

<p>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 Dinsdag, 25 Februarie 2020 om 09:00 in die Raadsaal, Munisipale Kantore, Voortrekkerstraat, Ceres.</p>	<p>Notice is hereby given in terms of Section 29(2) of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) as amended, that an Ordinary Council Meeting of the Witzenberg Municipality will be held in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres on Tuesday, 25 February 2020 at 09:00.</p>
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Raadslede en Amptenare / Councillors and officials		
Councillor TE Abrahams	Alderman K Adams (Deputy Executive Mayor)	Councillor P Daniels
Alderman TT Godden (Speaker)	Councillor P Heradien	Councillor MD Jacobs
Councillor D Kinnear	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**

18 February 2020

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:

❖	Ms N Ndaba	3 February
❖	Councillor MD Jacobs	7 February
❖	Councillor E Sidego	16 February
❖	Ms A Daniels	20 February
❖	Alderman H Smit	25 February

NOTED.

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

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

- 3.4 **Matters raised by the Municipal Manager**

4. MINUTES

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

The following minutes are attached:

- (a) Council meeting, held on 30 October 2019: **Annexure 4.1(a)**.
- (b) Council meeting, held on 11 December 2019: **Annexure 4.1(b)**.

Council unanimously resolved on 11 December 2019 that the approval of the minutes of the Council meeting, held on 30 October 2019, be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

that the minutes of the Council meetings, held on 30 October 2019 and 11 December 2019 respectively, be approved and signed by the Speaker.

Council unanimously resolved on 28 January 2020 that the approval of the minutes of the Council meetings, held on 30 October 2019 and 11 December 2019 respectively, be held in abeyance until the next meeting.

The minutes of the Council meeting, held on 28 January 2020, are attached as **annexure 4.1(c)**.

RECOMMENDED

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

- (i) Council meeting, held on 30 October 2019.*
- (ii) Council meeting, held on 11 December 2019.*
- (iii) Council meeting, held on 28 January 2020.*

5. MOTIONS AND NOTICE OF SUGGESTIONS

None

NOTED

6. INTERVIEWS WITH DELEGATIONS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

The minutes of the following meetings are attached:

- (a) Performance, Risk and Audit Committee, held on 25 October 2019: **Annexure 7.1(a)**.
- (b) Committee for Community Development, held on 21 November 2019: **Annexure 7.1(b)**.
- (c) Special Performance, Risk and Audit Committee, held on 29 November 2019: **Annexure 7.1(c)**.
- (d) Executive Mayoral Committee, held on 4 December 2019: **Annexure 7.1(d)**.

RECOMMENDED

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

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direkoraat Finansies / Directorate Finance

8.1.1 Municipal Public Accounts Committee (MPAC) Charter with effect from 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.
- (c) Item 8.1.9 of the Council meeting, held on 11 December 2019.
- (d) Item 8.1.3 of the Council meeting, held on 28 January 2020.

A report from the Head: Internal Audit regarding the Municipal Public Accounts (MPAC) Charter, dated July 2019, is attached as **annexure 8.1.1**.

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.

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 11 December 2019 that the matter in respect of the Municipal Public Accounts Committee (MPAC) Charter be held in abeyance until the next meeting.

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 28 January 2020 that the matter in respect of the MPAC Charter with effect from July 2019 be held in abeyance until the next meeting.

RECOMMENDED

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter with effect from July 2019 and, after consideration, same be approved and accepted.

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

The following items refer:

- (a) Item 8.1.12 of the Council meeting, held on 11 December 2019.
- (b) Item 8.1.5 of the Council meeting, held on 28 January 2020.

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 8.1.2(a)**.
- (b) Minutes of MPAC meeting, held on 28 October 2019: **Annexure 8.1.2(b)**.
- (c) Minutes of MPAC meeting, held on 4 November 2019: **Annexure 8.1.2(c)**.
- (d) Report of MPAC on the matter: **Annexure 8.1.2(d)**.

Council unanimously resolved on 11 December 2019 that the matter in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be held in abeyance until the necessary consultations have been done.

Council unanimously resolved on 28 January 2020 that the matter in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be held in abeyance until the next meeting.

RECOMMENDED

For consideration.

**8.1.3 Proposed revisions to 2019/2020 Service Delivery and Budget Implementation Plan as per
Section 54(1)(C) of MFMA
(5/1/5/12)**

Item 7.1.1 of the Executive Mayoral Committee meeting, still to be held, refers.

A memorandum from the Manager, Projects and Performance, dated 17 February 2020, is attached as **annexure 8.1.3**.

The item is tabled to the Executive Mayoral Committee for consideration.

RECOMMENDED

For consideration of the Executive Mayoral Committee's recommendation to Council.

8.1.4 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.
- (g) Item 8.1.1 of the Council meeting, held on 11 December 2019.
- (h) Item 8.1.1 of the Council meeting, held on 28 January 2020.

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

- | | | |
|-----|------------|--------------------------|
| (a) | April 2019 | Annexure 8.1.4(a) |
| (b) | May 2019 | Annexure 8.1.4(b) |
| (c) | June 2019 | Annexure 8.1.4(c) |
| (d) | July 2019 | Annexure 8.1.4(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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Agenda: Council meeting 25 February 2020

- 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.

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 11 December 2019 that the matter in respect of 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.

Council unanimously resolved on 28 January 2020 that the matter in respect of 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.

8.1.5 Finance: Adjustment budget 2019/2020 (5/1/5/12)

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

The following documents are attached:

- (a) Memorandum from Acting Director: Finance, dated 17 February 2020: **Annexure 8.1.5(a)**.
- (b) Adjustment budget: 2019/2020 – 2021/2022: **Annexure 8.1.5(b)**.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

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.*

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

**8.2.1 Terms of reference for a Recycling Forum for Witzenberg Municipality
(17/3/2)**

The following items refer:

- (a) Item 7.3 of the meeting of the Committee for Technical Services, held on 20 November 2019.
- (b) Item 7.2.2 of the Executive Mayoral Committee meeting, held on 23 January 2020.

A memorandum from the Senior Superintendent: Solid Waste and Cleansing Services, dated 30 September 2019, is attached as **annexure 8.2.1**.

The Committee for Technical Services resolved on 20 November 2019 to recommend to the Executive Mayoral Committee and Council:

that the Terms of Reference for a Recycling Forum for Witzenberg Municipality be approved by Council.

The Municipal Manager mentioned that a delegation from the town Essen in Belgium, with whom Witzenberg Municipality has a twinning agreement, will be visiting Witzenberg Municipality from 5 February 2020 in respect of recycling. The idea of the municipality is to support the smaller recycling companies, and this is all in line with the proposed Executive Mayoral strategic session.

The Executive Mayoral Committee resolved on 23 January 2020 to recommend to Council:

that the Terms of Reference for a Recycling Forum for Witzenberg Municipality be approved by Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the Terms of Reference for a Recycling Forum for Witzenberg Municipality be approved by Council.

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

The following items refer:

- (a) Item 7.4 of the meeting of the Committee for Technical Services, held on 20 November 2019.
- (b) Item 7.2.3 of the Executive Mayoral Committee meeting, held on 23 January 2020.

The following documents are attached:

- (a) Memorandum from the Manager: Streets and Storm Water, dated 4 November 2019: **Annexure 8.2.2(a)**.
- (b) Policy for Work and the Installation of Services in the Road Reserve: **Annexure 8.2.2(b)**.
- (c) Appendix A: List of Active Network Licensees in Witzenberg municipal area: **Annexure 8.2.2(c)**.
- (d) Appendix B: Road works signing for urban streets: **Annexure 8.2.2(d)**.
- (e) Appendix C: DCP Test Result Sheet: **Annexure 8.2.2(e)**.
- (f) Appendix D: Occupational Health and Safety Specification for Construction Works Contracts: **Annexure 8.2.2(f)**.
- (g) Form 1: Way leave Application Form, Form 1.1: Undertaking / Indemnity and Form 1.2: Certificate of Inspection and completion: **Annexure 8.2.2(g)**.

The Committee for Technical Services resolved on 20 November 2019 to recommend to the Executive Mayoral Committee and Council:

that the Policy for Work and the Installation of Services in the Road Reserve be workshopped by Council and after that be tabled to Council for adoption.

The Executive Mayoral Committee resolved on 23 January 2020 to recommend to Council that the Policy for Work and the Installation of Services in the Road Reserve be workshopped by Council and after that be tabled to Council for adoption.

RECOMMENDED

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

8.2.3 Water restrictions: Tulbagh (16/2/15)

Item 7.2.2 of the Executive Mayoral Committee meeting, still to be held, refers.

A memorandum from the Director: Technical Services, dated 22 January 2020, is attached as **annexure 8.2.3**.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that notice be taken of the contents of the report.
- (b) that the Manager: Communication and Marketing be instructed to do awareness campaigns in this regard and inform the Tulbagh residents.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) *that notice be taken of the contents of the report.*
- (b) *that the Manager: Communication and Marketing be instructed to do awareness campaigns in this regard and inform the Tulbagh residents.*

8.2.4 Town planning: Proposed fencing: De Keur Centre, Ceres (15/4/R)

Item 7.2.3 of the Executive Mayoral Committee meeting, still to be held, refers.

The following memorandum, dated 30 January 2020, was received from the Senior Manager: Town Planning and Building Control:

"The following documents are attached:

Letter from Joubert van Vuuren, dated 13 December 2019: **Annexure 8.2.4(a)**.

Letter to Mr Andre Mouton, dated 16 April 2019: **Annexure 8.2.4(b)**.

Report from the Town Planner to the Committee for Technical Services dated 26 February 2019: **Annexure 8.2.4(c)**.

Discussion

Mr Andre Mouton, representing the De Keur Centre, requested municipal comment on a preliminary building plan for the erection of a street boundary fence.

A recommendation was made to the Council and on 26 March 2019 the following resolution was taken:

'UNANIMOUSLY RESOLVED

- (a) that the application for a proposed street boundary fence on erf 7696 Ceres, illustrated by AXION drawing no 100-10, be refused having regard to Section 7(1)(b)(ii)(aa) of the National Building Regulations and Building Standards Act 103 of 1977.
- (b) that the application is refused on the basis of having due regard to the proposal in its wider context considering that:
 - the fence will be unsightly, objectionable; causing the area in which it is to be erected to be disfigured thereby.'

Subsequently a letter, dated 13 December 2019, was received from from Joubert van Vuuren Attorneys urging Council to approve the proposed fencing or face a court application (letter attached as annexure A). The gist of Joubert van Vuuren's argument is as follows:

- (a) Council's decision is subjective and unfairly discriminates against Mr Mouton.
- (b) The owner has a legal duty to ensure the security and protection of its tenants and their customers.
- (c) There are other fences in the main street that can be regarded as "unsightly, objectionable".
- (d) There are many examples of shopping centres in other towns where fences have been approved.
- (e) If the fence is not approved the internal appeal mechanism should be provided, after which process, if the fence is still not been approved, the instruction is to proceed with a court application against the Witzenberg Municipality.

Town Planner comment

Comment on the above-mentioned points of argument is as follow:

- (a) The recommendation to refuse the fence does not seek to discriminate against Mr Mouton. It does not represent a personal opinion, but rather a well-reasoned consideration having regard to sound town planning principles. The concern is to maintain something of the special character of the town of Ceres in the face of many opposing pressures that threaten to damage the appearance of the main street. In addition it seeks to maintain the open character around the De Keur Centre allowing unfettered movement of people between the centre itself, the parking area and the business opposite the street. Movement is also necessary after hours when there is still activity from the Spur restaurant and people enjoying for example an evening walk around the centre. The decision is thus based not only on aesthetics, but also seeks to protect the convenience of the area.
- (b) The majority of businesses in Ceres do not need fencing as a security measure and no convincing evidence is presented that the De Keur Centre is in fact in danger or faces a security threat.
- (c) It is not contested that there are other fences in the main road. They are, however, not at the same scale as that of the proposed fence at the De Keur Centre. In considering a town planning matter each case needs to be considered on its own merits and one example of a fence cannot in itself justify that another is acceptable as each site is different and has its own set of circumstances.
- (d) Each Council is free to decide matters in its own municipal area. Having street boundary fences at shopping centres in other towns is not motivation enough for having it in Ceres.
- (e) Mr Mouton requested an opinion on whether the fence would be allowed and has not submitted formal building plans. Because the proposal is considered significant for the character of the main street of the town the matter was brought to Council for a decision. Mr Mouton can, once he has submitted formal plans for a decision, make an appeal in terms of the provisions of the National Building Regulations."

The item is tabled to the Executive Mayoral Committee for consideration.

RECOMMENDED

For consideration of the Executive Mayoral Committee's recommendation to Council.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

None

NOTED

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 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.
- (c) Item 8.4.2 of the Council meeting, held on 30 October 2019.
- (d) Item 7.4.3 of the Executive Mayoral Committee meeting still to be held.

A memorandum from the Senior Legal Advisor, dated 21 January 2019, is attached as **annexure 8.4.1**.

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.

Council unanimously resolved on 30 October 2019 that the matter regarding the Pigeon Society Clubhouse, Wolseley be held in abeyance until the next meeting.

The following recommendation is 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.

RECOMMENDED

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.

**8.4.2 LA Retirement Fund: Annual General Meeting: 29 May 2020
(12/1/1/2)**

Item 7.4.2 of the Executive Mayoral Committee meeting, still to be held, refers.

A letter from the LA Retirement Fund, dated 24 January 2020, is attached as **annexure 8.4.2**.

The following recommendation is tabled to the Executive Mayoral Committee:

That one member and one Councillor, with secundi, be nominated to attend the Annual General Meeting of the LA Retirement Fund on 29 May 2020 in Bellville.

RECOMMENDED

For consideration of the Executive Mayoral Committee's recommendation.

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

The following items refer:

- (a) Item 7.4.3 of the Executive Mayoral Committee meeting, held on 24 October 2019.
- (b) Item 8.4.7 of the Council meeting, held on 30 October 2019.
- (c) Item 7.4.1 of the Executive Mayoral Committee meeting, held on 4 December 2019.
- (d) Item 7.4.1 of the Executive Mayoral Committee meeting still to be held.

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 8.4.3(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 8.4.3(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 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.

Council unanimously resolved on 30 October 2019 that the matter regarding a property exchange transaction in Nduli, Ceres be held in abeyance until the next meeting.

The Executive Mayoral Committee resolved on 4 December 2019 that the matter regarding a property exchange transaction in Nduli, Ceres be held in abeyance for an in loco site inspection.

The item is tabled to the Executive Mayoral Committee for consideration.

RECOMMENDED

For consideration of the Executive Mayoral Committee's recommendation to Council.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

10. FORMAL AND STATUTORY MATTERS
- 10.1 Feedback on matters of outside bodies
(3/R)

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

12. COUNCIL-IN-COMMITTEE

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON 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 Whippy System was accepted, which defined that all Council meetings will have a Whippy 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 Direkoraat 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 %.

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- 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

- 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.*
- 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:

- Item 7.1.7 of the Executive Mayoral Committee meeting, held on 29 July 2019.
- Item 8.1.9 of the Council meeting, held on 31 July 2019.
- 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) (9/1/22)

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 Tegniese 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: Tegnieese 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 Direkoraat 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 Direkoraat 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

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 11 DECEMBER 2019 AT 10:00

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 MJ Ndaba
Councillor N Phatsoane
Alderslady 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 Mpeluzza (Director: Corporate Services)
Mr W Mars (Acting Director: Finance)
Mr G Louw (Head: Internal Audit)
Ms L Nieuwenhuis (Manager: Legal Services)
Mr A Hofmeester (IDP Manager)
Mr CG Wessels (Manager: Administration)
Ms R Hendricks (Manager: Marketing and Communication)
Mr C Titus (Committee Clerk)
Ms MJ Prins (Acting Principal Administrative Officer)
Ms M Badela (Interpreter)

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

UNANIMOUSLY RESOLVED

that the apology for absence from the meeting, received from the Acting Director: Finance, be approved and accepted.

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

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

Councillor BC Klaasen declared interest in terms of item 5.2 of the in-committee agenda, being the property of his wife.

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

Council's congratulations were conveyed by Alderlady JT Phungula (on behalf of the ANC) and Councillor E Sidego (on behalf of Council) 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)**

- (a) The Speaker conveyed his best wishes to Council, Senior Management and the Administration for the Festive Season.
- (b) The Speaker mentioned that a whippy meeting will be held to discuss and finalise the whippy system for future council meetings.

- (c) The Speaker announced that all councillors are invited to the yearend function for Council after the meeting in the Pine Forest Resort.

NOTED

The DA component requested a caucus break from 10:25 until 10:35.

The ANC component requested a caucus break from 10:35 until 11:40.

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

- (a) The Executive Mayor referred to the outcomes of the court case in respect of the Pine Forest Resort and mentioned that the matter will be discussed by Council.
- (b) The Executive Mayor mentioned that 2019 was a year with many challenges to overcome and it includes a provincial and national election. He expressed gratitude towards Council and the Administration for a job well done and wished everyone a blessed Festive Season and a prosperous new year.

NOTED

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**.

The following recommendation was tabled to Council:

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

UNANIMOUSLY RESOLVED

that the approval of the minutes of the Council meeting, held on 30 October 2019, be held in abeyance until the next meeting.

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 process be submitted to Council for consideration and final adoption.		31 January 2020

The Municipal Manager mentioned that a discussion was held between himself and Alderman JW Schuurman in respect of the Ceres Golf Estate. An item regarding the matter will be submitted to Council.

UNANIMOUSLY RESOLVED

(a) *Item 4.2.1: Ceres Golf Estate development*

that the Municipal Manager will submit an item in respect of the Ceres Golf Estate to Council.

(b) *Item 4.2.2: Proposed Integrated Zoning Scheme By-Law*

(i) *that the matter in respect of the Proposed Integrated Zoning Scheme By-Law for Witzenberg be held in abeyance until the Council meeting of May 2020 with the approval of the Budget 2020/2021.*

(ii) *that the matter supra (i) be removed from the agenda for the interim period from December 2019 until May 2020.*

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**.

Die Speaker meld dat 'n foutiewe verwysing in terme van Artikel 40 van die Munisipale Strukture Wet (No. 117 van 1998) in die mosie voorkom en versoek dat die mosie gekorrigeer word met Artikel 58 van die genoemde wet.

Raadslid GG Laban stel voor en Raadsheer JW Schuurman sekondeer dat Raadslid BC Klaasen as Uitvoerende Burgemeester uit die amp verwyder word.

Raadsheer JJ Visagie stel voor en Raadsheer HJ Smit sekondeer dat Raadslid BC Klaasen nie as Uitvoerende Burgemeester uit die amp verwyder word nie.

Die Speaker reël 'n geheime stemming met stembriefies.

Na die stemming is die uitslag 'n gelykop van elf stemme elk vir die twee voorstelle met een stembrief in dispuut.

Die Speaker bring 'n beslissende stem uit en is die uitslag van die stemming soos volg:

- Twaalf (12) stemme ten gunste van die voorstel dat Raadslid BC Klaasen nie as Uitvoerende Burgemeester uit die amp verwyder word nie.
- Elf (11) stemme ten gunste van die voorstel dat Raadslid BC Klaasen as Uitvoerende Burgemeester uit die amp verwyder word.

BESLUIT

dat Raadslid BC Klaasen nie as die Uitvoerende Burgemeester van Munisipaliteit Witzenberg uit die amp verwyder word nie.

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

Hierdie aangeleentheid word in-komitee hanteer.

AANGETEKEN.

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)**.

UNANIMOUSLY RESOLVED

that notice is taken, after consideration, of the minutes of the Committee meetings and same be accepted.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direkoraat 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.

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

that the matter in respect of 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 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.

The following recommendation was tabled to Council:

that the Executive Mayoral Committee recommends to Council:

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

UNANIMOUSLY RESOLVED

that the matter in respect of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August and September 2019 be held in abeyance until the next meeting.

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.

UNANIMOUSLY RESOLVED

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.

UNANIMOUSLY RESOLVED

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.”

UNANIMOUSLY RESOLVED

- (a) *that notice is 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 is taken, after consideration, 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.

UNANIMOUSLY RESOLVED

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.

UNANIMOUSLY RESOLVED

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.

UNANIMOUSLY RESOLVED

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.

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 be held in abeyance until the next meeting.

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**.

The following recommendation was tabled to Council:

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

UNANIMOUSLY RESOLVED

that the matter in respect of the PRAC Second Bi-Annual Performance Management Report for 2018/2019 be held in abeyance until the next meeting.

**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.

UNANIMOUSLY RESOLVED

- (a) *that the electricity of prepaid consumers be reconnected free of charge.*
- (b) *that the electricity of the suspended conventional consumers be reconnected upon payment of a deposit of R300-00.*
- (c) *that the concession of goodwill runs from 20 December 2019 until 3 January 2020.*
- (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)**.

UNANIMOUSLY RESOLVED

that the matter in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be held in abeyance until the necessary consultations have been done.

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.

UNANIMOUSLY RESOLVED

- (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 samewerkingsooreenkoms: 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: Tegnieuse 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: Tegnieuse Dienste maandeliks ingedeel word.

EENPARIGE BESLUIT

- (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: Tegnieuse Dienste maandeliks ingedeel word.*

8.3 Direkoraat Gemeenskapsdienste / Directorate Community Services

None

NOTED

8.4 Direkoraat 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.

UNANIMOUSLY RESOLVED

that Council's recess period for the Festive Season 2019 will be from 12 December 2019 until 12 January 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.

UNANIMOUSLY RESOLVED

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

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

All legislative and policy requirements are complied with."

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

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

UNANIMOUSLY RESOLVED

that the Council meeting program for January until March 2020 be approved, but that the matter will be revisited at the next Council meeting.

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).

UNANIMOUSLY RESOLVED

that a supply chain process be followed regarding the leasing of erf 8069, Carson Street alley, Ceres and a final decision about the matter be made by the Bid Adjudication Committee.

**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**.

UNANIMOUSLY RESOLVED

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)**.

UNANIMOUSLY RESOLVED

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)**

None

NOTED

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

None

NOTED

12. COUNCIL-IN-COMMITTEE

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON TUESDAY, 28 JANUARY 2020 AT 10:00

PRESENT

Councillors

Alderman TT Godden (Speaker) (COPE)
Councillor BC Klaasen (Executive Mayor) (DA)
Councillor TE Abrahams (DA)
Councillor P Daniels (DA)
Councillor MD Jacobs (EFF)
Councillor D Kinnear (DA)
Councillor GG Laban (Witzenberg Aksie Groep)
Councillor C Lottering (DA)
Councillor TP Mgoboza (ANC)
Councillor ZS Mzauziwa-Mdishwa (DA)
Councillor MJ Ndaba (ANC)
Councillor N Phatsoane (ANC)
Alderlady JT Phungula (ANC)
Alderman JW Schuurman (ANC)
Councillor EM Sidego (DA)
Councillor RJ Simpson (ANC)
Alderman HJ Smit (DA)
Councillor D Swart (DA)
Councillor HF Visagie (ANC)
Alderman JJ Visagie (DA)

Officials

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

Other attendees

Mr A Allie (AGSA)

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)**

Applications for leave of absence from the meeting were received from Alderman K Adams and Councillor P Heradien.

UNANIMOUSLY RESOLVED

that the applications for leave of absence from the meeting, received from Alderman K Adams and Councillor P Heradien, be approved and accepted.

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

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)**

Alderman J Schuurman conveyed, on behalf of Council, congratulations to the following Councillors and spouses on their birthdays:

❖	Mr M Mdishwa	1 January
❖	Councillor B Klaasen	8 January
❖	Alderslady J Phungula	15 January
❖	Councillor H Visagie	18 January
❖	Ms F Adams	24 January
❖	Ms C Godden	25 January

NOTED.

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

- (a) The Speaker referred to the extreme high temperatures and requested the Administration to care for the employees working outside in the hot weather. The provision of water is important and will be appreciated.
- (b) The Speaker welcomed all Councillors back from the festive season recess and expressed his gratitude for the safety of everyone.

- (c) Alderlady J Phungula referred to the tragic deaths over the festive season in the Koue Bokkeveld and requested that in future the municipality conveys condolences through the municipal newsletter.

NOTED

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

The Executive Mayor welcomed all Councillors back in Council and wished them a successful and prosperous new year. He urged everyone to work hard and passionately to take our communities forward.

NOTED

4. MINUTES

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

The following minutes are attached:

- (a) Council meeting, held on 30 October 2019: **Annexure 4.1(a)**.
(b) Council meeting, held on 11 December 2019: **Annexure 4.1(b)**.

Council unanimously resolved on 11 December 2019 that the approval of the minutes of the Council meeting, held on 30 October 2019, be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

that the minutes of the Council meetings, held on 30 October 2019 and 11 December 2019 respectively, be approved and signed by the Speaker.

UNANIMOUSLY RESOLVED

That the approval of the minutes of the Council meetings, held on 30 October 2019 and 11 December 2019 respectively, be held in abeyance until the next meeting.

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

Alderman JW Schuurman mentioned that matters of the Pine Forest Resort court case and the Ceres Golf Estate are outstanding.

The Municipal Manager mentioned that the Pine Forest Resort court case matter is not outstanding. A meeting was held between the Municipal Manager and Alderman Schuurman and the report on the Ceres Golf Estate matter follows.

NOTED

5. MOTIONS AND NOTICE OF SUGGESTIONS

None

NOTED

6. INTERVIEWS WITH DELEGATIONS

**6.1 Presentation: AGSA Audit Report: 2018/2019
(5/14/1/16)**

Mr Ashiq Allie of the office of the Auditor-general of South Africa made a presentation in respect of the AGSA Audit Report for 2018/2019 and highlighted the following:

- The Witzenberg Municipality obtained for the seventh consecutive year a clean audit. He congratulated the Council, Municipal Manager and Administration.
- No material misstatements were found and that AGSA is satisfied with the financial statements for 2018/2019.
- No findings on pre-determined objectives, which are very good.
- A transferal finding in terms of Section 32 which, however, affected all municipalities. Circular 96 of the Treasury Department with regard to the use of contracts of another organ of state, also called "piggyback" contracts. It is due to difference in interpretation. The matter is a big concern amongst municipalities. Witzenberg Municipality has only two matters in this regard. The matter will be clarified in the time ahead.

Question: Is it better for the municipality to refrain from Section 32 transactions?

Answer: Given the uncertainty around it, it is better to wait for proper guidelines from National Treasury.

Question: Will AGSA have more focus on the EPWP projects of municipalities in the next audit?

Answer: No specific scope yet on the EPWP projects for the next audit. Will follow up on the matter.

Question: What is AGSA's opinion on the provision of civil litigation for the municipality?

Answer: At the end of the audit AGSA takes it to the lawyers to say what is the probabilities of the case. AGSA then looks at the GRAP requirements. Most cases are in the contingency liabilities than in the provision liabilities. National Treasury takes it from the lawyers to say on probability what is the success rate of the case. It is better to budget for liability in the case of uncertainty.

Question: The message of a clean audit is not always accepted well and with appreciation in the poor communities. They are unhappy with service delivery.

Answer: It is true that on the one hand we have a clean audit, but on the other hand the community does not see the service delivery. AGSA does not give an opinion on service delivery always, but ensures that everything is okay and in place.

Question: AGSA audit differently in different municipalities. At Witzenberg Municipality the focus is on supply chain, but at Breede Valley Municipality it is on something else. We recommend that AGSA focusses on a specific matter in all municipalities. That means that a clean audit is for a specific section and not for the entire municipality.

Answer: A lot of work still needs to be done to give everyone an idea what a clean audit involves. AGSA audits the same at all municipalities, but if there is a risk matter the focus of AGSA is on such a matter. AGSA is willing to inform Council on what a clean audit entails.

Question: The audit modus is to take samples. Can AGSA put more emphasis in the audit on performance management and service delivery?

Answer: The intention of the AGSA is to put more emphasis on service delivery.

Question: Did you find any unfunded mandate, which was funded by the municipality, in your audit for the municipality?

Answer: No unfunded mandate in the audit was found for the municipality in respect of expenditure.

UNANIMOUSLY RESOLVED

that Council took notice of the presentation in respect of the AGSA Audit Report for 2018/2019 and, after consideration, approved and accepted same.

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None

NOTED

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direkoraat 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.
- (g) Item 8.1.1 of the Council meeting, held on 11 December 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.

Notule: Raadsvergadering 28 Januarie 2020
Minutes: Council meeting 28 January 2020

- 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.

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 11 December 2019 that the matter in respect of 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.

UNANIMOUSLY RESOLVED

that the matter in respect of 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 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.

(e) Item 8.1.2 of the Council meeting, held on 11 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.

The following recommendation was tabled to Council:

that the Executive Mayoral Committee recommends to Council:

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

Council unanimously resolved on 11 December 2019 that the matter in respect of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August and September 2019 be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

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

8.1.3 Municipal Public Accounts Committee (MPAC) Charter with effect from 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.
- (c) Item 8.1.9 of the Council meeting, held on 11 December 2019.

A report from the Head: Internal Audit regarding the Municipal Public Accounts (MPAC) Charter, dated July 2019, is attached as **annexure 8.1.3**.

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.

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 11 December 2019 that the matter in respect of the Municipal Public Accounts Committee (MPAC) Charter be held in abeyance until the next meeting.

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 MPAC Charter with effect from July 2019 be held in abeyance until the next meeting.

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

Item 8.1.10 of the Council meeting, held on 11 December 2019, refers.

The PRAC Second Bi-Annual Performance Management Report to Council for 2018/2019, dated November 2019, is attached as **annexure 8.1.4**.

The following recommendation was tabled to Council:

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

Council unanimously resolved on 11 December 2019 that the matter in respect of the PRAC Second Bi-Annual Performance Management Report for 2018/2019 be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

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

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

Item 8.1.12 of the Council meeting, held on 11 December 2019, refers.

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 8.1.5(a)**.
- (b) Minutes of MPAC meeting, held on 28 October 2019: **Annexure 8.1.5(b)**.
- (c) Minutes of MPAC meeting, held on 4 November 2019: **Annexure 8.1.5(c)**.
- (d) Report of MPAC on the matter: **Annexure 8.1.5(d)**.

Council unanimously resolved on 11 December 2019 that the matter in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be held in abeyance until the necessary consultations have been done.

UNANIMOUSLY RESOLVED

that the matter in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be held in abeyance until the next meeting.

**8.1.6 AGSA Audit Report: 2018/2019
(5/14/1/16)**

Item 4.1 of the Special Performance, Risk and Audit Committee meeting, held on 29 November 2019, refers.

The AGSA Audit Report for 2018/2019 is attached as **annexure 8.1.6**.

Mr Ashiq Allie (AGSA) presented the AGSA Audit Report for 2018/2019 and highlighted the following matters:

- That Witzenberg Municipality had received a clean financial audit report for 2018/2019.
- That there is an overall regress in clean audits within municipalities.
- That there is a lack of registers at the Provincial Traffic Department for fines. AGSA requested that the municipality continues with discussions with the Department.
- That in terms of Section 32 of the Supply Chain in respect of piggy-back the different spheres of government will finalise the matter after the audit.
- That the municipality received a material finding in terms of irregular expenditure. A circular from Department Treasury was received very late, only in July 2019 after the financial year-end. Therefore the circular could not be in operation retrospectively.
- Concerns were expressed in respect of financial viability of the municipality.
- That there are currently no ongoing investigations and no fruitless and wasteful expenditure.
- No findings with regard to water and sanitation.

- That AGSA has looked into the indigent debtors. The Internal Audit team assisted with this.
- That the Bid Adjudication Committee needs to comply in terms of its structure. AGSA advised the municipality.
- AGSA expressed congratulations towards the municipality with obtaining a clean audit.
- The PRAC Chairperson responded likewise with gratitude towards AGSA. The Chairperson emphasised the requests that the views and concerns of the municipality in terms of the audit be conveyed.

The Performance, Risk and Audit Committee resolved on 29 November 2019 to recommend to Council:

that the Performance, Risk and Audit Committee took notice, after consideration, of the AGSA Audit Report for 2018/2019 and recommends same to Council for consideration.

UNANIMOUSLY RESOLVED

that the AGSA Audit Report for 2018/2019, after consideration, be approved by Council.

**8.1.7 Draft Witzenberg Annual Report: 2018/2019
(5/14/2 & 9/1/1)**

Item 7.1.1 of the Executive Mayoral Committee meeting, held on 23 January 2020, refers.

The following memorandum, dated 20 January 2020, was received from the Acting Director: Finance:

Purpose

The purpose of this report is to table the draft annual report for 2018/2019 to Council.

Legislature framework

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

Discussion

The draft annual report for 2018/2019 is attached as **annexure 8.1.7.**"

The Executive Mayoral Committee resolved on 23 January 2020 to recommend to Council:

- (a) That cognisance be taken of the Draft Witzenberg Municipality Annual Report for 2018/2019.
- (b) That a public participation process be followed as prescribed by law.
- (c) That the Municipal Public Accounts Committee compiles an oversight report on the Draft Annual Report as per its delegated powers, not later than **13 March 2020.**

UNANIMOUSLY RESOLVED

- (a) *That cognisance be taken of the Draft Witzenberg Municipality Annual Report for 2018/2019.*
- (b) *That a public participation process be followed as prescribed by law.*
- (c) *That the Municipal Public Accounts Committee compiles an oversight report on the Draft Annual Report as per its delegated powers.*

8.1.8 Mid-year Budget Statement and Performance Assessment (Section 72) Report for period 1 July 2019 to 31 December 2019 (9/1/1 & 5/1/5/12)

Item 7.1.2 of the Executive Mayoral Committee meeting, held on 23 January 2020, refers.

The following memorandum, dated 20 January 2020, was received from the Acting Director: Finance:

“1. Purpose

The purpose of this report is to submit the mid-year budget and performance assessment for the period 1 July 2019 to 31 December 2019 to Council, for information.

2. Legislature framework

In terms of Section 72 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003):

(1) The Accounting Officer of a municipality must by 25 January of each year:

- (a) Assess the performance of the municipality during the first half of the financial year.
- (b) Submit the report to the Mayor, National Treasury and Provincial Treasury.

The Mayor must, in terms of Section 54(1)(f) of the Act submit the report to the Council by 31 January of each year.

3. Discussion

The Mid-year report for the 2019/2020 financial year is attached as **annexure 8.1.8.**”

The Executive Mayoral Committee resolved on 23 January 2020:

that the Executive Mayoral Committee takes cognisance of the Mid-year Budget Statement and Performance Assessment (Section 72) Report for 1 July 2019 to 31 December 2019 and recommends same to Council for information.

UNANIMOUSLY RESOLVED

that notice be taken of the Mid-year Budget Statement and Performance Assessment (Section 72) Report for 1 July 2019 to 31 December 2019.

8.1.9 Quarterly Budget Statement [Section 52(d)] Report: 2nd Quarter of 2019/2020 (1 October 2019 until 31 December 2019) (9/1/2/2)

Item 7.1.3 of the Executive Mayoral Committee meeting, held on 23 October 2020, refers.

The Quarterly Budget Statement [Section 52(d)] Report for the second quarter of 2019/2020 is attached as **annexure 8.1.9**.

The Executive Mayoral Committee resolved on 23 January 2020 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 October 2019 until 31 December 2019.
- (b) that the report be referred 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 October 2019 until 31 December 2019.*
- (b) *that the report be referred to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.*

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

**8.2.1 Minutes of the meeting of Ceres Koekedouw Management Committee: 13 August 2019
(16/2/1/1/1)**

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Technical Services, held on 20 November 2019.
- (b) Item 7.2.1 of the Executive Mayoral Committee meeting, held on 23 January 2020.

The minutes of the meeting of Ceres Koekedouw Management Committee, held on 13 August 2019, is attached as **annexure 8.2.1**.

The Committee for Technical Services resolved on 20 November 2019 to recommend to the Executive Mayoral Committee and Council:

that Council considers and takes notice of the minutes of the Ceres Koekedouw Management Committee meeting, held on 13 August 2019.

The Executive Mayoral Committee resolved on 23 January 2020 to recommend to Council:

that Council considers and takes notice of the minutes of the Ceres Koekedouw Management Committee meeting, held on 13 August 2019.

UNANIMOUSLY RESOLVED

that notice be taken, after consideration, of the minutes of the Ceres Koekedouw Management Committee meeting, held on 13 August 2019.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

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

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Local Economic Development and Tourism, held on 20 November 2019.
- (b) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 23 January 2020.

A memorandum from the Acting Manager: Socio-Economic Development, dated 4 November 2019, is attached as **annexure 8.3.1**.

The Committee for Local Economic Development and Tourism resolved on 20 November 2019 to recommend to the Executive Mayor and Council:

- (a) that Council takes notice of the approved funding application from Witzenberg Municipality for the development of an SMME Small Business HUB in the Schoonvlei industrial area located in Bella Vista, Ceres.
- (b) that Council considers to develop a Small Business HUB in Schoonvlei industrial area on erf 2622 on the corner of Bank and Forel Streets, Bella Vista, Ceres.

The Executive Mayoral Committee resolved on 23 January 2020 to recommend to Council:

- (a) that Council takes notice of the approved funding application from Witzenberg Municipality for the development of an SMME Small Business HUB in the Schoonvlei industrial area located in Bella Vista, Ceres.
- (b) that Council considers to develop a Small Business HUB in Schoonvlei industrial area on erf 2622 on the corner of Bank and Forel Streets, Bella Vista, Ceres.

Alderlady J Phungula requested Council to create more entrepreneurial opportunities for Nduli. Councillor T Abrahams ensured Council that all opportunities are open for everybody.

UNANIMOUSLY RESOLVED

- (a) *that Council takes notice of the approved funding application from Witzenberg Municipality for the development of an SMME Small Business HUB in the Schoonvlei industrial area located in Bella Vista, Ceres.*
- (b) *that Council, after consideration, approved to develop a Small Business HUB in Schoonvlei industrial area on erf 2622 on the corner of Bank and Forel Streets, Bella Vista, Ceres.*

**8.3.2 Local Economic Development: Recommended names for Prince Alfred's Hamlet Business HUB units
(7/1/4/1)**

The following items refer:

- (a) Item 6.4 of the meeting of the Committee for Local Economic Development and Tourism, held on 16 October 2019.
- (b) Item 7.2 of the meeting of the Committee for Local Economic Development and Tourism, held on 19 November 2019.
- (c) Item 7.3.2 of the Executive Mayoral Committee meeting, held on 23 January 2020.

The Committee resolved on 16 October 2019:

- (a) that the Acting Manager: Socio-Economic Development engages with the applicants by modus of a presentation and explains the layout of the business hub.
- (b) that the Acting Manager: Socio-Economic Development, after the presentation supra (a), submits the names of the applicants to the Committee for Local Economic Development and Tourism for consideration.

A memorandum from the Acting Manager: Socio-Economic Development, dated 5 November 2019, is attached as **annexure 8.3.2**.

The Committee for Local Economic Development and Tourism resolved on 19 November 2019 to recommend to the Executive Mayoral Committee and Council:

- (a) that the following type of business be approved and allocated in a single unit:
 - (i) Hair salon
 - (ii) Honey pollination
 - (iii) Production of security doors (welding)
 - (iv) Photography and;
 - (v) Fruit and vegetables
- (b) that the tyre repair works and selling of tyre products business be approved and allocated in a double unit.
- (c) that the Municipal Manager be mandated to determine a lease amount for the leasing of the Prince Alfred's Hamlet Business HUBS.
- (d) that the lease amount not be market related in order to ensure and assist that the businesses can be successful.
- (e) that the Municipal Manager and Acting Manager: Socio-Economic Development evaluate the success of the businesses when in operation.

The Executive Mayoral Committee resolved on 23 January 2020 to recommend to Council:

- (a) that the following type of business be approved and allocated in a single unit:
 - (i) Hair salon
 - (ii) Beehive manufacturer
 - (iii) Production of security doors (welding)
 - (iv) Photography and;
 - (v) Fruit and vegetables
- (b) that the tyre repair works and selling of tyre products business be approved and allocated in a double unit.
- (c) that the Municipal Manager be mandated to determine a lease amount for the leasing of the Prince Alfred's Hamlet Business HUBS.
- (d) that the lease amount not be market related from date of contract signing for two years in order to ensure and assist that the businesses can be successful, after which the lease amount will be revisited.
- (e) that the Municipal Manager and Acting Manager: Socio-Economic Development evaluate the success of the businesses when in operation.
- (f) that the Committee for Local Economic Development and Tourism determine the criteria to evaluate the success of the businesses when in operation.

UNANIMOUSLY RESOLVED

- (a) *that the following type of business be approved and allocated in a single unit:*
 - (i) *Hair salon*
 - (ii) *Beehive manufacturer*
 - (iii) *Production of security doors (welding)*
 - (iv) *Photography and;*
 - (v) *Fruit and vegetables*
- (b) *that the tyre repair works and selling of tyre products business be approved and allocated in a double unit.*
- (c) *that the Municipal Manager be mandated to determine a lease amount for the leasing of the Prince Alfred's Hamlet Business HUBS.*
- (d) *that the lease amount not be market related from date of contract signing for two years in order to ensure and assist that the businesses can be successful, after which the lease amount will be revisited.*
- (e) *that the Municipal Manager and Acting Manager: Socio-Economic Development evaluate the success of the businesses when in operation.*
- (f) *that the Committee for Local Economic Development and Tourism determine the criteria to evaluate the success of the businesses when in operation.*

8.4 Direkoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Council meeting program: February until December 2020 (3/1/2/3)

The following items refer:

- (a) Item 8.4.3 of the Council meeting, held on 11 December 2019.
- (b) Item 7.4.1 of the Executive Mayoral Committee meeting, held on 23 January 2020.

Council unanimously resolved on 11 December 2019 that the Council meeting program for January until March 2020 be approved, but that the matter will be revisited at the next Council meeting.

The following memorandum, dated 20 January 2020, 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 February until December 2020.

2. For decision

Council.

3. Executive summary

The Council meeting program and meeting schedule for February until December 2020 is attached as **annexure 8.4.1**. The program differs from that of 2019 in order to create more flexibility to hold meetings on dates and times suitable for all involved. It is recommended that the attached program for the period February until December 2020 be approved. The SALGA Provincial Working Group meeting dates for 2020 are included in the schedule. Council is requested to approve the meeting program for February until December 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 February until December 2020 provides the list of scheduled meetings of Council, 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, Section 80 Committee meetings every second month and normally on the third Wednesday and Thursday of the 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. Executive Mayoral Committee meetings will be scheduled as necessary and determined by the Municipal Manager and Executive Mayor.

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

Council meetings are planned for every month except for April, 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 23 January 2020 to recommend to Council:
that the proposed council meeting program for February until December 2020 be approved.

UNANIMOUSLY RESOLVED

that the proposed council meeting program for February until December 2020 be approved.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

**9.1 Housing matters: Committee for Housing Matters and beneficiaries for Vredebes Housing Project
(3/3/1/1 & 17/4/1/1/2/4)**

Alderylady J Phungula expressed concern that the Committee for Housing Matters consists of only three (3) members in comparison with the other Portfolio Committees which consist of four (4) members.

Alderylady J Phungula expressed concern about the beneficiaries for the Vredebes Housing Project. People from Bella Vista and Wolseley are being settled, therefore the Nduli residents living in the informal settlement are very unhappy. The community is not allowed to raise their concerns due to the presence of Mafoko Security.

UNANIMOUSLY RESOLVED

that Alderylady J Phungula submit motions to Speaker in respect of her concerns regarding:

- (i) members of the Committee for Housing Matters, and*
- (ii) the beneficiaries for the Vredebes Housing Project to be placed on the Council agenda.*

The Speaker requested Council to submit written questions in good time to the office of the Speaker.

10. FORMAL AND STATUTORY MATTERS

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

None

NOTED

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

None

NOTED

12. COUNCIL-IN-COMMITTEE

MINUTES OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON FRIDAY, 25 OCTOBER 2019 AT 08:30

PRESENT

Performance, Risk and Audit Committee

Mr J George (Chairperson)
Mr J Basson (Deputy Chairperson)
Ms MC Fagan
Mr SA Redelinghuys

Officials

Mr D Nasson (Municipal Manager)
Mr A Raubenheimer (Acting Director: Finance)
Mr G Louw (Head: Internal Audit)
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)

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), Mr Ashiq Allie (AGSA) and Mr J Swanepoel (Manager: Projects and Performance).

RESOLVED

that the apologies for absence from the meeting, received from Mr Tsepo Lesihla (PRAC member), Mr Ashiq Allie (AGSA) and Mr J Swanepoel (Manager: Projects and Performance), 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. MINUTES

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

The following minutes are attached:

- (a) Special Performance, Risk and Audit Committee meeting, held on 16 August 2019:
Annexure 4.1(a).
- (b) Performance, Risk and Audit Committee meeting, held on 13 September 2019:
Annexure 4.1(b).

RESOLVED

that the following minutes be approved and signed by the Chairperson:

- (i) *Special Performance, Risk and Audit Committee meeting, held on 16 August 2019.*
- (ii) *Performance, Risk and Audit Committee meeting, held on 13 September 2019.*

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 25 October 2019, is attached as **annexure 4.3**.

Sequence 107 of PRAC resolutions register:

That due to the two Special Council meetings the Section 71 Monthly Budget Statement Reports for April, May and June 2019 will only be tabled at the next Council meeting on 30 October 2019.

RESOLVED

That the Performance, Risk and Audit Committee, after consideration, takes notice of the Resolutions Register and same be accepted.

5. PRESENTATIONS

None

NOTED

6. PERFORMANCE MANAGEMENT

6.1 Internal Audit Report: Performance Management System: 4th Quarter of 2018/2019 (5/14/3)

The Internal Audit Report on the Performance Management System for the fourth quarter of 2018/2019, dated August 2019, is attached as **annexure 6.1**.

The Senior Internal Auditor presented the Performance Management System Report for the fourth quarter of 2018/2019.

RESOLVED

that the Performance, Risk and Audit Committee, after consideration, takes notice of the Internal Audit Report on the Performance Management System for the fourth quarter of 2018/2019.

6.2 Performance, Risk and Audit Committee: Draft 2nd Bi-Annual Report on Performance Management: 2018/2019 (5/14/4)

The draft Second Bi-Annual Report of the Performance, Risk and Audit Committee to Council on Performance Management for 2018/2019, dated August 2019, is attached as **annexure 6.2**.

Legislative framework

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);
- (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.

RESOLVED

- (a) *that the Performance, Risk and Audit Committee members forward their inputs in respect of the Draft Second Bi-Annual Report on Performance Management for 2018/2019 to the Chairperson by Friday, 1 November 2019.*
- (b) *that the Performance, Risk and Audit Committee Chairperson and the Head: Internal Audit finalise the Draft Second Bi-Annual Report on Performance Management for 2018/2019 by Friday, 8 November 2019.*
- (b) *that the Head: Internal Audit tables the final report to the Executive Mayoral Committee and Council.*

7. RISK MANAGEMENT

**7.1 Draft Risk Register: ICT Governance
(5/14/2)**

The following items refer:

- (a) Item 7.6 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.
- (b) Item 7.1 of the Performance, Risk and Audit Committee meeting, held on 13 September 2019.

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.

The Performance, Risk and Audit Committee resolved on 13 September 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 ICT Governance be held in abeyance until the next meeting.

**7.2 Risk Management Report: 1st Quarter 2019/2020
(5/14/2)**

The Risk Management Report for the first quarter of 2019/2020, dated September 2019, is attached as **annexure 7.2**.

The Head: Internal Audit submitted the Risk Management Report for the first quarter of 2019/2020. The following matters were highlighted:

- The Municipal Manager implemented action on overdue Action Plans.
- Taxi violence has been identified as a strategic risk; streets are blocked, cause for murders and fear amongst traffic officers. The municipality is still busy to unpack taxi violence as a risk.

RESOLVED

that the Performance, Risk and Audit Committee, after consideration, takes notice of and accepts the Risk Management Report for the first quarter of 2019/2020.

8. AUDIT AND FINANCIAL MANAGEMENT

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

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

- (a) August 2019: **Annexure 8.1(a)**
- (b) September 2019: **Annexure 8.1(b)**

The Acting Chief Financial Officer submitted 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.

RESOLVED

That the Performance, Risk and Audit Committee recommends 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.

8.2 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 8.2**.

RESOLVED

That the Performance, Risk and Audit Committee recommends 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.

8.3 Internal Audit: Follow-up report on implementation of previously reported internal audit findings (5/14/2)

A follow-up report on the implementation of previously reported internal audit findings, dated July 2019, is attached as **annexure 8.3**.

The Head: Internal Audit presented the follow-up report on the implementation of previously reported internal audit findings.

The Performance, Risk and Audit Committee raised concern with internal audit findings not being dealt with. The Municipal Manager responded that the finding has been completed, but not signed off.

RESOLVED

that the Performance, Risk and Audit Committee takes notice of the follow-up report on the implementation of previously reported internal audit findings and, after consideration, advises Senior Management to address the action plans.

9. OTHER MATTERS

9.1 ICT Steering Committee: Minutes (6/2/4 & 6/2/5)

The following items refer:

- (a) Item 9.2 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.
- (b) Item 9.2 of the Performance, Risk and Audit Committee meeting, held on 13 September 2019.

The following minutes ICT Steering Committee meetings are attached:

- (a) 29 April 2019: **Annexure 9.1(a)**
- (b) 26 July 2019: **Annexure 9.1(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.

The Performance, Risk and Audit Committee resolved on 13 September 2019 that the matter in respect of the ICT Steering Committee minutes 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.

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

The following items refer:

- (a) Item 9.3 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.
- (b) Item 9.3 of the Performance, Risk and Audit Committee meeting, held on 13 September 2019.

The Corporate Governance of Information and Communication Technology Policy for Witzenberg Municipality is attached as **annexure 9.2**.

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.

The Performance, Risk and Audit Committee resolved on 13 September 2019 that the matter in respect of the Municipal Corporate Governance of Information and Communication Technology Policy be held in abeyance until the next meeting.

RESOLVED

that the matter in respect of the Municipal Corporate Governance of Information and Communication Technology Policy for Witzenberg Municipality be held in abeyance until the next meeting.

**10. NEXT MEETING
(03/1/2/3)**

The next meeting will be held in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres on Friday, 22 November 2019 at 08:30.

NOTED

11. PRAC-in-COMMITTEE

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, 21 NOVEMBER 2019 AT 08:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR GEMEENSKAPSONTWIKKELING VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 21 NOVEMBER 2019 OM 08:00 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 (Manager: Libraries / Bestuurder: Biblioteke)
Mr / Mnr R Groenewald (Station Officer / Stasie Offisier)
Mr / Mnr R Fick (Acting Manager: Socio-Economic Development / Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Ms / Me E Lewis (Word Processing Operator / Woordverwerkingsoperateur)

Other representatives / Ander verteenwoordigers

Lieutenant-Colonel / Luitenant-Kolonel M Dyers (South African Police Services / Suid-Afrikaanse Polisie, Ceres)
Captain / Kaptein X Pasiwe (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 the Acting Manager: Socio-Economic Development to open the meeting with a prayer.

Die Voorsitter het almal teenwoordig welkom en versoek die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling 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, Lieutenant-Colonel C Meiring (South African Police Services, Tulbagh) and Captain A Ballack Meiring (South African Police Services, Prince Alfred's Hamlet)

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, Luitenant-Kolonel C Meiring (Suid-Afrikaanse Polisie, Tulbagh) en Kaptein A Ballack (Suid-Afrikaanse Polisie, Prince Alfred's Hamlet).

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, Lieutenant-Colonel C Meiring (South African Police Services, Tulbagh) and Captain A Ballack Meiring (South African Police Services, Prince Alfred's Hamlet) 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, Luitenant-Kolonel C Meiring (Suid-Afrikaanse Polisie, Tulbagh) en Kaptein A Ballack (Suid-Afrikaanse Polisie, Prince Alfred's Hamlet) 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 17 October 2019, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 17 Oktober 2019, word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Community Development, held on 17 October 2019, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 17 Oktober 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.

None / Geen

NOTED / AANGETEKEN

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21 November 2019**

**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	7.1 of 17 October 2019	Lease agreement: Vrolike Vinkies	(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. Sharna 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	Acting Manager: Socio-Economic Development	20 February 2019

RESOLVED

that notice be taken of the outstanding matter.

BESLUIT

dat kennis geneem word van die uitstaande aangeleentheid.

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 diens (SAPD)
(17/07/1/R)**

The reports of the South African Police Services were presented verbally.

Die verslae van die Suid-Afrikaanse Polisie diens was mondeling gelewer.

(a) Ceres

Lieutenant-Colonel M Dyers reported the following:

- Burglaries are on the increase and the community is requested to be cautious and not put new furniture boxes next to the garbage, but to rather cut it up. Burglars see these boxes and then know there is new furniture in the house.
- Liquor related assaults are also on the increase, but this matter will be addressed during the 16 Days of Activism.
- The cable theft issue is also being addressed at the farm meetings.
- Water Demand Management Meters and the Du Toit Group salary increase dispute protests are still on-going.
- The possibility of influx of seasonal workers on farms needs to be monitored.

Lieutenant-Colonel Dyers requested that a meeting in respect of events for the coming festive season be held with Witzenberg Municipality Law Enforcement, Disaster Management and the South African Police Services.

The Chairperson informed the meeting that due to the new Cost Containment Regulations certain events such as the Christmas market, Old Age Function, etc. will not take place.

The Chairperson requested that articles in respect of the following two matters be placed in the municipality's newsletter:

- 16 Days of Activism
- Tips to prevent crime / burglaries

The matter in respect of the Water Demand Management Meters will be communicated to the community in the following weeks.

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(b) Prince Alfred's Hamlet

Absent with an apology / Afwesig met verskoning.

(c) Wolseley

Captain X Pasiwe reported the following:

- Assaults and domestic violence are a matter of concern in the Pine Valley area due to the growth of the informal settlement.
- Business robberies are also a matter of concern, the community is complaining, but do not give their cooperation when it comes to the arrest of the perpetrators.
- Raids against alcohol and drug smuggling are done every weekend.
- The matter with regard to cable theft is being addressed.
- Sergeant Africa and Constable Peters are leading the 16 Days of Activism Plan for Wolseley Police Station.

The Chairperson requested that the 16 Days of Activism Plan be forwarded to the Committee.

(d) Tulbagh

Absent with an apology / Afwesig met verskoning

RESOLVED

- (a) 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.*
- (b) that the Manager: Communication and Marketing place an article in respect of the 16 Days of Activism in the municipal external newsletter.*
- (c) that the Manager: Communication and Marketing place an article in respect of tips for crime / burglary prevention in the municipal external newsletter.*
- (d) that the Acting Station Commander from the South African Police Services, Wolseley forward the 16 Days of Activism Plan to the Committee for Community Development.*
- (e) that the Manager: Communication and Marketing place a notification in the municipal external newsletter with regard to the Public Participation Process which will follow in respect of the Water Demand Management Meters.*

BESLUIT

- (a) *dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die verslae gelewer deur die Suid-Afrikaanse Polisie en dat die verslae aanvaar word.*
- (b) *dat die Bestuurder: Kommunikasie en Bemaking 'n artikel rakende die 16 Dae van Aktiwisme in die munisipale nuusbrief plaas.*
- (c) *dat die Bestuurder: Kommunikasie en Bemaking 'n artikel rakende wenke vir misdaad-/ huisbraakvoorkomings in die munisipale eksterne nuusbrief plaas.*
- (d) *dat die waarnemende stasiebevelvoerder van die Suid-Afrikaanse Polisie, Wolseley die 16 Dae van Aktiwisme-plan aan die Komitee deurgee.*
- (e) *dat die Bestuurder: Kommunikasie en Bemaking 'n kennisgewing rakende die Water Bestuur Toestel Meters in die munisipale nuusbrief plaas dat 'n Publieke Deelname Proses gehou sal word.*

5.2 Community Services: Report: The Haven Night Shelter / Gemeenskapsdienste: Verslag: Die Haven Nagskuiling (17/16/3/1)

A report received from the Acting Manager: Socio-Economic Development in respect of the status quo of The Haven Night Shelter is attached as **annexure 5.2**.

'n Verslag ontvang vanaf die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling rakende die status quo van Die Haven Nagskuiling word ingebind as **bylae 5.2**.

RESOLVED

that the matter in respect of the status quo of The Haven Night Shelter be held in abeyance until the next meeting.

BESLUIT

dat die aangeleentheid rakende die status quo van Die Haven Nagskuiling oorstaan tot die volgende komitee vergadering.

5.3 Witzenberg Sport Council / Witzenberg Sportraad (17/5/1)

The report of the Witzenberg Sport Council was presented verbally.

Die verslag van die Witzenberg Sportraad is mondeling gelewer.

The Secretary of the Sport Council, Mr D Koopman reported the following:

- Since the establishment of the Sport Council the community are more sport enthusiastic, especially with the recent Springbok World Cup victory.
- The Sport Council is actively involved with "vlakkie cricket" as well as the Witzenberg Netball team.
- That the Coach and Chairperson have identified members of the netball team to participate in training programmes.

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- Sport Council's management will receive administrative training.
- The netball team had a successful function on Saturday, 16 November 2019, where the Chairperson of the Sport Council was the guest speaker.
- That one of the netball players in the region was included in the South African Netball Team for the 2023 Netball World Cup.
- That the Witzenberg Netball team consist of the following:
 - Paardekloof
 - Lindeshof
 - Goosen Boerdery
 - Verdun
 - Bella Vista
 - Pine Valley
 - Tulbagh
- On Saturday, 16 November 2019 a successful athletic event was held where schools and athletes participated in the Fun Run, half marathon, etc.

The Chairperson thanked the Witzenberg Sport Council for the good work done since their establishment and requested that the report be submitted to the Committee in writing.

The Chairperson of the Witzenberg Sport Council, Mr M Van Wyk, expressed his dissatisfaction in respect of the following:

- Lack of facilities for the various sport codes.
- Sport Officer arranged Sevens Rugby tournament without recognizing the Sport Council.
- The proposed installation of CCTV cameras without acknowledging the Sport Council.
- Certain sport organisations are being biased when it comes to the hiring of sport facilities.

The Chairperson mentioned that the concern in respect of the miscommunication is noted and requested that a meeting be held between the Executive Mayor, Deputy Executive Mayor, Municipal Manager, Committee members and Manager: Amenities and Environment in respect of the concerns raised by the Chairperson of the Sport Council.

The report with the concerns and remedies is attached as **annexure 5.3**.

RESOLVED

- (a) *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.*
- (b) *that the Manager: Amenities and Environment arrange a meeting in respect of the concerns raised by the Chairperson of the Sport Council as per annexure 5.3 with the Executive Mayor, Deputy Executive Mayor, Municipal Manager and Committee members.*

BESLUIT

- (a) *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.*
 - (b) *dat die Bestuurder: Geriewe en Omgewing 'n vergadering rakende die bekommernisse soos vervat in bylae 5.3 reël met die Uitvoerende Burgemeester, Uitvoerende Onderburgemeester, Munisipale Bestuurder en komiteeëde.*
-

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Monthly report of the Section Socio-Economic Development for October 2019 / Maandverslag van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Oktober 2019 (09/1/2/4)

The monthly report of the Section Socio-Economic Development for October 2019 is attached as **annexure 6.1**.

Die maandverslag van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Oktober 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 October 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 Oktober 2019 en dat die verslag aanvaar word.

6.2 Monthly report of the Section Libraries for October 2019 / Maandverslag van die Afdeling Biblioteke vir Oktober 2019 (9/1/2/4)

The monthly report of the Section Libraries for October 2019 is attached as **annexure 6.2**.

Die maandverslag van die Afdeling Biblioteke vir Oktober 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 October 2019 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem, na oorweging, van die inhoud van die maandverslag van die Afdeling Biblioteke vir Oktober 2019 en dat die verslag aanvaar word.

6.3 Monthly report of the Section Amenities and Environment for October 2019 / Maandverslag van die Afdeling Geriewe en Omgewing vir Oktober 2019 (09/1/2/4)

The monthly report of the Section Amenities and Environment for October 2019 is attached as **annexure 6.3**.

Die maandverslag van die Afdeling Geriewe en Omgewing vir Oktober 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 October 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 Oktober 2019 en dat die verslag aanvaar word.

6.4 Monthly report of the Section Resorts and Swimming Pools for October 2019 / Maandverslag van die Afdeling Oorde en Swembaddens vir Oktober 2019 (9/1/2/4)

The report of the Section Resorts and Swimming Pools for October 2019 is attached as **annexure 6.4**.

Die maandverslag van die Afdeling Oorde en Swembaddens vir Oktober 2019 word ingebind as **bylae 6.4**.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly report of the Section Resorts and Swimming Pools for October 2019 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslag van die Afdeling Oorde en Swembaddens vir Oktober 2019 en dat die verslag aanvaar word.

6.5 Monthly report: Section Disaster and Emergency Management and Fire Services for October 2019 / Maandverslag: Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Oktober 2019 (9/1/2/4)

The monthly report of the Section Disaster and Emergency Management and Fire Services for October 2019 is attached **annexure 6.5**.

Die maandverslag van die Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Oktober 2019 word ingebind as **bylae 6.5**.

The Committee enquired, with the eye on the coming fire season, whether the building of the old clinic in Wolseley cannot be utilised as a satellite fire station.

RESOLVED

- (a) *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 October 2019 and same be accepted.*
- (b) *that the Manager Disaster and Emergency Management and Fire Services set up a meeting with the Municipal Manager to investigate the possibility of utilising the building of the old clinic as a satellite fire station.*

BESLUIT

- (a) *dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslag van die Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Oktober 2019 en dat die verslag aanvaar word.*
- (b) *dat die Bestuurder: Ramp- en Noodbestuur en Brandweerdienste 'n vergadering met die Munisipale Bestuurder belê om die moontlikheid van die gebruik van die gebou van die ou kliniek as 'n satelliet brandweerstasie te ondersoek.*

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

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

Council resolved per item 8.4.2 of 26 October 2016:

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

A Risk Management report for the Committee for Community Development, First quarter 2019/2020, dated 15 October 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 First Quarter of 2019/2020 and same be approved and accepted.

BESLUIT

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

**6.7 Ceres: Homeless people
(17/16/R)**

A memorandum received from the Acting Manager: Socio-Economic Development, dated 6 November 2019, is attached as **annexure 7.2**.

'n Memorandum ontvang vanaf die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling, gedateer 6 November 2019, word aangeheg as **bylae 7.2**.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the report in respect of the homeless people in Ceres and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die verslag rakende die hawelose mense in Ceres en dat die verslag aanvaar word.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

**7.1 Witzenberg Municipality: Invasive Species Monitoring, Control and Eradication Plans for Prince Alfred's Hamlet and Op-die-Berg
(17/9/2)**

A memorandum received from the Manager: Amenities and Environment, dated 24 October 2019, is attached as **annexure 7.1**.

'n Memorandum ontvang vanaf die Bestuurder: Geriewe en Omgewing, gedateer 24 Oktober 2019, word aangeheg as **bylae 7.1**.

RESOLVED

To recommend to the Executive Mayoral Committee and Council.

- (a) *that Messrs Aurecon Pty (Ltd) be invited to the next Council meeting to do a presentation regarding the final draft plans of the Prince Alfred's Hamlet and Op-die-Berg commonage.*
- (b) *that the Invasive Species Monitoring, Control and Eradication Plans for Prince Alfred's Hamlet and Op-die-Berg commonage be approved.*

**7.2 Malikhanye Crèche: Extension of lease agreement: Erf 1573 and a portion of erf 1: Pine Valley, Wolseley
(7/1/4/1)**

A memorandum received from the Acting Manager: Socio-Economic Development, dated 11 November 2019, is attached as **annexure 7.2**.

'n Memorandum ontvang vanaf die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling, gedateer 11 November 2019, word aangeheg as **bylae 7.2**.

The Committee mentioned that in Wolseley there is a need for a special needs school and enquired the possibility of establishing a Vrolike Vinkies in the said building.

RESOLVED

- (a) *that the Acting Manager: Socio Economic Development arranges a meeting with BADISA to request the possibility of sharing the building of Malikhanye Crèche on erf 1573 and a portion of erf 1, Pine Valley, Wolseley with an organisation for special needs children in the morning and an aftercare centre for scholars in the afternoon.*
- (b) *that the matter in respect of the extension of the lease agreement with Malikhanye Crèche on erf 1573 and a portion of erf 1, Wolseley be held in abeyance until more information pending (a) supra is available.*

BESLUIT

- (a) *dat die Bestuurder: Sosio-Ekonomiese Ontwikkeling 'n vergadering reël met BADISA om die moontlikheid om die gebou van Malikhanye Crèche, geleë te erf 1573 en 'n gedeelte van erf 1, Pine Valley, Wolseley, te deel met 'n organisasie vir kinders met spesiale behoeftes in die oggend en 'n nasorgsentrum vir skoliere in die middag te ondersoek.*
- (b) *dat die aangeleentheid rakende die verlenging van die huurooreenkoms met Malikhanye Crèche op erf 1573 en 'n gedeelte van erf 1, Wolseley oorstaan tot meer inligting oor die moontlikheid van die stigting van 'n Vrolike Vinkies Crèche beskikbaar is.*

**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 09:40. Die vergadering verdaag om 09:40.

Approved on / Goedgekeur op.

ALDERMAN / RAADSHEER K ADAMS
CHAIRPERSON / VOORSITTER

/esw/

MINUTES OF THE SPECIAL PERFORMANCE, RISK AND AUDIT COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON FRIDAY, 29 NOVEMBER 2019 AT 08:30

PRESENT

Performance, Risk and Audit Committee

Mr J George (Chairperson)
Mr J Basson (Deputy Chairperson)
Mr SA Redelinghuys

Officials

Mr D Nasson (Municipal Manager)
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)
Ms MJ Prins (Acting Principal Administrative Officer)
Mr CJ Titus (Committee Clerk)

Other representatives

Mr A Allie (AGSA)

1. OPENING AND WELCOME

The Chairperson 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 T Lesihla, Ms MC Fagan (PRAC members), Mr J Jansen van Rensburg (AGSA), Mr W Mars (Manager: Financial Administration) and Ms S Hendricks (Senior Internal Auditor).

RESOLVED

that notice is taken of the apologies for absence from the meeting, received from Mr T Lesihla, Ms MC Fagan (PRAC members), Mr J Jansen van Rensburg (AGSA), Mr W Mars (Manager: Financial Administration) and Ms S Hendricks (Senior Internal Auditor).

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. PRESENTATIONS

**4.1 AGSA Audit Report: 2018/2019
(5/14/1/16)**

The AGSA Audit Report for 2018/2019 is attached as **annexure 4.1**.

Mr Ashiq Allie (AGSA) presented the AGSA Audit Report for 2018/2019 and highlighted the following matters:

- That Witzenberg Municipality had received a clean financial audit report for 2018/2019.
- That there is an overall regress in clean audits within municipalities.
- That there is a lack of registers at the Provincial Traffic Department for fines. AGSA requested that the municipality continues with discussions with the Department.
- That in terms of Section 32 of the Supply Chain in respect of piggy-back the different spheres of government will finalise the matter after the audit.
- That the municipality received a material finding in terms of irregular expenditure. A circular from Department Treasury was received very late, only in July 2019 after the financial year-end. Therefore the circular could not be in operation retrospectively.
- Concerns were expressed in respect of financial viability of the municipality.
- That there are currently no ongoing investigations and no fruitless and wasteful expenditure.
- No findings with regard to water and sanitation.
- That AGSA has looked into the indigent debtors. The Internal Audit team assisted with this.
- That the Bid Adjudication Committee needs to comply in terms of its structure. AGSA advised the municipality.
- AGSA expressed congratulations towards the municipality with obtaining a clean audit.
- The PRAC Chairperson responded likewise with gratitude towards AGSA. The Chairperson emphasised the requests that the views and concerns of the municipality in terms of the audit be conveyed.

RESOLVED

To recommend to Council:

that the Performance, Risk and Audit Committee took notice, after consideration, of the AGSA Audit Report for 2018/2019 and recommends same to Council for consideration.

5. AUDIT AND FINANCIAL MANAGEMENT

5.1 Annual Financial Statement 2018/2019 – after COMAF's (5/3/1)

The Municipal Finance Management Act (no. 56 of 2003) Section 166(2)(b) states that:

- “(2) An audit committee is an independent advisory body which must –
- (b) review the annual financial statements to provide the council of the municipality with an authoritative and credible view of the financial position of the municipality, its efficiency and effectiveness and its overall level of compliance with this Act, the annual Division of Revenue Act and any other applicable legislation.”

The Annual Financial Statement for 2018/2019 (after COMAF's) are attached as **annexure 5.1**.

RESOLVED

that the Performance, Risk and Audit Committee, after consideration, took notice of the Annual Financial Statement 2018/2019, after COMAF's.

5.2 Draft report of Performance, Risk and Audit Committee as at 30 June 2019 (annexure to Annual Report 2018/2019) (5/14/4)

The following documents are attached:

- (a) Draft report of the Performance, Risk and Audit Committee as at 30 June 2019: **Annexure 5.2(a)**.
- (b) PRAC resolutions register for period ending 30 June 2019 (only for reference purposes): **Annexure 5.2(b)**.

RESOLVED

that the Performance, Risk and Audit Committee finalised the Performance, Risk and Audit Committee report as at 30 June 2019 and submitted the signed report to the Municipal Manager for attachment to the final Annual Report 2018/2019.

6. NEXT MEETING (3/1/2/3)

RESOLVED

That the following meetings of the Performance, Risk and Audit Committee will be held at 08:30 in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres respectively on:

- (i) 7 February 2020
- (ii) 8 May 2020.

7. PRAC-in-COMMITTEE

**MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY,
HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES
ON WEDNESDAY, 4 DECEMBER 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

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)
Mr CJ Titus (Committee Clerk)

Other attendees

Mr J Conradie (Ceres Business Initiative)

1. OPENING AND WELCOME

The Executive Mayor welcomed everyone present and requested Councillor E Sidego to open the meeting with 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 Councillor MD Jacobs (MPAC Chairperson) and Alderman TT Godden (Speaker).

RESOLVED

that the applications for leave of absence from the meeting, received from Councillor MD Jacobs (MPAC Chairperson) and Alderman TT Godden (Speaker), 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 24 October 2019, are attached as **annexure 3.1**.

RESOLVED

that the minutes of the Executive Mayoral Committee meeting, held on 24 October 2019, be approved and signed by the Executive Mayor.

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

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
3.2.1	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

that the matter was referred to the Municipal Public Accounts Committee and a report will be tabled to Council.

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

- (a) The Executive Mayor mentioned that the end of the year is in sight with the coming of the festive season. The towns of the municipal area look good and clean.
- (b) The Executive Mayor mentioned that the Constitutional Court had given the outcomes of the rape case that has happened at the Pine Forest Resort. The matter will be discussed at the January 2020 Council meeting.
- (c) The Executive Mayor mentioned that a smear campaign against some senior officials and Councillors is doing the rounds. The matter seems to be orchestrated.
- (d) The Executive Mayor referred to the increase of taxi's through the town due to the holidays and festive season.
- (e) The Executive Mayor mentioned that the municipality had obtained a seventh successive clean audit and congratulated the Senior Management.

- (f) The Executive Mayor congratulated Alderman HJ Smit and his wife with the celebration of their 31st anniversary.
- (g) The Executive Mayor wished everyone a blessed festive season and a prosperous new year.

NOTED

5. INTERVIEWS WITH DELEGATIONS

None

NOTED

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.1 Direkoraat Finansies / Directorate Finance

6.1.1 New legislation: National Credit Amendment Act (1/1/R)

Item 6.1 of the Executive Mayoral Committee meeting, held on 24 October 2019, refers.

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]ZACGHC 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.

The Executive Mayoral Committee resolved on 24 October 2019 that the matter in respect of the National Credit Amendment Act be held in abeyance until the next meeting.

RESOLVED

that the Executive Mayoral Committee takes notice, after consideration, of the contents of the memorandum from the Municipal Manager.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Direkoraat Finansies / Directorate Finance

7.1.1 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 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 21 November 2019.

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

- (a) August 2019 **Annexure 7.1.1(a)**
- (b) September 2019 **Annexure 7.1.1(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.

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.

RESOLVED

- (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 August and September 2019 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.
- (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.

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.

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.

RESOLVED

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.

7.1.3 Municipal Cost Containment Policy Framework (5/P)

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 7.1.3**.

RESOLVED

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.

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

Purpose

To consider the reconnection of all electricity consumers over the festive period from 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.

RESOLVED

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.*

7.2 Direktoraat Tegniese Dienste / Directorate Technical Services

**7.2.1 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.
- (c) Item 8.2.4 of the Council meeting, held on 30 October 2019.

A memorandum from the Director: Technical Services, dated 3 June 2019, is attached as **annexure 7.2.1**.

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.

Council unanimously resolved on 30 October 2019 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.

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 matter regarding the proposed renting of a portion of erf 1, Prince Alfred's Hamlet be held in abeyance until the next meeting.

**7.2.2 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.

The following documents are attached:

- (a) Memorandum from the Senior Superintendent: Solid Waste and Cleansing Services, dated 4 June 2019: **Annexure 7.2.2(a)**.
- (b) Waste Characterisation and Brand Audit Report, dated 10 May 2019: **Annexure 7.2.2(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.

RESOLVED

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.*

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

The following items refer:

- (a) Item 7.2.6 of the Executive Mayoral Committee meeting, held on 24 October 2019.
- (b) Item 8.2.6 of the Council meeting, held on 30 October 2019.

A memorandum with annexures from the Director: Technical Services, dated 30 September 2019, is attached as **annexure 7.2.3**.

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.

Council unanimously resolved on 30 October 2019 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.

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 matter regarding additional dwelling units on single residential erven be held in abeyance until the next meeting.

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

Die volgende dokumente word aangeheg:

- (a) Memorandum vanaf Direkteur: Tegnieuse Dienste, gedateer 19 November 2019: **Bylae 7.2.4(a)**.
- (b) Brief vanaf Koekedouw Besproeiingsraad, gedateer 22 Mei 2019: **Bylae 7.2.4(b)**.
- (c) Brief aan Koekedouw Besproeiingsraad, gedateer 11 Junie 2019: **Bylae 7.2.4(c)**.
- (e) E-pos vanaf Koekedouw Besproeiingsraad, gedateer 1 Oktober 2019: **Bylae 7.2.4(d)**.

BESLUIT

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: Tegnieuse Dienste maandeliks ingedeel word.*

7.2.5 Application to install solar panels: De Keur, Schoonvlei and Uitzicht farm, Ceres (16/3/4/1)

A memorandum from the Senior Manager: Electro-technical Services, dated 15 November 2019, is attached as **annexure 7.2.5**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that notice be taken of the report regarding the De Keur, Schoonvlei and Uitzicht farm (Tommie Prins) applications to install SSEG plants.
- (b) that the application of De Keur for the installation of 75 kWp solar panels in Schoonvlei and the application of Tommie Prins for the installation of 50 kWp solar panels on the farm Uitzicht be approved.
- (c) That a condition of approval will be that all excess energy must be fed back into the municipal network free or charge until such time that a refit tariff is implemented by the municipality.

RESOLVED

that the matter regarding the applications of De Keur and Uitzicht Farm to install solar panels be held in abeyance.

7.3 **Direktoraat Gemeenskapsdienste / Directorate Community Services**

None

NOTED

7.4 **Direktoraat Korporatiewe Dienste / Directorate Corporate Services**

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

The following items refer:

- (a) Item 7.4.3 of the Executive Mayoral Committee meeting, held on 24 October 2019.
- (b) Item 8.4.7 of the Council meeting, held on 30 October 2019.

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 7.4.1(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 7.4.1(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.

Council unanimously resolved on 30 October 2019 that the matter regarding a property exchange transaction in Nduli, Ceres be held in abeyance until the next meeting.

RESOLVED

that the matter regarding a property exchange transaction in Nduli, Ceres be held in abeyance for an in loco site inspection.

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

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

Item 10 of the Local Labour Forum meeting, held on 28 November 2019, refers.

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.

RESOLVED

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.*

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

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

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

All legislative and policy requirements are complied with.”

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

7.4.5 Appointment of shortlisting/selection panel for vacant position of Director: Community Services (4/3/2/1)

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

“1. Purpose

To recommend to Council the names of the members of the shortlisting committee for the vacant Section 56 position of Director: Community Services.

2. Background

Council resolved on 29 June 2018 to advertise the vacant position of Director: Community Services. The advertisement appeared in the Sunday Times and *Die Burger* on 16 and 17 November 2019 respectively. The closing date for applications is 6 December 2019.

In terms of the regulations on appointment and conditions of employment for senior managers Council must appoint a selection panel to make recommendations for the appointment of candidates to vacant senior manager posts. The selection panel for the appointment of the manager directly accountable to a Municipal Manager must consist of at least three (3) and not more than five (5) members, constituted as follows:

- (a) The Municipal Manager, who will be the chairperson;
- (b) A member of the Mayoral Committee or councillor who is the portfolio head of the relevant portfolio and
- (c) At least one other person who is not a councillor or a staff member of the municipality and who has expertise or experience in the area of the advertised post.

The shortlisting must be finalised within 30 days of the closing date of the advertisement. The selection panel must conduct interviews within 21 days of screening the candidates. The selection panel for a specific post must remain the same throughout the screening and interviewing process.

3. Legal implication

The Local Government regulations on appointment and conditions of employment of senior managers as published on 17 January 2014 under Government Gazette Notice Number 37245 are applicable.

4. Financial implication

Council will be responsible for the subsistence and travelling allowance of the outside member of the panel.”

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (i) that the Executive Mayoral Committee be the shortlisting/selection panel for the vacant position of Director: Community Services.*
- (ii) that the Municipal Manager will liaise with the Provincial Department in respect of the regulations of the Executive Mayoral Committee being the shortlisting/selection panel.*

7.4.6 Appointment of shortlisting/selection panel for vacant position of Chief Financial Officer (4/3/2/1)

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

“1. Purpose

To recommend to Council the names of the members of the shortlisting committee for the vacant Section 56 position of Chief Financial Officer.

2. Background

Council resolved on 30 October 2019 to advertise the vacant position of Chief Financial Officer. The advertisement appeared in the Sunday Times and *Die Burger* on 16 and 17 November 2019 respectively. The closing date for applications is 6 December 2019.

In terms of the regulations on appointment and conditions of employment for senior managers Council must appoint a selection panel to make recommendations for the appointment of candidates to vacant senior manager posts. The selection panel for the appointment of the manager directly accountable to a Municipal Manager must consist of at least three (3) and not more than five (5) members, constituted as follows:

- (a) The Municipal Manager, who will be the chairperson;
- (b) A member of the Mayoral Committee or councillor who is the portfolio head of the relevant portfolio and

- (c) At least one other person who is not a councillor or a staff member of the municipality and who has expertise or experience in the area of the advertised post.

The shortlisting must be finalised within 30 days of the closing date of the advertisement. The selection panel must conduct interviews within 21 days of screening the candidates. The selection panel for a specific post must remain the same throughout the screening and interviewing process.

3. Legal implication

The Local Government regulations on appointment and conditions of employment of senior managers as published on 17 January 2014 under Government Gazette Notice Number 37245 are applicable.

4. Financial implication

Council will be responsible for the subsistence and travelling allowance of the outside member of the panel.”

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (i) *that the Executive Mayoral Committee be the shortlisting/selection panel for the vacant position of Chief Financial Officer.*
- (ii) *that the Municipal Manager will liaise with the Provincial Department in respect of the regulations of the Executive Mayoral Committee being the shortlisting/selection panel.*

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None

NOTED

9. FORMAL AND STATUTORY MATTERS

None

NOTED

10. EXECUTIVE MAYORAL COMMITTEE-IN-COMMITTEE



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.

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

Minutes: Municipal Public Accounts Committee
Notule: Munisipale Publieke Rekeninge Komitee
4 November 2019

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.

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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

lwr

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**

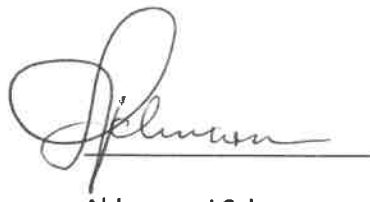
The Committee unanimously resolved to recommend to Council:

- 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 -

AAN/TO: MUNICIPAL MANAGER
VAN/FROM: MANAGER: PROJECTS & PERFORMANCE
DATE: 17 February 2020
LêER VERW./FILE REF.: 05/01/5/12

PROPOSED REVISIONS TO THE 2019/20 SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN AS PER SECTION 54(1)(C) OF THE MFMA

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

The Mid-year budget and performance assessment (Section 72 Report) was tabled at the Council meeting held on the 28th of January 2020 as per item 8.1.8.

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

Ref nr	Key Performance Indicator	Original Target	Proposed New Target	Motivation
TecRo7	Kilometres of roads upgraded and rehabilitated.	3 km	4 km	Target increased as 4,1 km was achieved by end of December 2019.
FinFAdm10	Financial viability expressed as Debt-Coverage ratio	90	200	The result as at end of December 2019 stood at 279. The main reason being that no new loans have been taken up to-date and therefore the target is increased.
ComHS14	Number of housing opportunities provided per year - top structures.	200	199	Project total is reduced from 230 to 229 due to technical difficulties to construct a house on one of the plots. 30 Houses was completed in the previous financial year and therefore the target for 2019/20 is reduced from 200 to 199.
TecDir1	Percentage expenditure on the preventative maintenance budget of the Technical Department	98%	98%	The name and definition of the KPI is adjusted to include "preventative" to be aligned with mSCOA maintenance definitions. Measurement will therefore exclude corrective maintenance that is not planned. Only U-keys related to preventative maintenance will be measured.
MM1	Percentage expenditure on the preventative maintenance budget of the whole of the municipality	98%	98%	
ComDir1	Percentage expenditure on the preventative maintenance budget of the Community Department	98%	98%	

For further consideration and approval.



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 opgehoopte 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

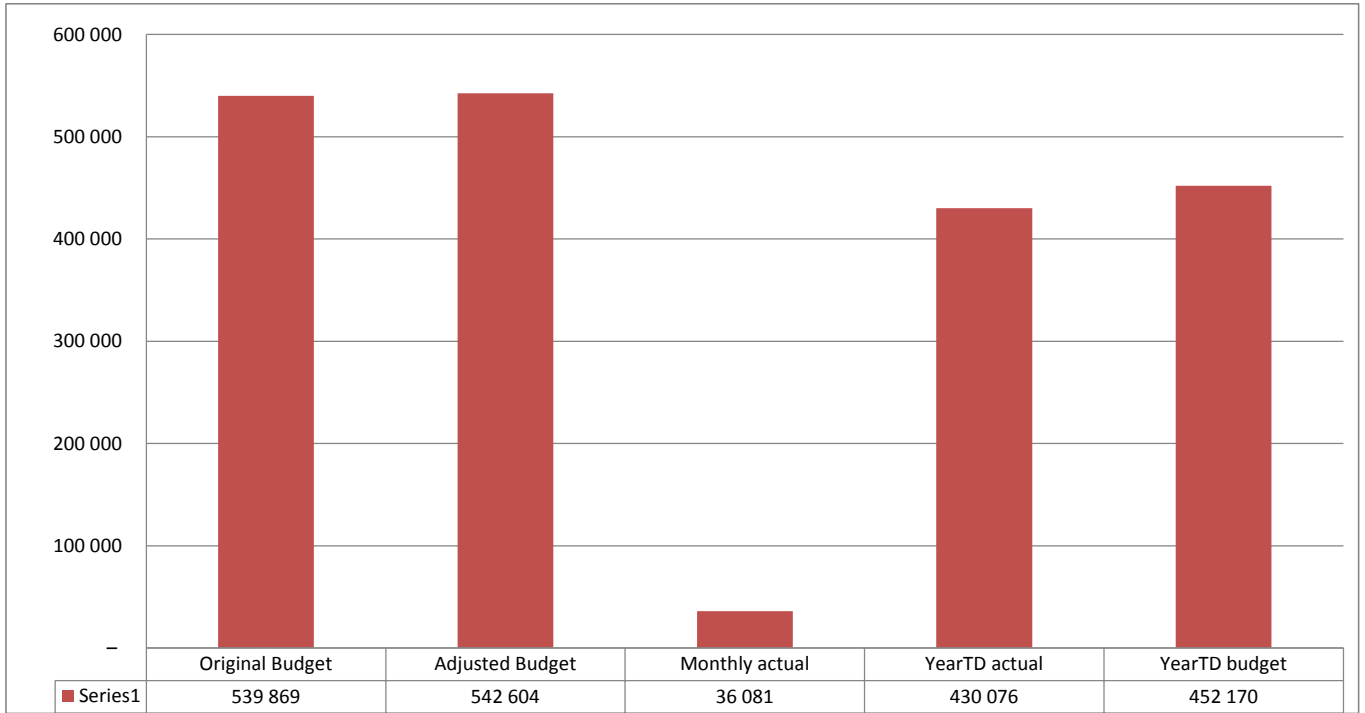
B AANBEVELING

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:

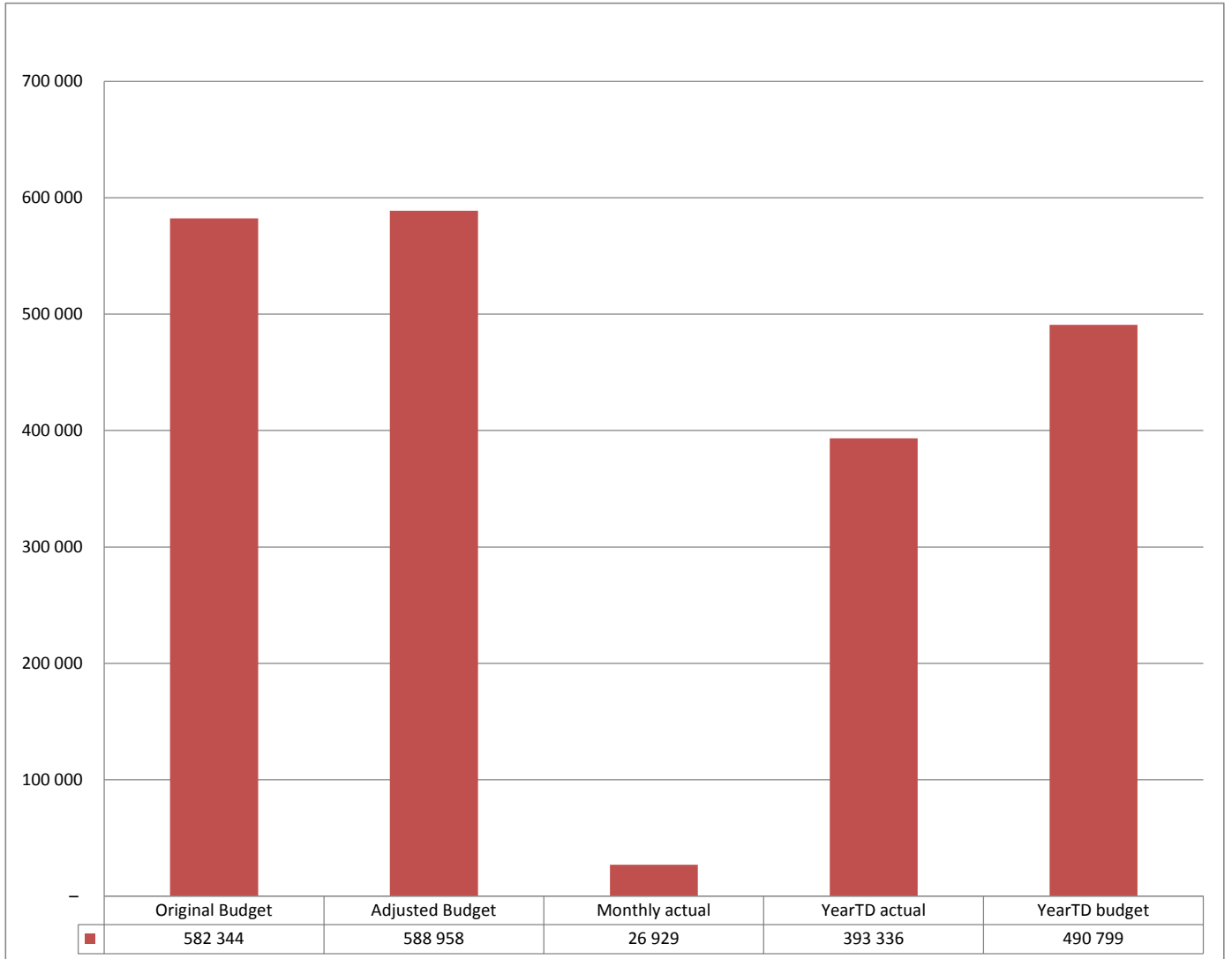
TOTAL OPERATIONAL REVENUE



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 gehêf.

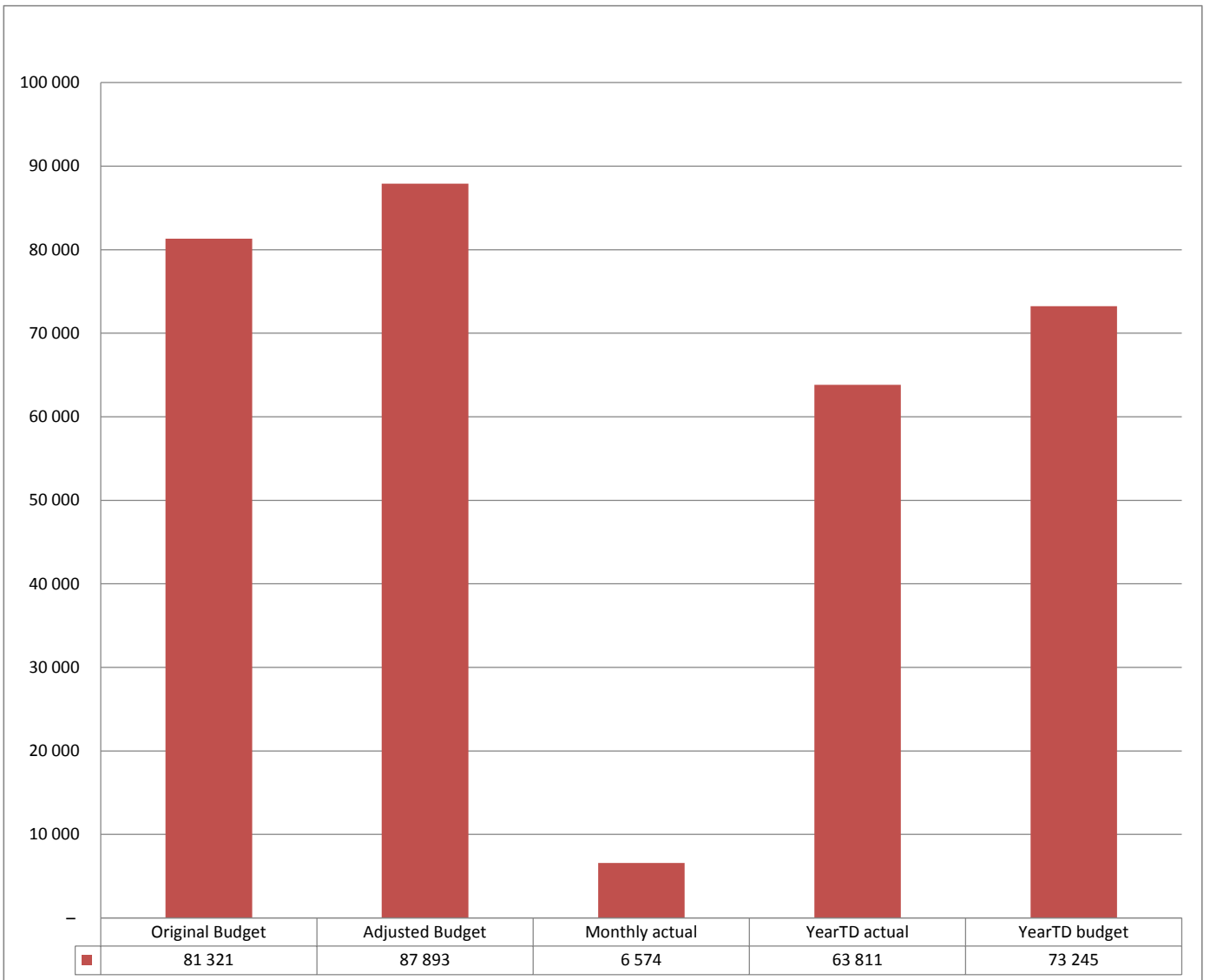
TOTAL OPERATIONAL EXPENDITURE



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.

Vir die periode 1 Julie 2018 to 30 April 2019, is 72.6% van die begrote kapitale uitgawes aangegaan.

There is currently also R 15.3 million on order for capital expenditure.

Daar is tans ook R 15.3 miljoen op bestelling vir kapitaal uitgawes.

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						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>	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
<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
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						Full Year Forecast	
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
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 Enforcemen</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							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	
R thousands									
Expenditure - Functional									
<i>Municipal 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
<i>Mayor and Council</i>	13 781	17 908	18 128	1 130	11 790	15 106	(3 316)	-22%	18 128
<i>Municipal Manager, Town Secretary and Chief Execut</i>	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
<i>Administrative and Corporate Support</i>	8 010	6 682	11 175	920	8 003	9 313	(1 310)	-14%	11 175
<i>Asset Management</i>	59	6 288	1 595	2	14	1 329	(1 315)	-99%	1 595
<i>Budget and Treasury Office</i>	9 631	16 913	17 982	390	9 779	14 985	(5 206)	-35%	17 982
<i>Finance</i>	10 169	13 476	13 550	1 438	12 924	11 292	1 632	14%	13 550
<i>Fleet Management</i>	1 756	3 122	2 673	239	2 149	2 228	(79)	-4%	2 673
<i>Human Resources</i>	17 485	19 167	19 722	1 866	16 335	16 435	(100)	-1%	19 722
<i>Information Technology</i>	2 056	3 179	3 930	157	2 118	3 275	(1 157)	-35%	3 930
<i>Legal Services</i>	1 780	2 248	2 344	335	1 991	1 953	38	2%	2 344
<i>Marketing, Customer Relations, Publicity and Media</i>	3 055	3 580	3 719	219	2 479	3 099	(621)	-20%	3 719
<i>Property Services</i>	3 554	3 334	3 336	46	1 078	2 780	(1 702)	-61%	3 336
<i>Risk Management</i>	3	407	407	-	16	339	(322)	-95%	407
<i>Supply Chain Management</i>	4 869	5 844	5 768	486	4 372	4 807	(435)	-9%	5 768
<i>Valuation Service</i>	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
<i>Governance Function</i>	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
<i>Aged Care</i>	4 541	4 298	3 981	384	3 895	3 318	578	17%	3 981
<i>Cemeteries, Funeral Parlours and</i>	2 581	3 272	3 231	277	2 354	2 692	(338)	-13%	3 231
<i>Child Care Facilities</i>	26	771	771	-	2	643	(641)	-100%	771
<i>Community Halls and Facilities</i>	5 441	5 903	5 886	417	4 362	4 905	(542)	-11%	5 886
<i>Disaster Management</i>	57	56	71	11	34	59	(25)	-42%	71
<i>Education</i>	8	661	661	-	4	551	(547)	-99%	661
<i>Libraries and Archives</i>	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
<i>Community Parks (including Nurseries)</i>	5 591	6 678	6 653	522	4 745	5 544	(800)	-14%	6 653
<i>Recreational Facilities</i>	13 592	17 469	16 299	860	10 961	13 582	(2 621)	-19%	16 299
<i>Sports Grounds and Stadiums</i>	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
<i>Fire Fighting and Protection</i>	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>Housing</i>	16 143	17 593	17 170	316	7 211	14 308	(7 097)	-50%	17 170
<i>Informal Settlements</i>	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									
<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
<i>Corporate Wide Strategic Planning (IDPs, Economic Development/Planning)</i>	1 761	2 308	2 304	228	1 393	1 920	(527)	-27%	2 304
<i>Town Planning, Building Regulations and Enforcement</i>	1 921	2 215	2 585	100	1 051	2 154	(1 103)	-51%	2 585
<i>Project Management Unit</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		-
<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
<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
<i>Other</i>	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 - Muncipal 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 - Muncipal 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 - Muncipal 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					
ASSETS					
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
LIABILITIES					
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
COMMUNITY WEALTH/EQUITY					
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:

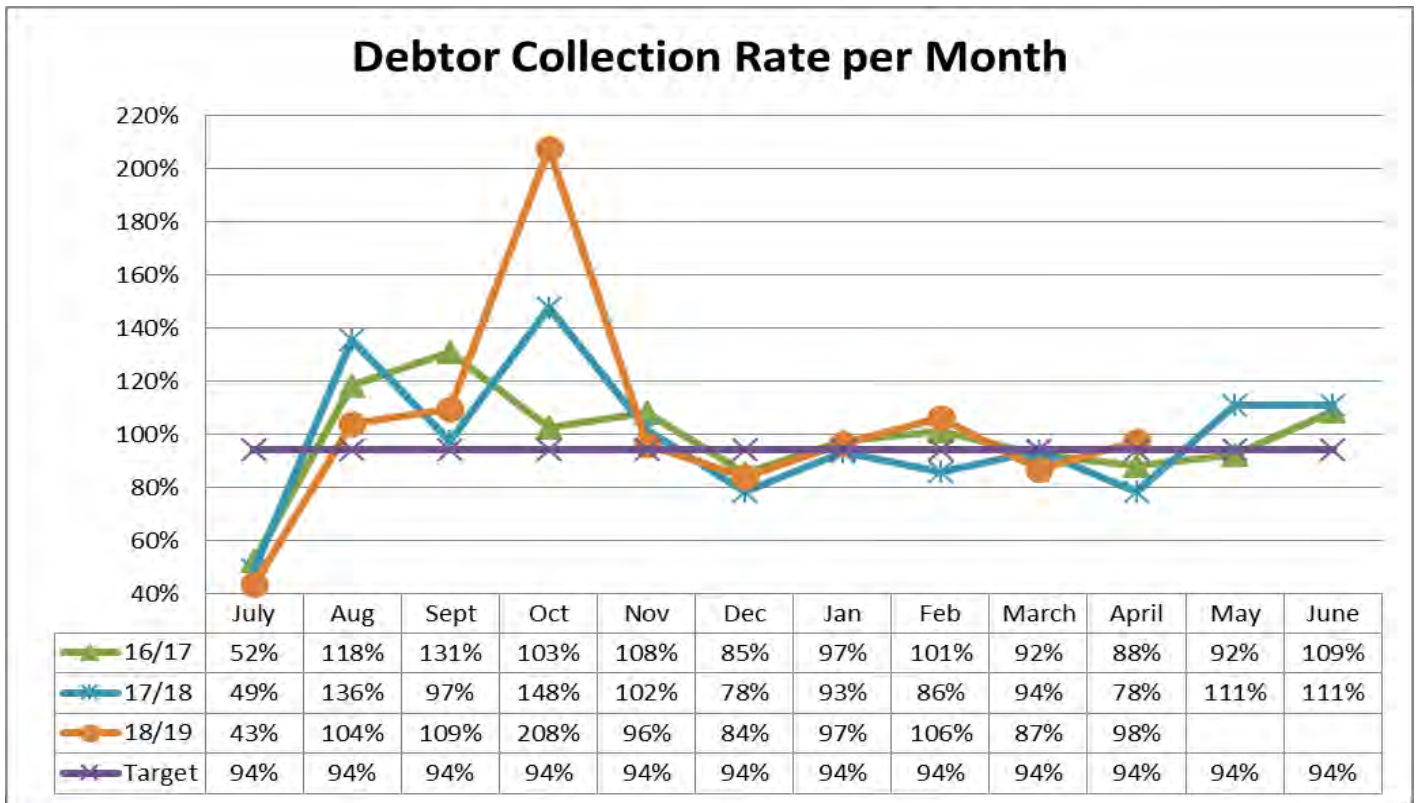
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M10 April

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

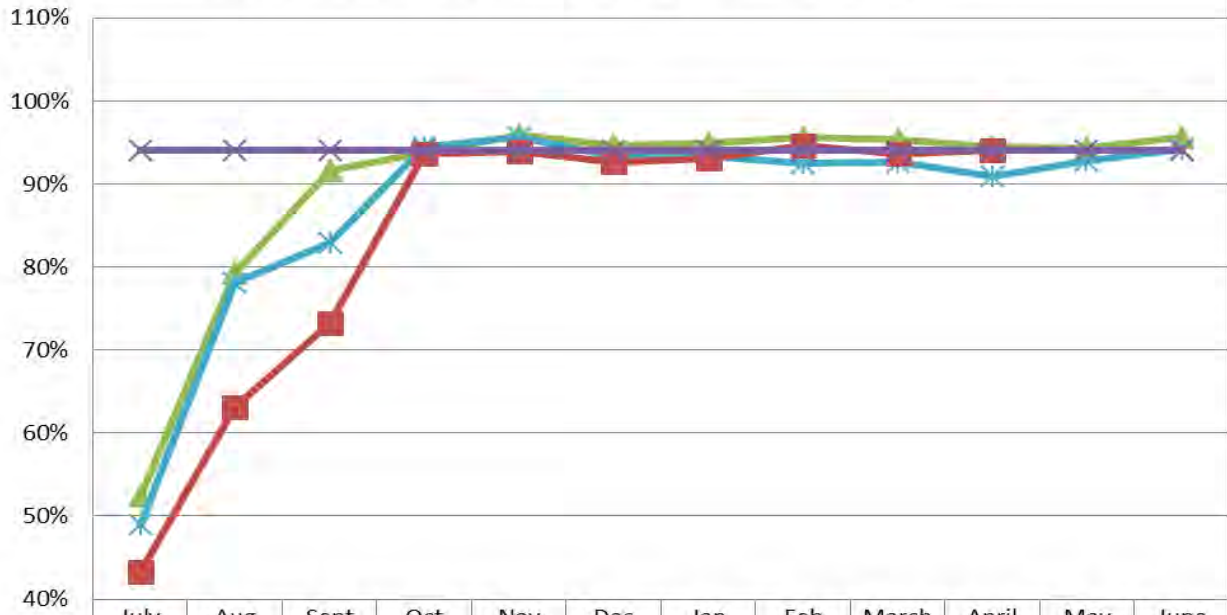
Description	NT Code	Budget Year 2018/19								Total	Total over 90 days
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr		
R thousands											
Debtors Age Analysis By Income Source											
Water	1200	8 579	1 166	1 327	918	998	801	6 102	32 155	52 047	40 975
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



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 %.

Debtor Collection Rate: Acumulative



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	79%	92%	94%	96%	95%	95%	96%	95%	95%	94%	96%
17/18	49%	78%	83%	95%	96%	93%	93%	92%	93%	91%	93%	94%
18/19	43%	63%	73%	94%	94%	93%	93%	95%	94%	94%		
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

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

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

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 Witzberg - 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 [Schedule 5B]	-	1 550	1 400	32	752	1 167	(415)	-35.6%	1 400
Expanded Public Works Programme Integrated Grant [Schedule 5B]	-	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 Prevention	-	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 (Municipal)	-	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
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget	Budget
R thousands	1												
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									
Monthly expenditure performance trend									
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 VOORSIENINGSKANAAL BESTUUR

3.2.1 Demand and Acquisition

3.2.1 Aanvraag en Verkryging

3.2.1.1 Advertisement stage

3.2.1.1 Adverteringsfase

The following competitive bids are currently in the advertisement stage:

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/16/03	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.

Geen formele geskrewe pryskwotasies is tans in die adverteringsfase nie.

3.2.1.2 Evaluation stage:

3.2.1.2 Evaluering stadium:

The following competitive bids are currently in the evaluation stage:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/35	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	Jaffa 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 beampte:

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:

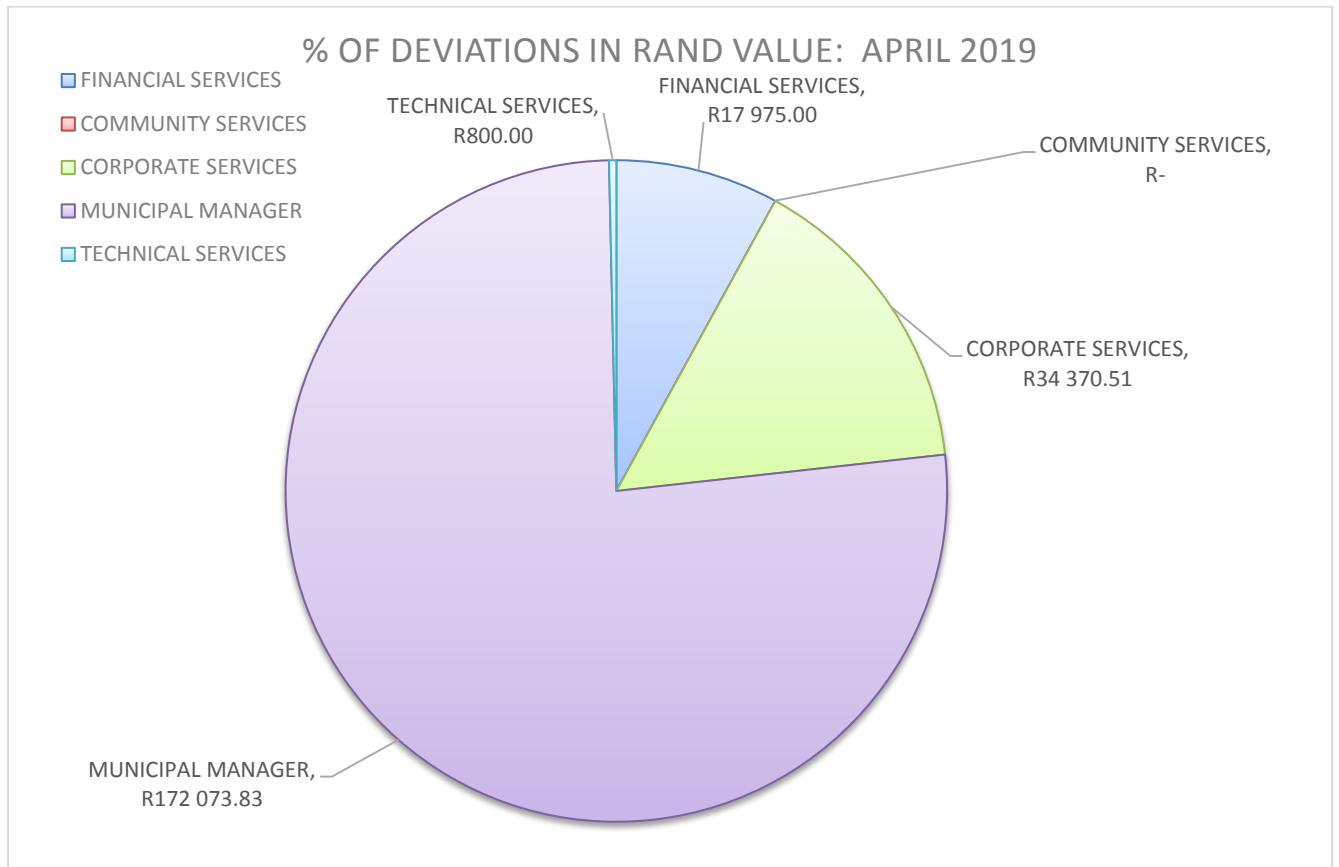
3.2.1.9 Afwykings

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte 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	Drägar SA (PTY) Ltd	Service and Calibration of Breathalysers	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

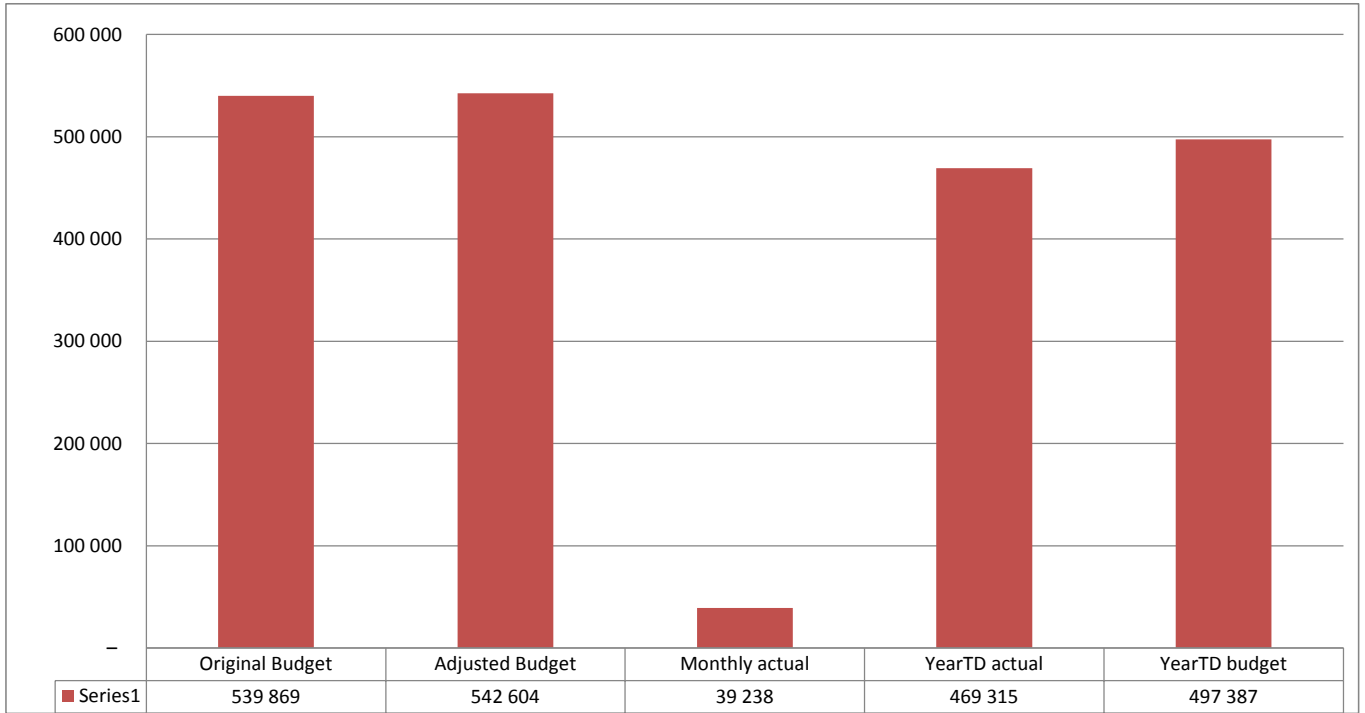
B AANBEVELING

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:

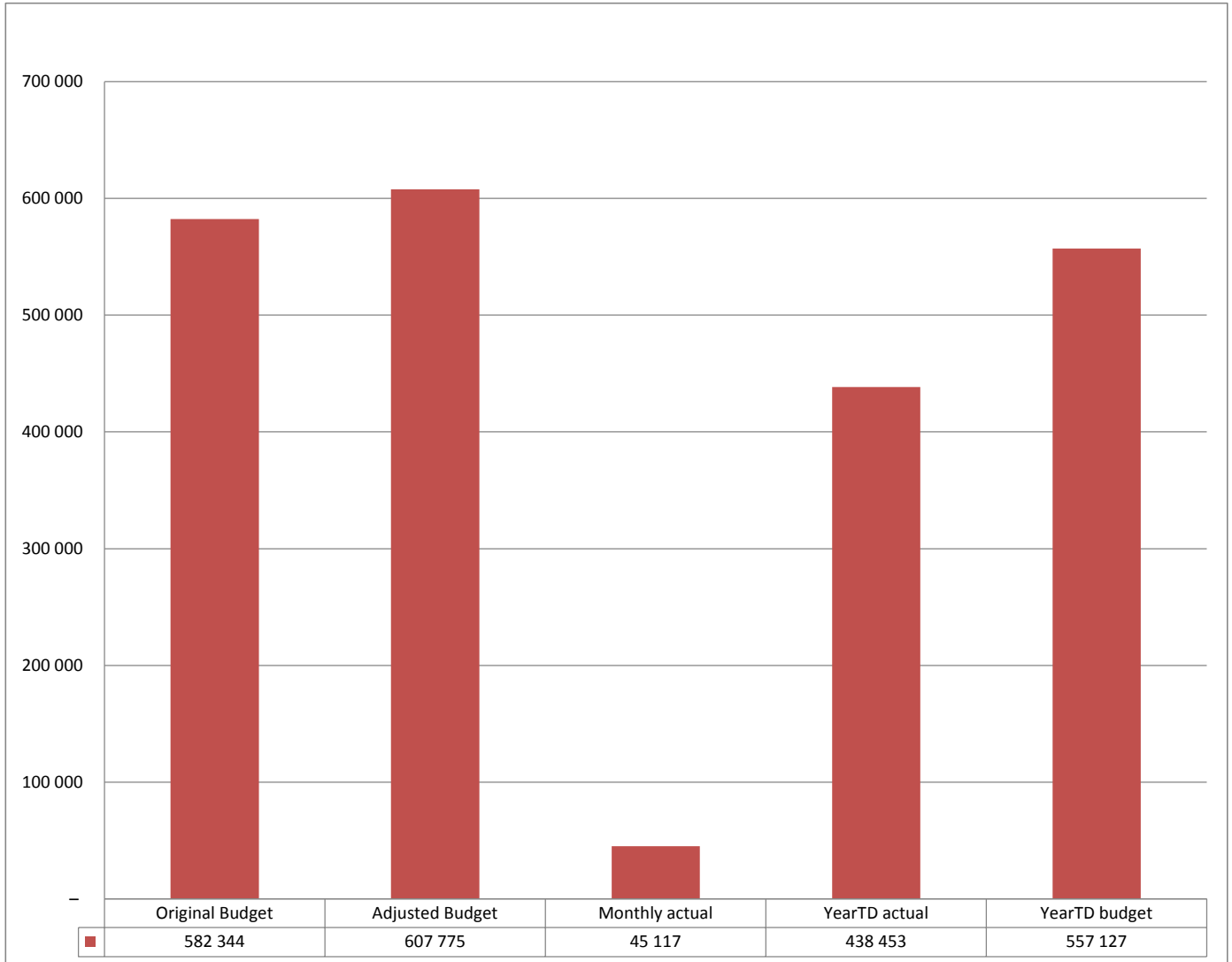
TOTAL OPERATIONAL REVENUE



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.

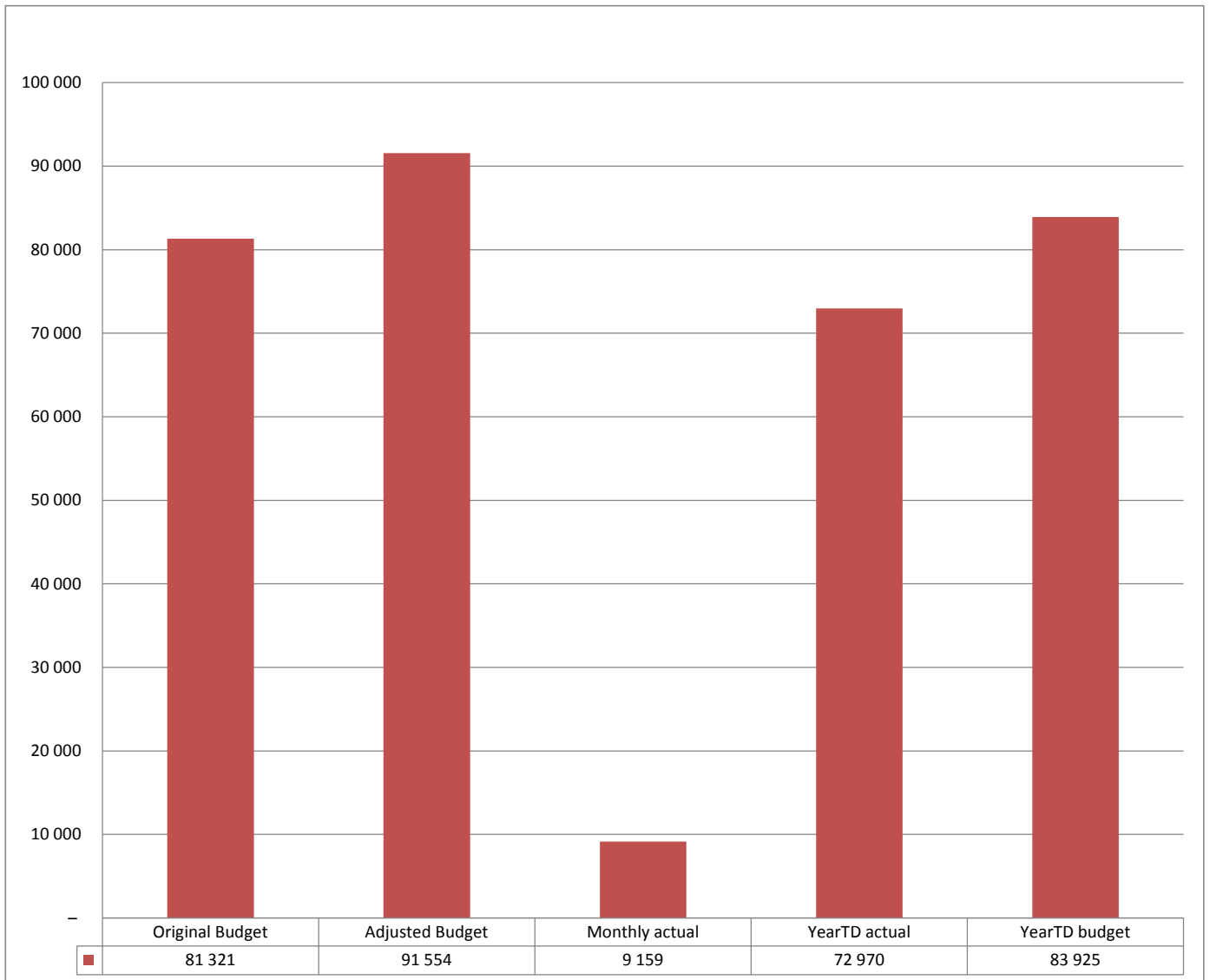
TOTAL OPERATIONAL EXPENDITURE



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.

Vir die periode 1 Julie 2018 to 31 Mei 2019, is 79.7% van die begrote kapitale uitgawes aangegaan.

There is currently also R 9.9 million on order for capital expenditure.

Daar is tans ook R 9.9 miljoen op bestelling vir kapitaal uitgawes.

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					YTD variance	YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget			
R thousands									
Revenue - Functional									
<i>Municipal 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>Administrative and Corporate Support</i>	0	8	8	-	1	7	(6)	-83%	8
<i>Budget and Treasury Office</i>	6 882	5 442	5 292	290	3 044	4 851	(1 807)	-37%	5 292
<i>Finance</i>	78 169	87 149	86 694	4 758	78 629	79 469	(840)	-1%	86 694
<i>Human Resources</i>	212	585	585	105	499	536	(37)	-7%	585
<i>Marketing, Customer Relations, Publicity and Media</i>	-	4	104	(9)	20	95	(76)	-79%	104
<i>Supply Chain Management</i>	682	16	16	5	48	15	34	228%	16
<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
<i>Aged Care</i>	72 016	88 298	86 352	185	86 386	79 156	7 230	9%	86 352
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	246	210	210	28	209	192	17	9%	210
<i>Community Halls and Facilities</i>	525	814	814	23	443	746	(303)	-41%	814
<i>Libraries and Archives</i>	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
<i>Recreational Facilities</i>	7 347	8 575	8 575	536	6 117	7 860	(1 743)	-22%	8 575
<i>Sports Grounds and Stadiums</i>	130	446	406	8	102	373	(270)	-72%	406

Description	2017/18	Budget Year 2018/19						Full Year Forecast	
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
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 Enforcemen</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						YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
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									
Economic and environmental services	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
Corporate Wide Strategic Planning (IDPs, LEDs)	1 761	2 308	2 304	146	1 539	2 112	(574)	-27%	2 304
Economic Development/Planning	1 921	2 215	2 583	94	1 144	2 368	(1 223)	-52%	2 583
Town Planning, Building Regulations and Enforcement	3 637	3 748	3 904	320	3 640	3 579	61	2%	3 904
Project Management Unit	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
Police Forces, Traffic and Street Parking Control	31 375	28 142	28 011	1 425	15 108	25 677	(10 569)	-41%	28 011
Roads	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
Biodiversity and Landscape	388	1 747	2 716	49	502	2 490	(1 988)	-80%	2 716
Pollution Control	934	-	-	-	679	-	679		-
Trading services	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
Electricity	199 399	222 463	220 893	17 946	169 203	202 486	(33 282)	-16%	220 893
Street Lighting and Signal Systems	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
Water Treatment	34	1 458	1 458	-	18	1 337	(1 319)	-99%	1 458
Water Distribution	25 401	23 935	32 655	2 495	20 245	29 933	(9 689)	-32%	32 655
Water Storage	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
Public Toilets	1 363	1 660	1 598	116	1 289	1 465	(176)	-12%	1 598
Sewerage	20 919	19 661	23 619	1 832	16 520	21 651	(5 130)	-24%	23 619
Storm Water Management	6 049	5 621	5 462	522	5 568	5 006	561	11%	5 462
Waste Water Treatment	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
Solid Waste Disposal (Landfill Sites)	8 543	10 735	16 083	481	4 119	14 743	(10 623)	-72%	16 083
Solid Waste Removal	25 366	22 639	26 682	2 282	21 810	24 459	(2 649)	-11%	26 682
Street Cleaning	1 429	1 241	1 241	160	1 541	1 138	403	35%	1 241
Other	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
Expenditure by Vote									
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

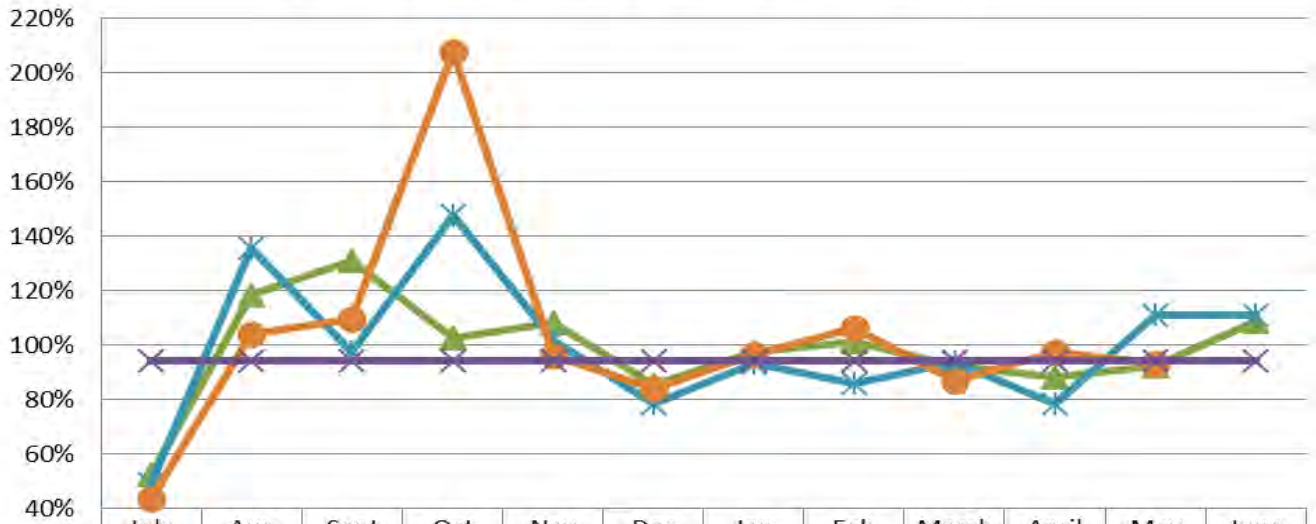
Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection 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)			–
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									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	8 330	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

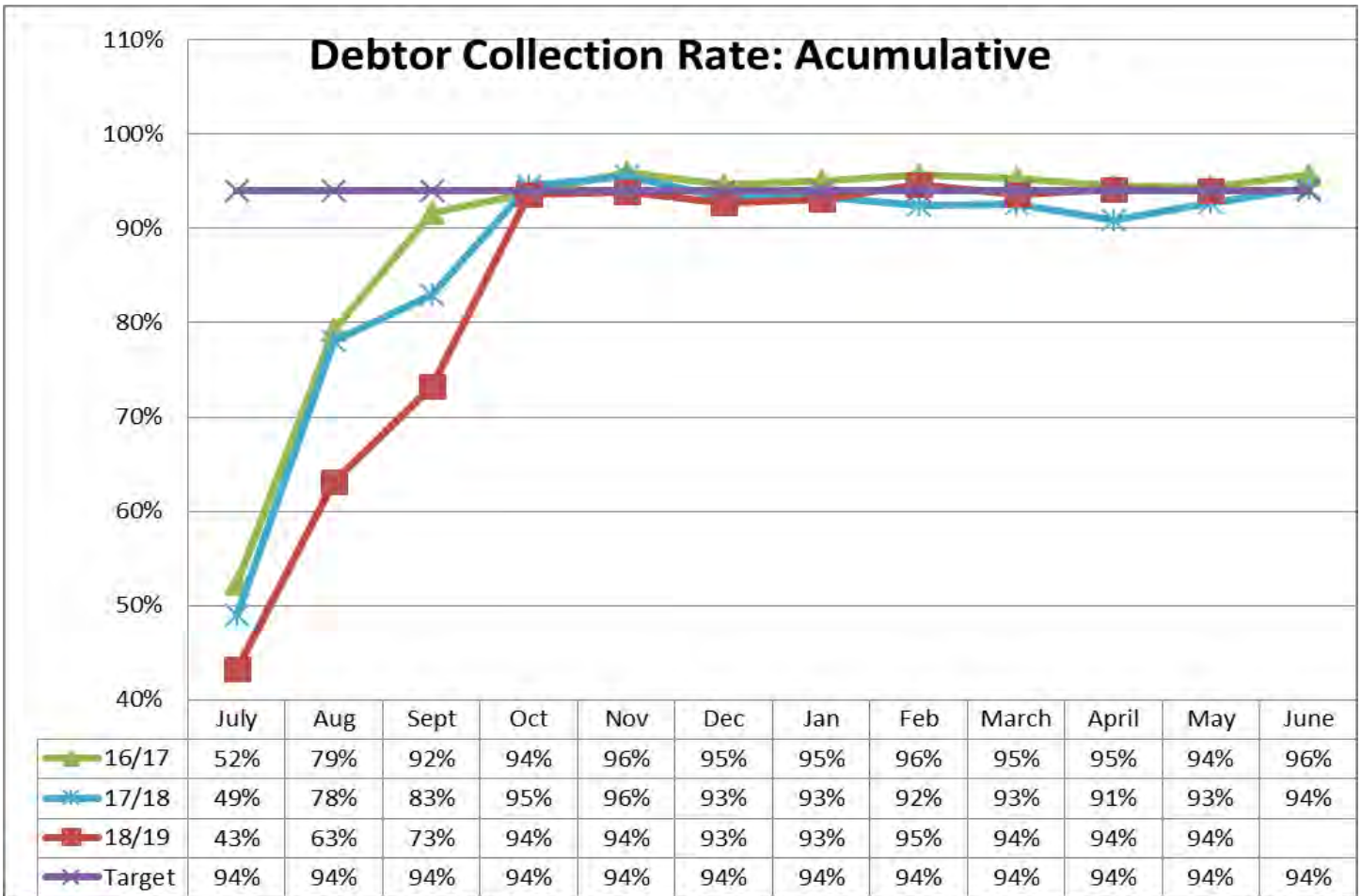
Debtor Collection Rate per Month



	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%	93%	
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 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.

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 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	-	-	-	-		-	-	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
	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 & % increase	190 573	182 929	15 726	167 733	167 685	48	0%	182 929
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 VOORSIENINGSKANAAL BESTUUR

3.2.1 Demand and Acquisition

3.2.1 Aanvraag en Verkryging

3.2.1.1 Advertisement stage

3.2.1.1 Adverteringsfase

The following competitive bids are currently in the advertisement stage:

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/16/51	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:

3.2.1.2 Evaluering stadium:

The following competitive bids are currently in the evaluation stage:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/03	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

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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

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 May 2019:

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

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 May 2019:

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

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 May 2019:

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

3.2.1.7 Formele Geskrewe Prys Kwotasies

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of May 2019:

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

3.2.1.8 Appëlle

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

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

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
08/2/15/80	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:

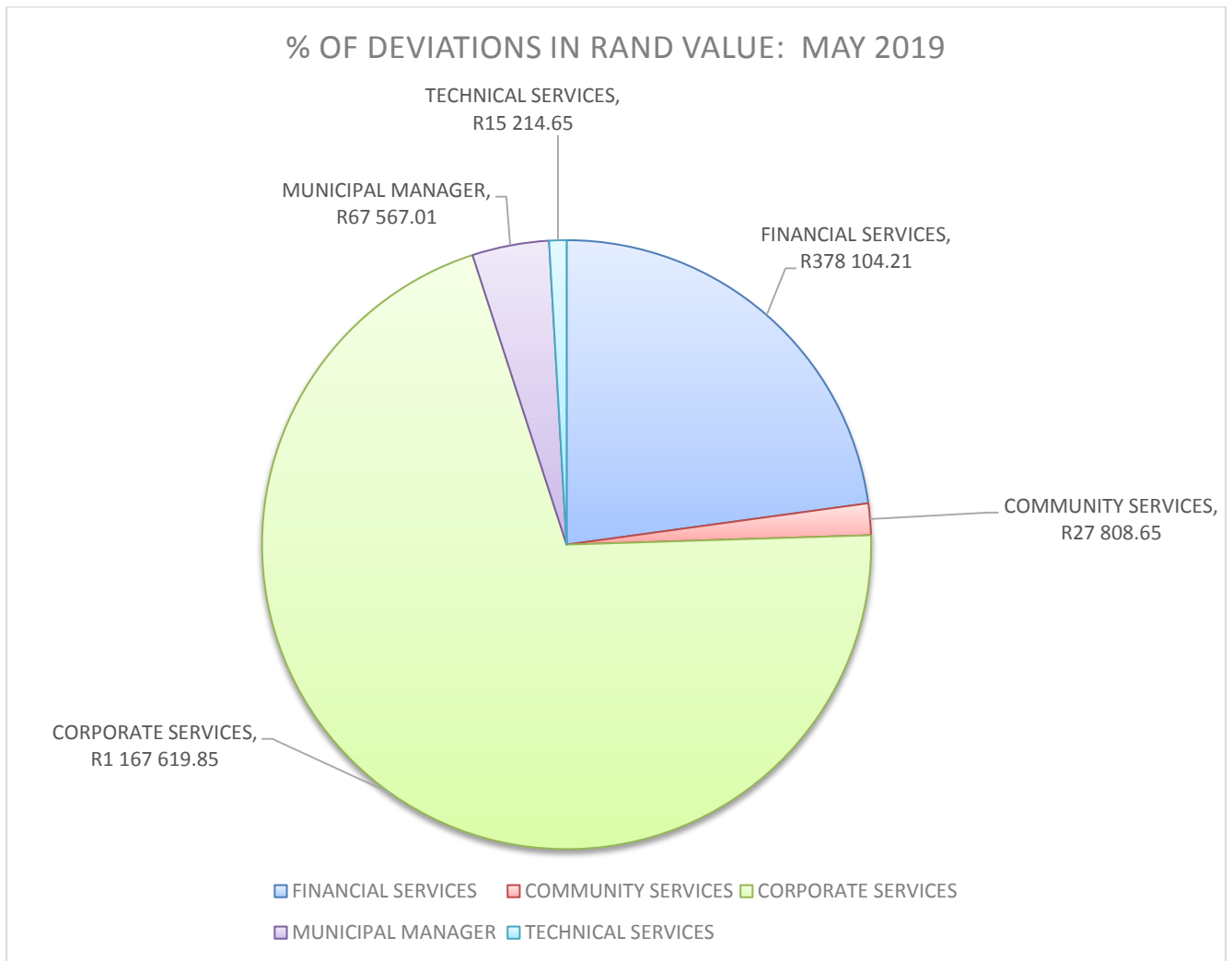
Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
8-Mar-19	Mafoko Security Patrols	Security services: Dec & Feb 2019	Impractical	155126	3,495,756.06
26-Mar-19	Witzenberg Herald	Notice 2019/2020 Draft Budget	Impractical	159218	5,325.00
31-Mar-19	Mafoko 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



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

(2) *Die staat moet die volgende insluit-*

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

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

(4) *Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.*

(5) *Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die 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 verkoop 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 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 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.

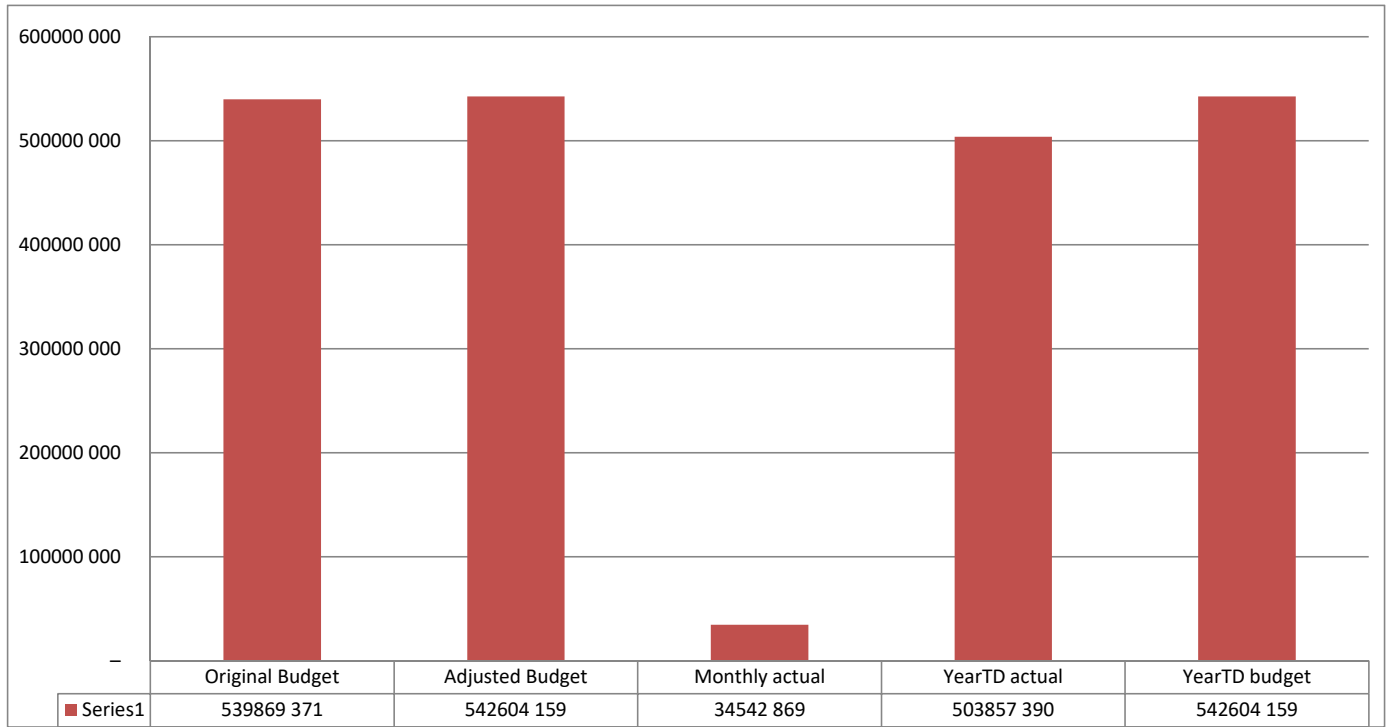
B AANBEVELING

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:

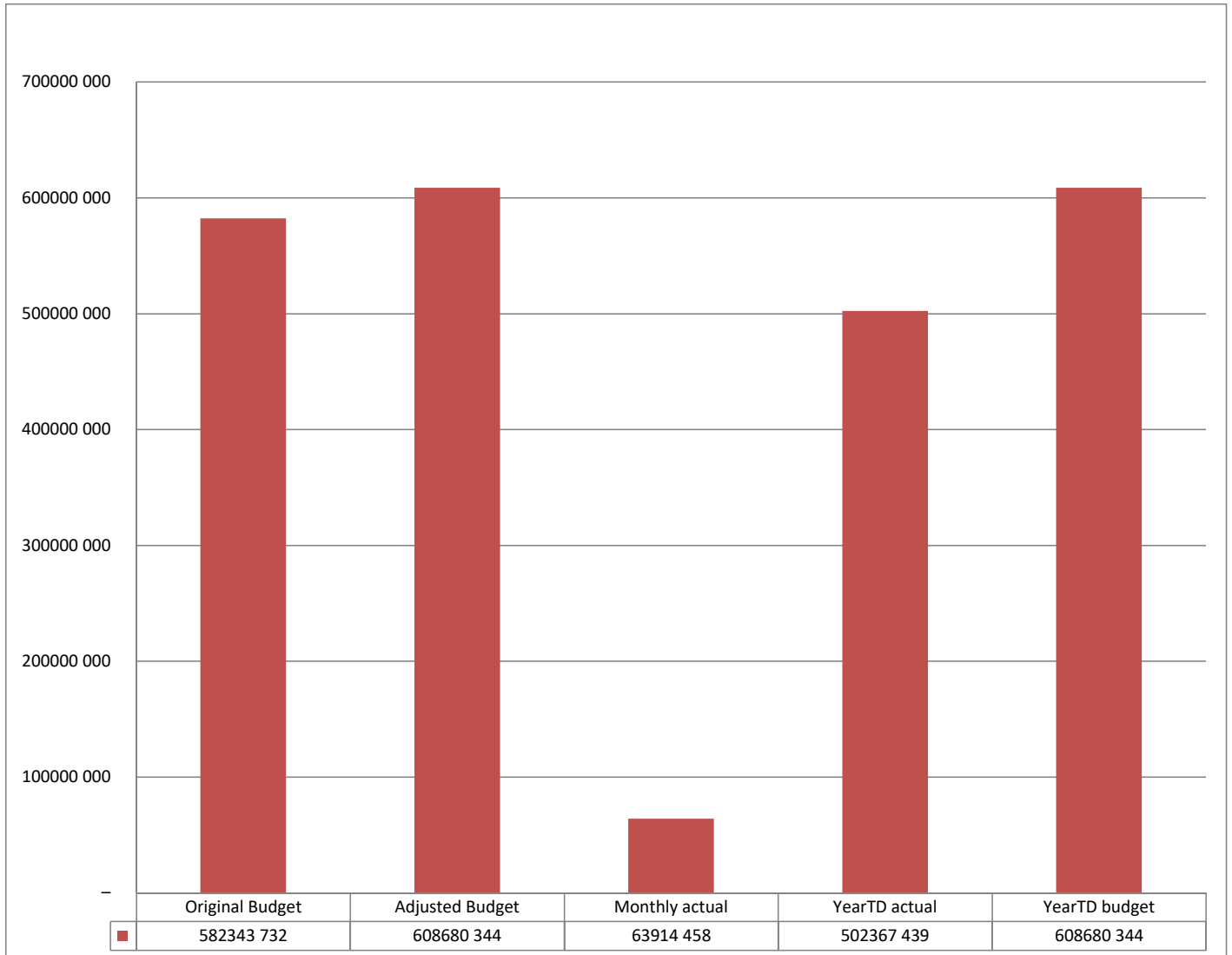
TOTAL OPERATIONAL REVENUE



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.

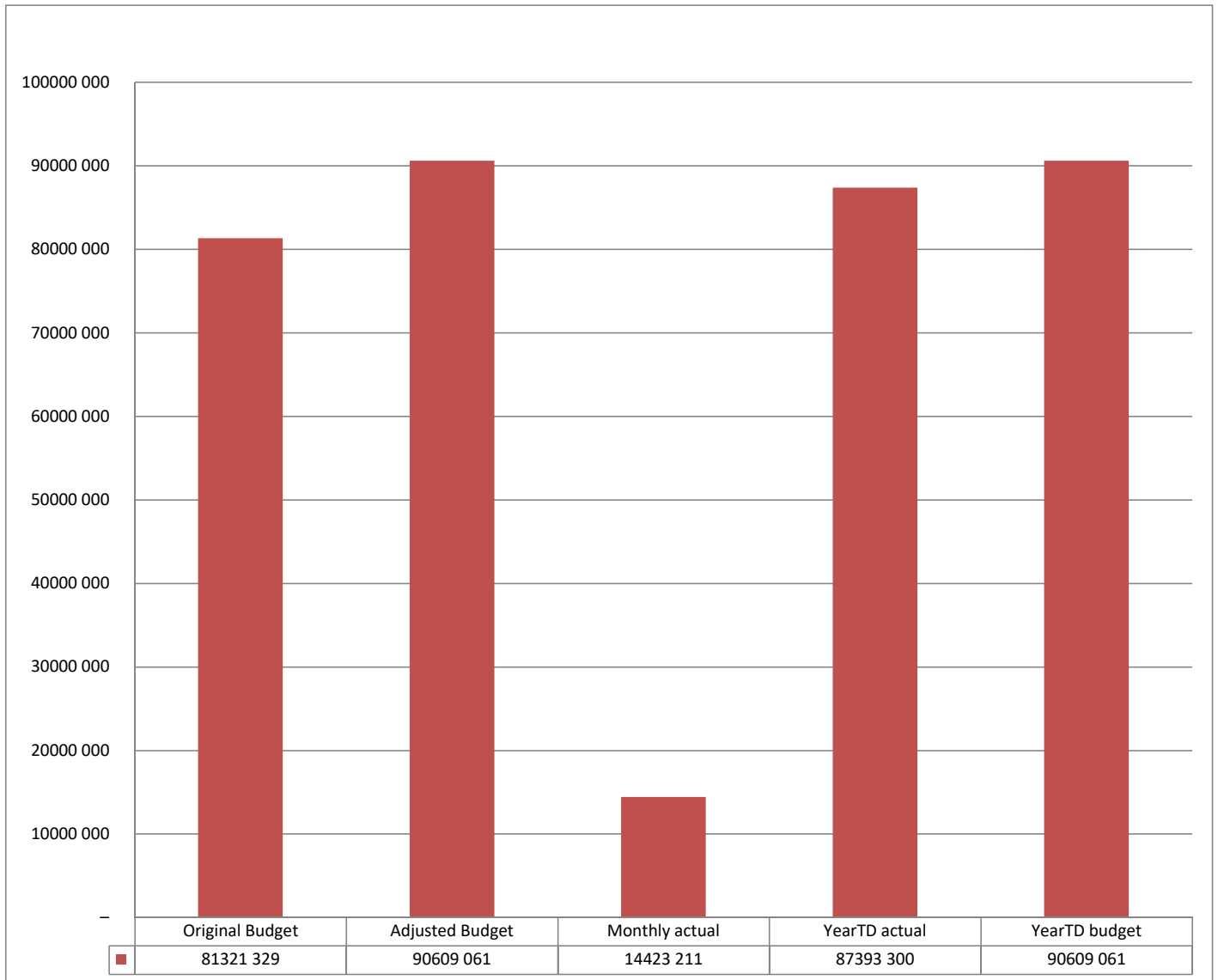
TOTAL OPERATIONAL EXPENDITURE



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.

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

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						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>	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
<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
<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

FINANCE MONTHLY REPORT JUNE 2019 / FINANSIES MAANDELIKSE VERSLAG JUNIE 2019

Description	2017/18	Budget Year 2018/19						Full Year Forecast	
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
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
Economic and environmental services	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
Trading services	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						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>	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
<i>Mayor and Council</i>	13 781	17 908	18 219	1 460	14 324	18 219	(3 895)	-21%	18 219
<i>Municipal Manager, Town Secretary and Chief Execut</i>	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
<i>Administrative and Corporate Support</i>	8 010	6 682	11 904	1 071	10 375	11 904	(1 530)	-13%	11 904
<i>Asset Management</i>	59	6 288	1 595	11	100	1 595	(1 495)	-94%	1 595
<i>Budget and Treasury Office</i>	9 631	16 913	17 232	649	11 181	17 232	(6 050)	-35%	17 232
<i>Finance</i>	10 169	13 476	17 240	1 601	16 377	17 240	(864)	-5%	17 240
<i>Fleet Management</i>	1 756	3 122	2 533	240	2 587	2 533	54	2%	2 533
<i>Human Resources</i>	17 485	19 167	19 452	2 012	20 353	19 452	901	5%	19 452
<i>Information Technology</i>	2 056	3 179	3 550	492	2 762	3 550	(788)	-22%	3 550
<i>Legal Services</i>	1 780	2 248	2 344	103	2 185	2 344	(159)	-7%	2 344
<i>Marketing, Customer Relations, Publicity and Media</i>	3 055	3 580	3 719	309	3 006	3 719	(713)	-19%	3 719
<i>Property Services</i>	3 554	3 334	3 336	904	2 026	3 336	(1 310)	-39%	3 336
<i>Risk Management</i>	3	407	407	-	16	407	(390)	-96%	407
<i>Supply Chain Management</i>	4 869	5 844	5 888	618	5 836	5 888	(52)	-1%	5 888
<i>Valuation Service</i>	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
<i>Governance Function</i>	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
<i>Aged Care</i>	4 541	4 298	3 912	494	4 784	3 912	872	22%	3 912
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	2 581	3 272	3 069	264	2 888	3 069	(181)	-6%	3 069
<i>Child Care Facilities</i>	26	771	771	-	2	771	(770)	-100%	771
<i>Community Halls and Facilities</i>	5 441	5 903	5 887	655	5 458	5 887	(429)	-7%	5 887
<i>Disaster Management</i>	57	56	71	17	55	71	(16)	-22%	71
<i>Education</i>	8	661	661	-	4	661	(657)	-99%	661
<i>Libraries and Archives</i>	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
<i>Community Parks (including Nurseries)</i>	5 591	6 678	6 546	1 077	6 358	6 546	(187)	-3%	6 546
<i>Recreational Facilities</i>	13 592	17 469	16 499	1 372	13 775	16 499	(2 724)	-17%	16 499
<i>Sports Grounds and Stadiums</i>	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
<i>Fire Fighting and Protection</i>	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>Housing</i>	16 143	17 593	17 190	5 136	12 732	17 190	(4 457)	-26%	17 190
<i>Informal Settlements</i>	325	1 594	1 596	20	205	1 596	(1 390)	-87%	1 596

FINANCE MONTHLY REPORT JUNE 2019 / FINANSIES MAANDELIKSE VERSLAG JUNIE 2019

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	67 717	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		-
<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
<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
<i>Other</i>	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 - Muncipal 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
Expenditure by Vote									
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 - Muncipal 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									
Revenue By Source									
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
Expenditure By Type									
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									
Multi-Year expenditure appropriation									
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
Single Year expenditure appropriation									
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 - Muncipal 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					
ASSETS					
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
LIABILITIES					
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
COMMUNITY WEALTH/EQUITY					
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

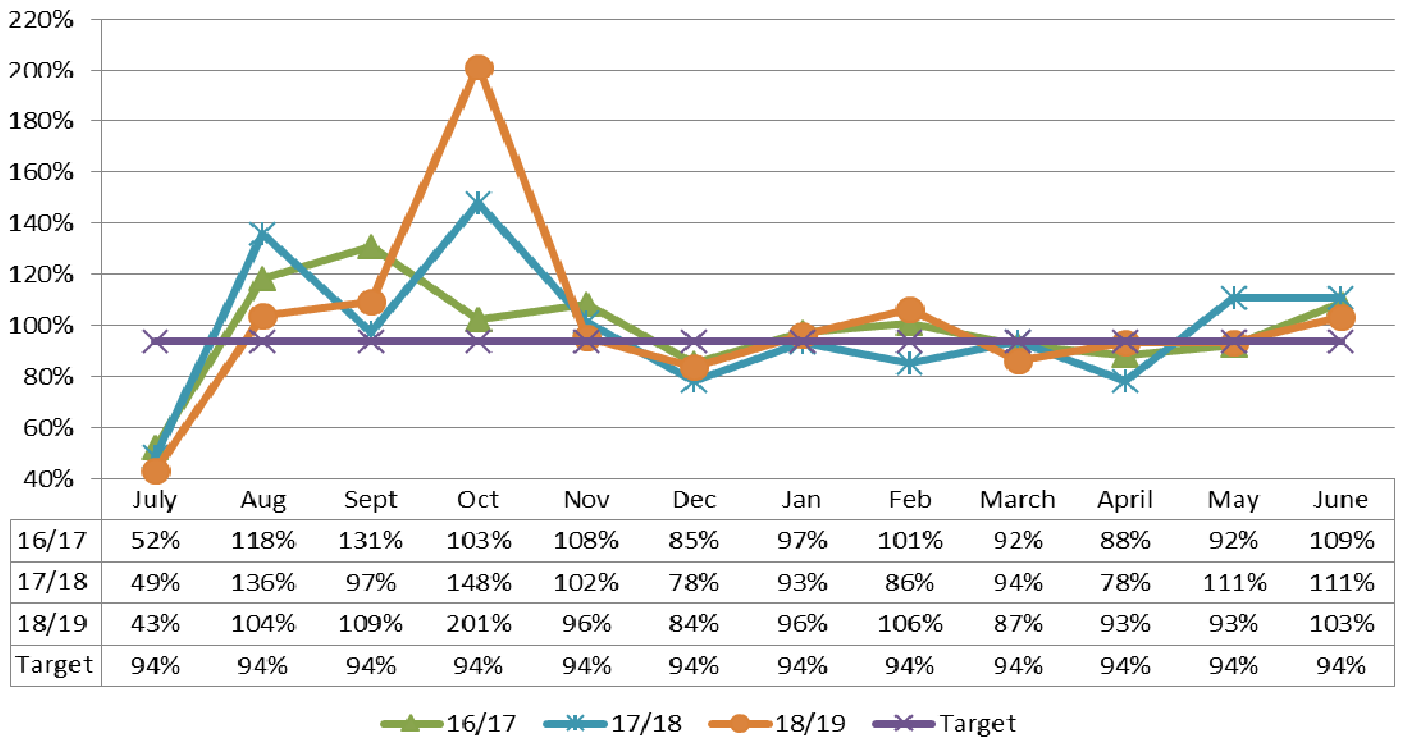
Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection 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)			(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		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								Total	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		
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

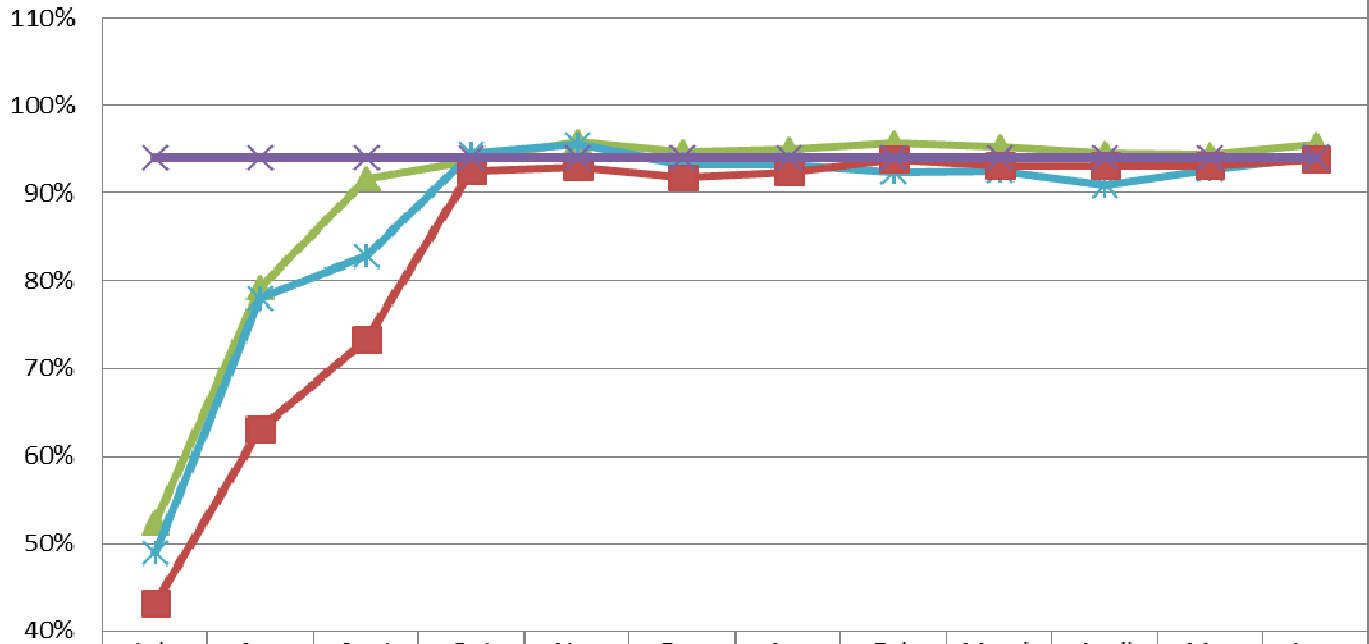
Debtor Collection Rate per Month



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 verhaling 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



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	79%	92%	94%	96%	95%	95%	96%	95%	95%	94%	96%
17/18	49%	78%	83%	95%	96%	93%	93%	92%	93%	91%	93%	94%
18/19	43%	63%	73%	93%	93%	92%	92%	94%	93%	93%	93%	94%
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

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

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

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - 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	-	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									
<u>Operating expenditure of Transfers and Grants</u>									
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
<u>Capital expenditure of Transfers and Grants</u>									
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

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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

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 June 2019:

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) l 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 June 2019:

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

3.2.1.7 Formele Geskrewe Prys Kwotasies

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of June 2019:

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

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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 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 beampte 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

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 excess 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 opgehoopde debiteure verhoging 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.

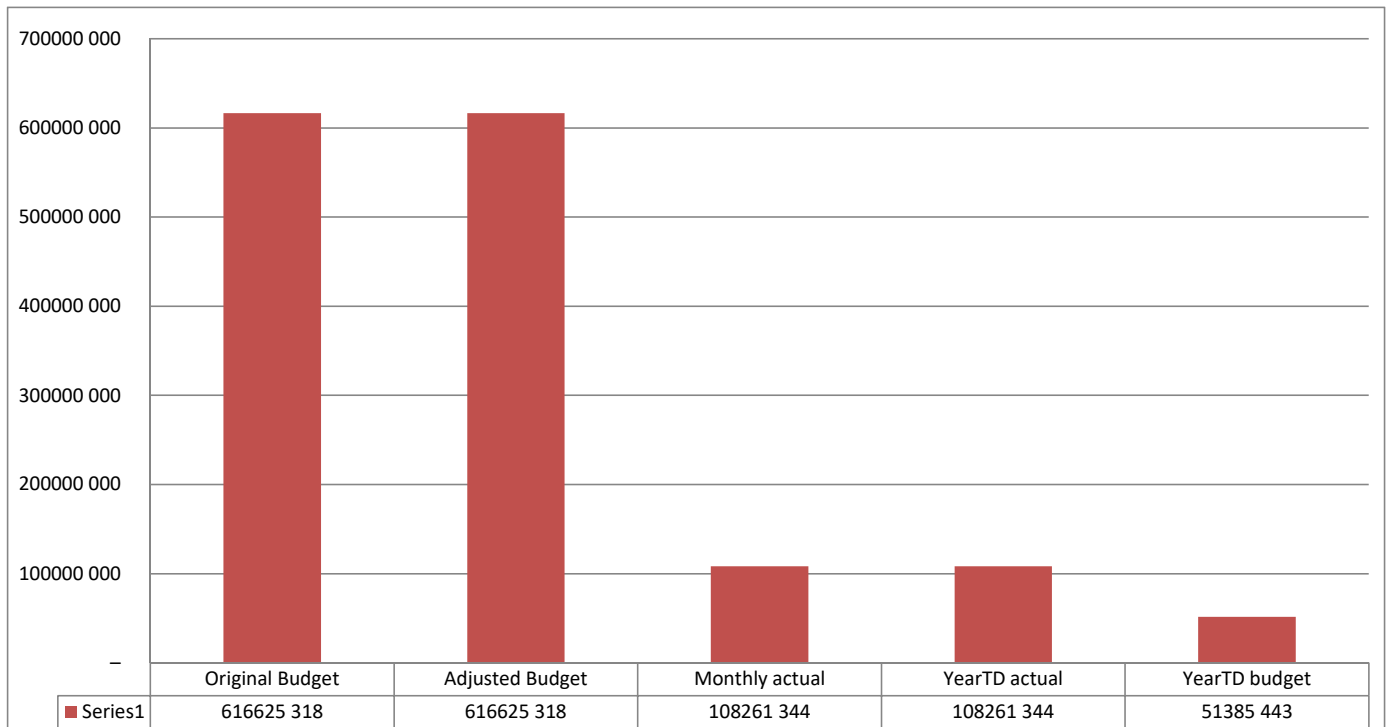
B AANBEVELING

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 finansiële inligting:

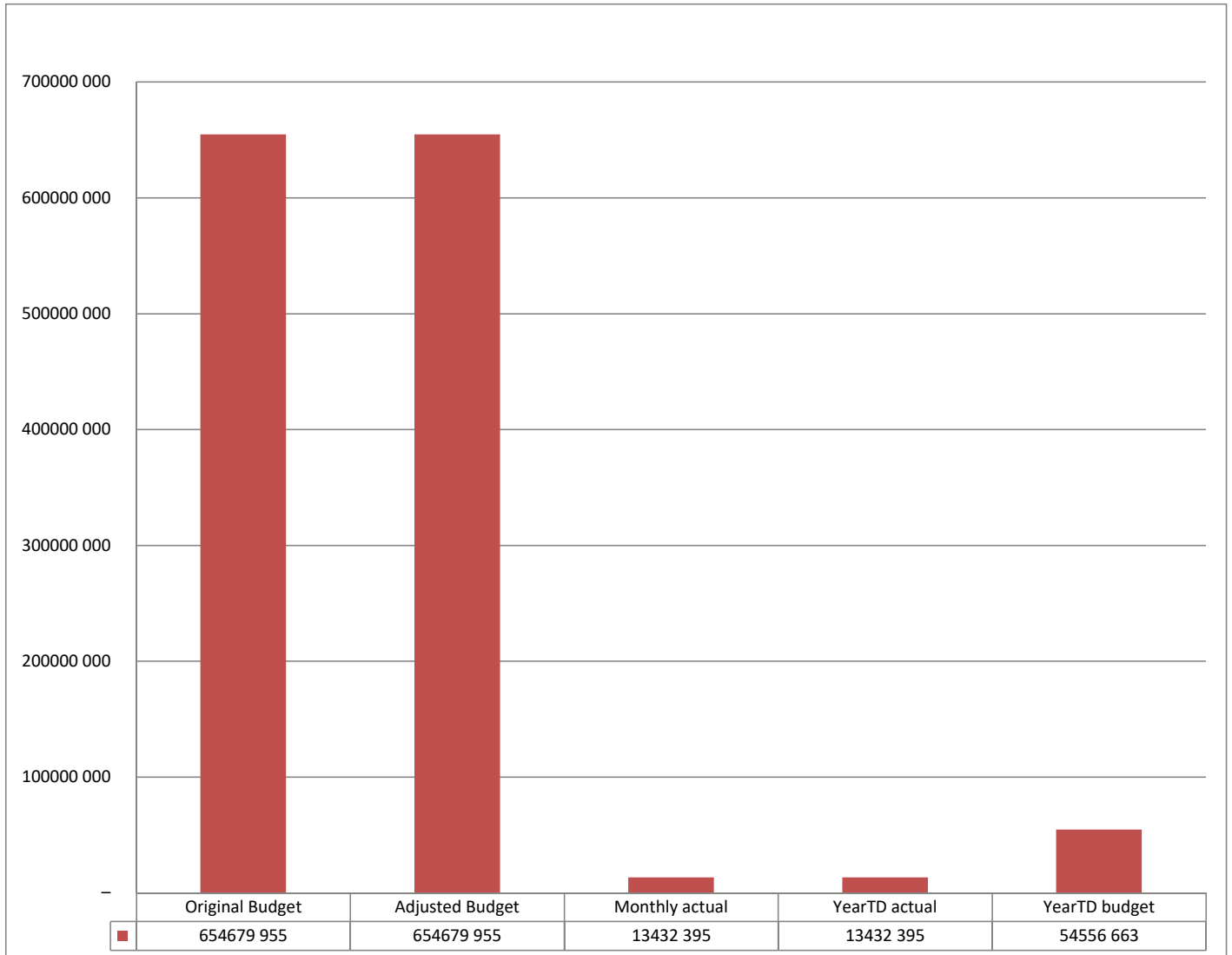
TOTAL OPERATIONAL REVENUE



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 gehêf.

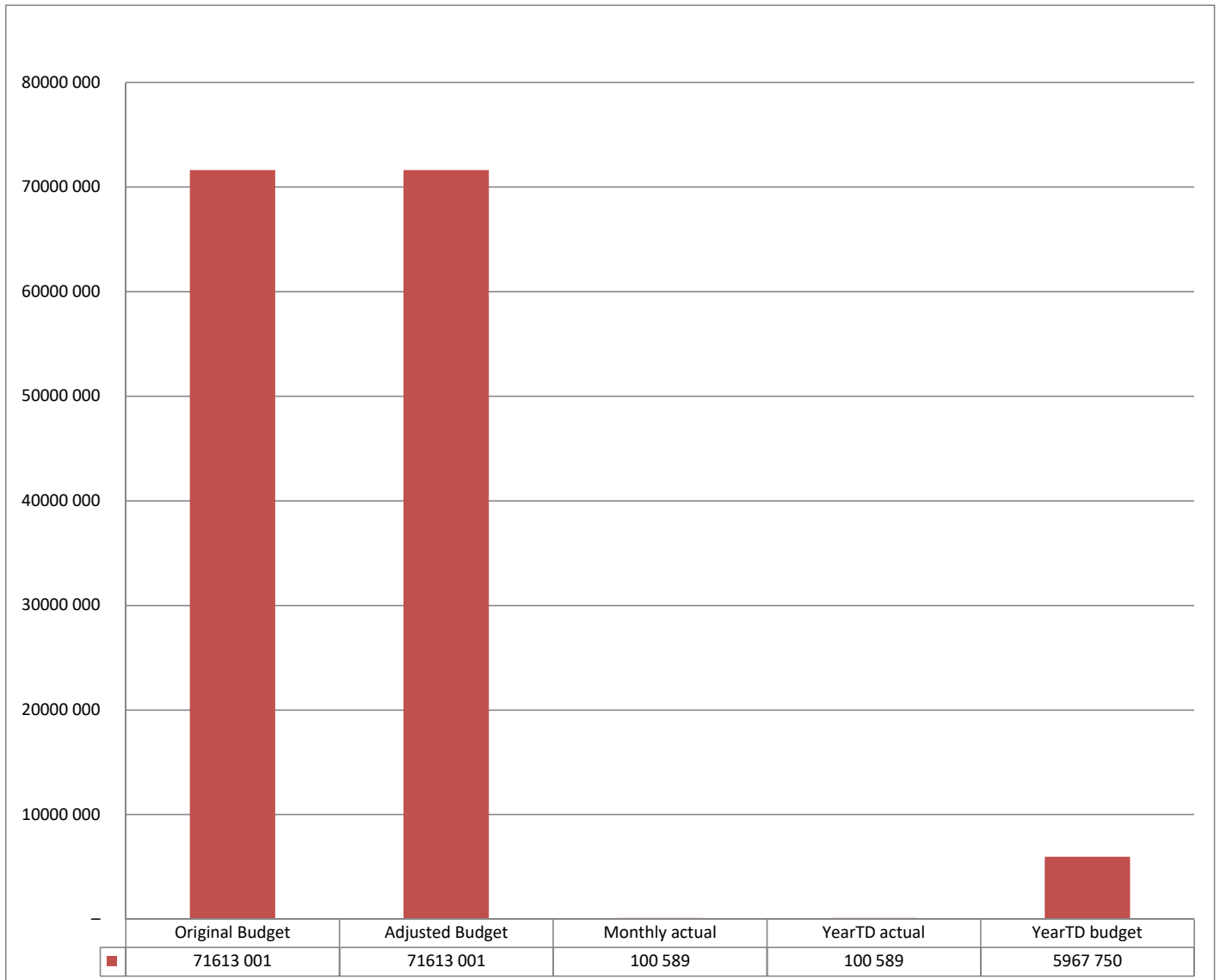
TOTAL OPERATIONAL EXPENDITURE



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									
Financial Performance									
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	-	-	-	-	-	-	-	-	-
Share of surplus/ (deficit) of associate	-	6 123	6 123	94 829	94 829	510	94 319	18484%	6 123
Surplus/ (Deficit) for the year	-	6 123	6 123	94 829	94 829	510	94 319	18484%	6 123
Capital expenditure & funds sources									
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
Financial position									
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
Cash flows									
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
Debtors Age Analysis									
Total By Income Source	73 920	5 067	3 044	2 970	2 813	3 009	16 816	113 575	221 213
Creditors Age Analysis									
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
<i>Administrative and Corporate Support</i>	-	9	9	-	-	1	(1)	-100%	9
<i>Budget and Treasury Office</i>	-	-	-	-	-	-	-		-
<i>Finance</i>	-	94 446	94 446	36 783	36 783	7 871	28 913	367%	94 446
<i>Human Resources</i>	-	526	526	-	-	44	(44)	-100%	526
<i>Marketing, Customer Relations, Publicity and Media</i>	-	4	4	-	-	0	(0)	-100%	4
<i>Supply Chain Management</i>	-	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
<i>Aged Care</i>	-	95 119	95 119	38 688	38 688	7 927	30 762	388%	95 119
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	-	222	222	18	18	19	(1)	-5%	222
<i>Community Halls and Facilities</i>	-	863	863	28	28	72	(44)	-61%	863
<i>Libraries and Archives</i>	-	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
<i>Recreational Facilities</i>	-	7 299	7 299	283	283	608	(325)	-53%	7 299
<i>Sports Grounds and Stadiums</i>	-	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							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	
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
<i>Mayor and Council</i>	-	18 767	18 767	1 049	1 049	1 564	(515)	-33%	18 767
<i>Municipal Manager, Town Secretary and Chief Execut</i>	-	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
<i>Administrative and Corporate Support</i>	-	8 615	8 615	404	404	718	(314)	-44%	8 615
<i>Asset Management</i>	-	4 392	4 392	5	5	366	(361)	-99%	4 392
<i>Budget and Treasury Office</i>	-	-	-	-	-	-	-	-	-
<i>Finance</i>	-	33 713	33 713	238	238	2 809	(2 571)	-92%	33 713
<i>Fleet Management</i>	-	2 796	2 796	199	199	233	(34)	-15%	2 796
<i>Human Resources</i>	-	19 972	19 972	2 239	2 239	1 664	575	35%	19 972
<i>Information Technology</i>	-	3 719	3 719	62	62	310	(248)	-80%	3 719
<i>Legal Services</i>	-	1 780	1 780	87	87	148	(62)	-42%	1 780
<i>Marketing, Customer Relations, Publicity and Media</i>	-	3 630	3 630	286	286	302	(16)	-5%	3 630
<i>Property Services</i>	-	3 489	3 489	52	52	291	(239)	-82%	3 489
<i>Risk Management</i>	-	421	421	-	-	35	(35)	-100%	421
<i>Supply Chain Management</i>	-	5 970	5 970	494	494	497	(4)	-1%	5 970
<i>Valuation Service</i>	-	1 680	1 680	23	23	140	(117)	-83%	1 680
Internal audit	-	2 230	2 230	255	255	186	69	37%	2 230
<i>Governance Function</i>	-	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
<i>Aged Care</i>	-	4 296	4 296	224	224	358	(134)	-38%	4 296
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	-	3 317	3 317	237	237	276	(39)	-14%	3 317
<i>Child Care Facilities</i>	-	819	819	-	-	68	(68)	-100%	819
<i>Community Halls and Facilities</i>	-	6 080	6 080	423	423	507	(84)	-17%	6 080
<i>Disaster Management</i>	-	47	47	-	-	4	(4)	-100%	47
<i>Education</i>	-	705	705	0	0	59	(59)	-100%	705
<i>Libraries and Archives</i>	-	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
<i>Community Parks (including Nurseries)</i>	-	6 763	6 763	470	470	564	(93)	-17%	6 763
<i>Recreational Facilities</i>	-	16 797	16 797	628	628	1 400	(772)	-55%	16 797
<i>Sports Grounds and Stadiums</i>	-	4 988	4 988	316	316	416	(100)	-24%	4 988
Public safety	-	9 416	9 416	532	532	785	(252)	-32%	9 416
<i>Fire Fighting and Protection</i>	-	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>Housing</i>	-	33 431	33 411	305	305	2 784	(2 480)	-89%	33 411
<i>Informal Settlements</i>	-	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 - Muncipal 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
Expenditure by Vote									
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 - Muncipal 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									
Revenue By Source									
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
Expenditure By Type									
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									
Multi-Year expenditure appropriation									
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
Single Year expenditure appropriation									
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 - Muncipal 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					
ASSETS					
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
LIABILITIES					
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
COMMUNITY WEALTH/EQUITY					
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

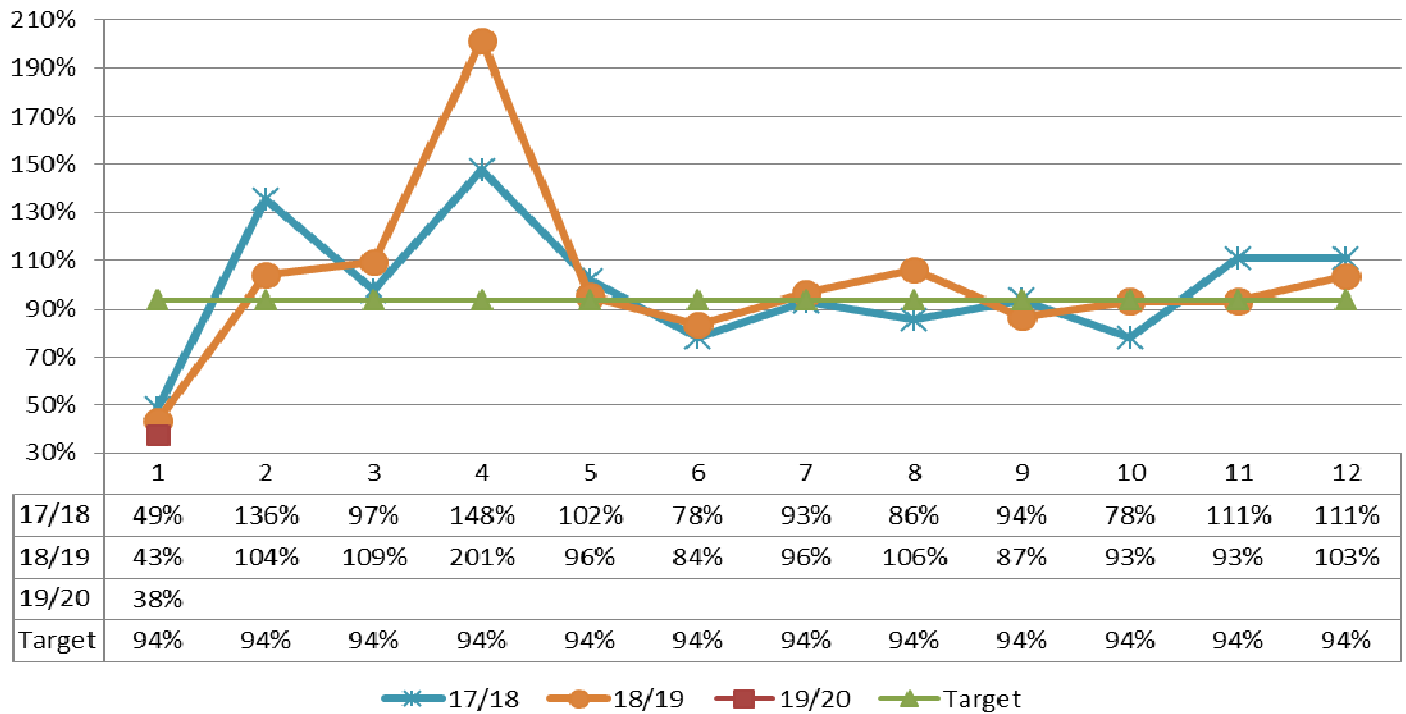
Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection 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								Total	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		
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

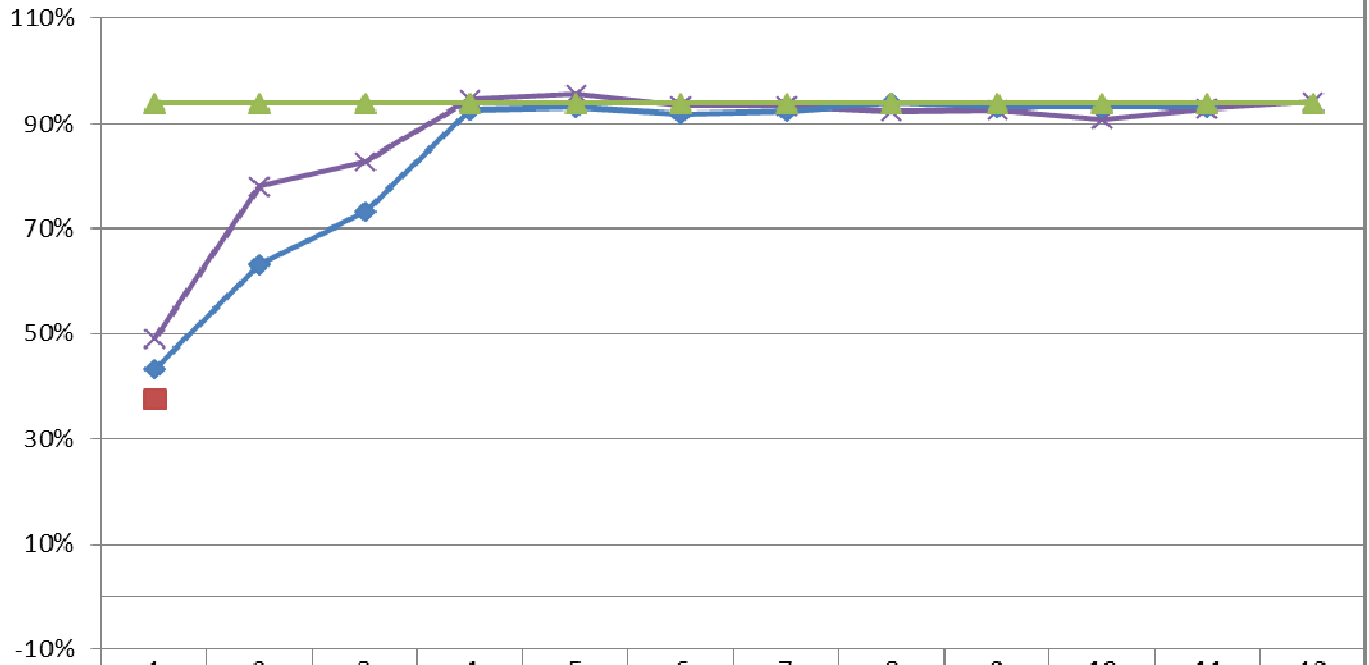
Debtor Collection Rate per Month



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



	1	2	3	4	5	6	7	8	9	10	11	12
✕ 17/18	49%	78%	83%	95%	96%	93%	93%	92%	93%	91%	93%	94%
◆ 18/19	43%	63%	73%	93%	93%	92%	92%	94%	93%	93%	93%	
■ 19/20	38%											
▲ Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate effectiveness of collection of debt against targets set for the year. The target for the year to date is 94% while the actual figure is 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	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	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									
<u>Operating expenditure of Transfers and Grants</u>									
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
<u>Capital expenditure of Transfers and Grants</u>									
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
	B	C						D
R thousands								
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 VOORSIENINGSKANAAL BESTUUR

3.2.1 Demand and Acquisition

3.2.1 Aanvraag en Verkryging

3.2.1.1 Advertisement stage

3.2.1.1 Adverteringsfase

The following competitive bids are currently in the advertisement stage:

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/16/77	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:

3.2.1.2 Evaluering stadium:

The following competitive bids are currently in the evaluation stage:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/16/45	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

3.2.1.4 Tenders toegeken

No bid was awarded by the Accounting Officer during the month of July 2019.

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

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 July 2019:

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

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 July 2019:

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

3.2.1.7 Formele Geskrewe Prys Kwotasies

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.

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

3.2.1.8 Appèlle

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

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

3.2.1.9 Afwykings

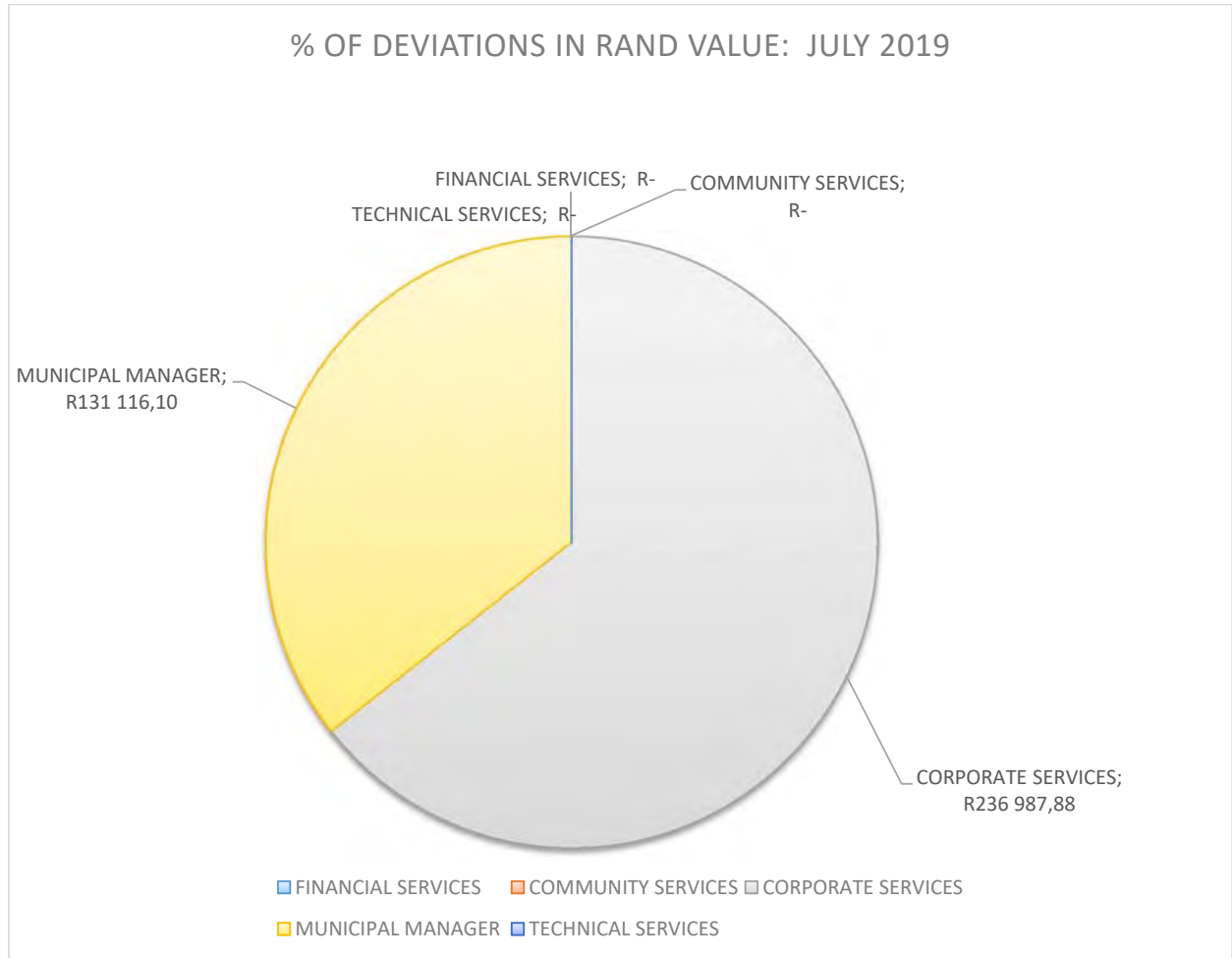
The following table contains the approved deviations by the Accounting Officer for the month of July 2019 which totals R 368 103.98:

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

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager
VAN / FROM: Acting Director: Finance
DATUM / DATE: 17 February 2020
VERW. / REF.: 05/01/1/17

2019/2020 ADJUSTMENT BUDGET FOR CONSIDERATION

1. PURPOSE

The purpose of this report is to:

- Document the 2019/2020 adjustment budget for consideration to the Municipal Manager and Executive Mayor.
- Provide the background information regarding the consideration and approval of the budget.

2. LEGAL FRAMEWORK

Chapter 4 of the MFMA provides the legal framework for municipal budgets. Section 28 deals with adjustment budgets and is quoted below:

"28. Municipal adjustments budgets.—(1) A municipality may revise an approved annual budget through an adjustments budget.

(2) An adjustments budget—

- (a) must adjust the revenue and expenditure estimates downwards if there is material under-collection of revenue during the current year;
- (b) may appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;
- (c) may, within a prescribed framework, authorise unforeseeable and unavoidable expenditure recommended by the mayor of the municipality;
- (d) may authorise the utilisation of projected savings in one vote towards spending under another vote;
- (e) may authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council;
- (f) may correct any errors in the annual budget; and
- (g) may provide for any other expenditure within a prescribed framework.

(3) An adjustments budget must be in a prescribed form.

- (4) *Only the mayor may table an adjustments budget in the municipal council, but an adjustments budget in terms of subsection (2) (b) to (g) may only be tabled within any prescribed limitations as to timing or frequency.*
- (5) *When an adjustments budget is tabled, it must be accompanied by—*
 - (a) *an explanation how the adjustments budget affects the annual budget;*
 - (b) *a motivation of any material changes to the annual budget;*
 - (c) *an explanation of the impact of any increased spending on the annual budget and the annual budgets for the next two financial years; and*
 - (d) *any other supporting documentation that may be prescribed.*
- (6) *Municipal tax and tariffs may not be increased during a financial year.*
- (7) *Sections 22 (b), 23 (3) and 24 (3) apply in respect of an adjustments budget, and in such application a reference in those sections to an annual budget must be read as a reference to an adjustments budget.”*

Section 23 of the Local Government: Municipal Finance Management Act: Municipal Budget and Reporting Regulations, regulates municipal adjustment budgets and is quoted below:

“Timeframes for tabling of adjustments budgets

- 23. (1) *An adjustment budget referred to in Section 28(2)(b),(d) and (f) of the act may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, but not later than 28 February of the current year.*
- (2) *Only one adjustment budget referred to in sub regulation (1) may be tabled in the municipal council during a financial year, except when the additional revenues contemplated in section 28(2)(b) of the Act are allocations to a municipality in a national or provincial adjustments budget, in which case sub regulation (3) applies.*
- (3) *If a national or provincial adjustments budgets allocates or transfers additional revenues to a municipality, the mayor of the municipality must, at the next available council meeting, but within 60 days of the approval of the relevant national or provincial adjustments budget, table an adjustments budget referred to in section 28(2)(b) of the Act in the municipal council to appropriate these additional revenues.*
- (4) *An adjustments budgets referred to in section 28(2)(c) of the Act must be tabled in the municipal council at the first available opportunity after the unforeseeable and unavoidable expenditure contemplated in that section was incurred and within the time period set in section 29(3) of the Act.*
- (5) *An adjustment budget referred to in section 28(2)(e) of the Act may only be tabled after the end of the financial year to which the roll-overs relate, and must be approved by the municipal council by 25 August of the financial year following the financial year to which the roll-overs relate.*
- (6) *An adjustment budget contemplated in section 28(2)(g) of the Act may only authorise unauthorised expenditure as anticipated by section 32(2)(a)(i) of the Act, and must be –*
 - a) *dealt with as part of the adjustment budget contemplated in sub regulation (1); and*
 - b) *a special adjustment budget tabled in the municipal council when the mayor tables the annual report in terms of section 127(2) of the Act, which may only deal with unauthorised expenditure from the previous financial year which the council is being requested to authorise in terms of section 32(2)(a)(i) of the Act.”*

The Budget for 2019/2020 was approved by Council on 30 May 2019.

3. DISCUSSION

See the adjustment budget report

4. RECOMMENDATION

- a) 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 Adjustments Budget Financial Performance (by standard classification);
 - iii. Table B3 – Budgeted Financial performance (Revenue and Expenditure) by Vote;
 - iv. Table B4 Adjustments Budget Financial Performance (revenue by source); and
 - v. Table B5 – Budgeted Capital Expenditure by Vote, standard classification and funding.

Yours faithfully

AJ RAUBENHEIMER
ACTING DIRECTOR: FINANCE



Medium Term Revenue and Expenditure Framework

Adjustments Budget
2019/2020 to 2021/2022

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Glossary

Adjustments Budget – Prescribed in section 28 of the MFMA. The formal means by which a municipality may revise its annual budget during the year.
Allocations – Money received from Provincial or National Government or other municipalities.
AFS – Annual Financial Statements.
Budget – The financial plan of the Municipality.
Budget Related Policy – Policy of a municipality affecting or affected by the budget, examples include tariff policy, rates policy and credit control and debt collection policy.
Capital Expenditure - Spending on assets such as land, buildings and machinery. Any capital expenditure must be reflected as an asset on the Municipality's Statement of Financial Performance.
Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality. Cash payments do not always coincide with budgeted expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month it is received, even though it may not be paid in the same period.
CFO – Chief Financial Officer
DORA – Division of Revenue Act. Annual legislation that shows the total allocations made by national to provincial and local government.
Equitable Share – A general grant paid to municipalities. It is predominantly targeted to help with free basic services.
Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.
GFS – Government Finance Statistics. An internationally recognised classification system that facilitates like for like comparison between municipalities.
GRAP – Generally Recognised Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.
IDP – Integrated Development Plan. The main strategic planning document of the Municipality
KPI's – Key Performance Indicators. Measures of service output and/or outcome.
MFMA – The Municipal Finance Management Act – No. 53 of 2003. The principle piece of legislation relating to municipal financial management.
MTREF – Medium Term Revenue and Expenditure Framework. A medium term financial plan, usually 3 years, based on a fixed first year and indicative further two years budget allocations. Also includes details of the previous three years and current years' financial position.
NT – National Treasury
Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.
Operating Expenditure – Spending on the day to day expenses of the Municipality such as salaries and wages.
Rates – Local Government tax based on the assessed value of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

R&M – Repairs and maintenance on property, plant and equipment.
SCM – Supply Chain Management.
SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.
Strategic Objectives – The main priorities of the Municipality as set out in the IDP. Budgeted spending must contribute towards the achievement of the strategic objectives.
Unauthorised expenditure – Generally, expenditure without, or in excess of, an approved budget.
Virement – A transfer of budget.
Virement Policy – The policy that sets out the rules for budget transfers.
<p>Vote – One of the main segments into which a budget is divided. In Witzenberg Municipality the following votes and responsible senior manager was approved:</p> <ul style="list-style-type: none"> • Budget & Treasury Office – Director: Financial services • Civil Services - Director: Technical services • Community & Social Services – Director: Community services • Corporate Services – Director: Corporate services • Electro Technical Services - Director: Technical services • Executive & Council – Municipal Manager • Housing– Director: Community services • Planning - Director: Technical services • Public Safety– Director: Community services • Sport & Recreation– Director: Community services

PART 1 – ADJUSTMENTS BUDGET

Section 1 – Mayor’s Report

Introduction

Speaker

Aldermen

Deputy Executive Mayor

Members of the Mayoral Committee

Councillors

Representatives of Provincial Government

Municipal Manager

Directors and officials

Distinguished guests

Members of the media

It is my privilege to present to you the Adjustments Budget for 2019/2020

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

The spending on capital projects remains a challenge. Only 22% was spent during the first six months of the financial year. Steps will be implemented to speed up service delivery. The main contributing factors to this underspending relates to the upgrading of sport facilities funded by MIG, the Vredebes Housing Project and the construction of the Tulbagh Dam.

The collection rate is currently at 92% as at 31 December 2019. Previous year results indicate that the year to date collection rate of 92% is in line with previous year trends. The total outstanding debt amounts to R202 million of which R161 million is already over 90 days. Water remains the biggest contributor to the total outstanding debt at an amount of R61 million.

The municipality enjoys a positive cash position of R119 million as at 31 December 2019 of which R29 million is in unspent grants. It is expected that accelerated expenditure during the next 6 month will decrease the cash position of the municipality. Highlights in terms of the adjustments required is summarised in the executive summary of this report.

COUNCILLOR BC KLAASEN

EXECUTIVE MAYOR

Section 2 – Resolutions

ADJUSTMENTS MTREF 2019/2020

The resolutions tabled at Council for consideration with approval of the adjustments budget will be:

RECOMMENDATION:

- a) That the adjustment budget of Witzenberg Municipality for the financial year 2019/2020 as set out in the main tables of the budget documents be approved:
 - i. Table B1 - Budget summary;
 - ii. Table B2 - Adjustments Budget Financial Performance (by standard classification);
 - iii. Table B3 - Budgeted Financial performance (Revenue and Expenditure) by Vote;
 - iv. Table B4 - Adjustments Budget Financial Performance (revenue by source); and
 - v. Table B5 - Budgeted Capital Expenditure by Vote, standard classification and funding.

- (b) That the monthly and quarterly financial targets of the service delivery and budget implementation plan be adjusted to correspond with the approved adjustments budget figures.

Section 3 – Executive Summary

3.1 Introduction

Adjustments to both the operating and capital budget are required to make provision for adjustments in expected expenditure and certain capital projects for the financial year. This Adjustments Budget is tabled with the specific purposes to adjust revenues and expenditures in terms of section 28 of the Municipal Finance Management Act. In particular, this adjustments must take into account the outcome of the mid-year assessment as required by section 72 of the Municipal Financial Act.

Operational budget

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

In summary the operating budget has been adjusted as follow:

Line Item adjusted	MFMA Ref	Revenue	Expenditure
Transfers & Subsidies-Capital	Sec 28(2)(e)	(R 6 915 000)	
Transfer & Subsidies-Operational	Sec 28(2)(e)	(R296 000)	
Surcharges & Taxes	Sec 28(2)(e)	(R 1 121 739)	
Sale of Goods & Services	Sec 28(2)(e)	R 220 000	
Contracted Services	Sec 28(2)(e)		R 7 700 000
Inventory	Sec 28(2)(e)		R 3 175 000
Operational Cost	Sec 28(2)(e)		R 296 000
Debt Impairment	Sec 28(2)(e)		R 9 900 000
Post-Employment Provisions	Sec 28(2)(e)		R 15 000 000
	Total		

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

Item Description	Adjustment	Comment
RBIG Allocation	(R 8 600 000)	The Department of Water Affairs decreased the allocation of Regional Bulk Infrastructure Grant by R 8,6 million rand from R19 471 m to R 9 471 m
DEDAT LED Allocation	R 1 685 000	A booster fund allocation was received from the Department of DEDAT which will be utilised for the Schoonvlei Economic Infrastructure
CDW Allocation	R 296 000	An additional amount of R 296 000 was gazetted in the provincial gazette for the operational cost relating to Community Development Workers
Sale of Goods & Services	R 220 000	Increase in revenue due to Revenue Enhancement Strategy implementation

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

Item Description	Adjustment	Comment
Contracted Services: Security Services	R 6 500 000	Increase in security service expenditure due to community unrest and increase in incidents of theft/vandalism to property
Contracted Services: Legal Cost	R 1 200 000	Increase in legal cost
Employee Related Cost: Post-Employment Benefits	R 15 000 000	Non-cash adjustment to ensure a sufficient budget for adjustments relating the impact of a change in the accounting policy due to the change in retirement age of women from 60 years to 65 years.
Materials and supplies	R 3 000 000	The implementation of water demand management devices at the Vredebes housing development and other consumers
Materials and supplies	R 187 000	Insurance claim payout will be used for materials and supplies of Fire Services
Debt Impairment	R 9 900 000	Adjustment to debt impairment to align it to previous year's audit outcome
Operational Cost	R 296 000	An additional amount of R 296 000 was gazetted in the provincial gazette for the operational cost relating to Community Development Workers

The total adjustments are summarised in supporting table B4-Financial Performance

Capital budget

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

Item Description	Adjustment	Comment
Tulbagh Dam	(R 8600 000)	Decrease in RBIG allocation as per instruction from Department of Water Affairs and Sanitation. Adjustment is stated as exclusive of VAT.
Vehicle Replament	R 3 500 000	An approved long-term loan with NEDBANK will be draw down in due cause to fund the purchase of vehicles
Electrification of Vredebes Housing Project	R 500 000	An additional R500 000 out of own funding is required to fund the Vredebes Electrification Project
Upgrade of Sportfacilities - Woleley	(R 1 245 040)	MIG Projects Adjustment
Upgrade of Sportfacilities - Tulbagh	(R 1 260 870)	MIG Projects Adjustment
Upgrade of Lyell Street Sportfacilities - Ceres	R 1 636 345	MIG Projects Adjustment
Capex New Material Recovery Facility/Drop Off	R 869 565	MIG Projects Adjustment

ADJUSTMENT BUDGET 2019/2020

In terms of Long Term Liabilities adjustments, the most notable adjustment can be summarised as follow:

Item Description	Adjustment	Comment
Long Term Borrowing	R 3 500 000	The drawdown of the approved loan of R3m for Vehicles will made in due cause and thus the expenditure item is taken within the adjustment budget

3.2. Effect of the adjustments budget

3.2.1 Service delivery and budget implementation plan

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

3.2.2 Service delivery agreements

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

3.2.3 Medium term revenue and expenditure framework

Except for the depreciation charges of the additional capital expenditure the impact to the outer years is minimal. Revenue & Expenditure estimates for the outer years will be adjusted and finalised by 31 March 2020

PART 2 – SUPPORTING DOCUMENTATION

Section 5 – Adjustments to budget assumptions

Revenue

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

The collection rate is currently at 92%, although slightly below the annual target of 94%, it is in line with the previous year collection rate to date.

Expenditure

There are no changes to the budget assumptions for operating expenditure

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

Section 6 – Adjustments to budget funding

6.1 Summary of the impact of the adjustments budget

6.1.1 *Funding of operating and capital expenditure*

6.1.2 *Financial plans*

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

6.1.2 *Reserves*

The only reserve that is cash backed at this stage is the capital replacement reserve.

6.1.3 *Financial sustainability of the municipality*

The financial sustainability of the municipality remains positive as the municipality is enjoying a positive bank balance whilst the cost coverage ratio and liquidity ratios remains within acceptable norms. Increase in expenditure line items for security services, legal cost and overtime will decrease the bank balance and this will have an impact on the bank balance as at 30 June 2020.

6.1.4 *Expenditure funded in accordance with MFMA section 18*

The municipality is expecting a Loan Disbursement of R3, 5 million by NEDBANK which will be utilised for the purchase of critical vehicles required for service delivery.

6.1.5 *Adjustments to collection levels estimated*

None.

6.1.6 *Adjustments to the monetary investments*

No major adjustments. The municipality is investing funds as and when required to do so in terms of the Municipal Finance Management Act.

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

None

6.1.8 Adjustments related to proceeds from the sale of assets

None

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

None

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

None

Section 7 – Adjustments to expenditure on allocations and grant programmes

Disclosure on expenditure on allocations and grant programmes is included in supporting table SB7. Small adjustments were made to SB7 in order to align it to the DORA allocations

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

None

The revenue foregone over the MTREF is included in Table B10.

Section 9 – Adjustments to councillors and board members allowances and employee benefits

Employee Related cost were adjusted upwards to make provision for the increase in overtime expenditure

Section 10 – Adjustments to service delivery and budget implementation plan

10.1 Quarterly service delivery targets and performance indicators in the SDBIP

No adjustments were made to any non-financial indicators.

10.2 Key financial indicators

No adjustments were made to the key financial indicators.

10.3 Monthly targets for revenue, expenditure and cash flow

No major adjustments

Section 11 Municipal Manager's quality certification

Quality Certificate

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the adjustment budget and supporting documentation have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act, and that the budget and supporting documentations are consistent with the Integrated Development Plan of the municipality.

Print name Mr D NASSON

Municipal Manager of Witzenberg Municipality

Signature _____

Date _____

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

TO: Director: Technical Services
FROM: Senior Superintendent: Solid Waste and Cleansing.
DATE: 30 September 2019
REF.: 17/3/2

RE: TERMS OF REFERENCE FOR A RECYCLING FORUM FOR WITZENBERG MUNICIPALITY

A. PURPOSE:

To report on the terms of reference for a Witzenberg Waste Management Forum.

B. DISCUSSION:

The Witzenberg waste management forum is to have a platform for all stakeholders in waste management sector to discuss the development of integrated waste management in Witzenberg Municipality.

The forum would be ensure seamless development and seek ways to unblock blockages identified.

The forum aims to:

- Give a platform for the Municipality to outline their intended plans, and what the potential impact would be on the recycling and composting (and waste management) sector;
 - Give an opportunity for the recycling and composting (and waste management) sector to align themselves to the municipal planning processes;
 - which also allows for integrative input into the Integrated Waste Management Planning and Integrated Development Planning processes;
- Allow for the recycling and composting (and waste management) sector to discuss and identify specific barriers, needs and challenges pertaining to the recycling/waste management sector, and how to address these or leverage support for addressing these as a group;

- Allow the forum to lobby for professionalization support as a group, e.g.
 - business plan development (SEDA, LED etc);
 - engage industry organisations such as PETCO, POLYCO etc for sector-wide support;
- Allow for sharing of lessons learned from practise;
- Discuss legislative issues and impact thereof (e.g. pending & existing regulations).

It is important that the recycling forum discusses issues pertaining to the recycling and composting (and waste management) sector as a group. Although the ideas from the forum may be used to guide or inform municipal planning processes, it is important to ensure that the forum is not seen as a waste policy decision-making forum.

C. RECOMMENDATIONS:

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



J JACOBS
SENIOR SUPERINTENDENT: SOLID WASTE AND CLEANSING.

Draft Terms of reference for a recycling forum for Witzenberg Municipality

1. Introduction

Following workshops held between the municipality, recyclers and other stakeholders in August 2019, it was agreed that a recycling forum would be established in order to coordinate efforts for improved waste management in Witzenberg. This document serves as the (draft) terms of reference (ToR) for the setup of this forum.

2. Objectives (purpose)

The purpose of the recycling forum is to have a platform for all the stakeholders in the waste management sector to discuss the development of integrated waste management in the Witzenberg Municipality. The main objective of the forum would be to ensure “seamless” development, and in particular seek ways to unblock blockages identified by the forum.

Specifically, the forum aims to:

- Give a platform for the Municipality to outline their intended plans, and what the potential impact would be on the recycling (and waste management) sector;
- Give an opportunity for the recycling (and waste management) sector to align themselves to the municipal planning processes;
- which also allows for integrative input into the Integrated Waste Management Planning and Integrated Development Planning processes;
- Allow for the recycling (and waste management) sector to discuss and identify specific barriers, needs and challenges pertaining to the recycling/waste management sector, and how to address these or leverage support for addressing these as a group;
- Allow for the forum to lobby for professionalization support as a group, e.g.
 - business plan development (SEDA, LED etc);
 - engage industry organisations such as PETCO, POLYCO etc for sector-wide support;
- Allow for sharing of lessons learned from practise;
- Discuss legislative issues and impact thereof (e.g. pending regulations).
-

It is important that the recycling forum discusses issues pertaining to the recycling (and waste management) sector as a group, and not focus on issues affecting individual entities. Although the ideas from the forum may be used to guide or inform municipal planning processes, it is important to ensure that the forum is not seen as a waste policy decision-making forum.

3. Constitution (rules and regulations)

During the first year of the forum, a constitution will be developed and agreed to. In addition, the first meeting of the forum will be used to discuss (this) draft ToR), and for the forum to discuss and agree on the rules and regulations. As such, the rest of this document can be seen as suggestions, which can be taken up or alternative options agreed on in the first meeting.

3.1. Naming of the forum

Recycling forum or waste management forum?

3.2. Composition of the forum and the committee

The forum will be open to the recycling and waste management sector of Witzenberg Municipality. Membership will be open and voluntary.

A committee needs to be established (by nomination and voting?) in order to coordinate the forum. Preliminarily, this could consist of:

- Chairperson
- Deputy Chairperson
- Secretary.

Additional roles and responsibilities can be assigned as needed.



The term of each committee will be 3 years, following which a nomination and election process can be used to determine the next officers.

Representation in the committee (or forum in general) should include:

- Municipal official;
- Private sector (recycler or composter etc);
- Business (waste generator) and/or general public?

3.3. Role of chairperson

- To ensure the drafting of the agenda is done and distributed beforehand;
- Lead the meetings, including maintaining order and ensuring all views are heard and discussed;
- Ensure actions are assigned;
- Approve the formal minutes;
- Represent the forum externally where necessary.

3.4. Deputy chair person (optional)

- To assist the chairperson in delivering their duties;
- Fills in for the chairperson if he or she is unavailable

3.5. Secretary

- Secretary will be responsible for compiling an agenda and distributing it at least two weeks before the forum;
- Secretary will also be responsible for drafting the minutes and distributing them within two weeks after each meeting, emphasizing action points.

3.6. Financing?

Membership of the forum will be (initially) on a voluntary basis. However, *ad hoc* financing of expenses such as printing, venue rentals, and catering etc. may need to be discussed.

3.7. Meeting frequency

The forum should aim to meet at least once every quarter.

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO : Director: Technical Services
Municipal Manager
Committee for Technical Services
Council

VAN / FROM : Manager: Streets and Stormwater

DATUM / DATE : 4 November 2019

VERW. / REF : 16/04/4/6/

POLICY FOR WORK AND THE INSTALLATION OF SERVICES IN THE ROAD RESERVE - WAYLEAVE / RIGHT OF WAY

1 Purpose

To consider approval of a *Policy for work and the installation of services in the road reserve.*

2. Reference

The following has reference; -

Item 4.2.2, Approval for way leave fibre applications within the Witzenberg area (17/15/1) that was tabled at a Special Council meeting that was held 4 October 2019, and

Policy for work and the installation of services in the road reserve prepared by the Senior Manager: Streets and Stormwater, dated 31 October 2019.

3. Background

Witzenberg Municipality's road reserves are acquired at a large cost to the Council to ensure that the Municipality delivers on its constitutional requirements. Private services in a public road reserve must be coordinated within the available space restriction of the road reserves and surroundings.

4. The current drive for the rapid deployment of fibre networks by more than 400 license holders issued a license by ICASA, requires a coordinated effort to manage the services of all infrastructure and service providers. Each provider wants to lay claim to an exclusive space in the road reserve that suits their business model, but the available space simply cannot accommodate all the telecommunication providers and essential services in the same space.

5. This reiterates the need to allocate a dedicated space to different infrastructure providers to ensure that not only telecommunication services, but also critical services like water, sewer, roads, stormwater and electricity is provided in a sustainable manner.

6. Failing this Witzenberg Municipality could find itself in a situation where it is extremely well connected, but maintenance and expansion to their own infrastructure to meet economic growth is sterilized.

4. Deliberation

With this Policy, Council can prescribe the conditions and standard of workmanship between the various Service Owners, that all applicants must comply with when working and/or installing services in the Municipality's road reserves including telecommunication(*Fibre*) applications.

- 3.2 This Policy covers the following:

- (a) General conditions of compliance (Fundamental Principals)
- (b) Process Flow - The process to be followed for the application and approval for Wayleaves and Permits-to-Work;
- (c) Technical Specifications - The minimum construction standards for the installation of telecommunication(*Fibre*) and services

- 3.3 This Policy is intended to be a "Dynamic Document" and will be regularly updated in consultation with the relevant Stakeholders.

- 3.4 The latest available version of this Policy will be applicable on the date that an application is made for wayleaves.

- 3.5 Where it appears that the requirements of this Policy are different from other Witzenberg Municipal Standard Specifications or complying with the specifications contained herein could result in danger to the public or construction workers or damage to existing infrastructure, then clarification shall be sought from the Director: Technical Services(DTS), prior to undertaking the work.

5. Recommendation

That the Committee for Technical Services recommend to The Mayoral Committee and Council that the "Policy for work and the installation of services in the road reserve", be workshopped by Council and after that be tabled to Council for adoption.

Yours truly,

E LINTNAAR
SENIOR MANAGER: STREETS AND STORMWATER



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POLICY FOR WORK AND THE INSTALLATION OF SERVICES IN THE ROAD RESERVE

Prepared by: Senior Manager: Streets and Stormwater
Date: 31 October 2019

1. TABLE OF CONTENTS:
2. ABBREVIATIONS & DEFINITIONS
3. INTRODUCTION
4. GENERAL CONDITIONS OF COMPLIANCE
 - 4.1 BASIC PROCEDURES FOR WORK IN THE ROAD RESERVE
 - 4.2 APPOINTMENT OF ECSA REGISTERED ENGINEERING PROFESSIONAL
 - 4.3 APPOINTMENT OF CIDB REGISTERED CONTRACTORS
 - 4.4 WAYLEAVE APPROVAL AND VALIDITY
 - 4.5 TRENCHING, MICRO TRENCHING VS. DIRECTIONAL DRILLING
 - 4.6 "ONE TRENCH" OR CO-BUILDING METHODOLOGY FOR TELECOMMUNICATIONS.
 - 4.7 TRENCH POSITIONS AND DUCTS FOR TELECOMMUNICATIONS
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 - 4.9 EMERGENCY WORK
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 - 4.11 HEALTH & SAFETY, ENVIRONMENTAL MANAGEMENT
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 - 4.14 DEFECTS LIABILITY PERIOD
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 - 4.16 REMEDIAL WORKS
 - 4.17 RELOCATION OF SERVICES
 - 4.18. COMPLETION NOTICE AND CERTIFICATE OF COMPLETION
 - 4.19. IMPLEMENTATION AND REVIEW OF THIS POLICY
5. PROCESS FLOW PROCEDURE FOR WAYLEAVE APPLICATION

FORM 1: WAYLEAVE APPLICATION FORM

FORM 1.1: UNDERTAKING/INDEMNITY

FORM 1.2: COMPLETION NOTICE AND CERTIFICATE OF INSPECTION

APPENDIX A:	LIST OF ACTIVE NETWORK LICENSEES
APPENDIX B:	ROADWORKS SIGNING FOR URBAN STREETS
APPENDIX C:	DCP TEST RESULT SHEET
APPENDIX D:	SAFETY PLAN SPECIFICATION

6. TECHNICAL SPECIFICATIONS

6.1 General

6.2 Excavations

6.3 Micro-trenching

6.4 Reinstatement Designs

6.5 Reinstatement Types and Descriptions

6.6 Backfill

6.7 Materials

6.8 Plant

6.9 Construction

6.10 Tolerances

6.11 Testing

6.12 Manholes and structures for Telecommunications

6.13 Boundary Boxes for Telecommunications

Table 1: Road Classes

Table 2: Reinstatement Requirements

Table 3: Backfill Requirements

Table 4: Backfill Material

Table 5: Footways (Sidewalks) and Carriageway and Pedestrian Access Crossings: Pavement Structures

Table 6: Footways (Sidewalks) and Carriageway and Pedestrian Access Crossings: Backfill Types

Table 7: Typical DCP Penetration Diagram

2. ABBREVIATIONS & DEFINITIONS

Administration fee - The fee that must be paid in advance for a permit to be processed and considered

Authorised agent means an agent which is authorised by the Council to perform specified services;

Authorised person means a wayleave holder;

As-built information - Information relating to how infrastructure has actually been installed by an operator

Backfill. Approved compacted materials used to replace excavated materials to surrounding ground level or the underside of pavement layer works, whichever is the lesser.

Carriageway Crossing. A formally constructed access point from an existing road to a property or properties adjacent to the road reserve.

Council. The Municipal Council of Witzenberg Municipality or any official acting within his/her designated powers on behalf of the Council or its appointed agents.

CIDB - Construction Industry Development Board

Closed Access Network - where the operator for that network (or infrastructure owner) does not allow other Service Providers to sell services over their network.

Contractor – A CIDB registered Contractor appointed by the Network Licensee and/ or Service Owner

Day – A day shall be a calendar day

DTS – Director: Technical Services

ECSA – Engineering Council of South Africa

Engineer – A Civil Engineering practitioner registered with ECSA as a Pr Eng or a Pr Tech Eng, appointed by the Network Licensee and/or Service Owner

ECNS - Electronic Communications Network Service Licensee (here after referred to a Network Licensee) – A registered company that has obtained a licence to provide a telecommunications network under the approval of the Independent Communications Authority of South Africa (ICASA).

Fees - Charges or tariffs in respect of any function or service of the municipality as determined in terms of section 75A of the Municipal Systems Act, 2000 (Act 32 of 2000);

FTTH – Fibre-to-the-Home will typically involve more density of products / fibre with trenching on both sides of the road, where wall boxes, boundary boxes are installed on property boundary walls through erf connections.

FTTB/S – Fibre-to-the-Business and/or –Site/Tower will typically involve trenching on one side of the road, with deeper trenches, fewer manholes and no erf connections.

Footway (Sidewalk). A formally constructed area or paved strip within a road reserve for the safe passage of pedestrians.

Inspector. A person designated by the Road Authority to supervise, approve and inspect work within a road reserve

ICASA – Independent Communications Authority of South Africa

Municipality – Witzenberg Municipality

Municipal Road. Municipal road means any public street as defined in terms of the Municipal Ordinance, and includes all works or things of whatsoever nature forming part of, connected with or belonging to a road, roadway, road reserve, motor bypasses, footway (sidewalks), traffic circles, traffic islands, kerbing, embankments, cuttings, subways, culverts, drains, fences, parapets, bridges, causeways, fords, regulatory, warning and information guidance signs, distance indicators and any portion or diversion of a road.

Open Access Network – A network where the operator of that network (or the infrastructure owner), offers the network infrastructure to a range of service providers on an OPEN ACCESS basis. These Service Providers can then provide various services (internet, data and voice) over the fibre infrastructure to the end user.

Pavement (Pavement layers). The selected layers, subbase, base and surfacing of a roadway or footway.

Permit-to-Work – A permit-to-work follows after a wayleave approval has been granted and specifies the work to be done with time frames; where risk and strict controls have already been identified and approved. It forms an essential part of asset management and no work may commence without this signed document.

Primary network – Main (bulk) telecommunications network linking up different areas/regions. Normally follows major road routes and individual property connections are not common. (Most commonly FTTB/S routes)

Reinstatement. The work necessary to replace, repair or otherwise restore the road reserve and all features contained therein to the same or better condition as existed prior to any construction activities that altered the original condition.

Road Reserve. The land registered as road reserve in cadastral diagrams, or other erven, servitudes, or remainders which are registered in the name of, or otherwise vest in the name of the road authority and are used or reserved for road purposes. This does not include non-road related servitudes, recreational areas or nature trails except where they intersect with or are located within road reserves. In relation to work within the road reserve, the definition is broadened to include work within the relevant statutory building line restrictions imposed on properties adjacent to a road reserve for the particular type or class of road.

Road. A street, road, or other public way, as well as bridges, trestles, or other structures, including shoulders, verges and sidewalks designated for the purpose of vehicular and pedestrian traffic.

Road Authority. Road Authority means, in relation to either a municipal road or a main road proclaimed in terms of section 3(1)(c) of the Roads Ordinance (No. 19 of 1976), within the municipal area of Witzenberg Municipality, the Director: Technical Services, who shall assume such powers, duties and functions required for the regulation of all activities within or abutting such road reserves. In

this specification the term “Road Authority” shall also mean any other person or agency with certain delegated duties to monitor and approve work in road reserves.

Service(s). The generation, supply, distribution, transmission, transportation, storage of electricity, signals, liquids or gasses for the consumption, use or other benefit of others.

Secondary network – Telecommunications network distributing through individual areas or zones. Normally follow larger ring/block roads and individual property connections are not common. (Most commonly FTTB/S routes)

Service Owner – The Service Owner is accountable for the specific service provided, which includes both the infrastructure and/or network licensee.

Tertiary network – Telecommunications network providing connection to individual properties. Normally follow smaller roads to provide individual property connections. Commonly referred to as “Fibre-to-Home, Last Mile, etc.” and generally consists of smaller diameter cables and ducts.

Traffic. The movement of pedestrians and vehicles within a road reserve.

Traffic Accommodation. Activities necessary to safeguard the general public, as well as all workers, during the construction and maintenance of service equipment within the road reserve.

Trenchless methods. The methods of installing a pipe or sleeve under a road without disturbing the surrounding surface medium by using grade and alignment control equipment. Methods acceptable under this definition include, but are not limited to, boring, jacking, horizontal directional drilling methods

Wayleave – A wayleave is the right obtained to cross land, where access to property is granted by the land owner / asset holder. The local Council is responsible to administrate public owned land and need to give permission to all parties before they may install utility services or infrastructure, even if supplied by Council. This enables the responsible use of public assets, by coordinating service installation, minimizing service clashes or collateral damage due to new installations or construction activities.

Wayleave holder. means a person to whom a wayleave has been issued.

3. INTRODUCTION

- 3.2 This Document aims to provide a clear guideline to the conditions and standard of workmanship between the various Service Owners, that all applicants must comply with when working and/or installing services in the Municipality's road reserves.
- 3.2 This document covers the following:
- (a) General conditions of compliance (Fundamental Principals)
 - (b) Process Flow - The process to be followed for the application and approval for Wayleaves and Permits-to-Work;
 - (c) Technical Specifications - The minimum construction standards for the installation of telecommunication and services
- 3.3 This Document is intended to be a "Dynamic Document" and will be regularly updated in consultation with the relevant Stakeholders.
- 3.4 The latest available version of this Document will be applicable on the date that an application is made for wayleaves.
- 3.5 Where it appears that the requirements of this Document are different from other Witzenberg Municipal Standard Specifications or complying with the specifications contained herein could result in danger to the public or construction workers or damage to existing infrastructure, then clarification shall be sought from the Director: Technical Services(DTS), prior to undertaking the work.

4. GENERAL CONDITIONS OF COMPLIANCE

4.1 BASIC PROCEDURES FOR WORK IN THE ROAD RESERVE

- 4.1.1 If the wayleave application conforms to the requirements in this Policy a wayleave will be issued which allows for the work to be carried out.
- 4.1.2. The Road Authority must be informed forty-eight (48) hours prior to the commencement of any works in the road reserve;
- 4.1.3. The works in the road reserve must be carried out in accordance with the procedures and specifications in this Policy, the conditions under which the work was approved and any other requirement of every affected service provider.
- 4.1.4. On completion of the works in the road reserve all trenches and excavations in the road reserve must be backfilled and reinstated according to the specifications contained in this Policy.
- 4.1.5. On completion of the works in the road reserve and temporary or permanent reinstatement, as applicable, a completion notice must be sent to the Road Authority by the wayleave holder. A departmental work order must accompany the completion notice if the Road Authority has to do the permanent reinstatement.
- 4.1.6. The Road Authority will then carry out an inspection and issue a certificate of completion once all requirements have been met.
- 4.1.7 This Policy applies to every person who carries out work in municipal road reserves in the municipal area, such as internal municipal departments, external organisations, service agencies and contractors. It does not apply to work in motorway reserves or in national or provincial road reserves within the municipal area.

- 4.1.8 The Road Authority undertakes to inform the relevant service provider in writing before commencing with any work in the road reserve that may affect the services of the service provider in the road reserve.

4.2 APPOINTMENT OF ECSA REGISTERED ENGINEERING PROFESSIONAL

- 4.2.1 External Applications: The Service Owner shall appoint an ECSA registered Engineering Professional to oversee the installation of services. The appointed Professional must have sufficient competency in Road Building and Materials to advise regarding the requirements for all aspects related to the construction such as directional drilling, excavation, reinstatement of layer works and surfacing.

- 4.2.2 Internal Applications: The Service Owner shall appoint an ECSA registered Engineering Professional to oversee the installation of services. The appointed Professional must have sufficient competency in Road Building and Materials to advise regarding the requirements for all aspects related to the construction such as directional drilling, excavation, reinstatement of layer works and surfacing,

or;

The Road Authority will oversee the installation of services inside the road reserve.

4.3 APPOINTMENT OF CIDB REGISTERED CONTRACTORS

- 4.3.1 All installations done for or on behalf of a Service Owner, involving the excavation and reinstatement of trenches in the Municipality's road reserve, shall be undertaken by a CIDB registered contractor with a minimum 2CE designation and with a grading appropriate to the value of the contract.

- 4.3.2 Proof of CIDB Registration must be submitted with the wayleave application.

4.4 WAYLEAVE APPROVAL AND VALIDITY

- 4.4.1 No work may commence in the road reserve of a municipal road or a main road proclaimed in terms of section 3(1)(c) of the Roads Ordinance (No. 19 of 1976), within the municipal area of Witzenberg Municipality unless:

- (a) Application has been made for wayleaves in accordance with this document;
- (b) Wayleaves have been received and collected by the Service Owner or appointed Engineer and where the Service Owner has accepted all conditions set forth in the wayleave.

- 4.4.2 Should an application be rejected for any reason or lapse in validity, work may not commence and a new application shall be submitted for wayleave approval.

- 4.4.3 Validity time frame for wayleaves is 12 months from date of approval.

- 4.4.4 Should the project / proposed works exceed the time frames for which the wayleave is valid, the Service Owner may request an extension of time from the DTS.

4.5 TRENCHING, MICRO TRENCHING VS. DIRECTIONAL DRILLING

- 4.5.1 All road crossings shall be done by directional drilling. No open trenching will be allowed in the roadway without the written permission of the DTS. Thrust boring or 'moleing' will not be allowed within roadways.

- 4.5.2 Where conditions do not allow directional drilling, open trenches will only be allowed with the written permission of the DTS, and subject to any additional conditions and costs that may be deemed necessary.
- 4.5.3 No micro-trenching will be allowed in the roadway. Micro trenching will only be allowed in verges where the investigation (test holes or ground penetrating radar, etc.) indicates that no services will be damaged by micro-trenching.
- 4.5.4 Any damage done to the Municipality's infrastructure by installation of services by a Service Provider, shall be reported immediately to the relevant department. Remedial work will be carried out by Municipality's operational teams and the full costs will be recovered from the Service Owner.
- 4.5.5 Where directional drilling is not possible, the Service Owner shall apply in writing to request permission to hand excavate the road crossing.

4.6 "ONE TRENCH" OR CO-BUILD METHODOLOGY FOR TELECOMMUNICATIONS.

- 4.6.1 The current drive for the rapid deployment of fibre networks by more than 400 license holders issued a license by ICASA, requires a coordinated effort to manage the services of all infrastructure and service providers. Each provider wants to lay claim to an exclusive space in the road reserve that suits their business model, but the available space simply cannot accommodate all the telecommunication providers and essential services in the same space.
- 4.6.2 This reiterates the need to allocate a dedicated space to different infrastructure providers to ensure that not only telecommunication services, but also critical services like water, sewer, roads, stormwater and electricity is provided in a sustainable manner.
- 4.6.3 Failing this Witzenberg Municipality could find itself in a situation where it is extremely well connected, but maintenance and expansion to their own infrastructure to meet economic growth is sterilized.
- 4.6.4 All Network Licensees and/or Service Owners will have to make use of the same space allocation ("One Trench") for telecommunication services in the road reserve. The maximum permissible space allocation per route for all networks will be 1.0m wide and no telecommunication infrastructure may transgress the maximum permissible space allocation. Once the first licensee has installed services, further licensees must install their services so that a width of no more than 1.0m is occupied by all telecommunication services.
- 4.6.5 Should the first meter not be available for telecommunication services, then the next meter shall be investigated. The Network Licensee or appointed Professional shall determine a viable position for the services, as close to the road reserve boundary as possible and no trenching within 1.0m of the road kerb will be allowed, unless approved in advance by the DTS.
- 4.6.6 All Network Licensees applying for wayleaves for a specific route must contact all other active Network Licensees within Witzenberg Municipal area to afford them the opportunity to share trenches or co-build along the route (see **Appendix A: List of active Network Licensees**). Documentary proof that all service providers have been contacted must be submitted together with the wayleave application. If no response from a Network Licensee is received within 7 days, evidence that the opportunity to share the trench/co-build has been delivered to the Network Licensee's nominated contact person, will suffice to confirm that:
 - (a) The Network Licensee has been notified of the pending work and have been given the opportunity to indicate any cables that they might have in the area to the current applicant;
 - (b) The Network Licensee has been given the opportunity to share trenches/co-build.

- 4.6.7 Should a Network Licensee elect to share a trench with the first applicant, the service providers must reach a mutual agreement on the cost apportionment. This agreement/s must accompany their wayleave application.

4.7 TRENCH POSITIONS AND DUCTS FOR TELECOMMUNICATIONS

- 4.7.1 Further to the "One Trench" and 1m dedicated space for Telecommunications, the primary and secondary networks must generally be installed on one side of the road. The tertiary networks may be allowed on both sides of the road to minimize road crossings. Irrespective of the network category, no network may be installed outside the space allocated for networks.
- 4.7.2 No service will be allowed longitudinally in the roadway. Services may only be installed in the verges and only if there is sufficient space. Where no sufficient space along a route exists alternative routes must be determined.
- 4.7.3 Where any road crossing is made via open trenching, an additional Class 10 HDPE duct of minimum 110mmØ must be provided for the Municipality to avoid future road damage, the cost thereof for the account of the Service Provider. Duct Markers must be implemented at all such locations and will remain the property of the Municipality.
- 4.7.4 Where existing ducts have been installed for the Municipality and are available under roads, they shall be used for road crossings after obtaining permission from the DTS
- 4.7.5 Positioning of telecommunication infrastructure may not compromise future expansion of the Municipality's infrastructure or available space in the road reserve. Where the Service Owner has deviated from the approved position within the road reserve and expansion of existing infrastructure is required, the Service Owner shall relocate such services at their own cost.
- 4.7.6 Microducts, preferably minimum 5, are to be installed either directly in the ground or in existing duct pipes, to make provision for the increase of service providers and subscribers in future.
- 4.7.7 No overhead distribution lines to carry fibre optic cables for the deployment of fibre networks will be allowed in the road reserve and on private property building lines in Witzenberg Municipal area. Where conditions do not allow and only with the written permission of the Directorate: Technical Services will overhead distribution networks be allowed.

4.8 EXISTING SERVICES IN THE ROAD RESERVE

- 4.8.1 An applicant for a wayleave must obtain information from every service provider supplying a service within the municipal area on the location of its service. Every service must then be indicated on the drawings to be submitted with the wayleave application form. Service providers may impose reasonable additional conditions relating to work in the vicinity of their services.
- 4.8.2 As part of the undertaking/indemnity on the wayleave application form the applicant has to confirm that the necessary information has been obtained from every service agency and has to undertake to adhere to any additional condition imposed by any service agency.

4.9 EMERGENCY WORK

- 4.9.1 As defined emergency work is defined as any work which is required to prevent or end a dangerous situation, to prevent or end an unplanned interruption in the supply of a service, or to avoid any substantial losses.
- 4.9.2 The Road Authority must be informed of emergency work by the service provider concerned in writing within twenty-four (24) hours from commencing such work. If the Road Authority is not timeously

informed, the work will be reinstated by the Road Authority and the cost thereof will be invoiced to the service provider.

4.10 TRAFFIC/PEDESTRIAN ACCOMMODATION

- 4.10.1 When construction takes place, traffic shall always be accommodated in accordance with Chapter 13 of the South African Road Traffic Signs Manual (SARTSM).
- 4.10.2 In the event of a temporary road or lane closure and/or where trenching is proposed within the roadway, a traffic accommodation plan in accordance with SARTSM shall be drawn up by the Service Owner (including a drawing) and shall be submitted to the Traffic Authority for approval.
- 4.10.3 The Traffic Authority shall be given 2 weeks to inspect and comment on/approve the traffic accommodation plan. The traffic accommodation plan shall minimize disruption to traffic and the Traffic Authority shall reject a traffic plan which causes unnecessary or undue disruption of traffic and pedestrians.
- 4.10.4 The approved (by the Traffic Authority) traffic accommodation plan shall be submitted by the Service Owner to the DTS for final approval/acceptance.
- 4.10.6 No work may commence until the traffic accommodation plan has been approved and traffic is accommodated in accordance with the plan.
- 4.10.7 Safe pedestrian movement shall be accommodated at all times and works shall be clearly delineated at all times. Where pedestrians are required to use opposite sidewalks the deviation of pedestrian must be clearly signed and delineated to ensure the safety of pedestrians.
- 4.10.8 Vehicular- and pedestrian access to affected properties must be ensured at all times or as agreed to by the wayleave holder and the affected owner or lessee.
- 4.10.9 Every excavation that is accessible to the public or that is adjacent to a public road or thoroughfare or whereby the safety of persons may be endangered, shall be adequately protected by a barrier or fence at least 1,0 m high and as close to the excavation as practicable and red warning lights or any other clearly visible boundary indicators shall be provided at night or when visibility conditions are poor.
- 4.10.10 Information signage must be erected during the construction period, indicating the name of the Service Owner (name of company) and contact details of the appointed Engineer and Contractor.

4.11 HEALTH & SAFETY, ENVIRONMENTAL MANAGEMENT

- 4.11.1 The Service Owner must ensure that all legislative and contractual requirements in terms of Occupational Health and Safety and Environmental Authorization are adhered to for the full duration of the project.

4.12 AS-BUILT INFORMATION

- 4.12.1 The Service Owner must provide the Municipality with as-built information pertaining to the installed infrastructure, in a file format as prescribed by the DTS as-built specifications.
- 4.12.2 The Municipality shall provide this as-built information to other service owners, municipal departments, entities, and other occupants of municipality property, for the purpose of limiting damage to, or disruption of the facilities and other assets of those involved.

4.13 TARIFFS, FINANCIAL EXCLUSIONS, GUARANTEES AND TERM TENDERS

4.13.1 External Applications:

- 4.13.1.1 All external Service Owners are required to pay an Administrative and Supervision Fee, which is based on Council Approved Tariffs. Payment of the Administrative fee must be made upfront with submission of the wayleave application, with all other fees payable upon wayleave approval.
- 4.13.1.2 A Refundable Deposit is payable by the Service Owner when open trenching is proposed inside the road reserve, which includes the verge, sidewalk and/or roadway/blacktop area. Rates are charged in terms of approved Council Tariffs.
- 4.13.1.3 The onus is on the Service Owner to initiate a request for the refunding of the deposit, once the completion certificate has been submitted and signed off by the DTS.
- 4.13.1.4 A Non-refundable payment (Roadway Trench Fee) is charged in the event of open trenching inside the roadway/blacktop area. Payment calculations are charged in terms of approved Council Tariffs. This amount must be paid upon wayleave approval and before commencement of work.
- 4.13.1.5 In the event that planned directional drilling is unsuccessful and/or due to site conditions, and where open excavation was done in the roadway with prior approval by the DTS, fees will be charged according to the approved Council tariffs. The final Non-refundable amount payable will be determined after reconciliation has been done at the end of the project, prior to final completion certificate being issued.
- 4.13.1.6 The Service Provider will be charged a Penalty for any unauthorized work inside the road reserve, regardless of whether the Municipality later issues a wayleave. Rates will be in terms of approved Council tariffs.

4.13.2 Internal Applications:

- 4.13.2.1 All internal Departments or State Funded Projects (National or Provincial), where the infrastructure will be taken over by the Municipality, will be exempted from paying the Administrative & Supervision Fee, Refundable Deposits, Non-refundable Payments and/or Penalties.

4.14 DEFECTS LIABILITY PERIOD

- 4.14.1 The Service Owner shall be responsible for all defects resulting from the works for a period of one years after the final completion certificate has been submitted and signed off by the DTS.

4.15 INDEMNIFICATION

- 4.15.1 All Service Owners must indemnify Municipality against any third party liability claims of whatever nature resulting from their works or presence of infrastructure in a public road reserve.

4.16 REMEDIAL WORKS

- 4.16.1 Where failure of pavements or any other defects occur resulting from the installation and operations of a service after the defects liability periods has lapsed, the Service Owner must commence with remedial works within 14 days of being notified by the Municipality. The Service Owner will be held liable for any claims as a result of such failure.
- 4.16.2 The Defect Liability Period as defined in section 4.14 of this Policy shall apply to all remedial works.

4.17 RELOCATION OF SERVICES

- 4.17.1 Where services were not installed in accordance with approved plans, relocation of such services to correct positions must be done by the Service Owner at their cost immediately on instruction by the Municipality.

4.18. COMPLETION NOTICE AND CERTIFICATE OF COMPLETION

- 4.18.1 On completion of the work concerned the authorised person must fill in a completion notice and return it to the Road Authority within twenty-four (24) hours. The Way leave holder will then arrange a site meeting with the authorised person to do an inspection and to issue a certificate of completion if all requirements have been met. The twelve (12) month guarantee period for permanent reinstatement by the wayleave holder, commences on the day after the date of issue of the certificate of completion.
- 4.18.2 Completion of the work means that all work has been completed and that all material, equipment and rubble have been removed and the site is completely cleared and cleaned and that the permanent reinstatement, as applicable, has been done by the authorised person.
- 4.18.3 If work involves more than one street link (street block), a completion notice must be submitted after completion of each link.

4.19. IMPLEMENTATION AND REVIEW OF THIS POLICY

- 4.19.1 This policy shall be implemented once approved by Council. All future wayleave applications must be considered in accordance with this policy.
- 4.19.2 The policy will be reviewed on a regular basis as the wayleave approval process is refined

5. PROCESS FLOW PROCEDURE FOR WAYLEAVE APPLICATION

STEP 1: SERVICE ENQUIRY

During the Service Enquiry phase the applicant needs to obtain as-built information from the relevant Directorates and external parties, in an effort to determine a viable route for the newly proposed infrastructure.

During this Phase, no formal application is made and no fees are charged, except when the applicant needs to introduce trial holes or other invasive investigations.

Any trial hole inside the verge of the road or inside the black top area of the road reserve must be approved through a wayleave application.

STEP 2: APPLICATION

The following documents must be prepared and submitted with the wayleave application. **(See Form 1)**

- (a) Application letter: On applicant's letterhead and signed by an authorized person and indicating contact details (address/tel/cell/e-mail) and project details and scope;
- (b) Layout plan / Engineering Plans with cross-section indicating proposed services to scale and dimensioned from either erf boundary or kerb line, details of proposed services, existing and proposed structures, existing fibre installations of all service providers along full route.
- (c) Civil Engineering Professional appointment;
- (d) Confirmation that all Network Licensees have been contacted regarding the proposed installation and possible trench share; if applicable
- (e) Proof of payment of the applicable fees and tariffs;
- (f) Proof of contractor CIDB registration; and
- (g) Confirmation of quantities regarding proposed trenching.

STEP 3: INDEMNIFICATION

All applicants must indemnify Municipality against any third party liability claims of whatever nature resulting from their works or presence of infrastructure in a public road reserve. (see Form 1.1)

STEP 4: TRAFFIC/PEDESTRIAN ACCOMMODATION

A Traffic/Pedestrian Accommodation Plan is to be submitted for approval before construction work commences. Refer to **Appendix B**.

STEP 5: HEALTH & SAFETY,

Submit Health and Safety Plan that comply with the Occupational Health and Safety Act (Act No. 85 of 1993) (OHS Act), prepared in terms of the latest Construction Regulations. Refer to **Appendix D**.

STEP 6: ENVIRONMENTAL MANAGEMENT

If applicable, submit Environmental Authorization that comply with the National Environmental Management Act. (Act No. 107 of 1998), as amended.

STEP 7: WAYLEAVE ADMINISTRATION

A wayleave Administration Fee will be applicable in terms of the Council Approved Tariff System. Payment of the Administrative fee must be made upfront with submission of the wayleave application, with all other fees payable upon wayleave approval.

The Wayleave Control officer will check whether all requirements have been met. The Wayleave Control officer will register the application. When it has been registered a wayleave number will be allocated.

STEP 8: APPROVAL

If the Wayleave Control officer is satisfied that all requirements were met the wayleave will be recommended to the Director: Technical Services for approval. If the Director: Technical Services is satisfied that all requirements were met the wayleave will be issued.

The applicant must collect the wayleave prior to commencement of works. The wayleave will only be issued once all required documents have been received and all fees/deposits have been paid in full.

STEP 9: SUPERVISION

The Wayleave Control office will forward the details of the approved wayleave to the relevant Superintendent: Streets and Stormwater in whose area the works will take place.

STEP 10: COMMENCEMENT OF WORK

The relevant Superintendent of the Department: Streets and Stormwater must be informed 48 hours prior to the commencement of any works in the road reserve.

STEP 11: QUALITY CONTROL

The Superintendent: Streets and Stormwater will monitor the site and make sure that the correct standards and the Code is adhered to during the works. The Superintendent: Streets and Stormwater

must be present when the process control testing: DCP, nucleonic and core tests are done to approve the reinstatements. **Appendix C**

STEP 12: COMPLETION NOTICE

On completion of the work the applicant must notify the Superintendent: Streets and Stormwater to arrange a site meeting to sign off the completed work. (see Form 1.2).

STEP 13: CERTIFICATE OF COMPLETION

A certificate of completion will be issued once all requirements have been met. The 12 month guarantee period for permanent reinstatements by the wayleave holder commences on the day after the date of issue of the certificate of completion. (see Form 1.2)

During this Phase additional costs can be incurred by the applicant in terms of unplanned open trenching or penalties. These charges can be determined in advance if known, or otherwise will be calculated by a Witzenberg Municipal representative during the completion inspection.

STEP 14: CLOSE-OUT

The wayleave form, or a copy thereof, must be returned to the wayleave officer within 24 hours after completion of the work with the completion notice, certificate of completion signed by all parties and must be accompanied by the DCP, nucleonic and core tests results as required in **Appendix C**.

6. TECHNICAL SPECIFICATIONS

TABLE 1: ROAD CLASSIFICATION

Class		Equivalent terminology
1	Expressway	Freeway, trunk road, highway, primary metropolitan distributor
2	Primary Arterial	Urban freeway, motorway, metropolitan arterial, major/ principal arterial, primary distributor, metropolitan distributor
3	Secondary Arterial	Minor arterial, major collector, higher mobility activity spine, urban district distributor
4	Minor road	Local distributor, minor collector, neighbourhood connector, CBD road, industrial road, lower mobility activity spine, urban collector
5	Residential street	Minor street, local street, urban local access activity street, urban access street

6.1 General

6.1.1 Any trenching activity disturbs the structural integrity of a road or footway. Reinstatement must therefore be done in such a way as to ensure that the reinstated trench and its immediate surroundings do not fail structurally, thus resulting in road user discomfort and increased costs.

6.1.2. In addition to this Specification the following specifications shall be applicable to the works:

- SABS 1200 DB – 1989: Earthworks (Pipe trenches)
- SABS 1200 GA – 1982: Concrete (Small works)
- SABS 1200 LB – 1983: Bedding (Pipes)
- SABS 1200 LC – 1981: Cable ducts
- SABS 1200 M – 1996: Roads (General)
- SABS 1200 ME – 1981: Subbase
- SABS 1200 MFL – 1996: Base (Light pavement structures)

SABS 1200 MG	–	1996: Bituminous surface treatment
SABS 1200 MH	–	1996: Asphalt base and surfacing
SABS 1200 MJ	–	1984: Segmented paving
SABS 1200 MK	–	1983: Kerbing and channeling
SABS 1200 MM	–	1984: Ancillary roadworks

All work shall, as far as they are applicable, be carried out in accordance with the above specifications.

6.1.3 The contractor shall, at least 48 hours before commencing work on any class of road, notify the Road Authority of the impending work. The contractor shall submit to the Road Authority, as may be required, the proposed location for storage and spoil sites, the working space required, details of proposed subbase, base and asphalt materials, mix designs for asphalt and the proposed working hours. The reinstatement designs to be used (pavement layers/surfacing thickness and materials) shall be confirmed.

6.1.4 The Contractor shall permit the Road Authority access to the works at any time for the purpose of inspecting and assessing the reinstatement of trenches and pavements and verges.

6.2 Excavations

6.2.1 The area which is excavated must always be kept to a minimum. The width of the trench must be uniform in length and in depth, in other words the sides must be parallel and vertical. The top of the trench must be cut with a saw to ensure smooth, uniform edges.

6.2.2 The minimum depth that any service may be placed under a road is 800 mm measured from the level of the surfacing of the road to the top of the service. The minimum depth at any other place in the road reserve, e.g. on a verge, is also 800 mm measured from the level of the surfacing of the road and not from natural ground level. Any services not subject to being laid at a specific grade such as water pipes and cables, should not be placed at a depth in excess of the 800 mm as this could interfere with a future service that has to be laid at a specific grade, such as sewers and stormwater pipes.

6.2.3 All excavated material and equipment must be placed and demarcated in such a way as to cause the minimum disruption to vehicles and pedestrians. A safe passage must be kept open for pedestrians at all times.

6.2.4 The wayleave holder will be responsible for any damage to any existing service. Any service, indicated on the drawings or on site by a representative from any service provider, must be opened by careful hand digging. If the service cannot be found, the relevant service provider must be contacted again for further instructions. Under no circumstances may an authorised person dig with mechanical equipment before every known service have been found and marked. When found, a service must be marked and protected or supported as required by the service provider. If any service needs to be moved, instructions from the service provider must be followed carefully. The wayleave holder will be responsible for all reasonable expenses incurred in moving services costs. If any service is damaged during excavations, the relevant Service Owner must be contacted immediately.

6.2.5 Adequate preventative measures must be taken to ensure that no water (e.g. due to rain) flows into the open trenches since this will result in the weakening of the structural layers of the road. Any water that is present in a trench must be pumped out before backfilling. Water must be pumped into the stormwater system and not into a sewer manhole. Any material that has become wet must be removed from the bottom of the trench before backfilling.

- 6.2.6. The wayleave holder must prevent any foreign material from entering any drain and ensure that silting does not occur either from pumping operations or as a result of rain. If any silting or other contamination does occur, the wayleave holder must clean the drain.
- 6.2.7. If an excavation is made through entrances to properties, access must be maintained by using steel plates, planks or other temporary bridges of sufficient strength and properly secured against movement. The occupants of the properties must be kept informed at all times of how their access will be affected.

6.3 Micro-trenching

- 6.3.1 Micro-trenching will not be allowed in roads. Micro trenching will only be allowed in verges where the investigation (test holes or ground penetrating radar, etc.) indicates that no services will be damaged by micro-trenching.
- 6.3.2 All micro trenching allowed in sidewalks/verges will share the same 1.0m space allocated to telecommunication services irrespective of methodology followed, being 1,0m from the property boundary, unless otherwise approved.
- 6.3.3 Where possible, the micro trench should be within 400 mm from the property boundary, wall or fence.
- 6.3.4 No micro trenching will be allowed directly behind the road kerb and no trench will be allowed closer than 300mm behind the kerb.
- 6.3.5 Trenchless technology must be done at road crossings and open trenching will only be considered if all other viable options have been investigated and proved impractical or impossible.
- 6.3.6 The relevant planning and design process prescribed must still be followed and all surfaces shall be scanned using Ground Penetrating Radar to determine the existing underground services. Where risk of damaging such services exists open trench methodology must be used.
- 6.3.7 The minimum depth from top of surface layer to invert of trench is 300mm.
- 6.3.8 The minimum permissible cover to any cable/duct installed by micro trenching must be 200mm.
- 6.3.9 The maximum permissible width for the micro trench shall be 50mm and where an asphalt surface is disturbed / breakout occur, the surfacing cut shall be increased to at least 150mm to replace the surfacing layer.
- 6.3.10 The reinstatement must be in a straight continuous line and should include the breakout width of the connection boxes and/or widest breakout point. Only one scar will be allowed. Where the remaining section of sidewalk is less than 1,0 m, the full width of the sidewalk must be reinstated.
- 6.3.11 The positioning of connections boxes and the placement thereof must be indicated on the drawing and must carry the approval of the relevant property owner.
- 6.3.12 Where micro-trenching is allowed by the DTS, the Service Owner shall submit a specific design and specification for the micro-trenching to be evaluated and approved. This design must be surfacing specific to existing conditions. All specifications must be generic and should not specify proprietary products by name, as this may be applied Municipal-wide on concept.
- 6.3.13 A-frame project boards displaying at least the name and cell phone number of the contractor and appointed engineer must be erected at least at both ends of the project during the full duration of the operation.

6.3.14 Micro trenching may only be done with a recognised mechanical machine capable of cutting a clean trench to varied depth and width.

6.4 Reinstatement Designs

6.4.1 Pavement Layers

The types of reinstatement applicable to the classes of road are indicated in Table 2.

TABLE 2: REINSTATEMENT REQUIREMENTS

Reinstatement Type	Description	Road Class				
		1	2	3	4	5
ROADWAYS						
Type A1	Road	* SEE NOTE 1	√ * SEE NOTE 2			
Type A2	Road		√ * SEE NOTE 2	√		
Type A3	Road				√	
FOOTWAYS (SIDEWALKS) AND CARRIAGEWAY CROSSINGS FOR PEDESTRIANS OR VEHICLES						
Type A4/1 to Type A7/2	Footways and carriageway crossings	*SEE NOTE 3 AND REFER TO TABLE 5 FOR ALL ROAD CLASSES				
VERGES						
Type A8	Verges	APPLICABLE TO ALL ROAD CLASSES				

Notes:

- *1 Not applicable as trenching not permitted without specific approval.
- *2 For Class 3 roads generally a Type A2 reinstatement shall be used unless a Type A1 reinstatement or a site specific pavement design is required by the Road Authority and confirmed in writing.
- *3 Type of pavement to be used shall be determined by the type of facility (residential, factory etc.) to be served by the carriageway crossing as shown in Table 5 or shall match the existing layer works and surfacing as agreed by the Road Authority.

6.4.2 Backfill (Subgrade)

Four types of backfill are applicable to the classes of road as indicated in Table 3. Types B1 and B2 are backfill to trenches subject to traffic loads and Types B3 and B4 are backfill to sidewalks and verges not subject to traffic loads.

TABLE 3: BACKFILL REQUIREMENTS

Backfill Type	Description	Road Class				
		1	2	3	4	5
Type B1	Road			√	√	
Type B2	Road	* SEE NOTE 1				√
Type B2	Vehicle carriageway crossings (asphalt or brick surfacing)	NOT APPLICABLE		REFER TO TABLE 6		
Type B3	Footways (sidewalks) and pedestrian carriageway crossings	REFER TO TABLE 6 FOR ALL ROAD CLASSES				
Type B4	Verges or unpaved areas	APPLICABLE TO ALL ROAD CLASSES				

Notes:

*1 Not applicable as trenching not permitted without specific approval.

6.5 Reinstatement Types and Descriptions

The pavement and backfill types indicated in Table 2 and Table 3 shall be constructed as follows:

6.5.1 Road Reinstatements

Type A1 40 mm continuously graded medium asphalt wearing course
80 mm continuously graded asphalt base (BTB)
250 mm subbase (G5) cement stabilised to form a C3 layer placed in at least two layers

Type A2 40 mm continuously graded medium asphalt wearing course
150 mm G2 base
250 mm subbase (G5) cement stabilised to form a C3 layer placed in at least two layers

Type A3 40 mm continuously graded medium asphalt wearing course
150 mm G2 base
150 mm subbase (G5) cement stabilised to form a C3 layer

6.5.2 Carriageway Crossings for Vehicles (Also refer to Table 5 in this regard)

Type A4/1 73 mm brick or 80 mm blocks
25 mm sand bedding
200 mm G2 base placed in at least two layers

Type A4/2 50 mm continuously graded medium asphalt wearing course
250 mm G2 base

Type A5/1 73 mm brick or 80 mm blocks
25 mm sand bedding
100 mm G5 subbase

Type A5/2 40 mm continuously graded medium asphalt wearing course
150 mm G5 subbase

Type A6/1 73 mm Brick or 80 mm blocks
25 mm sand bedding
100 mm G5 subbase

Type A6/2 25 mm continuously graded fine asphalt wearing course
100 mm G5 subbase

6.5.3 Footways (Sidewalks) and Pedestrian Crossings (Also refer to Table 5 in this regard)

Type A7/1 73 mm brick or 80 mm blocks
25 mm sand bedding
100 mm G5 subbase

Type A7/2 25 mm continuously graded fine asphalt wearing course
100 mm G5 subbase

6.5.4 Verges

Type A8 150 mm (minimum) topsoil

6.6 Backfill

6.6.1 Roads and Carriageway Crossings for Vehicles Reinstatement

Type B1 G9 material from trench excavation (or G7 material if imported) stabilized with cement

Type B2 G9 material from trench excavation (or G7 material if imported)

6.6.2 Footways (Sidewalks) and Pedestrian Crossings

Type B3 Material from trench excavation (or G9 material if imported)

6.6.3 Verges

Type B4 Material from trench excavation

The depth or thickness of backfill(subgrade) Types B1 to B4 will be determined by the trench excavation depth, the bedding and blanket thickness and the pavement layer depths given above.

6.7 Materials

6.7.1 Backfill (Subgrade)

Trench backfill material shall consist of a suitable material of similar or better quality than that originally excavated from the trench. Material excavated from trenches may be used as backfill in all areas, provided only that it contains little or no organic material and that it can be placed without significant voids and compacted to specification. Material containing more than 10% of rock or hard fragments that are retained on a sieve of nominal aperture size 100 mm, and material containing large lumps that do not break up under the action of the compaction equipment being used, will be regarded as unsuitable for use in backfilling and any material from trench excavations which cannot be compacted in accordance with the requirements of this specification shall be considered to be unsuitable and shall be replaced.

Notwithstanding the above materials used for backfilling of trenches subject to traffic loads (roads and vehicular carriageway crossings etc) shall be free of clay and shall meet the requirements of a G9 material as indicated in Table 4.

If the excavated material cannot be used for backfill material shall be imported. Where the backfill is to be placed under road carriageways or any other areas subject to vehicular traffic loads material the imported material shall comply with the requirements of a G7 material in accordance with SABS 1200 M (see Table 4). Where the backfill is to be placed in other areas not subject to vehicular loads the material shall comply with the requirements of a G9 material as indicated in Table 4.

TABLE 4: BACKFILL MATERIAL

Criteria	Type G7 material	Type G9 material
Parent material	Natural material (soil, sand or gravel)	Natural material (soil, sand or gravel)
Strength	CBR at 93% of Mod. AASHTO max. density shall	CBR at 93% of Mod. AASHTO max. density shall

	be at least 7%. Swell at 100% of Mod. AASHTO max. density shall not exceed 1,5%	be at least 7%. Swell at 100% of Mod. AASHTO max. density shall not exceed 1,5%.
Atterberg limits	PI shall not exceed 12 or a value equal to 3 times the grading modulus plus 10, whichever is the higher value.	PI shall not exceed 12 or a value equal to 3 times the grading modulus plus 10, whichever is the higher value.
Size	Two thirds of the compacted layer thickness or 75 mm for crushed material.	Two thirds of the compacted layer thickness.
Grading modulus (GM)	2,7 >= GM >= 0,75	2,7 >= GM >= 0,75

Backfill Type B1 shall be mixed with 2,5 % cement by mass. The cement used with backfill shall be at least type CEM II 32,5.

6.7.2 Subbase

Subbase material shall comply with the requirements with of SABS 1200 M for a G5 material.

Cement used for stabilization shall be type CEM II 32,5.

6.7.3 Base

Base material shall comply with the requirements of SABS 1200 M for a G2 material with a 26,5 mm maximum aggregate size.

6.7.4 Asphalt

6.7.4.1 Binders:

Binders shall comply with the requirements of SABS 1200 MH. Material for prime, as may be required, shall be either MC 30 or RTH1/4P. Material for tack coats shall be 30% stable grade bitumen emulsion. The bituminous binder for asphalt shall be 60/70 penetration grade bitumen for base and wearing course and MC 3000 cut-back bitumen for sidewalk asphalt.

6.7.4.2 Mix specifications:

(a) Asphalt Base (BTB)

Asphalt for base shall comply with the requirements of SABS 1200 MH for continuously graded asphalt with a 26,5 mm maximum aggregate size. Hot mix asphalt shall be used.

(b) Wearing Course Areas Subject to Traffic Loads

Asphalt for wearing course shall comply with the requirements of SABS 1200 MH for continuously graded medium asphalt (CCC type A mix). Hot mix asphalt shall be used.

(c) Surfacing for Footways (Sidewalks)

Asphalt for footway surfacing shall comply either with the requirements of SABS 1200 MH for continuously graded fine asphalt or with the requirements in (d) below. Hot or cold mix asphalt may be used.

(d) Footway asphalt specification

The bituminous binder shall be MC 3000 or other approved cut-back bitumen.

The aggregate shall be composed of clean, hard, sound particles of an approved durable material, free from organic and calcarious matter and other impurities, and shall contain a mixture by mass of 85% of 6,7 mm aggregate mixed with 15% of an approved crusher dust graded from 3,4 mm to dust. Not more than 2% of the total mix shall pass a 0,075 mm sieve.

The aggregate shall be properly screened, cubical in shape, free of dust and shall conform to the requirements of Grade 2 stone in Table 1 SABS 1200 M: 1996. The grading shall comply with Table 1 for 6,7 mm aggregate.

The proportions of the mix shall be 94,5 % aggregate and dust and 5,5 % binder by mass.

6.7.4.3 Material Sources and Mix Designs:

Asphalt from approved commercial sources shall be used. Proposed mix designs for the materials to be supplied. Examples of test results obtained on previous contracts where similar mixes were used shall be provided to the Road Authority on request.

Test results from the supplier demonstrating the compliance, of the asphalt actually supplied to the works, with the requirements of this specification shall be provided to the Road Authority.

If commercial sources are not to be used, mix design proposals shall be submitted for approval prior to the commencement of any work.

6.7.5 Segmented Paving and Edgings

6.7.5.1 Pavers:

Where existing paving has to be reinstated the existing type shall be matched as far as possible in terms of shape, colour, type and surface texture. Otherwise the type of reinstatement shall be in accordance with this specification and the standard materials indicated below shall be used as agreed with the Road Authority.

Standard brick pavers shall be 222 mm x 106 mm x 73 mm and shall conform to SABS 227: Burnt Clay Masonry Units (latest edition) as applicable to Class FBX – E-30 bricks.

Standard concrete block pavers shall be of a type specifically manufactured for paving. They shall be approximately 200 mm long and 100 mm wide. Their thickness shall be 80 mm. The blocks shall conform to SABS 1058: Standard Specification for Cement Paving Blocks (latest edition) Class 35 or the Precast Concrete Block Paving Construction guidelines. In residential areas standard 100 mm x 100 mm precast concrete cobbles may be used.

Cast In-situ concrete: All cast in-situ concrete must comply with the relevant requirements of Section 6400: Concrete for Structures of the COLTO Standard Specification for Roads and Bridge Works. All cast in-situ concrete must be Class 25/19.

Precast concrete paving slabs: All concrete paving slabs must comply with the requirements of SABS 541-1971, as amended or replaced from time to time.

6.7.5.2 Edgings:

Where existing edging has to be reinstated the existing type shall be matched as far as possible in terms of shape and type. Otherwise the type of edging shall be in accordance with this specification and the standard materials indicated below shall be used as agreed with the Road Authority.

Standard edging bricks shall not be of lesser quality than Grade NFX (as per the current edition of SABS 227: Burnt Clay Masonry Units).

Standard precast concrete edgings shall be of cross sectional 100 mm x 100 mm or 150 mm x 75 mm complying with the relevant requirements of SABS 927. Cross sections of precast footway edgings are shown on the standard drawing RO/2272/1.

The standard length edgings shall be 1 m except as specified hereinafter. Where the radius of a bend has a value between 600 mm and 30 m, the precast sections shall be supplied in 300 mm lengths and laid in segments to form the circular curve.

6.8 Plant

6.8.1 Compaction Equipment

The contractor shall use mechanical compaction equipment and he shall select such equipment and operate it in such a manner that the service in the trench, including pipes, ducts or cables is not stressed or damaged. In this regard the contractor shall be responsible for ensuring that he is, prior commencing compaction, aware any particular limitations on the type of compaction (vibration permitted etc) or the type of equipment (size, mass) which the relevant service owner/s may impose while working over or near their service/s.

6.9 Construction

6.9.1 Safeguarding of Excavations

Should the depth of an excavation or the nature of the material excavated render the sides of the excavation liable to movement that might endanger the works or the workmen engaged on the works the sides of the excavation shall be supported by suitable timber or other sheeting with adequate struts and braces, all being assembled properly and having sufficient strength and stiffness to prevent movement in the materials supported (shoring).

The contractor shall make good any fall of rock or earth due to rain, floods, insufficient timbering or other cause, and shall fill in any cavities so formed.

Without relieving the contractor in any way of his responsibility the Road Authority may order additional lateral support for the sides of any excavation.

All timbering and sheeting shall be removed from the excavation before the completion of the work, unless the written permission of the Road Authority is obtained to allow any portion to remain.

6.9.2 Protection of Structures

Where work is to be carried out in the proximity of buildings, bridges, tanks or structures, the contractor shall take all necessary precautions, including shoring where necessary, to ensure the safety of the structures that are at risk.

6.9.3 Stormwater and Groundwater

The contractor shall properly deal with and dispose of water to ensure that the works are kept sufficiently dry for their proper execution. The contractor's responsibility will be held to include the provision of adequate protection against flooding and damage by stormwater, flow from springs, and seepage, and to include provision for the repair of any damage to the works may arise as a result of the inadequacy of the protection provided.

6.9.4 Excessive Pollution

The contractor shall take all reasonable measures to minimize excessive dust nuisance, pollution of streams and inconvenience to or interference with the public or others because of the execution of the works.

6.9.5 Excavated Material not to Endanger or Interfere

All excavated material shall be so deposited as not to interfere with or endanger the works (for example, by causing the sides of an excavation to collapse), other property or traffic. The Road Authority may order the contractor to remove any material that is liable to endanger or to interfere with the works, private property, traffic or pedestrians, and to order that such material be placed at some other approved location.

All material that is unsuitable or not required for backfilling shall be removed from the site.

6.9.6 Protection of Overhead and Underground Services

Prior commencing with any work the contractor shall ensure that all relevant wayleaves and permissions have been obtained to work on the site. Also refer to section 1.

The contractor will be held responsible for any damage to known services (ie services that are within the site of the works and are shown on the drawings or have been indicated to the contractor) and he shall take all necessary measures to protect them. All work or protective measures shall be subject to approval of the relevant service owner or authority.

In the event of a service being damaged, the contractor shall immediately notify the owner or authority concerned. The contractor shall not repair any such service unless instructed to do so.

6.9.7 Ground and Access to Works

The contractor shall occupy only such ground as is necessary to carry out the work. He shall provide and maintain such access to the various sections of the works as he requires for the proper execution of the work. All fences and other structures that have been damaged or interfered with by the contractor shall be restored to a condition at least equivalent to their original condition.

6.9.8 Damage to Road Surface

Where, during the execution of the works, any road or paved surface adjacent to a trench has been damaged in any way whatsoever by the contractor, he shall at his own expense and as soon as is practicable, repair and restore such surface to a condition at least equivalent to that previously existing, and to the satisfaction of the Road Authority.

6.9.9 Excavation and Backfill (Subgrade)

6.9.9.1 Excavation of Temporary Material before Reinstatement:

It may be necessary to re-excavate trenches to remove temporary material placed in a trench in order to place the permanent backfill and/or pavement layers. The contractor shall ensure that he

is aware of any possible restrictions relevant service owners may impose on excavation work (use of hand excavation only etc).

The sides of an excavation shall be as near vertical as possible while following safe excavation practise for the excavation depth and the material conditions.

No tree roots encountered in trenches may be cut without prior permission from the Directorate: Community Services.

6.9.9.2 Compaction:

(a) Areas Subject to Traffic Loads (Backfill Type B1 and Type B2)

In areas subject to road traffic loads trenches shall be backfilled in layers of thickness (after compaction) not exceeding 150 mm and the material shall be compacted to 93 % of modified AASHTO maximum density (or 100 % in the case of sand) for backfill Type B1, and 95 % of modified AASHTO maximum density (or 100 % in the case sand) for backfill Type B2. See also section 15.8.9.3 regarding backfill Type B1.

(b) Areas not Subject to Traffic Loads (Backfill Type B3 and Type B4)

Trenches shall be backfilled in layers of thickness (after compaction) not exceeding 300 mm and the material shall be compacted to the same density as that of undisturbed surrounding ground or to 90% of modified AASHTO maximum density (or 100 % in the case of sand) whichever is the higher for backfill Type B3.

Trenches shall be backfilled in layers of thickness not exceeding 300 mm and the material shall be lightly compacted to reduce settlement for backfill Type B4.

6.9.9.3 Backfilling:

Backfilling of trenches shall commence after the service has been laid and firmly bedded in the specified cradle and the blanket has been placed and adequately compacted over the service to the height of blanket cover specified for the applicable type of service.

Backfilling shall be carried out over the full extent of the actual trench excavation and to original ground level, except where other pavement layers are to be placed. Unless prior approval has been obtained, no filling shall be placed in water.

Type B1 backfill (for work under Class 3 and 4 road carriageways) shall be thoroughly mixed with 2,5 % cement by mass prior to watering and compaction.

6.9.9.4 Temporary reinstatement of excavated areas.

It may be necessary, due to traffic or safety or any other conditions, to temporarily backfill a trench and/or temporarily reinstate a roadway. The Road Authority shall be informed of all such instances. Where trenches across areas subject to vehicular traffic loads are backfilled on a temporary basis the backfilling must be done with G9 material from trench excavation (or G7 material if imported) stabilized with cement up to a level of 440mm beneath the surface of the road. The remaining 440mm must be filled up with crusher dust material up to the road surface.

The backfilled surface shall be maintained in a safe condition for pedestrian and vehicular traffic until the final pavement layers are placed.

6.9.9.5 Disposal of Surplus Material:

Excavation material from the trench, which is unsuitable or has become surplus because of bulking, displacement or importation, shall be disposed of off-site at an approved location.

6.9.9.6 Deficiency of Backfill Material:

Any deficiency of backfill material from trench excavation may be made up from suitable surplus material from other excavations nearby. If there is still a shortage of suitable material, backfill shall be imported.

6.9.9.7 Completion of Backfilling:

The contractor shall complete backfilling of trenches expeditiously and in reasonable approved lengths. The Contractor shall clean the road surface or paved area (as applicable) adjacent to the trench on completion of the work.

6.9.10 Subbase

6.9.10.1 Compaction:

(a) Placing, Watering and Mixing

The material shall be placed and spread in a trench in such a manner as to minimize segregation of the various sizes of aggregate in the material. In order to increase the moisture content of the material to the optimum for the compaction equipment employed and the density required the requisite quantity of water shall be added uniformly to the material and thoroughly mixed into the material until a homogenous mixture is obtained.

Dry compaction shall not be permitted. If necessary, due to the nature of the compaction equipment to be employed, the full layer thickness shall be achieved by placing and compacting successive thinner layers.

(b) Specified Density

Subbase to trench reinstatement within a road carriageway, to carriageway crossings and to sidewalks shall be compacted to 95% of Mod AASHTO maximum density.

6.9.10.2 Construction:

(a) Stabilization

Where specified subbase material shall be stabilized with 3 % cement by mass. The cement shall be thoroughly mixed into the subbase material before water is added and compaction commences.

6.9.11 Base

6.9.11.1 Compaction:

(a) Placing, Watering and Mixing

The requirements of section 15.8.10.1(a) shall apply.

(b) Specified Density

Base to trench reinstatement within a road carriageway and to carriageway crossings shall be compacted to 98% of Mod AASHTO maximum density.

6.9.12 Reinstatement of asphalt surfaced areas

6.9.12.1 General:

Where long lengths of trench are to be reinstated, asphalt work shall be programmed to follow the completion of the rest of the layers so that the period that a completed trench is left unsurfaced is limited as far as possible.

The edges of the excavation through existing asphalt surfacing shall be uniformly cut along neat straight lines on both sides over the entire length of the trench. Wherever practical the straight edges shall be parallel to the trench being prepared for reinstatement. All areas of intrusion/overlap into the adjoining surfacing shall be cut to a rectangular shape.

Where the excavation is through a road surfaced with asphalt the existing wearing course shall be removed an additional 100 mm beyond the edge of the trench so that the joint in the surfacing will not be above the edge of the trench.

The joint formed between the old and the new surfacing shall be cleaned and all loose material and dust removed. For all excavations through road carriageway surfaces a tack coat shall be applied at a rate of 0,6 litres per square metre to the full width of the area to be surfaced including the face of the joint formed. The tack coat shall be applied at least 30 minutes before and not more than 24 hours before surfacing.

All works adjacent to the tack spraying operation (including kerbs, brick paving etc.) shall be protected appropriately. All entries to drainage structures shall be blocked to prevent entry of bitumen.

After reinstatement of layer works the surface layer shall be neatly cut to produce a straight line. The final cut lines must ensure that straight and parallel lines are achieved giving a square block finish. Asphalt surfaces on roads must preferably be cut with jack hammers or other devices to produce a bond edge. Asphalt surfaces on sidewalks must be saw-cut producing straight lines.

Where the width of the sidewalk is less than 1.5 m, the entire width of the surfacing shall be replaced.

Where the width of the sidewalk exceeds 1.5 m, the minimum reinstatement width shall be 1.5 m, provided that there is only one scar and the un-reinstated strip left over is more than 500 mm.

Where any strip of asphalt less than 500mm wide remains, it shall be replaced simultaneously with the trench asphalt.

6.9.12.2 Placing:

In order to achieve a dense impervious layer asphalt should as far as possible, and particularly for asphalt placed to reinstate road carriageways, be placed at as near as possible to the recommended working temperatures for the applicable mix.

The asphalt mixture shall be dumped on shovelling plates, or other approved clean surfaces, and shall not be dumped on the area on which it is to be spread. The mixture shall be placed with shovels in the desired position and shall be levelled off with rakes to a depth which will provide not less than the required thickness after compaction.

6.9.12.3 Compaction:

In areas where the larger rollers cannot be used, compaction shall be carried out with hand operated mechanical compaction equipment and, where there is sufficient space, approved smaller vibratory rollers.

The edges of all asphalt areas shall be compacted with an approved hand stamper, and the contractor shall ensure that the asphalt lies flush with the top of the adjacent surfacing or formed edges.

Asphalt base and wearing course shall have a minimum density of 94 % of Marshall density. Asphalt surfacing for footways (sidewalks) shall be finished and compacted so that the surface appears smooth, uniform and dense.

6.9.13 Segmented Paving and Edgings

6.9.13.1 Removing and Replacing Units:

Where a trench crosses a segmented block paved area the existing units must be carefully removed in complete units and kept safe for re-use.

Reinstated bricks and blocks shall be placed on a sand bedding as indicated in Table 5 and shall be cut by means of a mechanically driven saw only. Brick portions with any side of less than 30 mm may not be used.

The joint openings between the individual bricks / blocks may not exceed 5 mm in width.

Reinstated bricks/blocks shall be vibrated to final level with a suitable plate compactor and again vibrated after the application of dry jointing sand. Joints shall not be grouted with a cement/sand mixture.

Where it is necessary to leave a gap between the abutting row of bricks and poles or manhole covers etc. the gap must be filled with asphalt.

When reinstating the brick surface, bricks and cuttings shall be carefully replaced to match the existing pattern. Jointing sand (no cement) in accordance with the SANS 1200 MS specification shall be broomed into the joints for the full depth of the bricks prior to undertaking the final compaction of the brick surface using a vibratory plate compactor and a rubber tyre pneumatic roller in areas with heavy vehicular traffic.

The paving pattern of the reinstated brick surface must be visually equal to or better than the existing brick paving.

After compaction, the replaced bricks shall tie into the existing bricks within a tolerance of 3mm.

No collapsing or sagging as a result of the works will be accepted. Any settlement at the end of the 1 year defects liability period shall be made good by removing the bricks, re-compacting the fill and base layers and replacing the brick surface.

6.9.13.2 Edging:

Where a trench crosses an edging the units must be carefully removed in complete units and kept safe for re-use. Edgings may be re-used provided that re-used and new units are not interspersed over short distances. All the precast edgings shall be re-laid true to line and to such grades and levels as to properly reinstate the disturbed edges.

Edging shall be laid on a bed of 15 MPa concrete and pressed firmly into place so that there shall be a minimum thickness of 50 mm of concrete under the whole of the base of the edgings. The

concrete bedding shall be haunched up behind the edging for at least two-thirds the height of the unit and the back slope of this haunch shall not be steeper than 1:1. The width of joint between edgings shall be 10 mm and each joint shall be grouted solid with mortar composed of 1 part cement to 4 parts sand and neatly pointed on all exposed surfaces.

6.9.14 Reinstatement of concrete surfaced areas

After reinstatement of layer works the existing concrete edges shall be neatly cut to produce a straight line. The final cut lines must ensure that straight and parallel lines are achieved giving a square block finish.

6.9.15 Reinstatement of driveways

After reinstatement of layer works the surface layer shall be neatly cut to produce a straight line. The final cut lines must ensure that straight and parallel lines are achieved giving a square block finish. The same surface finish must be implemented in the reinstatement in order to tie into the existing appearance and functionality.

Where any strip of existing surface treatment, between the road edge/kerb line and trench is less than 300mm wide, it shall be replaced simultaneously with the trench reinstatement.

No collapsing or sagging as a result of the works will be accepted. Any settlement at the end of the 1 year defects liability period shall be made good to Municipal Standards.

6.9.16 Verges and other Unpaved Areas

6.9.16.1 Verges:

When trenching through unpaved areas all the existing topsoil shall be kept in a separate stockpile for subsequent re-use. It should be noted that where a hardening or gravel layer has been placed on a verge this shall not be treated as an unpaved area and reinstated as specified in this section. In such cases the type of reinstatement required shall be agreed with the Road Authority and the normal requirement shall be that the hardening or gravel layer shall be reinstated to match the thickness and type of material removed.

Trenches through verges and other unpaved areas can be backfilled with the excavated material. The top layer of each trench shall be backfilled without compaction with all the topsoil that is available. The finished surface of backfilling left proud of the surrounding ground to allow for initial settlement shall be not more than 75 mm above the surrounding ground. Verges and other unpaved areas affected by trenching shall be reinstated to the existing profile, width and grade within the road reserve.

Where road construction layers, structural courses, foundations, kerbs and/or backing providing edge support to road structures extend into verges or unpaved areas and are affected by trenching, such layers, backing etc shall be fully reinstated.

6.9.16.2 Reinstatement of non-surfaced/grassed vegetation covered areas

Unless otherwise agreed, cultivated areas containing shrubs, plants or bulbs affected by trenching shall be reinstated using the same or similar species.

Grassed areas shall be reinstated using the original turf, replacement turf or an equivalent seed, depending on weather and growing season.

Where grassed areas have previously been mown, the reinstated surface shall be demonstrably free from stones greater than 20 mm nominal size. All other debris arising from the works shall be removed from the site.

If any unconstructed verge has an established lawn, this must be removed, stored and replaced in sods in such a way that the lawn is in the same condition after reinstatement as it was before excavation. If the sods are allowed to dry out or become damaged in any way, they must be replaced with similar sods.

If an unconstructed verge has been planted with garden vegetation other than lawn, the owner of the adjacent property must be consulted before excavation, to obtain instructions on what to do with the plants that are affected. Every effort must be made to preserve all plants.

Trench widths and depths shall be the same as for surfaced areas.

Bedding sand and bedding blanket shall be the same as for trenches in surfaced areas.

The excavated material which is used for backfill must be compacted to match the density of the neighbouring undisturbed areas but with a minimum of 93% of MDD up to 100mm from the top of the trench.

Reinstate surface (final 100mm) as per existing surface. Once the backfill is compacted, carefully replace the grass / vegetation ensuring no depressions in the surface along the trench route. Grass should be firm and compacted into place using a heavy roller.

6.9.16.3 Ditches, drains and drainage courses:

Ditches, open drains and drainage courses affected by trenching shall be restored to their original profile, unless otherwise agreed.

6.9.17 Reinstatement of unsuccessful drill operations

In the event that directional drilling is unsuccessful, the drill tunnel must be filled / pumped with concrete. The mixture used must be pre-approved by the DTS.

6.9.18 Other Construction Requirements

6.9.18.1 Placing Material:

Completed backfill shall be free of contaminants prior to and during the placement of pavement materials. Before placement of any pavement layer materials and as part of the backfill works, the sides of the trench to receive the pavement layers shall be cut clean to achieve a uniform plane surface, free of any loose or foreign material.

Appropriate construction mixing methods shall be applied to ensure uniformity of all the specified material qualities when the materials are laid along the trench length. The surface of all pavement layers shall be in a tight and uniformly bound condition with no evidence of layering, cracking or disintegrating and free of loose, dusty, stony areas.

All materials shall be compacted using mechanical compactors. Hand operations may be used in confined areas, however, self-propelled driven mechanical plant shall be used where trench area allows.

6.9.18.2 Stormwater Damage:

Should disturbance or demolition of existing stormwater pipes or structures occur due to the trench works they shall be reinstated in accordance with the specification to be obtained by the contractor from the Road Authority.

6.9.18.3 Kerbs and Other Precast Components:

Where kerbs or other precast components are affected by trenching they shall be carefully removed and stored for re-use. Unless otherwise agreed by the Road Authority all recovered precast units or components to be incorporated in the reinstated works shall be in good condition and free of cracks, chips and deformities. Any items damaged by the contractor during removal shall be rejected, removed from the site and replaced with new materials. All kerbs or other precast components shall be reinstated in accordance with the requirements of the applicable section of SABS 1200. Tunnelling under kerbs, channels and edging is prohibited and all such elements shall be removed during excavation and reinstated. All cast in-situ concrete must be Class 25/19.

6.9.18.4 Resurfacing Footways and Carriageway Crossings:

Where the area of the trench damage is greater than 75% of a footway or a carriageway crossing area the Road Authority may require that the whole crossing area be resurfaced to match the existing surface levels and material type (the existing surfacing shall be removed as necessary).

If a private driveway and footway with non-standard materials are to be excavated, the owner of the property concerned must be informed in advance and in writing of the intended work. The owner must then [supply/specify to] the authorised person [with] the materials that are to be used for the reinstatement.

6.9.18.5 Cracking:

Where parallel cracking or settlement of the existing carriageway surface occurs along the edge of a trench after excavation the pavement layer reinstatement shall be widened to a line 200 mm beyond the extremity of the cracking.

6.9.18.6 Reinstatement of Road Signs and Markings:

All road markings that have been removed or damaged by the works shall be repainted upon reinstatement of a trench to surfacing level. All markings shall be in accordance the South African Road Traffic Signs Manual (SARTSM) or according to the original colours, lengths and widths as instructed by the Road Authority. All work shall be in accordance with SABS 1200 MM. Any road studs removed shall be replaced.

All road signs removed in carrying out the works shall be reinstated and any signs damaged during removal or lost shall be replaced by the contractor.

6.9.18.7 Other Reinstatement and Cleaning:

All peripheral damage caused by any excavation, backfilling or reinstatement operations including but not limited to damage to adjacent surfaces caused by poles or pegs placed shall be repaired as required by the Road Authority and all surfaces affected by the work shall be properly cleaned on completion of the work. All waste shall be removed from site.

Where other features, such as drainage channels or pipes across footways are affected, they shall be reinstated such that they function properly and to the satisfaction of the Road Authority.

6.10 Tolerances

6.10.1 Levels

Unless otherwise agreed all trenches shall be reinstated to same levels, falls and grades as existed before the disturbance. Notwithstanding this requirement finished surface levels shall be adjusted locally to ensure that the reinstated areas are free draining as there may be locations particularly on flat roads where previous consolidation has created un-drained areas isolated from the main drainage points. Where it may be necessary to adjust the lines and levels for reinstatement for other reasons the Road Authority shall issue specific instructions to the contractor.

At the edge of a resurfaced area the edge of the new surfacing shall match or be slightly proud of the adjoining surfacing, kerbing or edging.

6.10.2 Layer Thickness

The average thickness of any layer shall not be less than the specified thickness and in no place shall the actual thickness differ from the specified thickness as follows:

Subbase Plus or minus 15 % of the specified layer thickness
Base Plus or minus 15 % of the specified layer thickness
Asphalt Plus or minus 20 % of the specified layer thickness

6.10.3 Smoothness

When a 3 m straight edge is laid on a finished road carriageway surface, the distance between the surface and the straight edge shall nowhere exceed 6 mm.

6.11 Testing

6.11.1 Proof of Compliance

The contractor shall carry out process control testing to ensure that all materials and works are in accordance with the specification. The Road Authority shall be provided with copies of the results of such testing as required in **Appendix C**. If no test results are provided the Road Authority reserves the right to call for such results. The results shall then be produced within two days of being requested. Such tests shall be done at the contractor's expense. If no test results are provided as requested the Road Authority reserves the right to consider the work in question to be out of specification and the work shall be rejected and may have to be redone.

6.11.2 Materials and Mix Design

Process control testing shall be carried out on all materials supplied for trench reinstatement. Routine testing carried out by suppliers shall be acceptable provided that the frequency of testing complies with the requirements of the applicable section of SABS 1200.

Refer to section 15.6.4.3 regarding asphalt mix designs.

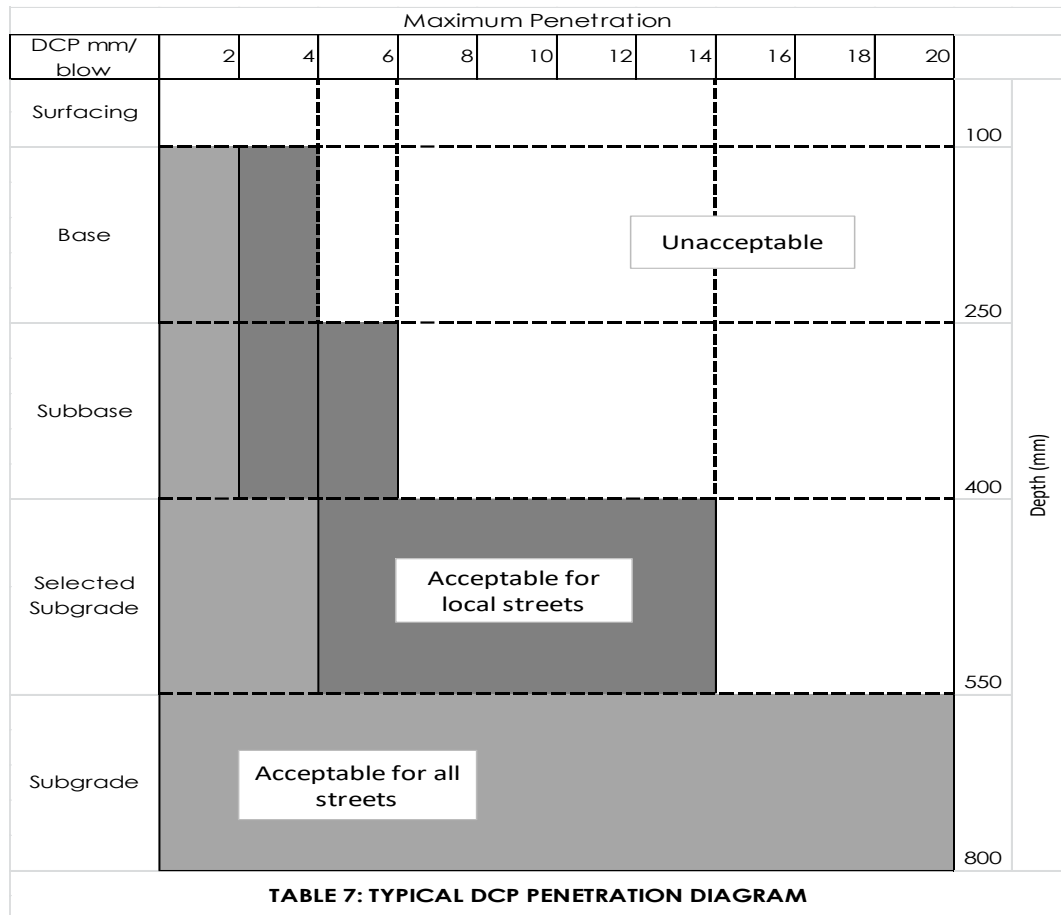
6.11.3 Density Testing

The density of backfilling (subgrade), subbase and base shall routinely be tested using a Dynamic Cone Penetrometer (DCP) although nucleonic or sand replacement testing may be required to confirm the achievement of the specified densities.

DCP testing shall be carried out on trenches in areas subject to vehicular traffic loads (roads and carriageway crossings) after every 1,0 m depth of backfill, or part thereof if the total thickness of backfill is less than 1,0 m, has been placed and compacted.

The backfill (subgrade), subbase and base shall be tested by DCP every ten linear metres of trench or such greater interval as agreed with the Road Authority.

An indication of probable acceptance on most roads can be obtained from the typical DCP Penetration diagram shown below in TABLE 7



Asphalt layers shall routinely be tested using nucleonic methods although core testing may be required to confirm the achievement of the specified densities. Standard maximum dry density and Marshall density values may be used for the various materials used to reduce the amount of sampling and testing. Such standard values shall be agreed with the Road Authority as and when required. The frequency of density testing required on the layers will be determined by the Road Authority taking into account the size and nature of the work. The testing frequency shall be one test per 100 square metres of completed layer unless another frequency is agreed with the Road Authority prior to commencement of the work. A minimum of three tests will be required.

6.11.4 Test Standards

All testing shall be carried out in accordance with TMH1: Standard Methods of Testing Road Construction Materials.

6.11.5 Routine Inspections

The Road Authority may carry out routine inspections of the works as they are completed. To allow such inspections the contractor shall advise the Road Authority when excavation work is to commence and when it has been completed.

The Road Authority may carry out independent density tests to determine the compaction of the backfilling or other layers and may take samples of any materials being used for further testing. Such testing shall not relieve the contractor of his responsibility to carry out process control testing.

6.11.6 Acceptance or Rejection of Works

6.11.6.1 General:

Should any contractor's testing and re-testing indicate that the works, or part of the works, fails to meet the specification then further working (including scarifying, remixing and/or recompaction as necessary or the replacement of materials) shall be carried for the entire section rejected and retests carried out, all at the contractor's expense. Re-testing shall be carried out at the same frequency as the original testing.

6.11.6.2 Asphalt:

Areas of asphalt defective with respect to the specified requirements for mix quality, density, percentage voids, surface finish, surface smoothness or thickness shall be removed and replaced by the Contractor unless the Road Authority permits the layer to be sealed with an agreed product. The extent of the defective area shall include all the asphalt in the test lot containing the failed test(s) unless defective areas can be suitably isolated by additional testing (where necessary) by the contractor. The contractor shall remove and replace areas of asphalt which show signs of either ravelling, cracking, deflection, subsidence and instability, for any reason, at the discretion of the Road Authority. Immediate repairs shall be carried out by the contractor as necessary to maintain the safety of the site. Patches shall be prepared by cutting and removing the defective asphalt to the full depth of the layer such that the sides of the area are at right angles or parallel to the direction of traffic and the edges are vertical and the patch shall be completed by placing and compacting new asphalt in accordance with the specification.

6.11.7 Performance Specifications/Defects liability

6.11.7.1 The performance of any trench permanently reinstated by the authorised person will be monitored for twelve (12) months, during which period the authorised person will be held responsible for any remedial work that may be required.

6.11.7.2. The tests that were used for quality control (density or shear strength) will be used to determine whether or not the work was done according to specifications. The Road Authority may do additional tests if the quality control tests are not considered to be adequate.

6.11.7.3. Remedial work will be required if any of the following defects exists:
 (a) Depressions;
 (b) humps (crowning);
 (c) edge depression (trips, vertical discontinuities) at the interface; or
 (d) cracking.

6.11.7.4. Any depression or hump will be measured with a straight edge across the reinstatement and will require remedial work if the following limits are exceeded over 100 mm or more of the length of the trench:

<i>Reinstatement Width (mm)</i>	<i>Height of Deformation or Hump as measured with straight edge (mm)</i>
Up to 400	10

400 to 500	12
500 to 600	14
600 to 700	17
700 to 800	19
800 to 900	22
Over 900	25

6.11.7.5. Remedial work will also be required if a depression results in standing water wider than 500 mm or exceeding one square metre, two hours after rain has stopped.

6.11.7.6. Any edge depression exceeding 10 mm over 100 mm or more of the length of the trench will require remedial work.

6.11.7.7. Any open crack wider than 3 mm and longer than 100 mm will require remedial work.

6.12 Manholes and structures for Telecommunications

6.12.1 Only brick built manholes (preferred in areas of heavy traffic) or prefabricated GRP manholes will be allowed.

6.12.2 Brick manholes shall have walls constructed from NFX bricks using stretcher or Flemish bond and shall be 220/230mm thick.

6.12.3 All manhole covers and frames must comply with the relevant SANS specification and shall have a minimum load bearing capacity of 400kN.

6.12.4 Manhole sizes on primary networks may not exceed 900mm external dimension;

6.12.5 Manhole sizes on secondary networks may not exceed 600mm external dimension;

6.12.6 Boundary chamber sizes on tertiary networks may not exceed 300mm external dimension;

6.12.7 All manholes and structures must be accommodated in the space allocated for the trench (1.0m);

6.12.8 No above ground structures that could interfere with sight distance will be allowed on splays or within 25m of a splay;

6.12.9 No above ground structures will be allowed in pedestrian access ways or at pedestrian crossings;

6.12.10 No above or underground structures will be allowed at intersections and universal access positions to ensure unimpeded travel for handicapped persons. This will generally imply that manhole positions must be a minimum of 10.0 m from intersections and access points and positions of manholes must allow sufficient space for handicapped persons and wheelchairs to utilize the sidewalks;

6.12.11 The minimum permissible spacing for manholes shall be 45.0m c/c after all Network Licensees have installed their infrastructure and a maximum of 2 manholes at any given position will be allowed. Therefore, the design must consider existing and future Network Licensee's;

6.12.12 All manhole/boundary chamber covers must bear the name of the company in embossed letters to clearly define the different service provider's infrastructure.

6.13 Boundary Boxes for Telecommunications

- 6.13.1 Boundary boxes must be robust and durable and may not exceed 300mm in dimension;
- 6.13.2 The new boundary box must be placed next to the existing Telkom AJB (Manhole);
- 6.13.3 Only one boundary box per 2 erven will be allowed for house connections. Where a second network provider services the same property a maximum of 2 boundary boxes per position will be allowed;
- 6.13.4 Boundary boxes for house connections may be placed in the road reserve verge but shall not be further than 200mm from the erf boundary. Boundary boxes may be mounted on walls with the permission of the property owner.

TABLE 5: FOOTWAYS (SIDEWALKS) AND CARRIAGEWAY AND PEDESTRIAN ACCESS CROSSINGS: PAVEMENT STRUCTURES

TYPE OF PAVEMENT STRUCTURE	A7/2	A6/2	A5/2	A4/2	A7/1	A6/1	A5/1	A4/1	
TYPE OF SURFACE	BITUMINOUS PREMIX (ASPHALT)				CLAY BRICK OR CONCRETE BLOCK				
TYPE OF CROSSING	FOOTWAYS AND PEDESTRIAN CROSSINGS	CARRIAGEWAY CROSSING			FOOTWAYS AND PEDESTRIAN CROSSINGS	CARRIAGEWAY CROSSING			
DUTY OF CROSSING		LIGHT	HEAVY	EXTRA HEAVY		LIGHT	HEAVY	EXTRA HEAVY	
USAGE OF CROSSING	Pedestrian only	Single residential	Flats church, School, etc.	Warehouse, Factory, Loading area, Service Station	Pedestrian only	Single residential	Flats church, School, etc.	Warehouse, Factory, Loading area, Service Station	
TYPE OF EDGING	Brick stretcher on edge or 150 x 75 mm precast concrete (side and boundary edging)			250 x 100 mm precast concrete	Brick stretcher on edge or 150 x 75 mm precast concrete (side and boundary edging)			250 x 100 mm precast concrete	
THICKNESS OF	Premix Bricks Blocks	25 mm	25 mm	40 mm	50 mm	73 mm 80 mm	73 mm 80 mm	73 mm 80 mm	73 mm 80 mm
SAND BED THICKNESS (Uncompacted)	Nil	Nil	Nil	Nil	25 mm	25 mm	25 mm	25 mm	
THICKNESS OF GRAVEL COMPACTED	Subbase (G5*) Base (G2*)	100 mm	100 mm	150 mm	250 mm	100 mm	100 mm	100 mm	200 mm
OVERALL DEPTH OF COMPACTED LAYERS AND OF EXCAVATION	Premix Bricks Blocks	125 mm	125 mm	190 mm	300 mm	198 mm 205 mm	198 mm 205 mm	200 mm 205 mm	300 mm 305 mm
ADDITIONAL EXCAVATION WHERE CLAYEY MATERIAL IS ENCOUNTERED		0 mm	150 mm	150 mm	200 mm	0 mm	150 mm	150 mm	200 mm
COMPACTION OF PAVEMENT LAYERS	Subbase Base	95%	95%	95%	98%	95%	95%	95%	98%

* The standard for Subbase (G5) and Base (G2) shall be in accordance with SABS 1200 M.

** 100% for sand.

TABLE 6: FOOTWAYS (SIDEWALKS) AND CARRIAGEWAY AND PEDESTRIAN ACCESS CROSSINGS: BACKFILL TYPES

BACKFILL TYPE	TYPE B3	TYPE B2			TYPE B3	TYPE B2		
TYPE OF SURFACE	BITUMINOUS PREMIX (ASPHALT)				CLAY BRICK OR CONCRETE BLOCK			
TYPE OF CROSSING	FOOTWAYS AND PEDESTRIAN CROSSINGS	CARRIAGEWAY CROSSING			FOOTWAYS AND PEDESTRIAN CROSSINGS	CARRIAGEWAY CROSSING		
DUTY OF CROSSING		LIGHT	HEAVY	EXTRA HEAVY		LIGHT	HEAVY	EXTRA HEAVY
USAGE OF CROSSING	Pedestrian only	Single residential	Flats Church, School, etc.	Warehouse, Factory, Loading area, Service Station	Pedestrian only	Single residential	Flats Church, School, etc.	Warehouse, Factory, Loading area, Service Station
COMPACTION OF BACKFILL	In situ material or G9 quality material if imported. Compaction 100% for sand or 90% or same as surrounding material (whichever is greater) for other materials.	In situ material at least G9 quality or G7 quality if imported. Compaction 95% or 100% for sand			In situ material or G9 quality material if imported. Compaction 100% for sand or 90% or same as surrounding material (whichever is greater) for other materials.	In situ material at least G9 quality or G7 quality if imported. Compaction 95% or 100% for sand		

APPENDIX D: OCCUPATIONAL HEALTH & SAFETY SPECIFICATION FOR CONSTRUCTION WORKS CONTRACTS

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 - 3.2.2 Copy of the Act
 - 3.2.3 Good standing with the compensation fund or a licensed compensation insurer
 - 3.2.4 Emergency procedure
 - 3.2.5 Health & safety file
4. Appointments
5. Health and safety agent
6. Risk assessments
7. Health and safety plans

Occupational health and safety specification for construction work contracts

1 Scope

This specification establishes general requirements to enable the employer and the contractor to satisfy to Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Construction Regulations, 2003.

The Construction Regulations, 2003, require an Employer to stop any Contractor from executing construction work which is not in accordance with the Contractor's health and safety plan for the site or which poses to be a threat to the health and safety of persons.

This specification established generic health and safety requirements site specification requirements for health and safety are stated in the scope of work associated with a contract.

2 Definitions

Act: The Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

Competent person: any person having the knowledge, training and experience specific to the work or task being performed

Employers Health and Safety Agent: the person appointed as agent by the Employer in terms of Regulation 4(5) of the Construction regulations and named in the contract data as the being the employer's agent responsible for health and safety matters

Ergonomics: the application of scientific information concerning humans to the design of objects, systems and environment for human use in order to optimise human well-being and overall system performance

Hazard: a source of exposure to danger

Hazard identification: the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed.

Health and safety plan: a documented plan which addresses hazards identification and includes safe work procedures to mitigate, reduce or control the hazard identified

Healthy: free from illness or injury attributable to occupational causes

Incident: an event or occurrence occurring at work or arising out of or in connection with the activities of persons at work, or in connection with the use of plant or machinery, in which, or in consequence of which:

- a) Any persons that dies, become unconscious, suffers the loss of a limb or part of a limb or is otherwise injured or becomes ill to such a degree that he is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or to continue with the activity for which he was employed or is usually employed:
- b) A major incident occurred; or
- c) The health or safety of any person was endangered and where:
 - i. A dangerous substance was spilled;
 - ii. The uncontrolled release of any substance under pressure took place;
 - iii. Machinery or any part thereof fractured or failed resulting in flying, falling or uncontrolled moving objects, or machinery ran out of control

Inspector: a person designated as such under section 28 of the Act

Major Incident: an occurrence of catastrophic proportions, resulting from the use of plant or machinery, or from activities at workplace

Reasonable practicable: practicable having regard to:

- a) The severity and scope of hazards or risk identified
- b) The state of knowledge reasonable available concerning that hazard or risk and of any means removing or mitigating that hazards or risk;
- c) The availability and sustainability of means to remove or mitigate that hazard or risk; and
- d) The cost of removing or mitigating that hazard or risk in relation to the benefits deriving therefrom;

Registered person: a person registered in terms of the Electrical Installation Regulations

Risk: The probability that injury may or damage will occur

Safe: free from any hazard

Scaffold: any temporary elevated platform and supporting structure used for providing access to and supporting workmen or materials or both.

Structure

- a) Any building, steel or reinforced concrete structure (not being a building), railway line or siding, bridge, waterworks, reservoir, pipe or pipeline, cable, sewer, sewage works, fixed vessels, road, drainage works, earthworks, dam, wall, mast, tower, tower crane, batching plants, pylon, surface and underground tanks, earth retaining structure or any structure designed to preserve or alter any natural feature, and any other similar structure;
- b) Any framework, false work, scaffold or other structure designed or used to provide support or means of access during construction work; or
- c) Any fixed plant in respect of work which includes the installation, commissioning, decommissioning or dismantling and where any such work involves a risk of a person falling tow metres or more.

Substance: any solid, liquid, vapour, gas or aerosol, or combination thereof

Suitable: capable of fulfilling or having fulfilled the intended function or fit for its intended purpose

Workplace: any premises or place where a person performs work in the course of his employment

3 Requirements

3.1 General Requirements

The contractor shall:

- a) Create and maintain a safe and healthy work environment,
- b) Execute the works in a manner that complies with all the requirements of the Act and all its associated regulations, and in so doing, minimize the risk of incidents occurring; and
- c) Respond to the notices issued by the Employer's Health and Safety Agent as follows:
 - 1) Improvement Notice: improve health and safety performance over time so that repeat notices are not issued;
 - 2) Contravention Notice: rectify contravention as soon as possible;
 - 3) Prohibition Notice: terminate affected activities with immediate effect and only recommence activities when it is safe to do so.

3.2 Administration

3.2.1 Notification of Intention to commence construction work

3.2.1.1 The Contractor shall notify the Provincial Director of Labour in writing using a form similar to that contained in Annexure A of the Construction Regulations issued in terms of the Act before construction work commences and retain a copy of such notification in the health and safety file where such work:

- a) Involves the demolition of a structure exceeding a height of 3m;
- b) Involves the use of explosives to perform construction work;
- c) Involve the dismantling of fixed plant at height greater than 3m;
- d) Exceed 30 days or will involve more than 300 person days of construction work; and includes:
 - i. Excavation work deeper than 1m; or
 - ii. Working at height greater than 3m above ground or a landing.

3.2.1.2 The Contractor shall ensure that no work commences on an electrical installation which requires a new supply or an increase in electricity supply before the person who supplies or contracts or agrees to supply electricity to that electrical installation has been notified of such work.

3.2.1.3 The Contractor shall ensure that no asbestos work is carried out before the Provincial Director of the Department of Labour has been notified in writing.

3.2.2 Copy of the Act

The contractor shall ensure that a copy of the Act and relevant regulations is available on site for inspection by any person engaged in any activity on site.

3.2.3 Good standing with the compensation fund or any licensed compensation insurer

The Contractor shall before commencing with any works on site provide the Employer's Health and Safety Representative with a proof of good standing with the compensation fund or with a licensed compensation insurer.

3.2.4 Emergency Procedures

3.2.4.1 The Contractor shall submit for acceptance to the Employer's Health and Safety Agent an emergency procedure which include but not limited to fire, spills, accidents to employees, exposure to hazardous substances, which:

- a) Identifies the key personnel who are to be notified of any emergency
- b) Sets out details including contact particulars of available emergency services: and
- c) The sections or steps which are to be taken during emergency.

3.2.4.2 The Contractor shall within 24 hours of an emergency taking place notify the Employer's Health and Safety Agent in writing of the emergency and briefly outline what happened and how it was dealt with.

3.2.5 Health and safety file

3.2.5.1 The Contractor shall maintain on site a health and safety file which contains copies of the following:

a) Documents required prior to commencing with physical construction activities

- 1) The Contractor's health and safety policy, signed by the Chief Executive Officer, which outline the Contractor's objectives and how the will be achieving and implemented by the Contractor;

- 2) The notification made to the Provincial Director of Labour, and if relevant, the notification of the person who supplies or contracts or agree to supply electricity to that electrical installation;
- 3) The letter of appointment as relevant, of the construction supervisor for the site in respect of construction works covered by the Construction Regulations and the registered person responsible for electrical installation covered by the Electrical Installation Regulations;
- 4) A copy of the certificate of registration of the registered person responsible for the electrical installation covered by the Electrical Installation Regulations;
- 5) The approval of the design of the part of an electrical installation which has a voltage in excess of 1 KV by a person deemed competent in terms of the Electrical Installation Regulations;
- 6) Proof of registration of the electrical contractor who undertakes the electrical installation in terms of the Electrical Installations Regulations;
- 7) The preliminary hazards identification undertaken by a competent person;
- 8) The organogram which outlines the roles and responsibilities of the construction supervisor's assistants and safety officers; and
- 9) The contractor's health and safety plan;
- 10) The emergency procedures;
- 11) The procedure for the replacement of lost, stolen, worn or damage personal protective clothing and
- 12) Proof of the contractors if is registered and in good standing with the compensations fund or with a licensed insurer;

4 Appointments and Competent persons

4.1 The Contractor shall appoint in writing competent persons to supervise, operate or inspect, as relevant, any of the following;

- Assigning of Duties (16.2) by CEO
- Designation of Construction Work Supervisor (6.1)
- Subordinate Construction Supervisor (6.2)
- Health & Safety Representative(s)
- First Aider Appointment
- Incident Investigator
- Risk assessment co-ordinator
- Emergency Plan Coordinator
- Appointment of SHE Officer
- Excavation Supervisor
- Lifting Equipment Inspector
- Lifting Equipment Operator
- Batch Plant Inspector
- Mobile Plant Operator

- Hand Tools Inspector
- Fire Equipment Inspector
- Stacking and storage Inspector
- Concrete Mixer Operator
- Portable Electrical Tools Inspector
- Hazardous Chemical Substances Assessor
- Traffic Accommodation Officer
- Health and Safety Committee Members
- Stacking and Storage Supervisor
- Welding/Flame cutting Equipment Inspector
- Ladder Inspector
- Formwork and Support Work Supervisor
- Formwork and Support Work Inspector
- Scaffold Supervisor
- Scaffold Inspector
- Radiation Equipment Inspector (Troxlér)

5. Employer's health and safety agent

The Employer's Health and Safety Agent shall:

- a. Audit the Contractors compliance with the requirements of this specification prior to the commencement of any physical construction activities on the site;
- b. Accept or reject all safety plans, giving reasons for rejecting such plans;
- c. Monitor the effective implementation of all safety plans;
- d. Conduct periodic and random audits on the health and safety file to establish compliance with the requirements of this specification;
- e. Visits the site at regular intervals to conduct site inspections, and based upon such visits issue, wherever necessary, Improvement Notices, Contravention Notices and Prohibition Notices.

6. Risk Assessment

The Contractor shall before the commencement of any work on site and during construction work, cause a risk assessment to be performed by a competent person appointed in writing. Such assessment shall as a minimum:

- Identify the risks and hazards to which persons may be exposed to;
- Analyse and evaluate the identified risks and hazards;
- Document a plan of safe work procedures, including the use of any personal protective equipment or clothing and the undertaking of periodic "toolbox talks" or inductions before undertaking hazardous work, to mitigate, reduce or control the risks and hazards that have been identified;
- Provide a monitoring plan; and
- Provide a review plan.

Note: A risk assessment is an important step in protecting workers as well as complying with the law. It helps to focus on the risks that really matter in a particular workplace – the ones with the potential to cause real harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures. The following four steps are recommended:

- 1) **Identify the hazards**
- 2) **Identify who may be harmed and how**

3) Evaluate the risks and decide on precautions

4) Record the findings

- i. The Contractor shall ensure that as far as is reasonable practicable, ergonomic related hazards are analysed, evaluated and addressed in the risk assessment.
- ii. Notwithstanding the provisions of the fall protection plan, the Contractor shall ensure that:
 - a) All unprotected openings in floors, edges, slabs, hatchways and stairways are adequately guarded, fenced, or barricaded or that similar means are used to safeguard any person from falling through such opening;
 - b) No person works in an elevated position, unless that work is performed safely by working from a scaffold or ladder;
 - c) Notices are conspicuously placed at all openings where possibility exists that a person might fall through such opening;
 - d) Fall prevention and fall arrest equipment is suitable and sufficient strength for the purpose and securely attached.

7. Health and safety plans

The Contractor shall prior to commencing the works to which this specification applies, submit to the Employer's Health and Safety Agent for approval a suitable and sufficiently documented health and safety plan, based on this specification and the risk assessment that is conducted.



FORM 1: WAYLEAVE APPLICATION FORM

Application is hereby made by the undersigned to do work in the road reserve as detailed below. The applicant undertakes to do the work according to the latest edition of the CODE OF PRACTICE FOR WORK IN THE ROAD RESERVE.

No work may commence before a wayleave is issued in respect thereof.

APPLICANT

AGENCY/DEPARTMENT/PRIVATE: _____

CONTACT PERSON: _____ CONTACT TEL: _____

CONTACT CELL: _____ E-mail: _____

CONSULTING ENGINEERS: _____

CONTRACTOR: _____ PROJECT NO: _____

REINSTATEMENT ORDER NO: _____

PROVISIONAL DATES

STARTING DATE: _____ COMPLETION DATE: _____

DRAWING NUMBER: _____

LOCATION OF WORK (give full details)

SUBURB: _____ STREET NAME: _____

STREET (FROM): _____ STREET (TO): _____

ERF NO'S: _____

HOUSE NO'S: _____

EXCAVATION DETAILS:

LENGTH OF EXCAVATION: RIDING SURFACE _____ m²: KERBS m² _____

ASPHALT FOOTWAY: _____m² INTERNAL BLOCK _____m²:

UNPAVED FOOTWAYS _____m²

THE FOLLOWING AGENCIES ARE AWARE THAT THE APPLICANT WILL BE WORKING WITHIN THE VICINITY OF THEIR SERVICES, HAVE GIVEN THE APPLICANT THEIR CONDITIONS FOR WORKING WITHIN THE VICINITY OF THEIR SERVICES AND THEREFORE HAVE NO OBJECTION TO APPLICANT APPLYING FOR A WAYLEAVE.

AGENCY	REMARKS/SIGNATURE /DATE
ELECTRICAL	
WATER AND SANITATION	
STREETS AND STORMWATER	
PARKS	
TOWN PLANNING	
ESKOM	
TELKOM	
OTHER	

WAYLEAVE CONTROL OFFICER (office use):

RECOMMENDED:

YES	NO	WAYLEAVE NO:	
-----	----	--------------	--

SIGNATURE

NAME OF OFFICIAL

DATE RECEIVED

FORM 1.1 UNDERTAKING/INDEMNITY:



FORM 1.1: UNDERTAKING / INDEMNITY:

I, the undersigned hereby,

- acknowledge the receipt of the forms containing the procedures and conditions pertaining to wayleave applications and understand that it will be my responsibility to contact the relevant service agencies within and outside the area of jurisdiction of Witzenberg Municipality, undertake to adhere to the conditions not applicable to this Department, e.g. TELKOM, ESKOM, etc.
- Undertake to furnish the relevant service agencies with all necessary application forms and information obtained as a result of this application, in order to obtain final wayleave approval and permission to work within the road reserve,
 - Acknowledge that service information is given in good faith and that the accuracy of this information is not guaranteed.
 - Guarantee all backfilling and permanent reinstatement work done by Contractor, for a period of 12 months that will start 14 days after the work is signed off as completed by the Superintendent: Streets and Stormwater.
 - Accepts responsibility for all costs associated with the work, including any damage to other services, backfilling and reinstatements of trenches, the cost of any tests that may be required and any claims that may result from the work done by the Contractor until the work is taken over by the Municipality and the permanent reinstatement is completed.
 - Accept the terms and conditions of the aforesaid Code of Practice for Work in the Road Reserve.

SIGNATURE OF APPLICANT NAME OF APPLICANT DATE

FORM 1.2: CERTIFICATE OF INSPECTION AND
COMPLETION:



FORM 1.2: CERTIFICATE OF INSPECTION AND COMPLETION

WAYLEAVE NO: _____

COMPLETION NOTICE

The Wayleave Control office is hereby informed that:

☐ The work done in terms of the above wayleave has been completed according to the conditions as prescribed in the wayleave.

AND

☐ The permanent reinstatement has been done in accordance with the specifications in the Code of Practice for work in the Road Reserve.

NAME: _____
WAYLEAVE HOLDER

SIGNED: _____

DATE

CERTIFICATE OF COMPLETION

The Superintendent: Streets and Stormwater must sign this form. The signature is just for administrative control and by no means implies that the work has been done according to the specifications and conditions of the wayleave. The onus and responsibility of ensuring that the service has been correctly installed, is that of the applicant.

It is hereby certified that the site of the work carried out in terms of the above wayleave was inspected on the above date and that:

- The work has been completed; and
- The site has been cleared and cleaned; and
- The wayleave holder did the permanent reinstatement and the 12 month guarantee period commences from date.

OR

- The wayleave holder did a temporary reinstatement. A Departmental Work order was received from the wayleave holder.

SITE INSPECTIONS

REMARKS: _____

DEPARTMENTAL WORK ORDER No. (if applicable): _____

The Superintendent: Streets and Stormwater was present when the DCP, nucleonic and core tests were done (see site inspection remarks).

NAME: _____
SUPERINTENDENT:
STREETS AND STORMWATER

SIGNED: _____

DATE

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN : Committee for Technical Services
 Director Technical Services

VAN : Manager Water and Sewerage

DATUM: 22 January 2020

TRIM : 16/2/R

WATER RESTRICTIONS: TULBAGH

A. PURPOSE

The purpose of this memorandum is to inform Council regarding the implementation of Level 1 water restrictions, in terms of the approved Drought Management Strategy for Witzenberg Municipality.

B. DISCUSSION

In terms of the approved Drought Management Plan for Witzenberg Municipality, Level 1 water restrictions must be implemented when the Tulbagh dam reaches 81%. Currently the dam is at 85%, and we foresee that we will reach the 81% level mid-February.

The following measures and tariffs will be will be implemented in terms of Level 1 restrictions:

Tariffs:

Tariff Number	Description	Vat Status	Tariff 2018/2019 (VAT inclusive)
5.1.2	Consumption per kilolitre: Restrictions Level 1		
5.1.2.1	Block A (Residential and smaller commercial clients)		
	0 - 6 kl	15.00%	R 3.00
	7 - 30 kl	15.00%	R 10.42
	31 - 60 kl	15.00%	R 10.42
	61 - 300 kl	15.00%	R 10.42
	Above 300 kl	15.00%	R 30.27
5.1.2.2	Block B (Larger commercial and smaller industrial clients)		
	0 - 300 kl	15.00%	R 12.29
	301 - 1000 kl	15.00%	R 12.29
	1001 - 8000 kl	15.00%	R 11.88
	Above 8000 kl	15.00%	R 11.88
5.1.2.3	Block C (Larger industrial clients)		
	Above 20 000 kl per month	15.00%	R 3.63

Measures:**Water Restrictions Level Details for residential and non-residential properties within urban supply area of Witzenberg Municipality**


1. Implement tariffs as per approved budget tariffs for level 1 restriction.
2. The mechanical irrigation of gardens is prohibited.
3. Gardens/Sports grounds/Market gardens, Orchards, Nurseries, Commercial flower garden.
No watering between 10:00 and 14:00.
No watering at times of high winds allowed.
Boreholes & Grey water may be used for irrigation, clear signage to be erected on premises indicating same. Monthly consumption to be reduced with 10% compared to the similar month of previous financial year
BANNED: Unattended hoses.
4. Washing of vehicles - If washed with a hosepipe it must be fitted with an automatic self-closing device. Otherwise, only buckets may be used.
5. Window cleaning - Only with buckets, not hose pipes.

6. Swimming pools - Automatic top-up systems not allowed - only manual topping up.
7. Water restrictions become effective immediately after being advertised in the media and in public places.
8. Any person who contravenes these restrictions is guilty of an offence and is, upon conviction, liable to a fine as published in the by-law or six months imprisonment.
9. Secondary offenders will be fined double the amount referred to in eight above;
10. Applications for exemptions are to be submitted to the Department: Technical Engineering Services for approval. Once approved, a written exemption shall be provided and individual applications assessed.
11. Each household shall be limited to 36 kilolitres per month.
12. Flow reducing devices shall be installed where the above limits are exceeded. Except for a registered indigent household, the offender will be charged for the cost of the installation.
13. That the owner or occupier of any premises who intends to sink a borehole on such premises notifies the municipality on the prescribed form of such intention before work in connection therewith commences;
14. Paved Areas, Driveways, roofs and walls - May not be cleaned with potable water.
15. Motor vehicle washing business - Automated/Self-service: If any hose pipes are used, they must be fitted with automatic self-closing device. Informal - Only buckets may be used. Monthly consumption to be reduced with 10% compared to the similar month of previous financial year.
16. Golf courses using potable water - Greens: No watering between 10:00 and 14:00. No watering at times of high winds allowed. BANNED: Unattended hoses. Rough: Banned
17. Paved public areas where food is prepared/consumed or for health reasons - Permit required if cleaned with potable water.
18. Public and Private Office buildings, Hotels, Motels, Resorts etc. - Monthly consumption to be reduced with 10% compared to the similar month of previous financial year.
19. Industrial - Monthly consumption to be reduced with 10% compared to the similar month of previous financial year.

C. RECOMMENDATION

That Council takes cognisance of the report submitted.

That the Manager Marketing and Communication be instructed to do awareness campaigns in this regard and inform Tulbagh residents.



N. JACOBS
MANAGER: WATER & SEWERAGE

"Annexure A"



Witzenberg Municipality
Voortrekker Street
Ceres

JOUBERT VAN VUUREN INC.
P R O K U R E U R S A T T O R N E Y S

By e-mail: david@witzenberg.gov.za; jowayne@witzenberg.gov.za;
htaljaard@witzenberg.gov.za; joseph@witzenberg.gov.za

Our Ref : ABJ/sg	Your Ref : 15/4/2/8 Attention : Mr HO Taljaard & Mr D Nasson	Date : 13 December 2019
---------------------	---	----------------------------

DE KEUR CENTRE, CERES

Dear Sir,

1. We act in this matter on behalf of Amrich Prop 8 Properties (Pty) Ltd, the owner of what is known as the De Keur Sentrum, Ceres.
2. Our client earlier this year submitted an application for a proposed street boundary fence on Erf 7696 Ceres, which application for approval of the fencing plans was refused on the basis that: *"the fence will be unsightly, objectionable; causing the area in which it is to be erected to be disfigured thereby."*
3. We submit that the basis for refusing our client's application for approval is without any objective legal foundation and appears to be purely subjective.
4. Considering the further arguments against your refusal as set out below, one comes to the conclusion that your decision is not only subjective, but also seemingly unfairly discriminates against our client.
5. Security of person and property remains a problem throughout South Africa and also in Ceres. Although we would all choose to not to live behind fences and burglar bars, private protection of person and property remains a reality. Our client has a legal duty to ensure the security and protection of its tenants and their customers. A security assessment by our client showed that it is necessary and important to fence off its property and parking area so as to control access in case of an emergency such as for instance during an armed robbery.
6. One of the concerning aspect of your decision is that it unfairly discriminates against our client.

Reg Nr / Reg No : 1999/016197/21

Telefoon / Telephone : 023 312 3152

Faks / Fax : 023 312 3083 (Alg/Gen)

Faks / Fax : 023 312 3822 (Akte/Convey)

E-pos / E-mail : gerit@jvanvuuren.co.za (Alg/Gen)

E-pos / E-mail : altus@jvanvuuren.co.za (Akte/Convey)

Docex 1 Ceres

Posbus / P O Box 79 Ceres 6835

Voortrekkerstraat 84 Voortrekker Street

Ceres 6835

DIREKTEURE / DIRECTORS : GERRIT JANSE VAN VUUREN BA LLB & ALTUS B JOUBERT B.Comm LLB LLM
PROFESIONELE ASSISTENTE / PROFESSIONAL ASSISTANTS : REINETTE VAN STADEN B.Comm LLB HDIP Tax Law, BRENDAN MENTOR LLB
KANDIDAATPROKUREUR / CANDIDATE ATTORNEY: YONGAMA FEMELE LLB

7. There are many examples in the main street of Ceres of what can be regarded as fences that are "*unsightly, objectionable*" and which can clearly be regarded as "*causing the area in which it is erected to be disfigured thereby*".
8. We enclose as an attachment to this letter a number of photographs taken and we refer you to the photos of steel palisade fencing adjacent to Lewis Stores in Voortrekker Road, the old steel wire fencing in front of the SA Police Station in Voortrekker Road and the palisade fencing in front of Check Inn Liquors and Nutsman Werke, all in Voortrekker Road. There are many other examples of similar or more unsightly fences and one only needs to drive slowly through Voortrekker Road to note many more examples. It is to be noted that the SAPS is also, like you, an organ of state, but yet the unsightly fence is openly allowed by you, while forming part of that very same state.
9. Also in the annexure are examples of similar fencing as that which our client proposes, at for instance the Du Toit Group, also openly allowed by you.
10. Section 9 of the Bill of Rights in our Constitution states that "*everyone is equal before the law and has the right to equal protection and benefit of the law.*" It can clearly be argued, and this will be done in a Court of Law if necessary, that the Witzenberg Municipality unfairly discriminates against certain individuals (often property developers bringing investment and job creation to our town, we submit). Referring to the examples in the attachment and other examples throughout Ceres, one gets the impression the Witzenberg Municipality in this instance are not providing *equal protection and benefit of the law*.
11. Also included in the annexure are many examples of similar shopping centres in other small towns in the Western Cape where these fences have been approved, again emphasising that there exists no legal basis upon which Witzenberg Municipality can interpret SPUMA or other applicable laws in the manner in which they do when other municipalities falling under those very same laws, do allow such fences. In any event, the reasons provided by you for not approving the plans has not factual and/or objective basis, but is purely subjective in nature.
12. Although not advanced as the reason for refusing out client's fencing plan, it has come to our attention that another ground for not approving the fence is that it diminishes integration throughout the town of Ceres. Also this argument is without legal foundation as it also clearly discriminates against our client. There are many examples in Voortrekker Road where fencing off of one's property are being allowed. At this very moment, a similar fence as the one our client proposes is being erected along the border of the housing development near Nduli. Surely the argument regarding integration similarly applies to that development as it applies to businesses and other residential neighbourhoods in Ceres, Bella Vista and Prince Alfred Hamlet.
13. Our client wishes to co-operate with you as the Municipality to create jobs and contribute to the economy of Ceres to everyone's benefit. Although our client would not want to get involve in court battles with you, we submit that this is a clear case of unfair discrimination where no legal justification for not approving our client's fencing plans exist.
14. We therefore urge you to approve our client's fencing plan, alternatively provide us with your internal appeal procedure on or before **31 January 2020** after which process, if

approval has still not been granted, our instructions are to proceed with a court application against the Witzenberg Municipality.

15. We look forward to your reply.

Yours faithfully
JOUBERT VAN VUUREN INC

per:
AB JOUBERT



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

Reference/Verwysing/iRef: 15/4/2/8
Enquiries/Navrae/Imibuzo: Mr H O Taljaard

16 April 2019

Attention: Mr André Mouton
Amrichprop 8 Properties Pty Ltd
Merchant West Group
P O Box 651098
BENMORE
2010

Dear Sir

PROPOSED STREET FENCING: DE KEUR SHOPPING CENTRE: VOORTREKKER STREET, ERF 7696, CERES

1. The abovementioned refers.
2. At the Council meeting of 26 March 2019 it was decided as follows:
 - a) That the application for a proposed street boundary fence on erf 7696 Ceres, illustrated by AXION drawing no 100-10, be refused having regard to Section 7(1)(b)(ii)(aa) of the National Building Regulations and Building Standards Act 103 of 1977.
 - b) That the application is refused on the basis of having due regard to the proposal in its wider context considering that:
 - the fence will be unsightly, objectionable; causing the area in which it is to be erected to be disfigured thereby.
3. The minutes of the meeting is attached.

Yours faithfully

for **MUNICIPAL MANAGER**

Kindly address all correspondence to the Municipal Manager / Rig asseblief alle korrespondensie aan die Munisipale Bestuurder / Yonke imbalelwano mayithuyelwe kuzikawuli 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
Imibono yethu: Umasipala omanyenya, oyondabalenya, onentlutha othi rhoz uzikhulule endaleni nakuxhomekaka

Notule: Raadsvergadering 26 Maart 2019
Minutes: Council meeting 26 March 2019

The following documents are attached:

- (a) Front boundary fencing plan: **Annexure 8.2.1(a).**
- (b) Examples of new street boundary fencing: **Annexure 8.2.1(b).**

The Executive Mayoral Committee resolved on 25 March 2019:

That the Executive Mayoral Committee recommends to Council:

- (a) that the application for a proposed street boundary fence on erf 7696 Ceres, illustrated by AXION drawing no 100-10, be refused having regard to Section 7(1)(b)(ii)(aa) of the National Building Regulations and Building Standards Act 103 of 1977.
- (b) that the application is refused on the basis of having due regard to the proposal in its wider context considering that:
 - the fence will be unsightly, objectionable; causing the area in which it is to be erected to be disfigured thereby.

UNANIMOUSLY RESOLVED

- (a) *that the application for a proposed street boundary fence on erf 7696 Ceres, illustrated by AXION drawing no 100-10, be refused having regard to Section 7(1)(b)(ii)(aa) of the National Building Regulations and Building Standards Act 103 of 1977.*
- (b) *that the application is refused on the basis of having due regard to the proposal in its wider context considering that:*
 - *the fence will be unsightly, objectionable; causing the area in which it is to be erected to be disfigured thereby.*

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Committee for Technical Services
VAN / FROM: Manager: Town Planning and Building Control
DATUM / DATE: 26 February 2019
REF: 15/4/R

PROPOSED STREET FENCING: PICK N PAY "DE KEUR" SHOPPING CENTRE, CERES

PURPOSE

To make a recommendation with regard to a preliminary building plan application for the erection of a street boundary fence.

DELIBERATION

The owners of the Pick n Pay "De Keur" shopping centre proposes to erect a street boundary fence as per the attached drawing. It will be a "clearvu" fence at 1.8m height with gates at the 2 entrances enclosing the entire street front of the centre.

The applicant motivates that there has been an increase in criminal related activities at the centre and that the fence is needed as a security measure.

It should be noted that in a recent Constitutional Court judgement (Trustees of the Simcha Trust v Da Cruz and Others; City of Cape Town v Da Cruz and Others) the court held that when considering a proposed building, the decision-maker should consider whether the proposed building would probably, or will in fact, be so disfiguring of the area, objectionable or unsightly, or derogate from the value of adjacent properties, that it would exceed the legitimate expectations of a hypothetical owner of a neighbouring property.

In terms of Section 7(1)(b)(ii)(aa) of the National Building Regulations and Building Standards Act, a local authority must refuse to approve an application if the local authority—

"is satisfied that the building to which the application in question relates—

(aa) is to be erected in such manner or will be of such nature or appearance that—

✉ 44 Ceres 6835

☎ (023) 316 1854

☎ (023) 316 1877

✉ admin@witzenberg.gov.za

*(aaa) the area in which it is to be erected will probably or in fact be disfigured thereby;
(bbb) it will probably or in fact be unsightly or objectionable;
(ccc) it will probably or in fact derogate from the value of adjoining or neighbouring properties."*

It is considered that the fence is not desirable for the following reasons:

- The proposal is contrary to the character of the main street. Properties along Voortrekker Street are not fenced and the street has an "open" character.
- The fence will have an industrial appearance that is out of character with the area.
- It will discourage free movement after hours when the gates are closed thereby disturbing the convenience of the area.
- It raises the perception that Ceres is not a safe place.

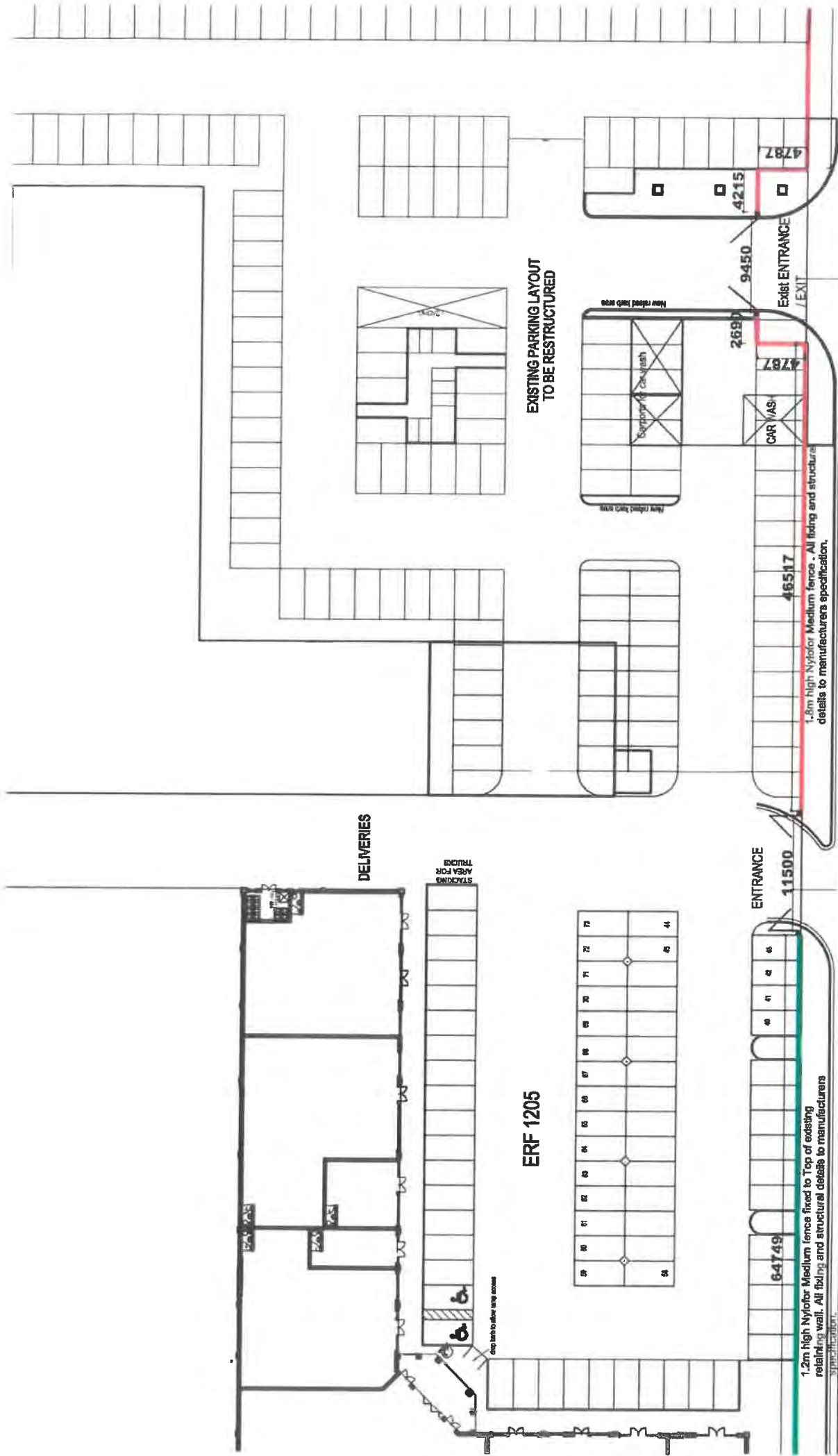
RECOMMENDATION

- A Application for a proposed street boundary fence on Erf 7696 Ceres, illustrated by AXION drawing no 100-10, **be refused** having regard to Section 7(1)(b)(ii)(aa) of the National Building Regulations and Building Standards Act 103 of 1977.

The application is refused on the basis of having due regard to the proposal in its wider context considering that:

- the fence will be unsightly, objectionable; causing the area in which it is to be erected to be disfigured thereby.

**MANAGER: TOWN PLANNING AND BUILDING CONTROL
H O TALJAARD**



DELIVERIES

ERF 1205

EXISTING PARKING LAYOUT
TO BE RESTRICTED

ENTRANCE

11500

6-47-49

4787

4215

2690

4787

46517

9450

4787

EXIT

EXIT ENTRIES

4215

4787

9450

4787

EXIT

4215

4787

EXIT

1.2m high Nylofor Medium fence fixed to Top of existing retaining wall. All fixing and structural details to manufacturers specification.

1.8m high Nylofor Medium fence. All fixing and structural details to manufacturers specification.

1.8m high Galvanised Metal purpose made security gate to fit opening with panels of 3m wide with swing hinges to allow for extended gate. Nylofor Medium fence fixed to 50x50mm square tubing gate structure.

1.2m high Nylofor Medium fence fixed to Top of existing retaining wall. All fixing and structural details to manufacturers specification. Security spikes or as approved security measures on top of fence to be approved by developer.

1.8m high Galvanised Metal purpose made security gate to fit opening with panels of 3m wide with swing hinges to allow for extended gate. Nylofor Medium fence fixed to 50x50mm square tubing gate structure.

1.8m high Nylofor Medium fence. All fixing and structural details to manufacturers specification. Security spikes or as approved security measures on top of fence to be approved by developer.

1.8m high Galvanised Metal purpose made security gate to fit opening with panels of 3m wide with swing hinges to allow for extended gate. Nylofor Medium fence fixed to 50x50mm square tubing gate structure. Security spikes or as approved security measures on top of fence to be approved by developer.



De Keur Centre, Voortrekker Road, CERES:

- **Examples of “New Street Boundary Fencing”**



WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager
VAN / FROM: Legal Advisor
DATUM / DATE: 21 January 2019
VERW. / REF.: 7/1/4/1

COUNCIL IMMOVABLE PROPERTY – OLD DOVE CLUB – STAMPER STREET, WOLSELEY – ERF 496

PURPOSE

For the LED Committee and Corporate Committee to consider the future usage of the Old Dove Club building in Wolseley, Erf 496.

LOCATION



DELIBERATION

The old Dove Club house has been vacant and vandalised for a few years.



We have received a inquiry from **APD**, see **annexure A** and a request from **Die Libertas Trust, annexure B** to make use of the building.

Unfortunately we do not have any other buildings in Wolseley that we can lease out.

LEGAL IMPLICATION

The Supply Chain Policy of Council is applicable.

If the committees decides to rent out this building, a lease agreement must be entered into for a period of at least 3 years.

FINANCIAL IMPLICATION

The building is badly vandalised. The Lessee must be responsible for the repair thereof, as well as all Municipal Services.

The committees must make a decision on the rental payable, and must consider the fact that the lessee must do all the repairs of the building when deciding on the rental payable. The fair market value is not applicable due to the economic and community value that are received in exchange for the lease of the asset (MFMA Section 14.2 (b) in the case of APD.

RECOMMENDATION

For consideration



**WITZENBERG
ASSOCIATION FOR
PERSONS WITH
DISABILITIES**

PO Box 648
Ceres
6835
31 Lyell Street
Ceres
6835

Tel: 023 312 3935
Fax: 023 312 3935
wbergapd@mweb.co.za
www.apd-wc.org.za

0861 APD INFO
(0861 273 4636)

021-091 NPO

Social Services
Parent Support Group
Early Intervention
Protective Workshop



Affiliated to
Western Cape Association for
Persons with Disabilities

30 January 2019

Witzenberg Municipality: Tegniese Dienste

Aandag : Liza-Mari Nieuwenhuis

Insake: Aansoek om gebou te Stamper Straat, Wolseley

Geagte Mev Nieuwenhuis

Witzenberg APD is n geregistreede Nie-winsgewende Organisasie geleë te 31 Lyell Straat Ceres.

APD se kernbesigheid is om dienste te lewer aan Persone met gestremdhede in die Witzenberg Streek. Ons dienste sluit in maar is nie beperk tot:

- Vroeë intervensie
- Terapeutiese intervensie
- Ondersteuningsgroepe
- Jeugprogramme
- Bewusmaking

Ons het tussen Februarie 2018 en Mei 2018 aansoeke by argiewe ingedien vir bogenoemde gebou.

Ek het ook weer op 16 Januarie 2019 n aansoek ingedien by Me Megan De Kock vir Mr Nasson se aandag.

In Mei 2018 het ek Me Marinda Muller vergesel na die gebou waar sy volgens haar n assessering moes doen op die gebou. Sy het my ook gevra om n plan van aksie te skryf vir die herstel proses van die gebou. Sedertdien het ek geen terugvoering ontvang nie.

Daar is sedert Mei geen korrespondensie vanuit die onderskeie afdelings m.b.t ons aansoek nie.

Die behoefte wat ons probeer aanspreek is n baie groot behoefte en kan n groot verskil maak in die gemeenskap van Wolseley/Tulbagh.

Vriendelik verneem ek of ek en die ondervoorsitter van APD n afspraak met u kan reël om die aansoek en vordering daarvan te bespreek.

.....*V. Swartz*.....

Venessa Swartz
Maatskplike Werker
SACSSP: 10-44286

WITZENBERG A.P.D.
LYELLSTRAAT 31
CERES
TELEFAKS: 023 312 3935
NPO NO: 091-091

DIE LIBERTAS TRUST

Reg. Nr / Reg. No. T811/1990

Tel: (023) 2311003
Fax: (023) 2311005
E-mail: opplibertas@gmail.com

Eupeesstraat / Street 15
Posbus / P O Box 4
WOLSELEY
6830

19 Februarie 2019

Die Munisipale Bestuurder
Munisipaliteit Witzenberg
Posbus 44
Ceres
6835

Geagte Mnr /Me

IS : Ex Duiwe Klub Gebou – Stamperstraat , Wolseley

Graag verwys ek na my vorige skrywe gedateer 07 September 2018. Tot hede het ons nog geen terugvoering ontvang nie.

Aangeheg vind asb 'n afskrif van ons skrywe gedateer 07 September 2018.

'n Spoedige antwoord vanaf u sal waardeer word.

Vriendelik

Die uwe



Cvd S Loubser

**TRUSTEES : Cvd S Loubser (Snr) : RQM Loubser :
MC Loubser : L Loubser : M Allen : C vd S Loubser (Jnr)**

2020-01-24

Annual General Meeting 2020

Notice is hereby given in terms of Rule 14.11.2 of the Rules of the Fund that the **THIRTY-SIXTH ANNUAL GENERAL MEETING** of the Fund will be held on **FRIDAY, 29 MAY 2020 AT 09:00 IN THE C R LOUW LECTURE HALL, SANLAM HEAD OFFICE, STRAND ROAD, BELLVILLE.**

1. DELEGATES

Member & Pensioner:

In terms of Rule 14.13.1 of the Rules of the Fund, MEMBERS may, no later than five weeks after receipt of this notice (**i.e. by 2020-03-06**), elect member and pensioner delegates with secundi to attend the annual general meeting. This office must be advised within seven days of such election (**i.e. by 2020-03-13**), of the names of the delegates and secundi together with their pension numbers. Annexure A sets out the number of delegates who may be elected to attend the annual general meeting. The method of election is laid down in Rule 14.13 of the Rules of the Fund. An extract from the Rules pertaining to the ordinary general meeting is attached as Annexure B.

Councillor:

In terms of Rule 14.11.6 of the Rules of the Fund each LOCAL AUTHORITY may, no later than twelve weeks after receipt of this notice (**i.e. by 2020-04-24**), nominate the same number of councillor delegates and secundi as the members to attend the annual general meeting. This office must be notified within seven days of any such appointment (**i.e. by 2020-05-01**). Annexure A sets out the number of councillor delegates who may be nominated to attend the annual general meeting.

2. MOTIONS

In terms of Rules 14.11.9 and 14.11.10 of the Rules of the Fund, at least ten weeks written notice of an intention to move a motion at the annual general meeting must be given to the Principal Officer. You are therefore requested to submit any motions that are to be included in the agenda of the annual general meeting **before 23 March 2020**.

PLEASE NOTE THAT MOTIONS MUST BE RECEIVED BEFORE 23 MARCH 2020 AND MUST BE SUBMITTED IN BOTH ENGLISH AND AFRIKAANS.



MRS IT HARTLIEF
PRINCIPAL OFFICER

**DELEGATES PER LOCAL AUTHORITY
WESTERN CAPE PROVINCE**

Local Authority	Number of delegates	
	Members	Councillors
1. Beaufort West Municipality	1	1
2. Bergrivier Municipality	1	1
3. Bitou Municipality	1	1
4. Breede Valley Municipality	2	2
5. Cape Winelands District Municipality	1	1
6. Cederberg Municipality	1	1
7. Central Karoo District Municipality	1	1
8. City of Cape Town	10	10
9. Drakenstein Municipality	1	1
10. Garden Route District Municipality	1	1
11. George Municipality	1	1
12. Hessequa Municipality	2	2
13. Knysna Municipality	1	1
14. Langeberg Municipality	1	1
15. Matzikama Municipality	1	1
16. Mossel Bay Municipality	1	1
17. Overberg District Municipality	1	1
18. Overstrand Municipality	1	1
19. Saldanha Bay Municipality	1	1
20. Stellenbosch Municipality	1	1
21. Swartland Municipality	1	1
22. Theewaterskloof Municipality	1	1
23. West Coast District Municipality	1	1
24. Witzenberg Municipality	1	1

EXTRACTS FROM THE RULES

14.11 ORDINARY GENERAL MEETING

- 14.11.1 An ordinary general meeting of the FUND shall be held each year within twelve (12) months of the previous financial year on a date decided upon by the TRUSTEES and shall be convened by the PRINCIPAL OFFICER when so directed by the BOARD.
- 14.11.2 A notice stating the date, time and place of the ordinary general meeting shall be sent by the PRINCIPAL OFFICER to each LOCAL AUTHORITY not less than seventeen weeks before the date of the ordinary general meeting.
- 14.11.3 Every associated LOCAL AUTHORITY which employs -
- (a) less than fifty MEMBERS may appoint one delegate who shall be a COUNCILLOR and the MEMBERS of such LOCAL AUTHORITY may elect one delegate who shall be a MEMBER; or
 - (b) fifty but not more than five hundred MEMBERS may appoint two delegates who shall be COUNCILLORS and the MEMBERS of such LOCAL AUTHORITY may elect two delegates who shall be MEMBERS; or
 - (c) more than five hundred MEMBERS may appoint ten delegates who shall be COUNCILLORS and the MEMBERS of such LOCAL AUTHORITY may elect ten delegates who shall be MEMBERS to attend the ordinary general meeting.
- 14.11.4 In respect of each delegate appointed or elected in terms of RULE 14.11.3 the associated LOCAL AUTHORITY and MEMBERS may appoint or elect, as the case may be, one alternate to attend the ordinary general meeting in the absence of such delegate, and any alternate so appointed or elected shall, while attending the ordinary general meeting in the absence of the delegate so appointed or elected, be deemed to be the delegate so appointed or elected.
- 14.11.5 Every delegate and alternate elected by the MEMBERS in terms of RULE 14.11.3 and 14.11.4 shall be elected in accordance with the provisions of RULE 14.13.
- 14.11.6 The Municipal Manager of each LOCAL AUTHORITY shall, not later than thirteen weeks after receipt of the notice provided for in RULE 14.11.2, notify the PRINCIPAL OFFICER of the names and addresses of the appointed COUNCILLOR delegates and their alternates.
- 14.11.7 A simple majority (50% plus one) of the number of the nominated delegates referred to in RULE 14.11.6 above shall constitute a quorum at the ordinary general meeting. Should the required quorum not be present at the starting time of the meeting as advertised, the meeting shall be adjourned for an hour. Should a quorum in terms of this RULE still not be present when the meeting recommences after an hour, the delegates present at the meeting shall constitute a quorum.
- 14.11.8 The chairperson of the BOARD shall act as chairperson at the ordinary general meeting and, in the event of his being absent or unwilling to act or incapable of acting, the deputy chairperson of the BOARD shall so act. Should both the chairperson and the deputy chairperson be absent from or be unwilling to act or be incapable of acting as chairperson at the ordinary general meeting, the remaining TRUSTEES shall elect one of their members to act as chairperson.

14.11.9 At least ten weeks' written notice of intention to move a proposal at the ordinary general meeting shall be given to the PRINCIPAL OFFICER; provided that -

- (a) the BOARD may direct that any proposal which, in their opinion, is in conflict with the provisions of the RULES or is of a purely administrative nature shall not be introduced and discussed or voted on at the ordinary general meeting; and
- (b) the chairperson of the ordinary general meeting shall permit the introduction and discussion of and voting on any proposal which the BOARD has submitted to the ordinary general meeting for consideration as a matter of exigency and in respect of which notice has not been given or has not timeously been given in terms of these RULES.

14.11.10 Proposals for discussion at the ordinary general meeting may be introduced only by -

- (a) the BOARD;
- (b) a delegate of a LOCAL AUTHORITY if the proposal concerned has been duly approved at a meeting of the LOCAL AUTHORITY represented by the delegate; or
- (c) a delegate of MEMBERS if the proposal concerned has been duly approved at a meeting of MEMBERS held in terms of the provisions of RULE 14.13.

14.11.11 The PRINCIPAL OFFICER shall -

- (a) not less than nine weeks prior to the date of the ordinary general meeting send a list of all motions received to the Municipal Manager of each LOCAL AUTHORITY for its information and the information of MEMBERS; and
- (b) not less than two weeks prior to the date of the ordinary general meeting send a notice stating the date, time and place of the ordinary general meeting together with a copy of the agenda, annual report and financial statements to every delegate elected by the MEMBERS or appointed by a LOCAL AUTHORITY; provided that if no delegate is elected or appointed as aforesaid the PRINCIPAL OFFICER shall send a copy of the agenda, annual report and financial statements to the Municipal Manager of such LOCAL AUTHORITY for its information and the information of the MEMBERS.

14.11.12 Every delegate duly elected and present at the ordinary general meeting, and every TRUSTEE present at the ordinary general meeting shall be entitled to one vote.

14.11.13 The chairperson of such meeting shall have a casting as well as deliberative vote.

14.11.14 Existing TRUSTEES, who are not elected as delegates, may attend the ordinary general meeting. Such TRUSTEES may be re-elected to serve as a TRUSTEE and will have a vote at the meeting.

14.11.15 Voting shall be by a show of hands, unless at least five delegates, by rising from their seats, request a vote by ballot.

14.11.16 A vacancy on the BOARD as contemplated by RULE 14.2.4 may be filled at the ordinary general meeting on the following conditions:

- (a) The chairperson of the meeting or his assignee shall call for written nominations for the vacancy subject to the provisions of RULE 14.2.4(b), provided that the chairperson must also consider written nominations for COUNCILLOR TRUSTEES submitted by LOCAL AUTHORITIES prior to the particular ordinary general meeting.

- (b) MEMBER TRUSTEES may be nominated only by MEMBERS other than PENSIONERS, COUNCILLOR TRUSTEES may be nominated only by COUNCILLORS and PENSIONER TRUSTEES may be nominated only by PENSIONERS.
- (c) Any delegate who is nominated for election as a TRUSTEE at the ordinary general meeting must indicate to the chairperson that he accepts such nomination. If he is not present at such meeting his written acceptance of such nomination must be in the possession of the chairperson;
- (d) The voting in respect of all nominees for election as a TRUSTEE shall be by ballot. Each delegate present at the meeting shall have one (1) vote. In the event of an equality of votes, the matter shall be resubmitted for voting;
- (e) MEMBERS other than PENSIONERS may only vote for the MEMBER TRUSTEE vacancy, COUNCILLORS may only vote for the COUNCILLOR TRUSTEE vacancy and PENSIONERS may only vote for the PENSIONER TRUSTEE vacancy;
- (f) In the case of any voting by ballot, the chairperson shall appoint two or more persons to collect, scrutinise and count the ballot papers and to report the result thereof to him, whereupon he shall announce the result of the ballot to the meeting. The nominee with the highest number of votes in his particular constituency shall fill the vacancy subject to the provisions of RULE 14.2.4(b).

14.11.17 The result of the election referred to in RULE 14.4 will be announced at the ordinary general meeting, unless already announced in the FUND'S newsletter.

14.13. ELECTION OF MEMBER DELEGATES

- 14.13.1 The Municipal Manager of each LOCAL AUTHORITY shall convene a meeting of MEMBERS and of all PENSIONERS, of such LOCAL AUTHORITY, not later than five weeks after receipt of the notice provided for in RULE 14.11.2 for the purpose of electing a delegate or delegates with an alternate or alternates to attend the ordinary general meeting.
- 14.13.2 Written notice of the date, time and place of the meeting shall be given at least fourteen days before the date thereof to each MEMBER; provided that non-receipt of such notice by any MEMBER shall not invalidate the proceedings at such meeting.
- 14.13.3 The persons present at such meeting shall form a quorum.
- 14.13.4 The Municipal Manager of the LOCAL AUTHORITY shall act as chairperson of such meeting, or if he is for any reason absent or permanently or temporarily unwilling to so act or incapable of so acting, the meeting shall elect a person from those present to act as chairperson.
- 14.13.5 Minutes of the proceedings of such meeting shall be kept by the chairperson or any person appointed by him for the purpose.
- 14.13.6 The chairperson shall at such meeting invite nominations for the required number of delegates and alternates who shall be MEMBERS.
- 14.13.7 If the number of nominations received does not exceed the number of delegates or alternates which may be elected, the candidates so nominated shall be declared by the chairperson to have been duly elected.

- 14.13.8 If the number of nominations received exceeds either the number of the delegates or the number of alternates or both the number of delegates and the number of alternates which may be elected, as the case may be, the required number of delegates and alternates shall be elected by secret ballot.
- 14.13.9. A person attending the meeting shall not vote for more candidates than the number of delegates and alternates who may be elected.
- 14.13.10 The chairperson shall supply a ballot box which, before polling commences and after demonstrating to the meeting that it is empty, he shall seal in the presence of the meeting.
- 14.13.11 Each person attending the meeting shall complete the ballot paper handed to him and shall place it in the ballot box before he leaves the meeting.
- 14.13.12 The chairperson shall appoint two persons attending the meeting as scrutiners to count the votes immediately after the ballot.
- 14.13.13 If the validity of a ballot paper is in question or if there is a dispute between the scrutiners relating to the ballot, the matter shall be determined by the chairperson whose decision shall be final and binding. In the event of the chairperson having a direct or indirect interest in any such matter, he shall recuse himself and the meeting shall elect a person from among those present to act as chairperson for the purposes of this RULE and until such matter is determined as hereinbefore provided by the chairperson so elected.
- 14.13.14 After the votes have been counted the chairperson and the scrutiners shall draw up a report indicating the result of the ballot. The chairperson and scrutiners shall sign the report and the candidate or candidates who obtained the highest number of votes shall be declared by the chairperson to be duly elected.
- 14.13.15 The Municipal Manager of the LOCAL AUTHORITY shall, within seven days of the meeting being held, submit to the PRINCIPAL OFFICER the minutes of the proceedings of such meeting, such report and a list of the names of every delegate and alternate elected.

Meagan de Kock

From: Marizel Poole
Sent: 18 October 2019 10:43 AM
To: Meagan de Kock
Subject: RE: Erf 5957, Nduli



Property enquiry results for "CERES" in the Deeds Registry at "CAPE TOWN"

Property detail:

Deeds registry	CAPE TOWN
Property type	ERF
Township	CERES
Erf number	5957
Portion	0
Province	WESTERN CAPE
Registration division/Administrative district	NOT AVAILABLE
Local authority	CERES MUN
Previous description	PTN OF 4954-GP1496/93
Diagram deed number	TL62570/1996
Extent	2000.0000 SQM
LPI Code	C01900010000595700000

Title Deeds detail:

Document	Registration date	Purchase date	Amount	Image Scanned reference	Document copy?
T6977/2017	20170214	20161117	R110000.00	20170425 12:14:50	Yes

Owners detail:

Document	Full name	Identity Number	Share	Person Enquiry?
T6977/2017	MOSTERT JOHANNES PETRUS	7506165284083	-	Yes

Endorsements / Encumbrances:

No data found for this query!

Vriendelike groete / Kind regards

Me. Marizel Poole

Witzenberg Municipality | **Senior Clerk: Property Rates** | Department Finance – Income

50 Voortrekkerstreet | CERES | 6835

Tel: 023 316 1854 | 0866 420 807 | E-mail: marizel@witzenberg.gov.za

Web: www.witzenberg.gov.za | Facebook: Witzenberg Municipality - Official

OUR VISION: "A UNITED, INTEGRATED, PROSPEROUS MUNICIPALITY PROGRESSIVELY FREE OF POVERTY AND DEPENDENCY"

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From: Meagan de Kock

Sent: Friday, October 18, 2019 10:31 AM

To: Marizel Poole <marizel@witzenberg.gov.za>

Subject: FW: Erf 5957, Nduli

Hi Marieks

Kan jy weer seblief 'n aktes druk stuk van bogenoemde erf vir my epos.

Dankie

Meagan

From: Liza-Mari Nieuwenhuis

Sent: 15 August 2019 12:10 PM

To: Mike Ndzongana

Cc: Meagan de Kock

Subject: Erf 5957, Nduli

Good day Mr Ndzongana

In Re: Erf 5957, Nduli

The abovementioned matter refers.

Please be advised that this matter was discussed with our Municipal Manager. We are in the process of appointing a valuator to determine the value of the property where graves encroaches. After the valuation is received, this matter will be tabled to our Council in September or October to make a decision on.

We will keep you posted.

Liza-Mari Nieuwenhuis

Manager Legal Services

Telephone: +27 23 316 1854 | **Email:** liza-mari@witzenberg.gov.za

Physical Address: 50 Voortrekker Street, Ceres, 6835 | **Website:** www.witzenberg.gov.za



