Direktooraat Finansies / Directorate Finance

**4.1.1 Travel Management Policy
(4/5/P)**

The Travel Management Policy is attached as **annexure 4.1.1**.

RESOLVED

that the Travel Management Policy be workshopped by Council and after that be tabled to Council for approval and adoption.

4.2 Direktooraat Tegniese Dienste / Directorate Technical Services

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

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

“1. Purpose

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

2. Background

The Minister of Finance has, acting with the concurrence of the Minister of Cooperative Governance and Traditional Affairs, in terms of Section 168(1) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), made the Regulations for Municipal Cost Containment.

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

3. Legal framework

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

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

4. Financial impact

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

An accounting officer must adopt a fair and reasonable remuneration framework for consultants taking into account the rates –

- (a) determined in the 'Guideline on fees for audits undertaken on behalf of the Auditor-general of South Africa', issued by the South African Institute of Chartered Accountants
- (b) set out in the 'Guide on Hourly Fee Rates for Consultants', issued by the Department of Public Service and Administration; or
- (c) as prescribed by the body regulating the profession of the consultant."

The Policy for the appointment of consultants, 2019 is attached as **annexure 4.2.1**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the Policy for the appointment of consultants, 2019, after being workshopped and considered, be approved and adopted.

4.2.2 Approval for way leave fibre applications within the Witzenberg area (17/15/1)

The following memorandum, dated 30 September 2019, was received from the Municipal Manager:

"Purpose

To consider amending Council's Policy to also provide for fibre way leave applications and to grant the Director: Technical Services the delegation to approve of such applications.

Deliberation

In terms of the Electronic Communications Act of 2005 an electronic communications network service licensee may:

- (a) Enter upon any land, including any street, road, footpath or land reserve for public purposes.
- (b) Construct and maintain an electronic communications network upon, over, along or across any land, including any street, road, footpath or land reserve for public purposes.

Council previously expressed its intention to roll out fibre throughout Witzenberg itself. The rolling out of fibre may only be done by approved licensees. Numerous applications have been received for way leave to install fibre. In terms of the said act a licensee may, after providing 30 days prior written notice to the local authority, construct and maintain in the manner specified in that notice any pipes, tunnels or tubes required for electronic communication network facilities under any street, road or footpath. The municipality has received such written notice now from Conic on behalf of Hero Telecoms (Pty) Ltd. If the municipality does not approve of the way leave they may continue to proceed without further permission. With the amendment of the policy Council can prescribe the conduit pipe for the fibre and may charge a cost for the provision of such conduit pipe."

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter regarding approval for way leave fibre applications within the Witzenberg area, be workshopped by Council and after that be tabled to Council for consideration.

4.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

None

NOTED

4.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

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

The proposed Retirement Policy for Witzenberg Municipality is attached as **annexure 4.4.1**.

The policy was workshopped by Council on 29 May 2019.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

The proposed Leave Policy for Witzenberg Municipality is attached as **annexure 4.4.2**.

The policy was workshopped by Council on 29 May 2019.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

The proposed Mayoral Bursary Fund Policy for Witzenberg Municipality is attached as **annexure 4.4.3**.

The policy was workshopped by Council on 29 May 2019.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

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

**4.4.4 Building of boundary wall / erection of fence along Vredebes/Crispy Farming/Morcaux and
Patrick de Wet farm
(17/4/1/1/2/4)**

The following memorandum, dated 30 September 2019, was received from the Municipal Manager:

"Purpose

To consider a request from Crispy Farming and Morceaux Farming Trust for a 50 % contribution towards the building of a boundary wall and a 50 % contribution to Mr Patrick de Wet for a fence already erected on the boundary between the farm commonly known as Stukkiewit and Vredebes.

Background

Vredebes was a farm acquired by the municipality for housing purposes. During the EIA and subdivision processes both Morceaux Farming Trust and Crispy Farming stated that they will not object to the housing development on condition that the municipality erect a boundary fence.

This was, however, never a condition set by the Provincial Department when the EIA approval was granted. Prior to the issuing of the approval various correspondence was sent by Joubert Van Vuuren Attorneys to Macroplan and Cape Lowlands Environmental Services on this issue. See in this regard **annexure 4.4.4(a)**. Subsequent to the approval of the housing project the municipality also requested the Department to consider making funds available for the erection of a fence, but without any success. The complaints from the farming neighbours were all about the escalation of theft and vandalism on their farms and cattle and goats grazing in their orchards.

The emerging farmers have all been complaining of the financial losses suffered as a result of the above and are blaming the municipality because of the uncontrolled access from Vredebes to their farms. Mr De Wet has proceeded to erect a fence on his own at a cost of approximately R600 000. It has been reported that at some places the fence has been cut and which needs to be repaired now on a regular basis. This is mainly the reason why Crispy Farming and Morceaux Farming Trust are requesting a contribution to a boundary wall to solve the problems permanently. A copy of the Google map of the area and boundary line is attached as **annexure 4.4.4(b)**. A copy of a tax invoice paid by Mr De Wet for the fence is attached as **annexure 4.4.4(c)**. Crispy Farming and Morceaux Farming Trust obtained quotations for both the wall and fence, which are attached as **annexure 4.4.4(d)**.

Legal implications

The Fencing Act places a duty on a neighbour to make a contribution to a boundary fence. The type of fence is dependent on the area where the fence will be erected. It has been proven that in residential areas the normal fence is often stolen and/or vandalised, making it ineffective for the purpose erected. In terms of the Law of Things there is a duty on a landowner to ensure that no offences are committed as a result of the usage and practices on the landowner's property.

The municipality will in this instance be liable for any damages caused by the cattle and/or any livestock.

Financial implications

Any financial contribution has not been budgeted for and will have to be taken up in the adjustment budget. The landowners have been patient for a number of years and are now threatening with legal action which might escalate the cost."

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that Council engages with the MEC's for Housing and Agriculture for a donation in respect of the building of a boundary wall/erection of a fence along Vredebes/Crispy Farming/Morceaux and Patrick de Wet farm.

5. ADJOURNMENT

The meeting adjourned at 08:35.

Approved on _____ with / without amendments.

COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR

/MJ Prins

**MINUTES OF THE MEETING OF THE COMMITTEE FOR HOUSING MATTERS OF
WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES,
50 VOORTREKKER STREET, CERES ON TUESDAY, 15 OCTOBER 2019 AT 10:00**

**NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN DIE
MUNISIPALITEIT WITZENBERG, GEHOU OP DINSDAG, 15 OKTOBER 2019 OM 10:00 IN DIE RAADSAAL,
MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES**

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Councillor / Raadslid E Sidego (Chairperson / Voorsitter)
Alderlady / Raasdame J Phungula
Councillor / Raadslid Z Mzauziwa-Mdishwa

Non-committee Member / Nie-komiteelid

Councillor / Raadslid N Phatsoane

Officials / Amptenare

Ms / Me C Mackenzie (Manager: Housing / Bestuurder: Behuising)
Mr / Mnr T Plaatjies (Senior Housing Officer / Senior Behuisingsbeampte)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Ms / Me W Roode (Word Processor Operator / Woordverwerkeroperateur)

Other / Ander

Mr / Mnr Quinton de Wee (Bella Vista, Ceres)
Ms / Me Sara Krotz (Bella Vista, Ceres)
Ms / Me Amikhaya Mdingi (Nduli)
Mr / Mnr Mzakisi Mdingi (Nduli)
Mr / Mnr Xolisi Jwili (Nduli)
Ms / Me Albertina Baartman (Worcester)
Mr / Mnr Cyprain (Wellington)
Mr / Mnr Andre Reed (Wellington)
Ms / Me Cingiswa Tshuta (Nduli)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested the Senior Housing Officer to open the meeting with prayer.

Die Voorsitter heet almal teenwoordig welkom en versoek die Senior Behuisingsbeampte om die vergadering met gebed te open.

NOTED / AANGETEKEN

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

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

The Committee for Housing Matters rejected the apology received from Councillor M Mdala as the said Councillor was invited to attend the meeting in respect of item 9.1.6.

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

Die Komitee vir Behuisingsaangeleenthede verwerp die verskoning ontvang vanaf Raadslid M Mdala aangesien die Raadslid uitgenooi was om die vergadering by te woon ten opsigte van item 9.1.6.

RESOLVED

- (a) *that notice be taken of the apologies for absence from the meeting, received from the Municipal Manager and Manager: Administration and same be accepted.*
- (b) *that the application for leave of absence from the meeting received from Councillor M Mdala be rejected and be referred to the Speaker for his attention.*

BESLUIT

- (a) *dat kennis geneem word van die verskonings vir afwesigheid van die vergadering, ontvang vanaf die Munisipale Bestuurder en Bestuurder: Administrasie en dat dit aanvaar word.*
- (b) *dat die aansoek om verlof vir afwesigheid van die vergadering, ontvang vanaf Raadslid M Mdala verwerp en verwys word na die Speaker vir sy verdere aandag.*

3. NOTULES

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

The minutes of the meeting of the Committee for Housing Matters, held on 28 August 2019, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 28 Augustus 2019, word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Housing Matters, held on 28 August 2019, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 28 Augustus 2019, goedgekeur en deur die Voorsitter onderteken word.

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

None / Geen

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

The Chairperson requested that a meeting with Messrs ASLA needs to be convene in respect of the current developments of the Housing Project at Vredebes.

The Manager: Housing informed the meeting that she contacted Ms. K. Siebritz from Messrs ASLA telephonically to arrange a meeting with the Committee for Housing Matters in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres on Wednesday, 23 October 2019 at 14:30.

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

**6.1 Monthly report of the Section Housing / Maandverslag van die Afdeling Behuising
(9/1/2/4)**

The following monthly reports of the Section Housing are attached:

Die volgende maandverslae van die Afdeling Behuising word ingebind:

- | | | |
|-----|------------------------|--------------------------------|
| (a) | August / Augustus 2019 | Annexure / Bylae 6.1(a) |
| (b) | September 2019 | Annexure / Bylae 6.1(b) |

A Committee member enquired whether the two (2) flats at Trichardt Street are still vacant.

The Manager: Housing ensured that the above flats remain still vacant as the Trichardt Street Flats Allocation Policy needs to be tabled by the Municipal Manager at the next Council meeting.

The Chairperson informed the meeting that the Municipal Manager will table the Allocation Policy of the Trichardt Street Flats at the next Council meeting.

RESOLVED

that the Committee for Housing Matters takes notice of the content of the monthly reports of the Section Housing for August and September 2019 and that same be accepted.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede kennis neem van die inhoud van die maandverslae van die Afdeling Behuising vir Augustus en September 2019 en dat die verslae aanvaar word.

6.2 Risk Management: First Quarter 2018/2019 Risk Management Report: Department Housing / Risiko Bestuur: Eerste Kwartaal 2018/2019 Risiko Bestuursverslag: Departement Behuising (9/1/2/2)

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

None / Geen

NOTED / AANGETEKEN

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

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

8.1 Minutes of the Ward Committee meeting: 7 September 2019 / Notule van die Wykskomiteevergadering: 7 September 2019 (3/3/2)

The minutes of the Ward Committee meeting held on 7 September 2019, is attached as **annexure 8.1**.

Die notule van die Wykskomiteevergadering gedateer 7 September 2019, word ingebind as **bylae 8.1**.

The matter was dealt at the Committee for Housing Matters-in-Committee under item 9.1.5.

Die aangeleentheid was behandel by die Komitee vir Behuisingsaangeleenthede-in-Komitee onder item 9.1.5.

NOTED / AANGETEKEN

8.2 Housing: Approval of Housing Allocations for Vredebes Project / Behuising: Goedkeuring van Behuising Toekennings vir Vredebes Projek (17/04/R)

A memorandum from the Manager: Housing, dated 14 October 2019, is attached as **annexure 8.2**.

'n Memorandum vanaf die Bestuurder: Behuising, gedateer 14 Oktober 2019, word ingebind as **bylae 8.2**.

The matter was dealt at the Committee for Housing Matters-in-Committee under item 9.1.5.

Die aangeleentheid was behandel by die Komitee vir Behuisingsaangeleenthede-in-Komitee onder item 9.1.5.

NOTED / AANGETEKEN

The meeting adjourned at 10:55 and resumes at 11:00.

9. COMMITTEE FOR HOUSING MATTERS-IN-COMMITTEE / KOMITEE VIR BEHUISINGSAANGELEENTHEDE-IN-KOMITEE

MINUTES OF THE MEETING OF THE COMMITTEE FOR LOCAL ECONOMIC DEVELOPMENT AND TOURISM OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 16 OCTOBER 2019 AT 14:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR PLAASLIKE EKONOMIESE ONTWIKKELING EN TOERISME VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP WOENSDAG, 16 OKTOBER 2019 OM 14:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Councillor / Raadslid T Abrahams (Chairperson / Voorsitter)
Councillor / Raadslid C Lottering
Councillor / Raadslid H Visagie
Councillor / Raadslid P Heradien

Other Councillors / Ander Raadslede

Councillor / Raadslid BC Klaasen (Executive Mayor / Uitvoerende Burgemeester)

Officials / Amptenare

Mr / Mnr M Mpeluza (Director: Corporate Services / Direkteur: Korporatiewe Dienste)
Mr / Mnr R Fick (Acting Manager: Socio Economic Development / Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling)
Ms / Me R Hendricks (Manager: Communication and Marketing / Bestuurder: Kommunikasie en Bemarking)
Mr / Mnr C Wessels (Manager: Administration / Bestuurder Administrasie)
Ms / Me A Klazen (Student)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Councillor P Heradien to open the meeting with a prayer.

Die Voorsitter heet almal teenwoordig welkom en versoek Raadslid P Heradien om die vergadering met 'n gebed te open.

NOTED / AANGETEKEN

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

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

'n Verskoning vir afwesigheid van die vergadering is ontvang vanaf die Munisipale Bestuurder.

RESOLVED

that notice be taken of the apology for absence from the meeting, received from the Municipal Manager and same be approved and accepted.

BESLUIT

dat kennis geneem word van die verskoning vir afwesigheid van die vergadering, ontvang vanaf die Munisipale Bestuurder en dat dit aanvaar word.

3. MINUTES / NOTULES

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

The minutes of the meeting of the Committee for Local Economic Development and Tourism, held on 28 August 2019, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, 28 Augustus 2019 word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Local Economic Development and Tourism, held on 28 August 2019, be approved and signed by the Chairperson.

BESLUIT

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

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

Item 4(g) (i)

That the sentence which reads:

"The SLC program" be changed and read:

"The SEZ (Special Economic Zone initiative)"

NOTED / AANGETEKEN

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

Die Voorsitter kondig die volgende verklaringe en / of aankondigings aan ingebind as **bylae 4**.

1. Op 7 en 8 Oktober het die Voorsitter as verteenwoordiger van die Witzenberg Munisipaliteit, SALGA se "Dialog oor die insluiting van die Vroue, Jeug en persone met gestremdhede in LED" bygewoon."

- A. (a) Toerisme word steeds as 'n "LED game changer" geprioritiseer.
(b) Toerisme nasionaal het 'n "Tourism Youth Support Program".
(c) Toerisme nasionaal het ook 'n "SMME transformation fund".
(d) Kontak besonderhede om oor (b) en (c) op te volg is:

Leaticia van Wyk-Jacobs
Adjunk Direkteur: Toerisme Integrasie
Selfoon nommer: 073 755 5669
Epos adres: Ivanwyk-jacobs@tourism.gov.za

Dr. Thabo Manetsi
Hoof Direkteur: Toerisme Integrasie
Selfoon nommer: 060 625 2112 / 012 444 6557
Epos adres: tmanetsi@tourism.gov.za

VERSOEK

Voorsitter se versoek aan die Direkteur en Bestuurder verantwoordelik vir Toerisme is Witzenberg Munisipaliteit is dat Dr. Manetsi in 2020 na Witzenberg Munisipaliteit uitgenooi word vir besoek en dat by daardie ontmoeting geleenthede in Toerisme en Toerisme Projekte met die genoemde gekommunikeer word vir befondsing.

- B. SALGA mag dalk aan munisipaliteite 'n vraelys stuur om statistiek rakende vroue, jeug en gestremdes se deelname in Witzenberg Munisipaliteit IDP en spesifiek Plaaslike Ekonomiese Ontwikkeling en Toerisme te versoek.

VERSOEK

Die komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme versoek dat vanaf 1 November 2019 alle maandverslae bogenoemde statistiek prominent rapporteer.

C. WITZENBERG AGRIPARKS

Komitee lede en Administrasie neem kennis dat daar tans 'n "deadlock" is rondom die Witzenberg Agri Park.

Voorsitter doen tans ontknopings gesprekke met Departement Landelike Ontwikkeling, omdat kleinboere en waardeketting entrepreneurs in landbou erg benadeel word in terme van toegang tot landbougrond en besigheidsgeleenthede.

- Voorsitter het onderneem om met die Munisipale Bestuurder te konsulteer om 'n Raadsitem voor te berei om goedkeuring te versoek dat Witzenberg Munisipaliteit en die Departement Landelike Ontwikkeling kommunikasie rondom die abattoir en die Agri Park hervat.

D. ERKENNING AAN PAARDEKRAAL EAST WINDPLAAS.

Voorsitter gee graag erkenning aan die bestuur en aandeelhouers asook die kontrakteurs vir hul befondsing aan vele gemeenskapsprojekte in die geaffekteerde wyke.

Spesiale dank aan Siemens en Gamesha vir hul donasie van R 150 000-00 aan Witzenberg APD om hul werksaamhede te bevorder.

- E.** Versoek die Munisipale Bestuurder of Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling om 'n aankondiging te maak oor die "Booster Fund"aansoek en wat dit behels.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, na oorweging, kennis neem van die mededelings van die Voorsitter en dat die gesprek tussen die Munisipale Bestuurder en Departement Landelike Ontwikkeling rakende die Abattoir en die Agri Park oorstaan tot verdere kennisgewing.

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

- 6.1 Monthly reports: Section Local Economic and Rural Development: August and September 2019 / Maandverslae: Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling: Augustus en September 2019 (9/1/2/4)**

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

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

- | | | |
|-----|------------------------|--------------------------------|
| (a) | August / Augustus 2019 | Annexure / Bylae 6.1(a) |
| (b) | September 2019 | Annexure / Bylae 6.1(b) |

The Committee highlighted the following:

- The possibility of bonuses for paid for EPWP workers.
- The development of the Paardeberg Windplaas.
- That the Chairperson will try to determine who is the owner of the land at the back of Fiat lux.

RESOLVED

that the Committee for Local Economic Development and Tourism takes notice of the content of the monthly reports of the Section Local Economic and Rural Development for August and September 2019 and same be accepted.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme kennis neem van die inhoud van die maandverslae van die Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling vir Augustus en September 2019 en dat die verslae aanvaar word.

6.2 Monthly reports: Section Tourism: August and September 2019 / Maandverslae: Afdeling Toerisme: Augustus en September 2019 (9/1/2/1)

The following monthly reports of the Section Tourism are attached:

Die volgende maandverslae van die Afdeling Toerisme word ingebind:

- | | | |
|-----|------------------------|--------------------------------|
| (a) | August / Augustus 2019 | Annexure / Bylae 6.2(a) |
| (b) | September 2019 | Annexure / Bylae 6.2(b) |

RESOLVED

that the Committee for Local Economic Development and Tourism takes notice of the content of the monthly reports of the Section Tourism for August and September 2019 and same be accepted.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme kennis neem van die inhoud van die maandverslae van die Afdeling Toerisme vir Augustus en September 2019 en dat die verslae aanvaar word.

6.3 Risk Management Report: 2019/2020 Risk Management Report Committee for Local Economic Development and Tourism (9/1/2/2)

This is a quarterly item / Hierdie item is 'n kwartaallikse verslag

None / Geen

6.4 Local Economic Development: Recommended Names for Prince Alfred's Hamlet Business Hub Units (7/1/4/1)

A memorandum received from the Acting Manager: Socio-Economic Development, dated 2 October 2019, is attached as **annexure 6.4**.

'n Memorandum ontvang vanaf die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling, gedateer 2 Oktober 2019, word aangeheg as **bylae 6.4**.

RESOLVED

- (a) *that the Acting Manager: Socio-Economic Development engage with the applicants by modus of a presentation and explain the layout of the business hub.*
- (b) *that the Acting Manager: Socio-Economic Development after the presentation supra (a) submit the names of the applicant to the Committee for Local Economic Development and Tourism for consideration.*

6.5 Projects Matrix: Local Economic Development: Witzenberg Area / Projekte Matriks: Plaaslike Ekonomiese Ontwikkeling: Witzenberg Area (17/19/1)

Item 6.5 of the Committee for Local Economic Development and Tourism held on 28 August 2019 refers.

The Projects Matrix for Witzenberg is attached as **annexure 6.5**.

Die Projekte Matriks vir Witzenberg word aangeheg as **bylae 6.5**.

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

- (i) Op-die-Berg Honey Bee
- (ii) Prince Alfred's Hamlet Business Hubs
- (iii) Busy Bee Building, Tulbagh
- (iv) Witzenberg Recycling SMME's
- (v) Witzenberg Department Small Business- 40 applications
- (vi) Witzenberg Dine with the Locals
- (vii) Ceres WAPLOG
- (viii) Schoonvlei Hub
- (ix) Nduli Ngcani Carwash, Erf 5145

The Committee for Local Economic Development and Tourism discussed the status quo of the following projects:

- (i) Op-die-Berg Honey Bee
- (ii) Prince Alfred's Hamlet Business Hubs
- (iii) Busy Bee Building, Tulbagh
- (iv) Witzenberg Recycling SMME's
- (v) Witzenberg Department Small Business- 40 applications
- (vi) Witzenberg Dine with the Locals
- (vii) Ceres WAPLOG
- (viii) Schoonvlei Hub
- (ix) Nduli Ngcani Carwash, Erf 5145

The item is a standing matter on the agenda.

RESOLVED

- (a) *that the process to allocate the Busy Bee Building, Tulbagh to an entrepreneur be re-done.*
 - (b) *That the Nduli Ngcani Carwash, Erf 5145 be referred to the Technical Services Committee to determine the suitability of the land.*
-

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

9. ADJOURNMENT / VERDAGING

The meeting adjourned at 15h40 / Die vergadering verdaag om 15h40.

Approved on / Goedgekeur op _____.

COUNCILLOR / RAADSLID T ABRAHAMS
CHAIRPERSON / VOORSITTER

/esw/

MINUTES OF THE MEETING OF THE COMMITTEE FOR COMMUNITY DEVELOPMENT OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 17 OCTOBER 2019 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR GEMEENSKAPSONTWIKKELING VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 17 OKTOBER 2019 OM 10:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

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

Officials / Amptenare

Ms / Me H Truter (Manager: Amenities and Environment / Bestuurder: Geriewe en Omgewing)
Ms / Me J Stuurman (Manager: Libraries / Bestuurder: Biblioteke)
Mr / Mnr M Green (Manager: Traffic Services / Bestuurder: Verkeersdienste)
Ms / Me A Lamprecht-Vertue (Chief: Disaster Management and Fire Brigade Services / Hoof: Rampbestuur en Brandweerdienste)
Mr / Mnr R Fick (Acting Manager: Socio-Economic Development / Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Ms / Me A Klazen (Student)

Other representatives / Ander verteenwoordigers

Lieutenant-Colonel / Luitenant-Kolonel C Meiring (South African Police Services / Suid-Afrikaanse Polisiediens, Tulbagh)
Lieutenant-Colonel / Luitenant-Kolonel Munsamy (South African Police Services / Suid-Afrikaanse Polisiediens, Ceres)
Lieutenant-Colonel / Luitenant-Kolonel D Mandeliz (South African Police Services / Suid-Afrikaanse Polisiediens, Wolseley)
Warrant Officer / Adjudant-Offisier A Moos (South African Police Services / Suid-Afrikaanse Polisiediens, Wolseley)
Warrant Officer / Adjudant-Offisier J Jonker (South African Police Services / Suid-Afrikaanse Polisiediens, Prince Alfred's Hamlet)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Councillor P Daniels to open the meeting with a prayer.

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

NOTED / AANGETEKEN

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

Apologies for absence from the meeting were received from the Municipal Manager and Manager: Administration, Mr M Van Wyk (Chairperson: Witzenberg Sport Council) and Mr D Koopman (Witzenberg Sport Council).

Verskonings vir afwesigheid van die vergadering was ontvang vanaf die Munisipale Bestuurder, Bestuurder: Administrasie, Mnr M Van Wyk (Voorsitter: Witzenberg Sportraad en Mnr D Koopman (Witzenberg Sportraad).

RESOLVED

that notice be taken of the apologies for absence from the meeting received from the Municipal Manager, Manager: Administration, Mr M Van Wyk (Chairperson: Witzenberg Sport Council and Mr D Koopman (Witzenberg Sport Council) and same be accepted.

BESLUIT

dat kennis geneem word van die verskonings vir afwesigheid van die vergadering ontvang vanaf die Munisipale Bestuurder, Bestuurder: Administrasie, Mnr M Van Wyk (Voorsitter: Witzenberg Sportraad en Mnr D Koopman (Witzenberg Sportraad) en dat dit aanvaar word.

3. MINUTES

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

The minutes of the meeting of the Committee for Community Development, held on 22 August 2019, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 22 Augustus 2019, word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Community Development, held on 22 August 2019, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 22 Augustus 2019, goedgekeur en deur die Voorsitter onderteken word.

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

Councillor P Daniels enquired pertaining to the status quo of the proposed meeting between the South African Police Services (SAPS), Municipal Manager, Manager: Traffic Services and the said Ward Councillor in respect of the open canal in Wolseley.

The Chairperson will liaise with the Acting: Director Community Services to provide clarity in respect of the proposed meeting date with all the relevant stakeholders regarding the open canal in Wolseley.

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

**5.1 South African Police Services (SAPS) / Suid-Afrikaanse Polisiediens (SAPD)
(17/07/1/R)**

The reports of the South African Police Services were presented verbally.

Die verslae van die Suid-Afrikaanse Polisiediens is mondeling gelewer.

(a) Ceres

Lieutenant Colonel Munsamy reported the following:

- For the month of October 2019 there was an increase of contact and property related crimes.
- Break-ins over the weekends are on the increase and decrease during the week; three suspects were arrested for house break-ins.
- That two (2) murders took place, one in Vos Street and the other in Vreeland Street, two suspects have been arrested.
- One rape case was reported in Jakaranda Street, Bella Vista, one suspect was arrested.
- That burglars target the following areas in Ceres:
 - Trichardt Street
 - Potgieter Street
 - Murchison Street
 - Naude Street
- Thefts out of motor vehicles are on the increase in Vos, Voortrekker and Lyell Streets over weekends.

(b) Prince Alfred's Hamlet

The following was highlighted by Warrant Officer Jonkers:

- Crime overall decreased in Prince Alfred's Hamlet.
- Property related crimes are stable.

Warrant Officer Jonkers informed the meeting that he forwarded a letter to the Senior Town Planner and Senior Legal Advisor in respect of an application for consent use of Erf 592, Prince Alfred's Hamlet, for entertainment purposes. Since the submission of the letter in September 2019, no feedback has been received.

Warrant Officer Jonkers reported that Buya Futhi is operating without the following documentation:

- Food Certificate
- Occupying Certificate
- Fire Proof Certificate

The Manager: Amenities and Environment informed the meeting that resolutions 5.1(a) and (b) of 22 August 2019 could not be executed for the following reasons:

- That the Rooibrug in Ceres is the Property of Transnet.
- That the bushes in Kluitjieskraal and Pine Valley could not be cut or removed because it will create serious challenges for the municipality such as the erection of illegal structures.

(c) Wolseley

Lieutenant-Colonel / Luitenant-Kolonel D Mandléliz (South African Police Services:

- Domestic violence is on the increase.
- Copper theft is on the increase, especially on farms.
- Awareness campaigns in respect of gender based violence will be held with various stakeholders, such as Department Social Development and the South African Police Services.

Lieutenant-Colonel Mandléliz informed the meeting that he had accepted the position of Lieutenant-Colonel of the South African Police Services in De Doorns and will be leaving Wolseley.

He thanked the Committee for Community Development for granting him the opportunity to engage in a very fruitful and progressive manner.

(d) Tulbagh

Lieutenant-Colonel Meiring reported the following:

- Property crimes are on the increase.
- One (1) murder was reported and one suspect was arrested in this regard.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the reports from the South African Police Services and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die verslae gelewer deur die Suid-Afrikaanse Polisiediens en dat die verslae aanvaar word.

5.2 Community Services: The Haven Night Shelter / Gemeenskapsdienste: Die Haven Nagskuiling (17/16/3/1)

The Chairperson enquired the following in respect of the status quo of the day-to-day operation of The Haven Night Shelter:

- The appointment of Manager: Haven Night Shelter.
- Monthly reports of the Haven Night Shelter.
- Municipal account arrears.

The Acting Manager: Socio-Economic Development reported the following:

- The Haven Night Shelter is managed on a regional level.
- Since the resignation of the Manager: Haven Night Shelter no reports were submitted.
- Witzenberg Municipality is subsidising The Haven Night Shelter.

RESOLVED

that the Acting Manager: Socio-Economic Development tables a comprehensive report regarding the status quo of The Haven Night Shelter's day-to-day operations.

5.3 Witzenberg Sport Council / Witzenberg Sportraad (17/5/1)

The Chairperson informed the meeting that the representatives rendered apologies for non-attendance. The monthly report of the Witzenberg Sport Council is attached as **annexure 5.3**.

RESOLVED

- that the Manager: Administration informs the Witzenberg Sport Council to submit their monthly and financial reports to the Section: Administration seven days prior to the distribution of the agenda of the Committee for Community Development.*
- that the Committee for Community Development, after consideration, takes notice of the content of the report from the Witzenberg Sport Council and same be accepted.*

BESLUIT

- (a) *dat die Bestuurder: Administrasie die Witzenberg Sportraad in kennis stel om hul maandeliks en finansiële verslae sewe dae voor die verspreiding van die agenda vir die Komitee Gemeenskapsontwikkeling by die Afdeling: Administrasie indien.*
- (b) *dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die verslag gelewer deur die Witzenberg Sportraad en dat die verslag aanvaar word.*

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Monthly reports of the Section Socio-Economic Development for August and September 2019 / Maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Augustus en September 2019 (09/1/2/4)

The following monthly reports of the Section Socio-Economic Development are attached:

Die volgende maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling word ingebind:

- | | | |
|-----|------------------------|--------------------------------|
| (a) | August / Augustus 2019 | Annexure / Bylae 6.1(a) |
| (b) | September 2019 | Annexure / Bylae 6.1(b) |

The Committee enquired the following in respect of the monthly report of the Section Socio-Economic Development:

- Sisonke Service Centre
 - Municipal account in arrears
 - Sub-letting of eight (8) rooms at R 900-00 per month.
 - Omission of September 2019 monthly report in respect of Sisonke Service Centre report.
- Malikhanye Crèche, Wolseley
 - Badisa requested to utilise the existing building for aftercare for school going children as a new building will be erected for a crèche. The existing lease agreement will be expiring end of February 2020.

The Acting Manager: Socio Economic Development reported the following:

- Witzenberg Municipality are experiencing the following challenges:
 - Collecting outstanding municipal monies from crèches and other NGO's.
 - A letter will be served by Law Enforcement Officers at the Sisonke Service Centre, Nduli, informing the tenants to vacate the eight (8) rooms which are sub-leased at R900-00 per month.
- That an item will be tabled to the Committee for Community Development to consider the request from Badisa to extend the lease agreement of the Malikhanye Crèche, located on Erf 1573 portion of Erf 1, Pine Valley, Wolseley for the purpose of an aftercare centre for scholars.

RESOLVED

- (a) *that the Committee for Community Development, after consideration, takes notice of the content of the monthly reports of the Section Socio-Economic Development for August and September 2019 and same be accepted.*
- (b) *that the Acting Manager: Socio-Economic Development includes all municipal buildings which are leased by NGO's in the monthly report of the Section Socio-Economic Development.*
- (c) *that an item be tabled to request the Committee for Community Development to consider the request from Badisa to extend the lease agreement of the Malikhanye Crèche, located on Erf 1573 portion of Erf 1, Pine Valley, Wolseley for the purpose of an aftercare centre for scholars.*

BESLUIT

- (a) *dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Augustus en September 2019 en dat die verslae aanvaar word.*
- (b) *dat die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling alle munisipale geboue wat deur NWO gehuur word in die maandelikse verslag insluit.*
- (c) *dat 'n item ter tafel gelê word aan die Komitee vir Gemeenskapsontwikkeling ten opsigte van die versoek van Badisa om oorweging daaraan te skenk om die huurooreenkoms te verleng van die Malikhanye kleuterskool, geleë op Erf 1573 gedeelte van Erf 1, Pine Valley, Wolseley vir die doeleindes van 'n nasorgsentrum vir skoolgaande kinders.*

6.2 Monthly reports of the Section Libraries for August and September 2019 / Maandverslae van die Afdeling Biblioteke vir Augustus en September 2019 (9/1/2/4)

The following monthly reports of the Section Libraries are attached:

Die volgende maandverslae van die Afdeling Biblioteke word ingebind:

- | | | |
|-----|------------------------|--------------------------------|
| (a) | August / Augustus 2019 | Annexure / Bylae 6.2(a) |
| (b) | September 2019 | Annexure / Bylae 6.2(b) |

The Manager: Library Services informed the meeting that the status quo of the John Steyn Library Services remain the same as reported previously.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly reports of the Section Libraries for August and September 2019 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Biblioteke vir Augustus en September 2019 en dat die verslae aanvaar word.

6.3 Monthly reports of the Section Amenities and Environment for August and September 2019 / Maandverslae van die Afdeling Geriewe en Omgewing vir Augustus en September 2019 (09/1/2/4)

The following monthly reports of the Section Amenities and Environment are attached:

Die volgende maandverslae van die Afdeling Geriewe en Omgewing word ingebind:

- | | | |
|-----|------------------------|--------------------------------|
| (a) | August / Augustus 2019 | Annexure / Bylae 6.3(a) |
| (b) | September 2019 | Annexure / Bylae 6.3(b) |

The Manager: Amenities and Environment informed the meeting that it remains a challenge with regard to monitoring of several dumping sites where skips are placed within Witzenberg.

RESOLVED

- (a) *that the Manager: Amenities and Environment in conjunction with Manager: Solid Waste and Cleansing Services investigates and compiles a strategic plan to curb the illegal dumping of waste in public open spaces within the Witzenberg-area.*
- (b) *that the Committee for Community Development, after consideration, takes notice of the content of the monthly reports of the Section Amenities and Environment for August and September 2019 and same be accepted.*

BESLUIT

- (a) *dat die Bestuurder: Geriewe en Omgewing in samewerking met Bestuurder: Vaste Afval en Reinigingsdienste ondersoek instel en 'n strategiese plan opstel om die onwettige vullisstorting hok te slaan in die Witzenberg-area.*
- (b) *dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Geriewe en Omgewing vir Augustus en September 2019 en dat die verslae aanvaar word.*

6.4 Monthly reports of the Section Resorts and Swimming Pools for August and September 2019 / Maandverslae van die Afdeling Oorde en Swembaddens vir Augustus en September 2019 (9/1/2/4)

The following monthly reports of the Section Resorts and Swimming Pools are attached:

Die volgende maandverslae van die Afdeling Oorde en Swembaddens word ingebind:

- | | | |
|-----|------------------------|--------------------------------|
| (a) | August / Augustus 2019 | Annexure / Bylae 6.4(a) |
| (b) | September 2019 | Annexure / Bylae 6.4(b) |

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly reports of the Section Resorts and Swimming Pools for August and September 2019 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Oorde en Swembaddens vir Augustus en September 2019 en dat die verslae aanvaar word.

6.5 Monthly reports: Section Disaster and Emergency Management and Fire Services for August and September 2019 / Maandverslae: Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Augustus en September 2019 (9/1/2/4)

The following monthly reports of the Section Disaster and Emergency Management and Fire Services are attached:

Die volgende maandverslae van die Afdeling Ramp- en Noodbestuur en Brandweerdienste word ingebind

- | | | |
|-----|------------------------|--------------------------------|
| (a) | August / Augustus 2019 | Annexure / Bylae 6.5(a) |
| (b) | September 2019 | Annexure / Bylae 6.5(b) |

The Chairperson welcomed the newly appointed Chief: Disaster Management and Fire Brigade Services, Ms Lamprecht-Vertue at the meeting and wished her well. The Committee enquired whether the bakkie Mazda Drifter is in the workshop for repairs.

The Chief: Disaster Management and Fire Brigade Services reported that the Mazda Drifter is utilized by the employees of the workshop for operational matters.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly reports of the Section Disaster and Emergency Management and Fire Services for August and September 2019 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Augustus en September 2019 en dat die verslae aanvaar word.

6.6 Monthly reports of the Section Traffic Services: August and September 2019 / Maandverslae van die Afdeling Verkeersdienste: Augustus en September 2019 (9/1/2/1)

The following monthly reports of the Section Traffic Services are attached:

Die volgende maandverslae van die Afdeling Verkeersdienste word ingebind:

- | | | |
|-----|------------------------|--------------------------------|
| (a) | August / Augustus 2019 | Annexure / Bylae 6.6(a) |
| (b) | September 2019 | Annexure / Bylae 6.6(b) |

RESOLVED

(a) *that the item in respect of the Section Traffic Services be removed from the agenda.*

(b) *that the Chairperson obtain clarity with regard to the political structure of the committee system.*

BESLUIT

(a) *dat die item rakende die Afdeling Verkeersdienste vanaf die agenda verwyder word.*

(b) *dat die Voorsitter duidelik verkry rakende die politieke strukture van die komitee stelsel.*

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

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

None / Geen

NOTED / AANGETEKEN

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Lease agreement: Vrolike Vinkies (7/1/4/1)

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Community Development, held on 19 April 2018.
- (b) Item 7.3.3 of the Executive Mayoral Committee meeting, held on 23 July 2018.
- (c) Item 8.3.3 of the Council meeting, held on 25 July 2018.
- (d) Item 7.3.2 of the Executive Mayoral Committee meeting, held on 30 October 2018.
- (e) Item 8.3.2 of the Council meeting, held on 31 October 2018.
- (f) Item 7.3.1 of the Executive Mayoral Committee meeting held on 21 January 2019.
- (g) Item 7.2 of the Committee for Community Development meeting, held on 14 February 2019.
- (h) Item 7.2 of the Committee for Community Development meeting, held on 25 July 2019.
- (i) Item 7.1 of the Committee for Community Development meeting, held 22 August 2019.

A memorandum from the Director: Community Services, dated 6 April 2018, is attached as **annexure 7.1**.

The Committee for Community Development resolved on 19 April 2018 to recommend to the Executive Mayoral Committee and Council:

that Council considers the request for the renewal of the lease agreement and the erection of Nutech building in relation to the future plans of The Island Resort.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council considers the request for the renewal of the lease agreement and the erection of Nutech building in relation to the future plans of The Island Resort.

The Executive Mayoral Committee resolved on 23 July 2018 that the matter in respect of the lease agreement of Vrolike Vinkies be held in abeyance until the next meeting.

Council resolved on 25 July 2018 that notice be taken that the matter in respect of the lease agreement of Vrolike Vinkies was held in abeyance by the Executive Mayoral Committee.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council considers the request for the renewal of the lease agreement and the erection of Nutech building in relation to the future plans of The Island Resort.

The Executive Mayoral Committee resolved on 30 October 2018 that the matter in respect of the Vrolike Vinkies lease agreement be held in abeyance until the next meeting.

Council unanimously resolved on 31 October 2018 that the matter in respect of the Vrolike Vinkies lease agreement be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council considers the request for the renewal of the lease agreement and the erection of Nutech building in relation to the future plans of The Island Resort.

The Executive Mayoral Committee resolved on 21 January 2019 that the matter with regard to Vrolike Vinkies crèche be referred to the Committee for Community Development to consider the possibilities to move the crèche to an alternative venue due to safety reasons for the children.

The Committee for Community Development resolved on 14 February 2019 that the matter in respect of the lease agreement of Vrolike Vinkies Crèche be held in abeyance until the next meeting.

That the Executive Mayor, Deputy Executive Mayor and the Committee members engage with the management of Vrolike Vinkies Crèche for an information session in respect of a future venue for the Vrolike Vinkies Crèche after a meeting with the MEC of Social Development, Mr. A Fritz.

The Committee for Community Development resolved on 25 July 2019 that the matter in respect of the lease agreement of Vrolike Vinkies Crèche be held in abeyance until the next meeting.

The Committee for Community Development resolved on 22 August 2018 that the matter in respect of the lease agreement of Vrolike Vinkies Crèche be held in abeyance until the next meeting.

The Chairperson requested that the matter in respect of the lease agreement of Vrolike Vinkies be held in abeyance and tabled as an outstanding item on the agenda for Community Development.

An engagement with regard to the Vrolike Vinkies Crèche needs to be done with the newly appointed Minister of Social Development, Ms Sharna Fernandez.

The Acting Manager: Social Economic Development mentioned that the current state of the building is a safety risk for Council.

RESOLVED

- (a) *that the Executive Mayor, Deputy Executive Mayor and the Committee members engage with the management of Vrolike Vinkies Crèche for an information session in respect of a future venue for the Vrolike Vinkies Crèche after a meeting with the MEC for Social Development, Ms. Sharma Fernandez.*
- (b) *that the matter in respect of the Lease agreement for Vrolike Vinkies Crèche be held in abeyance and tabled as an outstanding item on the agenda of the Committee for Community Development*

BESLUIT

- (a) *dat die Uitvoerende Burgemeester, Uitvoerende Onderburgemeester en Komiteeëdele 'n inligting sessie' met die Bestuur van Vrolike Vinkies kleuterskool hou rakende die 'n toekomstige plek vir die Vrolike Vinkies Kleuterskool nadat 'n vergadering belê was met die LUR van Sosio-Ontwikkeling, Me Sharma Fernandez.*
- (b) *dat die aangeleentheid rakende die huurooreenkoms vir Vrolike Vinkies Crèche ontstaan en as 'n uitstaande item op die agenda van die Komitee vir Gemeenskapsontwikkeling ter tafel gelê word.*

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

None

NOTED.

9. VERDAGING / ADJOURNMENT

The meeting adjourned at 11:45. Die vergadering verdaag om 11:45.

Approved on / Goedgekeur op.

ALDERMAN / RAADSHEER K ADAMS
CHAIRPERSON / VOORSITTER

/esw/

MINUTES OF THE MEETING OF THE COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 17 OCTOBER 2019 AT 14:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR KORPORATIEWE EN FINANSIËLE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 17 OKTOBER 2019 OM 14:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Aldermen / Raadshere

H Smit (Chairperson / Voorsitter)
J Schuurman

Councillor / Raadslede

D Kinnear
T Mgoboza

Officials / Amptenare

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mr / Mnr A Raubenheimer (Acting Director: Finance / Waarnemende Direkteur: Finansies)
Mr / Mnr M Frieslaar (Manager: Supply Chain / Bestuurder: Voorsieningskanaal)
Mr / Mnr A Hofmeester (Manager: IDP / Bestuurder: GOP)
Mr / Mnr M Green (Manager: Traffic Services / Bestuurder: Verkeersdienste)
Mr / Mnr W Mars (Manager: Financial Administration / Bestuurder: Finansiële Administrasie)
Ms / Me C Stevens (Manager: Revenue / Bestuurder: Inkomste)
Ms / Me R Hendricks (Manager: Marketing and Communication / Bestuurder: Bemaking en Kommunikasie)
Mr / Mnr C Wessels (Manager: Administration / Bestuurder: Administrasie)
Ms / Me A Klazen (Intern)

OPENING AND WELCOME / OPENING EN VERWELKOMING

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

Die Voorsitter heet almal teenwoordig welkom en versoek daarna vir Raadslid D Kinnear om die vergadering met gebed te open.

NOTED / AANGETEKEN

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

Application for leave of absence from the meeting was received from Councillor MJ Ndaba.

Apologies for leave of absence from the meeting were received from the Head: Internal Audit and Manager: Legal Advisor.

Aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf Raadslid MJ Ndaba.

Verskonings vir afwesigheid van die vergadering was ontvang vanaf die Hoof: Interne Oudit en Bestuurder: Regsadviseur.

RESOLVED

- (a) *that the application for leave of absence from the meeting received from Councillor M Ndaba be approved and accepted.*
- (b) *that notice be taken of the apologies for absence from the meeting received from the Head: Internal Audit and Manager: Legal Advisor and same be accepted.*

BESLUIT

- (a) *dat die aansoek om verlof tot afwesigheid van die vergadering ontvang vanaf Raadslid N Ndaba goedgekeur en aanvaar word.*
- (b) *dat kennis geneem word van die verskonings vir afwesigheid van die vergadering ontvang vanaf die Hoof: Interne Oudit en Bestuurder: Regsadviseur en dat dit aanvaar word.*

3. MINUTES / NOTULES

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

The minutes of the meeting of the Committee for Corporate and Financial Services, held on 22 August 2019, are attached as **annexure 3.1**.

Die notule van 'n vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 22 Augustus 2019, word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services, held on 22 August 2019, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 22 Augustus 2019, goedgekeur en deur die Voorsitter onderteken word.

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

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

NOTED / AANGETEKEN

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

Number / Nommer	File Reference nr. / Leër Verwysing Nommer	Item nr. and date of meeting / Item no. en datum van vergadering	Title of item / Onderwerp van item	Resolution / Besluit	Responsibility / Verantwoor- delikheid	Target date / Teiken datum
3.3.1	7/1/4/1	6.3 of 25 July 2019	Council's immovable property: Pigeon Society Clubhouse: Erf 496, Stamper Street, Wolseley	(a) that the matter be held in abeyance until the next committee meeting.	Awaiting report from Municipal Manager	
				(b) that the Municipal Manager drafts a guideline and priority document and tables same at the next committee meeting.		

RESOLVED

that the matter in respect of the vacant Pigeon Society Clubhouse, erf 496, Stamper Street, Wolseley be referred to the Committee for Local Economic Development and the interested parties be prioritized in respect of the lease of Council's property.

BESLUIT

dat die aangeleentheid rakende die vakante Posduif Vereniging Klubhuis, Erf 496, Stamperstraat, Wolseley verwys word na die Komitee vir Gemeenskapsontwikkeling en belanghebbende partye geprioritiseer word ten opsigte van die huur van die Raad se eiendom.

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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.1 Monthly reports: Directorate: Corporate Services: August and September 2019 / Maandverslae: Direktooraat: Korporatiewe Dienste: Augustus en September 2019 (09/1/2/1)

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

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

- | | | |
|-----|------------------------|------------------------|
| (a) | August / Augustus 2019 | Annexure 6.1(a) |
| (b) | September 2019 | Annexure 6.1(b) |

RESOLVED

that the Committee for Corporate and Financial Services, after consideration, takes notice of the content of the monthly reports of the Directorate: Corporate Services for August and September 2019 and same be accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Direktooraat: Korporatiewe Dienste vir Augustus en September 2019 en dat die verslae aanvaar word.

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

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

Geen / None

NOTED / AANGETEKEN

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Direktooraat Finansies / Directorate Finance

Section 71 Monthly Budget Statement Report of Directorate Finance: August 2019 / Artikel 71 Maandelikse Begrotingsverslag van die Direktooraat Finansies: Augustus 2019 (9/1/2/2)

The Section 71 Monthly Budget Statement Report of the Directorate Finance for August 2019 is attached as **annexure 7.1**.

Die Artikel 71 Maandelikse Begrotingsverslag van die Direktooraat Finansies vir Augustus 2019 word ingebind as **bylae 7.1**.

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

- The Committee expressed concern with regard to the high amounts of outstanding monies. The Municipal Manager explained that the matters of outstanding debtors as well as the water management devices in order to prevent further escalation of the outstanding money.
- That the Indigent Policy is currently on R 3 500-00 but will possibly be decreased in future. Concern was expressed about jobless people receiving indigent allowances but they do not inform the municipality when they are employed.

RESOLVED

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

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

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste aan die Uitvoerende Burgemeesterskomitee en Raad aanbeveel:

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem, na oorweging, van die inhoud van die Artikel 71 Maandelikse Begrotingsverslag van die Direktoraat Finansies vir Augustus 2019 en dat die verslag goedgekeur en aanvaar word.

7.2 Application: Relocation of established Nduli Carwash to erf 5145, Nduli, Ceres (7/1/4/1 & 17/19/1)

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Local Economic Development and Tourism, held on 20 February 2019.
- (b) Item 7.3.4 of the Executive Mayoral Committee meeting held on 26 February 2019.
- (c) Item 8.3.4 of the Council meeting, held on 27 February 2019.
- (d) Item 7.3.7 of the Executive Mayoral Committee meeting held on 29 July 2019.
- (e) Item 8.3.6 of the Council meeting, held on 31 July 2019.

The Committee for Local Economic Development resolved on 20 February 2019 to recommend to the Executive Mayoral Committee and Council:

- (a) that the Executive Mayoral Committee and Council consider approval of the application to relocate the established Ngcani Carwash business to erf 5145 on corner of Chris Hani Drive and R46 adjacent Mooi Blom Prison.
- (b) that should the Executive Mayoral Committee and Council approve supra (a), a lease agreement be entered with Ngcani Carwash.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that the Executive Mayoral Committee and Council consider approval of the application to relocate the established Ngcani Carwash business to erf 5145 on the corner of Chris Hani Drive and the R46 adjacent to Warm Bokkeveld Prison.
- (b) that should the Executive Mayoral Committee and Council approve supra (a), a lease agreement be entered with Ngcani Carwash.

The Executive Mayoral Committee resolved on 26 February 2019 that the Executive Mayoral Committee recommends to Council:

that the matter in respect of the relocation of the established Nduli Carwash on erf 5145, Nduli, Ceres be held in abeyance until the next meeting in order to ensure a fair supply chain process.

Council resolved on 27 February 2019 that the matter in respect of the relocation of the established Nduli Carwash on erf 5145, Nduli, Ceres be held in abeyance until the next meeting in order to ensure a fair supply chain process.

The following recommendation was tabled to the Executive Mayoral Committee on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

- (a) that the Executive Mayoral Committee and Council consider approval of the application to relocate the established Ngcani Carwash business to erf 5145 on the corner of Chris Hani Drive and the R46 adjacent to Warm Bokkeveld Prison.
- (b) that should the Executive Mayoral Committee and Council approve supra (a), a lease agreement be entered with Ngcani Carwash.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the relocation of the established Nduli Carwash to erf 5145, Nduli, Ceres be workshopped by Council.

Council unanimously resolved on 31 July 2019 that the item be removed from the agenda in the light of the adoption of the applicable policy and be resubmitted.

The policy on the Management of business properties for local economic development with the aim of empowering the previously disadvantaged communities has been approved and accepted by Council per council resolution 8.3.5 of 31 July 2019.

A memorandum from the Acting Manager: Socio-Economic Development, dated 7 October 2019, with the required documents as submitted by the applicant is attached as **annexure 7.2**.

RESOLVED

that the matter in respect of the relocation of the established Nduli Carwash to erf 5145, Nduli, Ceres be held in abeyance in awaiting of the environment assessment impact study.

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

Geen / None

NOTED / AANGETEKEN

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

MINUTES OF THE SPECIAL MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) OF WITZENBERG MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 21 OCTOBER 2019 AT 15h00.

PRESENT

Councillors

M. Jacobs (Chairperson)
C. Lottering
Alderman J. Schuurman

Officials

Mr. D. Nasson (Municipal Manager)
Mr. A Raubenheimer (Acting Director: Finance)
Mr. J Barnard (Director: Technical Services)
Mr. G. Louw (Head: Internal Auditor)
Mr. C. Wessels (Manager: Administration)
Mr. C Titus (Committee Clerk)

1. OPENING AND WELCOME

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

NOTED

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

Applications for leave of absence from the meeting were received from Councillors P. Heradien (ICOSA) and G. Laban (WA).

RESOLVED

that the applications for leave of absence from the meeting, received from Councillors P. Heradien (ICOSA) and G. Laban (WA), be approved and accepted.

3. RESERVED POWERS

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

The following items refer:

- (a) Item 7.1.3 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (b) Item 8.1.3 of the Council meeting, held on 30 May 2019.
- (c) Item 7.1.2 of the Executive Mayoral Committee meeting, held on 29 July 2019.
- (d) Item 8.1.2 of the Council meeting, held on 31 July 2019.
- (e) Item 4.4 of the Special Executive Mayoral Committee meeting, held on 21 August 2019.
- (f) Item 4.4 of the Special Council meeting, held on 23 August 2019.

The following memorandum, dated 20 May 2019, was received from the Manager: Water and Sewerage:

Purpose

The purpose of this report is to inform Council regarding the settling option of the Rand Merchant Bank loan which was taken up by KBR (Koekedouw Irrigation Board) for the construction of the Koekedouw Dam.

Background

The Koekedouw Dam was constructed in 1999 as a joint venture between Witzenberg Municipality and the Koekedouw Irrigation Board. Both parties to this venture incurred loans to pay for their share of the construction cost. The loan taken up by Witzenberg Municipality has been settled in 2017.

Currently KBR is still paying off on their loan and Witzenberg Municipality is part of this repayment agreement in terms of our allocation for Vredebes farm. See **annexure 3.1(a)**.

The KBR management has met with RMB in order to negotiate a new financing model in order to settle the loan and minimize cost. The new financing model agreed to between the parties, and approved by KBR, is attached as **annexure 3.1(b)**.

This new option entails the settling of the loan once-off in order to cut out huge interest on the loan. As can be seen on the attached spreadsheet if we stay with the old financing model, KBR will make a total repayment of R348 628 396 on the initial loan. Currently the outstanding amount is R54 687 042.00, but this amount will escalate to R78 944 608.00 before it starts to decrease and eventually be settled in 2044. With the new financing model total repayment will be R83 152 706.00 resulting in a total saving of R265 475 690.00.

Legal framework

Because Witzenberg Municipality is part of KBR in terms of our allocation for Vredebes, we are also liable for the repayment of our portion of the loan from Rand Merchant Bank.

Financial impact

With the new financing model we will have a huge saving on the repayment of the loan. In terms of the old financing model we will be responsible for repayment of R4 052 646.00 whereas with the new financing model we will make a once-off payment of R889 891.98 to settle the loan, resulting in a saving of R3 162 754.02."

The Municipal Manager gave a background with regard to the matter of settling the Rand Merchant Bank (RMB) loan for the Koekedouw Dam. Further investigation in terms of the agreement will be done. This matter only recently arose and the loan was done before the purchase of Vredebes. The water rights were part of the agreement.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council approves the new financing model option.
- (b) That Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Councillor BC Klaasen mentioned that the outstanding arrear amount is based on calculations made by the Koekedouw Irrigation Board and that further investigations are necessary.

Council unanimously resolved on 30 May 2019 that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Further report from Municipal Manager, dated 24 July 2019:

"Since the last Executive Mayoral Committee and council meetings Administration has attempted to obtain written agreements of Council's financial commitment towards the Koekedouw Irrigation Board. The Deed of Sale does not make mention of any such financial commitment towards the Board nor the Title Deed. The Title Deed reflects the water right that is registered and which is inherent to the farm. A meeting was requested with the Chairperson of the Irrigation Board, Mr Danie Goosen, which took place on 2 July 2019.

A summary of the meeting is contained in the email sent by Mr Goosen to the Municipal Manager's office, dated 2 July 2019 and is attached as **annexure 3.1(c)**. In terms of the discussion the Koekedouw Irrigation Board took up a loan with the Rand Merchant Bank on behalf of its members. The accountability of the members was pro rata with the water rights of their respective farms. All the members at that time agreed to the conditions which was later on also accepted by the municipality when Vredebes was purchased. The Irrigation Board used to send an invoice to its members on a yearly basis, which included the municipality and in terms of which they then were obliged to settle. The municipality has been paying regularly on an annual basis since they acquired the farm. The invoice was normally divided into an operational and capital contribution. In terms of the Irrigation Board's members meeting resolution taken, the members accepted the settlement as previously outlined. On the date of the discussion all the members have paid their contribution of the settlement towards the Rand Merchant Bank loan except for the municipality. The Koekedouw Irrigation Board went ahead to pay on the municipality's behalf, because of their commitment and legal obligation and has requested that the municipality repays the amount to them. The crux of the discussion is that the liability of the municipality is coupled to the water rights inherent to the property.

The Municipal Manager informed the meeting that he had consulted with the Chairperson of the Koekedouw Irrigation Board, Mr Danie Goosen, regarding the matter. The explanation from the

Chairperson sounds acceptable, but he is awaiting documentation about the matter to submit to Council for consideration.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council approves the new financing model option.
- (b) that Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

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

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

The following documents are further attached:

- (a) Correspondence from Koekedouw Irrigation Board, dated 13 March 2019: **Annexure 3.1(d)**.
- (b) Letter from Grayston & Elliot, dated 13 March 2019: **Annexure 3.1(e)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council approves the new financing model option.
- (b) That Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 21 August 2019:

That the Executive Mayoral Committee recommends to Council:

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

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

The Chairperson constitute the meeting that:

- (a) This is only a planning meeting in respect of Council's resolution taken on 23 August 2019: Item 4.4: with regard to an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.
- (b) To keep the members of the MPAC and Senior Management informed.
- (c) To sensitize every one of the sensitivity of the matter; and
- (d) To avoid that people from outside cross question the members and / or Senior Management in respect of the matter whilst the investigation is in process.

MODUS OPERANDI WITH REGARD TO THE INVESTIGATION

The Municipal Manager provided a background of the history of the matter and mentioned that his version is only secondary and based on hearsay. One of the role players at the time, and a member of MPAC, is Alderman J.W. Schuurman. Many others left the business or passed away. The municipality is a member of both the Koekedouwdam Irrigation Board (KBI) and the Koekedouwdam Management Board (KMB).

On request of the Chairperson the Municipal Manager explained who is the:

- (a) Koekedouwdam Management Board (KMB)
- (b) Koekedouwdam Irrigation Board (KIB) and
- (c) Rand Merchant Bank (RMB)

The Koekedouw Management Board is a sort of joint venture between the KIB and the former Ceres Municipality and was established in the time of Witzenberg Municipality. The parties agreed to build the Koekedouwdam and each party agreed to contribute to the building of the dam. The Ceres Municipality and the KIB agreed to take up a loan. The loan of the Ceres Municipality for the construction of dam was paid off by September 2017 with Development Bank of South Africa (DBSA).

The Koekedouw Irrigation Board take up a loan with the Koekedouw Management Board and structure their own payment. When the Koekedouw Irrigation Board concluded their agreement they did it on behalf of all its members. Their members have water rights in terms of the land they owned. The member's contribution was determined in terms of the water right they have.

When the loan was taken up it was done in the name of the Vredebes Farm with the consequence that when the municipality bought the Vredebes Farm they took over the liability, the asset and the watering right, because it is inherent to the property. In the sale agreement no mention was made of the water right. In terms of the title deed (P.8) it mention the watering right which is inherent to the property. In terms of Paragraph 3.4 it states that a servitude is registered and that water is subtract for the farm. Any other notorial deed will also be investigated.

The loan of the Witzenberg Municipality was in total redeemed but this is now the loan of Rand Merchant Bank. When the Municipality bought Vredebes Farm they have to contribute to the Koekedouw Irrigation Board. The annual payment was in terms of the loan and their portion of the operational cost. The municipality is still making a contribution for the operational running of the Koekedouwdam. It is now 41% and previously 59%. The other part is the part for the redemption of the loan.

The Koekedouw Irrigation Board went to Rand Merchant Bank to restructure the loan. Farms were sequestrated at the time partly due to the payment of the dam. The former Minister for Water Affairs got involved and paid for the Small Farmers and they pay only for the operational cost. With the

restructuring of the loan it was believe that it is the best model otherwise payments should be for another (ten) 10 years and it could double the amount which should be paid to Rand Merchant Bank. All members settle their loan with Rand Merchant Bank except the municipality. The KIB settled the amount that the Witzenberg Municipality should pay. The municipality did not pay because the matter was referred to the Municipal Public Accounts Committee. The Koekedouw Irrigation Board put a proposal on the table that instead the municipality pay the money and settle the amount. That the watering right be given to some of the Small Farmers. This is the current situation.

Municipal Manager conveyed that the Executive Mayor request for the documentation of the loan between the Koekedouw Irrigation Board and their members. At a meeting between the Municipal Manager and the Director: Technical Services with the Chairperson of the Koekedouw Irrigation Board it was learned that the Board will need time to find such documentation.

Director: Technical Services referred to the letter of the Koekedouw Irrigation Board which states that the municipality must pay R59 326-00 for 15ha of waterrights at Vredebes Farm. Municipal Manager is of the opinion that the letter is not sufficient documentation. There is currently no documentation of an agreement between the previous owner of Vredebes Farm and the Koekedouw Irrigation Board for this 15ha. This is the prove the Mayoral Committee wants to see.

There were two (2) accounts:

1. Koekedouwdam Management Board (KMB)
2. Koekedouw Irrigation Board (KIB)

The Koekedouwdam Management Board run the dam and the Koekedouw Irrigation Board payment was for the Vredebes Farm and the 15ha summer water. The accounts were always received from the KIB. It was for pipelines of the dam.

When the farm was bought in 2002 Vredebes was zoned agricultural. Rezoning take place in 2014 / 2015 to build houses. With the purchase of the farm the water rights was also taken over.

Chairperson and Alderman J.W. Schuurman shared the opinion that the waterrights be ceded to the Small Farmers.

The Director: Technical Services will check on the yearly usage of water by the farmers, and determine if the 15ha of summer water of Vredebes was also used by the farmers. If so, whether it was with the consent of the municipality. The report will be submitted at the next meeting of MPAC.

Municipal Manager mentioned that the terms of the agreement can only be approved by the Department of Water Affairs. Water is an asset which need to go through the Supply Chain process. The Koekedouwdam Management Board and Koekedouwdam Irrigation Board are willing to attend a meeting with the Municipal Public Accounts Committee.

NEXT MEETING

The next meeting of Municipal Public Accounts Committee will be held on Monday, 28 October 2019 in the Council Chambers, Municipal Offices, Ceres at 14h00.

RESOLVED

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

9. ADJOURNMENT

The meeting adjourned at 16h10.

Approved on _____

MD JACOBS
CHAIRPERSON / VOORSITTER

/wr

**MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY,
HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES
ON THURSDAY, 24 OCTOBER 2019**

PRESENT

Executive Mayoral Committee

Councillor BC Klaasen (Executive Mayor)
Alderman K Adams (Deputy Executive Mayor)
Councillor TE Abrahams
Councillor EM Sidego
Alderman HJ Smit
Alderman JJ Visagie

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr A Raubenheimer (Acting Director: Finance)
Mr A Hofmeester (Manager: IDP)
Mr CG Wessels (Manager: Administration)
Mr CJ Titus (Committee Clerk)

Other attendees

Mr J Conradie (Ceres Business Initiative)

1. OPENING AND WELCOME

The Executive Mayor welcomed everyone present after which he requested Councillor TE Abrahams to open the meeting with a prayer.

NOTED

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

Apologies for absence from the meeting were received from the Head: Internal Audit and the Manager: Projects and Performance.

RESOLVED

that the apologies for absence from the meeting, received from the Head: Internal Audit and the Manager: Projects and Performance, be accepted.

3. MINUTES

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

The following minutes are attached:

- (a) Executive Mayoral Committee meeting, held on 29 July 2019: **Annexure 3.1(a)**.
- (b) Special Executive Mayoral Committee meeting, held on 21 August 2019: **Annexure 3.1(b)**.
- (c) Special Executive Mayoral Committee meeting, held on 3 October 2019: **Annexure 3.1(c)**.

RESOLVED

That the following minutes be approved and signed by the Executive Mayor:

- (a) *Executive Mayoral Committee meeting, held on 29 July 2019.*
- (b) *Special Executive Mayoral Committee meeting, held on 21 August 2019.*
- (c) *Special Executive Mayoral Committee meeting, held on 3 October 2019: .*

3.2 Outstanding matters (3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
3.2.1	8/2/15/78	Item 7.1.11 of Mayco 29-07-2019 Speed cameras	Finance	Matter be held in abeyance.	Awaiting response from Treasury.	
3.2.2	16/2/R	Item 7.2.2 of Mayco 29-07-2019 Council's 15 hectare water rights – Vredebes Farm	Technical Services	Matter be held in abeyance.	Awaiting resolution of MPAC	

RESOLVED

- (a) *Item 3.2.1*

that the matter be removed from the agenda.

- (b) *Item 3.2.2*

that the matter be held in abeyance until the next meeting.

**4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY EXECUTIVE MAYOR
(9/1/1)**

- (a) The Executive Mayor mentioned that SALGA will attend to the matter about the older pension fund for Councillors to a new pension fund.
- (b) The Executive Mayor requested that the Administration focuses on service delivery. Executive Mayoral Committee Councillors will be at the office from 08:00 until 11:00 on a daily basis after which they will attend to their wards.

The Executive Mayor thanked the Administration for services of a high standard rendered, especially in terms of a clean town.
- (c) The Executive Mayor mentioned that the municipality is doing well in terms of the Cost Containment Regulations and that a press release will be made to the public.
- (d) The Executive Mayor requested that Administration attends to the Prince Alfred's Hamlet matter where residents feel that they do not receive attention. Ward Councillors are also requested to become involved.

NOTED

5. INTERVIEWS WITH DELEGATIONS

None

NOTED

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

**6.1 New legislation: National Credit Amendment Act
(1/1/R)**

The following memorandum, dated 23 September 2019, was received from the Municipal Manager:

"Purpose

To brief the Executive Mayor on the impact of the National Credit Amendment Act of 2019 as published in Government Gazette 42649 of 19 August 2019.

Background

The new Act aims to provide relief to the over-indebted South Africans who have no other means of extracting themselves from over-indebtedness. The Act allows certain applicants to have their debt suspended in part or full for up to 24 months. The debt may then be extinguished altogether if the financial circumstances of the applicant do not improve subject to certain criteria, which include:

- Where the unsecured debt is not more than R50 000,00;
- Where the unsecured debt was accrued through unsecured credit agreements, unsecured short term credit transactions or unsecured credit facilities only;
- Where the person earned no more than R7 500-00 a month over the last 6 months.

The Bill provides for the National Credit Regulator to assist a debt intervention applicant and prescribes the process that must be followed when an application is approved or rejected. It further deals with the investigation of reckless credit agreements as well the powers of the Court to declare and relieve over-indebtedness

The question that the Mayor posed was how the amendments will impact on the Municipality?

Deliberation

In terms of Section 6(b)(i) and (ii) of the National Credit Act, 2005:

- ‘(b) if an agreement provides that a supplier of a utility or other continuous service –
- (i) will defer payment by the consumer until the supplier has provided a periodic statement of account for that utility or other continuous service; and
 - (ii) will not impose any charge contemplated in Section 103 in respect of any amount so deferred, unless the consumer fails to pay the full amount due within at least 30 days after the date on which the periodic statement is delivered to the consumer,

That agreement is not a credit facility within the meaning of Section 8(3), but any overdue amount in terms of that agreement, as contemplated in subparagraph (ii), is incidental credit to which this Act applies to the extent set out in Section 5.’

The question as to whether municipal tax and services falls within the scope and ambit of the National Credit Act came to the fore in the matter:

Nelson Mandela Metropolitan Municipality v Nobumba NO and Others (3460/09)[2009]ZAECHGHC 76;2010 (1) SA 579(ECG). The Court ruled that:

1. The Act does not apply to the claim for rates as rates is a tax and the obligation to pay rates does not arise from a credit agreement;
2. The onus is on the municipality to prove that any claim for service charges is exempted in terms of s4(6)(b) of the Act from being a credit facility. Whether the latter section applies will depend on the terms of the standard form services agreement between the municipality and its consumers.
3. That the National Credit Act has no application in respect of the claim for interest on the amount due for rates. The Court did not pronounce itself on the interest claimed on the amount due for services.

We have reviewed our policy and have come to the conclusion that we need to amend certain sections to bring it in line with Section 4(6)(b) of the Act.”

The following recommendation was tabled to the Executive Mayoral Committee:

that notice be taken of the contents of the memorandum from the Municipal Manager.

RESOLVED

that the matter in respect of the National Credit Amendment Act be held in abeyance until the next meeting.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Direktooraat Finansies / Directorate Finance

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

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 25 July 2019.
- (b) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.
- (c) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 22 August 2019.

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

- | | | |
|-----|------------|--------------------------|
| (a) | April 2019 | Annexure 7.1.1(a) |
| (b) | May 2019 | Annexure 7.1.1(b) |
| (c) | June 2019 | Annexure 7.1.1(c) |
| (d) | July 2019 | Annexure 7.1.1(d) |

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

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

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

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

- That the total operational revenue for the period 1 July 2018 until 30 June 2019 is 92,86 %.
- That the total operational revenue for the period supra does not include the fines revenue which stands on R7 million material in nature.
- The problem of the fines revenue is municipal wide in all municipalities with high risks. The representative of AGSA mentioned that Treasury is in a process to assist municipalities with the problems to obtain documentation from the provincial traffic department.
- That the capital expenditure for the period 1 July 2018 until 30 June 2019 is 96,45 %.
- That government departments are repeatedly requested to pay their outstanding municipal monies, but with limited success.
- That the financial deviations in respect of Mafoko Security Services were due to the increase in vandalism, taxi violence and service delivery protest actions which necessitated armed response.

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

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

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

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

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 and, after consideration, same be approved and accepted.

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

The following items refer:

- (a) Item 7.1.7 of the Executive Mayoral Committee meeting, held on 29 July 2019.
- (b) Item 8.1.9 of the Council meeting, held on 31 July 2019.

Council resolved on 27 August 2014:

- (a) That a Board be established in terms of Government Gazette 37699 of 30 May 2014 to address any financial misconduct, as described in the Municipal Finance Management Act, in the municipality.
- (b) That any investigation regarding financial irregularities applicable to councillors be conducted in terms of the Code of Conduct for Councillors as regulated by the Municipal Systems Act.
- (c) That the Board does not consist of more than five members, as stated in the Regulations.
- (d) That the Executive Mayoral Committee will have delegated powers to co-opt any person to the Board.

The Terms of Reference for the Disciplinary Board for Financial Misconduct, dated July 2019, is attached as **annexure 7.1.2**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

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

Council unanimously resolved on 31 July 2019:

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

A memorandum from the Manager: Projects and Performance, dated 15 August 2019, is attached as **annexure 7.1.3**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

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

The Quarterly Budget Statement [Section 52(d)] Report for the 1st quarter of 2019/2020 is attached as **annexure 7.1.4**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

A memorandum against the water demand management meters, dated 10 October 2019, is attached as **annexure 7.1.5**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

A memorandum from the Acting Director: Finance, dated 21 October 2019, is attached as **annexure 7.1.6**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the contents of the memorandum regarding Library Services: Non-binding VAT ruling.

7.2 Direktooraat Tegniiese Dienste / Directorate Technical Services

7.2.1 Waiver of pre-emptive right on erf 3775, Ceres (15/4/1/1/196)

The following items refer:

- (a) Item 7.2.1 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (b) Item 8.2.1 of the Council meeting, held on 30 May 2019.
- (c) Item 7.2.1 of the Executive Mayoral Committee meeting, held on 29 July 2019.
- (d) Item 8.2.1 of the Council meeting, held on 31 July 2019.

The following memorandum, dated 21 May 2019, was received from the Municipal Manager:

Purpose

To recommend to Council to consider the waiver of Council's pre-emptive right on a portion of erf 3775, Ceres, more commonly known as the Ceres cricket ground in favour of a property development.

Background

Erf 3775, Ceres is registered in the name of Ceres Agricultural Society. A property developer, Dorpstraat, Stellenbosch, approached the Ceres Agricultural Society to acquire the property for purposes of developing a convenience shopping centre. No lay-out or building plans have been drafted, because the developer first wants an in-principle approval from Council before major expenses are being incurred. In terms of the letter from Dorpstraat the size of the development will be between 6 000 and 7 500 m². The total capital investment will be between R120 million and R130 million. In terms of the presentation done by Dorp Street there will be an anchor tenant and the whole purpose is to attract new traders to Ceres instead of recycling existing shops in town. The existing cricket facility will be moved to Victoria Park where both the rugby and cricket facilities will be upgraded by the developer. Some of the proceeds of the sale agreement will be used to renovate and build new conference facilities at Victoria Park. If the development is approved it will create opportunities for local business people. Permanent job opportunities will be through the small businesses in the centre as well as security, cleansing and maintenance opportunities.

A profile of Dorpstraat Developers is attached as **annexure 7.2.1**. The developers have been involved in several successful centres and malls as listed in their profile. They are currently busy with three centres that are under construction which inter alia includes Robertson.

Municipal services

No detailed plans were submitted to the Directorate Technical Services. The directorate, however, indicated that municipal services will be available within the area. The most challenging service will be that of electricity in terms of the provisional requirement, but coupled with alternative energy the municipality should be in a position to provide electricity to the development. The development will be responsible for all costs related to the upgrade of bulk services to the specific development, which cost will be in terms of Council's approved policy.

Financial implication

There are no financial implications for Council. If the development is approved, it will create additional income for Council.

Legal implication

If Council waives the requirement in terms of the Title Deed that the property must first be offered to Council and that the land may only be used for sports activities, then such decision must be made known to the public through an advertisement in the local newspaper."

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the pre-emptive right on erf 3775, Ceres be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the pre-emptive right on erf 3775, Ceres be held in abeyance until the next meeting.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

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

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

Councillor TE Abrahams excused himself from the matter due to being an Executive member of the Ceres Agricultural Society.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that Council not waive the pre-emptive right on erf 3775, Ceres, but to develop the land for sport activities.

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

'n Memorandum vanaf die Direkteur: Tegnieuse Dienste, gedateer 14 Oktober 2019, word aangeheg as **bylae 7.2.2**.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

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

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

Item 7.1 of the meeting of the Committee for Technical Services, held on 24 July 2019, refers.

A memorandum from the Senior Superintendent: Waste and Cleansing Services, dated 3 June 2019, is attached as **annexure 7.2.3**.

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

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

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

Item 7.2 of the meeting of the Committee for Technical Services, held on 24 July 2019, refers.

A memorandum from the Director: Technical Services, dated 3 June 2019, is attached as **annexure 7.2.4**.

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

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

Item 7.3 of the meeting of the Committee for Technical Services, held on 24 July 2019, refers.

The following documents are attached:

- (a) Memorandum from the Senior Superintendent: Solid Waste and Cleansing Services, dated 4 June 2019: **Annexure 7.2.5(a)**.
- (b) Waste Characterisation and Brand Audit Report, dated 10 May 2019: **Annexure 7.2.5(b)**.

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

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

A memorandum with annexures from the Director: Technical Services, dated 30 September 2019, is attached as **annexure 7.2.6**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

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

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

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter regarding additional dwelling units on single residential erven be held in abeyance until the next meeting.

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

A memorandum from the Senior Manager: Electro-Technical Services, dated 22 September 2019, is attached as **annexure 7.2.7**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

7.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

**7.3.1 Housing: Witzenberg Municipal Housing Pipeline for 2019/2020
(05/06/1)**

The following items refer:

- (a) Item 9.1.4 of the meeting of the Committee for Housing Matters, held on 6 September 2018.
- (b) Item 7.3.5 of the Executive Mayoral Committee meeting held on 30 October 2018.
- (c) Item 8.3.7 of the Council meeting, held on 31 October 2018.
- (d) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (e) Item 8.3.1 of the Council meeting, held on 30 May 2019.
- (f) Item 7.3.1 of the Executive Mayoral Committee meeting held on 29 July 2019.
- (g) Item 8.3.1 of the Council meeting, held on 31 July 2019.

A memorandum from the Manager: Housing, dated 6 August 2018, is attached as **annexure 7.3.1**.

The Committee for Housing Matters resolved on 6 September 2018 to recommend to the Executive Mayoral Committee and Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The Executive Mayoral Committee resolved on 30 October 2018 that the matter regarding the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

Council unanimously resolved on 31 October 2019 that the matter regarding the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

Council unanimously resolved on 31 July 2019 that the matter regarding the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

7.3.2 Proposal for utilisation of Busy Bee Building: Erf 1567, Piet Retief Street, Tulbagh (7/1/4/1)

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Local Economic Development and Tourism, held on 20 February 2019.
- (b) Item 7.3.3 of the Executive Mayoral Committee meeting held on 26 February 2019.
- (c) Item 8.3.5 of the Council meeting, held on 27 February 2019.
- (d) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 25 March 2019.
- (e) Item 8.3.1 of the Council meeting, held on 26 March 2019.
- (f) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (g) Item 8.3.2 of the Council meeting, held on 30 May 2019.

- (h) Item 7.3.2 of the Executive Mayoral Committee meeting held on 29 July 2019.
- (i) Item 8.3.2 of the Council meeting, held on 31 July 2019.

The following memorandum, dated 27 September 2018, was received from the Acting Manager: Socio-Economic Development:

"Purpose

The purpose of the report is to determine the utilisation of the old Busy Bee building on erf 1567, Piet Retief Street, Tulbagh.

Background

The building on erf 1567, Piet Retief Street, Tulbagh (known as the Busy Bee building) has been vacant since 1st March 2018. DPSA Tulbagh was the previous lessee from 1 October 2013, with the lease not being renewed by the Witzenberg Council. The current lessee was obligated to evacuate the building by the end of February 2018.

Request

It is requested that the Witzenberg Council provides suggestions for the utilisation of the building.

Recommendation

A current proposal is on the table for the building to be provided to Tulbagh Tourism in order to utilise the building to expose local tourism entrepreneurs from Witzenville and Chris Hani to tourists visiting the area. The recommendation is also that the building must contribute towards economic transformation through tourism and skills impartation."

The Committee for Local Economic Development resolved on 20 February 2019 to recommend to the Executive Mayoral Committee and Council:

- (a) that the Acting Manager: Socio-Economic Development investigates and takes control of the municipal assets at the Busy Bee Building, erf 1567, Piet Retief Street, Tulbagh.
- (b) To recommend to the Executive Mayoral Committee and Council:
 - (i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.
 - (ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.
 - (iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

- (ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.
- (iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 26 February 2019 that the Executive Mayoral Committee recommends to Council:

that the matter in respect of the utilisation of the Busy Bee building on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting and the cost for repairs be determined and done.

Council resolved on 27 February 2019 that the matter in respect of the utilisation of the Busy Bee building on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting and the cost for repairs be determined and done.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.
- (ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.
- (iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 25 March 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance to obtain clarity and for further deliberations regarding the matter.

Council unanimously resolved on 26 March 2019 that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance to obtain clarity and for further deliberations regarding the matter.

The following recommendation was tabled to the Executive Mayoral Committee on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

- (i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.
- (ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

- (iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

- (i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.
- (ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.
- (iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting.

Council unanimously resolved on 31 July 2019 that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee on 24 October 2019:

That the Executive Mayoral Committee recommends to Council:

- (i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.
- (ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.
- (iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

RESOLVED

that the Executive Mayoral Committee recommends to Council:

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

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

Item 7.2 of the meeting of the Committee for Community Development, held on 22 August 2019, refers.

A memorandum received from the Manager: Amenities and Environment, dated 11 July 2019, is attached as **annexure 7.3.3**.

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

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

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

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

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

"Background

The Air Quality Management Plan has to be reviewed every five years. The last time the Plan was tabled to and approved by Council was 28 May 2014. The Draft Air Quality Management Plan Review 2019 is attached as **annexure 7.3.4**.

Deliberation

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

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

**7.3.5 Pine Forest Semi-permanent Home Owners Association
(17/10/7)**

The following items refer:

- (a) Item 7.3.3 of the Executive Mayoral Committee meeting, held on 26 February 2018.
- (b) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 28 March 2018.
- (c) Item 7.3.7 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (d) Item 7.3.6 of the Executive Mayoral Committee meeting, held on 29 July 2019.

A report from the Legal Advisor, dated 23 February 2018, is attached as **annexure 7.3.5**.

The Executive Mayoral Committee resolved on 26 February 2018 that the matter regarding the Pine Forest Semi-permanent Home Owners Association be held in abeyance until the next meeting.

The Executive Mayoral Committee resolved on 28 March 2018 that the matter regarding the Pine Forest Semi-permanent Home Owners Association be held in abeyance until the next meeting.

The Executive Mayoral Committee resolved on 27 May 2019 that the matter regarding the Pine Forest Semi-permanent Home Owners Association be held in abeyance until the next meeting.

The Executive Mayoral Committee resolved on 29 July 2019 that the matter regarding the Pine Forest Semi-permanent Home Owners Association be held in abeyance until the next meeting.

RESOLVED

that the matter regarding the Pine Forest Semi-permanent Home Owners Association be held in abeyance until the next meeting.

7.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

7.4.1 Council's immovable property: Long lease or alienation of Klip River Park Resort, Tulbagh (7/1/4/1)

The following items refer:

- (a) Item 7.4.4 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (b) Item 8.4.4 of the Council meeting, held on 30 May 2019.
- (c) Item 7.4.1 of the Executive Mayoral Committee meeting held on 29 July 2019.
- (d) Item 8.4.1 of the Council meeting, held on 31 July 2019.

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

"Purpose

To recommend to Council to consider extending the lease period of Klip River Park from 15 years to 30 years or alienating the property known as Klip River Park together with adjacent land in terms of Council's Supply Chain process.

Background

Council resolved per item 8.1.3 on 28 August 2008:

- (i) That Klip River Park and surrounding land be retained as a holiday resort and a recreational area.
- (ii) That possible developments to be requested from interested parties for consideration by Council in future.
- (iii) That the report of the developers and interested parties be tabled to Council.

A Section 78 investigation as per the Municipal Systems Act of 2000 was then followed to look at the Council resolution with the view of entering into a private public partnership agreement. A report was compiled, which is attached as **annexure 7.4.1(a)**. The report recommended that Council should either alienate the said land or follow a PPP process. During discussions with various stakeholders and National Treasury the option of a PPP was eliminated because of the possible turnover of the project (was being regarded as too small). The item was referred back to Council and it was resolved to follow a Supply Chain process in terms whereof Klip River Park would be leased on a long term period of 30 years. The Supply Chain process was advertised on two occasions in both the National and Provincial newspapers without any success. An extract from the tender document which was then advertised, is attached as **annexure 7.4.1(b)**. Site meetings during the advertisement process were compulsory and at all the meetings there were community members claiming that Council's process was flawed and that they would create problems for any successful bidder. At the last site meeting there were two company representatives who flew from Johannesburg and whom had shown genuine interest in as a potential lessee. They have, however, not submitted any bids after the said site meetings. Some of the inputs received during the clarification meetings and also from potential interested parties were that the lease period was not long enough and that the capital investment required at the park would not make the park a viable option for the 15 year period. The area for rental in terms of the said Council resolution is approximately 14.5 ha. A copy of a Google aerial photo is attached as **annexure 7.4.1(c)**.

The green section of Klip River Park is part of Galgeheuwel local Nature Reserve and cannot be developed whether the land is alienated or being part of a rental agreement. When the lease option was initially considered Council took into account the capital required to upgrade the park. At the time the park had to be re-electrified at a major cost. The swimming pool also required repairs which included a total replacement of the pump system. When the resort was operational it provided the following facilities:

- (i) 18 Chalets
- (ii) 69 Camping Sites
- (iii) 4 Ablution blocks
- (iv) Small office
- (v) Swimming pool

Although the resort is not in operation there are two security guards guarding the property on a 24-hour basis. The cost of the security is approximately R35 000,00 per month. All the previous staff members were transferred and/or placed to other departments within the municipality. The previous report of 2010 has placed an evaluation of R5.2 million on the resort as well as the adjacent land. The resort forms part of commonage of Tulbagh. The municipal valuer has been requested for an updated valuation of the property in question.

Legal implication

If Council considers approving the long term lease agreement the process must be advertised in the local newspaper and submitted to Provincial and National Treasury for their comments as well. Council already took a decision that the land in question is not required for basic services as per the requirements of Section 14 of the Municipal Finance Management Act of 2003. The value of the land might be such that it will fall within the threshold of a special process that needs to be followed when such asset is alienated. In the latter instance it must also be advertised and Treasury must also be notified for inputs.

Financial implication

Council is not deriving any financial benefit from the property. Council in fact is losing money on the security spent as well as loss of potential income. Resorts are not a core function of Council."

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

Council unanimously resolved on 31 July 2019 that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting and be workshopped by Council.

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

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

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

Item 6.4 of the meeting of the Committee for Corporate and Financial Services, held on 28 August 2019, refers.

A memorandum from the Senior Legal Advisor, dated 21 January 2019, is attached as **annexure 7.4.2**.

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

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

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

"Purpose

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

Deliberation

Mr Petrus Johannes Mostert is the registered owner of erf 5957, Nduli, Ceres. A copy of the Deeds Registry enquiry to this effect is attached as **annexure 7.4.3(a)**.

A portion of this erf is covered with graves and is generally been regarded by the public as part of the Nduli cemetery. This confusion crept as a result of a fence that was erroneously erected as a border fence between the graveyard and the private erf. The owner is frustrated, because he cannot use his property for the purpose required. He has proposed, in an attempt to resolve the impasse, that the municipality considers alienating a portion of commonage 5958, which is reflected on the attached **annexure 7.4.3(b)** with an X, in favour of himself. The portion of the commonage marked with an X is the property where the mobile post office has been erected. (The post office has been vandalised and the indication is that it will not be repaired or replaced). The Post Office previously indicated, prior to the destruction of the building, that they will rather sub-lease the building than conducting any services themselves. The size of the property in question is 775 square metres.

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

Legal implication

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

Financial implication

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

The matter was tabled to the Executive Mayoral Committee for consideration.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

A memorandum from the Manager: Traffic Services, dated 29 August 2019, is attached as **annexure 7.4.4**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the current status of AARTO.

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None

NOTED

9. FORMAL AND STATUTORY MATTERS

10. EXECUTIVE MAYORAL COMMITTEE-IN-COMMITTEE



Monthly Budget Statement Report Section 71 for April 2019

**Financial data is in respect of the period
1 July 2018 to 30 April 2019**

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

2.3 Monthly budget statements

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

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

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

(2) The statement must include—

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and*
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).*

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts.

budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days

2.3 Maandelikse begroting state

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

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

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

(2) Die staat moet die volgende insluit-

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

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

(4) Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die

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.

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) 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.

(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) 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."

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

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

The unwillingness / inability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in excess of R 3.9 million.

The monthly billing was also done as scheduled and during this process 12 552 accounts amounting to R 34.9 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 3.8 million.

The indigent cost to the municipality for the month amounts to R 1.8 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 18.5 million of which R 0.2 million was in terms of deviations.

The municipality currently has R 86.5 million in its primary bank account and a R 43 million in investments

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of April 2019 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

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

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 3.9 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 12 552 rekeninge ten bedrae van R 34.9 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 3.8 miljoen.

Die deernis subsidies vir die maand beloop R 1.8 miljoen. Die aantal goedgekeurde huishoudings is aan die toeneem as gevolg van die veranderinge aan die beleid.

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

Bestellings ter waarde van R 18.5 miljoen uitgereik, waarvan R 0.2 miljoen ten opsigte van afwykings is.

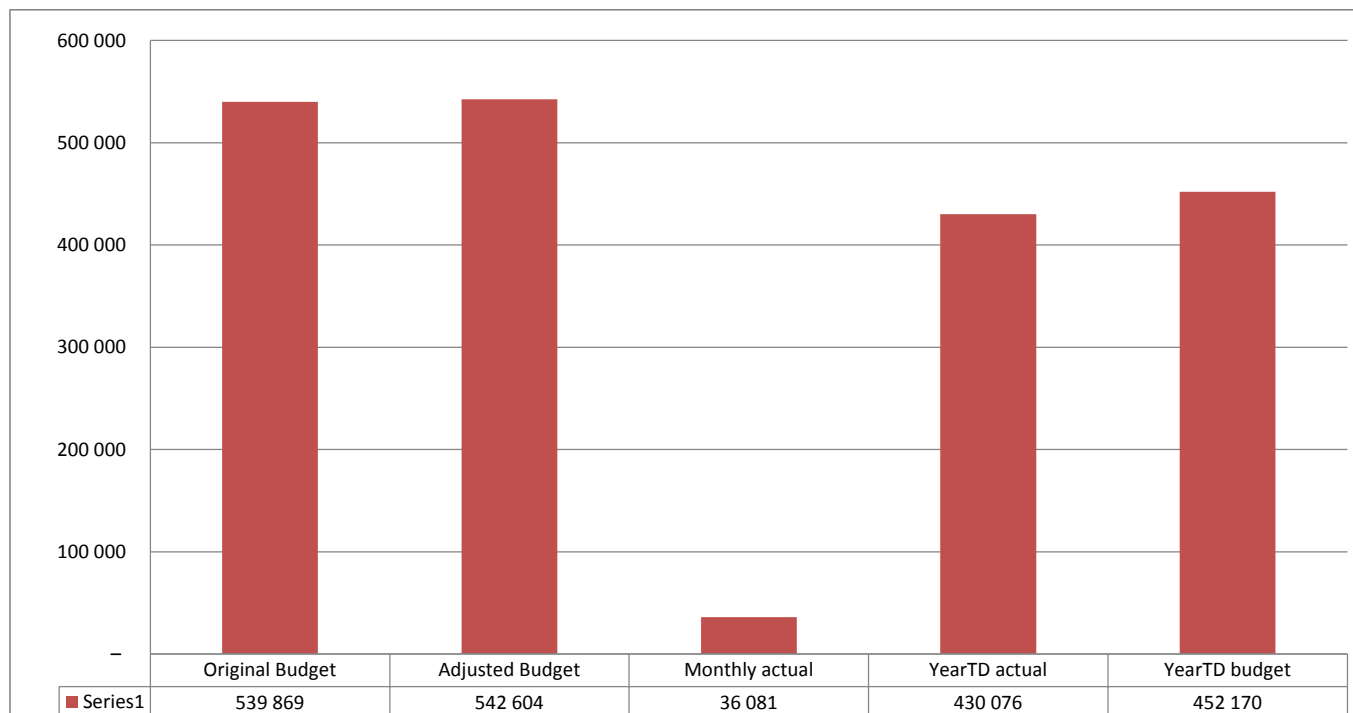
Die munisipaliteit het R 86.5 miljoen in die primêre bankrekening en R 43 miljoen in beleggings

B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir April 2019 .

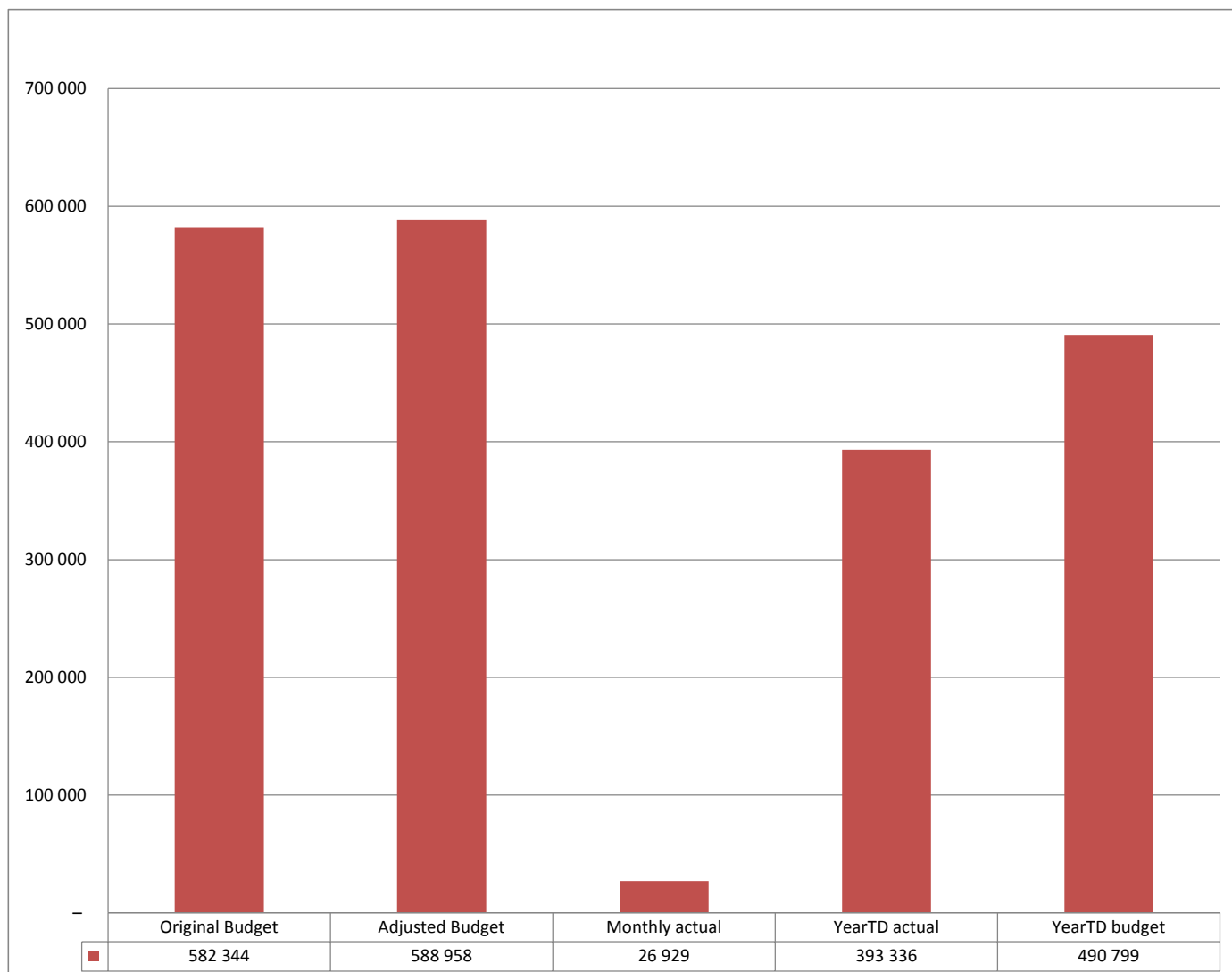
C OPSOMMING

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

TOTAL OPERATIONAL REVENUE

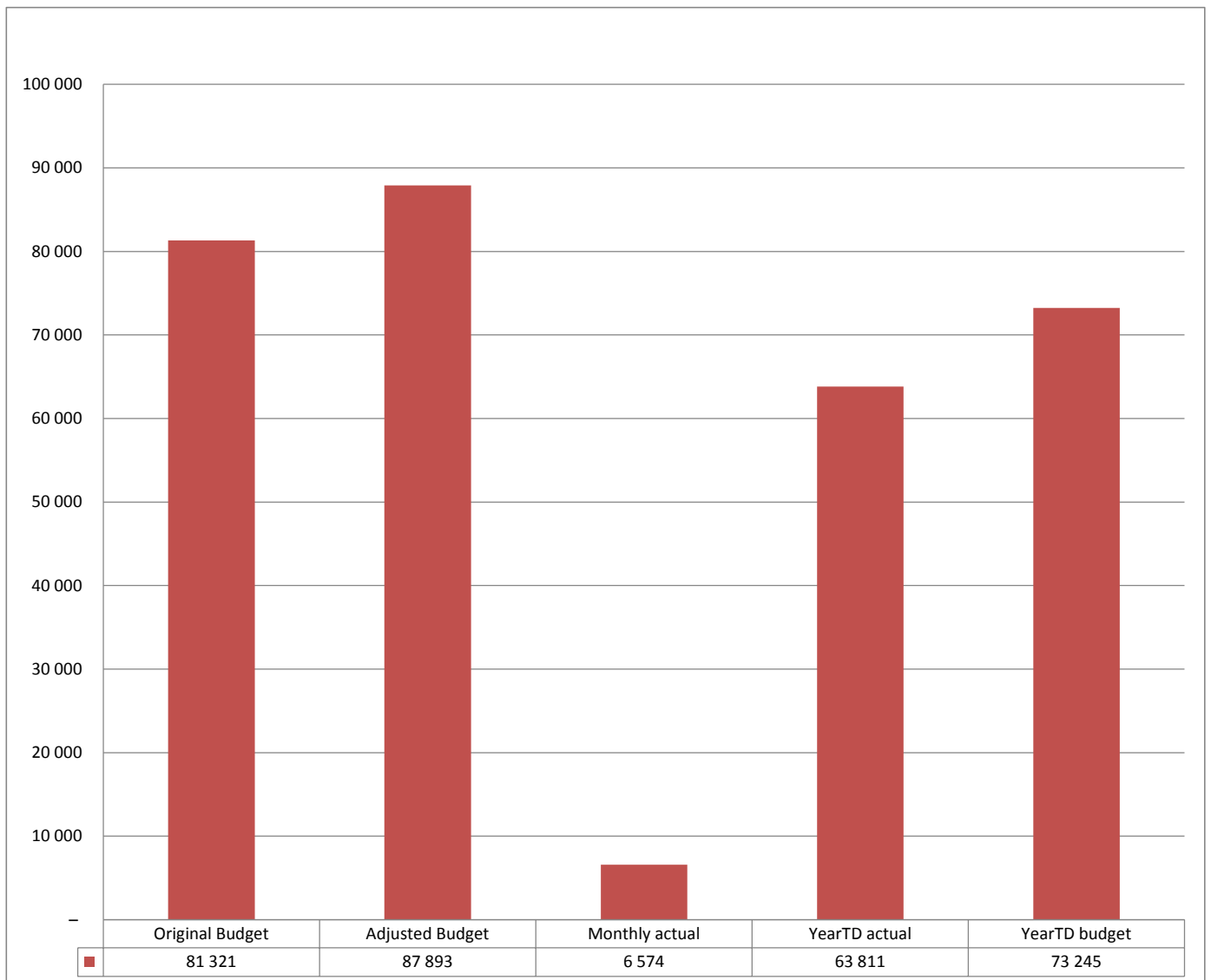
For the period 1 July 2018 to 30 April 2019, 79.26% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2018 to 30 April 2019, is 79.26% van die begrote operasionele inkomste gehef.

TOTAL OPERATIONAL EXPENDITURE

For the period 1 July 2018 to 30 April 2019, 66.79% 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 April 2019, is 66.79% 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 April 2019, 72.6% of the budgeted capital expenditure was incurred.

There is currently also R 15.3 million on order for capital expenditure.

Vir die periode 1 Julie 2018 to 30 April 2019, is 72.6% van die begrote kapitale uitgawes aangegaan.

Daar is tans ook R 15.3 miljoen op bestelling vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 30 April 2019.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M10 April

Description	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
R thousands									
Financial Performance									
Property rates	63 712	70 002	68 191	3 239	62 724	56 826	5 899	10%	68 191
Service charges	306 170	316 407	318 218	29 867	248 109	265 181	(17 073)	-6%	318 218
Investment revenue	8 122	8 198	8 198	576	6 651	6 832	(181)	-3%	8 198
Transfers recognised - operational	93 967	91 069	92 448	201	86 953	77 040	9 912	13%	92 448
Other own revenue	57 662	54 194	55 549	2 198	25 640	46 291	(20 651)	-45%	55 549
transfers and contributions)	529 632	539 869	542 604	36 081	430 076	452 170	(22 094)	-5%	542 604
Employee costs	9 170	177 699	170 311	14 823	142 731	141 926	805	1%	170 311
Remuneration of Councillors	9 170	10 709	10 709	794	7 870	8 924	(1 054)	-12%	10 709
Depreciation & asset impairment	28 699	43 032	45 165	0	12 532	37 638	(25 106)	-67%	45 165
Finance charges	8 675	3 671	8 005	–	398	6 671	(6 273)	-94%	8 005
Materials and bulk purchases	194 879	218 562	214 212	2 879	147 466	178 510	(31 045)	-17%	214 212
Transfers and grants	13 920	14 407	14 383	113	4 940	11 986	(7 046)	-59%	14 383
Other expenditure	251 704	114 264	126 172	8 321	77 400	105 144	(27 744)	-26%	126 172
Total Expenditure	516 217	582 344	588 958	26 929	393 336	490 799	(97 462)	-20%	588 958
Surplus/(Deficit)	13 415	(42 474)	(46 354)	9 152	36 740	(38 629)	75 369	-195%	(46 354)
Transfers recognised - capital	34 777	75 847	73 852	–	22 680	61 543	(38 864)	-63%	73 852
Contributions & Contributed assets	–	–	–	–	–	–	–	–	–
& contributions	48 192	33 372	27 498	9 152	59 420	22 915	36 505	159%	27 498
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–	–	–
Surplus/ (Deficit) for the year	48 192	33 372	27 498	9 152	59 420	22 915	36 505	159%	27 498
Capital expenditure & funds sources									
Capital expenditure	63 800	81 321	87 893	6 574	63 811	73 245	(9 434)	-13%	87 893
Capital transfers recognised	34 183	52 938	52 672	5 402	42 598	43 894	(1 295)	-3%	52 672
Public contributions & donations	–	–	–	–	–	–	–	–	–
Borrowing	3 528	1 550	1 550	16	1 500	1 292	209	16%	1 550
Internally generated funds	26 089	26 833	33 671	1 156	19 712	28 059	(8 347)	-30%	33 671
Total sources of capital funds	63 800	81 321	87 893	6 574	63 811	73 245	(9 434)	-13%	87 893
Financial position									
Total current assets	178 612	65 801	163 630		213 652				213 652
Total non current assets	905 207	38 293	947 706		956 494				956 494
Total current liabilities	77 653	55 489	48 095		96 498				96 498
Total non current liabilities	158 745	15 233	173 993		166 807				166 807
Community wealth/Equity	847 421	33 372	889 248		906 841				906 841
Cash flows									
Net cash from (used) operating	83 978	173 205	66 013	906	95 967	55 011	40 956	74%	66 013
Net cash from (used) investing	(60 010)	(83 247)	(85 599)	20 193	(110 256)	(71 332)	(38 924)	55%	(85 599)
Net cash from (used) financing	(2 795)	3 500	2 640	56	(545)	2 200	(2 745)	-125%	(545)
end	97 506	93 458	80 552	–	82 668	83 376	(708)	-1%	81 417
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	37 576	3 469	3 500	2 830	2 772	2 493	17 657	104 906	175 203
Creditors Age Analysis									
Total Creditors	1 595	1	–	–	–	–	–	–	1 596

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

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M10 April

Description	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
R thousands									
Revenue - Functional									
<i>Governance and administration</i>	85 944	93 204	92 699	4 756	77 091	77 249	(158)	0%	92 699
Finance and administration	85 944	93 204	92 699	4 756	77 091	77 249	(158)	0%	92 699
<i>Community and public safety</i>	101 163	140 845	118 583	441	96 646	98 819	(2 172)	-2%	118 583
Community and social services	80 916	98 728	96 722	228	86 870	80 602	6 268	8%	96 722
Sport and recreation	7 477	9 020	8 981	206	5 676	7 484	(1 808)	-24%	8 981
Public safety	3	6	6	–	3	5	(1)	-31%	6
Housing	12 766	33 091	12 874	8	4 097	10 728	(6 630)	-62%	12 874
<i>Economic and environmental services</i>	32 369	43 682	51 559	65	15 565	42 966	(27 401)	-64%	51 559
Planning and development	1 540	2 510	2 268	65	1 183	1 890	(707)	-37%	2 268
Road transport	30 827	41 160	48 339	–	14 374	40 283	(25 908)	-64%	48 339
Environmental protection	2	12	952	–	8	793	(786)	-99%	952
<i>Trading services</i>	344 933	337 984	353 616	30 612	263 454	294 680	(31 226)	-11%	353 616
Energy sources	209 994	240 206	239 796	23 033	181 238	199 830	(18 592)	-9%	239 796
Water management	67 545	52 679	52 216	3 493	35 474	43 513	(8 039)	-18%	52 216
Waste water management	41 431	22 399	38 077	1 915	25 772	31 731	(5 959)	-19%	38 077
Waste management	25 962	22 700	23 527	2 172	20 971	19 606	1 365	7%	23 527
Total Revenue - Functional	564 409	615 716	616 456	35 874	452 756	513 714	(60 957)	-12%	616 456
Expenditure - Functional									
<i>Governance and administration</i>	88 216	115 817	117 738	8 035	81 665	98 115	(16 451)	-17%	117 738
Executive and council	22 887	27 771	27 680	1 739	18 085	23 067	(4 982)	-22%	27 680
Finance and administration	63 186	85 942	87 904	6 121	61 682	73 253	(11 572)	-16%	87 904
Internal audit	2 144	2 104	2 154	175	1 898	1 795	103	6%	2 154
<i>Community and public safety</i>	70 971	82 467	80 712	4 570	52 750	67 260	(14 510)	-22%	80 712
Community and social services	21 733	25 460	25 209	1 831	18 622	21 007	(2 385)	-11%	25 209
Sport and recreation	23 574	28 896	27 814	1 689	19 226	23 178	(3 952)	-17%	27 814
Public safety	9 196	8 925	8 925	725	7 519	7 438	82	1%	8 925
Housing	16 468	19 186	18 765	325	7 382	15 638	(8 255)	-53%	18 765
<i>Economic and environmental services</i>	62 903	65 573	67 693	3 834	39 866	56 411	(16 545)	-29%	67 693
Planning and development	8 797	10 614	10 651	896	7 060	8 876	(1 816)	-20%	10 651
Road transport	52 785	53 213	54 326	2 814	31 675	45 272	(13 596)	-30%	54 326
Environmental protection	1 321	1 747	2 716	124	1 131	2 264	(1 133)	-50%	2 716
<i>Trading services</i>	293 298	317 593	321 936	10 490	218 435	268 280	(49 845)	-19%	321 936
Energy sources	201 572	224 738	223 182	3 527	153 319	185 985	(32 666)	-18%	223 182
Water management	28 025	28 985	30 067	1 797	19 657	25 056	(5 399)	-22%	30 067
Waste water management	28 364	29 256	29 139	2 036	20 911	24 283	(3 372)	-14%	29 139
Waste management	35 338	34 615	39 548	3 129	24 548	32 957	(8 409)	-26%	39 548
<i>Other</i>	828	893	878	–	621	732	(111)	-15%	878
Total Expenditure - Functional	516 217	582 344	588 958	26 929	393 336	490 799	(97 462)	-20%	588 958
Surplus/ (Deficit) for the year	48 192	33 372	27 498	8 945	59 420	22 915	36 505		27 498

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

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M10 April

Description	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
R thousands								%	
Revenue - Functional									
Municipal governance and administration	85 944	93 204	92 699	4 756	77 091	77 249	(158)	0%	92 699
Finance and administration	85 944	93 204	92 699	4 756	77 091	77 249	(158)	0%	92 699
Administrative and Corporate Support	0	8	8	1	1	7	(5)	-81%	8
Budget and Treasury Office	6 882	5 442	5 292	383	2 754	4 410	(1 657)	-38%	5 292
Finance	78 169	87 149	86 694	4 183	73 871	72 245	1 626	2%	86 694
Human Resources	212	585	585	183	394	487	(94)	-19%	585
Marketing, Customer Relations, Publicity and Media	–	4	104	–	28	87	(58)	-67%	104
Supply Chain Management	682	16	16	6	43	13	30	223%	16
Community and public safety	101 163	140 845	118 583	441	96 646	98 819	(2 172)	-2%	118 583
Community and social services	80 916	98 728	96 722	228	86 870	80 602	6 268	8%	96 722
Aged Care	72 016	88 298	86 352	169	86 201	71 960	14 241	20%	86 352
Cemeteries, Funeral Parlours and	246	210	210	12	181	175	6	3%	210
Community Halls and Facilities	525	814	814	37	420	679	(258)	-38%	814
Libraries and Archives	8 130	9 406	9 346	11	68	7 789	(7 721)	-99%	9 346
Sport and recreation	7 477	9 020	8 981	206	5 676	7 484	(1 808)	-24%	8 981
Recreational Facilities	7 347	8 575	8 575	195	5 581	7 146	(1 564)	-22%	8 575
Sports Grounds and Stadiums	130	446	406	11	95	339	(244)	-72%	406

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		Full Year Forecast
R thousands									
Public safety	3	6	6	–	3	5	(1)	-31%	6
<i>Fire Fighting and Protection</i>	3	6	6	–	3	5	(1)	-31%	6
Housing	12 766	33 091	12 874	8	4 097	10 728	(6 630)	-62%	12 874
<i>Housing</i>	12 766	33 091	12 874	8	4 097	10 728	(6 630)	-62%	12 874
Economic and environmental services	32 369	43 682	51 559	65	15 565	42 966	(27 401)	-64%	51 559
Planning and development	1 540	2 510	2 268	65	1 183	1 890	(707)	-37%	2 268
<i>Economic Development/Planning</i>	295	288	577	–	–	481	(481)	-100%	577
<i>Town Planning, Building Regulations and Enforcement</i>	1 233	1 691	1 691	65	1 183	1 409	(226)	-16%	1 691
<i>Project Management Unit</i>	11	531	–	–	–	–	–		–
Road transport	30 827	41 160	48 339	–	14 374	40 283	(25 908)	-64%	48 339
<i>Police Forces, Traffic and Street Parking</i>	26 637	26 166	26 166		4 817	21 805	(16 988)	-78%	26 166
<i>Roads</i>	4 189	14 993	22 173	–	9 557	18 477	(8 920)	-48%	22 173
Environmental protection	2	12	952	–	8	793	(786)	-99%	952
<i>Biodiversity and Landscape</i>	2	12	952	–	8	793	(786)	-99%	952
Trading services	344 933	337 984	353 616	30 612	263 454	294 680	(31 226)	-11%	353 616
Energy sources	209 994	240 206	239 796	23 033	181 238	199 830	(18 592)	-9%	239 796
<i>Electricity</i>	209 994	238 858	239 081	23 033	181 134	199 234	(18 100)	-9%	239 081
<i>Street Lighting and Signal Systems</i>	–	1 348	715	–	103	596	(492)	-83%	715
Water management	67 545	52 679	52 216	3 493	35 474	43 513	(8 039)	-18%	52 216
<i>Water Distribution</i>	67 545	52 679	52 216	3 493	35 474	43 513	(8 039)	-18%	52 216
Waste water management	41 431	22 399	38 077	1 915	25 772	31 731	(5 959)	-19%	38 077
<i>Sewerage</i>	39 642	18 266	25 996	1 915	23 230	21 663	1 567	7%	25 996
<i>Storm Water Management</i>	1 789	4 133	12 082	–	2 541	10 068	(7 527)	-75%	12 082
Waste management	25 962	22 700	23 527	2 172	20 971	19 606	1 365	7%	23 527
<i>Solid Waste Removal</i>	25 962	22 700	23 527	2 172	20 971	19 606	1 365	7%	23 527
Total Revenue - Functional	564 409	615 716	616 456	35 874	452 756	513 714	(60 957)	-12%	616 456

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M10 April

Description	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
R thousands									
Expenditure - Functional									
Municipal governance and administration	88 216	115 817	117 738	8 035	81 665	98 115	(16 451)	-17%	117 738
Executive and council	22 887	27 771	27 680	1 739	18 085	23 067	(4 982)	-22%	27 680
Mayor and Council	13 781	17 908	18 128	1 130	11 790	15 106	(3 316)	-22%	18 128
Municipal Manager, Town Secretary and Chief Execut	9 106	9 863	9 553	609	6 295	7 960	(1 666)	-21%	9 553
Finance and administration	63 186	85 942	87 904	6 121	61 682	73 253	(11 572)	-16%	87 904
Administrative and Corporate Support	8 010	6 682	11 175	920	8 003	9 313	(1 310)	-14%	11 175
Asset Management	59	6 288	1 595	2	14	1 329	(1 315)	-99%	1 595
Budget and Treasury Office	9 631	16 913	17 982	390	9 779	14 985	(5 206)	-35%	17 982
Finance	10 169	13 476	13 550	1 438	12 924	11 292	1 632	14%	13 550
Fleet Management	1 756	3 122	2 673	239	2 149	2 228	(79)	-4%	2 673
Human Resources	17 485	19 167	19 722	1 866	16 335	16 435	(100)	-1%	19 722
Information Technology	2 056	3 179	3 930	157	2 118	3 275	(1 157)	-35%	3 930
Legal Services	1 780	2 248	2 344	335	1 991	1 953	38	2%	2 344
Marketing, Customer Relations, Publicity and Media	3 055	3 580	3 719	219	2 479	3 099	(621)	-20%	3 719
Property Services	3 554	3 334	3 336	46	1 078	2 780	(1 702)	-61%	3 336
Risk Management	3	407	407	-	16	339	(322)	-95%	407
Supply Chain Management	4 869	5 844	5 768	486	4 372	4 807	(435)	-9%	5 768
Valuation Service	758	1 703	1 703	23	423	1 419	(996)	-70%	1 703
Internal audit	2 144	2 104	2 154	175	1 898	1 795	103	6%	2 154
Governance Function	2 144	2 104	2 154	175	1 898	1 795	103	6%	2 154
Community and public safety	70 971	82 467	80 712	4 570	52 750	67 260	(14 510)	-22%	80 712
Community and social services	21 733	25 460	25 209	1 831	18 622	21 007	(2 385)	-11%	25 209
Aged Care	4 541	4 298	3 981	384	3 895	3 318	578	17%	3 981
Cemeteries, Funeral Parlours and	2 581	3 272	3 231	277	2 354	2 692	(338)	-13%	3 231
Child Care Facilities	26	771	771	-	2	643	(641)	-100%	771
Community Halls and Facilities	5 441	5 903	5 886	417	4 362	4 905	(542)	-11%	5 886
Disaster Management	57	56	71	11	34	59	(25)	-42%	71
Education	8	661	661	-	4	551	(547)	-99%	661
Libraries and Archives	9 079	10 499	10 608	742	7 970	8 840	(870)	-10%	10 608
Sport and recreation	23 574	28 896	27 814	1 689	19 226	23 178	(3 952)	-17%	27 814
Community Parks (including Nurseries)	5 591	6 678	6 653	522	4 745	5 544	(800)	-14%	6 653
Recreational Facilities	13 592	17 469	16 299	860	10 961	13 582	(2 621)	-19%	16 299
Sports Grounds and Stadiums	4 391	4 748	4 861	307	3 520	4 051	(531)	-13%	4 861
Public safety	9 196	8 925	8 925	725	7 519	7 438	82	1%	8 925
Fire Fighting and Protection	9 196	8 925	8 925	725	7 519	7 438	82	1%	8 925
Housing	16 468	19 186	18 765	325	7 382	15 638	(8 255)	-53%	18 765
Housing	16 143	17 593	17 170	316	7 211	14 308	(7 097)	-50%	17 170
Informal Settlements	325	1 594	1 596	9	171	1 330	(1 159)	-87%	1 596

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	YearTD budget
R thousands								%	
Economic and environmental services	62 903	65 573	67 693	3 834	39 866	56 411	(16 545)	-29%	67 693
Planning and development	8 797	10 614	10 651	896	7 060	8 876	(1 816)	-20%	10 651
<i>Corporate Wide Strategic Planning (IDPs,</i>	1 761	2 308	2 304	228	1 393	1 920	(527)	-27%	2 304
<i>Economic Development/Planning</i>	1 921	2 215	2 585	100	1 051	2 154	(1 103)	-51%	2 585
<i>Town Planning, Building Regulations and Enforcement</i>	3 637	3 748	3 904	440	3 320	3 254	66	2%	3 904
<i>Project Management Unit</i>	1 479	2 342	1 857	130	1 296	1 548	(252)	-16%	1 857
Road transport	52 785	53 213	54 326	2 814	31 675	45 272	(13 596)	-30%	54 326
<i>Police Forces, Traffic and Street Parking</i>	31 375	28 142	28 141	1 441	13 683	23 451	(9 768)	-42%	28 141
<i>Roads</i>	21 410	25 071	26 185	1 373	17 993	21 821	(3 828)	-18%	26 185
Environmental protection	1 321	1 747	2 716	124	1 131	2 264	(1 133)	-50%	2 716
<i>Biodiversity and Landscape</i>	388	1 747	2 716	124	452	2 264	(1 811)	-80%	2 716
<i>Pollution Control</i>	934	–	–	–	679	–	679		–
Trading services	293 298	317 593	321 936	10 490	218 435	268 280	(49 845)	-19%	321 936
Energy sources	201 572	224 738	223 182	3 527	153 319	185 985	(32 666)	-18%	223 182
<i>Electricity</i>	199 399	222 463	220 258	3 269	151 257	183 548	(32 291)	-18%	220 258
<i>Street Lighting and Signal Systems</i>	2 173	2 275	2 924	258	2 062	2 437	(375)	-15%	2 924
Water management	28 025	28 985	30 067	1 797	19 657	25 056	(5 399)	-22%	30 067
<i>Water Treatment</i>	34	1 458	1 458	2	18	1 215	(1 198)	-99%	1 458
<i>Water Distribution</i>	25 401	23 935	25 267	1 789	17 749	21 056	(3 307)	-16%	25 267
<i>Water Storage</i>	2 590	3 592	3 341	6	1 890	2 784	(894)	-32%	3 341
Waste water management	28 364	29 256	29 139	2 036	20 911	24 283	(3 372)	-14%	29 139
<i>Public Toilets</i>	1 363	1 660	1 658	117	1 172	1 382	(210)	-15%	1 658
<i>Sewerage</i>	20 919	19 661	19 753	1 491	14 689	16 461	(1 772)	-11%	19 753
<i>Storm Water Management</i>	6 049	5 621	5 413	429	5 045	4 510	535	12%	5 413
<i>Waste Water Treatment</i>	33	2 315	2 315	–	4	1 929	(1 925)	-100%	2 315
Waste management	35 338	34 615	39 548	3 129	24 548	32 957	(8 409)	-26%	39 548
<i>Solid Waste Disposal (Landfill Sites)</i>	8 543	10 735	15 910	562	3 639	13 258	(9 619)	-73%	15 910
<i>Solid Waste Removal</i>	25 366	22 639	22 397	2 416	19 528	18 664	864	5%	22 397
<i>Street Cleaning</i>	1 429	1 241	1 241	152	1 381	1 034	347	34%	1 241
Other	828	893	878	–	621	732	(111)	-15%	878
Licensing and Regulation	60	87	72	–	17	60	(44)	-73%	72
Tourism	768	806	806	–	604	671	(67)	-10%	806
Total Expenditure - Functional	516 217	582 344	588 958	26 929	393 336	490 799	(97 462)	-20%	588 958
Surplus/ (Deficit) for the year	48 192	33 372	27 498	8 945	59 420	22 915	36 505	159%	27 498

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

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M10 April

Vote Description	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
R thousands									
Revenue by Vote									
Vote 1 - Financial Services	83 282	89 434	88 829	4 381	74 670	74 024	646	0.9%	88 829
Vote 2 - Community Services	128 355	167 972	146 937	705	101 755	122 448	(20 692)	-16.9%	146 937
Vote 3 - Corporate Services	212	597	697	184	423	581	(157)	-27.1%	697
Vote 4 - Technical Services	352 005	356 363	379 174	30 766	275 456	315 978	(40 522)	-12.8%	379 174
Vote 5 - Municipal Manager	554	1 350	819	45	451	683	(232)	-33.9%	819
Total Revenue by Vote	564 409	615 716	616 456	36 081	452 756	513 714	(60 957)	-11.9%	616 456
Vote 1 - Financial Services	27 219	45 537	41 742	2 416	28 531	34 785	(6 254)	-18.0%	41 742
Vote 2 - Community Services	106 806	115 777	115 285	6 220	68 556	96 070	(27 514)	-28.6%	115 285
Vote 3 - Corporate Services	50 721	56 641	62 795	4 533	44 110	52 329	(8 219)	-15.7%	62 795
Vote 4 - Technical Services	321 647	351 143	356 400	12 682	243 285	297 000	(53 715)	-18.1%	356 400
Vote 5 - Municipal Manager	9 824	13 246	12 737	1 079	8 854	10 614	(1 761)	-16.6%	12 737
Total Expenditure by Vote	516 217	582 344	588 958	26 929	393 336	490 799	(97 462)	-19.9%	588 958
Surplus/ (Deficit) for the year	48 192	33 372	27 498	9 152	59 420	22 915	36 505	159.3%	27 498

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

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M10 April

Description	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
R thousands									
Revenue By Source									
Property rates	63 712	70 002	68 191	3 239	62 724	56 826	5 899	10%	68 191
Service charges - electricity revenue	210 359	235 714	235 937	23 057	181 177	196 614	(15 437)	-8%	235 937
Service charges - water revenue	45 429	41 882	42 180	3 117	28 963	35 150	(6 187)	-18%	42 180
Service charges - sanitation revenue	26 997	17 387	18 116	1 782	18 944	15 097	3 846	25%	18 116
Service charges - refuse revenue	23 384	21 424	21 985	1 911	19 026	18 321	705	4%	21 985
Service charges - other	–	–	–	–	–	–	–	–	–
Rental of facilities and equipment	5 990	10 198	10 198	282	4 514	8 498	(3 984)	-47%	10 198
Interest earned - external investments	8 122	8 198	8 198	576	6 651	6 832	(181)	-3%	8 198
Interest earned - outstanding debtors	10 927	7 284	7 284	918	8 446	6 070	2 376	39%	7 284
Dividends received	–	4	4	–	–	3	(3)	-100%	4
Fines, penalties and forfeits	22 002	18 904	18 904	12	1 184	15 754	(14 570)	-92%	18 904
Licences and permits	1 164	155	155	55	893	129	764	590%	155
Agency services	3 586	8 378	8 378	147	2 891	6 981	(4 091)	-59%	8 378
Transfers recognised - operational	93 967	91 069	92 448	201	86 953	77 040	9 912	13%	92 448
Other revenue	13 993	9 271	10 626	783	7 712	8 855	(1 143)	-13%	10 626
Gains on disposal of PPE	–	–	–	–	–	–	–	–	–
Total Revenue (excluding capital transfers and contributions)	529 632	539 869	542 604	36 081	430 076	452 170	(22 094)	-5%	542 604
Expenditure By Type									
Employee related costs	155 415	177 699	170 311	14 823	142 731	141 926	805	1%	170 311
Remuneration of councillors	9 170	10 709	10 709	794	7 870	8 924	(1 054)	-12%	10 709
Debt impairment	35 513	22 219	22 219	2 211	15 705	18 516	(2 811)	-15%	22 219
Depreciation & asset impairment	28 699	43 032	45 165	0	12 532	37 638	(25 106)	-67%	45 165
Finance charges	8 675	3 671	8 005	–	398	6 671	(6 273)	-94%	8 005
Bulk purchases	179 705	197 541	197 541	1 577	135 722	164 617	(28 896)	-18%	197 541
Other materials	15 173	21 021	16 672	1 302	11 744	13 893	(2 149)	-15%	16 672
Contracted services	36 101	41 902	52 299	3 207	28 828	43 583	(14 755)	-34%	52 299
Transfers and grants	13 920	14 407	14 383	113	4 940	11 986	(7 046)	-59%	14 383
Other expenditure	33 845	50 142	51 654	2 903	32 867	43 045	(10 178)	-24%	51 654
Loss on disposal of PPE	–	–	–	–	–	–	–	–	–
Total Expenditure	516 217	582 344	588 958	26 929	393 336	490 799	(97 462)	-20%	588 958
Surplus/(Deficit)	13 415	(42 474)	(46 354)	9 152	36 740	(38 629)	75 369	(0)	(46 354)
Transfers recognised - capital	34 777	75 847	73 852	–	22 680	61 543	(38 864)	(0)	73 852
Contributions recognised - capital	–	–	–	–	–	–	–	–	–
Contributed assets	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after capital transfers & contributions	48 192	33 372	27 498	9 152	59 420	22 915			27 498
Surplus/(Deficit) attributable to Share of surplus/ (deficit) of associate	48 192	33 372	27 498	9 152	59 420	22 915			27 498
Surplus/ (Deficit) for the year	48 192	33 372	27 498	9 152	59 420	22 915			27 498

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) - M10 April

Vote Description	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
R thousands								%	
<u>Multi-Year expenditure appropriation</u>									
Vote 2 - Community Services	–	650	460	–	6	383	(377)	-98%	460
Vote 4 - Technical Services	14 570	45 777	45 766	5 183	34 638	38 139	(3 501)	-9%	45 766
Total Capital Multi-year expenditure	14 570	46 427	46 226	5 183	34 644	38 522	(3 878)	-10%	46 226
<u>Single Year expenditure appropriation</u>									
Vote 1 - Financial Services	215	180	242	55	158	202	(44)	-22%	242
Vote 2 - Community Services	5 950	4 282	5 960	421	1 759	4 967	(3 208)	-65%	5 960
Vote 3 - Corporate Services	1 257	970	1 069	34	634	891	(257)	-29%	1 069
Vote 4 - Technical Services	41 782	29 312	34 266	881	26 615	28 555	(1 940)	-7%	34 266
Vote 5 - Municipal Manager	27	150	130	–	1	108	(107)	-99%	130
Total Capital single-year expenditure	49 231	34 894	41 668	1 391	29 167	34 723	(5 556)	-16%	41 668
Total Capital Expenditure	63 800	81 321	87 893	6 574	63 811	73 245	(9 434)	-13%	87 893

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M10 April

Vote Description	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
R thousands									
Capital Expenditure - Standard Classification									
<i>Governance and administration</i>	1 576	1 340	2 583	99	864	2 153	(1 289)	-60%	2 583
Executive and council	279	250	1 492	35	185	1 243	(1 058)	-85%	1 492
Finance and administration	1 297	1 090	1 091	64	678	909	(231)	-25%	1 091
<i>Community and public safety</i>	3 586	3 402	4 358	419	1 585	3 632	(2 047)	-56%	4 358
Community and social services	645	1 000	1 054	124	181	878	(697)	-79%	1 054
Sport and recreation	2 034	2 402	3 304	295	1 404	2 754	(1 349)	-49%	3 304
Public safety	549	-	-	-	-	-	-	-	-
Housing	359	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>	11 560	29 788	35 450	1 920	30 850	29 542	1 308	4%	35 450
Planning and development	31	20	531	2	154	443	(289)	-65%	531
Road transport	11 529	28 268	33 419	1 918	30 697	27 849	2 847	10%	33 419
Environmental protection	-	1 500	1 500	-	-	1 250	(1 250)	-100%	1 500
<i>Trading services</i>	47 078	46 791	45 502	4 137	30 511	37 918	(7 407)	-20%	45 502
Energy sources	4 728	11 654	11 250	626	6 638	9 375	(2 737)	-29%	11 250
Water management	22 269	14 746	10 016	1 381	7 916	8 347	(431)	-5%	10 016
Waste water management	16 820	19 219	23 064	2 114	14 933	19 220	(4 287)	-22%	23 064
Waste management	3 261	1 171	1 171	16	1 024	976	48	5%	1 171
Total Capital Expenditure - Standard Classification	63 800	81 321	87 893	6 574	63 811	73 245	(9 434)	-13%	87 893
Funded by:									
National Government	20 014	33 070	23 505	1 646	16 719	19 588	(2 869)	-15%	23 505
Provincial Government	14 170	19 569	28 406	3 757	25 423	23 672	1 751	7%	28 406
District Municipality	-	300	761	-	457	634	(177)	-28%	761
Transfers recognised - capital	34 183	52 938	52 672	5 402	42 598	43 894	(1 295)	-3%	52 672
Borrowing	3 528	1 550	1 550	16	1 500	1 292	209	16%	1 550
Internally generated funds	26 089	26 833	33 671	1 156	19 712	28 059	(8 347)	-30%	33 671
Total Capital Funding	63 800	81 321	87 893	6 574	63 811	73 245	(9 434)	-13%	87 893

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

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M10 April

Description	2017/18	Budget Year 2018/19			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
<u>ASSETS</u>					
Current assets					
Cash	97 506	83 129	80 552	82 678	82 678
Call investment deposits	–	47	47	43 000	43 000
Consumer debtors	57 003	(33 750)	52 542	70 413	70 413
Other debtors	12 701	14 940	14 940	4 825	4 825
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 402	1 435	15 551	12 737	12 737
Total current assets	178 612	65 801	163 630	213 652	213 652
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	899 316	907 776	907 776
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	947 706	956 494	956 494
TOTAL ASSETS	1 083 819	104 095	1 111 336	1 170 146	1 170 146
<u>LIABILITIES</u>					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	6 418	–	6 418	6 929	6 929
Trade and other payables	53 808	46 998	15 760	75 250	75 250
Provisions	17 426	8 491	25 917	14 320	14 320
Total current liabilities	77 653	55 489	48 095	96 498	96 498
Non current liabilities					
Borrowing	4 175	2 200	6 389	2 557	2 557
Provisions	154 570	13 033	167 603	164 251	164 251
Total non current liabilities	158 745	15 233	173 993	166 807	166 807
TOTAL LIABILITIES	236 399	70 723	222 088	263 305	263 305
NET ASSETS	847 421	33 372	889 248	906 841	906 841
<u>COMMUNITY WEALTH/EQUITY</u>					
Accumulated Surplus/(Deficit)	837 066	33 372	878 894	896 486	896 486
Reserves	10 355	–	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	847 421	33 372	889 248	906 841	906 841

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

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M10 April

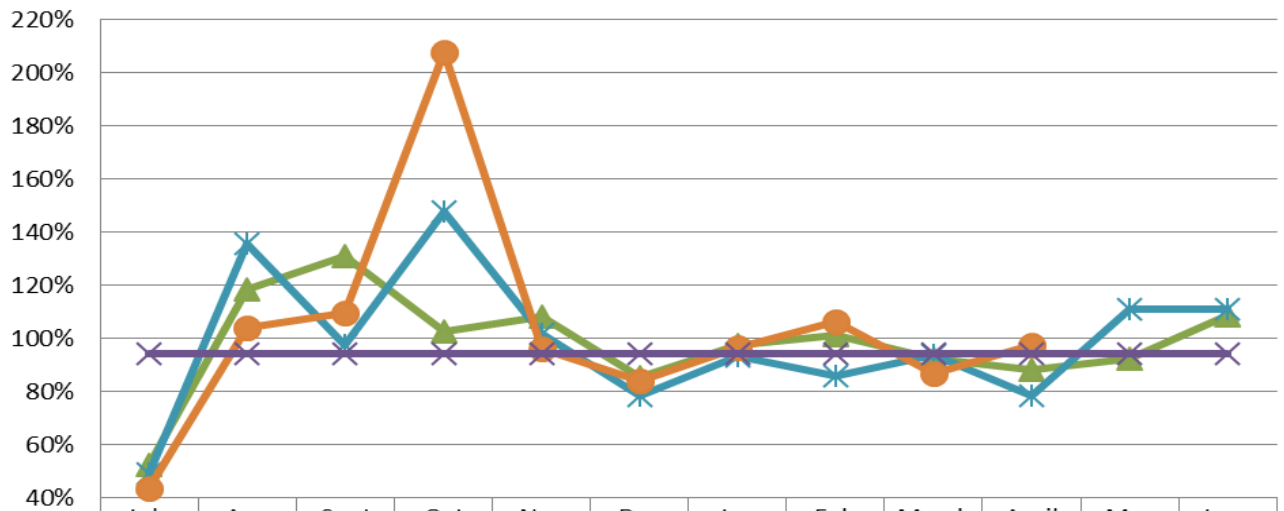
Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	63 592	61 689	66 502	3 691	61 229	55 418	5 811	10%	66 502
Service charges	308 615	291 601	300 586	33 747	276 512	250 489	26 023	10%	300 586
Other revenue	–	17 246	22 414	2 459	17 698	18 678	(980)	-5%	22 414
Government - operating	132 666	97 846	98 828	119	102 797	82 356	20 440	25%	98 828
Government - capital	–	63 230	60 133	5 757	62 188	50 111	12 077	24%	60 133
Interest	19 166	13 112	8 176	576	6 652	6 813	(161)	-2%	8 176
Dividends									
Payments									
Suppliers and employees	(424 386)	(369 994)	(489 132)	(45 332)	(425 993)	(407 610)	18 384	-5%	(489 132)
Finance charges	(15 676)	(938)	(906)	–	(150)	(755)	(605)	80%	(906)
Transfers and Grants	–	(587)	(587)	(113)	(4 964)	(489)	4 475	-914%	(587)
NET CASH FROM/(USED) OPERATING ACTIVITIES	83 978	173 205	66 013	906	95 967	55 011	85 464	155%	66 013
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	–	–	–	27 000	(43 000)	–	(43 000)	–	–
Payments									
Capital assets	(63 800)	(83 247)	(85 599)	(6 807)	(67 256)	(71 332)	(4 076)	6%	(85 599)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(60 010)	(83 247)	(85 599)	20 193	(110 256)	(71 332)	38 924	-55%	(85 599)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing	–	3 500	3 500	–	–	2 917	(2 917)	-100%	3 500
Increase (decrease) in consumer deposits	1 023	–	–	56	639	–	639	–	–
Payments									
Repayment of borrowing	(3 818)	–	(860)	–	(1 184)	(717)	467	-65%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	(2 795)	3 500	2 640	56	(545)	2 200	2 745	125%	(545)
NET INCREASE/ (DECREASE) IN CASH HELD	21 173	93 458	(16 945)	21 155	(14 834)	(14 121)			(16 085)
Cash/cash equivalents at beginning:	76 333	–	97 497		97 502	97 497			97 502
Cash/cash equivalents at month/year end:	97 506	93 458	80 552		82 668	83 376			81 417

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

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M10 April

Description		NT Code	Budget Year 2018/19									Total over 90 days
			0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	
R thousands												
Debtors Age Analysis By Income Source												
Water	1200	8 579	1 166	1 327	918	998	801	6 102	32 155	52 047	40 975	
Electricity	1300	16 545	405	400	213	204	187	1 116	1 744	20 814	3 464	
Property Rates	1400	3 915	409	317	238	216	204	2 771	12 198	20 269	15 628	
Waste Water Management	1500	4 911	656	642	673	578	560	3 194	15 540	26 754	20 545	
Waste Management	1600	5 647	712	667	635	603	566	2 994	16 925	28 749	21 723	
Property Rental Debtors	1700	137	18	17	17	16	16	91	607	918	746	
Interest on Arrear Accounts	1810	1 487	79	105	109	130	131	1 206	24 837	28 083	26 412	
Recoverable expenditure	1820	-	-	-	-	-	-	-	-	-	-	
Other	1900	(3 645)	22	26	28	27	29	184	899	(2 430)	1 166	
Total By Income Source	2000	37 576	3 469	3 500	2 830	2 772	2 493	17 657	104 906	175 203	130 658	
2017/18 - totals only										-	-	
Debtors Age Analysis By Customer Group												
Organs of State	2200	541	167	83	49	49	49	899	2 695	4 533	3 742	
Commercial	2300	14 930	591	582	329	283	252	2 209	7 014	26 189	10 085	
Households	2400	20 830	2 440	2 572	2 247	2 266	1 999	13 263	86 183	131 800	105 959	
Other	2500	1 276	271	264	205	173	193	1 286	9 015	12 682	10 872	
Total By Customer Group	2600	37 576	3 469	3 500	2 830	2 772	2 493	17 657	104 906	175 203	130 658	

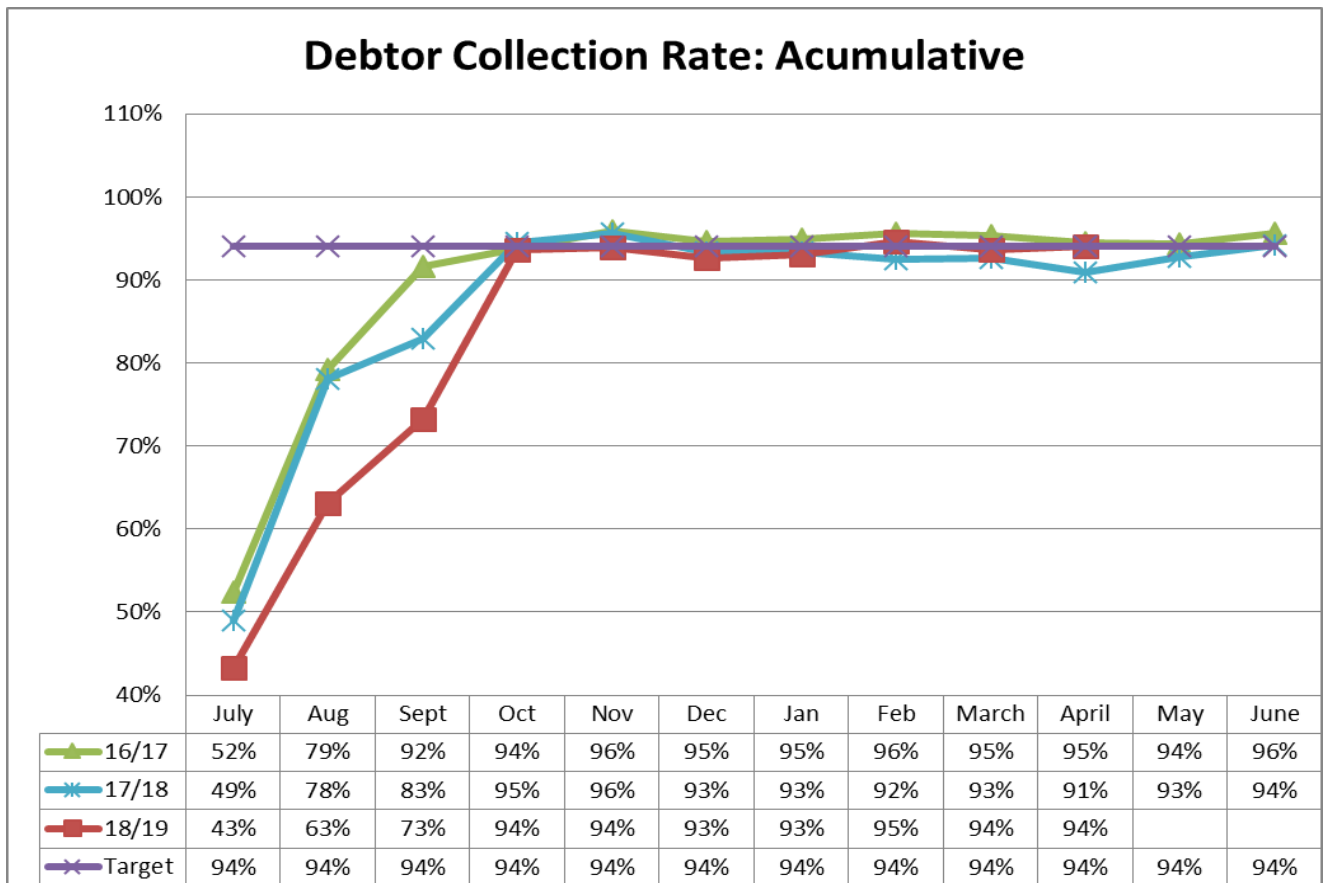
Debtor Collection Rate per Month



	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%	104%	109%	208%	96%	84%	97%	106%	87%	98%		
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate the collection against targets set for the relevant months. The target for the month is 94% while the actual figure for April 2019 amounts to 98% in comparison to the previous year 78%.

Die doel van hierdie grafiek is om die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir April 2019 – 98 % beloop in vergelyking met die vorige jaar 78 %.



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 - M10 April

Woozz Witzberg - Supporting Table 004 Monthly Budget Statement - aged creditors - 11th Aprn										
Description	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
R thousands										
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	87	-	-	-	-	-	-	-	87
Bulk Water	0200	-	-	-	-	-	-	-	-	-
PAYE deductions	0300	-	-	-	-	-	-	-	-	-
VAT (output less input)	0400	-	-	-	-	-	-	-	-	-
Pensions / Retirement deductions	0500	-	-	-	-	-	-	-	-	-
Loan repayments	0600	-	-	-	-	-	-	-	-	-
Trade Creditors	0700	1 508	1	-	-	-	-	-	-	1 510
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	1 595	1	-	-	-	-	-	-	1 596

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M10 April

Investments by maturity Name of institution & investment ID R thousands	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
	Yrs/Months							
<u>Municipality</u>								
ABSA	-	-	-	-		-	-	0
Investec	-	-	-	-		-	-	20 000
Nedbank	-	-	-	-		-	-	23 000
Standard Bank	-	-	-	-		-	-	(0)
FNB	-	-	-	-		-	-	(0)
	-	-	-	-		-	-	-
TOTAL INVESTMENTS AND INTEREST				-		-	-	43 000

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are recognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M10 April

Description	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
R thousands									
RECEIPTS:									
Operating Transfers and Grants									
National Government:	–	88 231	87 752	201	86 946	73 127	13 819	18.9%	87 752
Equitable Share	–	84 602	84 602	–	84 584	70 502	14 082	20.0%	84 602
Local Government Financial Management Grant (S	–	1 550	1 400	32	752	1 167	(415)	-35.6%	1 400
Expanded Public Works Programme Integrated Gra	–	1 548	1 750	168	1 610	1 458	152	10.4%	1 750
Municipal Infrastructure Grant [Schedule 5B]	–	531	–	–	–	–	–	–	–
Provincial Government:	–	45 019	22 193	0	4 036	18 494	(14 458)	-78.2%	22 193
Housing	–	32 839	12 621	–	4 029	10 518	(6 488)	-61.7%	12 621
Financial Management	–	360	360	–	0	300	(300)	-100.0%	360
Financial Management Support Grant	–	330	330	–	–	275	(275)	-100.0%	330
Libraries, Archives and Museum	–	9 342	8 882	–	–	7 402	(7 402)	-100.0%	8 882
Community Development Workers	–	148	–	–	6	–	6	–	–
Regional Socio-economic Project/Violence Prevent	–	2 000	–	0	0	–	0	–	–
District Municipality:	–	–	600	–	–	500	(500)	-100.0%	600
Other grant providers:	–	576	4 065	–	–	417	(417)	-100.0%	4 065
Water Drought Support	–	–	500	–	–	417	(417)	-100.0%	500
Other grant providers:	–	288	1 783	–	–	–	–	–	1 783
Belguim Grant	–	288	1 083	–	–	–	–	–	1 083
Table Mountain Fund	–	–	700	–	–	–	–	–	700
Total Operating Transfers and Grants	–	133 826	114 011	201	90 982	92 038	(1 056)	-1.1%	114 011
National Government:	–	31 235	23 505	–	6 151	19 588	(13 437)	-68.6%	23 505
Municipal Infrastructure Grant [Schedule 5B]	–	18 626	19 157	–	5 945	15 964	(10 019)	-62.8%	19 157
Regional Bulk Infrastructure Grant (Schedule 5B)	–	8 261	–	–	–	–	–	–	–
Integrated National Electrification Programme (Mun	–	4 348	4 348	–	205	3 623	(3 418)	-94.3%	4 348
Provincial Government:	–	300	26 424	–	12 500	21 803	(9 303)	-42.7%	26 424
Housing	–	–	26 164	–	12 500	21 803	(9 303)	-42.7%	26 164
Sport & Recreation	–	300	261	–	–	–	–	–	261
Total Capital Transfers and Grants	–	31 535	49 930	–	18 651	41 391	(22 740)	-54.9%	49 930
TOTAL RECEIPTS OF TRANSFERS & GRANTS	–	165 361	163 940	201	109 632	133 428	(23 796)	-17.8%	163 940

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

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M10 April

Description	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
R thousands									
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	62 092	88 231	87 752	201	86 946	73 127	13 819	18.9%	87 752
Equitable Share	59 438	84 602	84 602	–	84 584	70 502	14 082	20.0%	84 602
Local Government Financial Management Grant	1 161	1 550	1 400	32	752	1 167	(415)	-35.6%	1 400
Expanded Public Works Programme Integrated G	1 493	1 548	1 750	168	1 610	1 458	152	10.4%	1 750
Municipal Infrastructure Grant [Schedule 5B]	–	531	–	–	–	–	–		–
Other transfers and grants [insert description]	–	–	–	–	–	–	–		–
Provincial Government:	158	46 862	24 036	0	4 036	20 030	(15 994)	-79.9%	24 036
Housing	–	32 839	12 621	–	4 029	10 518	(6 488)	-61.7%	12 621
Financial Management	–	360	360	–	0	300	(300)	-100.0%	360
Financial Management Support Grant	120	330	330	–	–	275	(275)	-100.0%	330
Replacement Funding for most vulnerable B3 mu	38	–	–	–	–	–	–		–
Libraries, Archives and Museum	–	9 342	8 882	–	–	7 402	(7 402)	-100.0%	8 882
Community Development Workers	–	148	–	–	6	–	6	#DIV/0!	–
Maintenance of Main Roads	–	1 843	1 843	–	–	1 536	(1 536)	-100.0%	1 843
Regional Socio-economic Project/Violence Preve	–	2 000	–	0	0	–	0		–
District Municipality:	–	–	600	–	–	500	(500)	-100.0%	600
Tourism	–	–	100	–	–	83	(83)	-100.0%	100
Water Drought Support	–	–	500	–	–	417	(417)	-100.0%	500
Other grant providers:	–	288	1 783	–	–	–	–		1 783
Belguim Grant	–	288	1 083	–	–	–	–		1 083
Table Mountain Fund	–	–	700	–	–	–	–		700
Total operating expenditure of Transfers and Grants	62 249	135 381	114 171	201	90 982	93 656	(2 675)	-2.9%	114 171
Capital expenditure of Transfers and Grants									
National Government:	20 002	31 235	23 505	–	6 151	19 588	(13 437)	-68.6%	23 505
Municipal Infrastructure Grant [Schedule 5B]	19 941	18 626	19 157	–	5 945	15 964	(10 019)	-62.76%	19 157
Regional Bulk Infrastructure Grant (Schedule 5B)	61	8 261	–	–	–	–	–		–
Integrated National Electrification Programme (Mu	–	4 348	4 348	–	205	3 623	(3 418)	-94.33%	4 348
Other capital transfers [insert description]	–	–	–	–	–	–	–		–
Provincial Government:	–	300	26 424	–	12 500	21 803	(9 303)	-42.7%	26 424
Housing	–	–	26 164	–	12 500	21 803	(9 303)	-42.7%	26 164
Sport & Recreation	–	300	261	–	–	–	–		261
District Municipality:	–	–	–	–	–	–	–		–
Other grant providers:	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	20 002	31 535	49 930	–	18 651	41 391	(22 740)	-54.9%	49 930
TOTAL EXPENDITURE OF TRANSFERS AND GRAN	82 252	166 916	164 100	201	109 632	135 047	(25 415)	-18.8%	164 100

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M10 April

Summary of Employee and Councillor remuneration	Budget Year 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	608	6 026	6 011	15	0%	7 213
Pension and UIF Contributions	1 063	1 063	88	872	886	(14)	-2%	1 063
Medical Aid Contributions	212	212	16	152	177	(25)	-14%	212
Motor Vehicle Allowance	692	692	–	–	577	(577)	-100%	692
Cellphone Allowance	1 023	1 023	78	775	852	(77)	-9%	1 023
Housing Allowances	455	455	3	45	379	(335)	-88%	455
Other benefits and allowances	50	50	–	–	42	(42)	-100%	50
Sub Total - Councillors	10 709	10 709	794	7 870	8 924	(1 054)	-12%	10 709
Senior Managers of the Municipality								
Basic Salaries and Wages	3 594	3 294	208	2 596	2 745	(149)	-5%	3 294
Pension and UIF Contributions	739	739	15	158	616	(458)	-74%	739
Medical Aid Contributions	127	127	6	55	106	(51)	-48%	127
Overtime	–	–	–	–	–	–	–	–
Performance Bonus	840	840	42	483	700	(217)	-31%	840
Motor Vehicle Allowance	993	993	70	677	827	(150)	-18%	993
Cellphone Allowance	67	67	3	24	56	(32)	-57%	67
Housing Allowances	145	145	–	–	121	(121)	-100%	145
Other benefits and allowances	108	88	12	128	74	54	74%	88
Payments in lieu of leave	–	–	–	–	–	–	–	–
Long service awards	–	–	–	–	–	–	–	–
Post-retirement benefit obligations	–	–	–	–	–	–	–	–
Sub Total - Senior Managers	6 614	6 294	356	4 122	5 245	(1 123)	-21%	6 294
Other Municipal Staff								
Basic Salaries and Wages	108 292	100 954	8 353	82 156	84 128	(1 972)	-2%	100 954
Pension and UIF Contributions	16 388	16 377	1 315	12 946	13 648	(701)	-5%	16 377
Medical Aid Contributions	7 283	7 283	618	6 043	6 069	(26)	0%	7 283
Overtime	11 713	11 708	1 427	13 647	9 757	3 890	40%	11 708
Performance Bonus	7 651	7 651	672	6 615	6 375	240	4%	7 651
Motor Vehicle Allowance	4 099	4 129	394	3 787	3 441	346	10%	4 129
Cellphone Allowance	378	378	40	410	315	95	30%	378
Housing Allowances	1 541	1 541	120	1 206	1 284	(78)	-6%	1 541
Other benefits and allowances	4 035	4 035	323	2 684	3 363	(678)	-20%	4 035
Payments in lieu of leave	831	831	350	550	692	(143)	-21%	831
Long service awards	407	407	76	758	339	419	124%	407
Post-retirement benefit obligations	10 632	10 632	921	9 211	8 860	351	4%	10 632
Sub Total - Other Municipal Staff	173 251	165 926	14 609	140 015	138 272	1 743	1%	165 926
TOTAL SALARY, ALLOWANCES &	190 573	182 929	15 758	152 006	152 441	(434)	0%	182 929
% increase								
TOTAL MANAGERS AND STAFF	179 864	172 220	14 965	144 136	143 516	620	0%	172 220

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

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M10 April

Description	Ref	Budget Year 2018/19											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget	Budget
Cash Receipts By Source													
Property rates		3 857	8 244	6 776	19 563	4 045	3 164	4 286	4 080	3 522	3 691	2 297	6 476
Service charges - electricity revenue		21 587	21 605	23 318	18 875	17 174	16 003	15 014	18 598	23 326	27 013	18 789	4 169
Service charges - water revenue		3 448	3 418	2 171	3 193	2 007	2 782	2 585	3 766	2 534	3 058	3 883	13 754
Service charges - sanitation revenue		1 772	2 329	2 546	1 857	1 611	1 416	2 141	2 136	1 845	1 707	1 074	4 458
Service charges - refuse		2 068	2 194	1 965	2 306	1 723	2 086	1 884	2 104	1 653	1 960	2 199	4 247
Service charges - other		-	-	-	-	-	-	-	2 942	533	11	-	(3 486)
Rental of facilities and equipment		210	225	384	435	367	56	628	525	564	133	39	6 632
Interest earned - external investments		371	539	705	423	651	491	1 388	956	550	576	681	843
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-	1	-	-	(1)
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-
Fines		199	111	251	64	259	65	104	266	110	99	339	2 202
Licences and permits		574	214	705	764	1 608	398	735	136	352	202	305	(2 339)
Agency services		-	-	-	-	-	-	-	-	-	-	406	4 471
Transfer receipts - operating		36 119	1 992	3 514	1 987	2 028	28 183	-	4 199	24 656	119	3 653	12 288
Other revenue		236	382	645	1 982	721	226	1 086	391	225	2 026	666	(594)
Cash Receipts by Source		70 442	41 253	42 981	51 450	32 194	54 869	29 850	40 100	59 871	40 593	34 332	53 121
Other Cash Flows by Source													-
Transfer receipts - capital		17 000	-	-	3 500	5 400	7 566	-	7 000	15 965	5 757	1 403	(22 753)
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	31	87	55	56	-	(639)
Receipt of non-current debtors		-	-	-	-	-	-	-	-	-	-	-	-
Receipt of non-current receivables		-	-	-	-	-	-	-	-	-	-	-	-
Change in non-current investments		-	-	(100 000)	25 000	25 000	(35 000)	45 000	(40 000)	10 000	27 000	20 000	23 000
Total Cash Receipts by Source		87 505	41 334	(56 969)	80 024	62 689	27 481	74 881	7 187	85 891	73 406	55 735	52 729
Cash Payments by Type													-
Employee related costs		11 219	13 141	12 270	12 453	19 675	12 559	12 584	15 145	12 678	12 988	13 723	20 390
Remuneration of councillors		876	874	867	836	848	868	1 070	897	906	907	892	867
Interest paid		-	-	88	-	-	57	-	-	5	-	-	3 521
Bulk purchases - Electricity		23 704	24 512	23 657	13 718	13 545	13 196	12 009	16 071	16 413	20 312	15 113	(10 898)
Bulk purchases - Water & Sewer		-	-	-	-	-	-	-	-	-	-	-	-
Other materials		862	428	662	2 694	1 729	2 075	1 369	3 562	1 468	1 971	1 875	3 805
Contracted services		2 263	2 211	3 840	3 679	4 259	4 041	1 893	1 754	5 148	3 522	3 600	11 875
Grants and subsidies paid - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-
Grants and subsidies paid - other		200	155	121	205	-	2	364	53	3 751	113	1 200	8 243
General expenses		4 372	5 044	5 304	6 236	5 582	4 311	1 322	1 392	3 122	4 486	1 300	(2 862)
Cash Payments by Type		43 495	46 366	46 809	39 821	45 637	37 109	30 613	38 873	43 491	44 299	37 704	34 940
Other Cash Flows/Payments by Type													
Capital assets		1 686	4 061	8 879	6 352	10 008	2 511	5 673	7 652	13 041	6 807	8 272	19 383
Repayment of borrowing		-	-	1 058	-	-	109	-	-	17	-	852	64 878
Other Cash Flows/Payments		(453)	591	(737)	3 824	(30 696)	34 490	1 844	1 802	2 087	1 146	(14 902)	24 741
Total Cash Payments by Type		44 728	51 017	56 009	49 997	24 949	74 219	38 130	48 327	58 636	52 252	31 925	143 943
NET INCREASE/(DECREASE) IN CASH HELD		42 777	(9 684)	(112 978)	30 027	37 740	(46 738)	36 751	(41 140)	27 256	21 155	23 810	(91 213)
Cash/cash equivalents at the month/year beginning:		97 502	140 279	130 595	17 618	47 645	85 385	38 647	75 398	34 257	61 513	82 668	106 478
Cash/cash equivalents at the month/year end:		140 279	130 595	17 618	47 645	85 385	38 647	75 398	34 257	61 513	82 668	106 478	15 264

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M10 April

Month	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
R thousands									
<u>Monthly expenditure performance trend</u>									
July		6 777	7 268	767	767	7 268	6 501	89.4%	1%
August		6 777	7 268	3 991	4 758	14 537	9 779	67.3%	6%
September		6 777	7 268	9 026	13 784	21 805	8 021	36.8%	17%
October		6 777	7 268	6 488	20 272	29 074	8 802	30.3%	25%
November		6 777	7 268	9 446	29 717	36 342	6 625	18.2%	37%
December		6 777	7 268	2 178	31 896	43 611	11 715	26.9%	39%
January		6 777	7 268	5 567	37 463	50 879	13 417	26.4%	46%
February		6 777	7 268	7 870	45 333	58 148	12 815	22.0%	56%
March		6 777	7 268	11 904	57 237	65 416	8 180	12.5%	70%
April		6 777	7 268	6 574	63 811	72 685	8 874	12.2%	0
May		6 777	7 268	–		79 953	–		
June		6 777	7 268	–		87 222	–		
Total Capital expenditure	–	81 321	87 222	63 811					

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/16/03	Rendering of Recycling services in Witzenberg area	09-May-2019
08/2/16/45	Construction of Ablution Facility at Op-Die-Berg	09-May-2019
08/2/16/55	Revenue Enhancement Services	05-Jun-2019
08/2/16/58	Supply and fitment of new Tyres, tubes and provision of tire repair and other related services	06-May-2019
08/2/16/62	Cash in Transit (3 year contract)	03-Jun-2019
08/2/16/63	Clearing of Alien vegetation in Ceres Nature Reserve	06-May-2019
08/2/16/65	Supply and delivery of Traffic Uniforms	03-Jun-2019
08/2/16/66	Maintenance & upgrading of Municipal Geographic Information System	15-May-2019
08/2/16/68	Shortterm Insurance	04-Jun-2019
08/2/16/69	Supply and delivery of Fuel on ad hoc basis	07-Jun-2019
08/2/16/72	Supply and Installation of Rigid mesh Security fencing at Municipal depots, Ceres	06-Jun-2019

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

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende mededingende tenders is tans in die adverterings fase:

Geen formele geskrewe pryskwotasies is tans in die adverteringsfase nie.

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
08/2/16/35	Provision of online electronic CIPC and credit search services	24-Apr-2019	Awaiting	M Frieslaar
08/2/16/52	Maintenance of the Witzenberg Municipality's ICT Environment	24-Apr-2019	26-Apr-2019	R Rhode
08/2/16/56	Training of Municipal officials on Learner ships and skills programme	05-Apr-2019	Awaiting	I Swartbooi
08/2/16/59	Supply & Installation of Concrete Palisade and Clearvu Fencing in Ceres, Witzenberg Municipality	30-Apr-2019	Awaiting	H Truter J Swanepoel
08/2/16/61	Supply, delivery, installation and configuration of a next generation Firewall (NGFW) and an email security gateway	30-Apr-2019	Awaiting	R Rhode
08/2/16/67	Supply and delivery of copy paper	24-Apr-2019	Awaiting	M Frieslaar

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/39	Supply and delivery of six shutter roller doors (Re-advertisement)	26-Mar-2019	29-Apr-2019	R Fick
08/2/16/48	Painting of external surfaces at Montana and Pine Valley community halls Wolseley	13-Feb-2019	Awaiting	H Truter
08/2/16/53	Service and maintenance of fire extinguishers and hose reels	19-Feb-2019	12-Mar-2019 Referred back	R Groenewald
08/2/16/54	Supply and delivery of fire fighting equipment – Fire Hoses	20-Feb-2019	12-Mar-2019 Referred back	R Groenewald
08/2/16/64	Provision of Cash in Transit services for the period of 2 months (Re-advertisement)	25-Apr-2019	29-Apr-2019	C Stevens

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

The following competitive bid is currently in the adjudication stage:

Die volgende mededingende tender is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	DATE OF BEC
08/2/16/40	The supply, delivery and installation of process aerators / mixers for Witzenberg Municipality	07-Nov-2018	21-Jan-2019 Referred back	*05-Feb-2019 15-Apr-2019

* Extension were requested until 15 May 2019.

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

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

3.2.1.4 Bids awarded

The following competitive bid were awarded by the Accounting Officer during the month of April 2019:

3.2.1.4 Tenders toegeken

Die volgende mededingende tenders was toegeken deur die Rekenpligtige Beampte gedurende April 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/25	15-Apr-2019	Reho Communications (PTY) Ltd	Supply and installation of base radio stations, mobile radio stations and portable digital radios	Bidder scored the highest points	Based on tendered rates with an estimated value of R 1 236 279.80
08/2/16/28	01-Apr-2019	A+M Primwood	Supply, delivery and manufacturing of 9 steel pavilions (Re-advertisement)	Bidder scored the highest points	R 398 170.00
08/2/16/49	26-Apr-2019	Williams Loodgieters (PTY) Ltd	Construction of Kiosk at Bella Vista sports field	Bidder scored the highest points	R 290 950.92

The following bid was awarded by the Accounting Officer during the month of April 2019:

Die volgende tender was toegeken deur die Rekenpligtige Beampte gedurende April 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/57	04-Apr-2019	Mafoko Security Patrols (PTY) Ltd	Provision of security services	Bidder scored the highest points	Based on tendered rates not exceeding R 30 000 000.00

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

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

The following formal written price quotation or competitive bid was cancelled during the month of April 2019:

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende April 2019:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/16/23	26-Apr-2019	Facilitation of training for municipal minimum competency levels MMCL Programme for a three year period	Funds are no longer available to cover the total envisaged expenditure
08/2/16/33	04-Apr-2019	Cutting and removing of pine trees at Pine Forest holiday resort	No acceptable bids were received and funds are no longer available to cover the total envisaged expenditure
08/2/16/42	01-Apr-2019	Upgrading of John Steyn library	Due to changed circumstances there is no longer a need for the service

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

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

The following written price quotations were approved during the month of April 2019:

Die volgende geskrewe prys kwotasies was goedgekeur gedurende April 2019:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
159281	01-Apr-2019	Ceres Spar (Ablaze Trading 248)	Supply and Delivery of Newspapers for council and Senior Management	Only responsive quotation	R 4 168.80 (Incl. VAT)	Acting Chief Financial Officer
159294	02-Apr-2019	Pienaar Bros (Pty) Ltd	Supply and Delivery of Raincoats and Rain boots for Traffic & Law Enforcement Officers	Lowest responsive quotation	R 7 383.00 (Incl. VAT)	Acting Chief Financial Officer
159431	10-Apr-2019	Hamlet Elektries CC	Electrical repairs at N'duli Swimming pools	Lowest responsive quotation	R 8 568.65 (Incl. VAT)	Acting Chief Financial Officer
159703	26-Apr-2019	Jafta Transport Services CC	Transport for the elderly community from Op-Die-Berg to Worcester	Lowest responsive quotation	R 7 800.00 (Incl. VAT)	Acting Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of April 2019:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van April 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/16/43	04-Apr-2019	Teck Flooring (PTY) Ltd	Supply, delivery and installation of Flooring Witzenberg municipal offices	Only responsive bidder	R 156 492.00 (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 beampste:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/15/80	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 April 2019 which totals R 225 219.34:

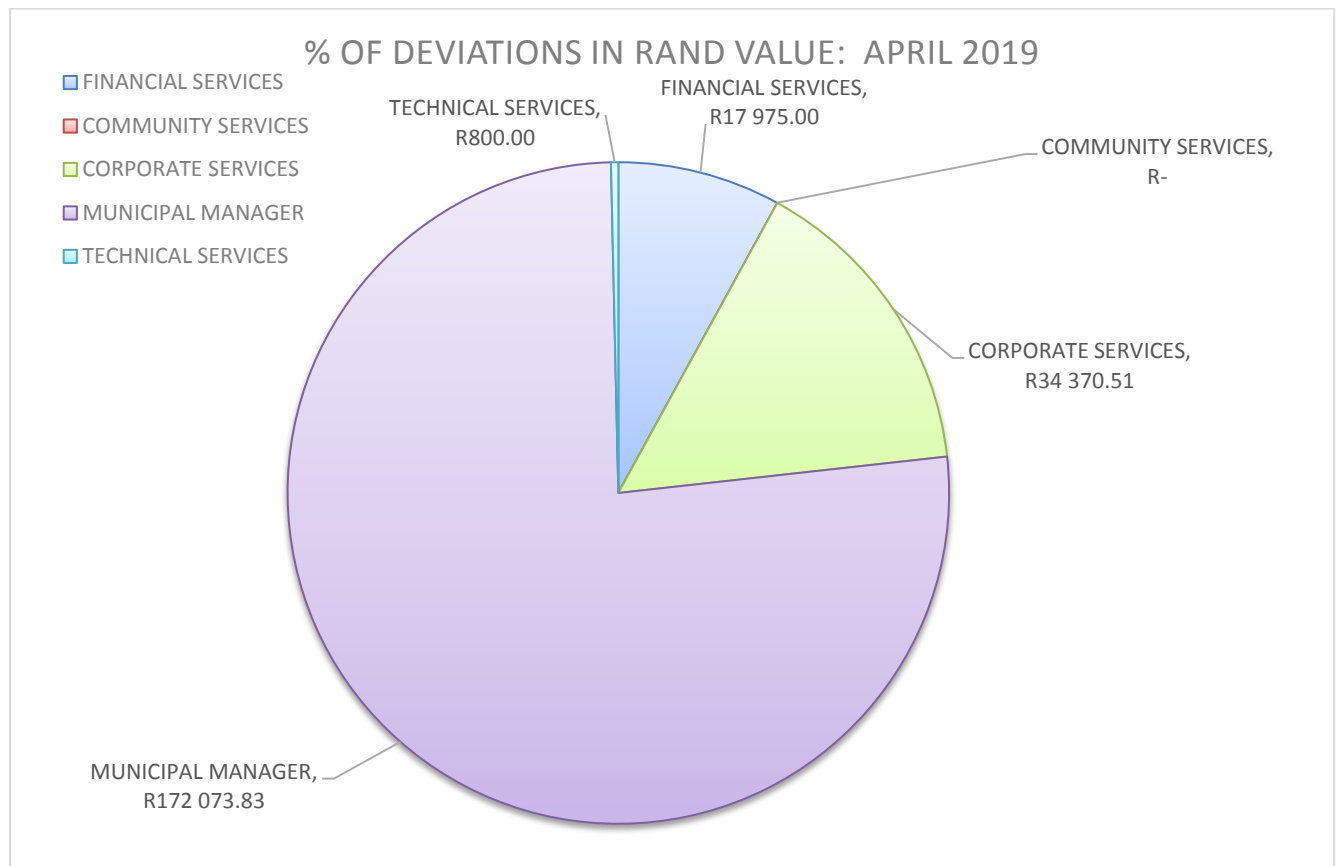
3.2.1.9 Afwykings

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beamppte vir die maand van April 2019 wat beloop op die totaal van R 225 219.34:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
26-Mar-19	Witzenberg Herald	Notice 2019/2020 Draft Budget	Impractical	159218	5,325.00
2-Apr-19	Sarel Bester Engineers	Professional consultancy services regarding John Steyn Building	Impractical	159316	18,112.50
2-Apr-19	Witzenberg Herald	Public Notice: IDP and Budget Meeting	Single supplier	159328	11,960.00
10-Apr-19	Regan Brown Inc	Legal services: Bridgeman N.O	Impractical	159435	130,318.83
23-Apr-19	Dräger SA (PTY) Ltd	Service and Calibration of Breathalyzers	Single supplier	159622	6,405.50
23-Apr-19	Tulbagh Williams Transport	Transport: Additional Trips at process controller day	Impractical	159625	800.00
24-Apr-19	WC Communications (Pty) Ltd	Repair of Faulty Telephone lines	Impractical	159658	2,492.51
25-Apr-19	Witzenberg Herald	Publish Notice: Clean Audit & Traffic recognition ceremony	Single supplier	159681	7,360.00
30-Apr-19	Western Cape Government - Directorate Financial services	Publish notice: Government Gazette	Impractical	159753	29,795.00
30-Apr-19	CAT (Consolidated African Technologies (PTY) Ltd)	Setup of new RMA server	Impractical	159766	12,650.00

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
February 2019	R 427 415.33	R20 780 258.95	2.06%
March 2019	R 357 540.01	R38 697 517.34	0.92%
April 2019	R 225 219.34	R18 499 969.56	1.22%

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):

	28 February 2019	31 March 2019	30 April 2019
Value of inventory at hand	R 11 958 348.55	R 12 000 039.16	R 12 255 228.74
Turnover rate of total value of inventory	1.24	1.21	1.18
Date of latest stores reconciliation	30 April 2019		
Date of last stock count	20 March 2019		
Date of next stock count	28 June 2019		

QUALITY CERTIFICATE

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

- The monthly in year monitoring reports for the month of April 2019

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

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature :



Date: 15 May 2019



Monthly Budget Statement Report Section 71 for May 2019

**Financial data is in respect of the period
1 July 2018 to 30 May 2019**

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

2.3 Monthly budget statements

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

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

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

(2) The statement must include—

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and*
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).*

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts.

budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days

2.3 Maandelikse begroting state

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

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

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

(2) Die staat moet die volgende insluit-

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

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

(4) Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die

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.

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) 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.

(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) 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."

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

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

The unwillingness / inability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in excess of R 4.1 million.

The monthly billing was also done as scheduled and during this process 12 680 accounts amounting to R 32.8 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 4.1 million.

The indigent cost to the municipality for the month amounts to R 1.8 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 38.7 million of which R 0.3 million was in terms of deviations.

The municipality currently has R 91.9 million in its primary bank account and a R 23 million in investments

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of May 2019 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

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

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 4.1 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 12 680 rekeninge ten bedrae van R 32.8 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 4.1 miljoen.

Die deernis subsidies vir die maand beloop R 1.8 miljoen. Die aantal goedgekeurde huishoudings is aan die toeneem as gevolg van die veranderinge aan die beleid.

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

Bestellings ter waarde van R 38.7 miljoen uitgereik, waarvan R 0.3 miljoen ten opsigte van afwykings is.

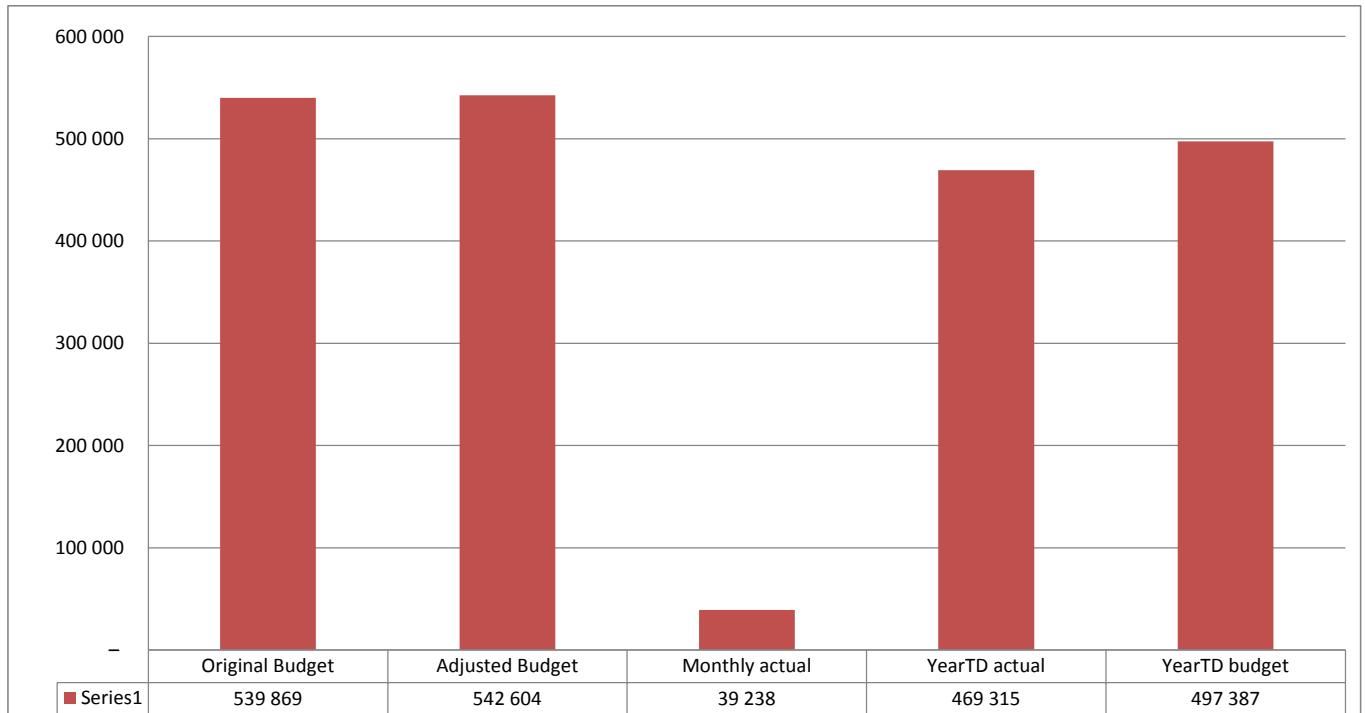
Die munisipaliteit het R 91.9 miljoen in die primêre bankrekening en R 23 miljoen in beleggings

B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Mei 2019 .

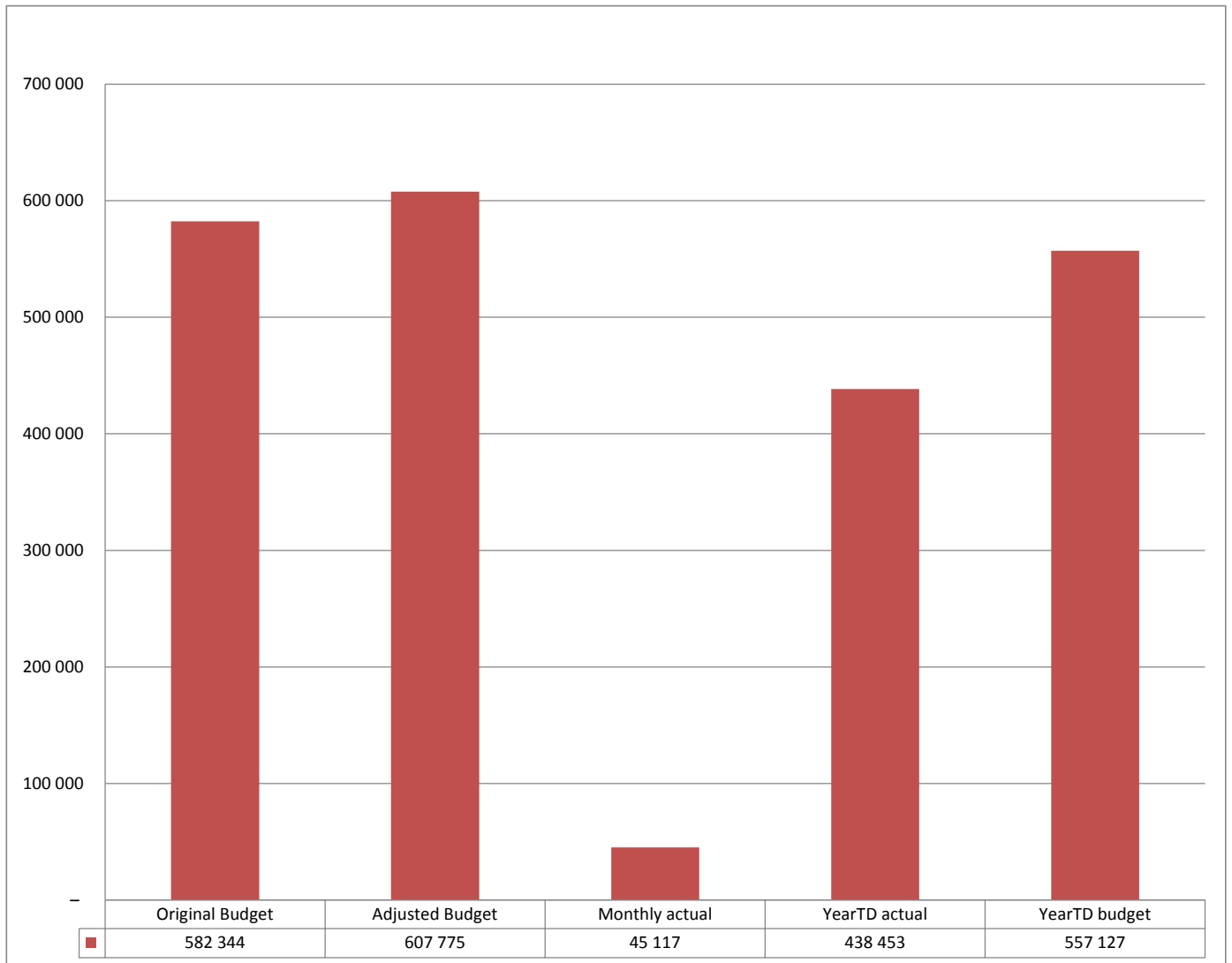
C OPSOMMING

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

TOTAL OPERATIONAL REVENUE

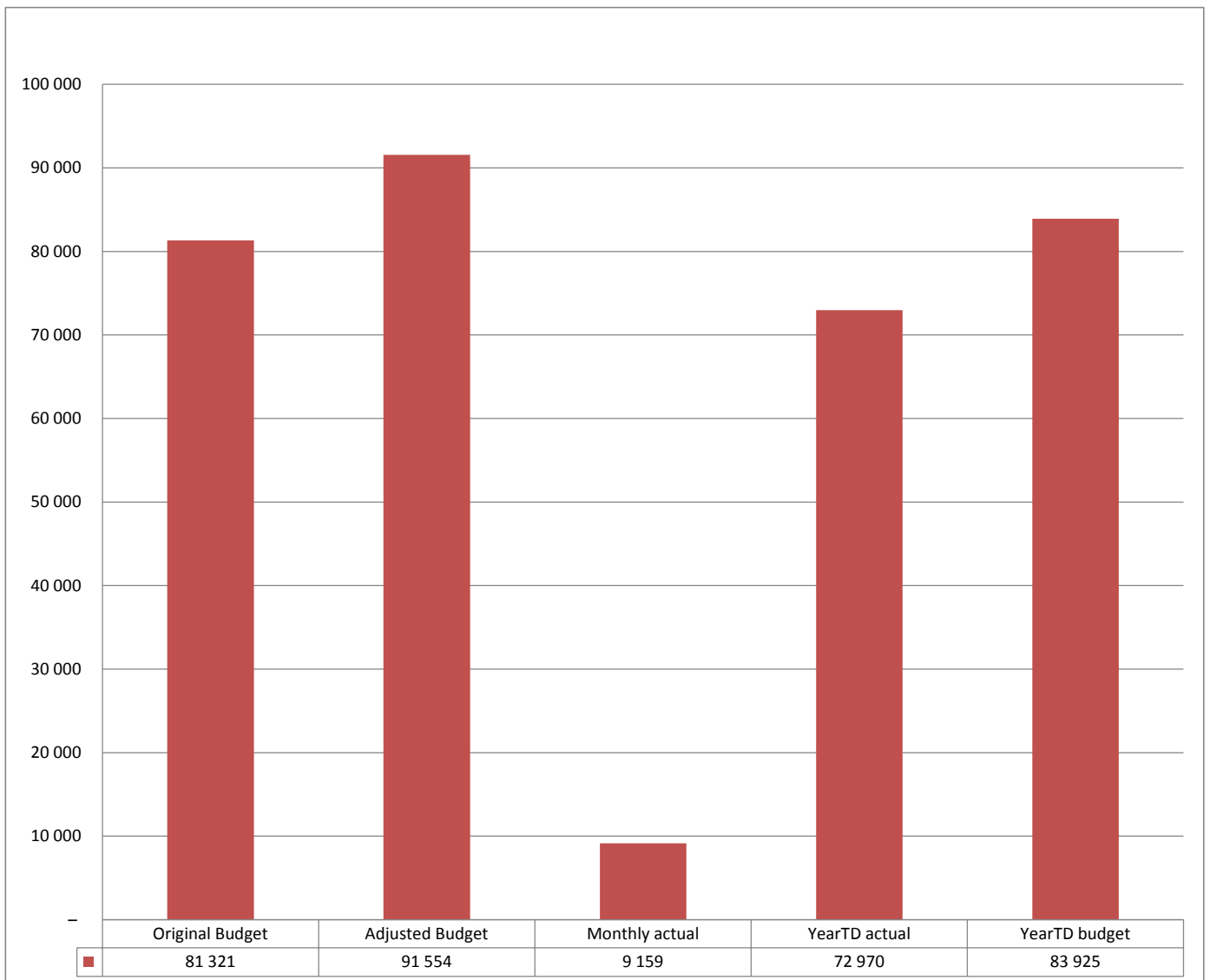
For the period 1 July 2018 to May 2019, 86.49% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2018 to 31 Mei 2019, is 86.49% van die begrote operasionele inkomste gehêf.

TOTAL OPERATIONAL EXPENDITURE

For the period 1 July 2018 to May 2019, 72.14% 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 Mei 2019, is 72.14% 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 May 2019, 79.7% of the budgeted capital expenditure was incurred.

There is currently also R 9.9 million on order for capital expenditure.

Vir die periode 1 Julie 2018 to 31 Mei 2019, is 79.7% van die begrote kapitale uitgawes aangegaan.

Daar is tans ook R 9.9 miljoen op bestelling vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at May 2019.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M11 May

Description	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
R thousands									
Financial Performance									
Property rates	63 712	70 002	68 191	3 320	66 045	62 508	3 537	6%	68 191
Service charges	306 170	316 407	318 218	31 817	279 926	291 700	(11 774)	-4%	318 218
Investment revenue	8 122	8 198	8 198	811	7 463	7 515	(53)	-1%	8 198
Transfers recognised - operational	93 967	91 069	92 448	250	87 203	84 744	2 459	3%	92 448
Other own revenue	57 662	54 194	55 549	3 039	28 679	50 920	(22 241)	-44%	55 549
transfers and contributions)	529 632	539 869	542 604	39 238	469 315	497 387	(28 073)	-6%	542 604
Employee costs	9 170	177 699	170 311	14 785	157 517	156 119	1 398	1%	170 311
Remuneration of Councillors	9 170	10 709	10 709	795	8 665	9 817	(1 152)	-12%	10 709
Depreciation & asset impairment	28 699	43 032	45 165	666	13 198	41 401	(28 203)	-68%	45 165
Finance charges	8 675	3 671	8 005	212	610	7 338	(6 728)	-92%	8 005
Materials and bulk purchases	194 879	218 562	213 843	17 198	164 663	196 023	(31 360)	-16%	213 843
Transfers and grants	13 920	14 407	14 543	214	5 154	13 331	(8 177)	-61%	14 543
Other expenditure	251 704	114 264	145 198	11 247	88 647	133 098	(44 451)	-33%	145 198
Total Expenditure	516 217	582 344	607 775	45 117	438 453	557 127	(118 674)	-21%	607 775
Surplus/(Deficit)	13 415	(42 474)	(65 171)	(5 879)	30 862	(59 740)	90 601	-152%	(65 171)
Transfers recognised - capital	34 777	75 847	76 352	–	22 680	69 989	(47 310)	-68%	76 352
Contributions & Contributed assets	–	–	–	–	–	–	–	–	–
& contributions	48 192	33 372	11 181	(5 879)	53 541	10 249	43 292	422%	11 181
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–	–	–
Surplus/ (Deficit) for the year	48 192	33 372	11 181	(5 879)	53 541	10 249	43 292	422%	11 181
Capital expenditure & funds sources									
Capital expenditure	63 800	81 321	91 554	9 159	72 970	83 925	(10 955)	-13%	91 554
Capital transfers recognised	34 183	52 938	55 172	6 021	48 620	50 575	(1 955)	-4%	55 172
Public contributions & donations	–	–	–	–	–	–	–	–	–
Borrowing	3 528	1 550	1 550	–	1 500	1 421	80	6%	1 550
Internally generated funds	26 089	26 833	34 832	3 138	22 850	31 929	(9 080)	-28%	34 832
Total sources of capital funds	63 800	81 321	91 554	9 159	72 970	83 925	(10 955)	-13%	91 554
Financial position									
Total current assets	178 612	65 801	164 350		200 521				200 521
Total non current assets	905 207	38 293	952 495		965 650				965 650
Total current liabilities	77 653	55 489	102 602		97 425				97 425
Total non current liabilities	158 745	15 233	155 745		167 783				167 783
Community wealth/Equity	847 421	33 372	858 498		900 962				900 962
Cash flows									
Net cash from (used) operating	83 978	173 205	88 223	(2 189)	93 778	80 871	12 907	16%	88 223
Net cash from (used) investing	(60 010)	(83 247)	(91 453)	10 276	(99 981)	(83 832)	(16 148)	19%	(91 453)
Net cash from (used) financing	(2 795)	3 500	(3 000)	54	(491)	(2 750)	2 259	-82%	(491)
end	97 506	93 458	91 275	–	90 809	91 794	(985)	-1%	94 271
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	40 259	3 370	3 045	3 129	2 617	2 714	17 259	107 893	180 286
Creditors Age Analysis									
Total Creditors	1 533	4	–	–	–	–	–	–	1 537

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

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M11 May

Description	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
R thousands									
Revenue - Functional									
<i>Governance and administration</i>	85 944	93 204	92 699	5 150	82 241	84 974	(2 733)	-3%	92 699
Finance and administration	85 944	93 204	92 699	5 150	82 241	84 974	(2 733)	-3%	92 699
<i>Community and public safety</i>	101 163	140 845	118 583	793	97 440	108 701	(11 261)	-10%	118 583
Community and social services	80 916	98 728	96 722	242	87 112	88 662	(1 550)	-2%	96 722
Sport and recreation	7 477	9 020	8 981	544	6 220	8 233	(2 013)	-24%	8 981
Public safety	3	6	6	(0)	3	5	(2)	-44%	6
Housing	12 766	33 091	12 874	8	4 105	11 801	(7 696)	-65%	12 874
<i>Economic and environmental services</i>	32 369	43 682	51 559	770	16 335	47 262	(30 927)	-65%	51 559
Planning and development	1 540	2 510	2 268	82	1 265	2 079	(814)	-39%	2 268
Road transport	30 827	41 160	48 339	688	15 062	44 311	(29 248)	-66%	48 339
Environmental protection	2	12	952	-	8	873	(865)	-99%	952
<i>Trading services</i>	344 933	337 984	356 116	32 525	295 979	326 440	(30 461)	-9%	356 116
Energy sources	209 994	240 206	239 796	22 793	204 030	219 813	(15 782)	-7%	239 796
Water management	67 545	52 679	54 716	3 290	38 763	50 156	(11 393)	-23%	54 716
Waste water management	41 431	22 399	38 077	4 298	30 069	34 904	(4 835)	-14%	38 077
Waste management	25 962	22 700	23 527	2 145	23 116	21 567	1 549	7%	23 527
Total Revenue - Functional	564 409	615 716	618 956	39 238	491 994	567 377	(75 382)	-13%	618 956
Expenditure - Functional									
<i>Governance and administration</i>	88 216	115 817	120 468	9 487	91 152	110 429	(19 278)	-17%	120 468
Executive and council	22 887	27 771	27 835	1 713	19 798	25 516	(5 718)	-22%	27 835
Finance and administration	63 186	85 942	90 479	7 560	69 242	82 939	(13 697)	-17%	90 479
Internal audit	2 144	2 104	2 154	214	2 112	1 975	137	7%	2 154
<i>Community and public safety</i>	70 971	82 467	80 644	5 182	57 932	73 923	(15 992)	-22%	80 644
Community and social services	21 733	25 460	25 133	1 898	20 520	23 038	(2 518)	-11%	25 133
Sport and recreation	23 574	28 896	27 821	2 324	21 550	25 502	(3 952)	-15%	27 821
Public safety	9 196	8 925	8 925	560	8 080	8 181	(101)	-1%	8 925
Housing	16 468	19 186	18 765	399	7 782	17 201	(9 420)	-55%	18 765
<i>Economic and environmental services</i>	62 903	65 573	67 512	3 916	43 783	61 886	(18 104)	-29%	67 512
Planning and development	8 797	10 614	10 649	688	7 747	9 762	(2 014)	-21%	10 649
Road transport	52 785	53 213	54 147	3 179	34 855	49 635	(14 780)	-30%	54 147
Environmental protection	1 321	1 747	2 716	49	1 180	2 490	(1 310)	-53%	2 716
<i>Trading services</i>	293 298	317 593	338 273	26 330	244 765	310 083	(65 319)	-21%	338 273
Energy sources	201 572	224 738	223 818	18 433	171 752	205 166	(33 414)	-16%	223 818
Water management	28 025	28 985	37 454	2 503	22 161	34 333	(12 172)	-35%	37 454
Waste water management	28 364	29 256	32 994	2 471	23 382	30 244	(6 862)	-23%	32 994
Waste management	35 338	34 615	44 007	2 923	27 470	40 340	(12 869)	-32%	44 007
<i>Other</i>	828	893	878	202	822	805	17	2%	878
Total Expenditure - Functional	516 217	582 344	607 775	45 117	438 453	557 127	(118 674)	-21%	607 775
Surplus/ (Deficit) for the year	48 192	33 372	11 181	(5 879)	53 541	10 249	43 292		11 181

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

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M11 May

Description	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
R thousands								%	
Revenue - Functional									
Municipal governance and administration	85 944	93 204	92 699	5 150	82 241	84 974	(2 733)	-3%	92 699
Finance and administration	85 944	93 204	92 699	5 150	82 241	84 974	(2 733)	-3%	92 699
Administrative and Corporate Support	0	8	8	–	1	7	(6)	-83%	8
Budget and Treasury Office	6 882	5 442	5 292	290	3 044	4 851	(1 807)	-37%	5 292
Finance	78 169	87 149	86 694	4 758	78 629	79 469	(840)	-1%	86 694
Human Resources	212	585	585	105	499	536	(37)	-7%	585
Marketing, Customer Relations, Publicity and Media									
	–	4	104	(9)	20	95	(76)	-79%	104
Supply Chain Management	682	16	16	5	48	15	34	228%	16
Community and public safety	101 163	140 845	118 583	793	97 440	108 701	(11 261)	-10%	118 583
Community and social services	80 916	98 728	96 722	242	87 112	88 662	(1 550)	-2%	96 722
Aged Care	72 016	88 298	86 352	185	86 386	79 156	7 230	9%	86 352
Cemeteries, Funeral Parlours and Crematoriums	246	210	210	28	209	192	17	9%	210
Community Halls and Facilities	525	814	814	23	443	746	(303)	-41%	814
Libraries and Archives	8 130	9 406	9 346	6	74	8 567	(8 494)	-99%	9 346
Sport and recreation	7 477	9 020	8 981	544	6 220	8 233	(2 013)	-24%	8 981
Recreational Facilities	7 347	8 575	8 575	536	6 117	7 860	(1 743)	-22%	8 575
Sports Grounds and Stadiums	130	446	406	8	102	373	(270)	-72%	406

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		Full Year Forecast
R thousands									
Public safety	3	6	6	(0)	3	5	(2)	-44%	6
<i>Fire Fighting and Protection</i>	3	6	6	(0)	3	5	(2)	-44%	6
Housing	12 766	33 091	12 874	8	4 105	11 801	(7 696)	-65%	12 874
<i>Housing</i>	12 766	33 091	12 874	8	4 105	11 801	(7 696)	-65%	12 874
Economic and environmental services	32 369	43 682	51 559	770	16 335	47 262	(30 927)	-65%	51 559
Planning and development	1 540	2 510	2 268	82	1 265	2 079	(814)	-39%	2 268
<i>Economic Development/Planning</i>	295	288	577	–	–	529	(529)	-100%	577
<i>Town Planning, Building Regulations and Enforcement</i>	1 233	1 691	1 691	82	1 265	1 550	(285)	-18%	1 691
<i>Project Management Unit</i>	11	531	–	–	–	–	–		–
Road transport	30 827	41 160	48 339	688	15 062	44 311	(29 248)	-66%	48 339
<i>Police Forces, Traffic and Street Parking Control</i>	26 637	26 166	26 166	688	5 506	23 986	(18 480)	-77%	26 166
<i>Roads</i>	4 189	14 993	22 173	–	9 557	20 325	(10 768)	-53%	22 173
Environmental protection	2	12	952	–	8	873	(865)	-99%	952
<i>Biodiversity and Landscape</i>	2	12	952	–	8	873	(865)	-99%	952
Trading services	344 933	337 984	356 116	32 525	295 979	326 440	(30 461)	-9%	356 116
Energy sources	209 994	240 206	239 796	22 793	204 030	219 813	(15 782)	-7%	239 796
<i>Electricity</i>	209 994	238 858	239 081	22 793	203 927	219 157	(15 230)	-7%	239 081
<i>Street Lighting and Signal Systems</i>	–	1 348	715	–	103	655	(552)	-84%	715
Water management	67 545	52 679	54 716	3 290	38 763	50 156	(11 393)	-23%	54 716
<i>Water Distribution</i>	67 545	52 679	54 716	3 290	38 763	50 156	(11 393)	-23%	54 716
Waste water management	41 431	22 399	38 077	4 298	30 069	34 904	(4 835)	-14%	38 077
<i>Sewerage</i>	39 642	18 266	25 996	4 298	27 528	23 829	3 699	16%	25 996
<i>Storm Water Management</i>	1 789	4 133	12 082	–	2 541	11 075	(8 534)	-77%	12 082
Waste management	25 962	22 700	23 527	2 145	23 116	21 567	1 549	7%	23 527
<i>Solid Waste Removal</i>	25 962	22 700	23 527	2 145	23 116	21 567	1 549	7%	23 527
Total Revenue - Functional	564 409	615 716	618 956	39 238	491 994	567 377	(75 382)	-13%	618 956

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M11 May

Description	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
R thousands									
Expenditure - Functional									
Municipal governance and administration	88 216	115 817	120 468	9 487	91 152	110 429	(19 278)	-17%	120 468
Executive and council	22 887	27 771	27 835	1 713	19 798	25 516	(5 718)	-22%	27 835
Mayor and Council	13 781	17 908	18 278	1 074	12 864	16 754	(3 891)	-23%	18 278
Municipal Manager, Town Secretary and Chief Execut	9 106	9 863	9 558	639	6 934	8 761	(1 827)	-21%	9 558
Finance and administration	63 186	85 942	90 479	7 560	69 242	82 939	(13 697)	-17%	90 479
Administrative and Corporate Support	8 010	6 682	11 175	1 301	9 304	10 244	(940)	-9%	11 175
Asset Management	59	6 288	1 595	74	89	1 462	(1 374)	-94%	1 595
Budget and Treasury Office	9 631	16 913	17 472	753	10 532	16 016	(5 484)	-34%	17 472
Finance	10 169	13 476	16 880	1 851	14 775	15 474	(698)	-5%	16 880
Fleet Management	1 756	3 122	2 533	198	2 347	2 322	25	1%	2 533
Human Resources	17 485	19 167	19 572	2 007	18 342	17 941	401	2%	19 572
Information Technology	2 056	3 179	3 925	152	2 270	3 598	(1 327)	-37%	3 925
Legal Services	1 780	2 248	2 344	91	2 082	2 148	(66)	-3%	2 344
Marketing, Customer Relations, Publicity and Media	3 055	3 580	3 719	219	2 698	3 409	(712)	-21%	3 719
Property Services	3 554	3 334	3 336	44	1 123	3 058	(1 936)	-63%	3 336
Risk Management	3	407	407	-	16	373	(356)	-96%	407
Supply Chain Management	4 869	5 844	5 818	846	5 218	5 333	(115)	-2%	5 818
Valuation Service	758	1 703	1 703	23	446	1 561	(1 115)	-71%	1 703
Internal audit	2 144	2 104	2 154	214	2 112	1 975	137	7%	2 154
Governance Function	2 144	2 104	2 154	214	2 112	1 975	137	7%	2 154
Community and public safety	70 971	82 467	80 644	5 182	57 932	73 923	(15 992)	-22%	80 644
Community and social services	21 733	25 460	25 133	1 898	20 520	23 038	(2 518)	-11%	25 133
Aged Care	4 541	4 298	3 912	395	4 290	3 586	704	20%	3 912
Cemeteries, Funeral Parlours and Crematoriums	2 581	3 272	3 268	270	2 625	2 995	(371)	-12%	3 268
Child Care Facilities	26	771	771	-	2	707	(705)	-100%	771
Community Halls and Facilities	5 441	5 903	5 862	440	4 803	5 373	(571)	-11%	5 862
Disaster Management	57	56	71	4	38	65	(26)	-41%	71
Education	8	661	661	-	4	606	(602)	-99%	661
Libraries and Archives	9 079	10 499	10 588	788	8 759	9 706	(947)	-10%	10 588
Sport and recreation	23 574	28 896	27 821	2 324	21 550	25 502	(3 952)	-15%	27 821
Community Parks (including Nurseries)	5 591	6 678	6 620	537	5 281	6 069	(787)	-13%	6 620
Recreational Facilities	13 592	17 469	16 299	1 441	12 402	14 941	(2 538)	-17%	16 299
Sports Grounds and Stadiums	4 391	4 748	4 901	346	3 866	4 493	(627)	-14%	4 901
Public safety	9 196	8 925	8 925	560	8 080	8 181	(101)	-1%	8 925
Fire Fighting and Protection	9 196	8 925	8 925	560	8 080	8 181	(101)	-1%	8 925
Housing	16 468	19 186	18 765	399	7 782	17 201	(9 420)	-55%	18 765
Housing	16 143	17 593	17 170	385	7 596	15 739	(8 143)	-52%	17 170
Informal Settlements	325	1 594	1 596	15	186	1 463	(1 277)	-87%	1 596

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	YearTD budget
R thousands								%	
<i>Economic and environmental services</i>	62 903	65 573	67 512	3 916	43 783	61 886	(18 104)	-29%	67 512
Planning and development	8 797	10 614	10 649	688	7 747	9 762	(2 014)	-21%	10 649
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>	1 761	2 308	2 304	146	1 539	2 112	(574)	-27%	2 304
<i>Economic Development/Planning</i>	1 921	2 215	2 583	94	1 144	2 368	(1 223)	-52%	2 583
<i>Town Planning, Building Regulations and Enforcement</i>	3 637	3 748	3 904	320	3 640	3 579	61	2%	3 904
<i>Project Management Unit</i>	1 479	2 342	1 857	128	1 424	1 702	(279)	-16%	1 857
Road transport	52 785	53 213	54 147	3 179	34 855	49 635	(14 780)	-30%	54 147
<i>Police Forces, Traffic and Street Parking Control</i>	31 375	28 142	28 011	1 425	15 108	25 677	(10 569)	-41%	28 011
<i>Roads</i>	21 410	25 071	26 136	1 754	19 747	23 958	(4 211)	-18%	26 136
Environmental protection	1 321	1 747	2 716	49	1 180	2 490	(1 310)	-53%	2 716
<i>Biodiversity and Landscape</i>	388	1 747	2 716	49	502	2 490	(1 988)	-80%	2 716
<i>Pollution Control</i>	934	–	–	–	679	–	679		–
<i>Trading services</i>	293 298	317 593	338 273	26 330	244 765	310 083	(65 319)	-21%	338 273
Energy sources	201 572	224 738	223 818	18 433	171 752	205 166	(33 414)	-16%	223 818
<i>Electricity</i>	199 399	222 463	220 893	17 946	169 203	202 486	(33 282)	-16%	220 893
<i>Street Lighting and Signal Systems</i>	2 173	2 275	2 924	487	2 548	2 680	(132)	-5%	2 924
Water management	28 025	28 985	37 454	2 503	22 161	34 333	(12 172)	-35%	37 454
<i>Water Treatment</i>	34	1 458	1 458	–	18	1 337	(1 319)	-99%	1 458
<i>Water Distribution</i>	25 401	23 935	32 655	2 495	20 245	29 933	(9 689)	-32%	32 655
<i>Water Storage</i>	2 590	3 592	3 341	8	1 899	3 063	(1 164)	-38%	3 341
Waste water management	28 364	29 256	32 994	2 471	23 382	30 244	(6 862)	-23%	32 994
<i>Public Toilets</i>	1 363	1 660	1 598	116	1 289	1 465	(176)	-12%	1 598
<i>Sewerage</i>	20 919	19 661	23 619	1 832	16 520	21 651	(5 130)	-24%	23 619
<i>Storm Water Management</i>	6 049	5 621	5 462	522	5 568	5 006	561	11%	5 462
<i>Waste Water Treatment</i>	33	2 315	2 315	1	5	2 122	(2 117)	-100%	2 315
Waste management	35 338	34 615	44 007	2 923	27 470	40 340	(12 869)	-32%	44 007
<i>Solid Waste Disposal (Landfill Sites)</i>	8 543	10 735	16 083	481	4 119	14 743	(10 623)	-72%	16 083
<i>Solid Waste Removal</i>	25 366	22 639	26 682	2 282	21 810	24 459	(2 649)	-11%	26 682
<i>Street Cleaning</i>	1 429	1 241	1 241	160	1 541	1 138	403	35%	1 241
<i>Other</i>	828	893	878	202	822	805	17	2%	878
Licensing and Regulation	60	87	72	0	17	66	(50)	-75%	72
Tourism	768	806	806	201	806	739	67	9%	806
Total Expenditure - Functional	516 217	582 344	607 775	45 117	438 453	557 127	(118 674)	-21%	607 775
Surplus/ (Deficit) for the year	48 192	33 372	11 181	(5 879)	53 541	10 249	43 292	422%	11 181

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

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M11 May

Vote Description	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
R thousands									
Revenue by Vote									
Vote 1 - Financial Services	83 282	89 434	88 829	4 871	79 541	81 426	(1 885)	-2.3%	88 829
Vote 2 - Community Services	128 355	167 972	146 937	1 499	103 255	134 693	(31 438)	-23.3%	146 937
Vote 3 - Corporate Services	212	597	697	97	520	639	(119)	-18.6%	697
Vote 4 - Technical Services	352 005	356 363	381 674	32 728	308 185	349 868	(41 683)	-11.9%	381 674
Vote 5 - Muncipal Manager	554	1 350	819	43	494	751	(257)	-34.2%	819
Total Revenue by Vote	564 409	615 716	618 956	39 238	491 994	567 377	(75 382)	-13.3%	618 956
Vote 1 - Financial Services	27 219	45 537	44 612	3 671	32 202	40 894	(8 692)	-21.3%	44 612
Vote 2 - Community Services	106 806	115 777	115 084	6 741	75 298	105 493	(30 195)	-28.6%	115 084
Vote 3 - Corporate Services	50 721	56 641	62 795	5 169	49 279	57 562	(8 282)	-14.4%	62 795
Vote 4 - Technical Services	321 647	351 143	372 548	28 739	272 025	341 502	(69 477)	-20.3%	372 548
Vote 5 - Muncipal Manager	9 824	13 246	12 737	795	9 649	11 676	(2 027)	-17.4%	12 737
Total Expenditure by Vote	516 217	582 344	607 775	45 117	438 453	557 127	(118 674)	-21.3%	607 775
Surplus/ (Deficit) for the year	48 192	33 372	11 181	(5 879)	53 541	10 249	43 292	422.4%	11 181

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

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M11 May

Description	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
R thousands									
Revenue By Source									
Property rates	63 712	70 002	68 191	3 320	66 045	62 508	3 537	6%	68 191
Service charges - electricity revenue	210 359	235 714	235 937	22 811	203 988	216 275	(12 287)	-6%	235 937
Service charges - water revenue	45 429	41 882	42 180	2 913	31 875	38 665	(6 790)	-18%	42 180
Service charges - sanitation revenue	26 997	17 387	18 116	4 160	23 103	16 607	6 497	39%	18 116
Service charges - refuse revenue	23 384	21 424	21 985	1 934	20 959	20 153	806	4%	21 985
Service charges - other	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	5 990	10 198	10 198	523	5 037	9 348	(4 311)	-46%	10 198
Interest earned - external investments	8 122	8 198	8 198	811	7 463	7 515	(53)	-1%	8 198
Interest earned - outstanding debtors	10 927	7 284	7 284	995	9 441	6 677	2 764	41%	7 284
Dividends received	-	4	4	-	-	4	(4)	-100%	4
Fines, penalties and forfeits	22 002	18 904	18 904	3	1 187	17 329	(16 142)	-93%	18 904
Licences and permits	1 164	155	155	137	1 030	142	888	624%	155
Agency services	3 586	8 378	8 378	533	3 423	7 679	(4 256)	-55%	8 378
Transfers recognised - operational	93 967	91 069	92 448	250	87 203	84 744	2 459	3%	92 448
Other revenue	13 993	9 271	10 626	848	8 560	9 741	(1 181)	-12%	10 626
Gains on disposal of PPE	-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)	529 632	539 869	542 604	39 238	469 315	497 387	(28 073)	-6%	542 604
Expenditure By Type									
Employee related costs	155 415	177 699	170 311	14 785	157 517	156 119	1 398	1%	170 311
Remuneration of councillors	9 170	10 709	10 709	795	8 665	9 817	(1 152)	-12%	10 709
Debt impairment	35 513	22 219	42 097	2 954	18 659	38 589	(19 930)	-52%	42 097
Depreciation & asset impairment	28 699	43 032	45 165	666	13 198	41 401	(28 203)	-68%	45 165
Finance charges	8 675	3 671	8 005	212	610	7 338	(6 728)	-92%	8 005
Bulk purchases	179 705	197 541	197 541	16 424	152 145	181 079	(28 934)	-16%	197 541
Other materials	15 173	21 021	16 303	774	12 518	14 944	(2 427)	-16%	16 303
Contracted services	36 101	41 902	51 385	4 761	33 586	47 102	(13 517)	-29%	51 385
Transfers and grants	13 920	14 407	14 543	214	5 154	13 331	(8 177)	-61%	14 543
Other expenditure	33 845	50 142	51 717	3 532	36 402	47 407	(11 005)	-23%	51 717
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-
Total Expenditure	516 217	582 344	607 775	45 117	438 453	557 127	(118 674)	-21%	607 775
Surplus/(Deficit)	13 415	(42 474)	(65 171)	(5 879)	30 862	(59 740)	90 601	(0)	(65 171)
Transfers recognised - capital	34 777	75 847	76 352	-	22 680	69 989	(47 310)	(0)	76 352
Contributions recognised - capital	-	-	-	-	-	-	-	-	-
Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	48 192	33 372	11 181	(5 879)	53 541	10 249			11 181
Surplus/(Deficit) attributable to Share of surplus/ (deficit) of associate	48 192	33 372	11 181	(5 879)	53 541	10 249			11 181
Surplus/ (Deficit) for the year	48 192	33 372	11 181	(5 879)	53 541	10 249			11 181

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) - M11 May

Vote Description	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
R thousands									
Multi-Year expenditure appropriation									
Vote 2 - Community Services	–	650	449	80	86	411	(325)	-79%	449
Vote 4 - Technical Services	14 570	45 777	47 536	6 648	41 286	43 575	(2 289)	-5%	47 536
Total Capital Multi-year expenditure	14 570	46 427	47 985	6 728	41 372	43 986	(2 614)	-6%	47 985
Single Year expenditure appropriation									
Vote 1 - Financial Services	215	180	702	7	165	644	(479)	-74%	702
Vote 2 - Community Services	5 950	4 282	6 042	268	2 027	5 539	(3 511)	-63%	6 042
Vote 3 - Corporate Services	1 257	970	1 199	53	687	1 099	(412)	-37%	1 199
Vote 4 - Technical Services	41 782	29 312	35 496	2 095	28 710	32 538	(3 828)	-12%	35 496
Vote 5 - Muncipal Manager	27	150	130	8	9	119	(110)	-92%	130
Total Capital single-year expenditure	49 231	34 894	43 569	2 431	31 598	39 939	(8 341)	-21%	43 569
Total Capital Expenditure	63 800	81 321	91 554	9 159	72 970	83 925	(10 955)	-13%	91 554

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M11 May

Vote Description	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
R thousands									
Capital Expenditure - Standard Classification									
<i>Governance and administration</i>	1 576	1 340	3 173	68	932	2 909	(1 977)	-68%	3 173
Executive and council	279	250	1 622	39	224	1 487	(1 263)	-85%	1 622
Finance and administration	1 297	1 090	1 551	29	708	1 422	(714)	-50%	1 551
<i>Community and public safety</i>	3 586	3 402	4 358	193	1 779	3 995	(2 217)	-55%	4 358
Community and social services	645	1 000	1 054	22	203	966	(763)	-79%	1 054
Sport and recreation	2 034	2 402	3 304	172	1 576	3 029	(1 453)	-48%	3 304
Public safety	549	-	-	-	-	-	-		-
Housing	359	-	-	-	-	-	-		-
<i>Economic and environmental service</i>	11 560	29 788	36 251	2 156	33 007	33 230	(224)	-1%	36 251
Planning and development	31	20	602	155	309	552	(243)	-44%	602
Road transport	11 529	28 268	34 149	2 001	32 698	31 303	1 394	4%	34 149
Environmental protection	-	1 500	1 500	-	-	1 375	(1 375)	-100%	1 500
<i>Trading services</i>	47 078	46 791	47 772	6 742	37 253	43 791	(6 537)	-15%	47 772
Energy sources	4 728	11 654	11 750	2 727	9 366	10 771	(1 405)	-13%	11 750
Water management	22 269	14 746	12 516	732	8 648	11 473	(2 825)	-25%	12 516
Waste water management	16 820	19 219	22 334	3 176	18 109	20 473	(2 364)	-12%	22 334
Waste management	3 261	1 171	1 171	107	1 131	1 074	57	5%	1 171
Total Capital Expenditure - Standard Classification	63 800	81 321	91 554	9 159	72 970	83 925	(10 955)	-13%	91 554
Funded by:									
National Government	20 014	33 070	26 005	3 439	20 158	23 838	(3 680)	-15%	26 005
Provincial Government	14 170	19 569	28 406	2 582	28 005	26 039	1 966	8%	28 406
District Municipality	-	300	761	-	457	697	(241)	-35%	761
Transfers recognised - capital	34 183	52 938	55 172	6 021	48 620	50 575	(1 955)	-4%	55 172
Borrowing	3 528	1 550	1 550	-	1 500	1 421	80	6%	1 550
Internally generated funds	26 089	26 833	34 832	3 138	22 850	31 929	(9 080)	-28%	34 832
Total Capital Funding	63 800	81 321	91 554	9 159	72 970	83 925	(10 955)	-13%	91 554

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

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M11 May

Description	2017/18	Budget Year 2018/19			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
ASSETS					
Current assets					
Cash	97 506	83 129	91 275	90 819	90 819
Call investment deposits	–	47	–	23 000	23 000
Consumer debtors	57 003	(33 750)	34 983	70 910	70 910
Other debtors	12 701	14 940	26 690	4 133	4 133
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 402	1 435	11 402	11 660	11 660
Total current assets	178 612	65 801	164 350	200 521	200 521
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	4	–	–	–
Investment property	45 660	(626)	45 660	45 518	45 518
Investments in Associate	–	–	–	–	–
Property, plant and equipment	856 160	38 951	903 636	916 780	916 780
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 837	(36)	2 650	2 801	2 801
Other non-current assets	550	–	550	550	550
Total non current assets	905 207	38 293	952 495	965 650	965 650
TOTAL ASSETS	1 083 819	104 095	1 116 846	1 166 170	1 166 170
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	6 418	–	6 418	7 034	7 034
Trade and other payables	53 808	46 998	67 718	75 320	75 320
Provisions	17 426	8 491	28 466	15 072	15 072
Total current liabilities	77 653	55 489	102 602	97 425	97 425
Non current liabilities					
Borrowing	4 175	2 200	1 175	2 569	2 569
Provisions	154 570	13 033	154 570	165 214	165 214
Total non current liabilities	158 745	15 233	155 745	167 783	167 783
TOTAL LIABILITIES	236 399	70 723	258 348	265 208	265 208
NET ASSETS	847 421	33 372	858 498	900 962	900 962
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	837 066	33 372	848 143	890 607	890 607
Reserves	10 355	–	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	847 421	33 372	858 498	900 962	900 962

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

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M11 May

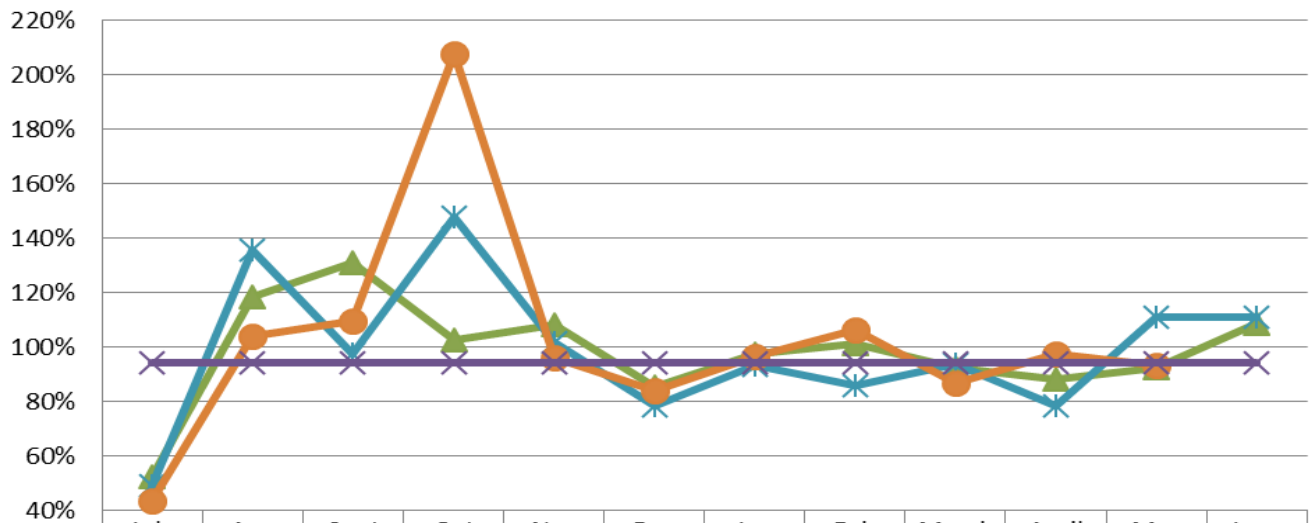
Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	63 592	61 689	64 781	3 720	64 812	59 383	5 429	9%	64 781
Service charges	308 615	291 601	311 744	31 315	306 708	285 766	20 942	7%	311 744
Other revenue	–	17 246	29 132	2 577	20 275	26 705	(6 430)	-24%	29 132
Government - operating	132 666	97 846	115 971	0	102 797	106 306	(3 510)	-3%	115 971
Government - capital	–	63 230	59 830	2 508	64 696	54 844	9 852	18%	59 830
Interest	19 166	13 112	10 430	811	7 464	9 561	(2 097)	-22%	10 430
Dividends									
Payments									
Suppliers and employees	(424 386)	(369 994)	(488 176)	(42 903)	(467 640)	(447 494)	20 146	-5%	(488 176)
Finance charges	(15 676)	(938)	(1 095)	–	(150)	(1 004)	(854)	85%	(1 095)
Transfers and Grants	–	(587)	(14 394)	(217)	(5 181)	(13 195)	(8 013)	61%	(14 394)
NET CASH FROM/(USED) OPERATING ACTIVITIES	83 978	173 205	88 223	(2 189)	93 778	80 871	35 465	44%	88 223
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	–	–	–	20 000	(23 000)	–	(23 000)	–	–
Payments									
Capital assets	(63 800)	(83 247)	(91 453)	(9 724)	(76 981)	(83 832)	(6 852)	8%	(91 453)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(60 010)	(83 247)	(91 453)	10 276	(99 981)	(83 832)	16 148	-19%	(91 453)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing	–	3 500	–	–	–	–	–	–	–
Increase (decrease) in consumer deposits	1 023	–	–	54	693	–	693	–	–
Payments									
Repayment of borrowing	(3 818)	–	(3 000)	–	(1 184)	(2 750)	(1 566)	57%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	(2 795)	3 500	(3 000)	54	(491)	(2 750)	(2 259)	82%	(491)
NET INCREASE/ (DECREASE) IN CASH HELD	21 173	93 458	(6 231)	8 141	(6 693)	(5 711)			(3 231)
Cash/cash equivalents at beginning:	76 333	–	97 506		97 502	97 506			97 502
Cash/cash equivalents at month/year end:	97 506	93 458	91 275		90 809	91 794			94 271

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

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M11 May

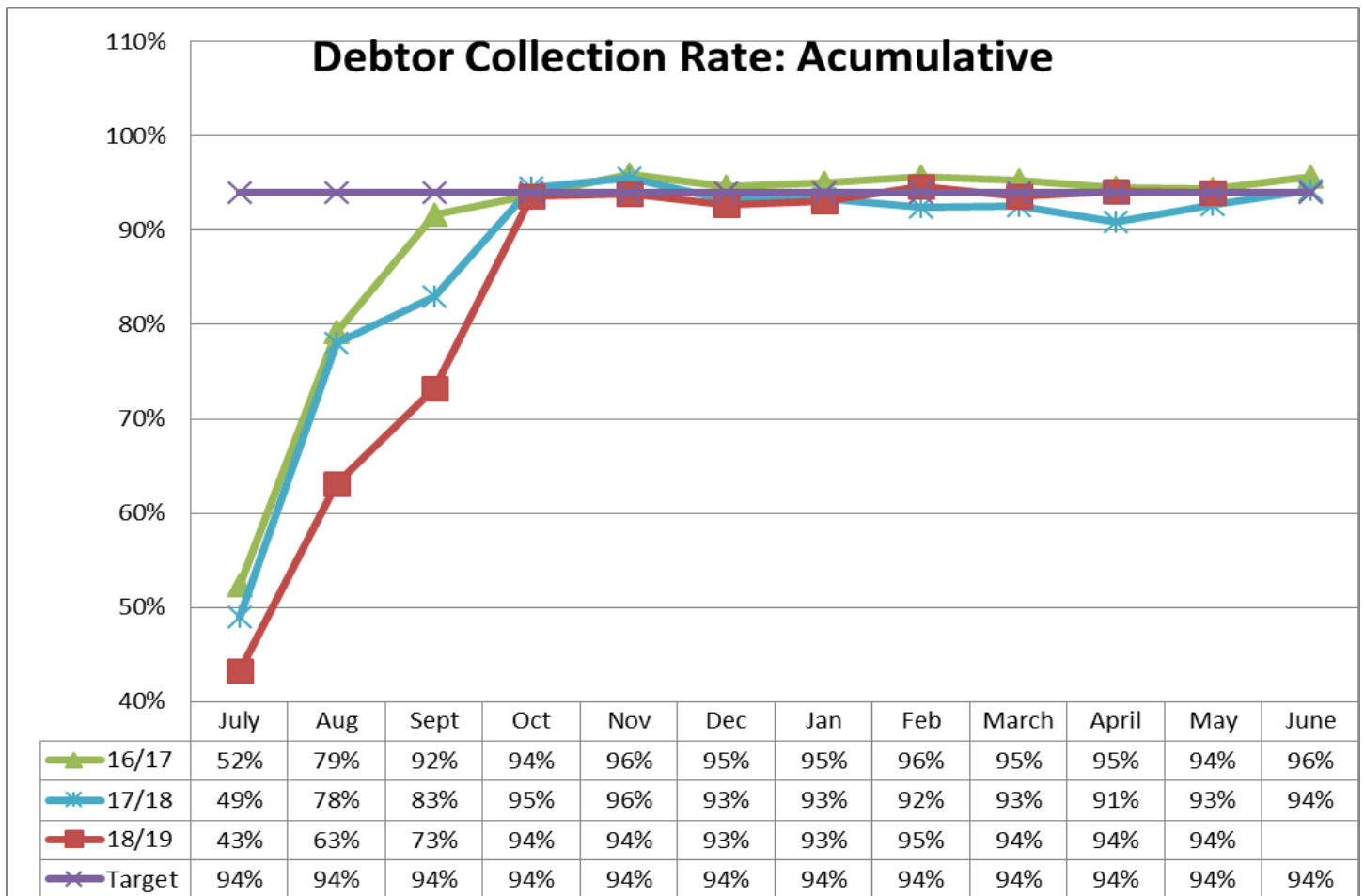
Description	NT Code	Budget Year 2018/19									
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
R thousands											
Debtors Age Analysis By Income Source											
Water	1200	8 330	1 202	1 085	1 267	879	976	5 594	33 288	52 623	42 005
Electricity	1300	16 370	339	243	264	89	199	1 085	1 917	20 505	3 553
Property Rates	1400	3 970	317	290	232	215	194	2 729	12 224	20 171	15 595
Waste Water Management	1500	7 701	616	630	571	659	568	3 215	15 934	29 894	20 947
Waste Management	1600	5 666	755	666	635	612	585	3 061	17 261	29 242	22 155
Property Rental Debtors	1700	96	18	18	17	16	16	91	626	897	766
Interest on Arrear Accounts	1810	1 508	79	93	117	120	150	1 297	25 723	29 088	27 407
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(3 382)	43	19	26	27	27	185	920	(2 135)	1 185
Total By Income Source	2000	40 259	3 370	3 045	3 129	2 617	2 714	17 259	107 893	180 286	133 612
2017/18 - totals only										–	–
Debtors Age Analysis By Customer Group											
Organs of State	2200	1 092	182	162	83	50	49	884	2 780	5 283	3 846
Commercial	2300	17 368	392	340	359	179	269	2 267	7 250	28 424	10 324
Households	2400	20 548	2 581	2 283	2 480	2 184	2 222	12 816	88 599	133 713	108 301
Other	2500	1 251	215	259	206	205	173	1 292	9 264	12 866	11 140
Total By Customer Group	2600	40 259	3 370	3 045	3 129	2 617	2 714	17 259	107 893	180 286	133 612

Debtor Collection Rate per Month



The purpose of this graph is to illustrate the collection against targets set for the relevant months. The target for the month is 94% while the actual figure for May 2019 amounts to 93% in comparison to the previous year 111 %.

Die doel van hierdie grafiek is om die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir Mei 2019 – 93 % beloop in vergelyking met die vorige jaar 111 %.



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 - M11 May

Description	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
R thousands										
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	-	-	-	-	-	-	-	-	-
Bulk Water	0200	-	-	-	-	-	-	-	-	-
PAYE deductions	0300	-	-	-	-	-	-	-	-	-
VAT (output less input)	0400	-	-	-	-	-	-	-	-	-
Pensions / Retirement deductions	0500	-	-	-	-	-	-	-	-	-
Loan repayments	0600	-	-	-	-	-	-	-	-	-
Trade Creditors	0700	1 533	4	-	-	-	-	-	-	1 537
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	1 533	4	-	-	-	-	-	-	1 537

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M11 May

Investments by maturity Name of institution & investment ID	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
	Yrs/Months							
R thousands								
<u>Municipality</u>								
ABSA	–	–	–	–		–	–	0
Investec	–	–	–	–		–	–	(0)
Nedbank	–	–	–	–		–	–	23 000
Standard Bank	–	–	–	–		–	–	(0)
FNB	–	–	–	–		–	–	(0)
	–	–	–	–		–	–	–
TOTAL INVESTMENTS AND INTEREST				–		–	–	23 000

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are recognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M11 May

Description	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
R thousands									
RECEIPTS:									
Operating Transfers and Grants									
National Government:	–	88 231	87 752	250	87 196	80 439	6 757	8.4%	87 752
Equitable Share	–	84 602	84 602	–	84 584	77 552	7 032	9.1%	84 602
Local Government Financial Management Grant [Schedule 5B]	–	1 550	1 400	65	817	1 283	(467)	-36.4%	1 400
Expanded Public Works Programme Integrated Grant [Schedule 5B]	–	1 548	1 750	185	1 795	1 604	191	11.9%	1 750
Municipal Infrastructure Grant [Schedule 5B]	–	531	–	–	–	–	–	–	–
Provincial Government:	–	45 019	22 193	0	4 036	20 344	(16 308)	-80.2%	22 193
Housing	–	32 839	12 621	–	4 029	11 569	(7 540)	-65.2%	12 621
Financial Management	–	360	360	–	0	330	(330)	-100.0%	360
Financial Management Support Grant	–	330	330	–	–	303	(303)	-100.0%	330
Libraries, Archives and Museum	–	9 342	8 882	–	–	8 142	(8 142)	-100.0%	8 882
Community Development Workers	–	148	–	0	7	–	7	–	–
Regional Socio-economic Project/Violence Prevention	–	2 000	–	–	0	–	0	–	–
District Municipality:	–	–	600	–	–	550	(550)	-100.0%	600
Other grant providers:	–	576	4 065	–	–	458	(458)	-100.0%	4 065
Water Drought Support	–	–	500	–	–	458	(458)	-100.0%	500
Other grant providers:	–	288	1 783	–	–	–	–	–	1 783
Belguim Grant	–	288	1 083	–	–	–	–	–	1 083
Table Mountain Fund	–	–	700	–	–	–	–	–	700
Total Operating Transfers and Grants	–	133 826	114 011	250	91 232	101 241	(10 010)	-9.9%	114 011
National Government:	–	31 235	26 005	–	6 151	23 838	(17 688)	-74.2%	26 005
Municipal Infrastructure Grant [Schedule 5B]	–	18 626	19 157	–	5 945	17 561	(11 616)	-66.1%	19 157
Regional Bulk Infrastructure Grant (Schedule 5B)	–	8 261	2 500	–	–	2 292	(2 292)	-100.0%	2 500
Integrated National Electrification Programme (Municipal)	–	4 348	4 348	–	205	3 986	(3 780)	-94.8%	4 348
Provincial Government:	–	300	26 424	–	12 500	23 983	(11 483)	-47.9%	26 424
Housing	–	–	26 164	–	12 500	23 983	(11 483)	-47.9%	26 164
Sport & Recreation	–	300	261	–	–	–	–	–	261
Total Capital Transfers and Grants	–	31 535	52 430	–	18 651	47 821	(29 171)	-61.0%	52 430
TOTAL RECEIPTS OF TRANSFERS & GRANTS	–	165 361	166 440	250	109 882	149 063	(39 180)	-26.3%	166 440

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

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M11 May

Description	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
R thousands									
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	62 092	88 231	87 752	250	87 196	80 439	6 757	8.4%	87 752
Equitable Share	59 438	84 602	84 602	–	84 584	77 552	7 032	9.1%	84 602
Local Government Financial Management Grant	1 161	1 550	1 400	65	817	1 283	(467)	-36.4%	1 400
Expanded Public Works Programme Integrated G	1 493	1 548	1 750	185	1 795	1 604	191	11.9%	1 750
Municipal Infrastructure Grant [Schedule 5B]	–	531	–	–	–	–	–		–
Other transfers and grants [insert description]	–	–	–	–	–	–	–		–
Provincial Government:	158	46 862	24 036	0	4 036	22 033	(17 997)	-81.7%	24 036
Housing	–	32 839	12 621	–	4 029	11 569	(7 540)	-65.2%	12 621
Financial Management	–	360	360	–	0	330	(330)	-100.0%	360
Financial Management Support Grant	120	330	330	–	–	303	(303)	-100.0%	330
Replacement Funding for most vulnerable B3 mur	38	–	–	–	–	–	–		–
Libraries, Archives and Museum	–	9 342	8 882	–	–	8 142	(8 142)	-100.0%	8 882
Community Development Workers	–	148	–	0	7	–	7	#DIV/0!	–
Maintenance of Main Roads	–	1 843	1 843	–	–	1 689	(1 689)	-100.0%	1 843
Regional Socio-economic Project/Violence Prever	–	2 000	–	–	0	–	0		–
District Municipality:	–	–	600	–	–	550	(550)	-100.0%	600
Tourism	–	–	100	–	–	92	(92)	-100.0%	100
Water Drought Support	–	–	500	–	–	458	(458)	-100.0%	500
Other grant providers:	–	288	1 783	–	–	–	–		1 783
Belguim Grant	–	288	1 083	–	–	–	–		1 083
Table Mountain Fund	–	–	700	–	–	–	–		700
Total operating expenditure of Transfers and Grant	62 249	135 381	114 171	250	91 232	103 022	(11 790)	-11.4%	114 171
Capital expenditure of Transfers and Grants									
National Government:	20 002	31 235	26 005	–	6 151	23 838	(17 688)	-74.2%	26 005
Municipal Infrastructure Grant [Schedule 5B]	19 941	18 626	19 157	–	5 945	17 561	(11 616)	-66.15%	19 157
Regional Bulk Infrastructure Grant (Schedule 5B)	61	8 261	2 500	–	–	2 292	(2 292)	-100.00%	2 500
Integrated National Electrification Programme (Mu	–	4 348	4 348	–	205	3 986	(3 780)	-94.84%	4 348
Other capital transfers [insert description]	–	–	–	–	–	–	–		–
Provincial Government:	–	300	26 424	–	12 500	23 983	(11 483)	-47.9%	26 424
Housing	–	–	26 164	–	12 500	23 983	(11 483)	-47.9%	26 164
Sport & Recreation	–	300	261	–	–	–	–		261
District Municipality:	–	–	–	–	–	–	–		–
Other grant providers:	–	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	20 002	31 535	52 430	–	18 651	47 821	(29 171)	-61.0%	52 430
TOTAL EXPENDITURE OF TRANSFERS AND GRAN	82 252	166 916	166 600	250	109 882	150 844	(40 961)	-27.2%	166 600

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M11 May

Summary of Employee and Councillor remuneration	Budget Year 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	608	6 635	6 612	23	0%	7 213
Pension and UIF Contributions	1 063	1 063	89	961	974	(13)	-1%	1 063
Medical Aid Contributions	212	212	16	168	195	(27)	-14%	212
Motor Vehicle Allowance	692	692	–	–	635	(635)	-100%	692
Cellphone Allowance	1 023	1 023	78	853	938	(84)	-9%	1 023
Housing Allowances	455	455	3	48	417	(369)	-88%	455
Other benefits and allowances	50	50	–	–	46	(46)	-100%	50
Sub Total - Councillors	10 709	10 709	795	8 665	9 817	(1 152)	-12%	10 709
Senior Managers of the Municipality								
Basic Salaries and Wages	3 594	3 294	208	2 803	3 019	(216)	-7%	3 294
Pension and UIF Contributions	739	739	15	174	678	(504)	-74%	739
Medical Aid Contributions	127	127	6	61	117	(55)	-48%	127
Overtime	–	–	–	–	–	–	–	–
Performance Bonus	840	840	42	526	770	(245)	-32%	840
Motor Vehicle Allowance	993	993	68	745	910	(165)	-18%	993
Cellphone Allowance	67	67	–	24	62	(38)	-61%	67
Housing Allowances	145	145	–	–	133	(133)	-100%	145
Other benefits and allowances	108	88	12	140	81	59	73%	88
Payments in lieu of leave	–	–	–	–	–	–	–	–
Long service awards	–	–	–	–	–	–	–	–
Post-retirement benefit obligations	–	–	–	–	–	–	–	–
Sub Total - Senior Managers	6 614	6 294	351	4 473	5 769	(1 297)	-22%	6 294
Other Municipal Staff								
Basic Salaries and Wages	108 292	100 954	8 526	90 682	92 541	(1 859)	-2%	100 954
Pension and UIF Contributions	16 388	16 377	1 316	14 262	15 012	(751)	-5%	16 377
Medical Aid Contributions	7 283	7 283	623	6 666	6 676	(10)	0%	7 283
Overtime	11 713	11 708	1 154	14 801	10 732	4 069	38%	11 708
Performance Bonus	7 651	7 651	679	7 295	7 013	282	4%	7 651
Motor Vehicle Allowance	4 099	4 129	390	4 177	3 785	392	10%	4 129
Cellphone Allowance	378	378	39	449	347	102	29%	378
Housing Allowances	1 541	1 541	121	1 328	1 413	(85)	-6%	1 541
Other benefits and allowances	4 035	4 035	311	2 995	3 699	(704)	-19%	4 035
Payments in lieu of leave	831	831	425	975	762	213	28%	831
Long service awards	407	407	76	834	373	461	124%	407
Post-retirement benefit obligations	10 632	10 632	921	10 132	9 746	386	4%	10 632
Sub Total - Other Municipal Staff	173 251	165 926	14 581	154 595	152 099	2 496	2%	165 926
TOTAL SALARY, ALLOWANCES &	190 573	182 929	15 726	167 733	167 685	48	0%	182 929
% increase								
TOTAL MANAGERS AND STAFF	179 864	172 220	14 931	159 068	157 868	1 200	1%	172 220

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

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M11 May

Description	Ref	Budget Year 2018/19											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget
Cash Receipts By Source													
Property rates		3 857	8 244	6 776	19 563	4 045	3 164	4 286	4 080	3 522	3 554	3 720	5 190
Service charges - electricity revenue		21 587	21 605	23 318	18 875	17 174	16 003	15 014	18 598	23 326	25 949	24 351	(328)
Service charges - water revenue		3 448	3 418	2 171	3 193	2 007	2 782	2 585	3 766	2 534	2 940	2 980	14 774
Service charges - sanitation revenue		1 772	2 329	2 546	1 857	1 611	1 416	2 141	2 136	1 845	1 603	1 784	3 851
Service charges - refuse		2 068	2 194	1 965	2 306	1 723	2 086	1 884	2 104	1 653	1 798	1 891	4 716
Service charges - other		-	-	-	-	-	-	-	2 942	533	338	308	(4 122)
Rental of facilities and equipment		210	225	384	435	367	56	628	525	564	133	430	6 241
Interest earned - external investments		371	539	705	423	651	491	1 388	956	550	576	811	713
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-	1	-	-	(1)
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-
Fines		199	111	251	64	259	65	104	266	110	99	387	2 154
Licences and permits		574	214	705	764	1 608	398	735	136	352	55	1 402	(3 289)
Agency services		-	-	-	-	-	-	-	-	-	147	-	4 731
Transfer receipts - operating		36 119	1 992	3 514	1 987	2 028	28 183	-	4 199	24 656	119	0	15 941
Other revenue		236	382	645	1 982	721	226	1 086	391	225	2 026	358	(286)
Cash Receipts by Source		70 442	41 253	42 981	51 450	32 194	54 869	29 850	40 100	59 871	39 338	38 423	50 285
Other Cash Flows by Source													-
Transfer receipts - capital		17 000	-	-	3 500	5 400	7 566	-	7 000	15 965	5 757	2 508	(23 858)
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	31	87	55	56	54	(693)
Receipt of non-current debtors		-	-	-	-	-	-	-	-	-	-	-	-
Receipt of non-current receivables		-	-	-	-	-	-	-	-	-	-	-	-
Change in non-current investments		-	-	(100 000)	25 000	25 000	(35 000)	45 000	(40 000)	10 000	27 000	20 000	23 000
Total Cash Receipts by Source		87 505	41 334	(56 969)	80 024	62 689	27 481	74 881	7 187	85 891	72 151	60 985	48 734
Cash Payments by Type													-
Employee related costs		11 219	13 141	12 270	12 453	19 675	12 559	12 584	15 145	12 678	12 988	14 727	19 386
Remuneration of councillors		876	874	867	836	848	868	1 070	897	906	907	905	854
Interest paid		-	-	88	-	-	57	-	-	5	-	-	3 521
Bulk purchases - Electricity		23 704	24 512	23 657	13 718	13 545	13 196	12 009	16 071	16 413	20 312	18 974	(14 759)
Bulk purchases - Water & Sewer		-	-	-	-	-	-	-	-	-	-	-	-
Other materials		862	428	662	2 694	1 729	2 075	1 369	3 562	1 468	1 971	2 725	2 954
Contracted services		2 263	2 211	3 840	3 679	4 259	4 041	1 893	1 754	5 148	3 522	5 159	10 316
Grants and subsidies paid - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-
Grants and subsidies paid - other		200	155	121	205	-	2	364	53	3 751	113	217	9 226
General expenses		4 372	5 044	5 304	6 236	5 582	4 311	1 322	1 392	3 122	4 486	1 234	(2 797)
Cash Payments by Type		43 495	46 366	46 809	39 821	45 637	37 109	30 613	38 873	43 491	44 299	43 942	28 702
Other Cash Flows/Payments by Type													
Capital assets		1 686	4 061	8 879	6 352	10 008	2 511	5 673	7 652	13 041	6 807	9 724	19 383
Repayment of borrowing		-	-	1 058	-	-	109	-	-	17	-	-	67 808
Other Cash Flows/Payments		(453)	591	(737)	3 824	(30 696)	34 490	1 844	1 802	2 087	(110)	(822)	24 741
Total Cash Payments by Type		44 728	51 017	56 009	49 997	24 949	74 219	38 130	48 327	58 636	50 996	52 844	140 634
NET INCREASE/(DECREASE) IN CASH HELD		42 777	(9 684)	(112 978)	30 027	37 740	(46 738)	36 751	(41 140)	27 256	21 155	8 141	(91 900)
Cash/cash equivalents at the month/year beginning:		97 502	140 279	130 595	17 618	47 645	85 385	38 647	75 398	34 257	61 513	82 668	90 809
Cash/cash equivalents at the month/year end:		140 279	130 595	17 618	47 645	85 385	38 647	75 398	34 257	61 513	82 668	90 809	(1 091)

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M11 May

Month	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	% spend of Original Budget
R thousands								%	
<u>Monthly expenditure performance trend</u>									
July		6 777	7 268	767	767	7 268	6 501	89.4%	1%
August		6 777	7 268	3 991	4 758	14 537	9 779	67.3%	6%
September		6 777	7 268	9 026	13 784	21 805	8 021	36.8%	17%
October		6 777	7 268	6 488	20 272	29 074	8 802	30.3%	25%
November		6 777	7 268	9 446	29 717	36 342	6 625	18.2%	37%
December		6 777	7 268	2 178	31 896	43 611	11 715	26.9%	39%
January		6 777	7 268	5 567	37 463	50 879	13 417	26.4%	46%
February		6 777	7 268	7 870	45 333	58 148	12 815	22.0%	56%
March		6 777	7 268	11 904	57 237	65 416	8 180	12.5%	70%
April		6 777	7 268	6 574	63 811	72 685	8 874	12.2%	0
May		6 777	7 268	9 159	72 970	79 953	6 983	8.7%	0
June		6 777	7 268	–		87 222	–		
Total Capital expenditure	–	81 321	87 222	72 970					

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
08/2/16/51	Appointment of an Auctioneer	05-Jul-2019
08/2/16/55	Revenue Enhancement Services	05-Jun-2019
08/2/16/60	Maintenance of Water meters in the Witzenberg area	08-Jul-2019
08/2/16/62	Cash in Transit (3 year contract)	03-Jun-2019
08/2/16/65	Supply and delivery of Traffic Uniforms	03-Jun-2019
08/2/16/68	Shortterm Insurance	04-Jun-2019
08/2/16/69	Supply and delivery of Fuel on Ad hoc basis	07-Jun-2019
08/2/16/71	Disconnection, reconnection, inspection and replacement of Electricity supply at pole and meter box in Witzenberg municipal area	02-Jul-2019
08/2/16/72	Supply and Installation of Rigid mesh Security fencing at Municipal depots, Ceres	06-Jun-2019
08/2/16/75	Supply and delivery of disposable bags for refuse removal	03-Jul-2019
08/2/16/79	Supply and delivery of one new 3 ton tipper truck and two new 1 ton Light delivery vehicles	19-Jun-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
08/2/16/78	Supply and delivery of Protective clothing	06-Jun-2019

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/03	Rendering of Recycling services in Witzenberg area	09-May-2019	31-May-2019	J Jacobs
08/2/16/35	Provision of online electronic CIPC and credit search services	24-Apr-2019	19-May-2019	M Frieslaar
08/2/16/45	Construction of Ablution Facility at Op-Die-Berg	09-May-2019	Awaiting	J Jacobs

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/56	Training of Municipal officials on Learnerships and skills programme	05-Apr-2019	14-May-2019	I Swartbooi
08/2/16/58	Supply and fitment of new Tyres, tubes and provision of Tyre repair and other related services	06-May-2019	21-May-2019	O Gatyene
08/2/16/59	Supply & Installation of Concrete Palisade and Clearvu Fencing in Ceres, Witzenberg Municipality	30-Apr-2019	02 May 2019 24 May 2019 31 May 2019	H Truter J Swanepoel
08/2/16/63	Clearing of Alien vegetation in Ceres Nature Reserve	06-May-2019	13-May-2019 Referred back	H Truter
08/2/16/66	Maintenance & upgrading of Municipal Geographic Information System	15-May-2019	31-May-2019	H Taljaard
08/2/16/67	Supply and delivery of copy paper	24-Apr-2019	22-May-2019	M Frieslaar

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/70	Supply, delivery and assemble of Office Furniture	31-May-2019	Awaiting	N Jacobs
08/2/16/73	Service provider for Carpentry Training	28-May-2019	Awaiting	R Fick
08/2/16/74	Cleaning of Public Toilets at Op-Die-Berg	22-May-2019	28-May-2019	J Jacobs
08/2/16/81	Supply, delivery and installation of one combination/ multipurpose set of rugby / soccer posts	30-May-2019	Awaiting	H Truter

3.2.1.3 Adjudication stage

No competitive bid is currently in the adjudication stage.

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

3.2.1.3 Toekenningsfase:

Geen mededingende tender is tans in die toekenningsfase nie.

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

3.2.1.4 Bids awarded

The following competitive bid were awarded by the Adjudication Committee during the month of May 2019:

3.2.1.4 Tenders toegeken

Die volgende mededingende tenders was toegeken deur die Tender Toekennings Komitee gedurende Mei 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/40	15-May-2019	Viking Pony Africa Pumps (PTY) Ltd T/A Tricom Africa	The supply, delivery and installation of process aerators / mixers for Witzenberg Municipality	Only responsive bidder	R 718 750.00
08/2/16/52	14-May-2019	BDK Technologies (Pty) Ltd	Maintenance of the Witzenberg Municipality's ICT Environment	Only responsive bidder	R 1 234 870.00
08/2/16/61	27-May-2019	Mobile Telephone Networks (PTY) Ltd T/A MTN SA	Supply, delivery, installation and configuration of a next generation Firewall (NGFW) and an email security gateway	Bidder scored the highest points	R 300 564.46

No bid was awarded by the Accounting Officer during the month of May 2019.

Geen tender was toegeken deur die Rekenpligtige Beampte gedurende Mei 2019 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 May 2019:

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

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Mei 2019:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/16/48	29-May-2019	Painting of external surfaces at Montana and Pine Valley community halls Wolseley	Funds are no longer available to cover the total envisaged expenditure

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

The following written price quotations were approved during the month of May 2019:

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

Die volgende geskrewe prys kwotasies was goedgekeur gedurende Mei 2019:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
159809	03-May-2019	Human Communications (Pty) Ltd	Advertisement: Post as Chief Fire and Disaster Manager (Ref: COM 41)	Lowest responsive quotation	R 8 472.55 (Incl. VAT)	Acting Chief Financial Officer
159935	15-May-2019	Roy Steele and Associates CC	Incapacity Investigation Hearings	Only responsive quotation	R 19 723.65 (Incl. VAT)	Acting Chief Financial Officer
160367	31-May-2019	Gracious Catering & Décor	Catering for Youth day 17-06-2019 (Ward 3)	Lowest responsive quotation	R 8 950.00 (Incl. VAT)	Acting Chief Financial Officer
160368	31-May-2019	Chama General Services (Pty) Ltd	Catering for Youth day 17-06-2019 (Ward 8)	Lowest responsive quotation	R 16 060.00 (Incl. VAT)	Acting Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of May 2019:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Mei 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/16/39	15-May-2019	Corjacq Construction CC	Supply and delivery of six shutter roller doors (Re-advertisement)	Only responsive bidder	R 139 756.00 (non VAT)	Acting Director: Community services
08/2/16/53	15-May-2019	SA Fire Watch (PTY) Ltd	Service and maintenance of fire extinguishers and hose reels	Bidder scored the highest points	R 60 087.50 (Incl. VAT)	Acting Director: Community services
08/2/16/54	15-May-2019	Uhambo Procurement & Distribution CC	Supply and delivery of fire fighting equipment – Fire Hoses	Bidder scored the highest points	R 126 000.90 (Incl. VAT)	Acting Director: Community services
08/2/16/64	02-May-2019	Fidelity Cash Solutions	Provision of Cash in Transit services for the period of 2 months (Re-advertisement)	Only responsive bidder	R 59 869.00 (Incl. VAT)	Acting Chief Financial Officer

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 was dismissed 29 April 2019	Accounting Officer
08/2/15/91	Professional engineering services for Witzenberg municipality	06 Nov 2018	RHDHV	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer
		06 Nov 2018	EOH Industrial Technologies (Pty) Ltd	Calculation of cluster points		
		08 Nov 2018	Bigen Africa Services (PTY) Ltd	Reason for non-compliance		

3.2.1.9 Deviations

The following table contains the approved deviations by the Accounting Officer for the month of May 2019 which totals R 1 646 314.37:

3.2.1.9 Afwykings

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Mei 2019 wat beloop op die totaal van R 1 646 314.37:

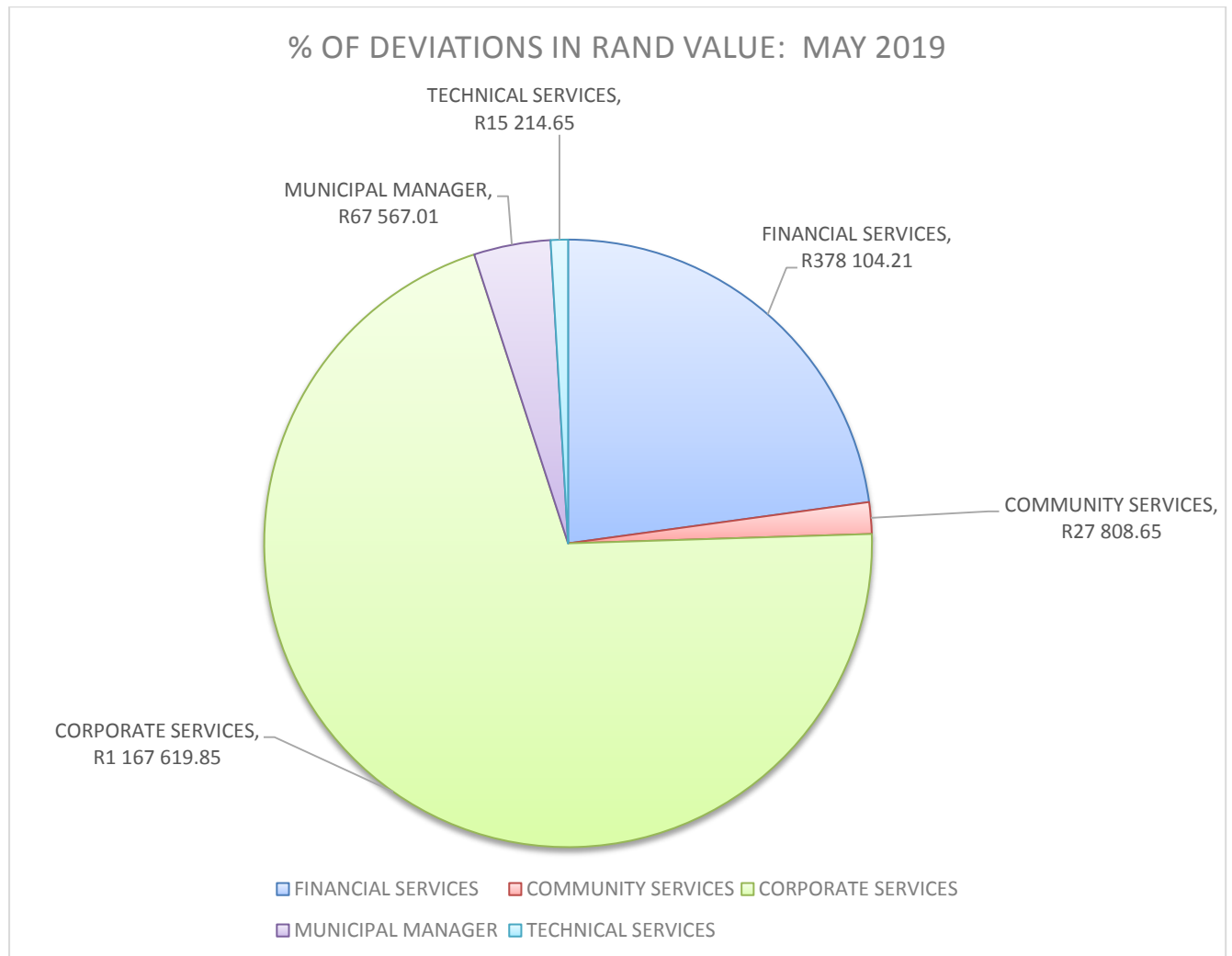
Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
8-Mar-19	Mafoko Security Patrols	Security services: Dec & Feb 2019	Impractical	155126	3,495,756.06
26-Mar-19	Witzenberg Herald	Notice 2019/2020 Draft Budget	Impractical	159218	5,325.00
31-Mar-19	Mafoko Security Patrols	Security services: Mar & Apr 2019	Impractical	158949	1,064,151.72
10-Apr-19	Hamlet Elektries	Urgent Repair to Nduli Swimming Pool - Electricity in Pump Room	Emergency	159431	8,568.65
12-Apr-19	Alta Swanepoel & Associates	Annual Road Transport Legislation Workshop Registration	Single supplier	160006	3,250.00
18-Apr-19	Ronda Rosant Attorneys	Legal services: Lost title deeds	Impractical	159806	11,208.00
24-Apr-19	Traffic Management Technologies	Monthly Service Fee Jan 2019	Impractical	159657, 159669	30,981.00
25-Apr-19	Witzenberg Herald	Publish Notice: Clean Audit & Traffic recognition ceremony	Single supplier	159681	7,360.00
30-Apr-19	Western Cape Government - Directorate Financial services	Publish notice: Government Gazette	Impractical	159753	29,795.00
30-Apr-19	CAT (Consolidated African Technologies (PTY) Ltd)	Setup of new RMA server	Impractical	159766	12,650.00
7-May-19	Gene Louw Traffic College	Training: Examiner of Driver's License	Single supplier	159844	44,105.13
7-May-19	IDI Technology Solutions (Pty) Ltd	Consulting Services	Single supplier	159836	43,297.50
7-May-19	Witzenberg Municipality	Public Notice	Impractical	159862	4,048.00
15-May-19	Witzenberg Herald	Publish Notice: Eskom power interruption 23 May 2019	Single supplier	159951	2,922.00
16-May-19	Ceres Alarms	Repair and Maintenance of Alarms system	Impractical	159976	5,587.05
17-May-19	Witzenberg Autoglass	Repair of Traffic Vehicle Window CT 5749	Emergency	159990	1,950.00
20-May-19	Multichoice (PTY) Ltd	DSTV Subscription	Single supplier	160007	5,580.00
20-May-19	Alta Swanepoel & Associates	Annual Road Transport Legislation Workshop Registration	Single supplier	160006	3,250.00
22-May-19	Witzenberg Herald	Publish Notice: Small Business Expo	Single supplier	160050	2,944.00

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Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
23-May-19	Johan Bezuidenhout Attorneys	Legal Services: Regulation 68 (1) applications	Impractical	160107	16,296.00
23-May-19	Witzenberg Herald	Publish notice: Rescheduling of Council meeting to 30 May 2019	Impractical	160115	2,944.00
24-May-19	Macsteel Fluid Control	Service of Bermad valves at Ceres & Tulbagh	Single supplier	160146	5,791.40
30-May-19	Lateral Unison	Insurance Premium April	Impractical	160296	162,373.58
30-May-19	Lateral Unison	Insurance Premium May	Impractical	160295	162,373.58
31-May-19	Institute of Internal Auditors (SA)	Membership fees	Single supplier	160384	13,061.51
31-May-19	HD Transmissions	Service of Automatic gearbox: CT 22898	Single supplier	160403	6,501.25

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
March 2019	R 357 540.01	R38 697 517.34	0.92%
April 2019	R 225 219.34	R18 499 969.56	1.22%
May 2019	R 1 646 314.37	R25 269 546.30	6.56%

DEVIATIONS PER DIRECTORATE



Logistics

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

Logistieke

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

MONTH	31 March 2019	30 April 2019	31 May 2019
Value of inventory at hand	R 12 000 039.16	R 12 255 228.74	R 11 344 875.36
Turnover rate of total value of inventory	1.21	1.18	1.30
Date of latest stores reconciliation	31 May 2019		
Date of last stock count	20 March 2019		
Date of next stock count	28 June 2019		

QUALITY CERTIFICATE

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


- The monthly in year monitoring reports for the month of May 2019

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

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature :



Date: 14 June 2019

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

*Witzenberg, the Eden of Africa, aspires that all residents shall live together in harmony and prosperity.
Witzenberg, die Eden van Afrika, streef daarna dat alle inwoners in harmonie en voorspoed saamleef.
Witzenberg, iEden yase Africa igquashalazele ekubeni bonke abahlali bakhawulelezise ukuhlalisana ngolomwalo.*



Monthly Budget Statement Report Section 71 for June 2019

**Financial data is in respect of the period
1 July 2018 to 30 June 2019**

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

2.3 Monthly budget statements

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

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

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

(2) *The statement must include—*

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and*
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).*

(3) *The amounts reflected in the statement must in each case be compared with the corresponding amounts.*

budgeted for in the municipality's approved budget.

(4) *The statement to the provincial treasury must be in the format of a signed document and in electronic format.*

(5) *The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after*

2.3 Maandelikse begroting state

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

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

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

(2) *Die staat moet die volgende insluit-*

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

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

(4) *Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.*

(5) *Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die einde van die maand, moet daardie deel van die verklaring wat*

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."

die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

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

The unwillingness / inability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R 4.2 million.

The monthly billing was also done as scheduled and during this process 12 584 accounts amounting to R 29.8 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 4.3 million.

The indigent cost to the municipality for the month amounts to R 1.8 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 13.1 million of which R 5.3 million was in terms of deviations.

The municipality currently has R 93.9 million in its primary bank account and no investments.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of June 2019 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 4.2 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 12 584 rekeninge ten bedrae van R 29.8 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 4.3 miljoen.

Die deernis subsidies vir die maand beloop R 1.8 miljoen. Die aantal goedgekeurde huishoudings is aan die toeneem as gevolg van die veranderinge aan die beleid.

Die opgehoopte debiteure verhouding se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 94%

Bestellings ter waarde van R 13.1 miljoen uitgereik, waarvan R 5.3 miljoen ten opsigte van afwykings is.

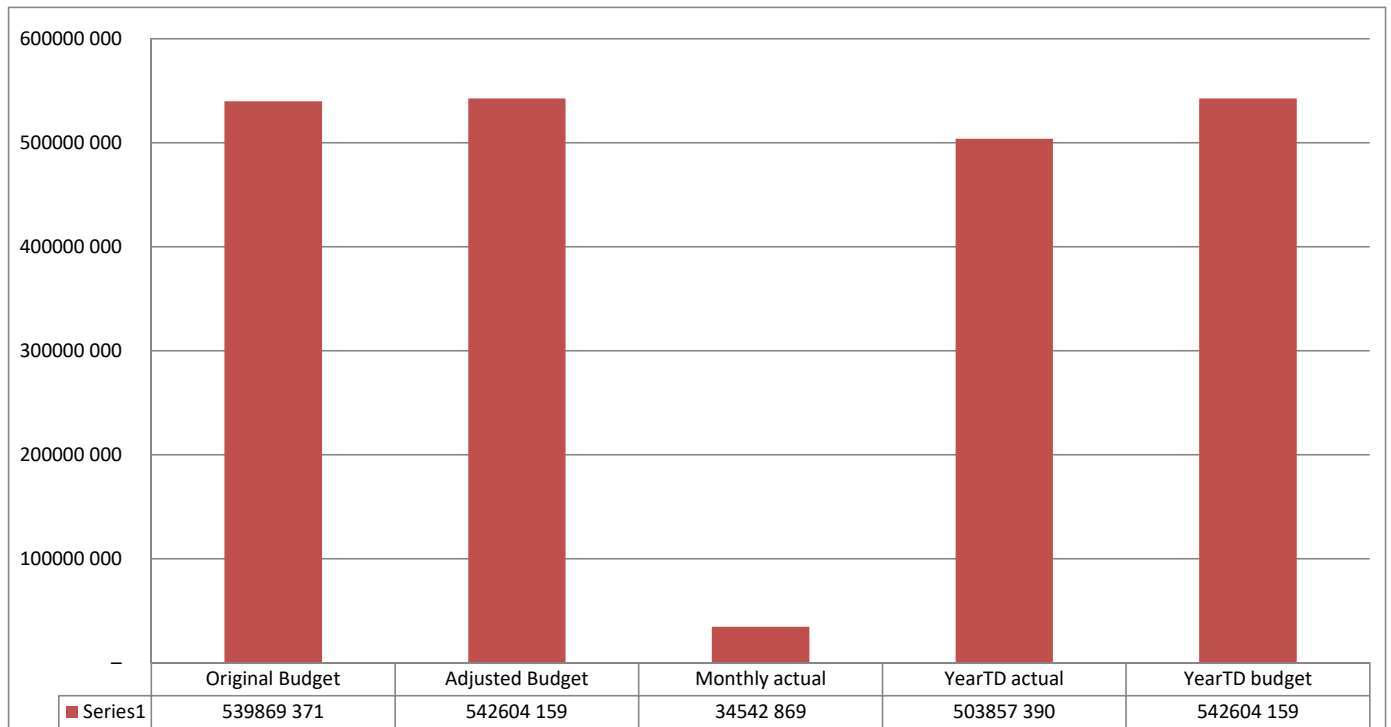
Die munisipaliteit het R 93.9 miljoen in die primêre bankrekening en geen beleggings nie.

B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Junie 2019 .

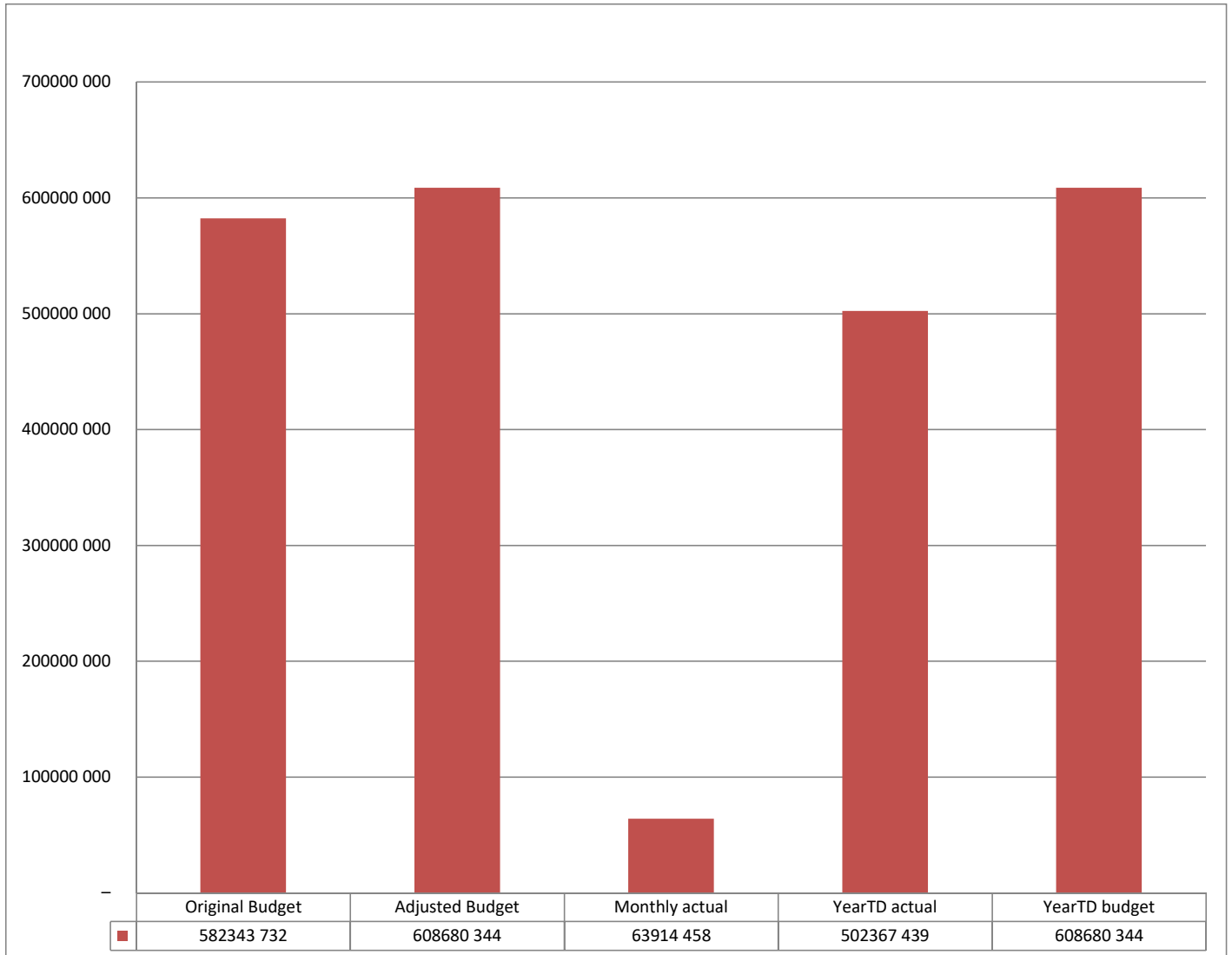
C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiële inligting:

TOTAL OPERATIONAL REVENUE

For the period 1 July 2018 to 30 June 2019, 92.86% of the budgeted operational revenue was raised.

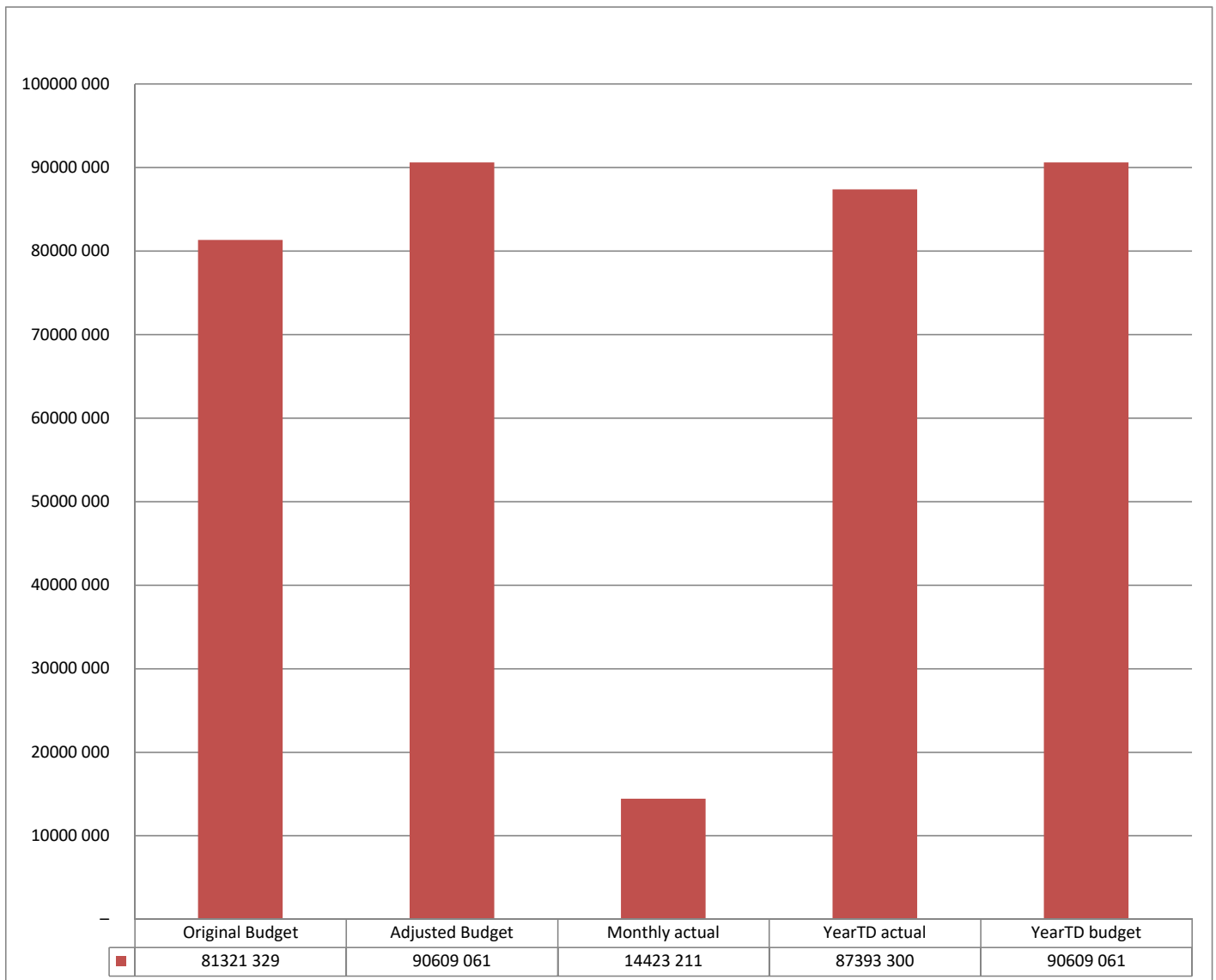
Vir die periode 1 Julie 2018 to 30 Junie 2019, is 92.86% van die begrote operasionele inkomste gehêf.

TOTAL OPERATIONAL EXPENDITURE

For the period 1 July 2018 to 30 June 2019, 82.53% of the budgeted operational expenditure was incurred.

Vir die periode 1 Julie 2018 to 30 Junie 2019, is 82.53% van die begrote operasionele uitgawes aangegaan.

CAPITAL EXPENDITURE



For the period 1 July 2018 to 30 June 2019, 96.45% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2018 to 30 Junie 2019, is 96.45% van die begrote kapitale uitgawes aangegaan.

There is currently no orders for capital expenditure.

Daar is tans geen bestellings vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 30 June 2019.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M12 June

Description	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
R thousands									
<u>Financial Performance</u>									
Property rates	63 712	70 002	68 191	3 733	69 777	68 191	1 587	2%	68 191
Service charges	306 170	316 407	318 218	26 478	306 403	318 218	(11 815)	-4%	318 218
Investment revenue	8 122	8 198	8 198	1 018	8 481	8 198	283	3%	8 198
Transfers recognised - operational	93 967	91 069	92 448	267	87 470	92 448	(4 978)	-5%	92 448
Other own revenue	57 662	54 194	55 549	3 047	31 726	55 549	(23 823)	-43%	55 549
transfers and contributions)	529 632	539 869	542 604	34 543	503 857	542 604	(38 747)	-7%	542 604
Employee costs	9 170	177 699	170 333	14 949	172 466	170 333	2 133	1%	170 333
Remuneration of Councillors	9 170	10 709	10 709	794	9 459	10 709	(1 250)	-12%	10 709
Depreciation & asset impairment	28 699	43 032	45 175	12 183	25 381	45 175	(19 794)	-44%	45 175
Finance charges	8 675	3 671	8 005	52	662	8 005	(7 343)	-92%	8 005
Materials and bulk purchases	194 879	218 562	214 070	18 525	183 188	214 070	(30 882)	-14%	214 070
Transfers and grants	13 920	14 407	14 543	4 865	10 019	14 543	(4 524)	-31%	14 543
Other expenditure	251 704	114 264	145 844	12 547	101 193	145 844	(44 651)	-31%	145 844
Total Expenditure	516 217	582 344	608 680	63 914	502 367	608 680	(106 313)	-17%	608 680
Surplus/(Deficit)	13 415	(42 474)	(66 076)	(29 372)	1 490	(66 076)	67 566	-102%	(66 076)
Transfers recognised - capital	34 777	75 847	76 352	(13 908)	8 771	76 352	(67 581)	-89%	76 352
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
& contributions	48 192	33 372	10 276	(43 280)	10 261	10 276	(14)	-0%	10 276
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	48 192	33 372	10 276	(43 280)	10 261	10 276	(14)	-0%	10 276
<u>Capital expenditure & funds sources</u>									
Capital expenditure	63 800	81 321	90 609	14 423	87 393	90 609	(3 216)	-4%	90 609
Capital transfers recognised	34 183	52 938	55 172	5 896	54 515	55 172	(657)	-1%	55 172
Public contributions & donations	-	-	-	-	-	-	-	-	-
Borrowing	3 528	1 550	1 550	-	1 500	1 550	(50)	-3%	1 550
Internally generated funds	26 089	26 833	33 887	8 528	31 377	33 887	(2 509)	-7%	33 887
Total sources of capital funds	63 800	81 321	90 609	14 423	87 393	90 609	(3 216)	-4%	90 609
<u>Financial position</u>									
Total current assets	178 612	65 801	164 350		180 379				180 388
Total non current assets	905 207	38 293	952 495		967 894				967 894
Total current liabilities	77 653	55 489	102 602		120 235				120 235
Total non current liabilities	158 745	15 233	155 745		170 365				170 365
Community wealth/Equity	847 421	33 372	858 498		857 672				857 682
<u>Cash flows</u>									
Net cash from (used) operating	83 978	173 205	88 223	(6 304)	88 011	88 223	(212)	-0%	88 223
Net cash from (used) investing	(60 010)	(83 247)	(91 453)	9 775	(90 742)	(91 453)	711	-1%	(91 453)
Net cash from (used) financing	(2 795)	3 500	(3 000)	(18)	(508)	(3 000)	2 492	-83%	(508)
end	97 506	93 458	91 275	-	94 262	91 275	2 987	3%	94 271
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
<u>Debtors Age Analysis</u>									
Total By Income Source	38 524	3 207	3 064	2 950	3 063	2 564	17 012	110 620	181 005
<u>Creditors Age Analysis</u>									
Total Creditors	11 405	290	-	-	-	-	-	-	11 694

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M12 June

Description	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
R thousands									
Revenue - Functional									
<i>Governance and administration</i>	85 944	93 204	92 699	5 872	88 113	92 699	(4 586)	-5%	92 699
Finance and administration	85 944	93 204	92 699	5 872	88 113	92 699	(4 586)	-5%	92 699
<i>Community and public safety</i>	101 163	140 845	118 583	5 392	102 832	118 583	(15 751)	-13%	118 583
Community and social services	80 916	98 728	96 722	299	87 411	96 722	(9 311)	-10%	96 722
Sport and recreation	7 477	9 020	8 981	342	6 562	8 981	(2 419)	-27%	8 981
Public safety	3	6	6	-	3	6	(3)	-49%	6
Housing	12 766	33 091	12 874	4 750	8 855	12 874	(4 018)	-31%	12 874
<i>Economic and environmental services</i>	32 369	43 682	51 559	(8 728)	7 607	51 559	(43 951)	-85%	51 559
Planning and development	1 540	2 510	2 268	140	1 405	2 268	(863)	-38%	2 268
Road transport	30 827	41 160	48 339	(8 868)	6 194	48 339	(42 145)	-87%	48 339
Environmental protection	2	12	952	-	8	952	(944)	-99%	952
<i>Trading services</i>	344 933	337 984	356 116	18 099	314 077	356 116	(42 039)	-12%	356 116
Energy sources	209 994	240 206	239 796	19 163	223 193	239 796	(16 602)	-7%	239 796
Water management	67 545	52 679	54 716	497	39 261	54 716	(15 455)	-28%	54 716
Waste water management	41 431	22 399	38 077	(3 726)	26 343	38 077	(11 734)	-31%	38 077
Waste management	25 962	22 700	23 527	2 165	25 280	23 527	1 753	7%	23 527
Total Revenue - Functional	564 409	615 716	618 956	20 635	512 629	618 956	(106 327)	-17%	618 956
Expenditure - Functional									
<i>Governance and administration</i>	88 216	115 817	120 633	10 313	101 465	120 633	(19 168)	-16%	120 633
Executive and council	22 887	27 771	27 776	2 100	21 897	27 776	(5 879)	-21%	27 776
Finance and administration	63 186	85 942	90 703	8 032	77 274	90 703	(13 429)	-15%	90 703
Internal audit	2 144	2 104	2 154	182	2 294	2 154	139	6%	2 154
<i>Community and public safety</i>	70 971	82 467	80 664	11 771	69 703	80 664	(10 961)	-14%	80 664
Community and social services	21 733	25 460	24 959	2 515	23 035	24 959	(1 924)	-8%	24 959
Sport and recreation	23 574	28 896	27 994	3 066	24 616	27 994	(3 378)	-12%	27 994
Public safety	9 196	8 925	8 925	1 034	9 114	8 925	189	2%	8 925
Housing	16 468	19 186	18 785	5 156	12 938	18 785	(5 847)	-31%	18 785
<i>Economic and environmental services</i>	62 903	65 573	67 717	6 991	50 774	67 717	(16 943)	-25%	67 717
Planning and development	8 797	10 614	10 629	983	8 730	10 629	(1 899)	-18%	10 629
Road transport	52 785	53 213	54 372	5 777	40 632	54 372	(13 740)	-25%	54 372
Environmental protection	1 321	1 747	2 716	231	1 412	2 716	(1 305)	-48%	2 716
<i>Trading services</i>	293 298	317 593	338 788	34 837	279 601	338 788	(59 187)	-17%	338 788
Energy sources	201 572	224 738	224 103	20 309	192 061	224 103	(32 042)	-14%	224 103
Water management	28 025	28 985	37 142	5 204	27 365	37 142	(9 778)	-26%	37 142
Waste water management	28 364	29 256	32 916	6 131	29 513	32 916	(3 403)	-10%	32 916
Waste management	35 338	34 615	44 627	3 192	30 662	44 627	(13 965)	-31%	44 627
<i>Other</i>	828	893	878	2	824	878	(54)	-6%	878
Total Expenditure - Functional	516 217	582 344	608 680	63 914	502 367	608 680	(106 313)	-17%	608 680
Surplus/ (Deficit) for the year	48 192	33 372	10 276	(43 280)	10 261	10 276	(14)		10 276

Description	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
R thousands									
Revenue - Functional									
<i>Municipal governance and administration</i>	85 944	93 204	92 699	5 872	88 113	92 699	(4 586)	-5%	92 699
Finance and administration	85 944	93 204	92 699	5 872	88 113	92 699	(4 586)	-5%	92 699
<i>Administrative and Corporate Support</i>	0	8	8	–	1	8	(7)	-84%	8
<i>Budget and Treasury Office</i>	6 882	5 442	5 292	422	3 466	5 292	(1 827)	-35%	5 292
<i>Finance</i>	78 169	87 149	86 694	5 446	84 075	86 694	(2 619)	-3%	86 694
<i>Human Resources</i>	212	585	585	–	499	585	(86)	-15%	585
<i>Marketing, Customer Relations, Publicity and Media</i>	–	4	104	–	20	104	(84)	-81%	104
<i>Supply Chain Management</i>	682	16	16	4	52	16	36	226%	16
Community and public safety	101 163	140 845	118 583	5 392	102 832	118 583	(15 751)	-13%	118 583
Community and social services	80 916	98 728	96 722	299	87 411	96 722	(9 311)	-10%	96 722
<i>Aged Care</i>	72 016	88 298	86 352	224	86 610	86 352	258	0%	86 352
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	246	210	210	15	224	210	14	7%	210
<i>Community Halls and Facilities</i>	525	814	814	52	495	814	(319)	-39%	814
<i>Libraries and Archives</i>	8 130	9 406	9 346	8	82	9 346	(9 265)	-99%	9 346
Sport and recreation	7 477	9 020	8 981	342	6 562	8 981	(2 419)	-27%	8 981
<i>Recreational Facilities</i>	7 347	8 575	8 575	335	6 453	8 575	(2 122)	-25%	8 575
<i>Sports Grounds and Stadiums</i>	130	446	406	7	110	406	(297)	-73%	406

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		Full Year Forecast
R thousands									
Public safety	3	6	6	–	3	6	(3)	-49%	6
<i>Fire Fighting and Protection</i>	3	6	6	–	3	6	(3)	-49%	6
Housing	12 766	33 091	12 874	4 750	8 855	12 874	(4 018)	-31%	12 874
<i>Housing</i>	12 766	33 091	12 874	4 750	8 855	12 874	(4 018)	-31%	12 874
<i>Economic and environmental services</i>	32 369	43 682	51 559	(8 728)	7 607	51 559	(43 951)	-85%	51 559
Planning and development	1 540	2 510	2 268	140	1 405	2 268	(863)	-38%	2 268
<i>Economic Development/Planning</i>	295	288	577	–	–	577	(577)	-100%	577
<i>Town Planning, Building Regulations and Enforcemen</i>	1 233	1 691	1 691	140	1 405	1 691	(286)	-17%	1 691
<i>Project Management Unit</i>	11	531	–	–	–	–	–		–
Road transport	30 827	41 160	48 339	(8 868)	6 194	48 339	(42 145)	-87%	48 339
<i>Police Forces, Traffic and Street Parking Control</i>	26 637	26 166	26 166	682	6 188	26 166	(19 978)	-76%	26 166
<i>Roads</i>	4 189	14 993	22 173	(9 550)	6	22 173	(22 166)	-100%	22 173
Environmental protection	2	12	952	–	8	952	(944)	-99%	952
<i>Biodiversity and Landscape</i>	2	12	952	–	8	952	(944)	-99%	952
<i>Trading services</i>	344 933	337 984	356 116	18 099	314 077	356 116	(42 039)	-12%	356 116
Energy sources	209 994	240 206	239 796	19 163	223 193	239 796	(16 602)	-7%	239 796
<i>Electricity</i>	209 994	238 858	239 081	19 266	223 193	239 081	(15 887)	-7%	239 081
<i>Street Lighting and Signal Systems</i>	–	1 348	715	(103)	–	715	(715)	-100%	715
Water management	67 545	52 679	54 716	497	39 261	54 716	(15 455)	-28%	54 716
<i>Water Distribution</i>	67 545	52 679	54 716	497	39 261	54 716	(15 455)	-28%	54 716
Waste water management	41 431	22 399	38 077	(3 726)	26 343	38 077	(11 734)	-31%	38 077
<i>Sewerage</i>	39 642	18 266	25 996	(1 185)	26 343	25 996	347	1%	25 996
<i>Storm Water Management</i>	1 789	4 133	12 082	(2 541)	–	12 082	(12 082)	-100%	12 082
Waste management	25 962	22 700	23 527	2 165	25 280	23 527	1 753	7%	23 527
<i>Solid Waste Removal</i>	25 962	22 700	23 527	2 165	25 280	23 527	1 753	7%	23 527
Total Revenue - Functional	564 409	615 716	618 956	20 635	512 629	618 956	(106 327)	-17%	618 956

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M12 June

Description	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
R thousands									
Expenditure - Functional									
<i>Municipal governance and administration</i>	88 216	115 817	120 633	10 313	101 465	120 633	(19 168)	-16%	120 633
Executive and council	22 887	27 771	27 776	2 100	21 897	27 776	(5 879)	-21%	27 776
Mayor and Council	13 781	17 908	18 219	1 460	14 324	18 219	(3 895)	-21%	18 219
Municipal Manager, Town Secretary and Chief Execut	9 106	9 863	9 558	639	7 573	9 558	(1 984)	-21%	9 558
Finance and administration	63 186	85 942	90 703	8 032	77 274	90 703	(13 429)	-15%	90 703
Administrative and Corporate Support	8 010	6 682	11 904	1 071	10 375	11 904	(1 530)	-13%	11 904
Asset Management	59	6 288	1 595	11	100	1 595	(1 495)	-94%	1 595
Budget and Treasury Office	9 631	16 913	17 232	649	11 181	17 232	(6 050)	-35%	17 232
Finance	10 169	13 476	17 240	1 601	16 377	17 240	(864)	-5%	17 240
Fleet Management	1 756	3 122	2 533	240	2 587	2 533	54	2%	2 533
Human Resources	17 485	19 167	19 452	2 012	20 353	19 452	901	5%	19 452
Information Technology	2 056	3 179	3 550	492	2 762	3 550	(788)	-22%	3 550
Legal Services	1 780	2 248	2 344	103	2 185	2 344	(159)	-7%	2 344
Marketing, Customer Relations, Publicity and Media	3 055	3 580	3 719	309	3 006	3 719	(713)	-19%	3 719
Property Services	3 554	3 334	3 336	904	2 026	3 336	(1 310)	-39%	3 336
Risk Management	3	407	407	-	16	407	(390)	-96%	407
Supply Chain Management	4 869	5 844	5 888	618	5 836	5 888	(52)	-1%	5 888
Valuation Service	758	1 703	1 503	23	469	1 503	(1 033)	-69%	1 503
Internal audit	2 144	2 104	2 154	182	2 294	2 154	139	6%	2 154
Governance Function	2 144	2 104	2 154	182	2 294	2 154	139	6%	2 154
Community and public safety	70 971	82 467	80 664	11 771	69 703	80 664	(10 961)	-14%	80 664
Community and social services	21 733	25 460	24 959	2 515	23 035	24 959	(1 924)	-8%	24 959
Aged Care	4 541	4 298	3 912	494	4 784	3 912	872	22%	3 912
Cemeteries, Funeral Parlours and Crematoriums	2 581	3 272	3 069	264	2 888	3 069	(181)	-6%	3 069
Child Care Facilities	26	771	771	-	2	771	(770)	-100%	771
Community Halls and Facilities	5 441	5 903	5 887	655	5 458	5 887	(429)	-7%	5 887
Disaster Management	57	56	71	17	55	71	(16)	-22%	71
Education	8	661	661	-	4	661	(657)	-99%	661
Libraries and Archives	9 079	10 499	10 588	1 086	9 845	10 588	(743)	-7%	10 588
Sport and recreation	23 574	28 896	27 994	3 066	24 616	27 994	(3 378)	-12%	27 994
Community Parks (including Nurseries)	5 591	6 678	6 546	1 077	6 358	6 546	(187)	-3%	6 546
Recreational Facilities	13 592	17 469	16 499	1 372	13 775	16 499	(2 724)	-17%	16 499
Sports Grounds and Stadiums	4 391	4 748	4 950	617	4 483	4 950	(467)	-9%	4 950
Public safety	9 196	8 925	8 925	1 034	9 114	8 925	189	2%	8 925
Fire Fighting and Protection	9 196	8 925	8 925	1 034	9 114	8 925	189	2%	8 925
Housing	16 468	19 186	18 785	5 156	12 938	18 785	(5 847)	-31%	18 785
Housing	16 143	17 593	17 190	5 136	12 732	17 190	(4 457)	-26%	17 190
Informal Settlements	325	1 594	1 596	20	205	1 596	(1 390)	-87%	1 596

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	YearTD budget
R thousands								%	
Economic and environmental services	62 903	65 573	67 717	6 991	50 774	67 717	(16 943)	-25%	67 717
Planning and development	8 797	10 614	10 629	983	8 730	10 629	(1 899)	-18%	10 629
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>	1 761	2 308	2 304	281	1 820	2 304	(485)	-21%	2 304
<i>Economic Development/Planning</i>	1 921	2 215	2 563	148	1 293	2 563	(1 270)	-50%	2 563
<i>Town Planning, Building Regulations and Enforcement</i>	3 637	3 748	3 904	420	4 060	3 904	155	4%	3 904
<i>Project Management Unit</i>	1 479	2 342	1 857	134	1 558	1 857	(299)	-16%	1 857
Road transport	52 785	53 213	54 372	5 777	40 632	54 372	(13 740)	-25%	54 372
<i>Police Forces, Traffic and Street Parking Control</i>	31 375	28 142	27 836	1 863	16 970	27 836	(10 866)	-39%	27 836
<i>Roads</i>	21 410	25 071	26 536	3 915	23 662	26 536	(2 874)	-11%	26 536
Environmental protection	1 321	1 747	2 716	231	1 412	2 716	(1 305)	-48%	2 716
<i>Biodiversity and Landscape</i>	388	1 747	2 716	237	739	2 716	(1 977)	-73%	2 716
<i>Pollution Control</i>	934	–	–	(6)	672	–	672		–
Trading services	293 298	317 593	338 788	34 837	279 601	338 788	(59 187)	-17%	338 788
Energy sources	201 572	224 738	224 103	20 309	192 061	224 103	(32 042)	-14%	224 103
<i>Electricity</i>	199 399	222 463	221 115	19 926	189 130	221 115	(31 985)	-14%	221 115
<i>Street Lighting and Signal Systems</i>	2 173	2 275	2 988	383	2 932	2 988	(57)	-2%	2 988
Water management	28 025	28 985	37 142	5 204	27 365	37 142	(9 778)	-26%	37 142
<i>Water Treatment</i>	34	1 458	1 458	3	21	1 458	(1 438)	-99%	1 458
<i>Water Distribution</i>	25 401	23 935	32 103	4 644	24 888	32 103	(7 214)	-22%	32 103
<i>Water Storage</i>	2 590	3 592	3 581	557	2 456	3 581	(1 126)	-31%	3 581
Waste water management	28 364	29 256	32 916	6 131	29 513	32 916	(3 403)	-10%	32 916
<i>Public Toilets</i>	1 363	1 660	1 598	144	1 433	1 598	(166)	-10%	1 598
<i>Sewerage</i>	20 919	19 661	23 541	5 152	21 672	23 541	(1 869)	-8%	23 541
<i>Storm Water Management</i>	6 049	5 621	5 462	835	6 403	5 462	941	17%	5 462
<i>Waste Water Treatment</i>	33	2 315	2 315	–	5	2 315	(2 310)	-100%	2 315
Waste management	35 338	34 615	44 627	3 192	30 662	44 627	(13 965)	-31%	44 627
<i>Solid Waste Disposal (Landfill Sites)</i>	8 543	10 735	16 158	473	4 593	16 158	(11 565)	-72%	16 158
<i>Solid Waste Removal</i>	25 366	22 639	27 228	2 488	24 298	27 228	(2 929)	-11%	27 228
<i>Street Cleaning</i>	1 429	1 241	1 241	230	1 771	1 241	530	43%	1 241
Other	828	893	878	2	824	878	(54)	-6%	878
Licensing and Regulation	60	87	72	2	18	72	(54)	-75%	72
Tourism	768	806	806	–	806	806	(0)	0%	806
Total Expenditure - Functional	516 217	582 344	608 680	63 914	502 367	608 680	(106 313)	-17%	608 680
Surplus/ (Deficit) for the year	48 192	33 372	10 276	(43 280)	10 261	10 276	(14)	0%	10 276

The table provides detail of revenue and expenditure according to municipal votes including capital transfers.

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M12 June

Vote Description	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
R thousands									
Revenue by Vote									
Vote 1 - Financial Services	83 282	89 434	88 829	5 675	85 216	88 829	(3 612)	-4,1%	88 829
Vote 2 - Community Services	128 355	167 972	146 937	6 088	109 343	146 937	(37 594)	-25,6%	146 937
Vote 3 - Corporate Services	212	597	697	-	520	697	(177)	-25,4%	697
Vote 4 - Technical Services	352 005	356 363	381 674	8 828	317 013	381 674	(64 661)	-16,9%	381 674
Vote 5 - Municipal Manager	554	1 350	819	43	537	819	(282)	-34,5%	819
Total Revenue by Vote	564 409	615 716	618 956	20 635	512 629	618 956	(106 327)	-17,2%	618 956
Vote 1 - Financial Services	27 219	45 537	44 602	3 000	35 202	44 602	(9 400)	-21,1%	44 602
Vote 2 - Community Services	106 806	115 777	114 909	14 004	89 302	114 909	(25 607)	-22,3%	114 909
Vote 3 - Corporate Services	50 721	56 641	62 970	6 431	55 710	62 970	(7 259)	-11,5%	62 970
Vote 4 - Technical Services	321 647	351 143	373 463	39 551	311 575	373 463	(61 888)	-16,6%	373 463
Vote 5 - Municipal Manager	9 824	13 246	12 737	930	10 579	12 737	(2 158)	-16,9%	12 737
Total Expenditure by Vote	516 217	582 344	608 680	63 914	502 367	608 680	(106 313)	-17,5%	608 680
Surplus/ (Deficit) for the year	48 192	33 372	10 276	(43 280)	10 261	10 276	(14)	-0,1%	10 276

The table provides detail of revenue according to source and expenditure according to type.

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M12 June

Description	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
R thousands									
<u>Revenue By Source</u>									
Property rates	63 712	70 002	68 191	3 733	69 777	68 191	1 587	2%	68 191
Service charges - electricity revenue	210 359	235 714	235 937	19 492	223 480	235 937	(12 456)	-5%	235 937
Service charges - water revenue	45 429	41 882	42 180	3 235	35 110	42 180	(7 069)	-17%	42 180
Service charges - sanitation revenue	26 997	17 387	18 116	1 800	24 904	18 116	6 787	37%	18 116
Service charges - refuse revenue	23 384	21 424	21 985	1 950	22 909	21 985	924	4%	21 985
Service charges - other	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	5 990	10 198	10 198	400	5 437	10 198	(4 761)	-47%	10 198
Interest earned - external investments	8 122	8 198	8 198	1 018	8 481	8 198	283	3%	8 198
Interest earned - outstanding debtors	10 927	7 284	7 284	1 020	10 461	7 284	3 178	44%	7 284
Dividends received	-	4	4	-	-	4	(4)	-100%	4
Fines, penalties and forfeits	22 002	18 904	18 904	219	1 406	18 904	(17 498)	-93%	18 904
Licences and permits	1 164	155	155	95	1 125	155	970	625%	155
Agency services	3 586	8 378	8 378	365	3 788	8 378	(4 589)	-55%	8 378
Transfers recognised - operational	93 967	91 069	92 448	267	87 470	92 448	(4 978)	-5%	92 448
Other revenue	13 993	9 271	10 626	948	9 508	10 626	(1 118)	-11%	10 626
Gains on disposal of PPE	-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)	529 632	539 869	542 604	34 543	503 857	542 604	(38 747)	-7%	542 604
<u>Expenditure By Type</u>									
Employee related costs	155 415	177 699	170 333	14 949	172 466	170 333	2 133	1%	170 333
Remuneration of councillors	9 170	10 709	10 709	794	9 459	10 709	(1 250)	-12%	10 709
Debt impairment	35 513	22 219	42 097	2 597	21 256	42 097	(20 841)	-50%	42 097
Depreciation & asset impairment	28 699	43 032	45 175	12 183	25 381	45 175	(19 794)	-44%	45 175
Finance charges	8 675	3 671	8 005	52	662	8 005	(7 343)	-92%	8 005
Bulk purchases	179 705	197 541	197 541	16 330	168 475	197 541	(29 065)	-15%	197 541
Other materials	15 173	21 021	16 530	2 195	14 713	16 530	(1 817)	-11%	16 530
Contracted services	36 101	41 902	51 921	6 381	39 966	51 921	(11 955)	-23%	51 921
Transfers and grants	13 920	14 407	14 543	4 865	10 019	14 543	(4 524)	-31%	14 543
Other expenditure	33 845	50 142	51 826	3 569	39 971	51 826	(11 855)	-23%	51 826
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-
Total Expenditure	516 217	582 344	608 680	63 914	502 367	608 680	(106 313)	-17%	608 680
Surplus/(Deficit)	13 415	(42 474)	(66 076)	(29 372)	1 490	(66 076)	67 566	(0)	(66 076)
Transfers recognised - capital	34 777	75 847	76 352	(13 908)	8 771	76 352	(67 581)	(0)	76 352
Contributions recognised - capital	-	-	-	-	-	-	-	-	-
Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	48 192	33 372	10 276	(43 280)	10 261	10 276			10 276
Surplus/(Deficit) attributable to Share of surplus/ (deficit) of associate	48 192	33 372	10 276	(43 280)	10 261	10 276			10 276
Surplus/ (Deficit) for the year	48 192	33 372	10 276	(43 280)	10 261	10 276			10 276

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) - M12 June

Vote Description	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
R thousands								%	
<u>Multi-Year expenditure appropriation</u>									
Vote 2 - Community Services	–	650	637	551	637	637	(0)	0%	637
Vote 4 - Technical Services	14 570	45 777	48 266	6 633	47 919	48 266	(377)	-1%	48 266
Total Capital Multi-year expenditure	14 570	46 427	48 904	7 184	48 556	48 904	(377)	-1%	48 904
<u>Single Year expenditure appropriation</u>									
Vote 1 - Financial Services	215	180	702	510	675	702	(27)	-4%	702
Vote 2 - Community Services	5 950	4 282	5 690	1 511	3 539	5 690	(2 151)	-38%	5 690
Vote 3 - Corporate Services	1 257	970	1 199	325	1 012	1 199	(187)	-16%	1 199
Vote 4 - Technical Services	41 782	29 312	33 984	4 883	33 593	33 984	(391)	-1%	33 984
Vote 5 - Municipal Manager	27	150	130	9	18	130	(112)	-86%	130
Total Capital single-year expenditure	49 231	34 894	41 705	7 240	38 838	41 705	(2 868)	-7%	41 705
Total Capital Expenditure	63 800	81 321	90 609	14 423	87 393	90 609	(3 245)	-4%	90 609

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M12 June

Vote Description	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
R thousands									
Capital Expenditure - Standard Classification									
<i>Governance and administration</i>	1 576	1 340	2 106	846	1 778	2 106	(328)	-16%	2 106
Executive and council	279	250	555	163	387	555	(168)	-30%	555
Finance and administration	1 297	1 090	1 551	683	1 391	1 551	(160)	-10%	1 551
<i>Community and public safety</i>	3 586	3 402	4 596	1 877	3 656	4 596	(940)	-20%	4 596
Community and social services	645	1 000	1 054	30	233	1 054	(821)	-78%	1 054
Sport and recreation	2 034	2 402	3 542	1 847	3 423	3 542	(119)	-3%	3 542
Public safety	549	-	-	-	-	-	-		-
Housing	359	-	-	-	-	-	-		-
<i>Economic and environmental service.</i>	11 560	29 788	35 120	814	33 821	35 120	(1 300)	-4%	35 120
Planning and development	31	20	602	184	493	602	(110)	-18%	602
Road transport	11 529	28 268	33 419	630	33 328	33 419	(91)	0%	33 419
Environmental protection	-	1 500	1 099	-	-	1 099	(1 099)	-100%	1 099
<i>Trading services</i>	47 078	46 791	48 787	10 886	48 139	48 787	(648)	-1%	48 787
Energy sources	4 728	11 654	11 866	2 119	11 485	11 866	(381)	-3%	11 866
Water management	22 269	14 746	12 538	3 875	12 522	12 538	(16)	0%	12 538
Waste water management	16 820	19 219	23 212	4 892	23 001	23 212	(210)	-1%	23 212
Waste management	3 261	1 171	1 171	-	1 131	1 171	(41)	-3%	1 171
Total Capital Expenditure - Standard Classification	63 800	81 321	90 609	14 423	87 393	90 609	(3 216)	-4%	90 609
Funded by:									
National Government	20 014	33 070	26 005	5 635	25 793	26 005	(212)	-1%	26 005
Provincial Government	14 170	19 569	28 406	-	28 005	28 406	(401)	-1%	28 406
District Municipality	-	300	761	261	717	761	(43)	-6%	761
Transfers recognised - capital	34 183	52 938	55 172	5 896	54 515	55 172	(657)	-1%	55 172
Borrowing	3 528	1 550	1 550	-	1 500	1 550	(50)	-3%	1 550
Internally generated funds	26 089	26 833	33 887	8 528	31 377	33 887	(2 509)	-7%	33 887
Total Capital Funding	63 800	81 321	90 609	14 423	87 393	90 609	(3 216)	-4%	90 609

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M12 June

Description	2017/18	Budget Year 2018/19			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
<u>ASSETS</u>					
Current assets					
Cash	97 506	83 129	91 275	94 262	94 272
Call investment deposits	–	47	–	(0)	(0)
Consumer debtors	57 003	(33 750)	34 983	68 251	68 251
Other debtors	12 701	14 940	26 690	6 180	6 180
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 402	1 435	11 402	11 686	11 686
Total current assets	178 612	65 801	164 350	180 379	180 388
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	4	–	–	–
Investment property	45 660	(626)	45 660	45 379	45 379
Investments in Associate	–	–	–	–	–
Property, plant and equipment	856 160	38 951	903 636	918 792	918 792
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 837	(36)	2 650	3 173	3 173
Other non-current assets	550	–	550	550	550
Total non current assets	905 207	38 293	952 495	967 894	967 894
TOTAL ASSETS	1 083 819	104 095	1 116 846	1 148 272	1 148 282
<u>LIABILITIES</u>					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	6 418	–	6 418	7 159	7 159
Trade and other payables	53 808	46 998	67 718	97 350	97 350
Provisions	17 426	8 491	28 466	15 727	15 727
Total current liabilities	77 653	55 489	102 602	120 235	120 235
Non current liabilities					
Borrowing	4 175	2 200	1 175	4 188	4 188
Provisions	154 570	13 033	154 570	166 177	166 177
Total non current liabilities	158 745	15 233	155 745	170 365	170 365
TOTAL LIABILITIES	236 399	70 723	258 348	290 600	290 600
NET ASSETS	847 421	33 372	858 498	857 672	857 682
<u>COMMUNITY WEALTH/EQUITY</u>					
Accumulated Surplus/(Deficit)	837 066	33 372	848 143	847 318	847 327
Reserves	10 355	–	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	847 421	33 372	858 498	857 672	857 682

The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M12 June

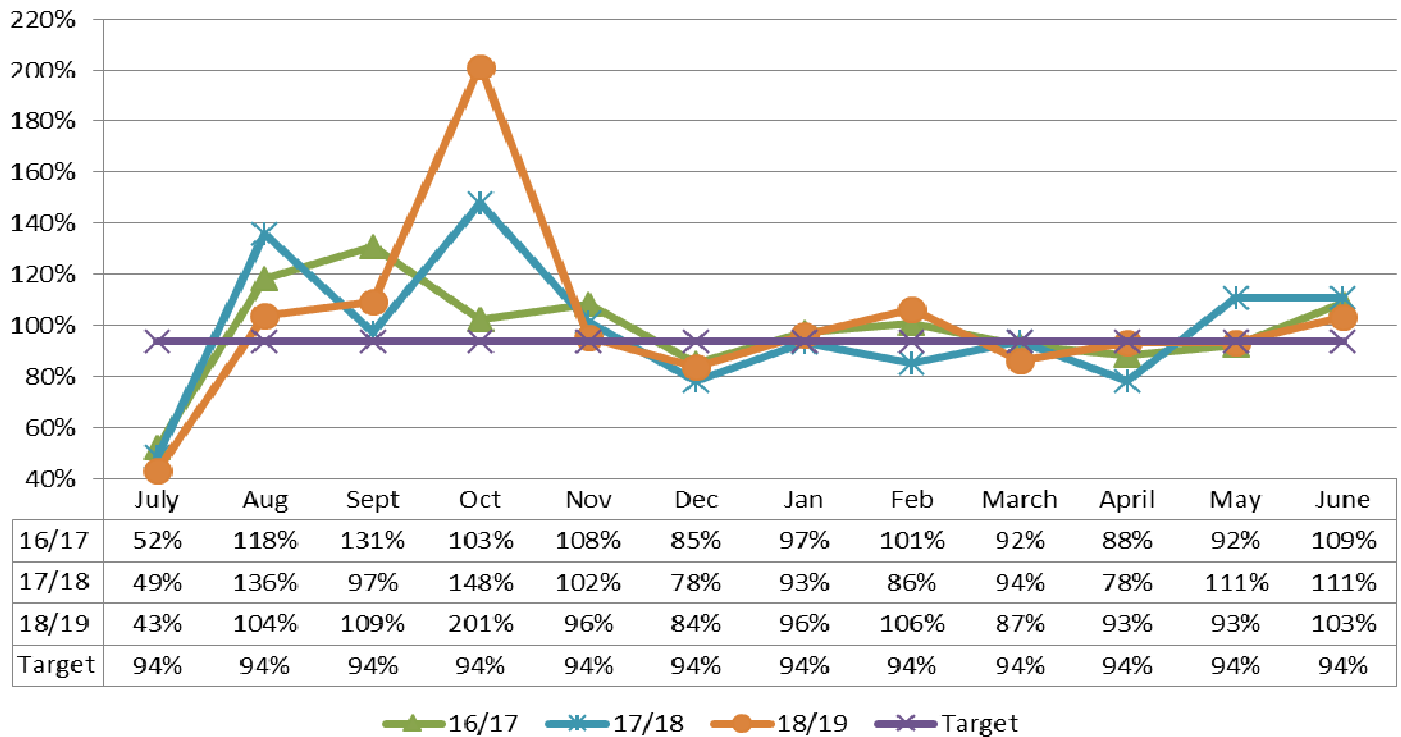
Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	63 592	61 689	64 781	3 471	68 176	64 781	3 395	5%	64 781
Service charges	308 615	291 601	311 744	32 090	340 199	311 744	28 455	9%	311 744
Other revenue	–	17 246	29 132	1 533	21 808	29 132	(7 324)	-25%	29 132
Government - operating	132 666	97 846	115 971	–	102 797	115 971	(13 174)	-11%	115 971
Government - capital	–	63 230	59 830	–	64 696	59 830	4 866	8%	59 830
Interest	19 166	13 112	10 430	1 018	8 482	10 430	(1 948)	-19%	10 430
Dividends									
Payments									
Suppliers and employees	(424 386)	(369 994)	(488 176)	(44 244)	(512 641)	(488 176)	24 466	-5%	(488 176)
Finance charges	(15 676)	(938)	(1 095)	(52)	(203)	(1 095)	(893)	82%	(1 095)
Transfers and Grants	–	(587)	(14 394)	(121)	(5 302)	(14 394)	(9 092)	63%	(14 394)
NET CASH FROM/(USED) OPERATING ACTIVITIES	83 978	173 205	88 223	(6 304)	88 011	88 223	28 750	33%	88 223
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	–	–	–	23 000	–	–	–		–
Payments									
Capital assets	(63 800)	(83 247)	(91 453)	(13 225)	(90 742)	(91 453)	(711)	1%	(91 453)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(60 010)	(83 247)	(91 453)	9 775	(90 742)	(91 453)	(711)	1%	(91 453)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	3 500	–	–	–	–	–		–
Increase (decrease) in consumer deposits	1 023	–	–	91	785	–	785		–
Payments									
Repayment of borrowing	(3 818)	–	(3 000)	(109)	(1 293)	(3 000)	(1 707)	57%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	(2 795)	3 500	(3 000)	(18)	(508)	(3 000)	(2 492)	83%	(508)
NET INCREASE/ (DECREASE) IN CASH HELD	21 173	93 458	(6 231)	3 453	(3 240)	(6 231)			–
Cash/cash equivalents at beginning:	76 333	–	97 506		97 502	97 506			97 502
Cash/cash equivalents at month/year end:	97 506	93 458	91 275		94 262	91 275			94 271

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M12 June

Description	NT Code	Budget Year 2018/19									
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
R thousands											
Debtors Age Analysis By Income Source											
Water	1200	8 921	1 172	1 141	1 052	1 238	859	5 295	34 404	54 082	42 847
Electricity	1300	15 911	256	242	229	260	87	1 086	2 059	20 129	3 720
Property Rates	1400	4 645	253	226	268	216	204	2 715	12 153	20 680	15 556
Waste Water Management	1500	5 074	624	589	616	560	645	3 241	16 358	27 706	21 419
Waste Management	1600	5 767	764	710	640	613	592	3 127	17 662	29 874	22 633
Property Rental Debtors	1700	91	19	18	17	17	16	91	642	911	784
Interest on Arrear Accounts	1810	1 563	78	96	110	135	135	1 276	26 409	29 801	28 065
Recoverable expenditure	1820	-	-	-	-	-	-	-	-	-	-
Other	1900	(3 448)	42	43	18	26	27	182	931	(2 179)	1 184
Total By Income Source	2000	38 524	3 207	3 064	2 950	3 063	2 564	17 012	110 620	181 005	136 209
2017/18 - totals only										-	-
Debtors Age Analysis By Customer Group											
Organs of State	2200	1 365	139	124	159	84	50	855	2 835	5 611	3 983
Commercial	2300	14 885	319	313	329	357	173	2 269	7 362	26 008	10 491
Households	2400	22 043	2 704	2 584	2 421	2 584	2 290	13 636	97 766	146 027	118 696
Other	2500	231	45	43	41	38	51	253	2 656	3 358	3 039
Total By Customer Group	2600	38 524	3 207	3 064	2 950	3 063	2 564	17 012	110 620	181 005	136 209

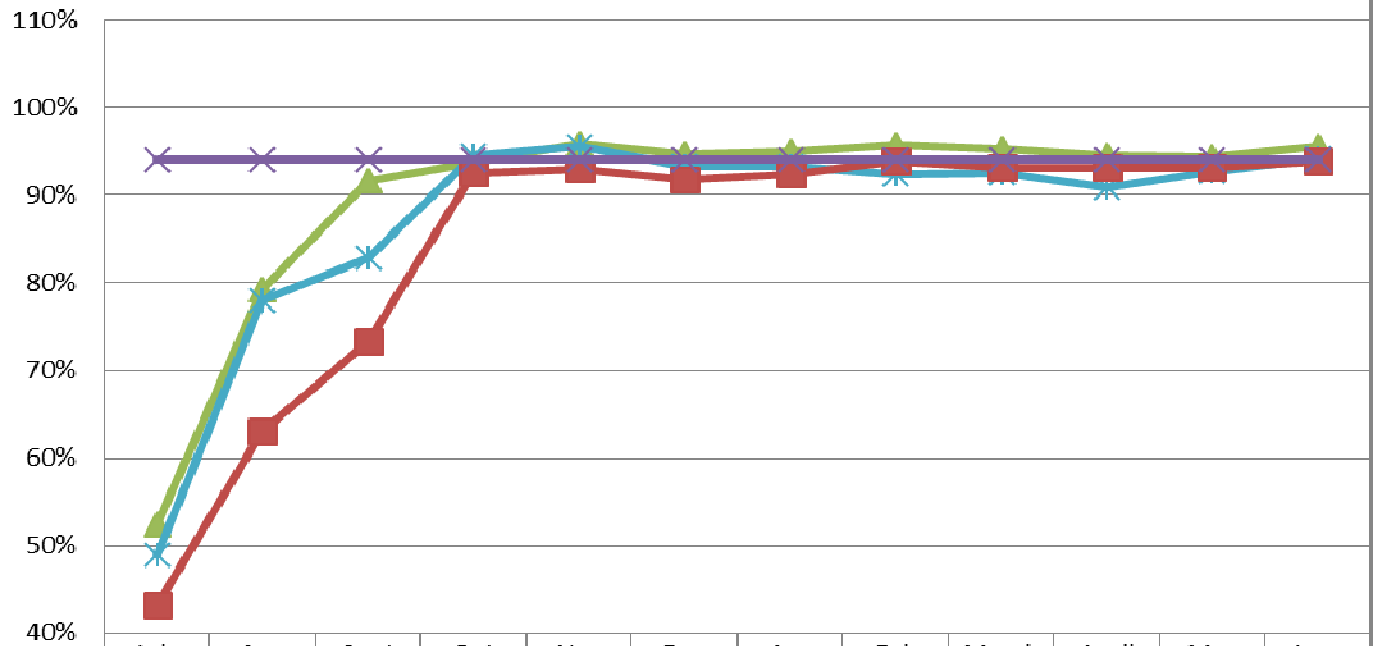
Debtor Collection Rate per Month



The purpose of this graph is to illustrate the collection against targets set for the relevant months. The target for the month is 94% while the actual figure for June 2019 amounts to 103% in comparison to the previous year 111%.

Die doel van hierdie grafiek is om die verhouding van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir Junie 2019 103 % beloop in vergelyking met die vorige jaar 111 %.

Debtor Collection Rate: Acumulative



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.

FINANCE MONTHLY REPORT JUNE 2019 / FINANSIES MAANDELIKSE VERSLAG JUNIE 2019

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M12 June

Description	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
R thousands										
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	-	-	-	-	-	-	-	-	-
Bulk Water	0200	-	-	-	-	-	-	-	-	-
PAYE deductions	0300	-	-	-	-	-	-	-	-	-
VAT (output less input)	0400	-	-	-	-	-	-	-	-	-
Pensions / Retirement deductions	0500	-	-	-	-	-	-	-	-	-
Loan repayments	0600	-	-	-	-	-	-	-	-	-
Trade Creditors	0700	11 405	290	-	-	-	-	-	-	11 694
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	11 405	290	-	-	-	-	-	-	11 694

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M12 June

Investments by maturity Name of institution & investment ID R thousands	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
	Yrs/Months							
<u>Municipality</u>								
ABSA	-	-	-	-		-	-	0
Investec	-	-	-	-		-	-	(0)
Nedbank	-	-	-	-		-	-	(0)
Standard Bank	-	-	-	-		-	-	(0)
FNB	-	-	-	-		-	-	-
	-	-	-	-		-	-	-
TOTAL INVESTMENTS AND INTEREST				-		-	-	(0)

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are recognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M12 June

Description	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
R thousands									
RECEIPTS:									
Operating Transfers and Grants									
National Government:	–	88 231	87 752	267	87 463	87 752	(289)	-0,3%	87 752
Equitable Share	–	84 602	84 602	–	84 584	84 602	(18)	0,0%	84 602
Local Government Financial Management Grant [Schedule 5B]	–	1 550	1 400	43	860	1 400	(540)	-38,6%	1 400
Expanded Public Works Programme Integrated Grant [Schedule 5B]	–	1 548	1 750	224	2 019	1 750	269	15,4%	1 750
Municipal Infrastructure Grant [Schedule 5B]	–	531	–	–	–	–	–	–	–
Provincial Government:	–	45 019	22 193	4 742	8 778	22 193	(13 415)	-60,4%	22 193
Housing	–	32 839	12 621	4 742	8 771	12 621	(3 850)	-30,5%	12 621
Financial Management	–	360	360	–	0	360	(360)	-100,0%	360
Financial Management Support Grant	–	330	330	–	–	330	(330)	-100,0%	330
Libraries, Archives and Museum	–	9 342	8 882	–	–	8 882	(8 882)	-100,0%	8 882
Community Development Workers	–	148	–	(0)	6	–	6	–	–
Regional Socio-economic Project/Violence Prevention Project	–	2 000	–	–	0	–	0	–	–
District Municipality:	–	–	600	–	–	600	(600)	-100,0%	600
Other grant providers:	–	576	4 065	–	–	500	(500)	-100,0%	4 065
Water Drought Support	–	–	500	–	–	500	(500)	-100,0%	500
Other grant providers:	–	288	1 783	–	–	–	–	–	1 783
Belguim Grant	–	288	1 083	–	–	–	–	–	1 083
Table Mountain Fund	–	–	700	–	–	–	–	–	700
Total Operating Transfers and Grants	–	133 826	114 011	5 010	96 241	110 445	(14 204)	-12,9%	114 011
National Government:	–	31 235	26 005	(6 151)	–	26 005	(26 005)	-100,0%	26 005
Municipal Infrastructure Grant [Schedule 5B]	–	18 626	19 157	(5 945)	–	19 157	(19 157)	-100,0%	19 157
Regional Bulk Infrastructure Grant (Schedule 5B)	–	8 261	2 500	–	–	2 500	(2 500)	-100,0%	2 500
Integrated National Electrification Programme (Municipal)	–	4 348	4 348	(205)	–	4 348	(4 348)	-100,0%	4 348
Provincial Government:	–	300	26 424	(12 500)	–	26 164	(26 164)	-100,0%	26 424
Housing	–	–	26 164	(12 500)	–	26 164	(26 164)	-100,0%	26 164
Sport & Recreation	–	300	261	–	–	–	–	–	261
Total Capital Transfers and Grants	–	31 535	52 430	(18 651)	–	52 169	(52 169)	-100,0%	52 430
TOTAL RECEIPTS OF TRANSFERS & GRANTS	–	165 361	166 440	(13 641)	96 241	162 614	(66 373)	-40,8%	166 440

Operating and Capital expenditure financed from grants are indicated in the following table:

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M12 June

Description	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
R thousands									
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	62 092	88 231	87 752	267	87 463	87 752	(289)	-0,3%	87 752
Equitable Share	59 438	84 602	84 602	–	84 584	84 602	(18)	0,0%	84 602
Local Government Financial Management Grant [Schedule 5B]	1 161	1 550	1 400	43	860	1 400	(540)	-38,6%	1 400
Expanded Public Works Programme Integrated Grant [Schedule 5B]	1 493	1 548	1 750	224	2 019	1 750	269	15,4%	1 750
Municipal Infrastructure Grant [Schedule 5B]	–	531	–	–	–	–	–		–
Other transfers and grants [insert description]	–	–	–	–	–	–	–		–
Provincial Government:	158	46 862	24 036	4 742	8 778	24 036	(15 257)	-63,5%	24 036
Housing	–	32 839	12 621	4 742	8 771	12 621	(3 850)	-30,5%	12 621
Financial Management	–	360	360	–	0	360	(360)	-100,0%	360
Financial Management Support Grant	120	330	330	–	–	330	(330)	-100,0%	330
Replacement Funding for most vulnerable B3 municipalities	38	–	–	–	–	–	–		–
Libraries, Archives and Museum	–	9 342	8 882	–	–	8 882	(8 882)	-100,0%	8 882
Community Development Workers	–	148	–	(0)	6	–	6	#DIV/0!	–
Maintenance of Main Roads	–	1 843	1 843	–	–	1 843	(1 843)	-100,0%	1 843
Regional Socio-economic Project/Violence Prevention	–	2 000	–	–	0	–	0		–
District Municipality:	–	–	600	–	–	600	(600)	-100,0%	600
Tourism	–	–	100	–	–	100	(100)	-100,0%	100
Water Drought Support	–	–	500	–	–	500	(500)	-100,0%	500
Other grant providers:	–	288	1 783	–	–	–	–		1 783
Belguim Grant	–	288	1 083	–	–	–	–		1 083
Table Mountain Fund	–	–	700	–	–	–	–		700
Total operating expenditure of Transfers and Grants	62 249	135 381	114 171	5 010	96 241	112 388	(16 146)	-14,4%	114 171
Capital expenditure of Transfers and Grants									
National Government:	20 002	31 235	26 005	(6 151)	–	26 005	(26 005)	-100,0%	26 005
Municipal Infrastructure Grant [Schedule 5B]	19 941	18 626	19 157	(5 945)	–	19 157	(19 157)	-100,00%	19 157
Regional Bulk Infrastructure Grant (Schedule 5B)	61	8 261	2 500	–	–	2 500	(2 500)	-100,00%	2 500
Integrated National Electrification Programme (Municipal)	–	4 348	4 348	(205)	–	4 348	(4 348)	-100,00%	4 348
Other capital transfers [insert description]	–	–	–	–	–	–	–		–
Provincial Government:	–	300	26 424	(12 500)	–	26 164	(26 164)	-100,0%	26 424
Housing	–	–	26 164	(12 500)	–	26 164	(26 164)	-100,0%	26 164
Sport & Recreation	–	300	261	–	–	–	–		261
District Municipality:	–	–	–	–	–	–	–		–
Other grant providers:	–	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	20 002	31 535	52 430	(18 651)	–	52 169	(52 169)	-100,0%	52 430
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	82 252	166 916	166 600	(13 641)	96 241	164 557	(68 315)	-41,5%	166 600

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M12 June

Summary of Employee and Councillor remuneration	Budget Year 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	608	7 242	7 213	29	0%	7 213
Pension and UIF Contributions	1 063	1 063	88	1 049	1 063	(14)	-1%	1 063
Medical Aid Contributions	212	212	16	184	212	(28)	-13%	212
Motor Vehicle Allowance	692	692	-	-	692	(692)	-100%	692
Cellphone Allowance	1 023	1 023	78	931	1 023	(91)	-9%	1 023
Housing Allowances	455	455	3	52	455	(404)	-89%	455
Other benefits and allowances	50	50	-	-	50	(50)	-100%	50
Sub Total - Councillors	10 709	10 709	794	9 459	10 709	(1 250)	-12%	10 709
Senior Managers of the Municipality								
Basic Salaries and Wages	3 594	3 294	208	3 011	3 294	(282)	-9%	3 294
Pension and UIF Contributions	739	739	15	189	739	(550)	-74%	739
Medical Aid Contributions	127	127	6	67	127	(60)	-47%	127
Overtime	-	-	-	-	-	-	-	-
Performance Bonus	840	840	42	568	840	(273)	-32%	840
Motor Vehicle Allowance	993	993	68	812	993	(180)	-18%	993
Cellphone Allowance	67	67	2	26	67	(42)	-62%	67
Housing Allowances	145	145	-	-	145	(145)	-100%	145
Other benefits and allowances	108	88	12	152	88	63	72%	88
Payments in lieu of leave	-	-	-	-	-	-	-	-
Long service awards	-	-	-	-	-	-	-	-
Post-retirement benefit obligations	-	-	-	-	-	-	-	-
Sub Total - Senior Managers	6 614	6 294	352	4 825	6 294	(1 469)	-23%	6 294
Other Municipal Staff								
Basic Salaries and Wages	108 292	100 954	8 562	99 244	100 954	(1 710)	-2%	100 954
Pension and UIF Contributions	16 388	16 377	1 330	15 592	16 377	(786)	-5%	16 377
Medical Aid Contributions	7 283	7 283	640	7 306	7 283	23	0%	7 283
Overtime	11 713	11 708	1 465	16 266	11 708	4 558	39%	11 708
Performance Bonus	7 651	7 651	677	7 971	7 651	321	4%	7 651
Motor Vehicle Allowance	4 099	4 129	403	4 580	4 129	451	11%	4 129
Cellphone Allowance	378	378	39	488	378	110	29%	378
Housing Allowances	1 541	1 541	120	1 448	1 541	(93)	-6%	1 541
Other benefits and allowances	4 035	4 035	321	3 316	4 035	(719)	-18%	4 035
Payments in lieu of leave	831	831	228	1 202	831	371	45%	831
Long service awards	407	407	76	910	407	503	124%	407
Post-retirement benefit obligations	10 632	10 632	921	11 053	10 632	421	4%	10 632
Sub Total - Other Municipal Staff	173 251	165 926	14 781	169 376	165 926	3 450	2%	165 926
TOTAL SALARY, ALLOWANCES &	190 573	182 929	15 927	183 660	182 929	731	0%	182 929
% increase								
TOTAL MANAGERS AND STAFF	179 864	172 220	15 133	174 201	172 220	1 981	1%	172 220

The monthly cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M12 June

Description	Ref	Budget Year 2018/19											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget
Cash Receipts By Source													
Property rates		3 857	8 244	6 776	19 563	4 045	3 164	4 286	4 080	3 522	3 554	3 720	(31)
Service charges - electricity revenue		21 587	21 605	23 318	18 875	17 174	16 003	15 014	18 598	23 326	25 949	24 351	7 778
Service charges - water revenue		3 448	3 418	2 171	3 193	2 007	2 782	2 585	3 766	2 534	2 940	2 980	8 247
Service charges - sanitation revenue		1 772	2 329	2 546	1 857	1 611	1 416	2 141	2 136	1 845	1 603	1 784	(3 829)
Service charges - refuse		2 068	2 194	1 965	2 306	1 723	2 086	1 884	2 104	1 653	1 798	1 891	(786)
Service charges - other		-	-	-	-	-	-	-	2 942	533	338	308	(4 122)
Rental of facilities and equipment		210	225	384	435	367	56	628	525	564	133	430	1 142
Interest earned - external investments		371	539	705	423	651	491	1 388	956	550	576	811	740
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-	1	-	-	2 226
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-
Fines		199	111	251	64	259	65	104	266	110	99	387	3 001
Licences and permits		574	214	705	764	1 608	398	735	136	352	55	1 402	(3 289)
Agency services		-	-	-	-	-	-	-	-	-	147	-	4 731
Transfer receipts - operating		36 119	1 992	3 514	1 987	2 028	28 183	-	4 199	24 656	119	0	13 174
Other revenue		236	382	645	1 982	721	226	1 086	391	225	2 026	358	2 303
Cash Receipts by Source		70 442	41 253	42 981	51 450	32 194	54 869	29 850	40 100	59 871	39 338	38 423	31 284
Other Cash Flows by Source													-
Transfer receipts - capital		17 000	-	-	3 500	5 400	7 566	-	7 000	15 965	5 757	2 508	(4 866)
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	31	87	55	56	54	(693)
Receipt of non-current debtors		-	-	-	-	-	-	-	-	-	-	-	-
Receipt of non-current receivables		-	-	-	-	-	-	-	-	-	-	-	-
Change in non-current investments		-	-	(100 000)	25 000	25 000	(35 000)	45 000	(40 000)	10 000	27 000	20 000	23 000
Total Cash Receipts by Source		87 505	41 334	(56 969)	80 024	62 689	27 481	74 881	7 187	85 891	72 151	60 985	48 725
Cash Payments by Type													-
Employee related costs		11 219	13 141	12 270	12 453	19 675	12 559	12 584	15 145	12 678	12 988	14 727	13 225
Remuneration of councillors		876	874	867	836	848	868	1 070	897	906	907	905	854
Interest paid		-	-	88	-	-	57	-	-	5	-	-	945
Bulk purchases - Electricity		23 704	24 512	23 657	13 718	13 545	13 196	12 009	16 071	16 413	20 312	18 974	1 431
Bulk purchases - Water & Sewer		-	-	-	-	-	-	-	-	-	-	-	-
Other materials		862	428	662	2 694	1 729	2 075	1 369	3 562	1 468	1 971	2 725	(2 986)
Contracted services		2 263	2 211	3 840	3 679	4 259	4 041	1 893	1 754	5 148	3 522	5 159	17 279
Grants and subsidies paid - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-
Grants and subsidies paid - other		200	155	121	205	-	2	364	53	3 751	113	217	9 213
General expenses		4 372	5 044	5 304	6 236	5 582	4 311	1 322	1 392	3 122	4 486	1 234	3 249
Cash Payments by Type		43 495	46 366	46 809	39 821	45 637	37 109	30 613	38 873	43 491	44 299	43 942	43 211
Other Cash Flows/Payments by Type													
Capital assets		1 686	4 061	8 879	6 352	10 008	2 511	5 673	7 652	13 041	6 807	9 724	15 060
Repayment of borrowing		-	-	1 058	-	-	109	-	-	17	-	-	1 816
Other Cash Flows/Payments		(453)	591	(737)	3 824	(30 696)	34 490	1 844	1 802	2 087	(110)	(822)	(11 820)
Total Cash Payments by Type		44 728	51 017	56 009	49 997	24 949	74 219	38 130	48 327	58 636	50 996	52 844	48 266
NET INCREASE/(DECREASE) IN CASH HELD		42 777	(9 684)	(112 978)	30 027	37 740	(46 738)	36 751	(41 140)	27 256	21 155	8 141	458
Cash/cash equivalents at the month/year beginning:		97 502	140 279	130 595	17 618	47 645	85 385	38 647	75 398	34 257	61 513	82 668	90 809
Cash/cash equivalents at the month/year end:		140 279	130 595	17 618	47 645	85 385	38 647	75 398	34 257	61 513	82 668	90 809	91 267

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M12 June

Month	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
R thousands									
<u>Monthly expenditure performance trend</u>									
July		6 777	7 268	767	767	7 268	6 501	89,4%	1%
August		6 777	7 268	3 991	4 758	14 537	9 779	67,3%	6%
September		6 777	7 268	9 026	13 784	21 805	8 021	36,8%	17%
October		6 777	7 268	6 488	20 272	29 074	8 802	30,3%	25%
November		6 777	7 268	9 446	29 717	36 342	6 625	18,2%	37%
December		6 777	7 268	2 178	31 896	43 611	11 715	26,9%	39%
January		6 777	7 268	5 567	37 463	50 879	13 417	26,4%	46%
February		6 777	7 268	7 870	45 333	58 148	12 815	22,0%	56%
March		6 777	7 268	11 904	57 237	65 416	8 180	12,5%	70%
April		6 777	7 268	6 574	63 811	72 685	8 874	12,2%	0
May		6 777	7 268	9 159	72 970	79 953	6 983	8,7%	0
June		6 777	7 268	14 423	87 393	87 222	(172)	-0,2%	0
Total Capital expenditure	-	81 321	87 222	87 393					

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
08/2/16/51	Appointment of an Auctioneer	05-Jul-2019
08/2/16/60	Maintenance of Water meters in the Witzenberg area	08-Jul-2019
08/2/16/71	Disconnection, reconnection, inspection and replacement of Electricity supply at pole and meter box in Witzenberg municipal area	02-Jul-2019
08/2/16/75	Supply and delivery of disposable bags for refuse removal	03-Jul-2019

No formal written price quotations are currently in the advertisement stage.

Geen formele geskrewe pryskwotasies is tans in die adverteringsfase nie.

3.2.1.2 Evaluation stage:

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
08/2/16/03	Rendering of Recycling services in Witzenberg area	09-May-2019	31-May-2019	J Jacobs
08/2/16/45	Construction of Ablution Facility at Op-Die-Berg	09-May-2019	Awaiting	J Jacobs
08/2/16/55	Revenue Enhancement Services	05-Jun-2019	11-Jun-2019 Referred back	D Greeff
08/2/16/58	Supply and fitment of new Tyres, tubes and provision of Tyre repair and other related services	06-May-2019	21-May-2019 24-Jun-2019	O Gatyene
08/2/16/62	Cash in Transit (3 year contract)	03-Jun-2019	Awaiting	C Stevens
08/2/16/63	Clearing of Alien vegetation in Ceres Nature Reserve	06-May-2019	13-May-2019 24-Jun-2019	H Truter
08/2/16/65	Supply and delivery of Traffic Uniforms	03-Jun-2019	26-Jun-2019	MJ Green
08/2/16/69	Supply and delivery of Fuel on Ad hoc basis	07-Jun-2019	Awaiting	O Gatyene
08/2/16/72	Supply and Installation of Rigid mesh Security fencing at Municipal depots, Ceres	06-Jun-2019	11-Jun-2019 20-Jun-2019	E Lintnaar
08/2/16/79	Supply and delivery of one new 3 ton tipper truck and two new 1 ton Light delivery vehicles	19-Jun-2019	25-Jun-2019	H Truter

The following formal written price quotations are currently in the evaluation stage:

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/78	Supply and delivery of Protective clothing	06-Jun-2019	Awaiting	N Jacobs

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

No competitive bid is currently in the adjudication stage.

Geen mededingende tender is tans in die toekenningsfase nie.

No formal written price quotations are currently in the adjudication stage.

Geen formele geskrewe prys kwotasie is tans in die Toekenningsfase nie.

3.2.1.4 Bids awarded

3.2.1.4 Tenders toegeken

The following competitive bid were awarded by the Adjudication Committee during the month of June 2019:

Die volgende mededingende tenders was toegeken deur die Tender Toekennings Komitee gedurende Junie 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/35	07-Jun-2019	Transunion Credit Bureau (PTY Ltd)	Provision of online electronic CIPC and credit search services	Only responsive bidder	Based on tendered rates with an estimated value of R 250 000.00 (Incl. VAT)
08/2/16/59	07-Jun-2019	Cluster 1: Hyman Masterfence Cluster 2: Sharon Rose Trading	Supply & Installation of Concrete Palisade and Clearvu Fencing in Ceres, Witzenberg Municipality Cluster 1: Concrete Palisade Cluster 2: Clearvu Fencing	Bidder scored the highest points	Cluster 1: R 271 342.50 (Incl. VAT) Cluster 2: R 188 105.50 (Incl. VAT)
08/2/16/66	28-Jun-2019	Riding And Watt	Maintenance & upgrading of Municipal Geographic Information System	Bidder scored the highest points	R 386 532.00 (Incl. VAT)
08/2/16/67	07-Jun-2019	Park Avenue Stationers CC	Supply and delivery of copy paper	Bidder scored the highest points	R 296 418.25 (Incl. VAT)
08/2/16/68	28-Jun-2019	Silver Lake Trading 305 (PTY) Ltd t/a Opulentia Financial Services	Shortterm Insurance	Only responsive bidder	R 4 140 726.70 (Incl. VAT)

No bid was awarded by the Accounting Officer during the month of June 2019.

Geen tender was toegeken deur die Rekenpligtige Beampte gedurende Junie 2019 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 June 2019:

3.2.1.5 Paragraaf 13 (1): Kansellasië en her-uitnodiging van tenders

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Junie 2019:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/16/56	28-Jun-2019	Training of Municipal officials on Learnerships and skills programme	Funds are no longer available to cover the total envisaged expenditure and no acceptable bids were received
08/2/16/70	01-Jun-2019	Supply, delivery and assemble of Office Furniture	No bids received
08/2/16/81	01-Jun-2019	Supply, delivery and installation of one combination/ multipurpose set of rugby / soccer posts	No bids received

3.2.1.6 Paragraph 19 (1) I and 19 (2): Written price quotations

The following written price quotations were approved during the month of June 2019:

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Die volgende geskrewe prys kwotasies was goedgekeur gedurende Junie 2019:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
159809	03-May-2019	Human Communications (Pty) Ltd	Advertisement: Post as Chief Fire and Disaster Manager (Ref: COM 41)	Lowest responsive quotation	R 8 472.55 (Incl. VAT)	Acting Chief Financial Officer
159935	15-May-2019	Roy Steele and Associates CC	Incapacity Investigation Hearings	Only responsive quotation	R 19 723.65 (Incl. VAT)	Acting Chief Financial Officer
160367	31-May-2019	Gracious Catering & Décor	Catering for Youth day 17-06-2019 (Ward 3)	Lowest responsive quotation	R 8 950.00 (Incl. VAT)	Acting Chief Financial Officer
160368	31-May-2019	Chama General Services (Pty) Ltd	Catering for Youth day 17-06-2019 (Ward 8)	Lowest responsive quotation	R 16 060.00 (Incl. VAT)	Acting Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of June 2019:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Junie 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/16/74	28-Jun-2019	Volla's General Enterprises	Cleaning of Public Toilets at Op-Die-Berg	Bidder scored the highest points	R 31 140.00 (non VAT)	Director: Technical services

3.2.1.8 Appeals

The following appeals were lodged and are being dealt with by the Accounting Officer:

3.2.1.8 Appèlle

Die volgende appèlle is ontvang en word hanteer deur die Rekenpligtige beampte:

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
08/2/15/91	Professional engineering services for Witzenberg municipality	06 Nov 2018	RHDHV	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer
		06 Nov 2018	EOH Industrial Technologies (Pty) Ltd	Calculation of cluster points		
		08 Nov 2018	Bigen Africa Services (PTY) Ltd	Reason for non-compliance		

3.2.1.9 Deviations

The following table contains the approved deviations by the Accounting Officer for the month of June 2019 which totals R 5 368 556.19:

3.2.1.9 Afwykings

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Junie 2019 wat beloop op die totaal van R 5 368 556.19:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
24-Apr-19	Traffic Management Technologies	Monthly Service Fee Jan 2019	Impractical	159657	30 981,00
17-May-19	Mafoko Security Patrols	Security services: Dec & Feb 2019	Impractical	163753	3 500 000,00
20-May-19	Alta Swanepoel & Associates	Annual Road Transport Legislation Workshop Registration	Single supplier	160006	3 250,00
31-May-19	Mafoko Security Patrols	Security services: Mar & Apr 2019	Impractical	164226	1 400 000,00
03-Jun-19	Bell Equipment Sales SA Ltd	Repair automatic gearbox, transmission and related components of Bell Digger Loader: CFA 1828	Single supplier	160545	167 148,84
03-Jun-19	Daleen Groenewald	Proofreading & editing of Water & Sanitation By-Law	Impractical	160452	5 756,40
03-Jun-19	Witzenberg Herald	Publish notice: IDP & Budget	Impractical	160479	5 382,00
03-Jun-19	Johan Bezuidenhout Attorneys	Legal Services: Regulation 68 (1) applications	Impractical	160504	2 098,00
03-Jun-19	Witzenberg Herald	Publish notice: Supplementary valuation	Impractical	160478	10 764,00
03-Jun-19	Lateral Unison	Insurance Premium June	Impractical	160503	162 373,58
13-Jun-19	Ian Dickie and Co (Pty) Ltd	Supply and Delivery of Heavy Duty Sewer Drain Rod sets	Single supplier	160585	28 280,80
13-Jun-19	Lasec SA (PTY) Ltd	Assessing of oxygen Test equipment	Impractical	160584	793,50

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
18-Jun-19	PBSA (PTY) Ltd T/A Batsumi Enterprise Solutions	Postage on franking machine	Impractical	160605	19 200,00
28-Jun-19	Mailtronic Direct Marketing CC	Overnight freight charges for postage	Emergency	160666	2 695,15
28-Jun-19	Fidelity Cash Solutions	Supply Cash in Transit Services	Impractical	160669	29 832,92

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
April 2019	R 225 219.34	R18 499 969.56	1.22%
May 2019	R 1 646 314.37	R25 269 546.30	6.56%
June 2019	R 5 368 556.19	R13 158 800.64	

DEVIATIONS PER DIRECTORATE

Logistics

The table below contains a high level summary of information regarding the stores section:

Logistieke

Die tabel hieronder bevat 'n hoë vlak opsomming van inligting rakende die magasyn (stoor):

MONTH	30 April 2019	31 May 2019	30 June 2019
Value of inventory at hand	R 12 255 228.74	R 11 344 875.36	R 10 475 249.88
Turnover rate of total value of inventory	1.18	1.30	1.23
Date of latest stores reconciliation	30 June 2019		
Date of last stock count	27 June 2019		
Date of next stock count	26 September 2019		

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

- The monthly in year monitoring reports for the month of June 2019

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature :



Date:

12 July 2019



Monthly Budget Statement Report Section 71 for July 2019

**Financial data is in respect of the period
1 July 2019 to 31 July 2019**

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section. This section read as follows:

"71. (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

- (a) Actual revenue, per revenue source;*
- (b) actual borrowings;*
- (c) actual expenditure, per vote;*
- (d) actual capital expenditure, per vote;*
- (e) the amount of any allocations received;*
- (f) actual expenditure on those allocations, excluding expenditure on—*
 - (i) its share of the local government equitable share; and*
 - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and*
- (g) when necessary, an explanation of—*
 - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;*
 - (ii) any material variances from the service delivery and budget implementation plan; and*
 - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.*

(2) The statement must include—

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and*
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).*

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts.

budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beampte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beampte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

- (a) werklike inkomste per bron van inkomste;*
- (b) werklike lenings;*
- (c) die werklike uitgawes per stem;*
- (d) die werklike kapitaalbesteding, per stem;*
- (e) die bedrag van enige toekennings ontvang;*
- (f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op*
 - (i) sy deel van die plaaslike regering billike deel;*
 - (ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en*
 - (g) wanneer dit nodig is, 'n verduideliking van—*
 - (i) enige wesentlike afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;*
 - (ii) enige wesentlike afwykings van die dienslewering en begrotings implementeringsplan;*
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.*

(2) Die staat moet die volgende insluit-

- (a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en*
- (b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).*

(3) die bedrae wat in die verklaring moet in elke geval in vergelyking met die ooreenstemmende bedrae begroot vir die munisipaliteit se goedgekeurde begroting.

(4) Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die

after the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

Credit control for various reasons remains a challenge for the municipality.

The unwillingness / inability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R 4.2 million.

The monthly billing was also done as scheduled and during this process 13 977 accounts amounting to R 67.4 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 1.9 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 38%.

The municipality issued orders to the value of R 18.1 million of which R 0.3 million was in terms of deviations.

The municipality currently has R 166 million in its primary bank account and no investments were made during the month of July 2019.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of July 2019 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 4.2 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 13 977 rekeninge ten bedrae van R 67.4 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 3.9 miljoen.

Die deernis subsidies vir die maand beloop R 1.9 miljoen. Die aantal goedgekeurde huishoudings is aan die toeneem as gevolg van die veranderinge aan die beleid.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 38%

Bestellings ter waarde van R 18.1 miljoen uitgereik, waarvan R 0.3 miljoen ten opsigte van afwykings is.

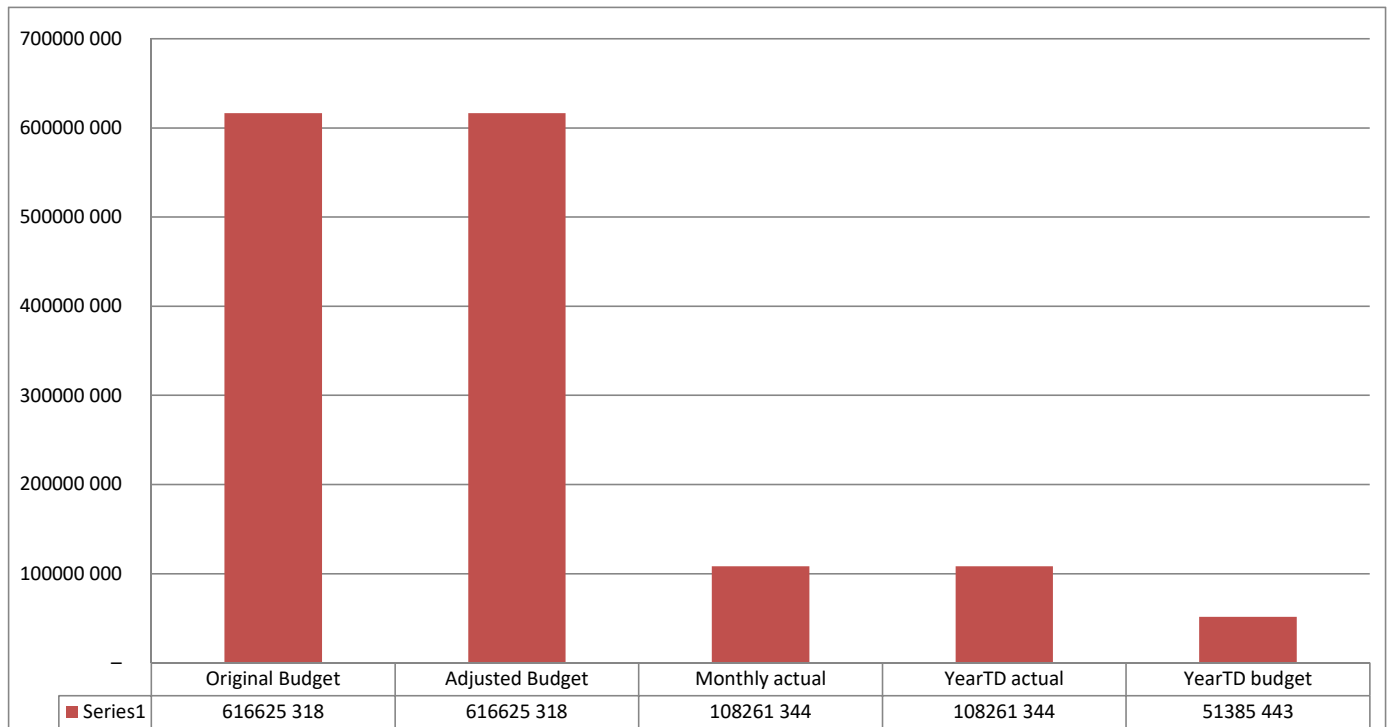
Die munisipaliteit het R 166 miljoen in die primêre bankrekening en geen beleggings vir die maand van Julie 2019.

B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Julie 2019 .

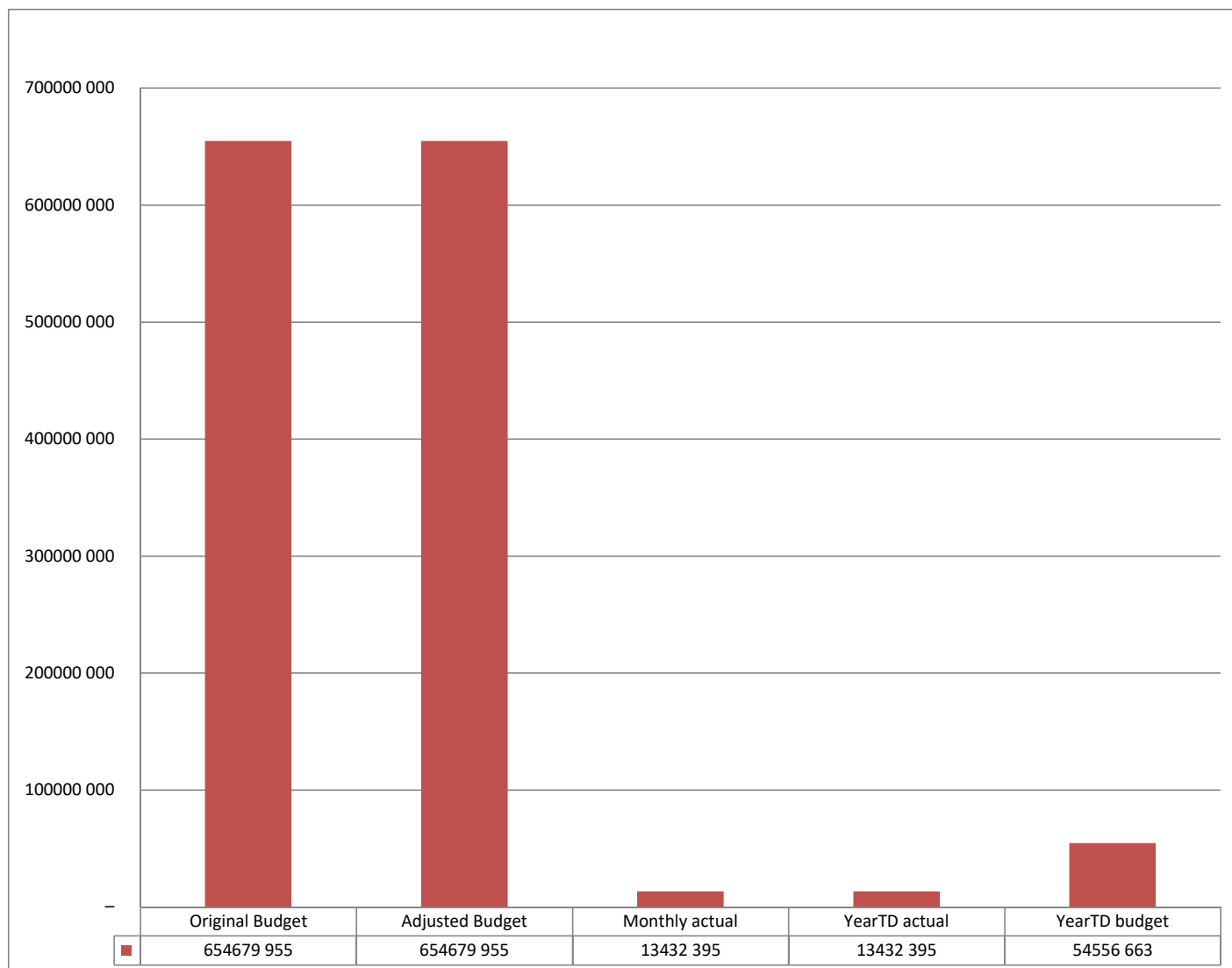
C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

TOTAL OPERATIONAL REVENUE

For the period 1 July 2019 to 30 June 2020, 17.56% of the budgeted operational revenue was raised.

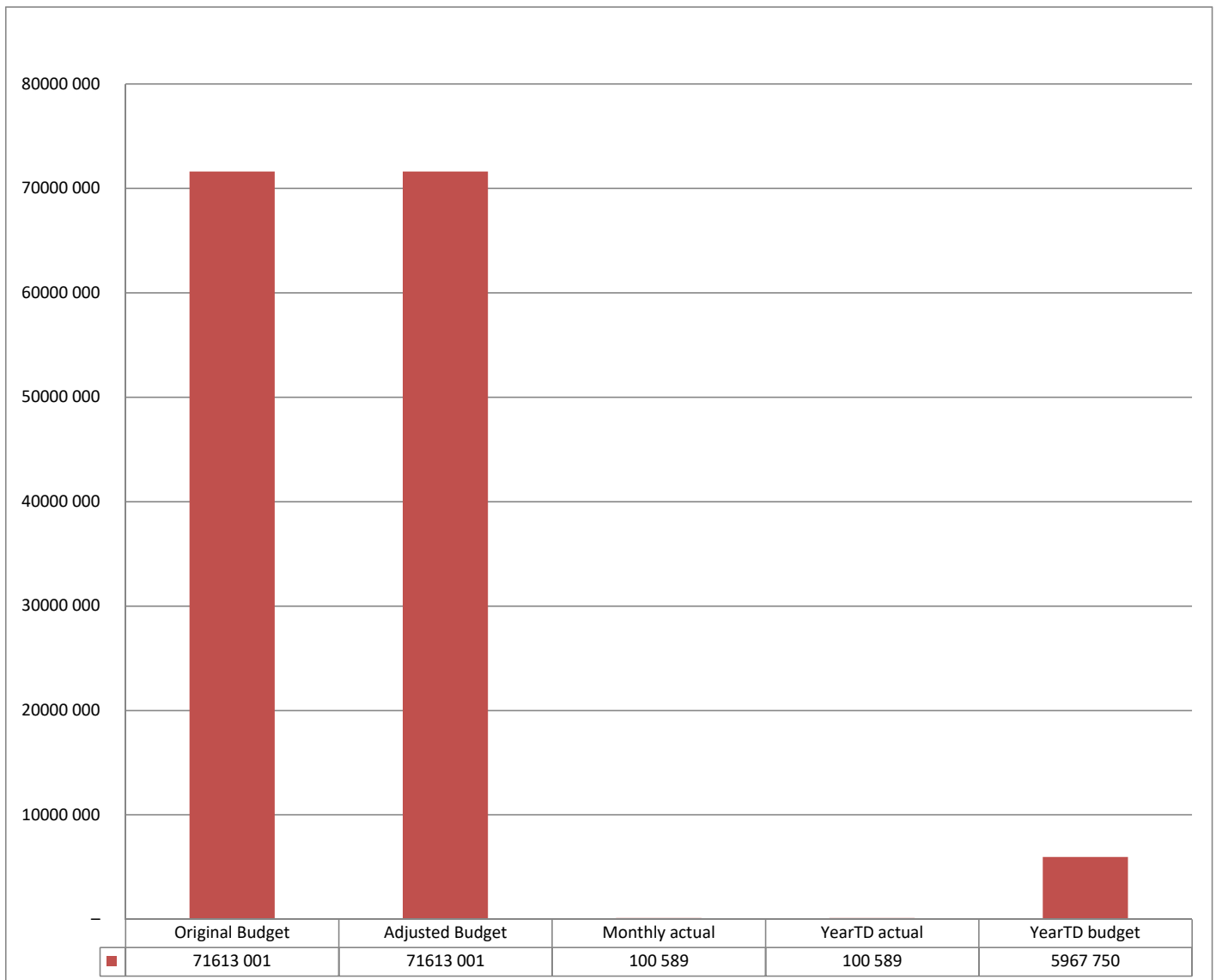
Vir die periode 1 Julie 2019 tot 30 Junie 2020, is 17.56% van die begrote operasionele inkomste gehef.

TOTAL OPERATIONAL EXPENDITURE

For the period 1 July 2019 to 30 June 2020, 2.05% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2019 tot 30 Junie 2020, is 2.05% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2019 to 30 June 2020, 0.14% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2019 tot 30 Junie 2020, is 0.14% van die begrote kapitale uitgawes aangegaan.

There is currently also R 5.3 million on order for capital expenditure.

Daar is tans ook R 5.3 miljoen op bestelling vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at July 2019.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M01 July

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
<u>Financial Performance</u>									
Property rates	–	72 282	72 282	35 921	35 921	6 023	29 898	496%	72 282
Service charges	–	346 953	346 953	31 181	31 181	28 913	2 269	8%	346 953
Investment revenue	–	8 695	8 695	434	434	725	(290)	-40%	8 695
Transfers recognised - operational	–	138 467	138 467	38 715	38 715	11 539	27 176	236%	138 467
Other own revenue	–	50 229	50 229	2 009	2 009	4 186	(2 177)	-52%	50 229
transfers and contributions)	–	616 625	616 625	108 261	108 261	51 385	56 876	111%	616 625
Employee costs	–	188 333	188 333	15 645	15 645	15 694	(50)	-0%	188 333
Remuneration of Councillors	–	11 459	11 459	794	794	955	(161)	-17%	11 459
Depreciation & asset impairment	–	47 090	47 090	–	–	3 924	(3 924)	-100%	47 090
Finance charges	–	8 840	8 840	–	–	737	(737)	-100%	8 840
Materials and bulk purchases	–	246 765	246 676	649	649	20 556	(19 908)	-97%	246 676
Transfers and grants	–	30 962	30 962	213	213	2 580	(2 367)	-92%	30 962
Other expenditure	–	121 231	121 320	(3 869)	(3 869)	10 110	(13 979)	-138%	121 320
Total Expenditure	–	654 680	654 680	13 432	13 432	54 557	(41 124)	-75%	654 680
Surplus/(Deficit)	–	(38 055)	(38 055)	94 829	94 829	(3 171)	98 000	-3090%	(38 055)
Transfers recognised - capital	–	44 178	44 178	–	–	3 682	(3 682)	-100%	44 178
Contributions & Contributed assets	–	–	–	–	–	–	–	–	–
& contributions	–	6 123	6 123	94 829	94 829	510	94 319	18484%	6 123
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–	–	–
Surplus/ (Deficit) for the year	–	6 123	6 123	94 829	94 829	510	94 319	18484%	6 123
<u>Capital expenditure & funds sources</u>									
Capital expenditure	–	71 613	71 613	101	101	5 968	(5 867)	-98%	71 613
Capital transfers recognised	–	45 678	45 678	–	–	3 807	(3 807)	-100%	45 678
Public contributions & donations	–	–	–	–	–	–	–	–	–
Borrowing	–	–	–	–	–	–	–	–	–
Internally generated funds	–	25 935	25 935	101	101	2 161	(2 061)	-95%	25 935
Total sources of capital funds	–	71 613	71 613	101	101	5 968	(5 867)	-98%	71 613
<u>Financial position</u>									
Total current assets	–	156 835	156 835		86 374				86 374
Total non current assets	–	978 519	978 519		101				101
Total current liabilities	–	115 487	115 487		(9 276)				(9 276)
Total non current liabilities	–	155 245	155 245		921				921
Community wealth/Equity	–	864 621	864 621		94 829				94 829
<u>Cash flows</u>									
Net cash from (used) operating	–	70 001	70 001	46 482	46 482	5 833	40 648	697%	70 001
Net cash from (used) investing	–	(71 613)	(71 613)	(2 346)	(2 346)	(5 968)	3 622	-61%	(71 613)
Net cash from (used) financing	–	(500)	(500)	92	92	(42)	134	-322%	92
end	–	89 164	89 164	–	138 491	91 099	47 391	52%	92 650
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
<u>Debtors Age Analysis</u>									
Total By Income Source	73 920	5 067	3 044	2 970	2 813	3 009	16 816	113 575	221 213
<u>Creditors Age Analysis</u>									
Total Creditors	1 525	301	–	–	–	–	–	–	1 826

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) - M01 July

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue - Functional									
<i>Governance and administration</i>	-	95 002	95 002	36 787	36 787	7 917	28 870	365%	95 002
Finance and administration	-	95 002	95 002	36 787	36 787	7 917	28 870	365%	95 002
<i>Community and public safety</i>	-	156 525	156 525	39 044	39 044	13 044	26 001	199%	156 525
Community and social services	-	105 912	105 912	38 744	38 744	8 826	29 918	339%	105 912
Sport and recreation	-	20 394	20 394	293	293	1 700	(1 407)	-83%	20 394
Public safety	-	728	728	-	-	61	(61)	-100%	728
Housing	-	29 492	29 492	8	8	2 458	(2 450)	-100%	29 492
<i>Economic and environmental services</i>	-	34 264	34 264	449	449	2 855	(2 406)	-84%	34 264
Planning and development	-	3 669	3 669	116	116	306	(190)	-62%	3 669
Road transport	-	30 057	30 057	333	333	2 505	(2 171)	-87%	30 057
Environmental protection	-	538	538	-	-	45	(45)	-100%	538
<i>Trading services</i>	-	374 903	374 903	31 917	31 917	31 242	675	2%	374 903
Energy sources	-	267 273	267 273	22 216	22 216	22 273	(57)	0%	267 273
Water management	-	56 021	56 021	3 581	3 581	4 668	(1 088)	-23%	56 021
Waste water management	-	26 404	26 404	3 802	3 802	2 200	1 601	73%	26 404
Waste management	-	25 206	25 206	2 318	2 318	2 100	218	10%	25 206
Total Revenue - Functional	-	660 803	660 803	108 261	108 261	55 067	53 194	97%	660 803
Expenditure - Functional									
<i>Governance and administration</i>	-	120 995	120 995	5 869	5 869	10 083	(4 214)	-42%	120 995
Executive and council	-	28 588	28 588	1 525	1 525	2 382	(857)	-36%	28 588
Finance and administration	-	90 177	90 177	4 089	4 089	7 515	(3 426)	-46%	90 177
Internal audit	-	2 230	2 230	255	255	186	69	37%	2 230
<i>Community and public safety</i>	-	99 678	99 678	3 917	3 917	8 307	(4 389)	-53%	99 678
Community and social services	-	26 589	26 589	1 660	1 660	2 216	(556)	-25%	26 589
Sport and recreation	-	28 548	28 548	1 414	1 414	2 379	(965)	-41%	28 548
Public safety	-	9 416	9 416	532	532	785	(252)	-32%	9 416
Housing	-	35 126	35 126	311	311	2 927	(2 616)	-89%	35 126
<i>Economic and environmental services</i>	-	69 890	69 890	2 755	2 755	5 824	(3 069)	-53%	69 890
Planning and development	-	11 868	11 868	728	728	989	(261)	-26%	11 868
Road transport	-	55 632	55 632	2 006	2 006	4 636	(2 630)	-57%	55 632
Environmental protection	-	2 390	2 390	21	21	199	(178)	-89%	2 390
<i>Trading services</i>	-	363 203	363 203	677	677	30 267	(29 590)	-98%	363 203
Energy sources	-	260 127	260 127	1 196	1 196	21 677	(20 481)	-94%	260 127
Water management	-	28 971	28 971	(1 120)	(1 120)	2 414	(3 534)	-146%	28 971
Waste water management	-	31 759	31 759	345	345	2 647	(2 302)	-87%	31 759
Waste management	-	42 346	42 346	256	256	3 529	(3 273)	-93%	42 346
<i>Other</i>	-	914	914	213	213	76	137	180%	914
Total Expenditure - Functional	-	654 680	654 680	13 432	13 432	54 557	(41 124)	-75%	654 680
Surplus/ (Deficit) for the year	-	6 123	6 123	94 829	94 829	510	94 319		6 123

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) - M01 July

Description	2018/19	Budget Year 2019/20						YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Revenue - Functional									
<i>Municipal governance and administration</i>	–	95 002	95 002	36 787	36 787	7 917	28 870	365%	95 002
Finance and administration	–	95 002	95 002	36 787	36 787	7 917	28 870	365%	95 002
Administrative and Corporate Support	–	9	9	–	–	1	(1)	-100%	9
Budget and Treasury Office	–	–	–	–	–	–	–		–
Finance	–	94 446	94 446	36 783	36 783	7 871	28 913	367%	94 446
Human Resources	–	526	526	–	–	44	(44)	-100%	526
Marketing, Customer Relations, Publicity and Media	–	4	4	–	–	0	(0)	-100%	4
Supply Chain Management	–	17	17	4	4	1	3	188%	17
<i>Community and public safety</i>	–	156 525	156 525	39 044	39 044	13 044	26 001	199%	156 525
Community and social services	–	105 912	105 912	38 744	38 744	8 826	29 918	339%	105 912
Aged Care	–	95 119	95 119	38 688	38 688	7 927	30 762	388%	95 119
Cemeteries, Funeral Parlours and Crematoriums	–	222	222	18	18	19	(1)	-5%	222
Community Halls and Facilities	–	863	863	28	28	72	(44)	-61%	863
Libraries and Archives	–	9 707	9 707	10	10	809	(799)	-99%	9 707
Sport and recreation	–	20 394	20 394	293	293	1 700	(1 407)	-83%	20 394
Recreational Facilities	–	7 299	7 299	283	283	608	(325)	-53%	7 299
Sports Grounds and Stadiums	–	13 095	13 095	9	9	1 091	(1 082)	-99%	13 095

Description	2018/19	Budget Year 2019/20							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Public safety	–	728	728	–	–	61	(61)	-100%	728
<i>Fire Fighting and Protection</i>	–	728	728	–	–	61	(61)	-100%	728
Housing	–	29 492	29 492	8	8	2 458	(2 450)	-100%	29 492
<i>Housing</i>	–	29 492	29 492	8	8	2 458	(2 450)	-100%	29 492
Economic and environmental services	–	34 264	34 264	449	449	2 855	(2 406)	-84%	34 264
Planning and development	–	3 669	3 669	116	116	306	(190)	-62%	3 669
<i>Economic Development/Planning</i>	–	250	250	–	–	21	(21)	-100%	250
<i>Town Planning, Building Regulations and Enforcemen</i>	–	2 793	2 793	116	116	233	(117)	-50%	2 793
<i>Project Management Unit</i>	–	626	626	–	–	52	(52)	-100%	626
Road transport	–	30 057	30 057	333	333	2 505	(2 171)	-87%	30 057
<i>Police Forces, Traffic and Street Parking Control</i>	–	23 720	23 720	333	333	1 977	(1 643)	-83%	23 720
<i>Roads</i>	–	6 337	6 337	–	–	528	(528)	-100%	6 337
Environmental protection	–	538	538	–	–	45	(45)	-100%	538
<i>Biodiversity and Landscape</i>	–	538	538	–	–	45	(45)	-100%	538
Trading services	–	374 903	374 903	31 917	31 917	31 242	675	2%	374 903
Energy sources	–	267 273	267 273	22 216	22 216	22 273	(57)	0%	267 273
<i>Electricity</i>	–	266 452	266 452	22 216	22 216	22 204	12	0%	266 452
<i>Street Lighting and Signal Systems</i>	–	821	821	–	–	68	(68)	-100%	821
Water management	–	56 021	56 021	3 581	3 581	4 668	(1 088)	-23%	56 021
<i>Water Distribution</i>	–	56 021	56 021	3 581	3 581	4 668	(1 088)	-23%	56 021
Waste water management	–	26 404	26 404	3 802	3 802	2 200	1 601	73%	26 404
<i>Sewerage</i>	–	23 012	23 012	3 802	3 802	1 918	1 884	98%	23 012
<i>Storm Water Management</i>	–	3 391	3 391	–	–	283	(283)	-100%	3 391
Waste management	–	25 206	25 206	2 318	2 318	2 100	218	10%	25 206
<i>Solid Waste Removal</i>	–	25 206	25 206	2 318	2 318	2 100	218	10%	25 206
Total Revenue - Functional	–	660 803	660 803	108 261	108 261	55 067	53 194	97%	660 803

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M01 July

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Expenditure - Functional									
<i>Municipal governance and administration</i>	–	120 995	120 995	5 869	5 869	10 083	(4 214)	-42%	120 995
Executive and council	–	28 588	28 588	1 525	1 525	2 382	(857)	-36%	28 588
Mayor and Council	–	18 767	18 767	1 049	1 049	1 564	(515)	-33%	18 767
Municipal Manager, Town Secretary and Chief Execut	–	9 822	9 822	476	476	818	(342)	-42%	9 822
Finance and administration	–	90 177	90 177	4 089	4 089	7 515	(3 426)	-46%	90 177
Administrative and Corporate Support	–	8 615	8 615	404	404	718	(314)	-44%	8 615
Asset Management	–	4 392	4 392	5	5	366	(361)	-99%	4 392
Budget and Treasury Office	–	–	–	–	–	–	–		–
Finance	–	33 713	33 713	238	238	2 809	(2 571)	-92%	33 713
Fleet Management	–	2 796	2 796	199	199	233	(34)	-15%	2 796
Human Resources	–	19 972	19 972	2 239	2 239	1 664	575	35%	19 972
Information Technology	–	3 719	3 719	62	62	310	(248)	-80%	3 719
Legal Services	–	1 780	1 780	87	87	148	(62)	-42%	1 780
Marketing, Customer Relations, Publicity and Media	–	3 630	3 630	286	286	302	(16)	-5%	3 630
Property Services	–	3 489	3 489	52	52	291	(239)	-82%	3 489
Risk Management	–	421	421	–	–	35	(35)	-100%	421
Supply Chain Management	–	5 970	5 970	494	494	497	(4)	-1%	5 970
Valuation Service	–	1 680	1 680	23	23	140	(117)	-83%	1 680
Internal audit	–	2 230	2 230	255	255	186	69	37%	2 230
Governance Function	–	2 230	2 230	255	255	186	69	37%	2 230
Community and public safety	–	99 678	99 678	3 917	3 917	8 307	(4 389)	-53%	99 678
Community and social services	–	26 589	26 589	1 660	1 660	2 216	(556)	-25%	26 589
Aged Care	–	4 296	4 296	224	224	358	(134)	-38%	4 296
Cemeteries, Funeral Parlours and Crematoriums	–	3 317	3 317	237	237	276	(39)	-14%	3 317
Child Care Facilities	–	819	819	–	–	68	(68)	-100%	819
Community Halls and Facilities	–	6 080	6 080	423	423	507	(84)	-17%	6 080
Disaster Management	–	47	47	–	–	4	(4)	-100%	47
Education	–	705	705	0	0	59	(59)	-100%	705
Libraries and Archives	–	11 324	11 324	776	776	944	(167)	-18%	11 324
Sport and recreation	–	28 548	28 548	1 414	1 414	2 379	(965)	-41%	28 548
Community Parks (including Nurseries)	–	6 763	6 763	470	470	564	(93)	-17%	6 763
Recreational Facilities	–	16 797	16 797	628	628	1 400	(772)	-55%	16 797
Sports Grounds and Stadiums	–	4 988	4 988	316	316	416	(100)	-24%	4 988
Public safety	–	9 416	9 416	532	532	785	(252)	-32%	9 416
Fire Fighting and Protection	–	9 416	9 416	532	532	785	(252)	-32%	9 416
Housing	–	35 126	35 126	311	311	2 927	(2 616)	-89%	35 126
Housing	–	33 431	33 411	305	305	2 784	(2 480)	-89%	33 411
Informal Settlements	–	1 695	1 715	7	7	143	(136)	-95%	1 715

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD budget
R thousands									
<i>Economic and environmental services</i>	–	69 890	69 890	2 755	2 755	5 824	(3 069)	-53%	69 890
Planning and development	–	11 868	11 868	728	728	989	(261)	-26%	11 868
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>	–	2 182	2 182	119	119	182	(63)	-34%	2 182
<i>Economic Development/Planning</i>	–	2 227	2 227	151	151	186	(34)	-19%	2 227
<i>Town Planning, Building Regulations and Enforcement</i>	–	4 920	4 920	322	322	410	(88)	-21%	4 920
<i>Project Management Unit</i>	–	2 538	2 538	135	135	212	(76)	-36%	2 538
Road transport	–	55 632	55 632	2 006	2 006	4 636	(2 630)	-57%	55 632
<i>Police Forces, Traffic and Street Parking Control</i>	–	31 101	31 101	1 385	1 385	2 592	(1 207)	-47%	31 101
<i>Roads</i>	–	24 531	24 531	621	621	2 044	(1 423)	-70%	24 531
Environmental protection	–	2 390	2 390	21	21	199	(178)	-89%	2 390
<i>Biodiversity and Landscape</i>	–	2 390	2 390	21	21	199	(178)	-89%	2 390
<i>Pollution Control</i>	–	–	–	–	–	–	–		–
<i>Trading services</i>	–	363 203	363 203	677	677	30 267	(29 590)	-98%	363 203
Energy sources	–	260 127	260 127	1 196	1 196	21 677	(20 481)	-94%	260 127
<i>Electricity</i>	–	257 067	257 067	1 038	1 038	21 422	(20 385)	-95%	257 067
<i>Street Lighting and Signal Systems</i>	–	3 060	3 060	159	159	255	(96)	-38%	3 060
Water management	–	28 971	28 971	(1 120)	(1 120)	2 414	(3 534)	-146%	28 971
<i>Water Treatment</i>	–	1 557	1 557	5	5	130	(125)	-96%	1 557
<i>Water Distribution</i>	–	24 063	24 063	(1 151)	(1 151)	2 005	(3 157)	-157%	24 063
<i>Water Storage</i>	–	3 351	3 351	26	26	279	(253)	-91%	3 351
Waste water management	–	31 759	31 759	345	345	2 647	(2 302)	-87%	31 759
<i>Public Toilets</i>	–	1 710	1 710	121	121	142	(22)	-15%	1 710
<i>Sewerage</i>	–	21 855	21 855	(155)	(155)	1 821	(1 976)	-108%	21 855
<i>Storm Water Management</i>	–	5 720	5 720	379	379	477	(98)	-21%	5 720
<i>Waste Water Treatment</i>	–	2 475	2 475	–	–	206	(206)	-100%	2 475
Waste management	–	42 346	42 346	256	256	3 529	(3 273)	-93%	42 346
<i>Solid Waste Disposal (Landfill Sites)</i>	–	16 543	16 543	31	31	1 379	(1 348)	-98%	16 543
<i>Solid Waste Removal</i>	–	24 478	24 478	155	155	2 040	(1 884)	-92%	24 478
<i>Street Cleaning</i>	–	1 325	1 325	69	69	110	(41)	-37%	1 325
<i>Other</i>	–	914	914	213	213	76	137	180%	914
Licensing and Regulation	–	60	60	–	–	5	(5)	-100%	60
Tourism	–	854	854	213	213	71	142	200%	854
Total Expenditure - Functional	–	654 680	654 680	13 432	13 432	54 557	(41 124)	-75%	654 680
Surplus/ (Deficit) for the year	–	6 123	6 123	94 829	94 829	510	94 319	18484%	6 123

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) - M01 July

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue by Vote									
Vote 1 - Financial Services	–	91 210	91 210	36 631	36 631	7 601	29 030	381,9%	91 210
Vote 2 - Community Services	–	181 732	181 732	39 457	39 457	15 144	24 312	160,5%	181 732
Vote 3 - Corporate Services	–	539	539	–	–	45	(45)	-100,0%	539
Vote 4 - Technical Services	–	385 828	385 828	32 123	32 123	32 152	(29)	-0,1%	385 828
Vote 5 - Municipal Manager	–	1 495	1 495	51	51	125	(74)	-59,4%	1 495
Total Revenue by Vote	–	660 803	660 803	108 261	108 261	55 067	53 194	96,6%	660 803
Vote 1 - Financial Services	–	47 139	47 139	792	792	3 928	(3 136)	-79,8%	47 139
Vote 2 - Community Services	–	136 762	136 762	5 464	5 464	11 397	(5 933)	-52,1%	136 762
Vote 3 - Corporate Services	–	61 026	61 026	4 459	4 459	5 085	(626)	-12,3%	61 026
Vote 4 - Technical Services	–	397 201	397 201	1 948	1 948	33 100	(31 153)	-94,1%	397 201
Vote 5 - Municipal Manager	–	12 551	12 551	770	770	1 046	(276)	-26,4%	12 551
Total Expenditure by Vote	–	654 680	654 680	13 432	13 432	54 557	(41 124)	-75,4%	654 680
Surplus/ (Deficit) for the year	–	6 123	6 123	94 829	94 829	510	94 319	18483,7%	6 123

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) - M01 July

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
<u>Revenue By Source</u>									
Property rates	–	72 282	72 282	35 921	35 921	6 023	29 898	496%	72 282
Service charges - electricity revenue	–	265 119	265 119	22 225	22 225	22 093	132	1%	265 119
Service charges - water revenue	–	35 901	35 901	3 194	3 194	2 992	203	7%	35 901
Service charges - sanitation revenue	–	22 085	22 085	3 665	3 665	1 840	1 825	99%	22 085
Service charges - refuse revenue	–	23 849	23 849	2 097	2 097	1 987	110	6%	23 849
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	–	7 567	7 567	336	336	631	(295)	-47%	7 567
Interest earned - external investments	–	8 695	8 695	434	434	725	(290)	-40%	8 695
Interest earned - outstanding debtors	–	7 891	7 891	1 033	1 033	658	376	57%	7 891
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	–	19 482	19 482	90	90	1 624	(1 534)	-94%	19 482
Licences and permits	–	1 915	1 915	308	308	160	148	93%	1 915
Agency services	–	3 670	3 670	–	–	306	(306)	-100%	3 670
Transfers recognised - operational	–	138 467	138 467	38 715	38 715	11 539	27 176	236%	138 467
Other revenue	–	9 704	9 704	243	243	809	(566)	-70%	9 704
Gains on disposal of PPE	–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	–	616 625	616 625	108 261	108 261	51 385	56 876	111%	616 625
<u>Expenditure By Type</u>									
Employee related costs	–	188 333	188 333	15 645	15 645	15 694	(50)	0%	188 333
Remuneration of councillors	–	11 459	11 459	794	794	955	(161)	-17%	11 459
Debt impairment	–	33 613	33 613	(5 114)	(5 114)	2 801	(7 915)	-283%	33 613
Depreciation & asset impairment	–	47 090	47 090	–	–	3 924	(3 924)	-100%	47 090
Finance charges	–	8 840	8 840	–	–	737	(737)	-100%	8 840
Bulk purchases	–	229 196	229 196	209	209	19 100	(18 891)	-99%	229 196
Other materials	–	17 569	17 480	440	440	1 457	(1 017)	-70%	17 480
Contracted services	–	43 731	43 775	165	165	3 648	(3 482)	-95%	43 775
Transfers and grants	–	30 962	30 962	213	213	2 580	(2 367)	-92%	30 962
Other expenditure	–	43 888	43 933	1 080	1 080	3 661	(2 581)	-71%	43 933
Loss on disposal of PPE	–	–	–	–	–	–	–		–
Total Expenditure	–	654 680	654 680	13 432	13 432	54 557	(41 124)	-75%	654 680
Surplus/(Deficit)	–	(38 055)	(38 055)	94 829	94 829	(3 171)	98 000	(0)	(38 055)
Transfers recognised - capital	–	44 178	44 178	–	–	3 682	(3 682)	(0)	44 178
Contributions recognised - capital	–	–	–	–	–	–	–		–
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	–	6 123	6 123	94 829	94 829	510			6 123
Surplus/(Deficit) attributable to Share of surplus/ (deficit) of associate	–	6 123	6 123	94 829	94 829	510			6 123
Surplus/ (Deficit) for the year	–	6 123	6 123	94 829	94 829	510			6 123

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) - M01 July

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
<u>Multi-Year expenditure appropriation</u>									
Vote 2 - Community Services	–	3 106	3 106	–	–	259	(259)	-100%	3 106
Vote 4 - Technical Services	–	33 049	33 049	101	101	2 754	(2 654)	-96%	33 049
Total Capital Multi-year expenditure	–	36 155	36 155	101	101	3 013	(2 912)	-97%	36 155
<u>Single Year expenditure appropriation</u>									
Vote 1 - Financial Services	–	80	80	–	–	7	(7)	-100%	80
Vote 2 - Community Services	–	15 992	15 992	–	–	1 333	(1 333)	-100%	15 992
Vote 3 - Corporate Services	–	3 380	3 380	–	–	282	(282)	-100%	3 380
Vote 4 - Technical Services	–	15 950	15 950	–	–	1 329	(1 329)	-100%	15 950
Vote 5 - Municipal Manager	–	56	56	–	–	5	(5)	-100%	56
Total Capital single-year expenditure	–	35 458	35 458	–	–	2 955	(2 955)	-100%	35 458
Total Capital Expenditure	–	71 613	71 613	101	101	5 968	(5 867)	-98%	71 613

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M01 July

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Capital Expenditure - Standard Classification									
<i>Governance and administration</i>	-	2 700	2 700	-	-	225	(225)	-100%	2 700
Executive and council	-	150	150	-	-	13	(13)	-100%	150
Finance and administration	-	2 550	2 550	-	-	213	(213)	-100%	2 550
<i>Community and public safety</i>	-	18 572	18 572	-	-	516	(516)	-100%	6 198
Community and social services	-	4 190	4 190	-	-	204	(204)	-100%	2 450
Sport and recreation	-	13 461	13 461	-	-	252	(252)	-100%	3 026
Public safety	-	922	922	-	-	60	(60)	-100%	722
Housing	-	-	-	-	-	-	-	-	-
<i>Economic and environmental service.</i>	-	13 808	13 808	-	-	1 034	(1 034)	-100%	12 408
Planning and development	-	26	26	-	-	2	(2)	-100%	26
Road transport	-	13 782	13 782	-	-	1 032	(1 032)	-100%	12 382
Environmental protection	-	-	-	-	-	-	-	-	-
<i>Trading services</i>	-	36 533	36 533	-	-	2 944	(2 944)	-100%	35 333
Energy sources	-	8 700	8 700	-	-	625	(625)	-100%	7 500
Water management	-	19 581	19 581	-	-	1 632	(1 632)	-100%	19 581
Waste water management	-	7 241	7 241	-	-	603	(603)	-100%	7 241
Waste management	-	1 010	1 010	-	-	84	(84)	-100%	1 010
Total Capital Expenditure - Standard Classification	-	71 613	71 613	-	-	4 720	(4 720)	-100%	56 638
Funded by:									
National Government	-	38 506	38 506	-	-	3 209	(3 209)	-100%	38 506
Provincial Government	-	6 672	6 672	-	-	556	(556)	-100%	6 672
District Municipality	-	500	500	-	-	42	(42)	-100%	500
Transfers recognised - capital	-	45 678	45 678	-	-	3 807	(3 807)	-100%	45 678
Borrowing	-	-	-	-	-	-	-	-	-
Internally generated funds	-	25 935	25 935	101	101	2 161	(2 061)	-95%	25 935
Total Capital Funding	-	71 613	71 613	101	101	5 968	(5 867)	-98%	71 613

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M01 July

Description	2018/19	Budget Year 2019/20			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
<u>ASSETS</u>					
Current assets					
Cash	–	89 164	89 164	44 228	44 228
Call investment deposits	–	–	–	–	–
Consumer debtors	–	29 579	29 579	48 127	48 127
Other debtors	–	26 690	26 690	(5 808)	(5 808)
Current portion of long-term receivables	–	–	–	–	–
Inventory	–	11 402	11 402	(174)	(174)
Total current assets	–	156 835	156 835	86 374	86 374
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	–	45 660	45 660	–	–
Investments in Associate	–	–	–	–	–
Property, plant and equipment	–	929 659	929 659	101	101
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	–	2 650	2 650	–	–
Other non-current assets	–	550	550	–	–
Total non current assets	–	978 519	978 519	101	101
TOTAL ASSETS	–	1 135 353	1 135 353	86 474	86 474
<u>LIABILITIES</u>					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	–	6 418	6 418	76	76
Trade and other payables	–	69 191	69 191	(10 457)	(10 457)
Provisions	–	39 877	39 877	1 105	1 105
Total current liabilities	–	115 487	115 487	(9 276)	(9 276)
Non current liabilities					
Borrowing	–	675	675	–	–
Provisions	–	154 570	154 570	921	921
Total non current liabilities	–	155 245	155 245	921	921
TOTAL LIABILITIES	–	270 732	270 732	(8 355)	(8 355)
NET ASSETS	–	864 621	864 621	94 829	94 829
<u>COMMUNITY WEALTH/EQUITY</u>					
Accumulated Surplus/(Deficit)	–	854 266	854 266	94 829	94 829
Reserves	–	10 355	10 355	–	–
TOTAL COMMUNITY WEALTH/EQUITY	–	864 621	864 621	94 829	94 829

The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M01 July

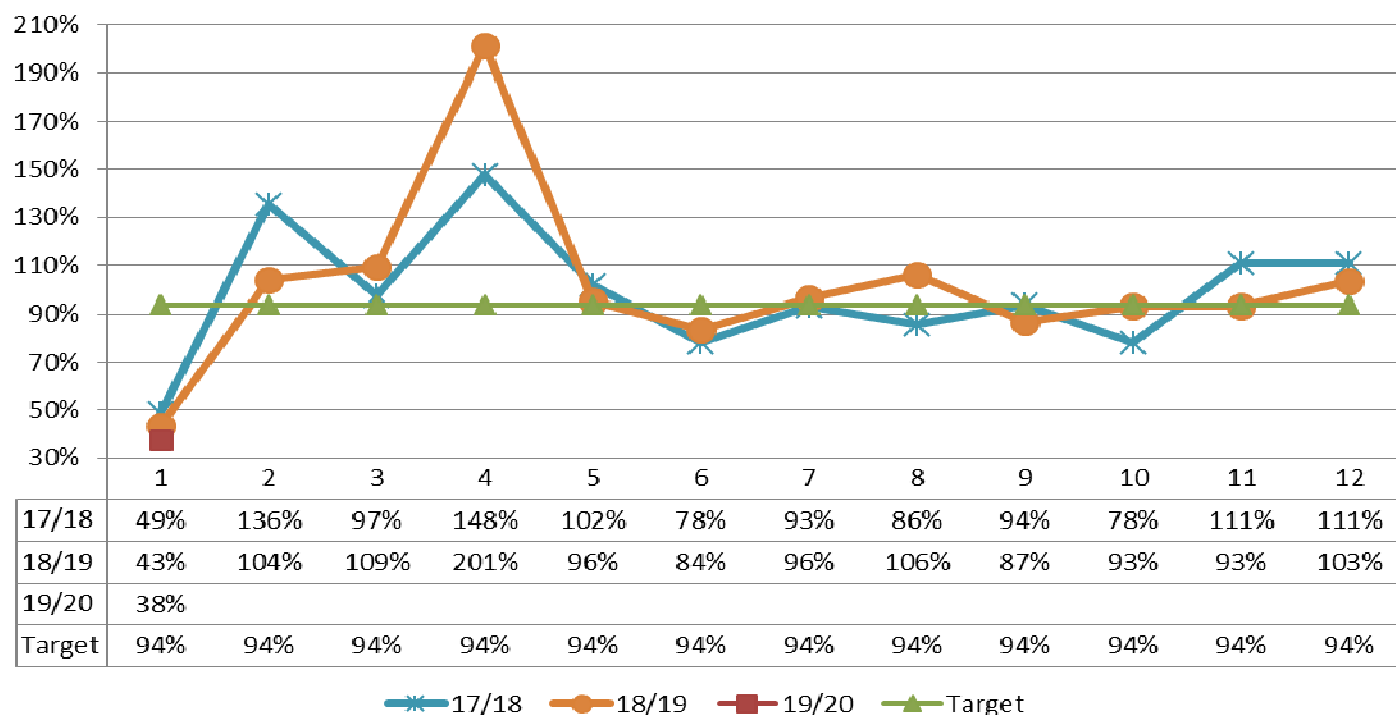
Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	–	71 559	71 559	3 455	3 455	5 963	(2 509)	-42%	71 559
Service charges	–	330 950	330 950	22 740	22 740	27 579	(4 840)	-18%	330 950
Other revenue	–	24 158	24 158	900	900	2 013	(1 113)	-55%	24 158
Government - operating	–	139 169	139 169	47 994	47 994	11 597	36 396	314%	139 169
Government - capital	–	50 208	50 208	14 003	14 003	4 184	9 819	235%	50 208
Interest	–	16 565	16 565	434	434	1 380	(946)	-69%	16 565
Dividends									
Payments									
Suppliers and employees	–	(530 278)	(530 278)	(38 085)	(38 085)	(44 190)	(6 104)	14%	(530 278)
Finance charges	–	(1 366)	(1 366)	–	–	(114)	(114)	100%	(1 366)
Transfers and Grants	–	(30 962)	(30 962)	(4 958)	(4 958)	(2 580)	2 378	-92%	(30 962)
NET CASH FROM/(USED) OPERATING ACTIVITIES	–	70 001	70 001	46 482	46 482	5 833	32 967	565%	70 001
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	–	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	–	–	–	–		–
Payments									
Capital assets	–	(71 613)	(71 613)	(2 346)	(2 346)	(5 968)	(3 622)	61%	(71 613)
NET CASH FROM/(USED) INVESTING ACTIVITIES	–	(71 613)	(71 613)	(2 346)	(2 346)	(5 968)	(3 622)	61%	(71 613)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits	–	–	–	92	92	–	92		–
Payments									
Repayment of borrowing	–	(500)	(500)	–	–	(42)	(42)	100%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	–	(500)	(500)	92	92	(42)	(134)	322%	92
NET INCREASE/ (DECREASE) IN CASH HELD	–	(2 112)	(2 112)	44 229	44 229	(176)			–
Cash/cash equivalents at beginning:	–	91 275	91 275		94 262	91 275			94 262
Cash/cash equivalents at month/year end:	–	89 164	89 164		138 491	91 099			92 650

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M01 July

Description	NT Code	Budget Year 2019/20									
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
R thousands											
Debtors Age Analysis By Income Source											
Water	1200	9 259	1 285	1 121	1 104	1 015	1 211	5 186	35 277	55 458	43 793
Electricity	1300	18 809	1 862	219	230	222	253	972	2 220	24 787	3 897
Property Rates	1400	37 250	294	228	215	198	210	2 553	12 244	53 191	15 419
Waste Water Management	1500	7 244	680	604	576	606	552	3 338	16 819	30 419	21 891
Waste Management	1600	5 989	798	717	673	613	588	3 167	18 123	30 669	23 165
Property Rental Debtors	1700	95	12	18	17	17	17	92	657	925	800
Interest on Arrear Accounts	1810	1 513	109	96	113	124	152	1 333	27 280	30 721	29 003
Recoverable expenditure	1820	-	-	-	-	-	-	-	-	-	-
Other	1900	(6 241)	27	41	42	18	26	175	955	(4 957)	1 214
Total By Income Source	2000	73 920	5 067	3 044	2 970	2 813	3 009	16 816	113 575	221 213	139 183
2018/19 - totals only										-	-
Debtors Age Analysis By Customer Group											
Organs of State	2200	11 592	139	96	110	134	71	575	2 860	15 577	3 750
Commercial	2300	32 120	2 162	301	309	330	359	2 227	7 636	45 445	10 861
Households	2400	28 264	2 653	2 603	2 510	2 309	2 541	13 773	100 341	154 996	121 475
Other	2500	1 943	112	43	41	39	38	241	2 737	5 195	3 096
Total By Customer Group	2600	73 920	5 067	3 044	2 970	2 813	3 009	16 816	113 575	221 213	139 183

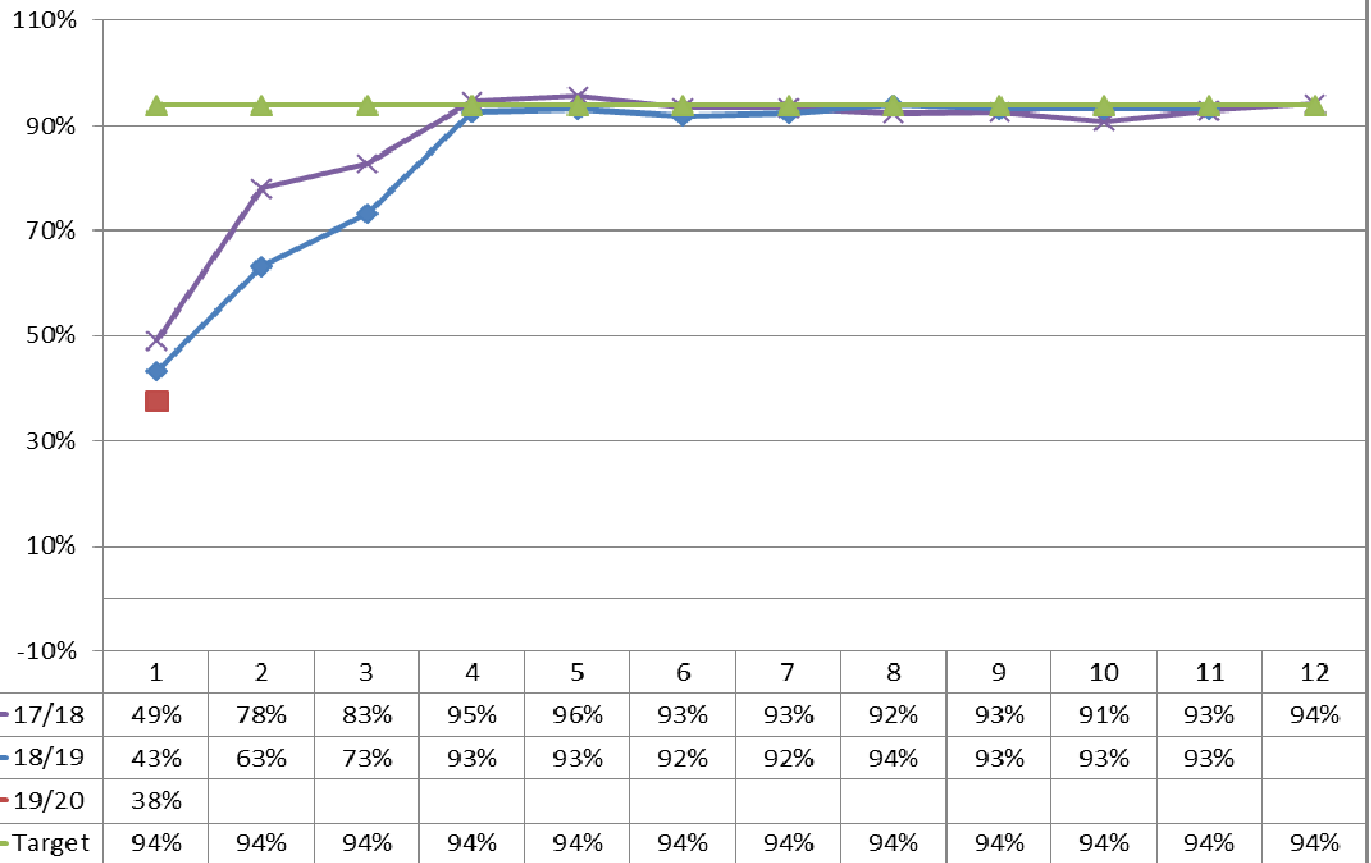
Debtor Collection Rate per Month



The purpose of this graph is to illustrate the collection against targets set for the relevant months. The target for the month is 94% while the actual figure for July 2019 amounts to 38% in comparison to the previous year 43%.

Die doel van hierdie grafiek is om die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir Julie 2019 – 38 % beloop in vergelyking met die vorige jaar 43 %.

Debtor Collection Rate: Acumulative



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 38%.

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 38% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M01 July

Description R thousands	NT Code	Budget Year 2019/20								Total
		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	81	-	-	-	-	-	-	-	81
Bulk Water	0200	-	-	-	-	-	-	-	-	-
PAYE deductions	0300	-	-	-	-	-	-	-	-	-
VAT (output less input)	0400	-	-	-	-	-	-	-	-	-
Pensions / Retirement deductions	0500	-	-	-	-	-	-	-	-	-
Loan repayments	0600	-	-	-	-	-	-	-	-	-
Trade Creditors	0700	1 444	301	-	-	-	-	-	-	1 745
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	1 525	301	-	-	-	-	-	-	1 826

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M01 July

Investments by maturity Name of institution & investment ID R thousands	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
	Yrs/Months							
<u>Municipality</u>								
ABSA	-	-	-	-		-	-	-
Investec	-	-	-	-		-	-	-
Nedbank	-	-	-	-		-	-	-
Standard Bank	-	-	-	-		-	-	-
FNB	-	-	-	-		-	-	-
	-	-	-	-		-	-	-
TOTAL INVESTMENTS AND INTEREST				-		-	-	-

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are recognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M01 July

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
RECEIPTS:									
Operating Transfers and Grants									
National Government:	–	97 119	97 119	38 715	38 715	8 093	30 622	378,4%	97 119
Equitable Share	–	92 850	92 850	38 688	38 688	7 738	30 951	400,0%	92 850
Local Government Financial Management Grant [Schedule 5B]	–	1 400	1 400	27	27	117	(90)	-77,0%	1 400
Expanded Public Works Programme Integrated Grant [Schedule 5B]	–	2 269	2 269	0	0	189	(189)	-99,7%	2 269
Municipal Infrastructure Grant [Schedule 5B]	–	600	600	–	–	50	(50)	-100,0%	600
Provincial Government:	–	39 969	39 969	–	–	3 331	(3 331)	-100,0%	39 969
Housing	–	29 000	29 000	–	–	2 417	(2 417)	-100,0%	29 000
Financial Management	–	330	330	–	–	28	(28)	-100,0%	330
Financial Management Support Grant	–	–	–	–	–	–	–	–	–
Libraries, Archives and Museum	–	9 639	9 639	–	–	803	(803)	-100,0%	9 639
Community Development Workers	–	–	–	–	–	–	–	–	–
Maintenance of Main Roads	–	–	–	–	–	–	–	–	–
Municipal Accreditation & Capacity Building Grant	–	224	224	–	–	19	(19)	-100,0%	224
Other grant providers:	–	1 549	1 549	–	–	–	–	–	1 549
Tourism	–	–	–	–	–	–	–	–	–
Water Drought Support	–	–	–	–	–	–	–	–	–
Other grant providers:	–	775	775	–	–	–	–	–	775
Belguim Grant	–	250	250	–	–	–	–	–	250
Total Operating Transfers and Grants	–	138 638	138 638	38 715	38 715	11 424	27 291	238,9%	138 638
National Government:	–	80 490	80 490	–	–	6 708	(6 708)	-100,0%	80 490
National Government:	–	41 984	41 984	–	–	3 499	(3 499)	-100,0%	41 984
Municipal Infrastructure Grant [Schedule 5B]	–	18 966	18 966	–	–	1 581	(1 581)	-100,0%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	–	16 931	16 931	–	–	1 411	(1 411)	-100,0%	16 931
Provincial Government:	–	2 666	2 666	–	–	222	(222)	-100,0%	1 944
Provincial Government:	–	1 694	1 694	–	–	141	(141)	-100,0%	972
Housing	–	–	–	–	–	–	–	–	–
Total Capital Transfers and Grants	–	83 156	83 156	–	–	6 930	(6 930)	-100,0%	82 435
TOTAL RECEIPTS OF TRANSFERS & GRANTS	–	221 794	221 794	38 715	38 715	18 354	20 362	110,9%	221 072

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Operating and Capital expenditure financed from grants are indicated in the following table:

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M01 July

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	-	97 119	97 119	38 715	38 715	8 093	30 622	378,4%	97 119
Equitable Share	-	92 850	92 850	38 688	38 688	7 738	30 951	400,0%	92 850
Local Government Financial Management Grant [Schedule 5B]	-	1 400	1 400	27	27	117	(90)	-77,0%	1 400
Expanded Public Works Programme Integrated Grant [Schedule 5B]	-	2 269	2 269	0	0	189	(189)	-99,7%	2 269
Municipal Infrastructure Grant [Schedule 5B]	-	600	600	-	-	50	(50)	-100,0%	600
Other transfers and grants [insert description]	-	-	-	-	-	-	-	-	-
Provincial Government:	-	40 193	40 193	-	-	3 349	(3 349)	-100,0%	40 193
Housing	-	29 000	29 000	-	-	2 417	(2 417)	-100,0%	29 000
Financial Management	-	330	330	-	-	28	(28)	-100,0%	330
Financial Management Support Grant	-	-	-	-	-	-	-	-	-
Regional Social Economical Pro	-	1 000	1 000	-	-	83	(83)	-100,0%	1 000
Libraries, Archives and Museum	-	9 639	9 639	-	-	803	(803)	-100,0%	9 639
Community Development Workers	-	-	-	-	-	-	-	-	-
Maintenance of Main Roads	-	-	-	-	-	-	-	-	-
Municipal Accreditation & Capacity Building Grant	-	224	224	-	-	19	(19)	-100,0%	224
District Municipality:	-	-	-	-	-	-	-	-	-
Tourism	-	-	-	-	-	-	-	-	-
Water Drought Support	-	-	-	-	-	-	-	-	-
Other grant providers:	-	775	775	-	-	-	-	-	775
Belguim Grant	-	250	250	-	-	-	-	-	250
Table Mountain Fund	-	525	525	-	-	-	-	-	525
Total operating expenditure of Transfers and Grants	-	138 087	138 087	38 715	38 715	11 443	27 273	238,3%	138 087
Capital expenditure of Transfers and Grants									
National Government:	-	38 506	38 506	-	-	3 209	(3 209)	-100,0%	38 506
Municipal Infrastructure Grant [Schedule 5B]	-	18 966	18 966	-	-	1 581	(1 581)	-100,00%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	-	16 931	16 931	-	-	1 411	(1 411)	-100,00%	16 931
Integrated National Electrification Programme (Municipal)	-	2 609	2 609	-	-	217	(217)	-100,00%	2 609
Regional Social Economical Pro	-	-	-	-	-	-	-	-	-
Provincial Government:	-	-	-	-	-	-	-	-	-
Housing	-	-	-	-	-	-	-	-	-
Sport & Recreation	-	-	-	-	-	-	-	-	-
District Municipality:	-	-	-	-	-	-	-	-	-
Other grant providers:	-	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants	-	38 506	38 506	-	-	3 209	(3 209)	-100,0%	38 506
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	-	176 593	176 593	38 715	38 715	14 652	24 064	164,2%	176 593

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M01 July

Summary of Employee and Councillor remuneration	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 718	7 718	608	608	643	(35)	-6%	7 718
Pension and UIF Contributions	1 137	1 137	88	88	95	(6)	-7%	1 137
Medical Aid Contributions	227	227	16	16	19	(3)	-14%	227
Motor Vehicle Allowance	741	741	–	–	62	(62)	-100%	741
Cellphone Allowance	1 094	1 094	78	78	91	(13)	-14%	1 094
Housing Allowances	487	487	3	3	41	(37)	-92%	487
Other benefits and allowances	54	54	–	–	4	(4)	-100%	54
Sub Total - Councillors	11 459	11 459	794	794	955	(161)	-17%	11 459
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	208	208	317	(110)	-35%	3 809
Pension and UIF Contributions	783	783	15	15	65	(50)	-76%	783
Medical Aid Contributions	135	135	6	6	11	(5)	-48%	135
Overtime	–	–	–	–	–	–	–	–
Performance Bonus	891	891	–	–	74	(74)	-100%	891
Motor Vehicle Allowance	1 052	1 052	68	68	88	(20)	-23%	1 052
Cellphone Allowance	71	71	–	–	6	(6)	-100%	71
Housing Allowances	154	154	–	–	13	(13)	-100%	154
Other benefits and allowances	115	115	12	12	10	2	24%	115
Payments in lieu of leave	–	–	–	–	–	–	–	–
Long service awards	–	–	–	–	–	–	–	–
Post-retirement benefit obligations	–	–	–	–	–	–	–	–
Sub Total - Senior Managers	7 010	7 010	309	309	584	(276)	-47%	7 010
Other Municipal Staff								
Basic Salaries and Wages	107 531	107 531	7 961	7 961	8 961	(1 000)	-11%	107 531
Pension and UIF Contributions	16 333	16 333	1 332	1 332	1 361	(29)	-2%	16 333
Medical Aid Contributions	7 364	7 364	617	617	614	4	1%	7 364
Overtime	12 433	12 432	1 397	1 397	1 036	361	35%	12 432
Performance Bonus	8 186	8 186	699	699	682	17	2%	8 186
Motor Vehicle Allowance	4 478	4 478	390	390	373	17	4%	4 478
Cellphone Allowance	396	396	38	38	33	5	15%	396
Housing Allowances	1 600	1 600	124	124	133	(9)	-7%	1 600
Other benefits and allowances	4 192	4 192	344	344	349	(6)	-2%	4 192
Payments in lieu of leave	889	889	707	707	74	633	854%	889
Long service awards	436	436	76	76	36	40	109%	436
Post-retirement benefit obligations	11 376	11 376	921	921	948	(27)	-3%	11 376
Sub Total - Other Municipal Staff	175 213	175 213	14 606	14 606	14 601	5	0%	175 213
TOTAL SALARY, ALLOWANCES &	193 683	193 682	15 709	15 709	16 140	(432)	-3%	193 682
% increase								
TOTAL MANAGERS AND STAFF	182 224	182 223	14 915	14 915	15 185	(271)	-2%	182 223

The monthly cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M01 July

Description	Ref	Budget Year 2019/20											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget	Budget	Budget
Cash Receipts By Source													
Property rates		3 455	14 550	6 175	14 293	5 476	3 895	4 218	3 696	3 971	3 449	3 887	4 495
Service charges - electricity revenue		17 246	24 956	22 454	20 998	17 693	14 738	17 726	17 772	22 787	24 533	28 424	33 141
Service charges - water revenue		2 326	2 243	1 858	2 096	2 645	1 958	2 730	2 728	2 885	3 054	2 765	2 150
Service charges - sanitation revenue		1 520	1 454	1 200	1 194	1 250	939	1 596	1 171	1 344	1 206	3 161	2 733
Service charges - refuse		1 647	2 011	1 605	1 733	1 756	1 240	1 962	1 644	1 840	1 512	1 852	1 475
Service charges - other		-											-
Rental of facilities and equipment		240	72	501	182	176	167	233	391	684	756	355	27
Interest earned - external investments		434	1 141	(1)	1 322	588	691	138	1 872	620	322	1 037	531
Interest earned - outstanding debtors		-	600	497	560	707	524	730	729	771	817	739	1 197
Dividends received		-											-
Fines		208	422	422	422	422	422	422	422	422	422	422	637
Licences and permits		308	160	160	160	160	160	160	160	160	160	160	11
Agency services		-	306	306	306	306	306	306	306	306	306	306	612
Transfer receipts - operating		47 994	42 670	378	13 696	881	37 627	2 416	2 453	29 637	8 545	0	(47 129)
Other revenue		145	810	810	810	810	810	810	810	810	810	810	1 476
Cash Receipts by Source		75 522	91 395	36 364	57 773	32 869	63 475	33 446	34 154	66 239	45 891	43 918	1 354
Other Cash Flows by Source													-
Transfer receipts - capital		14 003	15 394	137	4 941	318	13 575	872	885	10 692	3 083	0	(13 691)
Contributions & Contributed assets		-											-
Proceeds on disposal of PPE		-											-
Short term loans		-											-
Borrowing long term/refinancing		-											-
Increase in consumer deposits		92											(92)
Receipt of non-current debtors		-											-
Receipt of non-current receivables		-											-
Change in non-current investments		-											-
Total Cash Receipts by Source		89 618	106 789	36 501	62 714	33 187	77 050	34 318	35 039	76 931	48 973	43 918	(12 429)
Cash Payments by Type													-
Employee related costs		13 166	15 632	11 637	11 527	19 922	11 211	17 471	18 102	14 489	16 369	16 489	15 098
Remuneration of councillors		909	955	955	955	955	955	955	955	955	955	955	1 001
Interest paid		-	114	114	114	114	114	114	114	114	114	114	228
Bulk purchases - Electricity		23 467	16 044	16 044	14 715	13 180	15 600	18 336	20 628	22 920	25 212	22 920	20 133
Bulk purchases - Water & Sewer		-	-	-	-	-	-	-	-	-	-	-	-
Other materials		1 070	1 041	1 367	1 699	1 972	1 599	1 079	1 796	1 237	2 208	1 155	1 368
Contracted services		2 576	1 794	1 580	2 493	4 454	7 515	2 036	4 010	5 179	4 382	4 838	2 874
Grants and subsidies paid - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-
Grants and subsidies paid - other		4 958	1 832	2 405	2 990	3 472	2 814	1 899	3 161	2 177	3 887	2 034	(667)
General expenses		3 937	2 437	3 200	3 978	4 619	3 744	2 527	4 205	2 896	5 170	2 705	1 771
Cash Payments by Type		50 084	39 849	37 301	38 471	48 689	43 551	44 415	52 970	49 967	58 296	51 209	41 805
Other Cash Flows/Payments by Type													-
Capital assets		2 346	2 691	4 376	4 729	6 344	4 441	2 612	6 120	6 876	11 333	4 198	15 549
Repayment of borrowing		-	-	-	-	-	1 500	-	-	-	-	-	(1 000)
Other Cash Flows/Payments		(7 040)	-	-	-	-	-	-	-	-	-	-	13 041
Total Cash Payments by Type		45 389	42 539	41 676	43 200	55 032	49 492	47 027	59 091	56 842	69 629	55 407	69 395
NET INCREASE/(DECREASE) IN CASH HELD		44 229	64 250	(5 175)	19 514	(21 846)	27 558	(12 709)	(24 052)	20 089	(20 656)	(11 489)	(81 824)
Cash/cash equivalents at the month/year beginning:		91 275	135 504	199 754	194 578	214 092	192 247	219 805	207 095	183 043	203 132	182 476	170 987
Cash/cash equivalents at the month/year end:		135 504	199 754	194 578	214 092	192 247	219 805	207 095	183 043	203 132	182 476	170 987	89 164

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M01 July

Month	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
R thousands									
<u>Monthly expenditure performance trend</u>									
July		6 777	7 268	101	101	7 268	7 168	98,6%	0%
August		6 777	7 268	–		14 537	–		
September		6 777	7 268	–		21 805	–		
October		6 777	7 268	–		29 074	–		
November		6 777	7 268	–		36 342	–		
December		6 777	7 268	–		43 611	–		
January		6 777	7 268	–		50 879	–		
February		6 777	7 268	–		58 148	–		
March		6 777	7 268	–		65 416	–		
April		6 777	7 268	–		72 685	–		
May		6 777	7 268	–		79 953	–		
June		6 777	7 268	–		87 222	–		
Total Capital expenditure	–	81 321	87 222	101					

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

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
08/2/16/77	Sale of residential erven in Ceres, Bella vista and Tulbagh	23-Aug-2019
08/2/16/80	Roads and Stormwater Maintenance	15-Aug-2019
08/2/17/01	Supply and installation of Air conditioning system at Ceres Town Hall	07-Aug-2019
08/2/17/03	Supply and delivery of wooden stacking chairs	23-Aug-2019

The following formal written price quotations are currently in the advertisement stage:

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/17	Independent desktop review of the Annual Financial Statements for 2018 / 2019	08-Aug-2019

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/45	Construction of Ablution Facility at Op-Die-Berg	09-May-2019	Awaiting	J Jacobs
08/2/16/51	Appointment of an Auctioneer	05-Jul-2019	26-Jul-2019	M Frieslaar
08/2/16/55	Revenue Enhancement Services	05-Jun-2019	11-Jun-2019 01-Jul-2019 Referred back	D Greeff
08/2/16/58	Supply and fitment of new Tyres, tubes and provision of Tyre repair and other related services	06-May-2019	21-May-2019 24-Jun-2019	O Gatyene
08/2/16/60	Maintenance of Water meters in the Witzenberg area	08-Jul-2019	29-Jul-2019 Awaiting	N Jacobs
08/2/16/65	Supply and delivery of Traffic Uniforms	03-Jun-2019	26-Jun-2019	MJ Green

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/69	Supply and delivery of Fuel on Ad hoc basis	07-Jun-2019	11Jul-2019	O Gatyene
08/2/16/71	Disconnection, reconnection, inspection and replacement of Electricity supply at pole and meter box in Witzenberg municipal area	02-Jul-2019	Awaiting	C Stevens
08/2/16/75	Supply and delivery of disposable bags for refuse removal	03-Jul-2019	Awaiting	J Jacobs
08/2/16/79	Supply and delivery of one new 3 ton tipper truck and two new 1 ton Light delivery vehicles	19-Jun-2019	25-Jun-2019 15-Jul-2019	H Truter

The following formal written price quotations are currently in the evaluation stage:

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/78	Supply and delivery of Protective clothing	06-Jun-2019	05-Jul-2019	N Jacobs
08/2/17/02	Appointment of a service provider for the editing of the current draft Witzenberg LED Strategy	31-Jul-2019	Awaiting	R Fick
08/2/17/13	Leasing of Office space to Witzenberg municipality in Ceres	30-Jul-2019	30-Jul-2019	C Wessels

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

The following competitive bid is currently in the adjudication stage:

Die volgende mededingende tender is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/16/62	Cash in Transit (3 year contract)	03-Jun-2019	25-Jul-2019	26-Jul-2019

No formal written price quotations are currently in the Adjudication stage.

Geen formele geskrewe prys kwotasie is tans in die Toekenningsfase nie.

3.2.1.4 Bids awarded

No bid was awarded by the Accounting Officer during the month of July 2019.

3.2.1.4 Tenders toegeken

Geen tender was toegeken deur die Rekenpligtige Beampte gedurende Julie 2019 nie.

The following competitive bids were awarded by the Adjudication Committee during the month of July 2019:

Die volgende mededingende tenders was toegeken deur die Tender Toekennings Komitee gedurende Julie 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/63	24-Jul-2019	Ply's Supplies	Clearing of Alien vegetation in Ceres Nature Reserve Initial clearing of block C1.4 A: +- 53ha	Bidder scored the highest points	R 30 000.00
		Ply's Supplies	Initial clearing of block C1.4 B : +- 34.5 ha		R 25 000.00
		Ply's Supplies	Initial clearing of block C1.4 C: +- 44 ha		R 25 000.00
		RJC Conservation Services	Initial clearing of block C1.4 D : +- 16 ha		R 12 750.00
		Ply's Supplies	Initial clearing of block C1.4 E : +- 22ha		R 25 000.00
		Ply's Supplies	Initial clearing of block C 8.4 A : +- 15 ha (ou Kop)		R 25 000.00
		Ply's Supplies	Initial clearing of block C 8.4 B : +- 30.4 ha (ou Kop)		R 25 000.00
		Ply's Supplies	Initial clearing of block C 9.1 : +- 20 ha (Mitchell's pass)		R 25 000.00
		Ply's Supplies	Initial clearing of block C11.1 : +- 30.5ha (Mitchell's pass)		R 25 000.00
		RJC Conservation Services	Initial clearing of Tulbagh Besproeiingsdam : +- 8.727ha		R 18 750.00
		RJC Conservation Services	Initial clearing of Tulbagh dorpsdam : +- 16.83ha		R 27 500.00
		RJC Conservation Services	Initial clearing of Moordenaarskloof uitkeer: +- 0.025ha		R 31 500.00
08/2/16/72	24-Jul-2019	Amachule Fencing	Supply and Installation of Rigid mesh Security fencing at Municipal depots, Ceres	Bidder scored the highest points	R 1 739 542.61

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 July 2019:

3.2.1.5 Paragraaf 13 (1): Kansellasië en her-uitnodiging van tenders

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Julie 2019:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/16/03	24-Jul-2019	Rendering of Recycling services in Witzenberg area	Funds are no longer available to cover the total envisaged expenditure

3.2.1.6 Paragraph 19 (1) I and 19 (2): Written price quotations

The following written price quotations were approved during the month of July 2019:

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Die volgende geskrewe prys kwotasies was goedgekeur gedurende Julie 2019:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
160686	09-July-2019	Brasika Consulting (Pty) Ltd	Service provider for Bid Committee Training for Managers	Lowest responsive quotation	R 28 359.00 (Incl. VAT)	Acting Chief Financial Officer

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 July 2019.

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 Julie 2019 nie.

3.2.1.8 Appeals

The following appeals were lodged and are being dealt with by the Accounting Officer:

3.2.1.8 Appèlle

Die volgende appèlle is ontvang en word hanteer deur die Rekenpligtige beampte:

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
08/2/15/91	Professional engineering services for Witzenberg municipality	06 Nov 2018	RHDHV	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer
		06 Nov 2018	EOH Industrial Technologies (Pty) Ltd	Calculation of cluster points		
		08 Nov 2018	Bigen Africa Services (PTY) Ltd	Reason for non-compliance		

3.2.1.9 Deviations

The following table contains the approved deviations by the Accounting Officer for the month of July 2019 which totals R 368 103.98:

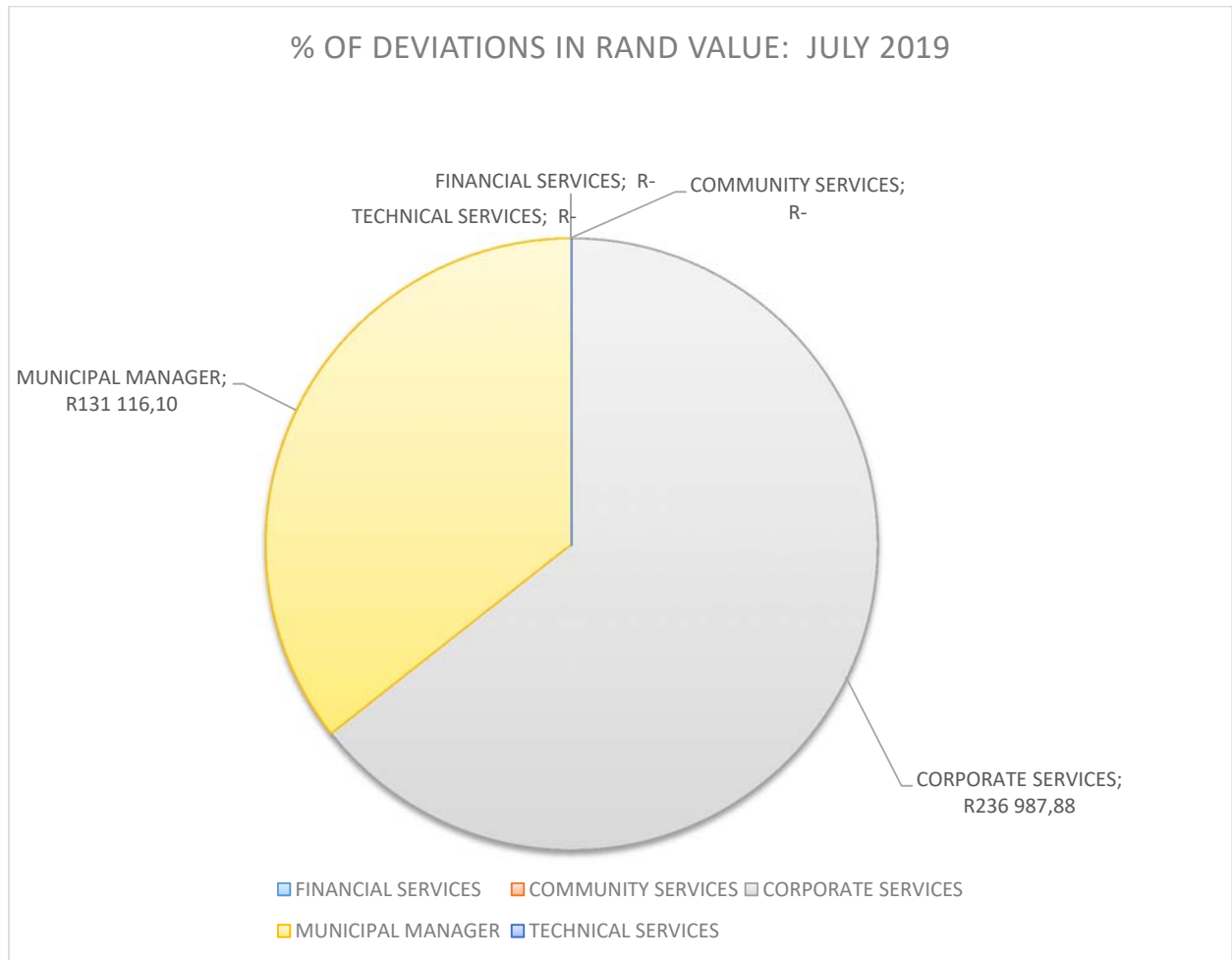
3.2.1.9 Afwykings

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Julie 2019 wat beloop op die totaal van R 368 103.98:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
8-Jul-19	SBRI (Sarel Bester Raadgewende Ingenieurs)	Appointment as Structural Engineer for John Steyn Library repairs	Impractical	160675	176,700.00
22-Jul-19	Riding & Watt	Setting out Beacons / Boundary between erven in PAH	Impractical	160804	5,444.10
23-Jul-19	IDI Technology Solutions (PTY) Ltd	Risk & Audit software user license, upgrade & support fees	Single supplier	160836	78,246.00
24-Jul-19	Ignite Advisory Services (PTY) Ltd	User subscription fees, Compliance management system	Impractical	160841	47,426.00
24-Jul-19	WCC Communications SA (PTY) Ltd	Repair to Existing Telephony system	Single supplier	160865	19,818.90
26-Jul-19	Ceres Alarms	Monitoring & Reaction services - Jul to Sep 2019	Impractical	160901	40,468.98

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
May 2019	R 1 646 314.37	R25 269 546.30	6.56%
June 2019	R 5 368 556.19	R13 158 800.64	4.08%
July 2019	R 368 103.98	R18 104 928.45	2.03%

DEVIATIONS PER DIRECTORATE



Logistics

The table below contains a high level summary of information regarding the stores section:

Logistieke

Die tabel hieronder bevat 'n hoë vlak opsomming van inligting rakende die magasyn (stoor):

MONTH	May 2019	June 2019	July 2019
Value of inventory at hand	R 11 344 875.36	R 10 475 249.88	R 10 304 910.21
Turnover rate of total value of inventory	1.30	1.23	1.28
Date of latest stores reconciliation	31 July 2019		
Date of last stock count	27 June 2019		
Date of next stock count	26 September 2019		

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –


- The monthly in year monitoring reports for the month of July 2019

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature :



Date:

15 August 2019



Monthly Budget Statement Report Section 71 for August 2019

**Financial data is in respect of the period
1 July 2019 to 31 August 2019**

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section. This section read as follows:

"71. (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

- (a) Actual revenue, per revenue source;*
- (b) actual borrowings;*
- (c) actual expenditure, per vote;*
- (d) actual capital expenditure, per vote;*
- (e) the amount of any allocations received;*
- (f) actual expenditure on those allocations, excluding expenditure on—*
 - (i) its share of the local government equitable share; and*
 - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and*
- (g) when necessary, an explanation of—*
 - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;*
 - (ii) any material variances from the service delivery and budget implementation plan; and*
 - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.*

(2) The statement must include—

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and*
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).*

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts.

budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beamppte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beamppte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

- (a) werklike inkomste per bron van inkomste;*
- (b) werklike lenings;*
- (c) die werklike uitgawes per stem;*
- (d) die werklike kapitaalbesteding, per stem;*
- (e) die bedrag van enige toekennings ontvang;*
- (f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op*
 - (i) sy deel van die plaaslike regering billike deel;*
 - (ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en*
 - (g) wanneer dit nodig is, 'n verduideliking van—*
 - (i) enige wesentliche afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;*
 - (ii) enige wesentliche afwykings van die dienslewering en begrotings implementeringsplan;*
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.*

(2) Die staat moet die volgende insluit-

- (a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en*
- (b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).*

(3) die bedrae wat in die verklaring moet in elke geval in vergelyking met die ooreenstemmende bedrae begroot vir die munisipaliteit se goedgekeurde begroting.

(4) Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beamppte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later as 10 werksdae na die einde van die maand, moet daardie deel van die verklaring wat

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."

die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

Credit control for various reasons remains a challenge for the municipality.

The unwillingness / inability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R 4.2 million.

The monthly billing was also done as scheduled and during this process 13 048 accounts amounting to R 33.8 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 4.9 million.

The indigent cost to the municipality for the month amounts to R 1.8 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 64%.

The municipality issued orders to the value of R 17.8 million of which R 0.2 million was in terms of deviations.

The municipality currently has R 47.7 million in its primary bank account and R90 million was made in investments during the month of August 2019.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of July 2019 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 4.2 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 13 048 rekeninge ten bedrae van R 33.8 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 4.9 miljoen.

Die deernis subsidies vir die maand beloop R 1.8 miljoen. Die aantal goedgekeurde huishoudings is aan die toeneem as gevolg van die veranderinge aan die beleid.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 64%

Bestellings ter waarde van R 17.8 miljoen uitgereik, waarvan R 0.2 miljoen ten opsigte van afwykings is.

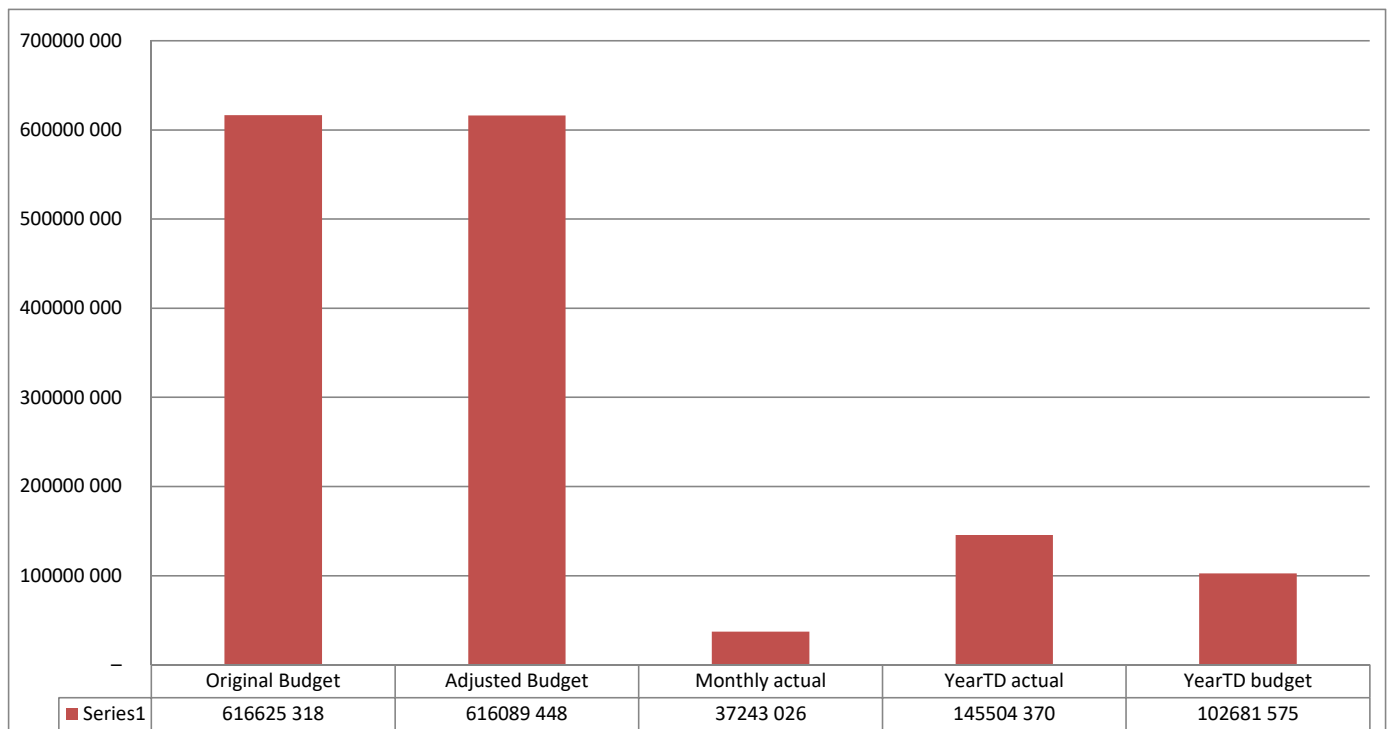
Die munisipaliteit het R 47.7 miljoen in die primêre bankrekening en R 90 miljoen in beleggings vir die maand van Augustus 2019.

B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Julie 2019 .

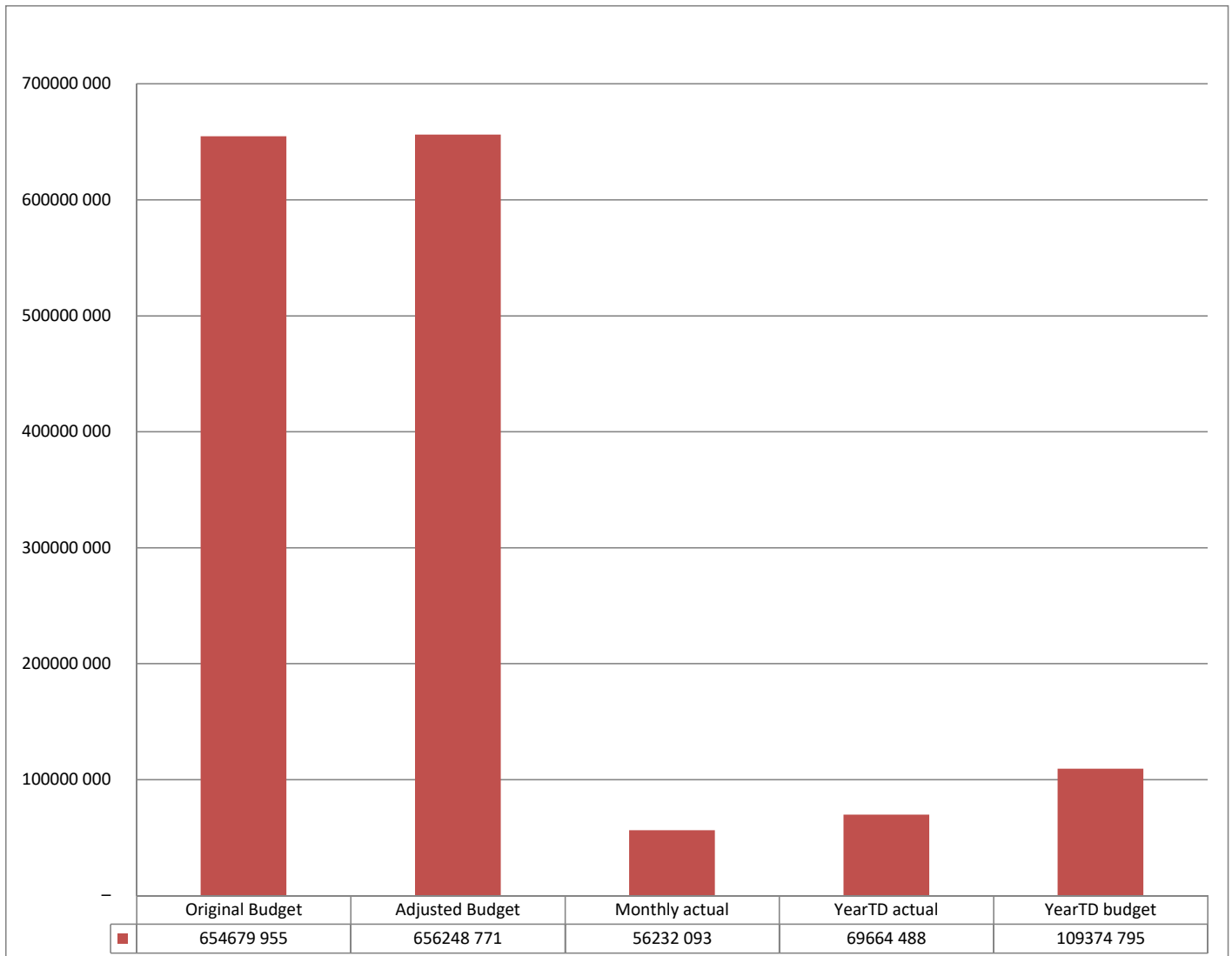
C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiële inligting:

TOTAL OPERATIONAL REVENUE

For the period 1 July 2019 to 30 June 2020, 23.62% of the budgeted operational revenue was raised.

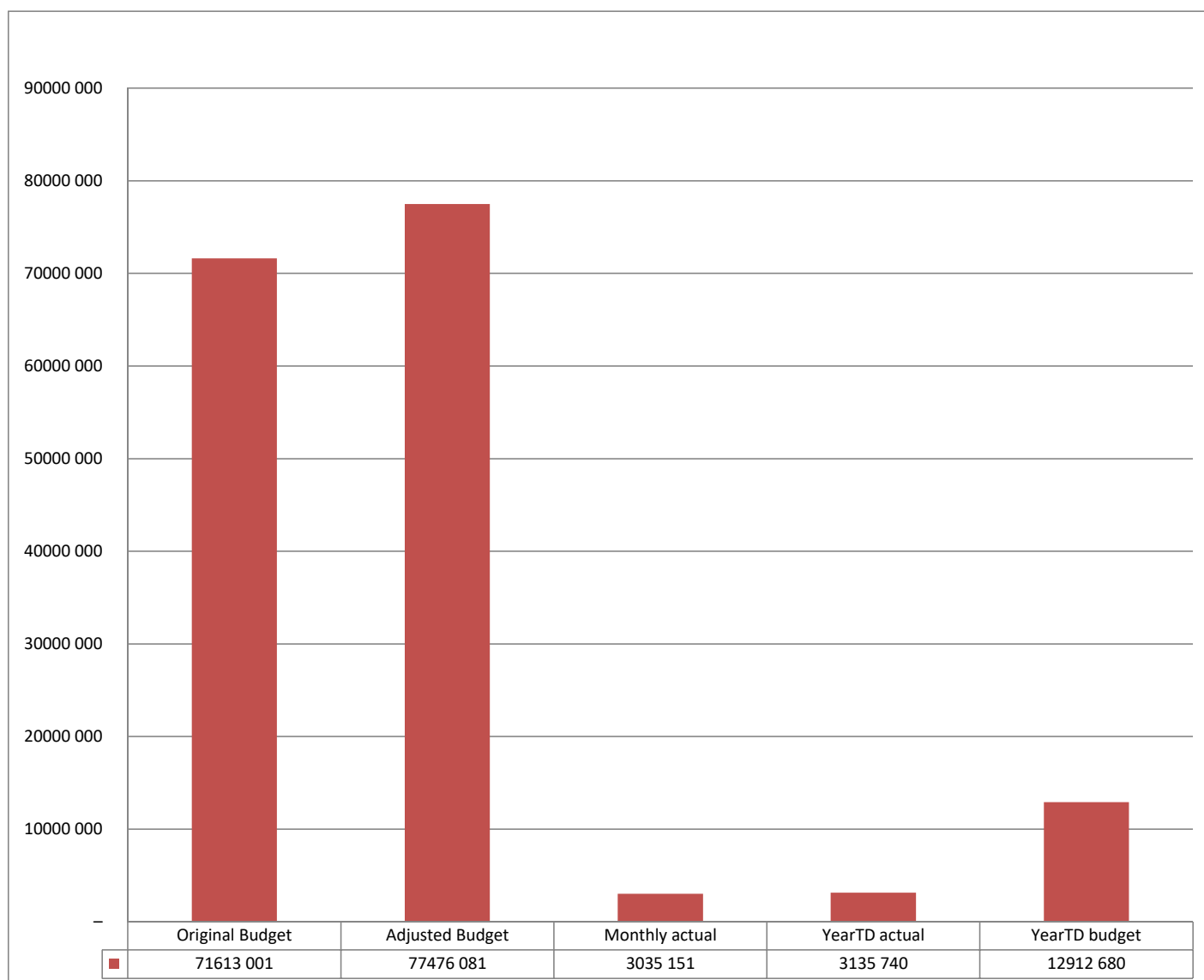
Vir die periode 1 Julie 2019 tot 30 Junie 2020, is 23.62% van die begrote operasionele inkomste gehef.

TOTAL OPERATIONAL EXPENDITURE

For the period 1 July 2019 to 30 June 2020, 10.62% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2019 tot 30 Junie 2020, is 10.62% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2019 to 30 June 2020, 4.05% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2019 tot 30 Junie 2020, is 4.05% van die begrote kapitale uitgawes aangegaan.

There is currently also R 8.6 million on order for capital expenditure.

Daar is tans ook R 8.6 miljoen op bestelling vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at August 2019.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M02 August

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	-	72 282	72 282	3 664	39 585	12 047	27 538	229%	72 282
Service charges	-	346 953	346 953	30 502	61 684	57 826	3 858	7%	346 953
Investment revenue	-	8 695	8 695	623	1 057	1 449	(392)	-27%	8 695
Transfers recognised - operational	-	138 467	137 067	53	38 768	22 845	15 924	70%	137 067
Other own revenue	-	50 229	51 093	2 401	4 410	8 515	(4 105)	-48%	51 093
Total Revenue (excluding capital)	-	616 625	616 089	37 243	145 504	102 682	42 823	42%	616 089
Employee costs	-	188 333	188 726	15 872	31 517	31 454	62	0%	188 726
Remuneration of Councillors	-	11 459	11 459	794	1 588	1 910	(322)	-17%	11 459
Depreciation & asset impairment	-	47 090	47 090	1	1	7 848	(7 847)	-100%	47 090
Finance charges	-	8 840	8 840	-	-	1 473	(1 473)	-100%	8 840
Materials and bulk purchases	-	246 765	245 939	28 348	28 997	40 990	(11 993)	-29%	245 939
Transfers and grants	-	30 962	30 932	-	213	5 155	(4 942)	-96%	30 932
Other expenditure	-	121 231	123 262	11 217	7 348	20 544	(13 195)	-64%	123 262
Total Expenditure	-	654 680	656 249	56 232	69 664	109 375	(39 710)	-36%	656 249
Surplus/(Deficit)	-	(38 055)	(40 159)	(18 989)	75 840	(6 693)	82 533	-1233%	(40 159)
Transfers recognised - capital	-	44 178	51 839	-	-	8 640	(8 640)	-100%	51 839
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers	-	6 123	11 680	(18 989)	75 840	1 947	73 893	3796%	11 680
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	-	6 123	11 680	(18 989)	75 840	1 947	73 893	3796%	11 680
Capital expenditure & funds sources									
Capital expenditure	-	71 613	77 476	3 035	3 136	12 913	(9 777)	-76%	77 476
Capital transfers recognised	-	45 678	51 839	909	909	8 640	(7 731)	-89%	51 839
Public contributions & donations	-	-	-	-	-	-	-	-	-
Borrowing	-	-	-	-	-	-	-	-	-
Internally generated funds	-	25 935	25 637	2 127	2 227	4 273	(2 046)	-48%	25 637
Total sources of capital funds	-	71 613	77 476	3 035	3 136	12 913	(9 777)	-76%	77 476
Financial position									
Total current assets	-	156 835	156 835	-	254 501	-	-	-	70 789
Total non current assets	-	978 519	978 519	-	969 855	-	-	-	3 136
Total current liabilities	-	115 487	115 487	-	88 284	-	-	-	(3 168)
Total non current liabilities	-	155 245	155 245	-	156 769	-	-	-	1 253
Community wealth/Equity	-	864 621	864 621	-	979 303	-	-	-	75 840
Cash flows									
Net cash from (used) operating	-	70 001	70 001	(5 019)	41 463	11 667	29 796	255%	70 001
Net cash from (used) investing	-	(71 613)	(71 613)	(91 184)	(93 530)	(11 936)	(81 594)	684%	(71 613)
Net cash from (used) financing	-	(500)	(500)	43	136	(83)	219	-263%	136
Cash/cash equivalents at the month	-	89 164	89 164	-	42 330	90 923	(48 593)	-53%	92 650
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	67 325	3 956	3 046	2 952	2 906	2 748	17 027	116 578	216 537
Creditors Age Analysis									
Total Creditors	1 867	-	-	-	-	-	-	-	1 867

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) - M02 August

2018/19		Budget Year 2019/20							
Description	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue - Functional									
<i>Governance and administration</i>	-	95 002	95 966	4 937	41 725	15 994	25 730	161%	95 969
Finance and administration	-	95 002	95 966	4 935	41 722	15 994	25 728	161%	95 966
<i>Community and public safety</i>	-	156 525	156 925	545	39 590	26 154	13 435	51%	156 925
Community and social services	-	105 912	106 312	81	38 825	17 719	21 107	119%	106 312
Sport and recreation	-	20 394	20 394	455	748	3 399	(2 651)	-78%	20 394
Public safety	-	728	728	0	0	121	(121)	-100%	728
Housing	-	29 492	29 492	8	16	4 915	(4 899)	-100%	29 492
<i>Economic and environmental services</i>	-	34 264	34 264	479	928	5 711	(4 782)	-84%	34 264
Planning and development	-	3 669	3 669	76	192	611	(420)	-69%	3 669
Road transport	-	30 057	30 057	402	736	5 009	(4 274)	-85%	30 057
Environmental protection	-	538	538	1	1	90	(89)	-99%	538
<i>Trading services</i>	-	374 903	380 664	31 272	63 188	63 444	(256)	0%	380 664
Energy sources	-	267 273	267 273	23 201	45 417	44 546	872	2%	267 273
Water management	-	56 021	61 782	3 558	7 139	10 297	(3 158)	-31%	61 782
Waste water management	-	26 404	26 404	2 266	6 067	4 401	1 667	38%	26 404
Waste management	-	25 206	25 206	2 247	4 565	4 201	364	9%	25 206
Total Revenue - Functional	-	660 803	667 928	37 243	145 504	111 321	34 183	31%	667 931
Expenditure - Functional									
<i>Governance and administration</i>	-	120 995	121 462	9 277	15 146	20 244	(5 097)	-25%	121 462
Executive and council	-	28 588	28 528	1 649	3 174	4 755	(1 581)	-33%	28 528
Finance and administration	-	90 177	90 704	7 416	11 505	15 117	(3 613)	-24%	90 704
Internal audit	-	2 230	2 230	212	467	372	96	26%	2 230
<i>Community and public safety</i>	-	99 678	99 465	4 465	8 383	16 578	(8 195)	-49%	99 465
Community and social services	-	26 589	26 595	1 715	3 375	4 433	(1 058)	-24%	26 595
Sport and recreation	-	28 548	28 423	1 835	3 248	4 737	(1 489)	-31%	28 423
Public safety	-	9 416	9 371	511	1 044	1 562	(518)	-33%	9 371
Housing	-	35 126	35 076	405	716	5 846	(5 130)	-88%	35 076
<i>Economic and environmental services</i>	-	69 890	70 914	4 747	7 502	11 819	(4 317)	-37%	70 914
Planning and development	-	11 868	11 861	919	1 647	1 977	(330)	-17%	11 861
Road transport	-	55 632	56 503	3 774	5 780	9 417	(3 637)	-39%	56 503
Environmental protection	-	2 390	2 550	54	75	425	(350)	-82%	2 550
<i>Trading services</i>	-	363 203	363 494	37 743	38 420	60 582	(22 162)	-37%	363 494
Energy sources	-	260 127	260 123	28 412	29 608	43 354	(13 745)	-32%	260 123
Water management	-	28 971	28 816	3 783	2 663	4 803	(2 140)	-45%	28 816
Waste water management	-	31 759	31 769	2 226	2 571	5 295	(2 724)	-51%	31 769
Waste management	-	42 346	42 787	3 322	3 578	7 131	(3 553)	-50%	42 787
<i>Other</i>	-	914	914	-	213	152	61	40%	914
Total Expenditure - Functional	-	654 680	656 249	56 232	69 664	109 375	(39 710)	-36%	656 249
Surplus/ (Deficit) for the year	-	6 123	11 680	(18 989)	75 840	1 947	73 893		11 682

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) - M02 August

Description	2018/19	Budget Year 2019/20						YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Revenue - Functional									
<i>Municipal governance and administration</i>	–	95 002	95 966	4 937	41 725	15 994	25 730	161%	95 969
Finance and administration	–	95 002	95 966	4 935	41 722	15 994	25 728	161%	95 966
Administrative and Corporate Support	–	9	9	–	–	1	(1)	-100%	9
Budget and Treasury Office	–	–	–	–	–	–	–		–
Finance	–	94 446	95 311	4 932	41 715	15 885	25 830	163%	95 311
Human Resources	–	526	526	–	–	88	(88)	-100%	526
Marketing, Customer Relations, Publicity and Media	–	4	104	–	–	17	(17)	-100%	104
Supply Chain Management	–	17	17	4	8	3	5	170%	17
<i>Community and public safety</i>	–	156 525	156 925	545	39 590	26 154	13 435	51%	156 925
Community and social services	–	105 912	106 312	81	38 825	17 719	21 107	119%	106 312
Aged Care	–	95 119	95 119	26	38 715	15 853	22 861	144%	95 119
Cemeteries, Funeral Parlours and Crematoriums	–	222	222	23	41	37	4	10%	222
Community Halls and Facilities	–	863	863	26	54	144	(90)	-63%	863
Libraries and Archives	–	9 707	10 107	6	16	1 685	(1 668)	-99%	10 107
Sport and recreation	–	20 394	20 394	455	748	3 399	(2 651)	-78%	20 394
Recreational Facilities	–	7 299	7 299	450	733	1 217	(483)	-40%	7 299
Sports Grounds and Stadiums	–	13 095	13 095	5	15	2 183	(2 168)	-99%	13 095

Description	2018/19	Budget Year 2019/20							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Public safety	–	728	728	0	0	121	(121)	-100%	728
<i>Fire Fighting and Protection</i>	–	728	728	0	0	121	(121)	-100%	728
Housing	–	29 492	29 492	8	16	4 915	(4 899)	-100%	29 492
<i>Housing</i>	–	29 492	29 492	8	16	4 915	(4 899)	-100%	29 492
<i>Economic and environmental services</i>	–	34 264	34 264	479	928	5 711	(4 782)	-84%	34 264
Planning and development	–	3 669	3 669	76	192	611	(420)	-69%	3 669
<i>Economic Development/Planning</i>	–	250	250	–	–	42	(42)	-100%	250
<i>Town Planning, Building Regulations and Enforcement</i>	–	2 793	2 793	76	192	466	(274)	-59%	2 793
<i>Project Management Unit</i>	–	626	626	–	–	104	(104)	-100%	626
Road transport	–	30 057	30 057	402	736	5 009	(4 274)	-85%	30 057
<i>Police Forces, Traffic and Street Parking Control</i>	–	23 720	23 720	402	736	3 953	(3 218)	-81%	23 720
<i>Roads</i>	–	6 337	6 337	–	–	1 056	(1 056)	-100%	6 337
Environmental protection	–	538	538	1	1	90	(89)	-99%	538
<i>Biodiversity and Landscape</i>	–	538	538	1	1	90	(89)	-99%	538
<i>Trading services</i>	–	374 903	380 664	31 272	63 188	63 444	(256)	0%	380 664
Energy sources	–	267 273	267 273	23 201	45 417	44 546	872	2%	267 273
<i>Electricity</i>	–	266 452	266 452	23 201	45 417	44 409	1 009	2%	266 452
<i>Street Lighting and Signal Systems</i>	–	821	821	–	–	137	(137)	-100%	821
Water management	–	56 021	61 782	3 558	7 139	10 297	(3 158)	-31%	61 782
<i>Water Distribution</i>	–	56 021	61 782	3 558	7 139	10 297	(3 158)	-31%	61 782
Waste water management	–	26 404	26 404	2 266	6 067	4 401	1 667	38%	26 404
<i>Sewerage</i>	–	23 012	23 012	2 266	6 067	3 835	2 232	58%	23 012
<i>Storm Water Management</i>	–	3 391	3 391	–	–	565	(565)	-100%	3 391
Waste management	–	25 206	25 206	2 247	4 565	4 201	364	9%	25 206
<i>Solid Waste Removal</i>	–	25 206	25 206	2 247	4 565	4 201	364	9%	25 206
Total Revenue - Functional	–	660 803	667 928	37 243	145 504	111 321	34 183	31%	667 931

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M02 August

Description	2018/19	Budget Year 2019/20						YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Expenditure - Functional									
<i>Municipal governance and administration</i>	–	120 995	121 462	9 277	15 146	20 244	(5 097)	-25%	121 462
Executive and council	–	28 588	28 528	1 649	3 174	4 755	(1 581)	-33%	28 528
Mayor and Council	–	18 767	18 699	1 081	2 130	3 116	(987)	-32%	18 699
Municipal Manager, Town Secretary and Chief Execut	–	9 822	9 829	568	1 044	1 638	(594)	-36%	9 829
Finance and administration	–	90 177	90 704	7 416	11 505	15 117	(3 613)	-24%	90 704
Administrative and Corporate Support	–	8 615	8 608	1 582	1 986	1 435	551	38%	8 608
Asset Management	–	4 392	4 392	126	132	732	(600)	-82%	4 392
Budget and Treasury Office	–	–	–	–	–	–	–		–
Finance	–	33 713	34 048	2 414	2 652	5 675	(3 023)	-53%	34 048
Fleet Management	–	2 796	2 796	239	438	466	(28)	-6%	2 796
Human Resources	–	19 972	19 949	1 626	3 865	3 325	540	16%	19 949
Information Technology	–	3 719	3 719	271	333	620	(287)	-46%	3 719
Legal Services	–	1 780	1 780	237	324	297	27	9%	1 780
Marketing, Customer Relations, Publicity and Media	–	3 630	3 770	291	577	628	(51)	-8%	3 770
Property Services	–	3 489	3 489	47	99	581	(483)	-83%	3 489
Risk Management	–	421	421	–	–	70	(70)	-100%	421
Supply Chain Management	–	5 970	6 170	558	1 052	1 028	24	2%	6 170
Valuation Service	–	1 680	1 563	24	48	260	(213)	-82%	1 563
Internal audit	–	2 230	2 230	212	467	372	96	26%	2 230
Governance Function	–	2 230	2 230	212	467	372	96	26%	2 230
Community and public safety	–	99 678	99 465	4 465	8 383	16 578	(8 195)	-49%	99 465
Community and social services	–	26 589	26 595	1 715	3 375	4 433	(1 058)	-24%	26 595
Aged Care	–	4 296	4 298	226	450	716	(266)	-37%	4 298
Cemeteries, Funeral Parlours and Crematoriums	–	3 317	3 317	233	470	553	(83)	-15%	3 317
Child Care Facilities	–	819	823	–	–	137	(137)	-100%	823
Community Halls and Facilities	–	6 080	6 080	442	865	1 013	(149)	-15%	6 080
Disaster Management	–	47	47	–	–	8	(8)	-100%	47
Education	–	705	705	–	0	118	(117)	-100%	705
Libraries and Archives	–	11 324	11 324	813	1 590	1 887	(298)	-16%	11 324
Sport and recreation	–	28 548	28 423	1 835	3 248	4 737	(1 489)	-31%	28 423
Community Parks (including Nurseries)	–	6 763	6 763	540	1 010	1 127	(117)	-10%	6 763
Recreational Facilities	–	16 797	16 673	967	1 594	2 779	(1 185)	-43%	16 673
Sports Grounds and Stadiums	–	4 988	4 988	329	644	831	(187)	-23%	4 988
Public safety	–	9 416	9 371	511	1 044	1 562	(518)	-33%	9 371
Fire Fighting and Protection	–	9 416	9 371	511	1 044	1 562	(518)	-33%	9 371
Housing	–	35 126	35 076	405	716	5 846	(5 130)	-88%	35 076
Housing	–	33 431	33 361	381	686	5 560	(4 875)	-88%	33 361
Informal Settlements	–	1 695	1 715	24	30	286	(255)	-89%	1 715

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	YearTD budget
R thousands								%	
Economic and environmental services	–	69 890	70 914	4 747	7 502	11 819	(4 317)	-37%	70 914
Planning and development	–	11 868	11 861	919	1 647	1 977	(330)	-17%	11 861
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>	–	2 182	2 182	122	241	364	(123)	-34%	2 182
<i>Economic Development/Planning</i>	–	2 227	2 221	339	490	370	120	32%	2 221
<i>Town Planning, Building Regulations and Enforcement</i>	–	4 920	4 920	320	642	820	(178)	-22%	4 920
<i>Project Management Unit</i>	–	2 538	2 538	138	273	423	(150)	-35%	2 538
Road transport	–	55 632	56 503	3 774	5 780	9 417	(3 637)	-39%	56 503
<i>Police Forces, Traffic and Street Parking Control</i>	–	31 101	30 815	1 725	3 110	5 136	(2 026)	-39%	30 815
<i>Roads</i>	–	24 531	25 688	2 049	2 670	4 281	(1 612)	-38%	25 688
Environmental protection	–	2 390	2 550	54	75	425	(350)	-82%	2 550
<i>Biodiversity and Landscape</i>	–	2 390	2 550	54	75	425	(350)	-82%	2 550
<i>Pollution Control</i>	–	–	–	–	–	–	–		–
Trading services	–	363 203	363 494	37 743	38 420	60 582	(22 162)	-37%	363 494
Energy sources	–	260 127	260 123	28 412	29 608	43 354	(13 745)	-32%	260 123
<i>Electricity</i>	–	257 067	257 063	28 138	29 176	42 844	(13 668)	-32%	257 063
<i>Street Lighting and Signal Systems</i>	–	3 060	3 060	274	433	510	(77)	-15%	3 060
Water management	–	28 971	28 816	3 783	2 663	4 803	(2 140)	-45%	28 816
<i>Water Treatment</i>	–	1 557	1 557	2	7	260	(253)	-97%	1 557
<i>Water Distribution</i>	–	24 063	23 908	2 626	1 474	3 985	(2 511)	-63%	23 908
<i>Water Storage</i>	–	3 351	3 351	1 156	1 182	558	624	112%	3 351
Waste water management	–	31 759	31 769	2 226	2 571	5 295	(2 724)	-51%	31 769
<i>Public Toilets</i>	–	1 710	1 710	114	235	285	(50)	-18%	1 710
<i>Sewerage</i>	–	21 855	21 855	1 592	1 438	3 642	(2 205)	-61%	21 855
<i>Storm Water Management</i>	–	5 720	5 720	519	898	953	(56)	-6%	5 720
<i>Waste Water Treatment</i>	–	2 475	2 485	–	–	414	(414)	-100%	2 485
Waste management	–	42 346	42 787	3 322	3 578	7 131	(3 553)	-50%	42 787
<i>Solid Waste Disposal (Landfill Sites)</i>	–	16 543	16 539	461	492	2 757	(2 265)	-82%	16 539
<i>Solid Waste Removal</i>	–	24 478	24 922	2 626	2 781	4 154	(1 372)	-33%	24 922
<i>Street Cleaning</i>	–	1 325	1 325	236	305	221	84	38%	1 325
Other	–	914	914	–	213	152	61	40%	914
Licensing and Regulation	–	60	60	–	–	10	(10)	-100%	60
Tourism	–	854	854	–	213	142	71	50%	854
Total Expenditure - Functional	–	654 680	656 249	56 232	69 664	109 375	(39 710)	-36%	656 249
Surplus/ (Deficit) for the year	–	6 123	11 680	(18 989)	75 840	1 947	73 893	3796%	11 682

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) - M02 August

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue by Vote									
Vote 1 - Financial Services	-	91 210	92 074	4 747	41 378	15 346	26 033	169,6%	92 074
Vote 2 - Community Services	-	181 732	182 132	973	40 430	30 355	10 074	33,2%	182 132
Vote 3 - Corporate Services	-	539	639	2	2	106	(104)	-97,8%	639
Vote 4 - Technical Services	-	385 828	391 589	31 478	63 601	65 265	(1 664)	-2,5%	391 589
Vote 5 - Municipal Manager	-	1 495	1 495	43	93	249	(156)	-62,6%	1 495
Total Revenue by Vote	-	660 803	667 928	37 243	145 504	111 321	34 183	30,7%	667 928
Expenditure by Vote									
Vote 1 - Financial Services	-	47 139	47 557	3 155	3 947	7 926	(3 979)	-50,2%	47 557
Vote 2 - Community Services	-	136 762	136 416	6 570	12 034	22 736	(10 702)	-47,1%	136 416
Vote 3 - Corporate Services	-	61 026	61 068	5 075	9 534	10 178	(644)	-6,3%	61 068
Vote 4 - Technical Services	-	397 201	398 657	40 488	42 436	66 443	(24 007)	-36,1%	398 657
Vote 5 - Municipal Manager	-	12 551	12 551	944	1 713	2 092	(378)	-18,1%	12 551
Total Expenditure by Vote	-	654 680	656 249	56 232	69 664	109 375	(39 710)	-36,3%	656 249
Surplus/ (Deficit) for the year	-	6 123	11 680	(18 989)	75 840	1 947	73 893	3796,0%	11 680

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) - M02 August

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue By Source									
Property rates	-	72 282	72 282	3 664	39 585	12 047	27 538	229%	72 282
Service charges - electricity revenue	-	265 119	265 119	23 212	45 437	44 186	1 251	3%	265 119
Service charges - water revenue	-	35 901	35 901	3 158	6 352	5 984	369	6%	35 901
Service charges - sanitation revenue	-	22 085	22 085	2 108	5 773	3 681	2 092	57%	22 085
Service charges - refuse revenue	-	23 849	23 849	2 024	4 121	3 975	146	4%	23 849
Service charges - other	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	-	7 567	7 567	376	712	1 261	(549)	-44%	7 567
Interest earned - external investments	-	8 695	8 695	623	1 057	1 449	(392)	-27%	8 695
Interest earned - outstanding debtors	-	7 891	7 891	1 066	2 099	1 315	784	60%	7 891
Dividends received	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	-	19 482	19 482	(2)	88	3 247	(3 159)	-97%	19 482
Licences and permits	-	1 915	1 915	416	723	319	404	127%	1 915
Agency services	-	3 670	3 670	-	-	612	(612)	-100%	3 670
Transfers recognised - operational	-	138 467	137 067	53	38 768	22 845	15 924	70%	137 067
Other revenue	-	9 704	10 568	545	788	1 761	(974)	-55%	10 568
Gains on disposal of PPE	-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)	-	616 625	616 089	37 243	145 504	102 682	42 823	42%	616 089
Expenditure By Type									
Employee related costs	-	188 333	188 726	15 872	31 517	31 454	62	0%	188 726
Remuneration of councillors	-	11 459	11 459	794	1 588	1 910	(322)	-17%	11 459
Debt impairment	-	33 613	33 613	3 473	(1 641)	5 602	(7 243)	-129%	33 613
Depreciation & asset impairment	-	47 090	47 090	1	1	7 848	(7 847)	-100%	47 090
Finance charges	-	8 840	8 840	-	-	1 473	(1 473)	-100%	8 840
Bulk purchases	-	229 196	229 196	26 527	26 736	38 199	(11 463)	-30%	229 196
Other materials	-	17 569	16 743	1 821	2 261	2 790	(530)	-19%	16 743
Contracted services	-	43 731	45 134	4 589	4 754	7 522	(2 768)	-37%	45 134
Transfers and grants	-	30 962	30 932	-	213	5 155	(4 942)	-96%	30 932
Other expenditure	-	43 888	44 515	3 155	4 235	7 419	(3 184)	-43%	44 515
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-
Total Expenditure	-	654 680	656 249	56 232	69 664	109 375	(39 710)	-36%	656 249
Surplus/(Deficit)	-	(38 055)	(40 159)	(18 989)	75 840	(6 693)	82 533	(0)	(40 159)
Transfers recognised - capital	-	44 178	51 839	-	-	8 640	(8 640)	(0)	51 839
Contributions recognised - capital	-	-	-	-	-	-	-	-	-
Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	-	6 123	11 680	(18 989)	75 840	1 947			11 680
Surplus/(Deficit) attributable to	-	6 123	11 680	(18 989)	75 840	1 947			11 680
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	-	6 123	11 680	(18 989)	75 840	1 947			11 680

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) - M02 August

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
<u>Multi-Year expenditure appropriation</u>									
Vote 2 - Community Services	–	3 106	3 106	–	–	518	(518)	-100%	3 106
Vote 4 - Technical Services	–	33 049	38 810	2 044	2 145	6 468	(4 323)	-67%	38 810
Total Capital Multi-year expenditure	–	36 155	41 916	2 044	2 145	6 986	(4 841)	-69%	41 916
<u>Single Year expenditure appropriation</u>									
Vote 1 - Financial Services	–	80	80	2	2	13	(11)	-81%	80
Vote 2 - Community Services	–	15 992	16 800	554	554	2 800	(2 246)	-80%	16 800
Vote 3 - Corporate Services	–	3 380	4 582	235	235	764	(529)	-69%	4 582
Vote 4 - Technical Services	–	15 950	14 042	200	200	2 340	(2 141)	-91%	14 042
Vote 5 - Municipal Manager	–	56	56	–	–	9	(9)	-100%	56
Total Capital single-year expenditure	–	35 458	35 560	991	991	5 927	(4 936)	-83%	35 560
Total Capital Expenditure	–	71 613	77 476	3 035	3 136	12 913	(9 777)	-76%	77 476

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M02 August									
Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Capital Expenditure - Standard Classification									
<i>Governance and administration</i>	-	2 700	3 692	2	2	615	(613)	-100%	3 692
Executive and council	-	150	150	2	2	25	(23)	-90%	150
Finance and administration	-	2 550	3 542	-	-	590	(590)	-100%	3 542
<i>Community and public safety</i>	-	18 572	19 372	554	554	3 229	(2 675)	-83%	19 372
Community and social services	-	4 190	5 090	75	75	848	(773)	-91%	5 090
Sport and recreation	-	13 461	13 360	478	478	2 227	(1 748)	-79%	13 360
Public safety	-	922	922	-	-	154	(154)	-100%	922
Housing	-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>	-	13 808	10 816	-	-	1 803	(1 803)	-100%	10 816
Planning and development	-	26	138	-	-	23	(23)	-100%	138
Road transport	-	13 782	10 679	-	-	1 780	(1 780)	-100%	10 679
Environmental protection	-	-	-	-	-	-	-	-	-
<i>Trading services</i>	-	36 533	43 891	2 479	2 580	7 315	(4 736)	-65%	43 891
Energy sources	-	8 700	8 700	1 618	1 719	1 450	269	19%	8 700
Water management	-	19 581	26 544	304	304	4 424	(4 120)	-93%	26 544
Waste water management	-	7 241	7 341	556	556	1 224	(667)	-55%	7 341
Waste management	-	1 010	1 306	-	-	218	(218)	-100%	1 306
Total Capital Expenditure - Standard Classification	-	71 613	77 772	3 035	3 136	12 962	(9 826)	-76%	77 772
Funded by:									
National Government	-	38 506	44 267	909	909	7 378	(6 469)	-88%	44 267
Provincial Government	-	6 672	7 072	-	-	1 179	(1 179)	-100%	7 072
District Municipality	-	500	500	-	-	83	(83)	-100%	500
Transfers recognised - capital	-	45 678	51 839	909	909	8 640	(7 731)	-89%	51 839
Borrowing	-	-	-	-	-	-	-	-	-
Internally generated funds	-	25 935	25 637	2 127	2 227	4 273	(2 046)	-48%	25 637
Total Capital Funding	-	71 613	77 476	3 035	3 136	12 913	(9 777)	-76%	77 476

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M02 August

Description	2018/19	Budget Year 2019/20			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
ASSETS					
Current assets					
Cash	-	89 164	89 164	42 330	(51 932)
Call investment deposits	-	-	-	90 000	90 000
Consumer debtors	-	29 579	29 579	106 565	39 883
Other debtors	-	26 690	26 690	5 766	(5 309)
Current portion of long-term receivables	-	-	-	-	-
Inventory	-	11 402	11 402	9 840	(1 853)
Total current assets	-	156 835	156 835	254 501	70 789
Non current assets					
Long-term receivables	-	-	-	-	-
Investments	-	-	-	-	-
Investment property	-	45 660	45 660	44 492	-
Investments in Associate	-	-	-	-	-
Property, plant and equipment	-	929 659	929 659	922 783	3 136
Agricultural	-	-	-	-	-
Biological assets	-	-	-	-	-
Intangible assets	-	2 650	2 650	2 030	-
Other non-current assets	-	550	550	550	-
Total non current assets	-	978 519	978 519	969 855	3 136
TOTAL ASSETS	-	1 135 353	1 135 353	1 224 356	73 925
LIABILITIES					
Current liabilities					
Bank overdraft	-	-	-	-	-
Borrowing	-	-	-	1 518	-
Consumer deposits	-	6 418	6 418	7 338	188
Trade and other payables	-	69 191	69 191	55 348	(5 635)
Provisions	-	39 877	39 877	24 080	2 279
Total current liabilities	-	115 487	115 487	88 284	(3 168)
Non current liabilities					
Borrowing	-	675	675	4 704	-
Provisions	-	154 570	154 570	152 065	1 253
Total non current liabilities	-	155 245	155 245	156 769	1 253
TOTAL LIABILITIES	-	270 732	270 732	245 053	(1 915)
NET ASSETS	-	864 621	864 621	979 303	75 840
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	-	854 266	854 266	968 949	75 840
Reserves	-	10 355	10 355	10 355	-
TOTAL COMMUNITY WEALTH/EQUITY	-	864 621	864 621	979 303	75 840

The cash flows for the year to date are indicated in the following table:

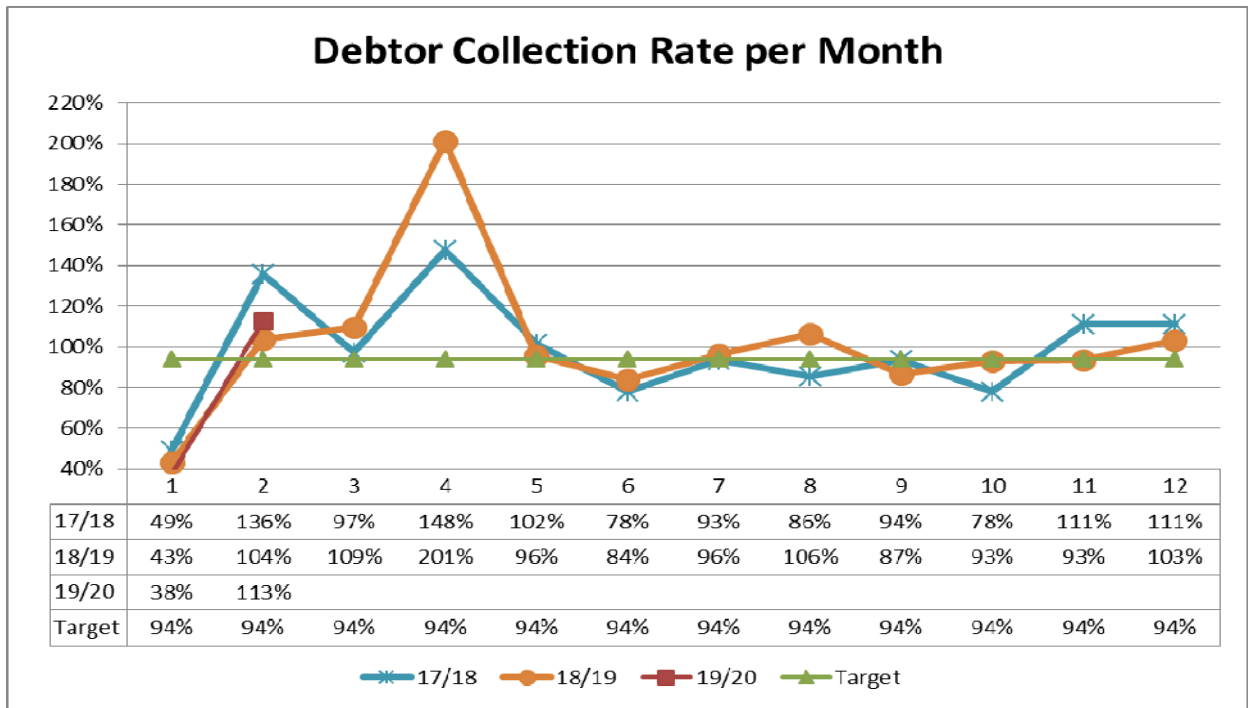
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M02 August

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	-	71 559	71 559	11 142	14 596	11 926	2 670	22%	71 559
Service charges	-	330 950	330 950	33 164	55 903	55 158	745	1%	330 950
Other revenue	-	24 158	24 158	911	1 811	4 026	(2 215)	-55%	24 158
Government - operating	-	139 169	139 169	5 605	53 598	23 195	30 404	131%	139 169
Government - capital	-	50 208	50 208	-	14 003	8 368	5 635	67%	50 208
Interest	-	16 565	16 565	623	1 057	2 761	(1 704)	-62%	16 565
Dividends									
Payments									
Suppliers and employees	-	(530 278)	(530 278)	(56 463)	(94 549)	(88 380)	6 169	-7%	(530 278)
Finance charges	-	(1 366)	(1 366)	-	-	(228)	(228)	100%	(1 366)
Transfers and Grants	-	(30 962)	(30 962)	-	(4 958)	(5 160)	(202)	4%	(30 962)
NET CASH FROM/(USED) OPERATING ACTIVITIES	-	70 001	70 001	(5 019)	41 463	11 667	41 273	354%	70 001
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	-	-	-	-	-	-	-	-	-
Decrease (Increase) in non-current debtors	-	-	-	-	-	-	-	-	-
Decrease (Increase) other non-current receivables	-	-	-	-	-	-	-	-	-
Decrease (Increase) in non-current investments	-	-	-	(90 000)	(90 000)	-	(90 000)	-	-
Payments									
Capital assets	-	(71 613)	(71 613)	(1 184)	(3 530)	(11 936)	(8 406)	70%	(71 613)
NET CASH FROM/(USED) INVESTING ACTIVITIES	-	(71 613)	(71 613)	(91 184)	(93 530)	(11 936)	81 594	-684%	(71 613)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits	-	-	-	43	136	-	136	-	-
Payments									
Repayment of borrowing	-	(500)	(500)	-	-	(83)	(83)	100%	-
NET CASH FROM/(USED) FINANCING ACTIVITIES	-	(500)	(500)	43	136	(83)	(219)	263%	136
NET INCREASE/ (DECREASE) IN CASH HELD	-	(2 112)	(2 112)	(96 160)	(51 932)	(352)			(1 612)
Cash/cash equivalents at beginning:	-	91 275	91 275		94 262	91 275			94 262
Cash/cash equivalents at month/year end:	-	89 164	89 164		42 330	90 923			92 650

The debtors age analysis per Income source and customer group is as follows:

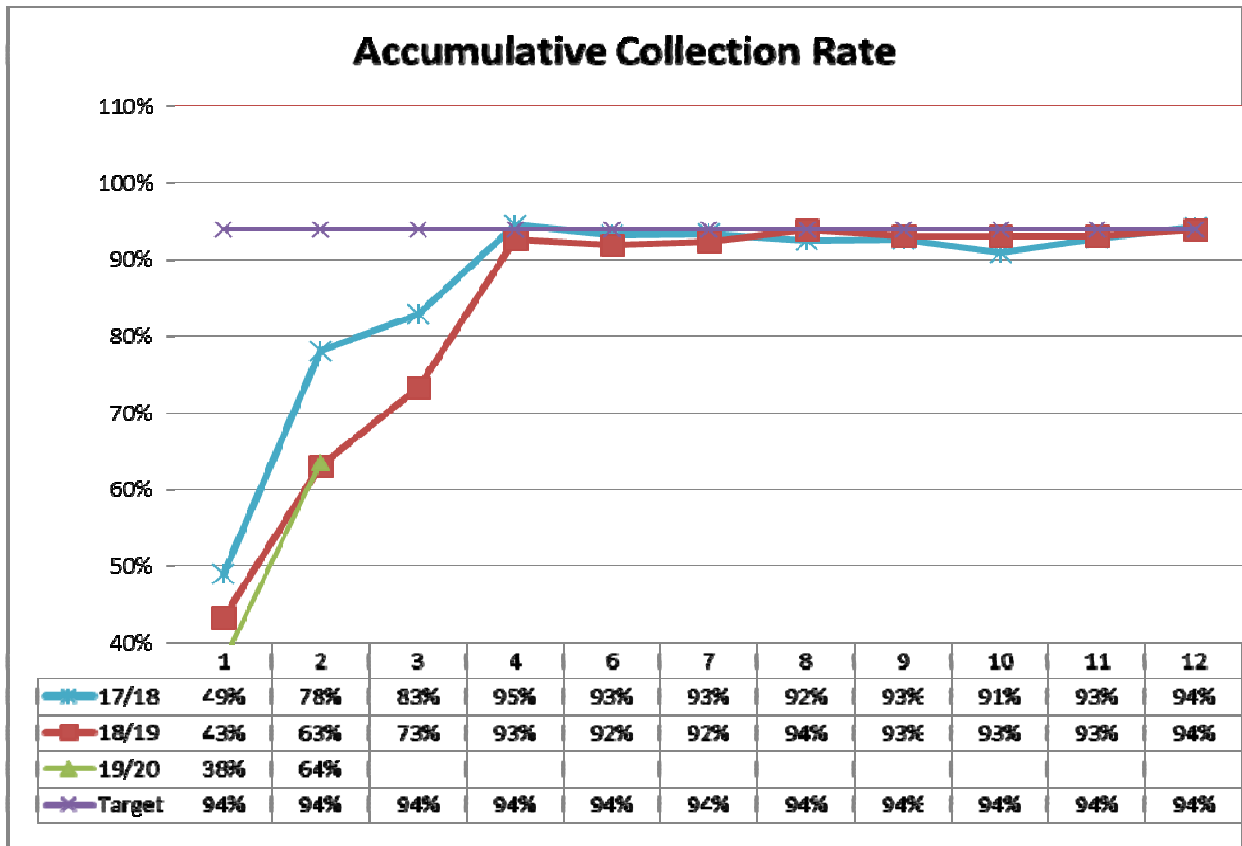
WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M02 August

Description		NT Code	Budget Year 2019/20									
			0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys- 1 Yr	Over 1Yr	Total	Total over 90 days
R thousands												
Debtors Age Analysis By Income Source												
Water	1200	9 517	1 263	995	1 086	1 079	974	5 276	36 241	56 430	44 656	
Electricity	1300	17 905	519	277	210	227	220	1 044	2 389	22 793	4 091	
Property Rates	1400	28 412	520	254	211	199	186	2 524	12 302	44 609	15 422	
Waste Water Management	1500	7 481	685	638	588	566	598	3 318	17 287	31 161	22 358	
Waste Management	1600	5 769	821	745	685	650	596	3 214	18 571	31 051	23 716	
Property Rental Debtors	1700	95	12	12	17	17	17	93	674	938	818	
Interest on Arrear Accounts	1810	1 500	95	97	113	130	139	1 383	28 138	31 596	29 904	
Recoverable expenditure	1820	-	-	-	-	-	-	-	-	-	-	
Other	1900	(3 355)	40	27	40	38	18	175	975	(2 041)	1 246	
Total By Income Source	2000	67 325	3 956	3 046	2 952	2 906	2 748	17 027	116 578	216 537	142 211	
2018/19 - totals only										-	-	
Debtors Age Analysis By Customer Group												
Organs of State	2200	12 348	242	128	97	108	113	606	2 910	16 551	3 833	
Commercial	2300	26 264	609	320	293	304	330	2 306	7 857	38 282	11 090	
Households	2400	27 233	2 949	2 488	2 519	2 453	2 266	13 850	103 039	156 798	124 128	
Other	2500	1 479	156	110	43	41	39	266	2 772	4 905	3 160	
Total By Customer Group	2600	67 325	3 956	3 046	2 952	2 906	2 748	17 027	116 578	216 537	142 211	



The purpose of this graph is to illustrate the collection against targets set for the relevant months. The target for the month is 94% while the actual figure for Aug 2019 amounts to 113% in comparison to the previous year 104%.

Die doel van hierdie grafiek is om die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir Aug 2019 – 113% beloop in vergelyking met die vorige jaar 104 %.



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 64%.

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 64% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M02 August

Description	NT Code	Budget Year 2019/20								Total
		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	
R thousands										
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	-	-	-	-	-	-	-	-	-
Bulk Water	0200	-	-	-	-	-	-	-	-	-
PAYE deductions	0300	-	-	-	-	-	-	-	-	-
VAT (output less input)	0400	-	-	-	-	-	-	-	-	-
Pensions / Retirement deductions	0500	-	-	-	-	-	-	-	-	-
Loan repayments	0600	-	-	-	-	-	-	-	-	-
Trade Creditors	0700	1 867	-	-	-	-	-	-	-	1 867
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	1 867	-	-	-	-	-	-	-	1 867

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M02 August

Investments by maturity Name of institution & investment ID R thousands	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
	Yrs/Months							
<u>Municipality</u>								
ABSA	-	-	-	-		-	-	20 000
Investec	-	-	-	-		-	-	10 000
Nedbank	-	-	-	-		-	-	20 000
Standard Bank	-	-	-	-		-	-	20 000
FNB	-	-	-	-		-	-	20 000
	-	-	-	-		-	-	-
TOTAL INVESTMENTS AND INTEREST				-		-	-	90 000

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are recognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M02 August

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
RECEIPTS:									
Operating Transfers and Grants									
National Government:	-	97 119	97 119	53	38 768	16 187	22 582	139,5%	97 119
Equitable Share	-	92 850	92 850	-	38 688	15 475	23 213	150,0%	92 850
Local Government Financial Management Grant (Schedule 5B)	-	1 400	1 400	27	54	233	(180)	-77,0%	1 400
Expanded Public Works Programme Integrated Grant (Schedule 5B)	-	2 269	2 269	26	27	378	(352)	-93,0%	2 269
Municipal Infrastructure Grant (Schedule 5B)	-	600	600	-	-	100	(100)	-100,0%	600
Provincial Government:	-	39 969	38 469	-	-	6 412	(6 412)	-100,0%	38 469
Housing	-	29 000	29 000	-	-	4 833	(4 833)	-100,0%	29 000
Financial Management	-	330	330	-	-	55	(55)	-100,0%	330
Financial Management Support Grant	-	-	-	-	-	-	-	-	-
Libraries, Archives and Museum	-	9 639	8 139	-	-	1 357	(1 357)	-100,0%	8 139
Community Development Workers	-	-	-	-	-	-	-	-	-
Maintenance of Main Roads	-	-	-	-	-	-	-	-	-
Municipal Accreditation & Capacity Building Grant	-	224	224	-	-	37	(37)	-100,0%	224
Other grant providers:	-	1 549	1 549	-	-	-	-	-	1 549
Tourism	-	-	-	-	-	-	-	-	-
Water Drought Support	-	-	-	-	-	-	-	-	-
Other grant providers:	-	775	775	-	-	-	-	-	775
Belguim Grant	-	250	250	-	-	-	-	-	250
Total Operating Transfers and Grants	-	138 638	137 138	53	38 768	22 598	16 170	71,6%	137 138
National Government:	-	80 490	92 012	-	-	15 335	(15 335)	-100,0%	92 012
National Government:	-	41 984	47 745	-	-	7 957	(7 957)	-100,0%	47 745
Municipal Infrastructure Grant (Schedule 5B)	-	18 966	18 966	-	-	3 161	(3 161)	-100,0%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	-	16 931	22 692	-	-	3 782	(3 782)	-100,0%	22 692
Provincial Government:	-	2 666	2 666	-	-	444	(444)	-100,0%	1 944
Provincial Government:	-	1 694	1 694	-	-	282	(282)	-100,0%	972
Housing	-	-	-	-	-	-	-	-	-
Total Capital Transfers and Grants	-	83 156	94 678	-	-	15 780	(15 780)	-100,0%	93 956
TOTAL RECEIPTS OF TRANSFERS & GRANTS	-	221 794	231 816	53	38 768	38 378	391	1,0%	231 094

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Operating and Capital expenditure financed from grants are indicated in the following table:

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M02 August

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	-	97 119	97 119	53	38 768	16 187	22 582	139,5%	97 119
Equitable Share	-	92 850	92 850	-	38 688	15 475	23 213	150,0%	92 850
Local Government Financial Management Grant [-	1 400	1 400	27	54	233	(180)	-77,0%	1 400
Expanded Public Works Programme Integrated Gr	-	2 269	2 269	26	27	378	(352)	-93,0%	2 269
Municipal Infrastructure Grant [Schedule 5B]	-	600	600	-	-	100	(100)	-100,0%	600
Other transfers and grants [insert description]	-	-	-	-	-	-	-	-	-
Provincial Government:	-	40 193	38 693	-	-	6 449	(6 449)	-100,0%	38 693
Housing	-	29 000	29 000	-	-	4 833	(4 833)	-100,0%	29 000
Financial Management	-	330	330	-	-	55	(55)	-100,0%	330
Financial Management Support Grant	-	-	-	-	-	-	-	-	-
Regional Social Economical Pro	-	1 000	1 000	-	-	167	(167)	-100,0%	1 000
Libraries, Archives and Museum	-	9 639	8 139	-	-	1 357	(1 357)	-100,0%	8 139
Community Development Workers	-	-	-	-	-	-	-	-	-
Maintenance of Main Roads	-	-	-	-	-	-	-	-	-
Municipal Accreditation & Capacity Building Grant	-	224	224	-	-	37	(37)	-100,0%	224
District Municipality:	-	-	-	-	-	-	-	-	-
Tourism	-	-	-	-	-	-	-	-	-
Water Drought Support	-	-	-	-	-	-	-	-	-
Other grant providers:	-	775	775	-	-	-	-	-	775
Belguim Grant	-	250	250	-	-	-	-	-	250
Table Mountain Fund	-	525	525	-	-	-	-	-	525
Total operating expenditure of Transfers and Grants	-	138 087	136 587	53	38 768	22 635	16 133	71,3%	136 587
Capital expenditure of Transfers and Grants									
National Government:	-	38 506	44 267	-	-	7 378	(7 378)	-100,0%	44 267
Municipal Infrastructure Grant [Schedule 5B]	-	18 966	18 966	-	-	3 161	(3 161)	-100,00%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	-	16 931	22 692	-	-	3 782	(3 782)	-100,00%	22 692
Integrated National Electrification Programme (Mun	-	2 609	2 609	-	-	435	(435)	-100,00%	2 609
Regional Social Economical Pro	-	-	-	-	-	-	-	-	-
Provincial Government:	-	-	-	-	-	-	-	-	-
Housing	-	-	-	-	-	-	-	-	-
Sport & Recreation	-	-	-	-	-	-	-	-	-
District Municipality:	-	-	-	-	-	-	-	-	-
Other grant providers:	-	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants	-	38 506	44 267	-	-	7 378	(7 378)	-100,0%	44 267
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	-	176 593	180 854	53	38 768	30 013	8 755	29,2%	180 854

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M02 August

Summary of Employee and Councillor remuneration	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	B	C					%	D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 718	7 718	608	1 216	1 286	(71)	-6%	7 718
Pension and UIF Contributions	1 137	1 137	88	177	190	(13)	-7%	1 137
Medical Aid Contributions	227	227	16	32	38	(5)	-14%	227
Motor Vehicle Allowance	741	741	–	–	123	(123)	-100%	741
Cellphone Allowance	1 094	1 094	78	156	182	(26)	-14%	1 094
Housing Allowances	487	487	3	7	81	(74)	-92%	487
Other benefits and allowances	54	54	–	–	9	(9)	-100%	54
Sub Total - Councillors	11 459	11 459	794	1 588	1 910	(322)	-17%	11 459
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	208	416	635	(219)	-35%	3 809
Pension and UIF Contributions	783	783	15	31	131	(100)	-76%	783
Medical Aid Contributions	135	135	6	12	22	(11)	-48%	135
Overtime	–	–	–	–	–	–	–	–
Performance Bonus	891	891	41	41	148	(107)	-72%	891
Motor Vehicle Allowance	1 052	1 052	68	135	175	(40)	-23%	1 052
Cellphone Allowance	71	71	2	2	12	(10)	-87%	71
Housing Allowances	154	154	–	–	26	(26)	-100%	154
Other benefits and allowances	115	115	12	24	19	5	24%	115
Payments in lieu of leave	–	–	–	–	–	–	–	–
Long service awards	–	–	–	–	–	–	–	–
Post-retirement benefit obligations	–	–	–	–	–	–	–	–
Sub Total - Senior Managers	7 010	7 010	352	660	1 168	(508)	-43%	7 010
Other Municipal Staff								
Basic Salaries and Wages	107 531	107 531	8 615	16 576	17 922	(1 346)	-8%	107 531
Pension and UIF Contributions	16 333	16 333	1 331	2 663	2 722	(59)	-2%	16 333
Medical Aid Contributions	7 364	7 364	610	1 228	1 227	0	0%	7 364
Overtime	12 433	12 432	1 514	2 911	2 072	839	40%	12 432
Performance Bonus	8 186	8 186	729	1 428	1 364	64	5%	8 186
Motor Vehicle Allowance	4 478	4 478	407	797	746	50	7%	4 478
Cellphone Allowance	396	396	42	80	66	14	21%	396
Housing Allowances	1 600	1 600	125	249	267	(18)	-7%	1 600
Other benefits and allowances	4 192	4 192	318	662	699	(37)	-5%	4 192
Payments in lieu of leave	889	889	614	1 321	148	1 172	791%	889
Long service awards	436	436	207	283	73	210	290%	436
Post-retirement benefit obligations	11 376	11 376	290	1 211	1 896	(685)	-36%	11 376
Sub Total - Other Municipal Staff	175 213	175 213	14 802	29 408	29 202	206	1%	175 213
TOTAL SALARY, ALLOWANCES &	193 683	193 682	15 948	31 657	32 280	(624)	-2%	193 682
% increase								
TOTAL MANAGERS AND STAFF	182 224	182 223	15 154	30 069	30 371	(302)	-1%	182 223

The monthly cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M02 August

Description	Ref	Budget Year 2019/20											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
		Outcome	Outcome	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
R thousands	1												
Cash Receipts By Source													
Property rates		3 455	11 142										50 185
Service charges - electricity revenue		17 246	27 274										189 057
Service charges - water revenue		2 326	2 518										35 226
Service charges - sanitation revenue		1 520	1 560										14 130
Service charges - refuse		1 647	1 811										17 428
Service charges - other		-	-										-
Rental of facilities and equipment		240	284										4 575
Interest earned - external investments		434	623										7 145
Interest earned - outstanding debtors		-	-										2 227
Dividends received		-	-										-
Fines		208	288										4 419
Licences and permits		308	8										3 339
Agency services		-	-										4 878
Transfer receipts - operating		47 994	5 605										62 372
Other revenue		145	331										10 106
Cash Receipts by Source		75 522	51 444	-	-	-	-	-	-	-	-	-	405 088
Other Cash Flows by Source													-
Transfer receipts - capital		14 003	-										45 827
Contributions & Contributed assets		-	-										-
Proceeds on disposal of PPE		-	-										-
Short term loans		-	-										-
Borrowing long term/refinancing		-	-										-
Increase in consumer deposits		92	43										(136)
Receipt of non-current debtors		-	-										-
Receipt of non-current receivables		-	-										-
Change in non-current investments		-	(90 000)										90 000
Total Cash Receipts by Source		89 618	(38 513)	-	-	-	-	-	-	-	-	-	540 779
Cash Payments by Type													-
Employee related costs		13 166	13 889										135 609
Remuneration of councillors		909	910										8 890
Interest paid		-	-										1 095
Bulk purchases - Electricity		23 467	30 587										143 486
Bulk purchases - Water & Sewer		-	-										-
Other materials		1 070	1 700										13 789
Contracted services		2 576	4 884										47 588
Grants and subsidies paid - other municipalities		-	-										-
Grants and subsidies paid - other		4 958	-										9 436
General expenses		3 937	4 387										37 330
Cash Payments by Type		50 084	56 357	-	-	-	-	-	-	-	-	-	397 225
Other Cash Flows/Payments by Type													
Capital assets		2 346	1 184										87 923
Repayment of borrowing		-	-										3 000
Other Cash Flows/Payments		(7 040)	107										6 933
Total Cash Payments by Type		45 389	57 648	-	-	-	-	-	-	-	-	-	495 082
NET INCREASE/(DECREASE) IN CASH HELD		44 229	(96 160)	-	-	-	-	-	-	-	-	-	45 697
Cash/cash equivalents at the month/year beginning:		94 262	138 491	42 330	42 330	42 330	42 330	42 330	42 330	42 330	42 330	42 330	42 330
Cash/cash equivalents at the month/year end:		138 491	42 330	42 330	42 330	42 330	42 330	42 330	42 330	42 330	42 330	42 330	88 027

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M02 August

Month	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
R thousands									
<u>Monthly expenditure performance trend</u>									
July		5 968	6 456	101	101	6 456	6 356	98,4%	0%
August		5 968	6 456	3 035	3 136	12 913	9 777	75,7%	4%
September		5 968	6 456	–		19 369	–		
October		5 968	6 456	–		25 825	–		
November		5 968	6 456	–		32 282	–		
December		5 968	6 456	–		38 738	–		
January		5 968	6 456	–		45 194	–		
February		5 968	6 456	–		51 651	–		
March		5 968	6 456	–		58 107	–		
April		5 968	6 456	–		64 563	–		
May		5 968	6 456	–		71 020	–		
June		5 968	6 456	–		77 476	–		
Total Capital expenditure	–	71 613	77 476	3 136					

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/16/82	Supply and delivery of Fuel	27-Sep-2019
08/2/17/05	Training of Municipal officials on Accredited Electrical modular courses	25-Sep-2019
08/2/17/05	Electrical and Mechanical Maintenance of water and sewer pump stations and treatment works in Witzenberg area for a period of 24 months	26-Sep-2019
08/2/17/11	The supply, delivery and installation of process aerators / mixers for Witzenberg municipality	20-Sep-2019
08/2/17/16	Hiring of plant and equipment for the Witzenberg municipal area - Landfill sites	19-Sep-2019

The following formal written price quotations are currently in the advertisement stage:

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/12	Supply and Delivery of Weaponry Items for Traffic and Law Enforcement Officers	06-Sep-2019
08/2/17/19	Supply of Gear box (recon or exchange unit) and complete new clutch assemble	05-Sep-2019
08/2/17/23	Supply, Deliver and Assemble of Office Furniture	05-Sep-2019
08/2/17/34	Supply, delivery, installation and configuration of Trend Micro Enterprise security suite	10-Sep-2019

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/45	Construction of Ablution Facility at Op-Die-Berg	09-May-2019	12-Aug-2019	J Jacobs
08/2/16/51	Appointment of an Auctioneer	05-Jul-2019	26-Jul-2019 Referred back	M Frieslaar
08/2/16/60	Maintenance of Water meters in the Witzenberg area	08-Jul-2019	29-Jul-2019 Awaiting	N Jacobs

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/71	Disconnection, reconnection, inspection and replacement of Electricity supply at pole and meter box in Witzenberg municipal area	02-Jul-2019	08-Aug-2019	C Stevens
08/2/16/75	Supply and delivery of disposable bags for refuse removal	03-Jul-2019	Awaiting	J Jacobs
08/2/16/77	Sale of residential erven in Ceres, Bella vista and Tulbagh	23-Aug-2019	28-Aug-2019	L Nieuwenhuis
08/2/16/79	Supply and delivery of one new 3 ton tipper truck and two new 1 ton Light delivery vehicles	19-Jun-2019	25-Jun-2019 15-Jul-2019 Referred back	H Truter
08/2/16/80	Roads and Stormwater Maintenance	15-Aug-2019	Awaiting	E Lintnaar
08/2/17/01	Supply and installation of Air conditioning system at Ceres Town Hall	07-Aug-2019	13-Aug-2019	H Truter
08/2/17/03	Supply and delivery of wooden stacking chairs	23-Aug-2019	27-Aug-2019	H Truter

The following formal written price quotations are currently in the evaluation stage:

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/78	Supply and delivery of Protective clothing	06-Jun-2019	05-Jul-2019	N Jacobs
08/2/17/02	Appointment of a service provider for the editing of the current draft Witzenberg LED Strategy	31-Jul-2019	02-Aug-2019 Referred back	R Fick
08/2/17/20	Supply, delivery, installation and configuration of a UPS system for server room	19-Aug-2019	21-Aug-2019	R Rhode

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

The following competitive bid is currently in the adjudication stage:

Die volgende mededingende tender is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/16/55	Revenue Enhancement Services	05-Jun-2019	15-Aug-2019	30-Aug-2019
08/2/16/65	Supply and delivery of Traffic Uniforms	03-Jun-2019	28-Aug-2019	30-Aug-2019
08/2/16/69	Supply and delivery of Fuel on Ad hoc basis	07-Jun-2019	28-Aug-2019	30-Aug-2019

3.2.1.4 Bids awarded

3.2.1.4 Tenders toegeken

No formal written price quotations are currently in the adjudication stage.

Geen formele geskrewe prys kwotasie is tans in die Toekenningsfase nie.

The following bid was awarded by the Accounting Officer during the month of August 2019:

Die volgende tenders was toegeken deur die Rekenpligtige Beampte gedurende Augustus 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/62	30-Aug-2019	Fidelity Cash Solutions (PTY) Ltd	Cash in Transit (3 year contract)	Only responsive bidder	R 1 393 379.01

The following competitive bids were awarded by the Adjudication Committee during the month of August 2019:

Die volgende mededingende tenders was toegeken deur die Tender Toekennings Komitee gedurende Augustus 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/58	30-Aug-2019	Werman Tyres t/a CT Tyre King	Supply and fitment of new Tyres, tubes and provision of Tyre repair and other related services	Bidder scored the highest points	R 1 352 668.65

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

3.2.1.5 Paragraaf 13 (1): Kansellasië en her-uitnodiging van tenders

The following formal written price quotation or competitive bid was cancelled during the month of August 2019:

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende August 2019:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/16/73	23-Aug-2019	Service Provider for Carpentry Training	No acceptable bids were received

3.2.1.6 Paragraph 19 (1) I and 19 (2): Written price quotations

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

The following written price quotations were approved during the month of August 2019:

Die volgende geskrewe prys kwotasies was goedgekeur gedurende Augustus 2019:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
161241	15-Aug-2019	Greenline Aluminium CC	Supply and Installation of aluminium glass and door with safety glass at the Op-Die-Berg Offices	Only responsive quotation	R 19 765.55 (Incl. VAT)	Acting Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of August 2019:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Augustus 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/17/13	01-Aug-2019	African Technical Innovations (PTY) Ltd	Leasing of office Space to Witzenberg Municipality in Ceres	Only responsive bidder	R 58 363.14	Director: Corporate Services
08/2/17/17	19-Aug-2019	Mubesko Africa (PTY) Ltd	Independent desktop review of the Annual Financial Statements for 2018 / 2019	Bidder scored the highest score	R 18 000.00	Acting Director: Financial services

3.2.1.8 Appeals

The following appeals were lodged and are being dealt with by the Accounting Officer:

3.2.1.8 Appelle

Die volgende appelle is ontvang en word hanteer deur die Rekenpligtige beampte:

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
08/2/15/91	Professional engineering services for Witzenberg municipality	06 Nov 2018	RHDHV	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer
		06 Nov 2018	EOH Industrial Technologies (Pty) Ltd	Calculation of cluster points		
		08 Nov 2018	Bigen Africa Services (PTY) Ltd	Reason for non-compliance		
08/2/16/72	Supply and Installation of Rigid mesh Security fencing at Municipal depots, Ceres	19 Aug 2019	Jonty Engineering and Trading SA CC t/a JETCO SA	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer

3.2.1.9 Deviations

The following table contains the approved deviations by the Accounting Officer for the month of August 2019 which totals R 246 660.23:

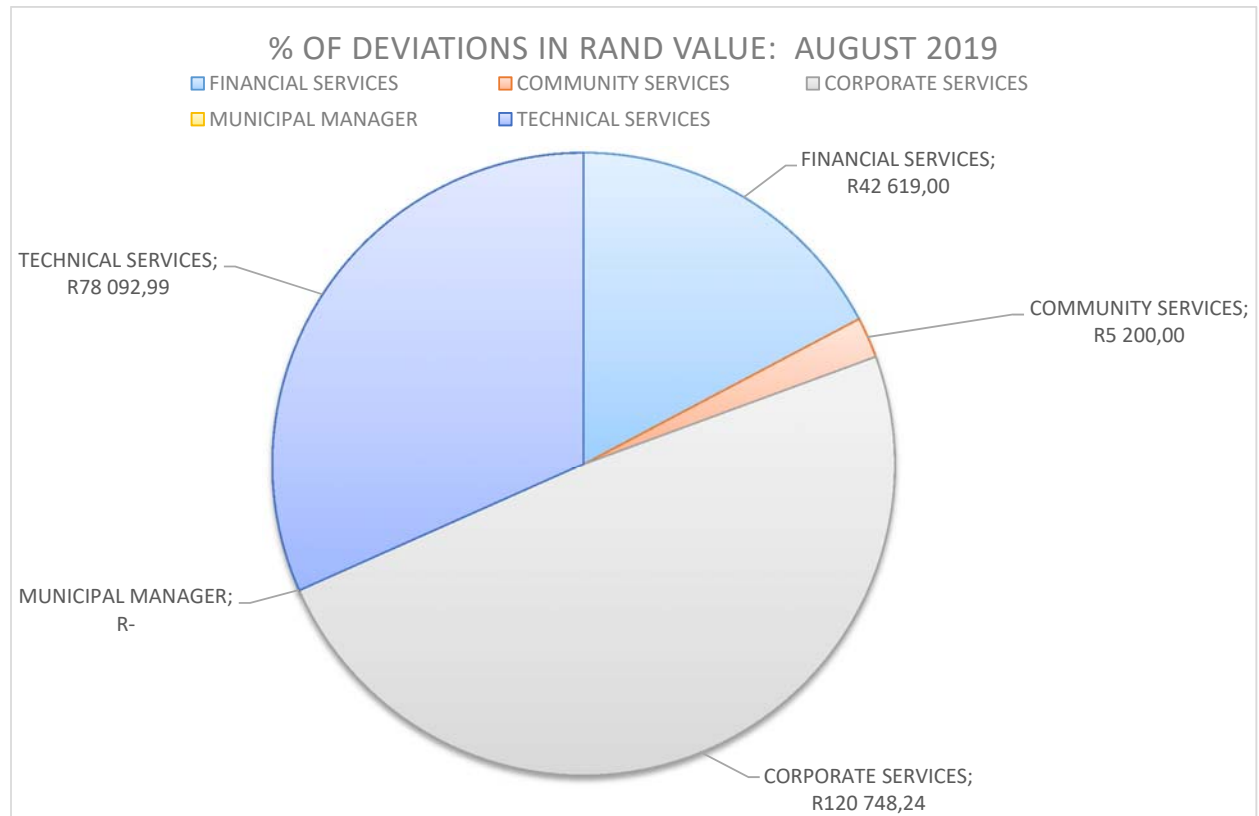
3.2.1.9 Afwykings

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Augustus 2019 wat beloop op die totaal van R 246 660.23:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
5-Aug-19	Trans Manufacturing (PTY) Ltd T/A Transtech	Supply gutter brooms: CT 22898	Impractical	161008	11,184.44
5-Aug-19	Engineering Council of South Africa	Annual Engineer Fees	Single supplier	161018	3,550.00
6-Aug-19	JPCE (PTY) Ltd	Professional services: Calculation of Rehabilitation cost of landfill sites	Impractical	161033	39,445.00
14-Aug-19	PBSA	Repair franking machine	Single supplier	161190	4,266.50
14-Aug-19	Witzenberg Herald	Publish Notice: Rescheduling of Council meeting to 23 Aug 2019	Single supplier	161191	2,944.00
15-Aug-19	SEW Plumbing	Emergency repair to burst pipe in Town Hall	Emergency	161233	5,200.00
15-Aug-19	Total Computer Services	TCS Migration from Cobol to Windows	Single supplier	161236	73,482.70
15-Aug-19	PBSA	Annual Fees: Franking Machine	Single supplier	161237	7,895.04
15-Aug-19	Witzenberg Herald	Publish Notice: 2019/20 Budget	Single supplier	161249	32,160.00
27-Aug-19	HD Transmissions (PTY) Ltd	Repair PTO unit and Hydraulic Pump: CT 10849	Single supplier	161451	44,998.43
27-Aug-19	Trans Manufacturing (PTY) Ltd T/A Transtech	Service of sweeper: CT 22898	Single supplier	161452	18,360.12
29-Aug-19	Witzenberg Herald	Publish notice: 2019/2020 Adjustment Budget	Single supplier	161469	3,174.00

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
June 2019	R 5 368 556.19	R13 158 800.64	4.08%
July 2019	R 368 103.98	R18 104 928.45	2.03%
August 2019	R 246 660.23	R17 804 435.66	1.38%

DEVIATIONS PER DIRECTORATE



Logistics

The table below contains a high level summary of information regarding the stores section:

Logistieke

Die tabel hieronder bevat 'n hoë vlak opsomming van inligting rakende die magasyn (stoor):

MONTH	June 2019	July 2019	Aug 2019
Value of inventory at hand	R 10 475 249.88	R 10 304 910.21	R 8 770 559.55
Turnover rate of total value of inventory	1.23	1.28	1.55
Date of latest stores reconciliation	31 Aug 2019		
Date of last stock count	27 Jun 2019		
Date of next stock count	26 Sep 2019		

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

- The monthly in year monitoring reports for the month of August 2019

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature:



Date:

13 August 2019



Monthly Budget Statement Report Section 71 for September 2019

**Financial data is in respect of the period
1 July 2019 to 30 September 2019**

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section. This section read as follows:

"71. (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

- (a) Actual revenue, per revenue source;*
- (b) actual borrowings;*
- (c) actual expenditure, per vote;*
- (d) actual capital expenditure, per vote;*
- (e) the amount of any allocations received;*
- (f) actual expenditure on those allocations, excluding expenditure on—*
 - (i) its share of the local government equitable share; and*
 - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and*
- (g) when necessary, an explanation of—*
 - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;*
 - (ii) any material variances from the service delivery and budget implementation plan; and*
 - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.*

(2) The statement must include—

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and*
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).*

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts.

budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beamppte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beamppte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

- (a) werklike inkomste per bron van inkomste;*
- (b) werklike lenings;*
- (c) die werklike uitgawes per stem;*
- (d) die werklike kapitaalbesteding, per stem;*
- (e) die bedrag van enige toekennings ontvang;*
- (f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op*
 - (i) sy deel van die plaaslike regering billike deel;*
 - (ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en*
 - (g) wanneer dit nodig is, 'n verduideliking van—*
 - (i) enige wesentliche afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;*
 - (ii) enige wesentliche afwykings van die dienslewering en begrotings implementeringsplan;*
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.*

(2) Die staat moet die volgende insluit-

- (a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en*
- (b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).*

(3) die bedrae wat in die verklaring moet in elke geval in vergelyking met die ooreenstemmende bedrae begroot vir die munisipaliteit se goedgekeurde begroting.

(4) Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beamppte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later as 10 werksdae na die einde van die maand, moet daardie deel van die verklaring wat

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."

die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

Credit control for various reasons remains a challenge for the municipality.

The unwillingness / inability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R 4.08 million.

The monthly billing was also done as scheduled and during this process 12 698 accounts amounting to R 32.9 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 4.3 million.

The indigent cost to the municipality for the month amounts to R 1.7 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 77%.

The municipality issued orders to the value of R 15.6 million of which R 1.7 million was in terms of deviations.

The municipality currently has R 41 million in its primary bank account and investments to the value of R90 million.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of September 2019 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 4.08 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 12 698 rekeninge ten bedrae van R 32.9 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 4.3 miljoen.

Die deernis subsidies vir die maand beloop R 1.7 miljoen. Die aantal goedgekeurde huishoudings is aan die toeneem as gevolg van die veranderinge aan die beleid.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 77%

Bestellings ter waarde van R 15.6 miljoen uitgereik, waarvan R 1.7 miljoen ten opsigte van afwykings is.

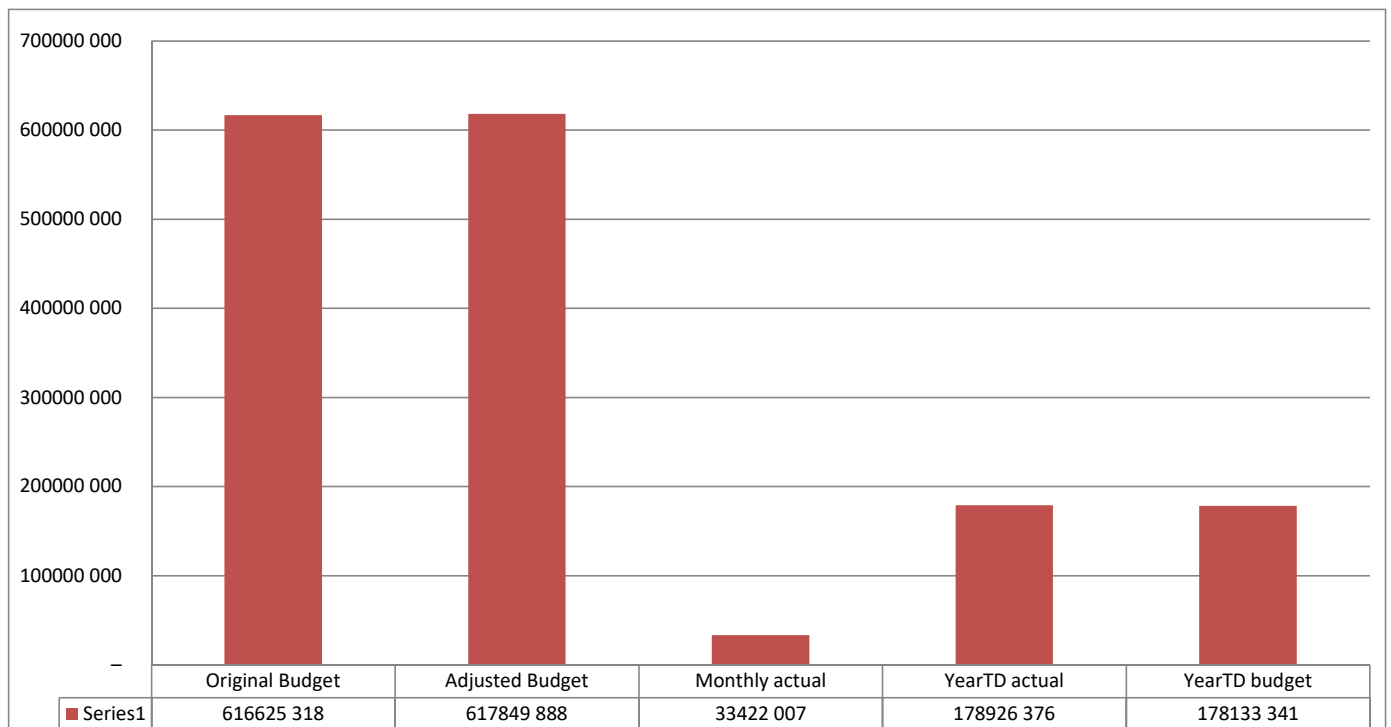
Die munisipaliteit het R 41 miljoen in die primêre bankrekening en beleggings ter waarde van R 90 miljoen.

B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir September 2019 .

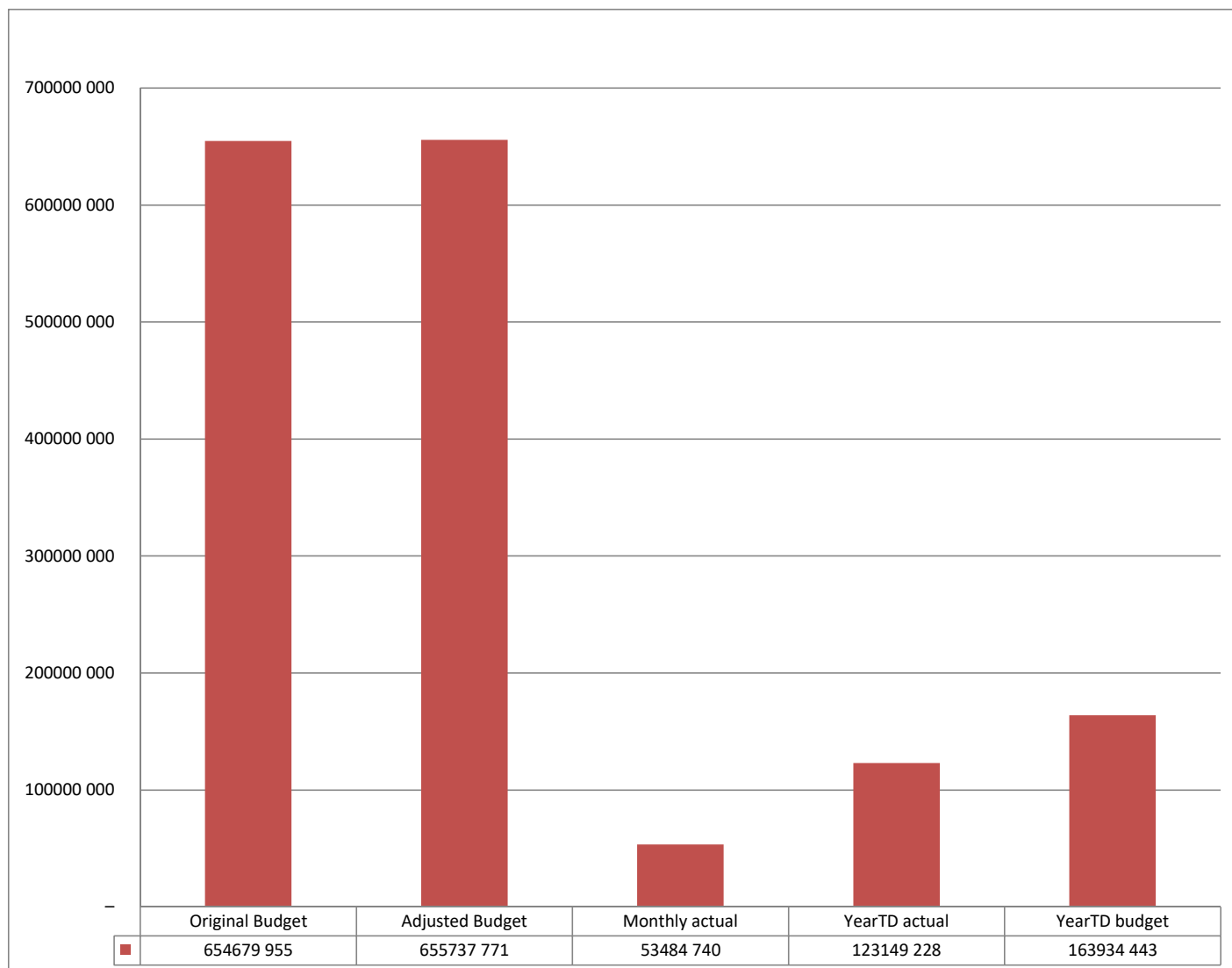
C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiële inligting:

TOTAL OPERATIONAL REVENUE

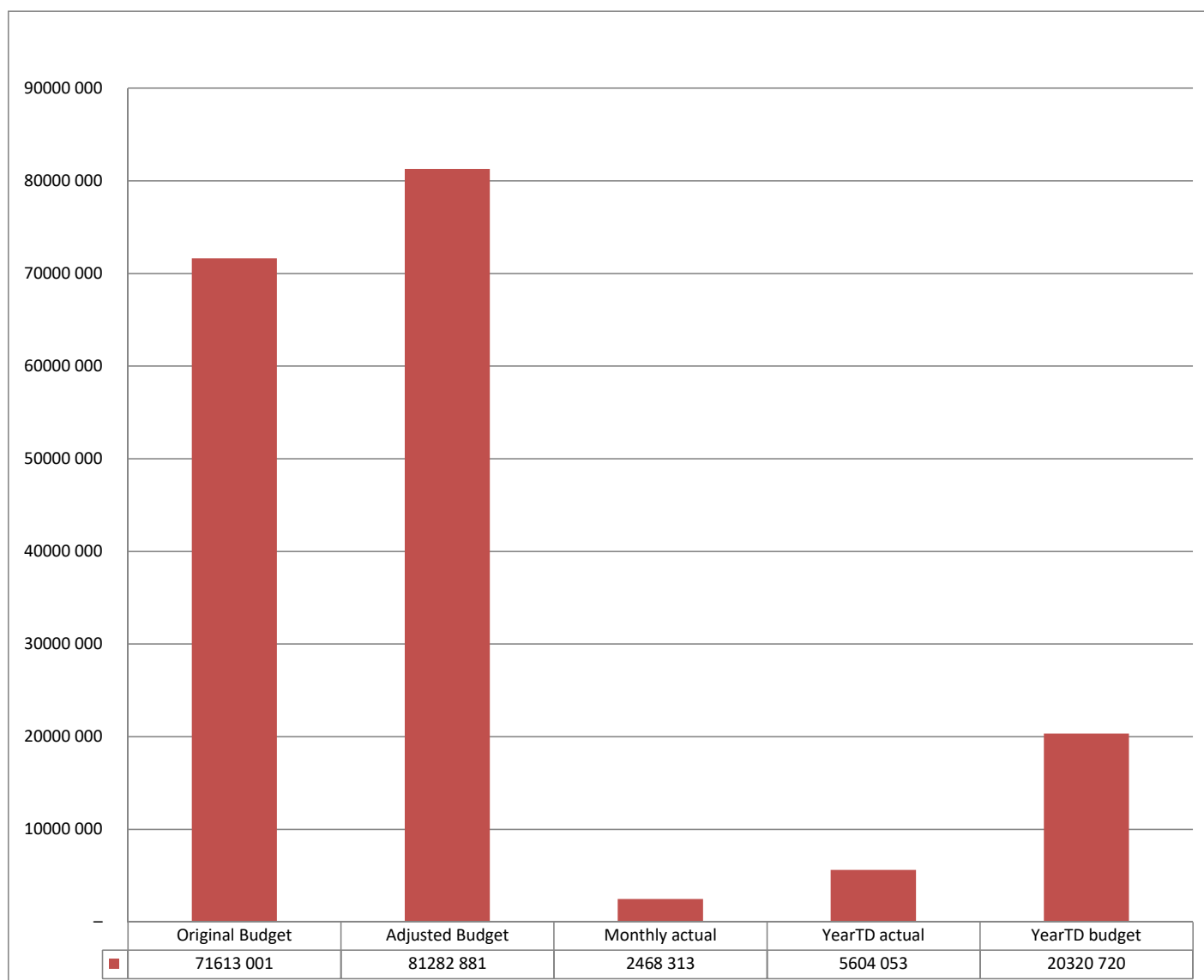
For the period 1 July 2019 to 30 September 2019, 28.96% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2019 tot 30 September 2019, is 28.96% van die begrote operasionele inkomste gehef.

TOTAL OPERATIONAL EXPENDITURE

For the period 1 July 2019 to 30 September 2019, 18.78% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2019 tot 30 September 2019, is 18.78% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE

For the period 1 July 2019 to 30 September 2019, 6.89% of the budgeted capital expenditure was incurred.

There is currently also R 14.04 million on order for capital expenditure.

Vir die periode 1 Julie 2019 tot 30 September 2019, is 6.89% van die begrote kapitale uitgawes aangegaan.

Daar is tans ook R 14.04 miljoen op bestelling vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 30 September 2019.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M03 September

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
<u>Financial Performance</u>									
Property rates	–	72 282	72 282	3 531	43 117	41 741	1 376	3%	72 282
Service charges	–	346 953	346 953	27 113	88 797	86 738	2 058	2%	346 953
Investment revenue	–	8 695	8 695	77	1 134	2 174	(1 039)	-48%	8 695
Transfers recognised - operational	–	138 467	138 827	191	38 959	34 707	4 252	12%	138 827
Other own revenue	–	50 229	51 093	2 509	6 919	12 773	(5 854)	-46%	51 093
transfers and contributions)	–	616 625	617 850	33 422	178 926	178 133	793	0%	617 850
Employee costs	–	188 333	189 006	15 267	46 783	47 252	(468)	-1%	189 006
Remuneration of Councillors	–	11 459	11 459	794	2 382	2 865	(483)	-17%	11 459
Depreciation & asset impairment	–	47 090	47 090	–	1	11 772	(11 771)	-100%	47 090
Finance charges	–	8 840	8 840	40	40	2 210	(2 170)	-98%	8 840
Materials and bulk purchases	–	246 765	245 299	24 245	53 241	61 325	(8 083)	-13%	245 299
Transfers and grants	–	30 962	30 932	3 961	4 175	7 733	(3 558)	-46%	30 932
Other expenditure	–	121 231	123 111	9 178	16 526	30 778	(14 252)	-46%	123 111
Total Expenditure	–	654 680	655 738	53 485	123 149	163 934	(40 785)	-25%	655 738
Surplus/(Deficit)	–	(38 055)	(37 888)	(20 063)	55 777	14 199	41 578	293%	(37 888)
Transfers recognised - capital	–	44 178	52 135	–	–	13 034	(13 034)	-100%	52 135
Contributions & Contributed assets	–	–	–	–	–	–	–	–	–
& contributions	–	6 123	14 247	(20 063)	55 777	27 233	28 545	105%	14 247
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–	–	–
Surplus/ (Deficit) for the year	–	6 123	14 247	(20 063)	55 777	27 233	28 545	105%	14 247
<u>Capital expenditure & funds sources</u>									
Capital expenditure	–	71 613	81 283	2 468	5 604	20 321	(14 717)	-72%	81 283
Capital transfers recognised	–	45 678	52 135	1 038	1 947	13 034	(11 087)	-85%	52 135
Public contributions & donations	–	–	–	–	–	–	–	–	–
Borrowing	–	–	–	–	–	–	–	–	–
Internally generated funds	–	25 935	29 148	1 430	3 657	7 287	(3 630)	-50%	29 148
Total sources of capital funds	–	71 613	81 283	2 468	5 604	20 321	(14 717)	-72%	81 283
<u>Financial position</u>									
Total current assets	–	156 835	156 835		235 621				235 621
Total non current assets	–	978 519	978 519		972 323				972 323
Total current liabilities	–	115 487	115 487		91 287				91 287
Total non current liabilities	–	155 245	155 245		157 416				157 416
Community wealth/Equity	–	864 621	864 621		959 241				959 241
<u>Cash flows</u>									
Net cash from (used) operating	–	70 001	70 001	(4 014)	37 448	17 500	19 948	114%	70 001
Net cash from (used) investing	–	(71 613)	(71 613)	(3 945)	(97 475)	(17 903)	(79 572)	444%	(71 613)
Net cash from (used) financing	–	(500)	(500)	(119)	17	(125)	142	-113%	17
end	–	89 164	89 164	–	34 252	90 747	(56 495)	-62%	92 650
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
<u>Debtors Age Analysis</u>									
Total By Income Source	55 249	4 804	3 464	2 868	2 848	2 816	15 374	121 182	208 605
<u>Creditors Age Analysis</u>									
Total Creditors	728	–	–	–	–	–	–	–	728

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) - M03 September

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue - Functional									
<i>Governance and administration</i>	–	95 002	95 966	4 113	45 838	23 992	21 846	91%	95 969
Finance and administration	–	95 002	95 966	4 113	45 836	23 992	21 844	91%	95 966
<i>Community and public safety</i>	–	156 525	156 925	764	40 354	39 231	1 123	3%	156 925
Community and social services	–	105 912	106 312	152	38 977	26 578	12 399	47%	106 312
Sport and recreation	–	20 394	20 394	602	1 351	5 099	(3 748)	-74%	20 394
Public safety	–	728	728	2	3	182	(179)	-99%	728
Housing	–	29 492	29 492	8	24	7 373	(7 349)	-100%	29 492
<i>Economic and environmental services</i>	–	34 264	35 580	652	1 581	8 895	(7 314)	-82%	35 580
Planning and development	–	3 669	3 669	134	326	917	(591)	-64%	3 669
Road transport	–	30 057	31 214	518	1 254	7 803	(6 549)	-84%	31 214
Environmental protection	–	538	698	–	1	174	(174)	-100%	698
<i>Trading services</i>	–	374 903	381 404	27 883	91 072	95 351	(4 279)	-4%	381 404
Energy sources	–	267 273	267 273	20 489	65 906	66 818	(912)	-1%	267 273
Water management	–	56 021	61 782	2 980	10 119	15 445	(5 327)	-34%	61 782
Waste water management	–	26 404	26 404	2 070	8 137	6 601	1 536	23%	26 404
Waste management	–	25 206	25 945	2 344	6 909	6 486	423	7%	25 945
Total Revenue - Functional	–	660 803	669 985	33 422	178 926	167 496	11 430	7%	669 987
Expenditure - Functional									
<i>Governance and administration</i>	–	120 995	121 766	9 262	24 409	30 442	(6 033)	-20%	121 766
Executive and council	–	28 588	28 518	1 720	4 894	7 129	(2 236)	-31%	28 518
Finance and administration	–	90 177	91 019	7 339	18 843	22 755	(3 911)	-17%	91 019
Internal audit	–	2 230	2 230	204	671	557	114	20%	2 230
<i>Community and public safety</i>	–	99 678	99 134	8 399	16 781	24 784	(8 002)	-32%	99 134
Community and social services	–	26 589	26 564	1 754	5 129	6 641	(1 512)	-23%	26 564
Sport and recreation	–	28 548	28 123	1 773	5 022	7 031	(2 009)	-29%	28 123
Public safety	–	9 416	9 371	666	1 709	2 343	(633)	-27%	9 371
Housing	–	35 126	35 076	4 205	4 921	8 769	(3 848)	-44%	35 076
<i>Economic and environmental services</i>	–	69 890	70 940	3 631	11 133	17 735	(6 602)	-37%	70 940
Planning and development	–	11 868	11 888	869	2 516	2 972	(456)	-15%	11 888
Road transport	–	55 632	56 503	2 692	8 472	14 126	(5 654)	-40%	56 503
Environmental protection	–	2 390	2 550	70	145	637	(493)	-77%	2 550
<i>Trading services</i>	–	363 203	362 983	32 193	70 613	90 746	(20 133)	-22%	362 983
Energy sources	–	260 127	259 835	25 103	54 711	64 959	(10 247)	-16%	259 835
Water management	–	28 971	29 256	2 588	5 251	7 314	(2 064)	-28%	29 256
Waste water management	–	31 759	31 329	2 019	4 590	7 832	(3 242)	-41%	31 329
Waste management	–	42 346	42 564	2 483	6 061	10 641	(4 580)	-43%	42 564
<i>Other</i>	–	914	914	–	213	228	(15)	-7%	914
Total Expenditure - Functional	–	654 680	655 738	53 485	123 149	163 934	(40 785)	-25%	655 738
Surplus/ (Deficit) for the year	–	6 123	14 247	(20 063)	55 777	3 562	52 215		14 249

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) - M03 September

Description	2018/19	Budget Year 2019/20						YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Revenue - Functional									
<i>Municipal governance and administration</i>	–	95 002	95 966	4 113	45 838	23 992	21 846	91%	95 969
Finance and administration	–	95 002	95 966	4 113	45 836	23 992	21 844	91%	95 966
Administrative and Corporate Support	–	9	9	–	–	2	(2)	-100%	9
Budget and Treasury Office	–	–	–	–	–	–	–		–
Finance	–	94 446	95 311	4 109	45 823	23 828	21 996	92%	95 311
Human Resources	–	526	526	–	–	131	(131)	-100%	526
Marketing, Customer Relations, Publicity and Media	–	4	104	–	–	26	(26)	-100%	104
Supply Chain Management	–	17	17	5	12	4	8	187%	17
<i>Community and public safety</i>	–	156 525	156 925	764	40 354	39 231	1 123	3%	156 925
Community and social services	–	105 912	106 312	152	38 977	26 578	12 399	47%	106 312
Aged Care	–	95 119	95 119	86	38 801	23 780	15 021	63%	95 119
Cemeteries, Funeral Parlours and Crematoriums	–	222	222	26	67	56	11	20%	222
Community Halls and Facilities	–	863	863	33	87	216	(129)	-60%	863
Libraries and Archives	–	9 707	10 107	7	23	2 527	(2 504)	-99%	10 107
Sport and recreation	–	20 394	20 394	602	1 351	5 099	(3 748)	-74%	20 394
Recreational Facilities	–	7 299	7 299	599	1 332	1 825	(493)	-27%	7 299
Sports Grounds and Stadiums	–	13 095	13 095	4	18	3 274	(3 256)	-99%	13 095

Description	2018/19	Budget Year 2019/20							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Public safety	–	728	728	2	3	182	(179)	-99%	728
<i>Fire Fighting and Protection</i>	–	728	728	2	3	182	(179)	-99%	728
Housing	–	29 492	29 492	8	24	7 373	(7 349)	-100%	29 492
<i>Housing</i>	–	29 492	29 492	8	24	7 373	(7 349)	-100%	29 492
<i>Economic and environmental services</i>	–	34 264	35 580	652	1 581	8 895	(7 314)	-82%	35 580
Planning and development	–	3 669	3 669	134	326	917	(591)	-64%	3 669
<i>Economic Development/Planning</i>	–	250	250	–	–	62	(62)	-100%	250
<i>Town Planning, Building Regulations and Enforcemen</i>	–	2 793	2 793	134	326	698	(372)	-53%	2 793
<i>Project Management Unit</i>	–	626	626	–	–	157	(157)	-100%	626
Road transport	–	30 057	31 214	518	1 254	7 803	(6 549)	-84%	31 214
<i>Police Forces, Traffic and Street Parking Control</i>	–	23 720	23 720	518	1 254	5 930	(4 676)	-79%	23 720
<i>Roads</i>	–	6 337	7 493	–	–	1 873	(1 873)	-100%	7 493
Environmental protection	–	538	698	–	1	174	(174)	-100%	698
<i>Biodiversity and Landscape</i>	–	538	698	–	1	174	(174)	-100%	698
<i>Trading services</i>	–	374 903	381 404	27 883	91 072	95 351	(4 279)	-4%	381 404
Energy sources	–	267 273	267 273	20 489	65 906	66 818	(912)	-1%	267 273
<i>Electricity</i>	–	266 452	266 452	20 489	65 906	66 613	(706)	-1%	266 452
<i>Street Lighting and Signal Systems</i>	–	821	821	–	–	205	(205)	-100%	821
Water management	–	56 021	61 782	2 980	10 119	15 445	(5 327)	-34%	61 782
<i>Water Distribution</i>	–	56 021	61 782	2 980	10 119	15 445	(5 327)	-34%	61 782
Waste water management	–	26 404	26 404	2 070	8 137	6 601	1 536	23%	26 404
<i>Sewerage</i>	–	23 012	23 012	2 070	8 137	5 753	2 384	41%	23 012
<i>Storm Water Management</i>	–	3 391	3 391	–	–	848	(848)	-100%	3 391
Waste management	–	25 206	25 945	2 344	6 909	6 486	423	7%	25 945
<i>Solid Waste Removal</i>	–	25 206	25 945	2 344	6 909	6 486	423	7%	25 945
Total Revenue - Functional	–	660 803	669 985	33 422	178 926	167 496	11 430	7%	669 987

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M03 September

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Expenditure - Functional									
<i>Municipal governance and administration</i>	–	120 995	121 766	9 262	24 409	30 442	(6 033)	-20%	121 766
Executive and council	–	28 588	28 518	1 720	4 894	7 129	(2 236)	-31%	28 518
Mayor and Council	–	18 767	18 686	1 170	3 300	4 671	(1 371)	-29%	18 686
Municipal Manager, Town Secretary and Chief Execut	–	9 822	9 832	549	1 594	2 458	(864)	-35%	9 832
Finance and administration	–	90 177	91 019	7 339	18 843	22 755	(3 911)	-17%	91 019
Administrative and Corporate Support	–	8 615	8 918	1 393	3 379	2 230	1 150	52%	8 918
Asset Management	–	4 392	4 392	4	135	1 098	(963)	-88%	4 392
Budget and Treasury Office	–	–	–	–	–	–	–	–	–
Finance	–	33 713	34 048	2 710	5 362	8 512	(3 150)	-37%	34 048
Fleet Management	–	2 796	2 796	215	653	699	(46)	-7%	2 796
Human Resources	–	19 972	19 949	1 532	5 397	4 987	410	8%	19 949
Information Technology	–	3 719	3 719	200	533	930	(397)	-43%	3 719
Legal Services	–	1 780	1 780	342	665	445	220	50%	1 780
Marketing, Customer Relations, Publicity and Media	–	3 630	3 775	321	898	944	(46)	-5%	3 775
Property Services	–	3 489	3 489	47	146	872	(726)	-83%	3 489
Risk Management	–	421	421	–	–	105	(105)	-100%	421
Supply Chain Management	–	5 970	6 170	551	1 603	1 542	60	4%	6 170
Valuation Service	–	1 680	1 563	24	72	391	(319)	-82%	1 563
Internal audit	–	2 230	2 230	204	671	557	114	20%	2 230
Governance Function	–	2 230	2 230	204	671	557	114	20%	2 230
Community and public safety	–	99 678	99 134	8 399	16 781	24 784	(8 002)	-32%	99 134
Community and social services	–	26 589	26 564	1 754	5 129	6 641	(1 512)	-23%	26 564
Aged Care	–	4 296	4 267	307	757	1 067	(309)	-29%	4 267
Cemeteries, Funeral Parlours and Crematoriums	–	3 317	3 317	246	715	829	(114)	-14%	3 317
Child Care Facilities	–	819	823	2	2	206	(204)	-99%	823
Community Halls and Facilities	–	6 080	6 080	422	1 287	1 520	(233)	-15%	6 080
Disaster Management	–	47	47	11	11	12	(1)	-7%	47
Education	–	705	705	0	0	176	(176)	-100%	705
Libraries and Archives	–	11 324	11 324	766	2 356	2 831	(475)	-17%	11 324
Sport and recreation	–	28 548	28 123	1 773	5 022	7 031	(2 009)	-29%	28 123
Community Parks (including Nurseries)	–	6 763	6 763	526	1 536	1 691	(154)	-9%	6 763
Recreational Facilities	–	16 797	16 373	922	2 517	4 093	(1 577)	-39%	16 373
Sports Grounds and Stadiums	–	4 988	4 988	325	969	1 247	(278)	-22%	4 988
Public safety	–	9 416	9 371	666	1 709	2 343	(633)	-27%	9 371
Fire Fighting and Protection	–	9 416	9 371	666	1 709	2 343	(633)	-27%	9 371
Housing	–	35 126	35 076	4 205	4 921	8 769	(3 848)	-44%	35 076
Housing	–	33 431	33 361	4 192	4 878	8 340	(3 463)	-42%	33 361
Informal Settlements	–	1 695	1 715	13	44	429	(385)	-90%	1 715

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	YearTD budget
R thousands								%	
Economic and environmental services	–	69 890	70 940	3 631	11 133	17 735	(6 602)	-37%	70 940
Planning and development	–	11 868	11 888	869	2 516	2 972	(456)	-15%	11 888
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>	–	2 182	2 182	137	378	545	(167)	-31%	2 182
<i>Economic Development/Planning</i>	–	2 227	2 247	254	744	562	183	32%	2 247
<i>Town Planning, Building Regulations and Enforcement</i>	–	4 920	4 920	342	984	1 230	(246)	-20%	4 920
<i>Project Management Unit</i>	–	2 538	2 538	136	409	635	(225)	-36%	2 538
Road transport	–	55 632	56 503	2 692	8 472	14 126	(5 654)	-40%	56 503
<i>Police Forces, Traffic and Street Parking Control</i>	–	31 101	30 815	1 737	4 847	7 704	(2 857)	-37%	30 815
<i>Roads</i>	–	24 531	25 688	955	3 625	6 422	(2 797)	-44%	25 688
Environmental protection	–	2 390	2 550	70	145	637	(493)	-77%	2 550
<i>Biodiversity and Landscape</i>	–	2 390	2 550	70	145	637	(493)	-77%	2 550
<i>Pollution Control</i>	–	–	–	–	–	–	–		–
Trading services	–	363 203	362 983	32 193	70 613	90 746	(20 133)	-22%	362 983
Energy sources	–	260 127	259 835	25 103	54 711	64 959	(10 247)	-16%	259 835
<i>Electricity</i>	–	257 067	256 775	24 862	54 037	64 194	(10 157)	-16%	256 775
<i>Street Lighting and Signal Systems</i>	–	3 060	3 060	242	674	765	(91)	-12%	3 060
Water management	–	28 971	29 256	2 588	5 251	7 314	(2 064)	-28%	29 256
<i>Water Treatment</i>	–	1 557	1 557	2	8	389	(381)	-98%	1 557
<i>Water Distribution</i>	–	24 063	24 048	2 535	4 010	6 012	(2 003)	-33%	24 048
<i>Water Storage</i>	–	3 351	3 651	51	1 233	913	320	35%	3 651
Waste water management	–	31 759	31 329	2 019	4 590	7 832	(3 242)	-41%	31 329
<i>Public Toilets</i>	–	1 710	1 710	119	354	427	(73)	-17%	1 710
<i>Sewerage</i>	–	21 855	21 415	1 423	2 861	5 354	(2 493)	-47%	21 415
<i>Storm Water Management</i>	–	5 720	5 720	475	1 373	1 430	(57)	-4%	5 720
<i>Waste Water Treatment</i>	–	2 475	2 485	2	2	621	(619)	-100%	2 485
Waste management	–	42 346	42 564	2 483	6 061	10 641	(4 580)	-43%	42 564
<i>Solid Waste Disposal (Landfill Sites)</i>	–	16 543	16 539	348	840	4 135	(3 295)	-80%	16 539
<i>Solid Waste Removal</i>	–	24 478	24 699	1 981	4 762	6 175	(1 412)	-23%	24 699
<i>Street Cleaning</i>	–	1 325	1 325	154	459	331	127	38%	1 325
Other	–	914	914	–	213	228	(15)	-7%	914
Licensing and Regulation	–	60	60	–	–	15	(15)	-100%	60
Tourism	–	854	854	–	213	214	(0)	0%	854
Total Expenditure - Functional	–	654 680	655 738	53 485	123 149	163 934	(40 785)	-25%	655 738
Surplus/ (Deficit) for the year	–	6 123	14 247	(20 063)	55 777	3 562	52 215	1466%	14 249

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) - M03
September

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue by Vote									
Vote 1 - Financial Services	–	91 210	92 074	3 921	45 299	44 516	784	1,8%	92 074
Vote 2 - Community Services	–	181 732	182 292	1 307	41 737	45 573	(3 836)	-8,4%	182 292
Vote 3 - Corporate Services	–	539	639	–	2	160	(157)	-98,6%	639
Vote 4 - Technical Services	–	385 828	393 486	28 155	91 756	98 371	(6 616)	-6,7%	393 486
Vote 5 - Municipal Manager	–	1 495	1 495	39	133	374	(241)	-64,5%	1 495
Total Revenue by Vote	–	660 803	669 985	33 422	178 926	188 993	(10 067)	-5,3%	669 985
Vote 1 - Financial Services	–	47 139	47 557	3 321	7 268	11 889	(4 621)	-38,9%	47 557
Vote 2 - Community Services	–	136 762	136 111	10 446	22 480	34 028	(11 547)	-33,9%	136 111
Vote 3 - Corporate Services	–	61 026	61 379	4 840	14 374	15 345	(971)	-6,3%	61 379
Vote 4 - Technical Services	–	397 201	398 139	33 847	76 283	99 535	(23 251)	-23,4%	398 139
Vote 5 - Municipal Manager	–	12 551	12 551	1 030	2 744	3 138	(394)	-12,6%	12 551
Total Expenditure by Vote	–	654 680	655 738	53 485	123 149	163 934	(40 785)	-24,9%	655 738
Surplus/ (Deficit) for the year	–	6 123	14 247	(20 063)	55 777	25 059	30 718	122,6%	14 247

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) - M03 September

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
<u>Revenue By Source</u>									
Property rates	–	72 282	72 282	3 531	43 117	41 741	1 376	3%	72 282
Service charges - electricity revenue	–	265 119	265 119	20 505	65 942	66 280	(337)	-1%	265 119
Service charges - water revenue	–	35 901	35 901	2 570	8 923	8 975	(53)	-1%	35 901
Service charges - sanitation revenue	–	22 085	22 085	1 921	7 695	5 521	2 174	39%	22 085
Service charges - refuse revenue	–	23 849	23 849	2 116	6 237	5 962	275	5%	23 849
Service charges - other	–	–	–	–	–	–	–	–	–
Rental of facilities and equipment	–	7 567	7 567	460	1 172	1 892	(719)	-38%	7 567
Interest earned - external investments	–	8 695	8 695	77	1 134	2 174	(1 039)	-48%	8 695
Interest earned - outstanding debtors	–	7 891	7 891	1 070	3 169	1 973	1 196	61%	7 891
Dividends received	–	–	–	–	–	–	–	–	–
Fines, penalties and forfeits	–	19 482	19 482	(65)	23	4 871	(4 848)	-100%	19 482
Licences and permits	–	165	165	129	337	41	296	719%	165
Agency services	–	5 420	5 420	459	975	1 355	(380)	-28%	5 420
Transfers recognised - operational	–	138 467	138 827	191	38 959	34 707	4 252	12%	138 827
Other revenue	–	9 704	10 568	456	1 244	2 642	(1 398)	-53%	10 568
Gains on disposal of PPE	–	–	–	–	–	–	–	–	–
Total Revenue (excluding capital transfers and contributions)	–	616 625	617 850	33 422	178 926	178 133	793	0%	617 850
<u>Expenditure By Type</u>									
Employee related costs	–	188 333	189 006	15 267	46 783	47 252	(468)	-1%	189 006
Remuneration of councillors	–	11 459	11 459	794	2 382	2 865	(483)	-17%	11 459
Debt impairment	–	33 613	33 613	2 878	1 237	8 403	(7 166)	-85%	33 613
Depreciation & asset impairment	–	47 090	47 090	–	1	11 772	(11 771)	-100%	47 090
Finance charges	–	8 840	8 840	40	40	2 210	(2 170)	-98%	8 840
Bulk purchases	–	229 196	229 196	23 415	50 151	57 299	(7 148)	-12%	229 196
Other materials	–	17 569	16 103	830	3 090	4 026	(935)	-23%	16 103
Contracted services	–	43 731	44 787	3 313	8 067	11 197	(3 130)	-28%	44 787
Transfers and grants	–	30 962	30 932	3 961	4 175	7 733	(3 558)	-46%	30 932
Other expenditure	–	43 888	44 712	2 987	7 222	11 178	(3 956)	-35%	44 712
Loss on disposal of PPE	–	–	–	–	–	–	–	–	–
Total Expenditure	–	654 680	655 738	53 485	123 149	163 934	(40 785)	-25%	655 738
Surplus/(Deficit)	–	(38 055)	(37 888)	(20 063)	55 777	14 199	41 578	0	(37 888)
Transfers recognised - capital	–	44 178	52 135	–	–	13 034	(13 034)	(0)	52 135
Contributions recognised - capital	–	–	–	–	–	–	–	–	–
Contributed assets	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after capital transfers & contributions	–	6 123	14 247	(20 063)	55 777	27 233			14 247
Surplus/(Deficit) attributable to Share of surplus/ (deficit) of associate	–	6 123	14 247	(20 063)	55 777	27 233			14 247
Surplus/ (Deficit) for the year	–	6 123	14 247	(20 063)	55 777	27 233			14 247

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) - M03 September

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
<u>Multi-Year expenditure appropriation</u>									
Vote 2 - Community Services	–	3 106	3 106	–	–	776	(776)	-100%	3 106
Vote 4 - Technical Services	–	33 049	38 810	1 266	3 411	9 703	(6 291)	-65%	38 810
Total Capital Multi-year expenditure	–	36 155	41 916	1 266	3 411	10 479	(7 068)	-67%	41 916
<u>Single Year expenditure appropriation</u>									
Vote 1 - Financial Services	–	80	80	1	4	20	(16)	-81%	80
Vote 2 - Community Services	–	15 992	16 800	21	574	4 200	(3 626)	-86%	16 800
Vote 3 - Corporate Services	–	3 380	4 582	71	306	1 145	(840)	-73%	4 582
Vote 4 - Technical Services	–	15 950	17 849	1 110	1 309	4 462	(3 153)	-71%	17 849
Vote 5 - Municipal Manager	–	56	56	–	–	14	(14)	-100%	56
Total Capital single-year expenditure	–	35 458	39 367	1 202	2 193	9 842	(7 649)	-78%	39 367
Total Capital Expenditure	–	71 613	81 283	2 468	5 604	20 321	(14 717)	-72%	81 283

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M03 September

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Capital Expenditure - Standard Classification									
<i>Governance and administration</i>	–	2 700	4 203	75	77	1 051	(974)	-93%	4 203
Executive and council	–	150	150	9	11	38	(26)	-70%	150
Finance and administration	–	2 550	4 053	66	66	1 013	(947)	-93%	4 053
<i>Community and public safety</i>	–	18 572	19 372	(10)	544	4 843	(4 299)	-89%	19 372
Community and social services	–	4 190	5 090	9	84	1 273	(1 189)	-93%	5 090
Sport and recreation	–	13 461	13 360	(19)	460	3 340	(2 880)	-86%	13 360
Public safety	–	922	922	–	–	230	(230)	-100%	922
Housing	–	–	–	–	–	–	–		–
<i>Economic and environmental service.</i>	–	13 808	13 816	1 434	1 434	3 454	(2 021)	-58%	13 816
Planning and development	–	26	138	28	28	34	(6)	-19%	138
Road transport	–	13 782	13 679	1 406	1 406	3 420	(2 014)	-59%	13 679
Environmental protection	–	–	–	–	–	–	–		–
<i>Trading services</i>	–	36 533	43 891	970	3 550	10 973	(7 423)	-68%	43 891
Energy sources	–	8 700	8 700	167	1 886	2 175	(289)	-13%	8 700
Water management	–	19 581	26 544	34	338	6 636	(6 298)	-95%	26 544
Waste water management	–	7 241	7 341	769	1 325	1 835	(510)	-28%	7 341
Waste management	–	1 010	1 306	–	–	326	(326)	-100%	1 306
Total Capital Expenditure - Standard Classification	–	71 613	81 283	2 468	5 604	20 321	(14 717)	-72%	81 283
Funded by:									
National Government	–	38 506	44 267	1 038	1 947	11 067	(9 120)	-82%	44 267
Provincial Government	–	6 672	7 072	–	–	1 768	(1 768)	-100%	7 072
District Municipality	–	500	500	–	–	125	(125)	-100%	500
Transfers recognised - capital	–	45 678	52 135	1 038	1 947	13 034	(11 087)	-85%	52 135
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	–	25 935	29 148	1 430	3 657	7 287	(3 630)	-50%	29 148
Total Capital Funding	–	71 613	81 283	2 468	5 604	20 321	(14 717)	-72%	81 283

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M03 September

Description	2018/19	Budget Year 2019/20			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
<u>ASSETS</u>					
Current assets					
Cash	–	89 164	89 164	34 252	34 252
Call investment deposits	–	–	–	90 000	90 000
Consumer debtors	–	29 579	29 579	96 656	96 656
Other debtors	–	26 690	26 690	5 053	5 053
Current portion of long-term receivables	–	–	–	–	–
Inventory	–	11 402	11 402	9 660	9 660
Total current assets	–	156 835	156 835	235 621	235 621
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	–	45 660	45 660	44 492	44 492
Investments in Associate	–	–	–	–	–
Property, plant and equipment	–	929 659	929 659	925 251	925 251
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	–	2 650	2 650	2 030	2 030
Other non-current assets	–	550	550	550	550
Total non current assets	–	978 519	978 519	972 323	972 323
TOTAL ASSETS	–	1 135 353	1 135 353	1 207 944	1 207 944
<u>LIABILITIES</u>					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	1 518	1 518
Consumer deposits	–	6 418	6 418	7 322	7 322
Trade and other payables	–	69 191	69 191	57 644	57 644
Provisions	–	39 877	39 877	24 803	24 803
Total current liabilities	–	115 487	115 487	91 287	91 287
Non current liabilities					
Borrowing	–	675	675	4 704	4 704
Provisions	–	154 570	154 570	152 712	152 712
Total non current liabilities	–	155 245	155 245	157 416	157 416
TOTAL LIABILITIES	–	270 732	270 732	248 703	248 703
NET ASSETS	–	864 621	864 621	959 241	959 241
<u>COMMUNITY WEALTH/EQUITY</u>					
Accumulated Surplus/(Deficit)	–	854 266	854 266	948 886	948 886
Reserves	–	10 355	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	–	864 621	864 621	959 241	959 241

The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M03 September

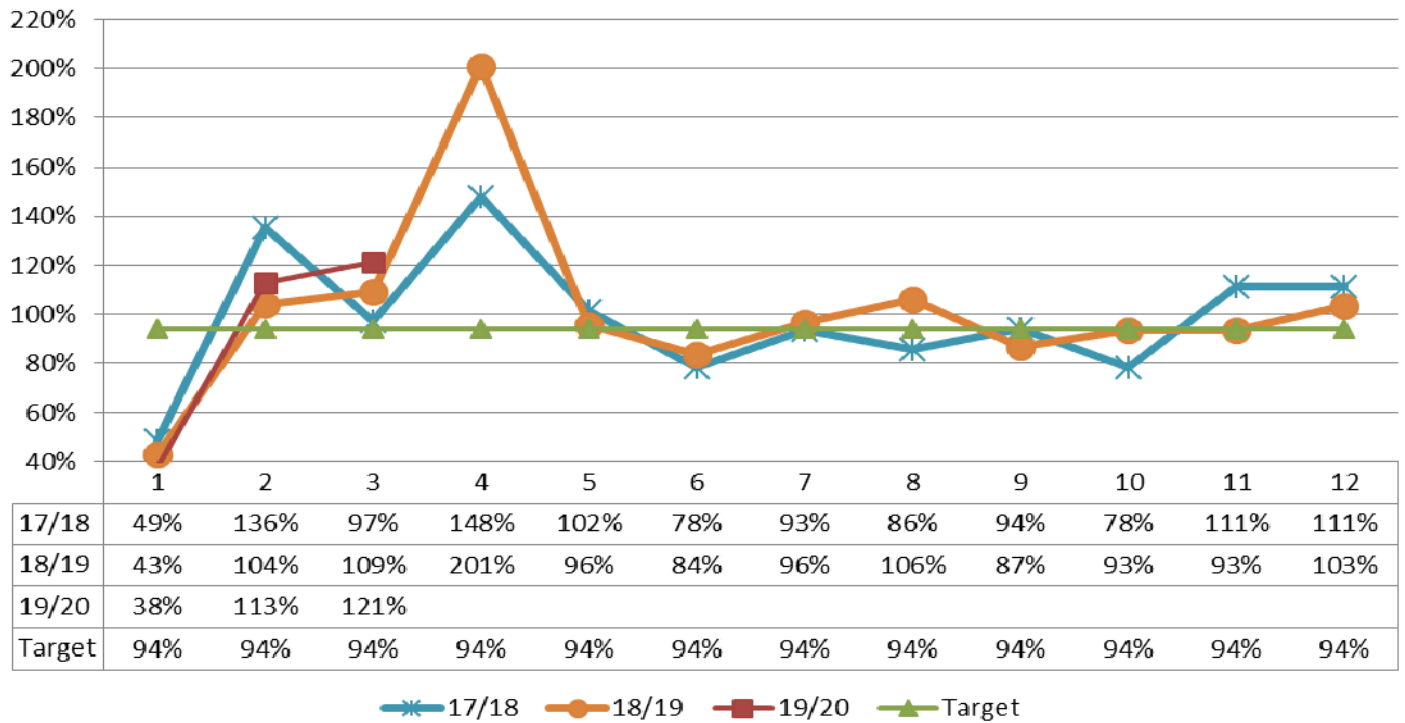
Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	–	71 559	71 559	11 734	26 330	17 890	8 440	47%	71 559
Service charges	–	330 950	330 950	35 513	91 416	82 738	8 678	10%	330 950
Other revenue	–	24 158	24 158	2 344	4 155	6 040	(1 884)	-31%	24 158
Government - operating	–	139 169	139 169	–	53 598	34 792	18 806	54%	139 169
Government - capital	–	50 208	50 208	–	14 003	12 552	1 451	12%	50 208
Interest	–	16 565	16 565	77	1 134	4 141	(3 007)	-73%	16 565
Dividends									
Payments									
Suppliers and employees	–	(530 278)	(530 278)	(49 721)	(144 269)	(132 570)	11 700	-9%	(530 278)
Finance charges	–	(1 366)	(1 366)	–	–	(342)	(342)	100%	(1 366)
Transfers and Grants	–	(30 962)	(30 962)	(3 961)	(8 919)	(7 741)	1 179	-15%	(30 962)
NET CASH FROM/(USED) OPERATING ACTIVITIES	–	70 001	70 001	(4 014)	37 448	17 500	45 022	257%	70 001
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	–	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	–	(90 000)	–	(90 000)		–
Payments									
Capital assets	–	(71 613)	(71 613)	(3 945)	(7 475)	(17 903)	(10 428)	58%	(71 613)
NET CASH FROM/(USED) INVESTING ACTIVITIES	–	(71 613)	(71 613)	(3 945)	(97 475)	(17 903)	79 572	-444%	(71 613)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits	–	–	–	(97)	39	–	39		–
Payments									
Repayment of borrowing	–	(500)	(500)	(22)	(22)	(125)	(103)	82%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	–	(500)	(500)	(119)	17	(125)	(142)	113%	17
NET INCREASE/ (DECREASE) IN CASH HELD	–	(2 112)	(2 112)	(8 078)	(60 010)	(528)			–
Cash/cash equivalents at beginning:	–	91 275	91 275		94 262	91 275			94 262
Cash/cash equivalents at month/year end:	–	89 164	89 164		34 252	90 747			92 650

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M03 September

Description	NT Code	Budget Year 2019/20									
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
R thousands											
Debtors Age Analysis By Income Source											
Water	1200	8 439	2 100	1 182	955	1 049	1 046	5 291	37 036	57 098	45 378
Electricity	1300	16 318	442	306	231	209	225	1 069	2 571	21 371	4 305
Property Rates	1400	21 396	333	414	215	185	173	989	13 832	37 538	15 395
Waste Water Management	1500	5 322	905	649	621	576	558	3 350	17 760	29 742	22 866
Waste Management	1600	5 893	859	750	696	643	614	3 260	19 021	31 735	24 233
Property Rental Debtors	1700	88	19	12	12	17	16	94	693	952	833
Interest on Arrear Accounts	1810	1 460	103	112	111	129	145	1 151	29 290	32 502	30 827
Recoverable expenditure	1820	-	-	-	-	-	-	-	-	-	-
Other	1900	(3 669)	44	39	27	39	38	169	979	(2 333)	1 253
Total By Income Source	2000	55 249	4 804	3 464	2 868	2 848	2 816	15 374	121 182	208 605	145 089
2018/19 - totals only										-	-
Debtors Age Analysis By Customer Group											
Organs of State	2200	8 891	148	140	76	83	97	272	3 272	12 978	3 800
Commercial	2300	20 254	644	447	301	276	286	1 613	8 896	32 717	11 371
Households	2400	25 116	3 861	2 740	2 401	2 466	2 412	13 361	106 069	158 426	126 709
Other	2500	988	151	136	90	24	22	129	2 945	4 485	3 209
Total By Customer Group	2600	55 249	4 804	3 464	2 868	2 848	2 816	15 374	121 182	208 605	145 089

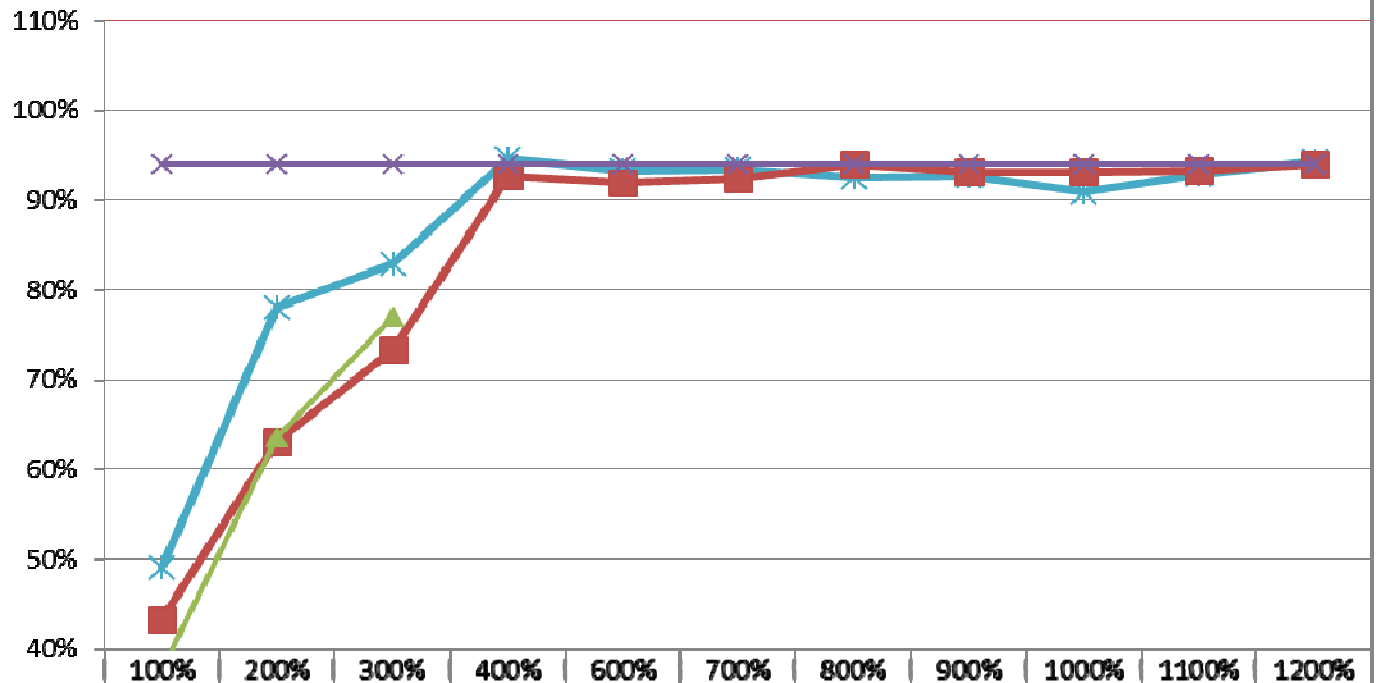
Debtor Collection Rate per Month



The purpose of this graph is to illustrate the collection against targets set for the relevant months. The target for the month is 94% while the actual figure for September 2019 amounts to 121% in comparison to the previous year 109%.

Die doel van hierdie grafiek is om die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir September 2019 121 % beloop in vergelyking met die vorige jaar 109 %.

Accumulative Collection Rate



The purpose of this graph is to illustrate effectiveness of collection of debt against targets set for the year. The target for the year to date is 94% while the actual figure is 77%.

Die doel van hierdie grafiek is om die doeltreffendheid van die verhoging van skuld te illustreer teen die teikens gestel vir die jaar. Die teiken vir die jaar tot datum is 94%, terwyl die werklike syfer 77% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M03 September

Description R thousands	NT Code	Budget Year 2019/20								Total
		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	-	-	-	-	-	-	-	-	-
Bulk Water	0200	-	-	-	-	-	-	-	-	-
PAYE deductions	0300	-	-	-	-	-	-	-	-	-
VAT (output less input)	0400	-	-	-	-	-	-	-	-	-
Pensions / Retirement deductions	0500	-	-	-	-	-	-	-	-	-
Loan repayments	0600	-	-	-	-	-	-	-	-	-
Trade Creditors	0700	728	-	-	-	-	-	-	-	728
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	728	-	-	-	-	-	-	-	728

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M03 September

Investments by maturity Name of institution & investment ID R thousands	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
	Yrs/Months							
<u>Municipality</u>								
ABSA	–	–	–	–		–	–	20 000
Investec	–	–	–	–		–	–	10 000
Nedbank	–	–	–	–		–	–	20 000
Standard Bank	–	–	–	–		–	–	20 000
FNB	–	–	–	–		–	–	20 000
	–	–	–	–		–	–	–
TOTAL INVESTMENTS AND INTEREST				–		–	–	90 000

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are recognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M03 September

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
RECEIPTS:									
Operating Transfers and Grants									
National Government:	–	97 119	97 119	191	38 959	24 280	14 679	60,5%	97 119
Equitable Share	–	92 850	92 850	–	38 688	23 213	15 476	66,7%	92 850
Local Government Financial Management Grant [Schedule 5B]	–	1 400	1 400	105	158	350	(192)	-54,8%	1 400
Expanded Public Works Programme Integrated Grant [Schedule 5B]	–	2 269	2 269	86	113	567	(455)	-80,2%	2 269
Municipal Infrastructure Grant [Schedule 5B]	–	600	600	–	–	150	(150)	-100,0%	600
Provincial Government:	–	39 969	38 469	–	–	9 617	(9 617)	-100,0%	38 469
Housing	–	29 000	29 000	–	–	7 250	(7 250)	-100,0%	29 000
Financial Management	–	330	330	–	–	83	(83)	-100,0%	330
Financial Management Support Grant	–	–	–	–	–	–	–	–	–
Libraries, Archives and Museum	–	9 639	8 139	–	–	2 035	(2 035)	-100,0%	8 139
Community Development Workers	–	–	–	–	–	–	–	–	–
Maintenance of Main Roads	–	–	–	–	–	–	–	–	–
Municipal Accreditation & Capacity Building Grant	–	224	224	–	–	56	(56)	-100,0%	224
Other grant providers:	–	1 549	1 549	–	–	–	–	–	1 549
Tourism	–	–	–	–	–	–	–	–	–
Water Drought Support	–	–	–	–	–	–	–	–	–
Other grant providers:	–	775	775	–	–	–	–	–	775
Belguim Grant	–	250	250	–	–	–	–	–	250
Total Operating Transfers and Grants	–	138 638	137 138	191	38 959	33 897	5 062	14,9%	137 138
National Government:	–	80 490	92 012	–	–	23 003	(23 003)	-100,0%	92 012
National Government:	–	41 984	47 745	–	–	11 936	(11 936)	-100,0%	47 745
Municipal Infrastructure Grant [Schedule 5B]	–	18 966	18 966	–	–	4 742	(4 742)	-100,0%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	–	16 931	22 692	–	–	5 673	(5 673)	-100,0%	22 692
Provincial Government:	–	2 666	2 666	–	–	667	(667)	-100,0%	1 944
Provincial Government:	–	1 694	1 694	–	–	423	(423)	-100,0%	972
Housing	–	–	–	–	–	–	–	–	–
Total Capital Transfers and Grants	–	83 156	94 678	–	–	23 670	(23 670)	-100,0%	93 956
TOTAL RECEIPTS OF TRANSFERS & GRANTS	–	221 794	231 816	191	38 959	57 567	(18 608)	-32,3%	231 094

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Operating and Capital expenditure financed from grants are indicated in the following table:

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M03 September

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	-	97 119	97 119	191	38 959	24 280	14 679	60,5%	97 119
Equitable Share	-	92 850	92 850	-	38 688	23 213	15 476	66,7%	92 850
Local Government Financial Management Grant [Schedule 5B]	-	1 400	1 400	105	158	350	(192)	-54,8%	1 400
Expanded Public Works Programme Integrated Grant [Schedule 5B]	-	2 269	2 269	86	113	567	(455)	-80,2%	2 269
Municipal Infrastructure Grant [Schedule 5B]	-	600	600	-	-	150	(150)	-100,0%	600
Other transfers and grants [insert description]	-	-	-	-	-	-	-		-
Provincial Government:	-	40 193	38 693	-	-	9 673	(9 673)	-100,0%	38 693
Housing	-	29 000	29 000	-	-	7 250	(7 250)	-100,0%	29 000
Financial Management	-	330	330	-	-	83	(83)	-100,0%	330
Financial Management Support Grant	-	-	-	-	-	-	-		-
Regional Social Economical Pro	-	1 000	1 000	-	-	250	(250)	-100,0%	1 000
Libraries, Archives and Museum	-	9 639	8 139	-	-	2 035	(2 035)	-100,0%	8 139
Community Development Workers	-	-	-	-	-	-	-		-
Maintenance of Main Roads	-	-	-	-	-	-	-		-
Municipal Accreditation & Capacity Building Grant	-	224	224	-	-	56	(56)	-100,0%	224
District Municipality:	-	-	-	-	-	-	-		-
Tourism	-	-	-	-	-	-	-		-
Water Drought Support	-	-	-	-	-	-	-		-
Other grant providers:	-	775	775	-	-	-	-		775
Belguim Grant	-	250	250	-	-	-	-		250
Table Mountain Fund	-	525	525	-	-	-	-		525
Total operating expenditure of Transfers and Grants	-	138 087	136 587	191	38 959	33 953	5 006	14,7%	136 587
Capital expenditure of Transfers and Grants									
National Government:	-	38 506	44 267	-	-	11 067	(11 067)	-100,0%	44 267
Municipal Infrastructure Grant [Schedule 5B]	-	18 966	18 966	-	-	4 742	(4 742)	-100,00%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	-	16 931	22 692	-	-	5 673	(5 673)	-100,00%	22 692
Integrated National Electrification Programme (Municipal)	-	2 609	2 609	-	-	652	(652)	-100,00%	2 609
Regional Social Economical Pro	-	-	-	-	-	-	-		-
Provincial Government:	-	-	-	-	-	-	-		-
Housing	-	-	-	-	-	-	-		-
Sport & Recreation	-	-	-	-	-	-	-		-
District Municipality:	-	-	-	-	-	-	-		-
Other grant providers:	-	-	-	-	-	-	-		-
Total capital expenditure of Transfers and Grants	-	38 506	44 267	-	-	11 067	(11 067)	-100,0%	44 267
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	-	176 593	180 854	191	38 959	45 020	(6 061)	-13,5%	180 854

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M03 September

Summary of Employee and Councillor remuneration	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 718	7 718	608	1 823	1 930	(106)	-6%	7 718
Pension and UIF Contributions	1 137	1 137	88	265	284	(19)	-7%	1 137
Medical Aid Contributions	227	227	16	49	57	(8)	-14%	227
Motor Vehicle Allowance	741	741	–	–	185	(185)	-100%	741
Cellphone Allowance	1 094	1 094	78	235	274	(39)	-14%	1 094
Housing Allowances	487	487	3	10	122	(111)	-92%	487
Other benefits and allowances	54	54	–	–	13	(13)	-100%	54
Sub Total - Councillors	11 459	11 459	794	2 382	2 865	(483)	-17%	11 459
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	208	624	952	(329)	-35%	3 809
Pension and UIF Contributions	783	783	15	46	196	(149)	-76%	783
Medical Aid Contributions	135	135	6	18	34	(16)	-48%	135
Overtime	–	–	–	–	–	–	–	–
Performance Bonus	891	891	41	83	223	(140)	-63%	891
Motor Vehicle Allowance	1 052	1 052	68	203	263	(60)	-23%	1 052
Cellphone Allowance	71	71	–	2	18	(16)	-91%	71
Housing Allowances	154	154	–	–	38	(38)	-100%	154
Other benefits and allowances	115	115	12	36	29	7	24%	115
Payments in lieu of leave	–	–	–	–	–	–	–	–
Long service awards	–	–	–	–	–	–	–	–
Post-retirement benefit obligations	–	–	–	–	–	–	–	–
Sub Total - Senior Managers	7 010	7 010	350	1 010	1 753	(742)	-42%	7 010
Other Municipal Staff								
Basic Salaries and Wages	107 531	107 531	8 395	24 971	26 883	(1 912)	-7%	107 531
Pension and UIF Contributions	16 333	16 333	1 338	4 002	4 083	(81)	-2%	16 333
Medical Aid Contributions	7 364	7 364	608	1 835	1 841	(6)	0%	7 364
Overtime	12 433	12 432	1 372	4 283	3 108	1 175	38%	12 432
Performance Bonus	8 186	8 186	713	2 141	2 047	95	5%	8 186
Motor Vehicle Allowance	4 478	4 478	414	1 211	1 119	91	8%	4 478
Cellphone Allowance	396	396	41	121	99	22	22%	396
Housing Allowances	1 600	1 600	126	375	400	(25)	-6%	1 600
Other benefits and allowances	4 192	4 192	318	980	1 048	(68)	-6%	4 192
Payments in lieu of leave	889	889	201	1 521	222	1 299	584%	889
Long service awards	436	436	141	424	109	315	290%	436
Post-retirement benefit obligations	11 376	11 376	606	1 817	2 844	(1 027)	-36%	11 376
Sub Total - Other Municipal Staff	175 213	175 213	14 274	43 682	43 803	(121)	0%	175 213
TOTAL SALARY, ALLOWANCES &	193 683	193 682	15 418	47 074	48 420	(1 346)	-3%	193 682
% increase								
TOTAL MANAGERS AND STAFF	182 224	182 223	14 624	44 693	45 556	(863)	-2%	182 223

The monthly cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M03 September

Description	Ref	Budget Year 2019/20											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Cash Receipts By Source													
Property rates		3 455	11 142	11 734									38 451
Service charges - electricity revenue		17 246	27 274	27 135									161 922
Service charges - water revenue		2 326	2 518	2 559									32 667
Service charges - sanitation revenue		1 520	1 560	3 831									10 299
Service charges - refuse		1 647	1 811	1 988									15 440
Service charges - other		-	-	-									-
Rental of facilities and equipment		240	284	382									4 193
Interest earned - external investments		434	623	77									7 068
Interest earned - outstanding debtors		-	-	-									2 227
Dividends received		-	-	-									-
Fines		208	288	300									4 119
Licences and permits		308	8	1 318									2 021
Agency services		-	-	-									4 878
Transfer receipts - operating		47 994	5 605	-									62 372
Other revenue		145	331	344									9 762
Cash Receipts by Source		75 522	51 444	49 668	-	-	-	-	-	-	-	-	355 420
Other Cash Flows by Source													-
Transfer receipts - capital		14 003	-	-									45 827
Contributions & Contributed assets		-	-	-									-
Proceeds on disposal of PPE		-	-	-									-
Short term loans		-	-	-									-
Borrowing long term/refinancing		-	-	-									-
Increase in consumer deposits		92	43	(97)									(39)
Receipt of non-current debtors		-	-	-									-
Receipt of non-current receivables		-	-	-									-
Change in non-current investments		-	(90 000)	-									90 000
Total Cash Receipts by Source		89 618	(38 513)	49 571	-	-	-	-	-	-	-	-	491 208
Cash Payments by Type													-
Employee related costs		13 166	13 889	13 576									122 033
Remuneration of councillors		909	910	899									7 991
Interest paid		-	-	-									1 095
Bulk purchases - Electricity		23 467	30 587	27 112									116 374
Bulk purchases - Water & Sewer		-	-	-									-
Other materials		1 070	1 700	1 073									12 717
Contracted services		2 576	4 884	3 656									43 933
Grants and subsidies paid - other municipalities		-	-	-									-
Grants and subsidies paid - other		4 958	-	3 961									5 475
General expenses		3 937	4 387	3 437									33 894
Cash Payments by Type		50 084	56 357	53 713	-	-	-	-	-	-	-	-	343 512
Other Cash Flows/Payments by Type													
Capital assets		2 346	1 184	3 945									83 978
Repayment of borrowing		-	-	22									2 978
Other Cash Flows/Payments		(7 040)	107	(31)									6 965
Total Cash Payments by Type		45 389	57 648	57 649	-	-	-	-	-	-	-	-	437 433
NET INCREASE/(DECREASE) IN CASH HELD		44 229	(96 160)	(8 078)	-	-	-	-	-	-	-	-	53 775
Cash/cash equivalents at the month/year beginning:		94 262	138 491	42 330	34 252	34 252	34 252	34 252	34 252	34 252	34 252	34 252	34 252
Cash/cash equivalents at the month/year end:		138 491	42 330	34 252	34 252	34 252	34 252	34 252	34 252	34 252	34 252	34 252	88 027

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M03 September

Month	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
R thousands									
<u>Monthly expenditure performance trend</u>									
July		6 777	6 774	101	101	6 774	6 673	98,5%	0%
August		6 777	6 774	3 035	3 136	13 547	10 411	76,9%	4%
September		6 777	6 774	2 468	5 604	20 321	14 717	72,4%	7%
October		6 777	6 774	–		27 094	–		
November		6 777	6 774	–		33 868	–		
December		6 777	6 774	–		40 641	–		
January		6 777	6 774	–		47 415	–		
February		6 777	6 774	–		54 189	–		
March		6 777	6 774	–		60 962	–		
April		6 777	6 774	–		67 736	–		
May		6 777	6 774	–		74 509	–		
June		6 777	6 774	–		81 283	–		
Total Capital expenditure	–	81 321	81 283	5 604					

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/06	Facilitation of training for municipal minimum competency levels MMCL Programme	29-Oct-2019
08/2/17/08	Supply and delivery of New vehicles, plant and equipment	25-Oct-2019
08/2/17/21	Supply, delivery and offloading of 30kg bags of asphalt filler or similar approved filler	22-Oct-2019
08/2/17/30	Clearing of alien vegetation in Ceres nature reserve	14-Oct-2019
08/2/17/37	Supply and delivery of Electricity metering and related equipment	31-Oct-2019

The following formal written price quotations are currently in the advertisement stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/28	Appointment of Architects / Architectural draughtsman for the upgrade and refurbishment of various water and sewerage infrastructure	23-Oct-2019

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/77	Sale of residential erven in Ceres, Bella vista and Tulbagh	23-Aug-2019	28-Aug-2019	L Nieuwenhuis
08/2/16/80	Roads and Stormwater Maintenance	15-Aug-2019	06-Sep-2019	E Lintnaar
08/2/16/82	Supply and delivery of Fuel	27-Sep-2019	Awaiting	O Gatyene
08/2/17/05	Training of Municipal officials on Accredited Electrical modular courses	25-Sep-2019	30-Sep-2019	I Barnard
08/2/17/07	Electrical and Mechanical Maintenance of water and sewer pump stations and treatment works in Witzenberg area for a period of 24 months	26-Sep-2019	Awaiting	N Jacobs
08/2/17/11	The supply, delivery and installation of process aerators / mixers for Witzenberg municipality	20-Sep-2019	Awaiting	N Jacobs

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende mededingende tenders is tans in die adverterings fase:

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/16	Hiring of plant and equipment for the Witzenberg municipal area - Landfill sites	19-Sep-2019	Awaiting	J Jacobs

The following formal written price quotations are currently in the evaluation stage:

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/02	Appointment of a service provider for the editing of the current draft Witzenberg LED Strategy	31-Jul-2019	02-Aug-2019 25-Sep-2019	R Fick
08/2/17/12	Supply and Delivery of Weaponry Items for Traffic and Law Enforcement Officers	06-Sep-2019	19-Sep-2019	M Green
08/2/17/15	Appointment of a service provider for the rebuild/recondition and complete assemble of diesel and petrol engines	27-Sep-2019	Awaiting	O Gatyene
08/2/17/19	Supply of Gear box (recon or exchange unit) and complete new clutch assemble	05-Sep-2019	06-Sep-2019	O Gatyene
08/2/17/24	Service provider for training of municipal officials on various Programmes	30-Sep-2019	Awaiting	I Barnard
08/2/17/31	Lease of the café building in pine forest holiday resort	27-Sep-2019	Awaiting	R Africa
08/2/17/32	Lease of the café building at N'duli and PA Hamlet swimming pools	27-Sep-2019	Awaiting	R Africa

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

The following competitive bid is currently in the adjudication stage:

Die volgende mededingende tender is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/16/51	Appointment of an Auctioneer	05-Jul-2019	25-Sep-2019	27-Sep-2019
08/2/16/55	Revenue Enhancement Services	05-Jun-2019	15-Aug-2019	30-Aug-2019 06-Sep-2019
08/2/16/75	Supply and delivery of disposable bags for refuse removal	03-Jul-2019	25-Sep-2019	27-Sep-2019
08/2/17/03	Supply and delivery of wooden stacking chairs	23-Aug-2019	25-Sep-2019	27-Sep-2019

No formal written price quotations are currently in the adjudication stage.

Geen formele geskrewe prys kwotasie is tans in die Toekenningsfase nie.

3.2.1.4 Bids awarded

The following bid was awarded by the Accounting Officer during the month of September 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/69	30-Sep-2019	Kaap Agri Bedryf Beperk	Supply and delivery of Fuel on Ad hoc basis	Bidder scored the highest points	Based on tendered rates with an estimated value of R 12 667 280.00

3.2.1.4 Tenders toegeken

Die volgende tenders was toegeken deur die Rekenpligtige Beamppte gedurende September 2019:

The following competitive bids were awarded by the Adjudication Committee during the month of September 2019:

Die volgende mededingende tenders was toegeken deur die Tender Toekennings Komitee gedurende September 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/45	27-Sep-2019	Qwaka Construction	Construction of Ablution Facility at Op-Die-Berg	Bidder scored the highest points	R 1 691 235.40
08/2/16/60	27-Sep-2019	Ikapa Reticulation and Flow CC	Maintenance of Water meters in the Witzenberg area	Bidder scored the highest points	R 3 860 784.00
08/2/16/71	27-Sep-2019	Mernel (Pty)Ltd t/a DJ Electric	Disconnection, reconnection, inspection and replacement of Electricity supply at pole and meter box in Witzenberg municipal area	Bidder scored the highest points	R 4 198 950.00
08/2/16/79	11-Sep-2019	Fuzion Motors	Supply and delivery of one new 3 ton tipper truck and two new 1 ton Light delivery vehicles <i>Cluster A: 3 ton tipper truck</i>	Bidder scored the highest points	R 601 548.47
		Bellmo Trans CC	<i>Cluster B: Two new 1 ton Light delivery vehicles</i>	Only responsive bidder	R 597 832.10

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 2019:

3.2.1.5 Paragraaf 13 (1): Kansellasië en her-uitnodiging van tenders

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende September 2019:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/16/65	06-Sep-2019	Supply and delivery of Traffic Uniforms	No acceptable bids were received
08/2/17/1	11-Sep-2019	Supply and installation of Air conditioning system at Ceres Town Hall	Funds are no longer available to cover the total envisaged expenditure
08/2/17/23	05-Sep-2019	Supply, Deliver and Assemble of Office Furniture	No bids received

3.2.1.6 Paragraph 19 (1) I and 19 (2): Written price quotations

No written price quotations were approved during the month of September 2019.

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Geen geskrewe prys kwotasies was goedgekeur gedurende September 2019 nie.

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of September 2019:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van September 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/16/78	02-Sep-2019	Blackbird Trading 480 CC	Supply and delivery of Protective clothing	Only responsive bidder	Based on tendered rates with an estimated value of R 190 000.00	Director: Technical Services
08/2/17/20	11-Sep-2019	TKS Projects (PTY) Ltd	Supply, delivery, installation and configuration of a UPS system for server room	Bidder scored the highest score	R 99 831.50	Director: Corporate Services
08/2/17/34	20-Sep-2019	Xepa Consulting (PTY) Ltd	Supply, delivery, installation and configuration of Trend Micro Enterprise security suite	Bidder scored the highest score	R 76 906.25	Acting 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
08/2/15/91	Professional engineering services for Witzenberg municipality	06 Nov 2018	RHDHV	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer
		06 Nov 2018	EOH Industrial Technologies (Pty) Ltd	Calculation of cluster points		
		08 Nov 2018	Bigen Africa Services (PTY) Ltd	Reason for non-compliance		
08/2/16/72	Supply and Installation of Rigid mesh Security fencing at Municipal depots, Ceres	19 Aug 2019	Jonty Engineering and Trading SA CC t/a JETCO SA	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer

3.2.1.9 Deviations

The following table contains the approved deviations by the Accounting Officer for the month of September 2019 which totals R 1 709 006.97:

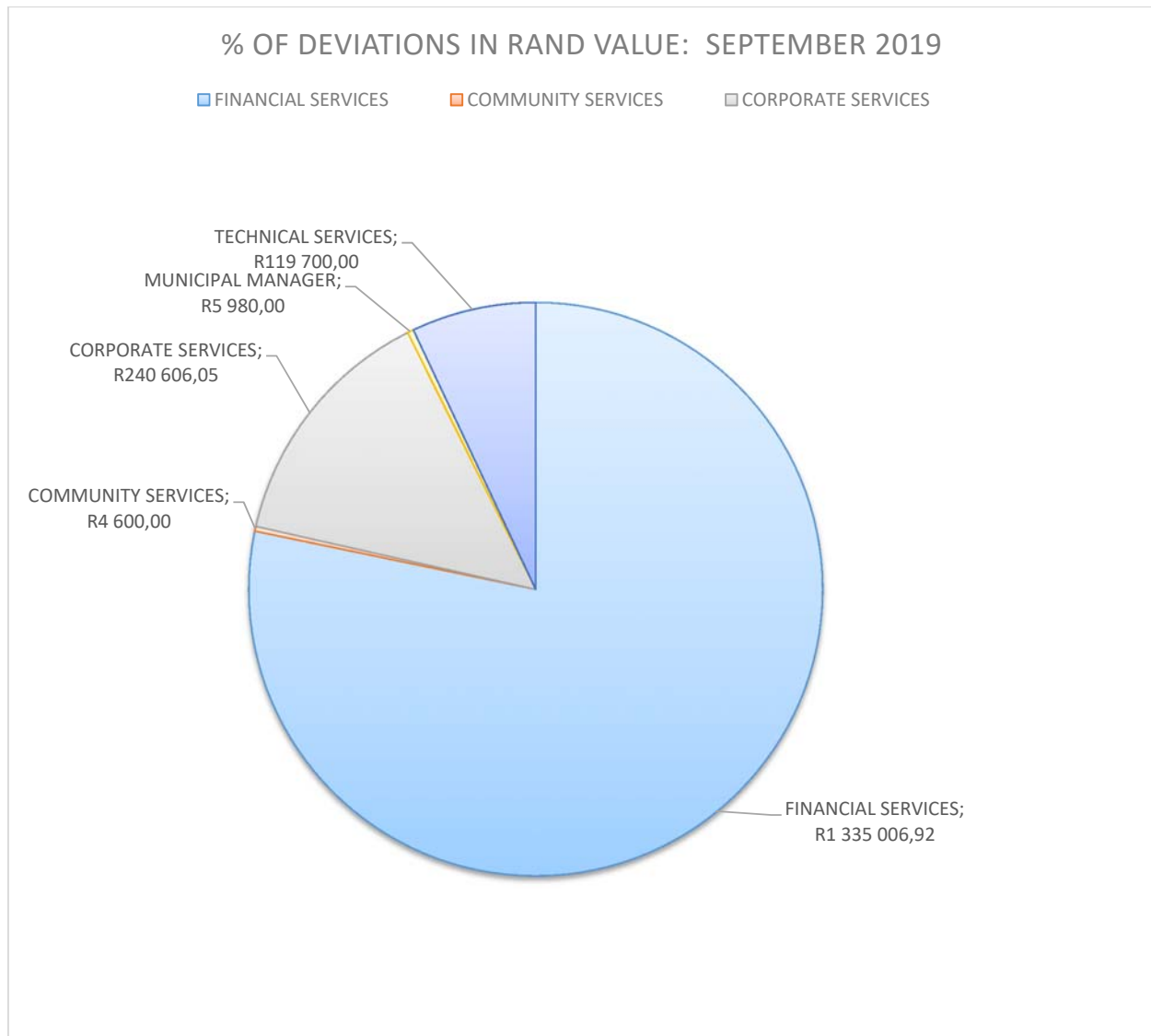
3.2.1.9 Afwykings

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van September 2019 wat beloop op die totaal van R 1 709 006.97:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
18-Sep-19	PBSA	Refill of franking machine for postage	Single supplier	161798	28,320.00
23-Aug-19	IMESA	Registration fees: IMESA Conference	Single supplier	161858	16,200.00
6-Sep-19	Meniko Records Management Services	HP TRIM Renewal Licenses	Single supplier	161262	210,262.05
3-Sep-19	Witzenberg Herald	Publish Notice: Call for proposals for PAH Business Hub	Single supplier	161577	4,600.00
11-Sep-19	Witzenberg Herald	Publish Notice: Bid 08/2/17/31 and 08/2/17/32	Single supplier	161673	2,392.00
19-Sep-19	Altron TMT (PTY) Ltd T/A Bytes Systems Integration	System Assistance & Annual Maintenance fee	Impractical	161829	1,332,614.92
23-Sep-19	Witzenberg Herald	Publish Notice: Council meeting 25 Sep 2019	Single supplier	161889	2,024.00
20-Sep-19	Multichoice Africa (PTY) Ltd	DSTV Subscription: 6 Months	Single supplier	161864	3,114.00
25-Sep-19	Witzenberg Herald	Publish Notice: IDP and Budget Public participation engagements	Single supplier	161911	5,980.00
30-Sep-19	CT Lab (PTY) Ltd	Web Hosting of Power Quality and NERSA required reports	Single supplier	161951	103,500.00

DEVIATIONS PER DIRECTORATE

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 2019	R 368 103.98	R18 104 928.45	2.03%
August 2019	R 246 660.23	R17 804 435.66	1.38%
September 2019	R 1 709 006.97	R15 618 473.18	10.94%



Logistics

The table below contains a high level summary of information regarding the stores section:

Logistieke

Die tabel hieronder bevat 'n hoë vlak opsomming van inligting rakende die magasyn (stoor):

MONTH	July 2019	Aug 2019	Sept 2019
Value of inventory at hand	R 10 304 910.21	R 8 770 559.55	R 8 840 963.52
Turnover rate of total value of inventory	1.28	1.55	1.48
Date of latest stores reconciliation	30 Sep 2019		
Date of last stock count	26 Sep 2019		
Date of next stock count	12 Dec 2019		

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

- The monthly in year monitoring reports for the month of September 2019

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature :



Date: 14 October 2019



DISCIPLINARY BOARD

TERMS OF REFERENCE

July 2019

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TERMS OF REFERENCE: DISCIPLINARY BOARD

1. Introduction

The purpose of this document is to serve as Terms of Reference for the Disciplinary Board to conduct the Financial Misconduct allegations against officials and senior management.

2. Legislation Associated with Disciplinary Board

Council approved on 27 August 2014 the establishment of a Disciplinary Board in terms of the Municipal Regulations for Financial Misconduct and Offences, No 37682 promulgated in Government Gazette 425 on 30 May 2014 and that the Board submits a reference framework to the Municipal Council for consideration and approval.

3. Reporting of allegations of financial misconduct

- (1) Only the designated persons in Witzenberg Municipality may receive reports of allegations of financial misconduct and offences in terms of section 171 and 173 of the MFMA. The designated persons are the Accounting Officer in the case of employees and the Executive Mayor in the case of the accounting officer, senior managers including the chief financial officer.
- (2) The designated person, as the case may be, must table the allegations not later than seven days after receipt thereof or at the next sitting of the council, together with the implicated person's reasons for not getting suspended on the allegations, in order for Council to consider if an investigation and/or suspension are necessary or not.
- (3) The designated person must indicate in the report to Council which Financial Misconduct in terms of section 171 and/or which Financial Offence in terms of section 173 was committed.

4. Objectives of the Disciplinary Board

The Objectives of the Disciplinary Board is to conduct an independent preliminary or full investigation in terms of the Municipal Regulations for Financial Misconduct and Offences.

5. Responsibilities and functions of the Disciplinary Board

Once the instructions are received, the Disciplinary Board must determine its own procedures.

6. The authority of the Disciplinary Board

The Disciplinary Board Chairperson and/or the investigators have a mandate to interview any relevant person and to obtain all relevant documentation from any official or councillor that may assist with the investigations.

The Disciplinary Board has the authority to terminate a preliminary investigation if there are no grounds to support the allegations.

The Disciplinary Board Chairperson will submit a report on the findings and recommendation of the Disciplinary Board as "In-Committee reports" at the first next Council meeting after completion of its investigation(s), with consultation of the Speaker. Should an urgent report have to be submitted, the Chairperson will also arrange accordingly with the Speaker.

7. Organisational Arrangements

- (1) Council approved the appointment of the Disciplinary Board members consisting of;
 - (a) The head of the internal audit unit within the municipality.
 - (b) One member of the audit committee of the municipality as nominated.
 - (c) A senior manager from the legal division in the municipality.
 - (d) A representative of the National Treasury or the Provincial Treasury.
 - (e) Any other person as may be determined by the municipal council.
- (2) If a designated official is implicated, that official will be replaced by Council with a member of the senior management of the municipality.
- (3) The Disciplinary Board will agree and meet, as and when required and a majority will constitute the quorum. The secretariat role will be taken by the Head of Administration or a nominee and minutes will only be available to members and Council and the Accounting Officer to protect the rights of the implicated persons and the interests of the municipality.

8. Reporting Requirements

- (1) The Disciplinary Board Chairperson must complete the preliminary investigation and submit his report within 30 days or at the first next sitting of Council, recommending that;
 - (i) The allegation(s) of financial misconduct has substance and warrant a full investigation, and
 - (ii) Officials from National or Provincial Treasury or an outside specific specialist should/should not be appointed as part of the team responsible for the full investigation, or
 - (iii) That Council take note that the allegation of financial misconduct was found frivolous and no grounds warrant a further full investigation.
- (2) Once a full investigation is completed and the Disciplinary Board Chairperson is satisfied that the allegations are founded and sufficient grounds for a charge of financial misconduct and /or financial offence exist, the Chairperson must submit the Disciplinary Boards report to the designated person or his/her nominee for disciplinary action and inform Provincial and National Treasury.

- (3) The Disciplinary Board Chairpersons report to the designated person or his/her nominee must indicate;
- (i) In the case of a senior manager that disciplinary proceedings be instituted in accordance with the Local Government: Disciplinary Codes and Proceedings for Senior Managers Regulations in terms of the Municipal Systems Act; or
 - (ii) In the case of an official who is not a senior manager, in accordance with the applicable collective bargaining agreement established for municipalities; and
 - (iii) Whether or not the findings must be reported to the SAPS in terms of the Regulation.

9. Relationship with Council and management

Although any person can report an allegation of financial misconduct, only Council and the Accounting Officer can instruct the Disciplinary Board to investigate and report on such allegations.

10. Maintenance of the Terms of Reference

The annual review of this Terms of Reference is the responsibility of the Accounting Officer. Any proposed changes to the Terms of Reference must be reported to Council.

DRAFT

MUNICIPAL COST

CONTAINMENT POLICY



July 2019

MUNICIPAL COST CONTAINMENT POLICY
LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, No 56 of 2003
Date of adoption: 1 July 2019

The Council of the Witzenberg Municipality resolves in terms of section 168 (1) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), to adopt the Municipal Cost Containment Regulations (*Government Gazette* No. 42514) as the Cost Containment Policy of the municipality:

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1. DEFINITIONS

In the policy a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, unless the context indicates otherwise, and-

"Act" means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

"consultant" means a professional person, individual, partnership, corporation, or a company appointed to provide technical and specialist advice or to assist with a design and implementation of projects or to assist a municipality or municipal entity to perform its functions to achieve the objects of local government in terms of section 152 of the Constitution;

"cost containment" means measures implemented to curtail spending in terms of the policy; and

"credit card" means a card issued by a financial services provider, which creates a revolving account and grants a line of credit to the cardholder.

2. OBJECT OF POLICY

The object of this policy is to ensure that resources of a municipality are used effectively, efficiently and economically by implementing cost containment measures.

3. APPLICATION OF POLICY

This Policy applies to all officials and political office bearers in the municipality.

4. COST CONTAINMENT

The municipality must develop and implement a cost containment policy which must-

- (a) be adopted by council as part of its budget related policies; and
- (b) be consistent with the Act and the Cost Containment Regulation

5. USE OF CONSULTANTS

The use and appointment of consultants will be in line with the cost regulations and Council's policy on municipal supply chain.

6. VEHICLES USED FOR POLITICAL OFFICE-BEARERS

- (1) The threshold limit for vehicle purchases relating to official use by political office-bearers must not exceed R700 000 or 70% (VAT inclusive) of the total annual remuneration package for the different grades of municipalities, as defined in the Public Office Bearers Act and the notices issued in terms thereof by the Minister of Cooperative Governance and Traditional Affairs, whichever is lower.
- (2) The procurement of vehicles in sub-regulation (1) must be undertaken using the national government transversal contract mechanism, unless it may be procured at a lower cost through other procurement mechanisms.
- (3) Before deciding to procure a vehicle as contemplated in sub-regulation (2), the accounting officer or delegated official must provide the council with information relating to the following criteria which must be considered-
 - (a) status of current vehicles;

- (b) affordability of options including whether to procure a vehicle as compared to rental or hire thereof, provided that the most cost effective option is followed and the cost is equivalent to or lower than that contemplated in sub-regulation (1);
 - (c) extent of service delivery backlogs;
 - (d) terrain for effective usage of the vehicle; and
 - (e) any other policy of council.
- (4) If the rental referred to in sub-regulation (3) is preferred, the accounting officer must review the costs incurred regularly to ensure that value for money is obtained.
- (5) Regardless of their usage, vehicles for official use by political office bearers may only be replaced after completion of 120 000 kilometres.
- (6) Notwithstanding sub-regulation (5), a municipality or municipal entity may replace a vehicle for official use by political office bearers before the completion of 120 000km only in instances where the vehicle has a serious mechanical problem and is in a poor condition and subject to obtaining a detailed mechanical report by the vehicle manufacturer or approved dealer.
- (7) The utilisation of municipal vehicles for official purposes is contained in the Fleet Management Policy.

7. TRAVEL AND SUBSISTENCE

The Municipal policy on travel and Subsistence will be applicable. The hiring of private vehicles, as refer to in the cost containment policy will not be allowed.

8. DOMESTIC ACCOMMODATION

Accommodation arrangements will only be approved if the return trip undertaken by any official and or Councillor, for official purposes is more than 500km. All bookings will be made as prescribe by the cost containment regulations.

9. CREDIT AND DEBIT CARDS

- (1) The use of any credit and debit card for municipal activities are forbidden.
- (2) Where officials or political office bearers incur expenditure in relation to official municipal activities, such officials or political officer bearers must use their personal credit cards or cash or arrangements made by the municipality, and request reimbursement in accordance with the written approved Travel and Subsistence Policy and processes.

10. SPONSORSHIPS, EVENTS AND CATERING

- (1) The municipality may not incur catering expenses for meetings which are only attended by persons in the employ of the municipality, unless the prior written approval of the accounting officer is obtained.
- (2) The accounting officer may incur catering expenses for the hosting of meetings, conferences, workshops, courses, forums, recruitment interviews, and proceedings of council that exceed five hours.
- (3) Entertainment allowances of qualifying officials may not exceed two thousand rand per person per financial year, unless approved otherwise by the accounting officer.

- (4) The municipality may not incur expenses on alcoholic beverages unless the municipality recovers the cost from the sale of such beverages.
- (5) The accounting officer must ensure that social events, team building exercises, year-end functions, sporting events and budget vote dinners are not financed from the municipality or the municipal entity's budgets or by any suppliers or sponsors.
- (6) The municipality may not incur expenditure on corporate branded items like clothing or goods for personal use of officials, other than uniforms, office supplies and tools of trade unless costs related thereto are recovered from affected officials or is an integral part of the business model.
- (7) The accounting officer may incur expenditure not exceeding the limits for petty cash usage to host farewell functions in recognition of officials who retire after serving the municipality for ten or more years or retire on grounds of ill health.

11. COMMUNICATION

- (1) The municipality may, as far as possible, advertise municipal related events on its website instead of advertising in magazines or newspapers.
- (2) The accounting officer must ensure that allowances to officials for private calls and data costs are limited to an amount as determined by the accounting officer.
- (3) Newspapers and other related publications must be discontinued on expiry of existing contracts or supply orders, unless required for professional purposes and where unavailable in electronic format.
- (4) The municipality may participate in the transversal term contract arranged by the National Treasury for the acquisition of mobile communication services.

12. CONFERENCES, MEETINGS AND STUDY TOURS (HR Manager to ensure if such policies and procedures exist)

- (1) The accounting officer must establish policies and procedures to manage applications to attend conferences or events hosted by professional bodies or non-governmental institutions held within and outside the borders of South Africa taking into account their merits and benefits, costs and available alternatives.
- (2) When considering applications from officials or political office bearers to attend conferences or events within and outside the borders of South Africa, an accounting officer or mayor as the case may be, must take the following into account-
 - (a) the official's or political office bearer's role and responsibilities and the anticipated benefits of the conference or event;
 - (b) whether the conference or event addresses relevant concerns of the institution;
 - (c) the appropriate number of officials or political office bearers, not exceeding three, attending the conference or event; and
 - (d) the availability of funds to meet expenses related to the conference or event.
- (3) An accounting officer may consider appropriate benchmark costs with other professional bodies or regulatory bodies prior to granting approval for an official to attend a conference or event within and outside the borders of South Africa.
- (4) The benchmark costs referred to in sub-regulation (3) may not exceed an amount

as determined from time to time by the National Treasury through a notice.

- (5) The amount referred to in sub-regulation (4) excludes costs related to travel, accommodation and related expenses, but includes-
 - (a) conference or event registration expenses; and
 - (b) any other expense incurred in relation to the conference or event.
- (6) When considering costs for conferences or events these may not include items such as laptops, tablets and other similar tokens that are built into the price of such conferences or events.
- (7) The accounting officer of a municipality or municipal entity must ensure that meetings and planning sessions that entail the use of municipal funds are, as far as may be practically possible, held in-house.
- (8) Municipal or provincial office facilities must be utilised for conference, meetings, strategic planning sessions, *inter alia*, where an appropriate venue exists within the municipal jurisdiction.
- (9) The accounting officer must grant the approval for officials and in the case of political office bearers and the accounting officer, the mayor, as contemplated in sub-regulation (2).
- (10) The municipality must, where applicable, take advantage of early registration discounts by granting the required approvals to attend the conference, event or study tour, in advance.

13. OTHER RELATED EXPENDITURE ITEMS

- (1) All commodities, services and products covered by a transversal contract concluded by the National Treasury must be considered before approaching the market, to benefit from savings where lower prices or rates have been negotiated.
- (2) Municipal resources may not be used to fund elections, campaign activities, including the provision of food, clothing, printing of agendas and brochures and other inducements as part of, or during election periods or to fund any activities of any political party at any time.
- (3) Expenditure on tools of trade for political office bearers must be limited to the upper limits as approved and published by the Cabinet member responsible for local government in terms of the Remuneration of Public Office Bearers Act, 1998.
- (4) The municipality must avoid expenditure on elaborate and expensive office furniture.
- (5) The municipality may only use the services of the South African Police Service to conduct periodical or quarterly security threat assessments of political office bearers and key officials and a report must be submitted to the speaker's office.
- (6) The municipality may consider providing additional time-off in lieu of payment for overtime worked. Planned overtime must be submitted to the relevant manager for consideration on a monthly basis. A motivation for all unplanned overtime must be submitted to the relevant manager. (Refer to Overtime Policy)
- (7) A municipality must ensure that due process is followed when suspending or dismissing officials to avoid unnecessary litigation costs. (Refer to Disciplinary Policy)

14. ENFORCEMENT PROCEDURES

Failure to implement or comply with this policy may result in any official of the municipality, political office bearer or director of the board that authorised or incurred any expenditure contrary to this policy being held liable for financial misconduct or a financial offence in the case of political office bearers as defined in Chapter 15 of the Act read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014.

15. DISCLOSURES OF COST CONTAINMENT MEASURES

- (1) The disclosure of cost containment measures applied by the municipality must be included in the municipal in-year budget reports and annual costs savings disclosed in the annual report.
- (2) The measures implemented and aggregate amounts saved per quarter, together with the regular reports on reprioritisation of cost savings and on the implementation of the cost containment measures must be submitted to the Municipal Council for review and resolution. The municipal council can refer such reports to an appropriate Council Committee for further recommendations and actions.
- (3) The reports referred to in sub-regulation (2) must be copied to the National Treasury and the relevant provincial treasury within seven calendar days after the report is submitted to municipal council.

16. SHORT TITLE AND COMMENCEMENT

The Municipality Cost Containment policy is in line with the Municipal Cost Containment Regulations published in the Government Gazette 42514 of 7 June 2019 and take effect on 1 July 2019.



Fraud and Corruption Prevention Policy and Response Plan

July 2019

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1. Introduction

This policy has been developed as a result of the expressed commitment of Witzenberg Municipality to fight fraud and corruption. The Council is therefore committed to the prevention, detection and investigation of all forms of fraud and corruption whether these are attempted from within or external to the municipality. The policy is also developed to give effect to the various legislative instruments relating to fraud and corruption, as to set down the stance of zero tolerance to fraud and corruption, and to assist internal audit and risk management to reinforce existing policies, systems and procedures. In addition, the Policy provides guidelines as to how to respond should instances of fraud and corruption be identified.

2. Objectives

The primary objective of this policy is to:

- assist the Accounting Officer, Council and the Performance Risk and Audit Committee to create an environment in Witzenberg Municipality that is based on the prevention and detection of fraud and corruption;
- To develop and maintain a fraud and corruption prevention hotline that is free to all stakeholders within Witzenberg Municipality;
- To ensure that Witzenberg Municipality's Council, Management and staff members are aware of its responsibilities for identifying exposures to fraudulent and corrupt activities or any other dishonest activities of a similar nature and for establishing controls and procedures for preventing such fraudulent and or corrupt activity and/or detecting such fraudulent and corrupt activity when it occurs; and
- To provide a suitable environment for the public and employees to report matters that they suspect may concern corrupt conduct, criminal conduct, criminal involvement or serious improper conduct and to ensure adequate protection to employees in circumstances where they are victimized as a consequence of reporting, or being a witness to, fraudulent and/or corrupt activities.

3. Scope of this Policy

This Policy applies to all municipal councillors, municipal staff members, and members of the public. It prohibits all acts of fraud and corruption or any other dishonest activities of a similar nature impacting or having a potential prejudice to the Municipality or members of the public.

Any investigation required will be conducted without regard to the suspected wrongdoer's length of service, position/title, seniority or relationship to Witzenberg Municipality.

4. Legislative framework

Legislation that is aimed at preventing fraud and corruption is as follow, but not limited:

- Prevention and Combating of Corrupt Activities Act, No. 12 of 2004
- Public Protector Amendment Act, No. 22 of 2003;

- Prevention of Organised Crime Second amendment Act, no. 38 of 1999;
- Protected Disclosures Act, No. 26 of 2000;
- Municipal Systems Act, No. 32 of 2000 ("MSA");
- Financial Intelligence Centre Act, No. 38 of 2001 (FICA);
- Municipal Finance Management Act, No. 56 of 2003 ("MFMA");
- Protection of Constitutional Democracy Against Terrorist and Related Activities Act, No. 33 of 2004 ("POCDATARA").

4.1 Prevention and Combating of Corrupt Activities Act, 12 of 2004

The Prevention and Combating of Corrupt Activities Act (generally referred to as "PRECCA") is aimed at the strengthening of measures to prevent and combat corrupt activities.

The Act refers to a wide range of offences relating to corrupt activities. In addition to specific offences, the Act also provides for the following:

- The provision of investigative resources;
- The establishment of a register relating to persons convicted of corrupt activities;
- Placing a duty on persons in a "position of authority" to report certain corrupt transactions; and
- Extraterritorial jurisdiction in respect of offences relating to corrupt activities.

As far as offences are concerned, the Act defines a general offence of corruption. In addition to the general offence, certain specific offences are defined relating to specific persons or specific corrupt activities. The offences defined by the Act relate to the giving or receiving of a "gratification". The term gratification is defined in the Act and includes a wide variety of tangible and intangible benefits such as money, gifts, status, employment, release of obligations, granting of rights or privileges and the granting of any valuable consideration such as discounts etc.

The general offence of corruption is contained in Section 3 of the Act. This section provides that any person who gives or accepts or agrees or offers to accept/receive any gratification from another person in order to influence such other person in a manner that amounts to:

- The illegal or unauthorised performance of such other person's powers, duties or functions;
- An abuse of authority, a breach of trust, or the violation of a legal duty or a set of rules;
- The achievement of an unjustified result; or
- Any other unauthorised or improper inducement to do or not to do anything is guilty of the offence of Corruption.

The Act defines specific offences relating to the following categories of persons:

- Public Officers;
- Foreign Public Officials;
- Agents;

- Members of Legislative Authorities;
- Judicial Officers; and
- Members of the Prosecuting Authority.

The Act furthermore defines specific offences in respect of corrupt activities relating to the following specific matters:

- Witnesses and evidential material in certain proceedings;
- Contracts;
- Procuring and withdrawal of tenders;
- Auctions;
- Sporting events; and
- Gambling games or games of chance.

Section 34 of the Act places a duty on any person in a position of authority to report a suspicion of certain corrupt or illegal activities to a police official. These include certain offences of corruption created under the Act as well as fraud, theft, extortion and forgery where the amount involved exceeds R100 000. Failure to report such suspicion constitutes an offence. "Position of authority" is defined in the Act and includes a wide range of persons in authority in both public and private entities.

Offences under the Act are subject to penalties including imprisonment for life and fines of up to R250 000. In addition, a fine amounting to five times the value of the gratification involved in the offence may be imposed.

Section 17 of the Act provides that a public officer who acquires or holds a private interest in any contract, agreement or investment connected with the public body in which he/she is employed, is guilty of an offence unless:

- The interest consists of shareholding in a listed company;
- The public officer's conditions of employment do not prohibit him/her from acquiring such interests; or

In the case of a tender process, the said officer's conditions of employment do not prohibit him/her from acquiring such interests as long as the interests are acquired through an independent tender process.

4.2 Public Protector Amendment Act, no 22 of 2003

The Public Protector is a functionary to whom the public has recourse. This functionary is guaranteed independence by the Constitution. The Public Protector is required to be impartial and to exercise his or her powers and functions without fear, favour or prejudice. No person or organ of state may interfere with the Public Protector. Organs of state must protect and assist the office of the Public Protector.

The President appoints a suitably qualified person to this office, based on the recommendation of the National Assembly. The appointment is not renewable and it is for a period of seven years. The Public Protector Act

(23 of 1994) provides for matters incidental to the Office of the Public Protector, as contemplated in the Constitution. In terms of section 182 of the Constitution, the Public Protector has the power as regulated by national legislation to:

- Investigate any conduct in state affairs, or in the public administration in any sphere of government, that is alleged or suspected to be improper or to result in any impropriety or prejudice;
- Report on that conduct; and
- Take appropriate remedial action.

The Act provides for matters necessary to establish and operate the Office of the Public Protector as contemplated in the Constitution. Section 6, for example, sets out the powers of the Public Protector. In terms of this section, any person can approach the Public Protector with information, which could form the subject of an investigation. In terms of section 6(4) the Public Protector is competent to investigate, on his or her initiative or on receipt of a complaint, any alleged:

- Maladministration in connection with the affairs of government at any level;
- Abuse or unjustifiable exercise of power or unfair, capricious, discourteous or other improper conduct or undue delay by a person performing a public function;
- Improper or dishonest act, or omission or corruption, with respect to public money;
- Improper or unlawful enrichment, or receipt of any improper advantage, or promise of such enrichment or advantage, by a person as a result of an act or omission in the public administration or in connection with the affairs of government at any level or of a person performing a public function; or
- An act or omission by a person in the employ of government at any level, or a person performing a public function, which results in unlawful or improper prejudice to any other person.

Furthermore, it is at the sole discretion of the Public Protector to resolve any dispute or rectify any act or omission by:

- Mediation, conciliation or negotiation;
- Advising, where necessary, any complainant regarding appropriate remedies; or
- Any other means that may be expedient in the circumstances.

At a time prior to, during or after an investigation:

- If the Public Protector is of the opinion that the facts disclose the committing of an offence by any person, to bring the matter to the notice of the relevant authority charged with prosecutions; or
- If he or she deems it advisable, to refer any matter which has a bearing on an investigation, to the appropriate public body or authority affected by it or to make an appropriate recommendation regarding the redress of the prejudice resulting there from or make any other appropriate recommendation he or she deems expedient to the affected public body or authority.

Section 7 sets out how the Public Protector carries out his or her investigations:

- In terms of Section 7(1), the Public Protector will take the specific circumstances of each case into account in determining the procedure to be followed. The Public Protector may exclude anyone whose presence is not desirable during the investigation.
- Section 7 (2) provides for the confidentiality of documents in the possession of a member of the office of the Public Protector or the records of any evidence given before the Public Protector, Deputy Public Protector, or any other person contemplated in Section 3(b) during an investigation.
- Section 7(3)(a) gives the Public Protector the power to enlist the assistance (under his or her supervision) of any person at any level of government performing a public function and otherwise subject to the jurisdiction of the Public Protector in the performance of his or her functions. Section 7(3) (b) allows the Public Protector to appoint another person to conduct an investigation or a part of an investigation on his or her behalf.
- Section 7(4) and (5) give the Public Protector the right to subpoena any person to submit an affidavit or affirmed declaration or to appear before him or her to give evidence or to produce any document in his or her possession or under his or her control which has a bearing on the matter being investigated, and to examine such a person.

4.3 Prevention of Organised Crime Second Amendment Act no. 38 of 1999

The Prevention of Organised Crime Act, as amended, (generally referred to as "POCA") contains provisions that are aimed at achieving the following objectives:

- The combating of organised crime, money laundering and criminal gang activities;
- The criminalisation of conduct referred to as "racketeering";
- The provision of mechanisms for the confiscation and forfeiture of the proceeds of crime;
- The creation of mechanisms for the National Director of Public Prosecutions to obtain certain information required for purposes of an investigation; and
- The creation of mechanisms for co-operation between investigators and the South African Revenue Services (SARS).

Section 4 of the Act defines the "general" offence of money laundering and provides that a person who knows, or ought reasonably to have known, that property is, or forms part of the proceeds of unlawful activities, commits an offence if he commits an act in connection with that property which has the effect of concealing the nature and source thereof.

Section 5 of the Act creates an offence if a person knows or ought reasonably to have known that another person has obtained the proceeds of unlawful activities and provides assistance to such other person regarding the use or retention of such property.

Section 6 of the Act creates an offence if a person knows or ought reasonably to have known that property is or forms part of the proceeds of unlawful activities and acquires, uses or possesses such property.

The above offences are regarded as very serious and the Act contains exceptionally harsh penalties relating to these offences. A person convicted of one of the above offences is liable to a maximum fine of R100 million or to imprisonment for a period not exceeding 30 years.

4.4 Protected Disclosures Act, 26 of 2000

The Protected Disclosures Act was promulgated to facilitate reporting by employees (whistle blowers) of fraud, corruption or other unlawful or irregular actions by their employer(s) or co-employees without fear of any discrimination or reprisal by their employers or co-employees. Any employee who has information of fraud, corruption or other unlawful or irregular action(s) by his/her employer(s) or co-employees can report such actions, provided that he/she has information that:

- A crime has been, is being, or is likely to be committed by the employer or employee(s);
- The employer or employees has/have failed to comply with an obligation imposed by law;
- A miscarriage of justice has or will likely occur because of the employer's or employee(s) actions;
- The health or safety of an individual has been, is being, or is likely to be endangered;
- The environment has been, is being or is likely to be endangered;
- Unfair discrimination has been or is being practiced; or
- Any of the above has been, is being, or is likely to be concealed.

The Act prohibits the employer from:

- Dismissing, suspending, demoting, harassing or intimidating the employee;
- Subjecting the employee to disciplinary action;
- Transferring the employee against his or her will;
- Refusing due transfer or promotion;
- Altering the employment conditions of the employee unilaterally;
- Refusing the employee a reference or providing him/her with an adverse reference;
- Denying appointment;
- Threatening the employee with any of the above; or
- Otherwise affecting the employee negatively if the disclosure is made in terms of the Act.

5. Municipal Systems Act, No 32 of 2000 ("MSA")

The MSA sets out procedures to be adopted by municipal management with regard to a number of aspects affecting the management of a Municipality. The Act also stipulates procedures to be adopted with regard to certain aspects related to misconduct and the investigation thereof.

5.1 Human resource development

In section 67, the Act stipulates that a Municipality, in accordance with the Employment Equity Act, 1998, must develop and adopt appropriate systems and procedures to ensure, inter alia, the investigation of allegations of misconduct and complaints against staff.

5.2 Code of conduct

Sections 69 and 70 of the Act deal with the Code of Conduct, details of which appear in Schedule 2 of the Act, to be provided to staff members and communicated to the local community. The municipal manager of a Municipality must:

- (a) provide a copy of the Code of Conduct to every member of the municipal staff;
- (b) provide every member of staff with any amendments to the Code;
- (c) ensure that the purpose, contents and consequences of the Code of Conduct are explained to staff members who cannot read; and
- (d) communicate sections of the Code of Conduct that affect the public, to the local community.

5.3 Rewards, gifts and favours

Under section 9 of the Act, it is stipulated that a councillor may not request, solicit or accept any reward, gift or favour for:

- (a) voting in a particular manner
- (b) persuading the council or any committee in regard to the exercise of any power, function or duty;
- (c) making representation to the council; or
- (d) disclosing privileged or confidential information.

5.4 Duty of the Speaker municipal council with regard to council property

A councillor may not use, take or acquire or benefit from any property or asset owned, controlled or managed by the council. In the event that the Speaker of council, on reasonable suspicion, is of the opinion that a provision of this stipulation has been breached, then the speaker is obliged to:

- (a) authorise an investigation of the facts and circumstances of the alleged breach;
- (b) give the councillor a reasonable opportunity to reply in writing regarding the alleged breach; and
- (c) report the matter to a meeting of the municipal council.

The Speaker must furthermore, report the matter to the MEC for local government in the province concerned.

5.5 Competitive bidding

In the event that a Municipality decides to provide a municipal service through a service delivery agreement, it must select the service provider through selection processes, which, inter alia, minimise the possibility of fraud and corruption.

6. Financial Intelligence Centre Act, 38 of 2001 (FICA)

The Financial Intelligence Centre Act, as amended, (generally referred to as "FICA") was signed by the President in November 2001. Its provisions were implemented over time, commencing during January 2002.

The Act (FICA) establishes a Financial Intelligence Centre and a Money Laundering Advisory Council. The purpose of these entities is to combat money laundering activities. The Act imposes compliance obligations on so-called "accountable institutions" which are defined in Schedule 1 to the Act. These obligations include:

- A duty to identify clients;
- A duty to retain records of certain business transactions;
- A duty to report certain transactions; and
- The adoption of measures to ensure compliance, namely, the implementation of so-called "internal rules", provision of training etc.

Regarding the reporting of suspicious transactions, FICA makes provision for a duty to report "suspicious or unusual transactions". In this regard it provides that any person who carries on a business or who manages is in charge of or is employed by a business and who knows or suspects certain facts has a duty to report their knowledge or suspicion to the FICA within a prescribed period. Matters that require reporting include knowledge or suspicion of the following:

- The receipt of proceeds of unlawful activities;
- Transactions which are likely to facilitate the transfer of proceeds of unlawful activities;
- Transactions conducted to avoid giving rise to a reporting duty under FICA;
- Transactions that have no apparent business or lawful purpose;
- Transactions relevant to the investigation of tax evasion; or
- The use of a business entity for money laundering purposes.

A person who fails to make a report as required commits an offence and is liable to a fine not exceeding R10 million or imprisonment not exceeding 15 years.

7. Municipal Finance Management Act 2003 ("MFMA")

The MFMA was promulgated to facilitate the formal management of municipal finances and associated activities. The controls and administrative systems implemented by any Municipality are very relevant to the content of the Act. Certain aspects of the Act refer specifically to activities which might be regarded as being corrupt or fraudulent in nature. Some relevant aspects are as follows:

7.1 Unauthorised, irregular or fruitless and wasteful expenditure

Section 32 of the Act indicates that, without limiting the liability of the common law or other legislation, the following office bearers in a Municipality are mandated with certain responsibilities, as follows:

(a) A political office bearer of a Municipality is liable for unauthorised expenditure if that office bearer knowingly instructed an official of the Municipality to incur expenditure, which was likely to be considered unauthorised expenditure;

(b) The accounting officer is liable for unauthorised expenditure deliberately or negligently incurred by the accounting officer, unless the expenditure was incurred following a decision by the mayor or executive committee of the Municipality, resulting in fruitless or wasteful expenditure, provided that the accounting officer has notified the council, the mayor or the executive committee, in writing, that the expenditure is likely to be considered unauthorised, irregular or fruitless and wasteful;

(c) Any political office bearer or official of a Municipality who deliberately or negligently committed, made or authorised an irregular expenditure, is liable for that expenditure;

(d) Any political office bearer or official of a Municipality who deliberately or negligently made or authorised a fruitless and wasteful expenditure is liable for that expenditure.

Furthermore, in the event of such unauthorised, irregular or wasteful expenditure, the Municipality is required to recover the expenditure from the person liable for the expenditure, unless, the council retrospectively authorises/condones the expenditure on the grounds that it represented an authorised adjustment, or that it is deemed irrecoverable and written off by the council.

The writing off of the expenditure by the council, however, is no excuse in criminal or disciplinary proceedings against the person. The writing off of the expenditure does not signify a condoning of the expenditure. In the event of unauthorised expenditure, the accounting officer is obliged to advise promptly the mayor, the MEC for local government in the province and the Auditor General, in writing, providing details as to:

(a) The fruitless or wasteful expenditure;

(b) Whether any person is responsible or is under investigation with regard to the expenditure; and

(c) The steps taken to recover or rectify such expenditure.

Where irregular expenditure constitutes a criminal offence, or theft or fraud, the accounting officer must report all such cases to the South African Police. In the event that the accounting officer is the person responsible for the unauthorised expenditure, then the Council must take all reasonable steps to ensure that the police are advised accordingly.

7.2 Funds transferred to organisations and bodies outside government

Section 67 of the Act refers to the transfer of funds and stipulates, inter alia, that no funds will be transferred from the Municipality unless the accounting officer is satisfied that the organisation or body implements effective, efficient and transparent financial management and internal control systems to guard against fraud theft and financial mismanagement.

7.3 Supply chain management policy to comply with prescribed framework

Section 112 stipulates that the supply chain management policy of the a Municipality must be fair, equitable, transparent, competitive and cost effective and comply with prescribed regulatory framework for municipal supply chain management, which must cover, inter alia, measures for:

- (a) Combating fraud, corruption, favouritism and unfair and irregular practices in municipal supply chain management; and
- (b) Promoting ethics of officials and other role players involved in municipal supply chain management.

7.3.1 Implementation of system

Aligned with the supply chain management policy is section 115, which stipulates that the accounting officer of a Municipality must take all reasonable steps to ensure that proper mechanisms and separation of duties in the supply chain management system are in place to minimise the likelihood of fraud, corruption, favouritism and unfair and irregular practices.

7.4 Audit Committees

Section 166 of the Act stipulates the procedures aligned to Audit Committees. Each Municipality must have an Audit Committee, which is regarded as an independent advisory body which must:

- (a) advise the municipal council, political office bearers, the accounting officer and management staff on matters relating to, inter alia:
 - i. internal financial control and internal audits;
 - ii. risk management;
 - iii. effective governance.
- (b) carry out such investigations into the financial affairs of the Municipality as the council may request.

7.5 Financial misconduct by municipal officials

Section 171 sets out the stipulations relating to disciplinary proceedings to be adopted in the event of financial misconduct by municipal officials. The accounting officer commits financial misconduct if he/she deliberately or negligently:

- (a) contravenes the provisions of the Act;
- (b) fails to comply with a duty imposed by a provision of the Act on the accounting officer of a Municipality;
- (c) permits or instructs another official of the Municipality to make an unauthorised, irregular or fruitless and wasteful expenditure;
- (d) provides incorrect or misleading information in any document which, in terms of the Act, must be submitted to the mayor, council, Auditor General, National Treasury or other organ of state, or made public.

The Chief Financial Officer of a Municipality commits an act of financial misconduct if he/she fails to carry out delegated duties in terms of the Act. In addition financial misconduct is committed if he/she permits or instructs another official to make unauthorised or fruitless and wasteful expenditure, or provides incorrect or misleading information to the accounting officer.

The Act stipulates further, under this paragraph, that a Municipality must:

- (a) investigate allegations of financial misconduct against the accounting officer, the chief financial officer, senior manager or other official of the Municipality unless those allegations are frivolous; and
- (b) if the investigation warrants it, institute disciplinary proceedings against the accounting officer, chief financial officer or any other official in accordance with stipulations set out in the Municipal Systems Act.

8. Protection of Constitutional Democracy Against Terrorist and Related Activities Act, Act 33 of 2004 ("POCDATARA")

On May 20, 2005, the Protection of Constitutional Democracy Against Terrorist and Related Activities Act (POCDATARA) came into effect criminalizing terrorist activity and terrorist financing and gave the government investigative and asset seizure powers in cases of suspected terrorist activity. POCDATARA provides for two new reporting obligations under section 28A and section 29 of FICA. The Money Laundering Control Regulations under FICA, have also been amended, with effect from 20 May 2005, for this purpose. The amended regulations now provide for detailed reporting related to terrorist financing, under new sections 28A and 29 of FICA.

The POCDATARA amends section 29 of FICA to extend the reporting of suspicious and unusual transactions to cover transactions relating to "property which is connected to an offence relating to the financing of terrorist and related activities" or to "the financing of terrorist and related activities". The POCDATARA introduces a new section 28A of FICA that requires the reporting of any property that is associated with terrorist and related activities to the FICA.

9. Environment and Culture

Witzenberg Municipal Council and Management must create an environment and culture that promote an efficient, effective and transparent local public administration that conforms to constitutional principles. That the municipality must be managed responsibly in which employees believe that dishonest acts will be detected and investigated. To create this environment and culture, they must:

- participate in in-house training programme covering fraud and corruption prevention policy, whistle blowing policy, code of conduct – MSA 32 of 2000 and the municipal code of ethics;
- ensure that staff understand that the internal controls are designed and intended to prevent and detect fraud and corruption or any other dishonest activities of a similar nature;
- encourage staff to report suspected fraud and corruption directly as outlined in the whistle blowing policy to those responsible for investigation without fear of disclosure or retribution; and

- require vendors and contractors to agree in writing as a part of the contract process, to Witzenberg Municipality policies and procedures, and thereby avoid any conflict of interest.

Measures to prevent fraud and corruption should be continually monitored, reviewed and developed particularly as new systems, programs, contracting or arrangements are introduced or modified.

10. Roles and Responsibilities

The following section outlines the fraud and corruption risk management responsibilities associated with different roles within the Municipality.

10.1 Councillors

As elected representatives, all members of Witzenberg Municipal Council have a duty to the residents of Witzenberg Municipality and its staff members to ensure that the Council uses its resources prudently and in accordance with the laws and regulations. As such they are required to operate and adhere to the Council's constitution incorporating the Code of Conduct for Councillors. The Code includes rules regarding relationships, personal interests, gifts and hospitality and confidentiality.

10.2 Municipal Manager

The Municipal Manager bears the ultimate responsibility for fraud and corruption risk management within the Municipality. This includes the coordination of risk assessments, overseeing the investigation of suspected fraud and corruption, and facilitation for the reporting of such instances.

10.3 Senior Management

Senior Management must be committed to eradicating fraud and corruption and ensuring that the Municipality strives to be perceived as ethical in all its dealings with the public and other interested parties.

In this regard, senior management, under the guidance of the Municipal Manager, will ensure that it does not become complacent in dealing with fraud and corruption and that it will ensure the Municipality's overall fraud and corruption strategy is reviewed and updated regularly. Furthermore, senior management will ensure that all employees and stakeholders are made aware of its fraud and corruption prevention policy and strategies, also to that the whistle blowing policy through various initiatives of awareness and training.

10.4 Chief Financial Officer

The Chief Financial Officer has key roles in providing advice to Council, Municipal Manager, Staff Members and the public about maladministration, financial impropriety, probity, policy framework and budget issues. The Chief Financial Officer undertakes the statutory responsibility under the Municipal Finance Management Act, No. 56 of 2003, to ensure the proper arrangements for the administration of the Council's financial affairs.

10.5 Chief Risk Officer

The role of the Chief Risk Officer is to oversee and implement the Municipality's approach to fraud and corruption prevention, detection strategies and response to fraud and corruption incidents reported by employees or other external parties. Internal Audit assist on a consulting basis to establish and improve Risk Management processes. Internal Audit has no management responsibilities to manage risks.

10.6 Internal Audit

The role of the Internal Audit is to independently review and evaluate the adequacy, efficiency and effectiveness of the internal controls (systems and procedures) within Witzenberg Municipality on the fraud and corruption prevention, detection strategies and response to fraud and corruption incidents reported by employees or other external parties.

10.7 Public

The public is required to conduct itself in an ethical and moral way. Ethics are concerned with human character and conduct and deal with questions of right and wrong, appropriate and inappropriate behaviour and what constitutes good or evil. Ethical conduct is based on a set of principles referred to as values or norms.

10.8 Disciplinary Board

The Objectives of the Disciplinary Board is to conduct an independent preliminary or full investigation in terms of the Municipal Regulations for Financial Misconduct and Offences.

The board is to investigate allegations of financial misconduct and to monitor the institution of disciplinary proceedings against an alleged transgressor. The disciplinary board is an independent advisory body that assists the Council and provides recommendations on further steps to be taken regarding disciplinary proceedings.

The Disciplinary Board Chairperson must complete the preliminary investigation and submit his report within 30 days or at the first next sitting of Council.

Once a full investigation is completed and the Disciplinary Board Chairperson is satisfied that the allegations are founded and sufficient grounds for a charge of financial misconduct and /or financial offence exist, the Chairperson must submit the Disciplinary Boards report to the designated person or his/her nominee for disciplinary action and inform Provincial and National Treasury.

10.9 Performance Risk and Audit Committee (PRAC)

In discharging its oversight responsibilities relating to risk management, PRAC should gain thorough understanding of the risk management policy, risk management strategy, risk management implementation plan, and fraud risk management policy of the institution to enable them to add value to the risk management process when making recommendations to improve the process.

Reviews the process implemented by Management in respect of fraud prevention and ensures that all fraud related incidents have been followed up appropriately

10.10 Municipal Public Accounts Committee (MPAC)

MPAC, when instructed by Council, to investigate and advise Council in respect of unauthorised, irregular or fruitless and wasteful expenditure.

11. Awareness, Training and Development

The Accounting Officer and Council recognize that the continuing success of the fraud and corruption prevention policy, and its credibility, will depend largely on the effectiveness of staff throughout the organisation. Continuous awareness campaigns must be rolled throughout Witzenberg Municipality. Senior Management therefore will be responsible for ensuring that all staff is properly trained in the procedures that they should follow when undertaking their duties.

The training will be provided on the following to staff members and council:

- Code of Conduct for Councillors;
- Code of Conduct for Municipal Staff Members;
- Code of Ethics within Witzenberg Municipality;
- Fraud and Corruption Prevention Policy; and
- Whistle Blowing Policy.

12. Whistle Blowing

The Protected Disclosures Act, No. 26 of 2000 came into effect on 16 February 2001. This Act makes provisions for procedures in terms of which employees may disclose information regarding unlawful or irregular conduct by their employers or other employees in the employ of their employers without fear of victimization.

In order to remain in compliance with the Act, the Municipality has created a whistle blowing policy with the following objectives:

- To promote the zero tolerance on criminal and other irregular conduct within Witzenberg Municipality;
- To encourage the reporting of matters that may cause financial or non-financial loss to the Municipality, or damage to the Municipality's reputation;
- To provide for the appropriate systems and mechanism for reporting.

13. Reporting Procedures on Fraud and Corruption

Consistent with the Auditor General's guidelines, line managers are responsible for daily operations and for the internal control systems within their organizational responsibility. Where managers do not have the expertise to evaluate internal controls, they should call upon the support from Enterprise Risk Management and Internal Audit.

It is the responsibility of members of the public and employees (including line managers) to report all incidents of fraud, corruption or any other dishonest activities of a similar nature to the national fraud hotline 0800 701 701.

14. Confidentiality and Discretion

It is the responsibility of all employees, management, councillors and community members of the Municipality to report all incidents of fraud or corruption, or any other dishonest activities of a similar nature. Any fraudulent or corrupt behaviour must be reported immediately through the mechanisms set out in whistle blowing policy.

All reported incidents received will be acted upon, will be treated with the requisite confidentiality and will not be disclosed or discussed with parties other than those charged with investigation into such reports.

15. Detection and Investigation

All Managers are responsible for the detection, prevention of fraud and corruption or any dishonest activities of a similar nature, within their areas of responsibility. The Human Resources Unit must provide adequately qualified prosecutor (initiator) and presiding officers to deal with disciplinary enquiries relating to serious misconduct.

All incident reports received from the fraud hotline will be registered. Incident of financial misconduct as prescribe by the Municipal Finance Management Act, 56 of 2003, section 171, will be reported the Witzenberg Disciplinary Board for Financial Misconduct for investigation.

For the purpose of this policy "serious misconduct" means:

- Theft, unauthorized possession of or malicious damage to the employer's property.
- Any act of gross dishonesty.
- Gross negligence
- Wrongful disclosure of privileged information.
- Any act of fraud, corruption or bribery.
- Any other act of misconduct that would constitute just cause for dismissal for a first offence.

16. Forms of fraud and corruption

The following are examples of different types of corruption:

16.1 Bribery

Bribery involves the promise, offering or giving of a benefit that improperly affects the actions or decisions of public servants.

16.2 Embezzlement

This involves theft of resources by persons who control such resources.

16.3 Fraud

Commonly defined as the unlawful and intentional making of a misrepresentation which causes actual prejudice or which is potentially prejudicial to another.

Any conduct or behaviour of which a dishonest representation and/or appropriation forms an element.

16.4 Abuse of power

The use by a public servant of his or her vested authority to improperly benefit another public servant, person or entity (or using vested authority to improperly discriminate against another public servant, person or entity).

16.5 Conflict of interest

The failure by a public servant to act or to consciously fail to act on a matter where the public servant has an interest or another person or entity that has some form of relationship with the public servant has an interest.

16.6 Abuse of privileged information

This involves the use, by a public servant of privileged information and knowledge that a public servant possesses as a result of his/ her office to provide unfair advantage to another person or entity to obtain a benefit.

16.7 Favouritism

The provision of services or resources according to personal affiliation (for example cultural or religious) of a public servant.

16.8 Nepotism

A public servant ensuring that family members are appointed to public service positions or that family members receive contracts from the state, is regarded as nepotism.

These manifestations are by no means exhaustive as corruption appears in many forms and it is virtually impossible to list all of these. It is the responsibility of Management to report some form of serious misconducts to the South African Police Services. The SA Police Service is empowered by section 205 of the 1996 Constitution to prevent, combat and investigate crime, to maintain public order, to protect and secure the inhabitants of the Republic and their property, and to uphold and enforce the law. Policy for the national police service is developed by the Minister for Safety and Security.

The President appoints the National Commissioner of the SAPS. The SA Police Service Act 68 of 1995 (amended by the SA Police Service Amendment Act 83 of 1998) governs the way in which the SAPS operate. In terms of this Act, the SAPS investigate crimes including corruption and bribery.

16.9 Theft

Theft /s defined as an unlawful and intentional appropriation of a movable corporeal property.

16.10 Moonlighting

Moonlighting refers to the situation where an employee holds a second job, whilst in the service of the employer.

17. Review and Approval of the Policy

The Performance Risk and Audit Committee shall annually review this Policy and determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.



FRAUD AND CORRUPTION PREVENTION STRATEGY

July 2019

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1. INTRODUCTION

This fraud and corruption prevention strategy outlines the plan on how the Municipality will go about implementing its fraud and corruption prevention policy. It links closely to Witzenberg Municipality's vision and supports its values of openness, honesty and performing to the highest standards. Financial sustainability, maintaining a track record of successive unqualified audits and zero tolerance to fraud and corruption will remain crucial priorities, which then must progress towards clean audit outcomes.

National Government has expressed concern about the state of local governments, and has identified various initiatives to redress the perilous state in which many municipalities across the country find themselves, incl. the following:

- Huge service delivery and backlog challenges (eg. Housing, water and sanitation);
- Poor communication and accountability relationships with communities;
- Problems with political administrative interfaces;
- Corruption and Fraud;
- Poor financial management (eg. negative audit reports);
- Many service delivery protests;
- Weak civil society formations;
- Intra- and inter-political party issues negatively affecting governance and service delivery;
- Insufficient municipal capacity due to scarcity of skills.

Fraud prevention is about changing organisational features that allow fraud to occur and possibly go unnoticed or unreported. Fraud control is an essential element of sound corporate governance and internal risk controls.

2. OBJECTIVE

The objective of this strategy is to cover a wide range of activities from such minor transgressions as the misappropriation of office stationery by a staff member to more serious crimes such as misrepresentations by Senior Management and Councillors to Council, the public and creditors, and misuse of confidential information.

3. LEADERSHIP

Council and Management must provide policies, procedures and internal controls for Witzenberg Municipality that ensures the public, staff members and government that the municipality promote a responsive, accountable, effective and efficient municipality.

The strategy is also established to give effect to the various legislative instruments relating to fraud and corruption, as to set down the stance of zero tolerance to fraud and corruption, and to assist risk management to reinforce existing policies, systems and procedures.

4. INTERNAL CONTROL ACTIVITIES

Witzenberg Municipality's aim is to have sound financial systems and procedures which incorporate efficient and effective internal controls. The municipality utilizes the national anti-corruption hotline, telephone number 0800- 701 701.

Control activities are policies and procedures, which are the actions of people to implement the policies, to help ensure that management's risk responses are carried out.

Types of Control Activities

Internal Controls are preventative, detective or corrective by nature.

- Preventative Controls are designed to keep errors or irregularities from occurring in the first place;
- Detective Controls are designed to detect errors or irregularities that may have occurred;
- Corrective Controls are designed to correct errors or irregularities that have been detected.

Internal Control

Internal control is an integral part of risk management. Control procedures relate to the actual policies and procedures in addition to the control environment that management has established to achieve the department's objectives. Policies and procedures help create boundaries and parameters to authority and responsibility, and also provide some scope of organizational precedent for action.

Legislative compliances checklist must be monitored and maintained. The roles and responsibilities is clearly set out in the Fraud and Corruption Prevention Policy.

5. AWARENESS, TRAINING AND DEVELOPMENT

Ensure that staff understands that the internal controls are designed and intended to prevent and detect fraud and corruption or any other dishonest activities of a similar nature. Awareness, training and development programmes should be included in the Risk Management Implementation plan.

6. EMPLOYEE SCREENING

Potential new members of staff must be screened before appointment, particularly for posts with financial responsibility. For example:

- References shall cover a reasonable, continuous period; and any gaps should be explained;

- An official employer's reference shall be sought;
- Doubts about the contents of the reference should be resolved before confirming the appointment;
- Relevant qualifications shall be checked before making an offer of employment;
- Recruitment procedures shall require applicants to declare any associations with existing Councillors or staff. Members of recruitment panels shall similarly be required to declare such associations.

7. STANDARD TENDER AND CONTRACT DOCUMENTATION

Senior managers involved in the issue of tender and contract documentation shall ensure anti-corruption clauses are included in documentation. This will not strengthen the Municipality's legal position in the event of attempted or actual corruption, because this is covered by legislation. However, it may act as an effective reminder to contractors, suppliers and the Municipality's own employees that selflessness is required in commercial relationships.

The following is an example of an anti-corruption clause for inclusion in standard tender and contract documentation:

You shall not give, provide, or offer to our staff and agents any loan, fee, reward, gift (except items of negligible intrinsic value) or any emolument or advantage whatsoever. In the event of any breach of this condition, we shall, without prejudice to any other rights we may possess, be at liberty forthwith to terminate the contract and to recover from you any loss or damage resulting from such termination.

8. DECLARATION OF INTERESTS

Open cultures are less conducive to fraud and irregularity than secretive ones. For this reason the need for Councillors to declare and register their interests is required. Staff must declare and register their interests where appropriate. Staff at many levels will have an opportunity to influence the choice of suppliers and contractors. Management procedures must recognise this and should ensure that the selection of suppliers and contractors always reflects the best interests of the Municipality and not the personal or family interest of any member of the Municipality.

9. DETECTION

No system of preventative measures can guarantee that frauds will not occur. The Municipality can, however, implement detection measures to highlight irregular transactions. Correct investigation techniques ensure that any matters highlighted through audit and detection methods are handled in an unbiased, professional manner. Matters need to be handled having regard to Industrial Relations guidelines to minimise the risk of claims for unfair dismissal should this course of action be taken. The requirements of the Whistleblowers policy must also be considered.

10. RISK ASSESSMENT

Risk Management is about the identification, evaluation and minimisation of identifiable risks. The Council's risk assessment process must be ongoing and be sufficiently robust to enable all key fraud risks to be identified. Risk assessment should address both the internal and external environments of the Council and they should cover all functions and operations to establish the level, nature, form and likelihood of risk exposure.

Fraud can be minimised through carefully designed and consistently operated management procedure, which deny opportunities for fraud. The classic way to guard against fraud in financial systems is separation of duties, so that no individual has undue management of payments, income or assets.

Accountability is the key to providing a deterrent to fraud and theft. Training conveys the organisational culture to the staff and gives them sufficient confidence and direction to implement the policies and procedures.

11. MONITORING AND REPORTING

The municipality will on on-going basis monitor, measure and report on implementation of fraud management to evaluate, remedy, and continuously improve the organization's fraud detection techniques. If deficiencies are found, management should ensure that improvements and corrections are made as soon as possible. Management should institute a follow-up plan to verify that corrective or remedial actions have been taken.

12. REVIEW AND APPROVAL OF THE STRATEGY

The Chief Risk Officer shall annually review this strategy and seek advice from the Performance Risk and Audit Committee to determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.



WHISTLE BLOWING POLICY

July 2019

It is the responsibility of all employees to report all incidents of fraud, corruption or any other dishonest activities of a similar nature to national fraud hotline 0800-701-701.

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1. Introduction

Witzenberg Municipality is committed to act against fraud and corruption within the municipality, whether the perpetrators are internal or external.

The Whistle Blowing policy forms part of the Municipality's commitment to work towards and administration that is open and transparent. Council are aware that when employees of the Municipality realize something is not right within the Municipality, they may not want to express their concerns because they feel that doing so would be disloyal to their colleagues or to the Municipality and they may also hold back in fear, for example fear of harassment or even victimization. Understood correctly, whistle-blowing is not about informing in the negative, anonymous sense but rather about raising a concern about a malpractice within Witzenberg Municipality.

This policy serve as a tool by which staff can raise concerns where they have reasonable grounds for believing that there is fraud, corruption or maladministration within the municipality.

The policy promises confidentiality and nobody will be penalised or victimised for disclosing in good faith information that is in the municipality's best interest.

It is also the purpose of this policy prevent the cycle of silence and inaction and to prevent fraud and corruption.

2. Legal Framework

The Protected Disclosures Act, Act 26 of 2000, which became effective in February 2001, provides protection to employees for disclosures made without malice and in good faith, in defined circumstances. In terms of the Protected Disclosures Act employees can blow the whistle on fraud and corruption in the working environment without the fear of suffering an occupational detriment as defined by the Act. Council encourages employees to raise matters of concern responsibly through the procedures laid down in this policy document.

3. Objectives

The objectives of this policy are to:

- Promote the zero tolerance on criminal and other irregular conduct within Witzenberg Municipality;
- Encourage the reporting of matters that may cause financial or non-financial loss to the Municipality or damage to the Municipality's reputation; and
- Provide for the appropriate systems and mechanism for reporting.

4. Scope

The policy is designed to deal with concerns raised in relation issues relating to fraud, corruption, misconduct and malpractice within Witzenberg Municipality. The policy will not apply to personal grievances, which will be dealt with under existing procedures on grievance, discipline and misconduct. Details of these procedures are obtainable from the Human Resources Department. The policy covers all genuine concerns raised including:

- Financial misconduct, including theft and procurement fraud;
- Health and safety risks;
- Environmental damage;
- Unfair discrimination;
- Corruption and misconduct;
- Bribery; and
- Attempts to suppress or conceal any information relating to any of the above.

If in the course of investigation any concern raised in relation to the above matters appears to the investigator to relate more appropriately to grievance or discipline, those procedures will be evoked.

5. Roles and Responsibilities

The identity of the whistle blower person be protected and the matter shall be treated be confidential.

5.1 Council

It is the responsibility of Council to approve and exercise oversight over the implementation and effectiveness of the Whistle Blowing policy.

5.2 Performance, Risk and Audit Committee

The Performance, Risk and Audit Committee will advise Council if an investigation (other than a financial misconduct allegation) is needed or to request an investigation.

Allegations of financial misconduct will be reported by a delegated person of the Performance Risk and Audit Committee according to regulation 3 of the Municipal Regulations on Financial and Criminal Proceedings.

5.3 Management

It is the responsibility of management to develop sufficient administrative procedures to implement policy approved by Council.

5.4 Employees

It is the responsibilities of employees (including management) to report all incidents of fraud, corruption or any other dishonest activities of a similar nature to national fraud hotline 0800- 701- 701 or other additional means provided for in this policy.

6. Reporting Procedures

6.1 Introduction

It is the responsibility of employees (including line managers) to report all incidents of fraud, corruption or any other dishonest activities of a similar nature to national fraud hotline 0800-701-701.

The Municipality will respond to concerns. Testing concerns is not the same as either accepting or rejecting them. Where appropriate, the matters raised might be:

- investigated by management, internal audit, or through the disciplinary process;
- referred to the police by either the municipality or the complainant;
- referred to the Auditor General South Africa or the Public Protector.

The earlier an employee express the concern the easier action can be taken. Although it is not expected to prove beyond doubt the truth of an allegation, the employee will need to demonstrate to the person contacted that there are reasonable grounds for the concern. Employees may wish to consider discussing their concern with a colleague first and they may find it easier to raise the matter if there are two (or more) who have had the same experience or concerns. Employees may invite his or her trade union representative to be present during any meetings or interviews in connection with the concerns raised.

In order to protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted.

6.2 How to report

Concerns may be raised verbally or in writing. Verbal declarations and a written report should include as much as possible of the following information:

- What is the allegation
- Who is making the allegation? (not specifically required)
- Against whom is the allegation made
- How was the offence committed

- Where was the offence committed? (Town, location etc.)
- What municipal process or transaction has been manipulated
- At which department of the municipality has the offence took place
- Where can documentation, potential witnesses or other information be found to corroborate the allegation.

Step one: As a first step, employees of Witzenberg Municipality should raise concerns **as soon as possible** with their immediate manager and/or superior. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. If you feel departmental avenues are inappropriate then you should contact the national fraud hotline 0800-701-701.

Step two: If unable to raise the matter with your manager or through the fraud hotline, for whatever reason, please raise the matter either with:

1. Your Director
2. Municipal Manager
3. Chair Person of the Audit Committee
4. Head of Internal Audit

Contact details for the above mentioned is 023-316-1854 and the contact details of the Chair Person of the Audit Committee is available from the Head of Internal Audit.

Step three: If these channels have been followed and the employee still have concerns, or if the employee feels that the matter is so serious that the employee cannot discuss the matter with any of the above, again consider the National Fraud Hotline or report matter to the Mayor or the Public Protector South Africa. Details are available at <http://www.pprotect.org/>.

7. Awareness

Council and the Municipal Manager Officer recognizes that the continuing success of the Whistle Blowing Policy, and its credibility, will depend largely on the effectiveness of employees throughout the organisation. In order to be sustainable, continuous awareness campaigns will be rolled out throughout Witzenberg Municipality.

8. Review and Approval of the Policy

The Performance and Risk Audit Committee shall annually review this Policy and determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.



MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) CHARTER

July 2019

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1. INTRODUCTION

- 1.1. The Municipal Public Accounts Committee (hereafter referred to as MPAC) is established in terms of Section 79 of the Local Government: Municipal Structures Act, Act 117 of 1998 as a Committee of Council for the efficient and effective performance of its functions.
- 1.2. The purpose of the MPAC terms of reference is to promote transparency and public accountability and is required in terms of Section 53 of the Local Government: Municipal Systems Act, Act 32 of 2000.
- 1.3. MPAC may evaluate, direct and supervise investigations into any matters within the scope of its roles and responsibilities as instructed by the Council.
- 1.4. MPAC activities would help to increase Council and public awareness of the financial and performance issues of the municipality..

2. MANDATE

- 2.1. The authority, duties and functions of MPAC is derived from the following;
 - 2.1.1. Municipal Finance Management Act, Act 56 of 2003;
 - 2.1.1.1. Chapter 4: Municipal Budgets, Section 32: Unauthorised, irregular or fruitless and wasteful expenditure; and
 - 2.1.1.2. Chapter 12: Financial Reporting and Auditing, Section 129: Oversight Reports on Annual Reports.
 - 2.1.2. Council's Rules of Order; and
- 2.2. The purpose of MPAC is to perform an oversight function on behalf of Council.

3. MEMBERSHIP

- 3.1. MPAC is a committee of Council and therefore Council determines its composition by a resolution of Council in terms of Section 79 of the Municipal Structures Act, Act 117 of 1998.
- 3.2. The composition –
 - 3.2.1. The Council shall appoint MPAC Members.
 - 3.2.2. Councillors serving on MPAC should represent a wide range of experience and expertise available in Council, especially with a financial background and should represent the various political affiliations.
 - 3.2.3. The following Councillors will be excluded from the MPAC, i.e. Executive Mayor or Deputy Executive Mayor, Speaker, a member of the Mayoral Committee, Chairpersons of Subcouncil

and Portfolio Committee Chairpersons.

- 3.3. The Chairperson will be appointed by Council resolution. If the chairperson of the MPAC is absent from a specific meeting of MPAC, the members present must elect a chairperson from the members present to act as chairperson for that meeting.
- 3.4. Members should be appointed for a term which corresponds to the sitting of Council. If re-elected they may serve for only one further term of office (5 year period). To ensure continuity of expertise in the future, it is proposed that the terms of appointment of two members appointed in the first year, vary.
- 3.5. When a member of the MPAC cannot for any reason continue as a member he/she shall forthwith be replaced by Council.
- 3.6. Membership of the MPAC shall be published in the annual report.

4. ROLE AND RESPONSIBILITIES

- 4.1. MPAC has no executive powers.
- 4.2. The oversight role of MPAC is to review the Municipality of Witzenberg's Annual Report with specific focus on the financial aspects as contained in the Auditor-General's Report on the Annual Financial Statements of the Municipality and also when instructed by Council to advise Council in respect of unauthorised, irregular or fruitless and wasteful expenditure.
- 4.3. The Municipality's oversight report as envisaged in Section 129 of the MFMA is prepared for adoption by Council by following due process. MPAC's due process entails -
 - 4.3.1 consider and make recommendations on the Oversight Report to Council regarding the Audit Report of the AGSA and queries, comments and responses in respect thereof;
 - 4.3.2 investigate the alleged financial misconduct by Councillors and report thereon to Council as the case may be;
 - 4.3.3 recommend on any proposals in respect of the oversight process for improving efficiency, effectiveness and economy in the financial sphere of the Municipality; and
 - 4.3.4 liaise with the Performance risk and Audit Committee and any other relevant combined assurance committees and role-players.
- 4.4. Investigate unauthorised, irregular or fruitless and wasteful expenditure in terms of section 32 of the MFMA, as instructed by Council, and as guided by the National Treasury Circular 68: Unauthorised, Irregular and Fruitless and Wasteful Expenditure. The purpose being to recommend to Council whether such expenditure-
 - 4.4.1 resulted in the Municipality receiving "value-for-money" (i.e. services received within a reasonable price);
 - 4.4.2 is irrecoverable or not (financial implications);

- 4.4.3 resulted from non-compliance in following due process and subsequent disciplinary action is necessary, including whether legal action (common law) is appropriate; and / or
- 4.4.4 was as a result of control failures or gaps and what remedial and disciplinary actions are proposed.
- 4.5 To follow up that corrective action has been taken in respect of the comments and resolutions of MPAC during the oversight reporting process.
- 4.6 To promote good governance, transparency and accountability on the use of municipal resources.

5. MEETING PROCEEDINGS

5.1. Attendance

- 5.1.1. At a minimum four (4) meeting shall be held in a year. These meetings shall be included on the annual calendar of the Council. The chairperson may cancel any meeting if the workload of the committee does not justify a meeting. Special meetings can be called when circumstances warrant it.
- 5.1.2. A quorum shall be the majority of the members.
- 5.1.3. Conduct shall be in terms of the Rules of Order of Council.
- 5.1.4. Meetings are open to the public media unless otherwise determined by the Committee.
- 5.1.5. The applicable Directors (or delegated nominee) must attend as and when necessary, depending on the content and detail of the agenda.
- 5.1.6. The MPAC is also empowered to invite persons employed by the Municipality with relevant experience to attend its meetings as it deems fit. Where internal resources are not available, external assistance may only be obtained through Council resolution.
- 5.1.7. The Auditor-General or his or her representative may be invited to attend a meeting as and when circumstances may require. Financial consideration will be taken into account before inviting AGSA.
- 5.1.8. The Chief Financial Officer must attend all meetings, except where the chairperson, after consultation with the Chief Financial Officer, agrees that his/her presence will not be necessary at the particular meetings.
- 5.1.9. Internal Audit must attend all meetings, except where the chairperson, after consultation with the Head of Internal Audit, agrees that Internal Audit's presence will not be necessary at the particular meetings.

5.2. Agendas, Minutes and Logistics

- 5.2.1. Agendas must be distributed at least seven days prior to a meeting for preparation purposes. Notice of the meeting shall be given at least 14 days prior to the meeting.
- 5.2.2. Municipality Secretariat and Internal Audit provides research, secretarial and administrative support to the Committee. Internal Audit, and on occasion the Auditor-General, provides the Committee with support of a technical nature.

6. **REPORTING AND ACCOUNTABILITY**

- 6.1. MPAC investigation findings and recommendations are reported to Council, through the Office of the Speaker, as soon as possible after the MPAC resolution.
- 6.2. The MPAC must discuss and adopt its report for Council in accordance with the procedures for tabling matters in Council defined in the Rules of Order of Council and Municipality administration secretariat reporting template requirements.
- 6.3. The names of individuals are not included in its reports, except in exceptional circumstances, and only if all MPAC members agree. These reports would then be considered at in-committee meetings.
- 6.4. The MPAC may be able to communicate freely with the Audit Committee, Executive Mayor, the Mayoral Committee, the Speaker and Finance Portfolio Committee.
- 6.5. The MPAC must report to Council at least on all instructions mandated by Council and may bring items before Council as and when necessary.

7. **COMMITTEE RESOURCES**

- 7.1. MPAC must have access to –
 - 7.1.1. The financial statements and the Annual Report of the municipality as part of the Committee's oversight process;
 - 7.1.2. audit opinion, other reports and recommendations from the Performance Risk and Audit Committee;
 - 7.1.3. reports in respect of transgressions in terms of the MFMA pertaining Section 32 of the MFMA;
 - 7.1.4. information in respect of transgressions in terms of the MFMA pertaining to the Municipality, i.e. failure to prepare and adopt the Annual Report as well as the submission and auditing of the annual financial statements,
 - 7.1.5. feedback on corrective action taken in respect of recommendations by the MPAC;
 - 7.1.6. information in respect of any disciplinary action taken in terms of the MFMA where it related to an item that is currently serving on or has served before the committee;

- 7.1.7. any other audit report from the municipality;
- 7.1.8. performance information of the municipality;
- 7.1.9. all reports of the Auditor-General;
- 7.1.10.in-year reports of the Municipality;
- 7.1.11.legal, technical and any other specialised assistance required to exercise their functions as approved by Council;
- 7.1.12.direct access to internal and external auditors; and
- 7.1.13.resolutions and reports of the Audit Committee, Portfolio Committees and Sub Councils (public comments) related to the annual and audit reports.
- 7.2. The Auditor-General (AG) or his or her representative will provide annual feedback on the AG report during the outset of the oversight process.
- 7.3. Internal Audit shall assist MPAC in the achievement of the work plan in a technical capacity.
- 7.4. In the case of any irregular expenditure or any fruitless and wasteful expenditure incurred by the Municipality, the MPAC may call upon the accounting officer of the municipality to appear before it to provide information or clarity.

8. COMMITTEE PERFORMANCE

- 8.1 The Committee after consultation with the Head of Internal Audit develops a programme of activities annually. The programme is flexible, however, and is often amended to accommodate new priorities. The annual work programme must be approved by Council.
- 8.2. An evaluation of its work for the year should be done annually for the Committee to determine how effective it had been, through a process of self-evaluation and evaluation by Council.
- 8.3. The performance of the MPAC must be evaluated by representatives of the Council, through the Office of the Speaker, on an annual basis.
- 8.4. MPAC performance outcomes are reported to Council, through the Office of the Speaker.

9. GENERAL

- 9.1. MPAC will formalise operational processes, systems and procedures as necessary for the performance of its terms of reference, in consultation with the Office of the Speaker.
- 9.2. MPAC uses a schedule of outstanding matters to keep track of the various stages of the Committee's review process with respect to each of the reports or topics under consideration.

- 9.3. MPAC must deal with all matters, as instructed by Council. It is therefore important to prioritise the items on the schedule of outstanding matters.



PERFORMANCE, RISK AND AUDIT COMMITTEE

2nd BI-ANNUAL PERFORMANCE AUDIT COMMITTEE PERFORMANCE MANAGEMENT REPORT 2018/2019

(MUNICIPAL PLANNING AND PERFORMANCE, REGULATION 14(4) (a) (iii))

November 2019

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The Council
Witzenberg Municipality
50 Voortrekker Street
Ceres
6835

Dear Council

1. Purpose

The Performance, Risk and Audit Committee (PRAC) have conducted a mandatory review of the municipality's Performance Management System in terms of the Municipal Planning and Performance Regulations. The purpose of this report is to inform the Municipal Council regarding the result of the review that focuses on economy, efficiency, effectiveness and impact in so far as the key performance indicators and performance targets are concerned.

2. Background

Witzenberg Municipality has opted in terms of section 14(c) of the Local Government Municipal Planning and Performance Regulations, 2001 to utilize the Audit Committee, established in terms of the MFMA, as their Performance Audit Committee.

The role of the Performance Risk and Audit Committee is to assist Council by providing inputs to ensure effective systems that complement service delivery, safeguarding of municipal assets, the maintenance of financial records, risk management, corporate governance and an effective internal control system.

3. Legal framework

In terms of the Municipal Finance Management Act, No. 56 of 2003, section 166(2) (a), *"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, or the board of directors, the accounting officer and the management staff of the municipal entity, on matters relating to—

(v) performance management;

(viii) performance evaluation;"

In terms of the Local Government Municipal Planning and Performance Management Regulations, 14(4)(a), "A performance audit committee must –

- (i) *review the quarterly reports submitted to it in terms of sub regulation (1) (c) (ii); (Reports submitted by Internal Audit)*
- (ii) *review the municipality's performance management system and make recommendations in this regard to the council of the municipality; and*
- (iii) *at least twice during a financial year submit an audit report to the municipal council concerned."*

4. Mandate







In order to fulfil its role, PRAC have the following objectives in terms of section 166(2)(a) (i to ix) of the Municipal Finance Management Act of 2003:

- 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.

In terms of the Local Government Municipal Planning and Performance Management Regulations, 2001 a Performance Audit Committee must be appointed to fulfil the following objectives:

- To advise Council on the functionality of the Performance Management System;
- To advise Council whether the Performance Management System complies with the Act; and
- To advise Council on the extent to which the municipality's performance measures are reliable in measuring performance.

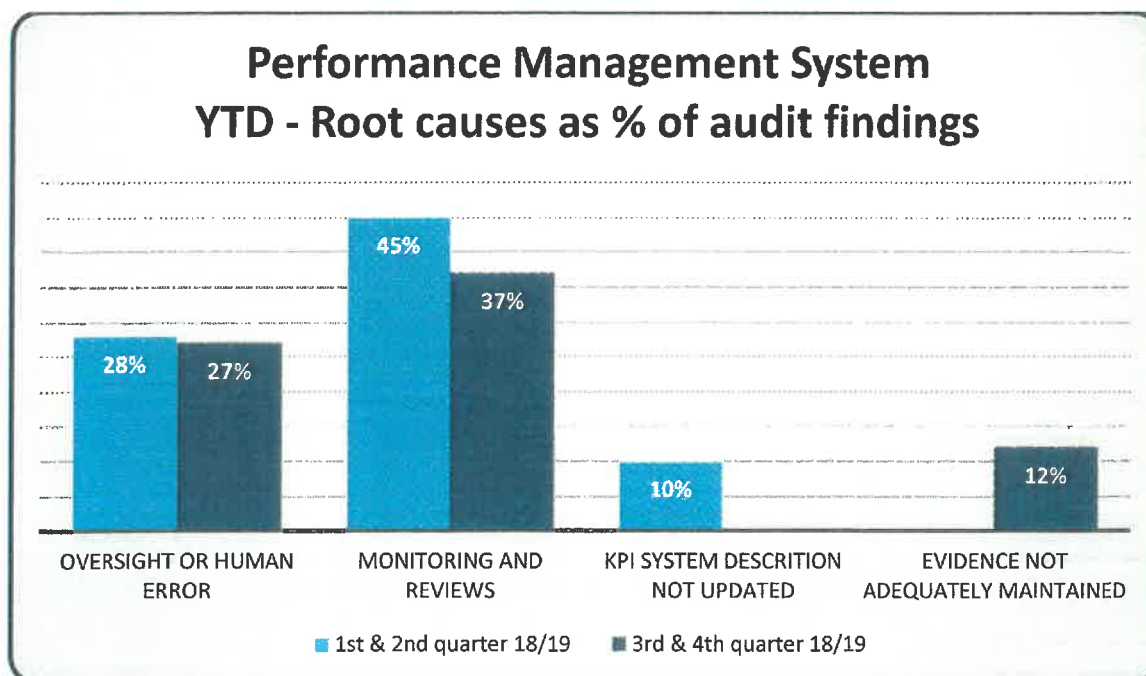
5. PRAC Assessment of Performance Management

PERFORMANCE MANAGEMENT ASSESSMENT		
Performance System Objectives	Period	
	1 July 2018 to 31 December 2018	1 January 2019 to 30 June 2019
Functionality of the performance management system		
Performance Management System complies with the Act and regulations		
Extent to which the municipality's performance measures are reliable in measuring performance		

Legends:

	Adequate
	Needs improvement
	Inadequate

The following top 3 root causes for each period resulted in Performance Management System audit findings for the Year-To-Date (YTD). These root causes negatively affect the reliability of performance measures in place.




6. Comment

For the 2018/2019 Performance Management audit, the Auditor-General South Africa (AGSA) reported that no material findings were identified on the usefulness and reliability of the reported performance information for the following strategic focus area:

- Essential Services

For the third quarter of 2018/2019, Internal Audit has highlighted the following non-compliance and control weaknesses previously reported. Management has indicated that mitigating action plans to address these deficiencies are on-going.

No	Finding	Recommendations	Status
1	Proof of evidence is inadequate*	<ul style="list-style-type: none"> • KPI submission should be in line with the signed KPI system description by the KPI owner/s. 	Repeat finding
2	Proof of evidence incomplete and inaccurate*	<ul style="list-style-type: none"> • Management should implement adequate reviews to ensure that performance reported agrees with proof of evidence. • Management should review that the most reliable evidence is submitted to support performance reporting that is accurate, valid and complete. • The KPI system description should be updated to include the review steps to be performed by the KPI owner to ensure its accuracy. 	Repeat finding
3	Corrective action not yet implemented on underperforming KPIs*	<ul style="list-style-type: none"> • Management should frequently monitoring under performance of KPIs pertaining to their department to confirm that targets are met and identify the most effective corrective action to be taken in the instances of underperformance. • Management should take into account additional skills required from suppliers in the setting of timeframes as part of the project management planning. 	In Progress
4	Inadequate corrective action taken to address KPI underperformance	Management should clearly document the reasons why underperformance took place and document adequate corrective and preventative measures in order to improve performance as required by section 41(1)(d) of the MSA.	In progress

For the 4th quarter performance information audit is limited and based on an agreed upon procedure to provide management with an assessment on the reliability of the portfolio of evidence information for the Top Layer Key Performance Information Indicators before 31 August 2019.

The following summaries the weaknesses identified:

Direcorate	No of Findings	Finding Type		
		Reliability of evidence	Adequacy of evidence	Availability of evidence
Community Services	2	2	-	-
Corporate Services	-	-	-	-
Financial Services	4	-	1	3
Technical Services	4	4	-	-
Office of the Municipal Manager	2	2	-	-
Totals	12	8	1	3

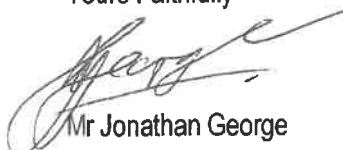
Overall Management Comment

Management has taken cognisance of the control deficiencies and will implement the management action plan.

7. Recommendation 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. Where Management has agreed to specific action plans these should be implemented timeously to improve the control environment and performance.

Yours Faithfully



Mr Jonathan George

Chairperson: Performance, Risk and Audit Committee

29 November 2019

MINUTES OF THE SPECIAL MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) OF WITZENBERG MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 21 OCTOBER 2019 AT 15h00.

PRESENT

Councillors

M. Jacobs (Chairperson)
C. Lottering
Alderman J. Schuurman

Officials

Mr. D. Nasson (Municipal Manager)
Mr. A Raubenheimer (Acting Director: Finance)
Mr. J Barnard (Director: Technical Services)
Mr. G. Louw (Head: Internal Auditor)
Mr. C. Wessels (Manager: Administration)
Mr. C Titus (Committee Clerk)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and requested thereafter Councillor C. Lottering to open the meeting with a prayer.

NOTED

**2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY
(3/1/2/1)**

Applications for leave of absence from the meeting were received from Councillors P. Heradien (ICOSA) and G. Laban (WA).

RESOLVED

that the applications for leave of absence from the meeting, received from Councillors P. Heradien (ICOSA) and G. Laban (WA), be approved and accepted.

3. RESERVED POWERS

3.1 Settling of Rand Merchant Bank (RMB) loan for Koekedouw Dam (16/2/1/1/1 & 5/4/R)

The following items refer:

- (a) Item 7.1.3 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (b) Item 8.1.3 of the Council meeting, held on 30 May 2019.
- (c) Item 7.1.2 of the Executive Mayoral Committee meeting, held on 29 July 2019.
- (d) Item 8.1.2 of the Council meeting, held on 31 July 2019.
- (e) Item 4.4 of the Special Executive Mayoral Committee meeting, held on 21 August 2019.
- (f) Item 4.4 of the Special Council meeting, held on 23 August 2019.

The following memorandum, dated 20 May 2019, was received from the Manager: Water and Sewerage:

Purpose

The purpose of this report is to inform Council regarding the settling option of the Rand Merchant Bank loan which was taken up by KBR (Koekedouw Irrigation Board) for the construction of the Koekedouw Dam.

Background

The Koekedouw Dam was constructed in 1999 as a joint venture between Witzenberg Municipality and the Koekedouw Irrigation Board. Both parties to this venture incurred loans to pay for their share of the construction cost. The loan taken up by Witzenberg Municipality has been settled in 2017.

Currently KBR is still paying off on their loan and Witzenberg Municipality is part of this repayment agreement in terms of our allocation for Vredebes farm. See **annexure 3.1(a)**.

The KBR management has met with RMB in order to negotiate a new financing model in order to settle the loan and minimize cost. The new financing model agreed to between the parties, and approved by KBR, is attached as **annexure 3.1(b)**.

This new option entails the settling of the loan once-off in order to cut out huge interest on the loan. As can be seen on the attached spreadsheet if we stay with the old financing model, KBR will make a total repayment of R348 628 396 on the initial loan. Currently the outstanding amount is R54 687 042.00, but this amount will escalate to R78 944 608.00 before it starts to decrease and eventually be settled in 2044. With the new financing model total repayment will be R83 152 706.00 resulting in a total saving of R265 475 690.00.

Legal framework

Because Witzenberg Municipality is part of KBR in terms of our allocation for Vredebes, we are also liable for the repayment of our portion of the loan from Rand Merchant Bank.

Financial impact

With the new financing model we will have a huge saving on the repayment of the loan. In terms of the old financing model we will be responsible for repayment of R4 052 646.00 whereas with the new financing model we will make a once-off payment of R889 891.98 to settle the loan, resulting in a saving of R3 162 754.02."

The Municipal Manager gave a background with regard to the matter of settling the Rand Merchant Bank (RMB) loan for the Koekedouw Dam. Further investigation in terms of the agreement will be done. This matter only recently arose and the loan was done before the purchase of Vredebes. The water rights were part of the agreement.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council approves the new financing model option.
- (b) That Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Councillor BC Klaasen mentioned that the outstanding arrear amount is based on calculations made by the Koekedouw Irrigation Board and that further investigations are necessary.

Council unanimously resolved on 30 May 2019 that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Further report from Municipal Manager, dated 24 July 2019:

"Since the last Executive Mayoral Committee and council meetings Administration has attempted to obtain written agreements of Council's financial commitment towards the Koekedouw Irrigation Board. The Deed of Sale does not make mention of any such financial commitment towards the Board nor the Title Deed. The Title Deed reflects the water right that is registered and which is inherent to the farm. A meeting was requested with the Chairperson of the Irrigation Board, Mr Danie Goosen, which took place on 2 July 2019.

A summary of the meeting is contained in the email sent by Mr Goosen to the Municipal Manager's office, dated 2 July 2019 and is attached as **annexure 3.1(c)**. In terms of the discussion the Koekedouw Irrigation Board took up a loan with the Rand Merchant Bank on behalf of its members. The accountability of the members was pro rata with the water rights of their respective farms. All the members at that time agreed to the conditions which was later on also accepted by the municipality when Vredebes was purchased. The Irrigation Board used to send an invoice to its members on a yearly basis, which included the municipality and in terms of which they then were obliged to settle. The municipality has been paying regularly on an annual basis since they acquired the farm. The invoice was normally divided into an operational and capital contribution. In terms of the Irrigation Board's members meeting resolution taken, the members accepted the settlement as previously outlined. On the date of the discussion all the members have paid their contribution of the settlement towards the Rand Merchant Bank loan except for the municipality. The Koekedouw Irrigation Board went ahead to pay on the municipality's behalf, because of their commitment and legal obligation and has requested that the municipality repays the amount to them. The crux of the discussion is that the liability of the municipality is coupled to the water rights inherent to the property.

The Municipal Manager informed the meeting that he had consulted with the Chairperson of the Koekedouw Irrigation Board, Mr Danie Goosen, regarding the matter. The explanation from the

Chairperson sounds acceptable, but he is awaiting documentation about the matter to submit to Council for consideration.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council approves the new financing model option.
- (b) that Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council.

Council unanimously resolved on 31 July 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council and to obtain more information.

The following documents are further attached:

- (a) Correspondence from Koekedouw Irrigation Board, dated 13 March 2019: **Annexure 3.1(d)**.
- (b) Letter from Grayston & Elliot, dated 13 March 2019: **Annexure 3.1(e)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council approves the new financing model option.
- (b) That Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 21 August 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

Council unanimously resolved on 23 August 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

The Chairperson constitute the meeting that:

- (a) This is only a planning meeting in respect of Council's resolution taken on 23 August 2019: Item 4.4: with regard to an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.
- (b) To keep the members of the MPAC and Senior Management informed.
- (c) To sensitize every one of the sensitivity of the matter; and
- (d) To avoid that people from outside cross question the members and / or Senior Management in respect of the matter whilst the investigation is in process.

MODUS OPERANDI WITH REGARD TO THE INVESTIGATION

The Municipal Manager provided a background of the history of the matter and mentioned that his version is only secondary and based on hearsay. One of the role players at the time, and a member of MPAC, is Alderman J.W. Schuurman. Many others left the business or passed away. The municipality is a member of both the Koekedouwdam Irrigation Board (KBI) and the Koekedouwdam Management Board (KMB).

On request of the Chairperson the Municipal Manager explained who is the:

- (a) Koekedouwdam Management Board (KMB)
- (b) Koekedouwdam Irrigation Board (KIB) and
- (c) Rand Merchant Bank (RMB)

The Koekedouw Management Board is a sort of joint venture between the KIB and the former Ceres Municipality and was established in the time of Witzenberg Municipality. The parties agreed to build the Koekedouwdam and each party agreed to contribute to the building of the dam. The Ceres Municipality and the KIB agreed to take up a loan. The loan of the Ceres Municipality for the construction of dam was paid off by September 2017 with Development Bank of South Africa (DBSA).

The Koekedouw Irrigation Board take up a loan with the Koekedouw Management Board and structure their own payment. When the Koekedouw Irrigation Board concluded their agreement they did it on behalf of all its members. Their members have water rights in terms of the land they owned. The member's contribution was determined in terms of the water right they have.

When the loan was taken up it was done in the name of the Vredebes Farm with the consequence that when the municipality bought the Vredebes Farm they took over the liability, the asset and the watering right, because it is inherent to the property. In the sale agreement no mention was made of the water right. In terms of the title deed (P.8) it mention the watering right which is inherent to the property. In terms of Paragraph 3.4 it states that a servitude is registered and that water is subtract for the farm. Any other notorial deed will also be investigated.

The loan of the Witzenberg Municipality was in total redeemed but this is now the loan of Rand Merchant Bank. When the Municipality bought Vredebes Farm they have to contribute to the Koekedouw Irrigation Board. The annual payment was in terms of the loan and their portion of the operational cost. The municipality is still making a contribution for the operational running of the Koekedouwdam. It is now 41% and previously 59%. The other part is the part for the redemption of the loan.

The Koekedouw Irrigation Board went to Rand Merchant Bank to restructure the loan. Farms were sequestrated at the time partly due to the payment of the dam. The former Minister for Water Affairs got involved and paid for the Small Farmers and they pay only for the operational cost. With the

restructuring of the loan it was believe that it is the best model otherwise payments should be for another (ten) 10 years and it could double the amount which should be paid to Rand Merchant Bank. All members settle their loan with Rand Merchant Bank except the municipality. The KIB settled the amount that the Witzenberg Municipality should pay. The municipality did not pay because the matter was referred to the Municipal Public Accounts Committee. The Koekedouw Irrigation Board put a proposal on the table that instead the municipality pay the money and settle the amount. That the watering right be given to some of the Small Farmers. This is the current situation.

Municipal Manager conveyed that the Executive Mayor request for the documentation of the loan between the Koekedouw Irrigation Board and their members. At a meeting between the Municipal Manager and the Director: Technical Services with the Chairperson of the Koekedouw Irrigation Board it was learned that the Board will need time to find such documentation.

Director: Technical Services referred to the letter of the Koekedouw Irrigation Board which states that the municipality must pay R59 326-00 for 15ha of waterrights at Vredebes Farm. Municipal Manager is of the opinion that the letter is not sufficient documentation. There is currently no documentation of an agreement between the previous owner of Vredebes Farm and the Koekedouw Irrigation Board for this 15ha. This is the prove the Mayoral Committee wants to see.

There were two (2) accounts:

1. Koekedouwdam Management Board (KMB)
2. Koekedouw Irrigation Board (KIB)

The Koekedouwdam Management Board run the dam and the Koekedouw Irrigation Board payment was for the Vredebes Farm and the 15ha summer water. The accounts were always received from the KIB. It was for pipelines of the dam.

When the farm was bought in 2002 Vredebes was zoned agricultural. Rezoning take place in 2014 / 2015 to build houses. With the purchase of the farm the water rights was also taken over.

Chairperson and Alderman J.W. Schuurman shared the opinion that the waterrights be ceded to the Small Farmers.

The Director: Technical Services will check on the yearly usage of water by the farmers, and determine if the 15ha of summer water of Vredebes was also used by the farmers. If so, whether it was with the consent of the municipality. The report will be submitted at the next meeting of MPAC.

Municipal Manager mentioned that the terms of the agreement can only be approved by the Department of Water Affairs. Water is an asset which need to go through the Supply Chain process. The Koekedouwdam Management Board and Koekedouwdam Irrigation Board are willing to attend a meeting with the Municipal Public Accounts Committee.

NEXT MEETING

The next meeting of Municipal Public Accounts Committee will be held on Monday, 28 October 2019 in the Council Chambers, Municipal Offices, Ceres at 14h00.

RESOLVED

- (a) *that the Municipal Public Accounts Committee will meet with KMB and KIB on Monday, 28 October 2019 at 14h00 in the Council Chambers, Municipal Offices, Ceres.*
- (b) *that the Director: Technical Services draft a presentation / report with the recommendation to take the matter forward.*
- (c) *that the matter after the meeting supra (a) that Municipal Public Accounts Committee make a recommendation to Council.*

9. ADJOURNMENT

The meeting adjourned at 16h10.

Approved on _____

MD JACOBS
CHAIRPERSON / VOORSITTER

/wr

MINUTES OF THE MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE OF WITZENBERG MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 28 OCTOBER 2019 AT 14:00

PRESENT

Councillors

M. Jacobs (Chairperson)
Alderman J.W. Schuurman
C. Lottering
G. Laban

Officials

Mr. D. Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr. A Raubenheimer (Acting Director: Finance)
Mr. M Mpeluza (Director: Corporate Services)
Mr. G. Louw (Head: Internal Auditor)
Mr. C. Wessels (Manager: Administration)
Mr. C Titus (Committee Clerk)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and requested Councillor C. Lottering to open the meeting with a prayer.

NOTED

**2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY
(3/1/2/1)**

An apology for absence from the meeting was received from the Senior Internal Auditor.

RESOLVED

that notice be taken of the apology for absence from the meeting, received from the Senior Internal Auditor and be accepted.

3. DELEGATED POWERS

None

NOTED

4. RESERVED POWERS

4.1 Settling of Rand Merchant Bank (RMB) loan for Koekedouw Dam (16/2/1/1/1 & 5/4/R)

The following items refer:

- (a) Item 7.1.3 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (b) Item 8.1.3 of the Council meeting, held on 30 May 2019.
- (c) Item 7.1.2 of the Executive Mayoral Committee meeting, held on 29 July 2019.
- (d) Item 8.1.2 of the Council meeting, held on 31 July 2019.
- (e) Item 4.4 of the Special Executive Mayoral Committee meeting, held on 21 August 2019.
- (f) Item 4.4 of the Special Council meeting, held on 23 August 2019.
- (g) Item 3.1 of the Special Municipal Public Accounts Committee meeting, held on 21 October 2019.

The following memorandum, dated 20 May 2019, was received from the Manager: Water and Sewerage:

"Purpose

The purpose of this report is to inform Council regarding the settling option of the Rand Merchant Bank loan which was taken up by KBR (Koekedouw Irrigation Board) for the construction of the Koekedouw Dam.

Background

The Koekedouw Dam was constructed in 1999 as a joint venture between Witzenberg Municipality and the Koekedouw Irrigation Board. Both parties to this venture incurred loans to pay for their share of the construction cost. The loan taken up by Witzenberg Municipality has been settled in 2017.

Currently KBR is still paying off on their loan and Witzenberg Municipality is part of this repayment agreement in terms of our allocation for Vredebes farm. See **annexure 4.1(a)**.

The KBR management has met with RMB in order to negotiate a new financing model in order to settle the loan and minimize cost. The new financing model agreed to between the parties, and approved by KBR, is attached as **annexure 4.1(b)**.

This new option entails the settling of the loan once-off in order to cut out huge interest on the loan. As can be seen on the attached spreadsheet if we stay with the old financing model, KBR will make a total repayment of R348 628 396 on the initial loan. Currently the outstanding amount is R54 687 042.00, but this amount will escalate to R78 944 608.00 before it starts to decrease and eventually be settled in 2044. With the new financing model total repayment will be R83 152 706.00 resulting in a total saving of R265 475 690.00.

Legal framework

Because Witzenberg Municipality is part of KBR in terms of our allocation for Vredebes, we are also liable for the repayment of our portion of the loan from Rand Merchant Bank.

Financial impact

With the new financing model we will have a huge saving on the repayment of the loan. In terms of the old financing model we will be responsible for repayment of R4 052 646.00 whereas with the new financing model we will make a once-off payment of R889 891.98 to settle the loan, resulting in a saving of R3 162 754.02."

The Municipal Manager gave a background with regard to the matter of settling the Rand Merchant Bank (RMB) loan for the Koekedouw Dam. Further investigation in terms of the agreement will be done. This matter only recently arose and the loan was done before the purchase of Vredebes. The water rights were part of the agreement.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council approves the new financing model option.
- (b) That Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Councillor BC Klaasen mentioned that the outstanding arrear amount is based on calculations made by the Koekedouw Irrigation Board and that further investigations are necessary.

Council unanimously resolved on 30 May 2019 that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Further report from Municipal Manager, dated 24 July 2019:

"Since the last Executive Mayoral Committee and council meetings Administration has attempted to obtain written agreements of Council's financial commitment towards the Koekedouw Irrigation Board. The Deed of Sale does not make mention of any such financial commitment towards the Board nor the Title Deed. The Title Deed reflects the water right that is registered and which is inherent to the farm. A meeting was requested with the Chairperson of the Irrigation Board, Mr Danie Goosen, which took place on 2 July 2019.

A summary of the meeting is contained in the email sent by Mr Goosen to the Municipal Manager's office, dated 2 July 2019 and is attached as **annexure 4.1(c)**. In terms of the discussion the Koekedouw Irrigation Board took up a loan with the Rand Merchant Bank on behalf of its members. The accountability of the members was pro rata with the water rights of their respective farms. All the members at that time agreed to the conditions which was later on also accepted by the municipality when Vredebes was purchased. The Irrigation Board used to send an invoice to its members on a yearly basis, which included the municipality and in terms of which they then were obliged to settle. The

municipality has been paying regularly on an annual basis since they acquired the farm. The invoice was normally divided into an operational and capital contribution. In terms of the Irrigation Board's members meeting resolution taken, the members accepted the settlement as previously outlined. On the date of the discussion all the members have paid their contribution of the settlement towards the Rand Merchant Bank loan except for the municipality. The Koekedouw Irrigation Board went ahead to pay on the municipality's behalf, because of their commitment and legal obligation and has requested that the municipality repays the amount to them. The crux of the discussion is that the liability of the municipality is coupled to the water rights inherent to the property.

The Municipal Manager informed the meeting that he had consulted with the Chairperson of the Koekedouw Irrigation Board, Mr Danie Goosen, regarding the matter. The explanation from the Chairperson sounds acceptable, but he is awaiting documentation about the matter to submit to Council for consideration.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council approves the new financing model option.
- (b) that Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council.

Council unanimously resolved on 31 July 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council and to obtain more information.

The following documents are further attached:

- (a) Correspondence from Koekedouw Irrigation Board, dated 13 March 2019: **Annexure 4.1(d)**.
- (b) Letter from Grayston & Elliot, dated 13 March 2019: **Annexure 4.1(e)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council approves the new financing model option.
- (b) That Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 21 August 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

Council unanimously resolved on 23 August 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

The Municipal Public Accounts Committee resolved on 21 October 2019:

- (a) that the Municipal Public Accounts Committee will meet with KMB and KIB on Monday, 28 October 2019 at 14h00 in the Council Chambers, Municipal Offices, Ceres.
- (b) that the Director: Technical Services draft a presentation / report with the recommendation to take the matter forward.
- (c) that the matter after the meeting supra (a) that Municipal Public Accounts Committee make a recommendation to Council.

The following documents are attached:

- (i) Summary of the discussions at the meeting of 21 October 2019, received from the Director: Technical Services: **Annexure 4.1(f)**.
- (ii) Constitution of Koekedouw Irrigation Board: **Annexure 4.1(g)**.
- (iii) Agreement between the Municipality and Koekedouw Irrigation Board (*Water vir Ceres*): **Annexure 4.1(h)**.

The Committee requested that the Acting Chief Financial Officer do a breakdown of the different payments in respect of the Koekedouwdam as well as the final payment and same at the next Municipal Public Accounts Committee (MPAC) meeting.

RESOLVED

that the Acting Chief Financial Officer compile a breakdown of all municipal payments in terms of the Koekedouwdam and submit same at the next Municipal Public Accounts Committee (MPAC) meeting.

5. NEXT MEETING

That the next meeting be held in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres on 4 November 2019 at 14h00.

6. ADJOURNMENT

The meeting adjourned at 14h10.

Approved on _____

MD JACOBS
CHAIRPERSON / VOORSITTER

/wr

MINUTES OF THE SPECIAL MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) OF WITZENBERG MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 4 NOVEMBER 2019 AT 14:00.

PRESENT

Councillors on the Committee

M. Jacobs (Chairperson)
Alderman J. Schuurman
C. Lottering
G. Laban
P. Heradien

Other Councillors not on the Committee

Alderman H Smit

Officials

Mr D. Nasson (Municipal Manager)
Mr A. Raubenheimer (Acting Director: Finance)
Mr J. Barnard (Director: Technical Services)
Mr M. Mpeluza (Director: Corporate Services)
Mr G. Louw (Head: Internal Auditor)
Ms S. Hendricks (Senior Internal Auditor)
Mr J. Swanepoel (Manager: Projects and Performance)
Mr C. Wessels (Manager: Administration)
Mr C. Titus (Committee Clerk)

Other

Mr D. Goosen (Koekedouw Irrigation Board)
Mr P. du Plessis (Koekedouw Irrigation Board)
Mr H. Conradi (Koekedouw Irrigation Board)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and requested thereafter Councillor P. Heradien to open the meeting with a prayer.

NOTED

**2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY
(3/1/2/1)**

None

NOTED

3. MINUTES

**3.1 Approval of minutes
(03/1/2/3)**

The following documents are attached:

- (a) The minutes of the Municipal Public Accounts Committee, held on 20 August 2019: **Annexure 3.1(a)**.
- (b) The minutes of the Special meeting of the Municipal Public Accounts Committee, held on 21 October 2019: **Annexure 3.1(b)**.

RESOLVED

- (a) *that the minutes of the Municipal Public Accounts Committee, held on 20 August 2019, be approved and signed by the chairperson.*
- (b) *that the minutes of the Municipal Public Accounts Committee meeting, held on 21 October 2019, be approved and signed by the chairperson.*

3.2 Matters from the minutes

None

NOTED

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON

None

NOTED

5. INTERVIEWS WITH DELEGATIONS

None

NOTED

6. DELEGATED POWERS

None

NOTED

7. RESERVED POWERS

**7.1 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter of 2019/2020 (1 July 2019 until 30 September 2019)
(9/1/2/2)**

The Quarterly Budget Statement (Section 52(d) Report for the period 1 July 2019 to 30 September 2019, received from the Acting Director: Finance, is attached as **annexure 7.1**.

The budget of the municipality must contain measurable performance objectives for revenue from each source and for each vote in the budget, taking into account the IDP [MFMA s17(3)(b)]. The accounting officer must include these objectives in the annual report and report on performance accordingly.

Frequency: Quarterly

The Municipal Public Accounts Committee (MPAC) consider the section 52(d) report for the period 1 July 2019 until 30 September 2019 and highlighted the following matters:

- The cash flow of the municipality is in order.
- That the investment amount stand on R96 million.
- That there is no major financial issues to report on.
- That the performance has met the expectations of Council and the community.
- That there is unspent capital on housing.
- That beneficiaries for houses at Vredebes will move in by end of November 2019.
- That rental stock will also be transferred.
- That the objectives (targets) of the municipality has been met.
- That the Cost Containment Regulations impacted negatively on the capital expenditure.
- That debt collection is a major concern.
- That the maintenance budget is high due to vandalism. The insurance refuse to pay.
- The Municipal Public Accounts Committee requested a report in terms of spending on vandalism.

RESOLVED

(a) *that the Acting Chief Financial Officer submit a report in terms of spending due to vandalism.*

(b) *To recommend to the Executive Mayoral Committee and Council:*

that notice is taken, after consideration, of the Section 52(d) Report of the 1st Quarter for 2019/2020 and same be approved and accepted.

**7.2 Settling of Rand Merchant Bank (RMB) loan for Koekedouw Dam
(16/2/1/1/1 & 5/4/R)**

The following items refer:

- (a) Item 7.1.3 of the Executive Mayoral Committee meeting, held on 27 May 2019.
- (b) Item 8.1.3 of the Council meeting, held on 30 May 2019.
- (c) Item 7.1.2 of the Executive Mayoral Committee meeting, held on 29 July 2019.
- (d) Item 8.1.2 of the Council meeting, held on 31 July 2019.
- (e) Item 4.4 of the Special Executive Mayoral Committee meeting, held on 21 August 2019.
- (f) Item 4.4 of the Special Council meeting, held on 23 August 2019.
- (g) Item 3.1 of the Special Municipal Public Accounts Committee meeting, held on 21 October 2019.

The following memorandum, dated 20 May 2019, was received from the Manager: Water and Sewerage:

"Purpose

The purpose of this report is to inform Council regarding the settling option of the Rand Merchant Bank loan which was taken up by KBR (Koekedouw Irrigation Board) for the construction of the Koekedouw Dam.

Background

The Koekedouw Dam was constructed in 1999 as a joint venture between Witzenberg Municipality and the Koekedouw Irrigation Board. Both parties to this venture incurred loans to pay for their share of the construction cost. The loan taken up by Witzenberg Municipality has been settled in 2017.

Currently KBR is still paying off on their loan and Witzenberg Municipality is part of this repayment agreement in terms of our allocation for Vredebes farm. See **annexure 7.2(a)**.

The KBR management has met with RMB in order to negotiate a new financing model in order to settle the loan and minimize cost. The new financing model agreed to between the parties, and approved by KBR, is attached as **annexure 7.2(b)**.

This new option entails the settling of the loan once-off in order to cut out huge interest on the loan. As can be seen on the attached spreadsheet if we stay with the old financing model, KBR will make a total repayment of R348 628 396 on the initial loan. Currently the outstanding amount is R54 687 042.00, but this amount will escalate to R78 944 608.00 before it starts to decrease and eventually be settled in 2044. With the new financing model total repayment will be R83 152 706.00 resulting in a total saving of R265 475 690.00.

Legal framework

Because Witzenberg Municipality is part of KBR in terms of our allocation for Vredebes, we are also liable for the repayment of our portion of the loan from Rand Merchant Bank.

Financial impact

With the new financing model we will have a huge saving on the repayment of the loan. In terms of the old financing model we will be responsible for repayment of R4 052 646.00 whereas with the new financing model we will make a once-off payment of R889 891.98 to settle the loan, resulting in a saving of R3 162 754.02."

The Municipal Manager gave a background with regard to the matter of settling the Rand Merchant Bank (RMB) loan for the Koekedouw Dam. Further investigation in terms of the agreement will be done. This matter only recently arose and the loan was done before the purchase of Vredebes. The water rights were part of the agreement.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council approves the new financing model option.
- (b) That Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Councillor BC Klaasen mentioned that the outstanding arrear amount is based on calculations made by the Koekedouw Irrigation Board and that further investigations are necessary.

Council unanimously resolved on 30 May 2019 that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Further report from Municipal Manager, dated 24 July 2019:

"Since the last Executive Mayoral Committee and council meetings Administration has attempted to obtain written agreements of Council's financial commitment towards the Koekedouw Irrigation Board. The Deed of Sale does not make mention of any such financial commitment towards the Board nor the Title Deed. The Title Deed reflects the water right that is registered and which is inherent to the farm. A meeting was requested with the Chairperson of the Irrigation Board, Mr Danie Goosen, which took place on 2 July 2019.

A summary of the meeting is contained in the email sent by Mr Goosen to the Municipal Manager's office, dated 2 July 2019 and is attached as **annexure 7.2(c)**. In terms of the discussion the Koekedouw Irrigation Board took up a loan with the Rand Merchant Bank on behalf of its members. The accountability of the members was pro rata with the water rights of their respective farms. All the members at that time agreed to the conditions which was later on also accepted by the municipality when Vredebes was purchased. The Irrigation Board used to send an invoice to its members on a yearly basis, which included the municipality and in terms of which they then were obliged to settle. The municipality has been paying regularly on an annual basis since they acquired the farm. The invoice was normally divided into an operational and capital contribution. In terms of the Irrigation Board's members meeting resolution taken, the members accepted the settlement as previously outlined. On the date of the discussion all the members have paid their contribution of the settlement towards the

Rand Merchant Bank loan except for the municipality. The Koekedouw Irrigation Board went ahead to pay on the municipality's behalf, because of their commitment and legal obligation and has requested that the municipality repays the amount to them. The crux of the discussion is that the liability of the municipality is coupled to the water rights inherent to the property.

The Municipal Manager informed the meeting that he had consulted with the Chairperson of the Koekedouw Irrigation Board, Mr Danie Goosen, regarding the matter. The explanation from the Chairperson sounds acceptable, but he is awaiting documentation about the matter to submit to Council for consideration.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council approves the new financing model option.
- (b) that Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council.

Council unanimously resolved on 31 July 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council and to obtain more information.

The following documents are further attached:

- (a) Correspondence from Koekedouw Irrigation Board, dated 13 March 2019: **Annexure 7.2(d)**.
- (b) Letter from Grayston & Elliot, dated 13 March 2019: **Annexure 7.2(e)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council approves the new financing model option.
- (b) That Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 21 August 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

Council unanimously resolved on 23 August 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

Minutes: Municipal Public Accounts Committee
Notule: Munisipale Publieke Rekeninge Komitee
4 November 2019

The Municipal Public Accounts Committee resolved on 21 October 2019:

- (a) that the Municipal Public Accounts Committee will meet with KMB and KIB on Monday, 28 October 2019 at 14h00 in the Council Chambers, Municipal Offices, Ceres.
- (b) that the Director: Technical Services draft a presentation / report with the recommendation to take the matter forward.
- (c) that the matter after the meeting supra (a) that Municipal Public Accounts Committee make a recommendation to Council.

The following documents are attached:

- (i) Summary of the discussions at the meeting of 21 October 2019, received from the Director: Technical Services: **Annexure 7.2(f)**.
- (ii) Constitution of Koekedouw Irrigation Board: **Annexure 7.2(g)**.
- (iii) Agreement between the Municipality and Koekedouw Irrigation Board (*Water vir Ceres*): **Annexure 7.2(h)**.
- (iv) Dam settlement: **Annexure 7.2(i)**.
- (v) Payment to *Koekedouw Bestuursmaatskappy* and *Ceres Koekedouw Bestuurskomitee*: **Annexure 7.2(j)**.

Mr. D. Goosen, Chairperson of the Koekedouw Irrigation Board, explained the operations of the water rights and how the Farm Vredebes is affected by the irrigation system. The explanation included the loan option the Koekedouw Irrigation Board followed and the involvement of the various farmers and the repayment of their own loans. The representatives of the municipality were present at all meetings. By June 2019 all monies were paid except the part of the Witzenberg Municipality. The Koekedouw Irrigation Board paid the outstanding monies of the municipality in order to adhere to the agreement.

The Koekedouw Irrigation Board propose to the municipality that the emerging farmers need summer water and wish to take over the water from the municipality. The necessary documentation will be completed in order to ensure that the municipality get rid of the debt legally. The modus will benefit both the municipality and the Koekedouw Irrigation Board.

The Municipal Public Accounts Committee (MPAC) caucused from 14:55 until 15:05.

RESOLVED

that Municipal Public Accounts Committee will draft a report in respect of Council's instruction to investigate the settling of the Rand Merchant bank (RMB) loan for the Koekedouw dam and submit thereafter a recommendation to Council.

8. ADJOURNMENT

The meeting adjourned at 15:30.

Approved on _____

MD JACOBS
CHAIRPERSON

/wr

REPORT BY MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) IN RESPECT OF COUNCIL RESOLUTION 4.4 OF 23 AUGUST 2019

Background:

The Koekedouw Irrigation Board informed the Municipality of the restructuring of their loan account with Rand Merchant Bank and requested the Municipality to make a once off payment that will redeem the Board of its financial loan obligations towards Rand Merchant Bank. The matter was tabled before Council and it was resolved to refer the matter to the MPAC Committee to investigate whether there is any obligation on Council to make payment and to further make any recommendations to Council for consideration.

Legal Mandate

The MPAC Committee was established in terms of section 79 of the Municipal Structures Act, Act 117 of 1998. The Municipal Council, as the supreme authority of the Witzenberg Municipality, requested MPAC to investigate and have discussions with the Koekedouw Irrigation Board on whether there is a legal obligation on Council to make any payment towards the loan taken up with Rand Merchant Bank.

Process of MPAC

1. First Meeting: 21 October 2019

- 1.1 The Committee met on the 21st October 2019 for an internal discussion of all documentation and to plan the way forward.
- 1.2 A copy of the Title Deed, correspondence from the Koekedouw Irrigation Board to the Municipality, and an email of the chairperson of the Irrigation Board, Mr. Danie Goosen as well as an Opinion of Grayston and Elliot was presented to the Committee for discussion.
- 1.3 The Municipal Manager addressed the Committee to give background on the loan agreement as well as explaining the difference between Koekedouw Management Ward and the Koekedouw Irrigation Board.
- 1.4 The meeting unanimously resolved to postpone the meeting to the 28th October 2019 and requested that copies of the constitution of the Koekedouw Irrigation Board and the Koekedouw Management Board be obtained and presented to the Committee. The Director Technical Services was requested to present proof of the Notarial Deed confirming the Water Rights of Vredebes farm.

2. Second Meeting: 28 October 2019

- 2.1 All the documentation was perused and examined at the Meeting.
- 2.2 The Municipal Manager confirmed that there was no formal agreement in the records of the Municipality between either Vredebes farm and or the Municipality with the Koekedouw Irrigation Board.

- 2.3 It is confirmed by the Committee that there is a clear distinction between the Koekedouw Management Board and the Koekedouw Irrigation Board.
- 2.4 The Committee also clarified that the loan that was redeemed with Development Bank of South Africa was for the Municipality's own financial obligations towards the construction of the Koekedouw Dam.
- 2.5 The Koekedouw Management Committee manages the operation side of the Koekedouw Dam and compiles its own budget to which both the Municipality and the Irrigation Board are compelled to contribute.
- 2.6 The loan amount referred to by the Irrigation Board, which is due to Rand Merchants Bank is as a result of the Municipality acquiring (purchasing) the Vredebes farm.
- 2.7 The Committee resolved to postpone the further investigation until the 04th November 2019 with the specific purpose of calling members of the Irrigation Board as well as the Koekedouw Management Board to address the Committee. The CFO was also requested to submit a report on all payments made to the Irrigation Board.

3. **Third Meeting: 4th November 2019**

- 3.1 The current chairperson of the Koekedouw Irrigation Board, Mr Danie Goosen as well as two other members namely Messrs du Plessis and Conradie attended the meeting. Alderman Smith the Municipal representative on the Management Board also attended the meeting.
- 3.2 Mr Goosen confirmed the correspondence send to the Municipality of the restructuring of the Irrigation Board's loan obligations towards Rand Merchants Bank. Mr Goosen reiterated that the agreement was restructured because of the unfavourable long term financial implications for the members of the Board.
- 3.3 Mr Goosen further confirm that he was not involved during any discussion when the Municipality acquired ownership of the Vredebes farm. Mr Goosen could also not produce any documentation which the Municipality has signed confirming their responsibility and liability of the loan.
- 3.4 All the members of the Board's obligations are connected to their water rights which in turn is inherently vested in the ownership of the land. The financial obligations is shared on a pro rata basis according to the registered hectares of water and are approved by the Department of Water Affairs.
- 3.5 The Witzenberg Municipality's obligation is derived from the 15 hectares of water and which is part of the Notarial Deed and registered against the Title Deed.
- 3.6 Mr Goosen informed the Committee that all the members, with the exception of Witzenberg Municipality have redeemed their loans with Rand Merchants Bank. The Irrigation Board took a decision to pay on behalf of the Municipality because it was part of the agreement that the full loan be redeemed.

- 3.7 The Board initially requested the repayment made on behalf of Witzenberg Municipality but has since then requested a trade off the Water Rights in favour of their black farmers for the payment made. The amount that is due by the Municipality is R889 891, 98.
- 3.8 There were no major points of dispute and only clarification issues.
- 3.9 The delegation of the Irrigation Board was excused whereafter the Committee deliberated on the evidence presented.

4. **Minutes**

The Minutes of all three meetings are attached to this report.

5. **Recommendation**

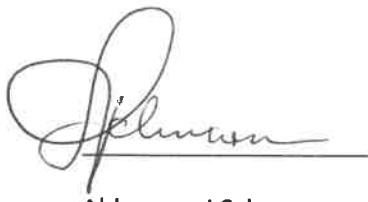
The Committee unanimously resolved to recommend to Council:

- a) Although no evidence of any agreement could be presented confirming Council's financial obligation to the Board that it be accepted that there was indeed a financial commitment by Council to the Irrigation Board.
- b) Previous payment made by the Finance Department confirms the financial obligation.
- c) That there is nothing in the conduct of any Party from which it can be deducted that payments made were fruitless, wasteful and or unauthorized nor that it be irregular.
- d) In terms of Council's mandate that it will not be wrong to make payment in the amount of R889 891, 98 as a full and final settlement for the outstanding loan obligation to the Board.
- e) That the Irrigation Board's proposal that the Water Rights be reallocated to black farmers be considered as a favourable solution for a potential problem between the Council and the Irrigation Board.

SIGNED BY ALL THE MEMBERS OF THE COMMITTEE



Councillor MD Jacobs



Alderman J Schuurman



Councillor P Heradien



Councillor C Lottering



Councillor G Laban

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

TO: Director: Technical Services

FROM: Senior Superintendent: Solid Waste and Cleansing.

DATE: 04 June 2019

REF.: 17/3/2

RE: WASTE CHARACTERIZATION AND BRAND AUDIT REPORT

A. PURPOSE

The purpose of the study is to understand the character of the waste generated in Witzenberg.

B. DISCUSSION

An effective Waste Characterisation and Brand Audit establishes a basis for planning and control; developing appropriate systems for waste minimization and diversion from landfill; managing the collection of recyclables; the facilitation of appropriate partnerships between the municipality, the community, and specialist waste management groups in order to build institutional capacity, create job opportunities, and develop improved protection of the environment. The waste characterisation and brand audit was undertaken over a two week period from 25th March 2019 until the 5th April 2019.

Attached as **annexure A** please find the waste characterisation report done by WAAI.

The Witzenberg Municipality was selected for the waste characterisation and brand audit pilot based on the following main criteria:

- The willingness and readiness of the municipality to participate in the pilot study and to seek sustainable alternatives
- A committed driver for change in the Solid Waste Department
- The fact that the Municipality's landfill is running out of airspace in a years time and the fact that the municipality needs to find sustainable alternatives to landfilling waste
- The municipality has adequate resources in order to undertake a successful pilot project and the fact that Working-on-Waste EPWP workers can be trained and mentored as Waste Ambassadors to undertake Waste Characterisation and Brand Audits (and the possibility that they will be a part of the next phase of the project)
- Although the municipality currently does not have a MRF, the municipality currently has composting and recycling facilities which could be incorporated in the programme
- The Municipality has an ideal demographic and population size and the municipality's main wards, such as Ceres, Tulbagh, Wolseley, Op-die-Berg and PA Hamlet can be easily ring-fenced for pilot study purposes.




NUMBER OF HOUSEHOLDS IN MUNICIPALITY

The number of households per suburb / ward in the Witzenberg Municipality is as follows:

MUNICIPAL WARD	NUMBER OF HOUSEHOLDS
Cluster 1	
Nduli	1983
Ceres	3134
TOTAL	5117
Cluster 2	
Bella Vista	2898
PA Hamlet	1910
Op-Die-Berg	389
TOTAL	5197
Cluster 3	
Tulbagh	2702
Wolseley	3382
TOTAL	6084
GRAND TOTAL	16 398

TULBAGH INCOME INDEX

The Waste Characterisation and Brand Audit were undertaken by suburb / ward and by High, Middle, and Low Income Index. For the purpose of the study, each of the household bags collected from the high, middle, and low income households were identified by means of different coloured stickers as follows:

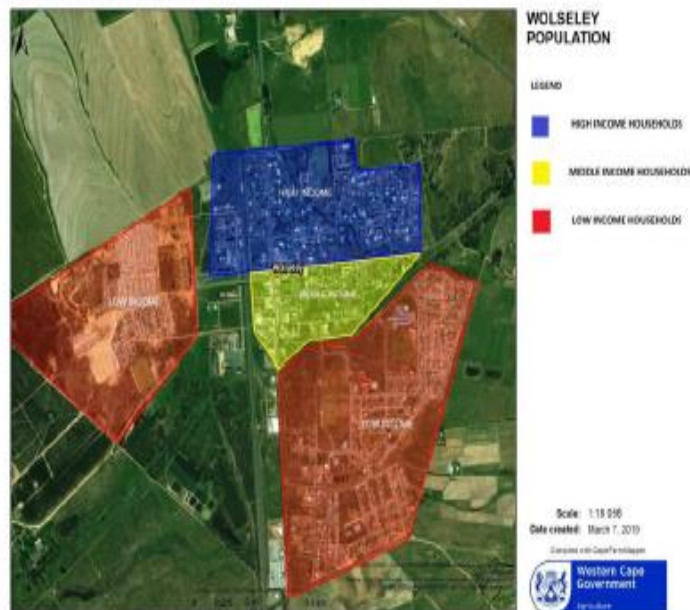
LEGEND	
	HIGH INCOME HOUSEHOLDS
	MIDDLE INCOME HOUSEHOLDS
	LOW INCOME HOUSEHOLDS

The High, Middle, and Low Income Index areas of the Tulbagh suburbs / wards are as illustrated below:



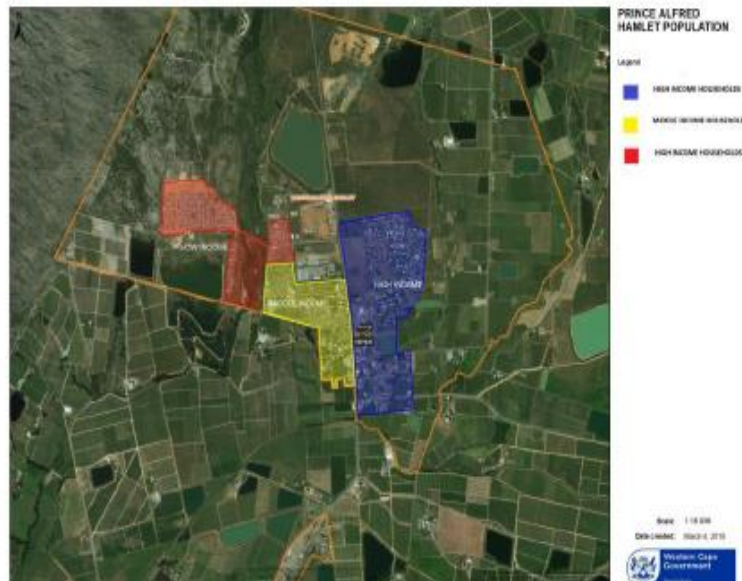
WOLSELEY INCOME INDEX

The High, Middle, and Low Income Index demographics of the **Wolseley** suburb / ward are as illustrated below:



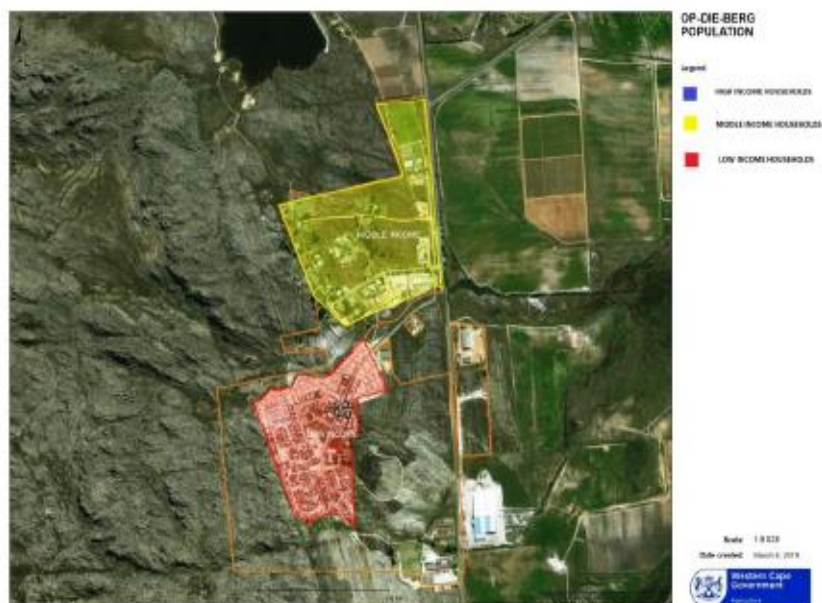
PA HAMLET INCOME INDEX

The High, Middle, and Low Income Index demographics of the PA Hamlet suburb / ward are as illustrated below:



OP-DIE-BERG INCOME INDEX

The High, Middle, and Low Income Index demographics of the Op-Die Berg suburb / ward are as illustrated below:



The total waste sampled compared to the predetermined estimated sample size is as follows:

Cluster	AREA	Samples required (bags)	Samples obtained (bags)	Total Weight (kg)	Average Weight per bag (kg)
1	Nduli	100	95	514.20	5.41
	Ceres	200	182	828.65	4.55
2	Bella Vista	180	181	814.04	4.50
	PA Hamlet	100	100	416.80	4.17
	Op-Die-Berg	20	Included with PA Hamlet and not distinguished on delivery to the WC & BA area		
3	Tulbagh	150	176	688.40	3.91
	Wolseley	200	202	841.00	4.16
Total Waste Sampled (kilograms)				4103.09	

A total of 4103.09 kilograms of waste was characterised into the following categories:

Main Categories	Sub-categories
Paper & Board	Cardboard
Glass Plastic	Magazine
	White Paper
	Other (Paper)
	Glass
	Plastic
	PET (1)
	HDPE (2)
	PVC (3)
Mixed packaging	LDPE (4)
	PP (5)
	PS (6)
	Other (7)
	Mixed packaging
Multilayer	Snackpacks
Tetrapak	Tetrapacks
Metals	Metals (aluminium and steel)
E-waste	E-waste
Household Hazardous waste	Pharmaceuticals
	Fluorescent bulbs
	Nappies / sanitary products
	Garage waste (DIY)
Residual waste	Batteries
	Remaining waste fraction
Organics	Meat
	Mixed food
	Fruit & Veg
	Dairy
	Starches

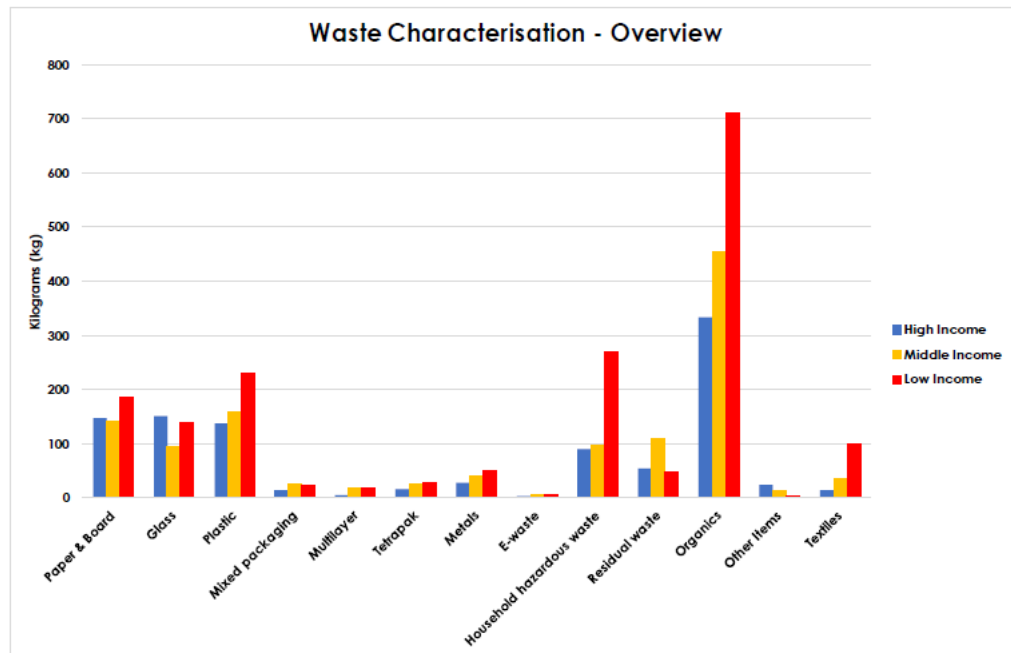
	Liquids
Other items	Garden waste
	Other items
Textiles	Clothing / Shoes

Conclusion of waste characterization process:

6.3 CATEGORY OF WASTE PER AREA SAMPLED

The same colour codes used to identify the high, middle, and low income groups have been carried through to the analyses phase for ease of reference.

The graph below provides an overview of the character of the waste for the areas sampled in the High, Middle and Low Income areas in the Main Categories.



Most notable in the graph is the high organic waste generated in the Low Income household areas. The food-waste was observed to be mostly processed or prepared (as opposed to raw food waste)

C. RECOMMENDATIONS:

That the Committee for Technical Services recommends to the Executive Mayoral Committee

- That WAAI do a presentation to Council.
- That notice be taken on the waste characterization and brand audit report of the Witzenberg waste streams.

J JACOBS

SENIOR SUPERINTENDENT: SOLID WASTE AND CLEANSING

Waste Characterisation and Brand Audit Report

(leading to Zero Waste to Landfill model)

Draft 1

Date: 10th May 2019

Project undertaken by:



CHAIRPERSON

C van Wyk 083 324 3166

A Harris 082 450 3055

K Roman 082 454 0392

S van Schalkwyk 079 111 0327



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1. BRIEF BACKGROUND OF WAAI

The Wellington Association Against the Incinerator (“WAAI”) is a non-profit organisation which supports the circular economy principles including the development of alternatives to waste incineration and the diversion of waste from landfill.

WAAI is a member of the Global Alliance for Incinerator Alternatives “GAIA”, *a worldwide alliance of more than 800 grassroots groups, non-governmental organizations, and individuals in over 90 countries whose ultimate vision is a just, toxic-free world without incineration. GAIA’s mission statement, originally adopted at GAIA’s founding meeting in South Africa in 2000, stated that it opposes incinerators, landfills, and other end-of-pipe interventions and that their goal is clean production and the creation of a closed-loop, materials-efficient economy where all products are reused, repaired, or recycled.*”

WAAI utilized the GAIA Waste Audit and Brand Audit (WABA) guidelines, provided by its affiliate member, the Mother Earth Foundation in the Philippines, for the study at Witzenberg Municipality.

GAIA members strategize together about key goals and targets, share information online and in regional meetings; campaign toward common goals; lead trainings and share skills; and provide a community of support for one another. GAIA promotes on-the-ground solutions in communities and cities.

WAAI undertook the waste characterization and brand audit for the Witzenberg Municipality on a pro bono basis.



2. THE PROJECT PURPOSE

The purpose of the study is to understand the character of the waste.

An effective Waste Characterisation and Brand Audit establishes a basis for planning and control; developing appropriate systems for waste minimization and diversion from landfill; managing the collection of recyclables; the facilitation of appropriate partnerships between the municipality, the community, and specialist waste management groups in order to build institutional capacity, create job opportunities, and develop improved protection of the environment. The waste characterisation and brand audit was undertaken over a two week period from 25th March 2019 until the 5th April 2019.

3. THE PROJECT TEAM

The project team consisted broadly of the WAAI team of consultants, the Witzenberg Municipality team; and the “Working-on-Waste” Expanded Public Works Programme (EPWP) Waste Ambassadors.

The project consultants were ably supported by Mr. Johnny Jacobs, the head of the Witzenberg Municipality Solid Waste Service and his department’s waste collection and staff members.



The project team members who undertook the waste characterisation and brand audit are as follows:

NO	NAME	QUALIFICATION	ROLES AND RESPONSIBILITIES
1	Keith Roman	Henley Business School MBA and several other qualifications	Client Liaison Lead Project Management
2	Sally-Anne Kasner	BSocSc; BA Honours; MA Environment and Geographical Studies, Professional Natural Scientist	Project Manager
3	Bonte Edwards	MSc (Environmental Biotech), BSc (Hons Biochemistry); BSc	Project Supervisor
4	Boipela Madonsela	MPhil Civil Engineering; BSc Hons (Environmental Science)	Project Supervisor
5	Juandrey Saunders	Honours Degree in Environmental Management	Western Cape Department of Environmental Affairs: The Youth Development Coordinator
6	Waste Ambassadors: Geraldine Mathyse Whaqar Rhode Thesney Pearce Luwellen Petro Alray Williams Ricardo Opperman Wilhelmina Moroosela Simamkele Gqalaqha	Matriculation certificates	The Ambassadors were: <ul style="list-style-type: none"> • Made aware of what types of materials are recyclable • Made aware of ways to reduce the amount of waste sent to landfill • Trained and mentored to

	Vuyiseka Tshambu Nwabisa Cegula Anathi Mvimbi Siyabulela Mateysi Thomas Mapili Anele Rabela Gregory Krotz Tshoanelo Tsieane		undertake: <ul style="list-style-type: none"> ○ Waste Characterisation ○ Brand Audits ○ Data capturing
7	Waste Pickers Association of South Africa: Ms Maditihare Koena, from the Waste Pickers Association of South Africa, is part of the team but unfortunately she was not available for the waste characterisation and brand audit as she had to attend to another matter in the Eastern Cape Province.		

4. STUDY BACKGROUND

4.1 WITZENBERG MUNICIPALITY

The Witzenberg Municipality was selected for the waste characterisation and brand audit pilot based on the following main criteria:

- The willingness and readiness of the municipality to participate in the pilot study and to seek sustainable alternatives
- A committed driver for change in the Solid Waste Department
- The fact that the Municipality's landfill is running out of airspace in a years time and the fact that the municipality needs to find sustainable alternatives to landfilling waste
- The municipality has adequate resources in order to undertake a successful pilot project and the fact that Working-on-Waste EPWP workers can be trained and mentored as Waste Ambassadors to undertake Waste Characterisation and Brand Audits (and the possibility that they will be a part of the next phase of the project)
- Although the municipality currently does not have a MRF, the municipality currently has composting and recycling facilities which could be incorporated in the programme
- The Municipality has an ideal demographic and population size and the municipality's main wards, such as Ceres, Tulbagh, Wolseley, Op-die-Berg and PA Hamlet can be easily ring-fenced for pilot study purposes.

The Witzenberg Municipality consists of the following main wards:

- Ceres
- Tulbagh
- Wolseley (including Op die Berg)
- Nduli
- Prince Alfred Hamlet
- Bella Vista

4.2 NUMBER OF HOUSEHOLDS IN MUNICIPALITY

The number of households per suburb / ward in the Witzenberg Municipality is as follows:

MUNICIPAL WARD	NUMBER OF HOUSEHOLDS
Cluster 1	
Nduli	1983
Ceres	3134
TOTAL	5117
Cluster 2	
Bella Vista	2898
PA Hamlet	1910
Op-Die-Berg	389
TOTAL	5197
Cluster 3	
Tulbagh	2702
Wolseley	3382
TOTAL	6084
GRAND TOTAL	16 398

4.3 RECYCLABLES COLLECTED

According to the Witzenberg Municipality's database, the following recyclables were collected by the private sector - and by implication diverted from the landfill sites, between the months of February 2018 and October 2018. Please note that we have not yet assessed where the recyclables have gone to and how they have been reused, recycled or benefited.

MONTHS	PLASTIC	GLASS	CARTON	WHITE PAPER	COMMON MIX	Metal	Monthly total
Feb-18	48.2	38	128	5.4	22.8		242.4
Mar-18	59	43	169	6.2	36		313.2
Apr-18	52.68	21	154.64	7	30	1.32	266.64
May-18	50	32	121	7.2	28.8	6	245
Jun-18	61	39.5	116.3	6	21	5.2	249
Jul-18	47	26	129.2	5.3	17	3.5	228
Aug-18	41	22.3	137.6	4.6	13.4	3.2	222.1
Sep-18	65	48	140.1	8.4	41.2	4.3	307
Oct-18	58	36.1	171.5	11.3	38	3.1	318
Total Weight in tonnes	209.88	134	572.64	25.8	117.6	1.32	1061.24

Figures from Bojardin waste and Disable people of South Africa



4.4 GREEN-WASTE COLLECTED

At Witzenberg Municipality, the households currently separate their green-waste into green bags at-source. The green-waste is collected by municipal trucks and transported to a compost facility.

There are **approximately 56 green-waste skips** placed on open spaces in the Witzenberg area. The green-waste in the skips are collected and transported to the compost facility on a weekly basis.

Provided in the Table on the following page is the Tonnage of green-waste collected for the year 2018:

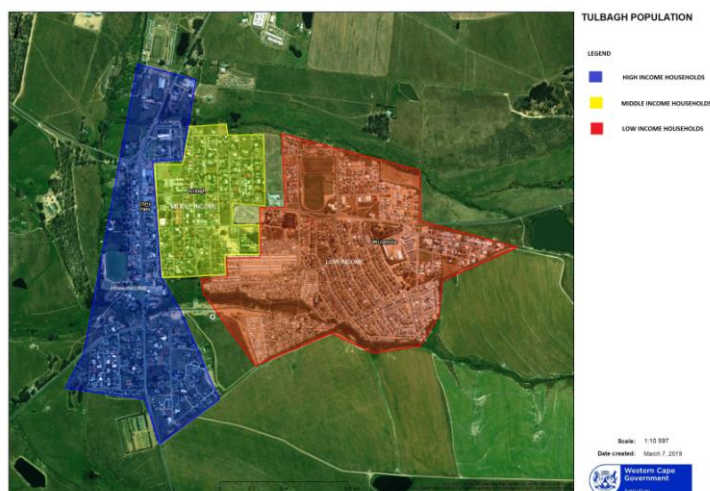
DETAILS							DISPOSED					DIVERTED				
Year	Month	District Municipality	Local Municipality	WIR	Entity	Site	MUNICIPAL	COMMERCIAL & INDUSTRIAL	ORGANICS	CONSTRUCTION & DEMOLITION	OTHER	MUNICIPAL	COMMERCIAL & INDUSTRIAL	ORGANICS	COVER & FILL MAT / Crushing	OTHER
2018	January	Cape Wine	Witzenberg	D04146-01	Governme	Op Die Berg Waste Disposal Site								0		
2018	February	Cape Wine	Witzenberg	D04146-01	Governme	Op Die Berg Waste Disposal Site								0		
2018	March	Cape Wine	Witzenberg	D04146-01	Governme	Op Die Berg Waste Disposal Site								0		
2018	April	Cape Wine	Witzenberg	D04146-01	Governme	Op Die Berg Waste Disposal Site								0		
2018	May	Cape Wine	Witzenberg	D04146-01	Governme	Op Die Berg Waste Disposal Site								0		
2018	June	Cape Wine	Witzenberg	D04146-01	Governme	Op Die Berg Waste Disposal Site								0		
2018	July	Cape Wine	Witzenberg	D04146-01	Governme	Op Die Berg Waste Disposal Site								0		
2018	August	Cape Wine	Witzenberg	D04146-01	Governme	Op Die Berg Waste Disposal Site								0		
2018	September	Cape Wine	Witzenberg	D04146-01	Governme	Op Die Berg Waste Disposal Site								0		
2018	October	Cape Wine	Witzenberg	D04146-01	Governme	Op Die Berg Waste Disposal Site								0		
2018	November	Cape Wine	Witzenberg	D04146-01	Governme	Op Die Berg Waste Disposal Site								0		
2018	December	Cape Wine	Witzenberg	D04146-01	Governme	Op Die Berg Waste Disposal Site								0		
2018	January	Cape Wine	Witzenberg	D03118-01	Governme	Prince Alfred Hamlet Landfill	0	5	206	339	0			0		
2018	February	Cape Wine	Witzenberg	D03118-01	Governme	Prince Alfred Hamlet Landfill	0	3	165	117	0			0		
2018	March	Cape Wine	Witzenberg	D03118-01	Governme	Prince Alfred Hamlet Landfill	0	5	242	92	0			0		
2018	April	Cape Wine	Witzenberg	D03118-01	Governme	Prince Alfred Hamlet Landfill	0	4	237	116	0			0		
2018	May	Cape Wine	Witzenberg	D03118-01	Governme	Prince Alfred Hamlet Landfill	0	1	220	112	0			0		
2018	June	Cape Wine	Witzenberg	D03118-01	Governme	Prince Alfred Hamlet Landfill	0	0	186	138	0			0		
2018	July	Cape Wine	Witzenberg	D03118-01	Governme	Prince Alfred Hamlet Landfill	0	0	444	88	0			0		
2018	August	Cape Wine	Witzenberg	D03118-01	Governme	Prince Alfred Hamlet Landfill	0	0	391	161	0			0		
2018	September	Cape Wine	Witzenberg	D03118-01	Governme	Prince Alfred Hamlet Landfill	0	0	242	119	0			0		
2018	October	Cape Wine	Witzenberg	D03118-01	Governme	Prince Alfred Hamlet Landfill	0	0	430	135	0			0		
2018	November	Cape Wine	Witzenberg	D03118-01	Governme	Prince Alfred Hamlet Landfill	0	0	439	137	0			0		
2018	December	Cape Wine	Witzenberg	D03118-01	Governme	Prince Alfred Hamlet Landfill	0	0	314	41	0			0		
2018	January	Cape Wine	Witzenberg	D03119-02	Governme	Tulbagh Landfill	373	0	55	28	0			0		
2018	February	Cape Wine	Witzenberg	D03119-02	Governme	Tulbagh Landfill	449	0	89	16	0			0		
2018	March	Cape Wine	Witzenberg	D03119-02	Governme	Tulbagh Landfill	473	0	70	34	0			0		
2018	April	Cape Wine	Witzenberg	D03119-02	Governme	Tulbagh Landfill	508	1	71	6	0			0		
2018	May	Cape Wine	Witzenberg	D03119-02	Governme	Tulbagh Landfill	518	0	59	38	0			0		
2018	June	Cape Wine	Witzenberg	D03119-02	Governme	Tulbagh Landfill	433	0	38	8	0			0		
2018	July	Cape Wine	Witzenberg	D03119-02	Governme	Tulbagh Landfill	340	0	38	8	0			0		
2018	August	Cape Wine	Witzenberg	D03119-02	Governme	Tulbagh Landfill	488	0	42	0	0			0		
2018	September	Cape Wine	Witzenberg	D03119-02	Governme	Tulbagh Landfill	386	0	41	12	0			0		
2018	October	Cape Wine	Witzenberg	D03119-02	Governme	Tulbagh Landfill	508	0	92	14	0			0		
2018	November	Cape Wine	Witzenberg	D03119-02	Governme	Tulbagh Landfill	409	0	49	0	0			0		
2018	December	Cape Wine	Witzenberg	D03119-02	Governme	Tulbagh Landfill	431	0	87	0	0			0		
2018	January	Cape Wine	Witzenberg	WC022	Governme	Witzenberg Municipality							242	0		
2018	February	Cape Wine	Witzenberg	WC022	Governme	Witzenberg Municipality							313	0		
2018	March	Cape Wine	Witzenberg	WC022	Governme	Witzenberg Municipality							267	0		
2018	April	Cape Wine	Witzenberg	WC022	Governme	Witzenberg Municipality							245	0		
2018	May	Cape Wine	Witzenberg	WC022	Governme	Witzenberg Municipality							249	0		
2018	June	Cape Wine	Witzenberg	WC022	Governme	Witzenberg Municipality							228	0		
2018	July	Cape Wine	Witzenberg	WC022	Governme	Witzenberg Municipality							222	0		
2018	August	Cape Wine	Witzenberg	WC022	Governme	Witzenberg Municipality							307	0		
2018	September	Cape Wine	Witzenberg	WC022	Governme	Witzenberg Municipality							318	0		
2018	October	Cape Wine	Witzenberg	WC022	Governme	Witzenberg Municipality								0		
2018	November	Cape Wine	Witzenberg	WC022	Governme	Witzenberg Municipality								0		
2018	December	Cape Wine	Witzenberg	WC022	Governme	Witzenberg Municipality								0		

4.5 TULBAGH INCOME INDEX

The Waste Characterisation and Brand Audit were undertaken by suburb / ward and by High, Middle, and Low Income Index. For the purpose of the study, each of the household bags collected from the high, middle, and low income households were identified by means of different coloured stickers as follows:

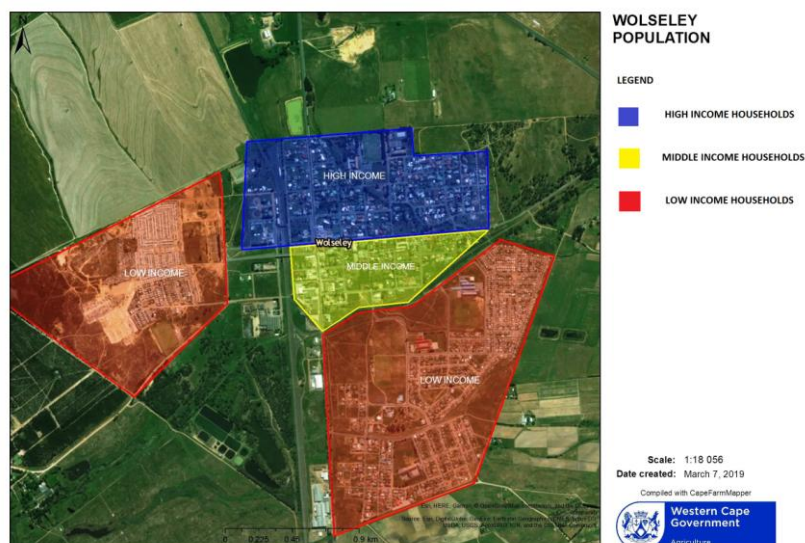
LEGEND	
	HIGH INCOME HOUSEHOLDS
	MIDDLE INCOME HOUSEHOLDS
	LOW INCOME HOUSEHOLDS

The High, Middle, and Low Income Index areas of the Tulbagh suburbs / wards are as illustrated below:



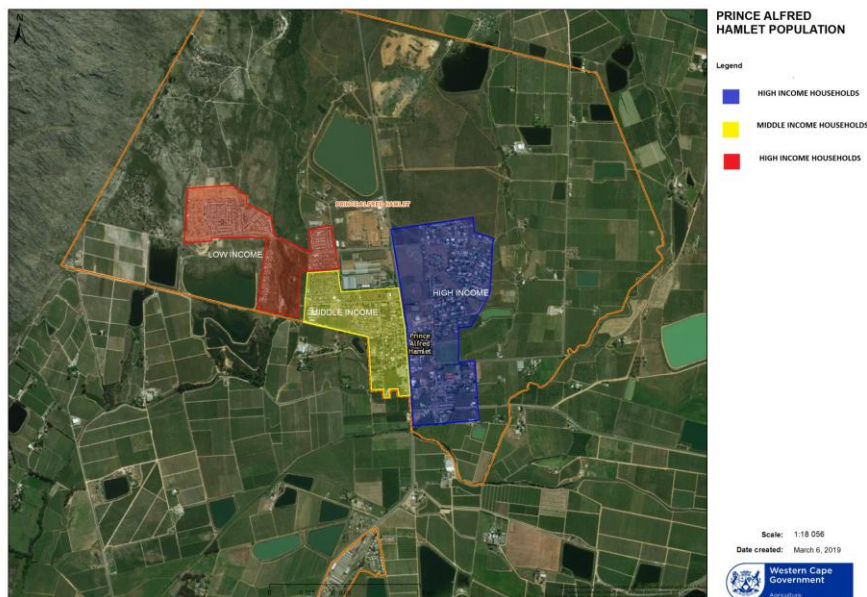
4.6 WOLSELEY INCOME INDEX

The High, Middle, and Low Income Index demographics of the **Wolseley** suburb / ward are as illustrated below:



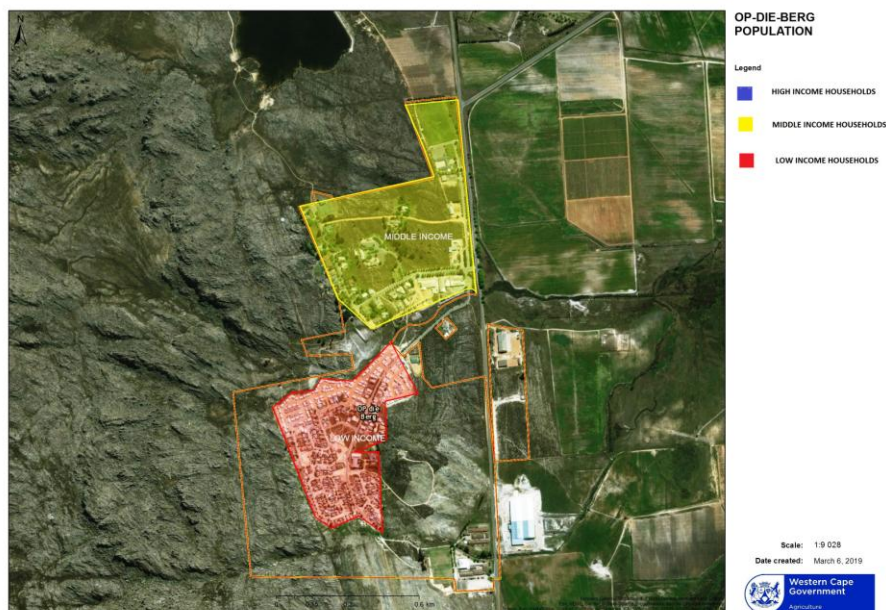
4.7 PA HAMLET INDEX

The High, Middle, and Low Income Index demographics of the PA Hamlet suburb / ward are as illustrated below:



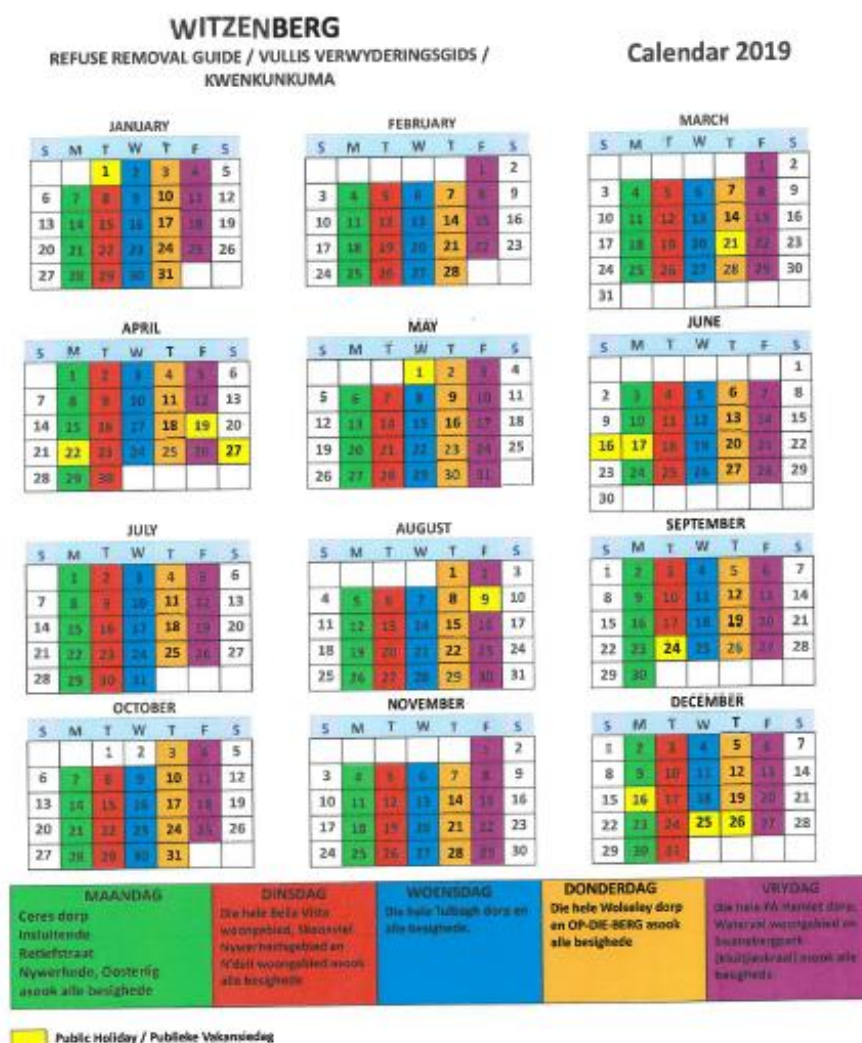
4.8 OP-DIE-BERG INCOME INDEX

The High, Middle, and Low Income Index demographics of the Op-Die Berg suburb / ward are as illustrated below:



4.9 COLLECTION DAY SCHEDULE

The collection day schedule for the municipal wards is illustrated in the chart below:



5. STUDY APPROACH

It is important to prepare properly and to draft a Plan for the Waste Characterisation and Brand Audit in order to ensure that the results derived from a waste characterisation and brand audit are reliable and adequate for its purpose. We followed a specific approach which included the following:

1. **Selection of the study areas** within the Witzenberg Municipality based on the demographics and the number of high, middle, and low income household groups in all the suburbs within the municipality.
2. **Determination of the sampling size.** We made use of the Environmental Protection Agency ("EPA"), Wexford, Ireland, 1996, Municipal Waste Characterisation methodology to determine the sample size. The sample size was also influenced by the number of households per suburb and per high, middle, and low income group.
3. **Planning of the collection and sorting schedules.** The current household collection routes and schedules were used to ensure that sufficient samples were collected per suburb per high, middle, and low income households. Sufficient planning was given to the process and operations in order to determine how, when, and where waste will be brought to the study area; how the waste will be sorted and stored; how the recyclables will be managed; how the residual waste / tailings will be properly disposed of; and how the area will be cleaned-up after the completion of the study.
4. **Organising the facilities and equipment,** including the weigh-scales required, based on the number of household waste to be collected.
5. **Organising the Personal Protective Equipment (PPE)** required for the personnel involved in the study to ensure that all the personnel are protected from injury. We ensured that all personnel were provided with the following basic protective gear:
 - Protective gloves
 - Protective aprons
 - Protective masks
 - MEDIC First Aid Box
 - Hand cleaning and sanitizers
 - Collection bags
6. **Education and training** of Waste Ambassadors about the different types of waste; how to sort and separate. Provide simple identification charts with pictures and descriptions for reference purposes.
7. **Administration and recording.** Providing the Data Capture personnel with printed Waste Characterisation and Brand Audit Forms, along with pens / pencils and clipboards.
8. **Demarcation and designation of the study area** in the weather-protected and suitably ventilated facility as follows (refer to picture of the facility and overall operation below):
 - (A) Temporary storage area which is sufficiently large to allow the municipal trucks to drop the incoming waste from the suburb / ward. After the waste is dropped by the trucks, the waste is then separated into the high, middle, and low income areas (as identified by the coloured stickers on the waste bags)
 - (B) Temporary storage area for high, middle, and low income areas. After this process, the waste bags per income area is taken for weighing

- (C) Designated area for the weigh-scale to weigh incoming waste per suburb per income area. After the bags are weighed, they are transferred a short distance away to the
- (D) Storage Area for pre-waste characterisation sorting
- (E) Sorting tables for the Waste Characterisation (WC) including space for the Waste Ambassadors; bags for sorted waste; weigh-scales and table for recording of the specific Waste Characteristics and respective weights
- (F) Storage area for the sorted waste to be brand-audited; Brand-Audit table; weigh-scale and recording of the brands by the Brand-Audit Data Capturers
- (G) Storage area for recyclables;
- (H) Storage area for residual waste / tailings.



A few pictures of the waste characterisation Area (E); sorting process; and sorted waste is provided below:



9. **Organisation and collection of samples:** During the execution phase, domestic waste in black bags was collected on the same refuse removal day according to the municipality's normal collection schedule (Please note that the municipality used a tipper-truck instead of compactor trucks for the collection of the domestic waste. The tipper trucks are better than the compactor trucks at reducing the risk of recyclables being contaminated. The municipality / households do not currently undertake separation of waste at-source). The black waste bags were marked with different coloured stickers to identify the high, middle, and low income area per suburb / ward where the bags were collected. The number of bags collected per suburb and per income group complied with the pre-determined sample sizes required per suburb.
10. **Sorting procedure:** Each black waste bag was weighed before opening and thereafter sorted into different categories. Once sorted into categories, the bags were weighed and the data captured. The recyclables and residual waste were placed in a separate storage area for brand auditing. The residual waste or tailings were placed aside into a designated storage area for removal to the landfill. One of the objectives of the study is obviously to significantly reduce, in the short to medium term, all waste going to the landfill site.

11. Brand Audit: The Brand Audit steps undertaken during the study are as follows:

- **All the recyclables and residual waste were separated and brand-audited.** After the recyclables and residual waste are separated they are then divided into piles by type, and *then* each of the piles is divided into groups by brand. All of the pieces are counted and then they are recorded on the Brand Audit Form.
- The items are **categorized by brand. The Brand Audi team will consist of** two or three people who call out the brands they find, and one person fills out the Brand Audit Form adding the tally marks for each branded piece of plastic and residual waste.
- The data on the Brand Audit Form are recorded as follows:
 - a) Record the **name of the brand**. (This will usually be the most visible word printed on the item)
 - b) Record the **manufacturer of the brand**. (Hint: This will be in smaller print in a less obvious place.) Large manufacturers like Unilever, Nestle, and Procter & Gamble each have hundreds of brands. An online search was undertaken to reveal the manufacturer of the item – in cases where we had trouble finding it on the label. We provided the Brand Audit Waste Ambassadors and Data Capturer with visual guides to assist them to identify the type of product and packaging. The unidentifiable brands were classified according to package type thereby giving insight into problematic materials.
 - c) **The rest of the information specified in the form was filled in.** The information was supplemented with photos of the various brands

6. WASTE CHARACTERISATION DATA AND ANALYSIS

The waste characterisation and brand audit data are attached in the Appendix.

6.1 TOTAL WASTE SAMPLED

The total waste sampled compared to the predetermined estimated sample size is as follows:

Cluster	AREA	Samples required (bags)	Samples obtained (bags)	Total Weight (kg)	Average Weight per bag (kg)
1	Nduli	100	95	514.20	5.41
	Ceres	200	182	828.65	4.55
2	Bella Vista	180	181	814.04	4.50
	PA Hamlet	100	100	416.80	4.17
	Op-Die-Berg	20	Included with PA Hamlet and not distinguished on delivery to the WC & BA area		
3	Tulbagh	150	176	688.40	3.91
	Wolseley	200	202	841.00	4.16
Total Waste Sampled (kilograms)				4103.09	

6.2 CATEGORIES OF WASTE

A total of 4103.09 kilograms of waste was characterised into the following categories:

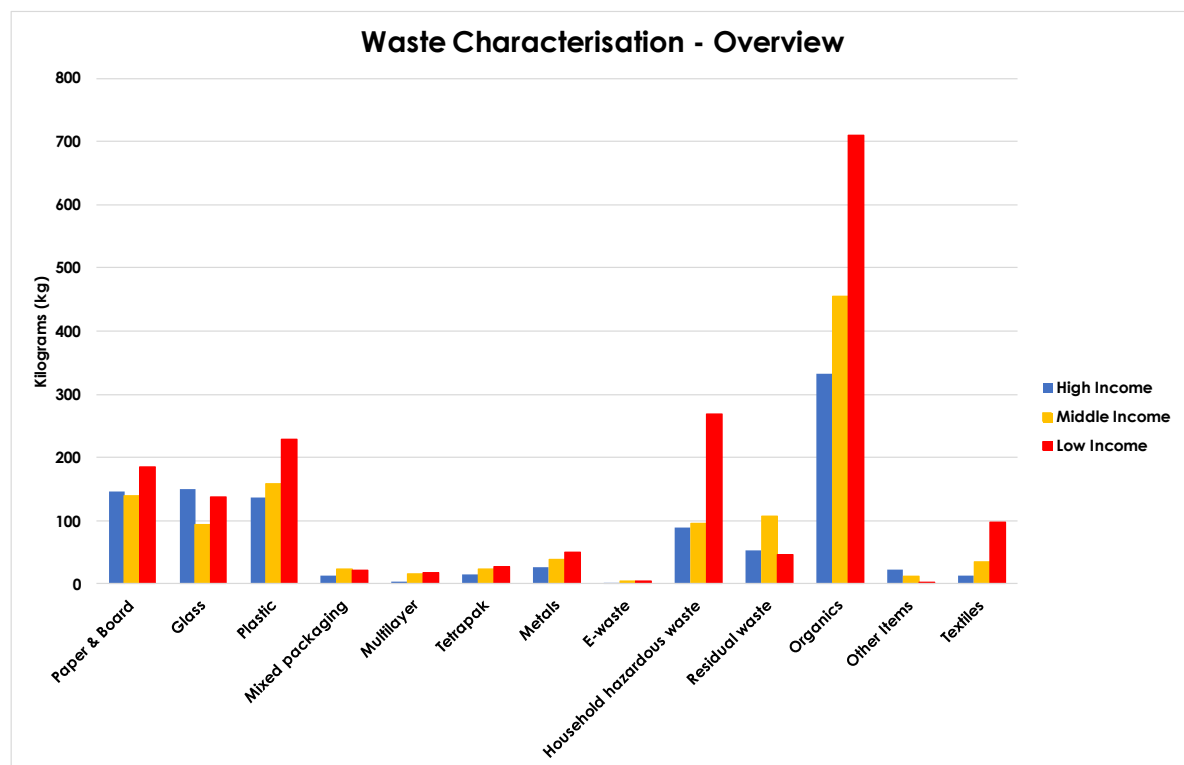
Main Categories	Sub-categories
Paper & Board	Cardboard
	Magazine
	White Paper
	Other (Paper)
Glass	Glass
Plastic	Plastic
	PET (1)
	HDPE (2)
	PVC (3)
	LDPE (4)
	PP (5)
	PS (6)
	Other (7)
Mixed packaging	Mixed packaging
Multilayer	Snackpacks
Tetrapak	Tetrapacks
Metals	Metals (aluminium and steel)
E-waste	E-waste
Household Hazardous waste	Pharmaceuticals
	Fluorescent bulbs
	Nappies / sanitary products
	Garage waste (DIY)
	Batteries
Residual waste	Remaining waste fraction
Organics	Meat
	Mixed food
	Fruit & Veg
	Dairy
	Starches

	Liquids
	Garden waste
Other items	Other items
Textiles	Clothing / Shoes

6.3 CATEGORY OF WASTE PER AREA SAMPLED

The same colour codes used to identify the high, middle, and low income groups have been carried through to the analyses phase for ease of reference.

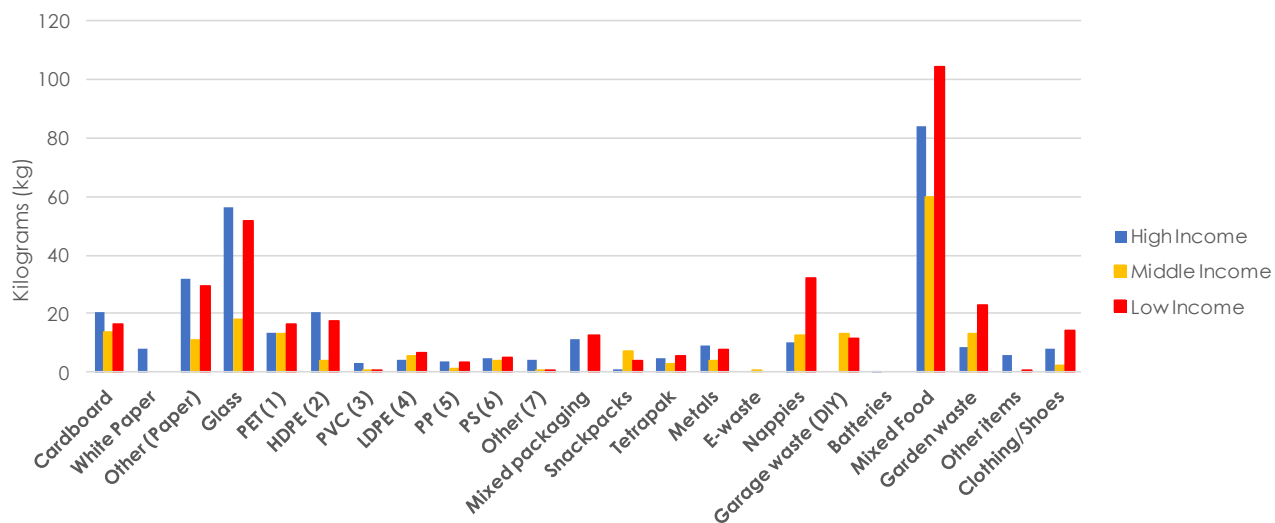
The graph below provides an overview of the character of the waste for the areas sampled in the High, Middle and Low Income areas in the Main Categories.



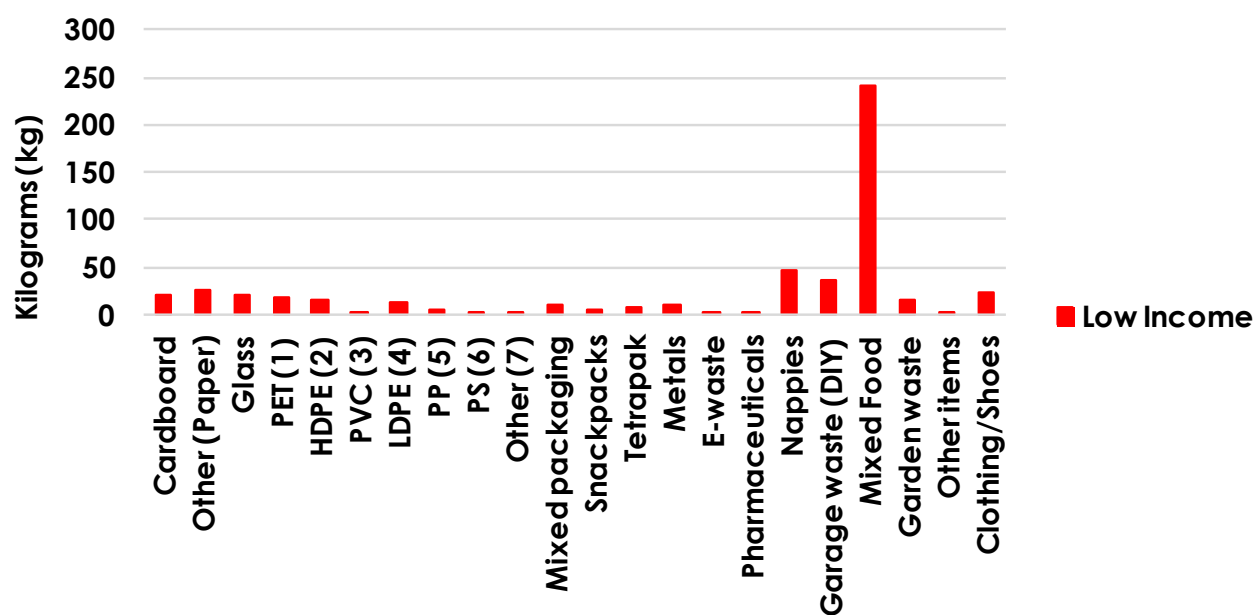
Most notable in the graph is the high organic waste generated in the Low Income household areas. The food-waste was observed to be mostly processed or prepared (as opposed to raw food waste)

Household hazardous waste was predominantly made up of nappies or diapers. However, we observed a carrier bag full of epi-pens to administer insulin. This appeared to be from a pharmacy or healthcare practitioner rather than from a household.

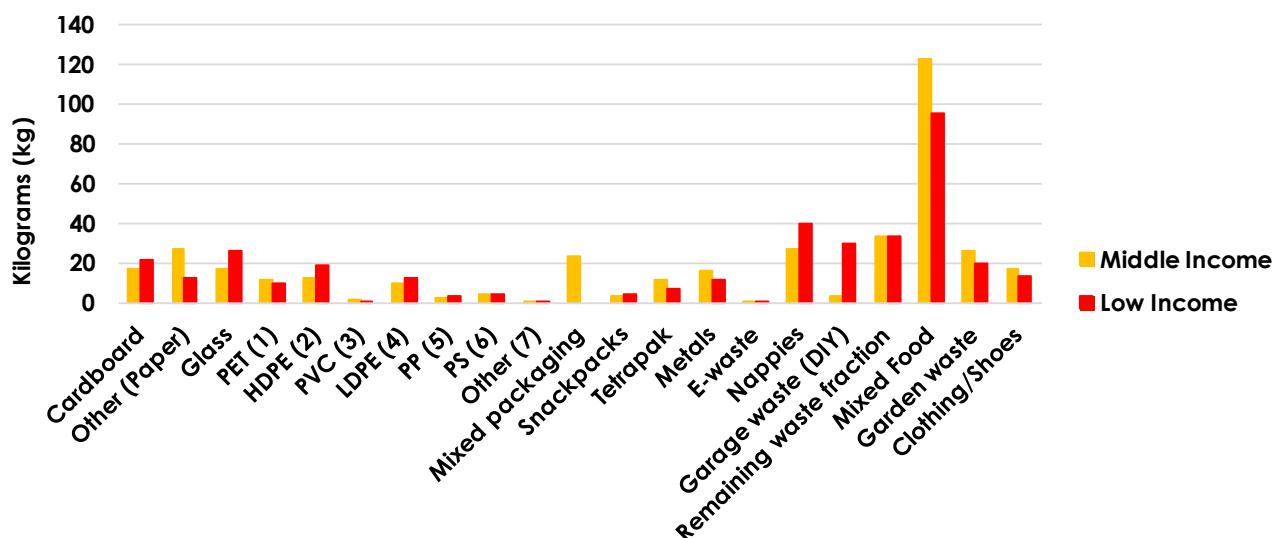
Ceres - Waste Characterisation



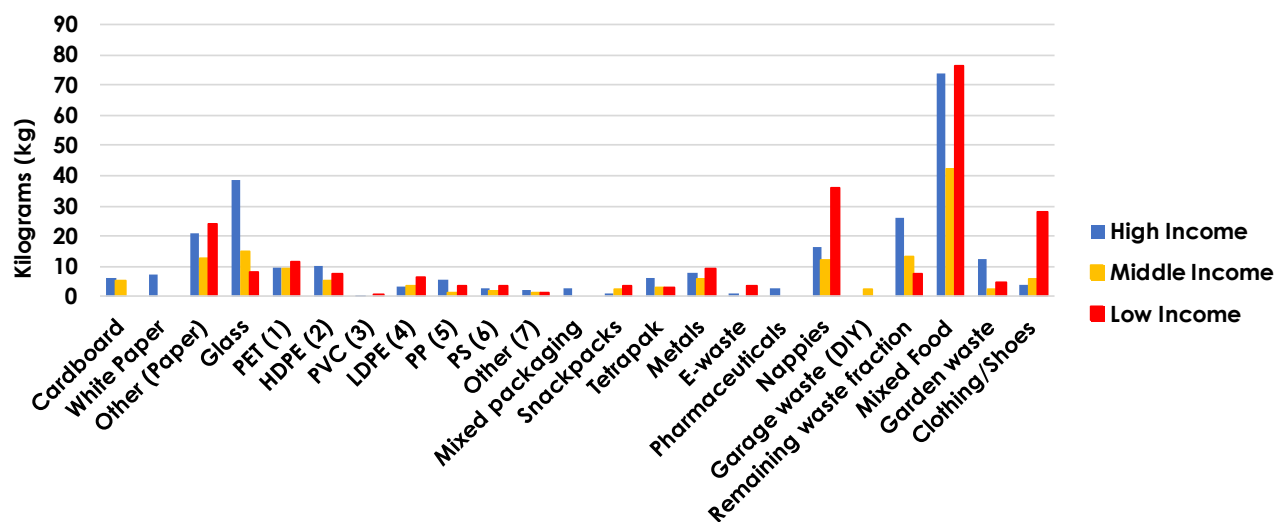
Nduli Waste Characterisation



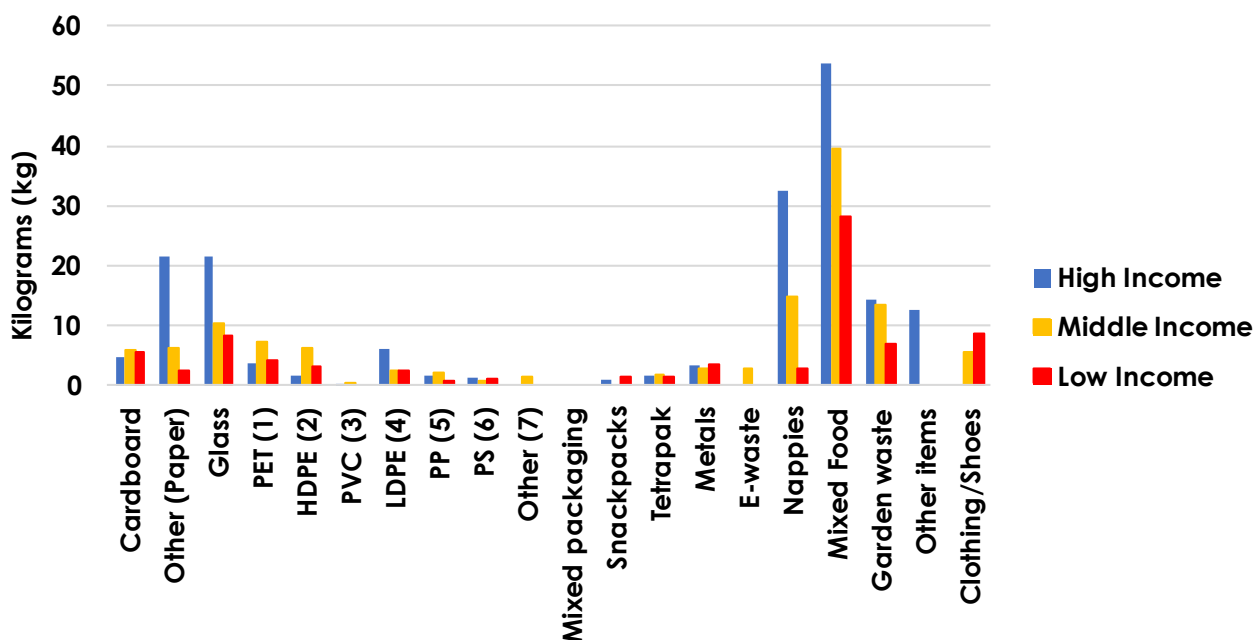
Bella Vista Waste Characterisation



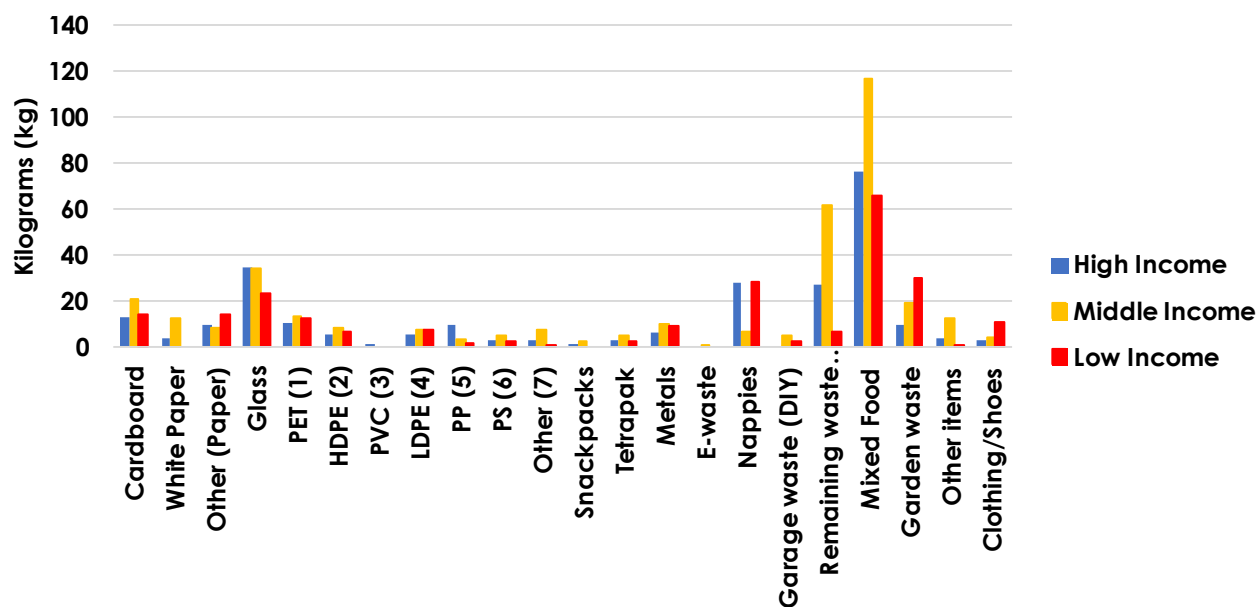
Tulbagh Waste Characterisation



PA Hamlet Waste Characterisation



Wolseley Waste Characterisation



6.4 ANECDOTAL FINDINGS

The following anecdotal findings have been recorded:

- In the samples from the Low Income household areas there were a few single use plastics, like washing powder packets. According to the Waste Ambassadors, who live in the area, these packets are sold at tuck shops owned by Pakistan or Somali businessmen at a much cheaper price (R10 per bag) than the packets sold at the super-markets.
- There were many cigarette boxes and cigarette butts
- Most of the food-waste was left-over cooked food or fruit and vegetable peelings, and sometimes whole fruits and vegetables which were probably expired over-purchased products. It was very seldom that food in its original packaging was thrown away – if there was any, it was from the High Income samples
- The high percentage of food-waste may also be because take-away foods are not consumed as much as in the High Income groups. According to the Waste Ambassadors, who live in the low income areas, the only time that they eat take-away or fast-foods like KFC, Steers, etc. is when have gone out to town. People also do “BIG” shopping in towns like Worcester and Cape Town and therefore relatively little packaged and prepared foods are purchased even by the High Income households.
- Textiles mainly consisted of ruined clothing and shoes that can no longer be passed down to the younger generation or given away. Some textiles were however in good condition. The Waste Ambassadors mentioned the fact that there is a lady (or more) who runs a mobile swop-shop for clothing. She apparently travels door-to-door collecting clothes and shoes in the neighbourhoods.
- Paper and cardboard – there were a lot of magazines. The Waste Ambassadors say that households tend to keep magazines at home for the children’s school projects or for business customers, like those at hair salons.
- A lot of PET cold drink bottles were cut in half. The top half of the bottle is apparently used as a funnel for refuelling paraffin stoves
- A lot of cosmetics or personal care containers were cut in half to ensure that the contents were completely used up and emptied from the container before discarding them.
- There were few beer and alcohol bottles in the samples and of the ones found, these were not returnable for deposits or for sale. Beer and alcohol bottles were generally collected and sold.
- There was a significant quantity of tetrapak boxes in samples, especially from Ceres Juice, a large fruit juice export processing plant in Witzenberg Municipality. The below standard or below export quality juice boxes are sold at a significant discounted price to the company employees and local Ceres customers.
- The samples also contained a significant amount of 200 litre “First Choice Milk” tetrapak sachets. The Waste Ambassadors say that these milk sachets are given to children at schools as part of a school-feeding programme.

The above areas indicate potential for further investigation. The findings also highlight the importance of fully understanding the social element of consumer behaviour and how these can be leveraged to change or influence waste generating behaviour.

7. BRAND AUDIT

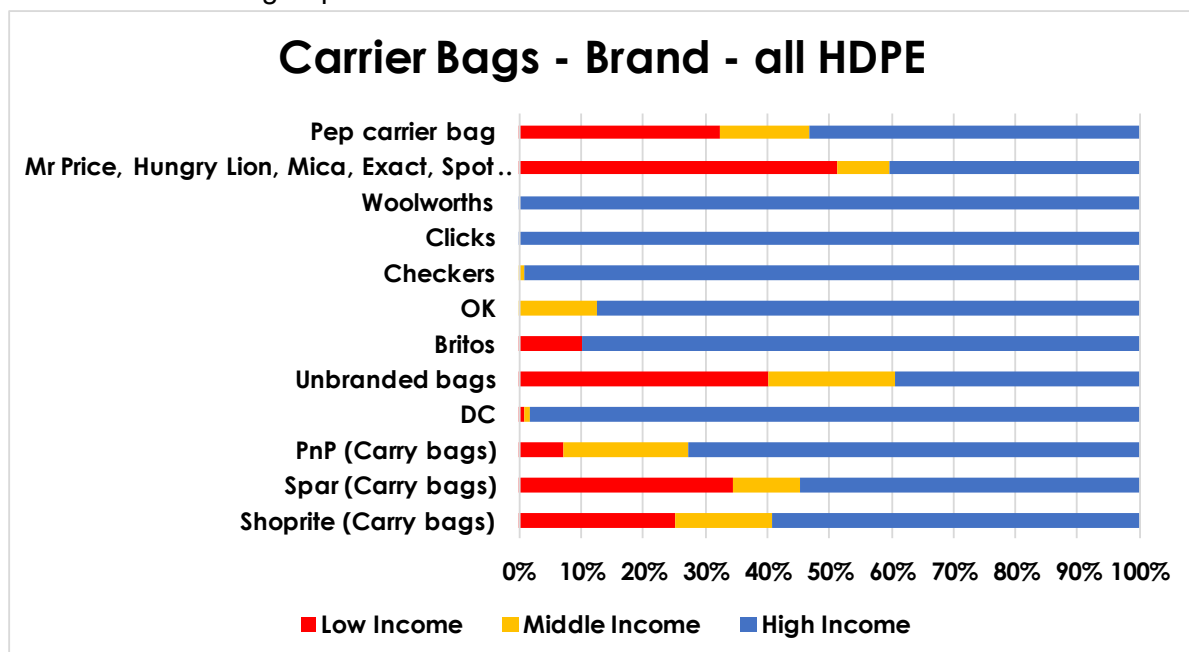
A Brand Audit was undertaken after the completion of the waste characterisation on each sample. The focus area of the audit was on the following waste categories:

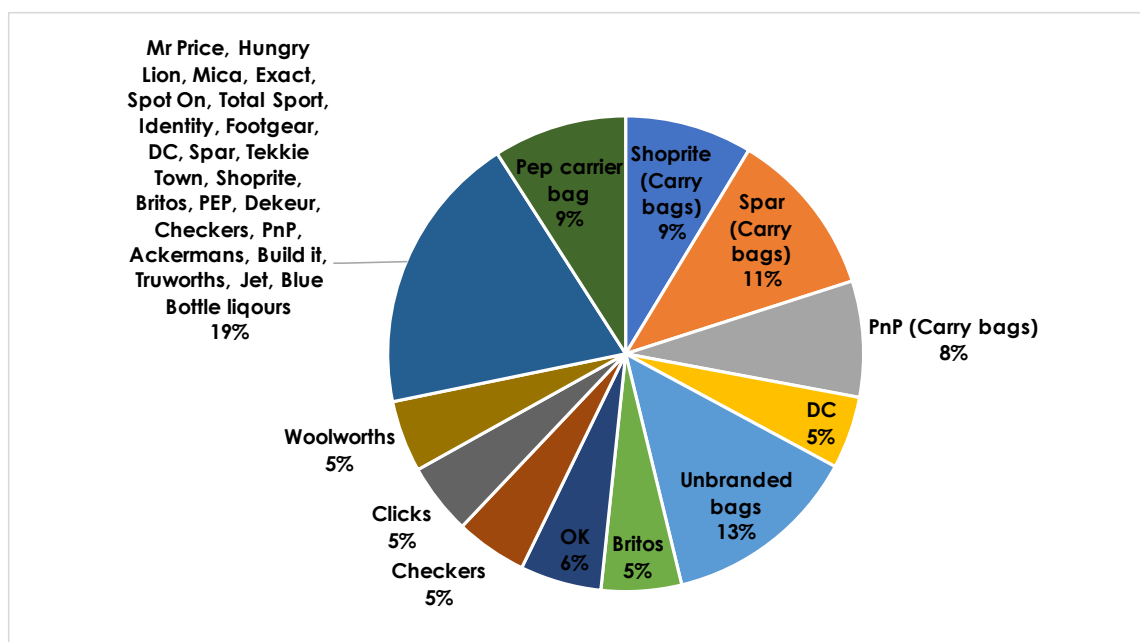
- Household Products – detergents, cleaners, bleach, cleaning tools, etc.
- Textiles – rags, clothing, carpets, etc.
- Food Packaging – drink and food containers, food tubs, wrappers, sweets, etc.
- Personal Care – soap, shampoo, toothpaste, gel, diapers/nappies, sanitary pads, medical related waste, etc.
- Carrier Bags – shopping bags and all other carrier bags

The above categories were sub-categorised into product type and material (refer to the Brand Audit Appendix for the full data spreadsheet)

7.1 CARRIER BAG FINDINGS

Carrier bags featured strongly in the Brand Audit findings and assessment with a high percentage (64%) found in the High Income groups followed by the Low Income group (25%) and Middle Income group at 11%.





The carrier bags are made from HDPE and often reused in the home as a bin liner as many of the bags contained household refuse and /or food preparation waste i.e. organic waste.

7.2 FOOD PACKAGING FINDINGS

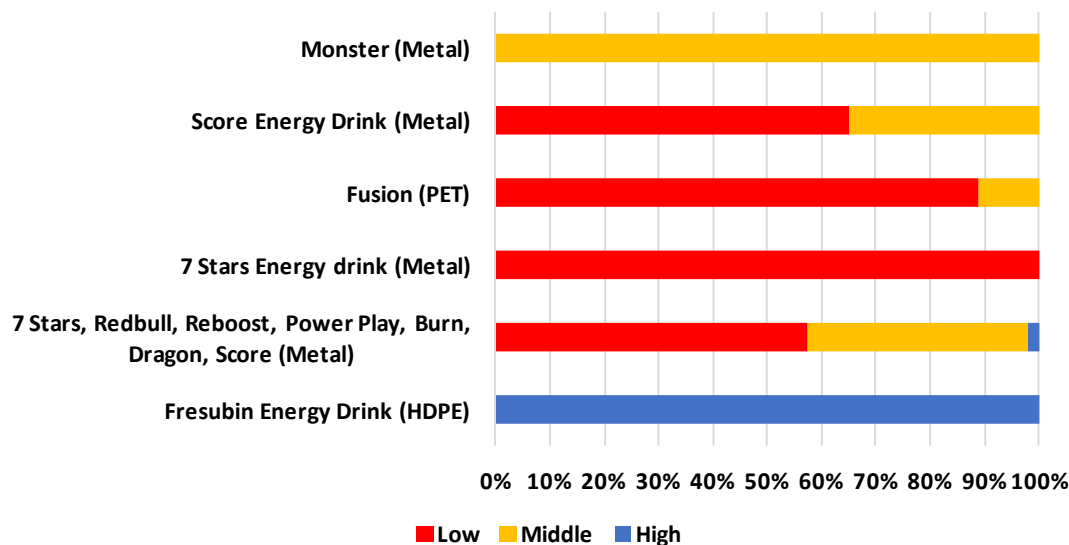
Food packaging was divided into the following sub-categories:

- Alcoholic beverages
- Bread bags
- Canned Foods
- Cold drinks
- Instant Coffee
- Juice
- Milk
- Perishable Food
- Sauce
- Snack packs
- Spreads

Refer to the Brand Audit Appendix for the full chart and spreadsheet of all the categories.

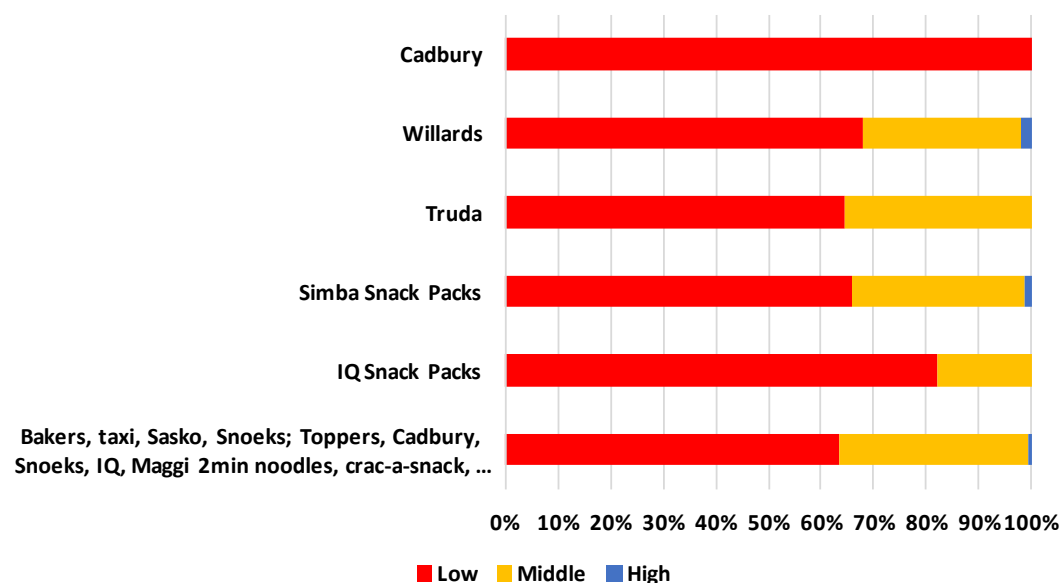
The main findings included the high amount of energy drinks (aluminium cans) and snack packs (multi-layered packaging) consumed in the Lower Income households and the varying brands associated in the different income areas for alcoholic beverages.

Energy Drinks - Brands



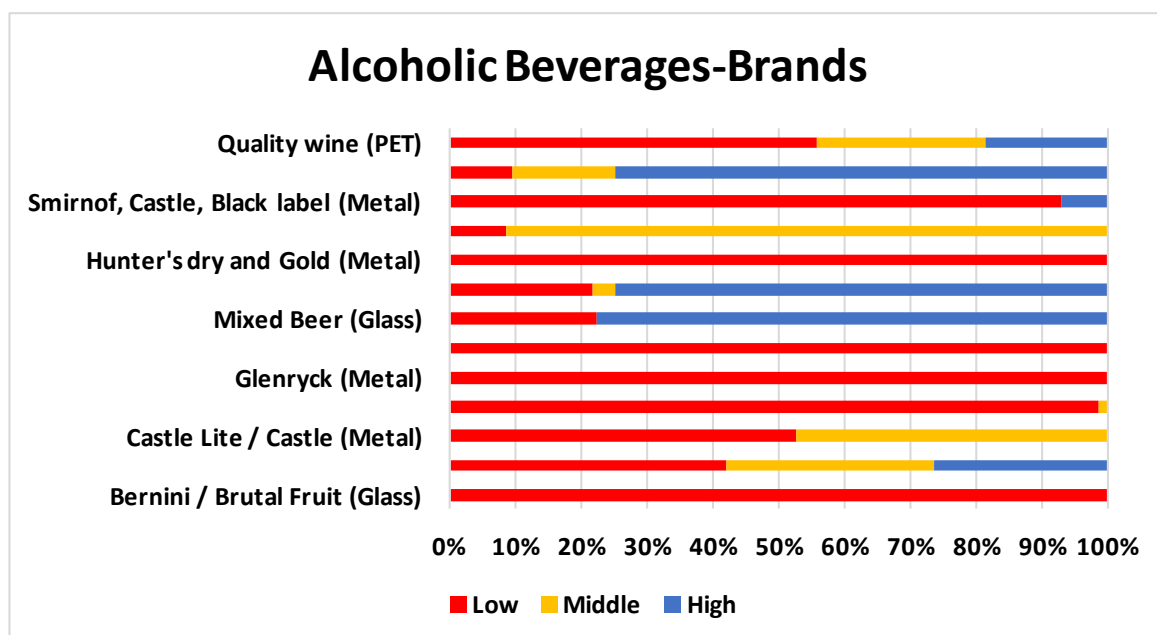
Energy drinks featured strongly in the Low and Middle Income households

Snack Packs - Brands



A large amount of snack packs was found in the samples with the higher percentage of packs, representing all brands, consumed in the Lower Income groups. Brands represented in the Middle Income and High Income households included Willards and Simba.

The snack packs were mostly packaged in multi-layered materials identified by the number 7 resin code. This packaging type is problematic as it is not recycled and often is what one would regard as “litter”



Hawekwa, “Quality and Cape’s Best Wine”, are sold in PET 1 litre containers and these wines are considered to be a lower quality wine that is largely consumed in the Lower Income household areas.

These PET bottles are unlikely to be recycled at present.

7.3 OPPORTUNITIES IDENTIFIED

The Audit identified many opportunities that should be further assessed including the following:

- Carrier Bags – potential to change to compostable bags which are being used successfully in various countries. Please note that Milan makes extensive use of these compostable bags which has been a catalyst in the city’s success in diverting 85% of its organic waste from landfill
- Engage with the major brand owners to assess possible alternatives
- Engage with Ceres Juice to take responsibility for their packaging and implement a take-back system for their Tetrapak cartons or alternatively refillable bottles on a deposit system
- Consider a separation-at-source for recyclables and separate waste stream collection and composting system for organic waste



- Establish appropriate partnerships for the collection of recyclables such as glass, metals and plastics

8. CONCLUSION:

The Waste Characterisation and Brand Audit provided a snap-shot of the character of waste generated in the Witzenberg Municipality. The audit should assist the Witzenberg Municipality to make more informed decisions about appropriate actions and policies to divert waste from the landfill.

We propose that the municipality considers undertaking a Pilot Project which aims to develop a separation-at-source model, including separation of organic waste for composting, which can be replicated throughout the municipality to assist in significantly reducing the amount of waste that are sent to landfill. At least 85% of what is currently regarded as waste can be safely and economically recycled, reused, and composted within a relatively short period of time.

We envisage that undertaking the Pilot Project will have a significant financial, environmental, health and socio-economic impact on the Witzenberg Municipality.

9. CONTACT DETAILS

The information obtained from a waste characterisation study is invaluable. It assists decision makers by providing otherwise unobtainable information about waste types and quantities. This data enables them to implement strategies that promote realisation of the waste hierarchy.

Should you have any questions pertaining to the study, please do not hesitate to contact me should you require additional information.

My contact details are as follows:

Voluntary Association		
Address	77, CHURCH STREET, WELLINGTON, 7655	
Facebook	https://www.facebook.com/groups/336117756826229/	
Contact Persons	Mr. Keith Roman Tel: 082 454 0392 Email: kroman@mweb.co.za	Project Manager

APPENDIX A: CHARACTERISATION PHOTO AND DATA



Setting up



In progress



Some of the complexities of the waste stream – Multiple material types



Bottles are at times reused for other purposes



Textiles example



Textiles example



Food waste



Food waste example



Cigarette boxes



Cigarette butts



E-waste example



E-waste example

Waste Characterisation Data

Ceres						Nduli						Bella Vista					
Sample date/s		25 March & 01 April 2019				Sample date/s		27-Mar				Sample date/s		28 March & 2 April			
	Number of bags	Before - Weight of bags (kg)	After - Weight of bags (kg)	Average weight per bag (kg)			Number of bags	Before - Weight of bags (kg)	After - Weight of bags (kg)	Average weight per bag (kg)			Number of bags	Before - Weight of bags (kg)	After - Weight of bags (kg)	Average weight per bag (kg)	
High Income	89	362.4	314.401	4.07		High Income	-	-	-	-		High Income	-	-	-	-	
Middle Income	29	144.05	142.25	4.97		Middle Income	-	-	-	-		Middle Income	94	383,925	353,725	4.08	
Low Income	64	322.2	323.5	5.03		Low Income	95	514.2	515	5.41		Low Income	87	430,118	364,828	4.94	
														diff	65.29		
Main Categories	Sub categories	High Income	Middle Income	Low Income	Total	Main Categories	Sub categories	High Income	Middle Income	Low Income	Total	Main Categories	Sub categories	High Income	Middle Income	Low Income	Total
Paper & Board	Cardboard	20.6	13.6	16.2	50.4	Paper & Board	Cardboard			20.4	20.4	Paper & Board	Cardboard		16,885	21,325	38,21
	Magazines	0	0	0	0		Magazines			0	0		Magazines		0	0	0
	White Paper	8.2	0	0	8.2		White Paper			0	0		White Paper		0	0	0
	Other (Paper)	32	10.82	29.4	72.22		Other (Paper)			24.6	24.6		Other (Paper)		27.23	12.4	39.63
Glass	Glass	56.4	18	51.8	126.2	Glass	Glass			20.4	20.4	Glass	Glass		16,69	25,913	42,603
Plastic	PET (1)	13.4	13	16.2	42.6	Plastic	PET (1)			16.6	16.6	Plastic	PET (1)		11.14	9.7	20.84
	HDPE (2)	20.4	3.8	17.4	41.6		HDPE (2)			16	16		HDPE (2)		12.41	19.04	31.45
	PVC (3)	3,001	0.4	0.01	3,411		PVC (3)			1	1		PVC (3)		1.2	0.6	1.8
	LDPE (4)	4	5.74	6.61	16.35		LDPE (4)			11.6	11.6		LDPE (4)		10.1	12.83	22.93
	PP (5)	3.48	1.4	3.2	8.08		PP (5)			3.8	3.8		PP (5)		2.56	3.5	6.06
	PS (6)	5	4.2	5.01	14.21		PS (6)			2.8	2.8		PS (6)		4.37	4	8.37
	Other (7)	4.4	0.6	0.02	5.02		Other (7)			2.4	2.4		Other (7)		0.03	0.8	0.83
Mixed packaging	Mixed packaging	11.4	0	12.6	24	Mixed packaging	Mixed packaging			9	9	Mixed packaging	Mixed packaging		23.4	0	23.4
Multilayer	Snackpacks	0.92	7.4	3.7	12.02	Multilayer	Snackpacks			4.6	4.6	Multilayer	Snackpacks		3,345	4	7,345
Tetrapak	Tetrapak	5	3	5.8	13.8	Tetrapak	Tetrapak			7.4	7.4	Tetrapak	Tetrapak		11.49	7	18.49
Metals	Metals	9.2	4.2	8	21.4	Metals	Metals			8.8	8.8	Metals	Metals		16,215	11.8	28,015
E-waste	E-waste	0	0.2	0	0.2	E-waste	E-waste			1.2	1.2	E-waste	E-waste		1	0.16	1.16
Household hazardous waste	Pharmaceuticals	0	0	0	0	Household hazardous waste	Pharmaceuticals			3.4	3.4	Household hazardous waste	Pharmaceuticals		0	0	0
	Flourescent bulbs	0	0	0	0		Flourescent bulbs			0	0		Flourescent bulbs		0	0	0
	Nappies	10.4	12.6	32	55		Nappies			46.4	46.4		Nappies		26.65	39.87	66.52
	Garage waste (DIY)	0	13.2	11.6	24.8		Garage waste (DIY)			36.8	36.8		Garage waste (DIY)		3.4	30	33.4
	Batteries	0.4	0	0	0.4		Batteries			0	0		Batteries		0	0	0
Residual waste	Remaining waste fraction	0	0	0	0	Residual waste	Remaining waste fraction			0	0	Residual waste	Remaining waste fraction		33	33	66
Organics	Meat	0	1.2	0	1.2	Organics	Meat			0	0	Organics	Meat		0	0	0
	Mixed Food	67.2	31	14.2	112.4		Mixed Food			130.2	130.2		Mixed Food		37.61	64.67	102.28
	Fruit & Veg	15.4	24.2	90	129.6		Fruit & Veg			100.4	100.4		Fruit & Veg		85	30.6	115.6
	Dairy	0	0	0	0		Dairy			0	0		Dairy		0	0	0
	Starches	1.4	3.4	0	4.8		Starches			0	0		Starches		0	0	0
	Liquids	0	0	0	0		Liquids			9.8	9.8		Liquids		0	0	0
	Garden waste	8.8	13.2	23	45		Garden waste			14.8	14.8		Garden waste		26.4	20.02	46.42
Other Items	Other items	5.6	0	0.4	6	Other Items	Other items			0.6	0.6	Other Items	Other items		0	0	0
Textiles	Clothing/Shoes	7.8	2.4	14.2	24.4	Textiles	Clothing/Shoes			22	22	Textiles	Clothing/Shoes		16.6	13.6	30.2
Total		314,401	187.56	361.35	863.311	Total				515	515	Total			386,725	364,828	751,553

Waste Characterisation Data

Ceres						Nduli						Bella Vista					
Sample date/s		25 March & 01 April 2019				Sample date/s		27-Mar				Sample date/s		28 March & 2 April			
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	White Paper	8.2	0	0	8.2		White Paper			0	0		White Paper		0	0	0
	Other (Paper)	32	10.82	29.4	72.22		Other (Paper)			24.6	24.6		Other (Paper)		27.23	12.4	39.63
Glass	Glass	56.4	18	51.8	126.2	Glass	Glass			20.4	20.4	Glass	Glass		16.69	25.913	42.603
Plastic	PET (1)	13.4	13	16.2	42.6	Plastic	PET (1)			16.6	16.6	Plastic	PET (1)		11.14	9.7	20.84
	HDPE (2)	20.4	3.8	17.4	41.6		HDPE (2)			16	16		HDPE (2)		12.41	19.04	31.45
	PVC (3)	3,001	0.4	0.01	3,411		PVC (3)			1	1		PVC (3)		1.2	0.6	1.8
	LDPE (4)	4	5.74	6.61	16.35		LDPE (4)			11.6	11.6		LDPE (4)		10.1	12.83	22.93
	PP (5)	3.48	1.4	3.2	8.08		PP (5)			3.8	3.8		PP (5)		2.56	3.5	6.06
	PS (6)	5	4.2	5.01	14.21		PS (6)			2.8	2.8		PS (6)		4.37	4	8.37
	Other (7)	4.4	0.6	0.02	5.02		Other (7)			2.4	2.4		Other (7)		0.03	0.8	0.83
Mixed packaging	Mixed packaging	11.4	0	12.6	24	Mixed packaging	Mixed packaging			9	9	Mixed packaging	Mixed packaging		23.4	0	23.4
Multilayer	Snackpacks	0.92	7.4	3.7	12.02	Multilayer	Snackpacks			4.6	4.6	Multilayer	Snackpacks		3.345	4	7.345
Tetrapak	Tetrapak	5	3	5.8	13.8	Tetrapak	Tetrapak			7.4	7.4	Tetrapak	Tetrapak		11.49	7	18.49
Metals	Metals	9.2	4.2	8	21.4	Metals	Metals			8.8	8.8	Metals	Metals		16.215	11.8	28.015
E-waste	E-waste	0	0.2	0	0.2	E-waste	E-waste			1.2	1.2	E-waste	E-waste		1	0.16	1.16
Household hazardous waste	Pharmaceuticals	0	0	0	0	Household hazardous waste	Pharmaceuticals			3.4	3.4	Household hazardous waste	Pharmaceuticals		0	0	0
	Flourescent bulbs	0	0	0	0		Flourescent bulbs			0	0		Flourescent bulbs		0	0	0
	Nappies	10.4	12.6	32	55		Nappies			46.4	46.4		Nappies		26.65	39.87	66.52
	Garage waste (DIY)	0	13.2	11.6	24.8		Garage waste (DIY)			36.8	36.8		Garage waste (DIY)		3.4	30	33.4
	Batteries	0.4	0	0	0.4		Batteries			0	0		Batteries		0	0	0
Residual waste	Remaining waste fraction	0	0	0	0	Residual waste	Remaining waste fraction			0	0	Residual waste	Remaining waste fraction		33	33	66
Organics	Meat	0	1.2	0	1.2	Organics	Meat			0	0	Organics	Meat		0	0	0
	Mixed Food	67.2	31	14.2	112.4		Mixed Food			130.2	130.2		Mixed Food		37.61	64.67	102.28
	Fruit & Veg	15.4	24.2	90	129.6		Fruit & Veg			100.4	100.4		Fruit & Veg		85	30.6	115.6
	Dairy	0	0	0	0		Dairy			0	0		Dairy		0	0	0
	Starches	1.4	3.4	0	4.8		Starches			0	0		Starches		0	0	0
	Liquids	0	0	0	0		Liquids			9.8	9.8		Liquids		0	0	0
	Garden waste	8.8	13.2	23	45		Garden waste			14.8	14.8		Garden waste		26.4	20.02	46.42
Other Items	Other items	5.6	0	0.4	6	Other Items	Other items			0.6	0.6	Other Items	Other items		0	0	0
Textiles	Clothing/Shoes	7.8	2.4	14.2	24.4	Textiles	Clothing/Shoes			22	22	Textiles	Clothing/Shoes		16.6	13.6	30.2
Total		314.401	187.56	361.35	863.311	Total				515	515	Total			386,725	364.828	751.553

Waste Characterisation Data

Tulbagh						PA Hamlet						Wolsely					
Sample date/s		27 March & 3 April				Sample date/s		29-Mar				Sample date/s		04-Apr-19			
		Before - Weight of bags (kg)	After - Weight of bags (kg)	Average weight per bag (kg)				Before - Weight of bags (kg)	After - Weight of bags (kg)	Average weight per bag (kg)				Before - Weight of bags (kg)	After - Weight of bags (kg)	Average weight per bag (kg)	
Number of bags						Number of bags						Number of bags					
High Income		72	258.8	258.8	3.59	High Income		40	190.2	180.86	4.76	High Income		67	247.8	253.00	3.70
Middle Income		46	191	143.6	4.15	Middle Income		31	124.4	124.2	4.01	Middle Income		82	361.8	361.20	4.41
Low Income		58	238.6	238.31	4.11	Low Income		29	102.2	80.2	3.52	Low Income		53	231.4	236.80	4.37
			47.4														
Main Categories	Sub categories	High Income	Middle Income	Low Income	Total	Main Categories	Sub categories	High Income	Middle Income	Low Income	Total	Main Categories	Sub categories	High Income	Middle Income	Low Income	Total
Paper & Board	Cardboard	6	5.2	0	11.2	Paper & Board	Cardboard	4.8	6	5.4	16.2	Paper & Board	Cardboard	12.4	20.4	14.4	47.2
	Magazines	0	0	0	0		Magazines	0	0	0	0		Magazines	0	0	0	0
	White Paper	7.2	0	0	7.2		White Paper	0	0	0	0		White Paper	3.6	12.6	0	16.2
	Other (Paper)	21	12.6	24	57.6		Other (Paper)	21.6	6.4	2.4	30.4		Other (Paper)	9.8	7.8	14.4	32
Glass	Glass	38.4	14.8	8	61.2	Glass	Glass	21.6	10.4	8.2	40.2	Glass	Glass	34.6	33.8	29.2	91.6
Plastic	PET (1)	9.6	9.2	11.6	30.4	Plastic	PET (1)	3.6	7.4	4.2	15.2	Plastic	PET (1)	10.4	13	12.4	35.8
	HDPE (2)	10.3	5.4	7.4	23.1		HDPE (2)	1.6	6.4	3	11		HDPE (2)	5.4	7.8	6.2	19.4
	PVC (3)	0.2	0	0.6	0.8		PVC (3)	0.2	0.2	0	0.4		PVC (3)	0.2	0	0	0.2
	LDPE (4)	3.3	3.6	6.4	13.3		LDPE (4)	6	2.6	2.4	11		LDPE (4)	5.2	7.6	7	19.8
	PP (5)	5.4	1.4	3.6	10.4		PP (5)	1.6	2	0.6	4.2		PP (5)	9.4	2.8	1.4	13.6
	PS (6)	2.8	2	3.41	8.21		PS (6)	1.2	0.6	1.2	3		PS (6)	2.6	4.6	2.4	9.6
	Other (7)	2	1.4	1	4.4		Other (7)	0	1.6	0	1.6		Other (7)	2.4	7.6	0.6	10.6
Mixed packaging	Mixed packaging	2.4	0	0	2.4	Mixed packaging	Mixed packaging	0	0	0	0	Mixed packaging	Mixed packaging	0	0	0	0
Multilayer	Snackpaks	1.2	2.4	3.6	7.2	Multilayer	Snackpaks	0.8	0	1.4	2.2	Multilayer	Snackpaks	0.8	2.2	0	3
Tetrapak	Tetrapak	5.86	2.8	3	11.66	Tetrapak	Tetrapak	1.46	1.8	1.4	4.66	Tetrapak	Tetrapak	3	5.2	2	10.2
Metals	Metals	7.8	5.6	9.2	22.6	Metals	Metals	3.4	2.8	3.4	9.6	Metals	Metals	5.8	10	9	24.8
E-waste	E-waste	0.8	0	3.6	4.4	E-waste	E-waste	0	2.8	0	2.8	E-waste	E-waste	0	0.4	0	0.4
Household hazardous waste	Pharmaceuticals	2.4	0	0	2.4	Household hazardous waste	Pharmaceuticals	0	0	0	0	Household hazardous waste	Pharmaceuticals	0	0	0	0
	Flourescent bulbs	0	0	0	0		Flourescent bulbs	0	0	0	0		Flourescent bulbs	0	0	0	0
	Nappies	16.4	11.8	36	64.2		Nappies	32.4	14.8	2.8	50		Nappies	27.8	6.8	28	62.6
	Garage waste (DIY)	0	2.6	0	2.6		Garage waste (DIY)	0	0	0	0		Garage waste (DIY)	0	4.6	2.6	7.2
	Batteries	0	0	0	0		Batteries	0	0	0	0		Batteries	0	0	0	0
Residual waste	Remaining waste fraction	25.84	13	7.5	46.34	Residual waste	Remaining waste fraction	0	0	0	0	Residual waste	Remaining waste fraction	27.2	62	6.2	95.4
Organics	Meat	0	0	0	0	Organics	Meat	0	0	0	0	Organics	Meat	0	0	0	0
	Mixed Food	46.6	26.6	14.8	88		Mixed Food	34.4	0	18.8	53.2		Mixed Food	76.4	116.4	66.2	259
	Fruit & Veg	27.5	15.4	61.8	104.7		Fruit & Veg	19.2	39.6	9.4	68.2		Fruit & Veg	0	0	0	0
	Dairy	0	0	0	0		Dairy	0	0	0	0		Dairy	0	0	0	0
	Starches	0	0	0	0		Starches	0	0	0	0		Starches	0	0	0	0
	Liquids	0	0	0	0		Liquids	0	0	0	0		Liquids	0	0	0	0
	Garden waste	12.2	2.2	4.6	19		Garden waste	14.4	13.4	7	34.8		Garden waste	9.4	18.8	29.6	57.8
Other Items	Other Items	0	0	0	0	Other Items	Other Items	12.6	0	0	12.6	Other Items	Other Items	4	12.6	0.6	17.2
Textiles	Clothing/Shoes	3.6	5.6	28.2	37.4	Textiles	Clothing/Shoes	0	5.4	8.6	14	Textiles	Clothing/Shoes	2.6	4.2	10.6	17.4
Total		258.8	143.6	238.31	640.71	Total		180.86	124.2	80.2	385.26	Total		253.00	361.20	236.80	851.00

APPENDIX B: BRAND AUDIT PHOTO AND DATA



Multiple snack packs



Multiple snack packs



Alcoholic beverages



Tetrapak material for various Juice / Milk brands



Canned goods and foods



Expired Epi-pen – insulin

Brand Audit Data

Brand Name & Category	Product Type	Material	Nduli				Tulbagh				Bellevista				Ceres				PA Hamlet				Wolseley			
			Low Income	Low	Middle	High	Low	Middle	High	Low	Middle	High	Low	Middle	High	Low	Middle	High	Low	Middle	High					
Household Products (HP)																										
Mortein, Pledge, Build It, Doom, Raid, Kiwi	Insecticide/Shoe Polish	Metal	1,48	1,40	2,57	5,79		1,61	0,91	1,54	0,29	0,18	0,60		0,60	0,84	0,78									
Sunlight, OMO	Detergent (single servings)	Multilayer	0,01	0,38					0,01			1,05	1,20													
Sunlight, OMO, MAQ, Fresh Wave	Detergent (2kg)	Multilayer															1,20									
Sunlight, OMO	Detergent	HDPE									0,50						0,10									
Jik, Albex, Super, Spar, Shine, Omo, Handy Andy, domestos	Cleaners/Detergents	HDPE		0,01		1,19	0,80	1,32	4,41	0,23	1,08	0,01	0,40	0,49		2,20	0,30									
Blixem degreaser	Degreaser	PET											0,01		0,26											
Pledge/Rally/Air Scent	Air scent/furniture polish	Metal															0,80									
Personal Care (PC)																										
Tyger Brands (Dolly Varden Glycerine), Gentle Magic, Clicks	Hair products	PET	0,81																							
Revlon/Yardley/Lentheric/Nugget/Kiwi (Axe, Isopolus, playgirl, brut, English Blazer, Exclamation)	Body Spray/Deodorant/Shoe Polish	Metal	1,44	2,29	0,10	1,34		1,62	0,01	0,83		0,31	0,20		0,40	0,29	0,17									
Dove, Shield, Garnier, Sanex, Calvil, Easy Waves, Clere, Vaseline, Nivea, Ponds, Tissue Oil	Deodorant/ liquid soap/Hair Care	PP	1,85	1,08			1,20	1,74				0,26				1,00	0,22									
Detol, Soft n free	Disinfectant/hair care	PP	0,11					0,17		0,54																
Dawn, Clere, Johnsons, Vaseline	Body lotion, vaseline	HDPE		0,30	0,53		1,00			1,02																
Listerine, Spar, Medicine bottle, Clicks, Clere, revlon, dr sole, sanex, nivea, garnier, glosheen hair gel	Mouth wash/ body lotion / body wash	PET				0,43					0,15		0,40													
Sanex, Organics, Vaseline, Revlon, Cutex, Panteen, Nivea, Clicks, Easywaves, Clere,Head and Shoulders; P&G, Unilever, Tresemme, Perfect Touch, Omega	Body lotion, vaseline; liquid soap; hair care	HDPE			2,65					0,24		0,78				1,01										
Alcophlin, Adco Syrup	Medicines	HDPE						0,11																		
Avon, Essence, Nivea (roll on), Real thing Pro- Probiotics, Lenon Drops		Glass								0,39	2,86			0,41	0,35											
Mixed Medication		Glass									1,27															
Pampers, Twinsaver, Always Ultra	Mixed bags	LDPE									2,74															
Carrier bags/shopping bags (CB)																										
Shoprite (Carry bags)		HDPE	0,97	1,44	0,12		0,04	0,80	0,71	0,23	0,41		0,01				0,80									
Spar (Carry bags)		HDPE	0,49	2,13	0,26	0,43		0,41	2,08	0,74	1,62	0,97	0,18				0,20									
PnP (Carry bags)		HDPE	0,24	0,16			0,42	0,65		1,05	1,31						0,60									
DC		HDPE	0,05							0,08																
Unbranded bags		HDPE	0,86	4,19				1,33	2,08	0,80	0,62	0,64	1,20				0,60	0,45								
Britos		HDPE	0,79								0,11															
OK		HDPE															1,00	0,54								
Checkers		HDPE															0,05	0,05								
Clicks		HDPE																			0,04					
Woolworths		HDPE									0,05															
Mr Price, Hungry Lion, Mica, Exact, Spot On, Total Sport, Identity, Footgear, DC, Spar, Tekkie Town, Shoprite, Britos, PEP, PNP, dekeur, britos, checkers, pnp, ackermans, build it, Truworths, DC, jet, pnp, Blue Bottle liquors, Spot On liquors, Liquore Store	Mixed carry bags	HDPE	2,24																							
Pep carrier bag		HDPE	1,12	0,32			2,81	1,89		9,92	0,30	4,20	0,32	0,40		1,60	1,60					2,15				

Brand Audit Data

Brand Name & Category	Product Type	Material	Nduli	Tulbagh			Bellevista		Ceres			PA Hamlet			Wolseley		
			Low Income	Low	Middle	High	Low	Middle	Low	Middle	High	Low	Middle	High	Low	Middle	High
Food Packaging (FP)																	
Bemini, Savannah, Bavaria, Russian Bear, Flying Fish, Windhoek, Castle Lite, Red Square	Alcoholic beverage	Glass	7,20		9,80	26,13			2,40	3,63	32,41	6,04	6,80	17,81	7,54	22,20	16,40
Bemini / Brutal Fruit	Alcoholic beverage	Glass						3,10		3,63	32,41	6,04	6,80	17,81	7,54	22,20	16,40
Castle	Alcoholic beverage	Glass			4,80			6,80	2,57	4,00		6,80			1,89	8,00	
Castle Lite / Castle	Alcoholic beverage	Metal	0,12	0,01	0,08				0,36						0,60	0,22	
Flying Fish	Alcoholic beverage	Metal	0,09					5,60				5,60				0,14	
Glennys	Alcoholic beverage	Metal	0,55														
Hansa Pilsner	Alcoholic beverage	Metal	0,12														
Mixed Beer	Alcoholic beverage	Glass			1,68			3,64		6,60					3,38		16,00
Hawekwa wine, Capes BestWine, Quality Best Harvest	Alcoholic beverage	PET		0,60	0,10					2,07							
Hunter's dry and Gold	Alcoholic beverage	Metal	0,08														
Smimoff Storm	Alcoholic beverage	Metal	0,07					0,76									
Smimoff, Castle, Black label	Alcoholic beverage	Metals					0,20								2,97		0,24
Strongbow,Redds,Hunters Gold, Esprit	Alcoholic beverage	Metal	0,26		0,44					2,07							
Quality wine	Alcoholic beverage	PET					0,60	0,35				0,20			0,60		0,40
Bonito	Bonito	Tetrapak	0,07														
Sasko, Star, Albany bread bags	Bread bags	LDPE	1,07				0,20			0,08		0,60			0,73		0,07
Albany bread bags	Bread bags	LDPE		0,40					0,03								
Golden Crust Bread bags	Bread bags	LDPE		0,22													
Helderbake Bakery bread bags	Bread bags	LDPE		0,60													
Freshly Lite Bread	Bread bags	LDPE						0,06		0,06							
Sasko bread bags	Bread bags	LDPE		0,13			2,60	0,07	0,31	0,03	0,07	0,60					0,20
Star Bread bags	Bread bags	LDPE		0,18				0,05			0,05						
Lucky Star	Canned fish	Metal	0,17														
Best cook, Pot O Gold, Usave, Saldanha, Rite, Nestle, Savemore	Canned Food	Metal	0,26		1,30	0,82	1,00	0,96		0,51		0,80			0,40	1,30	1,60
Bullbrand	Canned Food	Metal	0,09														
Koo Canned food	Canned Food	Metal	1,30	3,80		1,49		1,44							0,40	0,26	0,40
Pot O Gold	Canned Food	Metal	1,09	0,15				0,05							0,10		
Rhodes	Canned Food	Metal	0,31		0,50										0,10	0,19	
Rite Brand	Canned Food	Metal	0,15														
All Gold Jam	Canned food	Metal		0,24													
Gold Dish Canned Food	Canned food	Metal		0,10													
Lucky Star	Canned food	Metal		0,41											0,10		
Mosselbay canned food	Canned food	Metal	0,43	0,25											0,10		
Spar Food Cans	Canned food	Metal		0,65													
Sunshine Baked canned food	Canned food	Metal		0,41													
Tomco Canned Food	Canned food	Metal		0,38													

Brand Audit Data

Brand Name & Category	Product Type	Material	Nduli	Tulbagh			Bellevista			Ceres			PA Hamlet			Wolsley		
			Low Income	Low	Middle	High	Low	Middle	High	Low	Middle	High	Low	Middle	High	Low	Middle	High
Bashews	Cold Drink	Metal															0,13	
Coca-Cola	Cold Drink	PET	2,27	0,92		4,78	4,00	3,56	6,70	1,80	8,77	6,70	3,40	1,54	4,40	6,00	5,40	
Coca-Cola	Cold Drink	Metal	0,64	0,33			0,20	0,04					0,20		0,40	0,39	0,41	
Coca-Cola (includes twist)	Cold Drink	Glass													1,06			
Pepso	Cold Drink	PET															0,20	
Jive	Cold Drink	PET	0,34	0,13			2,60	2,29	0,90		0,37	0,90			1,50	0,20		
Lipton cans	Cold Drink	Metal	0,44				0,22	0,46	0,71			0,71				0,39		
Twizza	Cold Drink	PET	2,83	1,85	0,84	1,22							0,40		0,40			
Roxy	Cold Drink	PET													1,90	0,80		
Yes Coldrink Bottles	Cold Drink	PET		3,11														
Mixed Cold Drinks	Cold Drink	PET			1,13	1,20		3,47	0,05	0,28	0,99	0,05	1,20	1,35		0,60		
Mixed Cold Drinks	Cold Drink	Metal			0,05				5,80		0,02	5,80					0,05	
B-Well cooking oil	Cooking oil	PET	0,07															
Crown cooking oil	Cooking oil	PET	0,24															
Crown, PAN, Golden Ray, Rite brand	Cooking oil	PET	0,20		0,15					0,04			0,40		0,60			
Elite cooking oil	Cooking oil	PET	0,03	0,08									0,20					
PAN cooking oil	Cooking oil	PET	0,15															
Ultramel custard	Dairy	Tetrapak														0,90		
PhP (yoghurt container)	Dairy	PP							0,05			0,05						
Parmalat (small yoghurt containers)	Dairy	PS							0,60			0,60						
Clover, Darling, Faircape, Spar, Parmalat yoghurt containers	Dairy	PP				2,50				0,14		0,08		1,09	0,22		1,90	
Darling, Clover, Parmalat	Dairy	PS	0,35		0,09				0,08									
Fair Cape	Dairy	PS	0,31	0,08	0,31				0,65	0,01		0,65						
Danone Nutriday	Dairy	PS		0,55	0,15				0,06			0,06						
Fresubin Energy Drink	Energy Drink	HDPE				0,42												
7 Stars, Redbull, Reboost, Power Play, Bum, Dragon, Score	Energy Drink	Metal	0,98		0,27		0,72	0,21		0,59			0,20		0,40	0,21	0,07	
7 Stars Energy drink	Energy drink	Metal		0,06														
Fusion	Energy Drink	PET					0,40						0,20		1,20			
Darling Amasi	Dairy	HDPE		0,34														
Mixed bottles mostly dairy products, Nestle, darling, herbal life bottles	Dairy	HDPE									0,88							
Score Energy Drink	Energy Drink	Metal	1,09		0,75				0,28			0,28				0,14		
Monster	Energy Drink	Metal														0,12		
Country Fair (Chicken Livers)	Perishable Food	PP	0,65	0,13	0,12													
Country Fair Meat packaging	Perishable Food	LDPE		0,30														
Gottl Ice cream	Perishable Food	PP		0,74														
Rice bags (speko taste)	Perishable Food	LDPE		0,08														
Spar frozen chicken bags	Perishable Food	LDPE		0,09														
Mixed	Perishable Food	Glass									3,41							

Brand Name & Category	Product Type	Material	Nduli			Tulbagh			Bellevista			Ceres			PA Hamlet			Wolsley		
			Low Income	Low	Middle	High	Low	Middle	Low	Middle	High	Low	Middle	High	Low	Middle	High	Low	Middle	High
Ricoffy	Instant coffee	Metal	0,38		0,30			2,40	4,11	1,44	0,51				1,44	0,80		0,40	1,60	0,61
Mixed Coffee cans (Milo, Frisko Ritebrand)	Instant coffee	Metal		0,68																
Fruitree	Juice	Metal		0,02																
Fruitree	Juice	Tetrapak										1,20								
Ceres Juice	Juice	Tetrapak	5,62					1,00	9,02	3,99		2,08	3,99	1,20				0,10	1,40	
Liquifruit	Juice	Tetrapak										1,04							0,60	
Mixed Brands	Juice	Tetrapak						0,02	1,93			0,78	1,93							0,60
Henties	Juice	PET		0,38														0,20		
Oros	Juice	PET		0,10																
Usave (Juice)	Juice	PET		0,20																
Clover (juice bottles)	Juice	PET	0,19																	
Wild Island, Tropika, Fruitree	Juice	PET				1,66	0,40	2,80			1,20							0,20		0,40
Blossom, Dilte, Sunshine, Spar, Stork, Ole	Margarine	PP	0,88			0,81														
Nola	Mayonnaise	PET	0,43		0,10		0,40					1,63			0,40			0,40		
Crosse&Blackwell	Mayonnaise	Glass				0,60														
White Star, iTau (Mielie Meal Bags)	Mielie meal	PP	1,75																	
Clover	Milk	Tetrapak	0,08									0,04								0,20
Crystal Valley	Milk	Tetrapak			0,36	0,28		0,86										0,40	0,60	0,20
Fair Cape	Milk	Tetrapak	0,65			0,75		0,56	0,66			1,92	0,66		0,56	0,20	0,40	0,60		
Fair Cape (Milk bottles)	Milk	PET	0,15			0,41					0,51	0,09								0,20
Fair Cape (Pouch)	Milk	LDPE		0,06																
First Choice	Milk	Tetrapak	2,02	0,40				1,05							0,20			0,80	1,00	0,20
Hollandia Milk	Milk	Tetrapak	0,23																	
Parmalat	Milk	Tetrapak					0,72					0,10								
Parmalat	Milk	HDPE										0,93								
PnP	Milk	Tetrapak				0,35	0,41					0,09						0,40	0,20	
Rite Brand	Milk	Tetrapak	3,32				0,81											0,40		
Spar	Milk	PET		0,40																
Spar	Milk	Tetrapak	0,21	0,73	1,94		1,20		1,90			0,50	1,90		0,76			0,80	0,60	
Darling, spar, danone, alfalfa	Milk	HDPE			1,68	1,65						1,00								1,20
Sonnendal	Milk	HDPE			1,27															
Ceres, first choice, Hollandia, Fair Cape	Milk & Juice	Tetrapak			0,45		0,67								0,40					
Number 1 Mageu	Non-alcoholic Fermented drink	Tetrapak	0,23																	
Purity, Amstel, miami atchar, castle, medicine bottle	Mixed Drink/Sauce/Food/Medicine	Glass																		
			0,99																	
Bakers, taxi, Sasko, Snoeks; Toppers, Cadbury, Snoeks, IQ, Maggi 2min noodles, cnc-a-snack, Stanton Biggley Popcom	Snack packs	Multilayer																		
			0,13	0,17	1,27		0,60	4,65	6,81	2,05					7,81	0,80				0,15
IQ Snack Packs	Snack packs	Multilayer	0,15	1,25				0,36	0,16						0,16	0,01				
Simba Snack Packs	Snack packs	Multilayer	0,06	0,39	0,08		1,00	0,81	0,92	0,15					0,92	0,60				0,07
Truda	Snack packs	Multilayer	0,41	0,03	0,39		0,40	1,67	1,46						1,46	0,02				
Willards	Snack packs	Multilayer							0,55	0,49					0,55					0,03
Cadbury	Snack packs	Multilayer							0,11						0,11					
Mrs Balls, All Gold	Sauce	Glass				6,89		0,60									1,68			
Wellingtons, All Gold, Jimmys, Lappies, Safari	Sauce	PET			0,10															2,60
Aromat	Spice	PP	0,16																	
yummy peanut butter, Safari, Jimmy, Rascos	Spreads	PET	1,48																	
Jacobs, koo, 3CP, waverly hills, bovril, mrs balls, all gold, crosse&Blackwell, mamite	Mixed Food/Sauce	Glass				4,23						0,28			2,20			2,71	2,12	
spars, woolworths, PnP, clicks, eskort	Perishable Food	Multilayer										0,85								
Unbranded	Water	PET				0,82														

Thank you
to all who have contributed
to the study and the report.
Acknowledgement to the
WAAI team, Wittenberg
Municipality Solid Waste
team; Waste Ambassadors;
Waste Pickers; the GAIA
global community; and our
Sponsors, who prefer to
remain anonymous, without
whose assistance the study
would not have been
possible.

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN/TO: Munisipale Bestuurder
VAN/FROM: Direkteur: Tegnieise Dienste
DATUM/DATE: 19 November 2019
VERW/REF: 16/2/1/1/1/

NOTARIËLE AKTE VAN SERWITUUT EN SAMEWERKING OOREENKOMS - CKB: KOEKEDOUW DAM

1. DOEL

Om die Raad te adviseer rondom die versoek van CKB vir die verkryging van addisionele water vanuit die Koekedouw dam.

2. AGTERGROND

Die raad het as volg besluit op 30 Oktober 2019:

Dat die Koekedouw Besproeiingsraad ingelig word dat hulle versoek vir addisionele rouwater nie moontlik is nie, aangesien Vlak 1 waterbeperkings volgens alle aanduidings in die tweede kwartaal van 2020 ingestel moet word en dit bots met die "early warning" kriteria soos per die Raad se goedgekeurde droogtebestuursplan

Nadat die item voorberei was het dit 181mm gereen in die opvangsgebied van die dam en het die damvlak gestyg vanaf 82% tot 86,5%.

KBR het n skrywe gerig gedateer 22 Mei 2019 waarin versoek word dat Witzenberg Munisipaliteit sal terugval op die 7miljoen m³ per jaar en KBR weer die 10miljoen m³ per jaar toekkenning sal kry. Skrywe aangeheg as bylae A.

Die Direkteur het KBR ge-antwoord op 11 Junie 2019 dat hulle versoek nie moontlik is nie, maar dat ons dit sal oorweeg om surplus water aan KBR te verkoop na die reen seisoen. Skrywe aangeheg as bylae B.

KBR het n opvolg e-pos gestuur op 1 Oktober 2019. E-pos aangeheg as bylae C, die versoek is as volg:

Graag wil KBR op skrif versoek om 2 000 000 m³ addisionele water te gebruik vanaf Oktober 2019 tot April 2020. Die redes vir hierdie versoek is as volg:

- 1. Tans het die Munisipaliteit 'n kwota van 10 miljoen m³ per jaar, waarvan daar tans ± 6 miljoen m³ gebruik word.*

2. KBR se kwota het na 20 jaar van 10 miljoen m³ verminder na 7 miljoen m³. Vrugte aanplantings en werkskepping is gedoen op die groter kwota vir die afgelope 20 jaar.
3. KBR versoek dus om 2 miljoen m³ ekstra aan te koop vir die seisoen en sodoende 9 miljoen m³ in totaal te gebruik.
4. Witzenberg Munisipaliteit behou dus 'n kwota van 8 miljoen m³ vir die jaar, wat 2 miljoen m³ meer is as hul huidige verbruik.
5. KBR onderneem ook om as die dam by die inhoudmaat van 3 miljoen m³ (17.6%) kom, nie verdere ontrekkings te doen nie. Hierdie scenario het nog slegs in 2016 gebeur.
6. Dit laat die Munisipaliteit altyd met 'n 50% van sy jaarlikse verbruik in die dam, sonder dat die boorgate in ag geneem word.
7. KBR stel ook voor dat CKB die pompkoste dra, as die pompe in werking gestel word, as die damvlak by onder 60% beweeg. Daardeur dra albei vennote in die skema by tot die pompkoste, aangesien albei partye voordeel daaruit trek.
8. KBR wil ook versoek dat hierdie bogenoemde versoek 'n 5 jaar ooreenkoms kan raak, aangesien die landbou hier met langtermyn gewasse boer. Die damvlaknorme sal egter in alle tye geld, soos tans.
9. KBR wil ook versoek dat die opsie sal bestaan om die opsie te hernu na 5 jaar, as die waterverbruik van die Munisipaliteit dit toelaat.
10. Tans beloop die bedryfskoste van CKB vir die Koekedouw dam R0.11 per m³. In skrywes aan KBR is genoem dat die water beskikbaar kan wees teen R0.51 per m³. KBR wil versoek of daar 'n moontlikheid is dat die ekstra 2 miljoen m³ aan KBR verkoop kan word teen R0.20 per m³.
11. Tans word 42% van KBR se water benut deur BEE Boerderye waar die aandeelhouding wissels van 100% tot 51%.
12. Hierdie toegewings gaan dus 'n baie positiewe resultaat vir hierdie projekte wees, aangesien hul meer blootgestel is aan somerlewerings.
13. Die KBR skema is 'n groot werkskeppings-projek in ons area, en KBR wil dit so hou en uitbrei.

3. BESPREKING

Die Witzenberg Droogte Bestuurs Plan, soos goedgekeur deur die raad op 16 November 2017, lees as volg:

5.1 EARLY WARNING COMMUNICATION

Preparedness and early warning are the key factors for operational management and to determine the success of the overall Drought Plan since they help to establish and identify activation levels; and establish the links between drought, water and development policies. See Figure 1 below for early warning signs.

The Drought Action Plan has six levels of severity:

- *Permanent Water Conservation Measures Normal water supply*
- *Level 1 Moderate danger of water shortage (0-10% reduction in supply & demand)*
- *Level 2 High Danger of water shortage (10-20% reduction in supply & demand)*
- *Level 3 Very High Danger of water shortage (20-30% reduction in supply & demand)*
- *Level 4 Severe Danger of Water Shortage (30-40% reduction in supply & demand)*

- *Level 5 Emergency Critical Danger of water Shortage (40-50% reduction in supply & demand)*
- *Day Zero*

which are invoked sequentially as conditions and corresponding drought trigger points dictate. A drought trigger is the specific value of a drought indicator that activates a management response. These six levels are determined by the dam levels and yield of rivers and boreholes.

The purpose of the water supply management schedule is also to strengthen the capacity of stakeholders to interpret and disseminate early warning information for contingency plans and timely drought response.

Die 6 vlakke van water beperkings soos van toepassing op die Koekedouw dam en soos per die Droogte Bestuurs Plan is soos volg:

Water Beperkings Vlakke

Geen - (≤ 12 maande)

Vlak 1 - Matige gevaar van water tekort (≤ 10 maande)

Vlak 2 - Hoë gevaar van water tekort (≤ 8 maande)

Vlak 3 - Baie hoë gevaar van water tekort - (≤ 6 maande)

Vlak 4 - Ekstreme gevaar van water tekort (≤ 4 maande)

Vlak 5 - Nood situasie - kritiese gevaar van water tekort (≤ 2 maande)

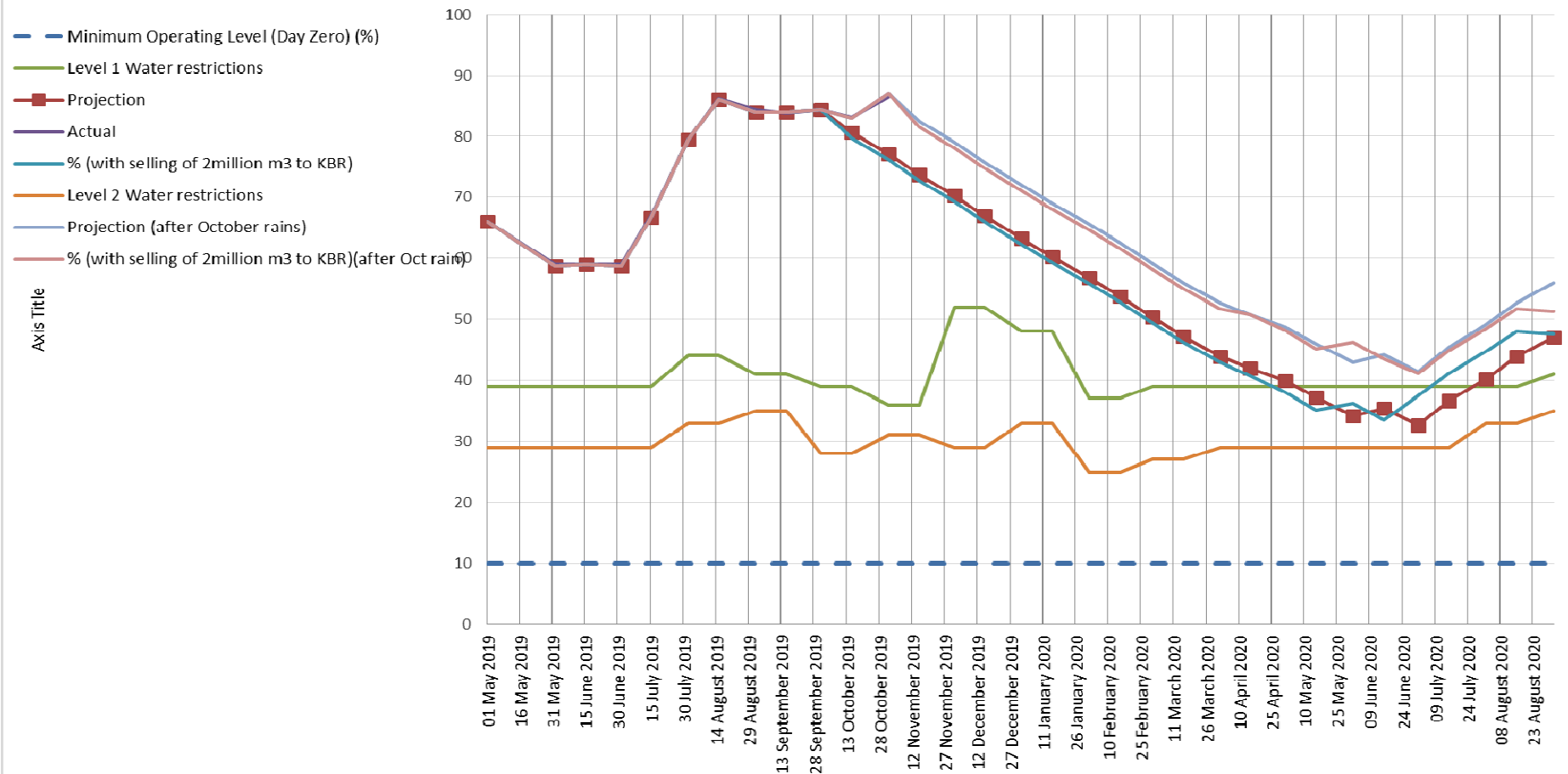
Onderstaande is n opsomming en vooruitskating soos op 31 Oktober 2019 van die water verbruik van KBR en WM.









Koekedouw Dam Water Levels based on new allocations															
Projection		Usage(m3)					Projection (after October rains)								
Month	% (actuals in red font)	Volume (m3)	Evaporation & seepage(m3) (0,75%)	Municipality (as per actual use of previous year, in line with quota plus 3 % growth)(actuals in red font)	KBR (as per quota as per amended proposal from KBR)	Projected Total usage KBR & Witzenberg (m3)	Inflow from boreholes (average)	Inflow from surface water (m3) (average inflow halved)	2 Million M3 water to be sold to KBR(m3)	Volume (m3) (with selling of 2million m3 to KBR)	% (with selling of 2million m3 to KBR)	% (actuals in red font)	Volume(m3)	Volume (m3) (with selling of 2million m3 to KBR)	% (with selling of 2million m3 to KBR)(after Oct rain)
01 May 2019	66	11 359 000	85 193	336 354	786 294	1 122 648			786 294		66	66	11 359 000		66
01 June 2019	59	10 119 000	75 893	286 076	813 875	1 099 951			813 875		59	59	10 119 000		59
15 June 2019	59		0								59	59			59
01 July 2019	59	10 119 000	75 893	301 664	589 867	891 531			589 867		59	59	10 119 000		59
15 July 2019	67		0								67	67			67
01 August 2019	80	16 721 000	125 408	144 825	172 809	317 634			172 809		80	80	16 721 000		80
15 August 2019	86	14 818 000	111 135	144 826	172 810	317 636			172 810		86	86	14 818 000		86
01 September 2019	84	14 527 000	108 953	144 804	78 893	223 697			78 893		84	84	14 527 000		84
15 September 2019	84	14 575 000	109 313	144 165	332 500	476 665			332 500		84	84	14 575 000		84
01 October 2019	84	14 575 000	109 313	176 636	332 500	509 136			499 167	14 408 333	84	84	14 575 000	14 408 333	84
15 October 2019	81	13 956 552	104 674	176 636	332 500	509 136			499 167	13 789 885	80	83	14 285 000	14 285 000	83
01 November 2019	77	13 342 741	100 071	166 479	332 500	498 979			499 167	13 176 074	76	87	14 866 000	14 866 000	87
15 November 2019	74	12 743 692	95 578	166 479	332 500	498 979			499 167	12 577 025	73	82	14 266 951	14 100 284	82
01 December 2019	70	12 149 136	91 119	209 348	332 500	541 848	57 678		499 167	11 982 469	69	79	13 672 395	13 505 728	78
15 December 2019	67	11 573 848	86 804	209 348	332 500	541 848			499 167	11 407 181	66	76	13 097 107	12 930 440	75
01 January 2020	63	10 945 197	82 089	173 474	332 500	505 974	57 678		499 167	10 778 530	62	72	12 468 455	12 301 788	71
15 January 2020	60	10 414 812	78 111	173 474	332 500	505 974			499 167	10 248 145	59	69	11 938 071	11 771 404	68
01 February	57	9 830 727	73 730	188 751	332 500	521 251	57 678		499 167	9 664 060	56	66	11 353 986	11 187 319	65

2020															
15 February 2020	54	9 293 424	69 701	188 751	332 500	521 251			499 167	9 126 757	53	63	10 816 682	10 650 015	62
01 March 2020	50	8 702 472	65 269	191 512	332 500	524 012	57 678		499 167	8 535 805	49	59	10 225 731	10 059 064	58
15 March 2020	47	8 170 870	61 282	191 512	332 500	524 012			499 167	8 004 203	46	56	9 694 129	9 527 462	55
01 April 2020	44	7 585 577	56 892	178 230	140 000	318 230	57 678		306 667	7 418 910	43	53	9 108 836	8 942 169	52
15 April 2020	42	7 268 133	54 511	178 230	140 000	318 230			140 000	7 046 169	41	51	8 791 392	8 791 392	51
01 May 2020	40	6 895 392	51 715	195 361	273 000	468 361	57 678		273 000	6 583 771	38	49	8 418 650	8 328 994	48
15 May 2020	37	6 432 994	48 247	195 361	273 000	468 361			273 000	6 067 163	35	46	7 956 252	7 812 386	45
01 June 2020	34	5 916 386	44 373	155 184	273 000	428 184	57 678	611 966	273 000	6 264 250	36	43	7 439 644	8 009 473	46
15 June 2020	35	6 113 473	45 851	155 184	273 000	428 184			273 000	5 790 214	33	44	7 636 731	7 535 437	44
01 July 2020	33	5 639 437	42 296	158 984	273 000	431 984	57 678	1 110 134		6 483 747	37	41	7 162 696	7 118 836	41
15 July 2020	37	6 332 970	47 497	158 984	273 000	431 984		1 110 134		7 114 399	41	45	7 856 228	7 749 488	45
01 August 2020	40	6 963 622	52 227	156 200	273 000	429 200	57 678	1 048 982		7 739 632	45	49	8 486 881	8 374 721	48
15 August 2020	44	7 588 855	56 916	156 200	273 000	429 200		1 048 982		8 302 498	48	53	9 112 114	8 937 587	52
01 September 2020	47	8 151 721	61 138	154 167	273 000	427 167	57 678	365 080		8 236 951	48	56	9 674 980	8 872 040	51

Onderstaande is n grafiese voorstelling van bostaande syfers.

Koekedouw Raw Water Dam New Allocations - Usage and Future projections



	01 Ma y 201 9	01 Jun e 201 9	15 Jun e 201 9	01 July 201 9	15 July 201 9	01 Aug ust 201 9	15 Aug ust 201 9	01 Sep tem ber 201 9	15 Sep tem ber 201 9	01 Oct obe r 201 9	15 Oct obe r 201 9	01 Nov em ber 201 9	15 Nov em ber 201 9	01 Dec em ber 201 9	15 Dec em ber 201 9	01 Jan uar y 202 0	15 Jan uar y 202 0	01 Feb ruar y 202 0	15 Feb ruar y 202 0	01 Mar ch 202 0	15 Mar ch 202 0	01 Apr il 202 0	15 Apr il 202 0	01 Ma y 202 0	15 Ma y 202 0	01 Jun e 202 0	15 Jun e 202 0	01 July 202 0	15 July 202 0	01 Aug ust 202 0	15 Aug ust 202 0	01 Sep tem ber 202 0
 Minimum Operating Level (Day Zero) (%)	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
 Level 1 Water restrictions	39	39	39	39	39	44	44	41	41	39	39	36	36	52	52	48	48	37	37	39	39	39	39	39	39	39	39	39	39	39	39	41
 Projection	66	59	59	59	67	80	86	84	84	84	81	77	74	70	67	63	60	57	54	50	47	44	42	40	37	34	35	33	37	40	44	47
 Actual	66	59	59	59	67	80	86	84	84	84	83	87																				
 % (with selling of 2million m3 to KBR)	66	59	59	59	67	80	86	84	84	84	80	76	73	69	66	62	59	56	53	49	46	43	41	38	35	36	33	37	41	45	48	48
 Level 2 Water restrictions	29	29	29	29	29	33	33	35	35	28	28	31	31	29	29	33	33	25	25	27	27	29	29	29	29	29	29	29	29	33	33	35
 Projection (after October rains)	66	59	59	59	67	80	86	84	84	84	83	87	82	79	76	72	69	66	63	59	56	53	51	49	46	43	44	41	45	49	53	56
 % (with selling of 2million m3 to KBR)(after Oct rain)	66	59	59	59	67	80	86	84	84	84	83	87	82	78	75	71	68	65	62	58	55	52	51	48	45	46	44	41	45	48	52	51

Axis Title

Vanuit bostaande grafiek is dit duidelik dat na die Oktober reens en met in agneming dat 2 000 000m³ aan KBR verkoop word en met die aannames en werklike syfers soos beskikbaar op 31 Oktober 2019, geen water beperkings ingestel hoef te word nie.

Die inkomste wat gegenereer kan word uit die 2miljoen m³ water te verkoop aan KBR sal as volg wees:

Volume (m ³)	2 000 000
Rate for raw water to agriculture for 2019/20 budget (R0,51/m ³ incl vat)	R1 020 000,00

4. AANBEVELING

- 4.1. Dat KBR ingelig word dat 2 000 000m³ water beskikbaar is vanuit WM se allokasie vir die tydperk 1 Januarie 2019 tot 30 April 2019, teen R0,51/m³ (btw ingesluit) , wat die goedgekeurde raads tarief is.
- 4.2. Dat die allokasie van 2 000 000m³ vir KBR in oorleg met die Direkteur : Tegnieese Dienste, maandeliks ingedeel word.

J F BARNARD
DIREKTEUR: TEGNIESE DIENSTE

IRRIGATION BOARD KOEKEDOUW BESPROEIINGSRAAD

Telefoon: 0233155569 / 0832920590

Email: Gerda.kbr@gmail.com

Posbus 804
CERES
6835

22 Mei 2019

Die Bestuurder
Witzenberg Munisipaliteit
Ceres
6835

Geagte heer

Hiermee 'n versoek vanaf Koekedouw Besproeiingsraad(KBR), dat KBR 'n aansoek rig aan Witzenberg Munisipaliteit(WM) vir die vergunning van gebruik van WM se ongebruikte kapasiteit watertoekenning.

Tans die verdeling van water in die Koekedouw Dam:

- WM - 59% van die 17miljoen kubiek, gelyk aan 10 miljoen kubiek
- KBR - 41%, van die 17miljoen kubiek, gelyk aan 7 miljoen kubiek

Op hierdie stadium, gebruik WM slegs ongeveer 5 miljoen kubiek van hul toegestane 10 miljoen kwota. KBR daarteenoor, is net geregtig op 7 miljoen kubiek wat ten volle benut word, maar het 'n behoefte aan 10 miljoen kubiek.

Ons versoek is dat KBR weer 10 miljoen kubiek toekenning tot sy beskikking kan kry, en Witzenberg Munisipaliteit 7 miljoen kubiek, soos dit in die verlede was. KBR versoek dat hierdie ooreenkoms sal strek totdat WM meer as die 7 miljoen kubiek toekening benodig en dat die toekenning dan stelselmatig aangepas word soos WM meer water nodig het. KBR kom ook ooreen dat die onderste 3 miljoen slegs WM sal toekom indien daar droogte toestande heers.

Die voorstel vanaf KBR is dat 59% van die water weer aan KBR toegestaan word en KBR ook weer 59% van die lopende kostes aan CKB betaal, terwyl WM, 41% van die water gebruik en net 41% van die lopende kostes hoef te betaal.

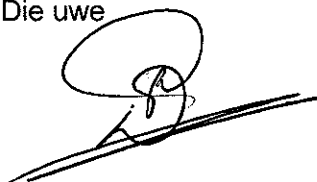
Tans is dit onekonomies dat WM betaal vir 'n watertoekening maar die water word nie gebruik nie en bly staan in die dam, terwyl KBR daardie water kan aanwend en sodoende help om die ekonomie en werksgeleenthede in die Witzenberg area volhoubaar te maak.

Indien die omstandighede verander en WM benodig meer water, kan daar weer 'n nuwe ooreenkoms aangegaan word.

Ons sal dit waardeer indien ons versoek gunstig oorweeg sal word.

Vriendelik Groete.

Die uwe



Danie Goosen (Voorsitter – KBR)

Verwysing: 16/2/1/2
Navrae: Mnr. J Barnard

11 Junie 2019

Mnr Danie Goosen
Koekedouw Besproeiingsraad
Posbus 804
CERES
6835

Meneer

**AANSOEK VIR VERGUNNING: ONGEBRUIKTE KAPASITEIT WATERTOEKENNING
WITZENBERG MUNISIPALITEIT**

U skrywe gedateer 22 Mei 2019 verwys.

Ons kan ongelukkig nie aan u versoek voldoen dat Witzenberg Munisipaliteit terugval op die 7 miljoen m³ toekenning uit die Koekedouw dam per jaar nie.

Die Witzenberg Munisipaliteit bestuur sy water toekenning sodanig dat voldoende rouwater beskikbaar is om te alle tye drink water aan ons verbruikers te voorsien, in terme van die Droogte Bestuursplan.

Ons het laasjaar na 'n goeie reën jaar, van ons rouwater wat ons nie gebruik het nie aan u verkoop. Ons sal hierdie jaar dieselfde doen en wanneer die reënseisoen verby is, die nodige berekeninge doen om te bepaal of daar enige oortollige rouwater is, in terme van die Droogte Bestuursplan.

Indien daar rouwater beskikbaar is, sal dit teen die Raad se goedgekeurde tarief van R0.51 (BTW in) per m³ aan Koekedouw Besproeiingsraad verkoop word.

Die uwe



J F BARNARD
DIREKTEUR: TEGNIESE DIENSTE

Kindly address all correspondence to the Municipal Manager / Rig asseblief alle korrespondensie aan die Munisipale Bestuurder / Yonke imbalelwano mayithuyelwe kuMlawuli kaMasipala

Vision: A united, integrated, prosperous municipality, progressively free of poverty and dependency
Visie: 'n Verenigde, geïntegreerde, welvarende munisipaliteit, toenemend vry van armoede en afhanklikheid
Imbono yethu: Umasipala omanyeneyo, oyondeleleneyo, onentlutha othi rhoa uzikhulula endlaleni nokuxhomekeka

Mariaan Prins

From: Danie <danie@goosenboerdery.co.za>
Sent: 01 October 2019 11:16 AM
To: David Nasson; Joseph Barnard
Subject: KBR aansoek vir ekstra water 2019/20 seisoen.

Beste Menere Nasson en Barnard,

Dankie vir die positiewe gesprek van gister.

Graag wil KBR op skrif versoek om 2 000 000 m³ addisionele water te gebruik vanaf Oktober 2019 tot April 2020. Die redes vir hierdie versoek is as volg:

1. Tans het die Munisipaliteit 'n kwota van 10 miljoen m³ per jaar, waarvan daar tans ± 6 miljoen m³ gebruik word.
2. KBR se kwota het na 20 jaar van 10 miljoen m³ verminder na 7 miljoen m³. Vrugte aanplantings en werkskepping is gedoen op die groter kwota vir die afgelope 20 jaar.
3. KBR versoek dus om 2 miljoen m³ ekstra aan te koop vir die seisoen en sodoende 9 miljoen m³ in totaal te gebruik.
4. Witzenberg Munisipaliteit behou dus 'n kwota van 8 miljoen m³ vir die jaar, wat 2 miljoen m³ meer is as hul huidige verbruik.
5. KBR onderneem ook om as die dam by die inhoudmaat van 3 miljoen m³ (17.6%) kom, nie verdere ontrekkings te doen nie. Hierdie scenario het nog slegs in 2016 gebeur.
6. Dit laat die Munisipaliteit altyd met 'n 50% van sy jaarlikse verbruik in die dam, sonder dat die boorgate in ag geneem word.
7. KBR stel ook voor dat CKB die pompkoste dra, as die pompe in werking gestel word, as die damvlak by onder 60% beweeg. Daardeur dra albei vennote in die skema by tot die pompkoste, aangesien albei partye voordeel daaruit trek.
8. KBR wil ook versoek dat hierdie borgevraagde versoek 'n 5 jaar ooreenkoms kan raak, aangesien die landbou hier met langtermyn gewasse boer. Die damvlaknorme sal egter in alle tye geld, soos tans.
9. KBR wil ook versoek dat die opsie sal bestaan om die opsie te hernu na 5 jaar, as die waterverbruik van die Munisipaliteit dit toelaat.
10. Tans beloop die bedryfskoste van CKB vir die Koekedouw dam R0.11 per m³. In skrywes aan KBR is genoem dat die water beskikbaar kan wees teen R0.51 per m³. KBR wil versoek of daar 'n moontlikheid is dat die ekstra 2 miljoen m³ aan KBR verkoop kan word teen R0.20 per m³.
11. Tans word 42% van KBR se water benut deur BEE Boerderye waar die aandeelhouing wissels van 100% tot 51%.
12. Hierdie toegewings gaan dus 'n baie positiewe resultaat vir hierdie projekte wees, aangesien hul meer blootgestel is aan somerlewerings.
13. Die KBR skema is 'n groot werkskeppings-projek in ons area, en KBR wil dit so hou en uitbrei.

KBR hoop u kan die saak gunstig oorweeg. KBR is te alle tye bereid om met u te skakel en die saak te bespreek.

By voorbaat baie dankie .

Vriendelike groete

Danie Goosen
Voorsitter KBR

Email: danie@goosenboerdery.co.za
Office: +27(0) 23 313 3056

Fax: +27(0) 86 730 8853
Mobile: +27(0) 83 461 9933

Witzenberg Municipality

Council Meeting Schedule: January until March 2020

MONTH	DATE	TIME	VENUE	MEETING
January	22	15:00	Council Chambers	Local Labour Forum
	23	10:00	Council Chambers	Executive Mayoral Committee
	28	10:00	Council Chambers	Council Workshop Meeting
	29	10:00	Council Chambers	Council Meeting
February	4	10:00	Council Chambers	Executive Mayoral Committee
	5	15:00	Council Chambers	Local Labour Forum
	7	08:30	Council Chambers	Performance, Risk and Audit Committee
	11-15	10:00	Council Chambers	SALGA Provincial Working Group meetings
	18	10:00	Council Chambers	Executive Mayoral Committee
	19	10:00	Council Chambers	Committee for Technical Services
	19	14:00	Council Chambers	Committee for Local Economic Development & Tourism
	20	10:00	Council Chambers	Committee for Community Development
	20	14:00	Council Chambers	Committee for Corporate and Financial Services
	25	10:00	Council Chambers	Council Workshop Meeting
	26	10:00	Council Chambers	Council Meeting
	27	10:00	Council Chambers	Committee for Housing Matters
	28	10:00	Council Chambers	Municipal Public Accounts Committee
March	3	10:00	Council Chambers	Executive Mayoral Committee
	10	10:00	Council Chambers	Executive Mayoral Committee
	11	15:00	Council Chambers	Local Labour Forum
	17	10:00	Council Chambers	Executive Mayoral Committee
	18	10:00	Council Chambers	Committee for Technical Services
	18	14:00	Council Chambers	Committee for Local Economic Development & Tourism
	19	10:00	Council Chambers	Committee for Community Development
	19	14:00	Council Chambers	Committee for Corporate and Financial Services
	24	10:00	Council Chambers	Council Workshop Meeting
	25	10:00	Council Chambers	Council Meeting
	26	10:00	Council Chambers	Committee for Housing Matters

REF NO: MDB25774



The Municipal Manager
Witzenberg Local Municipality
PO Box 44

CERES

6835

Dear Municipal Manager

WARD DELIMITATION PUBLIC CONSULTATIONS

1. As part of the ward delimitation process in preparation for the 2021 local government elections, the Municipal Demarcation Board (MDB) will be convening public meetings to consult members of the public in your municipality.
2. The **one day public meeting** is scheduled to take place on **12 February 2020 at 09:00 am**.
3. The MDB requests for your assistance by arranging and making available a suitable venue where the MDB will be able to independently conduct the public meeting. The following are some of the minimum requirements for the venue:
 - a. projector white screen,
 - b. data projector,
 - c. electricity,
 - d. accommodate between 150 and 200 people; and
 - e. accessible to members of the public.
4. The MDB further requests that the municipality invites all relevant stakeholders and members of public to the meeting as soon as the venue is confirmed at least two weeks before the meeting. In this regard, the MDB will, as far as possible, also be utilising various media platforms to invite and communicate details of these meetings.

5. The aim of the meeting is to allow stakeholders and members of the public an opportunity to make inputs on the first set of draft wards and assist the MDB on how their wards should be configured. This is a critical phase of the ward delimitation process as it allows the citizens to have a say in the configuration of their wards.
6. The MDB will consider the inputs before determining the wards for publication for objections in May 2020.
7. It will be appreciated if you can urgently confirm the venue by completing and return the attached confirmation form to naomi@demarcation.org.za **by no later than the 30th November 2019.**

Regards



MR A RAMAGADZA

ACTING CHIEF EXECUTIVE OFFICER: MUNICIPAL DEMARCATION BOARD

DATE: 17/10/2019

CONFIRMATION OF VENUE TO CONDUCT PUBLIC CONSULTATIONS
(MUNICIPALITY MUST COMPLETE AND SEND
BACK TO THE MDB (naomi@demarcation.org.za)

Name of Municipality: WITZENBERG
Code: W0022

I acknowledge receipt of the MDB's REQUEST FOR A VENUE FOR WARD
DELIMITATION, PUBLIC CONSULTATIONS, to be held on ...12...Day
of...FEBRUARY.....(Month) of 2020 at 09h00am as proposed by the MDB.

The venue of the meeting is confirmed as follows:

Name of Venue: CERES TOWNHALL
Street name: VOORTREKKER STREET
Street number: 50
Name of town/city: CERES

Contact person(s) : JOHANNI SWANERPOEL
Contact Details
Cell Number : 083 28 77747
Tel : 023 5181 854
Email address : jswan@wizzenberg.gov.za

I confirm that the venue has been booked


SIGNATURE

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN/TO: MUNICIPAL MANAGER

VAN/FROM: MANAGER: PROJECTS & PERFORMANCE

DATE: 28/11/2019

LêER VERW./FILE REF.: 03/1/1/2/

DELIMITATION OF WARDS IN PREPARATION OF MUNICIPAL ELECTIONS IN 2021: 1ST SET OF DRAFT WARDS

The 1st set of draft ward maps was received from the MDB after a technical workshop that was held on the 20/09/2019. The workshop was attended by a GIS practitioner from the MDB, officials from the IEC and the Manager: Projects & Performance. Due to an increase of voters in some voting districts and in other cases a decrease, changes to some of the ward boundaries was required. Wards 2, 5, 7 & 12 are affected and detailed explanations of why changes were required are provided below.

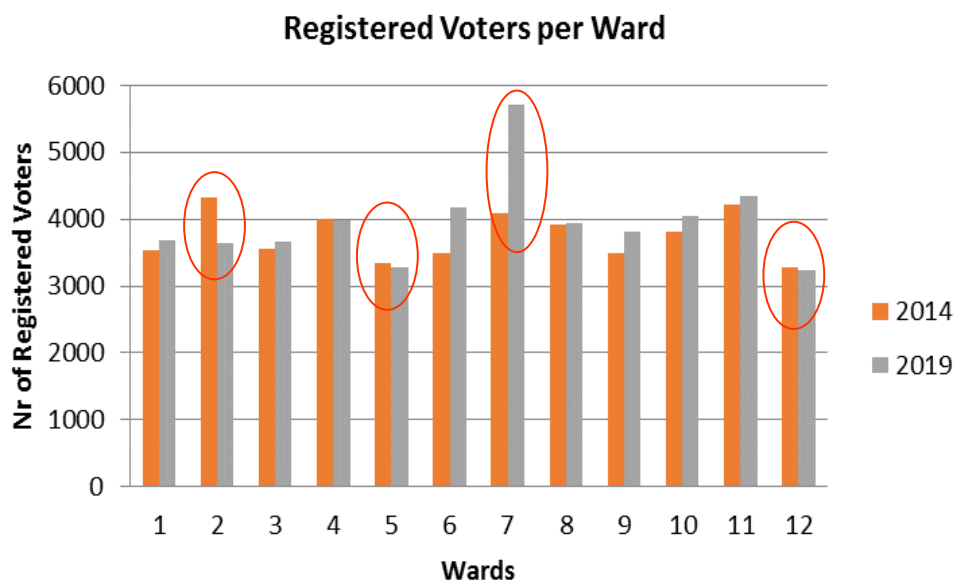
Public consultations will take place at 9:00 on the 12th of February 2019 in the Ceres Town Hall where the ward boundaries will be discussed.

Annexures to this memorandum:

- 1st Set of draft ward maps
- Schedule setting out number of voters for each voting district and ward with applicable norms

Reasons why changes are required to certain wards.

The delimitation of wards for the 2021 municipal elections were based on the number of voters for the 2019 national/provincial elections. The graph below gives an indication where increases/decreases occurred between the 2014 & 2019 national/provincial elections. Areas where changes in ward boundaries are triggered indicated with a red circle.



Proposed Changes to ward boundaries

Note the following:

- Norm of number of registered voters per ward	3960
- Minimum number of registered voters per ward	3366
- Maximum number of registered voters per ward	4554

Ward 7

The increase of voters at the Pine Valley Community Hall has the result that ward boundaries for Ward 7 needs to change, with a ripple effect on Wards 2 & 5.

Draft set schedule:

Voting District No	Voting Station Name	Number of voters
97510046	Wolseley Primary School	737
97500023	Tulbagh Community Hall	1081
97510024	Pine Valley Community Hall	2203
Total for Ward 7		4021

Note: If any of Wolseley Secondary School (1679) or WF Loots Primary School (1023) are added to Ward 7, the maximum of 4554 are exceeded.

Note: If Tulbagh Community Hall (1081) is excluded from Ward 7 to include WF Loots Primary School (1023), Ward 7 will not exceed the maximum norm. However, Tulbagh Community Hall (1081) must then be added to Ward 11 (4346) which will then exceed the norm for Ward 11.

The proposed change is therefor that Wolseley Secondary School (1679) be moved to Ward 2. Note that this voting station was a split station between wards 2 & 7 previously.

Ward 2

Draft set schedule:

Voting District No	Voting Station Name	Number of voters
97510013	WF Loots Primary School	1023
97530015	Petra Gedenk School	817
97540072	La Plaisante Training Centre	933
97510035	Wolseley Secondary School	1679
Total for Ward 2		4452

Note: The total for Ward 2 (4452) is just within the maximum norm (4554), if Bothas Halt School (864) is included, the maximum norm is exceeded.

The proposed change is therefor that Bothas Halt be moved to Ward 5, the only other adjacent Ward. This is not a preferred option as Bothas Halt is geographically separated from Ward 5 with a mountain range between Ceres and the Breede River Valley. This is however the only option present and it should be noted that Bothas Halt was included in Ward 5 up to the previous elections.

Ward 5

Draft set schedule:

Voting District No	Voting Station Name	Number of voters
97530037	Bothas Halt School	864
97410078	Ceres Vallei Church Hall (Split)	1940
97540184	Achtertuint Primere Skool	1042
Total for Ward 5		3846

Note: The total for Ward 5 (3846) falls within the norm with Bothas Halt included.

At the Technical Workshop held on the 20th of September 2019, officials from the IEC raised the concern that the Ceres Vallei Church Hall voting station is too far away from the Vredebes development. Although the progress of development at Vredebes is dependant on the availability of funding from the Human Settlements department, it is expected that at least 300 houses would have been build by 2021. It was therefor suggested that the Ceres Vallei Church Hall voting station be split with Vredebes portion to be included in Ward 12.

Ward 12

Draft set schedule:

Voting District No	Voting Station Name	Number of voters
97540195	De Bosch Farm store	69
97410078	Ceres Vallei Church Hall (Split)	300
97410056	Nduli Community Hall	1429
97540027	Bo-Swaarmoed Gemeenskapsaal	1069
97540038	Tankwa Gemeenskapsentrum	149
97540094	Wanganella School	521
Total for Ward 5		3537

Note: The number of voters for Ward 12 has decreased (without inclusion of Ceres Vallei Church Hall split) and were less than the minimum number of registered voters per ward. The inclusion of the Ceres Vallei Church Hall split of 300 voters has however ensured that the number of voters for the ward falls within the norm.

Draft Ward Maps

The schedule and draft ward maps are attached herewith. Draft wards have no legal status, therefore members of the public and stakeholders are encouraged to engage with them and, if necessary, provide inputs on how the final wards should be configured.

Public consultations will take place at 9:00 on the 12th of February 2019 in the Ceres Town Hall where the ward boundaries will be discussed. At the public consultation sessions, members of the public and stakeholders will be given an opportunity to make inputs or submit proposals. The closing date for submission of inputs and proposals is 30 April 2020.

For Information

MUNICIPAL DEMARCATION BOARD : DELIMITATION OF MUNICIPAL WARDS IN TERMS OF THE
LOCAL GOVERNMENT : MUNICIPAL STRUCTURES ACT, 1998.

MUNICIPALITY NAME

Witzenberg Local Municipality

MUNICIPALITY CODE

WC022

NUMBER OF REGISTERED VOTERS 47522

NUMBER OF COUNCILLORS 23 NUMBER OF WARDS 12

Min Norm 3366 Norm 3960 Max Norm 4554

Ward 1

comprises of a total of 3688

registered voters.

Wyk 1

bestaan uit 'n totaal van 3688

geregistreerde kiesers.

MIN VOTERS/KIESER

3366

NORM

3960

MAX VOTERS/KIESER

4554

VOTING DISTRICT No.	VOTING STATION NAME	NUMBER OF VOTERS	SPLIT VD
STEMDISTRIK No.	STEMLOKAAL NAAM	GETAL KIESERS	VERDEELDE SD
97410089	POLOCROSS HALL	2701	
97410090	NDULI PRIMARY SCHOOL	987	

Ward 2

comprises of a total of 4452

registered voters.

Wyk 2

bestaan uit 'n totaal van 4452

geregistreerde kiesers.

MIN VOTERS/KIESER

3366

NORM

3960

MAX VOTERS/KIESER

4554

VOTING DISTRICT No.	VOTING STATION NAME	NUMBER OF VOTERS	SPLIT VD
STEMDISTRIK No.	STEMLOKAAL NAAM	GETAL KIESERS	VERDEELDE SD
97540072	LA PLAISANTE TRAINING CENTRE	933	
97510035	WOLSELEY SECONDARY SCHOOL	1679	
97510013	W F LOOTS PRIMARY SCHOOL	1023	
97530015	PETRA GEDENK SCHOOL	817	

Ward 3

comprises of a total of 3671

registered voters.

Wyk 3

bestaan uit 'n totaal van 3671

geregistreerde kiesers.

MIN VOTERS/KIESER

3366

NORM

3960

MAX VOTERS/KIESER

4554

VOTING DISTRICT No.	VOTING STATION NAME	NUMBER OF VOTERS	SPLIT VD
STEMDISTRIK No.	STEMLOKAAL NAAM	GETAL KIESERS	VERDEELDE SD
97410023	CERES PRIMARY SCHOOL	1446	
97410067	CERES STADSAAL	1411	
97540207	FAIRFIELD SCHOOL	814	

Ward 4

comprises of a total of 3976

registered voters.

Wyk 4

bestaan uit 'n totaal van 3976

geregistreerde kiesers.

MIN VOTERS/KIESER

3366

NORM

3960

MAX VOTERS/KIESER

4554

VOTING DISTRICT No.	VOTING STATION NAME	NUMBER OF VOTERS	SPLIT VD
STEMDISTRIK No.	STEMLOKAAL NAAM	GETAL KIESERS	VERDEELDE SD
97410045	KOINONIA HALL BELLA VISTA	1453	
97450016	HAMLET TOWN HALL	2078	
97540252	CERES AARTAPPELS KOOP ONTSPANNINGSAAL	445	

Ward 5

comprises of a total of 3846

registered voters.

Wyk 5

bestaan uit 'n totaal van 3846

geregistreerde kiesers.

MIN VOTERS/KIESER

3366

NORM

3960

MAX VOTERS/KIESER

4554

VOTING DISTRICT No. STEMDISTRIK No.	VOTING STATION NAME STEMLOKAAL NAAM	NUMBER OF VOTERS GETAL KIESERS	SPLIT VD VERDEELDE SD
97530037	BOTHASHALT SCHOOL	864	
97410078	CERESVALLEI CHURCH HALL	1940	Yes
97540184	ACHTERTUIN PRIMERE SKOOL	1042	

Ward 6	comprises of a total of 4177	registered voters.	
Wyk 6	bestaan uit 'n totaal van 4177	geregistreeerde kiesers.	
MIN VOTERS/KIESER	3366	NORM 3960	MAX VOTERS/KIESER 4554

VOTING DISTRICT No. STEMDISTRIK No.	VOTING STATION NAME STEMLOKAAL NAAM	NUMBER OF VOTERS GETAL KIESERS	SPLIT VD VERDEELDE SD
97410012	BELLA VISTA COMMUNITY HALL	3083	
97410034	BELLA VISTA URC HALL	1094	

Ward 7	comprises of a total of 4021	registered voters.	
Wyk 7	bestaan uit 'n totaal van 4021	geregistreeerde kiesers.	
MIN VOTERS/KIESER	3366	NORM 3960	MAX VOTERS/KIESER 4554

VOTING DISTRICT No. STEMDISTRIK No.	VOTING STATION NAME STEMLOKAAL NAAM	NUMBER OF VOTERS GETAL KIESERS	SPLIT VD VERDEELDE SD
97510046	WOLSELEY - PRIMARY SCHOOL	737	
97500023	TULBAGH COMMUNITY HALL	1081	
97510024	PINE VALLEY COMMUNITY HALL	2203	

Ward 8	comprises of a total of 3943	registered voters.	
Wyk 8	bestaan uit 'n totaal van 3943	geregistreeerde kiesers.	
MIN VOTERS/KIESER	3366	NORM 3960	MAX VOTERS/KIESER 4554

VOTING DISTRICT No. STEMDISTRIK No.	VOTING STATION NAME STEMLOKAAL NAAM	NUMBER OF VOTERS GETAL KIESERS	SPLIT VD VERDEELDE SD
97540050	MORESTER SPORT CLUB	642	
97540106	OP DIE BERG VGK SAAL	1248	
97540140	DRIEFONTEIN VGK PRIMERE SKOOL	280	
97540151	BRONAAR COMMUNITY CENTRE	700	
97540218	ROCKLANDS RECREATIONAL HALL	1073	

Ward 9	comprises of a total of 3812	registered voters.	
Wyk 9	bestaan uit 'n totaal van 3812	geregistreeerde kiesers.	
MIN VOTERS/KIESER	3366	NORM 3960	MAX VOTERS/KIESER 4554

VOTING DISTRICT No. STEMDISTRIK No.	VOTING STATION NAME STEMLOKAAL NAAM	NUMBER OF VOTERS GETAL KIESERS	SPLIT VD VERDEELDE SD
97540263	VOORSORG PRIMARY SCHOOL	700	

97540061	TANDFONTEIN BEWAARSKOOL SAAL	746
97540117	WYDEKLOOF GEMEENSKAPSAAL	1269
97540162	KROMFONTEIN SAAL	1097
Ward 10 comprises of a total of 4053 registered voters. Wyk 10 bestaan uit 'n totaal van 4053 geregistreerde kiesers. MIN VOTERS/KIESER 3366 NORM 3960 MAX VOTERS/KIESER 4554		

VOTING DISTRICT No. STEMDISTRIK No.	VOTING STATION NAME STEMLOKAAL NAAM	NUMBER OF VOTERS GETAL KIESERS	SPLIT VD VERDEELDE SD
97540296	OPPIE KOPPIE CRECHE	1383	
97540285	KOELFONTEIN PRIMARY SCHOOL	436	
97540173	AGTER-WITZENBERG SCHOOL	800	
97540274	PAARDEKLOOF SCHOOL	783	
97540241	DIE EIKE COMMUNITY HALL	651	

Ward 11	comprises of a total of 4346	registered voters.
Wyk 11	bestaan uit 'n totaal van 4346	geregistreerde kiesers.
MIN VOTERS/KIESER	3366	NORM 3960 MAX VOTERS/KIESER 4554

VOTING DISTRICT No. STEMDISTRIK No.	VOTING STATION NAME STEMLOKAAL NAAM	NUMBER OF VOTERS GETAL KIESERS	SPLIT VD VERDEELDE SD
97500012	TULBAGH TOWN HALL	1071	
97500045	TULBAGH WERKESTOOR	2285	
97540049	TWEE JONGE GEZELLEN SCHOOL	265	
97540083	DE AGEN CRECHE	725	

Ward 12	comprises of a total of 3537	registered voters.
Wyk 12	bestaan uit 'n totaal van 3537	geregistreerde kiesers.
MIN VOTERS/KIESER	3366	NORM 3960 MAX VOTERS/KIESER 4554










VOTING DISTRICT No. STEMDISTRIK No.	VOTING STATION NAME STEMLOKAAL NAAM	NUMBER OF VOTERS GETAL KIESERS	SPLIT VD VERDEELDE SD
97540195	DE BOSCH FARM STORE	69	
97410078	CERESVALLEI CHURCH HALL	300	Yes
97410056	NDULI COMMUNITY HALL	1429	
97540027	BO-SWAARMOED GEMEENSKAPSAAL	1069	
97540038	TANKWA GEMEENSKAP SENTRUM	149	
97540094	WANGANELLA SCHOOL	521	



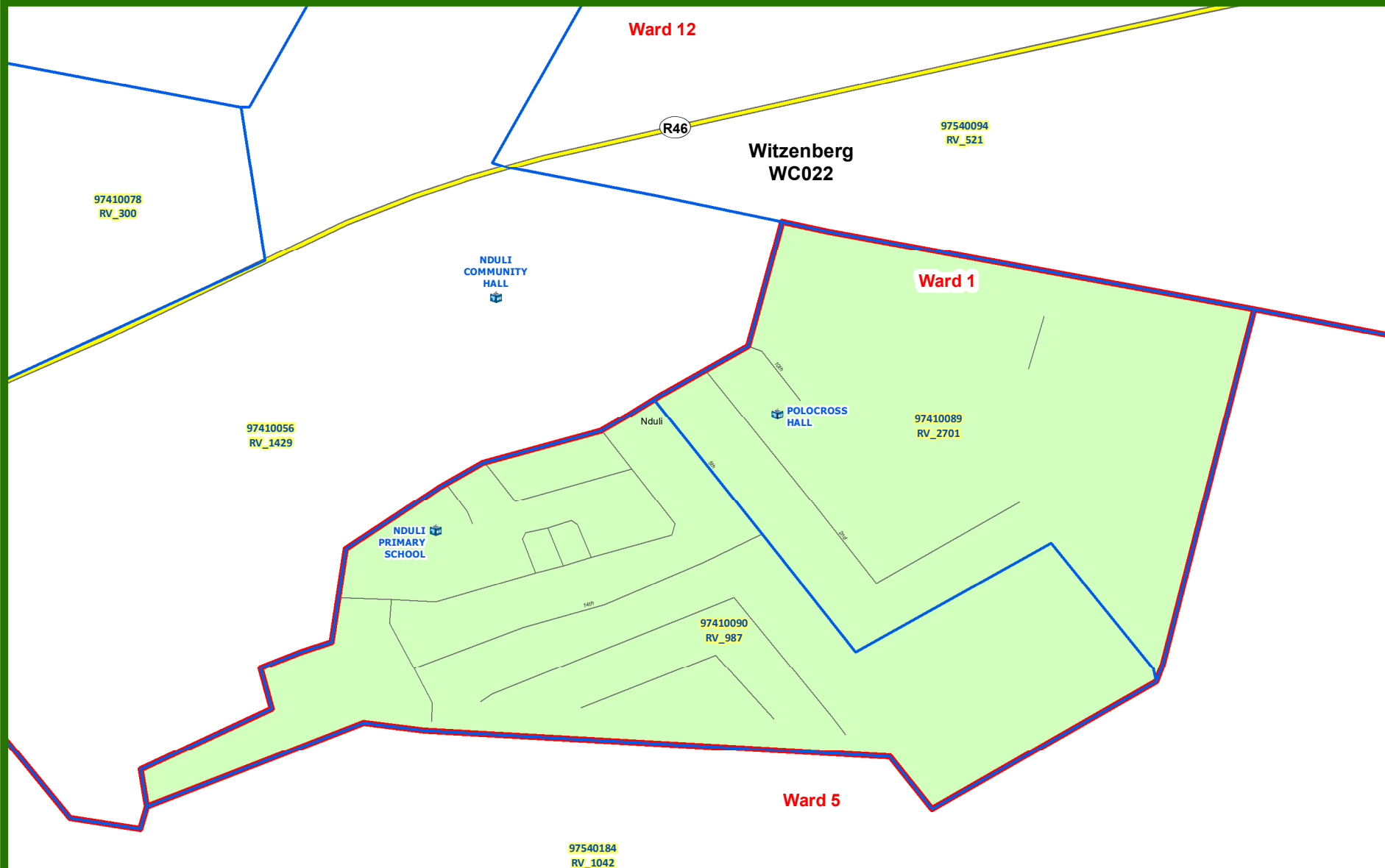
mdb
Municipal Demarcation Board
Tel: (012) 342 2481
Fax: (012) 342 2480
email: info@demarcation.org.za
web: www.demarcation.org.za



Legend

-  Local Municipalities
-  Wards
-  Voting Districts
-  National Roads
-  Main Roads
-  Streets
-  Secondary Roads
-  Voting Stations
-  "RV_00" Registered Voters

Total Voters	3688
No of Wards	12
Norm	3960
Min Norm	3366
Max Norm	4554














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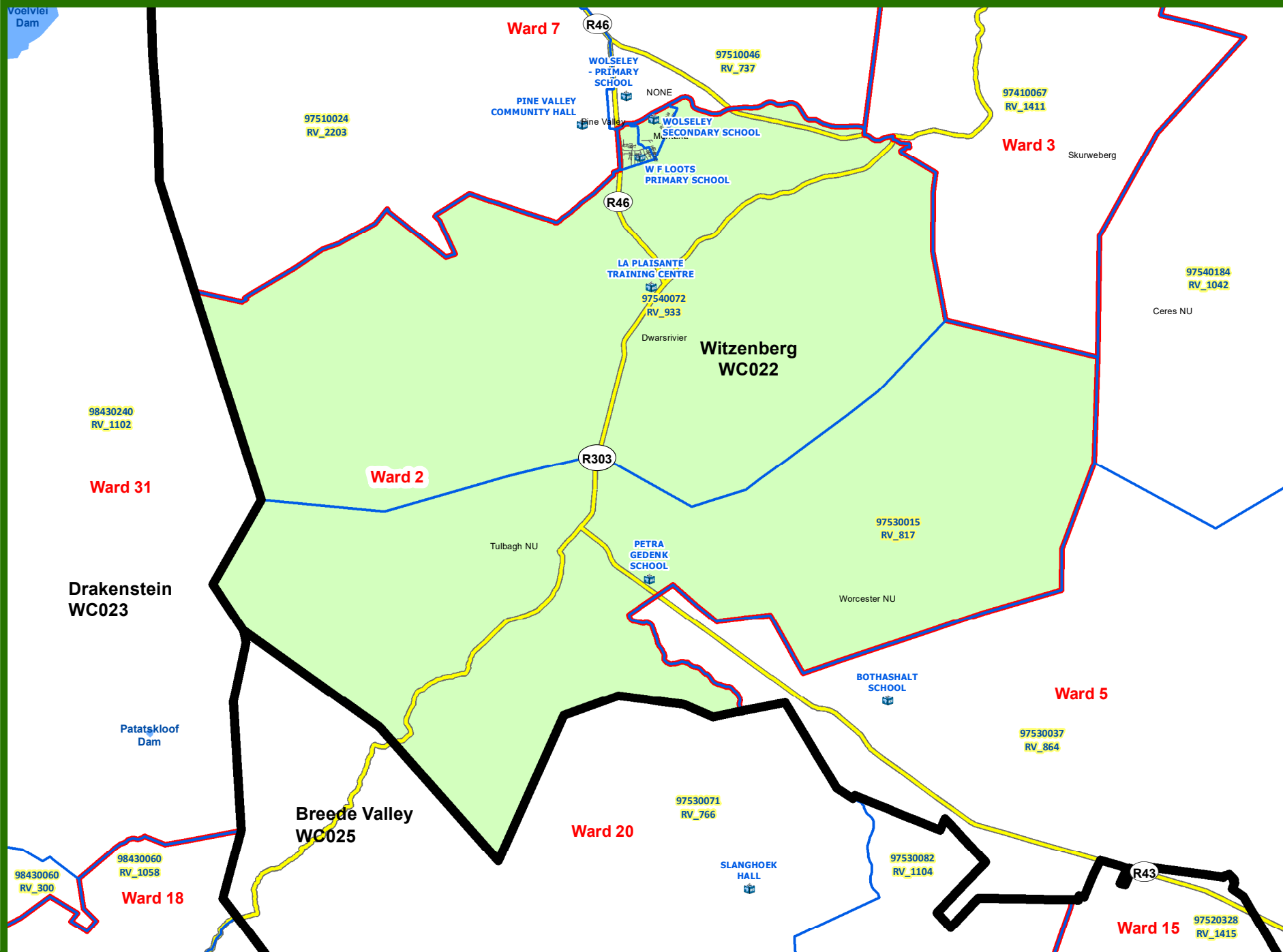
Total Voters	4452
No of Wards	12
Norm	3960
Min Norm	3366
Max Norm	4554

**DRAFT WARDS
FOR CONSULTATION**

DECEMBER 2019










Witzenberg Local Municipality (WC022)

WARD: 2





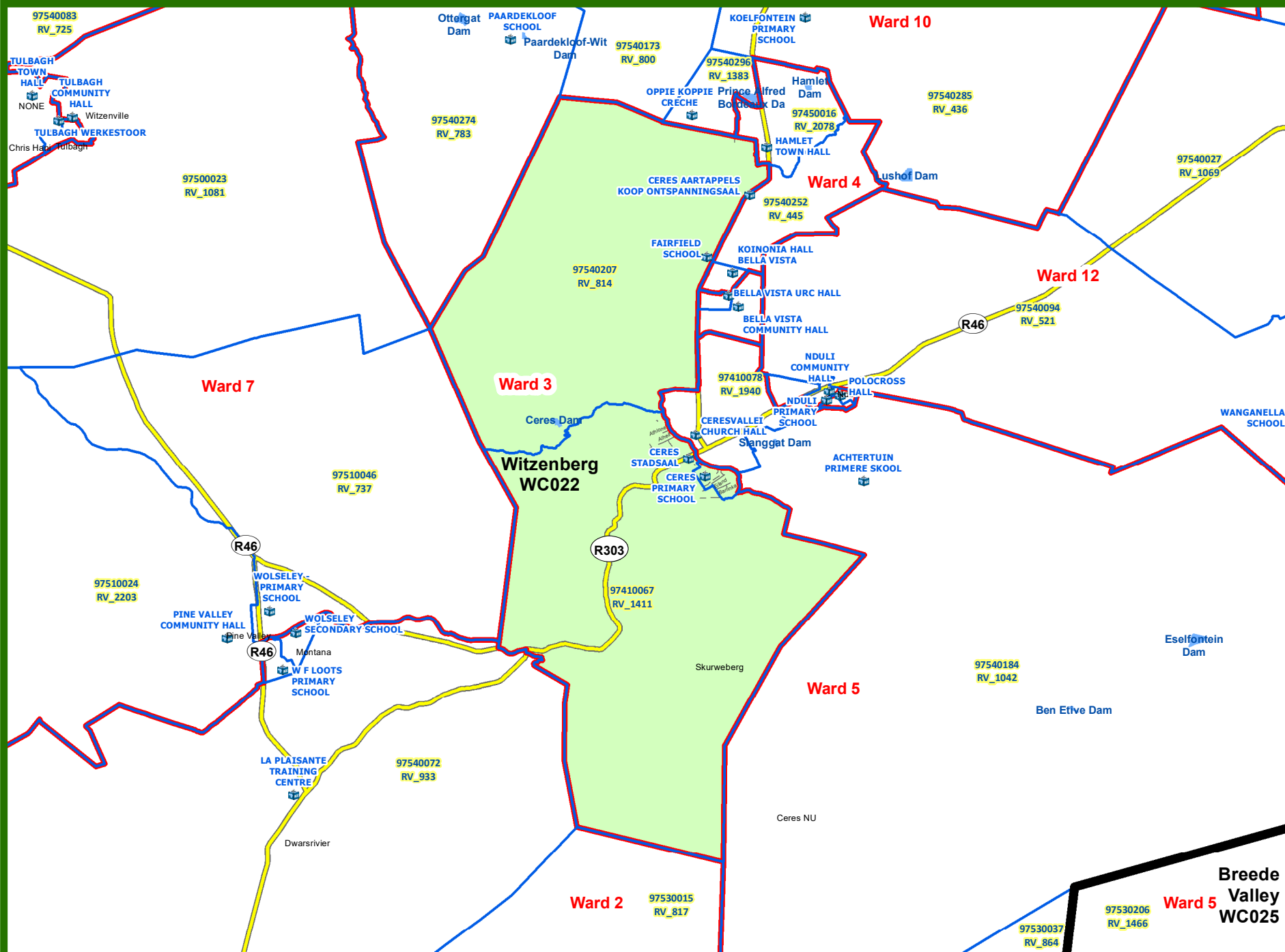
Legend

-  Local Municipalities
-  Wards
-  Voting Districts
-  National Roads
-  Main Roads
-  Streets
-  Secondary Roads
-  Voting Stations
-  Registered Voters

Total Voters	3671
No of Wards	12
Norm	3960
Min Norm	3366
Max Norm	4554

DRAFT WARDS FOR CONSULTATION

DECEMBER 2019



DRAFT WARDS



mbd
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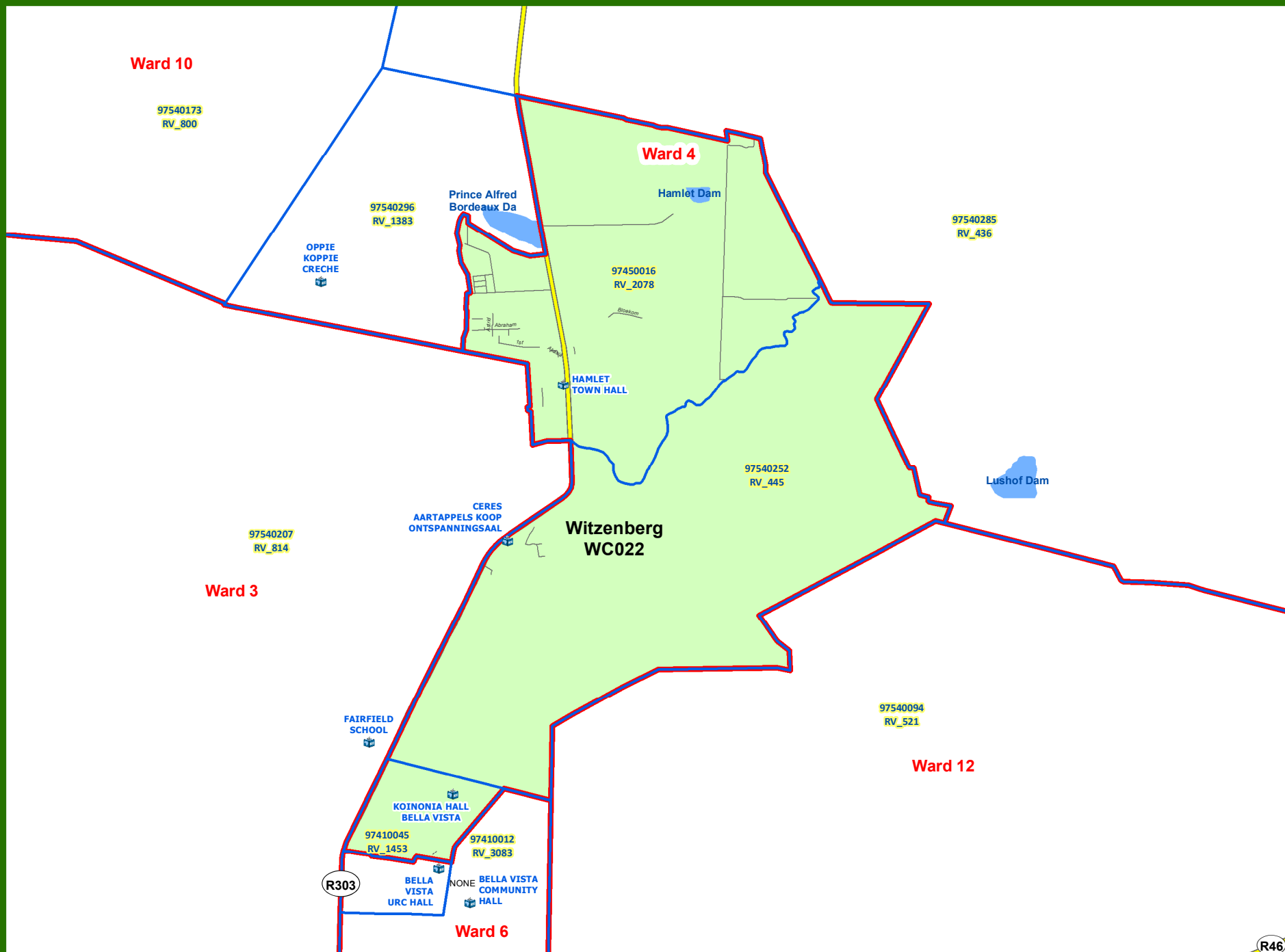
Legend

- Local Municipalities
- Wards
- Voting Districts
- National Roads
- Main Roads
- Streets
- Secondary Roads
- Voting Stations
- "RV_00" Registered Voters

Total Voters	3976
No of Wards	12
Norm	3960
Min Norm	3366
Max Norm	4554

**DRAFT WARDS
FOR CONSULTATION**

DECEMBER 2019



DRAFT WARDS



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Legend

- Local Municipalities
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- "RV_00" Registered Voters

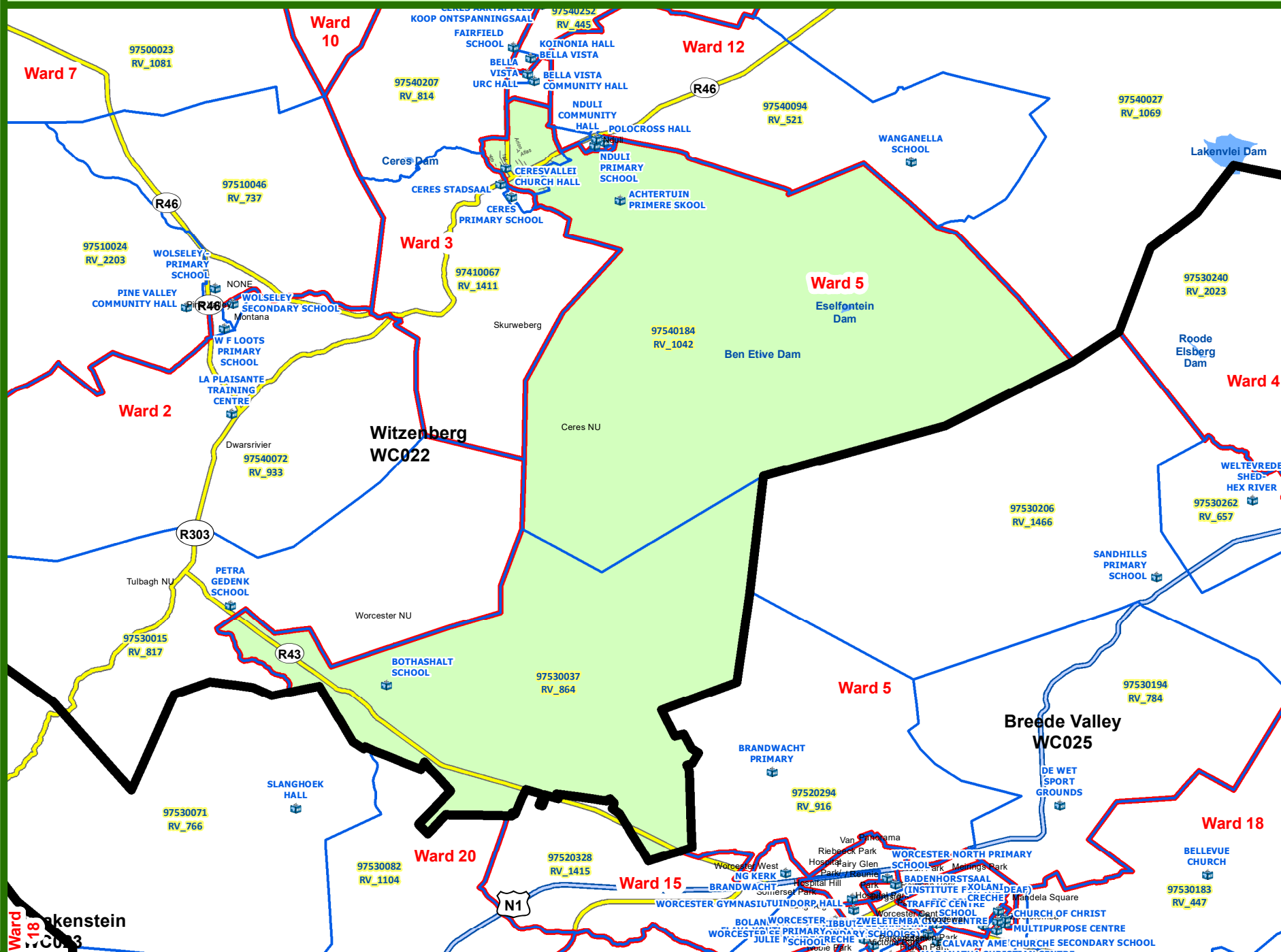
Total Voters	3846
No of Wards	12
Norm	3960
Min Norm	3366
Max Norm	4554

**DRAFT WARDS
FOR CONSULTATION**

DECEMBER 2019

Witzenberg Local Municipality (WC022)

WARD: 5



DRAFT WARDS



mdb
municipal demarcation board

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Legend



Local Municipalities



Wards



Voting Districts



National Roads



Main Roads



Streets



Secondary Roads



Voting Stations

"RV_00" Registered Voters

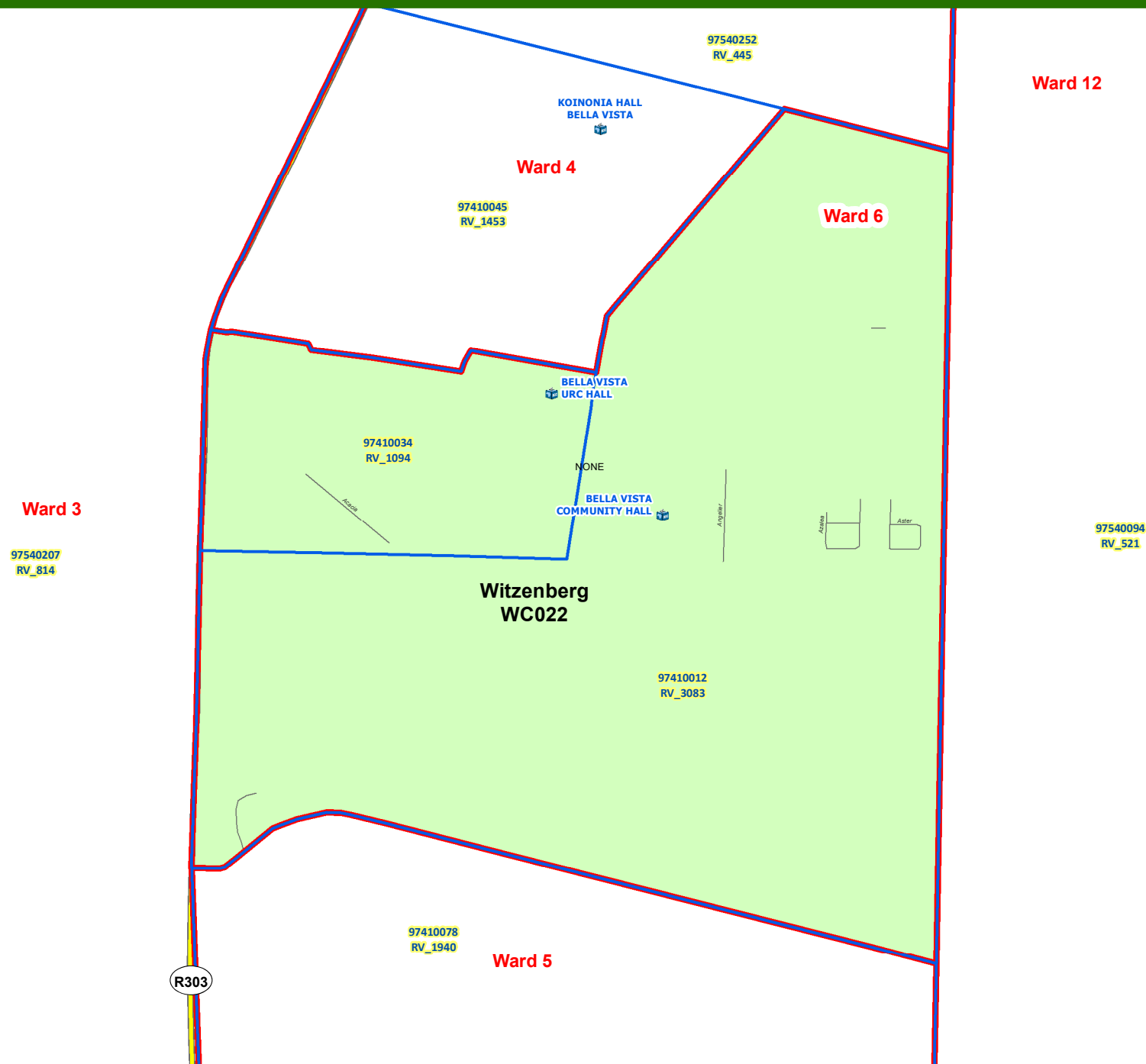
Total Voters	4177
No of Wards	12
Norm	3960
Min Norm	3366
Max Norm	4554

**DRAFT WARDS
FOR CONSULTATION**

DECEMBER 2019

Witzenberg Local Municipality (WC022)

WARD: 6














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Legend

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-  Main Roads
-  Streets
-  Secondary Roads
-  Voting Stations
-  Registered Voters

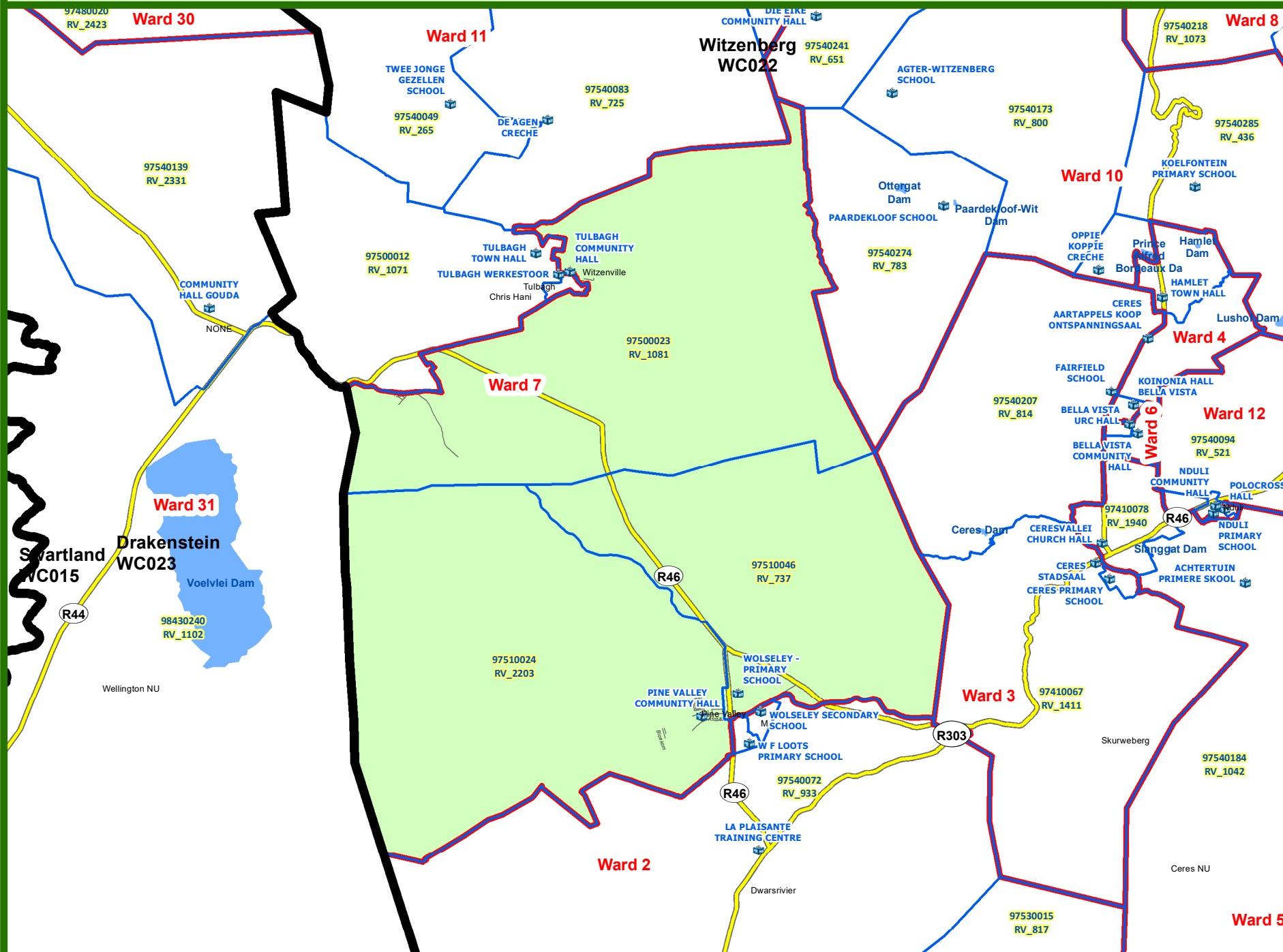
Total Voters	4021
No of Wards	12
Norm	3960
Min Norm	3366
Max Norm	4554

**DRAFT WARDS
FOR CONSULTATION**

DECEMBER 2019

Witzenberg Local Municipality (WC022)

WARD: 7



DRAFT WARDS



Municipal Demarcation Board
Tel: (012) 342 2481
Fax: (012) 342 2480
email: info@demarcation.org.za
web: www.demarcation.org.za



Legend

- Local Municipalities
- Wards
- Voting Districts
- National Roads
- Main Roads
- Streets
- Secondary Roads
- Voting Stations
- "RV_00" Registered Voters

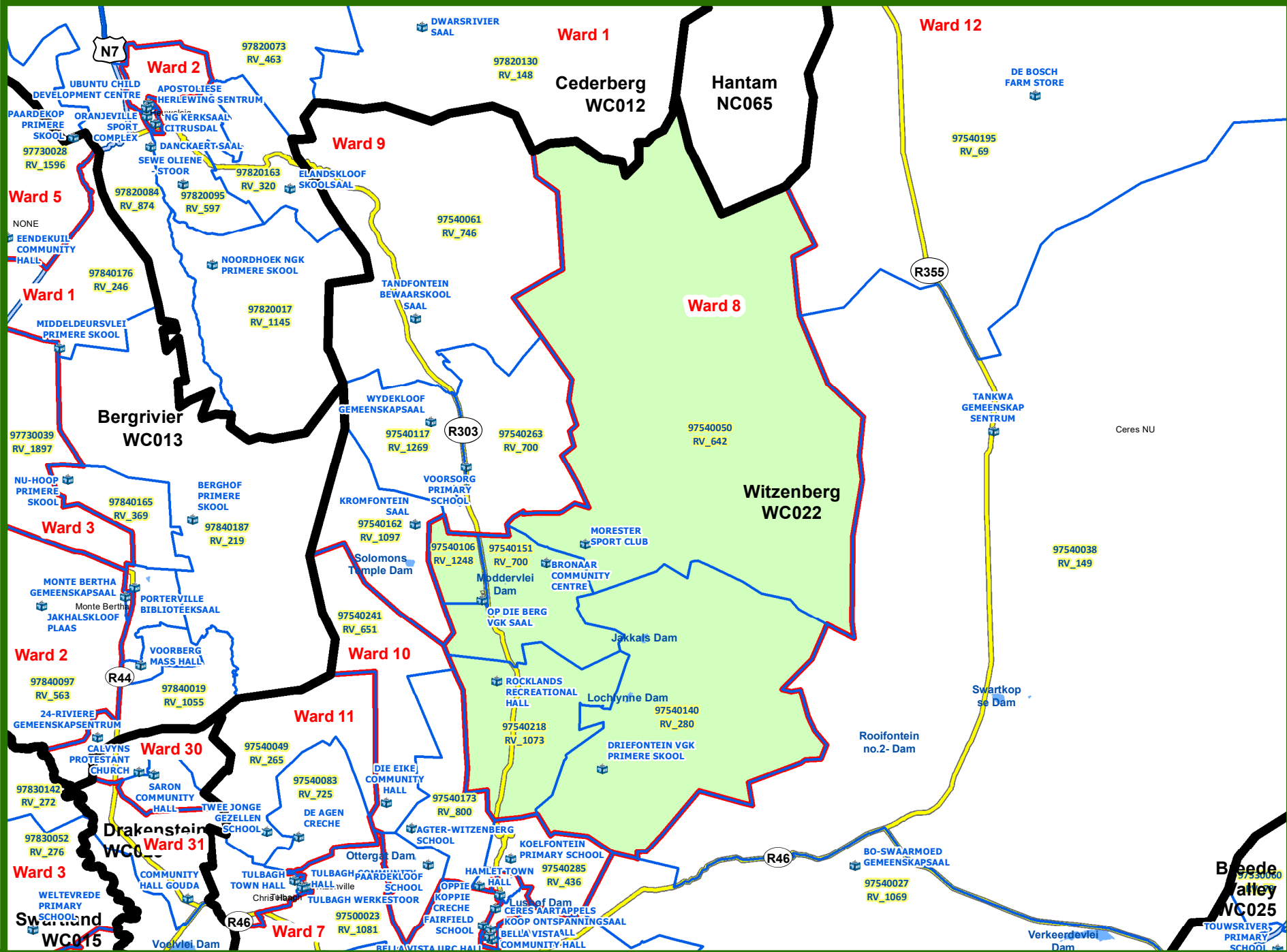
Total Voters	3943
No of Wards	12
Norm	3960
Min Norm	3366
Max Norm	4554

**DRAFT WARDS
FOR CONSULTATION**

DECEMBER 2019

Witzenberg Local Municipality (WC022)

WARD: 8



DRAFT WARDS



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Legend

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- Main Roads
- Streets
- Secondary Roads
- Voting Stations
- "RV_00" Registered Voters

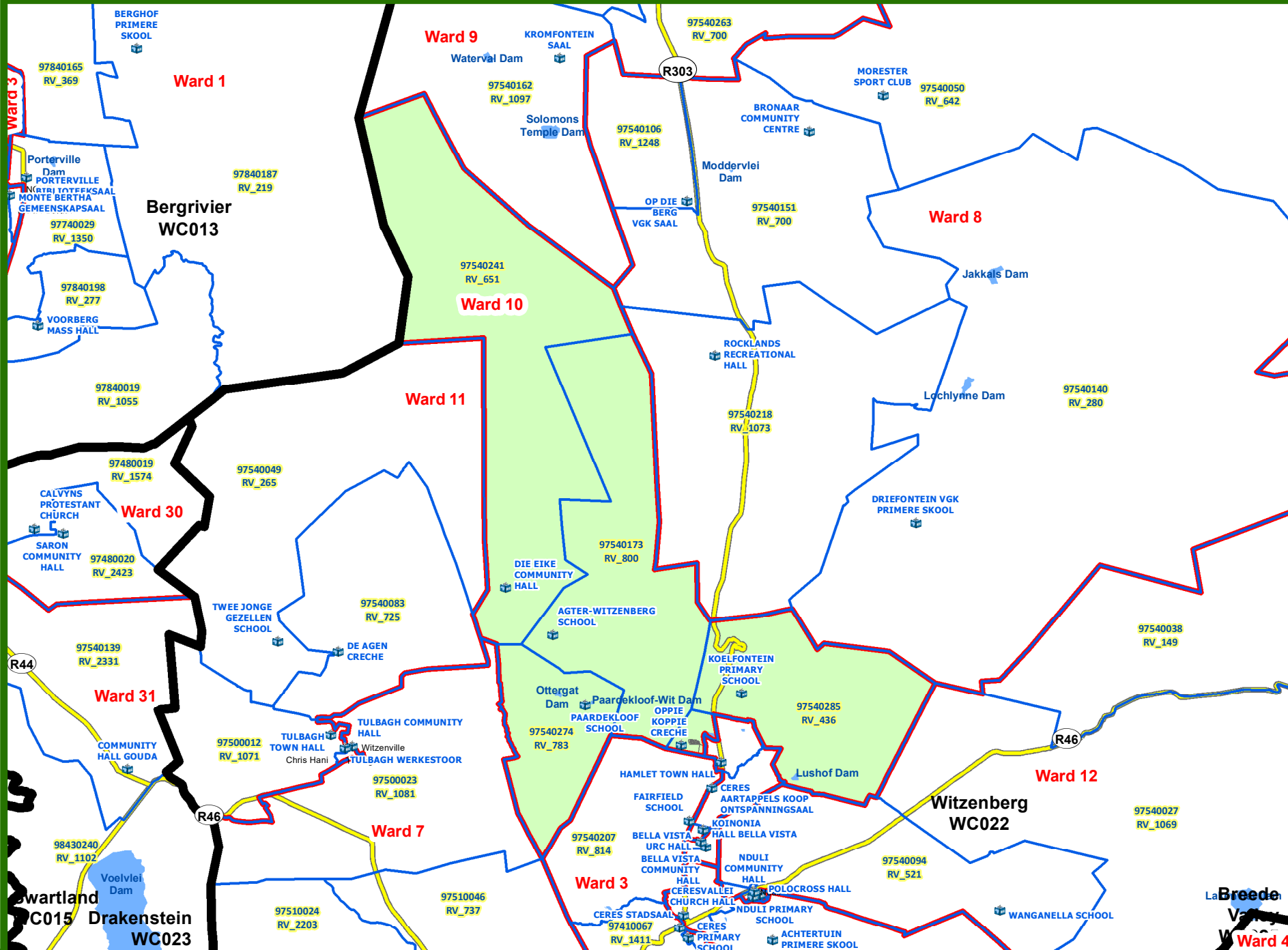
Total Voters	4053
No of Wards	12
Norm	3960
Min Norm	3366
Max Norm	4554

**DRAFT WARDS
FOR CONSULTATION**

DECEMBER 2019

Witzenberg Local Municipality (WC022)

WARD: 10





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Legend

- Local Municipalities
- Wards
- Voting Districts
- National Roads
- Main Roads
- Streets
- Secondary Roads
- Voting Stations
- "RV_00" Registered Voters

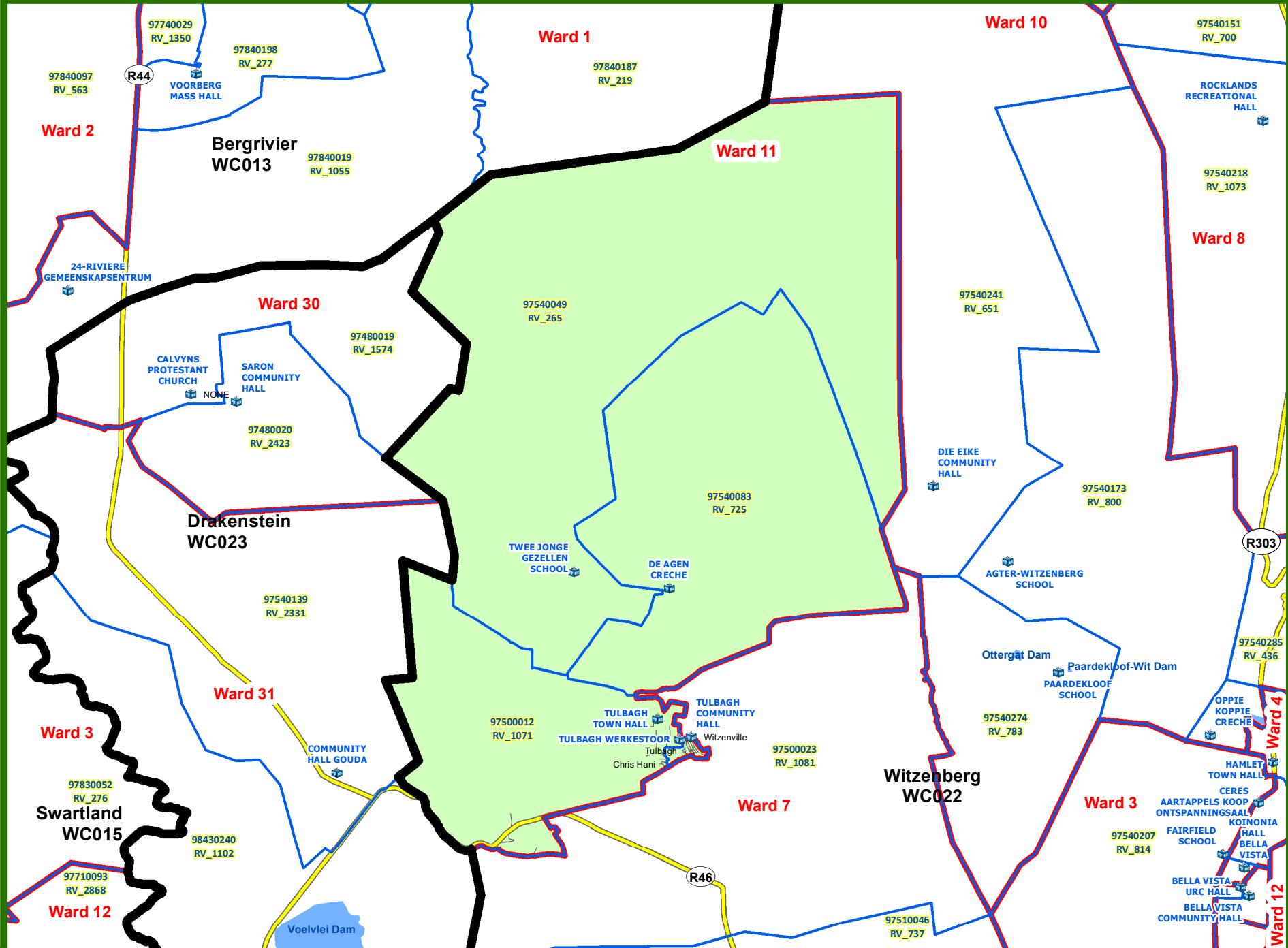
Total Voters	4346
No of Wards	12
Norm	3960
Min Norm	3366
Max Norm	4554

**DRAFT WARDS
FOR CONSULTATION**

DECEMBER 2019

Witzenberg Local Municipality (WC022)

WARD: 11



DRAFT WARDS



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Legend

- Local Municipalities
- Wards
- Voting Districts
- National Roads
- Main Roads
- Streets
- Secondary Roads
- Voting Stations
- Registered Voters

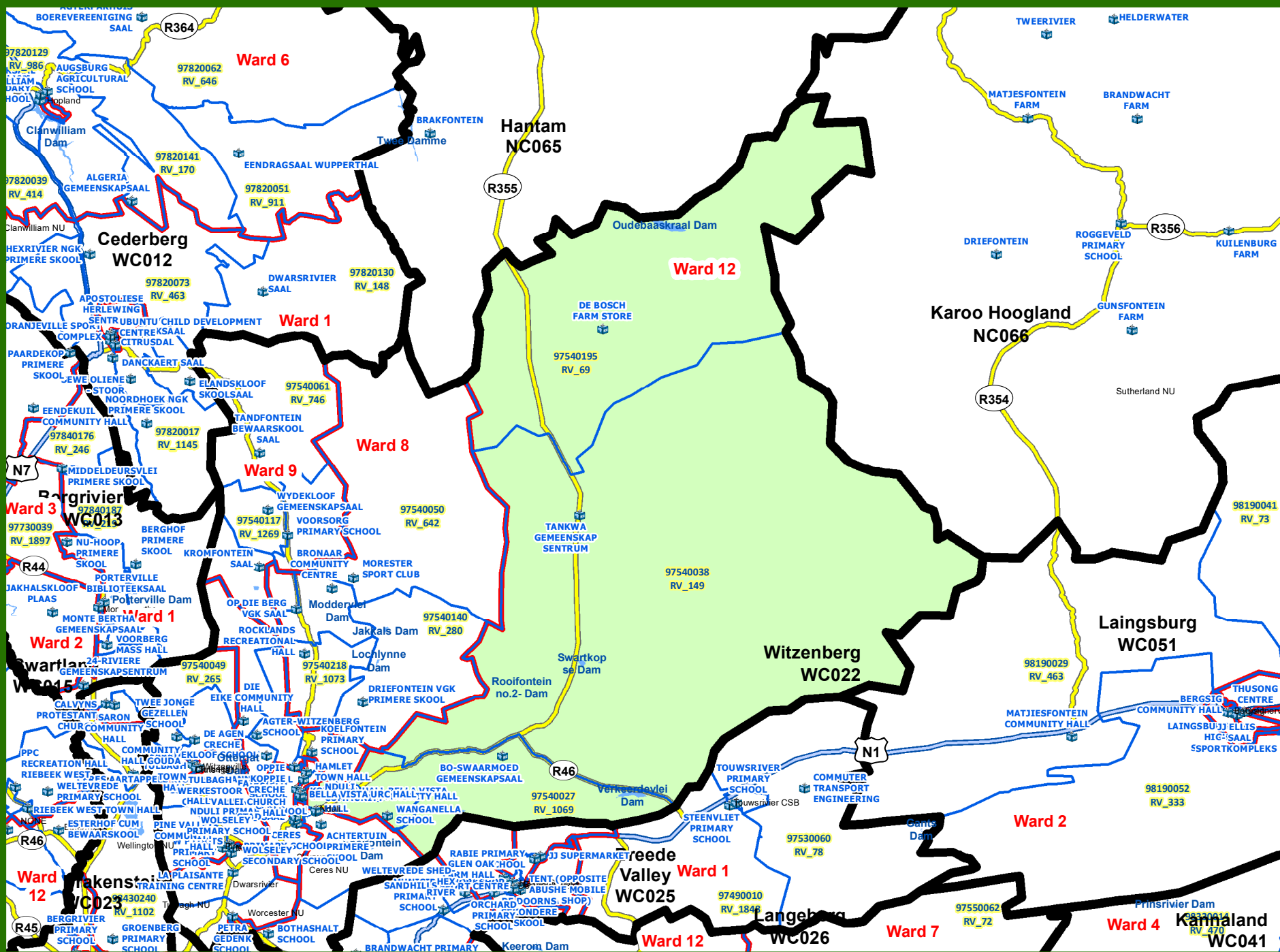
Total Voters	3537
No of Wards	12
Norm	3960
Min Norm	3366
Max Norm	4554

**DRAFT WARDS
FOR CONSULTATION**

DECEMBER 2019

Witzenberg Local Municipality (WC022)

WARD: 12














mdb
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Legend

-  Local Municipalities
-  Wards
-  Voting Districts
-  National Roads
-  Main Roads
-  Streets
-  Secondary Roads
-  Voting Stations
-  "RV_00" Registered Voters

Total Voters	47522
No of Wards	12
Norm	3960
Min Norm	3366
Max Norm	4554

**DRAFT WARDS
FOR CONSULTATION**

DECEMBER 2019

Witzenberg Local Municipality

WARD: 12

