WITZENBERG
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Kennis word hiermee gegee ingevolge Artikel 29 van die Plaaslike Regering : Munisipale Strukture Wet, 1998 (Wet 117 van 1998) soos gewysig, dat 'n **virtuele** (Microsoft Teams) **Gewone Raadsvergadering** van die Munisipaliteit Witzenberg gehou sal word op **Woensdag, 27 Januarie 2021** om **09:00**.	Notice is hereby given in terms of Section 29(2) of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) as amended, that a **virtual** (Microsoft Teams) **Ordinary Council Meeting** of the Witzenberg Municipality will be held on **Wednesday, 27 January 2021** at **09:00**.

Raadslede en Amptenare / Councillors and officials		
Councillor TE Abrahams	Alderman K Adams (Deputy Executive Mayor)	Councillor P Daniels
Alderman TT Godden (Speaker)	Councillor P Heradien	Councillor MD Jacobs
Councillor D Kinnear	Alderman 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	Director: Finance	Director: Technical Services
Director: Corporate Services	Deputy Director: Finance	
Head: Internal Audit	Manager: Projects and Performance	Manager: Administration
IDP Manager	Manager: Legal Services	Word Processor Operator
Committee Clerk		

TER INLIGTING / FOR INFORMATION

Volledige stukke		
Voorsitter: IMATU (Mnr. J Noble)	Voorsitter: SAMWU (Mnr. T Mabala)	
Bella Vista Biblioteek	Emfundweni Biblioteek	John Steyn Biblioteek
Rietvallei Biblioteek	Montana Biblioteek, Wolseley	Wolseley Biblioteek
Tulbagh Biblioteek	Witzenville Biblioteek, Tulbagh	Op-die-Berg Biblioteek
Prince Alfred's Hamlet Biblioteek		

ALDERMAN TT GODDEN
SPEAKER

20 January 2021

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/or spouses on their birthdays:

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

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 25 November 2020: **Annexure 4.1(a).**
(b) Council meeting held on 17 December 2020: **Annexure 4.1(b).**

RECOMMENDED

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

(i) Council meeting held on 25 November 2020.
(ii) Council meeting held on 17 December 2020.

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

4.3 Outstanding matters (3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.3.1	16/4/2	8.2.4 of 25-11-2020 One-way street: Phillip Street, Ceres	Technical Services	(a) Formal traffic impact study to be done. (b) EMC to form ad hoc committee to discuss outcomes of traffic impact study.		
4.3.2	16/4/P	8.2.5 of 25-11-2020 Roads and Storm Water Master Plans	Technical Services	Amendments requested at Council workshop to be made.		

4.3.3	7/1/3	8.3.1 of 17-12-2020 Ceres Bowling Club: Planned expansion of clubhouse	Community Services	that the matter be held in abeyance to obtain more information and after that be tabled again to the Executive Mayoral Committee.		

RECOMMENDED

That notice be taken of the outstanding matters.

AANBEVEEL

Dat kennis geneem word van die uitstaande sake.

5. MOTIONS AND NOTICE OF SUGGESTIONS

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) Municipal Public Accounts Committee, held on 3 March 2020: **Annexure 7.1(a)**.

(b) Committee for Technical Services, held on 9 September 2020: **Annexure 7.1(b)**.

(c) Committee for Corporate and Financial Services, held on 10 September 2020: **Annexure 7.1(c)**.

(d) Special Performance, Risk and Audit Committee, held on 11 September 2020: **Annexure 7.1(d)**.

(e) Executive Mayoral Committee, held on 28 September 2020: **Annexure 7.1(e)**.

(f) Performance, Risk and Audit Committee, held on 2 October 2020: **Annexure 7.1(f)**.

(g) Special Executive Mayoral Committee meeting, held on 8 October 2020: **Annexure 7.1(g)**.

(h) Special Performance, Risk and Audit Committee, held on 27 October 2020: **Annexure 7.1(h)**.

(i) Executive Mayoral Committee meeting, held on 23 November 2020: **Annexure 7.1(i)**.

RECOMMENDED

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

AANBEVEEL

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

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Section 71 Monthly Budget Statement Reports of the Directorate Finance: January, February, March, April, May, June, July, August, and September 2020 (9/1/2/2)

Note: The Section 71 Monthly Budget Statement Reports of the Directorate Finance for January until September 2020 are not attached as these reports have already been tabled to Council.

Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 27 November 2020, refers.

The Performance, Risk and Audit Committee resolved on 27 November 2020:

(a) That the Performance, Risk and Audit Committee, after consideration, took notice of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for January, February, March, April, May, June, July, August and September 2020.

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

that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for January, February, March, April, May, June, July, August and September 2020, after consideration, be approved.

RECOMMENDED

(a) that notice be taken that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for January until September 2020 have been recommended by the Performance, Risk and Audit Committee to Council for approval.

(b) that notice be taken that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for January until September 2020 have already been approved by Council after consideration.

8.1.2 Annual review 2020/2021: Witzenberg Fraud and Corruption Prevention Strategy (2/12/P)

Item 7.1 of the Performance, Risk and Audit Committee meeting, held on 27 November 2020, refers.

The Witzenberg Fraud and Corruption Prevention Strategy, dated July 2020, is attached as **annexure 8.1.2**.

The Performance, Risk and Audit Committee resolved on 27 November 2020 to recommend to Council:

that the Witzenberg Fraud and Corruption Prevention Strategy, after consideration, be approved.

RECOMMENDED

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

that the Witzenberg Fraud and Corruption Prevention Strategy, after consideration, be approved.

8.1.3 Annual review 2020/2021: Witzenberg Whistle Blowing Policy (2/12/P)

Item 7.2 of the Performance, Risk and Audit Committee meeting, held on 27 November 2020, refers.

The Witzenberg Whistle Blowing Policy, dated July 2020, is attached as **annexure 8.1.3**.

The Performance, Risk and Audit Committee resolved on 27 November 2020 to recommend to Council:

that the Witzenberg Whistle Blowing Policy, after consideration, be approved.

RECOMMENDED

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

that the Witzenberg Whistle Blowing Policy, after consideration, be approved.

8.1.4 Annual review 2020/2021: Witzenberg Fraud and Corruption Prevention Policy and Response Plan (2/12/P)

Item 7.3 of the Performance, Risk and Audit Committee meeting, held on 27 November 2020, refers.

The Witzenberg Fraud and Corruption Prevention Policy and Response Plan, dated July 2020, is attached as **annexure 8.1.4**.

The Performance, Risk and Audit Committee resolved on 27 November 2020:

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

RECOMMENDED

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

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

8.1.5 Quarterly Budget Statement [Section 52(d)] Report: 3rd Quarter of 2019/2020 (1 January 2020 until 31 March 2020) (9/1/1 & 9/1/2/2)

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

The following items refer:

(a) Item 8.1.3 of the Council meeting, held on 30 September 2020.

(b) Item 8.2 of the Performance, Risk and Audit Committee meeting, held on 27 November 2020.

Council unanimously resolved on 30 September 2020:

(a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 January 2020 until 31 March 2020.

(b) that the report be referred 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 27 November 2020:

(a) That the Performance, Risk and Audit Committee took notice of the Quarterly Budget Statement Report in terms of Section 52(d) for the third quarter of 2019/2020.

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

that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the third quarter of 2019/2020 and, after consideration, same be accepted.

RECOMMENDED

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

that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the third quarter of 2019/2020 and, after consideration, same be accepted.

8.1.6 Quarterly Budget Statement [Section 52(d)] Report: 4th Quarter of 2019/2020 (1 April 2020 until 30 June 2020) (9/1/1 & 9/1/2/2)

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

The following items refer:

(a) Item 8.1.4 of the Council meeting, held on 30 September 2020.

(b) Item 8.3 of the Performance, Risk and Audit Committee meeting, held on 27 November 2020.

Council unanimously resolved on 30 September 2020:

(a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 April 2020 until 30 June 2020.

(b) that the report be referred 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 27 November 2020:

(a) That the Performance, Risk and Audit Committee took notice of the Quarterly Budget Statement Report in terms of Section 52(d) for the third quarter of 2019/2020.

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

that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the third quarter of 2019/2020 and, after consideration, same be accepted.

RECOMMENDED

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

that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the third quarter of 2019/2020 and, after consideration, same be accepted.

8.1.7 Quarterly reports of Mayor on implementation of budget and state of affairs of municipality / SDBIP: Section 52(d): 3rd and 4th Quarters 2019/2020 (9/1/1/ & 9/1/2/2)

Item 7.1 of the meeting of the Municipal Public Accounts Committee, held on 5 November 2020, refers.

The following documents are attached:

(a) Quarterly Budget Statement Report: 1 January 2020 until 31 March 2020: **Annexure 8.1.7(a)**.

(b) Quarterly Budget Statement Report: 1 April 2020 until 30 June 2020: **Annexure 8.1.7(b)**.

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 following matters were highlighted in the report:

- The reasons for the decrease of the capital budget expenditure.
- The capacity of water in the Koekedouw Dam.
- The status of revenue collection and reasons for the decrease.

The Municipal Pubic Accounts Committee resolved on 5 November 2020 to recommend to Council:

(a) that Council attends to the matter of revenue collection with urgency at the next Council workshop meeting.

(b) that all outstanding matters of the Municipal Public Accounts Committee (MPAC) be deliberated on (such as Vredebes water matter) at the next Council workshop meeting.

RECOMMENDED

For consideration.

8.1.8 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter 2020/2021 (1 July 2020 until 30 September 2020) (9/1/2/2)

Note: The Quarterly Budget Statement [Section 52(d)] Report for the first quarter of 2020/2021 is not attached as the report has already been tabled to Council.

The following items refer:

(a) Item 8.1.5 of the Council meeting, held on 25 November 2020.

(b) Item 8.4 of the Performance, Risk and Audit Committee meeting, held on 27 November 2020.

Council unanimously resolved on 25 November 2020:

(a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 July 2020 until 30 September 2020.

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

The Performance, Risk and Audit Committee resolved on 27 November 2020:

(a) That the Performance, Risk and Audit Committee took notice of the Quarterly Budget Statement Report in terms of Section 52(d) for the first quarter of 2020/2021.

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

that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the first quarter of 2020/2021 and, after consideration, same be accepted.

RECOMMENDED

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

that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the first quarter of 2020/2021 and, after consideration, same be accepted.

8.1.9 Performance, Risk and Audit Committee: First Bi-Annual Report on Performance Management: 2019/2020 (5/14/4)

The First Bi-Annual Report of the Performance, Risk and Audit Committee on Performance Management for 2019/2020, dated December 2020, is attached as **annexure 8.1.9**.

RECOMMENDED

that notice be taken of the First Bi-Annual Report of the Performance, Risk and Audit Committee on Performance Management for 2019/2020, dated December 2020.

8.1.10 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.

(h) Item 4.1 of the Municipal Public Accounts Committee meeting, held on 28 October 2019.

(i) Item 7.2 of the Special Municipal Public Accounts Committee meeting, held on 4 November 2019.

(j) Item 8.1.12 of the Council meeting, held on 11 December 2019.

(k) Item 8.1.5 of the Council meeting, held on 28 January 2020.

(l) Item 3.1 of the Municipal Public Accounts Committee meeting, held on 24 February 2020.

(m) Item 8.1.2 of the Council meeting, held on 25 February 2020.

(n) Item 8.1.4 of the Council meeting, held on 25 August 2020.

(o) Item 8.1.7 of the Council meeting, held on 30 September 2020.

(p) Item 8.1.4 of the Council meeting, held on 25 November 2020.

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 8.1.10(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 8.1.10(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 8.1.10c)**. 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 8.1.10(d)**.

(b) Letter from Grayston & Elliot, dated 13 March 2019: **Annexure 8.1.10(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 Municipal Public Accounts Committee resolved on 28 October 2019 that the Acting Chief Financial Officer compile a breakdown of all municipal payments in terms of the Koekedouw Dam and submit same at the next Municipal Public Accounts Committee (MPAC) meeting.

The Municipal Public Accounts Committee resolved on 4 November 2019 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.

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.

The following documents are attached:

(a) Summary of the discussions at the meeting of 21 October 2019, received from the Director: Technical Services: **Annexure 8.1.10(f)**.

(b) Constitution of Koekedouw Irrigation Board: **Annexure 8.1.10(g)**.

(c) Agreement between the Municipality and Koekedouw Irrigation Board (*Water vir Ceres*): **Annexure 8.1.10(h)**.

(d) Dam settlement: **Annexure 8.1.10(i)**.

(e) Payment to *Koekedouw Bestuursmaatskappy* and *Ceres Koekedouw Bestuurskomitee*: **Annexure 8.1.10(j)**.

(f) Minutes of MPAC meeting, held on 21 October 2019: **Annexure 8.1.10(k)**.

(g) Minutes of MPAC meeting, held on 28 October 2019: **Annexure 8.1.10(l)**.

(h) Minutes of MPAC meeting, held on 4 November 2019: **Annexure 8.1.10(m)**.

(i) Report of MPAC on the matter: **Annexure 8.1.10(n)**.

The Municipal Public Accounts Committee resolved on 24 February 2020 to recommend to Council:

that the Municipal Public Accounts Committee (MPAC) takes notice of the report in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam and, after consideration, recommend to Council to approve and accept same.

Extract from the minutes of the Council meeting, held on 25 February 2020:

"Council deliberated the matter in depth and various questions were raised in terms of:

(a) the evidence of an agreement;
(b) the stipulations of the loan;
(c) the original loan amount and the interests on that;
(d) the role of the Koekedouw Irrigation Board in the loan;
(e) the water rights;
(f) the calculations made by the Irrigation Board to get to R889 891-00;
(g) the influence of the liquidation on the former owner of Vredebes.

After a lengthy debate Council decided that a Special Council meeting will be held to resolve the matter."

Council unanimously resolved on 25 February 2020 that a Special Council meeting be held to deliberate the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam and to scrutinise all documents.

The following recommendation was tabled to Council:

That the Municipal Public Accounts Committee recommends to Council:

that the Municipal Public Accounts Committee (MPAC) takes notice of the report in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam and, after consideration, recommends to Council to approve and accept same.

Council unanimously resolved on 25 August 2020 that the matter regarding the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

That the Municipal Public Accounts Committee recommends to Council:

that the Municipal Public Accounts Committee (MPAC) takes notice of the report in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam and, after consideration, recommends to Council to approve and accept same.

Council unanimously resolved on 30 September 2020 that a special Council meeting be held in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam.

Council unanimously resolved on 25 November 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.

Council unanimously resolved on 25 November 2020 that the matter in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be held in abeyance and be workshopped by Council.

RECOMMENDED

For consideration.

8.1.11 Quarterly Budget Statement [Section 52(d)] Report: 2nd Quarter 2020/2021 (1 October 2020 until 31 December 2020) (9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the Second Quarter of 2020/2021 is attached as **annexure 8.1.11**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) That notice be taken of the tabling of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 October 2020 until 31 December 2020.

(b) That the report be referred to Council's MPAC en PRAC committees for their recommendations to Council.

8.1.12 Mid-year Budget Statement and Performance Assessment (Section 72) Report for 2020/2021: 1 July 2020 until 31 December 2020 (9/1/1 & 5/1/5/13)

The following memorandum, dated 20 January 2021, was received from the Director: Finance:

"Purpose

The purpose of this report is to submit the Mid-year Budget Statement and Performance Assessment (Section 72) Report for the period 1 July 2020 until 31 December 2020 to Council for information.

Legislature framework

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

'(1) The accounting officer of a municipality must by 25 January of each year –

(a) Assess the performance of the municipality during the first half of the financial year;

(b) Submit the report to the Mayor, National Treasury and Provincial Treasury.'

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

Discussion

The Mid-year report for the 2020/2021 financial year is attached as **annexure 8.1.12**."

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Mid-year Budget Statement and Performance Assessment (Section 72) Report for the period 1 July 2020 until 31 December 2020.

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Small Scale Embedded Generation (SSEG) proposal: Dedicated connection model options (16/3/P)

The following items refer:

(a) Item 7.2.1 of the Executive Mayoral Committee meeting, held on 14 December 2020.

(b) Item 8.2.1 of the Council meeting, held on 17 December 2020.

A memorandum from the Senior Manager: Electro-Technical Services, dated 11 September 2019, is attached as **annexure 8.2.1(a)**.

Council unanimously resolved per item 8.2.3 of 25 November 2020:

(a) that the matter in respect of the Small Scale Embedded Generation Policy be workshopped by Council and after that be tabled to Council again.

(b) that the Executive Mayoral Committee forms an ad hoc committee to discuss the matter supra (a) and obtain more information in respect of the impact on the municipality.

The following memorandum, dated 10 December 2020, was received from the Senior Manager: Electro-Technical Services

"Purpose

The purpose of this document is to propose a solution for the complicated SSEG challenge that is faced by the Municipality due to the sustainability concern.

Discussion

The energy sector is ever changing and with each era facing its own unique challenges. The unidentified financial consequences to Council related to consumers installing Solar Panels (Renewable Energy) resulted in the need to understand, control and monitor the installation of renewable energy plants by consumers, onto the Municipal electrical network or grid. Council then approved a limited SSEG Policy to control the numerous applications.

The limit, based on kVA rather that kWH, was reached for Ceres, which is a concern for business owners who needs to counter the ever increasing energy costs as well as the need to comply with 'green export' requirements.

Currently the municipality is being flooded with requests for SSEG installations, not to mention the unauthorized installations that are being installed.

It is also pertinent to mention that Ceres is being faced with capacity constraints from the side of Eskom. Consumers are now being prevented from installing SSEG and/or upgrading their connections, thereby preventing any growth.

Problem statement and limitations

The following are the main challenges faced by the municipality in order to install own PV plants and counter the ESKOM increases:

- Costly and timeous process for Municipality to install solar plants and sell the energy to customers;
- The installation of solar is a large capital expenditure, which council cannot easily afford;
    - Various suppliers install the plants and the plant is paid by the buying of the power over a set period of normally more than 5 to 7 years.
    - The Municipality is limited to 3 / 5 years, which makes this option not feasible.

D-SSEG Model proposed

The Electricity Department proposed a new SSEG model - dedicated SSEG model (D-SSEG). This system will counter act on the risks to the financial management of the municipality and/or increase the municipal surplus in order to keep the municipality sustainable.

Proposed D-SSEG Model

Attached as **annexure 8.2.1(b)** is a diagram, illustrating a proposal that takes the relevant limitations into consideration and delivers an acceptable solution to the problems faced by the municipality and its consumers.

The model consists of the following:

- Solar PV installation by the Customer – Private plant – normal SSEG
- Solar PV installation by the Customer – Special / Dedicated - Special SSEG

The Normal SSEG will function as normal and is currently limited by Council to ensure sustainability.

The special / dedicated SSEG (Say D-SSEG) is fed into the municipal grid before the customer's tariff meter. The power supplied from the D-SSEG is metered separately and the customer is paid a special SSEG tariff, which includes plant payment component, but is still less than Eskom rates. This will motivate consumers to install these type of plants for municipal benefit and not directly for themselves. The consumer will also have an advantage due to the flexibility that can be negotiated with the supplier for payment over a longer period, than what would be achieved by the Special SSEG tariff only.

Advantages of this model for the municipality:

- Financial expenditure by the consumer;
- Procurement and installation by the consumer;
- Buying power at less than Eskom rates;
- Maintenance and operation by customer;
- Municipality only pay for power delivered;
- Less power is bought from Eskom;
- No additional personnel required;
- Consumers, especially farmers, have the available property to install solar;
- Customer get saving on electricity;
- Customer can use this to comply with green energy requirements.

Challenges and additional requirements for this model to be feasible

- Special REFIT tariff;
- Council will have to commit to include this special REFIT tariff for the foreseeable future;
- The model shall be based on a Time-of-Use (TOU) tariff;
- The municipality cannot pay more for energy than from Eskom;
- The municipality shall have an agreement / consumer agreement to protect all parties involved
- We cannot approve SSEG exceeding the Municipal baseload;
- Additional meters will be required and will have to be read;
- There may be legal implications for buying from a customer and reselling to other consumers (IPP-type arrangement) – to be investigated if needed.

Financial implications

With the escalating costs of electricity, consumers are increasingly looking to lower their electricity costs by installing solar panels or other types of renewable energy. Municipalities are aware of this and are faced with the possibility, that in the long term, consumers may 'Grid Defect'. Grid defection is when a consumer goes off grid *totally* and no longer requires an electrical connection from Council, thereby depriving Council of all electricity income whatsoever.

Council has two possible avenues in preventing grid defection of consumers. Firstly by reducing the cost of electricity by installing its own large scale renewable energy plants and passing the savings onto the consumers, thereby making the installation of solar panels by consumers non-financially viable. This is not a quick solution, due to various limitations, such as legislation, funding etc.

The proposed model addresses all the concerns and no financial simulation is needed to prove that this will be beneficial to the Municipality, since the Municipality is only buying power at a rate less than that of Eskom. No grid defection or reduction in sales can occur.

Saving

However, should we need to quantify the saving that can be achieved by implementing this model, the following philosophy can be applied:

- Proposed tariff (to be finalised):
  - Eskom rates (low season) – REFIT: Eskom less say 10%;
  - Eskom rates (High season) – REFIT: Eskom Low season rates;
- Model shall be Time-of-Use (TOU)
- D-SSEG rate shall be less than Eskom rates
- D-SSEG shall include a component to contribute towards the cost of the PV plant installation in order to make this feasible to the consumers

SSEG LEVY Model proposed

The D-SSEG model was discussed with various business owners and based on the feedback this levy model is developed.

The basic principle is as follows:

- Each PV plant can generate a pre-determined theoretical maximum energy;
- This can be quantified, based on the details of the plant;
- This information can be used to determine the maximum influence on the municipality's financial surplus;
- This reduction in consumption is calculated in terms of a Rand value and then paid by the customer as a SSEG levy.

The advantages of this are as follows:

- No financial implications to the Municipality;
- No technical implications on the Municipality, since the installation will be according to the standards;
- No risk of any legislation problems;
- No tariff to be approved by NERSA
- No additional meters to be read by finance;
- No complicated changes to the billing system;
- No addition contracts with the customers;

This model address the issues faced by the D-SSEG model and simplifies the process.

For this model to be feasible, the following rules should be set in place:

- No REFIT tariff will be applicable in these cases and the Municipal grid will be used to bank energy
- All credit should be cleared at the end of the financial year;
- 4 Quadrant meters will need to be installed at each installation;
- Must stay a net consumer of electricity
- No limitation by council on the amount of solar installations required.
- Calculated levies will be paid monthly or 12 months in advance.
- This agreement regarding the SSEG-Levy model will lapse once any of the following occurs:
  - Formal cancellation by customer
  - Non-payment by customer
  - Decommissioning of plant

Conclusion

The municipality is faced with a challenge regarding the SSEG installations. We need an urgent solution that can be implemented without significant changes to our systems. The proposed SSEG-Levy model, addresses the concerns and puts the Municipality in a position to take a zero risk decision.

This, however, will not replace the standard SSEG policy of the Municipality that is currently limited to 15%. This needs to be addressed by urgently considering the proposed methodology (Kwh) change in line with National trend, and along with the following:

- Complete tariff study
- Cost of supply study
- And interim SSEG tariffs:
  - Fixed charge
  - REFIT tariff "

The Executive Mayoral Committee resolved on 14 December 2020 to recommend to Council that the matter in respect of the Small Scale Embedded Generation (SSEG) proposal: Dedicated connection model options be workshopped by Council and after that be tabled to Council again.

Council unanimously resolved on 17 December 2020 that the matter in respect of the Small Scale Embedded Generation (SSEG) proposal: Dedicated connection model options be workshopped by Council and after that be tabled to Council again.

RECOMMENDED

For consideration.

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.

(c) Item 8.2.2 of the Council meeting, held on 25 February 2020.

(d) Item 8.2.2 of the Council meeting, held on 25 August 2020.

(e) Item 8.2.2 of the Council meeting, held on 25 November 2020.

(f) Item 8.2.2 of the Council meeting, held on 17 December 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 (Revised): **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.

The following recommendation was tabled to Council:

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

Council unanimously resolved on 25 February 2020 that the matter in respect of the Policy for Work and the Installation of Services in the Road Reserve be workshopped by Council and after that be submitted for consideration.

The following recommendation was tabled to Council:

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

Council unanimously resolved on 25 August 2020 that the matter regarding the Policy for Work and the Installation of Services in the Road Reserve be held in abeyance until the next meeting.

Council unanimously resolved on 25 November 2020:

(a) that the Policy for Work and the Installation of services in the Road Reserve be workshopped by Council and after that be tabled again for adoption.

(b) that the Director: Technical Services make the changes to the policy before approval.

The revised policy is attached as **annexure 8.2.2(b)**.

Council unanimously resolved on 17 December 2020 that the matter in respect of the Policy for Work and the Installation of Services in the Road Reserve be workshopped by Council and after that be tabled to Council again.

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 Consumers use of generators to prevent peaking in notified maximum demand periods during peak season (16/03/9)

Item 7.1 of the meeting of the Committee for Technical Services, held on 18 November 2020, refers.

A memorandum from the Senior Manager: Electro-Technical Services, dated 8 September 2020, is attached as **annexure 8.2.3**.

The Committee for Technical Services resolved on 18 November 2020 to recommend to the Executive Mayoral Committee and Council:

(a) that Ceres Cold Storage be informed that the municipality in principle agrees to their proposed concept of installing generators to prevent additional peaking loads during the peak seasons.

(b) that should Ceres Cold Storage decide to pursue the above option, they at own cost, conduct and make available to Council a detailed study done by a reputable consultant proving that the concept will work.

(c) that the municipality provides all information to Ceres Cold Storage relevant to the abovementioned study and that the results of the study be submitted to Council, if required, for final consideration.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that Ceres Cold Storage be informed that the municipality in principle agrees to their proposed concept of installing generators to prevent additional peaking loads during the peak seasons.

(b) that should Ceres Cold Storage decide to pursue the above option, they at own cost, conduct and make available to Council a detailed study done by a reputable consultant proving that the concept will work.

(c) that the municipality provides all information to Ceres Cold Storage relevant to the abovementioned study and that the results of the study be submitted to Council, if required, for final consideration.

8.2.4 Application: Relocation of established Nduli Carwash to erf 5145, Nduli, Ceres (07/01/4/1 & 17/19/1)

The following items refer:

(a) Item 7.2 of the meeting of the Committee for Local Economic Development and Tourism, held on 20 February 2019.

(b) Item 7.3.4 of the Executive Mayoral Committee meeting held on 26 February 2019.

(c) Item 8.3.4 of the Council meeting, held on 27 February 2019.

(d) Item 7.3.7 of the Executive Mayoral Committee meeting held on 29 July 2019.

(e) Item 8.3.6 of the Council meeting, held on 31 July 2019.

(f) Item 7.3 of the meeting of the Committee for Local Economic Development and Tourism, held on 28 August 2019.

(g) Item 6.5 of the meeting of the Committee for Local Economic Development and Tourism, held on 16 October 2019.

(h) Item 7.2 of the meeting of the Committee for Corporate and Financial Services, held on 17 October 2019.

(i) Item 7.5 of the meeting of the Committee for Technical Services, held on 20 November 2019.

(j) Item 7.2 of the meeting of the Committee for Technical Services, held on 18 November 2020.

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

(a) that the Executive Mayoral Committee and Council consider approval of the application to relocate the established Ngcani Carwash business to erf 5145 on corner of Chris Hani Drive and R46 adjacent Mooi Blom Prison.

(b) that should the Executive Mayoral Committee and Council approve supra (a), a lease agreement be entered with Ngcani Carwash.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that the Executive Mayoral Committee and Council consider approval of the application to relocate the established Ngcani Carwash business to erf 5145 on the corner of Chris Hani Drive and the R46 adjacent to Warm Bokkeveld Prison.

(b) that should the Executive Mayoral Committee and Council approve supra (a), a lease agreement be entered with Ngcani Carwash.

The Executive Mayoral Committee resolved on 26 February 2019 to recommend to Council:

that the matter in respect of the relocation of the established Nduli Carwash on erf 5145, Nduli, Ceres be held in abeyance until the next meeting in order to ensure a fair supply chain process.

Council resolved on 27 February 2019 that the matter in respect of the relocation of the established Nduli Carwash on erf 5145, Nduli, Ceres be held in abeyance until the next meeting in order to ensure a fair supply chain process.

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

That the Executive Mayoral Committee recommends to Council:

(a) that the Executive Mayoral Committee and Council consider approval of the application to relocate the established Ngcani Carwash business to erf 5145 on the corner of Chris Hani Drive and the R46 adjacent to Warm Bokkeveld Prison.

(b) that should the Executive Mayoral Committee and Council approve supra (a), a lease agreement be entered with Ngcani Carwash.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the relocation of the established Nduli Carwash to erf 5145, Nduli, Ceres be workshopped by Council.

Council unanimously resolved on 31 July 2019 that the item be removed from the agenda in the light of the adoption of the applicable policy and be resubmitted.

The policy on the Management of business properties for local economic development with the aim of empowering the previously disadvantaged communities has been approved and accepted by Council per council resolution 8.3.5 of 31 July 2019.

The Committee for Local Economic Development and Tourism resolved on 28 August 2019 to recommend to the Executive Mayoral Committee and Council that the necessary traffic report be obtained and submitted to the Committee for Corporate and Financial Services to determine if erf 5145, Nduli on the corner of Chris Hani Drive and the R46 adjacent to Warm Bokkeveld Prison is suitable for the project.

The Committee for Local Economic Development and Tourism resolved on 16 October 2019 that the Nduli Ngcani Carwash, erf 5145 be referred to the Technical Services Committee to determine the suitability of the land.

The Committee for Corporate and Financial Services resolved on 17 October 2019 that the matter in respect of the relocation of the established Nduli Carwash to erf 5145, Nduli, Ceres be held in abeyance pending the environmental assessment impact study.

The Director: Technical Services reported that comments need to be made by the Department Technical Services in respect of the resolution taken at the Committee for Local Economic Development on 28 August 2019.

The Committee for Technical Services resolved on 20 November 2019 that the matter in respect of the application for the relocation of the established Nduli Carwash to erf 5145, Nduli, Ceres be held in abeyance pending a report from the Manager: Town Planning and Building Control.

A report from the Senior Manager: Town Planning and Building Control, dated 27 January 2020, is attached as **annexure 8.2.4**.

The Committee for Technical Services resolved on 18 November 2020:

(a) that the Committee for Technical Services took notice of the application for the relocation of the established Nduli Carwash to erf 5145, Nduli, Ceres.

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

that the application to relocate the established Ngcani Carwash Business to erf 5145 on the corner of Chris Hani Street and the R46 adjacent to the Mooiblom settlement (Nduli) be approved in principle on the following conditions:

(i) that the applicant submits a site development plan to the Section Town Planning and Building Control.

(ii) that the application for departure from the zoning be submitted in the event the proposal is found to be suitable.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the application to relocate the established Ngcani Carwash Business to erf 5145 on the corner of Chris Hani Street and the R46 adjacent to the Mooiblom settlement (Nduli) be approved in principle on the following conditions:

(i) that the applicant submits a site development plan to the Section Town Planning and Building Control.

(ii) that the application for departure from the zoning be submitted in the event the proposal is found to be suitable.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

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

Please read along with item 8.3.2.

The following items refer:

(a) Item 7.1 of the meeting of the Committee for Community Development, held on 23 July 2020.

(b) Item 7.3.6 of the Executive Mayoral Committee meeting, held on 24 August 2020.

(c) Item 8.3.8 of the Council meeting, held on 25 August 2020.

(d) Item 7.3.8 of the Executive Mayoral Committee meeting, held on 28 September 2020.

(e) Item 8.3.10 of the Council meeting, held on 30 September 2020.

(f) Item 7.3.3 of the Executive Mayoral Committee meeting, held on 23 November 2020.

(g) item 8.3.5 of the Council meeting, held on 25 November 2020.

(h) Item 8.3.2 of the Council meeting, held on 17 December 2020.

A memorandum from the Acting Manager: Socio-Economic Development, dated 7 July 2020, is attached as **annexure 8.3.1**.

The Committee for Community Development resolved on 23 July 2020:

(a) That the Committee for Community Development takes notice of the Lease of portion of erf 1, Pine Valley, Wolseley: Old Malikhanye Crèche.

(b) That the Committee for Community Development recommends to the Executive Mayoral Committee and Council:

(i) that Council approves leasing of the building on erf 1, Pine Valley, Wolseley for a period of three (3) years.

(ii) that the property to be leased, is not required for the provision of the minimum level of basic services [MFMA Section 14.2(a)].

(iii) that, as 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)], the exemption of rental charges is considered on condition that the

municipality leases the building as it is, and that the lessee does all repair work to the building.

(iv) that the Supply Chain process be followed.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves leasing of the building on erf 1, Pine Valley, Wolseley for a period of three (3) years.

(b) that the property to be leased, is not required for the provision of the minimum level of basic services [MFMA Section 14.2(a)].

(c) that, as 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)], the exemption of rental charges is considered on condition that the municipality leases the building as it is, and that the lessee does all repair work to the building.

(d) that the Supply Chain process be followed.

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding the lease of a portion of erf 1, Pine Valley, Wolseley be held in abeyance until the next meeting.

Council unanimously resolved on 25 August 2020 that the matter regarding the lease of a portion of erf 1, Pine Valley, Wolseley 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 Council approves leasing of the building on erf 1, Pine Valley, Wolseley for a period of three (3) years.

(b) that the property to be leased, is not required for the provision of the minimum level of basic services [MFMA Section 14.2(a)].

(c) that, as 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)], the exemption of rental charges is considered on condition that the municipality leases the building as it is, and that the lessee does all repair work to the building.

(d) that the Supply Chain process be followed.

The Executive Mayoral Committee resolved on 28 September 2020 to recommend to Council that the matter regarding the lease of a portion of erf 1, Pine Valley, Wolseley be held in abeyance until the next meeting.

Council unanimously resolved on 30 September 2020 that the matter regarding the lease of a portion of erf 1, Pine Valley, Wolseley 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 Council approves the leasing of the building on erf 1, Pine Valley, Wolseley for a period of three (3) years.

(ii) that the property to be leased, is not required for the provision of the minimum level of basic services [Municipal Finance Management Act Section 14.2(a)].

(iii) that, as 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 [Municipal Finance Management Act Section 14.2(b)], the exemption of rental charges is considered on condition that the municipality leases the building as it is, and that the lessee does all repair work to the building.

(iv) that the Supply Chain process be followed.

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

(i) that the matter in respect of the lease of the old Malikhanye Crèche on erf 1, Pine Valley, Wolseley be advertised for a public participation process.

(ii) that the Section Supply Chain Management provides inputs in the procurement process supra (a) to ensure a fair, open and transparent process.

Council unanimously resolved on 25 November 2020 that the matter in respect of the lease of the old Malikhanye Crèche on erf 1, Pine Valley, Wolseley be held in abeyance until the next meeting.

Council unanimously resolved on 17 December 2020 that the matter in respect of the lease of portion of erf 1, Pine Valley, Wolseley (old Malikhanye Crèche) be held in abeyance until the next meeting.

RECOMMENDED

For consideration.

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

Please read along with item 8.3.1.

The following items refer:

(a) Item 7.1 of the meeting of the Committee for Community Development, held on 10 September 2020.

(b) Item 7.3.4 of the Executive Mayoral Committee meeting, held on 23 November 2020.

(c) Item 8.3.6 of the Council meeting, held on 25 November 2020.

(d) Item 8.3.3 of the Council meeting, held on 17 December 2020.

A memorandum from the Acting Manager: Socio-Economic Development, dated 24 August 2020, is attached as **annexure 8.3.2**.

The Committee for Community Development resolved on 10 September 2020 to recommend to the Executive Mayoral Committee and Council:

(i) that Council enters into a Lease Agreement with the Holy Tabernacle of God Church in conjunction with the Pine Valley Neighbourhood watch to utilise the portion of erf 1, Pine Valley, Wolseley for socio or community development purposes.

(ii) that Council gives approval for leasing of the building in Pine Valley, Wolseley (portion of plot 1) for a period of three (3) years on condition that Council will reconsider the Lease Agreement after three years.

(iii) that the Municipal Manager be mandated to sign the Lease Agreement on behalf of Council.

(iv) that the property that is to be leased not be required for provision of minimum level of basic services (MFMA Section 14.2a)

(v) That the fair market value not be applicable due to the economic and community value that are received in exchange for the lease of the asset (MFMA Section 14.2 b). Council to consider exemption of rental charges, on condition that we lease the building as it is, and that the lessee do all repair work to the building.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(i) that Council enters into a Lease Agreement with the Holy Tabernacle of God Church in conjunction with the Pine Valley Neighbourhood Watch to utilise the portion of erf 1, Pine Valley, Wolseley for socio or community development purposes.

(ii) that Council gives approval for leasing of the building in Pine Valley, Wolseley (portion of plot 1) for a period of three (3) years on condition that Council will reconsider the Lease Agreement after three years.

(iii) that the Municipal Manager be mandated to sign the Lease Agreement on behalf of Council.

(iv) that the property that is to be leased not be required for provision of minimum level of basic services (MFMA Section 14.2a)

(v) that the fair market value not be applicable due to the economic and community value that are received in exchange for the lease of the asset (MFMA Section 14.2 b).

(vi) Council to consider exemption of rental charges, on condition that we lease the building as it is, and that the lessee do all repair work to the building.

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

(i) that the matter in respect of the lease of the old Malikhanye Crèche on erf 1, Pine Valley, Wolseley be advertised for a public participation process.

(ii) that the Section Supply Chain Management provides inputs in the procurement process supra (a) to ensure a fair, open and transparent process.

Council unanimously resolved on 25 November 2020 that the matter in respect of the lease of the old Malikhanye Crèche on erf 1, Pine Valley, Wolseley be held in abeyance until the next meeting.

Council unanimously resolved on 17 December 2020 that the matter in respect of the lease of portion of erf 1, Pine Valley, Wolseley (old Malikhanye Crèche) be held in abeyance until the next meeting.

RECOMMENDED

For consideration.

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 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.

(c) Item 9.2 of the Performance, Risk and Audit Committee meeting, held on 25 October 2019.

(d) Item 9.2 of the Performance, Risk and Audit Committee meeting, held on 7 February 2020.

(e) Item 8.1.6 of the Council meeting, held on 25 August 2020.

(f) Item 8.1.8 of the Council meeting, held on 30 September 2020.

(g) Item 8.4.5 of the Council meeting, held on 25 November 2020.

The Corporate Governance of Information and Communication Technology Policy for Witzenberg Municipality is attached as **annexure 8.4.1**.

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.

The Performance, Risk and Audit Committee resolved on 25 October 2019 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.

The Performance, Risk and Audit Committee resolved on 7 February 2020 to recommend to Council:

that the Performance, Risk and Audit Committee took notice of and, after consideration, recommends to Council that the Municipal Corporate Governance of Information and Communication Technology Policy for Witzenberg Municipality be considered for approval.

The following recommendation was tabled to Council:

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

that the Municipal Corporate Governance of Information and Communication Technology Policy for Witzenberg Municipality, after consideration, be approved.

Council unanimously resolved on 25 August 2020 that the matter regarding the Municipal Corporate Governance of Information and Communication Technology Policy for Witzenberg Municipality be held in abeyance until the next meeting.

Council unanimously resolved on 30 September 2020 that the Municipal Corporate Governance of Information and Communication Technology Policy be workshopped by Council and thereafter be tabled again for adoption.

The following recommendation was tabled to Council:

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

that the Municipal Corporate Governance of Information and Communication Technology Policy for Witzenberg Municipality, after consideration, be approved.

Council unanimously resolved on 25 November 2020 that the matter in respect of the Municipal Corporate Governance of Information and Communication Technology Policy be held in abeyance to be workshopped by Council and after that be tabled to Council.

RECOMMENDED

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

that the Municipal Corporate Governance of Information and Communication Technology Policy for Witzenberg Municipality, after consideration, be approved.

8.4.2 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.

(c) Item 8.4.6 of the Council meeting, held on 30 October 2019.

(d) Item 8.4.1 of the Council meeting, held on 30 September 2020.

(e) Item 8.4.6 of the Council meeting, held on 25 November 2020.

(f) Item 8.4.1 of the Council meeting, held on 17 December 2020.

The proposed Mayoral Bursary Fund Policy for Witzenberg Municipality is attached as **annexure 8.4.2**.

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.

Council unanimously resolved on 30 October 2019 that the Mayoral Bursary Fund Policy for Witzenberg Municipality be workshopped by Council and after that be tabled to Council for approval.

Council unanimously resolved on 30 September 2020 that the Mayoral Bursary Fund be workshopped by Council and after that be tabled for adoption.

The following recommendation was tabled to Council:

That the Mayoral Bursary Fund, after consideration, be approved and adopted.

Council unanimously resolved on 25 November 2020 that the matter in respect of the Witzenberg Municipality Mayoral Bursary Fund Policy be held in abeyance to be workshopped by Council and after that be tabled to Council.

Council unanimously resolved on 17 December 2020 that the matter in respect of the Witzenberg Municipality Mayoral Bursary Fund Policy be held in abeyance until the next meeting.

RECOMMENDED

That the Mayoral Bursary Fund, after consideration, be approved and adopted.

8.4.3 Sale of municipal land: Erf 622, Wolseley (7/1/4/2)

The following items refer:

(a) Item 7.4.4 of the Executive Mayoral Committee meeting, held on 23 November 2020.

(b) Item 8.4.10 of the Council meeting, held on 25 November 2020.

(c) Item 7.4.1 of the Executive Mayoral Committee meeting, held on 14 December 2020.

(d) Item 8.4.6 of the Council meeting, held on 17 December 2020.

The following memorandum, dated 18 November 2020, was received from the Municipal Manager:

"**Purpose**

To consider the request of Lotus South African Manufacturing to purchase the remainder of erf 622, Wolseley and to make a recommendation to Council accordingly.

Deliberation

Council sold a portion of erf 622, Wolseley to Grassroots (Pty) Ltd as per Council resolution 8.4.8 of 5 December 2017 for the construction of an agri-processing facility. Grassroots restructured their company and amalgamated with Lotus South African Manufacturing which effectively took over the operations.

The facility was duly constructed and is currently creating 300 permanent job opportunities for employees. The said company is procuring 90 % of its raw materials (with a monetary value exceeding R35 million per annum) from local suppliers in the Witzenberg region. The company has now approached the municipality with a request that Council considers selling the remainder of erf 622, Wolseley to Lotus. A Google map reflecting the remainder of the said erf is attached as **annexure 8.4.3(a)**.

In terms of a letter received from Lotus the acquisition of adjacent land will allow them to start with the second phase of their manufacturing facility. This will provide 60 more employment opportunities and will ultimately provide 600 permanent job opportunities. The total investment for phase 1 is approximately R100 million. The value for the phases 2 and 3 development is a projected R140 million In terms of their future planning phase 4 extension is then planned for 2026. The phases of their development is set out in the said letter, attached as **annexure 8.4.3(b)**. The company has also pronounced its investment for the SA Investment Conference, which is a presidential initiative and in terms of a declaration by the Managing Director they confirm an investment of R279 million over the period 2019 – 2021. A copy of the Project Announcement is attached as **annexure 8.4.3(c)**.

Municipal services

The following inputs were received from the various sections within the Directorate Technical Services:

"Stadsbeplanning

1. Geen beswaar in beginsel teen die voorstel aangesien dit uitbreiding behels van 'n bestaande aanleg binne die urban edge.
2. Die betrokke grond moet onderverdeel en hersoneer word.

3. Daar is ongeregistreerde Erwe 2175 tot 2187 en Erf 1559 op die grond waarvan die kaarte by die LG gekanselleer sal moet word (sien erwe op aangehgte kaart gewys in pienk). Indien die Raad dus besluit om Restant Erf 622 aan die ontwikkelaar te verkoop sal hy ook amptelike besluit moet neem dat die kaarte gekanselleer kan word.
4. As deel van die hersonering proses sal van die applikant verwag word om bevestiging te kry by DEADP of EIA nodig sal wees al dan nie.

Elektries

Die aansoeker se kragbehoeftes is soos volg:

1 - 2 jaar	350kVA
3 - 5 jaar	350kVA
6 - 9 jaar	300kVA

Dit is 'n totaal van 1 MVA ekstra, waar Wolseley se totale Max Dem huidiglik 4,3 MVA is, met n NMD van 4,5MVA. 'n Aansoek vir 'n ekstra 0,7 MVA is in 'n gevorderde stadium, maar hierdie sal die 'natuurlike groei' oor die volgende jare moet dra.

ESKOM se toevoer netwerk in die gebied is versadig en hulle het huidiglik nie die vermoë om enige addiosinele kapasiteit aan die Stadsraad te voorsien nie.

Ons is ook nie bewus van enige ESKOM planne om hulle netwerk te versterk nie in die kort- tot langtermyn nie.

Hierdie ontwikkeling is egter n groot aanwins vir Wolseley!

Elektries se opinie is dat die ontwikkelaar van die volgende moet kennis neem:

- Weens ESKOM se reeds versadige netwerk kan Witzenberg ongelukkig nie 'n vergroting in die ontwikkelaar se huidige aansluiting toelaat nie.
- Die ontwikkeling mag aangaan mits die huidige toegelate aansluiting van 500 kVA nie oorskry word nie.
- Die ontwikkelaar sal toegelaat word om van SSEG en / of opwekkers gebruik te maak vir die nuwe uitbreidings. (Nodige aansoeke moet voltooi word)

Water en Riolering

Die GLS kapasiteitsondersoek waarna verwys word in die skrywe is gedoen op die huidige ontwikkeling te erf 4109 (Bear 1, 2 en 3) en is derhalwe nie van toepassing op hierdie aansoek nie alhoewel die verslag uitgewys het dat genoegsame kapasiteit beskikbaar is met geringe opgraderings nodig. 'n Nuwe GLS kapasiteitsondersoek sal egter nodig wees vir die restant van erf 622 waarvoor nou aansoek gedoen word.

Strate en Stormwater

Geen kommentaar."

Financial implication

COVID-19 has had a severe negative impact on the whole of South Africa. The National Government as well as Provincial Government have initiated economic recovery plans to stimulate the economy of South Africa. The Witzenberg Municipality is in dire need to expand its income base and additional job opportunities will be critical in the economic recovery of Witzenberg.

The collection rate of the municipality has dropped from 94 % to 86 % . If Council decides to sell the remainder of erf 622, Wolseley it will provide direct additional income in terms of rates as well as certain municipal services. More people will also be provided with job opportunities which will minimise our unemployment rate and pressure on our indigent database. The remainder of the erf must still be valued by a registered valuator who will be appointed if Council decides to sell.

Legal implication

Regulation 40 of the Municipal Supply Chain Management Regulations stipulates that immovable property may only be sold at market related prices except where the public interest or the plight of the poor demands otherwise.

Section 14 of the Local Government Municipal Finance Management Act stipulates that a municipality may not transfer ownership as a result of a sale or permanently dispose of a capital asset if that asset is needed to provide the minimum level of basic services. Council may transfer ownership in a meeting open to public if it has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic services. The Constitution of the Republic of South Africa requires the supply chain of government to be fair, equitable and transparent. In terms of the Municipal Asset Transfer Regulations a municipality may transfer or dispose of a non-exempted capital asset only after the Accounting Officer has in terms of Regulation 6 conducted a public participation process. This is, however, applicable where the value of the asset is more than 5 % of the total asset value of Council. This is not applicable in this instance and will Council's decision still be published in the local newspaper to draw the public's attention to the sale and to consider any objections, if necessary."

The Executive Mayoral Committee resolved on 23 November 2020 to recommend to Council that Messrs Lotus South Africa Manufacturing be invited to make a presentation at the next Executive Mayoral Committee meeting in respect of their request for the sale of municipal land (erf 622) in Wolseley.

Council unanimously resolved on 25 November 2020 that Messrs Lotus South Africa Manufacturing be invited to make a presentation at the next Executive Mayoral Committee meeting in respect of their request for the sale of municipal land (erf 622) in Wolseley.

The Executive Mayoral Committee resolved on 14 December 2020 to recommend to Council:

(a) that the matter in respect of the sale of municipal land, namely erf 622, Wolseley, be held in abeyance until the next meeting.

(b) that the Municipal Manager tables the previous resolutions of Council in respect of the matter at the next meeting in order to ensure an informed decision.

Council unanimously resolved on 17 December 2020:

(a) that the matter in respect of the sale of municipal land, namely erf 622, Wolseley, be held in abeyance until the next meeting.

(b) that the Municipal Manager tables the previous resolutions of Council in respect of the matter at the next meeting in order to ensure an informed decision.

RECOMMENDED

For consideration.

8.4.4 Sale of municipal land: Unregistered erf in Schoonvlei industrial area, Ceres (7/1/4/2)

The following items refer:

(a) Item 7.4.5 of the Executive Mayoral Committee meeting, held on 23 November 2020.

(b) Item 8.4.11 of the Council meeting, held on 25 November 2020.

(c) Item 7.4.3 of the Executive Mayoral Committee meeting, held on 14 December 2020.

(d) Item 8.4.7 of the Council meeting, held on 17 December 2020.

The following memorandum, dated 18 November 2020, was received from the Municipal Manager:

"Purpose

To consider the request of Mr Araujo Vieira on behalf of ADF Vieira (Pty) Ltd to purchase an unregistered erf in Schoonvlei industrial area, Ceres, marked with an X on the Google map attached as **annexure 8.4.4(a)**, and to make a recommendation to Council accordingly.

Deliberation

Council is the owner of various land in the Schoonvlei industrial area. Mr Vieira of ADF Vieira (Pty) Ltd approached the municipality to consider selling land to the company for purposes of constructing a facility to repack and storage of fish in a frozen state. A letter of the applicant in this regard, which is self-explanatory, is attached as **annexure 8.4.4(b)**.

Municipal services

The following inputs were received from the various sections within the Directorate Technical Services:

"1st Phase construction of 800 m² building – repacking and storage of fish. 15 jobs during peak, 5 rest of year.
Further phases 2 x 800m² buildings – additional meat repacking facility & entrepreneurial shops.
Land required – 6400m² near Bella Vista.

Elektries insette: **AS** alles volgens plan gaan, sal ESKOM ons kwoteer vir die 5 Mva teen November 2020. Dit sal so R12 mil wees. Sodra on dit betaal, sal ons binne 12 maande ons 5 Mva hê en ons kan allokasies weer toeken. As dinge nie volgens plan loop, is ons in presies dieselfde posisie as wat ons nou is. GEEN BESKIKBAARHEID as gevolg van ESKOM.

Stadsbeplanning: Die sonering is reg daarvoor. Geen EIA nie, want dit is bestaande nywerheidsgebied binne urban area. Dus slegs onderverdeling. Indien die Raad dit sal goedkeur, sal Tony net alle kostes moet dra vir die onderverdeling."

Financial implication

COVID-19 has had a severe negative impact on the whole of South Africa. The National Government as well as Provincial Government have initiated economic recovery plans to stimulate the economy of South Africa. The Witzenberg Municipality is in dire need to expand its income base and additional job opportunities will be critical in the economic recovery of Witzenberg. The collection rate of the municipality has dropped from 94 % to 86 % . If Council decides to sell the identified erf in the Schoonvlei industrial area it will provide direct additional income in terms of rates as well as certain municipal services.

More people will also be provided with job opportunities which will minimise our unemployment rate and pressure on our indigent database. The erf must still be subdivided and valued by a registered valuator who will be appointed if Council decides to sell.

Legal implication

Regulation 40 of the Municipal Supply Chain Management Regulations stipulates that immovable property may only be sold at market related prices except where the public interest or the plight of the poor demands otherwise.

Section 14 of the Local Government Municipal Finance Management Act stipulates that a municipality may not transfer ownership as a result of a sale or permanently dispose of a capital asset if that asset is needed to provide the minimum level of basic services. Council may transfer ownership in a meeting open to public if it has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic services.

The Constitution of the Republic of South Africa requires the supply chain of government to be fair, equitable and transparent. In terms of the Municipal Asset Transfer Regulations a municipality may transfer or dispose of a non-exempted capital asset only after the Accounting Officer has in terms of Regulation 6 conducted a public participation process. This is, however, applicable where the value of the asset is more than 5 % of the total asset value of Council. This is not applicable in this instance and will Council's decision still be published in the local newspaper to draw the public's attention to the sale and to consider any objections, if necessary."

The Executive Mayoral Committee resolved on 23 November 2020 that the matter in respect of the sale of an unregistered erf in Schoonvlei industrial area, Ceres be held in abeyance until the next Executive Mayoral Committee meeting.

The Executive Mayoral Committee resolved on 14 December 2020 to recommend to Council:

(a) that Mr Araujo Viera from Messrs ADF Viera (Pty) Ltd be invited to attend the next Executive Mayoral Committee meeting to make a presentation in respect of the sale of an unregistered municipal erf in Schoonvlei industrial area, Ceres.

(b) that the public be invited to apply for land in the Schoonvlei industrial area, Ceres.

Alderman JW Schuurman expressed his concern about setting a precedent due to the absence of a proper supply chain process.

Council unanimously resolved on 17 December 2020:

(a) that Mr Araujo Viera from Messrs ADF Viera (Pty) Ltd be invited to attend the next Executive Mayoral Committee meeting to make a presentation in respect of the sale of an unregistered municipal erf in Schoonvlei industrial area, Ceres.

(b) that the public be invited to apply for land in the Schoonvlei industrial area, Ceres.

RECOMMENDED

For consideration.

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, VIRTUALLY (Microsoft Teams) HELD ON WEDNESDAY, 25 NOVEMBER 2020 AT 09:00

PRESENT

Councillors

Alderman TT Godden (Speaker)
Alderman 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
Alderlady JT Phungula
Alderman JW Schuurman
Councillor EM Sidego
Councillor RJ Simpson
Alderman HJ Smit
Councillor D Swart
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 C Titus (Committee Clerk)
Mr R Rhode (ICT Administrator)
Mr J Pieterse (Senior ICT Officer)
Ms M Prins (Word Processor Operator)

1. OPENING AND WELCOME

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

The Speaker confirmed the attendance of Councillors verbally and by video appearance

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)

UNANIMOUSLY RESOLVED

that the application for leave of absence from the meeting, received from Councillor HF Visagie, be approved and accepted.

EENPARIG BESLUIT

dat die aansoek om verlof tot afwesigheid van die vergadering, ontvang vanaf raadslid HF Visagie, goedgekeur en aanvaar word.

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

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

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

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

- Councillor T Abrahams 6 October
- Alderman J Visagie 17 October
- Ms K Swart 20 October
- 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

Alderman BC Klaasen conveyed condolences on behalf of Council to Councillor P Daniels and his family on the passing of his beloved father.

NOTED.

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

(a) The Speaker thanked the Municipal Manager and Directors for their assistance to Council at all times and the way they render services. This attitude is highly appreciated and applauded.

(b) The Speaker mentioned that Council normally have a year-end function, but due to the COVID-19 Regulations such events are not allowed. On request of the Speaker to express their wishes several Councillors indicated that the event not be held. All monies that was paid from April until November 2020 will be paid back in a lump sum to Councillors.

UNANIMOUSLY RESOLVED

that the annual year-end function of Council for 2020 be cancelled and all monies paid from April until November 2020 be paid back in a lump sum to Councillors.

EENPARIG BESLUIT

dat die jaareindfunksie van die Raad vir 2020 gekanselleer word en alle gelde wat vanaf April tot November 2020 betaal is, in 'n enkelbedrag aan Raadslede terugbetaal word.

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

(a) The Executive Mayor mentioned that COVID-19 is increasing in the Witzenberg municipal area, especially in Bella Vista, Ceres. Councillors were encouraged to inform the communities to do the basics such as keeping the social distance, washing of hands, wearing of masks etc. Witzenberg needs to be pro-active to prevent a second wave of the pandemic.

(b) The Executive Mayor conveyed condolences to all families who have lost loved ones.

(c) The Executive Mayor mentioned that the 16 Days of activism against gender violence had started. The Executive Mayor encouraged Council to support the programmes to counter gender violence. Gender violence is increasing in the Witzenberg area.

NOTED

3.4 Matters raised by the Municipal Manager

None

NOTED

4. MINUTES

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

UNANIMOUSLY RESOLVED

That the minutes of the Council meeting, held on 30 September 2020, be approved and signed by the Speaker.

EENPARIG BESLUIT

Dat die notule van die Raadsvergadering, gehou op 30 September 2020, goedgekeur en deur die Speaker onderteken word.

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

None

NOTED

4.3 Outstanding matters (3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.3.1	16/4/4/6	8.2.2 of 30-09-2020 Policy for Work and Installation of Services in Road Reserve	Technical Services	(a) Policy to be workshopped by Council and after that be tabled for adoption. (b) Director: Technical Services to make changes to policy before approval.		31-01-2021

The Municipal Manager mentioned that the valuations of the possible servitudes are awaited. New target date is 31 January 2021.

UNANIMOUSLY RESOLVED

that notice be taken of the outstanding matter.

EENPARIG BESLUIT

dat kennis geneem word van die uitstaande saak.

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)

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

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

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Section 71 Monthly Budget Statement Reports of the Directorate Finance: August and September 2020 (9/1/2/2)

UNANIMOUSLY RESOLVED

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August and September 2020 and, after consideration, same be approved.

EENPARIG BESLUIT

dat kennis geneem word van die Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies vir Augustus en September 2020 en genoemde, na oorweging, goedgekeur word.

8.1.2 Internal Audit Charter with effect from 1 July 2020 (5/14/4)

UNANIMOUSLY RESOLVED

that notice be taken of the 2020 reviewed Internal Audit Charter with effect from 1 July 2020 and, after consideration, same be adopted.

EENPARIG BESLUIT

dat kennis geneem word van die 2020 hersiene Interne Oudit Handves met ingang van 1 Julie 2020 en genoemde, na oorweging, aanvaar word.

8.1.3 Performance, Risk and Audit Committee Charter with effect from 1 July 2020 (5/14/4)

UNANIMOUSLY RESOLVED

that notice be taken of the Performance, Risk and Audit Committee Charter with effect from 1 July 2020 and, after consideration, same be adopted.

EENPARIG BESLUIT

dat kennis geneem word van die Prestasie-, Risiko- en Ouditkomitee Handves met ingang van 1 Julie 2020 en genoemde, na oorweging, aanvaar word.

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

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.

EENPARIG BESLUIT

dat die aangeleentheid rakende die vereffening van die Rand Aksepbank (RAB) lening vir die Koekedouwdam oorstaan tot die volgende vergadering.

8.1.5 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter 2020/2021 (1 July 2020 until 30 September 2020) (9/1/2/2)

UNANIMOUSLY RESOLVED

(a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 July 2020 until 30 September 2020.

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

EENPARIG BESLUIT

(a) dat kennis geneem word van die Kwartaallikse Begrotingsverslag ingevolge Artikel 52(d) vir die tydperk 1 Julie 2020 tot 30 September 2020.

(b) dat die verslag verwys word na die Munisipale Publieke Rekeninge Komitee en die Prestasie-, Risiko- en Ouditkomitee van die Raad vir hul aanbevelings aan die Raad.

8.1.6 Finance: Adjustment Budget: 2020/2021 (5/1/1/19)

UNANIMOUSLY RESOLVED

that the Adjustment Budget of Witzenberg Municipality for the financial year 2020/2021, 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) and

(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)

UNANIMOUSLY RESOLVED

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

(b) that a representative from the Directorate Finance be added to the Committee as compiled by the Executive Mayoral Committee.

EENPARIG BESLUIT

(a) dat die Bepalingsvoorwaardes vir 'n Herwinningsforum vir Munisipaliteit Witzenberg deur die Raad goedgekeur word.

(b) dat 'n verteenwoordiger van die Direktoraat Finansies ingesluit word by die Komitee soos deur die Uitvoerende Burgemeesterskomitee saamgestel.

8.2.2 Court case: Proposed fencing: De Keur Centre, Ceres (15/4/R & 13/1)

UNANIMOUSLY RESOLVED

that Council re-emphasised Council resolution 8.4.2 of 25 February 2020 in the absence of a formal application and only when a formal application is lodged with Council, full consideration will be given to the matter.

EENPARIG BESLUIT

dat Raadsbesluit 8.4.2 van 25 Februarie 2020 herbeklemtoon word in die afwesigheid van 'n formele aansoek en slegs wanneer 'n formele aansoek by die Raad ingedien word, volle oorweging aan die aangeleentheid gegee kan word.

8.2.3 Approval of methodology, allowable limit and motivation of refit tariff: Small Scale Embedded Generation (SSEG) Policy (16/3/P)

UNANIMOUSLY RESOLVED

(a) that the matter in respect of the Small Scale Embedded Generation Policy be workshopped by Council and after that be tabled to Council again.

(b) that the Executive Mayoral Committee forms an ad hoc committee to discuss the matter supra (a) and obtain more information in respect of the impact on the municipality.

8.2.4 Phillip Street from Van Riebeeck to Owen Street, Ceres: Permanently changing to one-way street (16/4/2)

UNANIMOUSLY RESOLVED

(a) that the matter to change Phillip Street from Van Riebeeck to Owen Street, Ceres in a permanent one-way street be held in abeyance.

(b) that a formal traffic impact study be done on the matter supra (a).

(c) that the Executive Mayoral Committee forms an ad hoc committee to discuss the outcomes of the traffic impact study and submits a recommendation to Council.

EENPARIG BESLUIT

(a) dat *die aangeleentheid om Phillipstraat vanaf Van Riebeeck- tot Owenstraat, Ceres in 'n permanente eenrigtingstraat te verander, oorstaan.*

(b) dat 'n formele verkeersimpakstudie aangaande die aangeleentheid supra (a) gedoen word.

(c) dat die Uitvoerende Burgemeesterskomitee 'n ad hoc-komitee vorm om die resultate van die verkeersimpakstudie te bespreek en 'n aanbeveling aan die Raad te maak.

8.2.5 Witzenberg Municipality: Roads and Storm Water Master Plans: June 2020
(16/4/P)

UNANIMOUSLY RESOLVED

that the matter in respect of the Roads and Storm Water Master Plans for Witzenberg Municipality be held in abeyance in order for all the amendments requested at the Council workshop to be made and after that same be submitted to Council.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die Strate en Stormwater Meesterplanne vir Munisipaliteit Witzenberg oorstaan ten einde al die wysigings soos tydens die Raad se werkwinkel versoek, aan te bring en dat genoemde daarna aan die Raad voorgelê word.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 Housing: Approval of street names for Vredebes Housing Project (16/4/6)

UNANIMOUSLY RESOLVED

that the matter in respect of the approval of street names for the Vredebes Housing Project be held in abeyance until the next meeting.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die goedkeuring van straatname vir die Vredebes Behuisingsprojek oorstaan tot die volgende vergadering.

8.3.2 Housing: Witzenberg Municipality: Housing Administration Policy (17/4/P)

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat die aangeleentheid aangaande die Behuisingsadministrasiebeleid van Munisipaliteit Witzenberg oorstaan tot die volgende vergadering.

8.3.3 Application for available land for construction of a centre for persons with disabilities (15/2/2/R)

UNANIMOUSLY RESOLVED

(a) that the matter in respect of the application for available land for the construction of a centre for persons with disabilities be referred back to the Executive Mayoral Committee for further discussions.

(b) that the Municipal Manager writes a letter to both the funder and the Association for Persons with Disabilities (APD) and explains the status quo of the matter.

EENPARIG BESLUIT

(a) dat die aangeleentheid aangaande die aansoek vir beskikbare grond vir die oprigting van 'n sentrum vir persone met gestremdhede terug verwys word na die Uitvoerende Burgemeesterskomitee vir verdere bespreking.

(b) dat die Munisipale Bestuurder 'n brief aan die donateur sowel as die Vereniging vir Persone met Gestremdhede rig en die status quo van die aangeleentheid verduidelik.

8.3.4 Ceres Bowling Club: Erf 1198, Phillip Street, Ceres: Planned expansion of clubhouse (07/1/3)

UNANIMOUSLY RESOLVED

that the matter in respect of the planned expansion of the Ceres Bowling Clubhouse on erf 1198, Phillip Street, Ceres be held in abeyance until the next meeting pending further information.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die beplande uitbreiding van die Rolbalklubhuis op erf 1198, Phillipstraat, Ceres oorstaan tot die volgende vergadering in afwagting op verdere inligting.

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

UNANIMOUSLY RESOLVED

that the matter in respect of the lease of the old Malikhanye Crèche on erf 1, Pine Valley, Wolseley be held in abeyance until the next meeting.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die verhuring van die ou Malikhanye Crèche op erf 1, Pine Valley, Wolseley oorstaan tot die volgende vergadering.

8.3.6 Lease of portion of Erf 1, Pine Valley, Wolseley: Old Malikhanye Crèche (7/1/4/1)

UNANIMOUSLY RESOLVED

that the matter in respect of the lease of the old Malikhanye Crèche on erf 1, Pine Valley, Wolseley be held in abeyance until the next meeting.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die verhuring van die ou Malikhanye Crèche op erf 1, Pine Valley, Wolseley oorstaan tot die volgende vergadering.

8.3.7 Housing: Selection criteria of beneficiaries for the allocation of serviced sites in Vredebes, Ceres (17/04/1/1/2/4)

UNANIMOUSLY RESOLVED

that the matter in respect of the selection criteria of beneficiaries for the allocation of serviced sites in Vredebes, Ceres be referred to the Committee for Housing Matters for thorough consultation and after that be submitted to Council again.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die seleksiekriteria van begunstigdes vir die toekenning van gedienste erwe in Vredebes, Ceres na die Komitee vir Behuisingsaangeleenthede verwys word vir deeglike konsultasie en daarna weer aan die Raad voorgelê word.

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Municipal consent to use private nature reserve road (15/04/R)

UNANIMOUSLY RESOLVED

that the Municipal Manager be authorised to draft and sign the formal agreement between Witzenberg Municipality and Tulbagh Farm Watch on behalf of Council for usage of the nature reserve road next to TULPAK at Tulbagh.

EENPARIG BESLUIT

dat die Munisipale Bestuurder gemagtig word om namens die Raad 'n formele ooreenkoms tussen Munisipaliteit Witzenberg en Tulbagh Plaaswag op te stel en te onderteken vir die gebruik van die natuurreservaatpad langs TULPAK te Tulbagh.

8.4.2 Records Management Policy (2/6/1/P)

UNANIMOUSLY RESOLVED

that the matter in respect of the Records Management Policy for Witzenberg Municipality be held in abeyance to be workshopped by Council and after that be tabled to Council.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die Rekordbestuursbeleid vir Munisipaliteit Witzenberg oorstaan om deur die Raad op 'n werkswinkel bespreek te word en daarna aan die Raad voorgelê word.

8.4.3 Registry Procedure Manual (2/6/3)

UNANIMOUSLY RESOLVED

that the matter in respect of the Witzenberg Municipality Registry Procedure Manual be held in abeyance to be workshopped by Council and after that be tabled to Council.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die Munisipaliteit Witzenberg Registrasie Prosedure Handleiding oorstaan om deur die Raad op 'n werkswinkel bespreek te word en daarna aan die Raad voorgelê word.

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

UNANIMOUSLY RESOLVED

that the matter in respect of the property exchange transaction of erf 5957, Nduli and Nduli commonage (erf 5958), Ceres be held in abeyance until the next Executive Mayoral Committee meeting to obtain all the necessary information.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die eiendom ruiltransaksie van erf 5957, Nduli en Nduli meentgrond (erf 5958), Ceres oorstaan tot die volgende Uitvoerende Burgemeesterskomitee vergadering ten einde al die nodige inligting in te win.

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

UNANIMOUSLY RESOLVED

that the matter in respect of the Municipal Corporate Governance of Information and Communication Technology Policy be held in abeyance to be workshopped by Council and after that be tabled to Council.

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

UNANIMOUSLY RESOLVED

that the matter in respect of the Witzenberg Municipality Mayoral Bursary Fund Policy be held in abeyance to be workshopped by Council and after that be tabled to Council.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die Burgemeester Beursfonds Beleid van Munisipaliteit Witzenberg oorstaan om deur die Raad op 'n werkswinkel bespreek te word en daarna aan die Raad voorgelê word.

8.4.7 Request from PALS (Partners in Agri Land Solutions) to Witzenberg Municipality to join as a member (12/1/2/1)

UNANIMOUSLY RESOLVED

that membership of PALS (Partners in Agri Solutions) not be taken up, but that the matter be considered again in the new financial year due to financial constraints.

EENPARIG BESLUIT

dat lidmaatskap van PALS (Partners in Agri Solutions) nie opgeneem word nie, maar dat die aangeleentheid in die nuwe finansiële jaar weer oorweeg word as gevolg van finansiële beperkings.

8.4.8 Proposed Council meeting program: January until December 2021 (3/1/2/3)

UNANIMOUSLY RESOLVED

that the matter in respect of the proposed meetings program of Council for January until December 2021 be held in abeyance until the next meeting to be synchronised with the Provincial Legislature dates.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die voorgestelde vergaderingsprogram van die Raad vir Januarie tot Desember 2021 oorstaan tot die volgende vergadering om met die vergaderings van die Provinsiale Wetgewer gesinchroniseer te word.

8.4.9 Public Participation Process Policy (2/2/P)

UNANIMOUSLY RESOLVED

that the Public Participation Process Policy be amended as requested at the Council workshop and after that be tabled to Council.

EENPARIG BESLUIT

dat die Openbare Deelnameproses Beleid gewysig word soos versoek tydens die werkswinkel van die Raad en daarna aan die Raad voorgelê word.

8.4.10 Sale of municipal land: Erf 622, Wolseley (7/1/4/2)

UNANIMOUSLY RESOLVED

that Messrs Lotus South Africa Manufacturing be invited to make a presentation at the next Executive Mayoral Committee meeting in respect of their request for the sale of municipal land (erf 622) in Wolseley.

EENPARIG BESLUIT

dat Mnre. Lotus South Africa Manufacturing uitgenooi word om 'n aanbieding by die volgende Uitvoerende Burgemeesterskomitee vergadering te doen aangaande hul versoek vir die verkoop van munisipale grond (erf 622) in Wolseley.

8.4.11 Sale of municipal land: Unregistered erf in Schoonvlei industrial area, Ceres (7/1/4/2)

UNANIMOUSLY RESOLVED

that the matter in respect of the sale of an unregistered erf in Schoonvlei industrial area, Ceres be held in abeyance until the next Executive Mayoral Committee meeting.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die verkoop van 'n ongeregistreerde erf in Schoonvlei industriële gebied, Ceres oorstaan tot die volgende Uitvoerende Burgemeesterskomitee vergadering.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None

NOTED

10. FORMAL AND STATUTORY MATTERS

10.1 Feedback on matters of outside bodies

10.1.1 SALGA matters (12/1/1/11)

UNANIMOUSLY RESOLVED

that notice be taken of the summary of the outcomes of the SALGA meetings.

EENPARIG BESLUIT

dat kennis geneem word van die opsomming van uitkomste van SALGA-vergaderings.

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

11.1 Virtual Council meetings (3/1/2/3)

UNANIMOUSLY RESOLVED

that the matter regarding virtual or contact Council meetings depends on the COVID-19 situation in 2021.

EENPARIG BESLUIT

dat die kwessie omtrent virtuele of kontak Raadsvergaderings afhang van die COVID-19 situasie in 2021.

11.2 Control Room information to Councillors regarding emergencies (3/R)

UNANIMOUSLY RESOLVED

that the Control Room informs the Executive Mayor and applicable Ward Councillor about any emergencies in a ward.

EENPARIG BESLUIT

dat die Kontrolekamer die Uitvoerende Burgemeester en betrokke Wyksraadslid inlig omtrent enige noodgevalle in 'n wyk.

12. COUNCIL-IN-COMMITTEE

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, VIRTUALLY (Microsoft Teams) HELD ON THURSDAY, 17 DECEMBER 2020 AT 09:00

PRESENT

Councillors

Alderman TT Godden (Speaker)
Alderman 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
Alderman JW Schuurman
Councillor EM Sidego
Councillor R 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 HJ Kritzinger (Director: Finance)
Mr M Mpeluza (Director: Corporate Services)
Mr A Raubenheimer (Deputy Director: Finance)
Mr G Louw (Head: Internal Audit)
Ms L Nieuwenhuis (Manager: Legal Services)
Mr A Hofmeester (IDP Manager)
Mr CG Wessels (Manager: Administration)
Mr C Titus (Committee Clerk)
Mr R Rhode (ICT Administrator)
Mr J Pieterse (Senior ICT Officer)

1. OPENING AND WELCOME

The Speaker welcomed everyone and requested the Director: Finance after that 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)

(a) An application for leave of absence from the meeting was received from Alderlady JT Phungula.

(b) An apology for absence from the meeting was received from the Manager: Projects and Performance.

UNANIMOUSLY RESOLVED

(a) that the application for leave of absence from the meeting, received from Alderlady JT Phungula, be approved and accepted.

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

EENPARIG BESLUIT

(a) dat die aansoek om verlof tot afwesigheid van die vergadering, ontvang vanaf Raadsdame JT Phungula, goedgekeur en aanvaar word.

(b) dat die verskoning vir afwesigheid van die vergadering, ontvang vanaf die Bestuurder: Projekte en Prestasie, aanvaar word.

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

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

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

None

NOTED

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

(a) The Speaker thanked Council for their contributions during the year and mentioned that 2020 was challenging due to the COVID-19 pandemic.

(b) The Speaker expressed condolences to everyone who had lost loved ones due to COVID-19.

(c) The Speaker thanked the Administration for their contribution during the year, especially the Section Secretariat, Municipal Manager, Senior Management Team and the IT Team.

(d) The Speaker wished everybody a blessed festive season.

NOTED

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

(a) The Executive Mayor expressed special birthday wishes to the Municipal Manager on his birthday.

(b) The Executive Mayor expressed condolences to all residents of the Witzenberg municipal area who had lost loved ones due to COVID-19. He specifically mentioned the Manager: Housing who had lost her sister, Maryna.

(c) The Executive Mayor expressed well wishes to Alderlady JT Phungula whose father was not well.

(d) The Executive Mayor thanked all Councillors and administrative staff for their contributions during an extremely challenging year. However, the Witzenberg Municipality rose to the occasion to curb COVID-19.

(e) The Executive Mayor mentioned that the alertness of the residents of Witzenberg had decreased in respect of COVID-19. Many people, of whom it was not expected, became ill. In the municipality the Directorate Technical Services as well as Departments Administration and Human Resources were closed for isolation purposes. The Executive Mayor requested the Municipal Manager and Directors to carry out the message again that the golden rules to prevent COVID-19 must be obeyed.

(f) The Executive Mayor wished everyone a blessed and peaceful festive season and a prosperous 2021 and requested all to keep safe in this "new normal" time.

NOTED

3.4 Matters raised by the Municipal Manager

The Municipal Manager updated Council in respect of the latest statistics on COVID-19 affected people and the mortality rate as on 16 December 2020.

NOTED

4. MINUTES

4.1 Outstanding matters (3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.2.1	16/4/2	8.2.4 of 25-11-2020 One-way street: Phillip Street, Ceres	Technical Services	(a) Formal traffic impact study to be done. (b) EMC to form ad hoc committee to discuss outcomes of traffic impact study.		

UNANIMOUSLY RESOLVED

that Council took notice of the outstanding matter in respect of changing Phillip Street, Ceres to a one-way street.

EENPARIG BESLUIT

dat die Raad kennis neem van die aangeleentheid aangaande die verandering van Phillipstraat, Ceres na 'n eenrigtingstraat.

5. MOTIONS AND NOTICE OF SUGGESTIONS

None

NOTED

6. INTERVIEWS WITH DELEGATIONS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None

NOTED

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8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

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

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 and be workshopped by Council.

EENPARIG BESLUIT

dat die aangeleentheid rakende die vereffening van die Rand Aksepbank (RAB) lening vir die Koekedouwdam oorstaan en deur die Raad behandel word tydens 'n werkswinkel.

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Small Scale Embedded Generation (SSEG) proposal: Dedicated connection model options (16/3/P)

UNANIMOUSLY RESOLVED

that the matter in respect of the Small Scale Embedded Generation (SSEG) proposal: Dedicated connection model options be workshopped by Council and after that be tabled to Council again.

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

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat die aangeleentheid aangaande die Beleid vir Werk en die Installering van Dienste in die Padreserwe deur die Raad behandel word tydens 'n werkswinkel en daarna weer aan die Raad voorgelê word.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 Ceres Bowling Club: Erf 1198, Phillip Street, Ceres: Planned expansion of clubhouse (07/1/3)

UNANIMOUSLY RESOLVED

that the matter in respect of the planned expansion of the Ceres Bowling Clubhouse on erf 1198, Phillip Street, Ceres be held in abeyance to obtain more information and after that be tabled again to the Executive Mayoral Committee.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die beoogde uitbreiding van die Ceres Rolbalklubhuis op erf 1198, Phillipstraat, Ceres oorstaan ten einde meer inligting in te win en daarna weer aan die Uitvoerende Burgemeesterskomitee voorgelê word.

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

UNANIMOUSLY RESOLVED

that the matter in respect of the lease of portion of erf 1, Pine Valley, Wolseley (old Malikhanye Crèche) be held in abeyance until the next meeting.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die verhuring van 'n gedeelte van erf 1, Pine Valley, Wolseley (ou Malikhanye Crèche) oorstaan tot die volgende vergadering.

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

UNANIMOUSLY RESOLVED

that the matter in respect of the lease of portion of erf 1, Pine Valley, Wolseley (old Malikhanye Crèche) be held in abeyance until the next meeting.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die verhuring van 'n gedeelte van erf 1, Pine Valley, Wolseley (ou Malikhanye Crèche) oorstaan tot die volgende vergadering.

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

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

UNANIMOUSLY RESOLVED

that the matter in respect of the Witzenberg Municipality Mayoral Bursary Fund Policy be held in abeyance until the next meeting.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die Burgemeester Beursfonds Beleid van Munisipaliteit Witzenberg oorstaan tot die volgende vergadering.

8.4.2 Council meeting program: January until June 2021 (3/1/2/3)

UNANIMOUSLY RESOLVED

that the Council meeting program for January until June 2021 be approved on condition that the outstanding meeting dates of the Western Cape Government be included when made available.

EENPARIG BESLUIT

dat die vergaderingsprogram van die Raad vir Januarie tot Junie 2021 goedgekeur word op voorwaarde dat die uitstaande vergaderingsdatums van die Wes-Kaap Regering ingesluit word wanneer dit beskikbaar gestel word.

8.4.3 Public Participation Process Policy (2/2/P)

UNANIMOUSLY RESOLVED

that the Public Participation Process Policy, after consideration, be approved and accepted.

EENPARIG BESLUIT

dat die Openbare Deelnameproses Beleid, na oorweging, goedgekeur en aanvaar word.

8.4.4 National state of disaster: COVID-19 (17/7/3/P)

UNANIMOUSLY RESOLVED

(a) that the Speaker be authorised to call a Special Council meeting in respect of COVID-19 matters at any stage during the Council recess of the 2020/2021 festive season.

(b) that the following measures be implemented with immediate effect in an attempt to curb the spreading of COVID-19 in the Witzenberg municipal area:

(i) The following municipal facilities be closed with immediate effect, until further notice:

community halls, town halls and library halls, Pine Forest Resort, swimming pools, sports facilities and club houses.

(ii) Approval be granted that existing bookings of said facilities either be cancelled or postponed and that fees be refunded without recovering the administrative fee associated with cancellations.

(iii) The operating hours of the libraries remain unchanged for the time being, but that only basic services (taking out and returning of reading material) be provided and that access and number control be applied.

(iv) Cemeteries remain open, but users be made aware of the legal number limits applicable to gatherings.

(v) Customer offices, such as cash offices, traffic licencing and test centres remain open to the public for the time being, but strong precaution be taken to ensure a heightened level of hygiene.

(vi) All public engagements and gatherings, including ward committee meetings, sectoral and other IDP and budget-related public participation meetings be cancelled until further notice.

(vii) Meetings of the Council and its committees provisionally continue as scheduled, but that members of the public will not be allowed access to these meetings, but not excluding the media.

(viii) All community development projects and holiday programmes scheduled and presented by the Directorate Community Development during the school holiday and on public holidays, be cancelled.

(ix) The Municipal Manager be authorised to take urgent decisions relating to the COVID pandemic, inter alia regarding, but not limited to, the following:

- *Identification of available sites to be used as isolation and quarantine facilities, and to submit the list to the Department of Health (as per regulations);*
- *Shortening/determination of periods as determined in this resolution;*
- *Increased access control and security measures at inter alia municipal offices, stores, test centres;*
- *Appointment of a task team and communication spokesperson(s) as well as determination of communication methods and handling of enquiries ("hotline");*
- *Closure/reopening of facilities and termination/continuation of services;*
- *Safety measures for staff e.g. provisional suspension of biometrics, approval and criteria of special/quarantine leave, use of protective equipment/clothing, shift systems and working from home, awareness measures;*
- *Attendance of courses, workshops and meetings by staff representatives.*

(d) that all public communication regarding COVID-19 be issued under the name of the Executive Mayor and internal communication (with staff) by the Municipal Manager or his nominee(s).

(e) that a press release be issued to communicate the measures contained herein and applicable to the public, for publication on the website, social media and in the local newspapers.

8.4.5 Donation of a portion of erf 103 Op-die-Berg to the Department Transport and Public Works: Provincial Government Western Cape (7/1/4/2)

UNANIMOUSLY RESOLVED

(a) that a portion of erf 103, Op-die-Berg is not required for minimum basic services in terms of Section 14 of the Municipal Finance Management Act.

(b) the transfer of a portion of erf 103, Op-die-Berg is in the interest of the Op-die-Berg community and to a state department.

(c) that the Donation Agreement between Witzenberg Municipality and the Department of Public Works: Western Cape be approved.

(d) that Council waives the requirement of market related selling price as a result of the community interest.

(e) that the Municipal Manager be mandated to sign the necessary documentation on behalf of Council to give effect to the transfer of the property and all other legal documentation.

(f) that Council's intention to donate a portion of erf 103, Op-die-Berg be advertised for any objections.

8.4.6 Sale of municipal land: Erf 622, Wolseley (7/1/4/2)

UNANIMOUSLY RESOLVED

(a) that the matter in respect of the sale of municipal land, namely erf 622, Wolseley, be held in abeyance until the next meeting.

(b) that the Municipal Manager tables the previous resolutions of Council in respect of the matter at the next meeting in order to ensure an informed decision.

EENPARIG BESLUIT

(a) dat die aangeleentheid aangaande die verkoop van munisipale grond, naamlik erf 622, Wolseley, oorstaan tot die volgende vergadering.

(b) dat die Munisipale Bestuurder die vorige besluite van die Raad aangaande die aangeleentheid by die volgende vergadering voorlê ten einde 'n ingeligte besluit te verseker.

8.4.7 Sale of municipal land: Unregistered erf in Schoonvlei industrial area, Ceres (7/1/4/2)

Alderman JW Schuurman expressed his concern about setting a precedent due to the absence of a proper supply chain process.

UNANIMOUSLY RESOLVED

(a) that Mr Araujo Viera from Messrs ADF Viera (Pty) Ltd be invited to attend the next Executive Mayoral Committee meeting to make a presentation in respect of the sale of an unregistered municipal erf in Schoonvlei industrial area, Ceres.

(b) that the public be invited to apply for land in the Schoonvlei industrial area, Ceres.

EENPARIG BESLUIT

(a) dat mnr. Araujo Viera van Mnre ADF Viera (Edms) Bpk genooi word om 'n voorlegging by die volgende Uitvoerende Burgemeesterskomitee vergadering te doen in verband met die verkoop van 'n ongeregistreerde munisipale erf in die Skoonvlei industriële gebied, Ceres.

(b) dat die publiek uitgenooi word om aansoek vir grond in die Skoonvlei industriële gebied, Ceres te doen.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

9.1 Application for available land for construction of a centre for persons with disabilities (15/2/2/R)

UNANIMOUSLY RESOLVED

(a) that erf 2629, Bella Vista, Ceres where the South African Police Services were previously accommodated, be rented to the Association for Persons with Disabilities on a long term period.

(b) that the period of the rent be determined and stipulated in the contract.

(c) that due to the involvement of the Association for Persons with Disabilities with disabled persons, the land be rented at a minimal cost.

(d) that the intention of the municipality to rent the land be advertised for any objections.

(e) that in the event of the lease agreement be cancelled, any improvements on the land become the property of the municipality.

(f) that the Municipal Manager be mandated to sign the contract with the Association for Persons with Disabilities (APD) on behalf of the municipality.

(g) that the lease agreement of erf 2629, Bella Vista, Ceres, to be leased to the Association of Persons with Disabilities on a long term period, cannot be transferred to a third party.

9.2 Personnel matters: Closure of municipal offices: December 2020 / January 2021 (4/2/8)

UNANIMOUSLY RESOLVED

(a) that all municipal offices and libraries close from 23 December 2020 until 5 January 2021.

(b) that business hours on Tuesday, 22 December 2020 shall be from 08:00 until 14:00.

(c) that all employees be granted annual leave for 23, 24, 28, 29, 30, 31 December 2020 and 3, 4 and 5 January 2021.

(d) that essential services staff in all departments shall be on standby on 23, 24, 25, 26, 27, 28, 29, 30, 31 December 2020 and 1, 2, 3, 4 and 5 January 2021.

(e) that the municipality and libraries resume services on 6 January 2021.

EENPARIG BESLUIT

(a) dat alle munisipale kantore en biblioteke gesluit sal wees vanaf 23 Desember 2020 tot 5 Januarie 2021.

(b) dat kantoorure op Dinsdag, 22 Desember 2020 vanaf 08:00 tot 14:00 sal wees.

(c) dat jaarlikse verlof aan alle amptenare toegestaan word vir 23, 24, 28, 29, 30, 31 Desember 2020 en 3, 4 en 5 Januarie 2021.

(d) dat personeel vir noodsaaklike dienste in alle departemente op bystand sal wees op 23, 24, 25, 26, 27, 28, 29, 30, 31 Desember 2020 en 1, 2, 3, 4 en 5 Januarie 2021.

(e) dat die munisipaliteit en biblioteke dienste hervat op 6 Januarie 2021.

9.3 Council matters: Council recess for festive season 2020/2021 (3/1/2/3)

UNANIMOUSLY RESOLVED

(a) that the recess period of Council for the 2020/2021 festive season will be from 21 December 2020 until 17 January 2021.

(b) that if the Speaker needs to call a Council meeting all Councillors must be available for a virtual Council meeting at all times.

(c) that the Executive Mayor and Deputy Executive Mayor will be on standby during the recess period.

EENPARIG BESLUIT

(a) dat die Raad se resesperiode vir die feesseisoen van 2020/2021 vanaf 21 Desember 2020 tot 17 Januarie 2021 sal duur.

(b) dat indien dit nodig sal wees om 'n Raadsvergadering te belê, alle Raadslede te alle tye vir 'n virtuele Raadsvergadering beskikbaar moet wees.

(c) dat die Uitvoerende Burgemeester en Uitvoerende Onderburgemeester op bystand sal wees gedurende die resesperiode.

10. FORMAL AND STATUTORY MATTERS

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

10.1.1 SALGA: Provincial Working Group highlights (12/1/1/11)

UNANIMOUSLY RESOLVED

that notice be taken of the SALGA Provincial Working Group highlights.

EENPARIG BESLUIT

dat kennis geneem word van die SALGA Provinsiale Werkgroepe hoogtepunte.

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

11.1 Hard copies of agendas: Alderman K Adams (3/1/2/3)

Alderman K Adams enquired with regard to the availability of hard copies of agendas for Councillors. Councillors find it difficult to follow the annexures on the Zoom or Microsoft Teams meetings.

The Speaker explained the reason for not supplying hard copies of agendas, which was accepted by Council.

NOTED

12. COUNCIL-in-COMMITTEE

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 TUESDAY, 3 MARCH 2020 AT 09:00

PRESENT

Councillors

M Jacobs (Chairperson)
Alderman JW Schuurman
C Lottering
G Laban

Officials

Mr D Nasson (Municipal Manager)
Mr A Raubenheimer (Acting Director: Finance)
Mr G Louw (Head: Internal Auditor)
Mr J Swanepoel (Manager: Projects and Performance)
Mr C Wessels (Manager: Administration)
Mr. C Titus (Committee Clerk)

Other Representatives

Mr Donovan Swanson (ASD: Good Governance)
Mr Leon Jacobs (Department Local Government)

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 / OORWEGING VAN AANSOEK OM VERLOF TOT AFWESIGHEID, INDIEN ENIGE (3/1/2/1)

None / Geen

NOTED / AANGETEKEN

3. MINUTES / NOTULES

3.1 Approval of minutes / Goedkeuring van notules (03/1/2/3)

The following minutes are attached:

(a) Municipal Public Accounts Committee, held on 20 February 2020: **Annexure 3.1(a).**

(b) Special meeting for Municipal Public Accounts Committee, held on 24 February 2020: **Annexure 3.1(b).**

Die volgende notules word ingebind:

(a) Munisipale Publieke Rekeninge Komitee, gehou op 20 Februarie 2020; **Bylae 3.1(a).**

(b) Spesiale vergadering vir Munisipale Publieke Rekeninge Komitee, gehou op 24 Februarie 2020: **Bylae 3.1(b).**

RESOLVED

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

(i) Municipal Public Accounts Committee, held on 20 February 2020.
(ii) Special meeting for Public Accounts Committee, held on 24 February 2020.

BESLUIT

Dat die volgende notules goedgekeur en deur die Voorsitter onderteken word.

(i) Munisipale Publieke Rekeninge Komitee, gehou op 20 February 2020.
(ii) Spesiale vergadering vir Munisipale Rekeninge Komitee, gehou op 24 February 2020.

3.2 Matters arising from the minutes

None / Geen

NOTED / AANGETEKEN

3.3 Outstanding matters (3/3/2)

None / Geen

NOTED / AANGETEKEN

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

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7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 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 of the meeting for Municipal Public Accounts Committee, held on 20 February 2020, refers.

The Municipal Public Accounts Committee resolved on 20 February 2020 that the matter in respect of the Quarterly Budget Statement (Section 52(d)) report for the Second Quarter of 2019/2020 be held in abeyance until the next meeting.

The Quarterly Budget Statement (Section 52) Report for the second quarter of 2019/2020 for the period 1 October 2019 to 31 December 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

RESOLVED

that the matter in respect of the Quarterly Budget Statement (Section 52(d) Report for the 2nd Quarter of 2019/2020 be held in abeyance until the next meeting.

7.2 Annual report and financial statements: 2018/2019 (5/1/1/17)

Item 7.2 of the meeting for Municipal Public Accounts Committee, held on 20 February 2020, refers.

The Municipal Public Accounts Committee resolved on 20 February 2020 that the matter in respect of the Annual Report and financial statements: 2018/2019 be held in abeyance until the next meeting due to the load shedding.

***Annexure 8.1.7 of council agenda refers. Please retain council annexure for MPAC meeting.**

The MFMA section 129(1) states that:

"The council of a municipality must consider the annual report of the municipality and of any municipal entity under the municipality's sole or shared control, and by no later than two months from the date on which the annual report was tabled in the council in terms of section 127, adopt an oversight report containing the council's comments on the annual report, which must include a statement whether the council—

(a) has approved the annual report with or without reservations;
(b) has rejected the annual report; or
(c) has referred the annual report back for revision of those components that can be revised."

In terms of the MPAC Charter, approved on 10 December 2014, Council has mandated MPAC to perform an oversight function on behalf of Council.

The following documents are attached:

(a) The 2018/2019 Annual Report Oversight Check List: **Annexure 7.2(a).**
(b) Annual Report 2018/2019: ***Annexure 7.2(b).**

The Municipal Public Accounts Committee (MPAC) considers the Annual Report and Financial Statements thoroughly by using the relevant 2018/2019 Oversight Checklist.

RESOLVED

To recommend to Council:

(a) that administration tables a full report on the Supply Chain Regulation, section 32 matter to Council to further referral to the MEC and National Treasury.

(b) that Council re-establishes the task team, to address the concern of the AGSA on debt impairment and to report on progress regarding the implementation of credit control.

(c) that administration continue to execute the Credit Control Policy with due diligence and adherence.

(d) that the public office bearers in conjunction with administration should make a collective drive to the public to campaign the importance of paying for municipal services; and

(e) that Council take note of the reliance on government grants and that Council investigates other means of revenue streams over medium to longer term.

(f) that the Performance, Risk and Audit Committee has recommended to Council to improve the functionality of the performance management system, timeous monitoring and reviewing of the portfolios of evidence should be implemented and management should embrace the recommendations by Internal Audit and ensure continuous monitoring to address the control deficiencies.

(g) Where Management has agreed to specific action plans these should be implemented timeously to improve the control environment and performance; and

(h) that Management improve the management of Information Communication Technology (ICT) risks.

7.3 Municipal Public Accounts Committee (MPAC) Oversight report on the Annual Report 2018/2019: Section 129
(2/1/2)

Item 7.3 of the meeting for Municipal Public Accounts Committee, held on 20 February 2020, refers.

The Municipal Public Accounts Committee resolved on 20 February 2020 that the matter in respect of the Draft Oversight report on the Annual Report 2018/2019: Section 129 be held in abeyance until the next meeting

The Municipal Public Accounts Committee (MPAC) Oversight Report 2018/2019 dated 03 March 2020 is attached as **annexure 7.3.**

RESOLVED

To recommend to Council:

that the Municipal Public Accounts Committee (MPAC) having fully considered the 2018/2019 Annual Report of the Witzenberg Municipality recommend that Council adopts the 2018/2019 Oversight Report and approves the 2018/2019 Annual Report without reservation.

8. ADJOURNMENT / VERDAGING

The meeting adjourned at 12:55 / Die vergadering verdaag om 12:55.

Approved on _____

_____
COUNICILLOR / RAADSLID MD JACOBS
CHAIRPERSON / VOORSITTER

/wr

MINUTES OF THE VIRTUAL MEETING (MICROSOFT TEAMS) OF THE COMMITTEE FOR TECHNICAL SERVICES OF WITZENBERG MUNICIPALITY, HELD ON WEDNESDAY, 9 SEPTEMBER 2020 AT 10:00

NOTULE VAN DIE VIRTUELE VERGADERING (MICROSOFT TEAMS) VAN DIE KOMITEE VIR TEGNIESE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP WOENSDAG, 9 SEPTEMBER 2020 OM 10:00

PRESENT / TEENWOORDIG

Alderman / Raadsheer JJ Visagie (Chairperson / Voorsitter) (DA)
Councillor / Raadslid D Swart (DA)
Councillor / Raadslid MD Jacobs (EFF)
Councillor / Raadslid M Mdala (ANC)

Officials

Mr / Mnr J Barnard (Director: Technical Services / Direkteur: Tegniese Dienste
Mr / Mnr H Taljaard (Manager: Town Planning and Building Control / Bestuurder: Stadsbeplanning en Boubeheer)
Mr / Mnr J Jacobs (Senior Superintendent: Solid Waste and Cleansing Services / Senior Superintendent: Vaste Afval- en Reinigingsdienste)
Mr / Mnr N Jacobs (Manager: Water and Sewerage / Bestuurder: Water en Riolering)
Mr / Mnr E Lintnaar (Manager: Streets and Storm Water / Bestuurder: Strate en Stormwater)
Mr / Mnr P Van den Heever (Senior Manager: Electro-Technical Services / Senior Bestuurder: Elektro-Tegniese Dienste)
Mr / Mnr O Gatyene (Manager: Fleet and Mechanical Workshop / Bestuurder: Vloot en Meganiese Werkswinkel)
Mr / Mnr CG Wessels (Manager: Administration / Bestuurder: Administrasie)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Mr / Mnr R Rhode (IT Administrator / IT Administrateur)
Ms / Me W Roode (Word Processor Operator / Woordverwerker Operateur)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Councillor MD Jacobs to open the meeting with prayer.

Die Voorsitter heet almal teenwoordig welkom en versoek Raadslid MD Jacobs om die vergadering met gebed te open.

NOTED / AANGETEKEN

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

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

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

RESOLVED

that notice be taken of the apologies for absence from the meeting, received from the Municipal Manager and Manager: Electro-Technical Services.

BESLUIT

dat kennis geneem word van die verskonings vir afwesigheid van die vergadering, ontvang vanaf die Munisipale Bestuurder en Bestuurder: Elektrotegniese Dienste.

3. MINUTES / NOTULES

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

The minutes of the meeting of the Committee for Technical Services, held on 22 July 2020, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Tegniese Dienste, gehou op 22 July 2020, word ingebind as **bylae 3.1.**

RESOLVED

that the minutes of the meeting of the Committee for Technical Services, held on 22 July 2020, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Tegniese Dienste, gehou op 22 Julie 2020, goedgekeur en deur die Voorsitter onderteken word.

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

None / Geen

NOTED / AANGETEKEN

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

The Chairperson requested the Manager: Administration to investigate whether any Committee member had been absent for three (3) consecutive meetings in terms of the Code of Conduct for Councillors.

RESOLVED

that the Manager: Administration investigate whether any Committee member had been absent for three (3) consecutive meetings in terms of the Code of Conduct for Councillors and report back to the next Committee meeting.

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.1 Risk Management: Fourth Quarter 2019/2020 Risk Management Report: Directorate for Technical Services / Risiko Bestuur: Vierde Kwartaal 2019/2020 Risiko Bestuursverslag: Direktoraat Tegniese Dienste
(9/1/2/2)

Council resolved per item 8.4.2 of 26 October 2016:

(a) that the review of the Quarterly Risk Matrix Report be delegated to the relevant Portfolio Committees.

(b) that the standardised agenda item for the Quarterly Risk Matrix Report be accepted.

A Risk Management report for the Committee for Technical Services, fourth quarter of 2019/2020 dated 20 July 2020, is attached as **annexure 6.1.**

Objectives of Enterprise Risk Management

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

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

Roles and Responsibilities

Council takes an interest in risk management to the extent necessary to obtain comfort that properly established and functioning systems of risk management are in place to protect Witzenberg Municipality against significant risks. Council has to report to the community, on the municipality's system of internal

control. This provides comfort that the municipality is protected against significant risks to ensure the achievement of objectives as detailed in the Service Delivery and Budget Improvement Plan (SDBIP).

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

(a) ensuring that the Institutional strategies are aligned to the government mandate;

(b) obtaining assurance from management that the Municipality's strategic choices were based on a rigorous assessment of risk;

(c) obtaining assurance that key risks inherent in the Municipality's strategies were identified and assessed, and are being properly managed;

(d) assisting the Accounting Officer / Authority to deal with fiscal, intergovernmental, political and other risks beyond their direct control and influence; and

(e) insisting on the achievement of objectives, effective performance management and value for money.

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

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

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

RESOLVED

that the Committee for Technical Services took notice of the Risk Management Report of the Directorate Technical Services for the Fourth Quarter 2019/2020, and after consideration, accepted and approved same.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die Risiko Bestuursverslag van die Direktoraat Tegniese Dienste vir die Vierde Kwartaal van 2019/2020 en dat die verslag aanvaar en goedgekeur word.

**6.2 Directorate: Technical Services: Covid-19 Report / Direktoraat: Tegniese Dienste: Covid-19 Verslag
(04/8/2)**

A memorandum from the Director: Technical Services, dated 6 August 2020, is attached as **annexure 6.2.**

'n Memorandum vanaf die Direkteur: Tegniese Dienste, gedateer 6 Augustus 2020, word ingebind as **bylae 6.2.**

RESOLVED

that the Committee for Technical Services took notice of the Covid-19 report for the Directorate Technical Services.

BESLUIT

dat die Komitee vir Tegniese Dienste kennis neem van die Covid-19 verslag vir die Direktoraat Tegniese Dienste.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

**7.1 Witzenberg Municipality: Roads and Storm Water Master Plans: June 2020 / Munisipaliteit Witzenberg: Strate en Stormwater Meesterplanne: Junie 2020
(16/4/P)**

The following documents are attached:

(a) Memorandum from Manager: Streets and Storm Water, dated 18 August 2020: **Annexure 7.1(a)**.

(b) Witzenberg Roads Master Plan: **Annexure 7.1(b)**.

(c) Witzenberg Storm Water Master Plan: **Annexure 7.1(c)**.

Die volgende dokumente is aangeheg:

(a) Memorandum vanaf die Bestuurder: Strate en Stormwater, gedateer 18 Augustus 2020: **Bylae 7.1(a).**

(b) Witzenberg Paaie Meesterplan: **Bylae 7.1(b).**

(c) Witzenberg Stormwater Meesterplan: **Bylae 7.1(c).**

RESOLVED

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

that the Witzenberg Municipality Roads and Storm Water Master Plans, June 2020, be workshopped by Council and after that be tabled to Council for adoption.

BESLUIT

Dat die Komitee vir Tegniese Dienste aan die Uitvoerende Burgemeesterskomitee en Raad aanbeveel:

dat die Munisipaliteit Witzenberg Paaie en Stormwater Meesterplanne, Junie 2020, deur die Raad gewerkswinkel word en daarna aan die Raad voorgelê word vir goedkeuring.

7.2 Ceres Koekedouw Board: Budget 2020/2021 / Ceres Koekedouw Bestuursraad: Begroting 2020/2021 (10/2/4)

The following memorandum, dated 28 August 2020, was received from the Manager: Water and Sewerage:

"Purpose

The purpose of this memorandum is to present the annual budget of the Ceres Koekedouw Board for 2020/2021 to the Committee for Technical Services for information.

Discussion

The operation and maintenance of the Koekedouw Dam and pipeline ending at the Groenplaatjie treatment works are managed by the Ceres Koekedouw Board, which consists of a partnership between Witzenberg Municipality and the Koekedouw Irrigation Board.

Both parties to this partnership are responsible for the cost of operating and maintaining the said infrastructure. The cost split for the parties are 59 % for Witzenberg Municipality and 41 % for the Koekedouw Irrigation Board, based on the allocated abstraction from the dam.

The budget, attached as **annexure 7.2**, was approved at a board meeting of Ceres Koekedouw Board on 11 August 2020."

RESOLVED

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

that notice be taken of the budget of the Ceres Koekedouw Board for 2020/2021.

BESLUIT

Dat die Komitee vir Tegniese Dienste by die Uitvoerende Burgemeesterskomitee en Raad aanbeveel:

dat kennis geneem word van die begroting van die Ceres Koekedouw Bestuursraad vir 2020/2021.

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

None / Geen

NOTED / AANGETEKEN

9. QUESTIONS / REMARKS RAISED BY COMMITTEE MEMBERS
VRAE / OPMERKINGS GEOPPER DEUR KOMITEELEDE
(16/5/3/2; 17/1/4/2 & 16/3/R)

(i) A Committee member informed the meeting that he had reported a broken sewerage pipe near the railway bridge (*Rooi Brug*), Ceres. The pipe has been repaired, but for the past six (6) months the hole has not been closed.

(ii) A Committee member reported that stray animals are roaming the road near the entrance of Nduli and requested that a warning sign be erected to inform motorists to drive slowly.

The Director: Technical Services commented as follows on the remarks of the Committee members:

- That the hole near the railway bridge in Ceres will be filled.
- That the problem of stray animals roaming the streets and roads in and around Nduli will be referred to the Committee for Community Development.

The Director: Technical Services reported the following:

- The construction of the dam in Tulbagh has been halted due to RBIG funding that will be cut by the Department of Water Affairs. Communications and negotiations with the latter will continue to obtain the grant for the construction of the dam.
- There is a decrease in respect of positive Covid-19 cases in the Directorate Technical Services.

(iii) A Committee member enquired about the regular electricity power outages in Phakamisa Street, Nduli from 18:00 until 22:00.

RESOLVED

(a) that Director: Technical Services attend to the hole near the railway bridge in Ceres and close same.

(b) that the matter in respect of stray animals be referred to the Manager: Amenities and Environment for attention.

(c) that the Senior Manager: Electro Technical Services investigate the regular electricity power outage in Phakamisa Street, Nduli, Ceres and report back to the next Committee meeting.

10. ADJOURNMENT / VERDAGING

The meeting adjourned at 11:00 / Die vergadering verdaag om 11:00.

Approved on _____

_____
ALDERMAN / RAADSHEER JJ VISAGIE
CHAIRPERSON / VOORSITTER

/wr

MINUTES OF THE VIRTUAL (MICROSOFT TEAMS) MEETING OF THE COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES OF THE WITZENBERG MUNICIPALITY, HELD ON THURSDAY, 10 SEPTEMBER 2020 AT 14:00

NOTULE VAN DIE VIRTUELE (MICROSOFT TEAMS) VERGADERING VAN DIE KOMITEE VIR KORPORATIEWE EN FINANSIËLE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 10 SEPTEMBER 2020 OM 14:00

PRESENT / TEENWOORDIG

Aldermen / Raadshere

H Smit (Chairperson / Voorsitter) (DA)
J Schuurman (ANC)

Councillors / Raadslede

D Kinnear (DA)
MJ Ndaba (ANC)

Officials / Amptenare

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mr / Mnr M Mpeluza (Director: Corporate Services / Direkteur: Korporatiewe Dienste)
Mr / Mnr A Raubenheimer (Acting Director: Finance / Waarnemende Direkteur: Finansies)
Mr / Mnr G Louw (Head: Internal Audit / Hoof: Interne Oudit)
Mr / Mnr M Frieslaar (Manager: Supply Chain / Bestuurder: Voorsieningskanaal)
Mr / Mnr A Hofmeester (Manager: IDP / Bestuurder: GOP)
Ms /Me I Barnard (Manager: Human Resources / Bestuurder: Menslike Hulpbronne)
Mr / Mnr W Mars (Manager: Financial Administration / Bestuurder: Finansiële Administrasie)
Ms / Me R Hendricks (Manager: Marketing and Communication / Bestuurder: Bemarking en Kommunikasie)
Ms / Me L Nieuwenhuis (Manager: Legal Services / Bestuurder: Regsdienste)
Ms / Me C Stevens (Manager: Income / Bestuurder: Inkomste)
Mr / Mnr C Wessels (Manager: Administration / Bestuurder: Administrasie)
Mr / Mnr R Rhode (IT Administrator / IT Administrateur)
Mr / Mnr C Titus (Committee Clerk)
Ms / Me W Roode (Word Processor Operator / Woordverwerkeroperateur)

OPENING AND WELCOME / OPENING EN VERWELKOMING

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

Die Voorsitter heet almal teenwoordig welkom en versoek daarna Direkteur: Korporatiewe Dienste om die vergadering met gebed te open.

NOTED / AANGETEKEN

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

An apology for leave of absence from the meeting was received from the Senior Manager: Human Resources.

RESOLVED

that notice be taken of the apology for absence from the meeting received from the Senior Manager: Human Resources and same be accepted.

3. MINUTES / NOTULES

3.1 Matters / Corrections from the minutes
(3/1/2/3)

For consideration of any discussions and / or corrections of the minutes of meeting dated 23 July 2020:

(a) Item 3.2 Matters / Corrections from the minutes 4th bullet:

Municipal Manger explained that the matter in respect of Mafoko Security Patrols was held back at the Council meeting held in August 2020. The meeting and agenda was shortened due to the Nduli / Vredebes protests.

(b) Item 6.1: Resolution (a):

That the sentence which reads:

"that the Director: Corporate Services submit a report to **Council** in respect of the following matters at the next meeting:",

be changed and read:

"that the Director: Corporate Services submit a report to the **Committee for Community Development** in respect of the following matters at the next meeting:

(a) taxi violence
(b) security provided to the Manager: Traffic Services, and
(c) the involvement of Mafoko Security in security matters of the municipalilty.

NOTED

3.2 APPROVAL OF MINUTES / GOEDKEURING VAN NOTULE (3/1/2/3)

The minutes of the meeting of the Committee for Corporate and Financial Services, held on 23 July 2020, are attached as **annexure 3.2**.

Die notule van 'n vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 23 Julie 2020, word ingebind as **bylae 3.2**.

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services, held on 23 July 2020, as amended be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 23 Julie 2020, soos gewysig, goedgekeur en deur die Voorsitter onderteken word.

3.3. Outstanding Matters / Uitstaande Sake (3/3/2)

Number / Nommer	File Reference nr. / Leêr Verwysing Nommer	Item nr. and date of meeting / Item no. en datum van vergadering	Title of item / Onderwerp van item	Resolution / Besluit	Responsibility/ Verantqwoordelikheid	Target date / Teiken datum
3.3.1	3/3/2	3.3 of 10 September 2020	Application: Relocation of established Nduli Carwash to erf 5145, Nduli, Ceres	that the matter in respect of the relocation of the established Nduli Carwash to erf 5145, Nduli, Ceres be referred back to the Committee for Technical Services to dealt with.	Manager: Town Planning and Building Control	12 Nov. 2020

The Municipal Manager reported that the Town Planning Department did not recommend the relocation of the Nduli carwash to erf 5145, Nduli due to the distance from the main road.

The Committee decided that the matter be referred to the Committee for Technical Services to dealt with.

RESOLVED

(a) that the matter in respect of the relocation of the established Nduli Carwash to erf 5145, Nduli, Ceres be referred to the Committee for Technical Services to dealt with.

(b) that the Manager: Town Planning and Building Control submit a report in respect of the relocation of the established Nduli, Carwash to erf 5145, Nduli, Ceres at the next meeting of the Committee for Technical Services.

(c) that the recommendation of the matter supra(b) be referred back to the Committee for Corporate Services.

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

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.1 Monthly report: Directorate: Corporate Services: July 2020 / Maandverslag: Direktoraat: Korporatiewe Dienste: Julie 2020 (09/1/2/1)

The monthly report of the Directorate: Corporate Services for July 2020 is attached as **annexure 6.1.**

Die maandverslag van die Direktoraat: Korporatiewe Dienste vir Julie 2020 word ingebind as **bylae 6.1.**

The Director: Corporate Services tabled the monthly report of Directorate Corporate Services for July 2020. The following matters were highlighted:

- Network downtime was experience due to damage to the electricity suppply to the highsites. All cables were replaced.
- Downtime also experience caused by storm damaged on Ceres Peak. Repair completed within 24 hours.
- Health and Safety compliance matters for all employees after the lockdown were implemented.
- Director provide an update to the Committee in terms of COVID-19 statistics for the Witzenberg area; the involvement of Department Labour; compliance with regulations and ongoing awareness campaign.
- The rebuilding of the John Steyn Library is currently delayed. The Department Libraries reconsiders after the lockdown the availability of grant funds. Outcomes of the deliberations are still awaiting.

RESOLVED

that the Committee for Corporate and Financial Services, after consideration, takes notice of the content of the monthly report of the Directorate: Corporate Services for July 2020 and same be accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste, na oorweging, kennis neem van die inhoud van die maandverslag van die Direktoraat: Korporatiewe Dienste vir Julie 2020 en dat die verslag aanvaar word.

6.2 Risk Management: Fourth quarter 2019 / 2020 Risk Management Report Committee for Corporate and Financial Services (9/1/2/2)

Council resolved per item 8.4.2 of 26 October 2016:

(a) that the review of the Quarterly Risk Matrix Report be delegated to the relevant Portfolio Committees.

(b) that the standardised agenda item for the Quarterly Risk Matrix Report be accepted.

A Risk Management report for the Committee for Corporate and Financial Services, Fourth Quarter of 2019/2020, 17 August 2020, is attached as **annexure 6.2**.

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 Head: Internal Audit tabled the Risk Management Report for the fourth quarter of 2019/2020. The following matter was highlighted:

- The completion of the IT Risks Assessments.

RESOLVED

that the Committee for Corporate and Financial Services takes notice, after consideration, of the Risk Management report for the Fourth Quarter of 2019/2020 and same be approved and accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem, na oorweging, van die Risiko Bestuur verslag vir die Vierde Kwartaal van 2019/2020 en dat die verslag goedgekeur en aanvaar word.

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7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Directorate Finance / Direktoraat Finansies

**Section 71 Monthly Budget Statement Report of Directorate Finance: July 2020 / Artikel 71 Maandelikse Begrotingsverslag van die Direktoraat Finansies: Julie 2020
(9/1/2/2)**

The Section 71 Monthly Budget Statement Reports of the Directorate Finance for July 2020 is attached as **annexure 7.1**.

Die Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies vir Julie 2020 word ingebind as **bylae 7.1**.

RESOLVED

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

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Report of the Directorate Finance for July 2020 and same be approved and accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste aan die Uitvoerende Burgemeesterskomitee en Raad aanbeveel:

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem, na oorweging, van die inhoud van die Artikel 71 Maandelikse Begrotingsverslag van die Direktoraat Finansies vir Julie 2020 en dat die verslag goedgekeur en aanvaar word.

**7.2 Supply Chain Management: Paragraph 7(4) Quarterly Report ending 31 March 2020: Implementation of Supply Chain Management Policy
(9/1/2/2)**

A memorandum from the Manager: Supply Chain, dated 3 April 2020, is attached as **annexure 7.2**.

RESOLVED

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

(a) that the content of the Supply Chain Management Paragraph 7(4) quarterly report ending 31 March 2020 is noted and is endorsed as explained.

(b) that the report supra(a) serves before the Executive Mayoral Committee and Council for information.

(c) that the report be made available to the public in terms of Section 21(a) of the Municipal Systems Act (Act no. 32 of 2000) after it has served before Council.

**7.3 Supply Chain Management: Paragraph 7(4) Quarterly Report ending 30 June 2020: Implementation of Supply Chain Management Policy
(9/1/2/2)**

A memorandum from the Manager: Supply Chain, dated 3 July 2020, is attached as **annexure 7.3**.

RESOLVED

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

(a) that the content of the Supply Chain Management Paragraph 7(4) quarterly report ending 30 June 2020 is noted and is endorsed as explained.

(b) that the report supra(a) serves before the Executive Mayoral Committee and Council for information.

(c) that the report be made available to the public in terms of Section 21(a) of the Municipal Systems Act (Act no. 32 of 2000) after it has served before Council.

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

**8.1 National Law Enforcement Code: Inputs and concerns by Institute for Municipal Public Safety of Southern Africa (IMPS-SA): Road Traffic Management Cooperation (National Department of Transport)
(17/07/1/P)**

A memorandum from the Chief Traffic and Law Enforcement Services, dated 2 September 2020, is attached as **annexure 8.1.**

RESOLVED

that notice be taken of the letter from the National Law Enforcement Code regarding inputs and concerns by the Institute for Municipal Public Safety of Southern Africa (IMPS-SA): Road Traffic Management Cooperation (National Department of Transport).

9. COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES-IN-COMMITTEE / KOMITEE VIR KORPORATIEWE EN FINANSIëLE DIENSTE IN-KOMITEE

MINUTES OF A SPECIAL PERFORMANCE, RISK AND AUDIT COMMITTEE MEETING, VIRTUALLY HELD ON FRIDAY, 11 SEPTEMBER 2020 AT 09:00

PRESENT

Performance, Risk and Audit Committee

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

Officials

Mr D Nasson (Municipal Manager)
Mr A Raubenheimer (Acting Director: Finance)
Mr G Louw (Head: Internal Audit)
Mr W Mars (Manager: Financial Administration)
Mr JH Swanepoel (Manager: Projects and Performance)
Mr CG Wessels (Manager: Administration)
Ms S Hendricks (Senior Internal Auditor)
Ms MJ Prins (Word Processor Operator)

1. OPENING AND WELCOME

The Chairperson welcomed everyone at the meeting.

NOTED

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

(a) An apology for absence from the meeting was received from the Director: Corporate Services.

(b) The Acting Director: Finance mentioned that the Auditor-general of South Africa will not attend the meeting. AGSA is independent from the review of the financial statements and declined the invitation to the meeting.

RESOLVED

(a) that notice is taken of the apology for absence from the meeting, received from the Director: Corporate Services and same be accepted.

(b) that notice is taken of the apology for absence from the meeting, received from the Auditor-general of South Africa, in order to stay independent from the review of the financial statements.

3. ATTENDANCE REGISTER AND CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION

The Attendance Register and Confidentiality and Conflict of Interest Declaration is attached as **annexure 3**.

Attendance was confirmed by voice and video presence and the Confidentiality and Conflict of Interest Declaration was verbally declared.

NOTED

4. PERFORMANCE MANAGEMENT

4.1 Draft Annual Performance Report: 2019/2020 (9/1/1)

The Draft Annual Performance Report for 2019/2020, as included in the 2019/2020 Annual Report as Chapter 3 and 4, is attached as **annexure 4.1**.

The Manager: Projects and Performance tabled the Draft Annual Performance Report for 2019/2020.

The following matters were highlighted:

- The Performance, Risk and Audit Committee noticed and discussed several Key Performance Indicators which the report indicated an underperformance. These KPI's are:
  - TecDir1: Percentage expenditure on preventative maintenance budget.
  - CorpHR13: Percentage budget spent on implementation of the Workplace Skills Plan.
  - MM IDP9: Number of community engagements held.
  - ComHS15: Number of rental stock transferred.

RESOLVED

(a) that the Municipal Manager submits a generic paragraph narrative in the Draft Annual Report for 2019/2020 in respect of the effect of the lockdown why some Key Performance Indicators have not been achieved.

(b) that the Manager: Projects and Performance updates chapters 3 and 4 of the report supra (a) with the necessary financial information.

(c) that the Performance, Risk and Audit Committee acknowledges receipt of the Draft Annual Report for 2019/2020 and, after consideration, accepts same on condition that the financial information of chapters 3 and 4, as discussed, be completed.

5. AUDIT AND FINANCIAL MANAGEMENT

5.1 Review of annual financial statements for the year ended 30 June 2020 (5/3/1)

The following memorandum, dated 9 September 2020, was received from the Acting Director: Finance:

"1. Purpose

The purpose of this report is to submit the draft annual financial statements to PRAC for review.

2. Legal framework

In terms of Section 126(1)(a) of the Municipal Financial Management Act (Act 56 of 2003) the Annual Financial Statements must be submitted to AGSA before 31 August of every year. Please note that the municipality has exemption to submit financial statements up to two months from previously mentioned date.

In terms of Section 166(2)(b) of the Municipal Financial Management Act (Act 56 of 2003) the Audit Committee must review the annual financial statements to provide Council with an authoritative and credible view of the financial position of the municipality.

3. Discussion

The financial statements for the year ended 30 June 2020 are attached as **annexure 5.1**."

The Acting Director: Finance submitted the Annual Financial Statements for the year ended 30 June 2020. The following matters were highlighted:

- The Performance, Risk and Audit Committee requested that the Acting Director: Finance focuses on matters with remarkable differences.
- The Acting Director: Finance accordingly responded to:
  - Unspent Conditional Government grants and receipts.
  - Employee benefits
- The Performance, Risk and Audit Committee requested that the Acting Chief Financial Officer checks on the correctness of the amount in Note 8 – R964 789 435-00.
- Accounting policies did not change.
- Page 10: The Acting Chief Financial Officer mentioned that the AGSA is provided with a list of what Other Items are.
- The Performance, Risk and Audit Committee ensured that monies allocated, are not used for anything else.
- The Performance, Risk and Audit Committee requested that a COVID-19 disclosure be brought in under Revenue and also under Expenditure.
- The Municipal Manager explained in respect of the increase in security services due to housing protest actions.
- Internal Audit needs to do an independent final read once all the final changes have been made to the financial statement.
- That the Municipal Manager obtains a tax specialist or a legal opinion in respect of tax matters with the Department Treasury and reports thereafter back to the Performance, Risk and Audit Committee.

RESOLVED

(a) that the Municipal Manager obtains a tax specialist or a specialist tax legal opinion in respect of municipal tax matters with the Department Treasury and thereafter reports back to the Performance, Risk and Audit Committee.

(b) that the Performance, Risk and Audit Committees took notice of the draft financial statements for the year ended 30 June 2020 and, subject to the final changes and review, accepted same.

6. NEXT MEETING

The next meeting of the Performance, Risk and Audit Committee will be held virtually (*Microsoft Teams*) on Friday, 2 October 2020 at 09:00.

NOTED

7. ADJOURNMENT

The meeting adjourned at 11:30.

Approved on _____ with / without amendments.

_____
J GEORGE
CHAIRPERSON

MJ Prins

MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD VIRTUALLY (Microsoft Teams) ON MONDAY, 28 SEPTEMBER 2020 AT 14:00

PRESENT / TEENWOORDIG

Uitvoerende Burgemeesterskomitee / Executive Mayoral Committee

Raadsheer/Alderman BC Klaasen (Executive Mayor) (DA)
Raadsheer / Alderman K Adams (Deputy Executive Mayor) (DA)
Raadslid / Councillor T Abrahams (DA)
Raadslid / Councillor EM Sidego (DA)
Raadsheer / Alderman HJ Smit (DA)
Raadsheer / Alderman JJ Visagie (DA)

Officials/Amptenare

Mnr / Mr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mnr / Mr M Mpeluza (Director: Corporate Services / Direkteur: Korporatiewe Dienste)
Mnr / Mr A Raubenheimer (Acting Director: Finance / Wnd. Direkteur: Finansies)
Mnr / Mr J Barnard (Director: Technical Services / Direkteur: Tegniese Dienste)
Mnr / Mr A Hofmeester (Manager: IDP / Bestuurder: GOP)
Mnr / Mr J Swanepoel (Manager: Projects and Performance / Bestuurder: Projekte en Prestasie)
Mnr / Mr G Louw (Head: Internal Audit / Hoof: Interne Oudit)
Mnr / Mr CG Wessels (Manager: Administration / Bestuurder: Administrasie)
Mnr / Mr R Rhode (ICT Administrator / ICT Administrateur)
Mnr / Mr C Titus (Committee Clerk / Komiteeklerk)
Me / Ms M Prins (Word Processor Operator / Woordverwerkeroperateur)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present after which he requested Councillor E Sidego to open the meeting with a prayer.

The Chairperson verbally confirmed the attendance of Councillors and officials.

NOTED

Die Voorsitter heet almal teenwoordig welkom waarna hy Raadslid E Sidego versoek om die vergadering met ‘n gebed te open.

Die Voorsitter bevestig die teenwoordigheid van Raadslede en amptenare mondeling.

AANGETEKEN.

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

An application for leave of absence from the meeting was received from Alderman TT Godden (ad hoc).

'n Aansoek om verlof tot afwesigheid van die vergadering is van raadsheer TT Godden ontvang.

RESOLVED / BESLUIT

that the application for leave of absence from the meeting, received from Alderman TT Godden (ad hoc), be approved and accepted.

dat die aansoek om verlof tot afwesigheid, ontvang vanaf Raadsheer TT Godden (ad hoc), goedgekeur en aanvaar word.

3. MINUTES / NOTULE

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

The minutes of the Executive Mayoral Committee meeting, held on 24 August 2020, are attached as **annexure 3.1**.

Die notule van die Uitvoerende Burgemeesterskomitee vergadering, gehou op 24 Augustus 2020, word aangeheg as **bylae 3.1**.

RESOLVED

that the minutes of the Executive Mayoral Committee meeting, held on 24 August 2020, be approved and signed by the Executive Mayor.

BESLUIT

dat die notule van die Uitvoerende Burgemeesterskomitee vergadering, gehou op 24 Augustus 2020, goedgekeur en geteken word deur die Uitvoerende Burgemeester.

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY EXECUTIVE MAYOR MEDEDELINGS, AANKONDIGINGS OF SAKE DEUR UITVOERENDE BURGEMEESTER GEOPPER (9/1/1)

(a) The Executive Mayor mentioned that a meeting was held with Mr T Simmers from the Department of Human Settlement in respect of housing and the challenges regarding housing matters.

(b) The Executive Mayor referred to the negative comments and remarks from persons regarding housing matters. These people do not have the correct facts. Council needs to use effective communication with the public, not only to stop the negative talk, but also to take the communities with them in these challenging times.

(c) The Executive Mayor mentioned that the Executive Mayoral Committee had held meetings with the South African Police Services, the Commission for Human Rights and the representatives from Nduli in the above regard and a follow-up meeting has been scheduled. The Executive Mayoral Committee will be updated on a regular basis.

(a) Die Uitvoerende Burgemeester noem dat 'n vergadering met mnr T Simmers van die Departement van Menslike Vestiging gehou is in verband met behuising en die uitdagings daaromtrent.

(b) Die Uitvoerende Burgemeester verwys na die negatiewe kommentaar en opmerkings van mense ten opsigte van behuisingsaangeleenthede. Hierdie mense beskik nie oor die korrekte feite nie. Die Raad moet doeltreffende kommunikasie met die publiek hê, nie net om negatiewe praatjies hok te slaan nie, maar ook om die gemeenskappe se samewerking te verkry in hierdie uitdagende tye.

(c) Die Uitvoerende Burgemeester noem dat die Uitvoerende Burgemeesterskomitee vergaderings gehou het met die Suid-Afrikaanse Polisiediens, die Kommissie vir Menseregte sowel as verteenwoordigers van Nduli in verband met die bogenoemde. 'n Opvolgvergadering is geskeduleer. Die Uitvoerende Burgemeesterskomitee sal gereeld op die hoogte gehou word.

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFVAARDIGINGS

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.3.1 Quarterly report: Investment incentives: December 2019 (9/1/2/4)

Item 6.3.1 of the Executive Mayoral Committee meeting, held on 24 August 2020, refers.

The quarterly report from the Acting Manager: Socio-Economic Development on investment incentives ending December 2019, dated 2 February 2020, is attached as **annexure 6.3.1**.

The following recommendation was tabled to the Executive Mayoral Committee:

That notice be taken of the quarterly report on investment incentives, ending December 2019.

The Executive Mayoral Committee resolved on 24 August 2020 that the quarterly report on investment incentives, ending December 2019, be held in abeyance until the next meeting.

RESOLVED

that notice be taken of the quarterly report on investment incentives, ending December 2019 and, after consideration, same be approved and accepted.

BESLUIT

dat kennis geneem word van die kwartaallikse verslag oor beleggingsaansporing, eindigende Desember 2019 en genoemde, na oorweging, goedgekeur en aanvaar word.

6.3.2 Quarterly report on investment incentives reported: June 2020 (9/1/2/4)

Item 6.3.2 of the Executive Mayoral Committee meeting, held on 24 August 2020, refers.

A report from the Acting Manager: Socio-Economic Development, dated 9 July 2020, is attached as **annexure 6.3.2**.

The following recommendation was tabled to the Executive Mayoral Committee:

That notice be taken of the quarterly report on investment incentives, ending June 2020.

The Executive Mayoral Committee resolved on 24 August 2020 that the quarterly report on investment incentives, ending June 2020, be held in abeyance until the next meeting.

RESOLVED

(a) that the Acting Chief Financial Officer adds in the report all the incentive values in favour of businesses.

(b) that notice be taken of the quarterly report on investment incentives, ending June 2020 and, after consideration, same be approved and accepted.

BESLUIT

(a) dat die waarnemende Hoof Finansiële Beampte al die aansporingsbedrae ten gunste van sakeondernemings in die verslag byvoeg.

(b) dat kennis geneem word van die kwartaallikse verslag oor beleggingsaansporing, eindigende Junie 2020 en genoemde, na oorweging, goedgekeur en aanvaar word.

6.3.3 Quarterly report on Small Business Entrepreneurs Development Programme: June 2020 (17/19/1)

Item 6.3.3 of the Executive Mayoral Committee meeting, held on 24 August 2020, refers.

A report from the Acting Manager: Socio-Economic Development, dated 10 July 2020, is attached as **annexure 6.3.3**.

The following recommendation was tabled to the Executive Mayoral Committee:

That notice be taken of the quarterly report on the Small Business Entrepreneurs Development Programme, ending June 2020.

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding the quarterly report on the Small Business Entrepreneurs Development Programme, ending June 2020, be held in abeyance until the next meeting.

The Executive Mayoral Committee thanked the Municipal Manager for the support and development of small business entrepreneurs. The municipality provides much more than training and capacity building.

RESOLVED

that notice be taken of the quarterly report on the Small Business Entrepreneurs Development Programme, ending June 2020 and, after consideration, same be approved and accepted.

BESLUIT

dat kennis geneem word van die kwartaallikse verslag oor die Klein Besighede Entrepreneurs Ontwikkelingsprogram, eindigende Junie 2020 en genoemde, na oorweging, goedgekeur en aanvaar word.

6.3.4 Quarterly report on progress of Ceres Business Initiative Entrepreneur Programme for SMME's: June 2020 (17/19/1)

Item 6.3.4 of the Executive Mayoral Committee meeting, held on 24 August 2020, refers.

A report from the Acting Manager: Socio-Economic Development, dated 10 July 2020, is attached as **annexure 6.3.4**.

The following recommendation was tabled to the Executive Mayoral Committee:

That notice be taken of the quarterly report on the progress of the Ceres Business Initiative Entrepreneur Programme for SMME's, ending June 2020.

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding the quarterly report on the progress of the Ceres Business Initiative Entrepreneur Programme for SMME's, ending June 2020, be held in abeyance until the next meeting.

RESOLVED

that notice be taken of the quarterly report on the progress of the Ceres Business Initiative Entrepreneur Programme for SMME's, ending June 2020 and, after consideration, same be approved and accepted.

BESLUIT

dat kennis geneem word van die kwartaallikse verslag oor die vordering van die Ceres Besigheidsinisiatief Entrepreneursprogram vir SMME's, eindigende Junie 2020 en genoemde, na oorweging, goedgekeur en aanvaar word.

6.3.5 Unhappiness with representatives of the Witzenberg Tourism Office during COVID-19 Lockdown (10/1/1)

Item 3.1 of the meeting of the Committee for Local Economic Development and Tourism, held on 1 September 2020, refers.

1. Purpose

   To discuss the recent social media postings of the members of the Witzenberg Tourism.

2. Background

   The municipality posted on its municipal website on 11 June 2020 a direct citation of Regulation 33(4) of the amended Disaster Management Act as published on 28 May 2020. This was done to draw the public's attention (snow seekers) to the restrictive conditions of the regulations on the movement of people between hot spot areas. This resulted in numerous negative postings from inter alia Ms Angelique le Roux and Didi de Kock without any consultation with the municipality. Copies of these postings are attached as **annexure 6.3.5.** An audio clip that was sent to the Premier of the Western Cape Office will be played during the meeting.

   The Witzenberg Municipality is the main funder of Witzenberg Tourism and the Executive leadership has requested an investigation into the negative comments because of the existing relationship between the parties. The municipality has always regarded the Tourism Office as an extension of its municipal function and there is a reasonable expectation that the Tourism Office will also serve the interest of the municipality. When the initial posting was placed on the municipal website there was a huge outcry by the Provincial Department to curb the spread of the Corona Virus in the Witzenberg area. The number of positive cases in Witzenberg was at the time the highest outside the metropolitan area. The regulations did not allow for free unrestricted travel in hot spot areas and the municipal intention was purely to protect the interest of the broader Witzenberg community.

The Committee for Local Economic Development and Tourism resolved on 1 September 2020 to recommend to the Executive Mayoral Committee:

(i) that a formal letter be sent to the Witzenberg Tourism Board reiterating the communication protocol between Witzenberg Municipality and Witzenberg Tourism.

(ii) that the members of the Witzenberg Tourism Board and all administrative personnel desist from publicly criticising the municipality, office bearers and/or municipal officials.

(iii) that all complaints in respect of any municipal decision and/or conduct be referred to the Chairperson of the Tourism Portfolio Committee of Council.

(iv) that the municipality reviews its Memorandum of Agreement with the Witzenberg Tourism.

(v) that the municipality honours its financial commitment with Witzenberg Tourism in terms of the Memorandum of Agreement for the transfer of funds with immediate effect.

The Executive Mayor Committee mentioned that the item is not about "unhappiness with Witzenberg Tourism Board representatives", but rather about the matter that the Witzenberg Tourism Board did not comply in terms of the agreement with the municipality. The perception is that bulk of municipal monies are spent on salaries rather than festivals in the various towns to enhance income for businesses. The Executive Mayor placed on record that the municipality did not request the former Chairperson of the Witzenberg Tourism Board to resign.

RESOLVED

(a) that a formal letter be sent and an engagement with the Witzenberg Tourism Board at the next Executive Mayoral Committee meeting be arranged to reiterate the communication protocol between Witzenberg Municipality and Witzenberg Tourism.

(b) that the members of the Witzenberg Tourism Board and all administrative personnel desist from publicly criticising the municipality, office bearers and/or municipal officials.

(c) that all complaints in respect of any municipal decision and/or conduct be referred to the Chairperson of the Tourism Portfolio Committee of Council.

(d) that the municipality reviews its Memorandum of Agreement with the Witzenberg Tourism.

(e) that the municipality honours its financial commitment with Witzenberg Tourism in terms of the Memorandum of Agreement for the transfer of funds with immediate effect, pending the outcomes of the engagement with the Witzenberg Tourism Board.

BESLUIT

(a) dat 'n formele skrywe aan die Witzenberg Toerismeraad gerig word en 'n ontmoeting met die Witzenberg Toerismeraad tydens die volgende Uitvoerende Burgemeesterskomitee vergadering gereël word ten einde die kommunikasieprotokol tussen Munisipaliteit Witzenberg en Witzenberg Toerisme te herhaal.

(b) dat die lede van die Witzenberg Toerismeraad en alle administratiewe personeel hulself van openbare kritiek teen die munisipaliteit, ampsdraers en/of munisipale amptenare weerhou.

(c) dat klagtes rakende enige munisipale besluit en/of optrede na die Voorsitter van die Portefeuljekomitee vir Toerisme van die Raad verwys word.

(d) dat die munisipaliteit sy Memorandum van Ooreenkoms met Witzenberg Toerisme hersien.

(e) dat die munisipaliteit sy finansiële verbintenis met Witzenberg Toerisme ingevolge die Memorandum van Ooreenkoms vir die oordra van fondse nakom met onmiddellike effek, afhangende van die uitslag van die ontmoeting met die Witzenberg Toerismeraad.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Direktoraat Finansies / Directorate Finance

7.1.1 Section 71 Monthly Budget Statement Reports of the Directorate Finance: October, November, December 2019 and January, February, March, April, May, June and July 2020 (9/1/2/2)

The following items refer:

(a) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 7 February 2020.

(b) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 23 July 2020.

(c) Item 7.1.1 of the Executive Mayoral Committee meeting, held on 24 August 2020.

(d) Item 8.1.1 of the Council meeting, held on 25 August 2020.

(e) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 10 September 2020.

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

(a) October 2019: **Annexure 7.1.1(a)**
(b) November 2019: **Annexure 7.1.1(b)**
(c) December 2019: **Annexure 7.1.1(c)**
(d) January 2020: **Annexure 7.1.1(d)**
(e) February 2020: **Annexure 7.1.1(e)**
(f) March 2020: **Annexure 7.1.1(f)**
(g) April 2020: **Annexure 7.1.1(g)**
(h) May 2020: **Annexure 7.1.1(h)**
(i) June 2020: **Annexure 7.1.1(i)**
(j) July 2020: **Annexure 7.1.1(j)**

The Performance, Risk and Audit Committee resolved on 7 February 2020:

(a) That the Performance, Risk and Audit Committee, after consideration, took notice of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for October, November and December 2019.

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

that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for October, November and December 2019, after consideration, be approved.

Extract from the minutes of the Committee for Corporate and Financial Services meeting, held on 23 July 2020:

"On enquiry from the Committee members in respect of the Section 71 Reports the Acting Chief Financial Officer responded, to the satisfaction of the Committee, on the following matters:

- The revenue of the municipality during the COVID-19 lockdown.
- The expenditure of the municipality and a comparison thereof between the 2019 and 2020 financial year.
- That the Council resolution taken in February 2020 was implemented to cut on the budget due to concerns of the COVID-19 impact.
- That all municipal personnel will be back at work from August 2020.
- That Directorate Finance focuses on Credit Control.
- Municipal investment currently stands on R144 million.
- That a rollover budget will be tabled to Council at the next meeting scheduled for 19 August 2020."

The Committee for Corporate and Financial Services resolved on 23 July 2020 to recommend to the Executive Mayoral Committee and Council:

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 October, November, December 2019 and January, February, March, April, May and June 2020 and same be approved and accepted.

The following recommendation was tabled to the Executive Mayoral Committee:

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 October, November, December 2019 and January, February, March, April, May and June 2020 and, after consideration, same be approved and accepted.

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding the Section 71 Monthly Budget Statement Reports of the Directorate Finance be held in abeyance until the next meeting.

Council unanimously resolved on 25 August 2020 that the matter regarding the Section 71 Monthly Budget Statement Reports of the Directorate Finance be held in abeyance until the next meeting.

The Committee for Corporate and Financial Services resolved on 10 September 2020 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 July 2020 and same be approved and accepted.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for October, November, December 2019 and January, February, March, April, May, June and July 2020 and, after consideration, same be approved and accepted.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat kennis geneem word van die Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies vir Oktober, November, Desember 2019 en Januarie, Februarie, Maart, April, Mei, Junie en Julie 2020 en genoemde, na oorweging, goedgekeur en aanvaar word.

7.1.2 Quarterly Budget Statement [Section 52(d)] Report: 3rd Quarter of 2019/2020 (1 January 2020 until 31 March 2020) (9/1/1 & 9/1/2/2)

The following items refer:

(a) Item 7.1.2 of the Executive Mayoral Committee meeting, held on 24 August 2020.
(b) Item 8.1.6 of the Council meeting, held on 25 August 2020.

The Quarterly Budget Statement [Section 52(d)] Report for the third quarter of 2019/2020 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:

(a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 January 2020 until 31 March 2020.

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

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding the Quarterly Budget Statement [Section 52(d)] Report for the fourth quarter of 2019/2020 be held in abeyance until the next meeting.

Council unanimously resolved on 25 August 2020 that the matter regarding the Quarterly Budget Statement [Section 52(d)] Report for the third quarter of 2019/2020 be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 January 2020 until 31 March 2020.

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

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(a) dat kennis geneem word van die Kwartaallikse Begrotingsverslag ingevolge Artikel 52(d) vir die periode 1 Januarie 2020 tot 31 Maart 2020.

(b) dat die verslag verwys word na die Prestasie-, Risiko- en Ouditkomitee asook die Munisipale Publieke Rekeninge Komitee vir hulle aanbevelings aan die Raad.

7.1.3 Quarterly Budget Statement [Section 52(d)] Report: 4th Quarter of 2019/2020 (1 April 2020 until 30 June 2020)
(9/1/1 & 9/1/2/2)

The following items refer:

(a) Item 7.1.3 of the Executive Mayoral Committee meeting, held on 24 August 2020.
(b) Item 8.1.7 of the Council meeting, held on 25 August 2020.

The Quarterly Budget Statement [Section 52(d)] Report for the fourth quarter of 2019/2020 is attached as **annexure 7.1.3**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 April 2020 until 30 June 2020.

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

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding the Quarterly Budget Statement [Section 52(d)] Report for the fourth quarter of 2019/2020 be held in abeyance until the next meeting.

Council unanimously resolved on 25 August 2020 that the matter regarding the Quarterly Budget Statement [Section 52(d)] Report for the fourth quarter of 2019/2020 be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 April 2020 until 30 June 2020.

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

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(a) dat kennis geneem word van die Kwartaallikse Begrotingsverslag ingevolge Artikel 52(d) vir die periode 1 April 2020 tot 30 Junie 2020.

(b) dat die verslag verwys word na die Prestasie-, Risiko- en Ouditkomitee asook die Munisipale Publieke Rekeninge Komitee vir hulle aanbevelings aan die Raad.

7.1.4 Submission of Final Top Layer SDBIP: 2020/2021 (5/1/5/13)

The following items refer:

(a) Item 8.1.1 of the Council meeting, held on 25 March 2020.
(b) Item 7.1.4 of the Executive Mayoral Committee meeting, held on 24 August 2020.
(c) Item 8.1.8 of the Council meeting, held on 25 August 2020.

Council resolved on 25 March 2020:

"that Council takes notice of the Draft Budget, the Draft Review IDP and the Draft Top Layer SDBIP of the Witzenberg Municipality for the financial year 2020/2021 and the indicative budget for the two years 2021/2022 and 2022/2023 that have been tabled by the Executive Mayor in Council."

The Municipal Finance Management Act No. 56 of 2003 (MFMA) and National Treasury MFMA Circular No. 13 require that municipalities must prepare a Service Delivery Budget Implementation Plan (SDBIP) indicating how the budget and the strategic objectives of Council will be implemented. The SDBIP is prepared in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA), National Treasury MFMA Circular No. 13 and the Budgeting and Reporting Regulation.

The Top Layer of the SDBIP must be submitted for approval to the Mayor within 14 days after the approval of the budget. The Top Layer SDBIP must be approved by the Mayor within 28 days after the budget has been approved to ensure compliance with the above-mentioned legislation and published on the municipal website. The Mayor approved the 2020/21 Top Layer SDBIP on 10th June 2020.

The Final Top Layer SDBIP for 2020/2021 is attached as **annexure 7.1.4**."

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Final Top Layer SDBIP for 2020/2021.

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding the Final Top Layer SDBIP for 2020/2021 be held in abeyance until the next meeting.

Council unanimously resolved on 25 August 2020 that the matter regarding the Final Top Layer SDBIP for 2020/2021 be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Final Top Layer SDBIP for 2020/2021 and, after consideration, same be accepted.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel

dat kennis geneem word van die Finale Strategiese Dienslewering- en Begrotingimplementeringsplan vir 2020/2021 en genoemde, na oorweging, aanvaar word.

7.1.5 Supply Chain Management: Paragraph 7(4) Quarterly Report ending 31 March 2020: Implementation of Supply Chain Management Policy (9/1/2/2)

The following items refer:

(a) Item 7.1.5 of the Executive Mayoral Committee meeting, held on 24 August 2020.

(b) Item 8.1.9 of the Council meeting, held on 25 August 2020.

(c) Item 7.2 of the meeting of the Committee for Corporate and Financial Services, held on 10 September 2020.

The Paragraph 7(4) Quarterly Report ending 31 March 2020 on the implementation of the Supply Chain Management Policy, dated 3 April 2020, is attached as **annexure 7.1.5**.

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 Paragraph 7(4) Quarterly Report ending 31 March 2020 on the implementation of the Supply Chain Management Policy.

(b) that the report supra (a) be made available to the public in terms of Section 21A of the Municipal Systems Act (Act no. 32 of 2000) after being tabled to Council.

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding the Paragraph 7(4) Quarterly Report ending 31 March 2020 on the implementation of the Supply Chain Management Policy be held in abeyance until the next meeting.

Council unanimously resolved on 25 August 2020 that the matter regarding the Paragraph 7(4) Quarterly Report ending 31 March 2020 on the implementation of the Supply Chain Management Policy be held in abeyance until the next meeting.

The Committee for Corporate and Financial Services resolved on 25 August 2020 to recommend to the Executive Mayoral Committee and Council:

(a) that the content of the Supply Chain Management Paragraph 7(4) quarterly report ending 31 March 2020 is noted and is endorsed as explained.

(b) that the report supra (a) serves before the Executive Mayoral Committee and Council for information.

(c) that the report be made available to the public in terms of Section 21(a) of the Municipal Systems Act (Act no. 32 of 2000) after it has served before Council.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Paragraph 7(4) Quarterly Report ending 31 March 2020 on the implementation of the Supply Chain Management Policy and, after consideration, same be approved and accepted.

(b) that the report supra (a) be made available to the public in terms of Section 21A of the Municipal Systems Act (Act no. 32 of 2000) after being tabled to Council.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(a) dat kennis geneem word van die Paragraaf 7(4) Kwartaallikse Verslag eindigende 31 Maart 2020 oor die implementering van die Voorsieningskanaalbestuursbeleid en, na oorweging, genoemde goedgekeur en aanvaar word.

(b) dat die bogenoemde verslag aan die publiek beskikbaar gestel word ingevolge Artikel 21A van die Munisipale Stelselswet (Wet no. 32 van 2000) nadat dit aan die Raad voorgelê is.

7.1.6 Supply Chain Management: Paragraph 7(4) Quarterly Report ending 30 June 2020: Implementation of Supply Chain Management Policy
(9/1/2/2)

The following items refer:

(a) Item 7.1.6 of the Executive Mayoral Committee meeting, held on 24 August 2020.

(b) Item 8.1.10 of the Council meeting, held on 25 August 2020.

(c) Item 7.3 of the meeting of the Committee for Corporate and Financial Services, held on 10 September 2020.

The Paragraph 7(4) Quarterly Report ending 30 June 2020 on the implementation of the Supply Chain Management Policy, dated 3 July 2020, is attached as **annexure 7.1.6**.

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 Paragraph 7(4) Quarterly Report ending 30 June 2020 on the implementation of the Supply Chain Management Policy.

(b) that the report supra (a) be made available to the public in terms of Section 21A of the Municipal Systems Act (Act no. 32 of 2000) after being tabled to Council.

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding the Paragraph 7(4) Quarterly Report ending 30 June 2020 on the implementation of the Supply Chain Management Policy be held in abeyance until the next meeting.

Council unanimously resolved on 25 August 2020 that the matter regarding the Paragraph 7(4) Quarterly Report ending 30 June 2020 on the implementation of the Supply Chain Management Policy be held in abeyance until the next meeting.

The Committee for Corporate and Financial Services resolved on 10 September 2020 to recommend to the Executive Mayoral Committee and Council:

(a) that the content of the Supply Chain Management Paragraph 7(4) quarterly report ending 30 June 2020 is noted and is endorsed as explained.

(b) that the report supra(a) serves before the Executive Mayoral Committee and Council for information.

(c) that the report be made available to the public in terms of Section 21(a) of the Municipal Systems Act (Act no. 32 of 2000) after it has served before Council.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Paragraph 7(4) Quarterly Report ending 30 June 2020 on the implementation of the Supply Chain Management Policy and, after consideration, same be approved and accepted.

(b) that the report supra (a) be made available to the public in terms of Section 21A of the Municipal Systems Act (Act no. 32 of 2000) after being tabled to Council.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(a) dat kennis geneem word van die Paragraaf 7(4) Kwartaallikse Verslag eindigende 30 Junie 2020 oor die implementering van die Voorsieningskanaalbestuursbeleid en, na oorweging, genoemde goedgekeur en aanvaar word.

(b) dat die bogenoemde verslag aan die publiek beskikbaar gestel word ingevolge Artikel 21A van die Munisipale Stelselswet (Wet no. 32 van 2000) nadat dit aan die Raad voorgelê is.

7.1.7 Monthly report: Disposal of immovable property: March 2020 (9/1/2/2)

The monthly report on the disposal of immovable property for March 2020 is attached as **annexure 7.1.7**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the monthly report on the disposal of immovable property for March 2020 and, after consideration, same be approved and accepted.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat kennis geneem word van die maandverslag oor die verkoop van onroerende eiendom vir Maart 2020 en genoemde, na oorweging, goedgekeur en aanvaar word.

7.2 Direktoraat Tegniese Dienste / Directorate Technical Services

7.2.1 Ceres Koekedouw Board: Budget 2020/2021 (10/2/4)

Item 7.2 of the meeting of the Committee for Technical Services, held on 9 September 2020, refers.

The following memorandum, dated 28 August 2020, was received from the Manager: Water and Sewerage:

"Purpose

The purpose of this memorandum is to present the annual budget of the Ceres Koekedouw Board for 2020/2021 to the Committee for Technical Services for information.

Discussion

The operation and maintenance of the Koekedouw Dam and pipeline ending at the Groenplaatjie treatment works are managed by the Ceres Koekedouw Board, which consists of a partnership between Witzenberg Municipality and the Koekedouw Irrigation Board.

Both parties to this partnership are responsible for the cost of operating and maintaining the said infrastructure. The cost split for the parties are 59 % for Witzenberg Municipality and 41 % for the Koekedouw Irrigation Board, based on the allocated abstraction from the dam.

The budget, attached as **annexure 7.2.1**, was approved at a board meeting of Ceres Koekedouw Board on 11 August 2020."

The Committee for Technical Services resolved on 9 September 2020 to recommend to the Executive Mayoral Committee and Council that notice be taken of the budget of the Ceres Koekedouw Board for 2020/2021.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the budget of the Ceres Koekedouw Board for 2020/2021 and, after consideration, same be approved and accepted.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat kennis geneem word van die begroting van die Ceres Koekedouw Bestuursraad se begroting vir 2020/2021 en genoemde, na oorweging, goedgekeur en aanvaar word.

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

The following items refer:

(a) Item 7.2.5 of the Executive Mayoral Committee meeting, held on 4 December 2019.
(b) Item 7.2.1 of the Executive Mayoral Committee meeting, held on 24 February 2020.
(c) Item 7.2.1 of the Executive Mayoral Committee meeting, held on 23 March 2020.
(d) Item 7.2.1 of the Executive Mayoral Committee meeting, held on 24 August 2020.
(e) Item 8.2.3 of the Council meeting, held on 25 August 2020.

A memorandum from the Senior Manager: Electro-Technical Services, dated 15 November 2019, is attached as **annexure 7.2.2**.

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.

The Executive Mayoral Committee resolved on 4 December 2019 that the matter regarding the applications of De Keur and Uitzicht Farm to install solar panels be held in abeyance.

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.

The Executive Mayoral Committee resolved on 24 February 2020 that the matter regarding the applications of De Keur, Schoonvlei and Uitzicht Farm, Ceres to install solar panels 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 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.

The Executive Mayoral Committee resolved on 23 March 2020 that the matter regarding the applications of De Keur, Schoonvlei and Uitzicht Farm, Ceres to install solar panels 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 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.

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding the applications of De Keur, Schoonvlei and Uitzicht Farm, Ceres to install solar panels be held in abeyance until the next meeting.

Council unanimously resolved on 25 August 2020 that the matter regarding the applications of De Keur, Schoonvlei and Uitzicht Farm, Ceres to install solar panels 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 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 in respect of the applications to install solar panels at De Keur, Schoonvlei and Uitzicht farm, Ceres be held in abeyance until the next meeting pending the finalisation of the applicable policy.

BESLUIT

dat die aansoeke vir die installering van sonpanele op De Keur, Schoonvlei en die plaas Uitzicht, Ceres oorstaan tot die volgende vergadering, hangende die afhandeling van die toepaslike beleid.

7.2.3 Phillip Street from Van Riebeeck to Owen Street, Ceres: Permanently changing to one-way street
(16/4/2)

The following items refer:

(a) Item 7.3 of the meeting of the Committee for Technical Services, held on 22 July 2020.
(b) Item 7.2.2 of the Executive Mayoral Committee meeting, held on 24 August 2020.
(c) Item 8.2.4 of the Council meeting, held on 25 August 2020.

A memorandum from the Senior Manager: Streets and Storm Water, dated 11 February 2020, is attached as **annexure 7.2.3**.

The Committee for Technical Services resolved on 22 July 2020 to recommend to the Executive Mayoral Committee and Council:

(a) that Phillip Street, Ceres (from Van Riebeeck to Owen Street) be changed to a one-way street in an easterly direction to distribute departing vehicles from the school to the Voortrekker/Owen Street signalised intersection.

(b) that formal parallel parking bays be provided on the southern side of the road.

(c) that the required road signs and signage for one way streets be placed according to the Southern African Traffic Signs Manual.

(d) that in accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: Bylaw Relating to Streets, Section 35(2) notice be given of such intention in the local newspaper in at least two official languages.

(e) that in accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: Bylaw Relating to Streets, Section 35(3), any objection against the intended action must be delivered in writing to the Municipal Manager within 30 days from the date of notification for submission to Council to decide upon it.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that Phillip Street, Ceres (from Van Riebeeck to Owen Street) be changed to a one-way street in an easterly direction to distribute departing vehicles from the school to the Voortrekker/Owen Street signalised intersection.

(b) that formal parallel parking bays be provided on the southern side of the road.

(c) that the required road signs and signage for one way streets be placed according to the Southern African Traffic Signs Manual.

(d) that in accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: Bylaw Relating to Streets, Section 35(2) notice be given of such intention in the local newspaper in at least two official languages.

(e) that in accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: Bylaw Relating to Streets, Section 35(3), any objection against the intended action must be delivered in writing to the Municipal Manager within 30 days from the date of notification for submission to Council to decide upon it.

The Executive Mayoral Committee resolved on 24 August 2020 to recommend to Council that the matter regarding permanently changing Phillip Street, Ceres to a one-way street be held in abeyance until the next meeting.

Council unanimously resolved on 25 August 2020 that the matter regarding permanently changing Phillip Street, Ceres to a one-way street 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 Phillip Street, Ceres (from Van Riebeeck to Owen Street) be changed to a one-way street in an easterly direction to distribute departing vehicles from the school to the Voortrekker/Owen Street signalised intersection.

(b) that formal parallel parking bays be provided on the southern side of the road.

(c) that the required road signs and signage for one way streets be placed according to the Southern African Traffic Signs Manual.

(d) that in accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: Bylaw Relating to Streets, Section 35(2) notice be given of such intention in the local newspaper in at least two official languages.

(e) that in accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: Bylaw Relating to Streets, Section 35(3), any objection against the intended action must be delivered in writing to the Municipal Manager within 30 days from the date of notification for submission to Council to decide upon it.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of changing Phillip Street, Ceres to a one-way street be held in abeyance until the next meeting.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die aangeleentheid rakende die verandering van Phillipstraat, Ceres na 'n eenrigtingstraat oorstaan tot die volgende vergadering.

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

The following items refer:

(a) Item 8.2.4 of the Council meeting, held on 31 July 2019.
(b) Item 7.1 of the meeting of the Committee for Technical Services, held on 22 July 2020.
(c) Item 7.2.3 of the Executive Mayoral Committee meeting, held on 24 August 2020.
(d) Item 8.2.5 of the Council meeting, held on 25 August 2020.

Council unanimously resolved on 31 July 2019:

(a) That Council takes cognisance of the fact that in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2014) a single land use scheme needs to be implemented no later than 30 June 2020.

(b) That the draft Witzenberg Zoning Scheme By-Law be approved in principle and the process be followed for adoption of same.

(c) That in terms of Section 12(3)(b) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) the proposed draft Witzenberg Zoning Scheme By-Law be published for public comment.

(d) That the proposed draft Witzenberg Zoning Scheme By-Law and any comments received during public participation be submitted to Council for consideration and final adoption.

The following documents are attached:

(a) Memorandum from Manager: Town Planning and Building Control, dated 6 July 2020: **Annexure 7.2.4(a)**.

(b) Zoning maps: **Annexure 7.2.4(b)**.

The Committee for Technical Services resolved on 22 July 2020 to recommend to the Executive Mayoral Committee and Council:

that the Witzenberg Zoning Scheme By-Law and zoning maps, set out in annexures 7.1(a) and (b), be adopted in terms of Section 24 of the Spatial Planning and Land Use Management Act (Act 16 of 2013), Section 22 of the Western Cape Land Use Planning Act (Act 3 of 2014) and Section 12 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Zoning Scheme By-Law and zoning maps, set out in annexures (a) and (b), be adopted in terms of Section 24 of the Spatial Planning and Land Use Management Act (Act 16 of 2013), Section 22 of the Western Cape Land Use Planning Act (Act 3 of 2014) and Section 12 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding the Zoning Scheme By-Law for Witzenberg be held in abeyance until the next meeting.

Council unanimously resolved on 25 August 2020 that the matter regarding the Zoning Scheme By-Law for Witzenberg be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Zoning Scheme By-Law and zoning maps, set out in annexures (a) and (b), be adopted in terms of Section 24 of the Spatial Planning and Land Use Management Act (Act 16 of 2013), Section 22 of the Western Cape Land Use Planning Act (Act 3 of 2014) and Section 12 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die Witzenberg Soneringskema Verordening en soneringsplanne, vervat in bylaes (a) en (b), aanvaar word ingevolge Artikel 24 van die Wet op Ruimtelike Beplanning en Grondgebruikbestuur (Wet no. 16 van 2013), Wes-Kaap Grondgebruikbeplanningswet (Wet 3 van 2014) en Artikel 12 van die Plaaslike Regering: Stelselswet, 2000 (Wet 32 van 2000).

7.2.5 Approval of Draft Witzenberg Electrical By-Laws (16/P)

The following items refer:

(a) Item 7.2 of the meeting of the Committee for Technical Services, held on 22 July 2020.
(b) Item 7.2.4 of the Executive Mayoral Committee meeting, held on 24 August 2020.
(c) Item 8.2.6 of the Council meeting, held on 25 August 2020.

A memorandum from the Senior Manager: Electro-Technical Services, dated 19 February 2020, is attached as **annexure 7.2.5**.

The Committee for Technical Services resolved on 22 July 2020:

(a) that the Committee for Technical Services takes notice of the report in respect of the Draft Witzenberg Electrical By-laws and accept same.

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

(i) that a Council Workshop be held to discuss the proposed Electricity By-laws.

(ii) that Council grant approval that the Director: Technical Services can proceed with the process of advertising and public participation of the Electrical By-laws.

(iii) that the old electricity by-laws of the municipality be repealed.

(iv) that the Draft Witzenberg Electrical By-laws, after the above process be submitted to Council for adoption and promulgation.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(i) that a Council workshop be held to discuss the proposed Electricity By-laws.

(ii) that Council grants approval that the Director: Technical Services can proceed with the process of advertising and public participation of the Electrical By-laws.

(iii) that the old Electricity By-laws of the municipality be repealed.

(iv) that the Draft Witzenberg Electrical By-laws, after the above process, be submitted to Council for adoption and promulgation.

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding the Draft Witzenberg Electrical By-Laws be held in abeyance until the next meeting.

Council unanimously resolved on 25 August 2020 that the matter regarding the Draft Witzenberg Electrical By-Laws be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(i) that a Council workshop be held to discuss the proposed Electricity By-laws.

(ii) that Council grants approval that the Director: Technical Services can proceed with the process of advertising and public participation of the Electrical By-laws.

(iii) that the old Electricity By-laws of the municipality be repealed.

(iv) that the Draft Witzenberg Electrical By-laws, after the above process, be submitted to Council for adoption and promulgation.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(i) dat 'n werkswinkel gehou word om die voorgestelde Elektrisiteitsverordeninge te bespreek.

(ii) dat die Raad goedkeuring verleen dat die Direkteur: Tegniese Dienste mag voortgaan met die advertering en publieke deelnameproses van die Elektrisiteitsverordeninge.

(iii) dat die ou Elektrisiteitsverordeninge van die munisipaliteit herroep word.

(iv) dat die Konsep Witzenberg Elektrisiteitsverordeninge, na die bogenoemde proses, aan die Raad voorgelê word vir aanvaarding en afkondiging.

7.2.6 Provision of chemical toilets: Pine Valley, Wolseley (17/2/2)

The following memorandum, dated 25 August 2020, was received from the Manager: Water and Sewerage:

"1. Purpose

The purpose of this memorandum is to inform the Director: Technical Services regarding the provision of chemical portable toilets to the informal areas of Pine Valley, Wolseley and the cost associated with the provision.

2. Background

Currently the areas are being serviced with chemical portable toilets, as well as blocks of waterborne toilets. The area adjacent to the old landfill site was also serviced with chemical toilets. These were, however, removed as the residents vandalised them and burned some of the toilets because they did not want the toilets.

The blocks of waterborne toilets have been repaired a number of times at great cost due to the infrastructure being vandalised by the community. Currently we have nine (9) chemical toilets and 48 waterborne toilets servicing the area. The illegal structures adjacent to the Kluitjieskraal Road currently do not have any toilets.

Currently there are a total of 1 079 informal structures in the area. Based on five households per toilet, we will need 215 toilets to service the area.

Another challenge will be the placing of the toilets as an inspection has showed that there is very little space to place the toilets between the informal structures.

3. Financial impact

The cost to service the area will be:

158 toilets @ R456 per toilet per month (based on five households per toilet)

Total cost per month: R72 048-00."

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that funding be made available to service the informal areas in Pine Valley, Wolseley with chemical toilets.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the provision of chemical toilets in Pine Valley, Wolseley be held in abeyance until after an in loco site visit has taken place.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die aangeleentheid aangaande die voorsiening van chemiese toilette in Pine Valley, Wolseley oorstaan totdat 'n ter plaatse inspeksie gehou is.

7.2.7 Witzenberg Municipality: Roads and Storm Water Master Plans: June 2020 (16/4/P)

Item 7.1 of the meeting of the Committee for Technical Services, held on 9 September 2020, refers.

The following documents are attached:

(a) Memorandum from Manager: Streets and Storm Water, dated 18 August 2020: **Annexure 7.2.7(a)**.

(b) Witzenberg Roads Master Plan: **Annexure 7.2.7(b)**.

(c) Witzenberg Storm Water Master Plan: **Annexure 7.2.7(c)**.

The Committee for Technical Services resolved on 9 September 2020 to recommend to the Executive Mayoral Committee and Council that the Witzenberg Municipality Roads and Storm Water Master Plans, June 2020, be workshopped by Council and after that be tabled to Council for adoption.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipality Roads and Storm Water Master Plans be workshopped by Council and after that be tabled to Council for adoption.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die Munisipaliteit Witzenberg Strate en Stormwater Meesterplanne deur die Raad bespreek word op 'n werkwinkel en dit daarna aan die Raad voorgelê word vir aanvaarding.

7.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

7.3.1 Housing: Protest action and demands from Witzenberg Justice Coalition Nduli (17/4/1/1/2/4)

The following memorandum, dated 22 September 2020, was received from the Municipal Manager:

"Purpose

To update the Executive Mayoral Committee on the Nduli/Vredebes Housing protest action, to consider the demands of the Witzenberg Justice Coalition Nduli and to make an appropriate recommendation to the municipal Council.

Background

The Witzenberg Justice Coalition Nduli submitted a written letter to the municipality on 7 August 2020, requesting a meeting with the municipality on the same day. A copy of the letter is attached as **annexure 7.3.1(a)**.

The Municipal Manager responded on the same day, advising the community delegation that the meeting date was not convenient and it was then agreed that the meeting would take place on 11 August 2020 at 14:00 in the council chambers. See **annexure 7.3.1(b)**. The meeting was duly constituted under the chairmanship of the Executive Mayor, Alderman Barnito Klaasen on the latter date. Attending the meeting were the Chairperson and members of the Housing Portfolio Committee, Ward Councillor N Phatsoane, the Municipal Manager, the Station Commander of Ceres SAPS, Colonel Dyers, as well as four members of the Community Committee.

The community delegation requested a reprioritisation of the agenda and focused on the allocations in the Vredebes Housing Development project. They also placed a high emphasis on the numbers of the racial allocations. When they started the engagement the delegation emphasised that they were representing the black interest, more specifically the Nduli Black community, and that they were not happy with the high numbers of the Coloured community that were accommodated in the project. They further made it clear that they were the legitimate representatives of the community and that they do not acknowledge the Councillors nor the official housing structures of Council. They demanded that the municipality will conduct all future meetings on housing with the Witzenberg Justice Coalition Nduli. The delegation produced a letter dated 2014 and signed by the Municipal Manager in terms of which it was agreed that the first 200 houses will be allocated to the Nduli community. The Municipal Manager explained the context of the letter against the backdrop of certain areas that needed to be cleared and erven that had to be serviced within Nduli, which was not acceptable to the delegation. It needs to be mentioned that none of the members of the delegation were part of meetings when negotiations started with certain groupings within Nduli. It further appeared that the delegation was also not part of previous meetings conducted by the Ward Councillor, Housing Committee and the beneficiary committee within the community. The criteria for the allocation was explained by the Chairperson of the Housing Portfolio Committee as well as the Manager: Housing. The delegation was very unhappy with the high number of beneficiaries from the Coloured community. At the time of the discussion there was 51 unoccupied houses of which a certain number was already been allocated to beneficiaries, but not occupied. The delegation demanded that the 51 vacant house be reallocated to the Black community of Nduli.

The meeting adjourned after 2½ hours and the delegation left the council chambers threatening of community action and how they will teach the municipality a lesson.

A public meeting was called on the same evening shortly after which it led to stone throwing, the burning of a truck on the R46 as well as the total destruction of a municipal vehicle (*bakkie*) within Nduli. This protest action prevailed over the next two days, which saw a lot of damage and the Public Order section of the Police shooting at protestors. The municipal library and E-Centre in Nduli were partly damaged when it was set alight. The laptops of the E-Centre were also looted and the swimming pool vandalised. Several people were arrested and from community reports it appears that several people were also injured and one person tragically died as a result of a shooting. The Human Rights Commission met with the Police and a community delegation on 13 August 2020 in terms of which a deal was brokered that the Police would withdraw from the area and that the community will seize with the protect action. It was further agreed between the parties, without the knowledge of the municipality, that a further meeting with the municipality will be arranged to discuss the demands of the Witzenberg Justice Coalition Nduli. After consultation the Executive Mayor informed the Human Rights Commissioner that the municipality was not prepared to meet with the Witzenberg Justice Coalition Nduli because of the racial demands and the constitutional obligation of the municipality to protect the interest of all its residents. A formal letter was also sent by the Executive Mayor to the Human Rights Commission, stating the reasons why the municipality is not prepared to meet with the community delegation. See **annexure 7.3.1(c)**.

On 8 September 2020 a grouping of the Nduli protestors illegally gathered in front of the municipality and requested a meeting with the Executive Mayor and Municipal Manager. At the said meeting the delegation made a 100 % U-turn and denied that they had ever demanded housing on a racial basis. They claimed that they were acting on behalf of the Nduli residents which includes both the Black and Coloured community of Nduli as well as the occupiers of the informal housing at Vredebes. The Executive Mayor then agreed to meet with the community delegation, because of the new situation, which meeting was scheduled for 15 September 2020. This meeting was duly constituted with the same role players as before except for the community delegation consisting of ten members, the Chairperson of the Beneficiary Committee, a member of the Ward Committee and a representative of the Task Team of the Department of Water and Sanitation, Major-General Mene of the Worcester cluster of SAPS as well as three other police colonels (including Colonel Dyers) and the acting Human Rights Commissioner, Mrs Sterris, and legal advisor, Mr Jacobs. All the parties gave an input and the community delegation reiterated their demands. It needs to be placed on record that the meeting was less hostile. The meeting was finally adjourned after the Executive Mayor had agreed to take the demands of the Witzenberg Justice Coalition Nduli to Council for further consideration.

The demands in summary are as follows:

(i) That the 51 vacant houses in Phase 1 of the Vredebes Housing Development be allocated to the residents of Nduli.

(ii) That the 280 serviced sites opportunities, more commonly referred to as Phase H of the Vredebes Housing Development, and which is earmarked to be completed within the current financial year, be allocated to the Nduli community.

(iii) That the Nduli community be allowed to erect informal dwellings on land in Vredebes to alleviate the housing shortage."

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that Council considers the housing protest action and demands from the Witzenberg Justice Coalition, Nduli and after that resolve on the matter.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die Raad die behuisingsprotesaksie en eise van die Witzenberg Justice Coalition, Nduli oorweeg en daarna 'n besluit oor die aangeleentheid neem.

7.3.2 Application for available land for construction of a centre for persons with disabilities (15/2/2/R/887)

Item 7.2 of the meeting of the Committee for Community Development, held on 23 July 2020, refers.

A memorandum from the Acting Manager: Socio-Economic Development, dated 6 July 2020, is attached as **annexure 7.3.2(a)**.

The Committee for Community Development resolved on 23 July 2020:

(a) that the Manager: Legal Services identify with the inputs of the Association for Persons with Disabilities suitable land available for the erection of a temporary structure for persons with disabilities and table the proposal at the next Committee meeting for a recommendation to Council.

(b) that the matter in respect of the application for available land for the erection of a temporary structure for persons with disabilities be held in abeyance until the next meeting.

A memorandum from the Manager: Legal Services, dated 4 September 2020, is attached as **annexure 7.3.2(b)**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that the matter in respect of the application for available land for the construction of a centre for persons with disabilities be held in abeyance until the next meeting.

(b) that the Municipal Manager updates the Association for People with Disabilities in respect of the status quo of the item in order for them to inform their donors.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(a) dat die aangeleentheid aangaande die aansoek vir beskikbare grond vir die oprigting van 'n sentrum vir persone met gestremdhede oorstaan tot die volgende vergadering.

(b) dat die Munisipale Bestuurder die Vereniging vir Persone met Gestremdhede op die hoogte hou omtrent die status quo van die item sodat hulle hul donateurs kan inlig.

7.3.3 Housing: Witzenberg Municipal Housing Pipeline for 2020/2021 (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.

(i) Item 8.3.1 of the Council meeting, held on 30 October 2019.

(j) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 23 March 2020.

(k) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 24 August 2020.

(l) Item 8.3.1 of the Council meeting, held on 25 August 2020.

A memorandum from the Manager: Housing, dated 6 August 2018, is attached as **annexure 7.3.3**.

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.

Council unanimously resolved on 30 October 2019 that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2019/2020 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 2019/2020 be endorsed by Council.

The Executive Mayoral Committee resolved on 23 March 2020 that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2019/2020 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 2019/2020 be endorsed by Council.

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

Council unanimously resolved on 25 August 2020 that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2019/2020 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 2020/2021 be endorsed by Council.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Witzenberg Housing Pipeline for 2020/2021 be held in abeyance until the next meeting to update the pipeline for the outer years.

BESLUIT

dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die aangeleentheid aangaande die Witzenberg Behuisingspyplyn vir 2020/2021 oorstaan tot die volgende vergadering om die pyplyn op te dateer vir die buitenste jare.

7.3.4 Allocation of land for informal traders: Tulbagh (17/18/1)

The following items refer:

(a) Item 8.1 of the meeting of the Committee for Local Economic Development and Tourism, held on 20 November 2019.

(b) Item 7.3.3 of the Executive Mayoral Committee meeting, held on 23 March 2020.

(c) Item 7.3.2 of the Executive Mayoral Committee meeting, held on 24 August 2020.

(d) Item 8.3.3 of the Council meeting, held on 25 August 2020.

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

"Purpose

To request the Executive Mayoral Committee to recommend to Council to consider demarcating a trading place for the informal traders in Van der Stel Street, Tulbagh.

Background

In terms of the Municipal By-Law a person may only trade in an area as demarcated by the municipal Council. The informal areas demarcated in Tulbagh are in Market and Piet Retief Streets and Karee Street, Witzenville. See in this regard the following documents:

(a) Council resolution 8.3.1 of 5 December 2017: **Annexure 7.3.4(a)**.

(b) Memorandum from the Director: Community Services, dated 1 September 2017: **Annexure 7.3.4(b)**.

The municipality has in recent times received complaints from the formal business sector of the informal traders trading in areas outside of the demarcated areas provided for in the Municipal By-Law. This has resulted in the Law Enforcement acting against the informal traders by issuing fines. The informal traders initially approached the Ward Councillor to assist them. Councillor Sidego in turn referred the matter to the Portfolio Chairperson for Local Economic Development, Councillor Abrahams, to deal with the matter. Councillor Abrahams facilitated a meeting with the traders on 6 November 2019. A copy of the minutes is attached as **annexure 7.3.4(c)**. The traders are requesting that they be allowed to do business in town, because most of their customers are basically farmworkers from the surrounding farms. The traders have identified inter alia a church property in the main road as well as a portion of the sidewalk in Van der Stel Street. The areas previously demarcated in terms of the current By-Law were during the time of community members receiving SASSA grants at some of the community facilities. This practice has, however, come to an end, because most of the recipients of grants are being paid via banking institutions. This has made the trading places dormant and not financially viable. Part of the LED mission is to uplift the previously disadvantaged community and to grow and assist economic entrepreneurs. The request is that Council considers making an area available where the informal traders can be accommodated."

The Committee for Local Economic Development and Tourism resolved on 20 November 2019:

(a) that the Manager: Town Planning and Building Control, the Acting Manager: Socio-Economic Development and the Committee for Local Economic Development and Tourism to undertake a site inspection of the area in front of the "Ou Sendingkerk", Van der Stel Street, Tulbagh for the purpose of informal trading.

(b) that the Committee for Local Economic Development and Tourism recommends to the Executive Mayoral Committee and Council:

that Council considers demarcating a trading place for informal trading in Van der Stel Street, Tulbagh.

A memorandum from the Acting Manager: Socio-Economic Development, dated 2 March 2020, is attached as **annexure 7.3.4(d)**.

The matter was tabled to the Executive Mayoral Committee for consideration of demarcating a trading space for informal trading in the area of the "Old Sendingkerk" in Tulbagh.

The Executive Mayoral Committee resolved on 23 March 2020 that the matter in respect of the allocation of land for informal traders in Tulbagh be held in abeyance until the next meeting.

The matter was tabled to the Executive Mayoral Committee for consideration of demarcating a trading space for informal trading in the area of the "Old Sendingkerk" in Tulbagh.

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding the demarcation of a trading space for informal trading in Tulbagh be held in abeyance until the next meeting.

Council unanimously resolved on 25 August 2020 that the matter regarding the demarcation of a trading space for informal trading in Tulbagh be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of demarcating a trading space for informal trading in the area of the "Old Sendingkerk" in Tulbagh be held in abeyance until an in loco site inspection has been held.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die aangeleentheid aangaande die afbakening van 'n handelsruimte vir informele handeldryf in die omgewing van die Ou Sendingkerk in Tulbagh oorstaan totdat 'n ter plaatse inspeksie gehou is.

7.3.5 Housing: Approval of street names for Vredebes Housing Project (16/4/6)

The following items refer:

(a) Item 9.1.5 of the meeting of the Committee for Housing Matters, held on 15 October 2019.

(b) Item 9.1.1 of the meeting of the Committee for Housing Matters, held on 19 November 2019.

(c) Item 7.6 of the meeting of the Committee for Technical Services, held on 20 November 2019.

(d) Item 9.2.1 of the meeting of the Committee for Housing Matters, held on 27 February 2020.

(e) Item 7.3.3 of the Executive Mayoral Committee meeting, held on 24 August 2020.

(f) Item 8.3.5 of the Council meeting, held on 25 August 2020.

The Committee for Housing Matters resolved on 15 October 2019:

(a) that the proposed street names for Wards 1 and 5 of the Vredebes Housing Project be approved and referred to the Committee for Technical Services.

(b) that the proposed street names for Ward 12 be held in abeyance until the next meeting of the Committee for Housing Matters.

The Committee for Housing Matters resolved on 19 November 2019 that the matter in respect of the approval of street names for Ward 12 of the Vredebes Housing Project be referred to Council for consideration.

The Committee for Technical Services resolved on 20 November 2019 that the matter in respect of the approval of street names for Wards 1 and 5 of the Vredebes Housing Project be held in abeyance pending comments from the Manager: Town Planning and Building Control.

The Manager: Town Planning and Building Control commented on 3 February 2020 that he does not need to comment on the street names itself. After being approved, the street names must be submitted to his department to be placed on the street map.

The following documents are attached:

(a) Memorandum from Manager: Housing with the proposed street names, dated 4 October 2019: **Annexure 7.3.5(a)**.

(b) Policy: Naming and renaming of streets: **Annexure 7.3.5(b)**.

The Committee for Housing Matters resolved on 27 February 2020 to recommend to the Executive Mayoral Committee and Council:

(a) that the following proposed street names for Ward 1 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:

(i) Steve Biko Street
(ii) Lilian Ngoy Street
(iii) Govin Mbeka Street
(iv) Hector Petersen Street
(v) Walter Sisilu Street
(vi) Winnie Mandela Street
(vii) Albert Luthuli Street
(viii) Langalibalele Dube Street
(ix) Enox Stonga Street

(b) that the following proposed street names for Ward 5 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:

(i) Kankerbos Street
(ii) Jakkalsbos Street
(iii) Skilpadbossie Street
(iv) Kapokbossie Street
(v) Kouterbossie Street
(vi) Pienk-Kiesieblaar Street
(vii) Kamferbos Street
(viii) Blouaalwyn Street
(ix) Plakkie-Pigs Ears Street
(x) Rooi-ysplant Street
(xi) Botterblom Street
(xii) Rooi vygie Street
(xiii) Mossienes Street
(xiv) Bitterbos Street
(xv) Bloublommetjie Street
(xvi) Viooltjie Street
(xvii) Kinkelblaar Street
(xviii) Kanniedood Street
(xix) Hawergras Street
(xx) Witsparril Street
(xxi) Babriena Street
(xxii) Witstorm Street
(xxiii) Perdebossie Street
(xxiv) Polygala Street
(xxv) Klein Skilpadbos Street
(xxvi) Klawergras Street
(xxvii) Soetdoring Street
(xxviii) Klipvygie Street
(xxix) Brakeveldvygie Street
(xxx) Rolbos Street
(xxxi) Knipsoutbos Street
(xxxii) Vaalbrakbossie Street

(xxxiii) Karoogroen Gogga Street
(xxxiv) Purple Kalkoentjie Street
(xxxv) Gouesterretjie Street
(xxxvi) Geldbeursie Street
(xxxvii) Bokkool Street
(xxxviii) Roggras Street

(c) that the following proposed street names for Ward 12 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:

(i) Thuma Mina Street
(ii) Amos Delato Street
(iii) Patrick Hinana Street
(iv) Elizabeth Mbangula-Mrwetyana Street
(v) Ginger Gqalaqha Street
(vi) Zola Mdala Street
(vii) Ntsiki Lalapi Street
(viii) Trea Manjiya Street
(ix) Wilson Skisazana Street
(x) Mkhwemnte T Street
(xi) Khauleza Street
(xii) Vengaye Yisa Street
(xiii) GT Nongwe Street
(xiv) Alda Nomjana Street
(xv) Gqalagha Street

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that the following proposed street names for Ward 1 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:

(i) Steve Biko Street
(ii) Lilian Ngoy Street
(iii) Govin Mbeka Street
(iv) Hector Petersen Street
(v) Walter Sisilu Street
(vi) Winnie Mandela Street
(vii) Albert Luthuli Street
(viii) Langalibalele Dube Street
(ix) Enox Stonga Street

(b) that the following proposed street names for Ward 5 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:

(i) Kankerbos Street
(ii) Jakkalsbos Street
(iii) Skilpadbossie Street
(iv) Kapokbossie Street
(v) Kouterbossie Street

(vi) Pienk-Kiesieblaar Street
(vii) Kamferbos Street
(viii) Blouaalwyn Street
(ix) Plakkie-Pigs Ears Street
(x) Rooi-ysplant Street
(xi) Botterblom Street
(xii) Rooivygie Street
(xiii) Mossienes Street
(xiv) Bitterbos Street
(xv) Bloublommetjie Street
(xvi) Viooltjie Street
(xvii) Kinkelblaar Street
(xviii) Kanniedood Street
(xix) Hawergras Street
(xx) Witsparril Street
(xxi) Babriena Street
(xxii) Witstorm Street
(xxiii) Perdebossie Street
(xxiv) Polygala Street
(xxv) Klein Skilpadbos Street
(xxvi) Klawergras Street
(xxvii) Soetdoring Street
(xxviii) Klipvygie Street
(xxix) Brakeveldvygie Street
(xxx) Rolbos Street
(xxxi) Knipsoutbos Street
(xxxii) Vaalbrakbossie Street
(xxxiii) Karoogroen Gogga Street
(xxxiv) Purple Kalkoentjie Street
(xxxv) Gouesterretjie Street
(xxxvi) Geldbeursie Street
(xxxvii) Bokkool Street
(xxxviii) Roggras Street

(c) that the following proposed street names for Ward 12 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:

(i) Thuma Mina Street
(ii) Amos Delato Street
(iii) Patrick Hinana Street
(iv) Elizabeth Mbangula-Mrwetyana Street
(v) Ginger Gqalaqha Street
(vi) Zola Mdala Street
(vii) Ntsiki Lalapi Street
(viii) Trea Manjiya Street
(ix) Wilson Skisazana Street
(x) Mkhwemnte T Street
(xi) Khauleza Street
(xii) Vengaye Yisa Street
(xiii) GT Nongwe Street
(xiv) Alda Nomjana Street
(xv) Gqalagha Street

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that the following proposed street names for Ward 1 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:

(i) Steve Biko Street
(ii) Lilian Ngoy Street
(iii) Govin Mbeka Street
(iv) Hector Petersen Street
(v) Walter Sisilu Street
(vi) Winnie Mandela Street
(vii) Albert Luthuli Street
(viii) Langalibalele Dube Street
(ix) Enox Stonga Street

(b) that the following proposed street names for Ward 5 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:

(i) Kankerbos Street
(ii) Jakkalsbos Street
(iii) Skilpadbossie Street
(iv) Kapokbossie Street
(v) Kouterbossie Street
(vi) Pienk-Kiesieblaar Street
(vii) Kamferbos Street
(viii) Blouaalwyn Street
(ix) Plakkie-Pigs Ears Street
(x) Rooi-ysplant Street
(xi) Botterblom Street
(xii) Rooivygie Street
(xiii) Mossienes Street
(xiv) Bitterbos Street
(xv) Bloublommetjie Street
(xvi) Viooltjie Street
(xvii) Kinkelblaar Street
(xviii) Kanniedood Street
(xix) Hawergras Street
(xx) Witsparril Street
(xxi) Babriena Street
(xxii) Witstorm Street
(xxiii) Perdebossie Street
(xxiv) Polygala Street
(xxv) Klein Skilpadbos Street
(xxvi) Klawergras Street
(xxvii) Soetdoring Street
(xxviii) Klipvygie Street
(xxix) Brakeveldvygie Street
(xxx) Rolbos Street
(xxxi) Knipsoutbos Street
(xxxii) Vaalbrakbossie Street

(xxxiii) Karoogroen Gogga Street
(xxxiv) Purple Kalkoentjie Street
(xxxv) Gouesterretjie Street
(xxxvi) Geldbeursie Street
(xxxvii) Bokkool Street
(xxxviii) Roggras Street

(c) that the following proposed street names for Ward 12 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:

(i) Thuma Mina Street
(ii) Amos Delato Street
(iii) Patrick Hinana Street
(iv) Elizabeth Mbangula-Mrwetyana Street
(v) Ginger Gqalaqha Street
(vi) Zola Mdala Street
(vii) Ntsiki Lalapi Street
(viii) Trea Manjiya Street
(ix) Wilson Skisazana Street
(x) Mkhwemnte T Street
(xi) Khauleza Street
(xii) Vengaye Yisa Street
(xiii) GT Nongwe Street
(xiv) Alda Nomjana Street
(xv) Gqalagha Street

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding street names for the Vredebes Housing Project, Ceres be held in abeyance until the next meeting.

Council unanimously resolved on 25 August 2020 that the matter regarding street names for the Vredebes Housing Project, Ceres 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 the following proposed street names for Ward 1 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:

(i) Steve Biko Street
(ii) Lilian Ngoy Street
(iii) Govin Mbeka Street
(iv) Hector Petersen Street
(v) Walter Sisilu Street
(vi) Winnie Mandela Street
(vii) Albert Luthuli Street
(viii) Langalibalele Dube Street
(ix) Enox Stonga Street

(b) that the following proposed street names for Ward 5 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:

(i) Kankerbos Street
(ii) Jakkalsbos Street
(iii) Skilpadbossie Street
(iv) Kapokbossie Street
(v) Kouterbossie Street
(vi) Pienk-Kiesieblaar Street
(vii) Kamferbos Street
(viii) Blouaalwyn Street
(ix) Plakkie-Pigs Ears Street
(x) Rooi-ysplant Street
(xi) Botterblom Street
(xii) Rooivygie Street
(xiii) Mossienes Street
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(xvi) Viooltjie Street
(xvii) Kinkelblaar Street
(xviii) Kanniedood Street
(xix) Hawergras Street
(xx) Witsparril Street
(xxi) Babriena Street
(xxii) Witstorm Street
(xxiii) Perdebossie Street
(xxiv) Polygala Street
(xxv) Klein Skilpadbos Street
(xxvi) Klawergras Street
(xxvii) Soetdoring Street
(xxviii) Klipvygie Street
(xxix) Brakeveldvygie Street
(xxx) Rolbos Street
(xxxi) Knipsoutbos Street
(xxxii) Vaalbrakbossie Street
(xxxiii) Karoogroen Gogga Street
(xxxiv) Purple Kalkoentjie Street
(xxxv) Gouesterretjie Street
(xxxvi) Geldbeursie Street
(xxxvii) Bokkool Street
(xxxviii) Roggras Street

(c) that the following proposed street names for Ward 12 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:

(i) Thuma Mina Street
(ii) Amos Delato Street
(iii) Patrick Hinana Street
(iv) Elizabeth Mbangula-Mrwetyana Street
(v) Ginger Gqalaqha Street
(vi) Zola Mdala Street

(vii) Ntsiki Lalapi Street
(viii) Trea Manjiya Street
(ix) Wilson Skisazana Street
(x) Mkhwemnte T Street
(xi) Khauleza Street
(xii) Vengaye Yisa Street
(xiii) GT Nongwe Street
(xiv) Alda Nomjana Street
(xv) Gqalagha Street

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the approval of street names for the Vredebes Housing Project be workshopped by Council.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die aangeleentheid aangaande die goedkeuring van straatname vir die Vredebes Behuisingsprojek deur die Raad op 'n werkswinkel bespreek word.

7.3.6 Housing: Witzenberg Municipality: Housing Administration Policy (17/4/P)

The following items refer:

(a) Item 9.1.6 of the meeting of the Committee for Housing Matters, held on 27 February 2020.

(b) Item 7.3.4 of the Executive Mayoral Committee meeting, held on 24 August 2020.

(c) Item 8.3.6 of the Council meeting, held on 25 August 2020.

The Committee for Housing Matters resolved per item 9.1.1(b) of 19 November 2019:

(i) that the matter in respect of Witzenberg Municipality Housing Administration Policy be held in abeyance and be workshopped by the Committee for Housing Matters.

(ii) that the matter supra (b) be tabled at a Special meeting of the Committee for Housing Matters for deliberation and a recommendation to Council.

The Housing Administration Policy for Witzenberg Municipality, received from the Municipal Manager, dated 18 February 2020, is attached as **annexure 7.3.6**.

The Committee for Housing Matters resolved on 27 February 2020 to recommend to the Executive Mayoral Committee and Council that the matter in respect of the Witzenberg Municipality Housing Administration Policy be workshopped by Council.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Witzenberg Municipality Housing Administration Policy be workshopped by Council and after that be considered for approval.

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding the Witzenberg Municipality Housing Administration Policy be held in abeyance until the next meeting.

Council unanimously resolved on 25 August 2020 that the matter regarding the Witzenberg Municipality Housing Administration Policy be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Witzenberg Municipality Housing Administration Policy be workshopped by Council and after that be considered for approval.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die aangeleentheid aangaande die Munisipaliteit Witzenberg Behuisingsadministrasiebeleid deur die Raad op 'n werkswinkel bespreek word en daarna oorweeg word vir goedkeuring.

7.3.7 Welfare: Food hamper distribution: July 2020 (17/16/1)

The following items refer:

(a) Item 7.3.5 of the Executive Mayoral Committee meeting, held on 24 August 2020.
(b) Item 8.3.7 of the Council meeting, held on 25 August 2020.

A memorandum from the Acting Manager: Socio-Economic Development, dated 16 July 2020, is attached as **annexure 7.3.7**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the report on the distribution of food hampers during July 2020.

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding the distribution of food hampers be held in abeyance until the next meeting.

Council unanimously resolved on 25 August 2020 that the matter regarding the distribution of food hampers be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the report on the distribution of food hampers during July 2020.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat kennis geneem word van die verslag oor die verspreiding van kospakkies gedurende Julie 2020.

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

The following items refer:

(a) Item 7.1 of the meeting of the Committee for Community Development, held on 23 July 2020.

(b) Item 7.3.6 of the Executive Mayoral Committee meeting, held on 24 August 2020.

(c) Item 8.3.8 of the Council meeting, held on 25 August 2020.

A memorandum from the Acting Manager: Socio-Economic Development, dated 7 July 2020, is attached as **annexure 7.3.8**.

The Committee for Community Development resolved on 23 July 2020:

(a) That the Committee for Community Development takes notice of the Lease of portion of erf 1, Pine Valley, Wolseley: Old Malikhanye Crèche.

(b) That the Committee for Community Development recommends to the Executive Mayoral Committee and Council:

(i) that Council approves leasing of the building on erf 1, Pine Valley, Wolseley for a period of three (3) years.

(ii) that the property to be leased, is not required for the provision of the minimum level of basic services [MFMA Section 14.2(a)].

(iii) that, as 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)], the exemption of rental charges is considered on condition that the municipality leases the building as it is, and that the lessee does all repair work to the building.

(iv) that the Supply Chain process be followed.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves leasing of the building on erf 1, Pine Valley, Wolseley for a period of three (3) years.

(b) that the property to be leased, is not required for the provision of the minimum level of basic services [MFMA Section 14.2(a)].

(c) that, as 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)], the exemption of rental charges is considered on condition that the municipality leases the building as it is, and that the lessee does all repair work to the building.

(d) that the Supply Chain process be followed.

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding the lease of a portion of erf 1, Pine Valley, Wolseley be held in abeyance until the next meeting.

Council unanimously resolved on 25 August 2020 that the matter regarding the lease of a portion of erf 1, Pine Valley, Wolseley 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 Council approves leasing of the building on erf 1, Pine Valley, Wolseley for a period of three (3) years.

(b) that the property to be leased, is not required for the provision of the minimum level of basic services [MFMA Section 14.2(a)].

(c) that, as 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)], the exemption of rental charges is considered on condition that the municipality leases the building as it is, and that the lessee does all repair work to the building.

(d) that the Supply Chain process be followed.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter regarding the lease of a portion of erf 1, Pine Valley, Wolseley be held in abeyance until the next meeting.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die aangeleentheid aangaande die verhuring van 'n gedeelte van erf 1, Pine Valley, Wolseley oorstaan tot die volgende vergadering.

7.3.9 Lease of unit at Prince Alfred's Hamlet Small Business HUB (7/1/4/1)

Item 7.2 of the meeting of the Committee for Local Economic Development and Tourism, held on 9 September 2020, refers.

A memorandum from the Acting Manager: Socio-Economic Development, dated 24 August 2020, is attached as **annexure 7.3.9**.

The Committee for Local Economic Development and Tourism resolved on 9 September 2020 to recommend to the Executive Mayoral Committee and Council:

(i) that, after providing inputs regarding the abovementioned proposal, the Committee recommends the applicant for lease of a single unit of the Prince Alfred's Hamlet Small Business HUB to the Executive Mayoral Committee and Council.

(ii) that the lease amount not be market related in order to ensure and assist that the businesses can be successful (current single unit lease is R600-00 per month).

(iii) That the Municipal Manager and Acting Manager: Socio-Economic Development evaluate the success of the businesses when in operation.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(i) that a single unit of the Prince Alfred's Hamlet Small Business HUB be leased to the applicant.

(ii) that the lease amount not be market related in order to ensure and assist that the business can be successful (current single unit lease is R600-00 per month).

(iii) That the Municipal Manager and Acting Manager: Socio-Economic Development evaluate the success of the business when in operation.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the process to lease a unit at the Prince Alfred's Hamlet Small Business HUB be re-opened for advertisements for new applications.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die proses vir die verhuring van 'n eenheid by die Prince Alfred's Hamlet Kleinbesigheidsentrum oopgestel word vir advertensies vir nuwe aansoeke.

7.3.10 Rescinding Council resolution on the closure of Council's public facilities (17/10/3)

The following memorandum, dated 22 September 2020, was received from the Municipal Manager:

"Purpose

To recommend to Council that Council resolution 8.4.1 of 25 March 2020, dealing with the closure of the Pine Forest Holiday Resort in terms of the COVID-19 Regulations, be rescinded and to further recommend that the resort be re-opened for public use. The full Council resolution is attached as **annexure 7.3.10(a)**.

Deliberation

Council resolved on 25 March 2020 that certain actions be implemented to adhere to the Disaster Management Regulations as promulgated in Government Gazette no. 43107, dated 18 March 2020. More specifically Council resolved that certain municipal facilities, inter alia the Pine Forest Resort, library halls, swimming pools, sport facilities and club houses be closed with immediate effect. At the time of the promulgation of the abovementioned regulations the entire country was going to be in lockdown in terms of Level 5 of the COVID-19 Regulations. The COVID-19 Regulations have since changed to Level 1, effectively opening the economy of South Africa. Council has further given the authority to the Municipal Manager to identify an isolation and quarantine site for submission to the Department of Health and it was duly agreed and implemented that the Pine Forest Resort be converted to a quarantine/isolation facility.

The Department of Public Works, who is responsible for managing isolation and quarantine sites within the Western Cape, officially notified the municipality on 10 September 2020 that the Pine Forest Resort will be closed as a quarantine and isolation facility effectively on 22 September 2020. This was mainly as a result of the low numbers of quarantine and/or positive COVID-19 patients within the resort and economic viability of maintaining it as a quarantine and isolation site. A copy of the notification is attached as **annexure 7.3.10(b)**.

During the period of closure some of the chalets within the resort were damaged as a result of severe weather conditions and several trees were also uprooted. The personnel are working around the clock to clean up and repair the damage to the chalets. Council is requested to consider rescinding the previous resolution, because the prevailing conditions and circumstances have since changed. It is requested that Council considers reopening the Pine Forest Resort for normal business as from 15 October 2020."

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(i) that Council resolutions 8.4.1(c)(i), (ii) and (xi) of 25 March 2020 be rescinded.

(ii) that the Administration deals with all COVID-19 related matters in terms of the Disaster Management Act as may be promulgated from time to time.

(iii) that the Pine Forest Resort be opened for normal trading activities as from 15 October 2020.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that Council resolutions 8.4.1(c)(i), (ii) and (xi) of 25 March 2020 be rescinded.

(b) that from 15 October 2020 semi-permanent owners can visit their dwellings for maintenance and that the Pine Forest Resort officially be opened from 1 November 2020.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(a) dat raadsbesluite 8.4.1(c)(i), (ii) en (xi) van 25 Maart 2020 herroep word.

(b) dat eienaars van semi-permanente eenhede vanaf 15 Oktober 2020 hul eiendomme mag besoek vir instandhoudingswerk en dat die Dennebos Vakansieoord amptelik vanaf 1 November 2020 oopgestel word.

7.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

7.4.1 Request from PALS (Partners in Agri Land Solutions) to Witzenberg Municipality to join as a member (12/1/2/1)

The following memorandum, dated 22 September 2020, was received from the Municipal Manager:

"Purpose

To consider a request from Partners in Agri Land Solutions, more commonly known as PALS, to join as a member and pay a membership fee of R50 000 per annum.

Deliberation

PALS is a private land reform initiative that was established by commercial farmers in partnership with local communities and all three spheres of government. Their key objective is to help create an enabling environment to implement innovative land reform and economic empowering businesses that are in line with Chapter 6 of the National Development Plan. PALS has embarked on various land reform projects within Witzenberg and has also hosted the successful symposium that was, inter alia, attended by Minister Thoko Didiza, National Minister of Agricultural, Rural Development and Land Reform. A copy of their projects and an article on the symposium is attached as **annexure 7.4.1**.

PALS has now requested the municipality to officially join as a member and to pay an annual fee of R50 000. The membership fee is equal to that of their larger member organisations and farmers that support the PALS initiative.

Legal implication

None.

Financial implication

The financial implication will be R50 000, which has not been budgeted for, but if approved, be included in the Adjustment Budget during February 2021."

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the request from PALS (Partners in Agri Land Solutions) to Witzenberg Municipality to join as a member be held in abeyance until the next meeting.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die aangeleentheid aangaande die uitnodiging van PALS (Partners in Agri Land Solutions) aan Munisipaliteit Witzenberg om as 'n lid aan te sluit, oorstaan tot die volgende vergadering.

7.4.2 Leasing of Council property: Old Clinic building in Prince Alfred's Hamlet (7/1/4/1)

Item 7.4.1 of the Executive Mayoral Committee meeting, held on 24 August 2020, refers.

The following memorandum, dated 24 July 2020, was received from the Municipal Manager:

"**Purpose**

To consider a request from Witzenberg Abuse Centre for the leasing of the old Clinic building in Prince Alfred's Hamlet for the purposes of a Safe House for abused women and children. A copy of the request is attached as **annexure 7.4.2**.

Deliberation

A written request was received from Witzenberg Abuse Crisis Centre on 25 March 2020 for the leasing of the old Clinic building in Prince Alfred's Hamlet. The applicant states that the prevalence of family violence in Witzenberg is high and emphasises the absence of such a facility in our area. The applicant requests that consideration be given to their request that their organisation be afforded the opportunity to lease the Council building for the abovementioned purpose. The building is unoccupied and currently being vandalised."

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding the leasing of the old Clinic building in Prince Alfred's Hamlet be held in abeyance until the next meeting.

RESOLVED

that the Executive Mayoral Committee invites the Witzenberg Abuse Crisis Centre group for discussions with regard to potential solutions.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee die Witzenberg Sentrum vir persone wat misbruik word, uitnooi vir die bespreking van moontlike oplossings.

7.4.3 Municipal consent to use private nature reserve road (15/04/R)

Item 8.2.1 of the Executive Mayoral Committee meeting, held on 24 August 2020, refers.

The following memorandum, dated 24 August 2020, was received from the Municipal Manager:

"<u>Purpose</u>

To consider the request of Tulbagh Farm Watch for access to the TULPAK property via the municipal nature reserve land.

Deliberation

Tulbagh Farm Watch made a written request for usage of the Nature Reserve roads for purposes of gaining access to their temporary offices. A copy of the letter is attached as **annexure 7.4.3(a)**. TULPAK has granted permission for the Farm Watch to use their land as an operational office from where they will be doing voluntary patrols in the area to combat crime in the rural and farming areas.

The municipality will also benefit, because the nature reserve is adjacent to Klip River Park and the regular patrols will ensure that there is additional security coverage to prevent access to Klip River Park from that side. An aerial photo of the reserve road is attached as **annexure 7.4.3(b)**.

Financial implication

None

Legal implication

The consent will be temporary and not permanent. No servitude rights need to be registered. The Farm Watch will basically perform free security duties in the nature reserve as well. A formal agreement will be drafted and signed if so consented to."

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding municipal consent to use a private nature reserve road be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the Municipal Manager be authorised to draft and sign the formal agreement between Witzenberg Municipality and Tulbagh Farm Watch on behalf of Council for usage of the nature reserve road next to TULPAK at Tulbagh.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die Munisipale Bestuurder gemagtig word om namens die Raad 'n formele ooreenkoms tussen Munisipaliteit Witzenberg en Tulbagh Plaaswag op te stel en te onderteken vir die gebruik van die natuurreservaatpad langs TULPAK te Tulbagh.

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

None / Geen

NOTED / AANGETEKEN

9. FORMAL AND STATUTORY MATTERS
FORMELE EN STATUTêRE SAKE

None / Geen

NOTED / AANGETEKEN

10. EXECUTIVE MAYORAL COMMITTEE-IN-COMMITTEE
UITVOERENDE BURGEMEESTERSKOMITEE-in-KOMITEE

OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD VIRTUALLY (MICROSOFT TEAMS) ON FRIDAY, 2 OCTOBER 2020 AT 09:00

NOTULE VAN DIE PRESTASIE-, RISIKO- EN OUDITKOMITEE VERGADERING VAN MUNISIPALITEIT WITZENBERG, VIRTUEEL (MICROSOFT TEAMS) GEHOU OP VRYDAG, 2 OKTOBER 2020 OM 09:00

PRESENT / TEENWOORDIG

Performance, Risk and Audit Committee / Prestasie-, Risiko- en Ouditkomitee

Mr / Mnr J George (Chairperson / Voorsitter)

Mr / Mnr T Lesihla

Ms / Me C Fagan

Mr / Mnr S Redelinghuys

Officials / Amptenare

Mr / Mr D Nasson (Municipal Manager / Munisipale Bestuurder)

Mr / Mnr M Mpeluza (Director: Corporate Services / Direkteur: Korporatiewe Dienste)

Mr / Mnr G Louw (Head: Internal Audit / Hoof: Interne Oudit)

Mr / Mnr W Mars (Manager: Financial Administration / Bestuurder: Finansiële Administrasie)

Mr / Mnr C Wessels (Manager: Administration / Bestuurder: Administrasie)

Ms / Me S Hendricks (Senior Internal Auditor / Senior Interne Ouditeur)

Other representatives / Ander verteenwoordigers

Mr / Mnr D van Huyssteen (AGSA)

Mr / Mnr J Jansen van Rensburg (AGSA)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson, Mr J George, welcomed everyone at the meeting and confirmed the attendance verbally and virtually by appearing on the screen.

The Chairperson mentioned that due to the application for leave of absence from the meeting, received from the Acting Chief Financial Officer (CFO), all financial items will be held in abeyance until the next meeting i.e. items:

- 8.1: Section 71 Monthly Budget Statement Reports: January until August 2020.
- 8.3: Quarterly Budget Statement [Section 52(d)] Report: 1 January 2020 until 31 March 2020.
- 8.4: Quarterly Budget Statement [Section 52(d)] Report: 1 April 2020 until 30 June 2020.

NOTED / AANGETEKEN

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

(a) An application for leave of absence from the meeting was received from the Deputy Chairperson, Mr Jean Basson.

(b) Apologies for absence from the meeting were received from the Acting Chief Financial Officer and the Manager: Projects and Performance.

RESOLVED

(a) that the application for leave of absence from the meeting, received from Mr Jean Basson (Deputy Chairperson) be approved and accepted.

(b) that the apologies for absence from the meeting, received from the Acting Chief Financial Officer and the Manager: Projects and Performance, be approved and accepted.

3. ATTENDANCE REGISTER, CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION

The Attendance Register and Confidentiality and Conflict of Interest Declaration is attached as **annexure 3**.

Attendance was confirmed by voice and video presence and the Confidentiality and Conflict of Interest Declaration was verbally declared.

NOTED

4. MINUTES

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

RESOLVED

That the minutes of the Performance, Risk and Audit Committee meeting, held on 7 February 2020, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die Prestasie-, Risiko- en Ouditkomitee vergadering, gehou op 7 Februarie 2020, goedgekeur en deur die Voorsitter onderteken word.

4.2 Corrections and matters from the minutes

None

NOTED

4.3 PRAC resolutions register (5/14/4)

The Head: Internal Audit tabled the PRAC resolutions register. The following matters were highlighted:

- Sequence 120: Outsourcing the IT Governance Audit:

  Due to the COVID-19 lockdown and pandemic the matter could not be finalised. Discussions will be held between the Head: Internal Audit and the Municipal Manager.

- That the Annual Report 2019/2020 requires that a schedule of items referred by the Performance, Risk and Audit Committee to Council be included and the resolutions of Council on those.

RESOLVED

(a) that the Performance, Risk and Audit Committee, after consideration, took notice of the Resolutions Register as at 25 August 2020 and accepted same.

(b) that notice was taken of the PRAC Resolutions Register in the Annual Report 2019/2020.

5. PRESENTATIONS

None

NOTED

6. PERFORMANCE MANAGEMENT

6.1 Internal Audit Report: Performance Management System: Quarter 2 of 2019/2020 (5/14/3)

- Seven findings were identified.
- On the KPI to report to the Executive Mayoral Committee on progress of the Ceres Business Initiative the Senior Management and Internal Audit will work on a solution.

RESOLVED

that the Performance, Risk and Audit Committee took notice of the Internal Audit Report on the Performance Management System for the second quarter of 2019/2020 and, after consideration, accepted same.

6.2 Performance, Risk and Audit Committee: First Bi-Annual Report on Performance Management: 2019/2020 (5/14/4)

RESOLVED

(a) that the Performance, Risk and Audit Committee members will submit their comments by 9 October 2020 to the Chairperson.

(b) that the Chairperson and Head: Internal Audit will finalise the First Bi-Annual Report of the Performance, Risk and Audit Committee to Council on Performance Management for 2019/2020 by 16 October 2020.

7. RISK MANAGEMENT

7.1 Risk Management Report: 3rd Quarter 2019/2020: Executive Summary (2/12/1)

RESOLVED

that the Performance, Risk and Audit Committee took notice of the Executive Summary of the Risk Management Report for the third quarter of 2019/2020 and, after consideration, accepted same.

7.2 Risk Management Report: 4th Quarter 2019/2020: Executive Summary (2/12/1)

RESOLVED

that the Performance, Risk and Audit Committee took notice of the Executive Summary of the Risk Management Report for the fourth quarter of 2019/2020 and, after consideration, accepted same.

8. AUDIT AND FINANCIAL MANAGEMENT

8.1 Section 71 Monthly Budget Statement Reports of the Directorate Finance: January, February, March, April, May, June, July and August 2020 (9/1/2/2)

RESOLVED

that the matter in respect of the Section 71 Monthly Budget Statement Reports for the period January 2020 until August 2020 be held in abeyance until the next meeting.

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

- The Performance, Risk and Audit Committee enquired with regard to the relevance of Traffic Services in March 2014 and also the cash handling in April 2015.
- The Directorate Finance will update the matter and only findings up to three years will be considered in the next report.

RESOLVED

that the Performance, Risk and Audit Committee took notice of and, after consideration, accepted the follow-up report on the implementation of previously reported internal audit findings.

8.3 Quarterly Budget Statement [Section 52(d)] Report: 3rd Quarter of 2019/2020 (1 January 2020 until 31 March 2020) (9/1/1 & 9/1/2/2)

RESOLVED

that the matter in respect of the Quarterly Budget Statement Report in terms of Section 52(d) for the third quarter of 2019/2020 (1 January 2020 until 31 March 2020) be held in abeyance until the next meeting.

8.4 Quarterly Budget Statement [Section 52(d)] Report: 4th Quarter of 2019/2020 (1 April 2020 until 30 June 2020) (9/1/1 & 9/1/2/2)

RESOLVED

that the matter in respect of the Quarterly Budget Statement Report in terms of Section 52(d) for the fourth quarter of 2019/2020 (1 April 2020 until 30 June 2020) be held in abeyance until the next meeting.

8.5 Internal Audit Report: Human Resources: Time and Attendance: 2019/2020 (5/14/2)

The Senior Internal Auditor reported that 14 findings were registered. Documented in annexure 8.5 of the agenda.

RESOLVED

(a) that the Municipal Manager and Director: Corporate Services address the matter in respect of the Service Level Agreement with Internal Audit.

(b) that the matter in respect of the Internal Audit Report on Time and Attendance of 2019/2020 for Human Resources could not be concluded and that the matter be held in abeyance until the next meeting.

8.6 Internal Audit Report: Compliance with Division of Revenue Act of 2019 (DORA) (5/14/2)

RESOLVED

that the Performance, Risk and Audit Committee took notice of the Internal Audit Report on Compliance with the Division of Revenue Act (DORA) of 2019 and, after consideration, accepted same.

8.7 Internal Audit Report: Cash Receipting: 2019/2020 (5/14/2)

RESOLVED

(a) that Internal Audit reassesses the Section Cash Handling again and submits the latest report.

(b) that the Performance, Risk and Audit Committee took notice of the Internal Audit Report on Cash Receipting for 2019/2020 and, after consideration, accepted same.

8.8 PRAC 2020 review of PRAC Charter: 1 July 2020 until 30 June 2021 (5/14/4)

RESOLVED

(a) that the Performance, Risk and Audit Committee, after consideration, accepts the PRAC Charter for the period 1 July 2020 until 30 June 2021.

(b) that the Head: Internal Audit finalises the reviewed PRAC Charter supra (a) and tables same thereafter to Council for approval.

8.9 PRAC 2020 review of Internal Audit Charter: 1 July 2020 until 30 June 2021 (5/14/4)

RESOLVED

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

that notice be taken of the 2020 reviewed Internal Audit Charter for the period 1 July 2020 until 30 June 2021 and, after consideration, same be adopted.

8.10 Status report on implementation of the Internal Audit Risk Based Audit Plan (RBAP): 2019/2020 (5/14/2)

- The Performance, Risk and Audit Committee mentioned that the period until June 2020 was difficult due to the COVID-19 lockdown.
- It was furthermore difficult to get hold of documents. Senior Management keeps original documents in safe to prevent virus contamination.

RESOLVED

that the Performance, Risk and Audit Committee took notice of the status report on the implementation of the Internal Audit Risk Based Audit Plan (RBAP) for 2019/2020 and, after consideration, accepted same.

8.11 Draft Annual Risk Based Audit Plan: 2020/2021 (5/14/2)

RESOLVED

(a) that the Head: Internal Audit will relook and evaluate the planned hours of the Annual Risk Based Audit Plan for 2020/2021 and submit again.

(b) that the Head: Internal Audit consults with Mr Jansen van Rensburg of AGSA with regard to Provision Year-end Stock Count of 180 hours.

9. OTHER MATTERS

9.1 Appointment of a Chief Financial Officer

The Municipal Manager informed the Performance, Risk and Audit Committee that the former CFO of the municipality, Mr Cobus Kritzinger, was appointed by Council as the new Chief Financial Officer.

NOTED

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

RESOLVED

that the next meetings of the Performance, Risk and Audit Committee will be held virtually on:

(a) 23 October 2020 at 09:00 in respect of the Financial Statements and Reports and

(b) 27 November 2020 at 09:00.

11. PRAC-in-COMMITTEE

NOTULE VAN DIE SPESIALE UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING VAN MUNISIPALITEIT WITZENBERG, VIRTUEEL (Microsoft Teams) GEHOU OP DONDERDAG, 8 OKTOBER 2020 OM 09:00

TEENWOORDIG

Raadslede

Raadsheer BC Klaasen (Uitvoerende Burgemeester/Voorsitter)
Raadsheer K Adams (Uitvoerende Onderburgemeester)
Raadsheer HJ Smit
Raadsheer JJ Visagie
Raadslid TE Abrahams
Raadslid EM Sidego

Amptenare

Mnr. D Nasson (Munisipale Bestuurder)
Mnr. C Wessels (Bestuurder: Administrasie)
Mnr. R Rhoce (ICT Administrateur)

Ander verteenwoordigers

Mnr. N van Huyssteen (Witzenberg Toerisme)
Me. N Dicey (Witzenberg Toerisme)
Me. A Walters (Witzenberg Toerisme)

1. OPENING EN VERWELKOMING

Die Voorsitter verwelkom almal en versoek daarna Raadslid E Sidego om die vergadering met gebed te open.

AANGETEKEN

2. OORWEGING VAN AANSOEKE OM VERLOF TOT AFWESIGHEID (3/1/2/1)

Geen

AANGETEKEN

3. GEDELEGEERDE BEVOEGDHEDE

3.1 Ongelukkigheid met verteenwoordigers van die Witzenberg Toerisme gedurende die COVID-19 grendeltyd (10/1/1)

Die Voorsitter gee 'n agtergrond van die gebeure wat tot die vergadering gelei het. Die Voorsitter verwys na goeie verhoudings wat gehandhaaf was en as gevolg van al die negatiewe publikasie geskaad is. Die ooreenkoms tussen Witzenberg Toerisme en Munisipaliteit Witzenberg is in die finale jaar en die munisipaliteit beoog om die ooreenkoms te hersien. Die Raad is sodanig ingelig. 'n Prestasiemeting ten opsigte van Witzenberg Toerisme word beplan en maandelikse verslae van toerismeaktiwiteite moet aan die Raad voorgelê word.

Na 'n deeglike bespreking van die probleem sluit die vergadering op 'n positiewe noot dat die gebeure van die verlede nie ongedaan gemaak kan word nie en dat die oog op die toekoms moet bly.

BESLUIT

(a) dat die Witzenberg Toerismeraad die kommunikasieprotokol tussen Munisipaliteit Witzenberg en die Witzenberg Toerismeraad onderskryf.

(b) dat die lede van die Witzenberg Toerismeraad en alle administratiewe personeel hulle weerhou van openbare kritiek teen die munisipaliteit, ampsdraers en/of munisipale amptenare.

(c) dat alle klagtes ten opsigte van munisipale besluite en/of optrede verwys word na die Voorsitter van die Komitee vir Toerisme van die Raad.

(d) dat die munisipaliteit die Memorandum van Ooreenkoms met die Witzenberg Toerismeraad hersien.

(e) dat die Munisipaliteit Witzenberg die finansiële onderneming met die Witzenberg Toerismeraad eerbiedig ingevolge die Memorandum van Oorenkoms rakende die oordra van fondse.

4. VERDAGING

Die vergadering verdaag om 09:40.

Goedgekeur op _____ met / sonder wysigings.

_____

RAADSHEER BC KLAASEN
UITVOERENDE BURGEMEESTER

/MJ Prins

MINUTES OF THE SPECIAL PERFORMANCE, RISK AND AUDIT COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, VIRTUALLY (MICROSOFT TEAMS) HELD ON TUESDAY, 27 OCTOBER 2020 AT 09:00

PRESENT

Performance, Risk and Audit Committee

Mr J George (Chairperson)
Mr S Redelinghuys
Ms C Fagan
Mr T Lesihla

Officials

Mr D Nasson (Municipal Manager)
Mr J Swanepoel (Manager: Projects and Performance)
Mr A Raubenheimer (Acting Director: Finance)
Ms S Hendricks (Acting Head: Internal Audit)
Mr C Wessels (Manager: Administration)
Mr C Titus (Committee Clerk)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present.

NOTED

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

(a) An application for leave of absence from the meeting was received from Mr J Basson (Deputy Chairperson).

(b) Apologies for absence from the meeting were received from Messrs G Louw (Head: Internal Audit) and M Mpeluza (Director: Corporate Services).

RESOLVED

(a) that the application for leave of absence from the meeting, received from Mr J Basson (Deputy Chairperson), be approved and accepted.

(b) that the apologies for absence from the meeting, received from Messrs G Louw (Head: Internal Audit) and M Mpeluza (Director: Corporate Services), be approved and accepted.

3. ATTENDANCE REGISTER AND CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION

Attendance was confirmed by voice and video presence and the Confidentiality and Conflict of Interest Declaration was verbally declared.

NOTED

4. AUDIT AND FINANCIAL MANAGEMENT

4.1 Section 71 Monthly Budget Statement Reports of the Directorate Finance: January, February, March, April, May, June, July and August 2020 (9/1/2/2)

RESOLVED

that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for January, February, March, April, May, June, July and August 2020 be held in abeyance until the next meeting.

4.2 Quarterly Budget Statement [Section 52(d)] Report: 3rd Quarter of 2019/2020 (1 January 2020 until 31 March 2020) (9/1/1 & 9/1/2/2)

RESOLVED

that the Quarterly Budget Statement [Section 52(d)] Report for the third quarter of 2019/2020 be held in abeyance until the next meeting.

4.3 Quarterly Budget Statement [Section 52(d)] Report: 4th Quarter of 2019/2020 (1 April 2020 until 30 June 2020) (9/1/1 & 9/1/2/2)

RESOLVED

that the Quarterly Budget Statement [Section 52(d)] Report for the fourth quarter of 2019/2020 be held in abeyance until the next meeting.

4.4 Second review of Annual Financial Statements for the year ended 30 June 2020
(5/3/1)

RESOLVED

that the Annual Financial Statements for the year ended 30 June 2020 be accepted on condition of final changes to be received and after that submission to the Auditor-general of South Africa.

5. OTHER MATTERS

None

NOTED

6. NEXT MEETING
(03/1/2/3)

The next meeting of the Performance, Risk and Audit Committee will be held virtually (Microsoft Teams) on Friday, 27 November 2020 at 09:00.

NOTED

7. ADJOURNMENT

The meeting adjourned at 09:55.

Approved on _____ with / without amendments.

_____
J GEORGE
CHAIRPERSON

/MJ Prins

MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, VIRTUALLY HELD ON MONDAY, 23 NOVEMBER 2020 AT 09:00

PRESENT

Executive Mayoral Committee

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

Officials

Mr D Nasson (Municipal Manager)
Mr O Gatyene (Acting 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 C Wessels (Manager: Administration)
Mr C Titus (Committee Clerk)
Mr R Rhode (ICT Administrator)
Ms M Prins (Word Processor Operator)

1. OPENING AND WELCOME

The Executive Mayor welcomed everyone and requested Alderman H Smit after that to open the meeting with a prayer.

NOTED

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

RESOLVED

that notice be taken of the apology for absence from the meeting, received from the Director: Technical Services, and same be accepted.

BESLUIT

dat kennis geneem word van die verskoning vir afwesigheid van die vergadering, ontvang vanaf die Direkteur: Tegniese Dienste, en genoemde aanvaar word.

3. MINUTES

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

RESOLVED

That the following minutes be approved and signed by the Executive Mayor:

(i) Executive Mayoral Committee meeting, held on 28 September 2020.
(ii) Special Executive Mayoral Committee meeting, held on 8 October 2020.

BESLUIT

Dat die volgende notules goedgekeur en deur die Uitvoerende Burgemeester onderteken word:

(i) Uitvoerende Burgemeesterskomitee vergadering, gehou op 28 September 2020.

(ii) Spesiale Uitvoerende Burgemeesterskomitee vergadering, gehou op 8 Oktober 2020.

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

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
3.2.1	17/2/2	7.2.6 of 28-09-2020 Provision of chemical toilets: Pine Valley, Wolseley	Technical Services	In loco site visit to be arranged.		
3.2.2	5/6/1	7.3.3 of 28-09-2020 W/berg Municipal Housing Pipeline for 2020/2021	Community Services	Pipeline for outer years to be updated.		
3.2.3	17/18/1	7.3.4 of 28-09-2020 Allocation of land for informal traders: Tulbagh	Community Services	In loco site visit to be arranged.		

RESOLVED

that notice be taken of the outstanding matters.

BESLUIT

dat kennis geneem word van die uitstaande sake.

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

(a) the Executive Mayor referred to the taxi violence in Nduli and mentioned that the matter was taken up with inter alia Minister Bonginkozi Madikizela. The Executive Mayor expressed concern that members of the public can be affected and expressed condolences with the families of those who had passed away.

(b) The Executive Mayor mentioned that the matter about the sand mine at Prince Alfred's Hamlet had been discussed and that further deliberations will follow.

(c) The Executive Mayor expressed concern with regard to the cleanliness of the residential areas. More vehicles are needed to keep the residential areas effectively clean.

(d) The Executive Mayor mentioned that the financial revenue targets have not been reached due to the COVID-19 impact. Only 86 % has been obtained. The municipal budget is R27 million under-budgeted due to the COVID-19 impact. All directorates are requested to implement savings immediately.

(e) The Executive Mayor requested that everybody should be careful during the festive season. The municipality expects to face challenges at The Island Resort swimming pool and the water pools in the river and mountains, especially at Witels.

(f) The Executive Mayor mentioned that a Thanksgiving Day is being planned for 16 December 2020 in Bella Vista, Ceres. More information in respect of the event will follow.

(g) The Executive Mayor requested everyone to work hard during the coming last months of the political term and to improve the living conditions of the residents of Witzenberg municipal area.

NOTED

5. INTERVIEWS WITH DELEGATIONS

None

NOTED

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Direktoraat Tegniese Dienste / Directorate Technical Services

6.1.1 Appeal against application for consent use for place of entertainment: Erf 1386, 60 Lyell Street, Ceres (15/4/1/1/23)

RESOLVED

that the appeals of Mr and Mrs van Huffel and Mr J Armitage against the decision of the Witzenberg Planning Tribunal to approve the application for consent use for a place of entertainment on erf 1386, 60 Lyell Street, Ceres be dismissed and the decision of the Tribunal be confirmed.

BESLUIT

dat die appèlle van Mnr en Mev van Huffel en Mnr J Armitage teen die besluit van die Witzenberg Beplanningstribunaal vir die goedkeuring van die aansoek om vergunningsgebruik vir 'n plek van vermaak op erf 1386, Lyellstraat 60, Ceres van die hand gewys word en die besluit van die Tribunaal bevestig word.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Direktoraat Finansies / Directorate Finance

7.1.1 Section 71 Monthly Budget Statement Reports of the Directorate Finance: August and September 2020 (9/1/2/2)

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August and September 2020 and, after consideration, same be approved.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat kennis geneem word van die Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies vir Augustus en September 2020 en genoemde, na oorweging, goedgekeur word.

7.1.2 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter 2020/2021 (1 July 2020 until 30 September 2020) (9/1/2/2)

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 July 2020 until 30 September 2020.

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

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(a) dat kennis geneem word van die Kwartaallikse Begrotingsverslag ingevolge Artikel 52(d) vir die tydperk 1 Julie 2020 tot 30 September 2020.

(b) dat die verslag verwys word na die Munisipale Publieke Rekeninge Komitee en die Prestasie-, Risiko- en Ouditkomitee van die Raad vir hul aanbevelings aan die Raad.

7.1.3 Finance: Adjustment Budget: 2020/2021 (5/1/1/19)

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the Adjustment Budget of Witzenberg Municipality for the financial year 2020/2021, 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) and

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

7.2 Direktoraat Tegniese Dienste / Directorate Technical Services

7.2.1 Approval of methodology, allowable limit and motivation of refit tariff: Small Scale Embedded Generation (SSEG) Policy (16/3/P)

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(i) that the matter in respect of the Small Scale Embedded Generation Policy be workshopped by Council and after that be tabled to Council again.

(ii) that the Executive Mayoral Committee forms an ad hoc committee to discuss the matter supra (a) and obtain more information in respect of the impact on the municipality.

7.2.2 Phillip Street from Van Riebeeck to Owen Street, Ceres: Permanently changing to one-way street (16/4/2)

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that a traffic impact study be done in respect of the matter to change Phillip Street from Van Riebeeck to Owen Street, Ceres in a permanent one-way street and after that be tabled to Council again.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat 'n verkeersimpakstudie gedoen word aangaande die aangeleentheid om Phillipstraat vanaf Van Riebeeck- tot Owenstraat, Ceres in 'n permanente eenrigtingstraat te verander en daarna weer aan die Raad voorgelê word.

7.2.3 Witzenberg Municipality: Roads and Storm Water Master Plans: June 2020
(16/4/P)

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Roads and Storm Water Master Plans: June 2020 be workshopped by Council and after that be submitted to Council.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die aangeleentheid aangaande die Strate en Stormwater Meesterplanne: 2020 op 'n werkswinkel deur die Raad bespreek word en daarna aan die Raad voorgelê word.

7.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

7.3.1 Application for available land for construction of a centre for persons with disabilities (15/2/2/R)

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the building in Bella Vista Ceres, where the South African Police Services were previously accommodated, be approved as a structure for a centre for persons with disabilities.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die gebou in Bella Vista, Ceres waar die Suid-Afrikaanse Polisiediens vroeër geakkommodeer was, goedgekeur word as 'n struktuur vir 'n sentrum vir persone met gestremdhede.

7.3.2 Ceres Bowling Club: Erf 1198, Phillip Street, Ceres: Planned expansion of clubhouse (07/1/3)

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the planned expansion of the Ceres Bowling Clubhouse on erf 1198, Phillip Street, Ceres be held in abeyance until the next meeting.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die aangeleentheid aangaande die beplande uitbreiding van die Rolbalklubhuis op erf 1198, Phillipstraat, Ceres oorstaan tot die volgende vergadering.

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

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(i) that the matter in respect of the lease of the old Malikhanye Crèche on erf 1, Pine Valley, Wolseley be advertised for a public participation process.

(ii) that the Section Supply Chain Management provides inputs in the procurement process supra (a) to ensure a fair, open and transparent process.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(i) dat die aangeleentheid aangaande die verhuring van die ou Malikhanye Crèche op erf 1, Pine Valley, Wolseley geadverteer word vir 'n publieke deelnameproses.

(ii) dat die Afdeling Voorsieningskanaalbestuur insette lewer in die verkrygingsproses supra (a) om 'n regverdige, oop en deursigtige proses te verseker.

7.3.4 Lease of portion of Erf 1, Pine Valley, Wolseley: Old Malikhanye Crèche
(7/1/4/1)

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(i) that the matter in respect of the lease of the old Malikhanye Crèche on erf 1, Pine Valley, Wolseley be advertised for a public participation process.

(ii) that the Section Supply Chain Management provides inputs in the procurement process supra (a) to ensure a fair, open and transparent process.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(i) dat die aangeleentheid aangaande die verhuring van die ou Malikhanye Crèche op erf 1, Pine Valley, Wolseley geadverteer word vir 'n publieke deelnameproses.

(ii) dat die Afdeling Voorsieningskanaalbestuur insette lewer in die verkrygingsproses supra (a) om 'n regverdige, oop en deursigtige proses te verseker.

7.3.5 Housing: Selection criteria of beneficiaries for the allocation of serviced sites in Vredebes, Ceres (17/04/1/1/2/4)

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the selection criteria of beneficiaries for the allocation of serviced sites in Vredebes, Ceres be referred to the Committee for Housing Matters for thorough consultation and after that be submitted to Council again.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die aangeleentheid aangaande die seleksiekriteria van begunstigdes vir die toekenning van gedienste erwe in Vredebes, Ceres na die Komitee vir Behuisingsaangeleenthede verwys word vir deeglike konsultasie en daarna weer aan die Raad voorgelê word.

7.3.6 Request from Witzenberg Abuse Crisis Centre to utilise Haven Night Shelter as safe house for gender based violence victims (17/16/1)

RESOLVED

(a) that Mr Mark Mentor be invited to attend the next Executive Mayoral Committee meeting to make a presentation about the application of the Witzenberg Abuse Crisis Centre to utilise the Haven Night Shelter as a safe house for gender based violence victims.

(b) that the matter about the Haven Night Shelter be investigated and be discussed in the interim.

BESLUIT

(a) dat mnr. Mark Mentor na die volgende Uitvoerende Burgemeesterskomitee vergadering uitgenooi word om 'n aanbieding te doen in verband met die Witzenberg Abuse Crisis Centre se aansoek om die Haven Nagskuiling as 'n skuilhuis vir slagoffers van geslagsgebaseerde geweld te gebruik.

(b) dat die aangeleentheid omtrent die Haven Nagskuiling ondersoek word en in die tussentyd bespreek word.

7.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

7.4.1 Request from PALS (Partners in Agri Land Solutions) to Witzenberg Municipality to join as a member (12/1/2/1)

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that membership of PALS (Partners in Agri Solutions) not be taken up, but that the matter be considered again in the new financial year due to financial constraints.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat daar nie lidmaatskap van PALS (Partners in Agri Solutions) geneem word nie, maar dat die aangeleentheid in die nuwe finansiële jaar weer oorweeg word as gevolg van finansiële beperkings.

7.4.2 Proposed Council meeting program: January until December 2021 (3/1/2/3)

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposed meetings program of Council for January until December 2021 be held in abeyance until the next meeting to be synchronised with the meetings of the Western Cape Government.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die aangeleentheid aangaande die voorgestelde vergaderingsprogram van die Raad vir Januarie tot Desember 2021 oorstaan tot die volgende vergadering om met die vergaderings van die Wes-Kaapse Regering gesinchroniseer te word.

7.4.3 Public Participation Process Policy (2/2/P)

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Public Participation Process Policy be workshopped by Council and after that be tabled to Council.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die aangeleentheid aangaande die Openbare Deelnameproses Beleid op 'n werkswinkel deur die Raad bespreek word en daarna aan die Raad voorgelê word.

7.4.4 Sale of municipal land: Erf 622, Wolseley (7/1/4/2)

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that Messrs Lotus South Africa Manufacturing be invited to make a presentation at the next Executive Mayoral Committee meeting in respect of their request for the sale of municipal land (erf 622) in Wolseley.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat Mnre. Lotus South Africa Manufacturing uitgenooi word om 'n aanbieding by die volgende Uitvoerende Burgemeesterskomitee vergadering te doen aangaande hul versoek vir die verkoop van munisipale grond (erf 622) in Wolseley.

7.4.5 Sale of municipal land: Unregistered erf in Schoonvlei industrial area, Ceres
(7/1/4/2)

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the sale of an unregistered erf in Schoonvlei industrial area, Ceres be held in abeyance until the next Executive Mayoral Committee meeting.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die aangeleentheid aangaande die verkoop van 'n ongeregistreerde erf in Schoonvlei industriële gebied, Ceres oorstaan tot die volgende Uitvoerende Burgemeesterskomitee vergadering

7.4.6 Acquisition of old Post Office building: Tulbagh
(7/1/4/1)

RESOLVED

that the matter in respect of the acquisition of the old Post Office building in Tulbagh be held in abeyance until the next Executive Mayoral Committee meeting to obtain all the necessary information.

BESLUIT

dat die aangeleentheid aangaande die verkryging van die ou Poskantoorgebou in Tulbagh tot die volgende Uitvoerende Burgemeesterskomitee vergadering oorstaan ten einde al die nodige inligting in te win.

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

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the property exchange transaction of erf 5957, Nduli and Nduli commonage (erf 5958), Ceres be held in abeyance until the next Executive Mayoral Committee meeting to obtain all the necessary information.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die aangeleentheid aangaande die eiendomsruiltransaksie van erf 5957, Nduli en Nduli meentgrond (erf 5958), Ceres oorstaan tot die volgende Uitvoerende Burgemeesterskomitee vergadering ten einde al die nodige inligting in te win.

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None.

NOTED

9. FORMAL AND STATUTORY MATTERS

None.

NOTED

10. EXECUTIVE MAYORAL COMMITTEE-IN-COMMITTEE



FRAUD AND CORRUPTION PREVENTION STRATEGY

July 2020

Ref. 2/12/P

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1. INTRODUCTION

This fraud and corruption prevention strategy outlines the plan on how the Municipality will go about implementing its fraud and corruption prevention policy. It links closely to Witzenberg Municipality's vision and supports its values of openness, honesty and performing to the highest standards. Financial sustainability, maintaining a track record of successive unqualified audits and zero tolerance to fraud and corruption will remain crucial priorities, which then must progress towards clean audit outcomes.

National Government has expressed concern about the state of local government and has identified various initiatives to redress the perilous state in which many municipalities across the country find themselves, incl. the following:

- Huge service delivery and backlog challenges (eg. Housing, water and sanitation);
- Poor communication and accountability relationships with communities;
- Problems with political administrative interfaces;
- Corruption and Fraud;
- Poor financial management (eg. negative audit reports);
- Many service delivery protests;
- Weak civil society formations;
- Intra- and inter-political party issues negatively affecting governance and service delivery;
- Insufficient municipal capacity due to scarcity of skills.

Fraud prevention is about changing organisational features that allow fraud to occur and possibly go unnoticed or unreported. Fraud control is an essential element of sound corporate governance and internal risk controls.

2. OBJECTIVE

The objective of this strategy is to cover a wide range of activities from such minor transgressions as the misappropriation of office stationery by a staff member to more serious crimes such as misrepresentations by Senior Management and Councillors to Council, the public and creditors, and misuse of confidential information.

3. LEADERSHIP

Council and Management must provide policies, procedures and internal controls for Witzenberg Municipality that ensures the public, staff members and government that the municipality promotes a responsive, accountable, effective and efficient municipality.

The strategy is also established to give effect to the various legislative instruments relating to fraud and corruption, as to set down the stance of zero tolerance to fraud and corruption, and to assist risk management to reinforce existing policies, systems and procedures.

4. INTERNAL CONTROL ACTIVITIES

Witzenberg Municipality aims to have sound financial systems and procedures which incorporate efficient and effective internal controls. The municipality utilizes the national anti-corruption hotline, telephone number 0800- 701 701.

Control activities are policies and procedures, which are the actions of people to implement the policies, to help ensure that management's risk responses are carried out.

Types of Control Activities

Internal Controls are preventative, detective or corrective by nature.

- Preventative Controls are designed to keep errors or irregularities from occurring in the first place;
- Detective Controls are designed to detect errors or irregularities that may have occurred;
- Corrective Controls are designed to correct errors or irregularities that have been detected.

Internal Control

Internal control is an integral part of risk management. Control procedures relate to the actual policies and procedures in addition to the control environment that management has established to achieve the department's objectives. Policies and procedures help create boundaries and parameters to authority and responsibility, and also provide some scope of organizational precedent for action.

Legislative compliances checklist must be monitored and maintained. The roles and responsibilities are clearly set out in the Fraud and Corruption Prevention Policy.

5. AWARENESS, TRAINING AND DEVELOPMENT

Ensure that staff understands that the internal controls are designed and intended to prevent and detect fraud and corruption or any other dishonest activities of a similar nature. Awareness, training and development programmes should be included in the Risk Management Implementation plan.

6. EMPLOYEE SCREENING

Potential new members of staff must be screened before appointment, particularly for posts with financial responsibility. For example:

- References shall cover a reasonable, continuous period; and any gaps should be explained;

- An official employer's reference shall be sought;
- Doubts about the contents of the reference should be resolved before confirming the appointment;
- Relevant qualifications shall be checked before making an offer of employment;
- Recruitment procedures shall require applicants to declare any associations with existing Councillors or staff. Members of recruitment panels shall similarly be required to declare such associations.

7. STANDARD TENDER AND CONTRACT DOCUMENTATION

Senior managers involved in the issue of tender and contract documentation shall ensure anti-corruption clauses are included in the documentation. This will not strengthen the Municipality's legal position in the event of attempted or actual corruption, because this is covered by legislation. However, it may act as an effective reminder to contractors, suppliers and the Municipality's own employees that selflessness is required in commercial relationships.

The following is an example of an anti-corruption clause for inclusion in standard tender and contract documentation:

You shall not give, provide, or offer to our staff and agents any loan, fee, reward, gift (except items of negligible intrinsic value) or any emolument or advantage whatsoever. In the event of any breach of this condition, we shall, without prejudice to any other rights we may possess, be at liberty forthwith to terminate the contract and to recover from you any loss or damage resulting from such termination.

8. DECLARATION OF INTERESTS

Open cultures are less conducive to fraud and irregularity than secretive ones. For this reason, the need for Councillors to declare and register their interests is required. Staff must declare and register their interests where appropriate. Staff at many levels will have an opportunity to influence the choice of suppliers and contractors. Management procedures must recognise this and should ensure that the selection of suppliers and contractors always reflects the best interests of the Municipality and not the personal or family interest of any member of the Municipality.

9. DETECTION

No system of preventative measures can guarantee that frauds will not occur. The Municipality can, however, implement detection measures to highlight irregular transactions. Correct investigation techniques ensure that any matters highlighted through audit and detection methods are handled in an unbiased, professional manner. Matters need to be handled having regard to Industrial Relations guidelines to minimise the risk of claims for unfair dismissal should this course of action be taken. The requirements of the Whistleblowers policy must also be considered.

10. RISK ASSESSMENT

Risk Management is about the identification, evaluation and minimisation of identifiable risks. The Council's risk assessment process must be ongoing and be sufficiently robust to enable all key fraud risks to be identified. Risk assessment should address both the internal and external environments of the Council and they should cover all functions and operations to establish the level, nature, form and likelihood of risk exposure.

Fraud can be minimised through carefully designed and consistently operated management procedure, which deny opportunities for fraud. The classic way to guard against fraud in financial systems is the separation of duties so that no individual has undue management of payments, income or assets.

Accountability is the key to providing a deterrent to fraud and theft. Training conveys the organisational culture to the staff and gives them sufficient confidence and direction to implement the policies and procedures.

11. MONITORING AND REPORTING

The municipality will on on-going basis monitor, measure and report on the implementation of fraud management to evaluate, remedy, and continuously improve the organization's fraud detection techniques. If deficiencies are found, management should ensure that improvements and corrections are made as soon as possible. Management should institute a follow-up plan to verify that corrective or remedial actions have been taken.

12. REVIEW AND APPROVAL OF THE STRATEGY

The Chief Risk Officer shall annually review this strategy and seek advice from the Performance Risk and Audit Committee to determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

WHISTLE BLOWING POLICY

July 2020

It is the responsibility of all employees to report all incidents of fraud, corruption or any other dishonest activities of a similar nature to national fraud hotline 0800-701-701.

Ref: 2/12/P

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1. Introduction

Witzenberg Municipality is committed to act against fraud and corruption within the municipality, whether the perpetrators are internal or external.

The Whistle Blowing Policy forms part of the Municipality's commitment to work towards and an administration that is open and transparent. Council is aware that when employees of the Municipality realize something is not right within the Municipality, they may not want to express their concerns because they feel that doing so would be disloyal to their colleagues or the Municipality and they may also hold back in fear, for example, fear of harassment or even victimization. Understood correctly, whistle-blowing is not about informing in the negative, anonymous sense but rather about raising a concern about malpractice within Witzenberg Municipality.

This policy serves as a tool by which staff can raise concerns where they have reasonable grounds for believing that there is fraud, corruption or maladministration within the municipality.

The policy promises confidentiality and nobody will be penalised or victimised for disclosing in good faith information that is in the municipality's best interest.

It is also the purpose of this policy to prevent the cycle of silence and inaction and to prevent fraud and corruption.

2. Legal Framework

The Protected Disclosures Act, Act 26 of 2000, which became effective in February 2001, provides protection to employees for disclosures made without malice and in good faith, in defined circumstances. In terms of the Protected Disclosures Act employees can blow the whistle on fraud and corruption in the working environment without the fear of suffering an occupational detriment as defined by the Act. Council encourages employees to raise matters of concern responsibly through the procedures laid down in this policy document.

3. Objectives

The objectives of this policy are to:

- Promote the zero tolerance on criminal and other irregular conduct within Witzenberg Municipality;
- Encourage the reporting of matters that may cause financial or non-financial loss to the Municipality or damage to the Municipality's reputation; and
- Provide for the appropriate systems and mechanism for reporting.

4. Scope

The policy is designed to deal with concerns raised in relation issues relating to fraud, corruption, misconduct and malpractice within Witzenberg Municipality. The policy will not apply to personal grievances, which will be dealt with under existing procedures on grievance, discipline and misconduct. Details of these procedures are obtainable from the Human Resources Department. The policy covers all genuine concerns raised including:

- Financial misconduct, including theft and procurement fraud;
- Health and safety risks;
- Environmental damage;
- Unfair discrimination;
- Corruption and misconduct;
- Bribery; and
- Attempts to suppress or conceal any information relating to any of the above.

If in the course of an investigation any concern raised in relation to the above matters appears to the investigator to relate more appropriately to grievance or discipline, those procedures will be evoked.

5. Roles and Responsibilities

The identity of the whistleblower person be protected and the matter shall be treated be confidential.

5.1 Council

It is the responsibility of Council to approve and exercise oversight over the implementation and effectiveness of the Whistle Blowing policy.

5.2 Performance, Risk and Audit Committee

The Performance, Risk and Audit Committee will advise Council if an investigation (other than a financial misconduct allegation) is needed or to request an investigation.

Allegations of financial misconduct will be reported by a delegated person of the Performance Risk and Audit Committee according to regulation 3 of the Municipal Regulations on Financial and Criminal Proceedings.

5.3 Management

It is the responsibility of management to develop sufficient administrative procedures to implement policy approved by Council.

5.4 Employees

It is the responsibilities of employees (including management) to report all incidents of fraud, corruption or any other dishonest activities of a similar nature to national fraud hotline 0800- 701- 701 or other additional means provided for in this policy.

6. Reporting Procedures

6.1 Introduction

It is the responsibility of employees (including line managers) to report all incidents of fraud, corruption or any other dishonest activities of a similar nature to national fraud hotline 0800-701-701.

The Municipality will respond to concerns. Testing concerns is not the same as either accepting or rejecting them. Where appropriate, the matters raised might be:

- investigated by management, internal audit, or through the disciplinary process;
- referred to the police by either the municipality or the complainant;
- referred to the Auditor-General South Africa or the Public Protector.

The earlier an employee expresses the concern the easier action can be taken. Although it is not expected to prove beyond doubt the truth of an allegation, the employee will need to demonstrate to the person contacted that there are reasonable grounds for the concern. Employees may wish to consider discussing their concern with a colleague first and they may find it easier to raise the matter if there are two (or more) who have had the same experience or concerns. Employees may invite his or her trade union representative to be present during any meetings or interviews in connection with the concerns raised.

In order to protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

Some concerns may be resolved by agreed action without the need for an investigation. If urgent action is required this will be taken before any investigation is conducted.

6.2 How to report

Concerns may be raised verbally or in writing. Verbal declarations and a written report should include as much as possible of the following information:

- What is the allegation
- Who is making the allegation? (not specifically required)
- Against whom is the allegation made
- How was the offence committed

- Where was the offence committed? (Town, location etc.)
- What municipal process or transaction has been manipulated
- At which department of the municipality has the offence took place
- Where can documentation, potential witnesses or other information be found to corroborate the allegation.

Step one: As a first step, employees of Witzenberg Municipality should raise concerns as soon as possible with their immediate manager and/or superior. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. If you feel departmental avenues are inappropriate then you should contact the national fraud hotline 0800-701-701.

Step two: If unable to raise the matter with your manager or through the fraud hotline, for whatever reason, please raise the matter either with:

1. Your Director
2. Municipal Manager
3. Chair Person of the Audit Committee
4. Head of Internal Audit

Contact details for the above mentioned are 023-316-1854 and the contact details of the Chair Person of the Audit Committee is available from the Head of Internal Audit.

Step three: If these channels have been followed and the employee still has concerns, or if the employee feels that the matter is so serious that the employee cannot discuss the matter with any of the above, again consider the National Fraud Hotline or report the matter to the Mayor or the Public Protector South Africa. Details are available at http://www.pprotect.org/.

7. Awareness

Council and the Municipal Manager Officer recognizes that the continuing success of the Whistle Blowing Policy, and its credibility, will depend largely on the effectiveness of employees throughout the organisation. In order to be sustainable, continuous awareness campaigns will be rolled out throughout Witzenberg Municipality.

8. Review and Approval of the Policy

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



Fraud and Corruption Prevention Policy and Response Plan

July 2020

Ref 2/12/P

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1. Introduction

This policy has been developed as a result of the expressed commitment of Witzenberg Municipality to fight fraud and corruption. The Council is therefore committed to the prevention, detection and investigation of all forms of fraud and corruption whether these are attempted from within or external to the municipality. The policy is also developed to give effect to the various legislative instruments relating to fraud and corruption, as to set down the stance of zero tolerance to fraud and corruption, and to assist internal audit and risk management to reinforce existing policies, systems and procedures. In addition, the Policy provides guidelines as to how to respond should instances of fraud and corruption be identified.

2. Objectives

The primary objective of this policy is to:

- assist the Accounting Officer, Council and the Performance Risk and Audit Committee to create an environment in Witzenberg Municipality that is based on the prevention and detection of fraud and corruption;
- To develop and maintain a fraud and corruption prevention hotline that is free to all stakeholders within Witzenberg Municipality;
- To ensure that Witzenberg Municipality's Council, Management and staff members are aware of its responsibilities for identifying exposures to fraudulent and corrupt activities or any other dishonest activities of a similar nature and for establishing controls and procedures for preventing such fraudulent and or corrupt activity and/or detecting such fraudulent and corrupt activity when it occurs; and
- To provide a suitable environment for the public and employees to report matters that they suspect may concern corrupt conduct, criminal conduct, criminal involvement or serious improper conduct and to ensure adequate protection to employees in circumstances where they are victimized as a consequence of reporting, or being a witness to, fraudulent and/or corrupt activities.

3. Scope of this Policy

This Policy applies to all municipal councillors, municipal staff members, and members of the public. It prohibits all acts of fraud and corruption or any other dishonest activities of a similar nature impacting or having a potential prejudice to the Municipality or members of the public.

Any investigation required will be conducted without regard to the suspected wrongdoer's length of service, position/title, seniority or relationship to Witzenberg Municipality.

4. Legislative framework

Legislation that is aimed at preventing fraud and corruption is as follow, but not limited:

- Prevention and Combating of Corrupt Activities Act, No. 12 of 2004
- Public Protector Amendment Act, No. 22 of 2003;

- Prevention of Organised Crime Second amendment Act, no. 38 of 1999;
- Protected Disclosures Act, No. 26 of 2000;
- Municipal Systems Act, No. 32 of 2000 (“MSA”);
- Financial Intelligence Centre Act, No. 38 of 2001 (FICA);
- Municipal Finance Management Act, No. 56 of 2003 (“MFMA”);
- Protection of Constitutional Democracy Against Terrorist and Related Activities Act, No. 33 of 2004 ("POCDATARA").

4.1 Prevention and Combating of Corrupt Activities Act, 12 of 2004

The Prevention and Combating of Corrupt Activities Act (generally referred to as “PRECCA”) is aimed at the strengthening of measures to prevent and combat corrupt activities.

The Act refers to a wide range of offences relating to corrupt activities. In addition to specific offences, the Act also provides for the following:

- The provision of investigative resources;
- The establishment of a register relating to persons convicted of corrupt activities;
- Placing a duty on persons in a “position of authority” to report certain corrupt transactions; and
- Extraterritorial jurisdiction in respect of offences relating to corrupt activities.

As far as offences are concerned, the Act defines a general offence of corruption. In addition to the general offence, certain specific offences are defined relating to specific persons or specific corrupt activities. The offences defined by the Act relate to the giving or receiving of a “gratification”. The term gratification is defined in the Act and includes a wide variety of tangible and intangible benefits such as money, gifts, status, employment, release of obligations, granting of rights or privileges and the granting of any valuable consideration such as discounts etc.

The general offence of corruption is contained in Section 3 of the Act. This section provides that any person who gives or accepts or agrees or offers to accept/receive any gratification from another person in order to influence such other person in a manner that amounts to:

- The illegal or unauthorised performance of such other person’s powers, duties or functions;
- An abuse of authority, a breach of trust, or the violation of a legal duty or a set of rules;
- The achievement of an unjustified result; or
- Any other unauthorised or improper inducement to do or not to do anything is guilty of the offence of Corruption.

The Act defines specific offences relating to the following categories of persons:

- Public Officers;
- Foreign Public Officials;
- Agents;

- Members of Legislative Authorities;
- Judicial Officers; and
- Members of the Prosecuting Authority.

The Act furthermore defines specific offences in respect of corrupt activities relating to the following specific matters:

- Witnesses and evidential material in certain proceedings;
- Contracts;
- Procuring and withdrawal of tenders;
- Auctions;
- Sporting events; and
- Gambling games or games of chance.

Section 34 of the Act places a duty on any person in a position of authority to report a suspicion of certain corrupt or illegal activities to a police official. These include certain offences of corruption created under the Act as well as fraud, theft, extortion and forgery where the amount involved exceeds R100 000. Failure to report such suspicion constitutes an offence. “Position of authority” is defined in the Act and includes a wide range of persons in authority in both public and private entities.

Offences under the Act are subject to penalties including imprisonment for life and fines of up to R250 000. In addition, a fine amounting to five times the value of the gratification involved in the offence may be imposed.

Section 17 of the Act provides that a public officer who acquires or holds a private interest in any contract, agreement or investment connected with the public body in which he/she is employed, is guilty of an offence unless:

- The interest consists of shareholding in a listed company;
- The public officer’s conditions of employment do not prohibit him/her from acquiring such interests; or

In the case of a tender process, the said officer’s conditions of employment do not prohibit him/her from acquiring such interests as long as the interests are acquired through an independent tender process.

4.2 Public Protector Amendment Act, no 22 of 2003

The Public Protector is a functionary to whom the public has recourse. This functionary is guaranteed independence by the Constitution. The Public Protector is required to be impartial and to exercise his or her powers and functions without fear, favour or prejudice. No person or organ of state may interfere with the Public Protector. Organs of state must protect and assist the office of the Public Protector.

The President appoints a suitably qualified person to this office, based on the recommendation of the National Assembly. The appointment is not renewable and it is for a period of seven years. The Public Protector Act

(23 of 1994) provides for matters incidental to the Office of the Public Protector, as contemplated in the Constitution. In terms of section 182 of the Constitution, the Public Protector has the power as regulated by national legislation to:

- Investigate any conduct in state affairs, or in the public administration in any sphere of government, that is alleged or suspected to be improper or to result in any impropriety or prejudice;
- Report on that conduct; and
- Take appropriate remedial action.

The Act provides for matters necessary to establish and operate the Office of the Public Protector as contemplated in the Constitution. Section 6, for example, sets out the powers of the Public Protector. In terms of this section, any person can approach the Public Protector with information, which could form the subject of an investigation. In terms of section 6(4) the Public Protector is competent to investigate, on his or her initiative or on receipt of a complaint, any alleged:

- Maladministration in connection with the affairs of government at any level;
- Abuse or unjustifiable exercise of power or unfair, capricious, discourteous or other improper conduct or undue delay by a person performing a public function;
- Improper or dishonest act, or omission or corruption, with respect to public money;
- Improper or unlawful enrichment, or receipt of any improper advantage, or promise of such enrichment or advantage, by a person as a result of an act or omission in the public administration or in connection with the affairs of government at any level or of a person performing a public function; or
- An act or omission by a person in the employ of government at any level, or a person performing a public function, which results in unlawful or improper prejudice to any other person.

Furthermore, it is at the sole discretion of the Public Protector to resolve any dispute or rectify any act or omission by:

- Mediation, conciliation or negotiation;
- Advising, where necessary, any complainant regarding appropriate remedies; or
- Any other means that may be expedient in the circumstances.

At a time prior to, during or after an investigation:

- If the Public Protector is of the opinion that the facts disclose the committing of an offence by any person, to bring the matter to the notice of the relevant authority charged with prosecutions; or
- If he or she deems it advisable, to refer any matter which has a bearing on an investigation, to the appropriate public body or authority affected by it or to make an appropriate recommendation regarding the redress of the prejudice resulting there from or make any other appropriate recommendation he or she deems expedient to the affected public body or authority.

Section 7 sets out how the Public Protector carries out his or her investigations:

- In terms of Section 7(1), the Public Protector will take the specific circumstances of each case into account in determining the procedure to be followed. The Public Protector may exclude anyone whose presence is not desirable during the investigation.
- Section 7 (2) provides for the confidentiality of documents in the possession of a member of the office of the Public Protector or the records of any evidence given before the Public Protector, Deputy Public Protector, or any other person contemplated in Section 3(b) during an investigation.
- Section 7(3)(a) gives the Public Protector the power to enlist the assistance (under his or her supervision) of any person at any level of government performing a public function and otherwise subject to the jurisdiction of the Public Protector in the performance of his or her functions. Section 7(3) (b) allows the Public Protector to appoint another person to conduct an investigation or a part of an investigation on his or her behalf.
- Section 7(4) and (5) give the Public Protector the right to subpoena any person to submit an affidavit or affirmed declaration or to appear before him or her to give evidence or to produce any document in his or her possession or under his or her control which has a bearing on the matter being investigated, and to examine such a person.

4.3 Prevention of Organised Crime Second Amendment Act no. 38 of 1999

The Prevention of Organised Crime Act, as amended, (generally referred to as "POCA") contains provisions that are aimed at achieving the following objectives:

- The combating of organised crime, money laundering and criminal gang activities;
- The criminalisation of conduct referred to as "racketeering";
- The provision of mechanisms for the confiscation and forfeiture of the proceeds of crime;
- The creation of mechanisms for the National Director of Public Prosecutions to obtain certain information required for purposes of an investigation; and
- The creation of mechanisms for co-operation between investigators and the South African Revenue Services (SARS).

Section 4 of the Act defines the "general" offence of money laundering and provides that a person who knows, or ought reasonably to have known, that property is, or forms part of the proceeds of unlawful activities, commits an offence if he commits an act in connection with that property which has the effect of concealing the nature and source thereof.

Section 5 of the Act creates an offence if a person knows or ought reasonably to have known that another person has obtained the proceeds of unlawful activities and provides assistance to such other person regarding the use or retention of such property.

Section 6 of the Act creates an offence if a person knows or ought reasonably to have known that property is or forms part of the proceeds of unlawful activities and acquires, uses or possesses such property.

The above offences are regarded as very serious and the Act contains exceptionally harsh penalties relating to these offences. A person convicted of one of the above offences is liable to a maximum fine of R100 million or to imprisonment for a period not exceeding 30 years.

4.4 Protected Disclosures Act, 26 of 2000

The Protected Disclosures Act was promulgated to facilitate reporting by employees (whistle blowers) of fraud, corruption or other unlawful or irregular actions by their employer(s) or co-employees without fear of any discrimination or reprisal by their employers or co-employees. Any employee who has information of fraud, corruption or other unlawful or irregular action(s) by his/her employer(s) or co-employees can report such actions, provided that he/she has information that:

- A crime has been, is being, or is likely to be committed by the employer or employee(s);
- The employer or employees has/have failed to comply with an obligation imposed by law;
- A miscarriage of justice has or will likely occur because of the employer's or employee(s) actions;
- The health or safety of an individual has been, is being, or is likely to be endangered;
- The environment has been, is being or is likely to be endangered;
- Unfair discrimination has been or is being practiced; or
- Any of the above has been, is being, or is likely to be concealed.

The Act prohibits the employer from:

- Dismissing, suspending, demoting, harassing or intimidating the employee;
- Subjecting the employee to disciplinary action;
- Transferring the employee against his or her will;
- Refusing due transfer or promotion;
- Altering the employment conditions of the employee unilaterally;
- Refusing the employee a reference or providing him/her with an adverse reference;
- Denying appointment;
- Threatening the employee with any of the above; or
- Otherwise affecting the employee negatively if the disclosure is made in terms of the Act.

5. Municipal Systems Act, No 32 of 2000 ("MSA")

The MSA sets out procedures to be adopted by municipal management with regard to a number of aspects affecting the management of a Municipality. The Act also stipulates procedures to be adopted with regard to certain aspects related to misconduct and the investigation thereof.

5.1 Human resource development

In section 67, the Act stipulates that a Municipality, in accordance with the Employment Equity Act, 1998, must develop and adopt appropriate systems and procedures to ensure, inter alia, the investigation of allegations of misconduct and complaints against staff.

5.2 Code of conduct

Sections 69 and 70 of the Act deal with the Code of Conduct, details of which appear in Schedule 2 of the Act, to be provided to staff members and communicated to the local community. The municipal manager of a Municipality must:

(a) provide a copy of the Code of Conduct to every member of the municipal staff;

(b) provide every member of staff with any amendments to the Code;

(c) ensure that the purpose, contents and consequences of the Code of Conduct are explained to staff members who cannot read; and

(d) communicate sections of the Code of Conduct that affect the public, to the local community.

5.3 Rewards, gifts and favours

Under section 9 of the Act, it is stipulated that a councillor may not request, solicit or accept any reward, gift or favour for:

(a) voting in a particular manner

(b) persuading the council or any committee in regard to the exercise of any power, function or duty;

(c) making representation to the council; or

(d) disclosing privileged or confidential information.

5.4 Duty of the Speaker municipal council with regard to council property

A councillor may not use, take or acquire or benefit from any property or asset owned, controlled or managed by the council. In the event that the Speaker of council, on reasonable suspicion, is of the opinion that a provision of this stipulation has been breached, then the speaker is obliged to:

(a) authorise an investigation of the facts and circumstances of the alleged breach;

(b) give the councillor a reasonable opportunity to reply in writing regarding the alleged breach; and

(c) report the matter to a meeting of the municipal council.

The Speaker must furthermore, report the matter to the MEC for local government in the province concerned.

5.5 Competitive bidding

In the event that a Municipality decides to provide a municipal service through a service delivery agreement, it must select the service provider through selection processes, which, inter alia, minimise the possibility of fraud and corruption.

6. Financial Intelligence Centre Act, 38 of 2001 (FICA)

The Financial Intelligence Centre Act, as amended, (generally referred to as "FICA") was signed by the President in November 2001. Its provisions were implemented over time, commencing during January 2002.

The Act (FICA) establishes a Financial Intelligence Centre and a Money Laundering Advisory Council. The purpose of these entities is to combat money laundering activities. The Act imposes compliance obligations on so-called "accountable institutions" which are defined in Schedule 1 to the Act. These obligations include:

- A duty to identify clients;
- A duty to retain records of certain business transactions;
- A duty to report certain transactions; and
- The adoption of measures to ensure compliance, namely, the implementation of so-called "internal rules", provision of training etc.

Regarding the reporting of suspicious transactions, FICA makes provision for a duty to report "suspicious or unusual transactions". In this regard it provides that any person who carries on a business or who manages is in charge of or is employed by a business and who knows or suspects certain facts has a duty to report their knowledge or suspicion to the FICA within a prescribed period. Matters that require reporting include knowledge or suspicion of the following:

- The receipt of proceeds of unlawful activities;
- Transactions which are likely to facilitate the transfer of proceeds of unlawful activities;
- Transactions conducted to avoid giving rise to a reporting duty under FICA;
- Transactions that have no apparent business or lawful purpose;
- Transactions relevant to the investigation of tax evasion; or
- The use of a business entity for money laundering purposes.

A person who fails to make a report as required commits an offence and is liable to a fine not exceeding R10 million or imprisonment not exceeding 15 years.

7. Municipal Finance Management Act 2003 ("MFMA")

The MFMA was promulgated to facilitate the formal management of municipal finances and associated activities. The controls and administrative systems implemented by any Municipality are very relevant to the content of the Act. Certain aspects of the Act refer specifically to activities which might be regarded as being corrupt or fraudulent in nature. Some relevant aspects are as follows:

7.1 Unauthorised, irregular or fruitless and wasteful expenditure

Section 32 of the Act indicates that, without limiting the liability of the common law or other legislation, the following office bearers in a Municipality are mandated with certain responsibilities, as follows:

(a) A political office bearer of a Municipality is liable for unauthorised expenditure if that office bearer knowingly instructed an official of the Municipality to incur expenditure, which was likely to be considered unauthorised expenditure;

(b) The accounting officer is liable for unauthorised expenditure deliberately or negligently incurred by the accounting officer, unless the expenditure was incurred following a decision by the mayor or executive committee of the Municipality, resulting in fruitless or wasteful expenditure, provided that the accounting officer has notified the council, the mayor or the executive committee, in writing, that the expenditure is likely to be considered unauthorised, irregular or fruitless and wasteful;

(c) Any political office bearer or official of a Municipality who deliberately or negligently committed, made or authorised an irregular expenditure, is liable for that expenditure;

(d) Any political office bearer or official of a Municipality who deliberately or negligently made or authorised a fruitless and wasteful expenditure is liable for that expenditure.

Furthermore, in the event of such unauthorised, irregular or wasteful expenditure, the Municipality is required to recover the expenditure from the person liable for the expenditure, unless, the council retrospectively authorises/condones the expenditure on the grounds that it represented an authorised adjustment, or that it is deemed irrecoverable and written off by the council.

The writing off of the expenditure by the council, however, is no excuse in criminal or disciplinary proceedings against the person. The writing off of the expenditure does not signify a condoning of the expenditure. In the event of unauthorised expenditure, the accounting officer is obliged to advise promptly the mayor, the MEC for local government in the province and the Auditor General, in writing, providing details as to:

(a) The fruitless or wasteful expenditure;

(b) Whether any person is responsible or is under investigation with regard to the expenditure; and

(c) The steps taken to recover or rectify such expenditure.

Where irregular expenditure constitutes a criminal offence, or theft or fraud, the accounting officer must report all such cases to the South African Police. In the event that the accounting officer is the person responsible for the unauthorised expenditure, then the Council must take all reasonable steps to ensure that the police are advised accordingly.

7.2 Funds transferred to organisations and bodies outside government

Section 67 of the Act refers to the transfer of funds and stipulates, inter alia, that no funds will be transferred from the Municipality unless the accounting officer is satisfied that the organisation or body implements effective, efficient and transparent financial management and internal control systems to guard against fraud theft and financial mismanagement.

7.3 Supply chain management policy to comply with prescribed framework

Section 112 stipulates that the supply chain management policy of the Municipality must be fair, equitable, transparent, competitive and cost effective and comply with prescribed regulatory framework for municipal supply chain management, which must cover, inter alia, measures for:

(a) Combating fraud, corruption, favouritism and unfair and irregular practices in municipal supply chain management; and

(b) Promoting ethics of officials and other role players involved in municipal supply chain management.

7.3.1 Implementation of system

Aligned with the supply chain management policy is section 115, which stipulates that the accounting officer of a Municipality must take all reasonable steps to ensure that proper mechanisms and separation of duties in the supply chain management system are in place to minimise the likelihood of fraud, corruption, favouritism and unfair and irregular practices.

7.4 Audit Committees

Section 166 of the Act stipulates the procedures aligned to Audit Committees. Each Municipality must have an Audit Committee, which is regarded as an independent advisory body which must:

(a) advise the municipal council, political office bearers, the accounting officer and management staff on matters relating to, inter alia:

i. internal financial control and internal audits;

ii. risk management;

iii. effective governance.

(b) carry out such investigations into the financial affairs of the Municipality as the council may request.

7.5 Financial misconduct by municipal officials

Section 171 sets out the stipulations relating to disciplinary proceedings to be adopted in the event of financial misconduct by municipal officials. The accounting officer commits financial misconduct if he/she deliberately or negligently:

(a) contravenes the provisions of the Act;

(b) fails to comply with a duty imposed by a provision of the Act on the accounting officer of a Municipality;

(c) permits or instructs another official of the Municipality to make an unauthorised, irregular or fruitless and wasteful expenditure;

(d) provides incorrect or misleading information in any document which, in terms of the Act, must be submitted to the mayor, council, Auditor General, National Treasury or other organ of state, or made public.

The Chief Financial Officer of a Municipality commits an act of financial misconduct if he/she fails to carry out delegated duties in terms of the Act. In addition financial misconduct is committed if he/she permits or instructs another official to make unauthorised or fruitless and wasteful expenditure, or provides incorrect or misleading information to the accounting officer.

The Act stipulates further, under this paragraph, that a Municipality must:

(a) investigate allegations of financial misconduct against the accounting officer, the chief financial officer, senior manager or other official of the Municipality unless those allegations are frivolous; and

(b) if the investigation warrants it, institute disciplinary proceedings against the accounting officer, chief financial officer or any other official in accordance with stipulations set out in the Municipal Systems Act.

8. Protection of Constitutional Democracy Against Terrorist and Related Activities Act, Act 33 of 2004 ("POCDATARA")

On May 20, 2005, the Protection of Constitutional Democracy Against Terrorist and Related Activities Act (POCDATARA) came into effect criminalizing terrorist activity and terrorist financing and gave the government investigative and asset seizure powers in cases of suspected terrorist activity. POCDATARA provides for two new reporting obligations under section 28A and section 29 of FICA. The Money Laundering Control Regulations under FICA, have also been amended, with effect from 20 May 2005, for this purpose. The amended regulations now provide for detailed reporting related to terrorist financing, under new sections 28A and 29 of FICA.

The POCDATARA amends section 29 of FICA to extend the reporting of suspicious and unusual transactions to cover transactions relating to "property which is connected to an offence relating to the financing of terrorist and related activities" or to "the financing of terrorist and related activities". The POCDATARA introduces a new section 28A of FICA that requires the reporting of any property that is associated with terrorist and related activities to the FICA.

9. Environment and Culture

Witzenberg Municipal Council and Management must create an environment and culture that promote an efficient, effective and transparent local public administration that conforms to constitutional principles. That the municipality must be managed responsibly in which employees believe that dishonest acts will be detected and investigated. To create this environment and culture, they must:

- participate in in-house training programme covering fraud and corruption prevention policy, whistle blowing policy, code of conduct – MSA 32 of 2000 and the municipal code of ethics;
- ensure that staff understand that the internal controls are designed and intended to prevent and detect fraud and corruption or any other dishonest activities of a similar nature;
- encourage staff to report suspected fraud and corruption directly as outlined in the whistle blowing policy to those responsible for investigation without fear of disclosure or retribution; and

- require vendors and contractors to agree in writing as a part of the contract process, to Witzenberg Municipality policies and procedures, and thereby avoid any conflict of interest.

Measures to prevent fraud and corruption should be continually monitored, reviewed and developed particularly as new systems, programs, contracting or arrangements are introduced or modified.

10. Roles and Responsibilities

The following section outlines the fraud and corruption risk management responsibilities associated with different roles within the Municipality.

10.1 Councillors

As elected representatives, all members of Witzenberg Municipal Council have a duty to the residents of Witzenberg Municipality and its staff members to ensure that the Council uses its resources prudently and in accordance with the laws and regulations. As such they are required to operate and adhere to the Council's constitution incorporating the Code of Conduct for Councillors. The Code includes rules regarding relationships, personal interests, gifts and hospitality and confidentiality.

10.2 Municipal Manager

The Municipal Manager bears the ultimate responsibility for fraud and corruption risk management within the Municipality. This includes the coordination of risk assessments, overseeing the investigation of suspected fraud and corruption, and facilitation for the reporting of such instances.

10.3 Senior Management

Senior Management must be committed to eradicating fraud and corruption and ensuring that the Municipality strives to be perceived as ethical in all its dealings with the public and other interested parties.

In this regard, senior management, under the guidance of the Municipal Manager, will ensure that it does not become complacent in dealing with fraud and corruption and that it will ensure the Municipality's overall fraud and corruption strategy is reviewed and updated regularly. Furthermore, senior management will ensure that all employees and stakeholders are made aware of its fraud and corruption prevention policy and strategies, also to that the whistle blowing policy through various initiatives of awareness and training.

10.4 Chief Financial Officer

The Chief Financial Officer has key roles in providing advice to Council, Municipal Manager, Staff Members and the public about maladministration, financial impropriety, probity, policy framework and budget issues. The Chief Financial Officer undertakes the statutory responsibility under the Municipal Finance Management Act, No. 56 of 2003, to ensure the proper arrangements for the administration of the Council's financial affairs.

10.5 Chief Risk Officer

The role of the Chief Risk Officer is to oversee and implement the Municipality's approach to fraud and corruption prevention, detection strategies and response to fraud and corruption incidents reported by employees or other external parties. Internal Audit assist on a consulting basis to establish and improve Risk Management processes. Internal Audit has no management responsibilities to manage risks.

10.6 Internal Audit

The role of the Internal Audit is to independently review and evaluate the adequacy, efficiency and effectiveness of the internal controls (systems and procedures) within Witzenberg Municipality on the fraud and corruption prevention, detection strategies and response to fraud and corruption incidents reported by employees or other external parties.

10.7 Public

The public is required to conduct itself in an ethical and moral way. Ethics are concerned with human character and conduct and deal with questions of right and wrong, appropriate and inappropriate behaviour and what constitutes good or evil. Ethical conduct is based on a set of principles referred to as values or norms.

10.8 Disciplinary Board

The Objectives of the Disciplinary Board is to conduct an independent preliminary or full investigation in terms of the Municipal Regulations for Financial Misconduct and Offences.

The board is to investigate allegations of financial misconduct and to monitor the institution of disciplinary proceedings against an alleged transgressor. The disciplinary board is an independent advisory body that assists the Council and provides recommendations on further steps to be taken regarding disciplinary proceedings.

The Disciplinary Board Chairperson must complete the preliminary investigation and submit his report within 30 days or at the first next sitting of Council.

Once a full investigation is completed and the Disciplinary Board Chairperson is satisfied that the allegations are founded and sufficient grounds for a charge of financial misconduct and /or financial offence exist, the Chairperson must submit the Disciplinary Boards report to the designated person or his/her nominee for disciplinary action and inform Provincial and National Treasury.

10.9 Performance Risk and Audit Committee (PRAC)

In discharging its oversight responsibilities relating to risk management, PRAC should gain thorough understanding of the risk management policy, risk management strategy, risk management implementation plan, and fraud risk management policy of the institution to enable them to add value to the risk management process when making recommendations to improve the process.

Reviews the process implemented by Management in respect of fraud prevention and ensures that all fraud related incidents have been followed up appropriately

10.10 Municipal Public Accounts Committee (MPAC)

MPAC, when instructed by Council, to investigate and advise Council in respect of unauthorised, irregular or fruitless and wasteful expenditure.

11. Awareness, Training and Development

The Accounting Officer and Council recognize that the continuing success of the fraud and corruption prevention policy, and its credibility, will depend largely on the effectiveness of staff throughout the organisation. Continuous awareness campaigns must be rolled throughout Witzenberg Municipality. Senior Management therefore will be responsible for ensuring that all staff is properly trained in the procedures that they should follow when undertaking their duties.

The training will be provided on the following to staff members and council:

- Code of Conduct for Councillors;
- Code of Conduct for Municipal Staff Members;
- Code of Ethics within Witzenberg Municipality;
- Fraud and Corruption Prevention Policy; and
- Whistle Blowing Policy.

12. Whistle Blowing

The Protected Disclosures Act, No. 26 of 2000 came into effect on 16 February 2001. This Act makes provisions for procedures in terms of which employees may disclose information regarding unlawful or irregular conduct by their employers or other employees in the employ of their employers without fear of victimization.

In order to remain in compliance with the Act, the Municipality has created a whistle blowing policy with the following objectives:

- To promote the zero tolerance on criminal and other irregular conduct within Witzenberg Municipality;
- To encourage the reporting of matters that may cause financial or non-financial loss to the Municipality, or damage to the Municipality's reputation;
- To provide for the appropriate systems and mechanism for reporting.

13. Reporting Procedures on Fraud and Corruption

Consistent with the Auditor General's guidelines, line managers are responsible for daily operations and for the internal control systems within their organizational responsibility. Where managers do not have the expertise to evaluate internal controls, they should call upon the support from Enterprise Risk Management and Internal Audit.

It is the responsibility of members of the public and employees (including line managers) to report all incidents of fraud, corruption or any other dishonest activities of a similar nature to the national fraud hotline 0800 701 701.

14. Confidentiality and Discretion

It is the responsibility of all employees, management, councillors and community members of the Municipality to report all incidents of fraud or corruption, or any other dishonest activities of a similar nature. Any fraudulent or corrupt behaviour must be reported immediately through the mechanisms set out in whistle blowing policy.

All reported incidents received will be acted upon, will be treated with the requisite confidentiality and will not be disclosed or discussed with parties other than those charged with investigation into such reports.

15. Detection and Investigation

All Managers are responsible for the detection, prevention of fraud and corruption or any dishonest activities of a similar nature, within their areas of responsibility. The Human Resources Unit must provide adequately qualified prosecutor (initiator) and presiding officers to deal with disciplinary enquiries relating to serious misconduct.

All incident reports received from the fraud hotline will be registered. Incident of financial misconduct as prescribe by the Municipal Finance Management Act, 56 of 2003, section 171, will be reported the Witzenberg Disciplinary Board for Financial Misconduct for investigation.

For the purpose of this policy “serious misconduct” means:

- Theft, unauthorized possession of or malicious damage to the employer’s property.
- Any act of gross dishonesty.
- Gross negligence
- Wrongful disclosure of privileged information.
- Any act of fraud, corruption or bribery.
- Any other act of misconduct that would constitute just cause for dismissal for a first offence.

16. Forms of fraud and corruption

The following are examples of different types of corruption:

16.1 Bribery

Bribery involves the promise, offering or giving of a benefit that improperly affects the actions or decisions of public servants.

16.2 Embezzlement

This involves theft of resources by persons who control such resources.

16.3 Fraud

Commonly defined as the unlawful and intentional making of a misrepresentation which causes actual prejudice or which is potentially prejudicial to another.

Any conduct or behaviour of which a dishonest representation and/or appropriation forms an element.

16.4 Abuse of power

The use by a public servant of his or her vested authority to improperly benefit another public servant, person or entity (or using vested authority to improperly discriminate against another public servant, person or entity).

16.5 Conflict of interest

The failure by a public servant to act or to consciously fail to act on a matter where the public servant has an interest or another person or entity that has some form of relationship with the public servant has an interest.

16.6 Abuse of privileged information

This involves the use, by a public servant of privileged information and knowledge that a public servant possesses as a result of his/ her office to provide unfair advantage to another person or entity to obtain a benefit.

16.7 Favouritism

The provision of services or resources according to personal affiliation (for example cultural or religious) of a public servant.

16.8 Nepotism

A public servant ensuring that family members are appointed to public service positions or that family members receive contracts from the state, is regarded as nepotism.

These manifestations are by no means exhaustive as corruption appears in many forms and it is virtually impossible to list all of these. It is the responsibility of Management to report some form of serious misconducts to the South African Police Services. The SA Police Service is empowered by section 205 of the 1996 Constitution to prevent, combat and investigate crime, to maintain public order, to protect and secure the inhabitants of the Republic and their property, and to uphold and enforce the law. Policy for the national police service is developed by the Minister for Safety and Security.

The President appoints the National Commissioner of the SAPS. The SA Police Service Act 68 of 1995 (amended by the SA Police Service Amendment Act 83 of 1998) governs the way in which the SAPS operate. In terms of this Act, the SAPS investigate crimes including corruption and bribery.

16.9 Theft

Theft *is* defined as an unlawful and intentional appropriation of a movable corporeal property.

16.10 Moonlighting

Moonlighting refers to the situation where an employee holds a second job, whilst in the service of the employer.

17. Review and Approval of the Policy

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



Quarterly Budget Statement Report {Section 52(d)} for the Period 1 January 2020 to 31 March 2020

Financial data is in respect of the period 1 July 2019 to 31 March 2020

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, **s**pending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

In terms of Section 52 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003):

52. General Responsibilities. — The mayor of a municipality—

(*a*) must provide general political guidance over the fiscal and financial affairs of the municipality;

(*b*) in providing such general political guidance, may monitor and, to the extent provided in this Act, oversee the exercise of responsibilities assigned in terms of this Act to the accounting officer and the chief financial officer, but may not interfere in the exercise of those responsibilities;

(*c*) must take all reasonable steps to ensure that the municipality performs its constitutional and statutory functions within the limits of the municipality's approved budget;

(*d*) **must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality; and**

(*e*) must exercise the other powers and perform the other duties assigned to the mayor in terms of this Act or delegated by the council to the mayor.

In terms of section 11 (4) (a), the Accounting Officer must within 30 days after the end of each quarter table in the municipal council a consolidated report of all withdrawals made in terms of subsection (1) (b) to (j) during that quarter. Section 11(1) read as follow:

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

(a) to defray expenditure appropriated in terms of an approved budget;
(b) to defray expenditure authorised in terms of section 26(4);
(c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1);
(d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section;
(e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including—
(i) money collected by the municipality on behalf of that person or organ of state by agreement; or
(ii) any insurance or other payments received by the municipality for that person or organ of state;
(f) to refund money incorrectly paid into a bank account;
(g) to refund guarantees, sureties and security deposits;
(h) for cash management and investment purposes in accordance with section 13;
(i) to defray increased expenditure in terms of section 31; or
(j) for such other purposes as may be prescribed."

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

Section 66 reads as follow:
"66. The accounting officer of a municipality must, in a format and for periods as may be prescribed, report to the council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure, namely—

(a) salaries and wages;
(b) contributions for pensions and medical aid;

(c) travel, motor car, accommodation, subsistence and other allowances;
(d) housing benefits and allowances;
(e) overtime payments;
(f) loans and advances; and
(g) any other type of benefit or allowance related to staff."

The following regulations of the Local Government: Municipal Finance Management Act Municipal Budget and Reporting Regulations are relevant:

Quarterly reports on implementation of budget

31. (1) The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality as required by section 52(d) of the Act must be-

{a) in the format specified in Schedule C and include all the required tables, charts and explanatory information, taking into account any guidelines issued by the Minister in terms of section 168(1) of the Act; and

(b) consistent with the monthly budget statements for September, December, March and June as applicable; and

(c) submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.

Publication of quarterly reports on implementation of budget

32. When publishing the quarterly reports on the implementation of the budget in terms of section 75(1)(k) of the Act, the municipal manager must make public any other information that the municipal council considers appropriate to facilitate public awareness of the quarterly report on the implementation of the budget and the financial state of affairs of the municipality, including -

(a) summaries of quarterly report in alternate languages predominant in the community; and
{b) information relevant to each ward in the municipality.

PART 1 - IN-YEAR REPORT

Mayors Report

Speaker
Deputy Executive Mayor
Members of the Mayoral Committee
Councillors
Representatives of Provincial Government
Municipal Manager
Directors and officials
Distinguished guests
Members of the media

It is my privilege to present to you the quarterly Budget Statement Report for the three months from 1 January 2020 to 31 March 2020.

Credit control for various reasons remains a challenge for the municipality. A special task team to assist Council in obtaining a solution for the collection of outstanding debt was established by Council.

The year to date recovery rate for the year, excluding traffic fines, is 88%, with the annual target also being 94%. Household debt remains a serious concern.

Capital expenditure is currently at 30.37% of the budget, and a concern is that the set target as per current capital budget will not be achieved amid the restrictions of the Covid-19 regulations. It should also be noted that due to no responsive bids obtained in terms of the Tulbagh Dam, it is likely that the construction of the dam will only commence in the new 2020/21 financial year.

COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR

Recommendation

It is recommended that council take cognisance of the quarterly budget assessment for the period 1 January 2020 to 31 March 2020.

Municipal Manager's quality certification

Quality Certificate

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the quarterly budget assessment has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Print name Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY

Signature: 

Date 28/04/2020

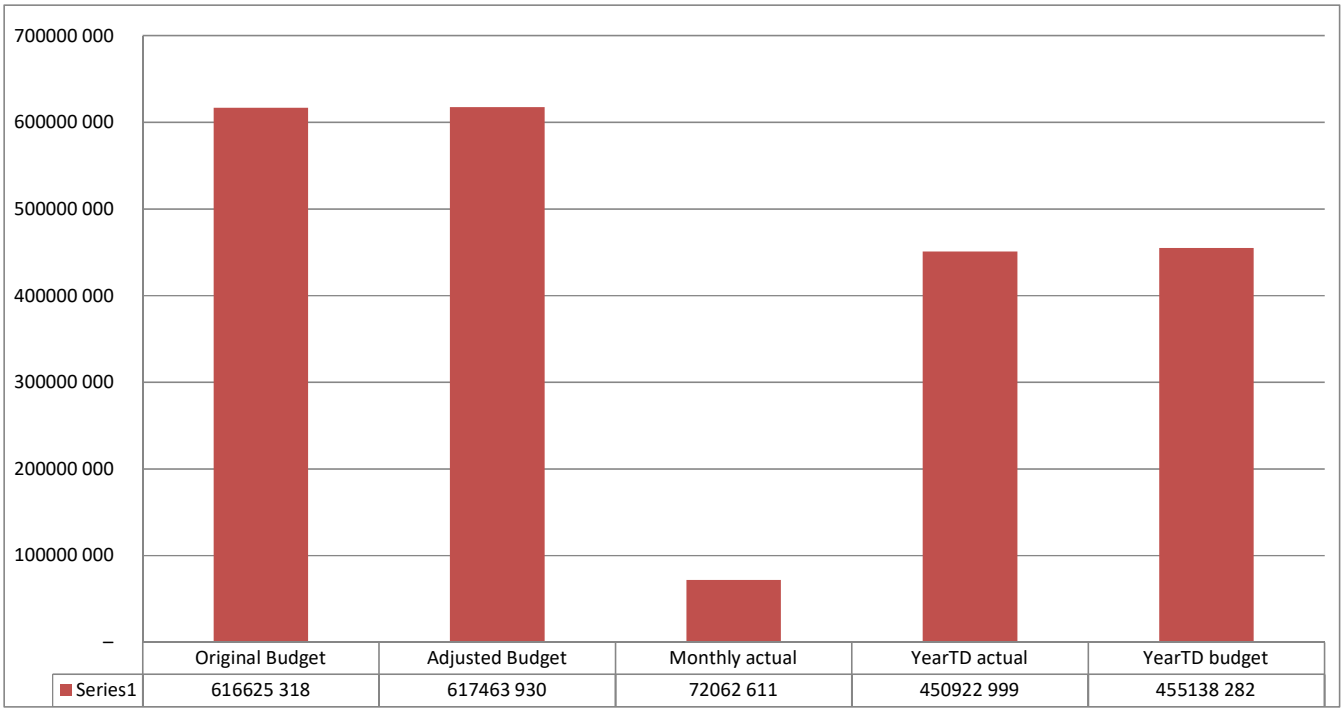
C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

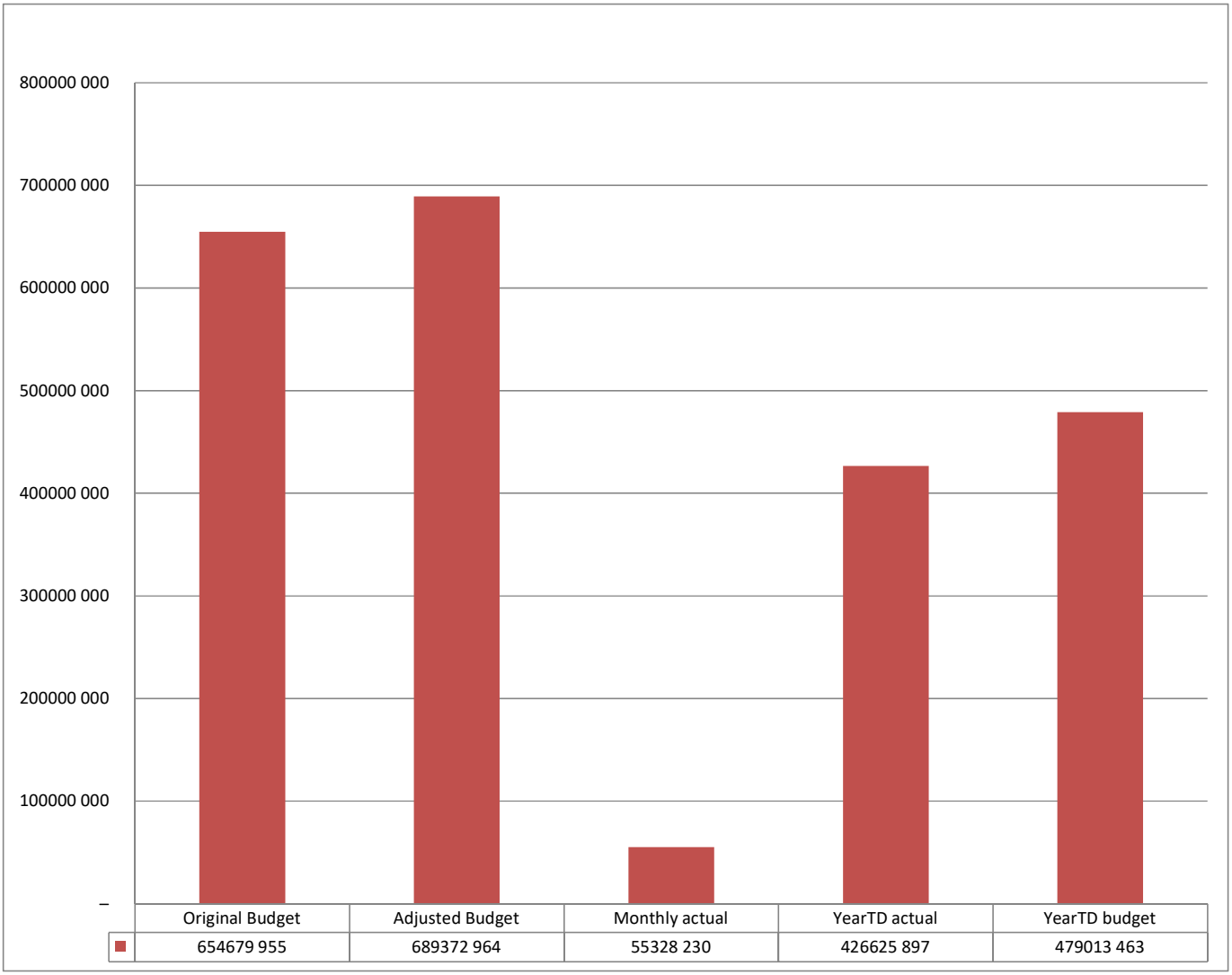
TOTAL OPERATIONAL REVENUE



For the period 1 July 2019 to 31 March 2020, 73.03% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2019 to 31 Maart 2020, is 73.03% van die begrote operasionele inkomste gehef.

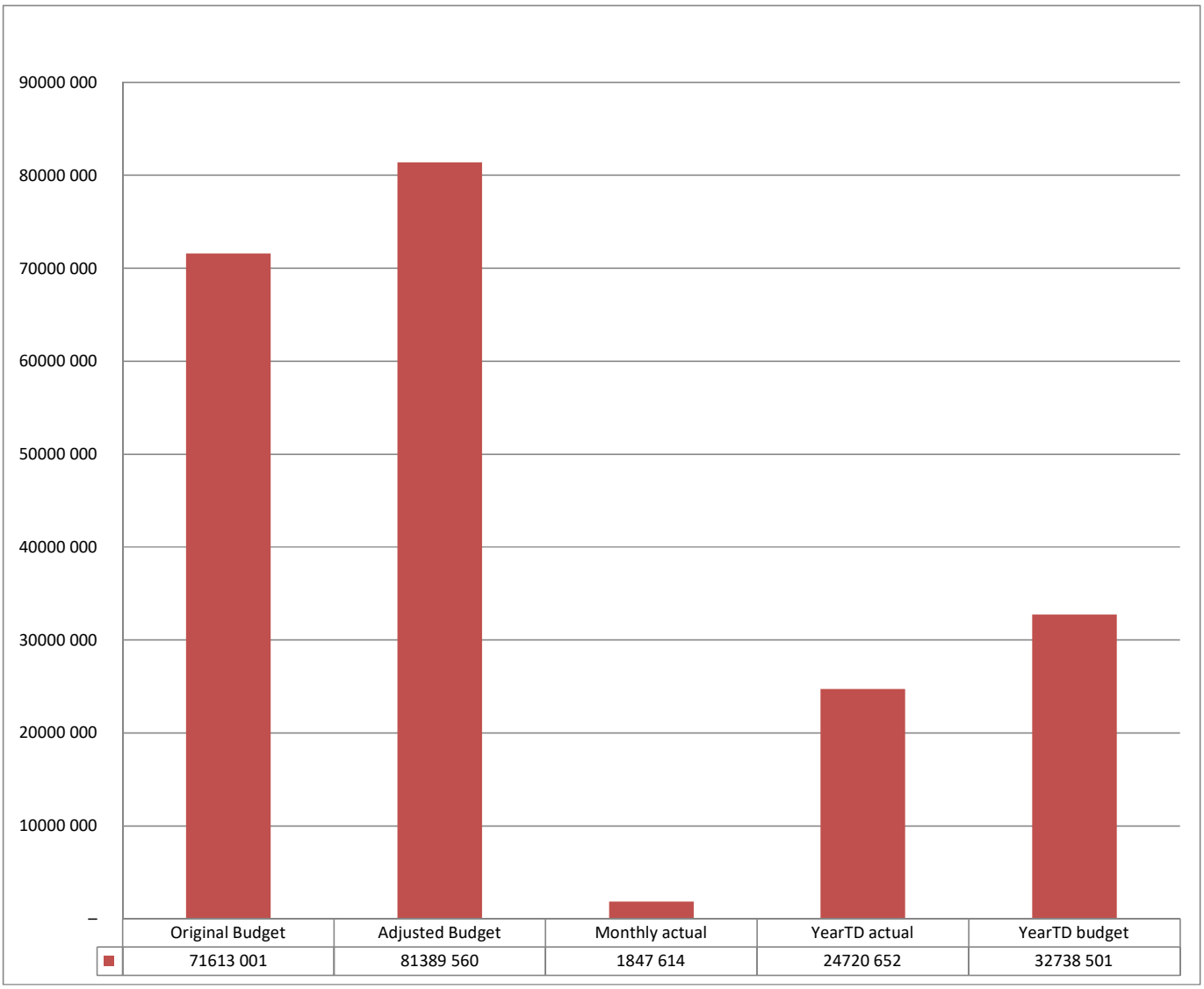
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2019 to 31 March 2020, 61.89% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2019 to 31 Maart 2020, is 61.89% 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 31 March 2020, 30.37% of the budgeted capital expenditure was incurred.

Outstanding orders on capital expenditure amounts to R 18,3 million.

Vir die periode 1 Julie 2019 to 31 Maart 2020, is 30.37% van die begrote kapitale uitgawes aangegaan.

Uistaande bestellings op kapitale uitgawes beloop R 18,3 miljoen.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 31 March 2020.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - Q3 Third Quarter

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance									
Property rates	69 777	72 282	72 282	3 815	62 123	61 620	502	1%	72 282
Service charges	305 199	346 953	347 173	40 681	248 745	248 263	482	0%	340 789
Investment revenue	8 551	8 695	8 695	404	4 879	6 521	(1 642)	-25%	16 586
Transfers recognised - operational	87 675	138 467	139 123	23 227	108 609	98 166	10 443	11%	139 123
Other own revenue	47 568	50 229	50 191	3 935	26 567	40 568	(14 002)	-35%	50 191
transfers and contributions)	**518 771**	**616 625**	**617 464**	**72 063**	**450 923**	**455 138**	**(4 215)**	**-1%**	**618 971**
Employee costs	9 458	192 524	208 373	15 831	148 760	156 280	(7 520)	-5%	208 373
Remuneration of Councillors	9 458	11 459	11 459	794	7 146	7 513	(367)	-5%	11 459
Depreciation & asset impairment	30 415	45 590	45 590	–	14 018	22 811	(8 793)	-39%	45 590
Finance charges	8 409	8 840	8 724	4	269	751	(482)	-64%	8 724
Materials and bulk purchases	204 318	246 765	248 258	21 337	150 198	176 396	(26 197)	-15%	248 258
Transfers and grants	10 019	30 962	30 854	8 270	24 772	22 838	1 934	8%	30 854
Other expenditure	260 603	118 540	136 115	9 093	81 463	92 426	(10 963)	-12%	97 532
Total Expenditure	**532 678**	**654 680**	**689 373**	**55 328**	**426 626**	**479 013**	**(52 388)**	**-11%**	**650 790**
Surplus/(Deficit)	**(13 907)**	**(38 055)**	**(71 909)**	**16 734**	**24 297**	**(23 875)**	**48 172**	**-202%**	**(31 819)**
Transfers recognised - capital	70 437	44 178	46 327	–	1	34 745	(34 745)	-100%	46 327
Contributions & Contributed assets	–	–	–	–	–	–	–		–
& contributions	**56 530**	**6 123**	**(25 582)**	**16 734**	**24 298**	**10 870**	**13 427**	**124%**	**14 508**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**(25 582)**	**16 734**	**24 298**	**10 870**	**13 427**	**124%**	**14 508**
Capital expenditure & funds sources									
Capital expenditure	**86 657**	**71 613**	**81 390**	**1 848**	**24 721**	**32 739**	**(8 018)**	**-24%**	**81 390**
Capital transfers recognised	54 177	45 678	46 327	773	8 857	12 068	(3 211)	-27%	46 327
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	–	–	3 043	–	–	2 283	(2 283)	-100%	3 043
Internally generated funds	32 479	25 935	32 019	1 074	15 863	18 388	(2 524)	-14%	32 019
Total sources of capital funds	**86 657**	**71 613**	**81 390**	**1 848**	**24 721**	**32 739**	**(8 018)**	**-24%**	**81 390**
Financial position									
Total current assets	184 006	156 835	154 149		278 876				154 149
Total non current assets	965 651	978 519	1 000 758		976 356				1 000 758
Total current liabilities	91 237	115 487	118 841		166 705				118 841
Total non current liabilities	156 015	155 245	160 034		161 825				160 034
Community wealth/Equity	**902 405**	**864 621**	**876 032**		**926 703**				**876 032**
Cash flows									
Net cash from (used) operating	81 900	70 001	57 062	41 644	77 037	73 373	3 664	5%	57 062
Net cash from (used) investing	(83 389)	(71 613)	(81 014)	(2 318)	(27 345)	(58 096)	30 750	-53%	(81 014)
Net cash from (used) financing	(1 745)	(500)	3 000	(145)	(266)	2 763	(3 029)	-110%	(266)
end	**94 272**	**89 164**	**73 319**	**–**	**143 698**	**112 313**	**31 385**	**28%**	**73 319**

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	42 969	4 731	4 041	3 309	3 210	2 822	21 214	138 226	220 522
Creditors Age Analysis									
Total Creditors	970	44	–	–	–	–	–	–	1 014

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) - Q3 Third Quarter

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue - Functional									
Governance and administration	**88 978**	**95 002**	**95 064**	**6 158**	**75 266**	**80 403**	(5 136)	-6%	**95 083**
Finance and administration	88 978	95 002	95 064	6 148	75 247	80 403	(5 155)	-6%	95 064
Community and public safety	**112 056**	**156 525**	**156 352**	**23 743**	**114 863**	**111 087**	3 776	3%	**156 352**
Community and social services	96 371	105 912	106 608	23 266	92 507	73 779	18 728	25%	106 608
Sport and recreation	6 826	20 394	19 525	468	6 548	14 644	(8 095)	-55%	19 525
Public safety	3	728	728	1	4	546	(542)	-99%	728
Housing	8 855	29 492	29 492	8	15 803	22 119	(6 315)	-29%	29 492
Economic and environmental services	**40 066**	**34 264**	**37 045**	**704**	**4 823**	**27 992**	(23 169)	-83%	**37 045**
Planning and development	1 791	3 669	5 134	234	1 005	3 851	(2 845)	-74%	5 134
Road transport	38 187	30 057	31 214	469	3 817	23 618	(19 801)	-84%	31 214
Environmental protection	88	538	698	–	1	523	(522)	-100%	698
Trading services	**346 951**	**374 903**	**375 221**	**41 457**	**255 878**	**285 127**	(29 249)	-10%	**375 221**
Energy sources	226 478	267 273	267 493	32 697	179 807	196 094	(16 287)	-8%	267 493
Water management	49 654	56 021	54 303	4 039	33 428	43 935	(10 507)	-24%	54 303
Waste water management	45 431	26 404	26 404	2 308	21 376	26 953	(5 578)	-21%	26 404
Waste management	25 388	25 206	27 020	2 414	21 267	18 145	3 122	17%	27 020
Total Revenue - Functional	**588 051**	**660 803**	**663 791**	**72 063**	**450 924**	**504 690**	**(53 767)**	**-11%**	**663 810**
Expenditure - Functional									
Governance and administration	**76 011**	**120 995**	**148 692**	**8 368**	**88 556**	**99 567**	(11 011)	-11%	**148 692**
Executive and council	22 343	28 588	27 929	1 790	16 087	17 863	(1 776)	-10%	27 929
Finance and administration	51 368	90 177	118 533	6 356	70 568	79 996	(9 428)	-12%	118 533
Internal audit	2 300	2 230	2 230	222	1 902	1 709	193	11%	2 230
Community and public safety	**71 893**	**99 678**	**98 054**	**13 290**	**69 373**	**70 465**	(1 092)	-2%	**98 054**
Community and social services	23 633	26 589	26 857	1 898	17 805	18 657	(853)	-5%	26 857
Sport and recreation	25 297	28 548	27 750	2 146	18 773	19 916	(1 143)	-6%	27 750
Public safety	10 010	9 416	9 425	625	5 607	6 642	(1 035)	-16%	9 425
Housing	12 954	35 126	34 022	8 621	27 188	25 249	1 939	8%	34 022
Economic and environmental services	**59 435**	**69 890**	**70 920**	**4 351**	**39 711**	**38 101**	1 609	4%	**70 920**
Planning and development	9 030	11 868	11 764	989	7 241	8 113	(871)	-11%	11 764
Road transport	49 753	55 632	56 617	3 210	31 567	28 273	3 294	12%	56 617
Environmental protection	651	2 390	2 539	153	902	1 715	(813)	-47%	2 539
Trading services	**323 358**	**363 203**	**370 794**	**29 318**	**228 344**	**237 551**	(9 207)	-4%	**370 794**
Energy sources	208 229	260 127	259 592	22 189	157 549	180 686	(23 137)	-13%	259 592
Water management	37 704	28 971	34 304	2 321	23 751	18 327	5 424	30%	34 304
Waste water management	33 065	31 759	33 602	2 396	22 148	16 820	5 328	32%	33 602
Waste management	44 361	42 346	43 295	2 411	24 895	21 718	3 177	15%	43 295
Other	**824**	**914**	**914**	**1**	**642**	**694**	**(52)**	**-7%**	**914**
Total Expenditure - Functional	**531 521**	**654 680**	**689 373**	**55 328**	**426 626**	**446 379**	**(19 753)**	**-4%**	**689 373**
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**(25 582)**	**16 734**	**24 298**	**58 311**	**(34 014)**		**(25 563)**

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) - Q3 Third Quarter

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue - Functional									
Municipal governance and administration	**88 978**	**95 002**	**95 064**	**6 158**	**75 266**	**80 403**	**(5 136)**	**-6%**	**95 083**
Executive and council	–	–	0	10	19	1	19	2546567%	19
Mayor and Council	–	–	0	10	19	1	19	2546567%	19
Finance and administration	88 978	95 002	95 064	6 148	75 247	80 403	(5 155)	-6%	95 064
Administrative and Corporate Support	1	9	9	–	–	6	(6)	-100%	9
Finance	88 406	94 446	94 409	6 056	74 963	79 911	(4 948)	-6%	94 409
Human Resources	499	526	526	87	235	394	(159)	-40%	526
Marketing, Customer Relations, Publicity and Media	20	4	104	–	–	78	(78)	-100%	104
Supply Chain Management	52	17	17	5	50	13	37	289%	17
Community and public safety	**112 056**	**156 525**	**156 352**	**23 743**	**114 863**	**111 087**	**3 776**	**3%**	**156 352**
Community and social services	96 371	105 912	106 608	23 266	92 507	73 779	18 728	25%	106 608
Aged Care	86 628	95 119	95 415	23 219	87 387	65 384	22 003	34%	95 415
Cemeteries, Funeral Parlours and Crematoriums	224	222	222	8	152	167	(14)	-9%	222
Community Halls and Facilities	495	863	863	34	356	647	(291)	-45%	863
Libraries and Archives	9 024	9 707	10 107	5	4 611	7 580	(2 969)	-39%	10 107
Sport and recreation	6 826	20 394	19 525	468	6 548	14 644	(8 095)	-55%	19 525
Recreational Facilities	6 456	7 299	7 299	465	6 501	5 474	1 027	19%	7 299
Sports Grounds and Stadiums	371	13 095	12 225	3	47	9 169	(9 122)	-99%	12 225

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		Full Year Forecast
Public safety	3	728	728	1	4	546	(542)	-99%	728
Fire Fighting and Protection	3	728	728	1	4	546	(542)	-99%	728
Housing	8 855	29 492	29 492	8	15 803	22 119	(6 315)	-29%	29 492
Housing	8 855	29 492	29 492	8	15 803	22 119	(6 315)	-29%	29 492
Economic and environmental services	**40 066**	**34 264**	**37 045**	**704**	**4 823**	**27 992**	**(23 169)**	**-83%**	**37 045**
Planning and development	1 791	3 669	5 134	234	1 005	3 851	(2 845)	-74%	5 134
Economic Development/Planning	388	250	1 715	–	–	1 286	(1 286)	-100%	1 715
Town Planning, Building Regulations and Enforcemen	1 404	2 793	2 793	234	1 005	2 095	(1 090)	-52%	2 793
Project Management Unit	–	626	626	–	–	470	(470)	-100%	626
Road transport	38 187	30 057	31 214	469	3 817	23 618	(19 801)	-84%	31 214
Police Forces, Traffic and Street Parking Control	20 076	23 720	23 720	469	3 817	17 998	(14 181)	-79%	23 720
Roads	18 111	6 337	7 493	–	–	5 620	(5 620)	-100%	7 493
Environmental protection	88	538	698	–	1	523	(522)	-100%	698
Biodiversity and Landscape	88	538	698	–	1	523	(522)	-100%	698
Trading services	**346 951**	**374 903**	**375 221**	**41 457**	**255 878**	**285 127**	**(29 249)**	**-10%**	**375 221**
Energy sources	226 478	267 273	267 493	32 697	179 807	196 094	(16 287)	-8%	267 493
Electricity	225 770	266 452	266 672	32 697	179 807	195 478	(15 671)	-8%	266 672
Street Lighting and Signal Systems	708	821	821	–	–	616	(616)	-100%	821
Water management	49 654	56 021	54 303	4 039	33 428	43 935	(10 507)	-24%	54 303
Water Distribution	49 654	56 021	54 303	4 039	33 428	43 935	(10 507)	-24%	54 303
Waste water management	45 431	26 404	26 404	2 308	21 376	26 953	(5 578)	-21%	26 404
Sewerage	33 343	23 012	23 012	2 308	21 376	24 410	(3 034)	-12%	23 012
Storm Water Management	12 088	3 391	3 391	–	–	2 544	(2 544)	-100%	3 391
Waste management	25 388	25 206	27 020	2 414	21 267	18 145	3 122	17%	27 020
Solid Waste Removal	25 388	25 206	27 020	2 414	21 267	18 145	3 122	17%	27 020
Other	**–**	**109**	**109**	**1**	**93**	**82**	**11**	14%	**109**
Licensing and Regulation	–	109	109	1	93	82	11	14%	109
Total Revenue - Functional	**588 051**	**660 803**	**663 791**	**72 063**	**450 924**	**504 690**	**(53 767)**	**-11%**	**663 810**

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Q3 Third Quarter

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Expenditure - Functional									
Municipal governance and administration	**76 011**	**120 995**	**148 692**	**8 368**	**88 556**	**99 567**	**(11 011)**	**-11%**	**148 692**
Executive and council	22 343	28 588	27 929	1 790	16 087	17 863	(1 776)	-10%	27 929
Mayor and Council	14 838	18 767	18 078	1 167	9 985	10 715	(730)	-7%	18 078
Municipal Manager, Town Secretary and Chief Execut	7 505	9 822	9 851	623	6 101	7 147	(1 046)	-15%	9 851
Finance and administration	51 368	90 177	118 533	6 356	70 568	79 996	(9 428)	-12%	118 533
Administrative and Corporate Support	10 401	8 615	16 337	1 057	9 093	10 132	(1 039)	-10%	16 337
Asset Management	100	4 392	4 392	2	151	3 284	(3 133)	-95%	4 392
Budget and Treasury Office	5	–	–	–	–	–	–		–
Finance	26 304	33 713	37 990	1 924	26 308	23 541	2 767	12%	37 990
Fleet Management	2 598	2 796	2 596	233	2 069	1 909	160	8%	2 596
Human Resources	(4 572)	19 972	34 942	1 766	18 510	25 619	(7 109)	-28%	34 942
Information Technology	2 974	3 719	3 719	279	3 056	3 458	(403)	-12%	3 719
Legal Services	2 188	1 780	3 287	106	2 772	2 495	276	11%	3 287
Marketing, Customer Relations, Publicity and Media	3 064	3 630	3 748	329	2 819	2 845	(26)	-1%	3 748
Property Services	1 813	3 489	3 489	50	435	1 509	(1 074)	-71%	3 489
Risk Management	16	421	421	–	–	316	(316)	-100%	421
Supply Chain Management	5 944	5 970	6 440	586	5 119	4 009	1 110	28%	6 440
Valuation Service	534	1 680	1 171	25	237	877	(641)	-73%	1 171
Internal audit	2 300	2 230	2 230	222	1 902	1 709	193	11%	2 230
Governance Function	2 300	2 230	2 230	222	1 902	1 709	193	11%	2 230
Community and public safety	**71 893**	**99 678**	**98 054**	**13 290**	**69 373**	**70 465**	**(1 092)**	**-2%**	**98 054**
Community and social services	23 633	26 589	26 857	1 898	17 805	18 657	(853)	-5%	26 857
Aged Care	4 533	4 296	4 552	396	3 685	2 845	841	30%	4 552
Cemeteries, Funeral Parlours and Crematoriums	2 903	3 317	3 292	251	2 146	2 289	(143)	-6%	3 292
Child Care Facilities	2	819	823	–	6	619	(613)	-99%	823
Community Halls and Facilities	5 568	6 080	6 087	455	3 836	4 320	(484)	-11%	6 087
Disaster Management	55	47	73	0	44	27	17	62%	73
Education	4	705	705	–	2	530	(528)	-100%	705
Libraries and Archives	10 568	11 324	11 324	796	8 086	8 027	59	1%	11 324
Sport and recreation	25 297	28 548	27 750	2 146	18 773	19 916	(1 143)	-6%	27 750
Community Parks (including Nurseries)	6 497	6 763	6 782	586	4 945	4 626	319	7%	6 782
Recreational Facilities	14 318	16 797	15 964	1 180	10 625	11 886	(1 261)	-11%	15 964
Sports Grounds and Stadiums	4 482	4 988	5 005	380	3 204	3 405	(201)	-6%	5 005
Public safety	10 010	9 416	9 425	625	5 607	6 642	(1 035)	-16%	9 425
Fire Fighting and Protection	10 010	9 416	9 425	625	5 607	6 642	(1 035)	-16%	9 425
Housing	12 954	35 126	34 022	8 621	27 188	25 249	1 939	8%	34 022
Housing	12 749	33 431	32 307	8 608	27 073	23 965	3 108	13%	32 307
Informal Settlements	205	1 695	1 715	13	115	1 284	(1 169)	-91%	1 715

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD budget
Economic and environmental services	**59 435**	**69 890**	**70 920**	**4 351**	**39 711**	**38 101**	**1 609**	**4%**	**70 920**
Planning and development	9 030	11 868	11 764	989	7 241	8 113	(871)	-11%	11 764
Corporate Wide Strategic Planning (IDPs, LEDs)	1 825	2 182	2 124	126	1 150	1 325	(175)	-13%	2 124
Economic Development/Planning	1 570	2 227	2 182	96	1 278	1 410	(132)	-9%	2 182
Town Planning, Building Regulations and Enforcement	4 077	4 920	4 920	631	3 587	3 679	(92)	-2%	4 920
Project Management Unit	1 559	2 538	2 538	136	1 227	1 699	(472)	-28%	2 538
Road transport	49 753	55 632	56 617	3 210	31 567	28 273	3 294	12%	56 617
Police Forces, Traffic and Street Parking Control	25 573	31 101	30 929	1 936	14 940	11 090	3 851	35%	30 929
Roads	24 181	24 531	25 688	1 274	16 627	17 183	(556)	-3%	25 688
Environmental protection	651	2 390	2 539	153	902	1 715	(813)	-47%	2 539
Biodiversity and Landscape	(24)	2 390	2 539	153	902	1 715	(813)	-47%	2 539
Pollution Control	675	–	–	–	–	–	–		–
Trading services	**323 358**	**363 203**	**370 794**	**29 318**	**228 344**	**237 551**	**(9 207)**	**-4%**	**370 794**
Energy sources	208 229	260 127	259 592	22 189	157 549	180 686	(23 137)	-13%	259 592
Electricity	205 241	257 067	256 767	21 985	155 403	178 409	(23 006)	-13%	256 767
Street Lighting and Signal Systems	2 988	3 060	2 825	205	2 146	2 277	(131)	-6%	2 825
Water management	37 704	28 971	34 304	2 321	23 751	18 327	5 424	30%	34 304
Water Treatment	21	1 557	1 557	4	21	1 167	(1 147)	-98%	1 557
Water Distribution	35 159	24 063	29 096	2 268	21 626	14 935	6 692	45%	29 096
Water Storage	2 524	3 351	3 651	50	2 104	2 225	(122)	-5%	3 651
Waste water management	33 065	31 759	33 602	2 396	22 148	16 820	5 328	32%	33 602
Public Toilets	1 432	1 710	1 710	130	1 137	1 201	(64)	-5%	1 710
Sewerage	25 120	21 855	23 690	1 633	15 418	9 933	5 484	55%	23 690
Storm Water Management	6 508	5 720	5 720	634	5 591	3 830	1 761	46%	5 720
Waste Water Treatment	5	2 475	2 483	–	2	1 855	(1 853)	-100%	2 483
Waste management	44 361	42 346	43 295	2 411	24 895	21 718	3 177	15%	43 295
Solid Waste Disposal (Landfill Sites)	13 624	16 543	16 235	357	2 497	5 529	(3 031)	-55%	16 235
Solid Waste Removal	28 966	24 478	25 735	1 911	20 979	15 196	5 783	38%	25 735
Street Cleaning	1 771	1 325	1 325	143	1 419	993	426	43%	1 325
Other	824	914	914	1	642	694	(52)	-7%	914
Licensing and Regulation	18	60	60	1	2	54	(52)	-96%	60
Tourism	806	854	854	–	640	640	0	0%	854
Total Expenditure - Functional	**531 521**	**654 680**	**689 373**	**55 328**	**426 626**	**446 379**	**(19 753)**	**-4%**	**689 373**
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**(25 582)**	**16 734**	**24 298**	**58 311**	**(34 014)**	**-58%**	**(25 563)**

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) - Q3 Third Quarter

Vote Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	86 082	91 210	91 172	5 861	73 245	77 483	(4 239)	-5.5%	91 172
Vote 2 - Community Services	132 923	181 732	183 184	24 231	118 937	131 418	(12 481)	-9.5%	183 184
Vote 3 - Corporate Services	520	539	639	97	254	479	(225)	-47.0%	639
Vote 4 - Technical Services	367 989	385 828	387 303	41 827	258 059	294 189	(36 129)	-12.3%	387 303
Vote 5 - Muncipal Manager	537	1 495	1 495	47	428	1 121	(692)	-61.8%	1 495
Total Revenue by Vote	**588 051**	**660 803**	**663 791**	**72 063**	**450 924**	**504 690**	**(53 767)**	**-10.7%**	**663 791**
Expenditure by Vote									
Vote 1 - Financial Services	34 049	47 139	51 373	2 569	32 104	32 721	(617)	-1.9%	51 373
Vote 2 - Community Services	99 562	136 762	135 067	15 463	86 553	85 706	848	1.0%	135 067
Vote 3 - Corporate Services	31 442	61 026	83 158	4 833	46 352	56 385	(10 033)	-17.8%	83 158
Vote 4 - Technical Services	355 880	397 201	405 781	31 605	252 095	261 670	(9 575)	-3.7%	405 781
Vote 5 - Muncipal Manager	10 589	12 551	13 994	858	9 523	9 897	(375)	-3.8%	13 994
Total Expenditure by Vote	**531 521**	**654 680**	**689 373**	**55 328**	**426 626**	**446 379**	**(19 753)**	**-4.4%**	**689 373**
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**(25 582)**	**16 734**	**24 298**	**58 311**	**(34 014)**	**-58.3%**	**(25 582)**

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Q3 Third Quarter

Vote Description	2019/20	Budget Year 2020/21							
R thousand	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	**86 082**	**91 210**	**91 172**	**5 861**	**73 245**	**77 483**	(4 239)	-5%	**91 172**
1.1 - Assessment Rates	64 749	76 963	76 963	3 635	57 164	63 955	(6 791)	-11%	76 963
1.2 - Treasury: Administration	22 140	18 500	18 462	2 325	16 603	13 847	2 756	20%	18 462
1.3 - Treasury: Debtors	(910)	(4 493)	(4 493)	(104)	(572)	(498)	(73)	15%	(4 493)
1.4 - Treasury: Credit controle	51	223	223	–	(0)	167	(167)	-100%	223
1.5 - Supply Chain Management	52	17	17	5	50	13	37	289%	17
Vote 2 - Community Services	**132 923**	**181 732**	**183 184**	**24 231**	**118 937**	**131 418**	**(12 481)**	-9%	**183 184**
2.1 - Cemetries	224	222	222	8	152	167	(14)	-9%	222
2.2 - Housing: Administration	9 049	30 043	30 043	24	15 947	22 532	(6 585)	-29%	30 043
2,3 - Library Services	9 024	9 707	10 107	5	4 611	7 580	(2 969)	-39%	10 107
2,4 - Fire Protection Sevices	3	728	728	1	4	546	(542)	-99%	728
2,5 - Pine Forest : Administration	6 456	7 298	7 298	465	6 501	5 473	1 028	19%	7 298
2.7-Community Halls And Facilities	382	605	605	17	222	454	(232)	-51%	605
2.8-Licensing & Regulation	100	109	109	1	93	82	11	14%	109
2.9-Enviromental Protection	88	538	698	–	1	523	(522)	-100%	698
2.10-Parks	41	113	113	2	19	85	(66)	-77%	113
2.11-Traffic	18 235	20 050	20 050	469	3 817	15 245	(11 428)	-75%	20 050
2.13-Social & Welfare Services	86 628	95 119	95 415	23 219	87 387	65 384	22 003	34%	95 415
2.15-Recreational Land	371	13 095	12 225	3	47	9 169	(9 122)	-99%	12 225
2.16-Swimming Pools	95	186	186	17	134	139	(5)	-4%	186
2.17-Vehicle Licensing & Testing	1 842	3 670	3 670	–	–	2 753	(2 753)	-100%	3 670
2.18-L E D	388	250	1 715	–	–	1 286	(1 286)	-100%	1 715
Vote 3 - Corporate Services	**520**	**539**	**639**	**97**	**254**	**479**	**(225)**	-47%	**639**
3.3-Human Resources	499	526	526	87	235	394	(159)	-40%	526
3.5-Council Cost	–	–	0	10	19	0	19	2546567%	0
3.7-Marketing & Communications	20	4	104	–	–	78	(78)	-100%	104
3.9-Administration	1	9	9	–	–	6	(6)	-100%	9
Vote 4 - Technical Services	**367 989**	**385 828**	**387 303**	**41 827**	**258 059**	**294 189**	**(36 129)**	-12%	**387 303**
4.1-Building Regulations & Enforce	979	899	899	187	603	674	(71)	-11%	899
4.2-Electricity: Administration	226 811	268 154	268 374	32 782	180 598	196 755	(16 157)	-8%	268 374
4.3-Electricity: Street Lights	708	821	821	–	–	616	(616)	-100%	821
4.5-Sewerage	34 078	23 304	23 304	2 372	21 947	24 629	(2 682)	-11%	23 304
4.7-Town Planning	213	1 756	1 756	35	235	1 317	(1 082)	-82%	1 756
4.8-Stormwater Management	12 088	3 391	3 391	–	–	2 544	(2 544)	-100%	3 391
4.9-Roads	18 111	6 337	7 493	–	–	5 620	(5 620)	-100%	7 493
4.10-Solid Waste (Dumping Site)	769	630	1 500	49	551	1 069	(518)	-48%	1 500
4.11-Solid Waste (Garden)	–	4	4	–	–	1	(1)	-100%	4
4.12-Solid Waste (Removal)	24 578	24 510	25 456	2 363	20 697	17 029	3 668	22%	25 456
4.14-Water Distribution	49 654	56 021	54 303	4 039	33 428	43 935	(10 507)	-24%	54 303
Vote 5 - Muncipal Manager	**537**	**1 495**	**1 495**	**47**	**428**	**1 121**	(692)	-62%	**1 495**
5.1-Property & Legal Services	537	868	868	47	428	651	(223)	-34%	868
5.3-Project Management	–	626	626	–	–	470	(470)	-100%	626
Total Revenue by Vote	**588 051**	**660 803**	**663 791**	**72 063**	**450 924**	**504 690**	(53 767)	-11%	**663 791**

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Q3 Third Quarter

Vote Description	2019/20	Budget Year 2020/21							
R thousand	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Vote 1 - Financial Services	**34 049**	**47 139**	**51 373**	**2 569**	**32 104**	**32 721**	(617)	-2%	**51 373**
1.1 - Assessment Rates	1 748	3 174	6 731	369	3 803	–	3 803	#DIV/0!	6 731
1.2 - Treasury: Administration	11 488	21 185	22 692	349	13 653	17 829	(4 176)	-23%	22 692
1.3 - Treasury: Debtors	5 069	6 400	5 891	405	3 455	3 829	(374)	-10%	5 891
1.4 - Treasury: Credit controle	8 588	8 651	7 865	823	5 758	5 758	1	0%	7 865
1.5 - Supply Chain Management	5 949	5 970	6 440	587	5 126	4 009	1 117	28%	6 440
1.6 - Director: Finance	1 206	1 759	1 755	34	309	1 297	(988)	-76%	1 755
Vote 2 - Community Services	**99 562**	**136 762**	**135 067**	**15 463**	**86 553**	**85 706**	**848**	**1%**	**135 067**
2.1 - Cemetries	2 903	3 317	3 292	251	2 146	2 289	(143)	-6%	3 292
2.2 - Housing: Administration	12 954	35 126	34 022	8 621	27 188	25 249	1 939	8%	34 022
2,3 - Library Services	10 568	11 066	11 066	796	8 086	7 834	252	3%	11 066
2,4 - Fire Protection Sevices	10 010	9 416	9 425	625	5 607	6 642	(1 035)	-16%	9 425
2,5 - Pine Forest : Administration	10 234	10 758	10 710	887	6 987	8 418	(1 431)	-17%	10 710
2.6-Klipriver Park: Administration	896	1 343	1 343	77	692	964	(272)	-28%	1 343
2.7-Community Halls And Facilities	5 176	5 787	5 794	420	3 514	4 115	(601)	-15%	5 794
2.8-Licensing & Regulation	18	60	60	1	2	54	(52)	-96%	60
2.9-Enviromental Protection	651	2 390	2 539	153	902	1 715	(813)	-47%	2 539
2.10-Parks	6 489	7 007	7 026	586	4 945	4 806	139	3%	7 026
2.11-Traffic	21 798	27 127	26 675	1 531	11 454	8 207	3 247	40%	26 675
2.12-Disaster Management	55	47	73	0	44	27	17	62%	73
2.13-Social & Welfare Services	4 539	5 820	6 080	396	3 693	3 994	(301)	-8%	6 080
2.15-Recreational Land	4 482	4 988	5 005	380	3 204	3 405	(201)	-6%	5 005
2.16-Swimming Pools	3 188	4 696	3 911	216	2 946	2 504	442	18%	3 911
2.17-Vehicle Licensing & Testing	3 774	3 974	4 254	406	3 487	2 883	603	21%	4 254
2.18-L E D	1 570	2 227	2 182	96	1 278	1 410	(132)	-9%	2 182
2.19-Director: Community Services	256	1 611	1 610	23	380	1 189	(809)	-68%	1 610
Vote 3 - Corporate Services	**31 442**	**61 026**	**83 158**	**4 833**	**46 352**	**56 385**	**(10 033)**	**-18%**	**83 158**
3.1-Property Administration	1 530	418	418	50	430	1 241	(811)	-65%	418
3.2-Information Tecnology	2 928	3 658	3 718	279	3 055	3 458	(403)	-12%	3 718
3.3-Human Resources	(4 572)	19 972	34 942	1 766	18 510	25 619	(7 109)	-28%	34 942
3.5-Council Cost	14 838	18 767	18 078	1 167	9 985	10 715	(730)	-7%	18 078
3.5-Town Secretary	1 320	1 385	1 385	121	1 083	1 030	53	5%	1 385
3.6-Tourism	806	854	854	–	640	640	0	0%	854
3.7-Marketing & Communications	3 110	3 691	3 749	329	2 820	2 846	(26)	-1%	3 749
3.8-Thusong Centre	407	312	312	36	327	221	106	48%	312
3.9-Administration	9 364	10 124	17 846	936	8 010	9 315	(1 305)	-14%	17 846
3.10-Director Corporate Services	1 711	1 846	1 856	149	1 491	1 300	191	15%	1 856
Vote 4 - Technical Services	**355 880**	**397 201**	**405 781**	**31 605**	**252 095**	**261 670**	**(9 575)**	**-4%**	**405 781**
4.1-Building Regulations & Enforce	2 583	2 669	2 669	291	2 143	1 993	150	8%	2 669
4.2-Electricity: Administration	205 289	257 174	256 639	21 836	155 609	178 669	(23 060)	-13%	256 639
4.3-Electricity: Street Lights	175	–	–	–	–	131	(131)	-100%	–
4.4-Mechanical Workshop	2 598	2 796	2 596	233	2 069	1 909	160	8%	2 596
4.4-Public Toilets	1 432	1 710	1 710	130	1 137	1 201	(64)	-5%	1 710
4.5-Sewerage	27 884	26 977	28 821	1 986	17 356	13 672	3 683	27%	28 821
4.7-Town Planning	1 494	2 251	2 251	340	1 444	1 686	(242)	-14%	2 251
4.8-Stormwater Management	6 508	5 720	5 720	634	5 591	3 830	1 761	46%	5 720
4.9-Roads	24 181	24 531	25 688	1 274	16 627	17 183	(556)	-3%	25 688
4.10-Solid Waste (Dumping Site)	13 624	16 543	16 235	357	2 497	5 529	(3 031)	-55%	16 235
4.11-Solid Waste (Garden)	16 360	13 006	12 406	706	8 773	7 622	1 151	15%	12 406
4.12-Solid Waste (Removal)	14 377	12 798	14 654	1 348	13 625	8 567	5 058	59%	14 654
4.13-Water Storage	2 524	3 366	3 666	50	2 104	2 236	(133)	-6%	3 666
4.14-Water Distribution	35 180	25 875	30 908	2 271	21 647	16 091	5 556	35%	30 908
4.15-Director: Technical Services	1 672	1 786	1 818	150	1 473	1 350	123	9%	1 818
Vote 5 - Muncipal Manager	**10 589**	**12 551**	**13 994**	**858**	**9 523**	**9 897**	(375)	**-4%**	**13 994**
5.1-Property & Legal Services	2 188	1 980	3 487	106	2 776	2 551	225	9%	3 487
5.2-IDP	1 825	2 182	2 124	126	1 150	1 325	(175)	-13%	2 124
5.3-Project Management	537	1 208	1 207	45	413	879	(467)	-53%	1 207
5.4-Performance Management	1 022	1 331	1 331	90	814	819	(5)	-1%	1 331
5.5-Internal Audit	2 316	2 650	2 650	222	1 902	2 024	(123)	-6%	2 650
5.6-Municipal Manager	2 702	3 201	3 194	269	2 468	2 298	170	7%	3 194
Total Expenditure by Vote	**531 521**	**654 680**	**689 373**	**55 328**	**426 626**	**446 379**	**(19 753)**	**(0)**	**689 373**
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**(25 582)**	**16 734**	**24 298**	**58 311**	**(34 014)**	**(0)**	**(25 582)**

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) - Q3 Third Quarter

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	69 777	72 282	72 282	3 815	62 123	61 620	502	1%	72 282
Service charges - electricity revenue	221 840	265 119	265 339	32 718	179 948	189 125	(9 177)	-5%	246 166
Service charges - water revenue	35 547	35 901	35 901	3 626	29 680	26 103	3 577	14%	40 405
Service charges - sanitation revenue	24 904	22 085	22 085	2 159	19 998	15 219	4 779	31%	29 092
Service charges - refuse revenue	22 909	23 849	23 849	2 178	19 119	17 817	1 303	7%	25 127
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	5 441	7 567	7 567	419	4 022	5 976	(1 954)	-33%	7 567
Interest earned - external investments	8 551	8 695	8 695	404	4 879	6 521	(1 642)	-25%	8 695
Interest earned - outstanding debtors	10 545	7 891	7 891	1 059	10 444	5 919	4 526	76%	7 891
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	13 452	19 482	19 482	3	47	14 819	(14 772)	-100%	19 482
Licences and permits	1 125	165	165	100	838	123	714	579%	165
Agency services	5 630	5 420	5 420	367	3 021	4 065	(1 044)	-26%	5 420
Transfers recognised - operational	87 675	138 467	139 123	23 227	108 609	98 166	10 443	11%	139 123
Other revenue	10 219	9 704	9 666	1 988	8 194	9 666	(1 472)	-15%	9 666
Gains on disposal of PPE	1 157	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	**518 771**	**616 625**	**617 464**	**72 063**	**450 923**	**455 138**	**(4 215)**	**-1%**	**611 080**
Expenditure By Type									
Employee related costs	149 718	192 524	208 373	15 831	148 760	156 280	(7 520)	-5%	208 373
Remuneration of councillors	9 458	11 459	11 459	794	7 146	7 513	(367)	-5%	11 459
Debt impairment	40 803	33 613	43 513	2 417	24 881	32 635	(7 754)	-24%	(0)
Depreciation & asset impairment	30 415	45 590	45 590	–	14 018	22 811	(8 793)	-39%	45 590
Finance charges	8 409	8 840	8 724	4	269	751	(482)	-64%	8 724
Bulk purchases	188 783	229 196	229 196	20 414	139 298	162 649	(23 351)	-14%	229 196
Other materials	15 535	17 569	19 062	923	10 900	13 747	(2 847)	-21%	19 062
Contracted services	41 971	43 731	51 139	4 152	29 286	31 549	(2 263)	-7%	51 139
Transfers and grants	10 019	30 962	30 854	8 270	24 772	22 838	1 934	8%	30 854
Other expenditure	37 568	41 196	41 463	2 523	27 296	28 242	(946)	-3%	46 393
Loss on disposal of PPE	–	–	–	–	–	–	–		–
Total Expenditure	**532 678**	**654 680**	**689 373**	**55 328**	**426 626**	**479 013**	**(52 388)**	**-11%**	**650 790**
Surplus/(Deficit)	**(13 907)**	**(38 055)**	**(71 909)**	**16 734**	**24 297**	**(23 875)**	**48 172**	**(0)**	**(39 710)**
Transfers recognised - capital	70 437	44 178	46 327	–	1	34 745	(34 745)	-100%	46 327
Contributions recognised - capital	–	–	–	–	–	–	–		–
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	**56 530**	**6 123**	**(25 582)**	**16 734**	**24 298**	**10 870**	**13 427**	**–**	**6 617**
Surplus/(Deficit) attributable to	**56 530**	**6 123**	**(25 582)**	**16 734**	**24 298**	**10 870**			**6 617**
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**(25 582)**	**16 734**	**24 298**	**10 870**			**6 617**

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) - Q3 Third Quarter

Vote Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Multi-Year expenditure appropriation									
Vote 2 - Community Services	637	3 106	600	–	–	–	–		600
Vote 4 - Technical Services	47 388	33 049	35 680	408	9 744	10 766	(1 022)	-9%	35 680
Total Capital Multi-year expenditure	**48 025**	**36 155**	**36 280**	**408**	**9 744**	**10 766**	**(1 022)**	**-9%**	**36 280**
Single Year expenditure appropriation									
Vote 1 - Financial Services	675	80	80	1	34	13	21	159%	80
Vote 2 - Community Services	3 394	15 992	20 266	554	4 253	4 385	(132)	-3%	20 266
Vote 3 - Corporate Services	1 021	3 380	4 560	50	1 028	7 029	(6 001)	-85%	4 560
Vote 4 - Technical Services	33 524	15 950	20 147	821	9 648	10 543	(895)	-8%	20 147
Vote 5 - Muncipal Manager	18	56	56	14	14	2	12	500%	56
Total Capital single-year expenditure	38 631	35 458	45 110	1 440	14 977	21 973	**(6 996)**	**-32%**	45 110
Total Capital Expenditure	**86 657**	**71 613**	**81 390**	**1 848**	**24 721**	**32 739**	**(8 018)**	**-24%**	**81 390**

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Q3 Third Quarter

Vote Description R thousands	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification									
Governance and administration	**1 782**	**2 700**	**6 546**	**91**	**2 376**	**8 476**	(6 100)	-72%	**6 546**
Executive and council	388	150	2 356	20	116	1 734	(1 618)	-93%	2 356
Finance and administration	1 394	2 550	4 190	71	2 261	6 742	(4 481)	-66%	4 190
Community and public safety	**3 513**	**18 572**	**20 162**	**552**	**4 073**	**3 886**	187	5%	**20 162**
Community and social services	187	4 190	6 491	–	343	3 274	(2 931)	-90%	6 491
Sport and recreation	3 326	13 461	12 675	552	3 650	71	3 579	5030%	12 675
Public safety	–	922	997	(0)	80	541	(462)	-85%	997
Economic and environmental service	**33 399**	**13 808**	**13 919**	**61**	**7 333**	**7 858**	(526)	-7%	**13 919**
Planning and development	491	26	138	–	30	35	(5)	-14%	138
Road transport	32 908	13 782	13 782	61	7 303	7 824	(521)	-7%	13 782
Trading services	**47 963**	**36 533**	**40 763**	**1 144**	**10 939**	**12 518**	(1 579)	-13%	**40 763**
Energy sources	11 378	8 700	9 135	131	3 873	5 171	(1 298)	-25%	9 135
Water management	12 522	19 581	17 384	239	1 042	1 055	(14)	-1%	17 384
Waste water management	22 950	7 241	8 171	553	5 088	2 382	2 706	114%	8 171
Waste management	1 112	1 010	6 073	221	936	3 910	(2 974)	-76%	6 073
Total Capital Expenditure - Standard Cl	**86 657**	**71 613**	**81 390**	**1 848**	**24 721**	**32 739**	**(8 018)**	**-24%**	**81 390**
Funded by:									
National Government	25 874	38 506	36 789	773	8 606	4 914	3 692	75%	36 789
Provincial Government	27 586	6 672	8 537	–	251	6 403	(6 152)	-96%	8 537
District Municipality	717	500	500	–	–	375	(375)	-100%	500
Other transfers and grants	–	–	501	–	–	376	(376)	-100%	501
Transfers recognised - capital	**54 177**	**45 678**	**46 327**	**773**	**8 857**	**12 068**	**(3 211)**	**-27%**	**46 327**
Borrowing	–	–	3 043	–	–	2 283	(2 283)	-100%	3 043
Internally generated funds	32 479	25 935	32 019	1 074	15 863	18 388	(2 524)	-14%	32 019
Total Capital Funding	**86 657**	**71 613**	**81 390**	**1 848**	**24 721**	**32 739**	**(8 018)**	**-24%**	**81 390**

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - A - Q3 Third Quarter

Vote Description	2019/20	Budget Year 2020/21							
R thousand	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital expenditure - Municipal Vote									
Expenditure of multi-year capital appropriation									
Vote 2 - Community Services	**637**	**600**	**600**	**–**	**–**	**–**	–		**600**
2.7-Community Halls And Facilities	–	600	600	–	–	–	–		600
2.10-Parks	637	–	–	–	–	–	–		–
Vote 3 - Corporate Services	**–**	**2 506**	**–**	**–**	**–**	**–**	–		**–**
3.5-Council Cost	–	2 506	–	–	–	–	–		–
Vote 4 - Technical Services	**47 388**	**33 049**	**35 680**	**408**	**9 744**	**10 766**	**1 056**	**10%**	**35 680**
4.2-Electricity: Administration	9 226	7 369	7 577	126	3 449	3 709	(261)	-7%	7 577
4.3-Electricity: Street Lights	1 198	1 171	1 397	–	389	1 324	(935)	-71%	1 397
4.5-Sewerage	7 000	–	–	–	–	–	–		–
4.8-Stormwater Management	12 088	3 391	3 263	–	3 263	1 257	2 006	160%	3 263
4.9-Roads	7 744	3 186	3 186	61	2 023	1 340	683	51%	3 186
4.10-Solid Waste (Dumping Site)	603	1 000	1 998	221	416	854	(438)	-51%	1 998
4.11-Solid Waste (Garden)	–	–	3 043	–	–	2 283			3 043
4.14-Water Distribution	9 529	16 931	15 214	–	204	–			15 214
Total multi-year capital expenditure	**48 025**	**36 155**	**36 280**	**408**	**9 744**	**10 766**	(1 022)	-9%	**36 280**
							–		
Capital expenditure - Municipal Vote									
Expenditue of single-year capital appropriation							–		
Vote 1 - Financial Services	**675**	**80**	**80**	**1**	**34**	**13**	**21**	**159%**	**80**
1.2 - Treasury: Administration	591	50	50	–	16	–	16	#DIV/0!	50
1.6 - Director: Finance	85	30	30	1	18	13	5	35%	30
Vote 2 - Community Services	**3 394**	**15 992**	**20 266**	**554**	**4 253**	**4 385**	**(132)**	**-3%**	**20 266**
2.1 - Cemetries	–	200	200	–	–	–	–		200
2,3 - Library Services	–	1 500	1 900	–	–	1 425	(1 425)	-100%	1 900
2,4 - Fire Protection Sevices	–	922	997	(0)	80	541	(462)	-85%	997
2,5 - Pine Forest : Administration	292	–	–	–	–	–	–		–
2.7-Community Halls And Facilities	129	1 850	2 286	–	318	750	(432)	-58%	2 286
2.10-Parks	1 963	560	644	6	623	71	552	776%	644
2.11-Traffic	–	495	495	–	120	371	(251)	-68%	495
2.15-Recreational Land	346	10 435	12 071	545	3 052	–	3 052		12 071
2.16-Swimming Pools	88	–	–	–	–	–	–		–
2.18-L E D	549	–	1 577	–	30	1 133	(1 104)	-97%	1 577
2.19-Director: Community Services	27	30	98	2	31	93	(62)	-67%	98
Vote 3 - Corporate Services	**1 021**	**3 380**	**4 560**	**50**	**1 028**	**7 029**	**(6 001)**	**-85%**	**4 560**
3.2-Information Tecnology	634	550	666	–	646	363	282	78%	666
3.5-Council Cost	–	1 000	2 099	–	235	1 574	(1 339)	-85%	2 099
3.7-Marketing & Communications	148	300	240	47	47	167	(120)	-72%	240
3.9-Administration	21	1 500	1 500	–	70	4 911	(4 841)	-99%	1 500
3.10-Director Corporate Services	217	30	55	3	30	13	17	130%	55
Vote 4 - Technical Services	**33 524**	**15 950**	**20 147**	**821**	**9 648**	**10 543**	**(895)**	**-8%**	**20 147**
4.2-Electricity: Administration	102	160	160	5	35	138	(102)	-74%	160
4.3-Electricity: Street Lights	852	–	–	–	–	–	–		–
4.4-Mechanical Workshop	–	150	1 733	24	1 482	1 300	182	14%	1 733
4.4-Public Toilets	–	700	1 300	479	479	–	479	#DIV/0!	1 300
4.5-Sewerage	3 562	2 700	3 158	74	1 346	675	671	99%	3 158
4.8-Stormwater Management	300	450	450	–	–	450	(450)	-100%	450
4.9-Roads	25 164	10 100	10 100	–	5 160	6 113	(953)	-16%	10 100
4.11-Solid Waste (Garden)	509	10	530	–	520	397	123	31%	530
4.12-Solid Waste (Removal)	–	–	501	–	–	376	(376)	-100%	501
4.14-Water Distribution	2 993	1 650	2 170	239	603	1 055	(453)	-43%	2 170
4.15-Director: Technical Services	41	30	45	–	23	38	(15)	-40%	45
Vote 5 - Muncipal Manager	**18**	56	56	14	14	2	12	500%	56
5.3-Project Management	–	26	26	–	–	–	–		26
5.6-Municipal Manager	18	30	30	14	14	2	12	500%	30
Total single-year capital expenditure	**38 631**	**35 458**	**45 110**	**1 440**	**14 977**	**21 973**	**(6 996)**	**(0)**	**45 110**
Total Capital Expenditure	**86 657**	**71 613**	**81 390**	**1 848**	**24 721**	**32 739**	**(8 018)**	**(0)**	**81 390**

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

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - Q3 Third Quarter

Description	2019/20	Budget Year 2020/21			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash	94 272	89 164	73 319	123 697	73 319
Call investment deposits	(0)	–	–	20 000	–
Consumer debtors	58 357	29 579	58 062	73 039	58 062
Other debtors	19 685	26 690	11 076	50 820	11 076
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 693	11 402	11 693	11 319	11 693
Total current assets	**184 006**	**156 835**	**154 149**	**278 876**	**154 149**
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	44 492	45 660	44 492	44 350	44 492
Investments in Associate	–	–	–	–	–
Property, plant and equipment	918 179	929 659	953 687	929 031	953 687
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 429	2 650	2 029	2 426	2 029
Other non-current assets	550	550	550	550	550
Total non current assets	**965 651**	**978 519**	**1 000 758**	**976 356**	**1 000 758**
TOTAL ASSETS	**1 149 656**	**1 135 353**	**1 154 908**	**1 255 233**	**1 154 908**
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	7 150	6 418	7 150	7 445	7 150
Trade and other payables	62 785	69 191	63 479	135 617	63 479
Provisions	21 302	39 877	48 213	23 643	48 213
Total current liabilities	**91 237**	**115 487**	**118 841**	**166 705**	**118 841**
Non current liabilities					
Borrowing	4 704	675	9 222	4 704	9 222
Provisions	151 311	154 570	150 812	157 120	150 812
Total non current liabilities	**156 015**	**155 245**	**160 034**	**161 825**	**160 034**
TOTAL LIABILITIES	**247 252**	**270 732**	**278 875**	**328 530**	**278 875**
NET ASSETS	**902 405**	**864 621**	**876 032**	**926 703**	**876 032**
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	892 050	854 266	865 677	916 348	865 677
Reserves	10 355	10 355	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	**902 405**	**864 621**	**876 032**	**926 703**	**876 032**

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

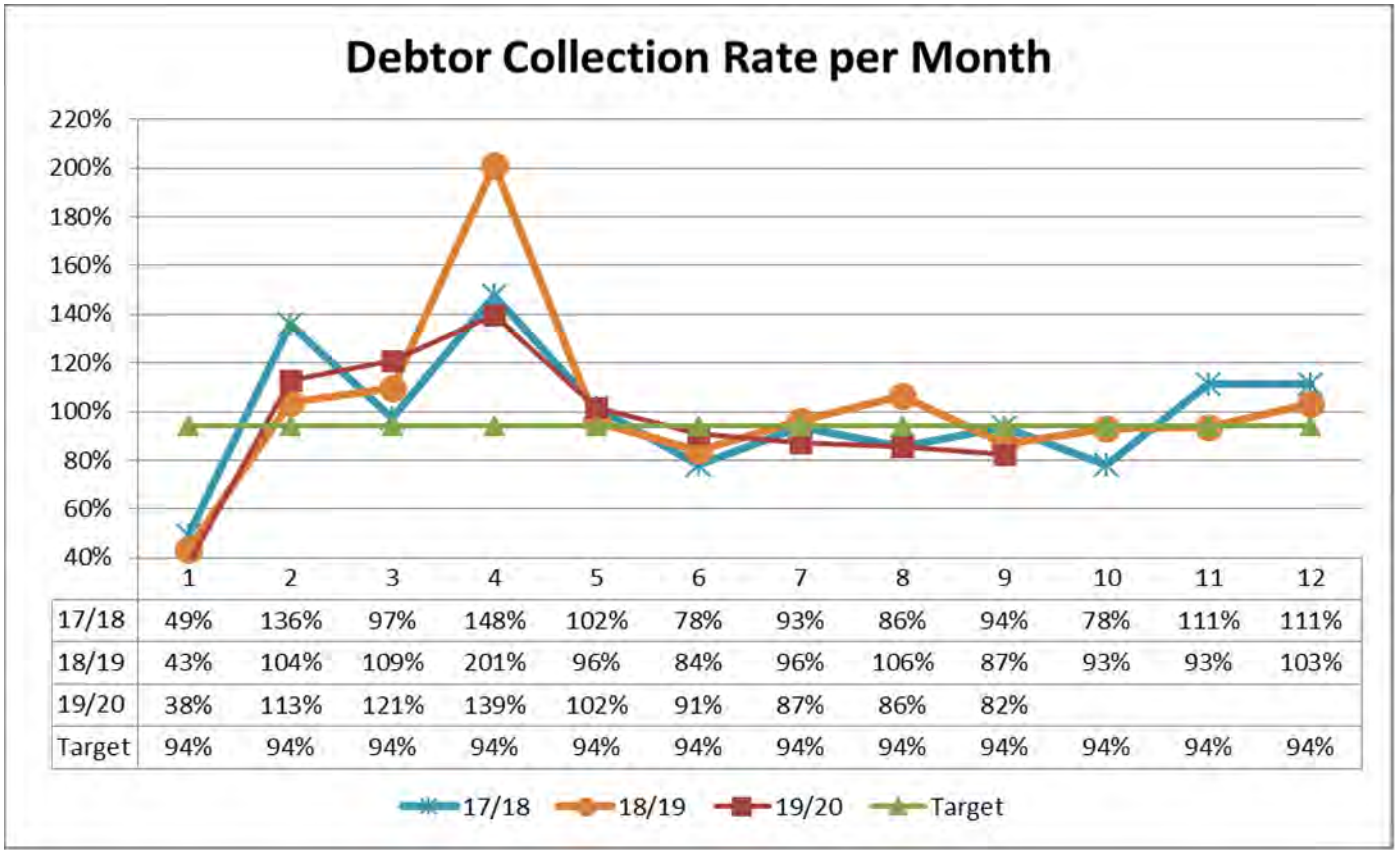
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - Q3 Third Quarter

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	71 498	71 559	71 559	4 144	59 211	60 332	(1 121)	-2%	71 559
Service charges	299 778	330 950	330 950	34 734	255 798	263 714	(7 916)	-3%	330 950
Other revenue	1 076	24 158	24 319	3 074	16 525	14 759	1 766	12%	24 319
Government - operating	126 944	139 169	139 123	23 212	121 259	138 962	(17 703)	-13%	139 123
Government - capital	36 531	50 208	46 122	28 123	55 599	40 230	15 369	38%	46 122
Interest	11 596	16 565	16 586	404	4 770	14 122	(9 351)	-66%	16 586
Dividends									
Payments									
Suppliers and employees	(454 855)	(530 278)	(539 268)	(43 722)	(406 285)	(429 625)	(23 340)	5%	(539 268)
Finance charges	(651)	(1 366)	(1 249)	(4)	(50)	(682)	(632)	93%	(1 249)
Transfers and Grants	(10 019)	(30 962)	(31 079)	(8 320)	(29 791)	(28 438)	1 353	-5%	(31 079)
NET CASH FROM/(USED) OPERATING ACTIVITIES	**81 900**	**70 001**	**57 062**	**41 644**	**77 037**	**73 373**	**(41 574)**	**-57%**	**57 062**
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	3 268	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	–	–	–	–		–
Payments									
Capital assets	(86 657)	(71 613)	(81 014)	(2 318)	(27 345)	(58 096)	(30 750)	53%	(81 014)
NET CASH FROM/(USED) INVESTING ACTIVITIES	**(83 389)**	**(71 613)**	**(81 014)**	**(2 318)**	**(27 345)**	**(58 096)**	**(30 750)**	**53%**	**(81 014)**
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits	731	–	–	(145)	(246)	–	(246)		–
Payments									–
Repayment of borrowing	(2 477)	(500)	3 000	–	(20)	2 763	2 783	101%	3 000
NET CASH FROM/(USED) FINANCING ACTIVITIES	**(1 745)**	**(500)**	**3 000**	**(145)**	**(266)**	**2 763**	**3 029**	**110%**	**(266)**
									–
NET INCREASE/ (DECREASE) IN CASH HELD	**(3 234)**	**(2 112)**	**(20 952)**	**39 181**	**49 426**	**18 041**			**(20 952)**
Cash/cash equivalents at beginning:	97 506	91 275	94 272		94 272	94 272			94 272
Cash/cash equivalents at month/year end:	94 272	89 164	73 319		143 698	112 313			73 319

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

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q3 Third Quarter

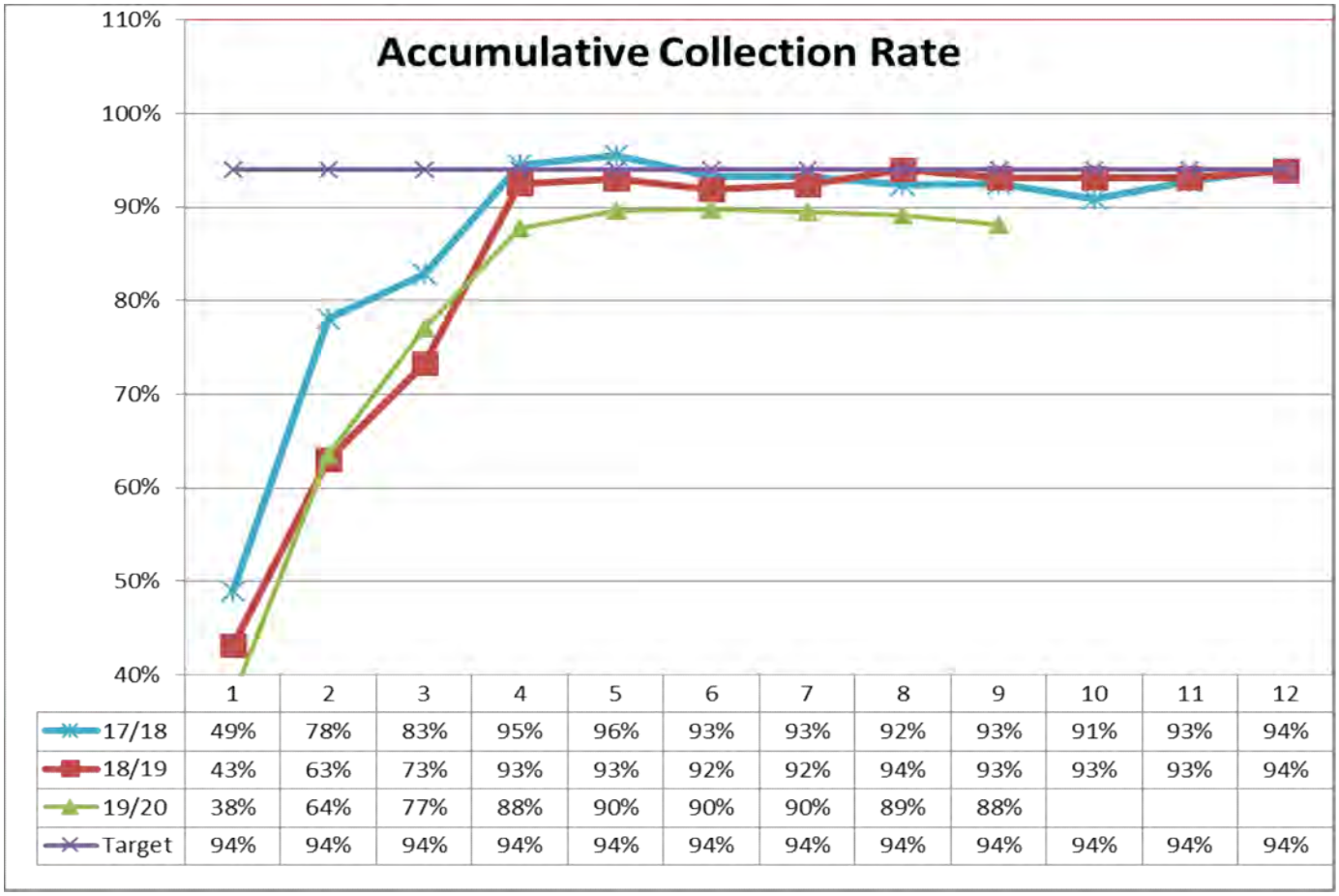
Description		Budget Year 2020/21									
R thousands	NT Code	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	9 850	1 797	1 735	1 160	1 176	927	6 805	41 568	65 018	51 636
Electricity	1300	20 034	734	267	227	174	126	1 123	3 392	26 076	5 041
Property Rates	1400	4 016	330	275	252	243	224	4 022	14 166	23 528	18 907
Waste Water Management	1500	5 632	810	754	726	683	658	3 586	20 610	33 460	26 263
Waste Management	1600	6 114	917	835	772	733	704	3 632	21 752	35 459	27 593
Property Rental Debtors	1700	89	13	12	12	12	12	84	801	1 036	922
Interest on Arrear Accounts	1810	1 413	101	121	128	139	146	1 769	34 868	38 683	37 049
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(4 178)	28	41	31	51	25	194	1 069	(2 738)	1 370
Total By Income Source	**2000**	**42 969**	**4 731**	**4 041**	**3 309**	**3 210**	**2 822**	**21 214**	**138 226**	**220 522**	**168 781**
Debtors Age Analysis By Customer Group											
Organs of State	2200	667	379	208	186	139	92	2 448	5 756	9 875	8 621
Commercial	2300	17 593	498	254	201	161	132	1 959	7 826	28 624	10 279
Households	2400	24 270	3 670	3 390	2 753	2 759	2 460	16 042	121 467	176 810	145 480
Other	2500	439	184	189	169	152	138	766	3 178	5 214	4 402
Total By Customer Group	**2600**	**42 969**	**4 731**	**4 041**	**3 309**	**3 210**	**2 822**	**21 214**	**138 226**	**220 522**	**168 781**



	1	2	3	4	5	6	7	8	9	10	11	12
17/18	49%	136%	97%	148%	102%	78%	93%	86%	94%	78%	111%	111%
18/19	43%	104%	109%	201%	96%	84%	96%	106%	87%	93%	93%	103%
19/20	38%	113%	121%	139%	102%	91%	87%	86%	82%			
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 March 2020 amounts to 82% in comparison to the previous year 87%.

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 Maart 2020 82% beloop in vergelyking met die vorige jaar 87 %.



	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%	94%
19/20	38%	64%	77%	88%	90%	90%	90%	89%	88%			
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 88%.

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 88% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q3 Third Quarter

Description R thousands	NT Code	Budget Year 2020/21									Prior year totals for chart (same period)
		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total	
Creditors Age Analysis By Customer Type											
Bulk Electricity	0100	–	–	–	–	–	–	–	–	–	–
Bulk Water	0200	–	–	–	–	–	–	–	–	–	–
PAYE deductions	0300	–	–	–	–	–	–	–	–	–	–
VAT (output less input)	0400	–	–	–	–	–	–	–	–	–	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	–	–
Loan repayments	0600	–	–	–	–	–	–	–	–	–	–
Trade Creditors	0700	970	44	–	–	–	–	–	–	1 014	–
Auditor General	0800	–	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–	–
Total By Customer Type	**1000**	**970**	**44**	**–**	**–**	**–**	**–**	**–**	**–**	**1 014**	–

Notes

Material increases in value of creditors' categories compared to previous month to be explained

`

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Q3 Third Quarter

Investments by maturity Name of institution & investment ID R thousands	Period of Investment Yrs/Months	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
Municipality								
ABSA	–	–	–	–		–	–	–
Investec	–	–	–	–		–	–	–
Nedbank	10 Months	–	08/06/2020	–		–	–	20 000
Standard Bank	4 Months	–	09/12/2019	–		–	–	–
FNB	–	–	–	–		–	–	–
TOTAL INVESTMENTS AND INTEREST				**–**		**–**	**–**	**20 000**

Operating and Capital transfers recognised as revenue are indicated in the following table: Transfers are rcognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q3 Third Quarter

Description	Budget Year 2020/21							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
RECEIPTS:								
Operating Transfers and Grants								
National Government:	**97 119**	**97 119**	**23 227**	**88 328**	**72 839**	**15 489**	**21.3%**	**97 119**
Equitable Share	92 850	92 850	23 212	85 782	69 638	16 145	23.2%	92 850
Local Government Financial Management Grant [Sc	1 400	1 400	9	941	1 050	(109)	-10.4%	1 400
Expanded Public Works Programme Integrated Grar	2 269	2 269	7	1 605	1 702	(97)	-5.7%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	–	–	450	(450)	-100.0%	600
Provincial Government:	**40 573**	**39 073**	**–**	**20 281**	**28 270**	**(7 989)**	**-28.3%**	**38 693**
Housing	29 000	29 000	–	15 729	21 750	(6 021)	-27.7%	29 000
Financial Management	330	330	–	–	248	(248)	-100.0%	330
Financial Management Support Grant	–	–	–	–	–	–		–
Regional Social Econimical Pro	1 000	1 000	–	–	–	–		1 000
Libraries, Archives and Museum	9 639	8 139	–	4 552	6 104	(1 552)	-25.4%	8 139
Community Development Workers	–	–	–	–	–	–		–
Capacity Building Grant	380	380	–	–	–	–		–
Maintenance of Main Roads	–	–	–	–	168	(168)	-100.0%	224
Municipal Accreditation & Capacity Building Grant	224	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 Transfers and Grants	**138 467**	**136 967**	**23 227**	**108 609**	**101 109**	**7 500**	**7.4%**	**136 587**
Capital Transfers and Grants						–		
National Government:	41 984	40 267	–	1	–	1		40 267
Municipal Infrastructure Grant [Schedule 5B]	18 966	18 966	–	1	–	1		–
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	15 214	–	–	–	–		–
Integrated National Electrification Programme (Mun	2 609	2 609	–	–	–	–		40 267
Regional Social Econimical Pro	3 478	3 478	–	–	–	–		–
Provincial Government:	**1 694**	**1 694**	**–**	**–**	**–**	–		**972**
Housing	**–**	**–**	**–**	**–**	**–**	–		**–**
Sport & Recreation	–	**–**	**–**	**–**	**–**	–		
Main Roads	972	**972**	**–**	**–**	**–**	–		**972**
Fire Service Capacity Building Grant	722	**722**	**–**	**–**	**–**	–		**–**
District Municipality:	**–**	**–**	**–**	**–**	**–**	–		**–**
	–	**–**	**–**	**–**	**–**	–		**–**
	–	–	–	–	–	–		–
Other grant providers:	**–**	**–**	**–**	**–**	**–**	–		**–**
	–	**–**	**–**	**–**	**–**	–		**–**
Total Capital Transfers and Grants	**43 678**	**41 961**	**–**	**1**	**–**	**1**		**41 239**
TOTAL RECEIPTS OF TRANSFERS & GRANTS	182 145	178 928	23 227	108 610	101 109	7 501	7.4%	177 826

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 - Q3 Third Quarter

Description	Budget Year 2020/21							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	**97 119**	**97 119**	**23 227**	**88 328**	**72 839**	**15 489**	**21.3%**	**97 119**
Equitable Share	92 850	92 850	23 212	85 782	69 638	16 145	23.2%	92 850
Local Government Financial Management Grant [Sche	1 400	1 400	9	941	1 050	(109)	-10.4%	1 400
Expanded Public Works Programme Integrated Grant f	2 269	2 269	7	1 605	1 702	(97)	-5.7%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	–	–	450	(450)	-100.0%	600
Other transfers and grants [insert description]	–	–	–	–	–	–		–
Provincial Government:	**40 573**	**39 073**	**–**	**20 281**	**29 305**	**(9 024)**	**-30.8%**	**38 693**
Housing	29 000	29 000	–	15 729	21 750	(6 021)	-27.7%	29 000
Financial Management	330	330	–	–	248	(248)	-100.0%	330
Financial Management Support Grant	–	–	–	–	–	–		–
Regional Social Econimical Pro	1 000	1 000	–	–	750	(750)	-100.0%	1 000
Libraries, Archives and Museum	9 639	8 139	–	4 552	6 104	(1 552)	-25.4%	8 139
Community Development Workers	–	–	–	–	–	–		–
Capacity Building Grant	380	380	–	–	285	(285)		–
Maintenance of Main Roads	–	–	–	–	–	–		–
Municipal Accreditation & Capacity Building Grant	224	224	–	–	168	(168)	-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:	**138 467**	**136 967**	**23 227**	**108 609**	**102 144**	**6 465**	**-9.5%**	**136 587**
Capital expenditure of Transfers and Grants								
National Government:	**41 984**	**40 267**	**–**	**1**	**30 200**	**(55 834)**	**-184.9%**	**40 267**
Municipal Infrastructure Grant [Schedule 5B]	18 966	18 966	–	1	14 225	–		18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	15 214	–	–	11 410	(30 199)	-100.0%	15 214
Integrated National Electrification Programme (Mun	2 609	2 609	–	–	1 957	(14 224)	-100.0%	2 609
Regional Social Econimical Pro	3 478	3 478	–	–	2 609	(11 410)	-100.0%	3 478
Provincial Government:	**1 694**	**1 694**	**–**	**–**	**1 270**	**(1 270)**	**-100%**	**–**
Housing	–	–	–	–	–	–		–
Sport & Recreation	–	–	–	–	–	–		–
Main Roads	972	972	–	–	729	(729)	-100.0%	–
Fire Service Capacity Building Grant	722	722	–	–	541	(541)	-100.0%	–
District Municipality:	**–**	**–**	**–**	**–**	**–**	–		**–**
	–	**–**	**–**	**–**	**–**	–		**–**
	–	–	–	–	–	–		–
Other grant providers:	**–**	**–**	**–**	**–**	**–**	–		**–**
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	**43 678**	**41 961**	**–**	**1**	**31 470**	**(57 104)**	**-181.5%**	**40 267**
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	**182 145**	**178 928**	**23 227**	**108 610**	**133 615**	**(50 639)**	**-37.9%**	**176 854**

In terms of section 12 of the Division of Revenue Act the municipality confirms that, based on internal controls, all grant funding has been received and spent in terms of the conditions attached thereto.

WC022 Witzenberg - Supporting Table SC7(2) Monthly Budget Statement - Expenditure against approved rollovers - Q3 Third Quarter

Description	Ref	Budget Year 2020/21				
R thousands		Approved Rollover 2019/20	Monthly actual	YearTD actual	YTD variance	YTD variance %
EXPENDITURE						
Operating expenditure of Approved Roll-overs						
National Government:		–	–	–	–	
None		–	–	–	–	
Provincial Government:		–	–	–	–	
None		–	–	–	–	
District Municipality:		–	–	–	–	
None		–	–	–	–	
Other grant providers:		–	–	–	–	
None		–	–	–	–	
Total operating expenditure of Approved Roll-overs		–	–	–	–	
Capital expenditure of Approved Roll-overs						
National Government:		–	–	–	–	
Municipal Infrastructure Grant [Schedule 5B]		–	–	–	–	
Provincial Government:		–	–	–	–	
None		–	–	–	–	
District Municipality:		–	–	–	–	
None		–	–	–	–	
Other grant providers:		–	–	–	–	
None		–	–	–	–	
Total capital expenditure of Approved Roll-overs		–	–	–	–	
TOTAL EXPENDITURE OF APPROVED ROLL-OVERS		–	–	–	–	

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - Q3 Third Quarter

Summary of Employee and Councillor remuneration	Budget Year 2020/21							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 718	7 718	605	5 461	5 773	(312)	-5%	7 718
Pension and UIF Contributions	1 137	1 137	88	793	426	367	86%	1 137
Medical Aid Contributions	227	227	20	157	95	62	66%	227
Motor Vehicle Allowance	741	741	–	–	–	–		741
Cellphone Allowance	1 094	1 094	78	704	819	(115)	-14%	1 094
Housing Allowances	487	487	3	31	400	(369)	-92%	487
Other benefits and allowances	54	54	–	–	–	–		54
Sub Total - Councillors	**11 459**	**11 459**	**794**	**7 146**	**7 513**	**(367)**	**-5%**	**11 459**
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	237	2 223	2 857	(634)	-22%	3 809
Pension and UIF Contributions	783	783	17	149	588	(438)	-75%	783
Medical Aid Contributions	135	135	4	49	101	(52)	-52%	135
Overtime	–	–	–	–	–	–		–
Performance Bonus	891	891	47	358	668	(310)	-46%	891
Motor Vehicle Allowance	1 052	1 052	68	612	789	(177)	-22%	1 052
Cellphone Allowance	71	71	2	31	53	(22)	-42%	71
Housing Allowances	154	154	–	–	115	(115)	-100%	154
Other benefits and allowances	115	115	9	90	86	4	5%	115
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	**7 010**	**7 010**	**384**	**3 512**	**5 258**	**(1 746)**	**-33%**	**7 010**
Other Municipal Staff								
Basic Salaries and Wages	115 689	116 528	9 177	85 435	87 396	(1 961)	-2%	116 528
Pension and UIF Contributions	17 544	17 550	1 433	12 915	13 162	(247)	-2%	17 550
Medical Aid Contributions	7 793	7 793	701	5 961	5 844	117	2%	7 793
Overtime	12 733	12 733	1 235	12 726	9 550	3 176	33%	12 733
Performance Bonus	8 186	8 186	718	6 465	6 140	326	5%	8 186
Motor Vehicle Allowance	4 497	4 497	434	3 912	3 373	539	16%	4 497
Cellphone Allowance	405	405	43	376	304	72	24%	405
Housing Allowances	1 649	1 649	130	1 155	1 237	(81)	-7%	1 649
Other benefits and allowances	4 318	4 322	356	3 187	3 241	(54)	-2%	4 322
Payments in lieu of leave	889	889	465	6 339	667	5 672	851%	889
Long service awards	436	436	141	1 273	327	946	290%	436
Post-retirement benefit obligations	11 376	26 376	606	5 451	19 782	(14 331)	-72%	26 376
Sub Total - Other Municipal Staff	**185 514**	**201 363**	**15 439**	**145 194**	**151 022**	**(5 828)**	**-4%**	**201 363**
TOTAL SALARY, ALLOWANCES &	**203 983**	**219 832**	**16 617**	**155 853**	**163 793**	**(7 940)**	**-5%**	**219 832**
% increase								
TOTAL MANAGERS AND STAFF	**192 524**	**208 373**	**15 823**	**148 706**	**156 280**	**(7 573)**	**-5%**	**208 373**

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 - Q3 Third Quarter

Description	Ref	Budget Year 2020/21											
		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		3 455	11 142	11 734	9 921	6 169	4 338	4 622	3 687	4 144	3 727	3 884	4 736
Service charges - electricity revenue		17 246	27 274	27 135	21 954	19 720	20 437	19 591	17 265	27 791	32 697	33 059	37 669
Service charges - water revenue		2 326	2 518	2 559	2 161	2 492	2 726	2 900	2 666	2 954	3 109	3 054	4 390
Service charges - sanitation revenue		1 520	1 560	3 831	1 515	1 743	1 954	1 844	1 600	1 585	1 449	1 564	1 419
Service charges - refuse		1 647	1 811	1 988	1 590	1 948	1 817	2 047	1 680	2 404	1 928	1 899	2 558
Service charges - other		–	–	–	–	–	–	–	–	–	–	–	–
Rental of facilities and equipment		240	284	382	381	281	231	553	473	430	134	435	527
Interest earned - external investments		434	623	77	700	638	728	23	1 143	404	590	831	2 494
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	–	–	–	7 900
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		208	288	300	395	239	177	398	315	294	217	851	1 383
Licences and permits		308	8	1 318	162	176	704	206	580	532	14	362	(2 456)
Agency services		–	–	–	–	–	–	–	–	–	3 670	–	–
Transfer receipts - operating		47 994	5 605	–	3 042	10 946	25 708	4 064	689	23 212	161	0	17 703
Other revenue		145	331	344	461	433	376	1 691	1 064	1 818	2 325	410	489
Cash Receipts by Source		**75 522**	**51 444**	**49 668**	**42 282**	**44 785**	**59 195**	**37 939**	**31 161**	**65 568**	**50 022**	**46 349**	**78 812**
Other Cash Flows by Source													–
Transfer receipts - capital		14 003	–	–	–	3 474	10 000	–	–	28 123	4 104	1 788	(15 369)
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	–	–	–	–	–	–	–	–	–	–
Short term loans		–	–	–	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		92	43	(97)	(18)	48	(6)	(246)	83	(145)	–	–	246
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		–	–	–	–	–	–	–	–	–	–	–	–
Total Cash Receipts by Source		**89 618**	**51 487**	**49 571**	**42 263**	**48 306**	**69 189**	**37 693**	**31 244**	**93 545**	**54 126**	**48 137**	**63 688**
Cash Payments by Type													–
Employee related costs		13 166	13 889	13 576	14 279	21 728	14 740	14 842	16 757	14 505	14 541	16 489	13 449
Remuneration of councillors		909	910	899	906	906	906	897	918	794	966	963	1 485
Interest paid		–	–	–	–	–	46	–	–	4	–	–	1 200
Bulk purchases - Electricity		23 467	30 587	27 112	15 301	15 281	15 283	13 288	19 913	20 414	24 914	23 272	34 744
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	–
Other materials		1 070	1 700	1 073	1 697	2 258	1 132	2 277	1 697	2 442	2 046	2 829	1 947
Contracted services		2 576	4 884	3 656	4 506	3 368	5 163	1 548	2 434	4 165	4 659	6 958	14 395
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		4 958	–	3 961	2 792	7 500	1 877	263	119	8 320	660	1 272	(643)
General expenses		3 937	4 387	3 437	6 290	3 582	7 219	1 912	2 311	2 399	4 712	1 307	6 452
Cash Payments by Type		**50 084**	**56 357**	**53 713**	**45 771**	**54 623**	**46 366**	**35 027**	**44 149**	**53 043**	**52 498**	**53 090**	**73 029**
Other Cash Flows/Payments by Type													
Capital assets		2 346	1 184	3 945	7 026	2 372	4 469	1 753	1 932	2 318	6 607	9 959	43 585
Repayment of borrowing		–	–	22	–	–	–	(2)	–	–	–	–	(3 020)
Other Cash Flows/Payments		(7 040)	107	(31)	1 314	507	2 000	127	1 008	(997)	–	–	583
Total Cash Payments by Type		**45 389**	**57 648**	**57 649**	**54 111**	**57 502**	**52 834**	**36 905**	**47 088**	**54 365**	**59 104**	**63 049**	**114 177**
NET INCREASE/(DECREASE) IN CASH HELD		**44 229**	**(6 160)**	**(8 078)**	**(11 848)**	**(9 196)**	**16 355**	**788**	**(15 844)**	**39 181**	**(4 978)**	**(14 911)**	**(50 489)**
Cash/cash equivalents at the month/year beginning:		94 272	138 500	132 340	124 262	112 414	103 218	119 573	120 361	104 517	143 698	138 720	123 808
Cash/cash equivalents at the month/year end:		138 500	132 340	124 262	112 414	103 218	119 573	120 361	104 517	143 698	138 720	123 808	73 320

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - Q3 Third Quarter

Month	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
Monthly expenditure performance trend									
July	–	–	–	101	101	–	(101)	#DIV/0!	0%
August	2 395	1 979	2 249	3 035	3 136	2 249	(886)	-39.4%	4%
September	3 895	3 219	3 658	2 468	5 604	5 907	303	5.1%	8%
October	4 259	3 520	4 000	6 398	12 002	9 907	(2 095)	-21.1%	17%
November	5 596	4 625	5 256	2 200	14 202	15 163	961	6.3%	20%
December	4 014	3 317	3 770	4 387	18 589	18 933	344	1.8%	26%
January	2 324	1 921	2 183	1 566	20 155	21 116	961	4.6%	28%
February	5 448	4 502	5 116	2 718	22 873	26 233	3 360	12.8%	32%
March	6 120	5 057	5 748	1 848	24 721	31 980	7 260	22.7%	35%
April	10 087	8 336	9 474	719	25 439	41 454	16 015	38.6%	
May	3 737	3 088	3 509	–		44 964	–		
June	38 783	32 050	36 426	–		81 390	–		
Total Capital expenditure	**86 657**	**71 613**	**81 390**	**25 439**					

MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts
Quarter ending February 2020
Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

MFMA Section	Item Description	Income transactions January 2020	Income transactions February 2020	Income transactions March 2020	Expenditure transactions January 2020	Expenditure transactions February 2020	Expenditure transactions March 2020	Income YTD transactions Quarter 3	Expenditure YTD transactions Quarter 3	Total YTD Income	Total YTD Expenditure
		Income	Income	Income	Expenditure	Expenditure	Expenditure				
		R	R		R	R		R	R	R	R
11(1) (b)	Expenditure authorised in terms of section 26(4) (Expenditure before annual budget is approved)							-	-	-	-
11(1) (c)	Unforeseeable and unavoidable expenditure authorised in terms of section 29(1) (Mayor may approve emergency or other exceptional circumstances expenditure for which no budget provision was made)							-	-	-	-
11(1) (d)	Section 12 withdrawals (Relief, charitable, trust or other funds withdrawals)							-	-	-	-
11(1) (e) (i)	Money collected on behalf of organ of state:							-	-	-	-
	- VAT	-	-	-	2 501 852	3 302 403	4 206 049	-	9 284 243	-	29 309 203
	- Agency fees, for example motor registration, drivers licence, etc.	-	-	-	-	-	-	-	-	-	-
11(1) (e) (ii)	Insurance received by the Municipality on behalf of organ of state							-	-	-	-
11(1) (f)	Refund of money incorrectly paid into bank account							-	-	-	-
11(1) (g)	Refund of guarantees, sureties & security deposits	-233 555	-200 547	-282 993	474 300	-25 949	367 020	-1 222 838	583 877	-1 902 548	1 612 809
		-233 555	**-200 547**	**-282 993**	**2 976 152**	**3 276 455**	**4 573 069**	**-1 222 838**	**9 868 120**	**-1 902 548**	**30 922 012**

		Transactions January 2020	Transactions February 2020	Transactions March 2019	YTD Transactions Quarter 3
11(1) (h)	Cash management and investment purposes:				-
	- Realised	-	-20 000 000	-	-70 000 000
	- Made	-	-	-	90 000 000
	- Nett movement	**-**	**-20 000 000**	**-**	**20 000 000**

WITZENBERG MUNICIPALITY

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

(Report in terms of Section 66 of the MFMA)

MFMA Section	Item Description	Original Budget 2019/2020	Amended Budget 2019/2020	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	119 509 049	120 349 949	87 670 372	72.85%
66(b)	Contributions to pension funds and medical aid	26 243 876	26 251 676	19 062 983	72.62%
66(c)	Travel, accomodation and subsistence	5 549 194	5 549 194	4 523 399	81.51%
66(d)	Housing benefits and allowances	1 802 658	1 802 658	1 155 205	64.08%
66(e)	Overtime	12 533 132	12 532 597	12 725 567	101.54%
66(f)	Loans and advances	0	0	0	0.00%
66(g)	Other type of benefit or allowances related to staff	26 886 346	41 886 881	23 622 659	56.40%
	Sub - Total (Staff Benefits)	**R 192 524 255**	**R 208 372 955**	**R 148 760 184**	**71.39%**
Councillor Benefits					
MAY	Mayor	979 897	979 897	469 950	47.96%
DM	Deputy Mayor	729 598	729 598	435 319	59.67%
SP	Speaker	729 892	729 892	434 104	59.48%
MCM	Mayoral Committee members	2 625 434	2 625 434	1 609 837	61.32%
CLLR	Other Councillors	5 029 252	5 029 252	3 246 812	64.56%
MED	Medical aid contributions	227 354	227 354	156 843	68.99%
PEN	Pension fund contributions	1 137 333	1 137 333	793 320	69.75%
WARD	Ward Committee Alllowance	1 152 000	1 152 000	1 010 000	87.67%
	Sub - Total (Councillors' Benefits)	**12 610 760**	**R 12 610 760**	**R 8 156 185**	**64.68%**
Total Councillor and Staff Benefits		**R 205 135 015**	**R 220 983 715**	**R 156 916 369**	**71.01%**

WITZENBERG MUNICIPALITY: 2019/20 3rd QUARTER PERFORMANCE REPORT (Top Layer SDBIP)

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	3rd Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
Essential Services	Sustainable provision & maintenance of basic services	TecDir1	Percentage expenditure on the preventative maintenance budget of the Technical Department.	98%	75%	78%		
		TecDir3	Percentage expenditure on capital budget by Technical Directorate.	95%	60%	35%	Tulbagh Dam tender cancelled due to non-complaint bidders. National Lock down brought all projects/bids to a stand still.	Tulbagh Dam tender to go out on tender again. National Lock down to be lifted.
		TecWat21	Percentage compliance with drinking water quality standards	98%	98%	100%		
		TecWat36	Percentage of valid water connection applications connected by reporting period end	95%	95%	100%		
		TecSan22	Percentage of valid sanitation connection applications connected by reporting period end	95%	95%	100%		
		TecEl60	Percentage of valid electricity connection applications connected by reporting period end. (excl subsidised housing)	95%	95%	99,3%		
		TecRef46	Access to the weekly removal of residential solid waste in all seven Witzenberg towns according to a publicised programme.	7	7	7		
		TecWat20	Decrease unaccounted water losses.	18%	18%	14,2%		
		TecEl37	Decrease unaccounted electricity losses.	10%	10%	10,2%	Eskom meters read midnight month end, Munic only LPU's, rest on varying dates.	Alignment of readings will improve towards year-end.
		TecRo7	Kilometres of roads upgraded & rehabilitated.	4	2	4,1		
Essential Services	Provide for the needs of informal settlements through improved	TecSan13	Provide basic services - number of established informal areas with sufficient communal sanitation services points (toilets).	3	3	3		
		TecWat22	Provide basic services - number of established informal areas with sufficient communal water services points (taps).	3	3	3		

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	3rd Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
	services	TecRef31	Improve basic services - number of established informal settlements receiving a periodic area cleansing programme.	3	3	3		
		TecEl36	Percentage of houses in a subsidised housing project connected to the electrical network.	95%	95%	100%		
Governance	Support institutional transformation & development	CorpHR13	Percentage budget spend on the implementation of the Workplace Skills Plan	96%	75%	56%	Training Money were put aside for MMCL Tender , tender not awarded yet .	Tender needs to be awarded.
		CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	4	3	3		
	Financial Viability	FinFAdm10	Financial viability expressed as Debt-Coverage ratio	200	200	405	No new loans taken up.	
		FinFAdm9	Financial viability expressed as Cost-Coverage ratio	2,8	2,8	3,98		
		FinFAdm11	Financial viability expressed outstanding service debtors	44%	44%	61%	Increase in outstanding debtors.	Strict Implementation of Credit Control Policy. Roll out of Revenue Enhancement Project. Collectability of old outstanding must be considered for write off.
		FinDir3	Achieve an unqualified opinion of the Auditor-General on annual financial statements of the previous year.	1 Unqualified Report	1 Unqualified Report	1 Unqualified Report		
		FinInc15	Increased revenue collection	94%	94%	88%	Slower Payment patterns had negative impact on the collection rate month to month, which also impacted the accumulative collection rate.	Stringent implementation of the credit control policy.
		MM1	Percentage expenditure on the preventative maintenance budget of the whole of the municipality.	98%	75%	78%		
		MM2	Percentage spend on Capital Budget for the whole municipality.	95%	60%	30,4%	Tulbagh Dam tender cancelled due to non-complaint bidders. Tender for pavillions had to be re-advertised and appeal lodged further delayed appointment. National Lock down brought all projects/bids to a stand still.	Tulbagh Dam tender to be re-advertised. National Lock down to be lifted.
	To maintain &	MMIDP9	Number of IDP community engagements held.	14	7	7		

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	3rd Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
	strengthen relations	ComSoc49	Number of meetings with intergovernmental partners.	12	9	9		
Communal Services	Provide & maintain facilities that make citizens feel at home	ComAm34	Report on annual customer satisfaction survey on community facilities.	1	1	1		
		ComDir1	Percentage expenditure on the preventative maintenance budget of the Community Department	98%	75%	66,0%	Delayed approval of policy on Cost-Containment Regulations has resulted in planned cashflows not being achieved.	All relevant tenders has been advertised and appointments has been made.
		ComDir2	Percentage expenditure on capital budget by Community Directorate.	95%	60%	20,3%	Delayed approval of policy on Cost-Containment Regulations has resulted in planned cashflows not being achieved. Tender for pavillions had to be re-advertised and appeal lodged further delayed appointment. National Lock down brought all projects/bids to a stand still.	All relevant tenders has been advertised and apart from a tender that had to be re-advertised, appointments has been made. Projects to continue after lockdown.
Socio-Economic Support	Support the poor & vulnerable through programmes & policy	ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	4500	4500	3078		
		ComLed8	The number of jobs created through the municipality's local economic development initiatives including capital projects.	400	300	300		
		ComSoc42	Number of engagements with target groups with the implementation of social development programmes.	20	15	25		
		ComHS14	Number of housing opportunities provided per year - top structures.	199	150	199		
		ComHS15	Number of rental stock transferred.	40	30	30		
	Create an enabling	ComLed19	Quarterly report to Mayco on investment incentives implemented.	4	3	3		
		ComLed20	Quarterly report to Mayco on the Small Business Entrepreneurs Development Programme.	4	3	3		

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	3rd Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
Socio-Economic Support	Create an enabling environment to attract investment & support local economy	ComLed21	Quarterly report to Mayco on the progress of the Ceres Business Initiative (CBI) Entrepreneur Programme for SMME's	4	3	3		
		ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.	4	3	3		

Total Cost Savings Disclosure in the In-Year and Annual Report

Quarter ended: March 2020

Witzenberg Municipality

Measures	Adj Budget	Q1	Q2	Q3	Q4	Total YTD	PREV TOTAL YTD	Savings
Use fo Consultants	20 530 724	2 802 025	6 191 872	2 585 816		11 579 713	12 227 670	647 958
Vehicles used for political office -bearers	14 837	1 850	231	1 274	-	3 355	13 530	10 175
Travel and subsistence	1 377 971	163 856	223 878	123 711		511 444	710 391	198 947
Domestic Accomodation	371 251	3 097	68 938	22 367		94 402	231 426	137 024
Sponsorships, events and catering	295 064	84 008	26 221	22 221		132 450	598 158	465 709
Communication	2 460 537	408 255	713 772	557 843		1 679 870	1 784 926	105 056
Other Related Expenditure Items	2 178 864	291 525	373 243	379 008	-	1 043 776	1 276 941	233 164
TOTAL	27 229 248	3 754 616	7 598 154	3 692 240	-	15 045 011	16 843 043	1 798 032

**** Savings were calculated based upon a comparision between previous year and current year year-to-date expenditure items*



Quarterly Budget Statement Report {Section 52(d)} for the Period 1 April 2020 to 30 June 2020

Financial data is in respect of the period 1 July 2019 to 30 June 2020

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, **s**pending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

In terms of Section 52 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003):

52. General Responsibilities. — The mayor of a municipality—

(*a*) must provide general political guidance over the fiscal and financial affairs of the municipality;

(*b*) in providing such general political guidance, may monitor and, to the extent provided in this Act, oversee the exercise of responsibilities assigned in terms of this Act to the accounting officer and the chief financial officer, but may not interfere in the exercise of those responsibilities;

(*c*) must take all reasonable steps to ensure that the municipality performs its constitutional and statutory functions within the limits of the municipality's approved budget;

(*d*) **must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality; and**

(*e*) must exercise the other powers and perform the other duties assigned to the mayor in terms of this Act or delegated by the council to the mayor.

In terms of section 11 (4) (a), the Accounting Officer must within 30 days after the end of each quarter table in the municipal council a consolidated report of all withdrawals made in terms of subsection (1) (b) to (j) during that quarter. Section 11(1) read as follow:

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

(a) to defray expenditure appropriated in terms of an approved budget;
(b) to defray expenditure authorised in terms of section 26(4);
(c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1);
(d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section;
(e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including—
(i) money collected by the municipality on behalf of that person or organ of state by agreement; or
(ii) any insurance or other payments received by the municipality for that person or organ of state;
(f) to refund money incorrectly paid into a bank account;
(g) to refund guarantees, sureties and security deposits;
(h) for cash management and investment purposes in accordance with section 13;
(i) to defray increased expenditure in terms of section 31; or
(j) for such other purposes as may be prescribed."

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

Section 66 reads as follow:
"66. The accounting officer of a municipality must, in a format and for periods as may be prescribed, report to the council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure, namely—

(a) salaries and wages;
(b) contributions for pensions and medical aid;

(c) travel, motor car, accommodation, subsistence and other allowances;
(d) housing benefits and allowances;
(e) overtime payments;
(f) loans and advances; and
(g) any other type of benefit or allowance related to staff."

The following regulations of the Local Government: Municipal Finance Management Act Municipal Budget and Reporting Regulations are relevant:

Quarterly reports on implementation of budget

31. (1) The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality as required by section 52(d) of the Act must be-

{a) in the format specified in Schedule C and include all the required tables, charts and explanatory information, taking into account any guidelines issued by the Minister in terms of section 168(1) of the Act; and

(b) consistent with the monthly budget statements for September, December, March and June as applicable; and

(c) submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.

Publication of quarterly reports on implementation of budget

32. When publishing the quarterly reports on the implementation of the budget in terms of section 75(1)(k) of the Act, the municipal manager must make public any other information that the municipal council considers appropriate to facilitate public awareness of the quarterly report on the implementation of the budget and the financial state of affairs of the municipality, including -

(a) summaries of quarterly report in alternate languages predominant in the community; and

{b) information relevant to each ward in the municipality.

PART 1 - IN-YEAR REPORT

Mayors Report

Speaker
Deputy Executive Mayor
Members of the Mayoral Committee
Councillors
Representatives of Provincial Government
Municipal Manager
Directors and officials
Distinguished guests
Members of the media

It is my privilege to present to you the quarterly Budget Statement Report for the three months from 1 April 2020 to 30 June 2020.

During the period it was very tough for stakeholders within the operational sphere of the municipality. We have during this period not apply any credit control measures to assist our communities and businesses. But we have to convey our thanks to all for their patriotism and resilience in still paying their accounts and enabling the municipality to still perform its functions. I also want to say thank you to all those employees whom against all odds still embraces the spirit of Ubuntu. I salute you all.

The year to date recovery rate for the year excluding traffic fines is 88%, against the annual target of 94%. Simultaneous we have to acknowledge that our expenditure is only 86% of budgeted expenditure excluding gains and losses, which brings relief as well. Government departments and commercial customers that are in arrears are receiving immediate attention in order to improve cash flow. National Treasury is currently assisting our municipality by issuing letters of demand to all national and provincial departments to pay their municipal accounts. Household debt remains a serious concern.

Capital expenditure is 45.83% of budgeted amount of R 76.5 million. We are hopeful that we shall be successful in our application for roll-over of conditional grant funding.

COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR

Recommendation

It is recommended that council take cognisance of the quarterly budget assessment for the period 1 April 2020 to 30 June 2020.

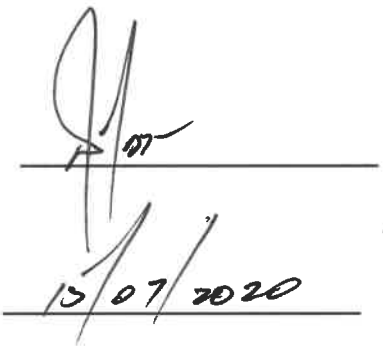
Municipal Manager's quality certification

Quality Certificate

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the quarterly budget assessment has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature: 

Date 15/07/2020

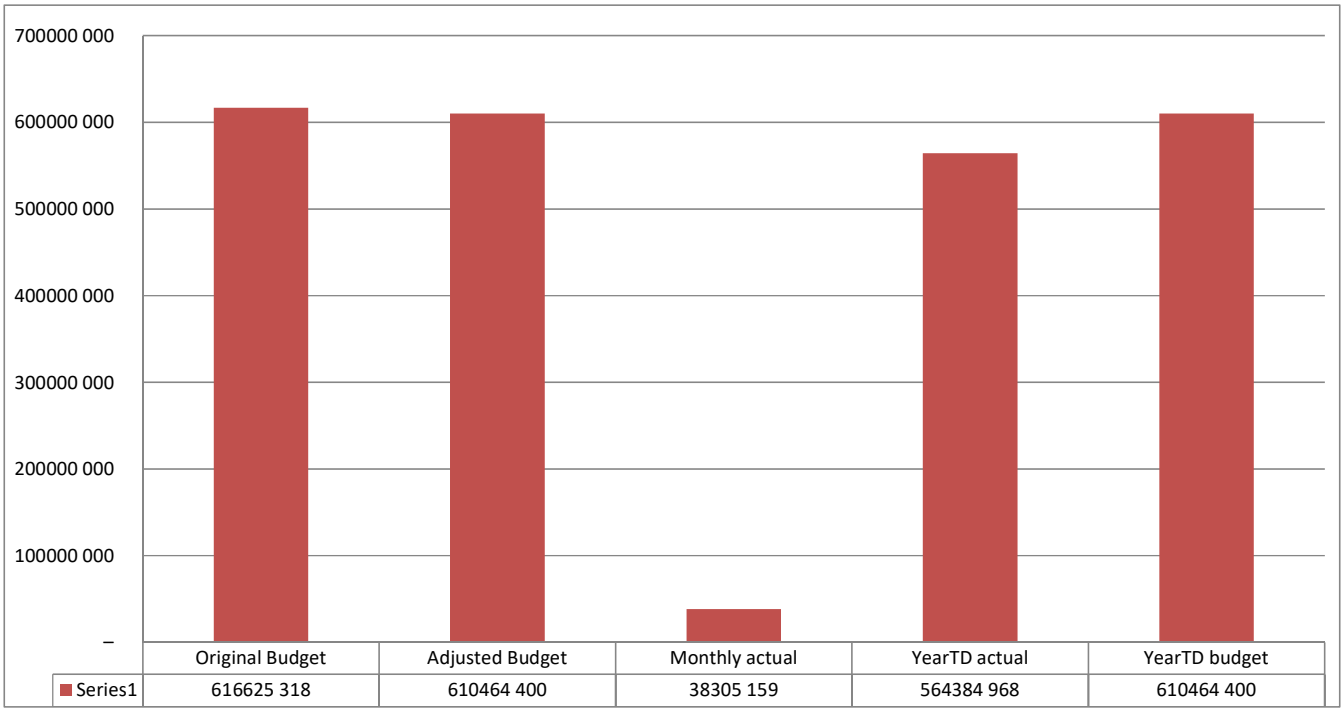
C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

TOTAL OPERATIONAL REVENUE



For the period 1 July 2019 to 30 June 2020, 92.45% of the budgeted operational revenue was raised.

In terms of Billable Services 100.6% of the budgeted operational revenue was raised.

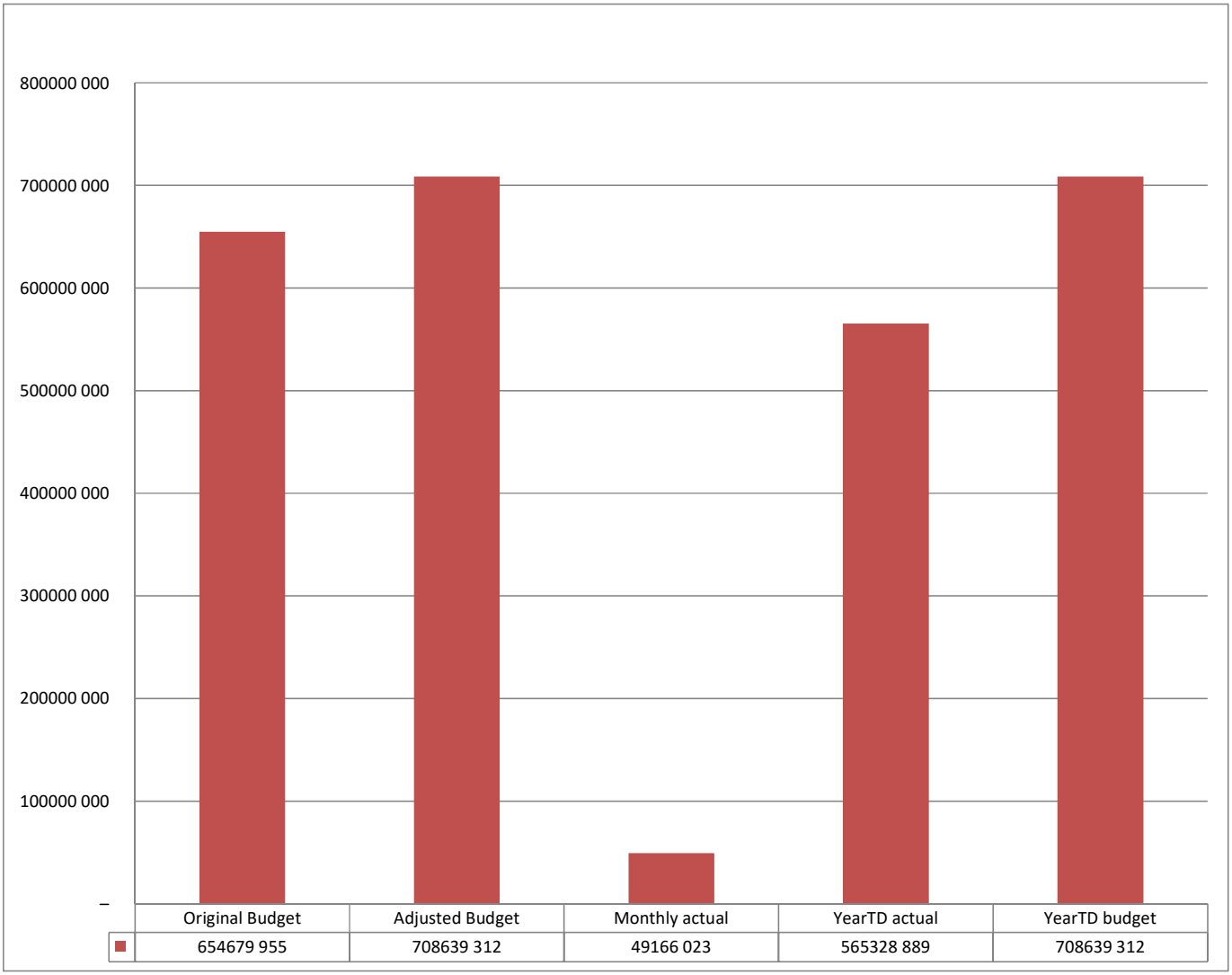
Assets must still be capitalized which will affect the transfers and subsidies on the revenue side. Fines will be recognised as part of the year-end procedures

Vir die periode 1 Julie 2019 to 30 Junie 2020, is 92.45% van die begrote operasionele inkomste gehef.

In terme van gehefde dienste is 100.6% van die begrote operasionel inkomste gehef.

Die kapitalisering van bates is steeds uitstaande wat 'n impak op die Oordragte en Subsidies aan die Inkomste kant sal hê. Inkomste vanaf Boetes word as deel van die jaareind prosedures erken.

TOTAL OPERATIONAL EXPENDITURE



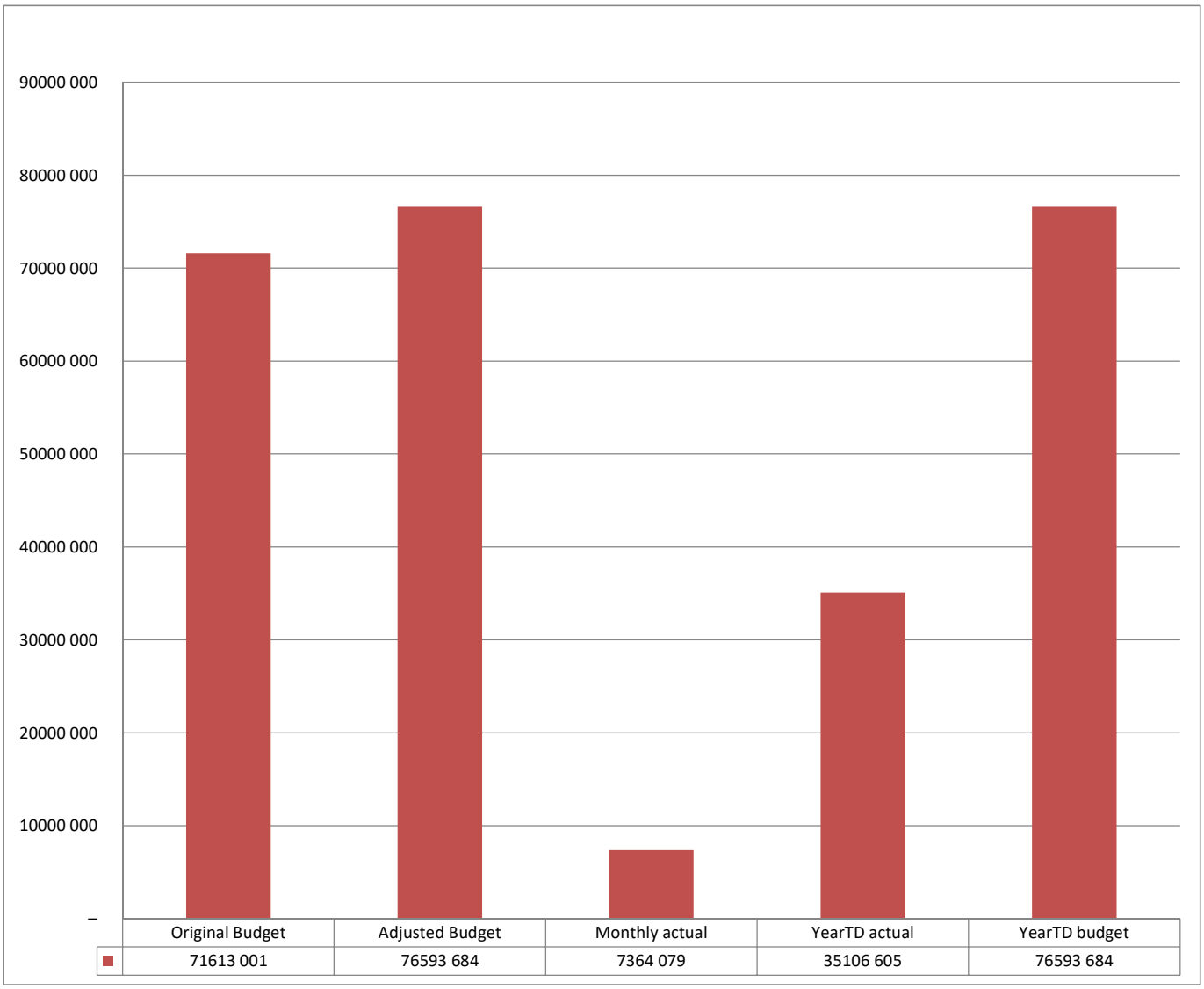
For the period 1 July 2019 to 30 June 2020, 79.78% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Expenditure excluding gains and losses amounts to 86%.

Vir die periode 1 Julie 2019 to 30 Junie 2020, is 79.78% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

Besteding uitgesluit winste en verliese is 86%.

CAPITAL EXPENDITURE



For the period 1 July 2019 to 30 June 2020, 45.83% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2019 to 30 Junie 2020, is 45.83% van die begrote kapitale uitgawes aangegaan.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 30 June 2020.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - Q4 Fourth Quarter

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance									
Property rates	69 777	72 282	72 282	3 597	73 497	72 282	1 216	2%	72 282
Service charges	305 199	346 953	342 173	30 628	345 248	342 173	3 075	1%	340 789
Investment revenue	8 551	8 695	8 695	1 670	7 307	8 695	(1 388)	-16%	16 586
Transfers recognised - operational	87 675	138 467	139 123	561	109 641	139 123	(29 482)	-21%	139 123
Other own revenue	47 568	50 229	48 191	1 849	28 691	48 191	(19 500)	-40%	48 191
contributions)	**518 771**	**616 625**	**610 464**	**38 305**	**564 385**	**610 464**	**(46 079)**	**-8%**	**616 972**
Employee costs	9 458	192 524	218 385	16 364	198 229	218 385	(20 156)	-9%	218 385
Remuneration of Councillors	9 458	11 459	11 459	1 168	9 902	11 459	(1 557)	-14%	11 459
Depreciation & asset impairment	30 415	45 590	45 590	–	14 018	45 590	(31 572)	-69%	45 590
Finance charges	8 409	8 840	8 724	39	448	8 724	(8 276)	-95%	8 724
Materials and bulk purchases	204 338	246 787	243 816	20 224	210 704	243 816	(33 112)	-14%	243 816
Transfers and grants	10 019	30 962	30 854	607	25 052	30 854	(5 803)	-19%	30 854
Other expenditure	260 583	118 518	149 811	10 764	106 976	149 811	(42 835)	-29%	101 228
Total Expenditure	**532 678**	**654 680**	**708 639**	**49 166**	**565 329**	**708 639**	**(143 310)**	**-20%**	**660 057**
Surplus/(Deficit)	**(13 907)**	**(38 055)**	**(98 175)**	**(10 861)**	**(944)**	**(98 175)**	**97 231**	**-99%**	**(43 085)**
Transfers recognised - capital	70 437	44 178	49 798	–	1	49 798	(49 797)	-100%	49 798
Contributions & Contributed assets	–	–	–	–	–	–	–		–
contributions	**56 530**	**6 123**	**(48 377)**	**(10 861)**	**(943)**	**(48 377)**	**47 434**	**-98%**	**6 713**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**(48 377)**	**(10 861)**	**(943)**	**(48 377)**	**47 434**	**-98%**	**6 713**
Capital expenditure & funds sources									
Capital expenditure	**86 657**	**71 613**	**76 594**	**7 364**	**35 107**	**76 594**	**(41 487)**	**-54%**	**76 594**
Capital transfers recognised	54 177	45 678	46 657	4 115	13 494	46 657	(33 164)	-71%	46 657
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	–	–	3 043	–	–	3 043	(3 043)	-100%	3 043
Internally generated funds	32 479	25 935	26 893	3 249	21 613	26 893	(5 280)	-20%	26 893
Total sources of capital funds	**86 657**	**71 613**	**76 594**	**7 364**	**35 107**	**76 594**	**(41 487)**	**-54%**	**76 594**
Financial position									
Total current assets	184 006	156 835	154 149		282 395				154 149
Total non current assets	965 651	978 519	1 000 758		986 742				1 000 758
Total current liabilities	91 237	115 487	118 841		203 940				118 841
Total non current liabilities	156 015	155 245	160 034		163 736				160 034
Community wealth/Equity	**902 405**	**864 621**	**876 032**		**901 462**				**876 032**
Cash flows									
Net cash from (used) operating	81 900	70 001	46 722	3 825	73 100	46 722	26 378	56%	46 722
Net cash from (used) investing	(83 389)	(71 613)	(76 434)	(5 906)	(36 418)	(76 434)	40 015	-52%	(76 434)
Net cash from (used) financing	(1 745)	(500)	–	(130)	(559)	–	(559)		(559)
Cash/cash equivalents at the month end	**94 272**	**89 164**	**64 560**	**–**	**130 395**	**64 560**	**65 834**	**102%**	**64 560**

Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	40 829	7 173	5 727	4 289	3 906	3 437	21 764	145 092	232 217
Creditors Age Analysis									
Total Creditors	4 759	233	–	–	–	–	–	–	4 992

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) - Q4 Fourth Quarter

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue - Functional									
Governance and administration	**88 978**	**95 002**	**101 280**	**6 437**	**90 624**	**101 280**	(10 656)	-11%	**101 303**
Finance and administration	88 978	95 002	101 276	6 434	90 597	101 276	(10 679)	-11%	101 276
Community and public safety	**112 056**	**156 525**	**166 475**	**444**	**115 759**	**166 475**	(50 716)	-30%	**166 475**
Community and social services	96 371	105 912	115 187	243	93 173	115 187	(22 013)	-19%	115 187
Sport and recreation	6 826	20 394	21 064	200	6 777	21 064	(14 287)	-68%	21 064
Public safety	3	728	729	1	5	729	(723)	-99%	729
Housing	8 855	29 492	29 495	–	15 803	29 495	(13 692)	-46%	29 495
Economic and environmental services	**40 066**	**34 264**	**37 210**	**858**	**5 708**	**37 210**	(31 502)	-85%	**37 210**
Planning and development	1 791	3 669	5 167	190	1 222	5 167	(3 944)	-76%	5 167
Road transport	38 187	30 057	31 346	668	4 485	31 346	(26 861)	-86%	31 346
Environmental protection	88	538	698	–	1	698	(697)	-100%	698
Trading services	**346 951**	**374 903**	**374 070**	**30 566**	**352 201**	**374 070**	(21 869)	-6%	**374 070**
Energy sources	226 478	267 273	262 561	22 706	253 134	262 561	(9 427)	-4%	262 561
Water management	49 654	56 021	55 127	3 584	44 059	55 127	(11 068)	-20%	55 127
Waste water management	45 431	26 404	29 297	1 912	27 134	29 297	(2 163)	-7%	29 297
Waste management	25 388	25 206	27 085	2 364	27 873	27 085	789	3%	27 085
Total Revenue - Functional	**588 051**	**660 803**	**679 144**	**38 305**	**564 386**	**679 144**	**(114 759)**	**-17%**	**679 167**
Expenditure - Functional									
Governance and administration	**76 011**	**120 995**	**160 965**	**9 732**	**116 759**	**160 965**	(44 205)	-27%	**160 965**
Executive and council	22 343	28 588	26 600	1 970	21 529	26 600	(5 071)	-19%	26 600
Finance and administration	51 368	90 177	132 163	7 583	92 790	132 163	(39 373)	-30%	132 163
Internal audit	2 300	2 230	2 203	179	2 441	2 203	238	11%	2 203
Community and public safety	**71 893**	**99 678**	**98 059**	**5 185**	**82 705**	**98 059**	(15 354)	-16%	**98 059**
Community and social services	23 633	26 589	26 869	1 867	23 208	26 869	(3 661)	-14%	26 869
Sport and recreation	25 297	28 548	27 751	1 669	23 777	27 751	(3 973)	-14%	27 751
Public safety	10 010	9 416	9 425	660	7 505	9 425	(1 919)	-20%	9 425
Housing	12 954	35 126	34 015	989	28 214	34 015	(5 801)	-17%	34 015
Economic and environmental services	**59 435**	**69 890**	**76 718**	**4 625**	**50 154**	**76 718**	(26 564)	-35%	**76 718**
Planning and development	9 030	11 868	11 497	934	9 572	11 497	(1 925)	-17%	11 497
Road transport	49 753	55 632	62 682	3 656	39 607	62 682	(23 075)	-37%	62 682
Environmental protection	651	2 390	2 539	34	975	2 539	(1 564)	-62%	2 539
Trading services	**323 358**	**363 203**	**390 866**	**29 598**	**314 828**	**390 866**	(76 038)	-19%	**390 866**
Energy sources	208 229	260 127	264 546	20 746	220 276	264 546	(44 270)	-17%	264 546
Water management	37 704	28 971	39 163	3 062	31 952	39 163	(7 211)	-18%	39 163
Waste water management	33 065	31 759	37 887	2 815	29 295	37 887	(8 591)	-23%	37 887
Waste management	44 361	42 346	49 271	2 974	33 305	49 271	(15 966)	-32%	49 271
Other	**824**	**914**	**914**	**26**	**882**	**914**	**(31)**	**-3%**	**914**
Total Expenditure - Functional	**531 521**	**654 680**	**727 521**	**49 166**	**565 329**	**727 521**	**(162 192)**	**-22%**	**727 521**
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**(48 377)**	**(10 861)**	**(943)**	**(48 377)**	**47 434**		**(48 354)**

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) - Q4 Fourth Quarter

Description	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Revenue - Functional									
Municipal governance and administr	**88 978**	**95 002**	**101 280**	**6 437**	**90 624**	**101 280**	**(10 656)**	**-11%**	**101 303**
Executive and council	–	–	4	3	27	3 996	23	578%	27
Mayor and Council	–	–	0	3	27	23	27	117726%	27
Finance and administration	88 978	95 002	101 276	6 434	90 597	101 276	(10 679)	-11%	101 276
Administrative and Corporate	1	9	3 152	–	–	3 152	(3 152)	-100%	3 152
Finance	88 406	94 446	97 471	6 350	90 227	97 471	(7 244)	-7%	97 471
Human Resources	499	526	526	78	313	526	(213)	-40%	526
Marketing, Customer Relations, Publicity and Media	20	4	104	–	–	104	(104)	-100%	104
Supply Chain Management	52	17	18	6	56	18	39	219%	18
Community and public safety	**112 056**	**156 525**	**166 475**	**444**	**115 759**	**166 475**	**(50 716)**	**-30%**	**166 475**
Community and social services	96 371	105 912	115 187	243	93 173	115 187	(22 013)	-19%	115 187
Aged Care	86 628	95 119	103 708	226	88 029	103 708	(15 679)	-15%	103 708
Cemeteries, Funeral Parlours	224	222	271	17	176	271	(95)	-35%	271
Community Halls and Facilities	495	863	839	1	357	839	(482)	-57%	839
Libraries and Archives	9 024	9 707	10 368	–	4 611	10 368	(5 757)	-56%	10 368
Sport and recreation	6 826	20 394	21 064	200	6 777	21 064	(14 287)	-68%	21 064
Recreational Facilities	6 456	7 299	7 601	200	6 730	7 601	(871)	-11%	7 601
Sports Grounds and Stadiums	371	13 095	12 839	–	47	12 839	(12 792)	-100%	12 839

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		Full Year Forecast
Public safety	3	728	729	1	5	729	(723)	-99%	729
Fire Fighting and Protection	3	728	729	1	5	729	(723)	-99%	729
Housing	8 855	29 492	29 495	–	15 803	29 495	(13 692)	-46%	29 495
Housing	8 855	29 492	29 495	–	15 803	29 495	(13 692)	-46%	29 495
Economic and environmental service	**40 066**	**34 264**	**37 210**	**858**	**5 708**	**37 210**	**(31 502)**	**-85%**	**37 210**
Planning and development	1 791	3 669	5 167	190	1 222	5 167	(3 944)	-76%	5 167
Economic	388	250	1 715	–	–	1 715	(1 715)	-100%	1 715
Town Planning, Building Regulations and Enforcemen	1 404	2 793	2 814	190	1 222	2 814	(1 592)	-57%	2 814
Project Management Unit	–	626	626	–	–	626	(626)	-100%	626
Road transport	38 187	30 057	31 346	668	4 485	31 346	(26 861)	-86%	31 346
Police Forces, Traffic and Street	20 076	23 720	23 845	668	4 485	23 845	(19 360)	-81%	23 845
Roads	18 111	6 337	7 501	–	–	7 501	(7 501)	-100%	7 501
Environmental protection	88	538	698	–	1	698	(697)	-100%	698
Biodiversity and Landscape	88	538	698	–	1	698	(697)	-100%	698
Trading services	**346 951**	**374 903**	**374 070**	**30 566**	**352 201**	**374 070**	**(21 869)**	**-6%**	**374 070**
Energy sources	226 478	267 273	262 561	22 706	253 134	262 561	(9 427)	-4%	262 561
Electricity	225 770	266 452	261 739	22 706	253 134	261 739	(8 604)	-3%	261 739
Street Lighting and Signal	708	821	823	–	–	823	(823)	-100%	823
Water management	49 654	56 021	55 127	3 584	44 059	55 127	(11 068)	-20%	55 127
Water Distribution	49 654	56 021	55 127	3 584	44 059	55 127	(11 068)	-20%	55 127
Waste water management	45 431	26 404	29 297	1 912	27 134	29 297	(2 163)	-7%	29 297
Sewerage	33 343	23 012	25 894	1 912	27 134	25 894	1 240	5%	25 894
Storm Water Management	12 088	3 391	3 402	–	–	3 402	(3 402)	-100%	3 402
Waste management	25 388	25 206	27 085	2 364	27 873	27 085	789	3%	27 085
Solid Waste Removal	25 388	25 206	27 045	2 364	27 873	27 045	829	3%	27 045
Other	**–**	**109**	**109**	**–**	**93**	**109**	**(16)**	-15%	**109**
Licensing and Regulation	–	109	109	–	93	109	(16)	-15%	109
Total Revenue - Functional	**588 051**	**660 803**	**679 144**	**38 305**	**564 386**	**679 144**	**(114 759)**	**-17%**	**679 167**

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Q4 Fourth Quarter

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Expenditure - Functional									
Municipal governance and administr	**76 011**	**120 995**	**160 965**	**9 732**	**116 759**	**160 965**	**(44 205)**	**-27%**	**160 965**
Executive and council	22 343	28 588	26 600	1 970	21 529	26 600	(5 071)	-19%	26 600
Mayor and Council	14 838	18 767	16 733	1 429	13 549	16 733	(3 184)	-19%	16 733
Municipal Manager, Town Secretary and Chief Execut	7 505	9 822	9 866	541	7 980	9 866	(1 887)	-19%	9 866
Finance and administration	51 368	90 177	132 163	7 583	92 790	132 163	(39 373)	-30%	132 163
Administrative and Corporate	10 401	8 615	16 777	1 492	13 503	16 777	(3 274)	-20%	16 777
Asset Management	100	4 392	4 392	2	156	4 392	(4 237)	-96%	4 392
Budget and Treasury Office	5	–	–	–	–	–	–		–
Finance	26 304	33 713	42 883	2 334	32 947	42 883	(9 936)	-23%	42 883
Fleet Management	2 598	2 796	2 636	283	2 770	2 636	135	5%	2 636
Human Resources	(4 572)	19 972	43 189	2 128	25 403	43 189	(17 786)	-41%	43 189
Information Technology	2 974	3 719	3 719	222	3 602	3 719	(116)	-3%	3 719
Legal Services	2 188	1 780	3 287	148	3 092	3 287	(195)	-6%	3 287
Marketing, Customer Relations, Publicity and Media	3 064	3 630	3 681	307	3 729	3 681	48	1%	3 681
Property Services	1 813	3 489	3 489	48	578	3 489	(2 910)	-83%	3 489
Risk Management	16	421	421	–	–	421	(421)	-100%	421
Supply Chain Management	5 944	5 970	6 468	557	6 660	6 468	193	3%	6 468
Valuation Service	534	1 680	1 221	63	348	1 221	(873)	-72%	1 221
Internal audit	2 300	2 230	2 203	179	2 441	2 203	238	11%	2 203
Governance Function	2 300	2 230	2 203	179	2 441	2 203	238	11%	2 203
Community and public safety	**71 893**	**99 678**	**98 059**	**5 185**	**82 705**	**98 059**	**(15 354)**	**-16%**	**98 059**
Community and social services	23 633	26 589	26 869	1 867	23 208	26 869	(3 661)	-14%	26 869
Aged Care	4 533	4 296	4 552	410	4 883	4 552	331	7%	4 552
Cemeteries, Funeral Parlours	2 903	3 317	3 293	270	2 889	3 293	(403)	-12%	3 293
Child Care Facilities	2	819	823	–	6	823	(817)	-99%	823
Community Halls and Facilities	5 568	6 080	6 087	420	5 010	6 087	(1 077)	-18%	6 087
Disaster Management	55	47	83	11	54	83	(29)	-35%	83
Education	4	705	705	–	2	705	(703)	-100%	705
Libraries and Archives	10 568	11 324	11 325	757	10 364	11 325	(961)	-8%	11 325
Sport and recreation	25 297	28 548	27 751	1 669	23 777	27 751	(3 973)	-14%	27 751
Community Parks (including	6 497	6 763	6 782	641	6 569	6 782	(213)	-3%	6 782
Recreational Facilities	14 318	16 797	15 964	580	12 873	15 964	(3 091)	-19%	15 964
Sports Grounds and Stadiums	4 482	4 988	5 005	448	4 336	5 005	(669)	-13%	5 005
Public safety	10 010	9 416	9 425	660	7 505	9 425	(1 919)	-20%	9 425
Fire Fighting and Protection	10 010	9 416	9 425	660	7 505	9 425	(1 919)	-20%	9 425
Housing	12 954	35 126	34 015	989	28 214	34 015	(5 801)	-17%	34 015
Housing	12 749	33 431	32 300	957	28 036	32 300	(4 264)	-13%	32 300
Informal Settlements	205	1 695	1 715	32	178	1 715	(1 536)	-90%	1 715

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD budget
Economic and environmental service	**59 435**	**69 890**	**76 718**	**4 625**	**50 154**	**76 718**	**(26 564)**	**-35%**	**76 718**
Planning and development	9 030	11 868	11 497	934	9 572	11 497	(1 925)	-17%	11 497
Corporate Wide Strategic	1 825	2 182	2 097	119	1 508	2 097	(589)	-28%	2 097
Economic	1 570	2 227	2 172	126	1 604	2 172	(568)	-26%	2 172
Town Planning, Building Regulations and Enforcement	4 077	4 920	4 920	525	4 743	4 920	(178)	-4%	4 920
Project Management Unit	1 559	2 538	2 307	164	1 718	2 307	(590)	-26%	2 307
Road transport	49 753	55 632	62 682	3 656	39 607	62 682	(23 075)	-37%	62 682
Police Forces, Traffic and Street	25 573	31 101	36 993	1 798	19 871	36 993	(17 122)	-46%	36 993
Roads	24 181	24 531	25 689	1 858	19 736	25 689	(5 953)	-23%	25 689
Environmental protection	651	2 390	2 539	34	975	2 539	(1 564)	-62%	2 539
Biodiversity and Landscape	(24)	2 390	2 539	34	975	2 539	(1 564)	-62%	2 539
Pollution Control	675	–	–	–	–	–	–		–
Trading services	**323 358**	**363 203**	**390 866**	**29 598**	**314 828**	**390 866**	**(76 038)**	**-19%**	**390 866**
Energy sources	208 229	260 127	264 546	20 746	220 276	264 546	(44 270)	-17%	264 546
Electricity	205 241	257 067	261 721	20 399	217 648	261 721	(44 073)	-17%	261 721
Street Lighting and Signal	2 988	3 060	2 825	347	2 628	2 825	(197)	-7%	2 825
Water management	37 704	28 971	39 163	3 062	31 952	39 163	(7 211)	-18%	39 163
Water Treatment	21	1 557	1 557	2	25	1 557	(1 532)	-98%	1 557
Water Distribution	35 159	24 063	33 955	3 035	29 746	33 955	(4 208)	-12%	33 955
Water Storage	2 524	3 351	3 651	25	2 181	3 651	(1 470)	-40%	3 651
Waste water management	33 065	31 759	37 887	2 815	29 295	37 887	(8 591)	-23%	37 887
Public Toilets	1 432	1 710	1 710	119	1 490	1 710	(219)	-13%	1 710
Sewerage	25 120	21 855	27 974	2 068	20 739	27 974	(7 235)	-26%	27 974
Storm Water Management	6 508	5 720	5 720	629	7 063	5 720	1 343	23%	5 720
Waste Water Treatment	5	2 475	2 483	–	2	2 483	(2 481)	-100%	2 483
Waste management	44 361	42 346	49 271	2 974	33 305	49 271	(15 966)	-32%	49 271
Solid Waste Disposal (Landfill	13 624	16 543	16 407	390	3 599	16 407	(12 808)	-78%	16 407
Solid Waste Removal	28 966	24 478	31 539	2 375	27 791	31 539	(3 748)	-12%	31 539
Street Cleaning	1 771	1 325	1 325	210	1 915	1 325	590	45%	1 325
Other	824	914	914	26	882	914	(31)	-3%	914
Licensing and Regulation	18	60	60	26	28	60	(31)	-52%	60
Tourism	806	854	854	–	854	854	(0)	0%	854
Total Expenditure - Functional	**531 521**	**654 680**	**727 521**	**49 166**	**565 329**	**727 521**	**(162 192)**	**-22%**	**727 521**
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**(48 377)**	**(10 861)**	**(943)**	**(48 377)**	**47 434**	**-98%**	**(48 354)**

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) - Q4 Fourth Quarter

Vote Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	86 082	91 210	94 643	6 241	88 159	94 643	(6 484)	-6,9%	94 643
Vote 2 - Community Services	132 923	181 732	193 154	1 129	120 551	193 154	(72 603)	-37,6%	193 154
Vote 3 - Corporate Services	520	539	3 888	81	340	3 888	(3 548)	-91,3%	3 888
Vote 4 - Technical Services	367 989	385 828	386 181	30 814	354 779	386 181	(31 402)	-8,1%	386 181
Vote 5 - Muncipal Manager	537	1 495	1 278	40	556	1 278	(722)	-56,5%	1 278
Total Revenue by Vote	**588 051**	**660 803**	**679 144**	**38 305**	**564 386**	**679 144**	**(114 759)**	**-16,9%**	**679 144**
Expenditure by Vote									
Vote 1 - Financial Services	34 049	47 139	56 344	2 988	40 498	56 344	(15 846)	-28,1%	56 344
Vote 2 - Community Services	99 562	136 762	141 126	7 157	105 204	141 126	(35 922)	-25,5%	141 126
Vote 3 - Corporate Services	31 442	61 026	90 448	5 796	63 605	90 448	(26 844)	-29,7%	90 448
Vote 4 - Technical Services	355 880	397 201	425 894	32 397	344 005	425 894	(81 889)	-19,2%	425 894
Vote 5 - Muncipal Manager	10 589	12 551	13 710	828	12 017	13 710	(1 692)	-12,3%	13 710
Total Expenditure by Vote	**531 521**	**654 680**	**727 521**	**49 166**	**565 329**	**727 521**	**(162 192)**	**-22,3%**	**727 521**
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**(48 377)**	**(10 861)**	**(943)**	**(48 377)**	**47 434**	**-98,1%**	**(48 377)**

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Q4 Fourth Quarter

Vote Description	2019/20	Budget Year 2020/21							
R thousand	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	**86 082**	**91 210**	**94 643**	**6 241**	**88 159**	**94 643**	(6 484)	-7%	**94 643**
1.1 - Assessment Rates	64 749	76 963	76 963	3 569	68 153	76 963	(8 810)	-11%	76 963
1.2 - Treasury: Administration	22 140	18 500	21 933	2 695	20 723	21 933	(1 210)	-6%	21 933
1.3 - Treasury: Debtors	(910)	(4 493)	(4 493)	(28)	(773)	(4 493)	3 720	-83%	(4 493)
1.4 - Treasury: Credit controle	51	223	223	–	(0)	223	(223)	-100%	223
1.5 - Supply Chain Management	52	17	18	6	56	18	39	219%	18
Vote 2 - Community Services	**132 923**	**181 732**	**193 154**	**1 129**	**120 551**	**193 154**	**(72 603)**	-38%	**193 154**
2.1 - Cemetries	224	222	271	17	176	271	(95)	-35%	271
2.2 - Housing: Administration	9 049	30 043	29 868	16	15 997	29 868	(13 871)	-46%	29 868
2,3 - Library Services	9 024	9 707	10 368	–	4 611	10 368	(5 757)	-56%	10 368
2,4 - Fire Protection Sevices	3	728	729	1	5	729	(723)	-99%	729
2,5 - Pine Forest : Administration	6 456	7 298	6 916	200	6 730	6 916	(186)	-3%	6 916
2.7-Community Halls And Facilities	382	605	482	–	222	482	(260)	-54%	482
2.8-Licensing & Regulation	100	109	109	–	93	109	(16)	-15%	109
2.9-Enviromental Protection	88	538	698	–	1	698	(697)	-100%	698
2.10-Parks	41	113	737	–	19	737	(718)	-97%	737
2.11-Traffic	18 235	20 050	20 175	668	4 485	20 175	(15 690)	-78%	20 175
2.13-Social & Welfare Services	86 628	95 119	103 708	226	88 029	103 708	(15 679)	-15%	103 708
2.15-Recreational Land	371	13 095	12 839	–	47	12 839	(12 792)	-100%	12 839
2.16-Swimming Pools	95	186	740	1	135	740	(605)	-82%	740
2.17-Vehicle Licensing & Testing	1 842	3 670	3 670	–	–	3 670	(3 670)	-100%	3 670
2.18-L E D	388	250	1 715	–	–	1 715	(1 715)	-100%	1 715
Vote 3 - Corporate Services	**520**	**539**	**3 888**	**81**	**340**	**3 888**	**(3 548)**	-91%	**3 888**
3.3-Human Resources	499	526	526	78	313	526	(213)	-40%	526
3.5-Council Cost	–	–	0	3	27	0	27	117726%	0
3.7-Marketing & Communications	20	4	104	–	–	104	(104)	-100%	104
3.9-Administration	1	9	3 152	–	–	3 152	(3 152)	-100%	3 152
Vote 4 - Technical Services	**367 989**	**385 828**	**386 181**	**30 814**	**354 779**	**386 181**	**(31 402)**	-8%	**386 181**
4.1-Building Regulations & Enforce	979	899	899	165	768	899	(130)	-15%	899
4.2-Electricity: Administration	226 811	268 154	263 442	22 713	253 951	263 442	(9 492)	-4%	263 442
4.3-Electricity: Street Lights	708	821	821	–	–	821	(821)	-100%	821
4.5-Sewerage	34 078	23 304	26 186	1 976	27 898	26 186	1 712	7%	26 186
4.7-Town Planning	213	1 756	1 777	12	249	1 777	(1 529)	-86%	1 777
4.8-Stormwater Management	12 088	3 391	3 402	–	–	3 402	(3 402)	-100%	3 402
4.9-Roads	18 111	6 337	7 501	–	–	7 501	(7 501)	-100%	7 501
4.10-Solid Waste (Dumping Site)	769	630	1 540	252	803	1 540	(736)	-48%	1 540
4.11-Solid Waste (Garden)	–	4	20	–	–	20	(20)	-100%	20
4.12-Solid Waste (Removal)	24 578	24 510	25 465	2 112	27 051	25 465	1 586	6%	25 465
4.14-Water Distribution	49 654	56 021	55 127	3 584	44 059	55 127	(11 068)	-20%	55 127
Vote 5 - Muncipal Manager	**537**	**1 495**	**1 278**	**40**	**556**	**1 278**	(722)	-56%	**1 278**
5.1-Property & Legal Services	537	868	640	40	556	640	(84)	-13%	640
5.3-Project Management	–	626	626	–	–	626	(626)	-100%	626

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Q4 Fourth Quarter

Vote Description	2019/20	Budget Year 2020/21							
R thousand	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Total Revenue by Vote	**588 051**	**660 803**	**679 144**	**38 305**	**564 386**	**679 144**	(114 759)	-17%	**679 144**
Vote 1 - Financial Services	**34 049**	**47 139**	**56 344**	**2 988**	**40 498**	**56 344**	(15 846)	-28%	**56 344**
1.1 - Assessment Rates	1 748	3 174	8 278	406	5 286	8 278	(2 992)	-36%	8 278
1.2 - Treasury: Administration	11 488	21 185	26 054	845	15 676	26 054	(10 378)	-40%	26 054
1.3 - Treasury: Debtors	5 069	6 400	5 825	478	4 661	5 825	(1 164)	-20%	5 825
1.4 - Treasury: Credit controle	8 588	8 651	7 965	667	7 792	7 965	(173)	-2%	7 965
1.5 - Supply Chain Management	5 949	5 970	6 468	558	6 670	6 468	203	3%	6 468
1.6 - Director: Finance	1 206	1 759	1 755	35	412	1 755	(1 343)	-77%	1 755
Vote 2 - Community Services	**99 562**	**136 762**	**141 126**	**7 157**	**105 204**	**141 126**	**(35 922)**	**-25%**	**141 126**
2.1 - Cemetries	2 903	3 317	3 293	270	2 889	3 293	(403)	-12%	3 293
2.2 - Housing: Administration	12 954	35 126	34 015	989	28 214	34 015	(5 801)	-17%	34 015
2,3 - Library Services	10 568	11 066	11 067	757	10 364	11 067	(703)	-6%	11 067
2,4 - Fire Protection Sevices	10 010	9 416	9 425	660	7 505	9 425	(1 919)	-20%	9 425
2,5 - Pine Forest : Administration	10 234	10 758	10 729	421	8 590	10 729	(2 139)	-20%	10 729
2.6-Klipriver Park: Administration	896	1 343	1 343	77	923	1 343	(420)	-31%	1 343
2.7-Community Halls And Facilities	5 176	5 787	5 794	384	4 583	5 794	(1 212)	-21%	5 794
2.8-Licensing & Regulation	18	60	60	26	28	60	(31)	-52%	60
2.9-Enviromental Protection	651	2 390	2 539	34	975	2 539	(1 564)	-62%	2 539
2.10-Parks	6 489	7 007	7 027	641	6 569	7 027	(458)	-7%	7 027
2.11-Traffic	21 798	27 127	32 739	1 398	15 243	32 739	(17 496)	-53%	32 739
2.12-Disaster Management	55	47	83	11	54	83	(29)	-35%	83
2.13-Social & Welfare Services	4 539	5 820	6 080	410	4 890	6 080	(1 190)	-20%	6 080
2.15-Recreational Land	4 482	4 988	5 005	448	4 336	5 005	(669)	-13%	5 005
2.16-Swimming Pools	3 188	4 696	3 892	82	3 360	3 892	(532)	-14%	3 892
2.17-Vehicle Licensing & Testing	3 774	3 974	4 254	400	4 628	4 254	374	9%	4 254
2.18-L E D	1 570	2 227	2 172	126	1 604	2 172	(568)	-26%	2 172
2.19-Director: Community Services	256	1 611	1 610	23	448	1 610	(1 161)	-72%	1 610
Vote 3 - Corporate Services	**31 442**	**61 026**	**90 448**	**5 796**	**63 605**	**90 448**	**(26 844)**	**-30%**	**90 448**
3.1-Property Administration	1 530	418	418	48	574	418	156	37%	418
3.2-Information Tecnology	2 928	3 658	3 718	222	3 601	3 718	(116)	-3%	3 718
3.3-Human Resources	(4 572)	19 972	43 189	2 128	25 403	43 189	(17 786)	-41%	43 189
3.5-Council Cost	14 838	18 767	16 733	1 429	13 549	16 733	(3 184)	-19%	16 733
3.5-Town Secretary	1 320	1 385	1 385	121	1 445	1 385	59	4%	1 385
3.6-Tourism	806	854	854	–	854	854	(0)	0%	854
3.7-Marketing & Communications	3 110	3 691	3 682	307	3 730	3 682	48	1%	3 682
3.8-Thusong Centre	407	312	312	35	432	312	120	38%	312
3.9-Administration	9 364	10 124	18 286	1 371	12 059	18 286	(6 227)	-34%	18 286
3.10-Director Corporate Services	1 711	1 846	1 871	136	1 957	1 871	87	5%	1 871
Vote 4 - Technical Services	**355 880**	**397 201**	**425 894**	**32 397**	**344 005**	**425 894**	**(81 889)**	**-19%**	**425 894**
4.1-Building Regulations & Enforce	2 583	2 669	2 660	224	2 784	2 660	124	5%	2 660
4.2-Electricity: Administration	205 289	257 174	261 593	20 618	217 661	261 593	(43 932)	-17%	261 593
4.3-Electricity: Street Lights	175	–	–	–	–	–	–		–
4.4-Mechanical Workshop	2 598	2 796	2 636	283	2 770	2 636	135	5%	2 636
4.4-Public Toilets	1 432	1 710	1 710	119	1 490	1 710	(219)	-13%	1 710
4.5-Sewerage	27 884	26 977	33 105	2 196	23 352	33 105	(9 753)	-29%	33 105
4.7-Town Planning	1 494	2 251	2 260	301	1 958	2 260	(302)	-13%	2 260
4.8-Stormwater Management	6 508	5 720	5 720	629	7 063	5 720	1 343	23%	5 720
4.9-Roads	24 181	24 531	25 689	1 858	19 736	25 689	(5 953)	-23%	25 689
4.10-Solid Waste (Dumping Site)	13 624	16 543	16 407	390	3 599	16 407	(12 808)	-78%	16 407
4.11-Solid Waste (Garden)	16 360	13 006	13 107	969	11 060	13 107	(2 047)	-16%	13 107
4.12-Solid Waste (Removal)	14 377	12 798	19 757	1 616	18 647	19 757	(1 110)	-6%	19 757
4.13-Water Storage	2 524	3 366	3 666	25	2 181	3 666	(1 485)	-41%	3 666
4.14-Water Distribution	35 180	25 875	35 766	3 037	29 771	35 766	(5 995)	-17%	35 766
4.15-Director: Technical Services	1 672	1 786	1 818	133	1 933	1 818	115	6%	1 818
Vote 5 - Muncipal Manager	**10 589**	**12 551**	**13 710**	**828**	**12 017**	**13 710**	(1 692)	**-12%**	**13 710**
5.1-Property & Legal Services	2 188	1 980	3 487	148	3 097	3 487	(391)	-11%	3 487
5.2-IDP	1 825	2 182	2 097	119	1 508	2 097	(589)	-28%	2 097
5.3-Project Management	537	1 208	1 207	73	632	1 207	(575)	-48%	1 207
5.4-Performance Management	1 022	1 331	1 100	90	1 086	1 100	(14)	-1%	1 100
5.5-Internal Audit	2 316	2 650	2 623	179	2 441	2 623	(183)	-7%	2 623
5.6-Municipal Manager	2 702	3 201	3 194	218	3 254	3 194	60	2%	3 194
Total Expenditure by Vote	**531 521**	**654 680**	**727 521**	**49 166**	**565 329**	**727 521**	**(162 192)**	**(0)**	**727 521**
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**(48 377)**	**(10 861)**	**(943)**	**(48 377)**	**47 434**	**(0)**	**(48 377)**

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) - Q4 Fourth Quarter

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	69 777	72 282	72 282	3 597	73 497	72 282	1 216	2%	72 282
Service charges - electricity revenue	221 840	265 119	260 339	22 706	253 275	260 339	(7 064)	-3%	246 166
Service charges - water revenue	35 547	35 901	35 901	3 584	40 311	35 901	4 410	12%	40 405
Service charges - sanitation revenue	24 904	22 085	22 085	1 976	25 949	22 085	3 864	17%	29 092
Service charges - refuse revenue	22 909	23 849	23 849	2 362	25 713	23 849	1 864	8%	25 127
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	5 441	7 567	5 567	129	4 336	5 567	(1 231)	-22%	5 567
Interest earned - external investments	8 551	8 695	8 695	1 670	7 307	8 695	(1 388)	-16%	8 695
Interest earned - outstanding debtors	10 545	7 891	7 891	(2)	10 515	7 891	2 624	33%	7 891
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	13 452	19 482	19 482	2	49	19 482	(19 433)	-100%	19 482
Licences and permits	1 125	165	165	58	896	165	731	444%	165
Agency services	5 630	5 420	5 420	602	3 624	5 420	(1 797)	-33%	5 420
Transfers recognised - operational	87 675	138 467	139 123	561	109 641	139 123	(29 482)	-21%	139 123
Other revenue	10 219	9 704	9 666	1 060	9 271	9 666	(394)	-4%	9 666
Gains on disposal of PPE	1 157	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	**518 771**	**616 625**	**610 464**	**38 305**	**564 385**	**610 464**	**(46 079)**	**-8%**	**609 080**
Expenditure By Type									
Employee related costs	149 718	192 524	218 385	16 364	198 229	218 385	(20 156)	-9%	218 385
Remuneration of councillors	9 458	11 459	11 459	1 168	9 902	11 459	(1 557)	-14%	11 459
Debt impairment	40 803	33 613	53 513	2 655	34 587	53 513	(18 926)	-35%	(0)
Depreciation & asset impairment	30 415	45 590	45 590	–	14 018	45 590	(31 572)	-69%	45 590
Finance charges	8 409	8 840	8 724	39	448	8 724	(8 276)	-95%	8 724
Bulk purchases	188 783	229 196	225 396	18 203	196 438	225 396	(28 958)	-13%	225 396
Other materials	15 554	17 590	18 420	2 022	14 266	18 420	(4 154)	-23%	18 420
Contracted services	41 971	43 731	54 085	5 865	39 389	54 085	(14 696)	-27%	54 085
Transfers and grants	10 019	30 962	30 854	607	25 052	30 854	(5 803)	-19%	30 854
Other expenditure	37 548	41 174	42 214	2 243	33 000	42 214	(9 214)	-22%	47 144
Loss on disposal of PPE	–	–	–	–	–	–	–		–
Total Expenditure	**532 678**	**654 680**	**708 639**	**49 166**	**565 329**	**708 639**	**(143 310)**	**-20%**	**660 057**
Surplus/(Deficit)	**(13 907)**	**(38 055)**	**(98 175)**	**(10 861)**	**(944)**	**(98 175)**	**97 231**	**(0)**	**(50 976)**
Transfers recognised - capital	70 437	44 178	49 798	–	1	49 798	(49 797)	-100%	49 798
Contributions recognised - capital	–	–	–	–	–	–	–		–
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	**56 530**	**6 123**	**(48 377)**	**(10 861)**	**(943)**	**(48 377)**	**47 434**	**–**	**(1 178)**
Surplus/(Deficit) attributable to	**56 530**	**6 123**	**(48 377)**	**(10 861)**	**(943)**	**(48 377)**			**(1 178)**
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	**56 530**	**6 123**	**(48 377)**	**(10 861)**	**(943)**	**(48 377)**			**(1 178)**

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) - Q4 Fourth Quarter

Vote Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Multi-Year expenditure appropriation									
Vote 2 - Community Services	637	3 106	–	–	–	–	–		–
Vote 4 - Technical Services	47 388	33 049	35 467	2 959	14 498	35 467	(20 968)	-59%	35 467
Total Capital Multi-year expenditure	**48 025**	**36 155**	**35 467**	**2 959**	**14 498**	**35 467**	**(20 968)**	**-59%**	**35 467**
Single Year expenditure appropriation									
Vote 1 - Financial Services	675	80	365	172	208	365	(158)	-43%	365
Vote 2 - Community Services	3 394	15 992	17 906	1 244	5 539	17 906	(12 368)	-69%	17 906
Vote 3 - Corporate Services	1 021	3 380	4 013	282	1 850	4 013	(2 162)	-54%	4 013
Vote 4 - Technical Services	33 524	15 950	18 802	2 689	12 978	18 802	(5 824)	-31%	18 802
Vote 5 - Muncipal Manager	18	56	40	19	33	40	(7)	-18%	40
Total Capital single-year expenditure	38 631	35 458	41 127	4 405	20 608	41 127	**(20 519)**	**-50%**	41 127
Total Capital Expenditure	**86 657**	**71 613**	**76 594**	**7 364**	**35 107**	**76 594**	**(41 487)**	**-54%**	**76 594**

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Q4 Fourth Quarter

Vote Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification									
Governance and administration	**1 782**	**2 700**	**6 136**	**214**	**2 645**	**6 136**	(3 491)	-57%	**6 136**
Executive and council	388	150	1 889	21	151	1 889	(1 739)	-92%	1 889
Finance and administration	1 394	2 550	4 247	193	2 494	4 247	(1 752)	-41%	4 247
Community and public safety	**3 513**	**18 572**	**17 664**	**1 202**	**5 337**	**17 664**	(12 327)	-70%	**17 664**
Community and social services	187	4 190	4 119	1	368	4 119	(3 751)	-91%	4 119
Sport and recreation	3 326	13 461	12 669	1 173	4 823	12 669	(7 846)	-62%	12 669
Public safety	–	922	876	28	146	876	(731)	-83%	876
Economic and environmental servic	**33 399**	**13 808**	**13 341**	**209**	**7 521**	**13 341**	(5 820)	-44%	**13 341**
Planning and development	491	26	115	61	70	115	(45)	-39%	115
Road transport	32 908	13 782	13 226	148	7 451	13 226	(5 775)	-44%	13 226
Trading services	**47 963**	**36 533**	**39 453**	**5 739**	**19 604**	**39 453**	(19 849)	-50%	**39 453**
Energy sources	11 378	8 700	9 013	2 567	7 918	9 013	(1 095)	-12%	9 013
Water management	12 522	19 581	16 884	757	2 873	16 884	(14 011)	-83%	16 884
Waste water management	22 950	7 241	7 549	1 955	7 096	7 549	(453)	-6%	7 549
Waste management	1 112	1 010	6 006	461	1 716	6 006	(4 290)	-71%	6 006
Total Capital Expenditure - Standard Cl	**86 657**	**71 613**	**76 594**	**7 364**	**35 107**	**76 594**	**(41 487)**	**-54%**	**76 594**
Funded by:									
National Government	25 874	38 506	36 789	3 941	13 045	36 789	(23 743)	-65%	36 789
Provincial Government	27 586	6 672	8 867	174	448	8 867	(8 419)	-95%	8 867
District Municipality	717	500	500	–	–	500	(500)	-100%	500
Other transfers and grants	–	–	501	–	–	501	(501)	-100%	501
Transfers recognised - capital	**54 177**	**45 678**	**46 657**	**4 115**	**13 494**	**46 657**	**(33 164)**	**-71%**	**46 657**
Borrowing	–	–	3 043	–	–	3 043	(3 043)	-100%	3 043
Internally generated funds	32 479	25 935	26 893	3 249	21 613	26 893	(5 280)	-20%	26 893
Total Capital Funding	**86 657**	**71 613**	**76 594**	**7 364**	**35 107**	**76 594**	**(41 487)**	**-54%**	**76 594**

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - A - Q4 Fourth Quarter

Vote Description	2019/20	Budget Year 2020/21							
R thousand	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital expenditure - Municipal Vote									
Expenditure of multi-year capital appropriation									
Vote 2 - Community Services	**637**	**600**	**–**	**–**	**–**	**–**	–		**–**
2.7-Community Halls And Facilities	–	600	–	–	–	–	–		–
2.10-Parks	637	–	–	–	–	–	–		–
Vote 3 - Corporate Services	**–**	**2 506**	**–**	**–**	**–**	**–**	–		**–**
3.5-Council Cost	–	2 506	–	–	–	–	–		–
Vote 4 - Technical Services	**47 388**	**33 049**	**35 467**	**2 959**	**14 498**	**35 467**	**(2 915)**	**-8%**	**35 467**
4.2-Electricity: Administration	9 226	7 369	7 292	2 277	6 546	7 292	(746)	-10%	7 292
4.3-Electricity: Street Lights	1 198	1 171	1 614	221	1 266	1 614	(348)	-22%	1 614
4.5-Sewerage	7 000	–	–	–	–	–	–		–
4.8-Stormwater Management	12 088	3 391	3 263	–	3 263	3 263	(0)	0%	3 263
4.9-Roads	7 744	3 186	3 099	–	2 023	3 099	(1 076)	-35%	3 099
4.10-Solid Waste (Dumping Site)	603	1 000	1 941	461	1 196	1 941	(745)	-38%	1 941
4.11-Solid Waste (Garden)	–	–	3 043	–	–	3 043			3 043
4.14-Water Distribution	9 529	16 931	15 214	–	204	15 214			15 214
Total multi-year capital expenditure	**48 025**	**36 155**	**35 467**	**2 959**	**14 498**	**35 467**	(20 968)	-59%	**35 467**
							–		
Capital expenditure - Municipal Vote									
Expenditue of single-year capital appropriation							–		
Vote 1 - Financial Services	**675**	**80**	**365**	**172**	**208**	**365**	**(158)**	**-43%**	**365**
1.2 - Treasury: Administration	591	50	346	172	188	346	(158)	-46%	346
1.6 - Director: Finance	85	30	19	–	19	19	(0)	0%	19
Vote 2 - Community Services	**3 394**	**15 992**	**17 906**	**1 244**	**5 539**	**17 906**	**(12 368)**	**-69%**	**17 906**
2.1 - Cemetries	–	200	–	–	–	–	–		–
2,3 - Library Services	–	1 500	1 900	–	–	1 900	(1 900)	-100%	1 900
2,4 - Fire Protection Sevices	–	922	876	28	146	876	(731)	-83%	876
2,5 - Pine Forest : Administration	292	–	–	–	–	–	–		–
2.7-Community Halls And Facilities	129	1 850	728	–	318	728	(410)	-56%	728
2.10-Parks	1 963	560	623	–	623	623	(0)	0%	623
2.11-Traffic	–	495	120	–	120	120	–		120
2.15-Recreational Land	346	10 435	12 071	1 173	4 225	12 071	(7 846)	-65%	12 071
2.16-Swimming Pools	88	–	–	–	–	–	–		–
2.18-L E D	549	–	1 554	43	76	1 554	(1 478)	-95%	1 554
2.19-Director: Community Services	27	30	34	–	31	34	(3)	-8%	34
Vote 3 - Corporate Services	**1 021**	**3 380**	**4 013**	**282**	**1 850**	**4 013**	**(2 162)**	**-54%**	**4 013**
3.2-Information Tecnology	634	550	666	21	666	666	(0)	0%	666
3.5-Council Cost	–	1 000	1 748	253	1 017	1 748	(731)	-42%	1 748
3.7-Marketing & Communications	148	300	47	–	47	47	–		47
3.9-Administration	21	1 500	1 500	–	70	1 500	(1 430)	-95%	1 500
3.10-Director Corporate Services	217	30	52	8	50	52	(2)	-3%	52
Vote 4 - Technical Services	**33 524**	**15 950**	**18 802**	**2 689**	**12 978**	**18 802**	**(5 824)**	**-31%**	**18 802**
4.2-Electricity: Administration	102	160	107	69	106	107	(1)	-1%	107
4.3-Electricity: Street Lights	852	–	–	–	–	–	–		–
4.4-Mechanical Workshop	–	150	1 687	–	1 522	1 687	(165)	-10%	1 687
4.4-Public Toilets	–	700	1 300	405	884	1 300	(416)	-32%	1 300
4.5-Sewerage	3 562	2 700	2 986	1 549	2 949	2 986	(38)	-1%	2 986
4.8-Stormwater Management	300	450	–	–	–	–	–		–
4.9-Roads	25 164	10 100	10 007	148	5 308	10 007	(4 699)	-47%	10 007
4.11-Solid Waste (Garden)	509	10	520	–	520	520	(0)	0%	520
4.12-Solid Waste (Removal)	–	–	501	–	–	501	(501)	-100%	501
4.14-Water Distribution	2 993	1 650	1 670	517	1 665	1 670	(5)	0%	1 670
4.15-Director: Technical Services	41	30	23	–	23	23	(0)	0%	23
Vote 5 - Muncipal Manager	**18**	56	40	19	33	40	(7)	-18%	40
5.3-Project Management	–	26	26	19	19	26	(7)	-27%	26
5.6-Municipal Manager	18	30	14	–	14	14	(0)	0%	14
Total single-year capital expenditure	**38 631**	**35 458**	**41 127**	**4 405**	**20 608**	**41 127**	**(20 519)**	**(0)**	**41 127**
Total Capital Expenditure	**86 657**	**71 613**	**76 594**	**7 364**	**35 107**	**76 594**	**(41 487)**	**(0)**	**76 594**

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

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - Q4 Fourth Quarter

Description	2019/20	Budget Year 2020/21			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash	94 272	89 164	73 319	130 394	73 319
Call investment deposits	(0)	–	–	(0)	–
Consumer debtors	58 357	29 579	58 062	75 420	58 062
Other debtors	19 685	26 690	11 076	65 188	11 076
Current portion of long-term receival	–	–	–	–	–
Inventory	11 693	11 402	11 693	11 393	11 693
Total current assets	**184 006**	**156 835**	**154 149**	**282 395**	**154 149**
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	44 492	45 660	44 492	44 350	44 492
Investments in Associate	–	–	–	–	–
Property, plant and equipment	918 179	929 659	953 687	938 910	953 687
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 429	2 650	2 029	2 932	2 029
Other non-current assets	550	550	550	550	550
Total non current assets	**965 651**	**978 519**	**1 000 758**	**986 742**	**1 000 758**
TOTAL ASSETS	**1 149 656**	**1 135 353**	**1 154 908**	**1 269 138**	**1 154 908**
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	7 150	6 418	7 150	7 407	7 150
Trade and other payables	62 785	69 191	63 479	169 052	63 479
Provisions	21 302	39 877	48 213	27 482	48 213
Total current liabilities	**91 237**	**115 487**	**118 841**	**203 940**	**118 841**
Non current liabilities					
Borrowing	4 704	675	9 222	4 704	9 222
Provisions	151 311	154 570	150 812	159 032	150 812
Total non current liabilities	**156 015**	**155 245**	**160 034**	**163 736**	**160 034**
TOTAL LIABILITIES	**247 252**	**270 732**	**278 875**	**367 676**	**278 875**
NET ASSETS	**902 405**	**864 621**	**876 032**	**901 462**	**876 032**
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	892 050	854 266	865 677	891 107	865 677
Reserves	10 355	10 355	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUI	**902 405**	**864 621**	**876 032**	**901 462**	**876 032**

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

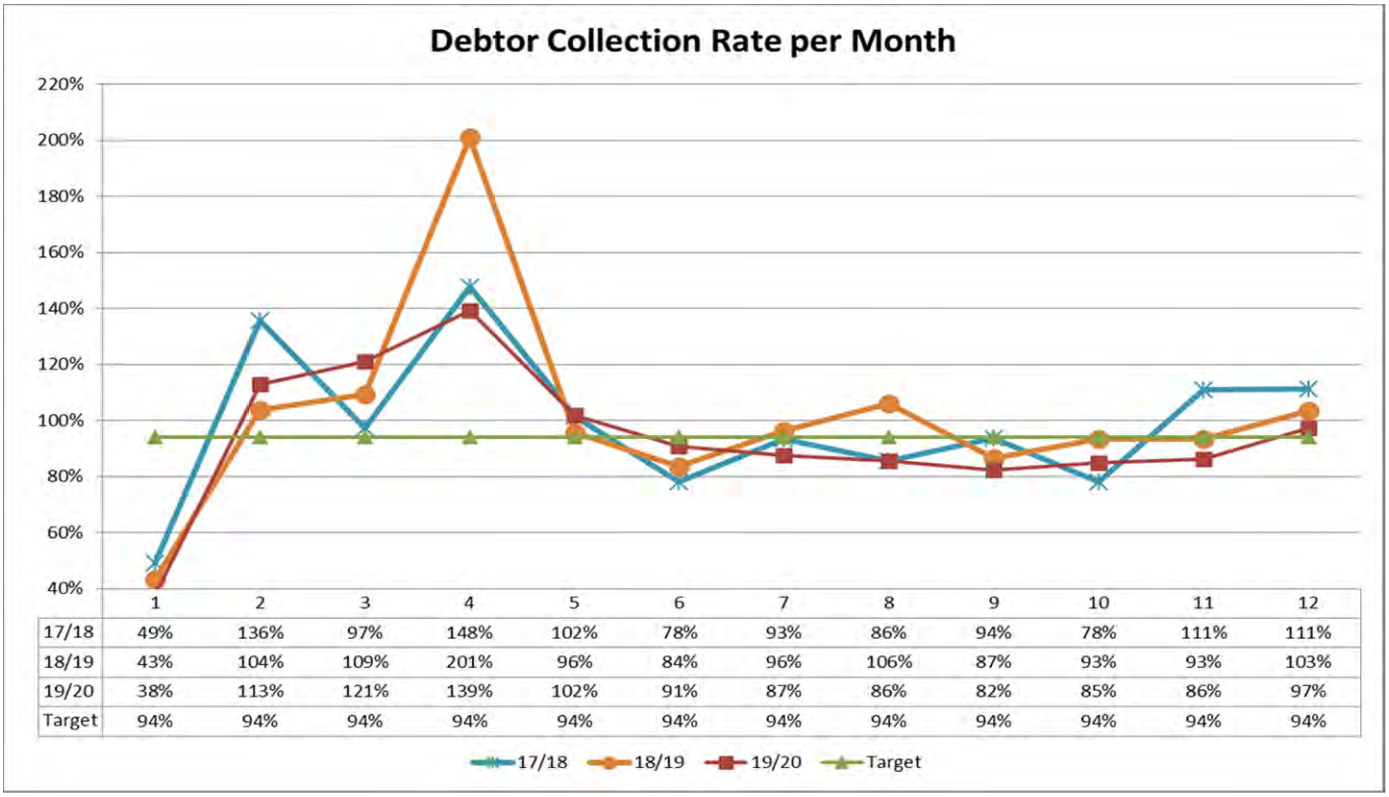
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - Q4 Fourth Quarter

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charg	71 498	71 559	68 667	3 834	69 752	68 667	1 084	2%	68 667
Service charges	299 778	330 950	335 211	34 688	361 793	335 211	26 582	8%	335 211
Other revenue	1 076	24 158	23 319	2 224	18 828	23 319	(4 491)	-19%	23 319
Government - operating	126 944	139 169	142 594	2 289	132 480	142 594	(10 115)	-7%	142 594
Government - capital	36 531	50 208	46 327	118	53 489	46 327	7 161	15%	46 327
Interest	11 596	16 565	11 056	1 670	7 198	11 056	(3 858)	-35%	11 056
Dividends									
Payments									
Suppliers and employees	(454 855)	(530 278)	(552 359)	(40 958)	(540 790)	(552 359)	(11 570)	2%	(552 359)
Finance charges	(651)	(1 366)	3 087	(39)	(85)	3 087	3 172	103%	3 087
Transfers and Grants	(10 019)	(30 962)	(31 179)	–	(29 565)	(31 179)	(1 615)	5%	(31 179)
NET CASH FROM/(USED) OPERATING ACT	**81 900**	**70 001**	**46 722**	**3 825**	**73 100**	**46 722**	**6 351**	**14%**	**46 722**
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	3 268	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current rece	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investm	–	–	–	–	–	–	–		–
Payments									
Capital assets	(86 657)	(71 613)	(76 434)	(5 906)	(36 418)	(76 434)	(40 015)	52%	(76 434)
NET CASH FROM/(USED) INVESTING ACTI	**(83 389)**	**(71 613)**	**(76 434)**	**(5 906)**	**(36 418)**	**(76 434)**	**(40 015)**	**52%**	**(76 434)**
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits	731	–	–	(25)	(433)	–	(433)		–
Payments									–
Repayment of borrowing	(2 477)	(500)	–	(105)	(125)	–	125		–
NET CASH FROM/(USED) FINANCING ACTI	**(1 745)**	**(500)**	**–**	**(130)**	**(559)**	**–**	**559**		**(559)**
									–
NET INCREASE/ (DECREASE) IN CASH HEI	**(3 234)**	**(2 112)**	**(29 711)**	**(2 211)**	**36 123**	**(29 711)**			**(29 711)**
Cash/cash equivalents at beginning:	97 506	91 275	94 272		94 272	94 272			94 272
Cash/cash equivalents at month/year end:	94 272	89 164	64 560		130 395	64 560			64 560

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

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q4 Fourth Quarter

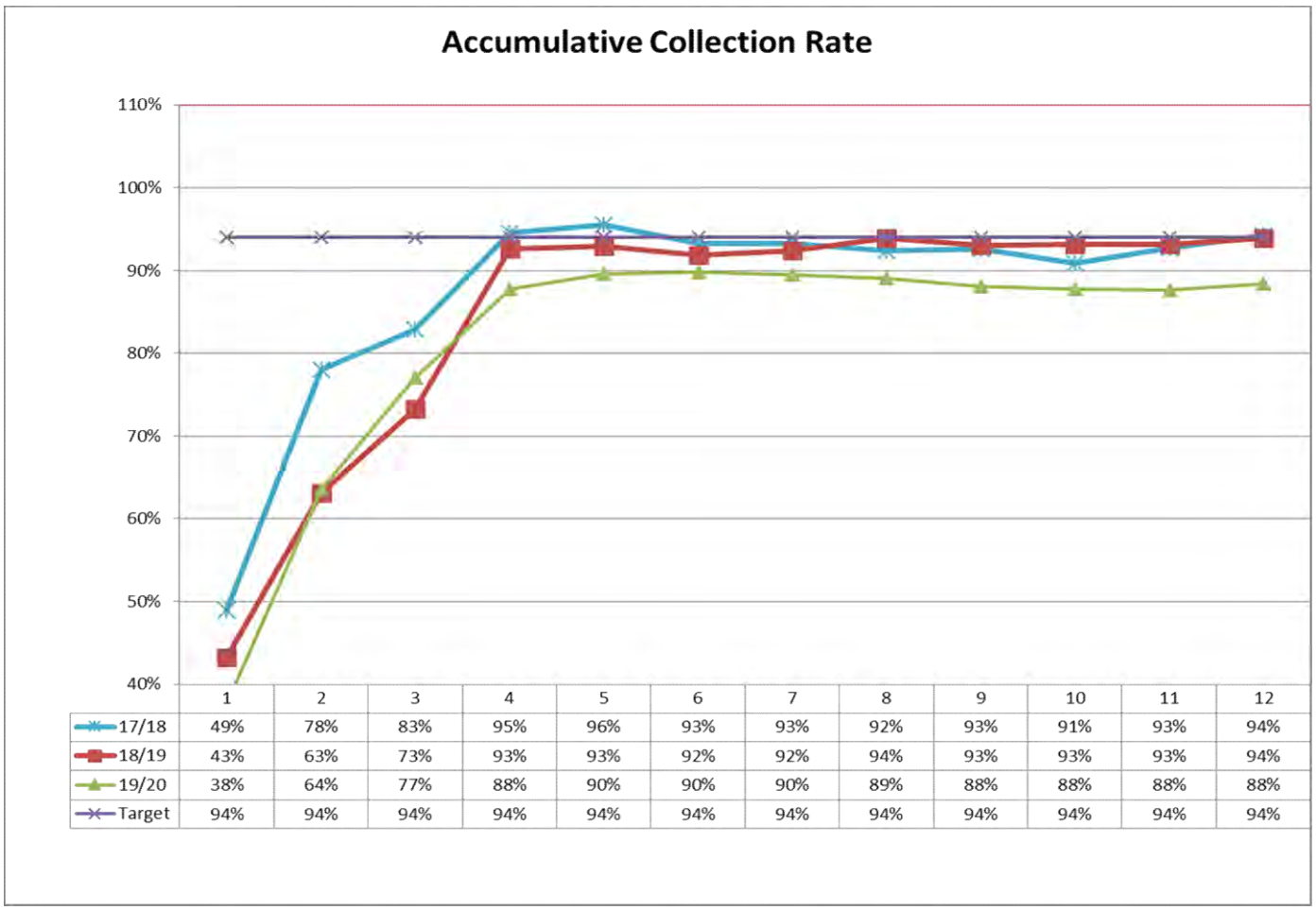
Description		Budget Year 2020/21									
R thousands	NT Code	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	9 817	2 158	2 027	1 448	1 589	1 383	7 159	44 124	69 703	55 702
Electricity	1300	18 018	1 828	907	429	346	165	953	3 695	26 341	5 588
Property Rates	1400	4 372	492	397	302	259	236	3 916	14 476	24 451	19 190
Waste Water Management	1500	5 536	1 241	1 117	923	765	727	3 979	22 118	36 406	28 512
Waste Management	1600	6 360	1 331	1 182	1 019	817	767	3 992	23 336	38 804	29 931
Property Rental Debtors	1700	94	20	14	13	12	12	75	843	1 084	956
Interest on Arrear Accounts	1810	1 219	39	47	70	89	107	1 488	35 378	38 437	37 132
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(4 586)	64	36	84	28	41	202	1 122	(3 009)	1 477
Total By Income Source	**2000**	**40 829**	**7 173**	**5 727**	**4 289**	**3 906**	**3 437**	**21 764**	**145 092**	**232 217**	**178 488**
Debtors Age Analysis By Customer Group											
Organs of State	2200	1 168	988	843	413	217	125	2 133	5 991	11 879	8 880
Commercial	2300	14 637	1 078	427	285	236	179	1 874	8 110	26 826	10 685
Households	2400	24 881	4 933	4 296	3 372	3 282	2 956	16 774	127 676	188 170	154 060
Other	2500	144	174	161	218	170	177	983	3 315	5 341	4 863
Total By Customer Group	**2600**	**40 829**	**7 173**	**5 727**	**4 289**	**3 906**	**3 437**	**21 764**	**145 092**	**232 217**	**178 488**



	1	2	3	4	5	6	7	8	9	10	11	12
17/18	49%	136%	97%	148%	102%	78%	93%	86%	94%	78%	111%	111%
18/19	43%	104%	109%	201%	96%	84%	96%	106%	87%	93%	93%	103%
19/20	38%	113%	121%	139%	102%	91%	87%	86%	82%	85%	86%	97%
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 June 2020 amounts to 97% in comparison to the previous year 103%.

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 2020 97% beloop in vergelyking met die vorige jaar 103 %.



	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%	94%
19/20	38%	64%	77%	88%	90%	90%	90%	89%	88%	88%	88%	88%
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 88%.

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 88% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q4 Fourth Quarter

Description R thousands	NT Code	Budget Year 2020/21								Prior year totals for chart (same period)
		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total	
Creditors Age Analysis By Customer Type											
Bulk Electricity	0100	–	–	–	–	–	–	–	–	–	–
Bulk Water	0200	–	–	–	–	–	–	–	–	–	–
PAYE deductions	0300	–	–	–	–	–	–	–	–	–	–
VAT (output less input)	0400	–	–	–	–	–	–	–	–	–	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	–	–
Loan repayments	0600	–	–	–	–	–	–	–	–	–	–
Trade Creditors	0700	4 759	233	–	–	–	–	–	–	**4 992**	–
Auditor General	0800	–	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–	–
Total By Customer Type	**1000**	**4 759**	**233**	**–**	**–**	**–**	**–**	**–**	**–**	**4 992**	–

Notes

Material increases in value of creditors' categories compared to previous month to be explained

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The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Q4 Fourth Quarter

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

Operating and Capital transfers recognised as revenue are indicated in the following table: Transfers are rcognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q4 Fourth Quarter

Description	Budget Year 2020/21							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
RECEIPTS:								
Operating Transfers and Grants								
National Government:	**97 119**	**97 119**	**561**	**89 360**	**97 119**	**(7 759)**	**-8,0%**	**97 119**
Equitable Share	92 850	92 850	–	85 782	92 850	(7 068)	-7,6%	92 850
Local Government Financial Management Grant [S	1 400	1 400	335	1 331	1 400	(69)	-4,9%	1 400
Expanded Public Works Programme Integrated Gr	2 269	2 269	226	2 247	2 269	(22)	-1,0%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	–	–	600	(600)	-100,0%	600
Provincial Government:	**40 573**	**39 073**	**–**	**20 281**	**39 073**	**(18 568)**	**-47,5%**	**38 693**
Housing	29 000	29 000	–	15 729	29 000	(13 271)	-45,8%	29 000
Financial Management	330	330	–	–	330	(330)	-100,0%	330
Financial Management Support Grant	–	–	–	–	–	–		–
Regional Social Econimical Pro	1 000	1 000	–	–	1 000	(1 000)	-100,0%	1 000
Libraries, Archives and Museum	9 639	8 139	–	4 552	8 139	(3 587)	-44,1%	8 139
Community Development Workers	–	–	–	–	–	–		–
Capacity Building Grant	380	380	–	–	380	(380)	-100,0%	–
Maintenance of Main Roads	–	–	–	–	–	–		224
Municipal Accreditation & Capacity Building Grant	224	224	–	–	224	(224)	-100,0%	–
District Municipality:			–	–	–	–		
Tourism								
Water Drought Support								
Other grant providers:	**775**	**775**	–	–	775	(775)	-100,0%	775
Belguim Grant	**250**	**250**	**–**	**–**	**250**	(250)	-100,0%	**250**
Table Mountain Fund	**525**	**525**	**–**	**–**	**525**	(525)	-100,0%	**525**
Total Operating Transfers and Grants	**138 467**	**136 967**	**561**	**109 641**	**136 967**	**(27 326)**	**-20,0%**	**136 587**
Capital Transfers and Grants						–		
National Government:	41 984	40 267	–	1	40 267	(40 266)	**-100,0%**	40 267
Municipal Infrastructure Grant [Schedule 5B]	18 966	18 966	–	1	18 966	(18 965)	-100,0%	–
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	15 214	–	–	15 214	(15 214)	-100,0%	–
Integrated National Electrification Programme (Mu	2 609	2 609	–	–	2 609	(2 609)	-100,0%	40 267
Regional Social Econimical Pro	3 478	3 478	–	–	3 478	(3 478)	-100,0%	–
Provincial Government:	**1 694**	**1 694**	**–**	**–**	**1 694**	(1 694)	-100,0%	**972**
Housing	**–**	**–**	**–**	**–**	**–**	–		**–**
Sport & Recreation	–	**–**	**–**	**–**	**–**	–		
Main Roads	972	**972**	**–**	**–**	**972**	(972)	-100,0%	**972**
Fire Service Capacity Building Grant	722	**722**	**–**	**–**	**722**	(722)	-100,0%	**–**
District Municipality:	**–**	**–**	**–**	**–**	**–**	–		**–**
	–	**–**	**–**	**–**	**–**	–		**–**
	–	–	–	–	–	–		–
Other grant providers:	**–**	**–**	**–**	**–**	**–**	–		**–**
	–	**–**	**–**	**–**	**–**	–		**–**
Total Capital Transfers and Grants	**43 678**	**41 961**	**–**	**1**	**41 961**	**(41 960)**	**-100,0%**	**41 239**
TOTAL RECEIPTS OF TRANSFERS & GRANTS	182 145	178 928	561	109 642	178 928	(69 286)	-38,7%	177 826

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 - Q4 Fourth Quarter

Description	Budget Year 2020/21							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	**97 119**	**97 119**	**561**	**89 360**	**97 119**	**(7 759)**	**-8,0%**	**97 119**
Equitable Share	92 850	92 850	–	85 782	92 850	(7 068)	-7,6%	92 850
Local Government Financial Manageme	1 400	1 400	335	1 331	1 400	(69)	-4,9%	1 400
Expanded Public Works Programme Inte	2 269	2 269	226	2 247	2 269	(22)	-1,0%	2 269
Municipal Infrastructure Grant [Schedul	600	600	–	–	600	(600)	-100,0%	600
Other transfers and grants [insert descri	–	–	–	–	–	–		–
Provincial Government:	**40 573**	**39 073**	**–**	**20 281**	**39 073**	**(18 792)**	**-48,1%**	**38 693**
Housing	29 000	29 000	–	15 729	29 000	(13 271)	-45,8%	29 000
Financial Management	330	330	–	–	330	(330)	-100,0%	330
Financial Management Support Grant	–	–	–	–	–	–		–
Regional Social Econimical Pro	1 000	1 000	–	–	1 000	(1 000)	-100,0%	1 000
Libraries, Archives and Museum	9 639	8 139	–	4 552	8 139	(3 587)	-44,1%	8 139
Community Development Workers	–	–	–	–	–	–		–
Capacity Building Grant	380	380	–	–	380	(380)		–
Maintenance of Main Roads	–	–	–	–	–	–		–
Municipal Accreditation & Capacity Build	224	224	–	–	224	(224)	-100,0%	224
District Municipality:	**–**	**–**	**–**	**–**	**–**	–		**–**
Tourism	–	–	–	–	–	–		–
Water Drought Support	**–**	**–**	**–**	**–**	**–**	–		**–**
Other grant providers:	**775**	**775**	**–**	**–**	**775**	(775)	-200,0%	**775**
Belguim Grant	250	250	–	–	250	(250)	-100,0%	250
Table Mountain Fund	525	525	–	–	525	(525)	-100,0%	525
Total operating expenditure of Transfers a	**138 467**	**136 967**	**561**	**109 641**	**136 967**	**(27 326)**	**-256,1%**	**136 587**
Capital expenditure of Transfers and Grants								
National Government:	**41 984**	**40 267**	**–**	**1**	**40 267**	**(74 445)**	**-184,9%**	**40 267**
Municipal Infrastructure Grant [Schedule	18 966	18 966	–	1	18 966	–		18 966
Regional Bulk Infrastructure Grant (Sche	16 931	15 214	–	–	15 214	(40 266)	-100,0%	15 214
Integrated National Electrification Progra	2 609	2 609	–	–	2 609	(18 965)	-100,0%	2 609
Regional Social Econimical Pro	3 478	3 478	–	–	3 478	(15 214)	-100,0%	3 478
Provincial Government:	**1 694**	**1 694**	**–**	**–**	**1 694**	**(1 694)**	**-100%**	**–**
Housing	–	–	–	–	–	–		–
Sport & Recreation	–	–	–	–	–	–		–
Main Roads	972	972	–	–	972	(972)	-100,0%	–
Fire Service Capacity Building Grant	722	722	–	–	722	(722)	-100,0%	–
District Municipality:	**–**	**–**	**–**	**–**	**–**	–		**–**
	–	**–**	**–**	**–**	**–**	–		**–**
	–	–	–	–	–	–		–
Other grant providers:	**–**	**–**	**–**	**–**	**–**	–		**–**
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Total capital expenditure of Transfers and	**43 678**	**41 961**	**–**	**1**	**41 961**	**(76 139)**	**-181,5%**	**40 267**
TOTAL EXPENDITURE OF TRANSFERS AN	**182 145**	**178 928**	**561**	**109 642**	**178 928**	**(103 465)**	**-57,8%**	**176 854**

In terms of section 12 of the Division of Revenue Act the municipality confirms that, based on internal controls, all grant funding has been received and spent in terms of the conditions attached thereto.

WC022 Witzenberg - Supporting Table SC7(2) Monthly Budget Statement - Expenditure against approved rollovers - Q4 Fourth Q

Description	Ref	Budget Year 2020/21				
		Approved Rollover 2019/20	Monthly actual	YearTD actual	YTD variance	YTD variance
R thousands						%
EXPENDITURE						
Operating expenditure of Approved Roll-overs						
National Government:		–	–	–	–	
None		–	–	–	–	
Provincial Government:		–	–	–	–	
None		–	–	–	–	
District Municipality:		–	–	–	–	
None		–	–	–	–	
Other grant providers:		–	–	–	–	
None		–	–	–	–	
Total operating expenditure of Approved Roll-overs		–	–	–	–	
Capital expenditure of Approved Roll-overs						
National Government:		–	–	–	–	
Municipal Infrastructure Grant [Schedule 5B]		–	–	–	–	
Provincial Government:		–	–	–	–	
None		–	–	–	–	
District Municipality:		–	–	–	–	
None		–	–	–	–	
Other grant providers:		–	–	–	–	
None		–	–	–	–	
Total capital expenditure of Approved Roll-overs		–	–	–	–	
TOTAL EXPENDITURE OF APPROVED ROLL-OVERS		–	–	–	–	

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - Q4 Fourth Quarter

Summary of Employee and Councillor remuneration	Budget Year 2020/21							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands							%	
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 718	7 718	930	7 600	7 718	(118)	-2%	7 718
Pension and UIF Contributions	1 137	1 137	137	1 106	570	536	94%	1 137
Medical Aid Contributions	227	227	19	216	129	87	68%	227
Motor Vehicle Allowance	741	741	–	–	–	–		741
Cellphone Allowance	1 094	1 094	78	938	1 094	(156)	-14%	1 094
Housing Allowances	487	487	3	41	487	(446)	-92%	487
Other benefits and allowances	54	54	–	–	–	–		54
Sub Total - Councillors	**11 459**	**11 459**	**1 168**	**9 902**	**9 999**	**(97)**	**-1%**	**11 459**
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	248	2 968	3 809	(841)	-22%	3 809
Pension and UIF Contributions	783	783	18	204	783	(580)	-74%	783
Medical Aid Contributions	135	135	4	62	135	(73)	-54%	135
Overtime	–	–	–	–	–	–		–
Performance Bonus	891	891	–	453	891	(438)	-49%	891
Motor Vehicle Allowance	1 052	1 052	68	814	1 052	(238)	-23%	1 052
Cellphone Allowance	71	86	2	36	86	(51)	-59%	86
Housing Allowances	154	154	–	–	154	(154)	-100%	154
Other benefits and allowances	115	115	9	118	115	3	3%	115
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	**7 010**	**7 025**	**349**	**4 655**	**7 025**	**(2 370)**	**-34%**	**7 025**
Other Municipal Staff								
Basic Salaries and Wages	115 689	116 528	9 121	112 803	116 528	(3 725)	-3%	116 528
Pension and UIF Contributions	17 544	17 547	1 424	17 198	17 547	(349)	-2%	17 547
Medical Aid Contributions	7 793	7 793	700	8 071	7 793	279	4%	7 793
Overtime	12 733	12 733	1 406	17 006	12 733	4 273	34%	12 733
Performance Bonus	8 186	8 186	703	8 596	8 186	410	5%	8 186
Motor Vehicle Allowance	4 497	4 497	428	5 197	4 497	699	16%	4 497
Cellphone Allowance	405	405	44	507	405	103	25%	405
Housing Allowances	1 649	1 649	130	1 545	1 649	(104)	-6%	1 649
Other benefits and allowances	4 318	4 322	334	4 191	4 322	(131)	-3%	4 322
Payments in lieu of leave	889	9 889	969	9 417	9 889	(472)	-5%	9 889
Long service awards	436	1 436	141	1 697	1 436	261	18%	1 436
Post-retirement benefit obligations	11 376	26 376	606	7 268	26 376	(19 108)	-72%	26 376
Sub Total - Other Municipal Staff	**185 514**	**211 360**	**16 007**	**193 496**	**211 360**	**(17 864)**	**-8%**	**211 360**
TOTAL SALARY, ALLOWANCES &	**203 983**	**229 844**	**17 524**	**208 053**	**228 384**	**(20 331)**	**-9%**	**229 844**
% increase								
TOTAL MANAGERS AND STAFF	**192 524**	**218 385**	**16 356**	**198 151**	**218 385**	**(20 234)**	**-9%**	**218 385**

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 - Q4 Fourth Quarter

Description	Ref	Budget Year 2020/21											
		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		3 455	11 142	11 734	9 921	6 169	4 338	4 622	3 687	4 138	3 015	3 697	(1 137)
Service charges - electricity revenue		17 246	27 274	27 135	21 954	19 720	20 437	19 591	17 265	32 690	28 361	28 059	(26 155)
Service charges - water revenue		2 326	2 518	2 559	2 161	2 492	2 726	2 900	2 666	3 191	2 326	2 143	12 063
Service charges - sanitation revenue		1 520	1 560	3 831	1 515	1 743	1 954	1 844	1 600	1 867	1 284	1 299	(2 806)
Service charges - refuse		1 647	1 811	1 988	1 590	1 948	1 817	2 047	1 680	2 176	1 230	1 415	1 538
Service charges - other		–	–	–	–	–	–	–	–	–	–	–	–
Rental of facilities and equipment		240	284	382	381	281	231	553	473	324	–	(0)	1 950
Interest earned - external investments		434	623	77	700	638	728	23	1 143	404	420	337	2 675
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	–	–	–	2 227
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		208	288	300	395	239	177	398	315	294	0	–	2 301
Licences and permits		308	8	1 318	162	176	704	206	580	532	–	(12)	(327)
Agency services		–	–	–	–	–	–	–	–	–	–	–	4 878
Transfer receipts - operating		47 994	5 605	–	3 042	10 946	25 708	4 064	689	27 111	4 653	380	(14 220)
Other revenue		145	331	344	461	433	376	1 691	1 064	1 983	12	21	3 722
Cash Receipts by Source		**75 522**	**51 444**	**49 668**	**42 282**	**44 785**	**59 195**	**37 939**	**31 161**	**74 710**	**41 302**	**37 338**	**(13 292)**
Other Cash Flows by Source													–
Transfer receipts - capital		14 003	–	–	–	3 474	10 000	–	–	24 224	1 670	–	6 459
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	–	–	–	–	–	–	–	–	–	–
Short term loans		–	–	–	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		92	43	(97)	(18)	48	(6)	(246)	83	(145)	(119)	(44)	409
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		–	–	–	–	–	–	–	–	–	–	–	–
Total Cash Receipts by Source		**89 618**	**51 487**	**49 571**	**42 263**	**48 306**	**69 189**	**37 693**	**31 244**	**98 789**	**42 853**	**37 295**	**(6 424)**
Cash Payments by Type													–
Employee related costs		13 166	13 889	13 576	14 279	21 728	14 740	14 842	16 757	13 981	13 895	14 045	(2 234)
Remuneration of councillors		909	910	899	906	906	906	897	918	906	907	908	738
Interest paid		–	–	–	–	–	46	–	–	–	–	–	1 050
Bulk purchases - Electricity		23 467	30 587	27 112	15 301	15 281	15 283	13 288	19 913	20 414	24 278	20 500	(27 883)
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	–
Other materials		1 070	1 700	1 073	1 697	2 258	1 132	2 277	1 697	2 773	1 679	564	(1 360)
Contracted services		2 576	4 884	3 656	4 506	3 368	5 163	1 548	2 434	4 096	1 634	3 132	18 051
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		4 958	–	3 961	2 792	7 500	1 877	263	119	8 320	(4 437)	4 210	(15 171)
General expenses		3 937	4 387	3 437	6 290	3 582	7 219	1 912	2 311	5 413	2 338	2 067	2 762
Cash Payments by Type		**50 084**	**56 357**	**53 713**	**45 771**	**54 623**	**46 366**	**35 027**	**44 149**	**55 903**	**40 293**	**45 426**	**(24 046)**
Other Cash Flows/Payments by Type													
Capital assets		2 346	1 184	3 945	7 026	2 372	4 469	1 753	1 932	2 464	1 815	1 206	60 941
Repayment of borrowing		–	–	22	–	–	–	(2)	–	–	–	–	2 980
Other Cash Flows/Payments		(7 040)	107	(31)	1 314	507	2 000	127	1 008	1 241	1 130	1 369	(1 731)
Total Cash Payments by Type		**45 389**	**57 648**	**57 649**	**54 111**	**57 502**	**52 834**	**36 905**	**47 088**	**59 608**	**43 239**	**48 001**	**38 144**
NET INCREASE/(DECREASE) IN CASH HELD		**44 229**	**(6 160)**	**(8 078)**	**(11 848)**	**(9 196)**	**16 355**	**788**	**(15 844)**	**39 181**	**(386)**	**(10 706)**	**(44 569)**
Cash/cash equivalents at the month/year beginning:		94 272	138 500	132 340	124 262	112 414	103 218	119 573	120 361	104 517	143 698	143 312	132 606
Cash/cash equivalents at the month/year end:		138 500	132 340	124 262	112 414	103 218	119 573	120 361	104 517	143 698	143 312	132 606	88 037

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - Q4 Fourth Quarter

Month	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
Monthly expenditure performance trend									
July	–	5 968	6 383	101	101	6 383	6 282	98,4%	0%
August	2 395	5 968	6 383	3 035	3 136	12 766	9 630	75,4%	4%
September	3 895	5 968	6 383	2 468	5 604	19 148	13 544	70,7%	8%
October	4 259	5 968	6 383	6 398	12 002	25 531	13 529	53,0%	17%
November	5 596	5 968	6 383	2 200	14 202	31 914	17 712	55,5%	20%
December	4 014	5 968	6 383	4 387	18 589	38 297	19 708	51,5%	26%
January	2 324	5 968	6 383	1 566	20 155	44 680	24 525	54,9%	28%
February	5 448	5 968	6 383	2 718	22 873	51 062	28 189	55,2%	32%
March	6 120	5 968	6 383	1 848	24 721	57 445	32 725	57,0%	35%
April	10 087	5 968	6 383	1 747	26 467	63 828	37 361	58,5%	
May	3 737	5 968	6 383	1 275	27 743	70 211	42 468	60,5%	39%
June	38 783	5 968	6 383	7 364	35 107	76 594	41 487	54,2%	0
Total Capital expenditure	**86 657**	**71 613**	**76 594**	**35 107**					

MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts
Quarter ending June 2020
Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

MFMA Section	Item Description	Income transactions April 2020	Income transactions May 2020	Income transactions June 2020	Expenditure transactions April 2020	Expenditure transactions May 2020	Expenditure transactions June 2020	Income YTD transactions Quarter 4	Expenditure YTD transactions Quarter 4	Total YTD Income	Total YTD Expenditure
		Income	Income	Income	Expenditure	Expenditure	Expenditure				
								R	R	R	R
11(1) (b)	Expenditure authorised in terms of section 26(4) (Expenditure before annual budget is approved)							-	-	-	-
11(1) (c)	Unforeseeable and unavoidable expenditure authorised in terms of section 29(1) (Mayor may approve emergency or other exceptional circumstances expenditure for which no budget provision was made)							-	-	-	-
11(1) (d)	Section 12 withdrawals (Relief, charitable, trust or other funds withdrawals)							-	-	-	-
11(1) (e) (i)	Money collected on behalf of organ of state:							-	-	-	-
	- VAT	-	-	-	3 703 805	3 290 040	3 746 339	-	10 740 184	-	40 014 916
	- Agency fees, for example motor registration, drivers licence, etc.	-	-	-	-	-	-	-	-	-	-
11(1) (e) (ii)	Insurance received by the Municipality on behalf of organ of state							-	-	-	-
11(1) (f)	Refund of money incorrectly paid into bank account							-	-	-	-
11(1) (g)	Refund of guarantees, sureties & security deposits	-	-	-51 358	30 025	43 765	16 412	-51 358	90 202	-1 953 906	1 697 130
		-	**-**	**-51 358**	**3 733 830**	**3 333 805**	**3 762 751**	**-51 358**	**10 830 386**	**-1 953 906**	**41 712 046**

		Transactions April 2020	Trasactions May 2020	Trasactions June 2020	YTD Transactions Quarter 4
11(1) (h)	Cash management and investment purposes:				-
	- Realised	-	-	-20 000 000	-90 000 000
	- Made	-	-	-	90 000 000
	- Nett movement	**-**	**-**	**-20 000 000**	**-**

WITZENBERG MUNICIPALITY

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

(Report in terms of Section 66 of the MFMA)

MFMA Section	Item Description	Original Budget 2019/2020	Amended Budget 2019/2020	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	119 509 049	120 349 947	115 787 908	96,21%
66(b)	Contributions to pension funds and medical aid	26 243 876	26 248 877	25 519 786	97,22%
66(c)	Travel, accomodation and subsistence	5 549 194	5 549 194	6 010 949	108,32%
66(d)	Housing benefits and allowances	1 802 658	1 802 658	1 545 176	85,72%
66(e)	Overtime	12 533 132	12 532 597	17 005 415	135,69%
66(f)	Loans and advances	0	0	0	0,00%
66(g)	Other type of benefit or allowances related to staff	26 886 346	51 901 881	32 358 003	62,34%
	Sub - Total (Staff Benefits)	**R 192 524 255**	**R 218 385 154**	**R 198 227 237**	**90,77%**
Councillor Benefits					
MAY	Mayor	979 897	979 897	655 878	66,93%
DM	Deputy Mayor	729 598	729 598	603 847	82,76%
SP	Speaker	729 892	729 892	602 228	82,51%
MCM	Mayoral Committee members	2 625 434	2 625 434	2 233 449	85,07%
CLLR	Other Councillors	5 029 252	5 029 252	4 484 601	89,17%
MED	Medical aid contributions	227 354	227 354	215 615	94,84%
PEN	Pension fund contributions	1 137 333	1 137 333	1 106 342	97,28%
WARD	Ward Committee Alllowance	1 152 000	1 152 000	1 352 000	117,36%
	Sub - Total (Councillors' Benefits)	**12 610 760**	**R 12 610 760**	**R 11 253 960**	**89,24%**
Total Councillor and Staff Benefits		**R 205 135 015**	**R 230 995 914**	**R 209 481 197**	**90,69%**

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	4th Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
Essential Services	Sustainable provision & maintenance of basic services	TecDir1	Percentage expenditure on the preventative maintenance budget of the Technical Department.	98%	98%	94%	Due to national lockdown, only emergencies were attended to during the lockdown period, hence under expenditure	
		TecDir3	Percentage expenditure on capital budget by Technical Directorate.	95%	95%	51%	Due to national lockdown, a number of capital projects, came to a halt. The major contributing fact on the low expenditure, was the Reconstruction of the Tulbagh Dam, which did not realise, as no compliant tenders were received.	Tenders have been awarded & construction was started again on contracts stopped , which was delayed due to the national lock down. The construction of the Tulbagh raw water dam will be re-advertised.
		TecWat21	Percentage compliance with drinking water quality standards	98%	98%	100%		
		TecWat36	Percentage of valid water connection applications connected by reporting period end	95%	95%	100%		
		TecSan22	Percentage of valid sanitation connection applications connected by reporting period end	95%	95%	100%		
		TecEl60	Percentage of valid electricity connection applications connected by reporting period end. (excl subsidised housing)	95%	95%	100%		
		TecRef46	Access to the weekly removal of residential solid waste in all seven Witzenberg towns according to a publicised programme.	7	7	7		
		TecWat20	Decrease unaccounted water losses.	18%	18%	16,2%		
		TecEl37	Decrease unaccounted electricity losses.	10%	10%	9,7%		
		TecRo7	Kilometres of roads upgraded & rehabilitated.	4	4	4,1		
Essential Services	Provide for the needs of informal settlements through improved	TecSan13	Provide basic services - number of established informal areas with sufficient communal sanitation services points (toilets).	3	3	3		
		TecWat22	Provide basic services - number of established informal areas with sufficient communal water services points (taps).	3	3	3		

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	4th Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
	services	TecRef31	Improve basic services - number of established informal settlements receiving a periodic area cleansing programme.	3	3	3		
		TecEl36	Percentage of houses in a subsidised housing project connected to the electrical network.	95%	95%	100%		
Governance	Support institutional transformation & development	CorpHR13	Percentage budget spend on the implementation of the Workplace Skills Plan	96%	96%	64%	Due to lockdown trainings could not be implemented.	Virtual trainings will be investigated for future.
		CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	4	4	4		
	Financial Viability	FinFAdm10	Financial viability expressed as Debt-Coverage ratio	200	200	282		
		FinFAdm9	Financial viability expressed as Cost-Coverage ratio	2,8	2,8	3,5		
		FinFAdm11	Financial viability expressed outstanding service debtors	44%	44%	60%	The Covid 19 pandemic had negative impact on the collection rate month to month, which also impacted the accumulative collection rate.	As soon at the situation allows stringent implementation of the credit control policy.
		FinDir3	Achieve an unqualified opinion of the Auditor-General on annual financial statements of the previous year.	1 Unqualified Report	1 Unqualified Report	1 Unqualified Report		
		FinInc15	Increased revenue collection	94%	94%	88%	The Covid 19 pandemic had negative impact on the collection rate month to month, which also impacted the accumulative collection rate.	As soon at the situation allows stringent implementation of the credit control policy.
		MM1	Percentage expenditure on the preventative maintenance budget of the whole of the municipality.	98%	98%	87%	Lockdown regulations has severely impacted operational maintenance projects.	
		MM2	Percentage spend on Capital Budget for the whole municipality.	95%	95%	46,0%	Tulbagh Dam tender cancelled due to non-complaint bidders. Tender for pavillions had to be re-advertised and appeal lodged further delayed appointment. National Lock down brought all projects/bids to a stand still.	Tulbagh Dam tender to be re-advertised. National Lock down to be lifted.

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	4th Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
	To maintain & strengthen relations	MMIDP9	Number of IDP community engagements held.	14	14	7	Due to lockdown regulations no public meetings were arranged. Draft IDP and budget was advertised for public to provide inputs.	Advertisements for comments placed in local paper, notice boards of all seven towns and other social media.
		ComSoc49	Number of meetings with intergovernmental partners.	12	12	9	No IGR meetings could be attended due to lockdown regulations	
Communal Services	Provide & maintain facilities that make citizens feel at home	ComAm34	Report on annual customer satisfaction survey on community facilities.	1	1	1		
		ComDir1	Percentage expenditure on the preventative maintenance budget of the Community Department	98%	98%	54,0%	Lockdown regulations has influenced expenditure as services is not deemed essential.	All relevant tenders has been advertised and appointments has been made.
		ComDir2	Percentage expenditure on capital budget by Community Directorate.	95%	95%	30,0%	Delayed approval of policy on Cost-Containment Regulations has resulted in planned cashflows not being achieved. Tender for pavillions had to be re-advertised and appeal lodged further delayed appointment. National Lock down brought all projects/bids to a stand still.	All relevant tenders has been advertised and apart from a tender that had to be re-advertised, appointments has been made. Projects to continue after lockdown.
Socio-Economic Support	Support the poor & vulnerable through programmes & policy	ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	4500	4500	3093		
		ComLed8	The number of jobs created through the municipality's local economic development initiatives including capital projects.	400	400	409		
		ComSoc42	Number of engagements with target groups with the implementation of social development programmes.	20	20	25		
		ComHS14	Number of housing opportunities provided per year - top structures.	199	199	199		
		ComHS15	Number of rental stock transferred.	40	40	30	Due to lockdown a huge backlog at deeds office exist	We are not able give any corrective measurements because the backlog at the Deeds Office has an influence on the whole Province

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	4th Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
Socio-Economic Support	Create an enabling environment to attract investment & support local economy	ComLed19	Quarterly report to Mayco on investment incentives implemented.	4	4	4		
		ComLed20	Quarterly report to Mayco on the Small Business Entrepreneurs Development Programme.	4	4	4		
		ComLed21	Quarterly report to Mayco on the progress of the Ceres Business Initiative (CBI) Entrepreneur Programme for SMME's	4	4	4		
		ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.	4	4	4		

Total Cost Savings Disclosure in the In-Year and Annual Report

Quarter ended: June 2020

Witzenberg Municipality

Measures	Adj Budget	Q1	Q2	Q3	Q4	Total YTD	PREV TOTAL YTD	Savings
Use fo Consultants	20 646 714	2 802 025	6 191 872	2 585 816	3 216 908	14 796 621	18 677 116	3 880 495
Vehicles used for political office -bearers	14 837	1 850	231	1 274	2 587	5 943	15 444	9 501
Travel and subsistence	1 265 754	163 856	223 878	123 711	19 556	531 001	880 100	349 100
Domestic Accomodation	276 931	3 097	68 938	22 367	10 073	104 475	341 532	237 057
Sponsorships, events and catering	1 244 080	84 008	26 221	22 221	100 789	233 239	726 421	493 182
Communication	2 868 537	408 255	713 772	557 843	592 621	2 272 492	2 692 032	419 540
Other Related Expenditure Items	1 975 864	291 525	373 243	379 008	403 217	1 446 993	1 416 105	372 329
TOTAL	28 292 717	3 754 616	7 598 154	3 692 240	4 345 752	15 045 011	24 748 750	5 761 204

**** Savings were calculated based upon a comparision between previous year and current year year-to-date expenditure items*



PERFORMANCE, RISK AND AUDIT COMMITTEE

1st BI-ANNUAL PERFORMANCE AUDIT COMMITTEE PERFORMANCE MANAGEMENT REPORT 2019/2020

(MUNICIPAL PLANNING AND PERFORMANCE, REGULATION 14(4) (a) (iii))

December 2020

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The Council
Witzenberg Municipality
50 Voortrekker Street
Ceres
6835

Dear Council

1. Purpose

The Performance, Risk and Audit Committee (PRAC) have conducted a mandatory review of the municipality's Performance Management System in terms of the Municipal Planning and Performance Regulations. The purpose of this report is to inform the Municipal Council regarding the result of the review that focuses on economy, efficiency, effectiveness and impact in so far as the key performance indicators and performance targets are concerned.

2. Background

Witzenberg Municipality has opted in terms of section 14(c) of the Local Government Municipal Planning and Performance Regulations, 2001 to utilize the Audit Committee established in terms of the MFMA, as their Performance Audit Committee.

The role of the Performance Risk and Audit Committee is to assist Council by providing inputs to ensure effective systems that complement service delivery, safeguarding of municipal assets, the maintenance of financial records, risk management, corporate governance and an effective internal control system.

3. Legal framework

In terms of the Municipal Finance Management Act, No. 56 of 2003, section 166(2) (a), *"An audit committee is an independent advisory body which must—*

(a) Advise the municipal council, the political office-bearers, the accounting officer and the management staff of the municipality, or the board of directors, the accounting officer and the management staff of the municipal entity, on matters relating to—

(v) performance management;

(viii) performance evaluation;"

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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 subregulation (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."

4. Mandate

To fulfil its role, PRAC have the following objectives in terms of section 166(2) (a) (i to ix) of the Municipal Finance Management Act of 2003:

- Advise the Municipal Council, the political office-bearers, the accounting officer and the management staff of the municipality, on matters relating to:
  - Internal financial control and internal audits;
  - Risk management;
  - Accounting policies;
  - The adequacy, reliability and accuracy of financial reporting and information;
  - Performance management;
  - Effective governance;
  - Compliance with the MFMA, Division of Revenue Act (DoRA) and any other applicable legislation;
  - Performance evaluation; and
  - Any other issues referred to it by the municipality.

In terms of the Local Government Municipal Planning and Performance Management Regulations, 2001 a Performance Audit Committee must be appointed to fulfil the following objectives:

- To advise Council on the functionality of the Performance Management System;
- To advise Council whether the Performance Management System complies with the Act;
- To advise Council on the extent to which the municipality's performance measures are reliable in measuring performance;

Jg

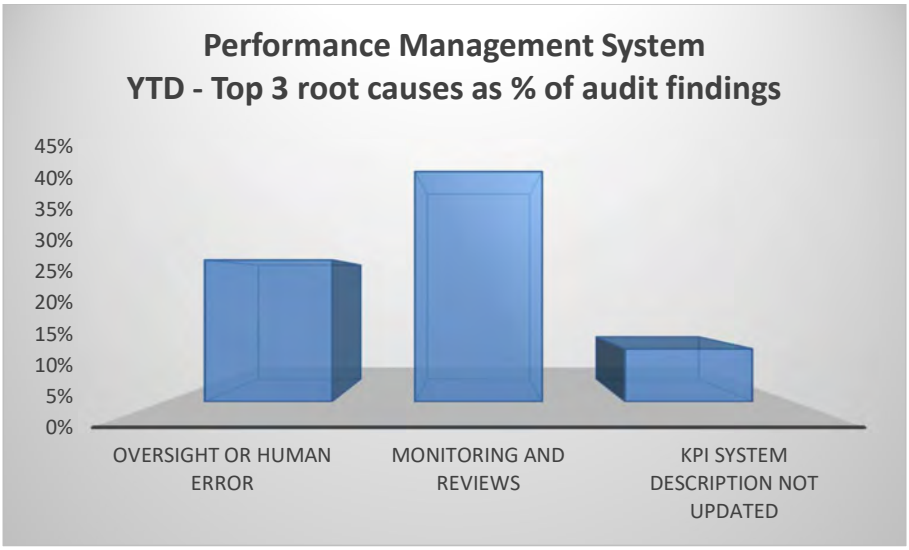
5. PRAC Assessment of Performance Management

PERFORMANCE MANAGEMENT ASSESSMENT	
Functionality of the performance management system	
Performance Management System complies with the Act and regulations	
Extent to which the municipality's performance measures are reliable in measuring performance	

Legends:

	Adequate
	Needs improvement
	Inadequate

The following were identified as the top 3 root causes resulting in Performance Management System audit findings for the Year-To-Date (YTD). These root causes negatively affect the reliability of performance measures in place.



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6. Comment

For the 2018/2019 Performance Management audit, the Auditor-General South Africa (AGSA) reported that no material findings were identified on the usefulness and reliability of the reported performance information for the selected strategic objectives targets. The AGSA has limited their review to the following objective:

- Strategic objective – essential services

For the first and second quarter of 2019/2020, Internal Audit has highlighted the following non-compliance and control weaknesses. Management has indicated that mitigating action plans to address these deficiencies will be implemented:

BarnOwl Action Plan Status History Report				
Performance Management Systems (PMS) Quarter 1 - 2019/2020				
No	**Finding Title**	**Current Status Summary**	**Due Date**	**Action Plan Status (18 December 2020)**
1.	Finding 1 - Inadequate corrective action taken to address KPI underperformance (CorpHR24)	Monthly reporting as from November 2019 will include only cases received in that particular month to ensure that the reporting on the POE agrees with the results achieved. Management will report non-acceptance of delegations to senior management in order to address the matter at a more senior level and encourage co-operation.	27 November 2019	Signed off as Completed by Director
2.	Finding 2 - Inadequate corrective action taken to address KPI under performance (TecSan10)	The following measures will be applied as preventative mechanisms: We do apply monitoring, but we did not foresee major unforeseen breakdowns with huge expenditure. However, my concern is also that the procurement process is taking way to long. We are in agreement to monitor expenditure more frequently as an early warning indicator and have implemented a new adequate monitoring system for expenditure on said contract. The Senior Technician will report expenditure on a monthly basis.	18 December 2019	Signed off as Completed by Director
3.	Finding 3 - No corrective action to address KPI under performance (FinDir16)	Deficiency noted. Matter will be rectified with the next performance assessment.	10 April 2020	Not Started

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BarnOwl Action Plan Status History Report				
Performance Management Systems (PMS) Quarter 1 - 2019/2020				
No	**Finding Title**	**Current Status Summary**	**Due Date**	**Action Plan Status (18 December 2020)**
4.	Finding 4 - Revenue collection inaccurately calculated and reported	Management agreed with the audit recommendations; • Re-submitted the correct POE for the KPI to the Manager: Projects and Performance. Trim no 9/1/2/2/1457. • Signed the corrected POE and uploaded it on Trim.	13 November 2019	Ready for review by Director
5.	Finding 5 - All ukeys not considered for reported expenditure on Work Skill Plan (WSP) CorpHR13	Budget virement form is completed to transfer the ABET Balance to another WSP ukey, and there will be no transaction on the ABET ukey going forward.	21 November 2019	Signed off as Completed by Director
6.	Finding 6 - KPI lacks criteria for a good performance indicator	Repairs and maintenance for this KPI should relate to only planned maintenance and not emergency repairs and maintenance. This is due to the uncertainty of emergency expenditure. The current KPI system description is not clear on what type of repairs and maintenance expenditure should be included for the purposes of this KPI reporting. Changes to the KPI name and definition can only be changed with the amendment budget after careful consideration of the impact of a change in name or definition.	31 March 2020	Ready for review by Director
7.	Finding 7 - Performance reporting not consistent with KPI system description	Due to the uncertainty of emergency expenditure, repairs and maintenance for this KPI should relate to only planned maintenance. Expenditure included for October 2019 was incorrectly added for Quarter 1 reporting, due to human error in the formula applied as the data was extracted in October. This mistake will be reviewed prior to reporting going forward. A budget transfer will be processed for ukey 20170404015767. The municipal running costs should be moved to the correct project description.	10 January 2020	Ready for review by Director

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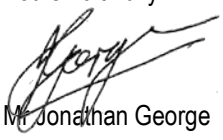
7. Recommendation to Council

To improve the overall functionality of the performance management system, timeous monitoring and reviewing of the portfolios of evidence should be implemented and management should embrace the recommendations by Internal Audit and ensure continuous monitoring to address the control deficiencies. As previously indicated, where Management has agreed to specific actions plans these should be implemented timeously to improve the control environment and performance.

Yours Faithfully



Mr Jonathan George

Chairperson: Performance, Risk and Audit Committee

21 December 2020

IRRIGATION BOARD
KOEKEDOUW BESPROEIINGSRAAD

Telefoon: 0233155569 / 0832920590

Email: gerda.kbr@gmail.com

Posbus 804
CERES
6835

13 Maart 2019

Hiermee word verklaar dat onderstaande onderneming se KBR rekening vir die besproeiings-termyn van 1 Julie 2018 tot 30 Junie 2019, ten volle betaal is.

Aangeheg is die berekening van die uitstaande bedrag ten opsigte van die RAB-lening van die onderstaande onderneming:

Hierdie uitstaande bedrag is betaalbaar aan KBR teen die 25ste Junie 2019.

Entiteit	**WITZENBERG MUNISIPALITEIT**		
Plaas	**VREDEBES**		
	RAB Skuld / Ha	**Ha'e**	**Bedrag**
Winter	34,386.78	-	-
Somer	59,326.13	15.00	889,891.98
Drink	34,386.78	-	-
Totaal			**889,891.98**

Aannames:

1. KBR aanvaar die skriftelike bevestiging, van die uitstaande bedrag van R50 549 585.83 verskuldig aan RAB op 30 Junie 2019.
2. KBR lewer eenmalig 'n faktuur aan die betrokke onderneming vir sy gedeelte van die RAB skuld, in verhouding tot sy water-inlysting.
3. Elke onderneming reël sy eie finansiering om die betrokke faktuur te betaal.
4. Elke onderneming reël met sy betrokke bank sy eie terugbetaligsterme.
5. Elke onderneming moet 'n persoon aanwys met wie Gerda Roux kan skakel tydens hierdie proses.
6. Gerda Roux gaan elke 14dae telefonies opvolg met aangewese persoon in ondernemings,tov die finansierings-vordering.
7. Mikpunt is om teen die 15de Mei 2019, alle finansiering in plek te hê.
8. KBR wil teen 31 Mei 2019 alle fakture aan ondernemings lewer, vir betaling teen die 25ste Junie 2019.

RAB TERUGBETALINGSOPSIES
BESTAANDE vs NUWE VOORSTEL

	OU FINANSIERINGSMODEL		NUWE FINANSIERINGSMODEL	
UITSTAANDE SKULD JUN 2019	54,687,042		50,549,586	
RENTEKOERS	16.63%		10.25%	
	PMT	KAPITAAL SALDO	PMT	KAPITAAL SALDO
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JAAR 5	8,290,576	61,267,933	8,315,271	31,321,129
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JAAR 7	9,140,360	65,887,726	8,315,271	20,588,172
JAAR 8	9,597,379	68,122,383	8,315,271	14,383,189
JAAR 9	10,077,247	70,278,468	8,315,271	7,542,196
JAAR 10 - 2028	10,581,110	72,355,397	8,315,271	-
JAAR 11	11,110,165	74,315,997	-	-
JAAR 12	11,665,674	75,995,898	-	-
JAAR 13	12,248,957	77,313,101	-	-
JAAR 14	12,861,405	78,376,761	-	-
JAAR 15	13,504,475	78,947,087	-	-
JAAR 16	14,179,699	78,944,608	-	-
JAAR 17	14,888,684	78,317,008	-	-
JAAR 18	15,633,118	76,706,169	-	-
JAAR 19	16,414,774	74,066,193	-	-
JAAR 20	17,235,513	70,131,395	-	-
JAAR 21	18,097,289	64,628,215	-	-
JAAR 22	19,002,153	57,335,471	-	-
JAAR 23	19,952,261	47,679,442	-	-
JAAR 24	20,949,874	35,240,909	-	-
JAAR 25	21,997,367	19,572,061	-	-
JAAR 26 - 2044	23,097,236	-	-	-
Totale terugbetalings	348,628,396		83,152,706	

Notas :

* bestaande finansieringsmodel is verkry van RAB
* uitstaande skuld op 30 Junie 2019 is verkry van RAB
* nuwe voorstel gebruik aanname van 10 jaar terugbetalingstermyn teen Prima rentekoers

David Nasson

From: Danie <danie@goosenboerdery.co.za>
Sent: Tuesday, 02 July 2019 9:52 PM
To: David Nasson
Cc: Gerda Roux; Peet du Plessis; Handri Conradie
Subject: FW: Witzenberg Munisipaliteit RMB Inv.pdf

Beste Mnr Nasson,

Dankie vir die gesprek en tyd van vanoggend.

Soos aan u verduidelik wil ek graag die volgende punte beklemtoon:

1. KBR het meer as 20 jaar gelede namens sy lede 'n lening by RAB aangegaan om die kapitaalkoste van die nuwe Koekedou dam, asook die verspreidingsnetwerk te betaal.
2. Die koste per lid is bereken volgens die betrokke eiendom se waterregte wat by BGCMA geregistreer is . Al hierdie inligting is tov die eiendomme se LBO's(lys van belasbare oppervlaktes) geregistreer en hierdie regte kleef aan die eiendom.
3. Bogenoemde koste per hektaar plus die jaarlikse bedryfskoste, vorm die totale rekening wat jaarliks aan elke lid gelewer is. Hierdie rekening het die afgelope seisoen R9036/ha beloop, waarvan R1400/ha die bedryfskoste uitgemaak het. Die Witzenberg Munisipaliteit het jaarliks hierdie rekening betaal, soos al die ander produsente wat water ontvang van KBR.
4. Met die huidige finansierings model by RAB , sou alle lede tot 2044 moes betaal om die lening af te los teen die rentekoers van 16.6%/jaar. Dit sou onbekostigbare koste vir elke lid tot gevolg hê.
5. KBR raad het toe met die betrokke banke gaan onderhandel. Die beste opsie wat toe geblyk het die volgende te wees.
   5.1 Elke lid reël sy eie finansiering en KBR doen 'n eenmalige heffing om die bestaande gesamentlike lening by RAB af te los.
   5.2 KBR hef dan daarna slegs bedryfskoste/ha en elke lid betaal sy eie finansiering van die kapitaalkoste.
   5.3 Bogenoemde reëlings is toe op 'n spesiale lede vergadering eenparig deur al die lede goedgekeur. Die Munisipaliteit was op die vergadering in Maart verteenwoordig.
6. Witzenberg Munisipaliteit is tans die enigste lid, wat nog nie sy verpligting nagekom het nie.
7. KBR se kontrak/ooreenkoms met RAB het ten einde geloop op die 30ste Junie, maar ons kon grasie kry tot Woensdag die 3de om die uitstaande bedrag te betaal. KBR het Vrydag die 28ste al die gelde betaal wat hy ontvang het, maar het 3 lede gehad wat nog nie betaal het nie. Die ander twee gevalle se gelde was nog uitstaande weens tegniese redes, wat hul Maandag en Dinsdag die 1ste en 2de Julie uitgesorteer het. Hierdie twee partye het nou hul betalings gedoen en is dit slegs die Witzenberg Munisipaliteit se rekening wat uitstaande is.
8. KBR gaan nou Woensdag die 3de die totale uitstaande bedrag betaal, sonder dat die Munisipaliteit se gelde betaal is.
9. KBR versoek dus dringend dat die Munisipaliteit se rekening vereffen word.

By voorbaat baie dankie.

Vriendelike groete / Kind regards

Danie Goosen
Voorsitter KBR

Email: danie@goosenboerdery.co.za
Office: +27(0) 23 313 3056
Fax: +27(0) 86 730 8853
Mobile: +27(0) 83 461 9933

IRRIGATION BOARD
KOEKEDOUW BESPROEIINGSRAAD

Telefoon: 0233155569/0832920590
Email: Gerda.kbr@gmail.com

Posbus 804
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13 Maart 2019

WIE DIT MAG AANGAAN

Volgens ons Lys van Belasbare Oppervlaktes, is daar vir Witzenberg Munisipaliteit die volgende waterregte geregistreer:

-Gedeelte 72 van die plaas Rietvalley 364
15ha Somerwater

Ek hoop u vind dit in orde.

Vriendelik die uwe

Gerda Roux
Admin Bestuurder

IRRIGATION BOARD
KOEKEDOUW BESPROEIINGSRAAD

Telefoon: 0233155569 / 0832920590

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2nd Floor Ou Kollege Building
35 Kerk Street
Stellenbosch
7600

Telephone (021) 888 4304

13 March 2019

Rudiger Oberg
Fourie Oberg de Bruyn Inc

E-mail: rudiger.oberg@fodb.co.za

Dear Rudiger

KOEKEDOUW BESPROEIINGSRAAD

1 We refer to the above matter and your e-mail dated 6 March 2019 in this regard.

2 We have been requested to provide an opinion on the tax consequences relating to the refinancing of outstanding loan amounts that Koekedouw Besproeiingsraad ("KBR") and its members currently owe to Firstrand Bank Ltd ("Firstrand").

3 The purpose of this document is to provide the advice as requested.

4 All references to "section" are to sections of the Income Tax Act 58 of 1962 ('the Act') and references to "paragraph" are to paragraphs of the Eighth Schedule to the Act, unless indicated otherwise.

Background

5 The Ceres Municipality ("CM") and KBR entered into an agreement to construct the Koekedouw dam in Ceres.

6 It was agreed that the producers/ members of KBR ("the members") would be entitled to 59 per cent of the captured water, whilst the remaining 49 per cent of the water would be allocated to the Ceres town community. The cost of the construction of the dam was also financed in the same ratio (i.e. 59 per cent and 41 per cent by each of KBR and CM respectively).

7 KBR obtained its financing through Firstrand of which it still has an outstanding loan amount due.

8 Up until now KBR issued invoices to the members for the payment of levies (which included water levies for the utilisation of water) which levies was used to cover the costs of the loan payments together with any operational costs (such as maintenance of the dam) incurred by KBR.

9 The invoice for each member is determined as the sum of the abovementioned amounts (i.e. loan payment and operational costs for the month) apportioned in the ratio of the amount of hectares occupied/utilised by the member to the total amount of hectares occupied/utilised by all members, plus VAT.

10 Pursuant to a review of the existing funding arrangement by Firstrand, it has been proposed that the Firstrand loan be refinanced with new loan funding to be taken up by the individual members of KBR.

11 This will be done in order to obtain cheaper financing as the individual members will be able to obtain better interest rates and can provide direct security for the loan funding.

12 It is envisaged that KBR will invoice a 'special levy' for the outstanding loan amount (due to Firstrand) to the members in the same ratio/ proportion as their monthly invoices (calculated as mentioned above).

13 As such a once-off invoice is to be rendered by KBR to each of the relevant members that would be payable as an amount due for the utilisation of water in the future by the members. Such total invoice amount paid to KBR will be used to settle the outstanding loan amount owed to Firstrand.

14 We understand that KBR is registered with SARS as an exempt entity for normal tax.

15 Furthermore we understand that KBR is a registered value-added tax ("VAT") vendor.

16 We have been requested to provide an opinion on the tax consequences relating to the above, specifically the following matters:

16.1 The income tax deductibility of the 'once-off'/ advance invoice ('special levy') for the members ("Issue 1");

16.2 The deductibility of the interest incurred by the members on the 'refinance loans' ("Issue 2");

16.3 The tax treatment for KBR in respect of the 'once-off' invoice amount paid to it by the members ("Issue 3"); and

16.4 The VAT treatment of the 'once-off' invoiced amount ("Issue 4").

Issue 1: Deductibility of the once-off invoice for members

General deduction formula

17 Section 11(a) of the Act contains the so-called general deduction formula. To claim an expense as an income tax deduction, the expense must meet all the requirements of section 11(a) read together with section 23(g).

18 Section 11(a) provides that in determining the taxable income derived by any person from carrying on any trade, there shall be allowed as a deduction from the income of such person so derived, expenditure and losses actually incurred in the production of income, provided such expenditure and losses are not of a capital nature.

19 In terms of section 23(g) no deductions shall in any case be made in respect of any moneys, claimed as a deduction from income derived from trade, to the extent to which such moneys were not laid out or expended for the purposes of trade.

20 In terms of section 11(a) and 23(g) the requirements can be summarised as follows:

- expenditure and losses actually incurred;
- in the production of income;
- not of a capital nature; and
- for the purpose of trade;

21 In what follows we discuss the relevant requirements to determine whether the expenditure in question will qualify as a deduction in terms of section 11(a), read with section 23(g). We accept that the amounts will be expenditure actually incurred by the members and do not elaborate on this requirement any further.

In the production of income

22 The phrase 'in the production of income' has been interpreted on numerous occasions by our courts to determine the deductibility of certain expenditure. All expenditure attached to the performance of a business operation *bona fide* performed for the purposes of earning income are deductible. This applies whether such expenses are necessary for the performance of the business operation or attached to it by chance or are *bona fide* incurred for the more efficient performance of such operation. The expenditure must however be closely connected with the business operation so that they may be regarded as part of the cost of performing it.[1]

23 Expenditure incurred in the production of income does not mean that there may be no deduction unless income has been produced, but means that the expenditure must have been incurred for the purpose of earning income whether in the current or in any future year of assessment.[2]

24 In *CIR v Allied Building Society* it was also held that "the court is not concerned with whether a particular item of expenditure produced any part of the income, but with whether that item of expenditure was incurred for the purpose of earning income."[3]

25 In the current instance the members will ultimately incur the expense ('special water levy') for the utilisation of water in the future in a cost efficient manner. This would enable the members to further their enterprises/ farming activities as they would be able to use the water for their produce which is expected to produce income.

26 It is therefore our opinion that the expenditure relating to the water levy will be incurred for productive purposes (i.e. in order to produce output that would result in income). The question is not whether income was actually produced, but rather whether the expenditure was incurred for the purpose of earning income.[4] Thus whether or not the

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[1] See ***Port Elizabeth Electric Tramway Co Ltd v CIR*** (8 SATC 13).
[2] See ***Sub-Nigel Ltd v CIR*** 1948 (4) SA 580 (A), 15 SATC 381.
[3] 1963 (4) SA 1 (A), 25 SATC 343 at 358; See also ***CIR v Nemojim (Pty) Ltd*** 1983 (4) SA 935 (A) 45 SATC 241.
[4] The view is held by commentators that it is not a requirement of the general deduction formula (i.e. section 11(a)) that the taxpayer set out to achieve a 'profit' in an accounting or economic sense. See ***Silke on South Africa Income Tax***, Butterworths electronic version, 2007, at 7.3

expenditure results in the production of greater income for the members is not the question. The question is whether it was incurred for the purpose of earning income, which we understand will be the case.

Capital or revenue

27 It is trite that the terms 'capital' and 'revenue' are not defined in the Act and therefore reliance needs to be placed on case law to provide guidance regarding the meaning of the terms. The true nature of each transaction must be examined in order to determine whether the expenditure in question is a capital or revenue expenditure and each case must be decided on its own facts and circumstances.[5]

28 Various tests have been formulated by our courts to determine the capital or revenue nature of expenditure and losses, including whether:

28.1 The expenditure adds to the income earning structure (capital) or the income earning operations (revenue) of the taxpayer;[6]

28.2 The expenditure creates or cause the taxpayer to acquire an income producing concern (capital) or is the expenditure incurred in working an income producing asset (revenue);[7]

28.3 The expenditure creates an enduring benefit (capital);[8] and

28.4 The expenditure adds to the fixed capital of the taxpayer (capital) or the floating capital (revenue).[9]

29 As per the tests laid down above, one must determine whether payments will be made toward the acquisition of a capital asset or whether the payments are in respect of the income earning operations of the taxpayer. In the *New State Areas Ltd v CIR*, the court confirmed the principle that regard must be had to the consequence of the payment, i.e. does it produce an asset or right for the taxpayer or is it a payment for the right to use an asset. If it is the latter and the taxpayer incurs the expense as part of its income earning operations, it is regarded as being revenue in nature.

30 There is a great difference between money spent in creating or acquiring a source of profit, and money spent in working a source of profit. In the former case it is spent to enable the concern to yield profits in the future, in the latter case it is spent in working the concern for the present production of profit.[10]

31 It is submitted that the expenditure incurred by the members in respect of the advance water invoice will not create an income earning structure for the members and merely works the existing income earning structure. The members do not obtain additional water rights in exchange for making the advance payment of the special water levy but merely makes an advance payment for the utilisation of water based on the already existing water rights of the member. As such, the expenditure would in our opinion closely relate to the income-earning operations of the members rather than their income-earning structure.

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[5] ***New State Areas Ltd v CIR*** 1946 AD 610 at 627; ***CIR v African Oxygen Ltd*** 1963 (1) SA 681 (A) at 691.
[6] ***New State Areas Ltd v CIR*** 1946 AD 610, 14 SATC 155.
[7] ***CIR v George Forest Timber Co Ltd*** 1924 AD 516, 1 SATC 20.
[8] ***CIR v Manganese Metal Company (Pty) Ltd*** 1995 TPD, 58 SATC 1.
[9] ***New State Areas Ltd v CIR*** 1946 AD 610, 14 SATC 155.
[10] ***George Forest Timber Co Ltd*** – case (*supra*).

32 It could furthermore not be said the expenditure incurred creates an enduring benefit for the /members. This is on the basis that the members do not obtain any additional water rights for making the payment (i.e. their existing water rights is not influenced in any way).

33 In ***ITC 1764*** 66 SATC 93 it was held that the mere fact that rent is paid upfront at the beginning of a lease period does not render the expenditure to be of a capital nature. In the current instance we are of the opinion that the mere advance payment for the water levy would similarly not make the expenditure capital in nature.

34 In our opinion therefore the expenditure relating to the special water levy will not create an enduring benefit or an income earning structure for the members. Based on the aforementioned we are of the opinion that the expenditure will not be capital in nature for the members.

For the purposes of trade

35 As indicated above, section 23(g) further provides no deductions shall in any case be made in respect of any moneys, claimed as a deduction from income derived from trade, to the extent to which such moneys were not laid out or expended for the purposes of trade.

36 We understand that each of the members would conduct a recognisable trade (e.g. farming enterprise) and the expenses in question will be paid in the course of such trade.

37 In our opinion, the crucial consideration is that the expenditure must be connected with the 'pursuit' of the taxpayer's trade and not for other objectives.

38 The question may be raised as to whether the members will incur the special water levy for the purposes of their trade (e.g. farming and related activities) or to assist the KBR to settle its financing obligations towards Firstrand. We are however of the opinion that although the invoiced/ levy amounts will ultimately be used by KBR to settle the funding provided by Firstrand, the purpose thereof is to pay for the utilisation of water (for their farming enterprises) in a more cost efficient manner. This is because the ultimate purpose of the special water levy is to obtain the water usage at a cheaper cost for the members.

39 We are therefore of the opinion that the payment of the special water levy will be done for the purpose of the trade of the members.

Conclusion on deductibility

40 Based on the above, we are of the opinion that the expenditure relating to the special water levy invoice would constitute expenditure actually incurred in the production of income, and which is not of a capital nature. The expenditure would in our opinion also be incurred in the carrying on of a trade of the members in a more efficient manner.

41 Consequently, it should in our opinion qualify as a deductible expenditure in the hands of the members in terms of section 11(a).

Section 23H

42 In terms of section 23H, where expenses were incurred during a year which is allowable as a deduction in terms of section 11(a) in respect of goods or services, all of which will not be supplied or rendered to the taxpayer during such year; or in respect of any other benefit, the period to which the expenditure relates extends beyond such year, the amount of expenditure which may be claimed as a deduction shall be limited.

43 Section 23H provides for the spreading of the expenditure over several tax periods where the benefits to which the expenditure relates are only enjoyed over future tax years.

44 Section 23H classifies the different types of expenditure in respect of the following:

44.1 Goods;

44.2 Services; and

44.3 Any other benefit.

45 In terms of section 23H the amount of expenditure that is to be deducted where 'goods' are supplied is so much of the expenditure as relates to goods actually supplied to such person in the year of assessment.

46 Where the expenditure relates to 'services' or 'any other benefit' the amount to be spread is based on a similar principle which states that the amount deductible is determined as the amount of expenditure incurred which bears to the same ratio as the number of months the services or such benefit is enjoyed in the current year to the total number of months during which the services or such benefit will be rendered/enjoyed.

47 In the case where the period of the services to be rendered or the other benefit to be enjoyed is not determinable, the period over which the services or such benefit is likely to be enjoyed must be used. There is no definition as to what is meant by 'likely to be rendered or enjoyed' but this would generally mean the probable period. All the relevant facts and circumstances should be taken into account with regards to the period of use or enjoyment in this instance.

48 Furthermore section 23H(2) states that where the apportionment does not reasonably represent fair apportionment of such expenditure in respect of the goods, services or benefits to which it relates, such apportionment must be made in such other manner as is fair and reasonable.

49 The provisions of section 23H does not apply (i) where the goods or services are supplied within six months after the year end; (ii) where the person will have the full enjoyment of such benefit within six months; (iii) where the aggregate of the amount of all the expenditure incurred by a person does not exceed R 100,000; (iv) to any expenditure to which sections 24K and 24L apply or (v) to any expenditure actually paid in respect of an unconditional liability to pay on an amount imposed by legislation.

50 As indicated, we are of the opinion that the water invoices would be deductible in terms of section 11(a) for the relevant members.

51 The question is however whether or not section 23H would apply to limit and spread the deduction over several tax years (assuming the expenditure will exceed R 100 000 for the particular member).

52 As we understand that the benefits of the water usage and advance payment will be provided and enjoyed over a period of time (which extends over several years of assessment), we are of the opinion that section 23H will apply to limit the deduction of the expenditure in question.

53 In the current circumstances we are of the opinion that the expenditure (i.e. advance payment) could be apportionment and spread over a period which is based on the total advance invoice amount issued to the member which bears to the same ratio as the invoice amount that would have been payable per year if the advance payment was not made to the total of all invoice amounts that would have been payable over the period (i.e. based on the following formula: Advance payment * Payments per year / Total payments). This would in our opinion represent a fair and reasonable apportionment.

54 As indicated above where the invoice does not exceed R100,000 for a specific member, the deduction should not be limited in terms of section 23H. The relevant member will however need to take into account all the prepaid expenses (i.e. the water levy invoice as well as any other prepaid expenditure incurred) during that specific year of assessment.

Issue 2: Deductibility of interest for the producers/members

55 We understand that the members will incur interest-bearing loan funding (from a bank) to fund the payment of the special water levy.

56 To determine whether the interest is deductible in the calculation of taxable income of the members, the provisions of section 24J should in our opinion be considered.

57 In terms of section 24J(2) where any person is the issuer in relation to an instrument (as defined in section 24J) during any year of assessment, such person shall be deemed to have incurred an amount of interest during such year of assessment which is equal to the sum of all accrual amounts in relation to all accrual periods falling, whether in whole or in part, within such year of assessment in respect of such instrument, which must be deducted from the income of that person derived from the carrying on any trade, if that amount was incurred in the production of income.

58 An 'instrument' is defined in section 24J as meaning any form of interest bearing arrangement, including a bond, loan advance or debt.

59 The term 'issuer' in relation to an instrument means any person who has incurred any interest or has any obligation to repay any amount in terms of such instrument. The term 'interest' is in turn defined as to include the gross amount of any interest or related finance charges in relation to a financial arrangement. As the members will be liable to pay interest at a market related rate, it will incur an obligation to repay any amount in respect of the instrument and will therefore be the issuer in relation to such instrument.

60 The term 'accrual amount' is in essence the interest or finance charges determined on a yield to maturity basis over any given accrual period (i.e. in the current instance every 12 month period or part thereof between financial year ends).

61 To qualify for the deduction certain requirements must be satisfied before the members will be entitled to deduct the interest in the calculation of its taxable income.

62 The requirements in terms of section 24J is that the interest should be:

- In the carrying on of a trade; and
- In the production of income.

63 On the basis that the loan funding and interest thereon will be incurred in order to settle the advance water invoice in pursuance of the business conducted by the members, we are of the opinion that the interest incurred should be considered to be in the production of income and in the carrying on of a trade. The same principles discussed in the context of section 11(a) above should therefore in our opinion apply in respect of the above requirements.

64 Based on the aforementioned we are of the opinion that the interest incurred by members on loan funding used to settle the water levy invoice would be deductible in terms of section 24J for the members.

Issue 3: Tax consequences for KBR

65 We understand that the principle object of KBR is to provide the water rights/ usage to its members and that it is an exempt entity.

66 In this regard we understand that KBR would either be exempt from normal tax in terms of section 10(1)(cA) as a board established by law and which in the furtherance of its sole or principal object carries on activities designed to promote commerce, industry or agriculture or is exempt in terms of section 10(1)(t) as a water services provider. The receipts and accruals of such entities are exempt from normal tax.

67 Based on the aforementioned we are of the opinion that the 'once of' invoice for the special water levy should also be exempt from normal tax as falling within the ambit of the principal objects of KBR.

Issue 4: VAT consequences

68 The invoice issued by KBR for the special water levy would constitute a supply that forms part of the enterprise of KBR (being a mere advance payment for the supply of water or the usage thereof).

69 As such output VAT would in our opinion have to be accounted for on the amount at the standard rate.[11]

70 The members should however be able to qualify for a corresponding VAT input if registered for VAT and where they incur the expenditure to make taxable supplies.

General

71 The opinion in this report is based on the facts at our disposal as provided to us, which we have not independently verified.

72 In accepting the advice contained in this writing you consent to our terms of business the details of which is available on www.graystonelliot.co.za.

[11] Section 7(1)(a) of the **Value-Added Tax Act 89 of 1991**.

We trust the above is of assistance. Please do not hesitate to contact us should you have any questions in regard to the above.

Kind regards





Chemus Taljaard **Henry Isaacs**

16/2/1/1/1

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

SUMMARY OF DISCUSSIONS HELD AT MPAC MEETING ON 21 OCTOBER 2019

MUNICIPALITY
WITZENBERG
23 OCT 2019
MUNISIPALITEIT

Content

- Role of Ceres Management Committee (CMC)
- Role of Koekedouw Irrigation Board (KIB)
- History on farm Vredebes water allocation from Koekedouw Dam



Role of Ceres Management Committee (CMC)

- The Ceres Management Committee (CMC) was formed during July 1996, by the WM & KIB before the Construction (enlargement) of the Koekedouw dam.
- The CMC has the duty to manage the Koekedouw dam of which Koekedouw Irrigation Board (KIB) has 7millionM3 and WM has 10millionM3 yearly water allocation from the Koekedouw dam.
- The CMC has 6 members, 3 from WM & 3 from KIB.
- The WM contributes 59% (R1 116 126,60 - 19/20 budget)towards the yearly CMC budget .
- The KIB contributes 41% (R775 613,40 - 19/20 budget) towards the yearly CMC budget.
- WM already settled its loan for the construction of the Koekedouw dam during 2017.

Role of Koekedouw Irrigation Board (KIB)

- KIB was formed by the farmers to manage the allocation to the farmers from the Koekedouw dam & consist of farmers.
- KIB operates independent from WM & CMC.
- The next slide indicates farms part of the KIB water scheme.
- The water allocation of the farms Vredebes, with 15ha summer allocation, which belongs to WM, is also managed by KIB, as they do for all the farms on the list.
- KIB arranged its own loan for their share of the construction of the Koekedouw dam from Rand Accept Bank (RAB) (R348M)
- The new RAB settlement agreement for the construction of the Koekedouw dam now totals (R83M)

FARMS MANAGED BY KIB

NAAM VAN BESPROEIINGSRAAD / NAME OF IRRIGATION BOARD: **KOEKEDOUW BESPROEIINGSRAAD**

VIR DIE JAAR / FOR THE YEAR: **2014**

LYS VAN BELASBARE OPPERVLAKTES OPGESTEL INGEVOLGE ARTIKEL 88 VAN DIE WATERWET, 1956 (WET : SCHEDULE OF RATEABLE AREAS COMPILED IN TERMS OF SECTION 88 OF THE WATER ACT, 1956 (ACT 54 OF 1956)

Soos en met Julie 2014

LW: (a) In gevalle waar daar 'n vermeerdering of vermindering van die belasbare (ingelyste) oppervlakte plaasgevind het, moet volledige en gemotiveerde redes vir sodanige vermeerdering of vermindering op die keersy van hierdie vorm of op 'n bylae verstrek word.
(b) Die lys van belasbare oppervlaktes moet minstens een keer elke twee jaar hersien word.

NB: (a) Where an increase or decrease of rateable (scheduled) area has taken place, full and motivated reasons for such increase or decrease should be furnished on the reverse side or per annexure.
(b) The schedule of rateable areas should be revised every two years.

Skakel No / Serial Nr.	Beskrywing van stuk grond / Description of piece of land	Grootte van grond (ha) / Ext of piece of land (ha)	Gedeelte Gehalt / Share Owned	Huidige Transportakte / Latest Title Deed: No. Nr	Datum. Date:	Naam van eienaar van stuk grond / Name of owner of piece of land	Geboorte-datum / Date of Birth	Belasbare WINTER oppervlakte (hektare) / Rateable WINTER area (hectares): Vorige Previous 2005	Hersiende Revised 2008	Vermeerdering Increase	Vermindering Decrease	Belasbare SOMER oppervlakte (hektare) / Rateable SUMMER area (hectares): Vorige Previous 2005	Hersiende Revised 2008	Vermeerdering Increase	Vermindering Decrease
						Oorgedra / brought forward		463.5	424.7	72.3	141.5	424.0	410.0	133.0	147.0
153	Ged 19 van Twee Fonteinen	32.8791		24279	23/8/77	Fernhout: Daniel Etienne	12/03/32	nul	nul	nul		nul	nul	nul	
154	[illegible]3767 Ceres	11.6228		53181	30/12/86	Button: James	18/11/42	nul	nul	nul		nul	nul	nul	
155	Restant Erf 1231 Ceres	52.8453		1088	29/01/79	Laastedrif Trust	19/09/43	nul	nul	nul		nul	nul	nul	
156	Erf 1234 Ceres	9.1382		1088	29/01/79	Laastedrif Trust	19/09/43	nul	nul	nul		nul	nul	nul	
157	Erf 1235 Ceres	8.3565		1088	29/01/79	Laastedrif Trust	19/09/43	nul	nul	nul		nul	nul	nul	
158	Erf 1232 Ceres	72.9544		1088	29/01/79	Laastedrif Trust	19/09/43	nul	nul	nul		nul	nul	nul	
159	Restant Ged 18 van Rietvalle	58.2943		8341	04/02/98	NJ Basson Trust (IT6895/96)		nul	nul	nul		nul	nul	nul	
160	Restant Erf 3734 Ceres	22.2663		38486	12/12/76	Tanya Elizabeth Freeman	18/10/42	nul	nul	nul		nul	nul	nul	
161	Erf 3736 Ceres	64.5150		8423	13/6/83	Langboom Plase C C		nul	nul	nul		nul	nul	nul	
162	Ged 72 van Rietvalley 384	30.6502		8341	04/02/98	Witzenberg Municipality (NJ Basson Trust)		nul	nul	nul		15.0	15.0	nul	
163	Ged 15 van Twee Fontenen	7.7091		8341	04/02/98	NJ Basson Trust (IT5895/96)		nul	nul	nul		nul	nul	nul	
164	Ged 26 van Twee Fontenen	15.9757		38145	6/7/89	Taaibaar Eiendomme BK	23/01/58	nul	nul	nul		0.4	0.4	nul	
165	Ged 23 van Twee Fontenen	711.8139		41854	6/6/96	P du T du Plessis (Middelpos)	18/09/62	nul	0.4	0.4		25.0	10.0	nul	15.0
166	Restant Ged 10 van Twee Fo	454.5138		8233	5/2/98	Daytona Stud (Pty) Ltd	16/12/41	nul	nul	nul		nul	nul	nul	
167	Restant Ged 1 van Rietvalley	161.1509		8233	5/2/98	M C du Plessis	16/12/41	nul	nul	nul		nul	nul	nul	
168	Ged 41 van Rietvalley 384	200.9452		8233	5/2/98	M C du Plessis	16/12/41	nul	nul	nul		20.0	nul	nul	20.0
169	Ged 30 van Wolvenhuis 371	65.1708		37746	28/05/85	Schoonvlei Trust		nul	nul	nul		nul	nul	nul	
170	Ged 14 van Wolvenhuis 371	20.4385		54588	1/9/92	PC Malherbe Trust	02/02/73	nul	nul	nul		nul	nul	nul	
171	Restant Wolvenhuis 371	217.3503		54588	01/09/92	PC Malherbe Trust	02/02/73	nul	nul	nul		30.0	30.0	nul	
172	Ged 13 van Wolvenhus 371	35.4278		63004	29/08/94	Goosen Boerdery Trust		nul	nul	nul	0.8	nul	nul	nul	
173	Ged 1 van Dassenklip 375	64.6639		54588	01/09/92	PC Malherbe Trust	02/02/73	nul	nul	nul		nul	nul	nul	
174	Ged 3 van Dassenklip 375	24.1191		18047	09/04/84	Ceres Cascade Farms (Pty) Ltd		nul	nul	nul		nul	nul	nul	
175	Restant Dassenklip 375	215.7355		18047	09/04/84	Ceres Cascade Farms (Pty) Ltd		nul	nul	nul		nul	nul	nul	
176	Ged 129 van Wagenboomsrivi	1183m²		24184	8/7/85	Von Buddenbrock: Peter Ean	13/01/55	nul	nul	nul		nul	nul	nul	
177	Ged 48 van Wagenboomsriv	38.1842		24184	8/7/85	Von Buddenbrock: Peter Ean	13/01/55	nul	nul	nul		15.0	15.0	nul	
178	Ged 2 van Dassenklip 375	79.2808		42517	04/10/83	Roux: Adriaan Theophilus	26/02/21	nul	nul	nul		nul	nul	nul	
179	Ged 47 van Wagenboomsriv	4.2827		42517	04/10/83	Roux: Adriaan Theophilus	26/02/21	nul	nul	nul		nul	nul	nul	
180	Ged 46 van Wagenboomsriv	21.5446		24184	08/07/85	Von Buddenbrock: Peter Ean	13/01/55	nul	nul	nul		10.0	10.0	nul	
181	Ged 55 van Wagenboomsriv	10.0714		35033	22/04/97	Wiehahn Trust (IT917/96)		nul	nul	nul		nul	nul	nul	
182	Ged 98 van Wagenboomsriv	72480m²		35033	22/04/97	Wiehahn Trust (IT917/96)		nul	nul	nul		nul	nul	nul	
183	[illegible]stvlei 423	17.4984		52127	08/08/97	Button Family Trust (IT1258/96)		nul	nul	nul		nul	nul	nul	
184	[illegible]tant Hugos Berg 374	90.4784		24184	8/7/85	Von Buddenbrock: Peter Ean	13/01/55	nul	nul	nul		nul	nul	nul	
185	[illegible]estant Ged 11 van Koelefor	84.3595		53016	10/06/87	Koelfontein Landgoed (Edms) Bpk		nul	nul	nul		nul	nul	nul	
186	Ged 16 van Koelefontein 323	23.2955		53016	10/06/87	Koelfontein Landgoed (Edms) Bpk		nul	nul	nul		nul	nul	nul	
187	Restant Ged 8 van Koelefont	50.4832		53016	10/06/87	Koelfontein Landgoed (Edms) Bpk		nul	nul	nul		30.0	30.0	nul	
188	Restant Ged 14 van Koelefor	5956m²		21088	24/12/53	Conradie: Daniel Jacobus	05/02/11	nul	nul	nul		nul	nul	nul	
189	Ged 5 van Koelefontein 323	13.0085		9058	21/04/77	Sunkist Orchards (Pty) Ltd		nul	nul	nul		nul	nul	nul	
190	Ged 13 van Koelefontein 323	4.5245		16455	20/10/53	Gelderhuys: Matthews Lourens	25/01/07	nul	nul	nul		nul	nul	nul	

Dra oor: Carry f/w:	-	0.4	0.4	0.8	145.4	110.4	-	35.0
Totaal: Total:	463.5	424.7	72.7	142.3	569.4	520.4	133.0	182.0

Voorsitter/ Chairman: .....

Sekretaris/ Secretary: .....

Datum/ Date: .....

Datum/ Date: .....

Geen verpligting ten opsigte van 'n besproeiingslening nie
Kennis geneem van gewysigde lys van belasbare oppervlaktes.
Lys van belasbare oppervlaktes vir doeleindes van artikel 88(3) van die Waterwet, 1956 (Wet 54 van 1956), aanvaar.

namens: ***Direkteur-generaal: Dept Waterwese en Bosbou***
vir: ***Director-general: Dept of Water Affairs and Forestry***

Datum: .....
Date: .....

No commitment in respect of an irrigation loan.
Revised schedule of rateable areas noted.
Schedule of rateable areas accepted for the purposes of section 88(3) of the Water Act, 1956 (Act 54 of 1956)

namens: ***Direkteur-generaal: Dept Waterwese en Bosbou***
vir: ***Director-general: Dept of Water Affairs and Forestry***

Let Wel: ***Kyk keersy/bylae***
Please Note: ***See reverse side/annexure***

History on farm Vredebes water allocation from Koekedouw Dam

- WM purchased the farm Vredebes during December 2001, for the purpose of a housing development.
- The farm Vredebes has a water right of 15hectare summer water from the Koekedouw dam via the KIB.
- The title deed of the farm Vredebes indicates that the farm has a right to water abstraction.
- The yearly account received by WM from KIB for the 15hectares summer water of the farm Vredebes totalled to R156k for the 2018 financial year, which included the opex cost of KIB and the capex cost for the repayment of the Koekedouw dam construction loan.
- WM has to repay the outstanding RAB loan as per KIB.
- As per KIB (as per new settlement agreement with RAB) for the repayment of the farm Vredebes water allocation now totals R889k(the old RAB agreement totalled to R4M) for the 15 hectares summer water.
- KIB did not submit up to date an agreement signed between the previous owner of the farm Vredebes & KIB, for the loan for the upgrade of the Koekedouw Dam.
- KIB submitted a new proposal that the water allocation of the farm Vredebes be ceded to upcoming farmers in stead of WM repaying the R889k.

Thank you

CONSTITUTION OF THE

KOEKEDOUW IRRIGATION BOARD

1. NAME OF BOARD

The name of the Board is the KOEKEDOUW IRRIGATION BOARD (hereinafter referred to as "the Board").

2. ESTABLISHMENT OF THE BOARD

2.1 The Board was established in terms Section 79 of the Water Act, Act 54 of 1956 (" the Act") for the Koekedouw Irrigation District declared in terms of Section 74(1) of the Act and promulgated in terms of Government Gazette Number 3779 dated 9 February 1973 Regulation No 33/1973.

2.2 In terms of Section 98 (2) of the new Water Act 36 of 1998, the board continues to exist until it is declared to be a water user association in terms of subsection 98 (6) or until it is disestablished in terms of the law by or under which it was established, which law must, for the purpose of such disestablishment, be regarded as not having been repealed by the Water Act 36 of 1998.

3. FUNCTIONS, POWERS AND DUTIES OF THE BOARD

The Board ascribes and adheres to those functions, powers and duties as set out in Section 89 of the Act.

4. PRACTICAL OPERATION OF DAY TO DAY ACTIVITIES OF THE BOARD AND ITS MEMBERS

The Board ascribes and will comply with the provisions of Chapter VI of the Act which forms part of this constitution as being incorporated by reference.

5. INCOME TAX

5.1 In order to obtain exemption from income tax as envisaged in Section 10 (1)(cN) of the Income Tax Act, No 58 of 1962, the Board will always comply with the following provisions as set out in Section 30(3)(b) of the Income Tax Act, No 58 of 1962 :

5.1.2 The Board will have a committee, board of management or similar governing body consisting of at least three persons, who are not connected persons in relation to each other, to accept the fiduciary responsibility of that entity;

5.1.2 no single person may directly or indirectly control the decision-making powers relating to the Board;

5.1.3 the Board may not directly or indirectly distribute any of its funds or assets to any person other than in the course of furthering its objectives;

5.1.4 the Board is required to utilise substantially the whole of its funds for the sole or principal object for which it has been established;

5.1.5 no member may directly or indirectly have any personal or private interest in the Board;

5.1.6 substantially the whole of the activities of the Board must be directed to the furtherance of its sole or principal object and not for the specific benefit of an individual member or minority group;

5.1.7 the Board may not have a share or other interest in any business, profession or occupation which is carried on by its members;

5.1.8 the Board must not pay to any employees, office bearer, member or other person any remuneration, as defined in the Fourth Schedule, which is excessive, having regard to what is generally considered reasonable in the sector and in relation to the service rendered;

5.1.9 substantially the whole of the Board 's funding must be derived from its annual or other long-term members or from an appropriation by the government of the Republic in the national, provincial or local sphere;

5.1.10 the Board must as part of its dissolution transfer its assets to-

5.1.10.1 another entity approved by the Commissioner in terms of this section;

5.1.10.2 a public benefit organisation approved in terms of section 30;

5.1.10.3 an institution, board or body which is exempt from tax under section 10(1)(cA)(i); or

5.1.10.4 the government of the Republic in the national, provincial or local sphere;

5.1.11 the persons contemplated in paragraph 5.1.2 will submit any amendment of the constitution or written instrument of the Board to the Commissioner within 30 days of its amendment;

5.1.12 the Board will comply with such reporting requirements as may be determined by the Commissioner from time to time; and

5.1.13 the Board is not knowingly and will not knowingly become a party to, and does not knowingly and will not knowingly permit itself to be used as part of, an impermissible avoidance arrangement contemplated in Part IIA of Chapter III, or a transaction, operation or scheme contemplated in section 103(5).

6. WINDING UP

6.1 The Board may be dissolved as envisaged in the Act or any other Act to be promulgated in terms of South African Law.

6.2 The Board must as part of its dissolution transfer its assets to-

6.2.1 another entity approved by the Commissioner in terms of this section;

6.2.2 a public benefit organisation approved in terms of section 30;

6.2.3 an institution, board or body which is exempt from tax under section 10(1)(cA)(i); or

6.2.4 the government of the Republic in the national, provincial or local sphere;

Signed at CERES on 23/10/2018

Chairman: KOEKEDOUW IRRIGATION BOARD

6/2/1/11.

MUNICIPALITY
WITZENBERG
- 5 APR 2006
MUNISIPALITEIT

WATER VIR CERES

1 - AGTERGROND

Ceres dorp is gedurende die eerste helfte van die negentiede eeu op die walle van die *Dwarsrivier* aangelê en het in 1855 sy beslag as munisipaliteit gekry. Aan die oostekant was dit op die plaas *Rietvalley 364* en aan die westekant op die gebied wat later as die Ceres toekenningsgebied bekend sou word. Die standhoudende *Dwarsrivier*, wat in die suid-westelike hoek van die Ceres-kom met die *Titusrivier* saamvloei, was die aanvanklike waterbron vir die eerste bewoners.

Die inwoners het gou ingesien dat die *Koekedourivier*, wat net noord van Ceres uit die Skurweberge met die *Dwarsrivier* saamvloei, standhoudend en hoog geleë is en water van baie goeie gehalte lewer. Die eerste uitkeer op die *Koekedourivier* is dan ook reeds vroeg in die negentienhonders net bokant die voet van die berg gebou en water is onder swaartekrag daaruit vir die long gemeenskap aangelê vir huishoudelike gebruik en tuinery.

Hierdie uitkeer is later vervang met 'n beton keerwal en -kanaal hoër op in die rivier. Laasgenoemde was dan ook die bron van water vir Ceres se eerste hidro-elektriese opwekstasie wat net laer af aan die voet van die berg opgerig is. Hierdie stelsel was in gebruik tot in die middel van die twintigste eeu.

Die *Koekedourivier* was van vroeg af aan 'n ideale waterbron vir die laerliggende omgewing waar dit vir dorps- en plaasgebruik aangewend is. Hierdie beginsel is later verder ontwikkel en is vandag steeds van beduidende belang vir die hele gemeenskap.

2 - CERES DAM

Die dorp het gegroei en sy waterbehoeftes ook. So is Ceres se eerste dam, die *Ceres dam*, sowat 3 kilometer noord-wes van die dorp as 'n 20 meter hoe en 70 meter lang beton-boogwal dam met 'n bakmaat van 0,4 miljoen kubieke meter in 1953 op die *Koekdourivier* gebou. Vir byna 'n halwe eeu het die *Ceres dam* voldoende water voorsien vir al Ceres se waterbehoeftes, wat huishoudelike behoeftes, kleiner nywerhede, hidro-kragopwekking en besproeiing op omliggende plase ingesluit het.

Die *Ceres dam* was van 'n primêre "heweloorloop" voorsien wat tydens reëns kort-kort hoë vloede vir kort periodes losgelaat het. Hierdie ontwerp het veroorsaak dat die watervlak tydens sulke vloede onverwags in die rivier styg tot 'n malende stroom. Dit het oor tyd tot 'n aantal verdrinkings gelei toe mense wat in die verfrissende diep poele in die rivier ontspan het, onverwags deur sulke skielike, sterk vloede oorval is.

Op 29 September 1969 het 'n hewige aardbewing, met lesing 6,3 op die Richterskaal, die omgewing getref. Hierdie skudding, tesame met ligter skuddings daarna op 5 November 1969 en 14 April 1970, het die betonwal beskadig deur krake wat daarin ontstaan het. Die dam kon egter sy funksie bly vervul ten spyte van die krake alhoewel lekkasies deur die krake mettertyd vererger het.

In 1973 het die pas-gestigte *Koekedou besproeiingsraad* begin met 'n winterwater onttrekkingskema vir die besproeiing van 485 hektaar op 23 vrugteplase in die Ceres — P A Hamlet omgewing deur 'n die swaartekrag pyplyn aan die dorp se hoof toevoerpyplyn te verbind en so van die kosbare water in elk van die plase se damme te lewer.

Oor die afgelope twee dekades groei die dorp se waterverbuik met gemiddeld 3,5% per jaar, terwyl die *Koekedou besproeiingsraad* begin met samesprekinge met *Ceres munisipaliteit* met die doel om meer besproeiingswater uit hierdie waterryk bron te ontgin.

In 1986 het damveiligheidswetgewing in Suid Afrika van krag geword en in terme daarvan is die ou *Ceres dam* in 1994 as onveilig verklaar. Dit moes teen hoe koste beveilig of vervang word

3 - GROTER CERES DAM

Die samesprekings tussen Ceres *munisipaliteit* en die *Koekedou besproeiingsraad* het gelei tot die stigting van die eerste samewerkingsooreenkoms tussen 'n besproeiingsraad en 'n plaaslike owerheid in Suid Afrika met die doel om 'n dam op eie koste en sonder staatshulp te bou om in al die waterbehoeftes van 'n gemeeskap te voorsien.

Ter voorbereiding was dit nodig om eers 'n geskikte toergangspad te bou, gevolg deur 'n stroomop kofferdam om die werking van die ou dam oor te neem nadat laasgenoemde gesloop sou word en totdat die nuwe dam in gebruik geneem kon word. Dit was ook nodig om 'n interim noodwaterskema op te rig in die vorm van verskeie boorgate wat met die dorp se watervoorsieningstelsel verbind is, sowel as 'n verdere reservoir op *Groenplaatjie*..

Die nuwe wal is 'n geboë massa rotsvul wal, 60 meter hoog en 278 meter lank, met 'n sentrale, regop, 500mm breë asfalt-beton kern. Laasgenoemde ontwerpbeginsel is in Skandinawië ontwikkel en is vir die eerste maal in Afrika by hierdie dam toegepas, veral omdat dit, vanwee 'n gunstige buigbaarheidsfaktor, as 'n geskikte ontwerp vir damwalle binne erkende aardbewingsgebiede beskou word.

Eers is die ondergrondse gebroke en verweerde rotsformasie oor die volle wallengte met ingepomte sement breï verdig tot sowat 40 meter diep onder die normale grondvlak. In die daaropvolgende walbouproses is die asfalt-beton saam met die twee aangrensende filtersones in 200mm dik horisontale lae geplaas en afsonderlik verdig voordat elke volgende laag daarop geplaas kon word. Die res van die walbreedte is terselfdertyd as rotsvul gebou sodat die struktuur as 'n geheel oor die volle lengte en breedte daarvan gegroei het.

Vir die uitlaat is 'n beton tonnel met twee pyplyne daarin onderdeur die wal geplaas met 'n ronde, regop inlaattoring in die damkom. Die toring is vertikaal verdeel in 'n nat en droë skag. Eersgenoemde is met die watervlak in die dam verbind deur roosteropeninge op verskillende vlakke terwyl laasgenoemde voorsien is van elektries-beheerde kleppe op verskillende vlakke waarmee water uit die dam onttrek kan word. Hierdie kleppe is aan 'n regop staalpyp verbind wat weer op sy beurt aan die hoof uitlaatpyp in die tonnel verbind is. Laasgenoemde bedien 'n drukbeheerstelsel net stroomaf van die dam waarvandaan water onder beheerde druk deur die hoofpyplyn verder na die dorp en distrik gelei word. Die verdeelpunt na die twee partye is laer af op hierdie pyplyn.

Verder is die dam met 'n oop sykanaal oorloop toegerus wat vloede op 'n beheerde en verlengde vloedperiode loslaat en nie met kort, hoë-piek vloede soos met die vorige dam nie.

Die watervlak in die dam, vloeitempo's op twee stroomop *riviere* en na beide partye, poriedrukmeting onder die wal en seismografiese rekords word elektronies gelees, gemonitor en telemetries na die partye se sentrale *Koekedou beheersentrum* langs die pad na P A Hamlet versend waar dit verder verwerk en op rekord geplaas word.

Die dam hou 17 miljoen kubieke meter en kan dieselfde volume jaarliks aan die Ceres gemeenskap lewer, tesame met 'n deurvloei van sowat 4 tot 5 miljoen kubieke meter soos wat deur natuurbewaring vir stroomaf behoeftes vereis word, sonder 'n beduidende risiko van ondervoorsiening. Met hierdie dam word die *Koekedourivier* optimaal benut. Oor die eerste 20 jaar ontvang Ceres *munisipaliteit* 7 miljoen (41%) en die *Koekedou besproeiingsraad* 10 miljoen (59%) kubieke meter water per jaar. Daarna word die toekenning 10 en 7 miljoen kubieke meter onderskeidelik. Daar word voorsien dat die dam tot ongeveer die jaar 2030 in die gemeenskap se waterbehoeftes kan voorsien.

Die aanbou van die nuwe *Groter Ceres dam* op dieselfde plek as die ou *Ceres dam* het in Oktober 1996 begin as 'n gesamentlike onderneming tussen die twee partye. Ceres *munisipaliteit* en die *Koekedou besproeiingsraad* dra onderskeidelik in dieselfde verhouding as wat die water toegedeel word, by tot die totale projekkoste van R92 miljoen. Die voltooide dam is op 3 Julie 1998 in gebruik geneem toe daar met opgaring begin is.

PROTOKOL NO

NOTARIËLE AKTE VAN SERWITUUT EN SAMEWERKINGSOOREENKOMS

HIERMEE WORD BEKEND GEMAAK AAN ALMAL WAT DIT MAG AANGAAN : 'DAT op hede die dag van JULIE in die jaar van Onse Heer Eenduisend Negehonderd Ses en Negentig (1996) voor my,

SYBRAND STRAUSS VAN WYK

van PAARL, PROVINSIE WES-KAAP, Publieke Notaris, as sodanig toegelaat en beëdig, en in die teenwoordigheid van die ondergetekende getuies persoonlik verskyn het :

hy synde daartoe gemagtig deur :

MUNISIPALITEIT CERES

hierin verteenwoordig deur DANIËL SOLOMON WILDSCHUTT en DANIËL DU PLESSIS

in hulle onderskeie hoedanighede as die Burgemeester en Stadsklerk

en behoorlik daartoe gemagtig.

- hierna die MUNISIPALITEIT genoem

EN

KOEKEDOUW-BESPROEIINGSRAAD

hierin verteenwoordig deur JOHANNES STEPHANUS FRICK EN ADRIAN PETRUS WOLFAARDT

in hulle onderskeie hoedanighede as die Voorsitter en die Vise-Voorsitter

en behoorlik daartoe gemagtig.

- hierna die BESPROEIINGSRAAD genoem

kragtens volmagte verleen deur :

- die gemelde MUNISIPALITEIT en uitgevoer te CERES op die dag van 199 , en

- die gemelde BESPROEIINGSRAAD en uitgevoer te CERES op die dag van 199 .

watter volmagte hede aan my getoon is en tans in my protokol berus.

EN DIE KOMPARANT HET SOOS VOLG NAMENS SY LASGEWERS VERKLAAR :

1. NADEMAAL die gemelde MUNISIPALITEIT die geregistreerde eienaar is van die volgende grondstukke, naamlik :

1.1 DIE RESTANT van ERF NR 1001 in die Munisipaliteit en Afdeling van CERES, Provinsie Wes-Kaap.

GROOT VOLGENS RESTANT :

GEHOU kragtens Grondbrief NR 89/1933.

1.2 GEDEELTE 1 (Wakkerstroom) van die plaas ONDER KOEKEDOUW NR 376 in die Afdeling van CERES, Provinsie Wes-Kaap

GROOT : 939,9397 (NEGE DRIE NEGE KOMMA NEGE DRIE NEGE SEWE) hektaar

GEHOU kragtens Transportakte Nr 4904/1936

2. EN NADEMAAL die voormelde grondstukke en die hiernavermelde Koekedouwrivier binne die CERES-STAATSWATERBEHEERGEBIED geleë is wat kragtens Proklamasie Nr 209 gedateer 31 Augustus 1962 ingestel was, en watter beheergebied deur die Minister van Waterwese en sy departement kragtens artikel 62 van die Waterwet, Nr 54 van 1956 (hierna die WET genoem) beheer en administreer word.

3. EN NADEMAAL die KOEKEDOUW-BESPROEIINGSDISTRIK kragtens Goewermentskennisgewing Nr 33/1973 geproklameer was en die Raad daarvan kragtens Goewermentskennisgewing Nr 859/1973 beklee is met die werksaamhede, pligte en bevoegdhede soos vervat in artikel 89(1)(a),(b),(c),(d),(e),(f),(g),(h) en (j) van die Wet.

4. EN NADEMAAL die MUNISIPALITEIT beklee is met bevoegdhede soos vervat in artikel 171 en 173 van die Munisipale Ordonnansie, Nr 20 van 1974.

5. EN NADEMAAL die MINISTER VAN WATERWESE EN BOSBOU nou ingevolge artikel 62(2)(a)(i) van die Wet magtiging verleen het vir die bou van die gesamentlike opgaardam, wat as die CERESDAM bekend sal staan, en wel vir die opgaring van 17 000 000

(sewentien miljoen) kubieke meter openbare water in die bedding van die Koekedouwrivier op die MUNISIPALITEIT se voormelde Gedeelte 1 van die plaas ONDER KOEKEDOUW NR 376, met die volgende jaarlikse onttrekkingsregte daaruit, naamlik :

(a) deur die gemelde BESPROEIINGSRAAD 'n vergunning van 7 000 000 (sewe miljoen) kubieke meter water vir besproeiingsdoeleindes, en

(b) deur die MUNISIPALITEIT 'n vergunning van 10 000 000 (tien miljoen) kubieke meter water vir stedelike en nywerheidsdoeleindes.

6. EN NADEMAAL die partye ooreengekom het om die hiernavermelde gekombineerde waterskerms te bou ten einde die voormelde ministeriële vergunnings te kan uitoefen.

7. EN NADEMAAL die MUNISIPALITEIT reeds in 1972 die reg van 'n ondergrondse pypleiding oor die voormelde munisipale eiendomme aan die gemelde BESPROEIINGSRAAD verleen het om die water waarop die raad toe uit die Koekedouwrivier geregtig was, na sy besproeiingsdistrik te kan afvoer.

8. EN NADEMAAL die partye op die dag van . 199 onderling ooreengekom het om hulle ooreenkomste tot skrif te herlei, sodat dit geregistreer kan word.

NOU DERHALWE BEVESTIG DIE KOMPARANT DAT SY LASGEWERS SOOS VOLG OOREENGEKOM HET, NAAMLIK :

A. <u>WOORDOMSKRYWINGS</u> :

9. IN hierdie ooreenkoms sal die volgende woorde en uitdrukkings, die volgende betekenis hê, naamlik :

BEHEERGEBIED : "die Ceres Staatswaterbeheergebied."

BESPROEIINGSRAAD : "die Koekedouw-Besproeiingsraad."

BESPROEIINGSDISTRIK : "die Koekedouw-Besproeiingsdistrik soos dit tans bestaan en hierna uitgebrei mag word."

MINISTER : "die minister van Waterwese en sy departement."

MUNISIPALITEIT : "die munisipaliteit Ceres."

MUNISIPALE EIENDOMME : "die twee grondstukke soos hierbo in paragraaf 1 vermeld."

RIVIER : "die Koekedouwrivier."

WET : "die Waterwet, Nr 54 van 1956."

B. DIE KENMERKE ASOOK DIE KOMPONENTE VAN DIE GEKOMBINEERDE WATERSKEMA :

10. DIE PARTYE bevestig dat hulle besluit het om op die voormelde munisipale eiendomme 'n gekombineerde waterskema te bou wat uit die volgende komponente sal bestaan, naamlik :

(a) die sogenaamde CERESDAM in die bedding van die Koekedouwrivier op die plek van die bestaande munisipale opgaardam, met 'n kapasiteit van sewentien miljoen kubieke meter water, en

(b) 'n doeltreffende oorloop vir die dam, en

(c) die nodige uitlaatwerke vir die water uit die dam, en

(d) 'n pypleiding daarvandaan tot by die beheerkamer, en

(e) die beheerkamer, en

(f) die vloeimeter wat in die beheerkamer op elke party se toevoer-pypleiding aangebring sal word, en

(g) die meetstasies met vloeiregistreerders in die bedding van die rivier, stroomop en stroomaf van die dam, en

(h) al die instrumente of meganismes wat vir die doeleindes van damveiligheid of waarskuwing teen vloede, nodig mag wees, en

(i) toegangspaaie tot die voormelde waterwerke, en

11. DIE gemelde CERESDAM sal in die bedding van die Koekedouwrivier gebou word, met die gevolg dat die partye by die voltooiing van die gekomineerde waterskema, die volgende watersituasie voorsien, naamlik :

(a) dat vir sover hulle daarvoor beheer het, om sorg te dra dat enige en alle water uit die natuurlike opvanggebied van die opgaardam, onbelemmerd daarby sal kan invloei, en

(b) dat die partye dwarsdeur die jaar water uit die dam sal onttrek, wat beteken dat die CERESDAM nie sal oorloop nie tensy die jaarlikse invloei meer is as die water wat uitgeneem word,

(c) maar dat die partye nietemin voorsien dat die CERESDAM tog van tyd tot tyd mag oorloop, watter oorloopwater direk stroomaf van die dam in die gemelde rivier teruggesit sal word, en

(d) dat die nuwe opgaardam te alle tye aan die bepalings van artikel 9C van die Wet in verband met die veiligheid van damme, sal moet voldoen, en

(e) dat elke party nog steeds oor sy eie individuele waterwerke sal moet beskik vanaf die punt alwaar die water uit die gesamentlike waterskema verdeel en toegedeel sal word. Elke party moet sy individuele waterwerke doeltreffend op sy eie koste, in stand hou.

12. DIE partye erken dat die voormelde gekombineerde waterwerke onverdeelbaar is, en dat dit menslik gesproke, tot in langte van dae moet bestaan en bly voortbestaan. Die partye kom dus ooreen om ewigdurend die hoogste trou teenoor mekaar te openbaar en om in hierdie verband ten minste soos volg te handel :

(a) om te voorkom dat die water besoedel word, en

(b) om te verhoed dat die een se regte deur die versuim of die nalatigheid van die ander, aangetas of benadeel sal word, en

(c) om nie enige water uit die rivier stroomop van die CERESDAM, te neem nie, en

(d) om sorg te dra dat sou 'n katastrofe die gekombineerde waterwerke tref waarvolgens dit geknou of vernietig word, dat die partye die nodige herstelwerk of die herbou van die gekombineerde waterwerke met bekwame spoed sal onderneem.

C. <u>KOFFERDAM EN INTERIM WATERSKEMA</u> :

13. DIE partye erken dat 'n Kofferdam in die rivier, tesame met 'n iterim waterskema tydens die bou van die gekombineerde waterwerke nodig sal wees, sodat die lewering van water onafgebroke gehandhaaf kan word. Die volgende bepalings sal in hierdie verband geld, naamlik :

(a) die Kofferdam sal by die ingebruikneming van die gekombineerde waterskema, verwyder word, en

(b) die waterwerke in verband met die interim waterskema sal tegelyktydig daarmee die volle eiendom van die MUNISIPALITEIT word, en

(c) die partye sal die boukostes van hierdie interim waterwerke bekostig in die verhouding soos hierbo in paragraaf 24 uiteengesit is.

D. VERLENING VAN SERWITUTE AAN DIE BESPROEIINGSRAAD :

14. DIE gemelde MUNISIPALITEIT, as die geregistreerde eienaar van die voormelde munisipale eiendomme, verleen dus hiermee die volgende permanente serwitute soos dit in artikel 139 van die Wet omskryf word, aan die gemelde BESPROEIINGSRAAD, naamlik :

(a) die reg van opdamming en opgaring van die water deur middel van die gemelde CERESDAM, en

(b) die reg van waterleiding vanaf die CERESDAM tot by die plek van verdeling van die water tussen die partye, soos dit onderling ooreengekom is, en

(c) die verdere reg van die bestaande waterleiding vanaf die voormelde plek van verdeling tot daar waar die Besproeiingsraad se pypleiding die grens van die gemelde munisipale eiendomme oorsteek, en

(d) die reg van toegang en uitgang aan die BESPROEIINGSRAAD om sy individuele waterwerke deur middel van sy raadslede, beamptes en gemagtigdes te kan aanbring, te herstel en te vervang.

E. VERDELING VAN DIE BESKIKBARE WATER :

15. DIE water wat per jaar in die CERESDAM beland, word in ooreenstemming met die voormelde ministeriële vergunnings soos volg op 'n permanente grondslag per waterjaar verdeel en toegedeel, naamlik :

(a) aan die MUNISIPALITEIT, altesaam 10 000 000 (tien miljoen) kubieke meter water, en

(b) aan die gemelde BESPROEIINGSRAAD, altesaam 7 000 000 (sewe miljoen) kubieke meter water.

16. DIE partye erken dat hulle 'n aanspreeklikheid het om 'n voldoende hoeveelheid water jaarliks los te laat om in die ekologiese behoeftes van die Koekedouwrivier te voorsien en wel volgens die beslissing van die betrokke staatsdepartement.

17. DIE partye erken egter dat die uitneem, die opgaring en die gebruik van die water, onderworpe is aan die bepalings en voorwaardes van die toepaslike ministeriële vergunnings of permitte, of enige wysigings daarvan.

18. DIE partye erken verder dat die MINISTER die voormelde vergunnings verleen het met inagneming van die volgende watersituasies, naamlik :

(a) die regte van die oewergronde wat stroomaf van die CERESDAM gelee is, en

(b) om voorsorg te tref dat die rivier-sisteme stroomaf van die dam weens ekologiese redes, nie absoluut drooggelê word nie,

(c) met die gevolg dat die hiernavermelde BESTUURSKOMITEE sorg sal moet dra dat sodanige hoeveelhede water, wanneer nodig, uit die CERESDAM afgelaat word.

19. DIE partye sal in 'n waterjaar, wat vanaf 1 Oktober strek, geregtig wees om hulle onderskeie toegedeelde hoeveelhede water (en uitgedruk in miljoen(e) kubieke meter water per maand) soos volg te onttrek, naamlik :

	Okt	Nov	Des	Jan	Feb	Mar	Apr	Mei	Jun	Jul	Aug	Sept	Jaar-likse
Muni-sipa-liteit	,83	,97	1.14	1.31	1.10	1.10	,69	,62	,55	,52	,55	,62	10 m
Besp-roei-ings-raad	,45	,45	,45	,45	,45	,45	,40	,78	,78	,78	,78	,78	7 m

20. DIE MUNISIPALITEIT het egter aangedui dat hy nie voor 1 Oktober 2017 sy toegedeelde tien miljoen kubieke meter water ten volle per waterjaar sal kan benut nie. Die partye het gevolglik onderling ooreengekom dat die gebruiksregte van water in die CERESDAM tot 30 September 2017, (en uitgedruk in dieselfde volumes) soos volg sal wees, naamlik :

	Okt	Nov	Des	Jan	Feb	Mar	Apr	Mei	Jun	Jul	Aug	Sept	Jaar-likse
Muni-sipa-liteit	,58	,68	,80	,92	,77	,77	,48	,43	,39	,36	,39	,43	7 m
Besp-roei-ings-raad	,95	,95	,95	,95	,95	,95	,40	,78	,78	,78	,78	,78	10 m

21. DIE BESPROEIINGSRAAD bevestig dat hy geen aanspraak maak op enige of al die water wat na voltooiing, by die CERESDAM mag oorloop of aldaar mag wegloop nie.

22. DIE taak om sorg te dra dat elke party sy regmatige aandeel van die beskikbare water kry, en hoedat die situasie gehanteer sal word as en wanneer noodsaaklike herstel-of instandhoudingswerk gedoen moet word, word aan die hiernavermelde BESTUURSKOMITEE opgedra.

F. **DIE BOUKOSTE EN LANGTERMYNLENINGS :**

23. DIE bou van die gekombineerde waterskema sal geskied onder die toesig van die hiernavermelde BESTUURSKOMITEE wat die partye by wyse van 'n onderlinge ooreenkoms, spesiaal vir hierdie doel gestig het en wat hulle bekleë het met sodanige werksaamhede, bevoegdhede en pligte as wat nodig geag was.

24. DIE BESTUURSKOMITEE sal by die voltooiing van die gekombineerde waterskema 'n sertifikaat uitreik wat die eindkoste daarvan was. Die partye is, ondanks die verhouding waarop die beskikbare water verdeel word, op die volgende grondslag vir sodanige eindkostes aanspreeklik, naamlik :

(a) deur die MUNISIPALITEIT vir een en veertig persent (41%) daarvan, en

(b) deur die BESPROEIINGSRAAD vir nege en vyftig persent (59%) daarvan

25. DIE partye erken en bevestig :

(a) dat elke party verantwoordelik is vir die finansiering van sy eie kapitale bydrae, en

(b) dat 'n party nie op 'n wyse sekuriteit vir sy eie lening(s) mag verskaf wat die ander party se belange in die skema kan benadeel of potensieël kan benadeel nie.

26. DIE partye verbind hulleself om ter bereiking van die voormelde finansiële oogmerke, te alle tye afsonderlik soos volg te handel, naamlik :

(a) om jaarliks ingevolge hulle bevoegdhede gereeld en getrou voldoende waterbelastings en/of waterheffings te hef wat nodig sal wees om die skema te bedryf en om hulle onderskeie leningsverpligtinge volledig na te kom, en

(b) om sorg te dra dat daardie belastings en heffings jaarliks getrou ingevorder sal word, desnoods by wyse van regsporsesse en lasbriewe in eksekusie, en

(c) om hulle onderskeie belange en regte in die gekombineerde waterskema vir geen ander doel as vir die betrokke lenings vir die boukoste, spesiaal te verbind of te belas nie.

27. ELKE party onderneem om gedurende die tydperk van konstruksie die nodige fondse op die verhoudelike grondslag, aan die BESTUURSKOMITEE beskikbaar te stel sodat die boukontrakteurs se betalingsertifikate stiptelik betaal kan word.

G. BESTUURSKOMITEE :

28. STIGTING :

'n Bestuurskomitee bestaande uit ses lede, waarvan drie verteenwoordigers deur elkeen van die partye aangewys sal word, word hiermee gestig, met dien verstande :

(a) dat elke party sy eie verteenwoordigers van tyd tot tyd skriftelik sal aanwys of verwyder, soos wat dit hom mag behaag, en

(b) dat elke party van tyd tot tyd 'n spesifieke sekundus (alternatiewe verteenwoordiger) vir elkeen van sy verteenwoordigers, of 'n algemene sekundi in rangorde vir al sy verteenwoordigers, skriftelik mag aanwys, en

(c) dat enige verwysing na verteenwoordigers in hierdie ooreenkoms ook die sekundi (of alternatiewe verteenwoordigers) sal insluit.

29. WERKSAAMHEDE, BEVOEGDHEDE EN PLIGTE VAN DIE BESTUURSKOMITEE

DIE partye beklee die bestuurskomitee met die volgende werksaamhede, bevoegdhede en pligte, naamlik :

(a) om die waterbronne van die gemelde rivier in alle opsigte te beskerm en toe te sien dat geen party stroomop van die CERESDAM, enige water uit die rivier neem nie, en

(b) om ondersoek te doen na, en aantekening te hou van die hoeveelhede water wat op die verskillende vloeistadiums by die CERESDAM sal invloei en wat by die oorloop daarvan, mag wegloop, en

(c) om toesig te hou en beheer uit te oefen oor die verdeling en die toedeling van die beskikbare water, soos wat dit in hierdie ooreenkoms voorgeskryf word, en

(d) om die voormelde gekombineerde waterwerke te bestuur, te bedryf, te onderhou, en

(e) om sorg te dra dat die gekombineerde waterwerke te alle tye verseker is teen sodanige risikos as waarloe die partye van tyd tot tyd moet ooreenkom, en

(f) om sorg te dra dat die CERESDAM te alle tye aan die voorskrifte vir die veiligheid van damme, sal voldoen, en dat die MUNISIPALITEIT as die eienaar van die grondstuk waarop die dam staan, nie aan uitgawes in verband daarmee, blootgestel word nie, en

(g) om op 'n jaarlikse grondslag sy finansiële sake soos hiernavermeld, te behartig.

(h) om enige nodige ooreenkoms te mag sluit,

(i) om in die algemeen, sodanige take of funksies te verrig as wat die partye by wyse van 'n eenparige besluit aan hom mag opdra.

30. DIE partye is geregtig om van hulle beamptes wat by die watersituasie betrokke is, saam met hulle verteenwoordigers na die vergaderings van die Bestuurskomitee te stuur. Sodanige beamptes mag op versoek, advies en leiding verskaf maar is nie geregtig om oor enige aangeleentheid voorstelle in te dien of om daaroor te mag stem nie.

31. VOORSITTER :

DIE sittende lede van die bestuurskomitee moet 'n VOORSITTER op 'n jaarlikse grondslag eenparig of per geslote stembriefie uit hulle eie geledere aanwys, met dien verstande :

(a) dat by 'n staking van stemme, die lot gewerp moet word, in terme van die Regulasies vir bepaling van sake deur loting soos afgekondig in Provinsiale Kennisgewing Nr 228 van 1975, en

(b) dat die voorsitter nie oor 'n tweede of beslissende stem in verband met enige aangeleentheid sal beskik nie, en

(c) dat indien die voorsitter nie in staat is om 'n vergadering of 'n gedeelte van 'n vergadering by te woon of daarop voor te sit nie, moet die aanwesige lede uit hulle midde iemand verkies om voor te sit vir die tydperk waartydens die voorsitter afwesig is of nie in staat is om voor te sit nie.

32. SEKRETARIAAT EN PERSONEEL:

DIE BESTUURSKOMITEE sal self vir hom 'n sekretaris asook alle nodige personeel aanstel en hulle diensvoorwaardes bepaal ten einde die voorgeskrewe take te kan verrig.

33. KWORUM VIR VERGADERINGS :

TWEE of meer verteenwoordigers van elke party wat by die vergadering van die Bestuurskomitee aanwesig is, maak 'n kworum vir daardie vergadering uit.

34. DIE BYEENROEP VAN EN DIE PROSEDURES OP DIE VERGADERINGS :

DIE gewone vergaderings van die bestuurskomitee word so dikwels en op sodanige tye en plekke gehou as wat die voorsitter daarvan van tyd tot tyd bepaal, maar met dien verstande :

(a) dat daar ten minste twee gewone vergaderings per jaar gehou moet word, en

(b) dat die sekretaris die betrokke lede minstens 14 dae voor die tyd skriftelik van die vergadering in kennis moet stel en terselfdertyd van 'n sakelys moet voorsien van die sake wat onder behandeling geneem sal word, en

(c) dat die voorsitter na goeddunke 'n buitengewone vergadering van die Bestuurskomitee kan belê vir die behandeling van spesiale of dringende aangeleenthede, en wel op die tyd en plek wat hy bepaal,

(d) maar dat die voorsitter 'n buitengewone vergadering van die Bestuurskomitee moet belê as twee verteenwoordigers van enige party dit skriftelik versoek, en

(e) dat die Bestuurskomitee sy eie huishoudelike reëls vir die hou van sy vergaderings, sal orden.

(f) dat die Bestuurskomitee moet poog om sy besluite op 'n konsensus basis te neem met dien verstande dat elke lid slegs een stem het, maar by 'n staking van stemme word die aangeleentheid beslis ooreenkomstig die arbitrasieklousule van hierdie ooreenkoms.

35. DIE sekretaris moet notule hou van elke formele vergadering van die Bestuurskomitee en sodanige notule moet op die eersvolgende vergadering daarvan behandel word en, indien in orde verklaar, bekragtig word deur die handtekening van die persoon wat op daardie vergadering voor sit.

36. DIE Bestuurskomitee is by wyse van 'n eenparige besluit geregtig, om soos die behoefte mag ontstaan, kundige persone aan te stel en te vergoed ten einde aan hom vakkundige advies te bedien.

H. <u>DIE ADMINISTRASIE EN BEDRYFSKOSTES VAN DIE BESTUURSKOMITEE</u> :

37. DIE partye bevestig dat ondanks die verhouding waarop die beskikbare water verdeel is, dat hulle in die verhouding van

- EEN EN VEERTIG PERSENT (41%) vir die MUNISIPALITEIT, en
- NEGE EN VYFTIG PERSENT (59%) vir die gemelde BESPROEIINGSRAAD,

vir die volgende uitgawes aanspreeklik sal wees, naamlik

(a) die lopende administrasie en die bedryfskostes van die gekombineerde waterskema, en

(b) die uitgawes wat van tyd tot tyd aangegaan moet word om aan die veiligheid van die CERESDAM te voldoen, en

(c) enige eise vir skadevergoeding wat mag voortspruit uit 'n handeling of 'n versuim van die BESTUURSKOMITEE.

38. HIERDIE verhoudelike aanspreeklikheid sal voortduur vir 'n tydperk van twintig (20) jaar vanaf 1 Oktober 1997 tot 30 September 2017.

39. DIE partye kom ooreen dat die uitgawes waarna hierbo in paragraaf 37 verwys word met ingang van 1 Oktober 2017 op 'n permanente grondslag soos volg gedra sal word, naamlik :

- NEGE-EN-VYFTIG PERSENT (59%) deur die MUNISIPALITEIT, en
- EEN-EN-VEERTIG PERSENT (41%) deur die BESPROEIINGSRAAD.

40. DIE Bestuurskomitee sal die fondse wat hy benodig, verkry deur soos volg te handel, naamlik :

(a) om jaarliks 'n begroting van sy verwagte uitgawes op te stel en goed te keur, en

(b) om namate nuwe gebeurlikhede daarna mag opduik, om aanvullende begrotings te mag opstel en dit goed te keur, en

(c) om rekenings aan elke party te lewer synde sy aandeel van die kostes en om te stipuleer wanneer dit betaal moet wees.

41. DIE Bestuurskomitee word gemagtig om in sy naam 'n banktjekrekening en/of depositorekening by 'n bankinstelling volgens sy keuse te open en om in hierdie verband self te besluit :

(a) wie tekenmagte op daardie rekenings sal hê, en

(b) op watter wyse die betaalde rekeninge aan die Bestuurskomitee vir bekragtiging voorgelê sal word.

42. DIE Bestuurskomitee sal aan die hand van erkende boekhoukundige beginsels boekhou van sy inkomstes en uitgawes, en sal vir die doeleindes daarvan :

(a) jaarliks finansiële state opstel en goedkeur, en

(b) 'n geoktrooieerde rekenmeester aanstel om sodanige state te ouditeer en te sertifiseer.

I. **ALGEMENE BEPALINGS :**

43. DIE partye herroep en kanselleer hiermee die twee bestaande ooreenkomste gedateer 23 Junie 1972 en 13 September 1974 wat tussen hulle in verband met die gebruik van die water van die rivier gesluit was.

44. TOESTEMMING word aan die MUNISIPALITEIT verleen om die beskikbare water van die CERESDAM in die eerste plek vir die ontwikkeling van elektriese krag aan te wend, maar met dien verstande :

(a) dat die hoeveelhede water wat aan die BESPROEIINGSRAAD toekom, geensins as gevolg daarvan verminder sal word nie, en

(b) dat die BESPROEIINGSRAAD die uitsluitelike reg behou om te bepaal hoeveel water hyself per dag binne die raamwerk van die voormelde vloeipartrone, benodig.

45. GEEN vergoeding word deur die BESPROEIINGSRAAD aan die MUNISIPALITEIT vir die verkryging van die voormelde serwitute betaal nie.

46. BY die bepaling van die eindkoste van die gekombineerde waterskema sal geen waarde vir die munisipale gronde waarop daardie werke staan, bygereken word nie.

47. DIE partye bevestig dat die waterregte van laerliggende eiendomme langs die rivier, nie as gevolg van hierdie ooreenkoms benadeel sal word nie. Die Bestuurskomitee moet hom by die erkenning van enige sodanige waterregte, deur die MINISTER laat lei deurdat hy die watersituasie binne die BEHEERGEBIED kragtens artikel 62 van die Wet, administreer.

48. DIE regte wat hierkragtens verleen en verkry is, sal ewigdurend geld en sal dus bindend wees op die opvolgers-in-titel van beide partye.

J. **ARBITRASIE :**

49. INDIEN daar te enige tyd 'n enige geskil tussen die partye ontstaan met betrekking tot die vertolking of uitvoering van hierdie ooreenkoms of met betrekking tot enige ander aangeleentheid wat daaruit voortspruit, sal sodanige geskil by wyse van arbitrasie ingevolge die bepalings van die Arbitrasiewet, 1965 (Wet 42/1965) beslis word.

K. KANSELLASIE VAN HIERDIE OOREENKOMS :

50. DIE partye kom ooreen dat indien die partye hierna sou besluit dat hulle nie met die bou van die voorgestelde gekombineerde waterskema sal voortgaan nie, dan en so 'n geval sal hierdie ooreenkoms verval en sal die huidige watersituasie en die regte en verpligtinge in verband daarmee, onveranderd van krag bly.

L. REGISTRASIE VAN OOREENKOMS :

51. DIE partye het ooreengekom om hierdie akte teen die MUNISIPALITEIT se betrokke transportakte in die Aktekantoor te Kaapstad te laat registreer.

52. DIE kostes vir die neem van die instruksies, die opstelling en die onderhandelings vir die goedkeuring van hierdie ooreenkoms, asook die registrasie daarvan, vorm 'n deel van die eindkoste van die gekombineerde waterskema, en word dus bekostig in die verhouding soos hierbo in paragraaf 37 uiteengesit.

ALDUS GEDOEN en OOREENGEKOM te PAARL op die dag in die maand en jaar soos aan die begin hiervan vermeld in die teenwoordigheid van die ondergetekende getuies. -

AS GETUIES :

1. _____ _____ qq
QUOD ATTESTOR

2. _____ _____
PUBLIEKE NOTARIS

SPESIALE PROKURASIE

Gebeg hierby 6
Sekuriteite 140/2

ONS, die ondergetekendes

MUNISIPALITEIT CERES
hierin verteenwoordig deur DANIËL SOLOMON WILDSCHUTT en DANIËL DU PLESSIS
in hulle onderskeie hoedanighede as die Burgemeester en Stadsklerk
en behoorlik daartoe gemagtig.

EN

KOEKEDOUW-BESPROEIINGSRAAD
hierin verteenwoordig deur JOHANNES STEPHANUS FRICK EN ADRIAN PETRUS WOLFAARDT
in hulle onderskeie hoedanighede as die Voorsitter en die Vise-Voorsitter
en behoorlik daartoe gemagtig.

stel hiermee aan :

met mag van substitusie om ons wettige Prokureur en Agent te wees in ons naam, plek en stede, voor 'n Publieke Notaris te PAARL of waar ookal die voorgestelde Serwituutakte wat volgens AANHANGSEL A hierby aangeheg word te onderteken en uit te voer. Ons het AANHANGSEL A vir identifikasiedoeleindes geparafeer.

en in die algemeen, ten einde voorgenoemde doeleindes uit te voer, te doen of te laat doen al wat nodig is, net so volmaak en doeltreffend asof ons self teenwoordig was en hierin gehandel het, en bekragtig hiermee alles wat ons genoemde Prokureur en Agent uit krag hiervan wettiglik doen of laat doen.

GETEKEN te op hierdie dag van JULIE 1996, in teenwoordigheid van die ondergetekende getuies.

AS GETUIES :

nms DIE MUNISIPALITEIT

1. _____

2. _____

_____

AS GETUIES :

nms DIE BESPROEIINGSRAAD

1. _____

_____

10 . 01 . 1.

SPESIALE PROKURASIE

Geberg daar by Securiteite 140/26

ONS, die ondergetekendes

MUNISIPALITEIT CERES
hierin verteenwoordig deur DANIëL SOLOMON WILDSCHUTT en DANIëL DU PLESSIS
in hulle onderskeie hoedanighede as die Burgermeester en Stadsklerk
en behoorlik daartoe gemagtig.

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en in die algemeen, ten einde voorgenoemde doeleindes uit te voer, te doen of te laat doen al wat nodig is, net so volmaak en doeltreffend asof ons self teenwoordig was en hierin gehandel het, en bekragtig hiermee alles wat ons genoemde Prokureur en Agent uit krag hiervan wettiglik doen of laat doen.

GETEKEN te op hierdie dag van JULIE 1996, in teenwoordigheid van die ondergetekende getuies.

AS GETUIES :

nms DIE MUNISIPALITEIT

1. _____ _____

2. _____ _____

AS GETUIES :

nms DIE BESPROEIINGSRAAD

1. _____ _____

7.4.2 Swapping of water rights between Witzenberg Municipality and the Koekedouw Irrigation Board with regard to Ceres Dam
(16/2/1/1/1)

Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 16 April 2008, refers.

The following report, dated 3 March 2008, was received from the Director: Corporate Services:

"Background

In and during 1986 dam safety legislation was passed and became applicable to all major dams. The old Ceres Dam was eventually declared unsafe in 1994. It was recommended that a new dam be built, or repaired, both at high cost. After lengthy negotiations and discussions between the municipality and the Koekedouw Irrigation Board, the parties agreed on a joint venture to build the Ceres Dam. The detailed background and signed agreement are attached hereto as **annexure 7.4.2.**

In building the dam, the calculated cost to the Irrigation Board and municipality was to be shared in proportion to their initial water allocation of 10 million m^3 and 7 million m^3 respectively. The final cost of the dam amounted to R94 million and was shared in the ratio of 59 % to the farmers and 41 % to the municipality. The agreement between the parties required that, in 2017, the ratio of water allocation be reversed, that is 41 % to the farmers and 59 % to the municipality, without compensation to the farmers. In a study (investigation) done by the farmers, it was concluded "that liquidation of some of the farms under the scheme is possible, especially in the event of a bad season, and that a domino collapse might result placing the entire scheme in jeopardy. Some thought should be given to facilitating a favourable outcome for these farmers." The farmers have approached Rand Merchant Bank to reschedule their repayment loans as a strategy to a favourable outcome.

Rand Merchant Bank gave an indication of their willingness if the proportion of water remains the same after 2017. The farmers (Irrigation Board) are now requesting Council to keep the status quo intact after 2017.

Deliberation

Additional to the farmers' capacity of 59 % of the capital cost of the dam, they were also liable to invest in a new reticulation system able to cope with the distribution of the additional water. The cost of this system amounted to R10 million. Rand Merchant Bank financed the farmers' portion at an interest rate of 14, 5 % on an escalating instalment plan. During the planning stages various factors were taken into consideration, inter alia:

- The construction cost would be R53 million (eventually it cost R104 million).
- The future of the deciduous industry would bloom (proper).
- Inflation was in its early teens and a continually softening Rand was entrenched in the economic thinking of the time.
- The Ceres Municipality was in credit and not foreseeing the amalgamation with the smaller, poorer and indebted municipalities.
- Inflation rates were unpredictable at the time – a factor which caused the policy-makers to decide on a fixed interest rate.

The passing years have revealed all underlying predictions to be incorrect. This has had a particularly detrimental effect on both the farmers and the municipality. The adverse financial implications it has had on the municipality had been widely recorded, especially during the IDP processes of the last year.

For a number of years the deciduous industry was in a major recess, so much so that we saw a number of farms being liquidated. The agri sector is one of the biggest contributors to the economy of the Witzenberg region. From early 2007 there seems to be a turnaround within the industry. The farmers of the scheme are however still handicapped because of excessive cost of the water per hectare. It is said that this scheme's water to commercial farmers is the most expensive in the country. A farm using only Koekedouw water will on average break even and therefore be seriously exposed to risk of collapse in a bad season, offering no return to the owner.

The farmers of the scheme have been involved in extensive negotiations with Rand Merchant Bank to reschedule down payment to the bank. The bank however, contends that their security will be at serious risk if the loans are rescheduled and the status quo not be maintained after 2017. If the Council accedes to the request of the farmers, the bank will reschedule, effectively reducing the risk of the farmers.

Our Messrs. James Fortuin and Sabatha Shongwe were also part of the discussions with Rand Merchant Bank. At the meeting they requested the farmers to make a meaningful proposal to compensate Council, because the extra water could be regarded as an asset. The farmers are of the opinion that they are not in a financial position to compensate the municipality, and further that the municipality would definitely not consume the increased allocation. The social trends have shown the municipality to be a slow growth area.

Financial implications

The Council will be responsible for 59 % of the operational costs after 2017.

Legal implications

A signed legal agreement is applicable."

Die Komitee besluit dat 'n kundige aangestel word om die aangeleentheid te ondersoek en 'n voordelige opsie vir beide Witzenberg Munisipaliteit en Ceres Koekedouw Besproeiingsraad te bepaal. Verder dat die Ceres Koekedouw Besproeiingsraad om 'n voorlegging met betrekking tot die aangeleentheid aan die Raad te doen.

The Committee for Corporate and Financial Services resolved on 16 April 2008 that the matter be referred to Senior Management for an in-depth investigation with regard to all aspects and that the possible options be tabled again.

The matter was also discussed by the Committee for Corporate and Financial Services on 21 May 2008 under Outstanding Matters and it was resolved:

(a) That the acting Municipal Manager, in liaison with the Executive Mayor, schedules a meeting with the Koekedouw Irrigation Board.

(b) That cognisance be taken of possible new proposals from the Koekedouw Irrigation Board, and that the matter therefore be referred to the Executive Mayoral Committee for further attention and disposal.

RESOLVED (27/06/2008)

That Senior Management investigate the matter with regard to the swapping of water rights between Witzenberg Municipality and the Koekedouw Irrigation Board and submit a report to the Executive Mayoral Committee.

Client no.: 9004731

Witzenberg Municipality (WCO22)
50 Voortrekker Street
P.O. Box 44
Ceres 6835
Republic of South Africa

Date: 09.07.2019

DBSA
Development Bank of Southern Africa

VAT Registration No: 4260126711

ACCOUNT STATEMENT

FINANCIAL TERMS

Client	9004731	Witzenberg Municipality (WCO22) (25877)
Programme		
Operation	12001963	Project
Product	61001111	Loan (10525/104)
Product Type	D61	Loan (10525/104) (Normal)
Period	20.00 Year(s)	Redemption Date: 31.03.2017
Capital Grace Period	-	
Interest Grace Period	13.50 Year(s)	From 01.04.1997 to 30.09.2010
Repayment Method	Equal Installments	
Currency	ZAR	
Next Interest Repayment		
Next Capital Repayment		
Interest Repayment Frequency	6 Month(s)	
Capital Repayment Frequency	6 Month(s)	

INTEREST

Item	Loan	Arrears
Interest Method	Fixed	Fixed
Interest Base Days	365	365
Interest Rate Reference	-	-
Current Base Interest Rate	0.00000	0.00000
Margin	0.00000	12.90000
Total Current Interest Rate	0.00000	12.90000
Interest Reset Frequency	-	-
Interest Capitalisation Frequency	6 Month(s)	6 Month(s)

DEBT ANALYSIS

Item	Amount
Capital (incl. Cap Interest)	0.00
Loan: Acc Interest	0.00
Arrears: Capital	0.00
Arrears: Interest	0.00
Fees:	0.00
Total Indebtedness To DBSA	0.00

AVAILABLE AMOUNTS

Item	Amount
Original Loan Amount	28,490,000.00
Adjusted +/-	0.00
Adjusted Loan Amount	28,490,000.00
Disbursed Amount	28,490,000.00
Rescheduled Amount	0.00
Claimable Balance	0.00

PJ Moleketi (Chairman), FM Baleni (Deputy Chairman),
PK Dlamini* (Chief Executive), Z Monnakgotla, B Mosako*, G Mtetwa,
B Mudavanhu, B Ndamase, L Nematswerani, MT Ngqaleni,
L Noge-Tungamirai, P Nqeto, M J van Rensburg, A Sing, M Swilling
*Executive
Bathobile Sowazi (Company Secretary)

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1258 Lever Road Headway Hill, Midrand
PO Box 1234 Halfway House, Midrand
1685, South Africa, Gauteng

LOAN ACCOUNT

Loan 61001111	Interest Rate	Posting Date	Value Date	Capital	Interest Accrued	Interest Capitalized	Total	Balance Incl. Accruals	Balance Excl. Accruals
Opening Balance AS AT 30.06.2018				-418,671.68	0.00	418,671.68	0.00	0.00	0.00
TOTAL AS AT 30.06.2019				-418,671.68	0.00	418,671.68	0.00	0.00	0.00

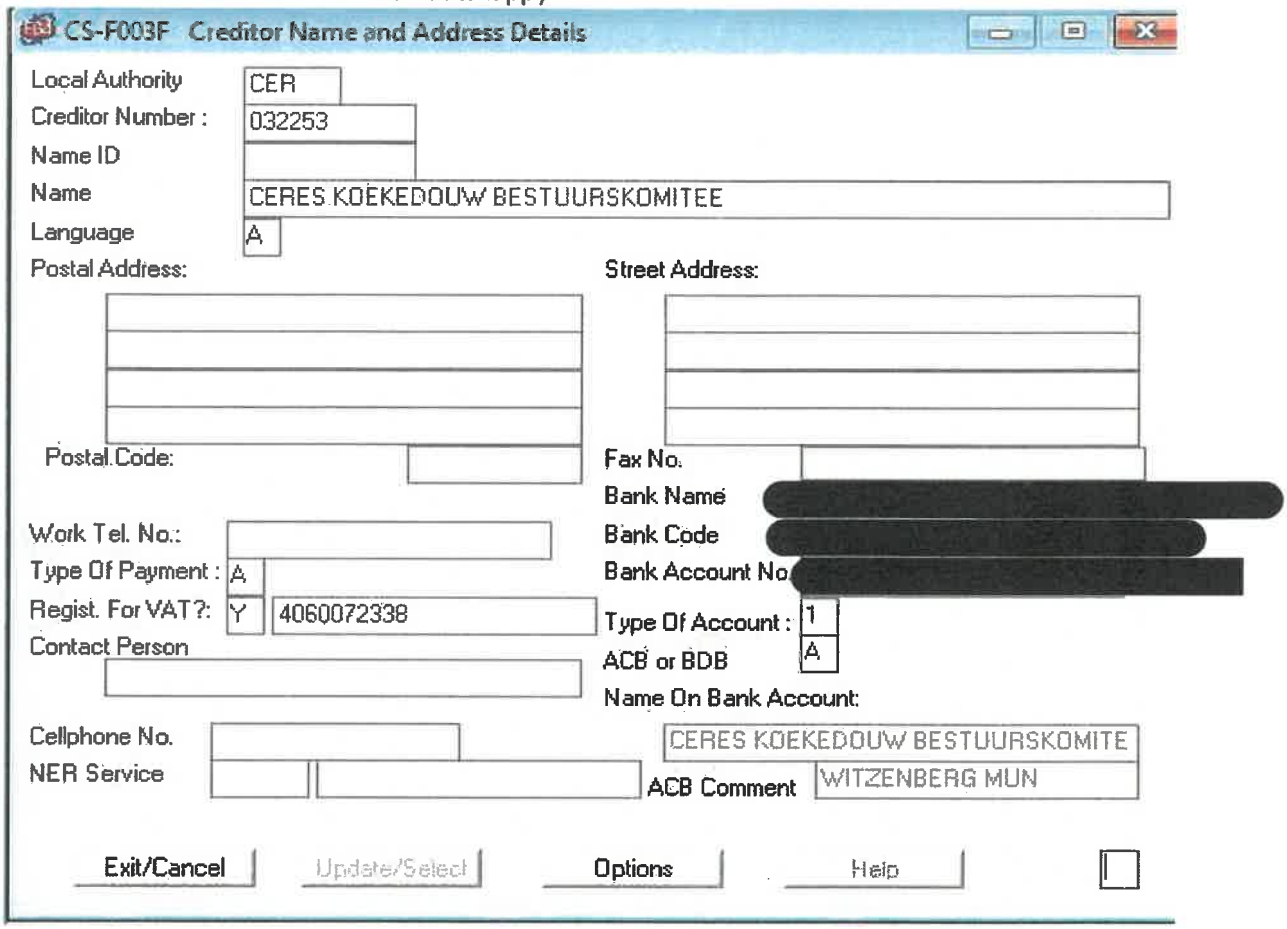
ARREAR ACCOUNT

Arrears 61001111	Interest Rate	Posting Date	Value Date	Capital	Interest Accrued	Interest Capitalized	Total	Balance Incl. Accruals	Balance Excl. Accruals
Opening Balance AS AT 30.06.2018				0.00	0.00	0.00	0.00	0.00	0.00
TOTAL AS AT 30.06.2019				0.00	0.00	0.00	0.00	0.00	0.00

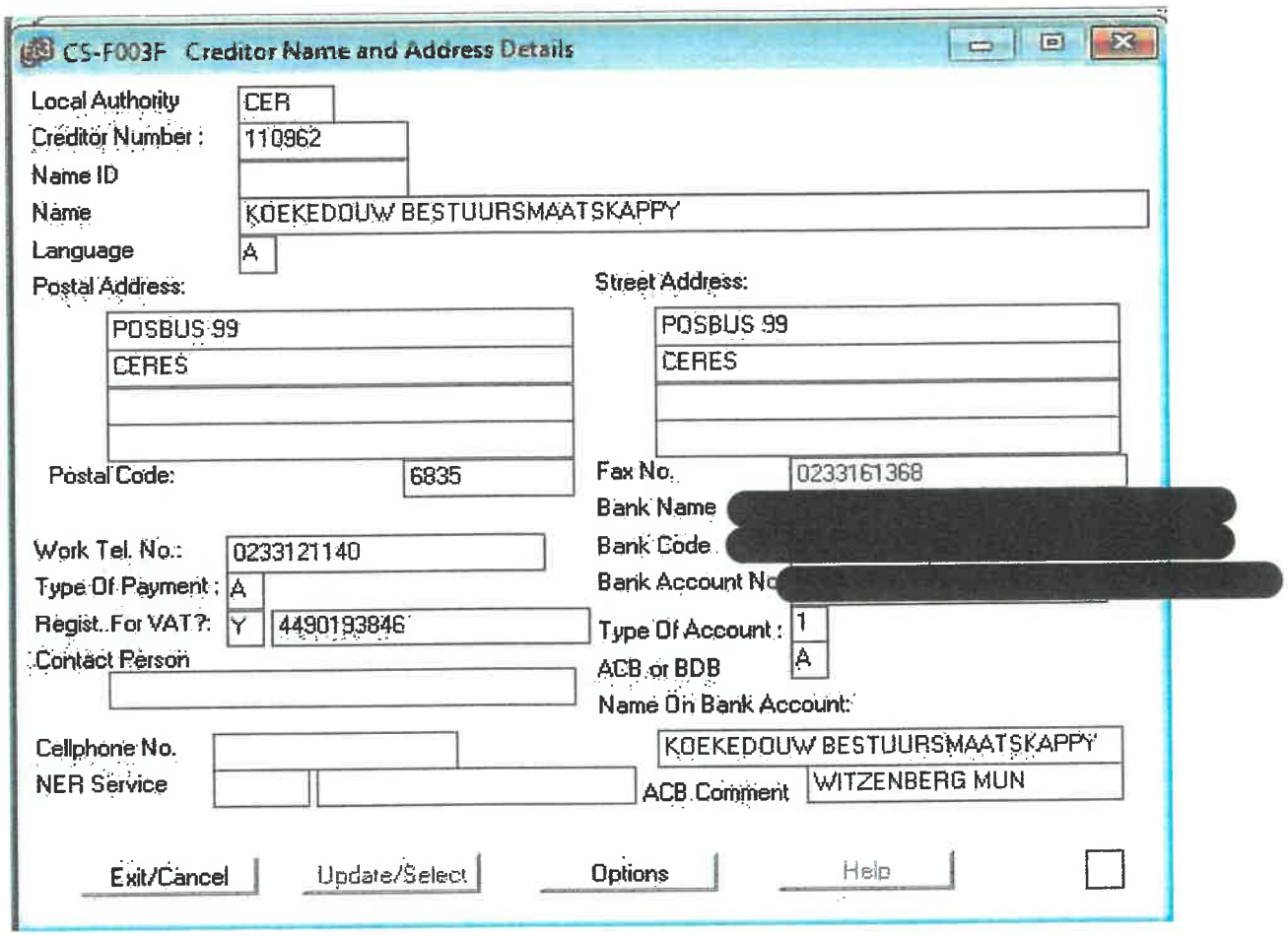
AGE ANALYSIS - ARREARS

Current	31-90 Days	91-180 Days	181-365 Days	365+ Days	Total
0.00	0.00	0.00	0.00	0.00	0.00

032253 Ceres Koekedouw Bestuurskomittee
110055 Koekedouw Besproeingsraad
110962 Koekedouw Bestuursmaatskappy






CS-F003F Creditor Name and Address Details
Local Authority
CER
Creditor Number :
110962
Name ID
Name
KOEKEDOUW BESTUURSMAATSKAPPY
Language
A
Postal Address:
POSBUS 99
CERES
Postal Code:
6835
Street Address:
POSBUS 99
CERES
Fax No.
0233161368
Bank Name
Bank Code
Bank Account No
Work Tel. No.:
0233121140
Type Of Payment :
A
Regist. For VAT?:
Y
4490193846
Type Of Account :
1
ACB or BDB
A
Contact Person
Name On Bank Account:
Cellphone No.
KOEKEDOUW BESTUURSMAATSKAPPY
NER Service
ACB Comment
WITZENBERG MUN
Exit/Cancel
Update/Select
Options
Help

10,347,128.53

Creditor No	Creditor Name	Remittance No	Remittance Date	Order No	Inv Date	Total	Description/Comment	Financial Year
32253	CERES KOEKEDOUW BESTUURSKOMITEE	54606	20070301	10039862	20070301	535,813.00	UITSTAANDE GELDE	2006
32253	CERES KOEKEDOUW BESTUURSKOMITEE	67485	20080818	10053402	20080808	323,413.44	LOPENDE KOSTE VERHAAL VIR DIE JAAR GEINDIG 30.06	2008
32253	CERES KOEKEDOUW BESTUURSKOMITEE	77652	20090916	10063744	20090915	344,314.11	LOPENDE KOSTE VERHAAL VIR DIE JAAR GEEINDIG 30/06/	2009
32253	CERES KOEKEDOUW BESTUURSKOMITEE	85467	20100629	90162	20100604	408,284.18	LOPENDE KOSTE VERHAAL VIR DIE JAAR GEEINDIG 30 JUN	2009
32253	CERES KOEKEDOUW BESTUURSKOMITEE	92287	20110303	10077842	20101123	464,901.70	LOPENDE KOSTE VIR DIE JAAR GEEINDIG 30 JUNIE 2010	2010
32253	CERES KOEKEDOUW BESTUURSKOMITEE	92287	20110303	10077843	20101123	208,942.67	OORDRAG NA KAPITAALREKENING	2010
32253	CERES KOEKEDOUW BESTUURSKOMITEE	92287	20110303	10077844	20101123	375,056.25	BEGROTING JULIE 2010-JUNIE 2011	2010
32253	CERES KOEKEDOUW BESTUURSKOMITEE	126882	20140716	126930	20140617	624,738.15	SBRI REKENNINGE VAN CKB	2014
32253	CERES KOEKEDOUW BESTUURSKOMITEE	134604	20150625	134042	20150601	183,231.74	HAMLET WATER PROJEK: FASE 2: INV 21	2014
32253	CERES KOEKEDOUW BESTUURSKOMITEE	141343	20160603	140495	20160603	758,295.41	PLAASLIKE INGENIEUR	2015
32253	CERES KOEKEDOUW BESTUURSKOMITEE	141343	20160603	140495	20160201	888,883.56	LOPENDE KOSTE 2013/2014	2015
32253	CERES KOEKEDOUW BESTUURSKOMITEE	141343	20160603	140495	20160201	437,010.21	LOPENDE KOSTE 2014/2015	2015
32253	CERES KOEKEDOUW BESTUURSKOMITEE	141343	20160603	140500	20160201	629,925.26	LOPENDE KOSTE 2015/2016	2015
32253	CERES KOEKEDOUW BESTUURSKOMITEE	142041	20160714	10122839	20111130	285,558.41	CKB LOPENDE KOSTES	2016
32253	CERES KOEKEDOUW BESTUURSKOMITEE	143440	20160922	142124	20160801	613,365.28	LOPENDE KOSTE VERHAAL-INV 000054	2016
32253	CERES KOEKEDOUW BESTUURSKOMITEE	151818	20171019	149176	20170731	550,198.20	LOPENDE KOSTE VERHAAL 2017/2018	2017
32253	CERES KOEKEDOUW BESTUURSKOMITEE	151818	20171019	149176	20170731	205,481.03	LOPENDE KOSTE VERHAAL 2017/2018	2017
32253	CERES KOEKEDOUW BESTUURSKOMITEE	154997	20180308	151863	20171128	168,264.00	ADDISIONELE LOPENDE KOSTES FIN JAAR 2016/2017 INV1	2017
32253	CERES KOEKEDOUW BESTUURSKOMITEE	159114	20180928	155871	20180701	732,929.50	LOPENDE KOSTE VERHAAL 59% VAN R 1559 184.00 2018/2	2018
32253	CERES KOEKEDOUW BESTUURSKOMITEE	159114	20180928	155871	20180701	324,976.84	LOPENDE KOSTE VERHAAL 59% VAN R 1559 184.00 2018/2	2018
32253	CERES KOEKEDOUW BESTUURSKOMITEE	165821	20190830	161122	20190730	732,929.50	LOPENDE KOSTE VERHAAL 59%	2019
32253	CERES KOEKEDOUW BESTUURSKOMITEE	165821	20190830	161122	20190730	550,616.09	LOPENDE KOSTE VERHAAL 59%	2019

2,539,163.78

Creditor No	Creditor Name	Remittanc	Remittance Date	Order No	Inv Date	Total	Description/Comment	Financial Year
110055	KOEKEDOUW BESPROEIINGSRAAD	27462	20040129	10009472	20040129	25,000.00	BETALING T.O.V UITSTAANDE BALANS	2003
110055	KOEKEDOUW BESPROEIINGSRAAD	27751	20040212	10009687	20040211	25,000.00	MUN WITZ / KOEKEDOUW BESPROEIINGSRAAD	2003
110055	KOEKEDOUW BESPROEIINGSRAAD	28608	20040318	10010493	20040317	25,000.00	MUN WITZ / KOEKEDOUW BESPROEIINGSRAAD	2003
110055	KOEKEDOUW BESPROEIINGSRAAD	29086	20040407	10010959	20040406	25,000.00	MUN WITZ / KOEKEDOUW BESPROEIINGSRAAD	2003
110055	KOEKEDOUW BESPROEIINGSRAAD	29869	20040513	10011641	20040513	25,000.00	MUN WITZ / KOEKEDOUW BESPROEIINGSRAAD	2003
110055	KOEKEDOUW BESPROEIINGSRAAD	30314	20040527	10011941	20040526	25,000.00	MUN WITZ / KOEKEDOUW	2003
110055	KOEKEDOUW BESPROEIINGSRAAD	30678	20040610	10012199	20040609	25,000.00	MUN WITZ / KOEKEDOUW BESPROEIINGSRAAD	2003
110055	KOEKEDOUW BESPROEIINGSRAAD	30940	20040617	10012317	20040617	25,000.00	MUN WITZ / KOEKEDOUW BESPROEIINGSRAAD	2003
110055	KOEKEDOUW BESPROEIINGSRAAD	31325	20040630	10012601	20040630	25,000.00	MUN WITZ / KOEKEDOUW BESPR	2003
110055	KOEKEDOUW BESPROEIINGSRAAD	32413	20040826	10013612	20040825	25,000.00	MUN WITZ / KOEKEDOUW BESPROEIINGSRAAD	2004
110055	KOEKEDOUW BESPROEIINGSRAAD	33152	20040930	10014399	20040929	25,000.00	MUN WITZ	2004
110055	KOEKEDOUW BESPROEIINGSRAAD	33645	20041021	10014808	20041021	25,000.00	MUN WITZ / KOEKEDOUW BESPROEIINGSRAAD	2004
110055	KOEKEDOUW BESPROEIINGSRAAD	33794	20041028	10014892	20041028	25,000.00	KOEKEDOUW BESPROEIINGSRAAD	2004
110055	KOEKEDOUW BESPROEIINGSRAAD	34436	20041125	10015491	20041125	25,000.00	MUN WITZENBERG / KOEKEDOUW BESPROEIINGRAAD	2004
110055	KOEKEDOUW BESPROEIINGSRAAD	35265	20041229	10016269	20041228	25,000.00	MUN WITZ / KOEKEDOUW BESPROEIINGSRAAD	2004
110055	KOEKEDOUW BESPROEIINGSRAAD	35774	20050120	10016774	20050119	25,000.00	MUN WITZ / KOEKEDOUW BESPROEIINGSRAAD	2004
110055	KOEKEDOUW BESPROEIINGSRAAD	36311	20050203	10017332	20050202	25,000.00	MUN WITZ / KOEKEDOUW BESPROEIINGSRAAD	2004
110055	KOEKEDOUW BESPROEIINGSRAAD	36761	20050224	10017695	20050223	25,000.00	MUN WITZ / KOEKEDOUW BESPROEIINGSRAAD	2004
110055	KOEKEDOUW BESPROEIINGSRAAD	37245	20050310	10018249	20050310	25,000.00	MUN WITZ / KOEKEDOU	2004
110055	KOEKEDOUW BESPROEIINGSRAAD	37471	20050323	10018473	20050323	212,481.00	KOEKEDOU BESTUURSKOMITTEE	2004
110055	KOEKEDOUW BESPROEIINGSRAAD	37471	20050323	10018474	20050323	242,207.00	KOEKEDOU BESTUURSKOMITTEE	2004
110055	KOEKEDOUW BESPROEIINGSRAAD	40765	20050818	10022687	20050818	25,000.00	KOEKEDOU BESTUURSKOMITTEE	2005
110055	KOEKEDOUW BESPROEIINGSRAAD	41377	20050915	10023448	20050914	25,000.00	KOEKEDOUW BESTUURSKOMITEE	2005
110055	KOEKEDOUW BESPROEIINGSRAAD	44643	20060202	10027712	20060202	215,813.12	KOEKEDOUW DAM	2005
110055	KOEKEDOUW BESPROEIINGSRAAD	49703	20060824	10033544	20060822	82,563.25	KOEKEDOUW DAM	2006
110055	KOEKEDOUW BESPROEIINGSRAAD	58168	20070724	10043595	20070630	86,667.25	BELASTINGS06 IN LIKWIDASIE	2007
110055	KOEKEDOUW BESPROEIINGSRAAD	66991	20080724	71874	20080620	90,149.49	BELASING 2008 NJ BASSON VREDEBES	2008
110055	KOEKEDOUW BESPROEIINGSRAAD	144095	20161024	143035	20160731	127,745.55	WATERBELASTING GEHEF	2016
110055	KOEKEDOUW BESPROEIINGSRAAD	144095	20161024	143035	20160630	134,123.85	WATERBELASTING	2016
110055	KOEKEDOUW BESPROEIINGSRAAD	150204	20170727	147919	20170701	140,220.00	WATERBELASTING JUL17/18	2017
110055	KOEKEDOUW BESPROEIINGSRAAD	150204	20170727	147919	20170701	1,539.00	HEFFINGS SOMERWATER	2017
110055	KOEKEDOUW BESPROEIINGSRAAD	162579	20190318	158516	20180705	155,871.00	WATERBELASTING SOMER @ R9036/HA - 15HA VREDEBES	2018
110962	KOEKEDOUW BESTUURSMAATSKAPPY	86031	20100722	10072063	20100722	94,649.01	BELASTING 2009	2010
110962	KOEKEDOUW BESTUURSMAATSKAPPY	86031	20100722	10072064	20100722	99,608.36	BELASTING 2010	2010
110962	KOEKEDOUW BESTUURSMAATSKAPPY	111902	20130117	10095753	20120630	109,876.05	SOMERWATER BELASTING HEFFING	2012
110962	KOEKEDOUW BESTUURSMAATSKAPPY	111902	20130117	10095753	20120630	104,652.00	SOMERWATER BELASTING HEFFING	2012
110962	KOEKEDOUW BESTUURSMAATSKAPPY	118031	20130816	10101051	20130815	115,997.85	WATERBELASTING GEHEF, WATERHULPBRON, NAVORSING	2013

MINUTES OF THE SPECIAL MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) OF WITZENBERG MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 21 OCTOBER 2019 AT 15h00.

PRESENT

Councillors

M. Jacobs (Chairperson)
C. Lottering
Alderman J. Schuurman

Officials

Mr. D. Nasson (Municipal Manager)
Mr. A Raubenheimer (Acting Director: Finance)
Mr. J Barnard (Director: Technical Services)
Mr. G. Louw (Head: Internal Auditor)
Mr. C. Wessels (Manager: Administration)
Mr. C Titus (Committee Clerk)

1. OPENING AND WELCOME

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

NOTED

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

Applications for leave of absence from the meeting were received from Councillors P. Heradien (ICOSA) and G. Laban (WA).

RESOLVED

that the applications for leave of absence from the meeting, received from Councillors P. Heradien (ICOSA) and G. Laban (WA), be approved and accepted.

3. RESERVED POWERS

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

The following items refer:

(a) Item 7.1.3 of the Executive Mayoral Committee meeting, held on 27 May 2019.
(b) Item 8.1.3 of the Council meeting, held on 30 May 2019.
(c) Item 7.1.2 of the Executive Mayoral Committee meeting, held on 29 July 2019.
(d) Item 8.1.2 of the Council meeting, held on 31 July 2019.
(e) Item 4.4 of the Special Executive Mayoral Committee meeting, held on 21 August 2019.
(f) Item 4.4 of the Special Council meeting, held on 23 August 2019.

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

"Purpose

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

Background

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

Currently KBR is still paying off on their loan and Witzenberg Municipality is part of this repayment agreement in terms of our allocation for Vredebes farm. See **annexure 3.1(a)**.

The KBR management has met with RMB in order to negotiate a new financing model in order to settle the loan and minimize cost. The new financing model agreed to between the parties, and approved by KBR, is attached as **annexure 3.1(b)**.

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

Legal framework

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

Financial impact

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

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

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

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

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

Further report from Municipal Manager, dated 24 July 2019:

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

A summary of the meeting is contained in the email sent by Mr Goosen to the Municipal Manager's office, dated 2 July 2019 and is attached as **annexure 3.1(c)**. In terms of the discussion the Koekedouw Irrigation Board took up a loan with the Rand Merchant Bank on behalf of its members. The accountability of the members was pro rata with the water rights of their respective farms. All the members at that time agreed to the conditions which was later on also accepted by the municipality when Vredebes was purchased. The Irrigation Board used to send an invoice to its members on a yearly basis, which included the municipality and in terms of which they then were obliged to settle. The municipality has been paying regularly on an annual basis since they acquired the farm. The invoice was normally divided into an operational and capital contribution. In terms of the Irrigation Board's members meeting resolution taken, the members accepted the settlement as previously outlined. On the date of the discussion all the members have paid their contribution of the settlement towards the Rand Merchant Bank loan except for the municipality. The Koekedouw Irrigation Board went ahead to pay on the municipality's behalf, because of their commitment and legal obligation and has requested that the municipality repays the amount to them. The crux of the discussion is that the liability of the municipality is coupled to the water rights inherent to the property.

The Municipal Manager informed the meeting that he had consulted with the Chairperson of the Koekedouw Irrigation Board, Mr Danie Goosen, regarding the matter. The explanation from the

Chairperson sounds acceptable, but he is awaiting documentation about the matter to submit to Council for consideration.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

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

Council unanimously resolved on 31 July 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council and to obtain more information.

The following documents are further attached:

(a) Correspondence from Koekedouw Irrigation Board, dated 13 March 2019: **Annexure 3.1(d)**.

(b) Letter from Grayston & Elliot, dated 13 March 2019: **Annexure 3.1(e)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

The Executive Mayoral Committee resolved on 21 August 2019:

That the Executive Mayoral Committee recommends to Council:

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

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

The Chairperson constitute the meeting that:

(a) This is only a planning meeting in respect of Council's resolution taken on 23 August 2019: Item 4.4: with regard to an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

(b) To keep the members of the MPAC and Senior Management informed.

(c) To sensitize every one of the sensitivity of the matter; and

(d) To avoid that people from outside cross question the members and / or Senior Management in respect of the matter whilst the investigation is in process.

MODUS OPERANDI WITH REGARD TO THE INVESTIGATION

The Municipal Manager provided a background of the history of the matter and mentioned that his version is only secondary and based on hearsay. One of the role players at the time, and a member of MPAC, is Alderman J.W. Schuurman. Many others left the business or passed away. The municipality is a member of both the Koekedouwdam Irrigation Board (KBI) and the Koekedouwdam Management Board (KMB).

On request of the Chairperson the Municipal Manager explained who is the:

(a) Koekedouwdam Management Board (KMB)
(b) Koekedouwdam Irrigation Board (KIB) and
(c) Rand Merchant Bank (RMB)

The Koekedouw Management Board is a sort of joint venture between the KIB and the former Ceres Municipality and was established in the time of Witzenberg Municipality. The parties agreed to build the Koekedouwdam and each party agreed to contribute to the building of the dam. The Ceres Municipality and the KIB agreed to take up a loan. The loan of the Ceres Municipality for the construction of dam was paid off by September 2017 with Development Bank of South Africa (DBSA).

The Koekedouw Irrigation Board take up a loan with the Koekedouw Management Board and structure their own payment. When the Koekedouw Irrigation Board concluded their agreement they did it on behalf of all its members. Their members have water rights in terms of the land they owned. The member's contribution was determined in terms of the water right they have.

When the loan was taken up it was done in the name of the Vredebes Farm with the consequence that when the municipality bought the Vredebes Farm they took over the liability, the asset and the watering right, because it is inherent to the property. In the sale agreement no mention was made of the water right. In terms of the title deed (P.8) it mention the watering right which is inherent to the property. In terms of Paragraph 3.4 it states that a servitude is registered and that water is subtract for the farm. Any other notorial deed will also be investigated.

The loan of the Witzenberg Municipality was in total redeemed but this is now the loan of Rand Merchant Bank. When the Municipality bought Vredebes Farm they have to contribute to the Koekedouw Irrigation Board. The annual payment was in terms of the loan and their portion of the operational cost. The municipality is still making a contribution for the operational running of the Koekedouwdam. It is now 41% and previously 59%. The other part is the part for the redemption of the loan.

The Koekedouw Irrigation Board went to Rand Merchant Bank to restructure the loan. Farms were sequestrated at the time partly due to the payment of the dam. The former Minister for Water Affairs got involved and paid for the Small Farmers and they pay only for the operational cost. With the

restructuring of the loan it was believe that it is the best model otherwise payments should be for another (ten) 10 years and it could double the amount which should be paid to Rand Merchant Bank. All members settle their loan with Rand Merchant Bank except the municipality. The KIB settled the amount that the Witzenberg Municipality should pay. The municipality did not pay because the matter was referred to the Municipal Public Accounts Committee. The Koekedouw Irrigation Board put a proposal on the table that instead the municipality pay the money and settle the amount. That the watering right be given to some of the Small Farmers. This is the current situation.

Municipal Manager conveyed that the Executive Mayor request for the documentation of the loan between the Koekedouw Irrigation Board and their members. At a meeting between the Municipal Manager and the Director: Technical Services with the Chairperson of the Koekedouw Irrigation Board it was learned that the Board will need time to find such documentation.

Director: Technical Services referred to the letter of the Koekedouw Irrigation Board which states that the municipality must pay R59 326-00 for 15ha of waterrights at Vredebes Farm. Municipal Manager is of the opinion that the letter is not sufficient documentation. There is currently no documentation of an agreement between the previous owner of Vredebes Farm and the Koekedouw Irrigation Board for this 15ha. This is the prove the Mayoral Committee wants to see.

There were two (2) accounts:

1. Koekedouwdam Management Board (KMB)
2. Koekedouw Irrigation Board (KIB)

The Koekedouwdam Management Board run the dam and the Koekedouw Irrigation Board payment was for the Vredebes Farm and the 15ha summer water. The accounts were always received from the KIB. It was for pipelines of the dam.

When the farm was bought in 2002 Vredebes was zoned agricultural. Rezoning take place in 2014 / 2015 to build houses. With the purchase of the farm the water rights was also taken over.

Chairperson and Alderman J.W. Schuurman shared the opinion that the waterrights be ceded to the Small Farmers.

The Director: Technical Services will check on the yearly usage of water by the farmers, and determine if the 15ha of summer water of Vredebes was also used by the farmers. If so, whether it was with the consent of the municipality. The report will be submitted at the next meeting of MPAC.

Municipal Manager mentioned that the terms of the agreement can only be approved by the Department of Water Affairs. Water is an asset which need to go through the Supply Chain process. The Koekedouwdam Management Board and Koekedouwdam Irrigation Board are willing to attend a meeting with the Municipal Public Accounts Committee.

NEXT MEETING

The next meeting of Municipal Public Accounts Committee will be held on Monday, 28 October 2019 in the Council Chambers, Municipal Offices, Ceres at 14h00.

RESOLVED

(a) that the Municipal Public Accounts Committee will meet with KMB and KIB on Monday, 28 October 2019 at 14h00 in the Council Chambers, Municipal Offices, Ceres.

(b) that the Director: Technical Services draft a presentation / report with the recommendation to take the matter forward.

(c) that the matter after the meeting supra (a) that Municipal Public Accounts Committee make a recommendation to Council.

9. ADJOURNMENT

The meeting adjourned at 16h10.

Approved on _____

_____
MD JACOBS
CHAIRPERSON / VOORSITTER

/wr

MINUTES OF THE MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE OF WITZENBERG MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 28 OCTOBER 2019 AT 14:00

PRESENT

Councillors

M. Jacobs (Chairperson)
Alderman J.W. Schuurman
C. Lottering
G. Laban

Officials

Mr. D. Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr. A Raubenheimer (Acting Director: Finance)
Mr. M Mpeluza (Director: Corporate Services)
Mr. G. Louw (Head: Internal Auditor)
Mr. C. Wessels (Manager: Administration)
Mr. C Titus (Committee Clerk)

1. OPENING AND WELCOME

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

NOTED

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

An apology for absence from the meeting was received from the Senior Internal Auditor.

RESOLVED

that notice be taken of the apology for absence from the meeting, received from the Senior Internal Auditor and be accepted.

3. DELEGATED POWERS

None

NOTED

4. RESERVED POWERS

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

The following items refer:

(a) Item 7.1.3 of the Executive Mayoral Committee meeting, held on 27 May 2019.

(b) Item 8.1.3 of the Council meeting, held on 30 May 2019.

(c) Item 7.1.2 of the Executive Mayoral Committee meeting, held on 29 July 2019.

(d) Item 8.1.2 of the Council meeting, held on 31 July 2019.

(e) Item 4.4 of the Special Executive Mayoral Committee meeting, held on 21 August 2019.

(f) Item 4.4 of the Special Council meeting, held on 23 August 2019.

(g) Item 3.1 of the Special Municipal Public Accounts Committee meeting, held on 21 October 2019.

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

"Purpose

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

Background

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

Currently KBR is still paying off on their loan and Witzenberg Municipality is part of this repayment agreement in terms of our allocation for Vredebes farm. See **annexure 4.1(a)**.

The KBR management has met with RMB in order to negotiate a new financing model in order to settle the loan and minimize cost. The new financing model agreed to between the parties, and approved by KBR, is attached as **annexure 4.1(b)**.

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

Legal framework

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

Financial impact

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

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

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

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

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

Further report from Municipal Manager, dated 24 July 2019:

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

A summary of the meeting is contained in the email sent by Mr Goosen to the Municipal Manager's office, dated 2 July 2019 and is attached as **annexure 4.1(c)**. In terms of the discussion the Koekedouw Irrigation Board took up a loan with the Rand Merchant Bank on behalf of its members. The accountability of the members was pro rata with the water rights of their respective farms. All the members at that time agreed to the conditions which was later on also accepted by the municipality when Vredebes was purchased. The Irrigation Board used to send an invoice to its members on a yearly basis, which included the municipality and in terms of which they then were obliged to settle. The

municipality has been paying regularly on an annual basis since they acquired the farm. The invoice was normally divided into an operational and capital contribution. In terms of the Irrigation Board's members meeting resolution taken, the members accepted the settlement as previously outlined. On the date of the discussion all the members have paid their contribution of the settlement towards the Rand Merchant Bank loan except for the municipality. The Koekedouw Irrigation Board went ahead to pay on the municipality's behalf, because of their commitment and legal obligation and has requested that the municipality repays the amount to them. The crux of the discussion is that the liability of the municipality is coupled to the water rights inherent to the property.

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

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

Council unanimously resolved on 31 July 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council and to obtain more information.

The following documents are further attached:

(a) Correspondence from Koekedouw Irrigation Board, dated 13 March 2019: **Annexure 4.1(d)**.

(b) Letter from Grayston & Elliot, dated 13 March 2019: **Annexure 4.1(e)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

The Executive Mayoral Committee resolved on 21 August 2019:

That the Executive Mayoral Committee recommends to Council:

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

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

The Municipal Public Accounts Committee resolved on 21 October 2019:

(a) that the Municipal Public Accounts Committee will meet with KMB and KIB on Monday, 28 October 2019 at 14h00 in the Council Chambers, Municipal Offices, Ceres.

(b) that the Director: Technical Services draft a presentation / report with the recommendation to take the matter forward.

(c) that the matter after the meeting supra (a) that Municipal Public Accounts Committee make a recommendation to Council.

The following documents are attached:

(i) Summary of the discussions at the meeting of 21 October 2019, received from the Director: Technical Services: **Annexure 4.1(f)**.

(ii) Constitution of Koekedouw Irrigation Board: **Annexure 4.1(g)**.

(iii) Agreement between the Municipality and Koekedouw Irrigation Board (*Water vir Ceres*): **Annexure 4.1(h)**.

The Committee requested that the Acting Chief Financial Officer do a breakdown of the different payments in respect of the Koekedouwdam as well as the final payment and same at the next Municipal Public Accounts Committee (MPAC) meeting.

RESOLVED

that the Acting Chief Financial Officer compile a breakdown of all municipal payments in terms of the Koekedouwdam and submit same at the next Municipal Public Accounts Committee (MPAC) meeting.

5. NEXT MEETING

That the next meeting be held in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres on 4 November 2019 at 14h00.

6. ADJOURNMENT

The meeting adjourned at 14h10.

Approved on _____

_____
MD JACOBS
CHAIRPERSON / VOORSITTER

/wr

MINUTES OF THE SPECIAL MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) OF WITZENBERG MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 4 NOVEMBER 2019 AT 14:00.

PRESENT

Councillors on the Committee

M. Jacobs (Chairperson)
Alderman J. Schuurman
C. Lottering
G. Laban
P. Heradien

Other Councillors not on the Committee

Alderman H Smit

Officials

Mr D. Nasson (Municipal Manager)
Mr A. Raubenheimer (Acting Director: Finance)
Mr J. Barnard (Director: Technical Services)
Mr M. Mpeluza (Director: Corporate Services)
Mr G. Louw (Head: Internal Auditor)
Ms S. Hendricks (Senior Internal Auditor)
Mr J. Swanepoel (Manager: Projects and Performance)
Mr C. Wessels (Manager: Administration)
Mr C. Titus (Committee Clerk)

Other

Mr D. Goosen (Koekedouw Irrigation Board)
Mr P. du Plessis (Koekedouw Irrigation Board)
Mr H. Conradi (Koekedouw Irrigation Board)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and requested thereafter Councillor P. Heradien to open the meeting with a prayer.

NOTED

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

None

NOTED

3. MINUTES

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

The following documents are attached:

(a) The minutes of the Municipal Public Accounts Committee, held on 20 August 2019: **Annexure 3.1(a)**.

(b) The minutes of the Special meeting of the Municipal Public Accounts Committee, held on 21 October 2019: **Annexure 3.1(b).**

RESOLVED

(a) that the minutes of the Municipal Public Accounts Committee, held on 20 August 2019, be approved and signed by the chairperson.

(b) that the minutes of the Municipal Public Accounts Committee meeting, held on 21 October 2019, be approved and signed by the chairperson.

3.2 Matters from the minutes

None

NOTED

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON

None

NOTED

5. INTERVIEWS WITH DELEGATIONS

None

NOTED

6. DELEGATED POWERS

None

NOTED

7. RESERVED POWERS

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

The Quarterly Budget Statement (Section 52(d) Report for the period 1 July 2019 to 30 September 2019, received from the Acting Director: Finance, is attached as **annexure 7.1.**

The budget of the municipality must contain measurable performance objectives for revenue from each source and for each vote in the budget, taking into account the IDP [MFMA s17(3)(b)]. The accounting officer must include these objectives in the annual report and report on performance accordingly.

Frequency: Quarterly

The Municipal Public Accounts Committee (MPAC) consider the section 52(d) report for the period 1 July 2019 until 30 September 2019 and highlighted the following matters:

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

RESOLVED

(a) that the Acting Chief Financial Officer submit a report in terms of spending due to vandalism.

(b) To recommend to the Executive Mayoral Committee and Council:

that notice is taken, after consideration, of the Section 52(d) Report of the 1st Quarter for 2019/2020 and same be approved and accepted.

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

The following items refer:

(a) Item 7.1.3 of the Executive Mayoral Committee meeting, held on 27 May 2019.

(b) Item 8.1.3 of the Council meeting, held on 30 May 2019.

(c) Item 7.1.2 of the Executive Mayoral Committee meeting, held on 29 July 2019.

(d) Item 8.1.2 of the Council meeting, held on 31 July 2019.

(e) Item 4.4 of the Special Executive Mayoral Committee meeting, held on 21 August 2019.

(f) Item 4.4 of the Special Council meeting, held on 23 August 2019.

(g) Item 3.1 of the Special Municipal Public Accounts Committee meeting, held on 21 October 2019.

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

"Purpose

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

Background

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

Currently KBR is still paying off on their loan and Witzenberg Municipality is part of this repayment agreement in terms of our allocation for Vredebes farm. See **annexure 7.2(a)**.

The KBR management has met with RMB in order to negotiate a new financing model in order to settle the loan and minimize cost. The new financing model agreed to between the parties, and approved by KBR, is attached as **annexure 7.2(b)**.

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

Legal framework

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

Financial impact

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

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

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

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

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

Further report from Municipal Manager, dated 24 July 2019:

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

A summary of the meeting is contained in the email sent by Mr Goosen to the Municipal Manager's office, dated 2 July 2019 and is attached as **annexure 7.2(c)**. In terms of the discussion the Koekedouw Irrigation Board took up a loan with the Rand Merchant Bank on behalf of its members. The accountability of the members was pro rata with the water rights of their respective farms. All the members at that time agreed to the conditions which was later on also accepted by the municipality when Vredebes was purchased. The Irrigation Board used to send an invoice to its members on a yearly basis, which included the municipality and in terms of which they then were obliged to settle. The municipality has been paying regularly on an annual basis since they acquired the farm. The invoice was normally divided into an operational and capital contribution. In terms of the Irrigation Board's members meeting resolution taken, the members accepted the settlement as previously outlined. On the date of the discussion all the members have paid their contribution of the settlement towards the

Rand Merchant Bank loan except for the municipality. The Koekedouw Irrigation Board went ahead to pay on the municipality's behalf, because of their commitment and legal obligation and has requested that the municipality repays the amount to them. The crux of the discussion is that the liability of the municipality is coupled to the water rights inherent to the property.

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

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

Council unanimously resolved on 31 July 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council and to obtain more information.

The following documents are further attached:

(a) Correspondence from Koekedouw Irrigation Board, dated 13 March 2019: **Annexure 7.2(d)**.

(b) Letter from Grayston & Elliot, dated 13 March 2019: **Annexure 7.2(e)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

The Executive Mayoral Committee resolved on 21 August 2019:

That the Executive Mayoral Committee recommends to Council:

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

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

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 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



Quarterly Budget Statement Report {Section 52(d)} for the Period 1 October 2020 to 31 December 2020

Financial data is in respect of the period 1 July 2020 to 30 June 2021

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, **s**pending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

In terms of Section 52 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003):

52. General Responsibilities. — The mayor of a municipality—

(*a*) must provide general political guidance over the fiscal and financial affairs of the municipality;

(*b*) in providing such general political guidance, may monitor and, to the extent provided in this Act, oversee the exercise of responsibilities assigned in terms of this Act to the accounting officer and the chief financial officer, but may not interfere in the exercise of those responsibilities;

(*c*) must take all reasonable steps to ensure that the municipality performs its constitutional and statutory functions within the limits of the municipality's approved budget;

(*d*) **must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality; and**

(*e*) must exercise the other powers and perform the other duties assigned to the mayor in terms of this Act or delegated by the council to the mayor.

In terms of section 11 (4) (a), the Accounting Officer must within 30 days after the end of each quarter table in the municipal council a consolidated report of all withdrawals made in terms of subsection (1) (b) to (j) during that quarter. Section 11(1) read as follow:

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

(a) to defray expenditure appropriated in terms of an approved budget;
(b) to defray expenditure authorised in terms of section 26(4);
(c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1);
(d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section;
(e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including—
(i) money collected by the municipality on behalf of that person or organ of state by agreement; or
(ii) any insurance or other payments received by the municipality for that person or organ of state;
(f) to refund money incorrectly paid into a bank account;
(g) to refund guarantees, sureties and security deposits;
(h) for cash management and investment purposes in accordance with section 13;
(i) to defray increased expenditure in terms of section 31; or
(j) for such other purposes as may be prescribed."

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

Section 66 reads as follow:
"66. The accounting officer of a municipality must, in a format and for periods as may be prescribed, report to the council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure, namely—

(a) salaries and wages;
(b) contributions for pensions and medical aid;

(c) travel, motor car, accommodation, subsistence and other allowances;
(d) housing benefits and allowances;
(e) overtime payments;
(f) loans and advances; and
(g) any other type of benefit or allowance related to staff."

The following regulations of the Local Government: Municipal Finance Management Act Municipal Budget and Reporting Regulations are relevant:

Quarterly reports on implementation of budget

31. (1) The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality as required by section 52(d) of the Act must be-
{a) in the format specified in Schedule C and include all the required tables, charts and explanatory information, taking into account any guidelines issued by the Minister in terms of section 168(1) of the Act; and
(b) consistent with the monthly budget statements for September, December, March and June as applicable; and
(c) submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.

Publication of quarterly reports on implementation of budget

32. When publishing the quarterly reports on the implementation of the budget in terms of section 75(1)(k) of the Act, the municipal manager must make public any other information that the municipal council considers appropriate to facilitate public awareness of the quarterly report on the implementation of the budget and the financial state of affairs of the municipality, including -
(a) summaries of quarterly report in alternate languages predominant in the community; and
{b) information relevant to each ward in the municipality.

PART 1 - IN-YEAR REPORT

Mayors Report

Speaker
Deputy Executive Mayor
Members of the Mayoral Committee
Councillors
Representatives of Provincial Government
Municipal Manager
Directors and officials
Distinguished guests
Members of the media

It is my privilege to present to you the quarterly Budget Statement Report for the three months from 1 October 2020 to 31 December 2020.

It was a very tough period for stakeholders within the operational sphere of the municipality. We have not applied any credit control measures during this period to assist our communities and businesses. We also have to convey our thanks to all for their patriotism and resilience in still paying their accounts and enabling the municipality to still perform its functions.

In an attempt to further provide financial relief to our community, no interest was charged on arrear municipal accounts, and the expiry date of indigent agreements was extended.

I also want to say thank you to all those employees whom, against all odds, still embrace the spirit of Ubuntu. I salute you all.

The year to date recovery rate excluding traffic fines is 88% against the annual target of 94%. Cognisance should be taken that it is only the second quarter of the financial year and that the comparative rate for the same period in the prior year was 92%. Government departments and commercial customers that are in arrears are receiving immediate attention in order to improve cash flow. National Treasury is currently assisting municipalities by issuing letter of demands to al national and provincial departments to pay their municipal accounts. Household debt remains a serious concern.

Capital expenditure is 23% of a budgeted amount of R 80 million. We are hopeful that the municipality will be successful in our application for roll-over of conditional grant funding for which the outcome is still pending.

_____
COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR

Recommendation

It is recommended that council take cognisance of the quarterly budget assessment for the period 1 October 2020 to 31 December 2020.

Municipal Manager's quality certification

Quality Certificate

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the quarterly budget assessment has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D NASSON

Municipal Manager of WITZENBERG MUNICIPALITY

Signature: _____

Date 20/01/2021

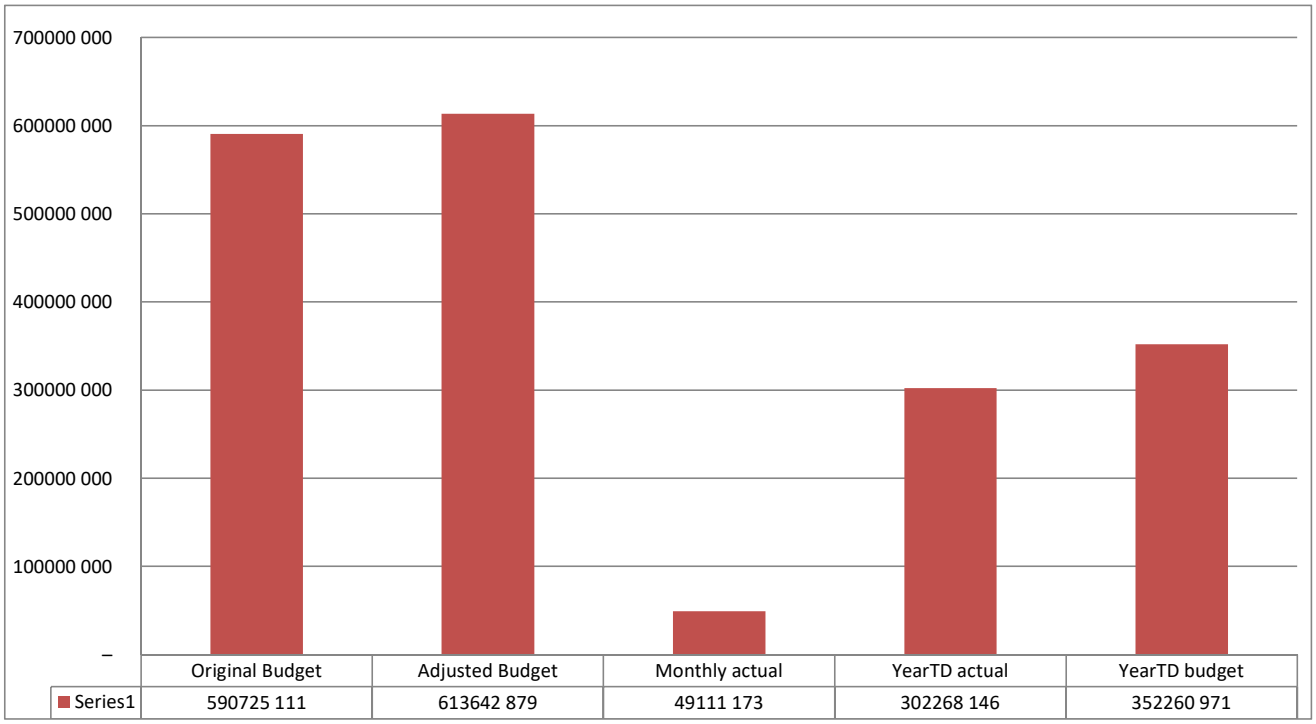
C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

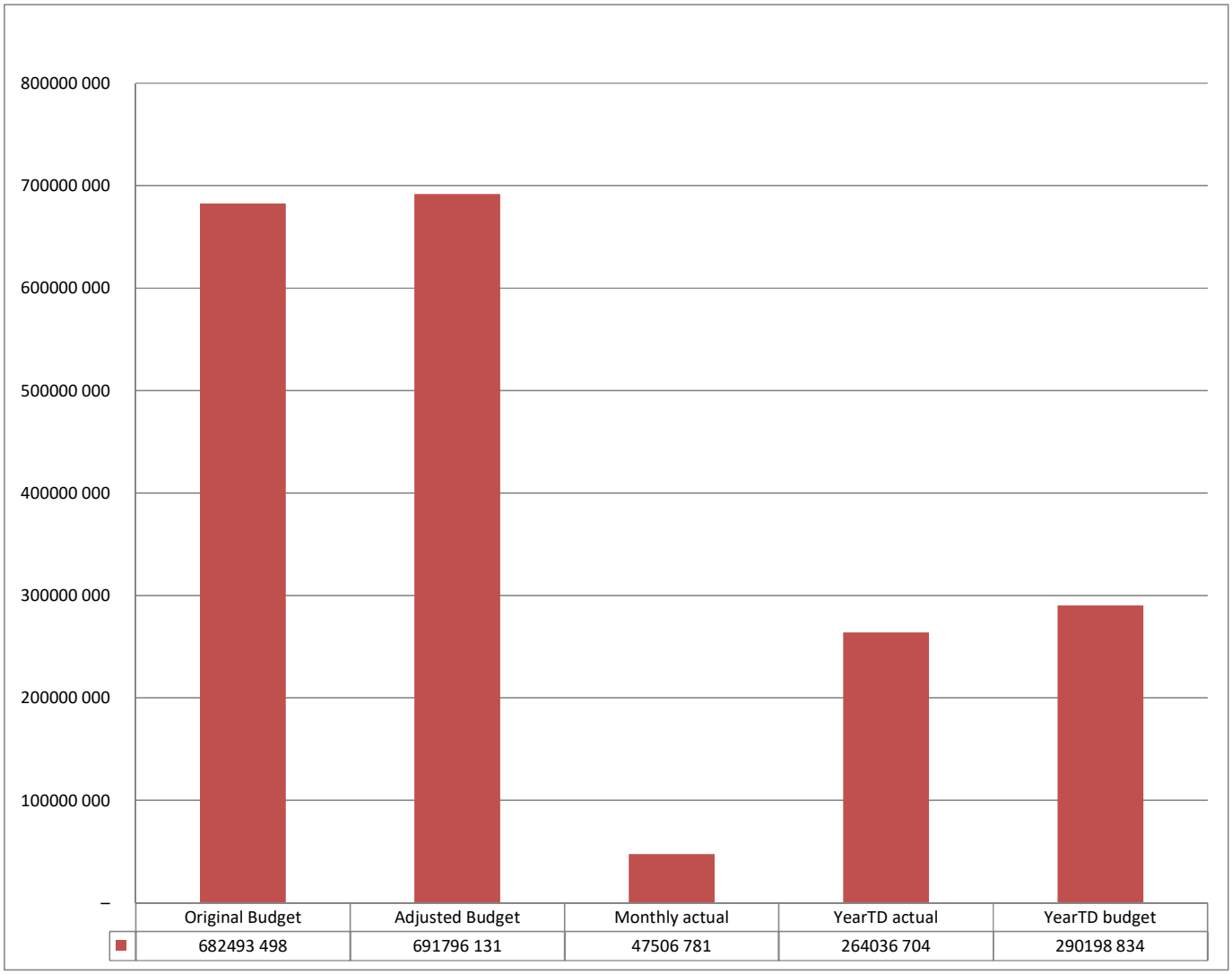
TOTAL OPERATIONAL REVENUE



For the period 1 July 2020 to 31 December 2020, 49,26% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2020 to 31 Desember 2020, is 49,26% van die begrote operasionele inkomste gehef.

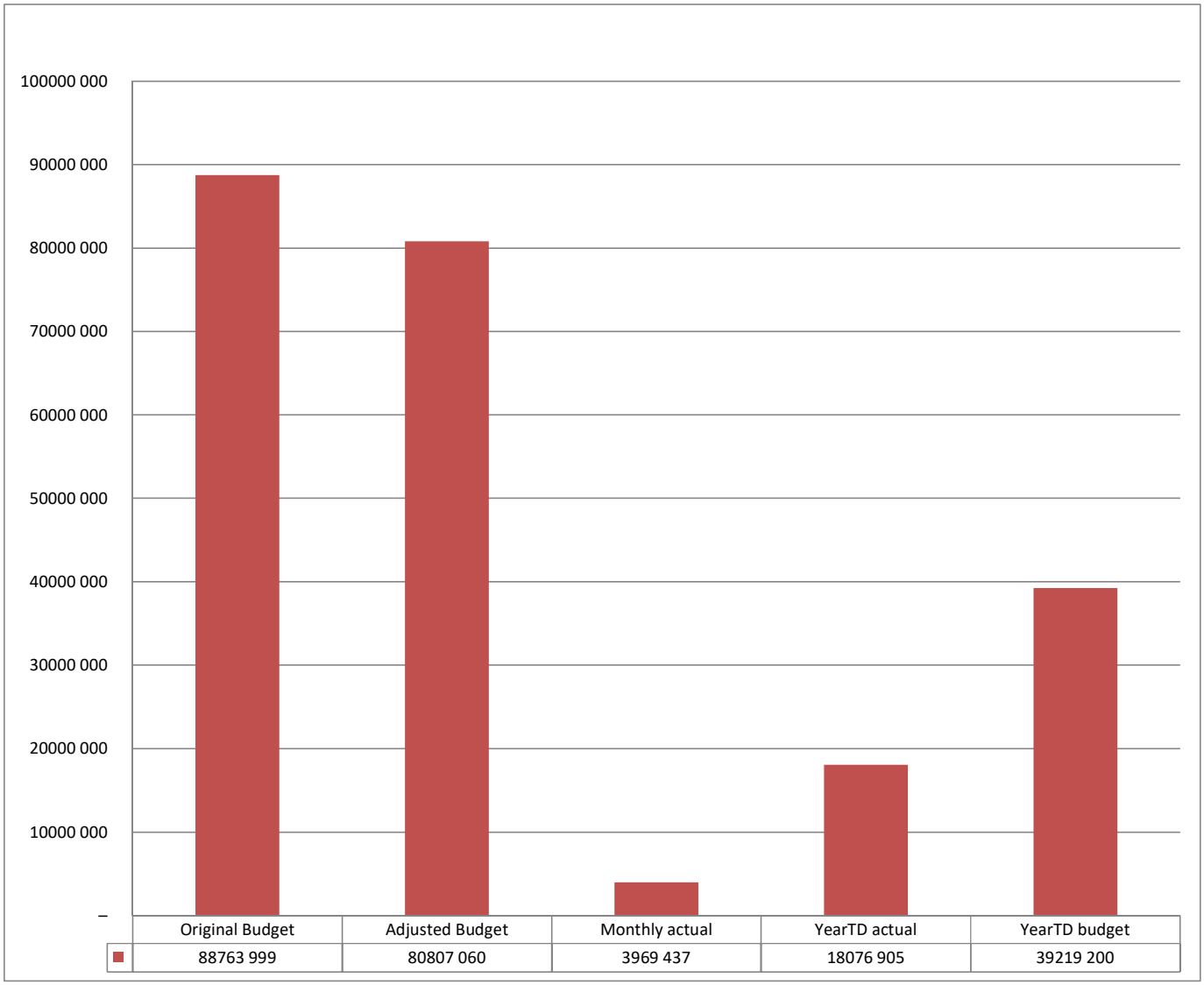
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2020 to 31 December 2020, 38,17% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2020 to 31 Desember 2020, is 38,17% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2020 to 31 December 2020, 22,37% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2020 to 31 Desember 2020, is 22,37% van die begrote kapitale uitgawes aangegaan.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 31 December 2020.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - Q2 Second Quarter

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance									
Property rates	73 497	76 388	76 388	4 427	55 359	58 956	(3 597)	-6%	76 388
Service charges	346 579	341 732	341 732	27 705	177 412	175 091	2 321	1%	341 732
Investment revenue	7 446	9 129	9 129	249	1 561	2 538	(978)	-39%	17 393
Transfers recognised - operational	131 561	116 989	139 907	15 828	62 156	103 832	(41 676)	-40%	139 907
Other own revenue	47 582	46 486	46 486	902	5 780	11 844	(6 064)	-51%	46 486
transfers and contributions)	**606 665**	**590 725**	**613 643**	**49 111**	**302 268**	**352 261**	**(49 993)**	**-14%**	**621 906**
Employee costs	9 902	226 182	226 182	18 294	100 702	104 489	(3 787)	-4%	226 182
Remuneration of Councillors	9 902	12 032	12 032	825	4 949	5 306	(357)	-7%	12 032
Depreciation & asset impairment	32 721	40 688	40 688	–	2	6 788	(6 786)	-100%	40 688
Finance charges	9 044	9 181	9 181	23	152	1 572	(1 420)	-90%	9 181
Materials and bulk purchases	236 016	252 289	251 399	14 719	101 768	114 748	(12 981)	-11%	251 399
Transfers and grants	25 477	2 179	8 060	50	714	881	(167)	-19%	8 060
Other expenditure	282 437	139 944	144 256	13 596	55 750	56 414	(664)	-1%	104 497
Total Expenditure	**605 499**	**682 493**	**691 796**	**47 507**	**264 037**	**290 199**	**(26 162)**	**-9%**	**652 038**
Surplus/(Deficit)	**1 166**	**(91 768)**	**(78 153)**	**1 604**	**38 231**	**62 062**	**(23 831)**	**-38%**	**(30 131)**
Transfers recognised - capital	13 442	78 716	63 810	–	–	18 346	(18 346)	-100%	63 810
Contributions & Contributed assets	–	–	501	–	–	251	(251)	-100%	501
contributions	**14 608**	**(13 052)**	**(13 842)**	**1 604**	**38 231**	**80 658**	**(42 427)**	**-53%**	**34 180**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	**14 608**	**(13 052)**	**(13 842)**	**1 604**	**38 231**	**80 658**	**(42 427)**	**-53%**	**34 180**
Capital expenditure & funds sources									
Capital expenditure	**24 652**	**88 764**	**80 807**	**3 969**	**18 077**	**39 219**	**(21 142)**	**-54%**	**80 807**
Capital transfers recognised	13 123	78 716	64 311	2 203	11 706	31 546	(19 840)	-63%	64 311
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	21 175	10 048	16 496	1 767	6 371	7 673	(1 302)	-17%	16 496
Total sources of capital funds	**34 298**	**88 764**	**80 807**	**3 969**	**18 077**	**39 219**	**(21 142)**	**-54%**	**80 807**
Financial position									
Total current assets	218 573	108 824	185 556		271 499				185 556
Total non current assets	957 588	1 049 210	1 052 677		975 665				1 052 677
Total current liabilities	147 395	130 550	205 180		176 504				205 180
Total non current liabilities	110 508	185 378	170 101		114 170				170 101
Community wealth/Equity	**918 258**	**842 106**	**862 953**		**956 490**				**862 953**
Cash flows									
Net cash from (used) operating	–	62 440	40 308	27 248	43 201	10 848	32 354	298%	40 308
Net cash from (used) investing	–	(88 764)	(80 537)	(5 517)	(20 862)	(30 507)	9 645	-32%	(80 537)
Net cash from (used) financing	–	(1 500)	(1 593)	(105)	(73)	(1 245)	1 172	-94%	(73)
Cash/cash equivalents at the month end	**–**	**45 495**	**88 573**	**–**	**152 660**	**109 490**	**43 171**	**39%**	**88 573**

Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	40 624	7 027	5 341	9 659	4 461	4 767	21 893	162 338	256 109
Creditors Age Analysis									
Total Creditors	233	64	33	–	–	–	–	23	352

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

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Q2 Second Quarter

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue - Functional									
Governance and administration	91 801	**101 030**	**104 019**	**5 301**	**59 297**	**52 009**	7 288	14%	**104 032**
Executive and council	122	–	–	–	13	–	13	#DIV/0!	13
Finance and administration	91 679	101 030	104 019	5 301	59 284	52 009	7 275	0	104 019
Internal audit	–	–	–	–	–	–	–		–
Community and public safety	163 882	**142 111**	**162 864**	**16 106**	**65 127**	**81 071**	(15 944)	-20%	**162 864**
Community and social services	105 131	114 880	129 050	15 824	62 140	64 525	(2 385)	-4%	129 050
Sport and recreation	10 375	1 805	1 805	92	311	902	(591)	-66%	1 805
Public safety	24 096	24 912	25 634	191	2 676	12 456	(9 780)	-79%	25 634
Housing	24 280	514	6 375	–	–	3 187	(3 187)	-100%	6 375
Health	–	–	–	–	–	–	–		–
Economic and environmental services	4 311	**20 173**	**20 308**	**51**	**791**	**10 154**	(9 363)	-92%	**20 308**
Planning and development	1 933	2 512	3 958	51	788	1 979	(1 191)	-60%	3 958
Road transport	2 227	17 647	16 337	–	3	8 168	(8 165)	-100%	16 337
Environmental protection	152	13	13	–	–	7	(7)	-100%	13
Trading services	**360 019**	**406 013**	**390 649**	**27 651**	**177 046**	**195 086**	(18 041)	-9%	**390 649**
Energy sources	258 127	265 685	265 685	16 439	122 274	132 843	(10 569)	-8%	265 685
Water management	43 372	64 856	59 568	3 356	18 762	29 546	(10 784)	-36%	59 568
Waste water management	30 397	43 424	32 847	5 637	22 247	16 424	5 824	35%	32 847
Waste management	28 124	32 047	32 549	2 220	13 763	16 274	(2 512)	-15%	32 549
Other	**93**	**115**	**115**	**2**	**7**	**57**	**(51)**	**-88%**	**115**
Total Revenue - Functional	**620 107**	**669 441**	**677 954**	**49 111**	**302 268**	**338 378**	**(36 110)**	**-11%**	**677 967**
Expenditure - Functional									
Governance and administration	**113 001**	**150 869**	**153 688**	**12 706**	**59 486**	**75 110**	(15 625)	-21%	**153 688**
Executive and council	23 579	30 612	30 612	1 876	10 716	15 306	(4 590)	-30%	30 612
Finance and administration	86 982	117 451	120 271	10 609	47 407	58 402	(10 995)	-19%	120 271
Internal audit	2 441	2 805	2 805	222	1 362	1 403	(40)	-3%	2 805
Community and public safety	**129 496**	**107 225**	**112 918**	**6 634**	**37 381**	**56 454**	(19 073)	-34%	**80 597**
Community and social services	23 727	28 760	28 736	1 825	10 501	14 368	(3 867)	-27%	28 736
Sport and recreation	25 674	30 457	30 331	2 190	11 231	15 165	(3 934)	-26%	30 331
Public safety	51 812	42 200	42 158	2 270	13 450	21 074	(7 624)	-36%	9 838
Housing	28 283	5 807	11 693	349	2 199	5 847	(3 647)	-62%	11 693
Health	–	–	–	–	–	–	–		–
Economic and environmental services	**34 344**	**38 426**	**37 940**	**2 266**	**14 645**	**18 970**	(4 325)	-23%	**37 940**
Planning and development	9 695	12 992	12 597	909	4 912	6 299	(1 387)	-22%	12 597
Road transport	23 640	23 425	23 334	1 311	9 550	11 667	(2 117)	-18%	23 334
Environmental protection	1 009	2 009	2 009	46	183	1 005	(822)	-82%	2 009
Trading services	**327 775**	**385 015**	**386 290**	**25 901**	**152 079**	**193 145**	(41 066)	-21%	**386 290**
Energy sources	245 969	268 463	270 399	16 238	107 237	135 200	(27 963)	-21%	270 399
Water management	40 314	35 733	35 856	3 526	15 712	17 928	(2 216)	-12%	35 856
Waste water management	33 598	34 766	34 749	3 008	13 403	17 374	(3 971)	-23%	34 749
Waste management	7 894	46 053	45 285	3 128	15 726	22 643	(6 917)	-31%	45 285
Other	**882**	**959**	**959**	**0**	**446**	**480**	**(33)**	**-7%**	**959**
Total Expenditure - Functional	**605 499**	**682 493**	**691 796**	**47 507**	**264 037**	**344 159**	**(80 122)**	**-23%**	**659 475**
Surplus/ (Deficit) for the year	**14 608**	**(13 052)**	**(13 842)**	**1 604**	**38 231**	**(5 781)**	**44 012**		**18 492**

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

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Q2 Second Quarter

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue - Functional									
Municipal governance and administration	**91 801**	**101 030**	**104 019**	**5 301**	**59 297**	**52 009**	**7 288**	**14%**	**104 032**
Executive and council	122	–	–	–	13	-	13		13
Mayor and Council	103	–	–	–	13	-	13		13
Municipal Manager, Town Secretary and Chief	19	–	–	–	–	–	–		–
Finance and administration	91 679	101 030	104 019	5 301	59 284	52 009	7 275	14%	104 019
Administrative and Corporate Support	–	9	9	–	0	4	(4)	-99%	9
Asset Management	–	–	–	–	–	–	–		–
Budget and Treasury Office	91 860	100 446	103 435	5 269	59 195	51 718	7 478	14%	103 435
Finance	–	–	–	–	–	–	–		–
Fleet Management	313	552	552	25	25	276	(251)	-91%	552
Human Resources	–	–	–	–	–	–	–		–
Information Technology	–	–	–	–	–	–	–		–
Legal Services	–	4	4	–	–	2	(2)	-100%	4
Marketing, Customer Relations, Publicity and Media	(550)	–	–	–	–	–	–		–
Property Services	–	–	–	–	–	–	–		–
Risk Management	–	–	–	–	–	–	–		–
Security Services	56	18	18	7	64	9	55	617%	18
Supply Chain Management	–	–	–	–	–	–	–		–
Valuation Service	–	–	–	–	–	–	–		–
Internal audit	–	–	–	–	–	–	–		–
Governance Function	–	–	–	–	–	–	–		–
Community and public safety	**163 882**	**142 111**	**162 864**	**16 106**	**65 127**	**81 071**	**(15 944)**	**-20%**	**162 864**
Community and social services	105 131	114 880	129 050	15 824	62 140	64 525	(2 385)	-4%	129 050
Aged Care	95 300	104 406	118 576	15 796	61 996	59 288	2 708	5%	118 576
Agricultural	–	–	–	–	–	–	–		–
Animal Care and Diseases	–	–	–	–	–	–	–		–
Cemeteries, Funeral Parlours and Crematoriums	176	233	233	21	137	117	20	17%	233
Child Care Facilities	–	–	–	–	–	–	–		–
Community Halls and Facilities	357	405	405	1	2	203	(201)	-99%	405
Consumer Protection	–	–	–	–	–	–	–		–
Cultural Matters	–	–	–	–	–	–	–		–
Disaster Management	–	–	–	–	–	–	–		–
Education	–	–	–	–	–	–	–		–
Indigenous and Customary Law	–	–	–	–	–	–	–		–
Industrial Promotion	–	–	–	–	–	–	–		–
Language Policy	–	–	–	–	–	–	–		–
Libraries and Archives	9 299	9 836	9 836	5	6	4 918	(4 912)	-100%	9 836
Literacy Programmes	–	–	–	–	–	–	–		–
Media Services	–	–	–	–	–	–	–		–
Museums and Art Galleries	–	–	–	–	–	–	–		–
Population Development	–	–	–	–	–	–	–		–
Provincial Cultural Matters	–	–	–	–	–	–	–		–
Theatres	–	–	–	–	–	–	–		–
Zoo's	–	–	–	–	–	–	–		–
Sport and recreation	10 375	1 805	1 805	92	311	902	(591)	-66%	1 805
Beaches and Jetties	–	–	–	–	–	–	–		–
Casinos, Racing, Gambling, Wagering	–	–	–	–	–	–	–		–
Community Parks (including Nurseries)	–	–	–	–	–	–	–		–
Recreational Facilities	6 296	773	773	92	311	386	(75)	-19%	773
Sports Grounds and Stadiums	4 079	1 032	1 032	–	–	516	(516)	-100%	1 032

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		Full Year Forecast
Public safety	24 096	24 912	25 634	191	2 676	12 456	(9 780)	-79%	25 634
Civil Defence	–	–	–	–	–	–	–		–
Cleansing	–	–	–	–	–	–	–		–
Control of Public Nuisances	–	–	–	–	–	–	–		–
Fencing and Fences	–	–	–	–	–	–	–		–
Fire Fighting and Protection	5	6	728	–	–	3	(3)	-100%	728
Licensing and Control of Animals	–	–	–	–	–	–	–		–
Police Forces, Traffic and Street Parking Control	24 091	24 906	24 906	191	2 676	12 453	(9 777)	-79%	24 906
Housing	24 280	514	6 375	–	–	3 187	(3 187)	-100%	6 375
Housing	24 280	514	6 375	–	–	3 187	(3 187)	-100%	6 375
Informal Settlements	–	–	–	–	–	–	–		–
Health	–	–	–	–	–	–	–		–
Ambulance	–	–	–	–	–	–	–		–
Health Services	–	–	–	–	–	–	–		–
Laboratory Services	–	–	–	–	–	–	–		–
Food Control	–	–	–	–	–	–	–		–
Health Surveillance and Prevention of Communicable Diseases including immunizations	–	–	–	–	–	–	–		–
Vector Control	–	–	–	–	–	–	–		–
Chemical Safety	–	–	–	–	–	–	–		–
Economic and environmental services	**4 311**	**20 173**	**20 308**	**51**	**791**	**10 154**	**(9 363)**	**-92%**	**20 308**
Planning and development	1 933	2 512	3 958	51	788	1 979	(1 191)	-60%	3 958
Billboards	–	–	–	–	–	–	–		–
Corporate Wide Strategic Planning (IDPs, LEDs)	–	–	–	–	–	–	–		–
Central City Improvement District	–	–	–	–	–	–	–		–
Development Facilitation	–	–	–	–	–	–	–		–
Economic Development/Planning	166	–	1 445	–	–	723	(723)	-100%	1 445
Regional Planning and Development	–	–	–	–	–	–	–		–
Town Planning, Building Regulations and	1 768	1 882	1 882	51	788	941	(153)	-16%	1 882
Project Management Unit	–	630	630	–	–	315	(315)	-100%	630
Provincial Planning	–	–	–	–	–	–	–		–
Support to Local Municipalities	–	–	–	–	–	–	–		–
Road transport	2 227	17 647	16 337	–	3	8 168	(8 165)	-100%	16 337
Public Transport	–	–	–	–	–	–	–		–
Road and Traffic Regulation	–	–	–	–	–	–	–		–
Roads	2 227	17 647	16 337	–	3	8 168	(8 165)	-100%	16 337
Taxi Ranks	–	–	–	–	–	–	–		–
Environmental protection	152	13	13	–	–	7	(7)	-100%	13
Biodiversity and Landscape	152	13	13	–	–	7	(7)	-100%	13
Coastal Protection	–	–	–	–	–	–	–		–
Indigenous Forests	–	–	–	–	–	–	–		–
Nature Conservation	–	–	–	–	–	–	–		–
Pollution Control	–	–	–	–	–	–	–		–
Soil Conservation	–	–	–	–	–	–	–		–

Trading services	**360 019**	**406 013**	**390 649**	**27 651**	**177 046**	**195 086**	**(18 041)**	**-9%**	**390 649**
Energy sources	258 127	265 685	265 685	16 439	122 274	132 843	(10 569)	-8%	265 685
Electricity	257 653	265 685	265 685	16 439	122 274	132 843	(10 569)	-8%	265 685
Street Lighting and Signal Systems	474	–	–	–	–	–	–		–
Nonelectric Energy	–	–	–	–	–	–	–		–
Water management	43 372	64 856	59 568	3 356	18 762	29 546	(10 784)	-36%	59 568
Water Treatment	–	–	–	–	–	–	–		–
Water Distribution	43 372	64 856	59 568	3 356	18 762	29 546	(10 784)	-36%	59 568
Water Storage	–	–	–	–	–	–	–		–
Waste water management	30 397	43 424	32 847	5 637	22 247	16 424	5 824	35%	32 847
Public Toilets	–	–	–	–	–	–	–		–
Sewerage	27 134	29 605	24 317	5 637	22 247	12 158	10 089	83%	24 317
Storm Water Management	3 263	13 819	8 531	–	–	4 265	(4 265)	-100%	8 531
Waste Water Treatment	–	–	–	–	–	–	–		–
Waste management	28 124	32 047	32 549	2 220	13 763	16 274	(2 512)	-15%	32 549
Recycling	–	–	–	–	–	–	–		–
Solid Waste Disposal (Landfill Sites)	–	–	–	–	–	–	–		–
Solid Waste Removal	28 124	32 047	32 549	2 220	13 763	16 274	(2 512)	-15%	32 549
Street Cleaning	–	–	–	–	–	–	–		–
Other	**93**	**115**	**115**	**2**	**7**	**57**	**(51)**	-88%	**115**
Abattoirs	–	–	–	–	–	–	–		–
Air Transport	–	–	–	–	–	–	–		–
Forestry	–	–	–	–	–	–	–		–
Licensing and Regulation	93	115	115	2	7	57	(51)	-88%	115
Markets	–	–	–	–	–	–	–		–
Tourism	–	–	–	–	–	–	–		–
Total Revenue - Functional	**620 107**	**669 441**	**677 954**	**49 111**	**302 268**	**338 378**	**(36 110)**	**-11%**	**677 967**

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Q2 Second Quarter

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Expenditure - Functional									
Municipal governance and administration	**113 001**	**150 869**	**153 688**	**12 706**	**59 486**	**75 110**	**(15 625)**	**-21%**	**153 688**
Executive and council	23 579	30 612	30 612	1 876	10 716	15 306	(4 590)	-30%	30 612
Mayor and Council	15 490	19 731	19 731	1 139	6 567	9 866	(3 299)	-33%	19 731
Municipal Manager, Town Secretary and Chief	8 089	10 881	10 881	736	4 150	5 441	(1 291)	-24%	10 881
Finance and administration	86 982	117 451	120 271	10 609	47 407	58 402	(10 995)	-19%	120 271
Administrative and Corporate Support	16 482	12 535	12 535	1 549	7 473	6 268	1 205	19%	12 535
Asset Management	156	4 772	4 772	0	26	2 386	(2 360)	-99%	4 772
Finance	30 689	38 188	41 015	3 477	16 697	18 774	(2 077)	-11%	41 015
Fleet Management	3 005	2 845	2 845	241	1 456	1 423	34	2%	2 845
Human Resources	16 877	37 508	37 433	3 766	12 471	18 717	(6 246)	-33%	37 433
Information Technology	3 833	4 002	4 173	308	2 304	2 087	217	10%	4 173
Legal Services	3 095	3 490	3 490	301	1 323	1 745	(422)	-24%	3 490
Marketing, Customer Relations, Publicity and Media	3 864	3 968	3 964	313	1 825	1 982	(157)	-8%	3 964
Property Services	1 944	1 239	1 239	53	317	620	(303)	-49%	1 239
Risk Management	–	457	457	–	–	229	(229)	-100%	457
Security Services	–	–	–	–	–	–	–		–
Supply Chain Management	6 688	6 963	6 863	575	3 345	3 431	(87)	-3%	6 863
Valuation Service	348	1 483	1 483	25	170	742	(572)	-77%	1 483
Internal audit	2 441	2 805	2 805	222	1 362	1 403	(40)	-3%	2 805
Governance Function	2 441	2 805	2 805	222	1 362	1 403	(40)	-3%	2 805
Community and public safety	**129 496**	**107 225**	**112 918**	**6 634**	**37 381**	**56 454**	**(19 073)**	**-34%**	**80 597**
Community and social services	23 727	28 760	28 736	1 825	10 501	14 368	(3 867)	-27%	28 736
Aged Care	5 011	4 771	4 621	387	1 765	2 310	(546)	-24%	4 621
Agricultural	–	–	–	–	–	–	–		–
Animal Care and Diseases	–	–	–	–	–	–	–		–
Cemeteries, Funeral Parlours and Crematoriums	2 931	3 585	3 737	234	1 537	1 868	(332)	-18%	3 737
Child Care Facilities	6	896	896	4	6	448	(442)	-99%	896
Community Halls and Facilities	5 512	6 671	6 657	384	2 255	3 329	(1 074)	-32%	6 657
Consumer Protection	–	–	–	–	–	–	–		–
Cultural Matters	–	–	–	–	–	–	–		–
Disaster Management	54	77	77	4	4	38	(34)	-89%	77
Education	2	766	766	–	1	383	(382)	-100%	766
Indigenous and Customary Law	–	–	–	–	–	–	–		–
Industrial Promotion	–	–	–	–	–	–	–		–
Language Policy	–	–	–	–	–	–	–		–
Libraries and Archives	10 212	11 994	11 982	812	4 933	5 991	(1 058)	-18%	11 982
Literacy Programmes	–	–	–	–	–	–	–		–
Media Services	–	–	–	–	–	–	–		–
Museums and Art Galleries	–	–	–	–	–	–	–		–
Population Development	–	–	–	–	–	–	–		–
Provincial Cultural Matters	–	–	–	–	–	–	–		–
Theatres	–	–	–	–	–	–	–		–
Zoo's	–	–	–	–	–	–	–		–

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Sport and recreation	25 674	30 457	30 331	2 190	11 231	15 165	(3 934)	-26%	30 331
Beaches and Jetties	–	–	–	–	–	–	–		–
Casinos, Racing, Gambling, Wagering	–	–	–	–	–	–	–		–
Community Parks (including Nurseries)	7 731	7 262	7 262	566	3 388	3 631	(243)	-7%	7 262
Recreational Facilities	13 206	17 843	17 727	1 267	5 610	8 863	(3 254)	-37%	17 727
Sports Grounds and Stadiums	4 738	5 352	5 342	357	2 233	2 671	(438)	-16%	5 342
Public safety	51 812	42 200	42 158	2 270	13 450	21 074	(7 624)	-36%	9 838
Civil Defence	–	–	–	–	–	–	–		–
Cleansing	–	–	–	–	–	–	–		–
Control of Public Nuisances	–	–	–	–	–	–	–		–
Fencing and Fences	–	–	–	–	–	–	–		–
Fire Fighting and Protection	7 964	9 867	9 838	667	3 716	4 914	(1 197)	-24%	9 838
Licensing and Control of Animals	–	–	–	–	–	–	–		–
Police Forces, Traffic and Street Parking Control	43 848	32 333	32 321	1 603	9 734	16 160	(6 427)	-40%	32 321
Pounds	–	–	–	–	–	–	–		–
Housing	28 283	5 807	11 693	349	2 199	5 847	(3 647)	-62%	11 693
Housing	28 104	3 948	9 834	335	2 108	4 917	(2 809)	-57%	9 834
Informal Settlements	178	1 859	1 859	14	91	930	(838)	-90%	1 859
Health	–	–	–	–	–	–	–		–
Ambulance	–	–	–	–	–	–	–		–
Health Services	–	–	–	–	–	–	–		–
Laboratory Services	–	–	–	–	–	–	–		–
Food Control	–	–	–	–	–	–	–		–
Health Surveillance and Prevention of Communicable Diseases including immunizations	–	–	–	–	–	–	–		–
Vector Control	–	–	–	–	–	–	–		–
Chemical Safety	–	–	–	–	–	–	–		–

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD budget
Economic and environmental services	**34 344**	**38 426**	**37 940**	**2 266**	**14 645**	**18 970**	**(4 325)**	**-23%**	**37 940**
Planning and development	9 695	12 992	12 597	909	4 912	6 299	(1 387)	-22%	12 597
Billboards	–	–	–	–	–	–	–		–
Corporate Wide Strategic Planning (IDPs, LEDs)	1 541	2 290	2 290	135	793	1 145	(352)	-31%	2 290
Central City Improvement District	–	–	–	–	–	–	–		–
Development Facilitation	–	–	–	–	–	–	–		–
Economic Development/Planning	1 609	2 215	2 212	93	636	1 106	(470)	-43%	2 212
Regional Planning and Development	–	–	–	–	–	–	–		–
Town Planning, Building Regulations and Enforcement	4 818	5 740	5 590	496	2 390	2 795	(405)	-14%	5 590
Project Management Unit	1 727	2 746	2 505	185	1 093	1 253	(159)	-13%	2 505
Provincial Planning	–	–	–	–	–	–	–		–
Support to Local Municipalities	–	–	–	–	–	–	–		–
Road transport	23 640	23 425	23 334	1 311	9 550	11 667	(2 117)	-18%	23 334
Public Transport	–	–	–	–	–	–	–		–
Road and Traffic Regulation	–	–	–	–	–	–	–		–
Roads	23 640	23 425	23 334	1 311	9 550	11 667	(2 117)	-18%	23 334
Taxi Ranks	–	–	–	–	–	–	–		–
Environmental protection	1 009	2 009	2 009	46	183	1 005	(822)	-82%	2 009
Biodiversity and Landscape	1 009	2 009	2 009	46	183	1 005	(822)	-82%	2 009
Coastal Protection	–	–	–	–	–	–	–		–
Indigenous Forests	–	–	–	–	–	–	–		–
Nature Conservation	–	–	–	–	–	–	–		–
Pollution Control	–	–	–	–	–	–	–		–
Soil Conservation	–	–	–	–	–	–	–		–
Trading services	**327 775**	**385 015**	**386 290**	**25 901**	**152 079**	**193 145**	**(41 066)**	**-21%**	**386 290**
Energy sources	245 969	268 463	270 399	16 238	107 237	135 200	(27 963)	-21%	270 399
Electricity	243 205	265 128	267 364	15 889	106 224	133 682	(27 458)	-21%	267 364
Street Lighting and Signal Systems	2 764	3 335	3 035	350	1 013	1 518	(504)	-33%	3 035
Nonelectric Energy	–	–	–	–	–	–	–		–
Water management	40 314	35 733	35 856	3 526	15 712	17 928	(2 216)	-12%	35 856
Water Treatment	25	1 692	1 692	–	60	846	(786)	-93%	1 692
Water Distribution	37 185	29 481	29 605	3 505	14 227	14 802	(575)	-4%	29 605
Water Storage	3 104	4 560	4 560	21	1 425	2 280	(855)	-37%	4 560
Waste water management	33 598	34 766	34 749	3 008	13 403	17 374	(3 971)	-23%	34 749
Public Toilets	1 489	1 875	1 875	178	792	938	(145)	-15%	1 875
Sewerage	24 782	23 500	23 220	2 356	9 816	11 610	(1 794)	-15%	23 220
Storm Water Management	7 325	6 691	6 954	474	2 795	3 477	(682)	-20%	6 954
Waste Water Treatment	2	2 699	2 699	–	–	1 350	(1 350)	-100%	2 699
Waste management	7 894	46 053	45 285	3 128	15 726	22 643	(6 917)	-31%	45 285
Recycling	–	–	–	–	–	–	–		–
Solid Waste Disposal (Landfill Sites)	(23 910)	16 613	16 608	101	1 160	8 304	(7 145)	-86%	16 608
Solid Waste Removal	29 890	28 001	27 237	2 893	13 818	13 619	199	1%	27 237
Street Cleaning	1 915	1 440	1 440	134	749	720	29	4%	1 440
Other	882	959	959	0	446	480	(33)	-7%	959
Abattoirs	–	–	–	–	–	–	–		–
Air Transport	–	–	–	–	–	–	–		–
Forestry	–	–	–	–	–	–	–		–
Licensing and Regulation	28	62	62	0	0	31	(31)	-99%	62
Markets	–	–	–	–	–	–	–		–
Tourism	854	897	897	–	446	448	(2)	0%	897
Total Expenditure - Functional	**605 499**	**682 493**	**691 796**	**47 507**	**264 037**	**344 159**	**(80 122)**	**-23%**	**659 475**
Surplus/ (Deficit) for the year	**14 608**	**(13 052)**	**(13 842)**	**1 604**	**38 231**	**(5 781)**	**44 012**	**-761%**	**18 492**

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

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Q2 Second Quarter

Vote Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	89 792	97 078	100 067	5 151	58 575	50 034	8 541	17,1%	100 067
Vote 2 - Community Services	40 250	11 944	12 666	135	553	5 972	(5 419)	-90,7%	12 666
Vote 3 - Community Services	116 399	126 015	140 185	16 006	64 699	70 093	(5 393)	-7,7%	140 185
Vote 4 - Community Services	7 857	4 905	12 211	(0)	–	6 105	(6 105)	-100,0%	12 211
Vote 5 - Corporate Services	(134)	566	566	25	38	283	(245)	-86,6%	566
Vote 6 - Technical Services	291 845	330 552	318 664	22 190	145 638	159 332	(13 694)	-8,6%	318 664
Vote 7 - Technical Services	71 476	96 840	92 053	5 559	32 505	45 788	(13 283)	-29,0%	92 053
Vote 8 - Muncipal Manager	575	1 542	1 542	45	259	771	(511)	-66,3%	1 542
Total Revenue by Vote	**618 059**	**669 441**	**677 954**	**49 111**	**302 268**	**338 378**	**(36 110)**	**-10,7%**	**677 954**
Expenditure by Vote									
Vote 1 - Financial Services	38 268	52 907	55 633	4 216	20 869	26 083	(5 214)	-20,0%	55 633
Vote 2 - Community Services	34 896	42 428	42 559	3 134	16 929	21 274	(4 345)	-20,4%	42 559
Vote 3 - Community Services	59 040	51 839	51 113	2 603	15 200	25 557	(10 356)	-40,5%	51 113
Vote 4 - Community Services	39 210	19 452	25 738	1 114	6 538	12 869	(6 332)	-49,2%	25 738
Vote 5 - Corporate Services	59 672	81 238	81 331	7 235	32 030	40 665	(8 636)	-21,2%	81 331
Vote 6 - Technical Services	308 685	334 930	336 607	21 139	132 929	168 304	(35 375)	-21,0%	336 607
Vote 7 - Technical Services	52 344	84 015	83 371	6 960	33 441	41 686	(8 245)	-19,8%	83 371
Vote 8 - Muncipal Manager	12 124	15 685	15 443	1 104	6 101	7 722	(1 620)	-21,0%	15 443
Total Expenditure by Vote	**604 238**	**682 493**	**691 796**	**47 507**	**264 037**	**344 159**	**(80 122)**	**-23,3%**	**691 796**
Surplus/ (Deficit) for the year	**13 821**	**(13 052)**	**(13 842)**	**1 604**	**38 231**	**(5 781)**	**44 012**	**-761,3%**	**(13 842)**

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Q2 Second Quarter

Vote Description	2019/20	Budget Year 2020/21							
R thousand	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	**89 792**	**97 078**	**100 067**	**5 151**	**58 575**	**50 034**	8 541	17%	**100 067**
1.1 - Assessment Rates	68 153	81 350	81 350	4 231	50 614	40 675	9 939	24%	81 350
1.2 - Treasury: Administration	22 355	20 240	23 229	990	8 322	11 615	(3 293)	-28%	23 229
1.3 - Treasury: Debtors	(773)	(4 764)	(4 764)	(77)	(425)	(2 382)	1 957	-82%	(4 764)
1.4 - Treasury: Credit controle	(0)	234	234	–	(0)	117	(117)	-100%	234
1.5 - Supply Chain Management	56	18	18	7	64	9	55	617%	18
1.6 - Director: Finance	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Vote 2 - Community Services	**164 505**	**142 864**	**159 201**	**16 141**	**65 252**	**79 240**	**(13 988)**	-18%	**166 074**
2.1 - Cemetries	176	233	233	21	137	117	20	17%	12 666
2.2 - Housing: Administration	24 474	1 098	1 098	16	99	549	(450)	-82%	233
2,3 - Library Services	9 299	9 836	9 836	5	6	4 918	(4 912)	-100%	–
2,4 - Fire Protection Sevices	5	6	728	–	–	3	(3)	-100%	1 098
2,5 - Pine Forest : Administration	6 296	771	771	92	311	385	(74)	-19%	9 836
2.6-Klipriver Park: Administration	–	–	–	–	–	–	–		728
2.7-Community Halls And Facilities	222	310	310	1	2	155	(153)	-99%	771
2.8-Licensing & Regulation	93	115	115	2	7	57	(51)	-88%	–
2.9-Enviromental Protection	152	13	13	–	–	7	(7)	-100%	–
2.10-Parks	19	119	119	16	19	59	(40)	-68%	–
2.11-Traffic	20 613	21 053	21 053	191	2 676	10 526	(7 850)	-75%	–
2.12-Disaster Management	–	–	–	–	–	–	–		140 185
2.13-Social & Welfare Services	95 300	104 406	118 576	15 796	61 996	59 288	2 708	5%	310
2.14-Sport Grounds	–	–	–	–	–	–	–		–
2.15-Recreational Land	4 079	1 032	1 032	–	–	516	(516)	-100%	–
2.16-Swimming Pools	135	19	19	(0)	–	10	(10)	-100%	–
2.17-Vehicle Licensing & Testing	3 477	3 854	3 854	–	–	1 927	(1 927)	-100%	115
2.18-L E D	166	–	1 445	–	–	723	(723)	-100%	13
2.19-Director: Community Services	–	–	–	–	–	–	–		119
Vote 3 - Corporate Services	**(134)**	**566**	**566**	**25**	**38**	**283**	**(245)**	-87%	**24 422**
3.1-Property Administration	(550)	–	–	–	–	–	–		12 211
3.2-Information Tecnology	–	–	–	–	–	–	–		5 861
3.3-Human Resources	313	552	552	25	25	276	(251)	-91%	–
3.5-Council Cost	103	–	–	–	13	–	13	#DIV/0!	1 032
3.5-Town Secretary	–	–	–	–	–	–	–		19
3.6-Tourism	–	–	–	–	–	–	–		3 854
3.7-Marketing & Communications	–	4	4	–	–	2	(2)	-100%	–
3.8-Thusong Centre	–	–	–	–	–	–	–		1 445
3.9-Administration	–	9	9	–	0	4	(4)	-99%	–
3.10-Director Corporate Services	–	–	–	–	–	–	–		–
Vote 4 - Technical Services	**363 321**	**427 392**	**410 717**	**27 749**	**178 144**	**205 120**	**(26 977)**	-13%	**588 173**
4.1-Building Regulations & Enforce	768	944	944	32	490	472	18	4%	566
4.2-Electricity: Administration	256 421	267 434	267 434	16 448	122 328	133 717	(11 388)	-9%	–
4.3-Electricity: Street Lights	474	–	–	–	–	–	–		–
4.4-Mechanical Workshop	–	–	–	–	–	–	–		552
4.4-Public Toilets	–	–	–	–	–	–	–		–
4.5-Sewerage	27 898	29 914	24 626	5 705	22 653	12 313	10 340	84%	–
4.7-Town Planning	794	794	794	6	164	397	(233)	-59%	–
4.8-Stormwater Management	3 263	13 819	8 531	–	–	4 265	(4 265)	-100%	–
4.9-Roads	2 227	17 647	16 337	–	3	8 168	(8 165)	-100%	4
4.10-Solid Waste (Dumping Site)	803	10 024	10 024	0	341	5 012	(4 672)	-93%	9
4.11-Solid Waste (Garden)	–	5	5	–	–	2	(2)	-100%	–
4.12-Solid Waste (Removal)	27 301	21 955	22 456	2 203	13 403	11 228	2 175	19%	318 664
4.13-Water Storage	–	–	–	–	–	–	–		944
4.14-Water Distribution	43 372	64 856	59 568	3 356	18 762	29 546	(10 784)	-36%	267 434
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Vote 5 - Muncipal Manager	**575**	**1 542**	**1 542**	**45**	**259**	**771**	(511)	-66%	**25 420**
5.1-Property & Legal Services	556	912	912	45	259	456	(196)	-43%	–
5.2-IDP	–	–	–	–	–	–	–		24 626
5.3-Project Management	19	630	630	–	–	315	(315)	-100%	794
5.4-Performance Management	–	–	–	–	–	–	–		–
5.5-Internal Audit	–	–	–	–	–	–	–		–
5.6-Municipal Manager	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Total Revenue by Vote	**618 059**	**669 441**	**672 093**	**49 111**	**302 268**	**335 447**	(33 179)	-10%	**904 156**

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Q2 Second Quarter

Vote Description	2019/20	Budget Year 2020/21							
R thousand	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Expenditure by Vote							–		
Vote 1 - Financial Services	**38 268**	**52 907**	**55 633**	**4 216**	**20 869**	**26 083**	(5 214)	-20%	**63 264**
1.1 - Assessment Rates	4 548	3 819	3 819	1 059	2 857	1 910	948	50%	11 450
1.2 - Treasury: Administration	13 217	25 318	28 145	1 339	7 452	12 339	(4 887)	-40%	28 145
1.3 - Treasury: Debtors	5 129	6 410	6 435	424	2 548	3 218	(670)	-21%	6 435
1.4 - Treasury: Credit controle	8 263	8 487	8 462	681	4 031	4 231	(200)	-5%	8 462
1.5 - Supply Chain Management	6 698	6 963	6 863	575	3 346	3 431	(85)	-2%	6 863
1.6 - Director: Finance	412	1 909	1 909	140	635	954	(319)	-33%	1 909
	–	–	–	–	–	–	–		
	–	–	–	–	–	–	–		
	–	–	–	–	–	–	–		
	–	–	–	–	–	–	–		–
Vote 2 - Community Services	**108 732**	**113 279**	**113 108**	**6 814**	**38 435**	**56 549**	**(18 113)**	**-32%**	**215 761**
2.1 - Cemetries	2 931	3 585	3 737	234	1 537	1 868	(332)	-18%	7 529
2.2 - Housing: Administration	4 286	5 807	5 832	349	2 199	2 916	(717)	-25%	27 459
2,3 - Library Services	10 212	11 714	11 702	812	4 933	5 851	(918)	-16%	77
2,4 - Fire Protection Sevices	7 964	9 867	9 838	667	3 716	4 914	(1 197)	-24%	6 283
2,5 - Pine Forest : Administration	9 505	11 454	11 450	1 073	4 544	5 725	(1 181)	-21%	25 738
2.6-Klipriver Park: Administration	934	1 457	1 457	69	477	729	(251)	-34%	5 861
2.7-Community Halls And Facilities	5 091	6 250	6 236	347	2 024	3 118	(1 094)	-35%	1 749
2.8-Licensing & Regulation	28	62	62	0	0	31	(31)	-99%	5 342
2.9-Enviromental Protection	1 009	2 009	2 009	46	183	1 005	(822)	-82%	4 820
2.10-Parks	7 731	7 529	7 529	566	3 388	3 764	(376)	-10%	4 862
2.11-Traffic	39 173	28 022	27 459	1 179	7 350	13 730	(6 379)	-46%	453
2.12-Disaster Management	54	77	77	4	4	38	(34)	-89%	2 212
2.13-Social & Welfare Services	5 019	6 433	6 283	391	1 772	3 142	(1 370)	-44%	–
2.14-Sport Grounds	584	453	453	53	315	226	89	39%	441
2.15-Recreational Land	4 738	5 352	5 342	357	2 233	2 671	(438)	-16%	–
2.16-Swimming Pools	2 741	4 932	4 820	125	588	2 410	(1 821)	-76%	81 331
2.17-Vehicle Licensing & Testing	4 675	4 312	4 862	423	2 383	2 431	(48)	-2%	–
2.18-L E D	1 609	2 215	2 212	93	636	1 106	(470)	-43%	4 172
2.19-Director: Community Services	448	1 749	1 749	26	150	875	(724)	-83%	37 433
Vote 3 - Corporate Services	**60 104**	**81 678**	**81 771**	**7 273**	**32 261**	**40 886**	**(8 624)**	**-21%**	**626 904**
3.1-Property Administration	–	–	–	–	–	–	–		1 505
3.2-Information Tecnology	3 832	4 001	4 172	308	2 304	2 086	218	10%	897
3.3-Human Resources	16 877	37 508	37 433	3 766	12 471	18 717	(6 246)	-33%	1 999
3.5-Council Cost	15 490	19 731	19 731	1 139	6 567	9 866	(3 299)	-33%	3 965
3.5-Town Secretary	1 452	1 505	1 505	133	790	752	37	5%	11 628
3.6-Tourism	854	897	897	–	446	448	(2)	0%	–
3.7-Marketing & Communications	3 865	3 969	3 965	313	1 825	1 982	(158)	-8%	336 607
3.8-Thusong Centre	432	441	441	38	232	220	11	5%	2 903
3.9-Administration	15 294	11 628	11 628	1 416	6 683	5 814	869	15%	267 401
3.10-Director Corporate Services	2 006	1 999	1 999	159	944	1 000	(55)	-6%	–
Vote 4 - Technical Services	**361 029**	**418 945**	**419 979**	**28 099**	**166 370**	**209 989**	**(43 619)**	**-21%**	**233 047**
4.1-Building Regulations & Enforce	2 828	2 884	2 903	261	1 546	1 451	95	7%	2 845
4.2-Electricity: Administration	243 085	265 464	267 401	15 970	105 216	133 700	(28 484)	-21%	1 875
4.3-Electricity: Street Lights	–	–	–	–	–	–	–		28 608
4.4-Mechanical Workshop	3 005	2 845	2 845	241	1 456	1 423	34	2%	2 687
4.4-Public Toilets	1 489	1 875	1 875	178	792	938	(145)	-15%	6 954
4.5-Sewerage	27 528	28 888	28 608	2 624	11 635	14 304	(2 669)	-19%	23 334
4.7-Town Planning	1 990	2 857	2 687	236	844	1 344	(500)	-37%	83 371
4.8-Stormwater Management	7 325	6 691	6 954	474	2 795	3 477	(682)	-20%	16 608
4.9-Roads	23 640	23 425	23 334	1 311	9 550	11 667	(2 117)	-18%	11 736
4.10-Solid Waste (Dumping Site)	(23 910)	16 613	16 608	101	1 160	8 304	(7 145)	-86%	16 941
4.11-Solid Waste (Garden)	10 906	12 000	11 736	777	5 567	5 868	(301)	-5%	4 576
4.12-Solid Waste (Removal)	20 898	17 441	16 941	2 250	8 999	8 470	529	6%	31 554
4.13-Water Storage	3 104	4 576	4 576	21	1 425	2 288	(863)	-38%	1 956
4.14-Water Distribution	37 210	31 430	31 554	3 505	14 487	15 777	(1 290)	-8%	–
4.15-Director: Technical Services	1 932	1 956	1 956	150	896	978	(81)	-8%	–
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Vote 5 - Muncipal Manager	**12 124**	**15 685**	**15 443**	**1 104**	**6 101**	**7 722**	(1 620)	**-21%**	**15 443**
5.1-Property & Legal Services	3 100	3 703	3 703	301	1 325	1 851	(526)	-28%	3 683
5.2-IDP	1 541	2 290	2 290	135	793	1 145	(352)	-31%	3 703
5.3-Project Management	641	1 310	1 310	88	515	655	(140)	-21%	2 290
5.4-Performance Management	1 086	1 437	1 196	97	579	598	(19)	-3%	1 310
5.5-Internal Audit	2 441	3 263	3 263	222	1 362	1 631	(269)	-16%	1 196
5.6-Municipal Manager	3 315	3 683	3 683	262	1 528	1 841	(314)	-17%	3 263
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Total Expenditure by Vote	**580 256**	**682 493**	**685 935**	**47 507**	**264 037**	**341 228**	**(77 192)**	**(0)**	**1 154 419**
Surplus/ (Deficit) for the year	**37 803**	**(13 052)**	**(13 842)**	**1 604**	**38 231**	**(5 781)**	**44 012**	**(0)**	**(250 263)**

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

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q2 Second Quarter

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	73 497	76 388	76 388	4 427	55 359	58 956	(3 597)	-6%	76 388
Service charges - electricity revenue	255 498	266 973	266 973	16 439	122 273	132 357	(10 084)	-8%	266 973
Service charges - water revenue	39 419	35 137	35 137	3 361	18 768	18 017	751	4%	35 137
Service charges - sanitation revenue	25 949	18 352	18 352	5 705	22 653	12 111	10 541	87%	18 352
Service charges - refuse revenue	25 713	21 271	21 271	2 201	13 718	12 605	1 112	9%	21 271
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	3 905	2 663	2 663	112	585	802	(217)	-27%	2 663
Interest earned - external investments	7 446	9 129	9 129	249	1 561	2 538	(978)	-39%	9 129
Interest earned - outstanding debtors	10 515	8 264	8 264	(33)	(154)	1 828	(1 981)	-108%	8 264
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	19 654	20 456	20 456	4	43	3 338	(3 295)	-99%	20 456
Licences and permits	1 042	2 010	2 010	190	2 655	2 250	405	18%	2 010
Agency services	3 477	3 854	3 854	–	–	623	(623)	-100%	3 854
Transfers recognised - operational	131 561	116 989	139 907	15 828	62 156	103 832	(41 676)	-40%	139 907
Other revenue	9 462	9 239	9 239	629	2 651	3 003	(352)	-12%	9 239
Gains on disposal of PPE	(474)	–	–	–	–	(0)	0	-100%	–
Total Revenue (excluding capital transfers and contributions)	**606 665**	**590 725**	**613 643**	**49 111**	**302 268**	**352 261**	**(49 993)**	**-14%**	**613 643**
Expenditure By Type									
Employee related costs	185 788	226 182	226 182	18 294	100 702	104 489	(3 787)	-4%	226 182
Remuneration of councillors	9 902	12 032	12 032	825	4 949	5 306	(357)	-7%	12 032
Debt impairment	14 187	44 688	44 688	2	8	7 460	(7 451)	-100%	(0)
Depreciation & asset impairment	32 721	40 688	40 688	–	2	6 788	(6 786)	-100%	40 688
Finance charges	9 044	9 181	9 181	23	152	1 572	(1 420)	-90%	9 181
Bulk purchases	221 822	232 760	232 760	13 935	96 467	106 794	(10 327)	-10%	232 760
Other materials	14 194	19 528	18 638	784	5 301	7 954	(2 653)	-33%	18 638
Contracted services	44 029	48 486	53 296	3 863	19 270	20 768	(1 498)	-7%	53 296
Transfers and grants	25 477	2 179	8 060	50	714	881	(167)	-19%	8 060
Other expenditure	48 335	46 770	46 271	9 731	36 472	28 187	8 286	29%	51 201
Loss on disposal of PPE	–	–	–	–	–	0	(0)	-100%	–
Total Expenditure	**605 499**	**682 493**	**691 796**	**47 507**	**264 037**	**290 199**	**(26 162)**	**-9%**	**652 038**
Surplus/(Deficit)	**1 166**	**(91 768)**	**(78 153)**	**1 604**	**38 231**	**62 062**	**(23 831)**	**(0)**	**(38 395)**
Transfers recognised - capital	13 442	78 716	63 810	–	–	18 346	(18 346)	-100%	63 810
Contributions recognised - capital	–	–	501	–	–	251	(251)	-100%	501
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	**14 608**	**(13 052)**	**(13 842)**	**1 604**	**38 231**	**80 658**	**(42 427)**	**–**	**25 916**
Surplus/(Deficit) attributable to	**14 608**	**(13 052)**	**(13 842)**	**1 604**	**38 231**	**80 658**			**25 916**
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	**14 608**	**(13 052)**	**(13 842)**	**1 604**	**38 231**	**80 658**			**25 916**

The revenue and expenditure figures excludes internal charges.

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

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Q2 Second Quarter

Vote Description	Budget Year 2020/21							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Multi-Year expenditure appropriation								
Vote 1 - Financial Services	–	–	–	–	–	–		–
Vote 2 - Community Services	–	214	–	183	107	76	71%	214
Vote 3 - Community Services	–	–	–	–	–	–		–
Vote 4 - Community Services	–	–	–	–	–	–		–
Vote 5 - Corporate Services	–	–	–	–	–	–		–
Vote 6 - Technical Services	14 421	16 174	987	3 917	8 087	(4 170)	-52%	16 174
Vote 7 - Technical Services	26 288	22 995	89	230	11 498	(11 268)	-98%	22 995
Vote 8 - Muncipal Manager	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	**40 708**	**39 384**	**1 077**	**4 330**	**19 692**	**(15 362)**	**-78%**	**39 384**
Single Year expenditure appropriation								
Vote 1 - Financial Services	–	102	–	–	51	(51)	-100%	102
Vote 2 - Community Services	–	722	–	–	–	–		722
Vote 3 - Community Services	620	1 113	58	399	556	(157)	-28%	1 113
Vote 4 - Community Services	900	6 431	1 374	4 317	3 215	1 101	34%	6 431
Vote 5 - Corporate Services	1 050	4 228	735	1 767	2 114	(347)	-16%	4 228
Vote 6 - Technical Services	35 021	22 288	567	5 421	10 321	(4 899)	-47%	22 288
Vote 7 - Technical Services	10 465	6 540	159	1 842	3 270	(1 428)	-44%	6 540
Vote 8 - Muncipal Manager	–	–	–	–	–	–		–
Total Capital single-year expenditure	48 056	41 423	2 893	13 747	19 527	**(5 781)**	**-30%**	41 423
Total Capital Expenditure	**88 764**	**80 807**	**3 969**	**18 077**	**39 219**	**(21 142)**	**-54%**	**80 807**

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Q2 Second Quarter

Vote Description	Budget Year 2020/21							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification								
Governance and administration	**1 400**	**3 860**	**736**	**998**	**1 755**	(757)	-43%	**3 860**
Executive and council	600	1 450	11	11	725	(714)	-99%	1 450
Finance and administration	800	2 410	724	987	1 030	(43)	-4%	2 410
Internal audit	–	–	–	–	–	–		–
Community and public safety	**1 520**	**6 848**	**1 429**	**4 893**	**3 063**	1 830	60%	**6 848**
Community and social services	580	960	58	368	480	(112)	-23%	960
Sport and recreation	940	4 952	1 371	4 342	2 476	1 866	75%	4 952
Public safety	–	936	–	183	107	76	71%	936
Housing	–	–	–	–	–	–		–
Health	–	–	–	–	–	–		–
Economic and environmental servic	**20 245**	**19 743**	**813**	**4 046**	**9 623**	(5 577)	-58%	**19 743**
Planning and development	–	1 631	3	7	815	(808)	-99%	1 631
Road transport	20 245	18 112	809	4 039	8 808	(4 768)	-54%	18 112
Environmental protection	–	–	–	–	–	–		–
Trading services	**65 600**	**50 356**	**992**	**8 140**	**24 778**	(16 638)	-67%	**50 356**
Energy sources	2 500	4 153	389	1 320	2 076	(756)	-36%	4 153
Water management	27 396	23 005	–	1 813	11 503	(9 690)	-84%	23 005
Waste water management	26 347	15 770	356	3 978	7 485	(3 507)	-47%	15 770
Waste management	9 356	7 428	248	1 029	3 714	(2 685)	-72%	7 428
Other	–	–	–	–	–	–		–
Total Capital Expenditure - Standard Cl	**88 764**	**80 807**	**3 969**	**18 077**	**39 219**	**(21 142)**	**-54%**	**80 807**
Funded by:								
National Government	35 763	35 763	1 446	7 911	17 633	(9 722)	-55%	35 763
Provincial Government	42 954	27 445	757	3 795	13 361	(9 566)	-72%	27 445
District Municipality	–	602	–	–	301	(301)	-100%	602
Other transfers and grants	–	501	–	–	251	(251)	-100%	501
Transfers recognised - capital	**78 716**	**64 311**	**2 203**	**11 706**	**31 546**	**(19 840)**	**-63%**	**64 311**
Public contributions & donations	–	–	–	–	–	–		–
Borrowing	–	–	–	–	–	–		–
Internally generated funds	10 048	16 496	1 767	6 371	7 673	(1 302)	-17%	16 496
Total Capital Funding	**88 764**	**80 807**	**3 969**	**18 077**	**39 219**	**(21 142)**	**-54%**	**80 807**

References

1. Municipalities may choose to appropriate for capital expenditure for three years or for one year (if one year appropriation projected e

2. Include capital component of PPP unitary payment

3. Capital expenditure by standard classification must reconcile to the total of multi-year and single year appropriations

4. Include expenditure on investment property, intangible and biological assets

5. Must reconcile to Monthly Budget Statement Financial Performance (revenue and expenditure)

6. Include finance leases and PPP capital funding component of unitary payment - total borrowing/repayments to reconcile to changes i

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - A - Q2 Second Quarter

Vote Description	Budget Year 2020/21							
R thousand	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital expenditure - Municipal Vote								
Expenditure of multi-year capital appropriation								
Vote 1 - Financial Services	–	–	–	–	–	–		–
1.1 - Assessment Rates	–	–	–	–	–	–		–
1.2 - Treasury: Administration	–	–	–	–	–	–		–
1.3 - Treasury: Debtors	–	–	–	–	–	–		–
1.4 - Treasury: Credit controle	–	–	–	–	–	–		–
1.5 - Supply Chain Management	–	–	–	–	–	–		–
1.6 - Director: Finance	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Vote 2 - Community Services	–	**214**	–	**183**	**107**	76	71%	**214**
2.1 - Cemetries	–	–	–	–	–	–		–
2.2 - Housing: Administration	–	–	–	–	–	–		–
2,3 - Library Services	–	–	–	–	–	–		–
2,4 - Fire Protection Sevices	–	–	–	–	–	–		–
2,5 - Pine Forest : Administration	–	214	–	183	107	76	71%	214
2.6-Klipriver Park: Administration	–	–	–	–	–	–		–
2.7-Community Halls And Facilities	–	–	–	–	–	–		–
2.8-Licensing & Regulation	–	–	–	–	–	–		–
2.9-Enviromental Protection	–	–	–	–	–	–		–
2.10-Parks	–	–	–	–	–	–		–
Vote 3 - Corporate Services	–	–	–	–	–	–		–
3.1-Property Administration	–	–	–	–	–	–		–
3.2-Information Tecnology	–	–	–	–	–	–		–
3.3-Human Resources	–	–	–	–	–	–		–
3.5-Council Cost	–	–	–	–	–	–		–
3.5-Town Secretary	–	–	–	–	–	–		–
3.6-Tourism	–	–	–	–	–	–		–
3.7-Marketing & Communications	–	–	–	–	–	–		–
3.8-Thusong Centre	–	–	–	–	–	–		–
3.9-Administration	–	–	–	–	–	–		–
3.10-Director Corporate Services	–	–	–	–	–	–		–
Vote 4 - Technical Services	**40 708**	**39 170**	**1 077**	**4 147**	**19 585**	**(6 972)**	**-36%**	**17 772**
4.1-Building Regulations & Enforce	–	–	–	–	–	–		–
4.2-Electricity: Administration	2 500	1 250	–	251	625	(374)	-60%	–
4.3-Electricity: Street Lights	–	348	–	–	174	(174)	-100%	–
4.4-Mechanical Workshop	–	–	–	–	–	–		–
4.4-Public Toilets	–	–	–	–	–	–		–
4.5-Sewerage	–	–	–	–	–	–		–
4.7-Town Planning	–	–	–	–	–	–		–
4.8-Stormwater Management	4 331	4 331	178	1 736	2 165	(429)	-20%	–
4.9-Roads	7 590	10 246	809	1 929	5 123	(3 194)	-62%	–
4.10-Solid Waste (Dumping Site)	9 356	6 064	89	230	3 032	(2 802)	-92%	–
4.11-Solid Waste (Garden)	–	–	–	–	–			–
4.12-Solid Waste (Removal)	–	–	–	–	–			16 174
4.13-Water Storage	–	–	–	–	–			–
4.14-Water Distribution	16 931	16 931	–	–	8 466			1 250
4.15-Director: Technical Services	–	–	–	–	–			348
Vote 5 - Muncipal Manager	–	–	–	–	–	–		**37 572**
5.1-Property & Legal Services	–	–	–	–	–	–		–
5.2-IDP	–	–	–	–	–	–		–
5.3-Project Management	–	–	–	–	–	–		–
5.4-Performance Management	–	–	–	–	–	–		4 331
5.5-Internal Audit	–	–	–	–	–	–		10 246
5.6-Municipal Manager	–	–	–	–	–	–		22 995
						–		
Total multi-year capital expenditure	**40 708**	**39 384**	**1 077**	**4 330**	**19 692**	(15 362)	-78%	**55 558**

Vote Description	Budget Year 2020/21							
R thousand	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
						–		
Capital expenditure - Municipal Vote								
Expenditue of single-year capital appropriation						–		
Vote 1 - Financial Services	**–**	**102**	**–**	**–**	**1 036**	**(1 036)**	**-100%**	**2 073**
1.1 - Assessment Rates	–	–	–	–	–	–		–
1.2 - Treasury: Administration	–	102	–	–	–	–		–
1.3 - Treasury: Debtors	–	–	–	–	–	–		–
1.4 - Treasury: Credit controle	–	–	–	–	–	–		–
1.5 - Supply Chain Management	–	–	–	–	556	(556)	-100%	1 113
1.6 - Director: Finance	–	–	–	–	480	(480)	-100%	960
Vote 2 - Community Services	**1 520**	**8 265**	**1 432**	**4 716**	**3 772**	**944**	**25%**	**17 692**
2.1 - Cemetries	–	–	–	–	–	–		–
2.2 - Housing: Administration	–	–	–	–	–	–		152
2,3 - Library Services	–	–	–	–	–	–		–
2,4 - Fire Protection Sevices	–	–	–	–	–	–		–
2,5 - Pine Forest : Administration	–	722	–	–	–	–		–
2.6-Klipriver Park: Administration	–	–	–	–	–	–		6 431
2.7-Community Halls And Facilities	580	960	58	368	480	(112)	-23%	–
2.8-Licensing & Regulation	–	–	–	–	–	–		–
2.9-Enviromental Protection	–	–	–	–	–	–		4 800
2.10-Parks	40	152	–	32	76	(44)	-59%	–
2.11-Traffic	–	–	–	–	–	–		–
2.12-Disaster Management	–	–	–	–	–	–		–
2.13-Social & Welfare Services	–	–	–	–	–	–		1 631
2.14-Sport Grounds						–		–
2.15-Recreational Land	900	4 800	1 371	4 311	2 400	1 911	80%	–
2.16-Swimming Pools	–	–	–	–	–	–		–
2.17-Vehicle Licensing & Testing	–	–	–	–	–	–		4 228
2.18-L E D	–	1 631	3	7	815	(808)	-99%	–
2.19-Director: Community Services	–	–	–	(1)	–	(1)		450
Vote 3 - Corporate Services	**1 050**	**4 228**	**735**	**1 767**	**2 114**	**(347)**	**-16%**	**26 273**
3.1-Property Administration	–	–	–	–	–	–		–
3.2-Information Tecnology	450	450	24	55	225	(170)	-75%	–
3.3-Human Resources	–	–	–	–	–	–		–
3.5-Council Cost	600	2 348	11	781	1 174	(393)	-33%	–
3.5-Town Secretary	–	–	–	–	–	–		1 430
3.6-Tourism	–	–	–	–	–	–		–
3.7-Marketing & Communications	–	–	–	–	–	–		22 288
3.8-Thusong Centre	–	–	–	–	–	–		–
3.9-Administration	–	1 430	700	931	715	216	30%	1 685
3.10-Director Corporate Services	–	–	–	–	–	–		870
Vote 4 - Technical Services	**45 486**	**28 828**	**726**	**7 264**	**13 591**	**(6 327)**	**-47%**	**32 813**
4.1-Building Regulations & Enforce	–	–	–	–	–	–		427
4.2-Electricity: Administration	–	1 685	389	1 069	842	226	27%	–
4.3-Electricity: Street Lights	–	870	–	–	435	(435)	-100%	7 240
4.4-Mechanical Workshop	350	427	1	1	39	(38)	-98%	–
4.4-Public Toilets	–	–	–	–	–	–		4 200
4.5-Sewerage	12 528	7 240	178	1 498	3 220	(1 722)	-53%	7 866
4.7-Town Planning	–	–	–	–	–	–		6 540
4.8-Stormwater Management	9 489	4 200	–	744	2 100	(1 356)	-65%	–
4.9-Roads	12 655	7 866	–	2 110	3 685	(1 575)	-43%	–
4.10-Solid Waste (Dumping Site)	–	–	–	–	–	–		1 363
4.11-Solid Waste (Garden)	–	–	–	–	–	–		–
4.12-Solid Waste (Removal)	–	1 363	159	799	682	117	17%	5 176
4.13-Water Storage	–	–	–	–	–	–		–
4.14-Water Distribution	10 465	5 176	–	1 044	2 588	(1 545)	-60%	–
4.15-Director: Technical Services	–	–	–	–	–	–		–
Vote 5 - Muncipal Manager	–	–	–	–	–	–		–
5.1-Property & Legal Services	–	–	–	–	–	–		–
5.2-IDP	–	–	–	–	–	–		–
5.3-Project Management	–	–	–	–	–	–		–
5.4-Performance Management	–	–	–	–	–	–		–
5.5-Internal Audit	–	–	–	–	–	–		–
5.6-Municipal Manager	–	–	–	–	–	–		–
Total single-year capital expenditure	**48 056**	**41 423**	**2 893**	**13 747**	**20 513**	**(6 766)**	**(0)**	**78 851**
Total Capital Expenditure	**88 764**	**80 807**	**3 969**	**18 077**	**40 204**	**(22 128)**	**(0)**	**134 408**

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

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - Q2 Second Quarter

Description	2019/20	Budget Year 2020/21			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash	130 394	38 462	107 316	152 660	107 316
Call investment deposits	–	–	–	–	–
Consumer debtors	68 708	38 038	63 257	79 294	63 257
Other debtors	7 908	20 630	3 520	29 565	3 520
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 563	11 693	11 464	9 980	11 464
Total current assets	**218 573**	**108 824**	**185 556**	**271 499**	**185 556**
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	44 043	44 492	44 325	44 043	44 325
Investments in Associate	–	–	–	–	–
Property, plant and equipment	911 364	1 002 139	1 005 197	929 441	1 005 197
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	1 631	2 029	2 606	1 631	2 606
Other non-current assets	550	550	550	550	550
Total non current assets	**957 588**	**1 049 210**	**1 052 677**	**975 665**	**1 052 677**
TOTAL ASSETS	**1 176 161**	**1 158 034**	**1 238 234**	**1 247 164**	**1 238 234**
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	1 968	–	–	1 968	–
Consumer deposits	7 976	7 150	7 544	8 199	7 544
Trade and other payables	52 380	47 310	141 209	82 023	141 209
Provisions	85 072	76 091	56 427	84 313	56 427
Total current liabilities	**147 395**	**130 550**	**205 180**	**176 504**	**205 180**
Non current liabilities					
Borrowing	2 620	4 722	4 588	2 620	4 588
Provisions	107 888	180 655	165 513	111 551	165 513
Total non current liabilities	**110 508**	**185 378**	**170 101**	**114 170**	**170 101**
TOTAL LIABILITIES	**257 903**	**315 928**	**375 281**	**290 674**	**375 281**
NET ASSETS	**918 258**	**842 106**	**862 953**	**956 490**	**862 953**
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	907 641	831 751	852 598	945 873	852 598
Reserves	10 617	10 355	10 355	10 617	10 355
TOTAL COMMUNITY WEALTH/EQUITY	**918 258**	**842 106**	**862 953**	**956 490**	**862 953**

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

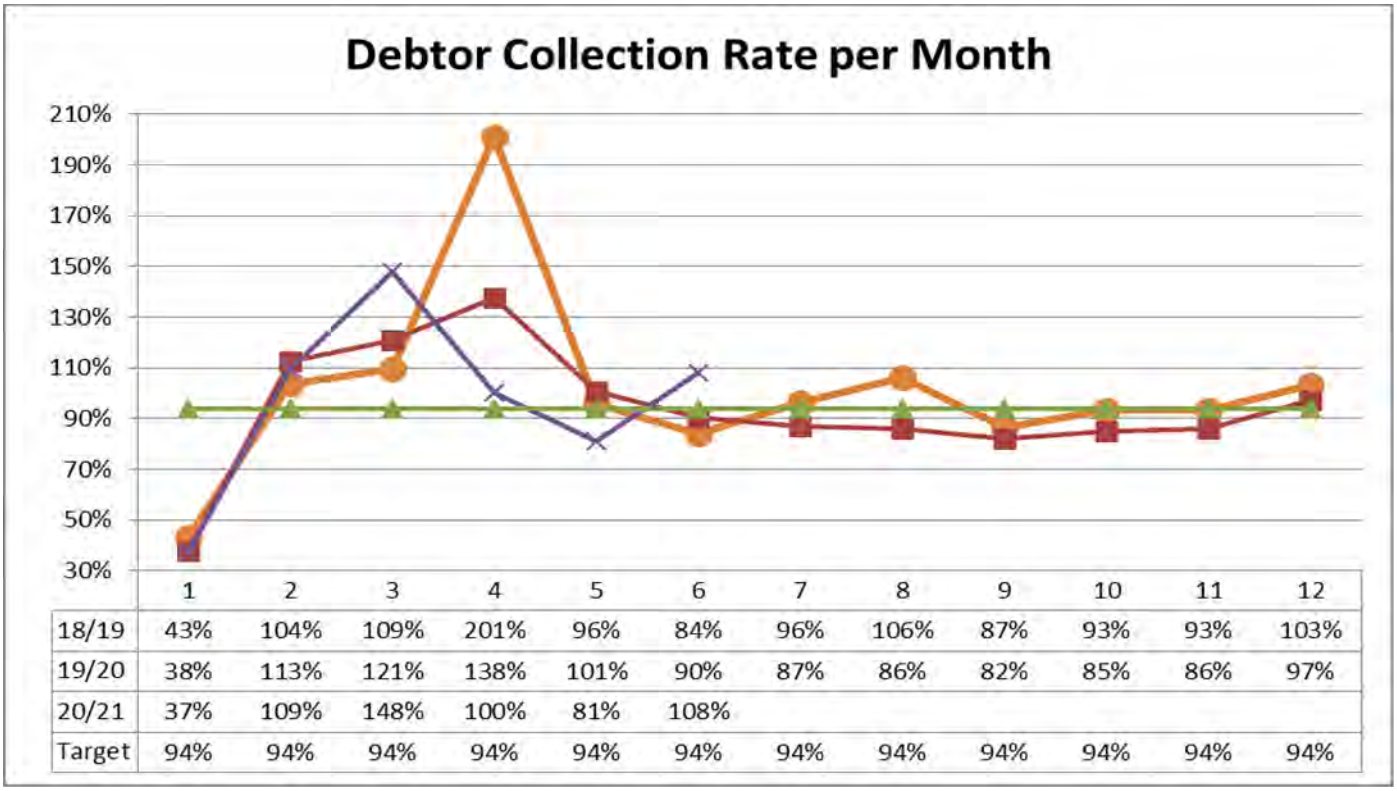
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - Q2 Second Quarter

Description	Budget Year 2020/21							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES								
Receipts								
Property rates, penalties & collection charges	72 569	72 569	5 654	45 812	48 542	(2 730)	-6%	72 569
Service charges	315 962	312 168	35 200	183 904	137 866	46 038	33%	312 168
Other revenue	21 754	21 753	398	4 680	7 846	(3 166)	-40%	21 753
Government - operating	116 989	139 907	16 748	71 659	100 472	(28 814)	-29%	139 907
Government - capital	78 716	64 311	10 784	29 747	33 267	(3 520)	-11%	64 311
Interest	17 393	11 608	249	1 310	3 424	(2 113)	-62%	11 608
Dividends								
Payments								
Suppliers and employees	(557 432)	(572 263)	(41 711)	(292 788)	(319 534)	(26 747)	8%	(572 263)
Finance charges	(1 332)	(1 706)	(23)	(26)	–	26		(1 706)
Transfers and Grants	(2 179)	(8 040)	(50)	(1 098)	(1 036)	62	-6%	(8 040)
NET CASH FROM/(USED) OPERATING ACTIVITIES	**62 440**	**40 308**	**27 248**	**43 201**	**10 848**	**(20 964)**	**-193%**	**40 308**
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	(88 764)	(80 537)	(5 517)	(20 862)	(30 507)	(9 645)	32%	(80 537)
NET CASH FROM/(USED) INVESTING ACTIVITIES	**(88 764)**	**(80 537)**	**(5 517)**	**(20 862)**	**(30 507)**	**(9 645)**	**32%**	**(80 537)**
CASH FLOWS FROM FINANCING ACTIVITIES								
Receipts								
Short term loans	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits	–	200	2	53	–	53		200
Payments								–
Repayment of borrowing	(1 500)	(1 793)	(107)	(126)	(1 245)	(1 119)	90%	(1 793)
NET CASH FROM/(USED) FINANCING ACTIVITIES	**(1 500)**	**(1 593)**	**(105)**	**(73)**	**(1 245)**	**(1 172)**	**94%**	**(73)**
NET INCREASE/ (DECREASE) IN CASH HELD	**(27 824)**	**(41 822)**	**21 625**	**22 266**	**(20 905)**			**(41 822)**
Cash/cash equivalents at beginning:	73 319	130 394		130 394	130 394			130 394
Cash/cash equivalents at month/year end:	45 495	88 573		152 660	109 490			88 573

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

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q2 Second Quarter

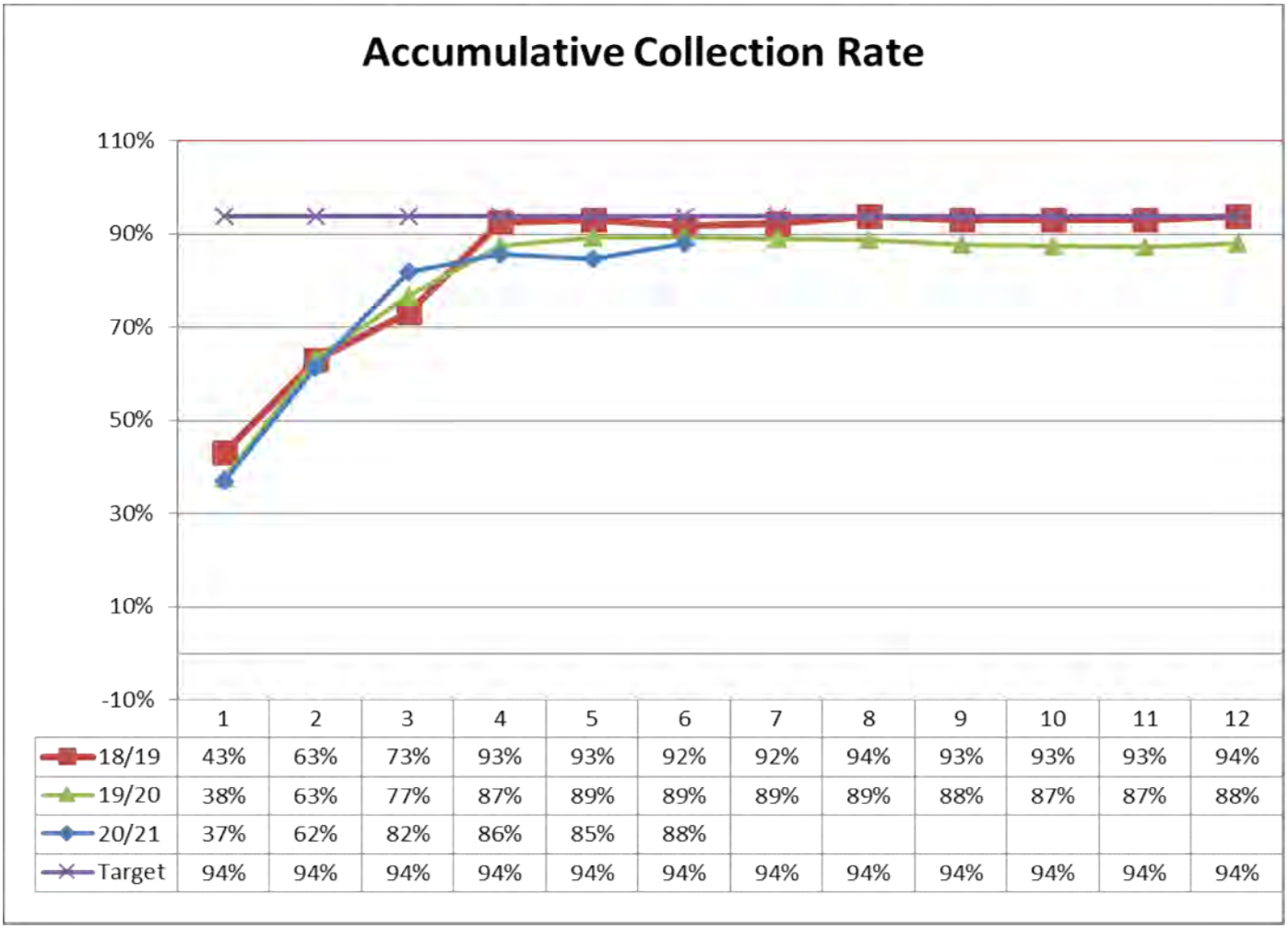
Description		Budget Year 2020/21									
R thousands	NT Code	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	8 286	2 169	1 508	1 825	1 399	1 757	8 521	50 684	76 149	64 185
Electricity	1300	14 812	1 411	739	485	324	525	1 143	4 609	24 048	7 086
Property Rates	1400	4 233	529	416	4 829	323	282	1 305	16 171	28 088	22 910
Waste Water Management	1500	10 559	1 327	1 234	1 178	1 135	1 033	5 070	25 818	47 353	34 234
Waste Management	1600	5 859	1 473	1 346	1 245	1 178	1 078	5 186	26 931	44 297	35 619
Property Rental Debtors	1700	83	20	20	19	19	19	86	911	1 178	1 054
Interest on Arrear Accounts	1810	960	37	38	37	37	37	350	36 012	37 509	36 473
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(4 168)	59	40	41	46	36	231	1 202	(2 512)	1 556
Total By Income Source	**2000**	**40 624**	**7 027**	**5 341**	**9 659**	**4 461**	**4 767**	**21 893**	**162 338**	**256 109**	**203 117**
Debtors Age Analysis By Customer Group											
Organs of State	2200	2 608	635	301	1 334	139	111	664	6 264	12 055	8 512
Commercial	2300	17 003	958	463	1 992	295	307	1 088	9 477	31 583	13 159
Households	2400	20 656	5 281	4 439	5 882	3 900	4 208	19 186	142 424	205 975	175 600
Other	2500	358	152	138	452	127	141	955	4 173	6 496	5 847
Total By Customer Group	**2600**	**40 624**	**7 027**	**5 341**	**9 659**	**4 461**	**4 767**	**21 893**	**162 338**	**256 109**	**203 117**



	1	2	3	4	5	6	7	8	9	10	11	12
18/19	43%	104%	109%	201%	96%	84%	96%	106%	87%	93%	93%	103%
19/20	38%	113%	121%	138%	101%	90%	87%	86%	82%	85%	86%	97%
20/21	37%	109%	148%	100%	81%	108%						
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 Dec 2020 amounts to 108% in comparison to the previous year 90%.

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 Des 2020 108% beloop in vergelyking met die vorige jaar 90 %.



	1	2	3	4	5	6	7	8	9	10	11	12
18/19	43%	63%	73%	93%	93%	92%	92%	94%	93%	93%	93%	94%
19/20	38%	63%	77%	87%	89%	89%	89%	89%	88%	87%	87%	88%
20/21	37%	62%	82%	86%	85%	88%						
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 88%.

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 88% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q2 Second Quarter

Description R thousands	NT Code	Budget Year 2020/21									Prior year totals for chart (same period)
		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total	
Creditors Age Analysis By Customer Type											
Bulk Electricity	0100	–	–	–	–	–	–	–	–	–	–
Bulk Water	0200	–	–	–	–	–	–	–	–	–	–
PAYE deductions	0300	–	–	–	–	–	–	–	–	–	–
VAT (output less input)	0400	–	–	–	–	–	–	–	–	–	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	–	–
Loan repayments	0600	–	–	–	–	–	–	–	–	–	–
Trade Creditors	0700	233	64	33	–	–	–	–	23	**352**	–
Auditor General	0800	–	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–	–
Total By Customer Type	**1000**	**233**	**64**	**33**	**–**	**–**	**–**	**–**	**23**	**352**	–

Notes

Material increases in value of creditors' categories compared to previous month to be explained

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Q2 Second Quarter

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

Operating and Capital transfers recognised as revenue are indicated in the following table: Transfers are rcognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q2 Second Quarter

Description	Budget Year 2020/21							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
RECEIPTS:								
Operating Transfers and Grants								
National Government:	**106 455**	**120 625**	**15 828**	**62 156**	**60 313**	**1 844**	**3,1%**	**120 625**
Operational Revenue:General Revenue:Equitable	101 915	116 085	15 611	61 473	58 043	3 431	5,9%	116 085
Operational:Revenue:General Revenue:Fuel Levy	–	–	–	–	–	–		–
2014 African Nations Championship Host City Ope	–	–	–	–	–	–		–
Agriculture Research and Technology	–	–	–	–	–	–		–
Agriculture, Conservation and Environmental	–	–	–	–	–	–		–
Arts and Culture Sustainable Resource Manageme	–	–	–	–	–	–		–
Community Library	–	–	–	–	–	–		–
Department of Environmental Affairs	–	–	–	–	–	–		–
Department of Tourism	–	–	–	–	–	–		–
Department of Water Affairs and Sanitation Masiba	–	–	–	–	–	–		–
Emergency Medical Service	–	–	–	–	–	–		–
Energy Efficiency and Demand-side [Schedule 5B]	–	–	–	–	–	–		–
Expanded Public Works Programme Integrated Gra	2 360	2 360	185	523	1 180	(657)	-55,7%	2 360
HIV and Aids	–	–	–	–	–	–		–
Housing Accreditation	–	–	–	–	–	–		–
Housing Top structure	–	–	–	–	–	–		–
Infrastructure Skills Development Grant [Schedule	–	–	–	–	–	–		–
Integrated City Development Grant	–	–	–	–	–	–		–
Khayelitsha Urban Renewal	–	–	–	–	–	–		–
Local Government Financial Management Grant [S	1 550	1 550	32	160	775	(615)	-79,3%	1 550
Mitchell's Plain Urban Renewal	–	–	–	–	–	–		–
Municipal Demarcation and Transition Grant [Sche	–	–	–	–	–	–		–
Municipal Disaster Grant [Schedule 5B]	–	–	–	–	–	–		–
Municipal Human Settlement Capacity Grant [Sch	–	–	–	–	–	–		–
Municipal Systems Improvement Grant	–	–	–	–	–	–		–
Natural Resource Management Project	–	–	–	–	–	–		–
Neighbourhood Development Partnership Grant	–	–	–	–	–	–		–
Operation Clean Audit	–	–	–	–	–	–		–
Municipal Disaster Recovery Grant	–	–	–	–	–	–		–
Public Service Improvement Facility	–	–	–	–	–	–		–
Public Transport Network Operations Grant [Sched	–	–	–	–	–	–		–
Restructuring - Seed Funding	–	–	–	–	–	–		–
Revenue Enhancement Grant Debtors Book	–	–	–	–	–	–		–
Rural Road Asset Management Systems Grant	–	–	–	–	–	–		–
Sport and Recreation	–	–	–	–	–	–		–
Terrestrial Invasive Alien Plants	–	–	–	–	–	–		–
Water Services Operating Subsidy Grant [Schedul	–	–	–	–	–	–		–
Health Hygiene in Informal Settlements	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]	630	630	–	–	315	(315)	-100,0%	630
Water Services Infrastructure Grant	–	–	–	–	–	–		–
Public Transport Network Grant [Schedule 5B]	–	–	–	–	–	–		–
Smart Connect Grant	–	–	–	–	–	–		–
Urban Settlement Development Grant	–	–	–	–	–	–		–
WiFi Grant [Department of Telecommunications an	–	–	–	–	–	–		–
Street Lighting	–	–	–	–	–	–		–
Traditional Leaders - Imbizion	–	–	–	–	–	–		–
Department of Water and Sanitation Smart Living H	–	–	–	–	–	–		–
Integrated National Electrification Programme Gran	–	–	–	–	–	–		–
Municipal Restructuring Grant	–	–	–	–	–	–		–
Regional Bulk Infrastructure Grant	–	–	–	–	–	–		–
Municipal Emergency Housing Grant	–	–	–	–	–	–		–
Metro Informal Settlements Partnership Grant	–	–	–	–	–	–		–

Description	Budget Year 2020/21							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Provincial Government:	**10 534**	**17 195**	**–**	**–**	**8 598**	**(8 598)**	**-100,0%**	**17 195**
Capacity Building	–	–	–	–	–	–		–
Capacity Building and Other	10 534	11 334	–	–	5 667	(5 667)	-100,0%	11 334
Disaster and Emergency Services	–	–	–	–	–	–		–
Health	–	–	–	–	–	–		–
Housing	–	–	–	–	–	–		–
Infrastructure	–	5 861	–	–	2 931	(2 931)	-100,0%	5 861
Libraries, Archives and Museums	–	–	–	–	–	–		–
Other	–	–	–	–	–	–		–
Public Transport	–	–	–	–	–	–		–
Road Infrastructure - Maintenance	–	–	–	–	–	–		–
Sports and Recreation	–	–	–	–	–	–		–
Waste Water Infrastructure - Maintenance	–	–	–	–	–	–		–
Water Supply Infrastructure - Maintenance	–	–	–	–	–	–		–
District Municipality:	**–**	2 087	–	–	1 043	(1 043)	-100,0%	2 087
All Grants	**–**	2 087	–	–	1 043	(1 043)	-100,0%	2 087
Other grant providers:	**–**	**–**	–	–	–	–		–
Departmental Agencies and Accounts	**–**	**–**	**–**	**–**	**–**	–		**–**
Foreign Government and International Organisatio	**–**	**–**	**–**	**–**	**–**	–		**–**
Households	**–**	**–**	**–**	**–**	**–**	–		**–**
Non-profit Institutions	**–**	**–**	**–**	**–**	**–**	–		**–**
Private Enterprises	**–**	**–**	**–**	**–**	**–**	–		**–**
Public Corporations	**–**	**–**	**–**	**–**	**–**	–		**–**
Higher Educational Institutions	**–**	**–**	**–**	**–**	**–**	–		**–**
Parent Municipality / Entity	**–**	**–**	**–**	**–**	**–**	–		**–**
Total Operating Transfers and Grants	**116 989**	**139 907**	**15 828**	**62 156**	**69 953**	**(7 797)**	**-11,1%**	**139 907**

Description	Budget Year 2020/21							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Transfers and Grants						–		
National Government:	35 763	35 763	–	–	17 643	(17 643)	**-100,0%**	35 763
Integrated National Electrification Programme (Mur	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]	18 831	18 831	–	–	9 178	(9 178)	-100,0%	18 831
Municipal Water Infrastructure Grant [Schedule 5B	–	–	–	–	–	–		–
Neighbourhood Development Partnership Grant [S	–	–	–	–	–	–		–
Public Transport Infrastructure Grant [Schedule 5B	–	–	–	–	–	–		–
Rural Household Infrastructure Grant [Schedule 5B	–	–	–	–	–	–		–
Rural Road Asset Management Systems Grant [S	–	–	–	–	–	–		–
Urban Settlement Development Grant [Schedule 4	–	–	–	–	–	–		–
Municipal Human Settlement	–	–	–	–	–	–		–
Community Library	–	–	–	–	–	–		–
Integrated City Development Grant [Schedule 4B]	–	–	–	–	–	–		–
Municipal Disaster Recovery Grant [Schedule 4B]	–	–	–	–	–	–		–
Energy Efficiency and Demand Side Management	–	–	–	–	–	–		–
Khayelitsha Urban Renewal	–	–	–	–	–	–		–
Local Government Financial Management Grant [S	–	–	–	–	–	–		–
Municipal Systems Improvement Grant [Schedule	–	–	–	–	–	–		–
Public Transport Network Grant [Schedule 5B]	–	–	–	–	–	–		–
Public Transport Network Operations Grant [Sched	–	–	–	–	–	–		–
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	16 931	–	–	8 466	(8 466)	-100,0%	16 931
Water Services Infrastructure Grant [Schedule 5B]	–	–	–	–	–	–		–
WIFI Connectivity	–	–	–	–	–	–		–
Expanded Public Works Programme Integrated Gra	–	–	–	–	–	–		–
Aquaponic Project	–	–	–	–	–	–		–
Restition Settlement	–	–	–	–	–	–		–
Infrastructure Skills Development Grant [Schedule	–	–	–	–	–	–		–
Restructuring Seed Funding	–	–	–	–	–	–		–
Municipal Disaster Relief Grant	–	–	–	–	–	–		–
Municipal Emergency Housing Grant	–	–	–	–	–	–		–
Metro Informal Settlements Partnership Grant	–	–	–	–	–	–		–
Provincial Government:	**42 954**	**27 445**	**–**	**–**	**13 361**	(13 361)	-100,0%	**27 445**
Capacity Building	**–**	**–**	**–**	**–**	**–**	–		**–**
Capacity Building and Other	–	722	–	–	–	–		722
Disaster and Emergency Services	–	–	–	–	–	–		–
Health	–	–	–	–	–	–		–
Housing	–	–	–	–	–	–		–
Infrastructure	42 954	26 723	–	–	13 361	(13 361)	-100,0%	26 723
Libraries, Archives and Museums	–	–	–	–	–	–		–
Other	–	–	–	–	–	–		–
Public Transport	–	–	–	–	–	–		–
Road Infrastructure	–	–	–	–	–	–		–
Sports and Recreation	–	–	–	–	–	–		–
Waste Water Infrastructure	–	–	–	–	–	–		–
Water Supply Infrastructure	–	–	–	–	–	–		–
District Municipality:	**–**	**602**	**–**	**–**	**301**	**(301)**	**-100,0%**	**1 104**
All Grants	–	602	–	–	301	(301)	-100,0%	602
Other grant providers:	–	501	–	–	251	(251)	-100,0%	501
Departmental Agencies and Accounts	–	–	–	–	–	–		–
Foreign Government and International Organisatio	–	501	–	–	251	(251)	-100,0%	501
Households	–	–	–	–	–	–		–
Non-Profit Institutions	–	–	–	–	–	–		–
Private Enterprises	–	–	–	–	–	–		–
Public Corporations	–	–	–	–	–	–		–
Higher Educational Institutions	–	–	–	–	–	–		–
Parent Municipality / Entity	–	–	–	–	–	–		–
Transfer from Operational Revenue	–	–	–	–	–	–		–
Total Capital Transfers and Grants	**78 716**	**64 311**	**–**	**–**	**31 557**	**(31 557)**	**-100,0%**	**64 813**
TOTAL RECEIPTS OF TRANSFERS & GRANTS	195 705	204 218	15 828	62 156	101 510	– (39 354)	-38,8%	204 719

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

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Q2 Second Quarter

Description	Budget Year 2020/21							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	**63 364**	**63 146**	**3 311**	**18 760**	**31 567**	**(12 808)**	**-40,6%**	**63 146**
Operational Revenue:General Revenue:Equitable Shar	58 824	58 606	3 094	18 076	29 297	(11 221)	-38,3%	58 606
Operational:Revenue:General Revenue:Fuel Levy	–	–	–	–	–	–		–
2014 African Nations Championship Host City Operatin	–	–	–	–	–	–		–
Agriculture Research and Technology	–	–	–	–	–	–		–
Agriculture, Conservation and Environmental	–	–	–	–	–	–		–
Arts and Culture Sustainable Resource Management	–	–	–	–	–	–		–
Community Library	–	–	–	–	–	–		–
Department of Environmental Affairs	–	–	–	–	–	–		–
Department of Tourism	–	–	–	–	–	–		–
Department of Water Affairs and Sanitation Masibamba	–	–	–	–	–	–		–
Emergency Medical Service	–	–	–	–	–	–		–
Energy Efficiency and Demand-side [Schedule 5B]	–	–	–	–	–	–		–
Expanded Public Works Programme Integrated Grant fo	2 360	2 360	185	523	1 180	(657)	-55,7%	2 360
HIV and Aids	–	–	–	–	–	–		–
Housing Accreditation	–	–	–	–	–	–		–
Housing Top structure	–	–	–	–	–	–		–
Infrastructure Skills Development Grant [Schedule 5B]	–	–	–	–	–	–		–
Integrated City Development Grant	–	–	–	–	–	–		–
Khayelitsha Urban Renewal	–	–	–	–	–	–		–
Local Government Financial Management Grant [Sche	1 550	1 550	32	160	775	(615)	-79,3%	1 550
Mitchell's Plain Urban Renewal	–	–	–	–	–	–		–
Municipal Demarcation and Transition Grant [Schedule	–	–	–	–	–	–		–
Municipal Disaster Grant [Schedule 5B]	–	–	–	–	–	–		–
Municipal Human Settlement Capacity Grant [Schedule	–	–	–	–	–	–		–
Municipal Systems Improvement Grant	–	–	–	–	–	–		–
Natural Resource Management Project	–	–	–	–	–	–		–
Neighbourhood Development Partnership Grant	–	–	–	–	–	–		–
Operation Clean Audit	–	–	–	–	–	–		–
Municipal Disaster Recovery Grant	–	–	–	–	–	–		–
Public Service Improvement Facility	–	–	–	–	–	–		–
Public Transport Network Operations Grant [Schedule	–	–	–	–	–	–		–
Restructuring - Seed Funding	–	–	–	–	–	–		–
Revenue Enhancement Grant Debtors Book	–	–	–	–	–	–		–
Rural Road Asset Management Systems Grant	–	–	–	–	–	–		–
Sport and Recreation	–	–	–	–	–	–		–
Terrestrial Invasive Alien Plants	–	–	–	–	–	–		–
Water Services Operating Subsidy Grant [Schedule 5B	–	–	–	–	–	–		–
Health Hygiene in Informal Settlements	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]	630	630	–	–	315	(315)	-100,0%	630
Water Services Infrastructure Grant	–	–	–	–	–	–		–
Public Transport Network Grant [Schedule 5B]	–	–	–	–	–	–		–
Smart Connect Grant	–	–	–	–	–	–		–
Urban Settlement Development Grant	–	–	–	–	–	–		–
WiFi Grant [Department of Telecommunications and Po	–	–	–	–	–	–		–
Street Lighting	–	–	–	–	–	–		–
Traditional Leaders - Imbizion	–	–	–	–	–	–		–
Department of Water and Sanitation Smart Living Hand	–	–	–	–	–	–		–
Integrated National Electrification Programme Grant	–	–	–	–	–	–		–
Municipal Restructuring Grant	–	–	–	–	–	–		–
Regional Bulk Infrastructure Grant	–	–	–	–	–	–		–
Municipal Emergency Housing Grant	–	–	–	–	–	–		–
Metro Informal Settlements Partnership Grant	–	–	–	–	–	–		–

Provincial Government:	**10 534**	**17 195**	**811**	**4 835**	**8 597**	**(3 763)**	**-43,8%**	**17 195**
Capacity Building	–	–	–	–	–	–		–
Capacity Building and Other	10 534	11 334	811	4 835	5 667	(832)	-14,7%	11 334
Disaster and Emergency Services	–	–	–	–	–	–		–
Health	–	–	–	–	–	–		–
Housing	–	–	–	–	–	–		–
Infrastructure	–	5 861	–	–	2 931	(2 931)	-100,0%	5 861
Libraries, Archives and Museums	–	–	–	–	–	–		–
Other	–	–	–	–	–	–		–
Public Transport	–	–	–	–	–	–		–
Road Infrastructure - Maintenance	–	–	–	–	–	–		–
Sports and Recreation	–	–	–	–	–	–		–
Waste Water Infrastructure - Maintenance	–	–	–	–	–	–		–
Water Supply Infrastructure - Maintenance	–	–	–	–	–	–		–
District Municipality:	**–**	**2 087**	**10**	**70**	**1 043**	(973)	-93,2%	**2 087**
All Grants	–	2 087	10	70	1 043	(973)	-93,2%	2 087
Other grant providers:	**566**	**566**	**3**	**80**	**283**	(203)	-71,7%	**566**
Departmental Agencies and Accounts	–	–	–	–	–	–		–
Foreign Government and International Organisations	566	566	3	80	283	(203)	-71,7%	566
Households	–	–	–	–	–	–		–
Non-profit Institutions	–	–	–	–	–	–		–
Private Enterprises	–	–	–	–	–	–		–
Public Corporations	–	–	–	–	–	–		–
Higher Educational Institutions	–	–	–	–	–	–		–
Parent Municipality / Entity	–	–	–	–	–	–		–
Total operating expenditure of Transfers and Grants:	**74 464**	**82 993**	**4 136**	**23 745**	**41 491**	**(17 747)**	**-249,3%**	**82 993**
Capital expenditure of Transfers and Grants								
National Government:	**35 763**	**35 763**	**1 446**	**7 911**	**17 633**	**(9 722)**	**-55,1%**	**35 763**
Integrated National Electrification Programme (Municipa	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]	18 831	18 831	1 446	7 911	9 167	(1 256)	-13,7%	18 831
Municipal Water Infrastructure Grant [Schedule 5B]	–	–	–	–	–	–		–
Neighbourhood Development Partnership Grant [Schec	–	–	–	–	–	–		–
Public Transport Infrastructure Grant [Schedule 5B]	–	–	–	–	–	–		–
Rural Household Infrastructure Grant [Schedule 5B]	–	–	–	–	–	–		–
Rural Road Asset Management Systems Grant [Sched	–	–	–	–	–	–		–
Urban Settlement Development Grant [Schedule 4B]	–	–	–	–	–	–		–
Municipal Human Settlement	–	–	–	–	–	–		–
Community Library	–	–	–	–	–	–		–
Integrated City Development Grant [Schedule 4B]	–	–	–	–	–	–		–
Municipal Disaster Recovery Grant [Schedule 4B]	–	–	–	–	–	–		–
Energy Efficiency and Demand Side Management Gran	–	–	–	–	–	–		–
Khayelitsha Urban Renewal	–	–	–	–	–	–		–
Local Government Financial Management Grant [Sche	–	–	–	–	–	–		–
Municipal Systems Improvement Grant [Schedule 5B]	–	–	–	–	–	–		–
Public Transport Network Grant [Schedule 5B]	–	–	–	–	–	–		–
Public Transport Network Operations Grant [Schedule	–	–	–	–	–	–		–
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	16 931	–	–	8 466	(8 466)	-100,0%	16 931
Water Services Infrastructure Grant [Schedule 5B]	–	–	–	–	–	–		–
WIFI Connectivity	–	–	–	–	–	–		–
Expanded Public Works Programme Integrated Grant fo	–	–	–	–	–	–		–
Aquaponic Project	–	–	–	–	–	–		–
Restition Settlement	–	–	–	–	–	–		–
Infrastructure Skills Development Grant [Schedule 5B]	–	–	–	–	–	–		–
Restructuring Seed Funding	–	–	–	–	–	–		–
Municipal Disaster Relief Grant	–	–	–	–	–	–		–
Municipal Emergency Housing Grant	–	–	–	–	–	–		–
Metro Informal Settlements Partnership Grant	–	–	–	–	–	–		–

Provincial Government:	**42 954**	**27 445**	**757**	**3 795**	**13 361**	**(9 566)**	**-72%**	**27 445**
Capacity Building	–	–	–	–	–	–		–
Capacity Building and Other	–	722	–	–	–	–		722
Disaster and Emergency Services	–	–	–	–	–	–		–
Health	–	–	–	–	–	–		–
Housing	–	–	–	–	–	–		–
Infrastructure	42 954	26 723	757	3 795	13 361	(9 566)	-71,6%	26 723
Libraries, Archives and Museums	–	–	–	–	–	–		–
Other	–	–	–	–	–	–		–
Public Transport	–	–	–	–	–	–		–
Road Infrastructure	–	–	–	–	–	–		–
Sports and Recreation	–	–	–	–	–	–		–
Waste Water Infrastructure	–	–	–	–	–	–		–
Water Supply Infrastructure	–	–	–	–	–	–		–
District Municipality:	**–**	**602**	**–**	**–**	**301**	(301)	-100,0%	**602**
All Grants	–	602	–	–	301	(301)	-100,0%	602
Other grant providers:	**10 048**	**16 997**	**1 767**	**6 371**	**7 924**	(1 553)	-19,6%	**16 997**
Departmental Agencies and Accounts	–	–	–	–	–	–		–
Foreign Government and International Organisations	–	501	–	–	251	(251)	-100,0%	501
Households	–	–	–	–	–	–		–
Non-Profit Institutions	–	–	–	–	–	–		–
Private Enterprises	–	–	–	–	–	–		–
Public Corporations	–	–	–	–	–	–		–
Higher Educational Institutions	–	–	–	–	–	–		–
Parent Municipality / Entity	–	–	–	–	–	–		–
Transfer from Operational Revenue	10 048	16 496	1 767	6 371	7 673	(1 302)	-17,0%	16 496
Total capital expenditure of Transfers and Grants	**88 764**	**80 807**	**3 969**	**18 077**	**39 219**	**(21 142)**	**-53,9%**	**80 807**
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	**163 228**	**163 800**	**8 105**	**41 822**	**80 711**	**(38 889)**	**-48,2%**	**163 800**

In terms of section 12 of the Division of Revenue Act the municipality confirms that, based on internal controls, all grant funding has been received and spent in terms of the conditions attached thereto.

WC022 Witzenberg - Supporting Table SC7(2) Monthly Budget Statement - Expenditure against approved rollovers - Q2 Second Quarter

Description	Ref	Budget Year 2020/21				
		Approved Rollover 2019/20	Monthly actual	YearTD actual	YTD variance	YTD variance
R thousands						%
EXPENDITURE						
Operating expenditure of Approved Roll-overs						
National Government:		–	–	–	–	
None		–	–	–	–	
Provincial Government:		–	–	–	–	
None		–	–	–	–	
District Municipality:		–	–	–	–	
None		–	–	–	–	
Other grant providers:		–	–	–	–	
None		–	–	–	–	
Total operating expenditure of Approved Roll-overs		–	–	–	–	
Capital expenditure of Approved Roll-overs						
National Government:		–	–	–	–	
Integrated National Electrification Programme (Municipal Grant) [Schedule 5		–	–	–	–	
Provincial Government:		–	–	–	–	
None		–	–	–	–	
District Municipality:		–	–	–	–	
None		–	–	–	–	
#REF!		–	–	–	–	
None		–	–	–	–	
Total capital expenditure of Approved Roll-overs		–	–	–	–	
TOTAL EXPENDITURE OF APPROVED ROLL-OVERS		–	–	–	–	

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - Q2 Second Quarter

Summary of Employee and Councillor remuneration	Budget Year 2020/21							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	8 104	8 104	635	3 804	4 052	(248)	-6%	8 104
Pension and UIF Contributions	1 194	1 194	89	540	597	(57)	-10%	1 194
Medical Aid Contributions	239	239	19	115	119	(5)	-4%	239
Motor Vehicle Allowance	778	778	–	–	389	(389)	-100%	778
Cellphone Allowance	1 149	1 149	78	469	575	(105)	-18%	1 149
Housing Allowances	511	511	3	21	256	(235)	-92%	511
Other benefits and allowances	56	56	–	–	28	(28)	-100%	56
Sub Total - Councillors	**12 032**	**12 032**	**825**	**4 949**	**6 016**	**(1 067)**	**-18%**	**12 032**
Senior Managers of the Municipality								
Basic Salaries and Wages	4 139	4 139	325	1 987	2 070	(82)	-4%	4 139
Pension and UIF Contributions	851	851	18	108	426	(318)	-75%	851
Medical Aid Contributions	147	147	4	27	73	(46)	-63%	147
Overtime	–	–	–	–	–	–		–
Performance Bonus	968	968	47	284	484	(200)	-41%	968
Motor Vehicle Allowance	1 143	1 143	83	420	572	(151)	-26%	1 143
Cellphone Allowance	77	77	2	29	39	(9)	-24%	77
Housing Allowances	167	167	24	24	84	(60)	-72%	167
Other benefits and allowances	125	125	9	56	62	(6)	-10%	125
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	**7 617**	**7 617**	**512**	**2 935**	**3 809**	**(873)**	**-23%**	**7 617**
Other Municipal Staff								
Basic Salaries and Wages	126 695	126 695	9 542	56 594	63 348	(6 754)	-11%	126 695
Pension and UIF Contributions	19 060	19 060	1 540	9 239	9 530	(291)	-3%	19 060
Medical Aid Contributions	8 467	8 467	677	4 223	4 233	(10)	0%	8 467
Overtime	13 794	13 794	1 199	7 924	6 897	1 027	15%	13 794
Performance Bonus	8 895	8 895	751	4 534	4 447	87	2%	8 895
Motor Vehicle Allowance	4 886	4 886	487	2 941	2 443	498	20%	4 886
Cellphone Allowance	440	440	45	274	220	54	25%	440
Housing Allowances	1 792	1 792	137	828	896	(68)	-8%	1 792
Other benefits and allowances	4 691	4 691	354	2 329	2 346	(17)	-1%	4 691
Payments in lieu of leave	966	966	2 313	4 471	483	3 988	826%	966
Long service awards	–	–	67	392	–	392	#DIV/0!	–
Post-retirement benefit obligations	28 880	28 880	670	4 018	14 440	(10 422)	-72%	28 880
Sub Total - Other Municipal Staff	**218 565**	**218 565**	**17 782**	**97 767**	**109 283**	**(11 516)**	**-11%**	**218 565**
TOTAL SALARY, ALLOWANCES &	**238 214**	**238 214**	**19 118**	**105 651**	**119 107**	**(13 456)**	**-11%**	**238 214**
% increase								
TOTAL MANAGERS AND STAFF	**226 182**	**226 182**	**18 294**	**100 702**	**113 091**	**(12 389)**	**-11%**	**226 182**

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

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - Q2 Second Quarter

Description	Ref	Budget Year 2020/21											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget	Budget	Budget	Budget	Budget	Budget
Cash Receipts By Source													
Property rates		4 112	8 928	17 512	9 568	37	5 654	–	–	–	–	–	26 757
Service charges - electricity revenue		21 484	28 159	24 941	22 254	17 501	22 986	–	–	–	–	–	124 309
Service charges - water revenue		2 338	3 382	2 008	2 175	2 704	3 009	–	–	–	–	–	8 981
Service charges - sanitation revenue		1 302	1 590	1 493	1 476	2 043	7 574	–	–	–	–	–	(3 366)
Service charges - refuse		1 545	1 422	2 063	1 785	1 622	1 631	–	–	–	–	–	3 758
Service charges - other		–	4 470	–	–	948	–	–	–	–	–	–	(5 418)
Rental of facilities and equipment		3	1	1	1	7	17	–	–	–	–	–	1 302
Interest earned - external investments		235	298	298	231	–	249	–	–	–	–	–	7 819
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	–	–	–	2 479
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		3	55	30	64	51	9	–	–	–	–	–	5 106
Licences and permits		813	112	398	554	540	190	–	–	–	–	–	(597)
Agency services		–	–	–	–	–	–	–	–	–	–	–	3 854
Transfer receipts - operating		45 862	5 580	–	3 469	–	–	–	–	–	–	–	84 996
Other revenue		83	115	132	340	979	16 930	–	–	–	–	–	(9 340)
Cash Receipts by Source		**77 779**	**54 112**	**48 875**	**41 917**	**26 434**	**58 249**	**–**	**–**	**–**	**–**	**–**	**250 639**
Other Cash Flows by Source													–
Transfer receipts - capital		3 721	–	568	4 674	10 000	10 784	–	–	–	–	–	34 564
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	–	–	–	–	–	–	–	–	–	–
Short term loans		–	–	–	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		(35)	1	23	23	40	2	–	–	–	–	–	147
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		–	–	–	–	–	–	–	–	–	–	–	–
Total Cash Receipts by Source		**81 465**	**54 112**	**49 466**	**46 614**	**36 474**	**69 035**	**–**	**–**	**–**	**–**	**–**	**285 350**
Cash Payments by Type													–
Employee related costs		13 585	15 116	14 644	15 544	23 042	14 609	–	–	–	–	–	102 832
Remuneration of councillors		940	940	940	940	1 134	938	–	–	–	–	–	6 201
Interest paid		–	–	3	(0)	–	23	–	–	–	–	–	1 680
Bulk purchases - Electricity		29 263	31 706	28 786	17 164	16 744	16 025	–	–	–	–	–	73 675
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	–
Other materials		1 462	439	557	1 444	988	997	–	–	–	–	–	13 265
Contracted services		1 859	2 907	3 671	4 684	5 298	4 465	–	–	–	–	–	29 971
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		672	50	50	275	–	50	–	–	–	–	–	6 942
General expenses		10 173	3 290	3 472	3 865	2 785	3 178	–	–	–	–	–	19 727
Cash Payments by Type		**57 953**	**54 447**	**52 123**	**43 917**	**49 990**	**40 286**	**–**	**–**	**–**	**–**	**–**	**254 293**
Other Cash Flows/Payments by Type													
Capital assets		1 025	1 102	2 341	3 550	7 328	5 517	–	–	–	–	–	59 674
Repayment of borrowing		–	–	19	–	–	107	–	–	–	–	–	1 667
Other Cash Flows/Payments		864	241	(2 763)	1 133	(5 778)	1 499	–	–	–	–	–	33 804
Total Cash Payments by Type		**59 842**	**55 790**	**51 720**	**48 599**	**51 541**	**47 409**	**–**	**–**	**–**	**–**	**–**	**349 438**
NET INCREASE/(DECREASE) IN CASH HELD		**21 623**	**(1 677)**	**(2 254)**	**(1 985)**	**(15 067)**	**21 625**	**–**	**–**	**–**	**–**	**–**	**(64 088)**
Cash/cash equivalents at the month/year beginning:		130 394	152 018	150 340	148 087	146 101	131 035	152 660	152 660	152 660	152 660	152 660	152 660
Cash/cash equivalents at the month/year end:		152 018	150 340	148 087	146 101	131 035	152 660	152 660	152 660	152 660	152 660	152 660	88 573

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - Q2 Second Quarter

Month	Budget Year 2020/21							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
Monthly expenditure performance trend								
July	–	830	–	–	830	–		0%
August	–	830	970	970	1 660	690	41,6%	1%
September	18 288	15 910	2 309	3 280	17 570	14 290	81,3%	4%
October	–	830	3 822	7 101	18 400	11 299	61,4%	8%
November	–	830	7 006	14 107	19 230	5 123	26,6%	16%
December	24 821	19 989	3 969	18 077	39 219	21 142	53,9%	20%
January	–	830	–	18 077	40 049	21 972	54,9%	20%
February	–	830	–	18 077	40 879	22 803	55,8%	20%
March	18 288	15 910	–	18 077	56 789	38 712	68,2%	20%
April	–	830	–	18 077	57 619	39 542	68,6%	
May	–	830	–	18 077	58 450	40 373	69,1%	20%
June	27 367	22 358	–	18 077	80 807	62 730	77,6%	0
Total Capital expenditure	**88 764**	**80 807**	**18 077**					

MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts
Quarter ending Dec 2020
Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

		Income	Income	Income	Expenditure	Expenditure	Expenditure				
MFMA Section	**Item Description**	**Income transactions October 2020**	**Income transactions November 2020**	**Income transactions December 2020**	**Expenditure transactions October 2020**	**Expenditure transactions November 2020**	**Expenditure transactions December 2020**	**Income YTD transactions Quarter 2**	**Expenditure YTD transactions Quarter 2**	**Total YTD Income**	**Total YTD Expenditure**
		R	**R**	**R**	**R**	**R**	**R**	**R**	**R**	**R**	**R**
11(1) (b)	Expenditure authorised in terms of section 26(4) (Expenditure before annual budget is approved)							-	-	-	-
11(1) (c)	Unforeseeable and unavoidable expenditure authorised in terms of section 29(1) (Mayor may approve emergency or other exceptional circumstances expenditure for which no budget provision was made)							-	-	-	-
11(1) (d)	Section 12 withdrawals (Relief, charitable, trust or other funds withdrawals)							-	-	-	-
11(1) (e) (i)	Money collected on behalf of organ of state:							-	-	-	-
	- VAT	-	-	-	3 331 930	3 237 336	3 097 570	-	9 666 837	-	19 610 526
	- Agency fees, for example motor registration, drivers licence, etc.	-	-	-	-	-	-	-	-	-	-
11(1) (e) (ii)	Insurance received by the Municipality on behalf of organ of state							-	-	-	-
11(1) (f)	Refund of money incorrectly paid into bank account							-	-	-	-
11(1) (g)	Refund of guarantees, sureties & security deposits	-75 951	-134 411	-54 098	23 680	46 288	32 368	-264 459	102 336	-465 250	244 392
		-75 951	**-134 411**	**-54 098**	**3 355 611**	**3 283 624**	**3 129 938**	**-264 459**	**9 769 173**	**-465 250**	**19 854 919**

		Transactions October 2020	**Transactions November 2020**	**Transactions December 2020**	**YTD Transactions Quarter 2**
11(1) (h)	Cash management and investment purposes:				-
	- Realised	-	-	-	-
	- Made	-	-	-	-
	- Nett movement	**-**	**-**	**-**	**-**

WITZENBERG MUNICIPALITY

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

(Report in terms of Section 66 of the MFMA)

MFMA Section	Item Description	Original Budget 2020/2021	Amended Budget 2020/2021	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	130 845 711	130 845 711	58 587 555	44,78%
66(b)	Contributions to pension funds and medical aid	28 512 716	28 512 716	13 590 073	47,66%
66(c)	Travel, accomodation and subsistence	6 029 459	6 029 459	3 361 103	55,74%
66(d)	Housing benefits and allowances	1 958 667	1 958 667	851 166	43,46%
66(e)	Overtime	13 532 733	13 532 733	7 924 320	58,56%
66(f)	Loans and advances	0	0	0	0,00%
66(g)	Other type of benefit or allowances related to staff	45 119 718	45 119 718	16 388 047	36,32%
	Sub - Total (Staff Benefits)	**R 225 999 004**	**R 225 999 004**	**R 100 702 264**	**44,56%**
Councillor Benefits					
MAY	Mayor	1 028 891	1 028 891	328 247	31,90%
DM	Deputy Mayor	766 078	766 078	302 170	39,44%
SP	Speaker	766 386	766 386	301 361	39,32%
MCM	Mayoral Committee members	2 756 705	2 756 705	1 116 399	40,50%
CLLR	Other Councillors	5 280 715	5 280 715	2 245 851	42,53%
MED	Medical aid contributions	238 722	238 722	114 808	48,09%
PEN	Pension fund contributions	1 194 200	1 194 200	539 747	45,20%
WARD	Ward Committee Alllowance	1 209 600	1 209 600	687 000	56,80%
	Sub - Total (Councillors' Benefits)	**13 241 297**	**R 13 241 297**	**R 5 635 583**	**42,56%**
Total Councillor and Staff Benefits		**R 239 240 301**	**R 239 240 301**	**R 106 337 847**	**44,45%**

Total Cost Savings Disclosure in the In-Year and Annual Report

Quarter ended: December 2020

Witzenberg Municipality

Measures	Adj Budget	July	August	September	October	November	December	Q1	Q2	Total YTD	PREV TOTAL YTD	Savings
Use fo Consultants	23 245 033	216 384	640 511	1 136 052	2 437 721	2 293 536	1 325 145	1 992 946	6 056 402	8 049 349	8 993 897	944 548
Vehicles used for political office -bearers	23 979	615	743	-	510	-	-	1 357	510	1 867	2 081	214
Travel and subsistence	1 505 483	4 194	13 064	9 388	13 829	25 682	22 435	26 645	61 946	88 591	387 734	299 143
Domestic Accomodation	633 026	-	-	-	-	-	-	-	-	-	72 035	72 035
Sponsorships, events and catering	1 630 457	-	-	693	1 245	-	-	693	1 245	1 938	110 229	108 291
Communication	2 595 801	-8 368	248 390	156 843	344 926	56 259	368 253	396 864	769 438	1 166 302	1 122 027	-44 275
Other Related Expenditure Items	2 127 201	96 660	131 517	82 692	139 998	138 514	135 775	310 869	414 286	725 156	664 768	-60 388
TOTAL	31 760 980	309 484	1 034 224	1 385 667	2 938 230	2 513 991	1 851 606	2 729 375	7 303 827	10 033 202	11 352 771	1 319 569

**** Savings were calculated based upon a comparision between previous year and current year year-to-date expenditure items*

TOP LAYER SDBIP 2020/21 : MID YEAR PERFORMANCE REPORT								
Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target	Mid Year 2020/21			
					Target	Result	Reason if target not achieved	Corrective measures
Essential Services	Sustainable provision & maintenance of basic services	TecDir1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Technical Department.	98%	50%	58%		
		TecDir3	Percentage expenditure on capital budget by Technical Directorate.	95%	40%	17%	Tulbagh Dam not started yet, Van Breda Bridge & MRF multi year projects and will start later during 2021.	Awaiting WULA from DWS for Tulbagh Dam, van Breda Bridge & MRF to be awarded during Jan/Feb 2021.
		TecRo7	Kilometres of roads upgraded & rehabilitated.	4	1	2,76		
		TecSan22	Percentage of valid sanitation connection applications connected by reporting period end	95%	95%	100%		
		TecWat20	Decrease unaccounted water losses.	18%	18%	3%		
		TecWat21	Percentage compliance with drinking water quality standards	98%	98%	100%		
		TecWat36	Percentage of valid water connection applications connected by reporting period end	95%	95%	100%		
		TecRef46	Access to the weekly removal of residential solid waste in all seven Witzenberg towns according to a publicised programme.	7	7	7		
		TecEl37	Decrease unaccounted electricity losses.	10%	10%	14%	Phase difference in billing Munic vs Eskom – Peak months approaching	None – monitor during peak months
		TecEl60	Percentage of valid electricity connection applications connected by reporting period end. (excl subsidised housing)	95%	95%	100%		
Essential Services	Provide for the needs of informal settlements through	TecDir2	Number of subsidised serviced sites developed.	100	0		Not yet measured	
		TecSan13	Provide basic services - number of established informal areas with sufficient communal sanitation services points (toilets).	3	3	3		
		TecWat22	Provide basic services - number of established informal areas with sufficient communal water services points (taps).	3	3	3		

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target	Mid Year 2020/21			
					Target	Result	Reason if target not achieved	Corrective measures
	improved services	TecRef31	Improve basic services - number of established informal settlements receiving a periodic area cleansing programme.	3	3	3		
		TecEl36	Percentage of houses in a subsidised housing project connected to the electrical network.	95%	95%	100%		
Governance	Support institutional transformation & development	CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	4	2	2		
		CorpHR13	Percentage budget spend on the implementation of the Workplace Skills Plan	96%	50%	50%		
	Financial Viability	MM1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the whole of the municipality.	98%	50%	55%		
		MM2	Percentage spend on Capital Budget for the whole municipality.	95%	40%	22%	Tulbagh Dam not started yet, Van Breda Bridge & MRF multi year projects and will start later during 2021.	Awaiting WULA from DWS for Tulbagh Dam, van Breda Bridge & MRF to be awarded during Jan/Feb 2021.
		FinDir3	Achieve an unqualified opinion of the Auditor-General on annual financial statements of the previous year.	1 Unqualified Report	0		Not yet measured	
		FinFAdm9	Financial viability expressed as Cost-Coverage ratio	2,8	2,8	4,6		
		FinFAdm10	Financial viability expressed as Debt-Coverage ratio	200	200	311		
		FinFAdm11	Financial viability expressed outstanding service debtors	42%	42%	73%	The Covid19 pandemic had negative impact on the collection rate month to month, which also impacted the accumulative collection rate.	As soon as the situation allows stringent implementation of the credit control policy.
		FinInc15	Increased revenue collection	95%	95%	88%	The Covid 19 pandemic had negative impact on the collection rate month to month, which also impacted the accumulative collection rate.	As soon at the situation allows stringent credit control procedures to increase the revenue collection rate.
	To maintain & strengthen	MMIDP9	Number of IDP community engagements held.	14	7	0	No public meetings were held due to lockdown regulations prohibiting mass public meetings.	Council to consider reducing target and implement other measures wrt public participation.

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target	Mid Year 2020/21			
					Target	Result	Reason if target not achieved	Corrective measures
	relations	ComSoc49	Number of meetings with intergovernmental partners.	12	6	6		
Communal Services	Provide & maintain facilities that make citizens feel at home	ComDir1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Community Department.	98%	50%	21%	Delay in awarding of bids due to impact of COVID	Approximately R 350 000 behind planned cashflow, will improve going forward
		ComDir2	Percentage expenditure on capital budget by Community Directorate.	95%	40%	58%		
		ComAm34	Report on annual customer satisfaction survey on community facilities.	1	1	1		
Socio-Economic Support	Support the poor & vulnerable through programmes & policy	ComHS14	Number of housing opportunities provided per year - top structures.	0			No target for 2020/21	
		ComHS15	Number of rental stock transferred.	40	20	11	According to the report received from the attorney, 4 case needs to be address by the Master of the Court which are long overdue. In 3 cases the documents got lost at his office. 2 Cases rejected by the Deeds Office. One in process of registration. Delays with registrations at Deeds Office due to Covid 19 Pandemic	Attorney requested to speed up the process.
		ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	4500	4500	3214		
		ComSoc42	Number of engagements with target groups with the implementation of social development programmes.	20	10	14		
Socio-Economic Support	Create an enabling environment to attract investment & support local economy	ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.	4	2	2		
		ComLed8	The number of jobs created through the municipality's local economic development initiatives including capital projects.	400	200	200		
		ComLed19	Quarterly report on investment incentives implemented.	4	2	2		
		ComLed20	Quarterly report on the Small Business Entrepreneurs Development Programme.	4	2	2		



Mid-Year Budget Statement and Performance Assessment Report for the Period 1 July 2020 to 31 December 2020

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1 Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and 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, **s**pending without, or in excess of, an approved budget.

Virement – A transfer of the budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

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

(1) The accounting officer of a municipality must by 25 January of each year –

(a) assess the performance of the municipality during the first half of the financial year, taking into account –

(i) the monthly statements referred to in section 71 for the first half of the financial year;
(ii) the municipality's service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the service delivery and budget implementation plan;
(iii) the past year's annual report, and progress on resolving problems identified in the annual report; and
(iv) the performance of every municipal entity under the sole or shared control of the municipality, taking into account reports in terms of section 88 from any such entities; and

(b) submit a report on such assessment to –

(i) the mayor of the municipality
(ii) the National Treasury; and
(iii) the relevant Provincial Treasury.

(2) The statement referred to in section 71(1) for the sixth month of a financial year may be incorporated into the report referred to in subsection (1)(b) of this section.

(3) The accounting officer must, as part of the review –

(a) make recommendations as to whether an adjustments budget is necessary; and

(b) recommend revised projections for revenue and expenditure to the extent that this may be necessary.

Thereafter, the mayor must, in terms of Section 54(1) of the act:

(a) Consider the report;

(b) Check whether the municipality's approved budget is implemented in accordance with the service delivery and budget implementation plan;

(c) Consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget;

(d) Issue any appropriate instructions to the accounting officer to ensure-

(i) That the budget is implemented in accordance with the service delivery and budget implementation plan; and
(ii) That spending of funds and revenue collection proceed in accordance with the budget;

(e) Identify any financial problems facing the municipality, including any emerging or impending financial problems; and

(f) Submit the report to the council by 31 January of each year.

The following regulations of the Local Government: Municipal Finance Management Act Municipal Budget and Reporting Regulations are relevant:

33. Format of a mid-year budget and performance assessment.—A mid-year budget and performance assessment of a municipality referred to in section 72 of the Act must be in the format specified in Schedule C and include all the required tables, charts and explanatory information, taking into account any guidelines issued by the Minister in terms of section 168 (1) of the Act.19

34. Publication of mid-year budget and performance assessments.—

(1) Within five working days of 25 January each year the municipal manager must make the mid-year budget and performance assessment public by placing it on the municipal website.

(2) The municipal manager must make public any other information that the municipal council considers appropriate to facilitate public awareness of the mid-year budget and performance assessment, including—

(a) summaries in alternate languages predominant in the community; and

(b) information relevant to each ward in the municipality.

35. Submission of mid-year budget and performance assessments.—The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form—

(a) the mid-year budget and performance assessment by 25 January of each year; and

(b) any other information relating to the mid-year budget and performance assessment as may be required by the National Treasury.

PART 1 - IN-YEAR REPORT

Mayors Report

Speaker
Deputy Executive Mayor
Members of the Mayoral Committee
Aldermen and Alderladies
Councillors
Representatives of Provincial Government
Municipal Manager
Directors and officials
Distinguished guests
Members of the media

It is my privilege to present to you Mid-Year Budget Statement and Performance Assessment Report for the six months 1 July 2020 to 31 December 2020.
The process of value for money spending is always a challenge for capital projects. The capital budget amounts R 80.8 million of which R 18.5 million was expended, bringing about an 23% expenditure of the projected 40% cash flow forecast. The main contributing factor to this is the R 14.9 million for the Tulbagh dam which could not be utilised as the Department of Water affairs failed to pay over the funding.
An adjustment budget will be compiled and submitted to Council for consideration due to operational requirements and amendments to allocations to Witzenberg Municipality as per the Provincial and National Adjustment Budgets.
The municipality for the last ten years received Unqualified Audits from the Auditor General of South Africa of which seven is consecutive “Clean Audits”

I am not in a position to report on the outcome of the audit in respect of the 2019/2020 financial year as the audit is still in progress.

The collection rate of 88% is 6% below the target of 94%, it is matter of concern as it has a direct impact on the cash position of the municipality. The total outstanding debt amounts to R 256 million of which R 203 million is already over 90 days. Water is the biggest contributor to the total outstanding debt at an amount of R 76 million.

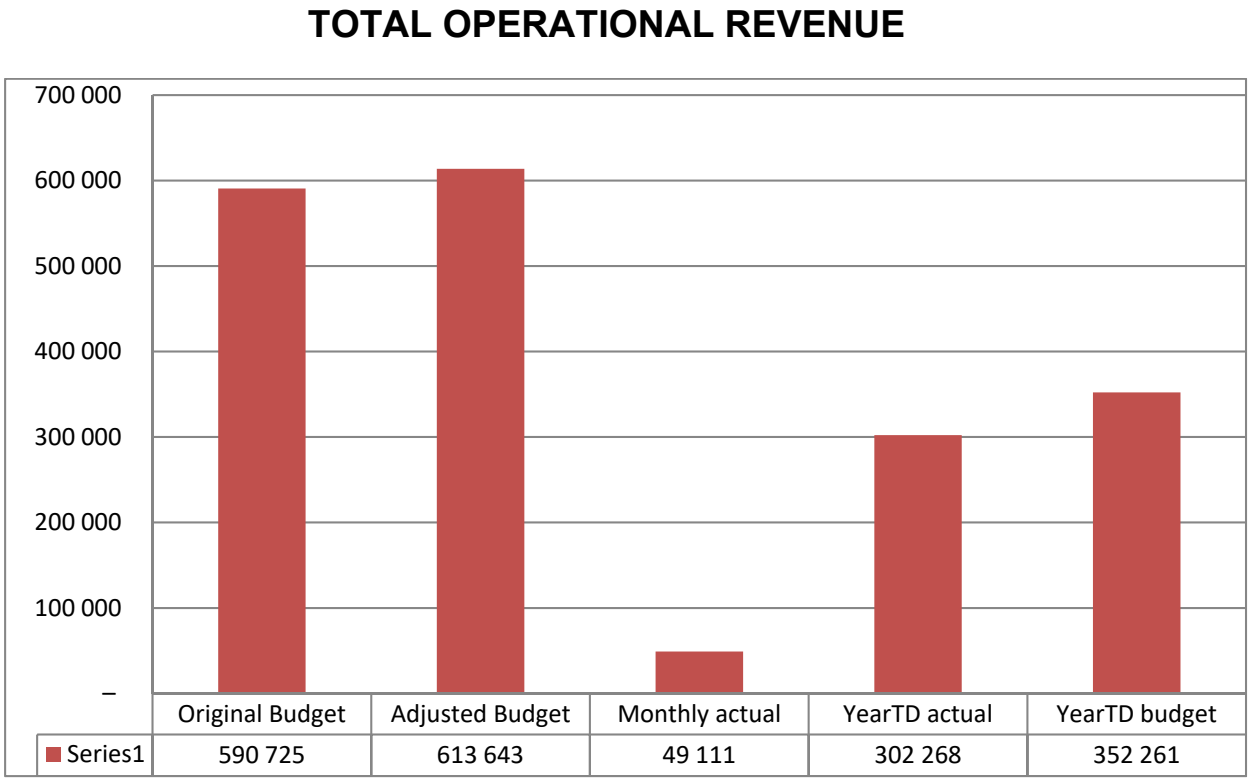
The credit control measures could not be implemented due to effect of the lockdown regulations on our communities. The increase in outstanding debt might impact the available funds for capital and operating expenditure negatively for the next financial year.

COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR

Resolution

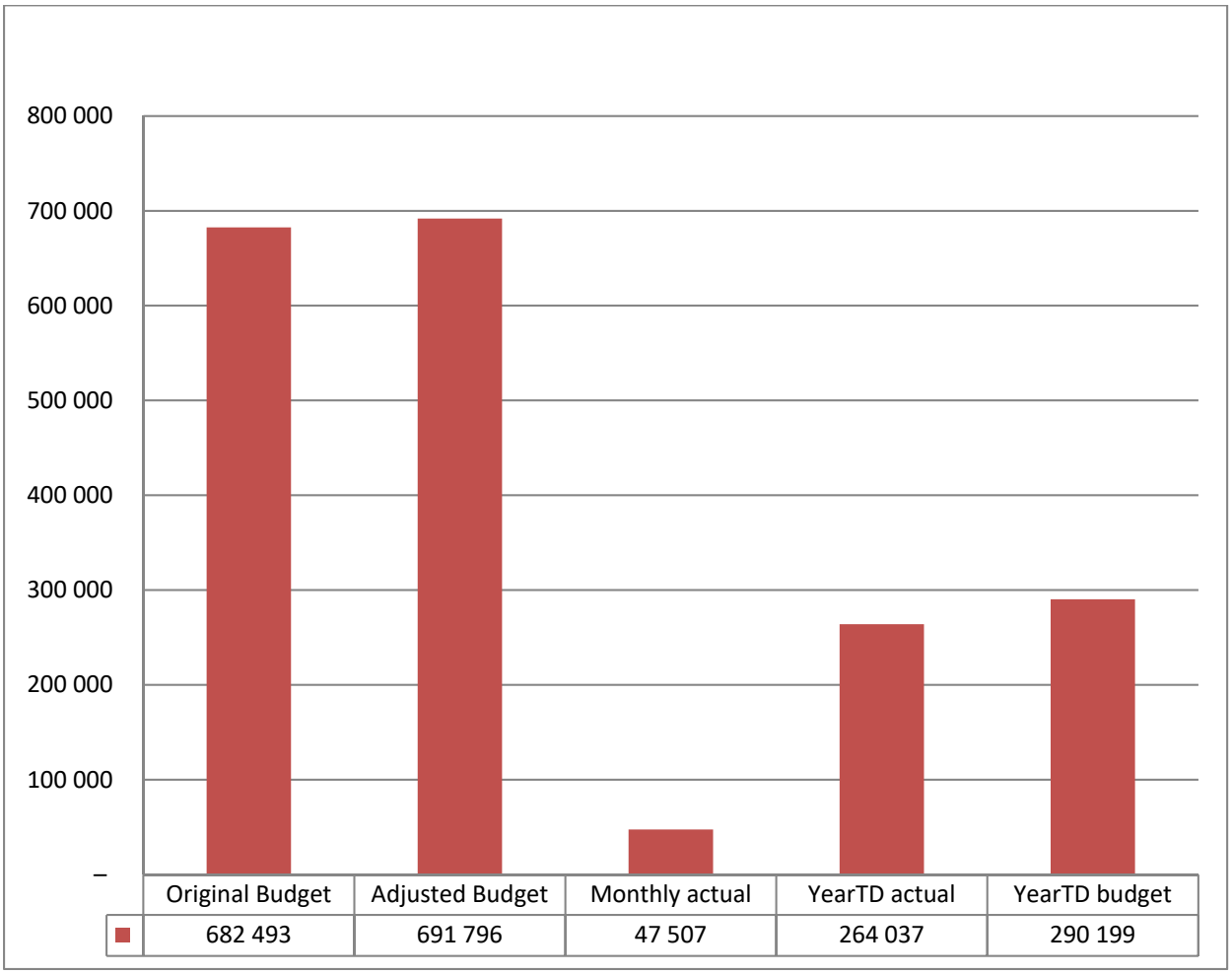
It is recommended that council take cognisance of the mid-year budget and performance assessment for the period 1 July 2020 to 31 December 2020.

Executive Summary



49% of the service charges and 72% of property rates was levied for the six months until 31 December 2020.The rates for the full financial year for property owners that prefer to pay their rates annually were levied during July 2020. The consumption of services such as water and electricity are expected to increase during the next 6 months due to the agricultural season. Electricity consumption of major consumers such as factories and cold storages are closely monitored and management believes that future consumption could become a concern as more applications for renewable energy is received.

TOTAL OPERATIONAL EXPENDITURE



For the six months until 31 December 2020, 38% of the budgeted expenditure for the financial year was incurred. This figure will increase as some invoices are still outstanding. It is expected that the bulk purchases from Eskom will increase in the latter half of the financial year due to the agricultural season. Employee Related costs especially overtime payments and standby allowances should also be closely monitored to ensure that the expenditure item remains within budget estimates.

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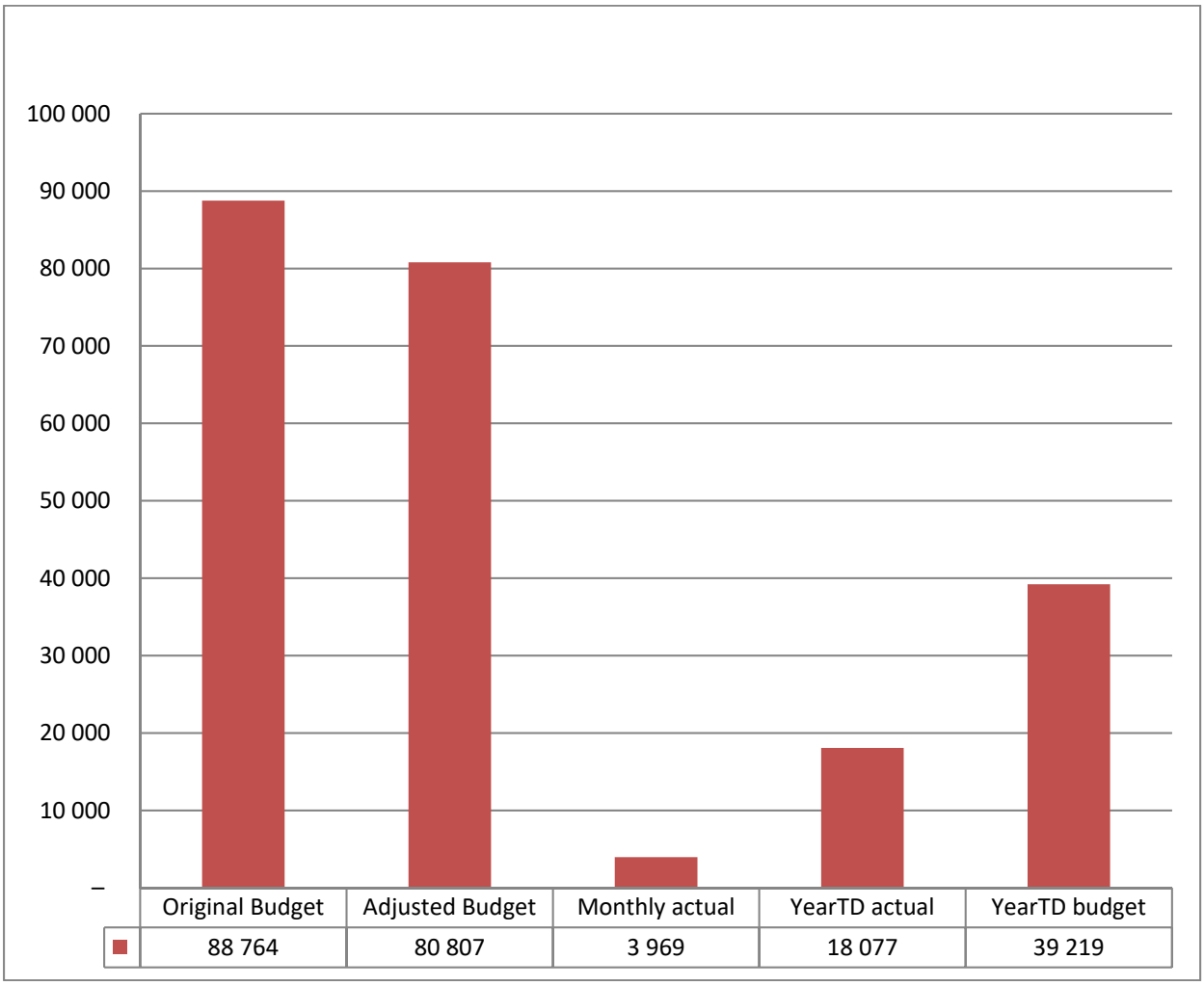
CAPITAL EXPENDITURE



For the six months until 31 December 2020, 23% of the budgeted capital expenditure for the financial year was incurred.

The project that contributes the most to the low spending on the capital budget is the Tulbagh Raw Water Dam. Steps will be implemented to ensure faster spending of the capital budget.

17 Municipal Manager's quality certification

Quality Certificate

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the mid-year budget and performance assessment have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Print name Mr D NASSON

Municipal Manager of WITZENBERG MUNICIPALITY

Signature: _____

Date _____

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 31 December 2020.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - Mid-Year Assessment

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance									
Property rates	73 497	76 388	76 388	4 427	55 359	58 956	(3 597)	-6%	76 388
Service charges	346 579	341 732	341 732	27 705	177 412	175 091	2 321	1%	341 732
Investment revenue	7 446	9 129	9 129	249	1 561	2 538	(978)	-39%	17 393
Transfers recognised - operational	131 561	116 989	139 907	15 828	62 156	103 832	(41 676)	-40%	139 907
Other own revenue	47 582	46 486	46 486	902	5 780	11 844	(6 064)	-51%	46 486
transfers and contributions)	606 665	590 725	613 643	49 111	302 268	352 261	(49 993)	-14%	621 906
Employee costs	9 902	226 182	226 182	18 294	100 702	104 489	(3 787)	-4%	226 182
Remuneration of Councillors	9 902	12 032	12 032	825	4 949	5 306	(357)	-7%	12 032
Depreciation & asset impairment	32 721	40 688	40 688	–	2	6 788	(6 786)	-100%	53 148
Finance charges	9 044	9 181	9 181	23	152	1 572	(1 420)	-90%	9 181
Materials and bulk purchases	236 016	252 289	251 399	14 719	101 768	114 748	(12 981)	-11%	251 399
Transfers and grants	25 477	2 179	8 060	50	714	881	(167)	-19%	8 060
Other expenditure	282 437	139 944	144 256	13 596	55 750	56 414	(664)	-1%	104 497
Total Expenditure	605 499	682 493	691 796	47 507	264 037	290 199	(26 162)	-9%	664 498
Surplus/(Deficit)	1 166	(91 768)	(78 153)	1 604	38 231	62 062	(23 831)	-38%	(42 592)
Transfers recognised - capital	13 442	78 716	63 810	–	–	18 346	(18 346)	-100%	63 810
Contributions & Contributed assets	–	–	501	–	–	251	(251)	-100%	501
& contributions	14 608	(13 052)	(13 842)	1 604	38 231	80 658	(42 427)	-53%	21 719
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	14 608	(13 052)	(13 842)	1 604	38 231	80 658	(42 427)	-53%	21 719
Capital expenditure & funds sources									
Capital expenditure	24 652	88 764	80 807	3 969	18 077	39 219	(21 142)	-54%	80 807
Capital transfers recognised	13 123	78 716	64 311	2 203	11 706	31 546	(19 840)	-63%	64 311
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	21 175	10 048	16 496	1 767	6 371	7 673	(1 302)	-17%	16 496
Total sources of capital funds	34 298	88 764	80 807	3 969	18 077	39 219	(21 142)	-54%	80 807
Financial position									
Total current assets	218 573	108 824	185 556		271 499				185 556
Total non current assets	957 588	1 049 210	1 052 677		975 665				1 052 677
Total current liabilities	147 395	130 550	205 180		176 504				205 180
Total non current liabilities	110 508	185 378	170 101		114 170				170 101
Community wealth/Equity	918 258	842 106	862 953		956 490				862 953
Cash flows									
Net cash from (used) operating	–	62 440	40 308	27 248	43 201	10 848	32 354	298%	40 308
Net cash from (used) investing	–	(88 764)	(80 537)	(5 517)	(20 862)	(30 507)	9 645	-32%	(80 537)
Net cash from (used) financing	–	(1 500)	(1 593)	(105)	(73)	(1 245)	1 172	-94%	(73)
end	–	45 495	88 573	–	152 660	109 490	43 171	39%	88 573
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	40 624	7 027	5 341	9 659	4 461	4 767	21 893	162 338	256 109
Creditors Age Analysis									
Total Creditors	233	64	33	–	–	–	–	23	352

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) - Mid-Year Assessment

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue - Functional									
Governance and administration	91 801	101 030	104 019	5 301	59 297	52 009	7 288	14%	104 032
Executive and council	122	–	–	–	13	–	13	#DIV/0!	13
Finance and administration	91 679	101 030	104 019	5 301	59 284	52 009	7 275	14%	104 019
Community and public safety	139 792	117 205	137 958	15 916	62 451	68 618	(6 167)	-9%	137 958
Community and social services	105 131	114 880	129 050	15 824	62 140	64 525	(2 385)	-4%	129 050
Sport and recreation	10 375	1 805	1 805	92	311	902	(591)	-66%	1 805
Public safety	5	6	728	–	–	3	(3)	-100%	728
Housing	24 280	514	6 375	–	–	3 187	(3 187)	-100%	6 375
Economic and environmental services	28 402	45 079	45 214	241	3 467	22 607	(19 140)	-85%	45 214
Planning and development	1 933	2 512	3 958	51	788	1 979	(1 191)	-60%	3 958
Road transport	26 317	42 553	41 243	191	2 680	20 621	(17 942)	-87%	41 243
Environmental protection	152	13	13	–	–	7	(7)	-100%	13
Trading services	360 019	406 013	390 649	27 651	177 046	195 086	(18 041)	-9%	390 649
Energy sources	258 127	265 685	265 685	16 439	122 274	132 843	(10 569)	-8%	265 685
Water management	43 372	64 856	59 568	3 356	18 762	29 546	(10 784)	-36%	59 568
Waste water management	30 397	43 424	32 847	5 637	22 247	16 424	5 824	35%	32 847
Waste management	28 124	32 047	32 549	2 220	13 763	16 274	(2 512)	-15%	32 549
Other	93	115	115	2	7	57	(51)	-88%	115
Total Revenue - Functional	620 107	669 441	677 954	49 111	302 268	338 378	(36 110)	-11%	677 967
Expenditure - Functional									
Governance and administration	113 001	150 869	153 688	12 706	59 486	75 110	(15 625)	-21%	153 688
Executive and council	23 579	30 612	30 612	1 876	10 716	15 306	(4 590)	-30%	30 612
Finance and administration	86 982	117 451	120 271	10 609	47 407	58 402	(10 995)	-19%	120 271
Internal audit	2 441	2 805	2 805	222	1 362	1 403	(40)	-3%	2 805
Community and public safety	85 648	74 892	80 597	5 031	27 648	40 293	(12 646)	-31%	80 597
Community and social services	23 727	28 760	28 736	1 825	10 501	14 368	(3 867)	-27%	28 736
Sport and recreation	25 674	30 457	30 331	2 190	11 231	15 165	(3 934)	-26%	30 331
Public safety	7 964	9 867	9 838	667	3 716	4 914	(1 197)	-24%	9 838
Housing	28 283	5 807	11 693	349	2 199	5 847	(3 647)	-62%	11 693
Economic and environmental services	78 192	70 759	70 261	3 868	24 378	35 130	(10 752)	-31%	70 261
Planning and development	9 695	12 992	12 597	909	4 912	6 299	(1 387)	-22%	12 597
Road transport	67 488	55 758	55 655	2 914	19 284	27 827	(8 544)	-31%	55 655
Environmental protection	1 009	2 009	2 009	46	183	1 005	(822)	-82%	2 009
Trading services	327 775	385 015	386 290	25 901	152 079	193 145	(41 066)	-21%	386 290
Energy sources	245 969	268 463	270 399	16 238	107 237	135 200	(27 963)	-21%	270 399
Water management	40 314	35 733	35 856	3 526	15 712	17 928	(2 216)	-12%	35 856
Waste water management	33 598	34 766	34 749	3 008	13 403	17 374	(3 971)	-23%	34 749
Waste management	7 894	46 053	45 285	3 128	15 726	22 643	(6 917)	-31%	45 285
Other	882	959	959	0	446	480	(33)	-7%	959
Total Expenditure - Functional	605 499	682 493	691 796	47 507	264 037	344 159	(80 122)	-23%	691 796
Surplus/ (Deficit) for the year	14 608	(13 052)	(13 842)	1 604	38 231	(5 781)	44 012		(13 829)

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) - Mid-Year Assessment

Description	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Revenue - Functional									
Municipal governance and administration	91 801	101 030	104 019	5 301	59 297	52 009	7 288	14%	104 032
Executive and council	122	–	–	–	13	–	13		13
Mayor and Council	103	–	–	–	13	–	13		13
Municipal Manager, Town Secretary and Chief Execut	19	–	–	–	–	–	–		–
Finance and administration	91 679	101 030	104 019	5 301	59 284	52 009	7 275	14%	104 019
Administrative and Corporate Support	–	9	9	–	0	4	(4)	-99%	9
Budget and Treasury Office	91 860	100 446	103 435	5 269	59 195	51 718	7 478	14%	103 435
Fleet Management	313	552	552	25	25	276	(251)	-91%	552
Legal Services	–	4	4	–	–	2	(2)	-100%	4
Marketing, Customer Relations, Publicity and Media	(550)	–	–	–	–	–	–		–
Security Services	56	18	18	7	64	9	55	617%	18
Community and public safety	139 792	117 205	137 958	15 916	62 451	68 618	(6 167)	-9%	137 958
Community and social services	105 131	114 880	129 050	15 824	62 140	64 525	(2 385)	-4%	129 050
Aged Care	95 300	104 406	118 576	15 796	61 996	59 288	2 708	5%	118 576
Cemeteries, Funeral Parlours and Crematoriums	176	233	233	21	137	117	20	17%	233
Community Halls and Facilities	357	405	405	1	2	203	(201)	-99%	405
Libraries and Archives	9 299	9 836	9 836	5	6	4 918	(4 912)	-100%	9 836
Sport and recreation	10 375	1 805	1 805	92	311	902	(591)	-66%	1 805
Recreational Facilities	6 296	773	773	92	311	386	(75)	-19%	773
Sports Grounds and Stadiums	4 079	1 032	1 032	–	–	516	(516)	-100%	1 032

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		Full Year Forecast
Public safety	5	6	728	–	–	3	(3)	-100%	728
Fire Fighting and Protection	5	6	728	–	–	3	(3)	-100%	728
Housing	24 280	514	6 375	–	–	3 187	(3 187)	-100%	6 375
Housing	24 280	514	6 375	–	–	3 187	(3 187)	-100%	6 375
Economic and environmental services	28 402	45 079	45 214	241	3 467	22 607	(19 140)	-85%	45 214
Planning and development	1 933	2 512	3 958	51	788	1 979	(1 191)	-60%	3 958
Economic Development/Planning	166	–	1 445	–	–	723	(723)	-100%	1 445
Town Planning, Building Regulations and Enforcemer	1 768	1 882	1 882	51	788	941	(153)	-16%	1 882
Project Management Unit	–	630	630	–	–	315	(315)	-100%	630
Road transport	26 317	42 553	41 243	191	2 680	20 621	(17 942)	-87%	41 243
Police Forces, Traffic and Street Parking Contro	24 091	24 906	24 906	191	2 676	12 453	(9 777)	-79%	24 906
Roads	2 227	17 647	16 337	–	3	8 168	(8 165)	-100%	16 337
Environmental protection	152	13	13	–	–	7	(7)	-100%	13
Biodiversity and Landscape	152	13	13	–	–	7	(7)	-100%	13
Trading services	360 019	406 013	390 649	27 651	177 046	195 086	(18 041)	-9%	390 649
Energy sources	258 127	265 685	265 685	16 439	122 274	132 843	(10 569)	-8%	265 685
Electricity	257 653	265 685	265 685	16 439	122 274	132 843	(10 569)	-8%	265 685
Street Lighting and Signal Systems	474	–	–	–	–	–	–		–
Water management	43 372	64 856	59 568	3 356	18 762	29 546	(10 784)	-36%	59 568
Water Distribution	43 372	64 856	59 568	3 356	18 762	29 546	(10 784)	-36%	59 568
Waste water management	30 397	43 424	32 847	5 637	22 247	16 424	5 824	35%	32 847
Sewerage	27 134	29 605	24 317	5 637	22 247	12 158	10 089	83%	24 317
Storm Water Management	3 263	13 819	8 531	–	–	4 265	(4 265)	-100%	8 531
Waste management	28 124	32 047	32 549	2 220	13 763	16 274	(2 512)	-15%	32 549
Solid Waste Removal	28 124	32 047	32 549	2 220	13 763	16 274	(2 512)	-15%	32 549
Other	93	115	115	2	7	57	(51)	-88%	115
Licensing and Regulation	93	115	115	2	7	57	(51)	-88%	115
Total Revenue - Functional	620 107	669 441	677 954	49 111	302 268	338 378	(36 110)	-11%	677 967

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Mid-Year Assessment

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Expenditure - Functional									
Municipal governance and administration	113 001	150 869	153 688	12 706	59 486	75 110	(15 625)	-21%	153 688
Executive and council	23 579	30 612	30 612	1 876	10 716	15 306	(4 590)	-30%	30 612
Mayor and Council	15 490	19 731	19 731	1 139	6 567	9 866	(3 299)	-33%	19 731
Municipal Manager, Town Secretary and Chief Execut	8 089	10 881	10 881	736	4 150	5 441	(1 291)	-24%	10 881
Finance and administration	86 982	117 451	120 271	10 609	47 407	58 402	(10 995)	-19%	120 271
Administrative and Corporate Support	16 482	12 535	12 535	1 549	7 473	6 268	1 205	19%	12 535
Asset Management	156	4 772	4 772	0	26	2 386	(2 360)	-99%	4 772
Finance	30 689	38 188	41 015	3 477	16 697	18 774	(2 077)	-11%	41 015
Fleet Management	3 005	2 845	2 845	241	1 456	1 423	34	2%	2 845
Human Resources	16 877	37 508	37 433	3 766	12 471	18 717	(6 246)	-33%	37 433
Information Technology	3 833	4 002	4 173	308	2 304	2 087	217	10%	4 173
Legal Services	3 095	3 490	3 490	301	1 323	1 745	(422)	-24%	3 490
Marketing, Customer Relations, Publicity and Media	3 864	3 968	3 964	313	1 825	1 982	(157)	-8%	3 964
Property Services	1 944	1 239	1 239	53	317	620	(303)	-49%	1 239
Risk Management	–	457	457	–	–	229	(229)	-100%	457
Supply Chain Management	6 688	6 963	6 863	575	3 345	3 431	(87)	-3%	6 863
Valuation Service	348	1 483	1 483	25	170	742	(572)	-77%	1 483
Internal audit	2 441	2 805	2 805	222	1 362	1 403	(40)	-3%	2 805
Governance Function	2 441	2 805	2 805	222	1 362	1 403	(40)	-3%	2 805
Community and public safety	85 648	74 892	80 597	5 031	27 648	40 293	(12 646)	-31%	80 597
Community and social services	23 727	28 760	28 736	1 825	10 501	14 368	(3 867)	-27%	28 736
Aged Care	5 011	4 771	4 621	387	1 765	2 310	(546)	-24%	4 621
Cemeteries, Funeral Parlours and Crematoriums	2 931	3 585	3 737	234	1 537	1 868	(332)	-18%	3 737
Child Care Facilities	6	896	896	4	6	448	(442)	-99%	896
Community Halls and Facilities	5 512	6 671	6 657	384	2 255	3 329	(1 074)	-32%	6 657
Disaster Management	54	77	77	4	4	38	(34)	-89%	77
Education	2	766	766	–	1	383	(382)	-100%	766
Libraries and Archives	10 212	11 994	11 982	812	4 933	5 991	(1 058)	-18%	11 982
Sport and recreation	25 674	30 457	30 331	2 190	11 231	15 165	(3 934)	-26%	30 331
Community Parks (including Nurseries)	7 731	7 262	7 262	566	3 388	3 631	(243)	-7%	7 262
Recreational Facilities	13 206	17 843	17 727	1 267	5 610	8 863	(3 254)	-37%	17 727
Sports Grounds and Stadiums	4 738	5 352	5 342	357	2 233	2 671	(438)	-16%	5 342
Public safety	7 964	9 867	9 838	667	3 716	4 914	(1 197)	-24%	9 838
Fire Fighting and Protection	7 964	9 867	9 838	667	3 716	4 914	(1 197)	-24%	9 838
Housing	28 283	5 807	11 693	349	2 199	5 847	(3 647)	-62%	11 693
Housing	28 104	3 948	9 834	335	2 108	4 917	(2 809)	-57%	9 834
Informal Settlements	178	1 859	1 859	14	91	930	(838)	-90%	1 859

Description	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	YearTD budget
R thousands								%	
Economic and environmental services	78 192	70 759	70 261	3 868	24 378	35 130	(10 752)	-31%	70 261
Planning and development	9 695	12 992	12 597	909	4 912	6 299	(1 387)	-22%	12 597
Corporate Wide Strategic Planning (IDPs, LEDs)	1 541	2 290	2 290	135	793	1 145	(352)	-31%	2 290
Economic Development/Planning	1 609	2 215	2 212	93	636	1 106	(470)	-43%	2 212
Town Planning, Building Regulations and Enforcement	4 818	5 740	5 590	496	2 390	2 795	(405)	-14%	5 590
Project Management Unit	1 727	2 746	2 505	185	1 093	1 253	(159)	-13%	2 505
Road transport	67 488	55 758	55 655	2 914	19 284	27 827	(8 544)	-31%	55 655
Police Forces, Traffic and Street Parking Control	43 848	32 333	32 321	1 603	9 734	16 160	(6 427)	-40%	32 321
Roads	23 640	23 425	23 334	1 311	9 550	11 667	(2 117)	-18%	23 334
Environmental protection	1 009	2 009	2 009	46	183	1 005	(822)	-82%	2 009
Biodiversity and Landscape	1 009	2 009	2 009	46	183	1 005	(822)	-82%	2 009
Trading services	327 775	385 015	386 290	25 901	152 079	193 145	(41 066)	-21%	386 290
Energy sources	245 969	268 463	270 399	16 238	107 237	135 200	(27 963)	-21%	270 399
Electricity	243 205	265 128	267 364	15 889	106 224	133 682	(27 458)	-21%	267 364
Street Lighting and Signal Systems	2 764	3 335	3 035	350	1 013	1 518	(504)	-33%	3 035
Water management	40 314	35 733	35 856	3 526	15 712	17 928	(2 216)	-12%	35 856
Water Treatment	25	1 692	1 692	–	60	846	(786)	-93%	1 692
Water Distribution	37 185	29 481	29 605	3 505	14 227	14 802	(575)	-4%	29 605
Water Storage	3 104	4 560	4 560	21	1 425	2 280	(855)	-37%	4 560
Waste water management	33 598	34 766	34 749	3 008	13 403	17 374	(3 971)	-23%	34 749
Public Toilets	1 489	1 875	1 875	178	792	938	(145)	-15%	1 875
Sewerage	24 782	23 500	23 220	2 356	9 816	11 610	(1 794)	-15%	23 220
Storm Water Management	7 325	6 691	6 954	474	2 795	3 477	(682)	-20%	6 954
Waste Water Treatment	2	2 699	2 699	–	–	1 350	(1 350)	-100%	2 699
Waste management	7 894	46 053	45 285	3 128	15 726	22 643	(6 917)	-31%	45 285
Solid Waste Disposal (Landfill Sites)	(23 910)	16 613	16 608	101	1 160	8 304	(7 145)	-86%	16 608
Solid Waste Removal	29 890	28 001	27 237	2 893	13 818	13 619	199	1%	27 237
Street Cleaning	1 915	1 440	1 440	134	749	720	29	4%	1 440
Other	882	959	959	0	446	480	(33)	-7%	959
Licensing and Regulation	28	62	62	0	0	31	(31)	-99%	62
Tourism	854	897	897	–	446	448	(2)	0%	897
Total Expenditure - Functional	605 499	682 493	691 796	47 507	264 037	344 159	(80 122)	-23%	691 796
Surplus/ (Deficit) for the year	14 608	(13 052)	(13 842)	1 604	38 231	(5 781)	44 012	-761%	(13 829)

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

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Mid-Year Assessment

Vote Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	89 792	97 078	100 067	5 151	58 575	50 034	8 541	17,1%	100 067
Vote 2 - Community Services	40 250	11 944	12 666	135	553	5 972	(5 419)	-90,7%	12 666
Vote 3 - Community Services	116 399	126 015	140 185	16 006	64 699	70 093	(5 393)	-7,7%	140 185
Vote 4 - Community Services	7 857	4 905	12 211	(0)	–	6 105	(6 105)	-100,0%	12 211
Vote 5 - Corporate Services	(134)	566	566	25	38	283	(245)	-86,6%	566
Vote 6 - Technical Services	291 845	330 552	318 664	22 190	145 638	159 332	(13 694)	-8,6%	318 664
Vote 7 - Technical Services	71 476	96 840	92 053	5 559	32 505	45 788	(13 283)	-29,0%	92 053
Vote 8 - Muncipal Manager	575	1 542	1 542	45	259	771	(511)	-66,3%	1 542
Total Revenue by Vote	618 059	669 441	677 954	49 111	302 268	338 378	(36 110)	-10,7%	677 954
Vote 1 - Financial Services	38 268	52 907	55 633	4 216	20 869	26 083	(5 214)	-20,0%	55 633
Vote 2 - Community Services	34 896	42 428	42 559	3 134	16 929	21 274	(4 345)	-20,4%	42 559
Vote 3 - Community Services	59 040	51 839	51 113	2 603	15 200	25 557	(10 356)	-40,5%	51 113
Vote 4 - Community Services	39 210	19 452	25 738	1 114	6 538	12 869	(6 332)	-49,2%	25 738
Vote 5 - Corporate Services	59 672	81 238	81 331	7 235	32 030	40 665	(8 636)	-21,2%	81 331
Vote 6 - Technical Services	308 685	334 930	336 607	21 139	132 929	168 304	(35 375)	-21,0%	336 607
Vote 7 - Technical Services	52 344	84 015	83 371	6 960	33 441	41 686	(8 245)	-19,8%	83 371
Vote 8 - Muncipal Manager	12 124	15 685	15 443	1 104	6 101	7 722	(1 620)	-21,0%	15 443
Total Expenditure by Vote	604 238	682 493	691 796	47 507	264 037	344 159	(80 122)	-23,3%	691 796
Surplus/ (Deficit) for the year	13 821	(13 052)	(13 842)	1 604	38 231	(5 781)	44 012	-761,3%	(13 842)

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Mid-Year Assessment

Vote Description	2019/20	Budget Year 2020/21							
R thousand	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	89 792	97 078	100 067	5 151	58 575	50 034	8 541	17%	100 067
1.1 - Assessment Rates	68 153	81 350	81 350	4 231	50 614	40 675	9 939	24%	81 350
1.2 - Treasury: Administration	22 355	20 240	23 229	990	8 322	11 615	(3 293)	-28%	23 229
1.3 - Treasury: Debtors	(773)	(4 764)	(4 764)	(77)	(425)	(2 382)	1 957	-82%	(4 764)
1.4 - Treasury: Credit controle	(0)	234	234	–	(0)	117	(117)	-100%	234
1.5 - Supply Chain Management	56	18	18	7	64	9	55	617%	18
Vote 2 - Community Services	164 505	142 864	165 062	16 141	65 252	82 170	(3 800)	-5%	165 062
2.1 - Cemetries	176	233	233	21	137	117	(3 380)	0%	233
2.2 - Housing: Administration	24 474	1 098	6 959	16	99	3 479	(3)		6 959
2,3 - Library Services	9 299	9 836	9 836	5	6	4 918	(74)	-40%	9 836
2,4 - Fire Protection Sevices	5	6	728	–	–	3	–		728
2,5 - Pine Forest : Administration	6 296	771	771	92	311	385	(153)	1746%	771
2.7-Community Halls And Facilities	222	310	310	1	2	155	2 708		310
2.8-Licensing & Regulation	93	115	115	2	7	57	(1 927)		115
2.9-Enviromental Protection	152	13	13	–	–	7	(723)		13
2.10-Parks	19	119	119	16	19	59	–		119
2.11-Traffic	20 613	21 053	21 053	191	2 676	10 526	(245)	-87%	21 053
2.13-Social & Welfare Services	95 300	104 406	118 576	15 796	61 996	59 288	–		118 576
2.15-Recreational Land	4 079	1 032	1 032	–	–	516	–		1 032
2.16-Swimming Pools	135	19	19	(0)	–	10	(2)	-100%	19
2.17-Vehicle Licensing & Testing	3 477	3 854	3 854	–	–	1 927	–		3 854
2.18-L E D	166	–	1 445	–	–	723	–		1 445
Vote 3 - Corporate Services	(134)	566	566	25	38	283	(245)	-87%	566
3.1-Property Administration	(550)	–	–	–	–	–	–		–
3.3-Human Resources	313	552	552	25	25	276	(251)	-91%	552
3.5-Council Cost	103	–	–	–	13	–	13	#DIV/0!	–
3.7-Marketing & Communications	–	4	4	–	–	2	(2)	-100%	4
3.9-Administration	–	9	9	–	0	4	(4)	-99%	9
Vote 4 - Technical Services	363 321	427 392	410 717	27 749	178 144	205 120	(26 977)	-13%	410 717
4.1-Building Regulations & Enforce	768	944	944	32	490	472	18	4%	944
4.2-Electricity: Administration	256 421	267 434	267 434	16 448	122 328	133 717	(11 388)	-9%	267 434
4.3-Electricity: Street Lights	474	–	–	–	–	–	–		–
4.5-Sewerage	27 898	29 914	24 626	5 705	22 653	12 313	10 340	84%	24 626
4.7-Town Planning	794	794	794	6	164	397	(233)	-59%	794
4.8-Stormwater Management	3 263	13 819	8 531	–	–	4 265	(4 265)	-100%	8 531
4.9-Roads	2 227	17 647	16 337	–	3	8 168	(8 165)	-100%	16 337
4.10-Solid Waste (Dumping Site)	803	10 024	10 024	0	341	5 012	(4 672)	-93%	10 024
4.11-Solid Waste (Garden)	–	5	5	–	–	2	(2)	-100%	5
4.12-Solid Waste (Removal)	27 301	21 955	22 456	2 203	13 403	11 228	2 175	19%	22 456
4.14-Water Distribution	43 372	64 856	59 568	3 356	18 762	29 546	(10 784)	-36%	59 568
Vote 5 - Muncipal Manager	575	1 542	1 542	45	259	771	(511)	-66%	1 542
5.1-Property & Legal Services	556	912	912	45	259	456	(196)	-43%	912
5.3-Project Management	19	630	630	–	–	315	(315)	-100%	630
Total Revenue by Vote	618 059	669 441	677 954	49 111	302 268	338 378	(36 110)	-11%	677 954
Vote 1 - Financial Services	38 268	52 907	55 633	4 216	20 869	26 083	(5 214)	-20%	55 633
1.1 - Assessment Rates	4 548	3 819	3 819	1 059	2 857	1 910	948	50%	3 819
1.2 - Treasury: Administration	13 217	25 318	28 145	1 339	7 452	12 339	(4 887)	-40%	28 145
1.3 - Treasury: Debtors	5 129	6 410	6 435	424	2 548	3 218	(670)	-21%	6 435
1.4 - Treasury: Credit controle	8 263	8 487	8 462	681	4 031	4 231	(200)	-5%	8 462
1.5 - Supply Chain Management	6 698	6 963	6 863	575	3 346	3 431	(85)	-2%	6 863
1.6 - Director: Finance	412	1 909	1 909	140	635	954	(319)	-33%	1 909
Vote 2 - Community Services	132 129	112 827	118 517	6 761	38 120	59 253	(21 133)	-36%	118 517
2.1 - Cemetries	2 931	3 585	3 737	234	1 537	1 868	(332)	-18%	3 737
2.2 - Housing: Administration	28 268	5 807	11 693	349	2 199	5 847	(3 647)	-62%	11 693
2,3 - Library Services	10 212	11 714	11 702	812	4 933	5 851	(918)	-16%	11 702
2,4 - Fire Protection Sevices	7 964	9 867	9 838	667	3 716	4 914	(1 197)	-24%	9 838
2,5 - Pine Forest : Administration	9 505	11 454	11 450	1 073	4 544	5 725	(1 181)	-21%	11 450
2.6-Klipriver Park: Administration	934	1 457	1 457	69	477	729	(251)	-34%	1 457
2.7-Community Halls And Facilities	5 091	6 250	6 236	347	2 024	3 118	(1 094)	-35%	6 236
2.8-Licensing & Regulation	28	62	62	0	0	31	(31)	-99%	62
2.9-Enviromental Protection	1 009	2 009	2 009	46	183	1 005	(822)	-82%	2 009
2.10-Parks	7 731	7 529	7 529	566	3 388	3 764	(376)	-10%	7 529
2.11-Traffic	39 173	28 022	27 459	1 179	7 350	13 730	(6 379)	-46%	27 459
2.12-Disaster Management	54	77	77	4	4	38	(34)	-89%	77
2.13-Social & Welfare Services	5 019	6 433	6 283	391	1 772	3 142	(1 370)	-44%	6 283
2.15-Recreational Land	4 738	5 352	5 342	357	2 233	2 671	(438)	-16%	5 342
2.16-Swimming Pools	2 741	4 932	4 820	125	588	2 410	(1 821)	-76%	4 820
2.17-Vehicle Licensing & Testing	4 675	4 312	4 862	423	2 383	2 431	(48)	-2%	4 862
2.18-L E D	1 609	2 215	2 212	93	636	1 106	(470)	-43%	2 212
2.19-Director: Community Services	448	1 749	1 749	26	150	875	(724)	-83%	1 749

Vote 3 - Corporate Services	60 688	82 131	82 224	7 326	32 576	41 112	(8 535)	-21%	82 224
3.1-Property Administration	584	453	453	53	315	226	89	39%	453
3.2-Information Tecnology	3 832	4 001	4 172	308	2 304	2 086	218	10%	4 172
3.3-Human Resources	16 877	37 508	37 433	3 766	12 471	18 717	(6 246)	-33%	37 433
3.5-Council Cost	15 490	19 731	19 731	1 139	6 567	9 866	(3 299)	-33%	19 731
3.5-Town Secretary	1 452	1 505	1 505	133	790	752	37	5%	1 505
3.6-Tourism	854	897	897	–	446	448	(2)	0%	897
3.7-Marketing & Communications	3 865	3 969	3 965	313	1 825	1 982	(158)	-8%	3 965
3.8-Thusong Centre	432	441	441	38	232	220	11	5%	441
3.9-Administration	15 294	11 628	11 628	1 416	6 683	5 814	869	15%	11 628
3.10-Director Corporate Services	2 006	1 999	1 999	159	944	1 000	(55)	-6%	1 999
Vote 4 - Technical Services	361 029	418 945	419 979	28 099	166 370	209 989	(43 619)	-21%	419 979
4.1-Building Regulations & Enforce	2 828	2 884	2 903	261	1 546	1 451	95	7%	2 903
4.2-Electricity: Administration	233 549	265 464	267 401	15 382	101 663	133 700	(32 037)	-24%	267 401
4.3-Electricity: Street Lights	9 536	–	–	588	3 553	–	3 553	#DIV/0!	–
4.4-Mechanical Workshop	3 005	2 845	2 845	241	1 456	1 423	34	2%	2 845
4.4-Public Toilets	1 489	1 875	1 875	178	792	938	(145)	-15%	1 875
4.5-Sewerage	27 528	28 888	28 608	2 624	11 635	14 304	(2 669)	-19%	28 608
4.7-Town Planning	1 990	2 857	2 687	236	844	1 344	(500)	-37%	2 687
4.8-Stormwater Management	7 325	6 691	6 954	474	2 795	3 477	(682)	-20%	6 954
4.9-Roads	23 640	23 425	23 334	1 311	9 550	11 667	(2 117)	-18%	23 334
4.10-Solid Waste (Dumping Site)	(23 910)	16 613	16 608	101	1 160	8 304	(7 145)	-86%	16 608
4.11-Solid Waste (Garden)	10 906	12 000	11 736	777	5 567	5 868	(301)	-5%	11 736
4.12-Solid Waste (Removal)	20 898	17 441	16 941	2 250	8 999	8 470	529	6%	16 941
4.13-Water Storage	3 104	4 576	4 576	21	1 425	2 288	(863)	-38%	4 576
4.14-Water Distribution	37 210	31 430	31 554	3 505	14 487	15 777	(1 290)	-8%	31 554
4.15-Director: Technical Services	1 932	1 956	1 956	150	896	978	(81)	-8%	1 956
Vote 5 - Muncipal Manager	12 124	15 685	15 443	1 104	6 101	7 722	(1 620)	-21%	15 443
5.1-Property & Legal Services	3 100	3 703	3 703	301	1 325	1 851	(526)	-28%	3 703
5.2-IDP	1 541	2 290	2 290	135	793	1 145	(352)	-31%	2 290
5.3-Project Management	641	1 310	1 310	88	515	655	(140)	-21%	1 310
5.4-Performance Management	1 086	1 437	1 196	97	579	598	(19)	-3%	1 196
5.5-Internal Audit	2 441	3 263	3 263	222	1 362	1 631	(269)	-16%	3 263
5.6-Municipal Manager	3 315	3 683	3 683	262	1 528	1 841	(314)	-17%	3 683
Total Expenditure by Vote	604 238	682 493	691 796	47 507	264 037	344 159	(80 122)	(0)	691 796
Surplus/ (Deficit) for the year	13 821	(13 052)	(13 842)	1 604	38 231	(5 781)	44 012	(0)	(13 842)

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

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Mid-Year Assessmen

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	73 497	76 388	76 388	4 427	55 359	58 956	(3 597)	-6%	76 388
Service charges - electricity revenue	255 498	266 973	266 973	16 439	122 273	132 357	(10 084)	-8%	266 973
Service charges - water revenue	39 419	35 137	35 137	3 361	18 768	18 017	751	4%	35 137
Service charges - sanitation revenue	25 949	18 352	18 352	5 705	22 653	12 111	10 541	87%	18 352
Service charges - refuse revenue	25 713	21 271	21 271	2 201	13 718	12 605	1 112	9%	21 271
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	3 905	2 663	2 663	112	585	802	(217)	-27%	2 663
Interest earned - external investments	7 446	9 129	9 129	249	1 561	2 538	(978)	-39%	9 129
Interest earned - outstanding debtors	10 515	8 264	8 264	(33)	(154)	1 828	(1 981)	-108%	8 264
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	19 654	20 456	20 456	4	43	3 338	(3 295)	-99%	20 456
Licences and permits	1 042	2 010	2 010	190	2 655	2 250	405	18%	2 010
Agency services	3 477	3 854	3 854	–	–	623	(623)	-100%	3 854
Transfers recognised - operational	131 561	116 989	139 907	15 828	62 156	103 832	(41 676)	-40%	139 907
Other revenue	9 462	9 239	9 239	629	2 651	3 003	(352)	-12%	9 239
Gains on disposal of PPE	(474)	–	–	–	–	(0)	0	-100%	–
Total Revenue (excluding capital transfers and contributions)	606 665	590 725	613 643	49 111	302 268	352 261	(49 993)	-14%	613 643
Expenditure By Type									
Employee related costs	185 788	226 182	226 182	18 294	100 702	104 489	(3 787)	-4%	226 182
Remuneration of councillors	9 902	12 032	12 032	825	4 949	5 306	(357)	-7%	12 032
Debt impairment	14 187	44 688	44 688	2	8	7 460	(7 451)	-100%	(0)
Depreciation & asset impairment	32 721	40 688	40 688	–	2	6 788	(6 786)	-100%	53 148
Finance charges	9 044	9 181	9 181	23	152	1 572	(1 420)	-90%	9 181
Bulk purchases	221 822	232 760	232 760	13 935	96 467	106 794	(10 327)	-10%	232 760
Other materials	14 194	19 528	18 638	784	5 301	7 954	(2 653)	-33%	18 638
Contracted services	44 029	48 486	53 296	3 863	19 270	20 768	(1 498)	-7%	53 296
Transfers and grants	25 477	2 179	8 060	50	714	881	(167)	-19%	8 060
Other expenditure	48 335	46 770	46 271	9 731	36 472	28 187	8 286	29%	51 201
Loss on disposal of PPE	–	–	–	–	–	0	(0)	-100%	–
Total Expenditure	605 499	682 493	691 796	47 507	264 037	290 199	(26 162)	-9%	664 498
Surplus/(Deficit)	1 166	(91 768)	(78 153)	1 604	38 231	62 062	(23 831)	(0)	(50 855)
Transfers recognised - capital	13 442	78 716	63 810	–	–	18 346	(18 346)	(0)	63 810
Contributions recognised - capital	–	–	501	–	–	251	(251)	(0)	501
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	14 608	(13 052)	(13 842)	1 604	38 231	80 658			13 456
Surplus/(Deficit) attributable to	14 608	(13 052)	(13 842)	1 604	38 231	80 658			13 456
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	14 608	(13 052)	(13 842)	1 604	38 231	80 658			13 456

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) - Mid-Year Assessment

Vote Description R thousands	2019/20 Audited Outcome	Budget Year 2020/21 Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Multi-Year expenditure appropriation									
Vote 2 - Community Services	126	–	214	–	183	107	76	71%	214
Vote 4 - Technical Services	–	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	4 304	40 708	39 384	1 077	4 330	19 692	(15 362)	-78%	39 384
Single Year expenditure appropriation									
Vote 1 - Financial Services	206	–	102	–	–	51	(51)	-100%	102
Vote 2 - Community Services	–	–	722	–	–	–	–		722
Vote 3 - Corporate Services	1 053	620	1 113	58	399	556	(157)	-28%	1 113
Vote 4 - Technical Services	4 152	900	6 431	1 374	4 317	3 215	1 101	34%	6 431
Vote 5 - Muncipal Manager	1 833	1 050	4 228	735	1 767	2 114	(347)	-16%	4 228
Total Capital single-year expenditure	20 348	48 056	41 423	2 893	13 747	19 527	(5 781)	-30%	41 423
Total Capital Expenditure	24 652	88 764	80 807	3 969	18 077	39 219	(21 142)	-54%	80 807

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Mid-Year Assessment

Vote Description R thousands	2019/20 Audited Outcome	Budget Year 2020/21 Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification									
Governance and administration	(7 159)	1 400	3 860	736	998	1 755	(757)	-43%	3 860
Executive and council	166	600	1 450	11	11	725	(714)	-99%	1 450
Finance and administration	(7 324)	800	2 410	724	987	1 030	(43)	-4%	2 410
Community and public safety	5 091	1 520	6 848	1 429	4 893	3 063	1 830	60%	6 848
Community and social services	313	580	960	58	368	480	(112)	-23%	960
Sport and recreation	4 651	940	4 952	1 371	4 342	2 476	1 866	75%	4 952
Public safety	126	–	936	–	183	107	76	71%	936
Housing	–	–	–	–	–	–	–		–
Economic and environmental services	7 871	20 245	19 743	813	4 046	9 623	(5 577)	-58%	19 743
Planning and development	76	–	1 631	3	7	815	(808)	-99%	1 631
Road transport	7 795	20 245	18 112	809	4 039	8 808	(4 768)	-54%	18 112
Environmental protection	–	–	–	–	–	–	–		–
Trading services	18 849	65 600	50 356	992	8 140	24 778	(16 638)	-67%	50 356
Energy sources	7 740	2 500	4 153	389	1 320	2 076	(756)	-36%	4 153
Water management	2 297	27 396	23 005	–	1 813	11 503	(9 690)	-84%	23 005
Waste water management	7 096	26 347	15 770	356	3 978	7 485	(3 507)	-47%	15 770
Waste management	1 716	9 356	7 428	248	1 029	3 714	(2 685)	-72%	7 428
Total Capital Expenditure - Standard Cla	24 652	88 764	80 807	3 969	18 077	39 219	(21 142)	-54%	80 807
Funded by:									
National Government	12 852	35 763	35 763	1 446	7 911	17 633	(9 722)	-55%	35 763
Provincial Government	271	42 954	27 445	757	3 795	13 361	(9 566)	-72%	27 445
District Municipality	–	–	602	–	–	301	(301)	-100%	602
Transfers recognised - capital	13 123	78 716	64 311	2 203	11 706	31 546	(19 840)	-63%	64 311
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	21 175	10 048	16 496	1 767	6 371	7 673	(1 302)	-17%	16 496
Total Capital Funding	34 298	88 764	80 807	3 969	18 077	39 219	(21 142)	-54%	80 807

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - A - Mid-Year Assessment

Vote Description	2019/20	Budget Year 2020/21							
R thousand	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital expenditure - Municipal Vote									
Expenditure of multi-year capital appropriation									
Vote 1 - Financial Services	(9 816)	–	–	–	–	–	–		–
1.1 - Assessment Rates	–	–	–	–	–	–	–		–
1.2 - Treasury: Administration	(9 816)	–	–	–	–	–	–		–
1.3 - Treasury: Debtors	–	–	–	–	–	–	–		–
1.4 - Treasury: Credit controle	–	–	–	–	–	–	–		–
1.5 - Supply Chain Management	–	–	–	–	–	–	–		–
1.6 - Director: Finance	–	–	–	–	–	–	–		–
Vote 2 - Community Services	126	–	214	–	183	107	76	71%	214
2.1 - Cemetries	–	–	–	–	–	–	–		–
2.2 - Housing: Administration	–	–	–	–	–	–	–		–
2,3 - Library Services	–	–	–	–	–	–	–		–
2,4 - Fire Protection Sevices	–	–	–	–	–	–	–		–
2,5 - Pine Forest : Administration	126	–	214	–	183	107	76	71%	214
2.6-Klipriver Park: Administration	–	–	–	–	–	–	–		–
2.7-Community Halls And Facilities	–	–	–	–	–	–	–		–
2.8-Licensing & Regulation	–	–	–	–	–	–	–		–
2.9-Enviromental Protection	–	–	–	–	–	–	–		–
2.10-Parks	–	–	–	–	–	–	–		–
Vote 3 - Corporate Services	–	–	–	–	–	–	–		–
3.1-Property Administration	–	–	–	–	–	–	–		–
3.2-Information Tecnology	–	–	–	–	–	–	–		–
3.3-Human Resources	–	–	–	–	–	–	–		–
3.5-Council Cost	–	–	–	–	–	–	–		–
3.5-Town Secretary	–	–	–	–	–	–	–		–
3.6-Tourism	–	–	–	–	–	–	–		–
3.7-Marketing & Communications	–	–	–	–	–	–	–		–
3.8-Thusong Centre	–	–	–	–	–	–	–		–
3.9-Administration	–	–	–	–	–	–	–		–
3.10-Director Corporate Services	–	–	–	–	–	–	–		–
Vote 4 - Technical Services	16 748	16 921	17 772	987	4 169	8 886	–		17 772
4.1-Building Regulations & Enforce	–	–	–	–	–	–	–		–
4.2-Electricity: Administration	–	–	–	–	–	–	–		–
4.3-Electricity: Street Lights	–	–	–	–	–	–	–		–
4.4-Mechanical Workshop	–	–	–	–	–	–	–		–
4.4-Public Toilets	–	–	–	–	–	–	–		–
4.5-Sewerage	–	–	–	–	–	–	–		–
4.7-Town Planning	–	–	–	–	–	–	–		–
4.8-Stormwater Management	–	–	–	–	–	–	–		–
4.9-Roads	–	–	–	–	–	–	–		–
4.10-Solid Waste (Dumping Site)	–	–	–	–	–	–	–		–
4.11-Solid Waste (Garden)	–	–	–	–	–	–			–
4.12-Solid Waste (Removal)	12 575	14 421	16 174	987	3 917	8 087			16 174
4.13-Water Storage	–	–	–	–	–	–			–
4.14-Water Distribution	2 907	2 500	1 250	–	251	625			1 250
4.15-Director: Technical Services	1 266	–	348	–	–	174			348
Vote 5 - Muncipal Manager	9 802	38 208	37 572	1 077	3 896	18 786	(14 890)	-79%	37 572
5.1-Property & Legal Services	–	–	–	–	–	–	–		–
5.2-IDP	–	–	–	–	–	–	–		–
5.3-Project Management	–	–	–	–	–	–	–		–
5.4-Performance Management	3 263	4 331	4 331	178	1 736	2 165	(429)	-20%	4 331
5.5-Internal Audit	5 139	7 590	10 246	809	1 929	5 123	(3 194)	-62%	10 246
5.6-Municipal Manager	1 400	26 288	22 995	89	230	11 498	(11 268)	-98%	22 995
Total multi-year capital expenditure	16 860	55 129	55 558	2 064	8 247	27 779	(19 532)	-70%	55 558

							–		
Capital expenditure - Municipal Vote									
Expenditue of single-year capital appropriation							–		
Vote 1 - Financial Services	1 366	1 200	2 073	116	767	1 036	(269)	-26%	2 073
1.1 - Assessment Rates	–	–	–	–	–	–	–		–
1.2 - Treasury: Administration	–	–	–	–	–	–	–		–
1.3 - Treasury: Debtors	–	–	–	–	–	–	–		–
1.4 - Treasury: Credit controle	–	–	–	–	–	–	–		–
1.5 - Supply Chain Management	1 053	620	1 113	58	399	556	(157)	-28%	1 113
1.6 - Director: Finance	313	580	960	58	368	480	(112)	-23%	960
Vote 2 - Community Services	–	–	17 692	3 507	10 487	8 846	1 641	19%	17 692
2.1 - Cemetries	–	–	–	–	–	–	–		–
2.2 - Housing: Administration	–	–	152	–	32	76	(44)	-59%	152
2,3 - Library Services	–	–	–	–	–	–	–		–
2,4 - Fire Protection Sevices	–	–	–	–	–	–	–		–
2,5 - Pine Forest : Administration	–	–	–	–	–	–	–		–
2.6-Klipriver Park: Administration	–	–	6 431	1 374	4 317	3 215	1 101	34%	6 431
2.7-Community Halls And Facilities	–	–	–	–	–	–	–		–
2.8-Licensing & Regulation	–	–	–	–	(1)	–	(1)		–
2.9-Enviromental Protection	–	–	4 800	1 371	4 311	2 400	1 911	80%	4 800
2.10-Parks	–	–	–	–	–	–	–		–
2.12-Disaster Management			–	–	–	–	–		–
2.13-Social & Welfare Services			1 631	3	7	815	(808)	-99%	1 631
2.14-Sport Grounds			–	–	–	–	–		–
2.15-Recreational Land			–	–	–	–	–		–
2.16-Swimming Pools			–	–	–	–	–		–
2.17-Vehicle Licensing & Testing			4 228	735	1 767	2 114	(347)	-16%	4 228
2.18-L E D			–	–	–	–	–		–
2.19-Director: Community Services			450	24	55	225	(170)	-75%	450
Vote 3 - Corporate Services	15 188	35 021	26 273	1 655	7 421	12 313	(4 892)	-40%	26 273
3.1-Property Administration	–	–	–	–	–	–	–		–
3.2-Information Tecnology	–	–	–	–	–	–	–		–
3.3-Human Resources	46	–	–	–	–	–	–		–
3.5-Council Cost	47	–	–	–	–	–	–		–
3.5-Town Secretary	70	–	1 430	700	931	715	216	30%	1 430
3.6-Tourism	–	–	–	–	–	–	–		–
3.7-Marketing & Communications	11 458	35 021	22 288	567	5 421	10 321	(4 899)	-47%	22 288
3.8-Thusong Centre	–	–	–	–	–	–	–		–
3.9-Administration	3 567	–	1 685	389	1 069	842	226	27%	1 685
3.10-Director Corporate Services	–	–	870	–	–	435	(435)	-100%	870
Vote 4 - Technical Services	11 156	55 951	32 813	496	8 037	15 583	(7 546)	-48%	32 813
4.1-Building Regulations & Enforce	1 522	350	427	1	1	39	(38)	-98%	427
4.2-Electricity: Administration	884	–	–	–	–	–	–		–
4.3-Electricity: Street Lights	2 949	12 528	7 240	178	1 498	3 220	(1 722)	-53%	7 240
4.4-Mechanical Workshop	–	–	–	–	–	–	–		–
4.4-Public Toilets	–	9 489	4 200	–	744	2 100	(1 356)	-65%	4 200
4.5-Sewerage	2 535	12 655	7 866	–	2 110	3 685	(1 575)	-43%	7 866
4.7-Town Planning	1 632	10 465	6 540	159	1 842	3 270	(1 428)	-44%	6 540
4.8-Stormwater Management	–	–	–	–	–	–	–		–
4.9-Roads	520	–	–	–	–	–	–		–
4.10-Solid Waste (Dumping Site)	–	–	1 363	159	799	682	117	17%	1 363
4.11-Solid Waste (Garden)	–	–	–	–	–	–	–		–
4.12-Solid Waste (Removal)	1 089	10 465	5 176	–	1 044	2 588	(1 545)	-60%	5 176
4.13-Water Storage	23	–	–	–	–	–	–		–
4.14-Water Distribution	–	–	–	–	–	–	–		–
4.15-Director: Technical Services	–	–	–	–	–	–	–		–
Vote 5 - Muncipal Manager	28	–	–	–	–	–	–		–
5.1-Property & Legal Services	–	–	–	–	–	–	–		–
5.2-IDP	14	–	–	–	–	–	–		–
5.3-Project Management	14	–	–	–	–	–	–		–
5.4-Performance Management	–	–	–	–	–	–	–		–
5.5-Internal Audit	–	–	–	–	–	–	–		–
5.6-Municipal Manager	–	–	–	–	–	–	–		–
Total single-year capital expenditure	27 738	92 172	78 851	5 774	26 713	37 778	(11 066)	(0)	78 851
Total Capital Expenditure	44 599	147 301	134 408	7 838	34 960	65 557	(30 597)	(0)	134 408

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

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - Mid-Year Assessment

Description	2019/20	Budget Year 2020/21			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash	130 394	38 462	107 316	152 660	107 316
Call investment deposits	–	–	–	–	–
Consumer debtors	68 708	38 038	63 257	79 294	63 257
Other debtors	7 908	20 630	3 520	29 565	3 520
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 563	11 693	11 464	9 980	11 464
Total current assets	218 573	108 824	185 556	271 499	185 556
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	44 043	44 492	44 325	44 043	44 325
Investments in Associate	–	–	–	–	–
Property, plant and equipment	911 364	1 002 139	1 005 197	929 441	1 005 197
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	1 631	2 029	2 606	1 631	2 606
Other non-current assets	550	550	550	550	550
Total non current assets	957 588	1 049 210	1 052 677	975 665	1 052 677
TOTAL ASSETS	1 176 161	1 158 034	1 238 234	1 247 164	1 238 234
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	1 968	–	–	1 968	–
Consumer deposits	7 976	7 150	7 544	8 199	7 544
Trade and other payables	52 380	47 310	141 209	82 023	141 209
Provisions	85 072	76 091	56 427	84 313	56 427
Total current liabilities	147 395	130 550	205 180	176 504	205 180
Non current liabilities					
Borrowing	2 620	4 722	4 588	2 620	4 588
Provisions	107 888	180 655	165 513	111 551	165 513
Total non current liabilities	110 508	185 378	170 101	114 170	170 101
TOTAL LIABILITIES	257 903	315 928	375 281	290 674	375 281
NET ASSETS	918 258	842 106	862 953	956 490	862 953
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	907 641	831 751	852 598	945 873	852 598
Reserves	10 617	10 355	10 355	10 617	10 355
TOTAL COMMUNITY WEALTH/EQUITY	918 258	842 106	862 953	956 490	862 953

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

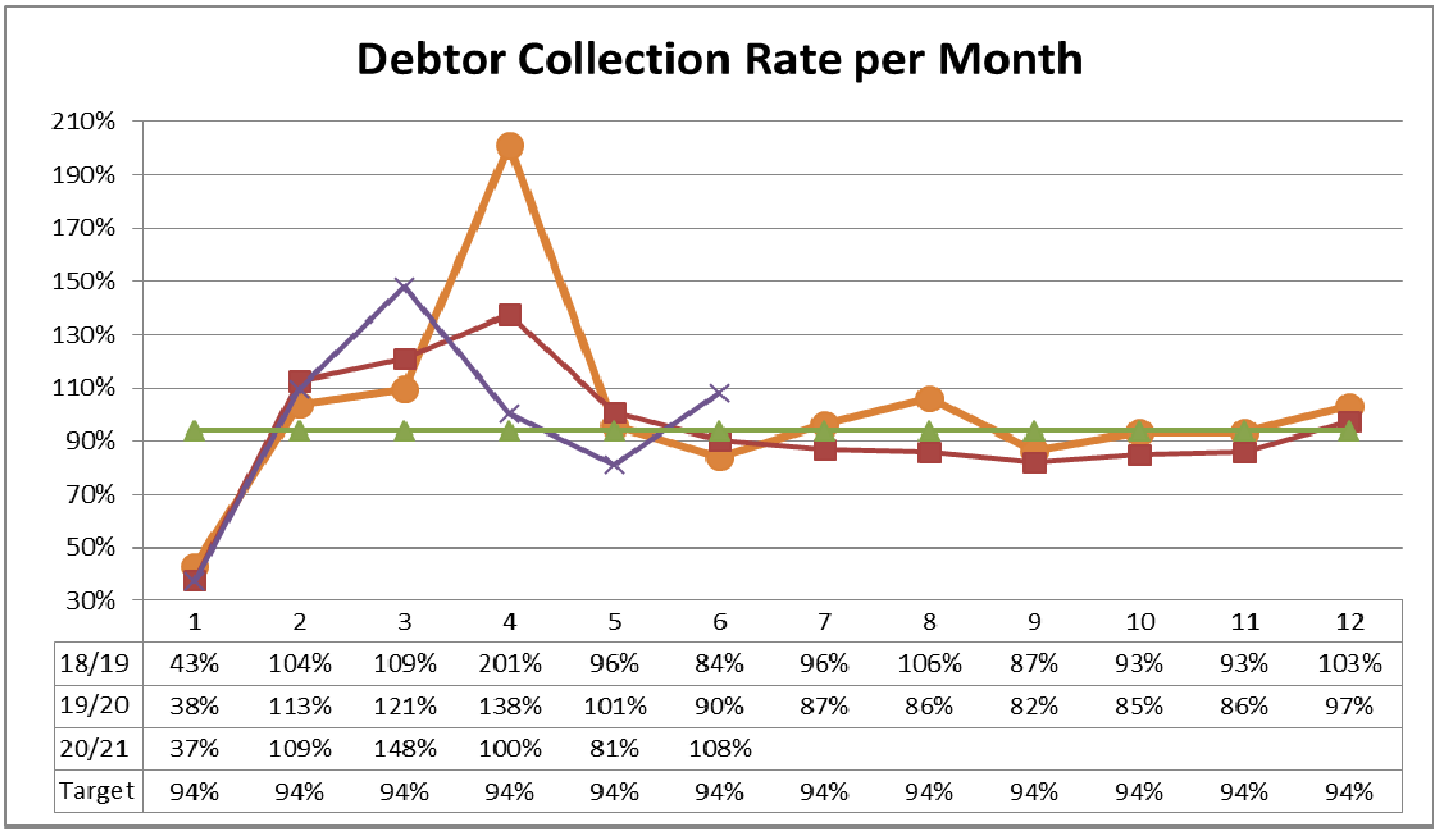
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - Mid-Year Assessmen

Description	Budget Year 2020/21							
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES								
Receipts								
Property rates, penalties & collection charges	72 569	72 569	5 654	45 812	48 542	(2 730)	-6%	72 569
Service charges	315 962	312 168	35 200	183 904	137 866	46 038	33%	312 168
Other revenue	21 754	21 753	398	4 680	7 846	(3 166)	-40%	21 753
Government - operating	116 989	139 907	16 748	71 659	100 472	(28 814)	-29%	139 907
Government - capital	78 716	64 311	10 784	29 747	33 267	(3 520)	-11%	64 311
Interest	17 393	11 608	249	1 310	3 424	(2 113)	-62%	11 608
Dividends								
Payments								
Suppliers and employees	(557 432)	(572 263)	(41 711)	(292 788)	(319 534)	(26 747)	8%	(572 263)
Finance charges	(1 332)	(1 706)	(23)	(26)	–	26		(1 706)
Transfers and Grants	(2 179)	(8 040)	(50)	(1 098)	(1 036)	62	-6%	(8 040)
NET CASH FROM/(USED) OPERATING ACTIVITIES	62 440	40 308	27 248	43 201	10 848	(20 964)	-193%	40 308
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	(88 764)	(80 537)	(5 517)	(20 862)	(30 507)	(9 645)	32%	(80 537)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(88 764)	(80 537)	(5 517)	(20 862)	(30 507)	(9 645)	32%	(80 537)
CASH FLOWS FROM FINANCING ACTIVITIES								
Receipts								
Short term loans	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits	–	200	2	53	–	53		200
Payments								–
Repayment of borrowing	(1 500)	(1 793)	(107)	(126)	(1 245)	(1 119)	90%	(1 793)
NET CASH FROM/(USED) FINANCING ACTIVITIES	(1 500)	(1 593)	(105)	(73)	(1 245)	(1 172)	94%	(73)
NET INCREASE/ (DECREASE) IN CASH HELD	(27 824)	(41 822)	21 625	22 266	(20 905)			– (41 822)
Cash/cash equivalents at beginning:	73 319	130 394		130 394	130 394			130 394
Cash/cash equivalents at month/year end:	45 495	88 573		152 660	109 490			88 573

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

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - Mid-Year Assessment

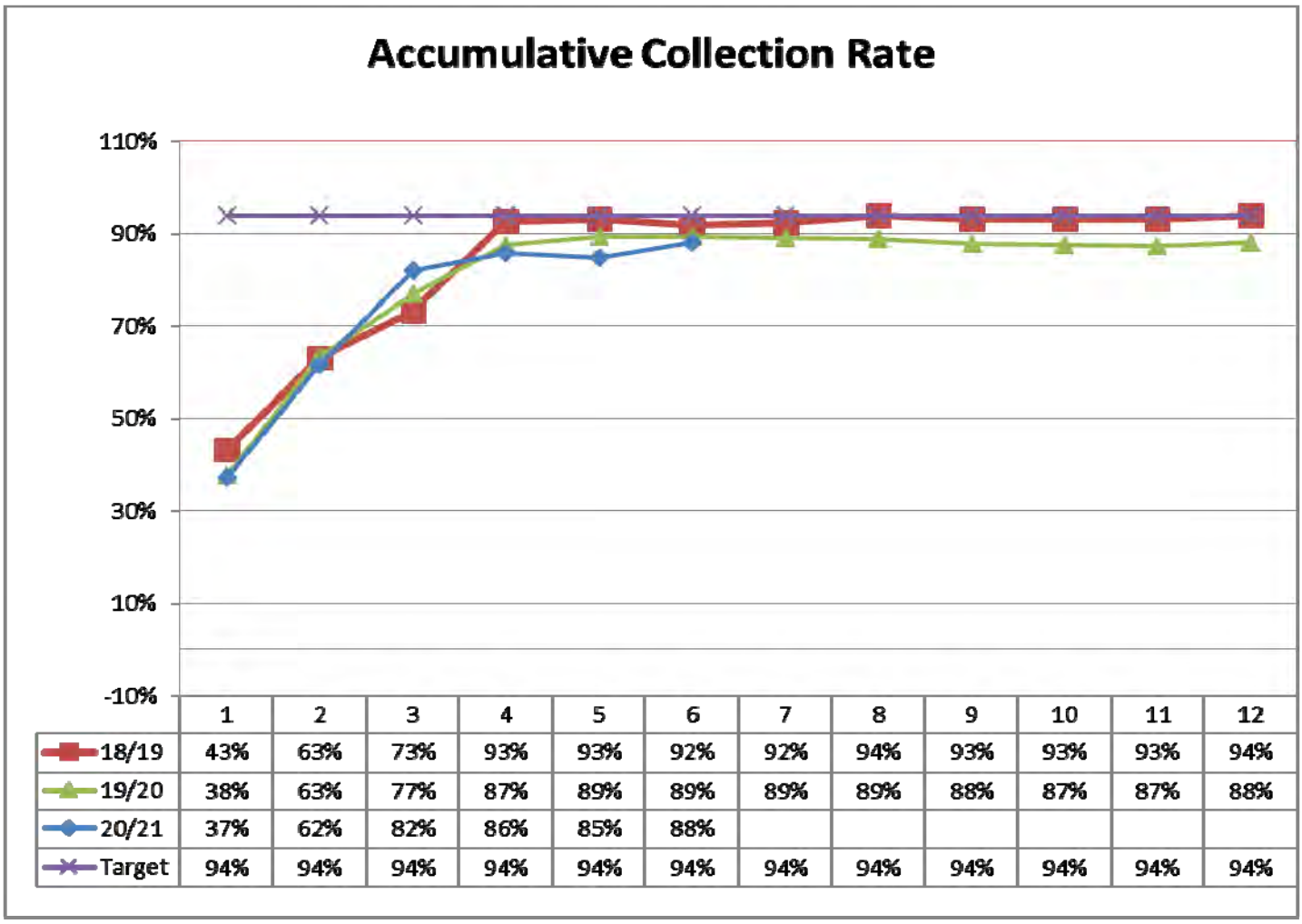
Description	NT Code	Budget Year 2020/21									
R thousands		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	8 286	2 169	1 508	1 825	1 399	1 757	8 521	50 684	76 149	64 185
Electricity	1300	14 812	1 411	739	485	324	525	1 143	4 609	24 048	7 086
Property Rates	1400	4 233	529	416	4 829	323	282	1 305	16 171	28 088	22 910
Waste Water Management	1500	10 559	1 327	1 234	1 178	1 135	1 033	5 070	25 818	47 353	34 234
Waste Management	1600	5 859	1 473	1 346	1 245	1 178	1 078	5 186	26 931	44 297	35 619
Property Rental Debtors	1700	83	20	20	19	19	19	86	911	1 178	1 054
Interest on Arrear Accounts	1810	960	37	38	37	37	37	350	36 012	37 509	36 473
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(4 168)	59	40	41	46	36	231	1 202	(2 512)	1 556
Total By Income Source	2000	40 624	7 027	5 341	9 659	4 461	4 767	21 893	162 338	256 109	203 117
2019/20 - totals only										–	–
Debtors Age Analysis By Customer Group											
Organs of State	2200	2 608	635	301	1 334	139	111	664	6 264	12 055	8 512
Commercial	2300	17 003	958	463	1 992	295	307	1 088	9 477	31 583	13 159
Households	2400	20 656	5 281	4 439	5 882	3 900	4 208	19 186	142 424	205 975	175 600
Other	2500	358	152	138	452	127	141	955	4 173	6 496	5 847
Total By Customer Group	2600	40 624	7 027	5 341	9 659	4 461	4 767	21 893	162 338	256 109	203 117



	1	2	3	4	5	6	7	8	9	10	11	12
18/19	43%	104%	109%	201%	96%	84%	96%	106%	87%	93%	93%	103%
19/20	38%	113%	121%	138%	101%	90%	87%	86%	82%	85%	86%	97%
20/21	37%	109%	148%	100%	81%	108%						
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate effectiveness of collection against targets set for the relevant months. The target for the month is 94% while the actual figure for December 2020 amounts to 108% in comparison to the previous year 90%.

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir Desember 2020 – 108 % beloop in vergelyking met die vorige jaar 90 %.



	1	2	3	4	5	6	7	8	9	10	11	12
18/19	43%	63%	73%	93%	93%	92%	92%	94%	93%	93%	93%	94%
19/20	38%	63%	77%	87%	89%	89%	89%	89%	88%	87%	87%	88%
20/21	37%	62%	82%	86%	85%	88%						
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 88%.

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 88% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - Mid-Year Assessment

Description R thousands	NT Code	Budget Year 2020/21								
		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	–	–	–	–	–	–	–	–	–
Bulk Water	0200	–	–	–	–	–	–	–	–	–
PAYE deductions	0300	–	–	–	–	–	–	–	–	–
VAT (output less input)	0400	–	–	–	–	–	–	–	–	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	–
Loan repayments	0600	–	–	–	–	–	–	–	–	–
Trade Creditors	0700	233	64	33	–	–	–	–	23	352
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	233	64	33	–	–	–	–	23	352

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The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Mid-Year Assessment

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

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are rcognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Mid-Year Assessment

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
RECEIPTS:									
Operating Transfers and Grants									
National Government:	96 633	106 455	120 625	15 828	62 156	60 313	1 844	3,1%	120 625
Operational Revenue:General Revenue:Equitable Sh	92 850	101 915	116 085	15 611	61 473	58 043	3 431	5,9%	116 085
Operational:Revenue:General Revenue:Fuel Levy	–	–	–	–	–	–	–		–
2014 African Nations Championship Host City Opera	–	–	–	–	–	–	–		–
Agriculture Research and Technology	–	–	–	–	–	–	–		–
Agriculture, Conservation and Environmental	–	–	–	–	–	–	–		–
Arts and Culture Sustainable Resource Managemen	–	–	–	–	–	–	–		–
Community Library	–	–	–	–	–	–	–		–
Department of Environmental Affairs	–	–	–	–	–	–	–		–
Department of Tourism	–	–	–	–	–	–	–		–
Department of Water Affairs and Sanitation Masibam	–	–	–	–	–	–	–		–
Emergency Medical Service	–	–	–	–	–	–	–		–
Energy Efficiency and Demand-side [Schedule 5B]	–	–	–	–	–	–	–		–
Expanded Public Works Programme Integrated Gran	2 449	2 360	2 360	185	523	1 180	(657)	-55,7%	2 360
HIV and Aids	–	–	–	–	–	–	–		–
Housing Accreditation	–	–	–	–	–	–	–		–
Housing Top structure	–	–	–	–	–	–	–		–
Infrastructure Skills Development Grant [Schedule 5	–	–	–	–	–	–	–		–
Integrated City Development Grant	–	–	–	–	–	–	–		–
Khayelitsha Urban Renewal	–	–	–	–	–	–	–		–
Local Government Financial Management Grant [Sc	1 333	1 550	1 550	32	160	775	(615)	-79,3%	1 550
Mitchell's Plain Urban Renewal	–	–	–	–	–	–	–		–
Municipal Demarcation and Transition Grant [Schedu	–	–	–	–	–	–	–		–
Municipal Disaster Grant [Schedule 5B]	–	–	–	–	–	–	–		–
Municipal Human Settlement Capacity Grant [Sched	–	–	–	–	–	–	–		–
Municipal Systems Improvement Grant	–	–	–	–	–	–	–		–
Natural Resource Management Project	–	–	–	–	–	–	–		–
Neighbourhood Development Partnership Grant	–	–	–	–	–	–	–		–
Operation Clean Audit	–	–	–	–	–	–	–		–
Municipal Disaster Recovery Grant	–	–	–	–	–	–	–		–
Public Service Improvement Facility	–	–	–	–	–	–	–		–
Public Transport Network Operations Grant [Schedu	–	–	–	–	–	–	–		–
Restructuring - Seed Funding	–	–	–	–	–	–	–		–
Revenue Enhancement Grant Debtors Book	–	–	–	–	–	–	–		–
Rural Road Asset Management Systems Grant	–	–	–	–	–	–	–		–
Sport and Recreation	–	–	–	–	–	–	–		–
Terrestrial Invasive Alien Plants	–	–	–	–	–	–	–		–
Water Services Operating Subsidy Grant [Schedule	–	–	–	–	–	–	–		–
Health Hygiene in Informal Settlements	–	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]	–	630	630	–	–	315	(315)	-100,0%	630
Water Services Infrastructure Grant	–	–	–	–	–	–	–		–
Public Transport Network Grant [Schedule 5B]	–	–	–	–	–	–	–		–
Smart Connect Grant	–	–	–	–	–	–	–		–
Urban Settlement Development Grant	–	–	–	–	–	–	–		–
WiFi Grant [Department of Telecommunications and	–	–	–	–	–	–	–		–
Street Lighting	–	–	–	–	–	–	–		–
Traditional Leaders - Imbizion	–	–	–	–	–	–	–		–

Department of Water and Sanitation Smart Living Ha	–	–	–	–	–	–	–		–
Integrated National Electrification Programme Grant	–	–	–	–	–	–	–		–
Municipal Restructuring Grant	–	–	–	–	–	–	–		–
Regional Bulk Infrastructure Grant	–	–	–	–	–	–	–		–
Municipal Emergency Housing Grant	–	–	–	–	–	–	–		–
Metro Informal Settlements Partnership Grant	–	–	–	–	–	–	–		–
Provincial Government:	34 076	10 534	17 195	–	–	8 598	(8 598)	-100,0%	17 195
Capacity Building	–	–	–	–	–	–	–		–
Capacity Building and Other	10 094	10 534	11 334	–	–	5 667	(5 667)	-100,0%	11 334
Disaster and Emergency Services	–	–	–	–	–	–	–		–
Housing	–	–	–	–	–	–	–		–
Infrastructure	23 982	–	5 861	–	–	2 931	(2 931)	-100,0%	5 861
Libraries, Archives and Museums	–	–	–	–	–	–	–		–
Other	–	–	–	–	–	–	–		–
Public Transport	–	–	–	–	–	–	–		–
Road Infrastructure - Maintenance	–	–	–	–	–	–	–		–
Sports and Recreation	–	–	–	–	–	–	–		–
Waste Water Infrastructure - Maintenance	–	–	–	–	–	–	–		–
Water Supply Infrastructure - Maintenance	–	–	–	–	–	–	–		–
District Municipality:	306	–	2 087	–	–	1 043	(1 043)	-100,0%	2 087
All Grants	306	–	2 087	–	–	1 043	(1 043)	-100,0%	2 087
Other grant providers:	547	–	–	–	–	–	–		–
Departmental Agencies and Accounts	–	–	–	–	–	–	–		–
Foreign Government and International Organisations	547	–	–	–	–	–	–		–
Households	–	–	–	–	–	–	–		–
Non-profit Institutions	–	–	–	–	–	–	–		–
Private Enterprises	–	–	–	–	–	–	–		–
Public Corporations	–	–	–	–	–	–	–		–
Higher Educational Institutions	–	–	–	–	–	–	–		–
Parent Municipality / Entity	–	–	–	–	–	–	–		–
Total Operating Transfers and Grants	131 561	116 989	139 907	15 828	62 156	69 953	(7 797)	-11,1%	139 907
National Government:	11 943	35 763	35 763	–	–	17 643	(17 643)	-100,0%	35 763
Integrated National Electrification Programme (Munic	2 296	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]	9 443	18 831	18 831	–	–	9 178	(9 178)	-100,0%	18 831
Municipal Water Infrastructure Grant [Schedule 5B]	–	–	–	–	–	–	–		–
Neighbourhood Development Partnership Grant [Sc	–	–	–	–	–	–	–		–
Public Transport Infrastructure Grant [Schedule 5B]	–	–	–	–	–	–	–		–
Rural Household Infrastructure Grant [Schedule 5B]	–	–	–	–	–	–	–		–
Rural Road Asset Management Systems Grant [Sch	–	–	–	–	–	–	–		–
Urban Settlement Development Grant [Schedule 4B	–	–	–	–	–	–	–		–
Municipal Human Settlement	–	–	–	–	–	–	–		–
Community Library	–	–	–	–	–	–	–		–
Integrated City Development Grant [Schedule 4B]	–	–	–	–	–	–	–		–
Municipal Disaster Recovery Grant [Schedule 4B]	–	–	–	–	–	–	–		–
Energy Efficiency and Demand Side Management G	–	–	–	–	–	–	–		–
Khayelitsha Urban Renewal	–	–	–	–	–	–	–		–
Local Government Financial Management Grant [Sc	–	–	–	–	–	–	–		–
Municipal Systems Improvement Grant [Schedule 5	–	–	–	–	–	–	–		–
Public Transport Network Grant [Schedule 5B]	–	–	–	–	–	–	–		–
Public Transport Network Operations Grant [Schedu	–	–	–	–	–	–	–		–
Regional Bulk Infrastructure Grant (Schedule 5B)	204	16 931	16 931	–	–	8 466	(8 466)	-100,0%	16 931
Water Services Infrastructure Grant [Schedule 5B]	–	–	–	–	–	–	–		–
WIFI Connectivity	–	–	–	–	–	–	–		–
Expanded Public Works Programme Integrated Grar	–	–	–	–	–	–	–		–
Aquaponic Project	–	–	–	–	–	–	–		–
Restition Settlement	–	–	–	–	–	–	–		–
Infrastructure Skills Development Grant [Schedule 5	–	–	–	–	–	–	–		–
Restructuring Seed Funding	–	–	–	–	–	–	–		–
Municipal Disaster Relief Grant	–	–	–	–	–	–	–		–
Municipal Emergency Housing Grant	–	–	–	–	–	–	–		–

Metro Informal Settlements Partnership Grant	–	–	–	–	–	–	–		–
Provincial Government:	590	42 954	27 445	–	–	13 361	(13 361)	-100,0%	27 445
Capacity Building	–	–	–	–	–	–	–		–
Capacity Building and Other	319	–	722	–	–	–	–		722
Disaster and Emergency Services	–	–	–	–	–	–	–		–
Health	–	–	–	–	–	–	–		–
Housing	–	–	–	–	–	–	–		–
Infrastructure	271	42 954	26 723	–	–	13 361	(13 361)	-100,0%	26 723
Libraries, Archives and Museums	–	–	–	–	–	–	–		–
Other	–	–	–	–	–	–	–		–
Public Transport	–	–	–	–	–	–	–		–
Road Infrastructure	–	–	–	–	–	–	–		–
Sports and Recreation	–	–	–	–	–	–	–		–
Waste Water Infrastructure	–	–	–	–	–	–	–		–
Water Supply Infrastructure	–	–	–	–	–	–	–		–
District Municipality:	–	–	602	–	–	301	(301)	-100,0%	602
All Grants	–	–	602	–	–	301	(301)	-100,0%	602
Other grant providers:	–	–	501	–	–	251	(251)	-100,0%	501
Departmental Agencies and Accounts	–	–	–	–	–	–	–		–
Foreign Government and International Organisations	–	–	501	–	–	251	(251)	-100,0%	501
Households	–	–	–	–	–	–	–		–
Non-Profit Institutions	–	–	–	–	–	–	–		–
Private Enterprises	–	–	–	–	–	–	–		–
Public Corporations	–	–	–	–	–	–	–		–
Higher Educational Institutions	–	–	–	–	–	–	–		–
Parent Municipality / Entity	–	–	–	–	–	–	–		–
Transfer from Operational Revenue	–	–	–	–	–	–	–		–
Total Capital Transfers and Grants	12 534	78 716	64 311	–	–	31 557	(31 557)	-100,0%	64 311
TOTAL RECEIPTS OF TRANSFERS & GRANTS	144 095	195 705	204 218	15 828	62 156	101 510	(39 354)	-38,8%	204 218

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

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Mid-Year Assessment

Description	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	42 944	63 364	63 146	3 311	18 760	31 567	(12 808)	-40,6%	63 146
Operational Revenue:General Revenue:Equitable	39 163	58 824	58 606	3 094	18 076	29 297	(11 221)	-38,3%	58 606
Operational:Revenue:General Revenue:Fuel Levy	–	–	–	–	–	–	–		–
2014 African Nations Championship Host City Ope	–	–	–	–	–	–	–		–
Agriculture Research and Technology	–	–	–	–	–	–	–		–
Agriculture, Conservation and Environmental	–	–	–	–	–	–	–		–
Arts and Culture Sustainable Resource Manageme	–	–	–	–	–	–	–		–
Community Library	–	–	–	–	–	–	–		–
Department of Environmental Affairs	–	–	–	–	–	–	–		–
Department of Tourism	–	–	–	–	–	–	–		–
Department of Water Affairs and Sanitation Masiba	–	–	–	–	–	–	–		–
Emergency Medical Service	–	–	–	–	–	–	–		–
Energy Efficiency and Demand-side [Schedule 5B	–	–	–	–	–	–	–		–
Expanded Public Works Programme Integrated Gra	2 449	2 360	2 360	185	523	1 180	(657)	-55,7%	2 360
HIV and Aids	–	–	–	–	–	–	–		–
Housing Accreditation	–	–	–	–	–	–	–		–
Housing Top structure	–	–	–	–	–	–	–		–
Infrastructure Skills Development Grant [Schedule	–	–	–	–	–	–	–		–
Integrated City Development Grant	–	–	–	–	–	–	–		–
Khayelitsha Urban Renewal	–	–	–	–	–	–	–		–
Local Government Financial Management Grant [S	1 332	1 550	1 550	32	160	775	(615)	-79,3%	1 550
Mitchell's Plain Urban Renewal	–	–	–	–	–	–	–		–
Municipal Demarcation and Transition Grant [Sche	–	–	–	–	–	–	–		–
Municipal Disaster Grant [Schedule 5B]	–	–	–	–	–	–	–		–
Municipal Human Settlement Capacity Grant [Sch	–	–	–	–	–	–	–		–
Municipal Systems Improvement Grant	–	–	–	–	–	–	–		–
Natural Resource Management Project	–	–	–	–	–	–	–		–
Neighbourhood Development Partnership Grant	–	–	–	–	–	–	–		–
Operation Clean Audit	–	–	–	–	–	–	–		–
Municipal Disaster Recovery Grant	–	–	–	–	–	–	–		–
Public Service Improvement Facility	–	–	–	–	–	–	–		–
Public Transport Network Operations Grant [Sche	–	–	–	–	–	–	–		–
Restructuring - Seed Funding	–	–	–	–	–	–	–		–
Revenue Enhancement Grant Debtors Book	–	–	–	–	–	–	–		–
Rural Road Asset Management Systems Grant	–	–	–	–	–	–	–		–
Sport and Recreation	–	–	–	–	–	–	–		–
Terrestrial Invasive Alien Plants	–	–	–	–	–	–	–		–
Water Services Operating Subsidy Grant [Schedul	–	–	–	–	–	–	–		–
Health Hygiene in Informal Settlements	–	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]	–	630	630	–	–	315	(315)	-100,0%	630
Water Services Infrastructure Grant	–	–	–	–	–	–	–		–
Public Transport Network Grant [Schedule 5B]	–	–	–	–	–	–	–		–
Smart Connect Grant	–	–	–	–	–	–	–		–
Urban Settlement Development Grant	–	–	–	–	–	–	–		–
WiFi Grant [Department of Telecommunications an	–	–	–	–	–	–	–		–
Street Lighting	–	–	–	–	–	–	–		–
Traditional Leaders - Imbizion	–	–	–	–	–	–	–		–
Department of Water and Sanitation Smart Living H	–	–	–	–	–	–	–		–
Integrated National Electrification Programme Gran	–	–	–	–	–	–	–		–
Municipal Restructuring Grant	–	–	–	–	–	–	–		–
Regional Bulk Infrastructure Grant	–	–	–	–	–	–	–		–

Municipal Emergency Housing Grant	–	–	–	–	–	–	–		–
Metro Informal Settlements Partnership Grant	–	–	–	–	–	–	–		–
Provincial Government:	34 637	10 534	17 195	811	4 835	8 597	(3 763)	-43,8%	17 195
Capacity Building	–	–	–	–	–	–	–		–
Capacity Building and Other	10 655	10 534	11 334	811	4 835	5 667	(832)	-14,7%	11 334
Disaster and Emergency Services	–	–	–	–	–	–	–		–
Health	–	–	–	–	–	–	–		–
Housing	–	–	–	–	–	–	–		–
Infrastructure	23 982	–	5 861	–	–	2 931	(2 931)	-100,0%	5 861
Libraries, Archives and Museums	–	–	–	–	–	–	–		–
Other	–	–	–	–	–	–	–		–
Public Transport	–	–	–	–	–	–	–		–
Road Infrastructure - Maintenance	–	–	–	–	–	–	–		–
Sports and Recreation	–	–	–	–	–	–	–		–
Waste Water Infrastructure - Maintenance	–	–	–	–	–	–	–		–
Water Supply Infrastructure - Maintenance	–	–	–	–	–	–	–		–
District Municipality:	306	–	2 087	10	70	1 043	(973)	-93,2%	2 087
All Grants	306	–	2 087	10	70	1 043	(973)	-93,2%	2 087
Other grant providers:	1 700	566	566	3	80	283	–		566
Departmental Agencies and Accounts	–	–	–	–	–	–	–		–
Foreign Government and International Organisatio	543	566	566	3	80	283	(203)	-71,7%	566
Households	–	–	–	–	–	–	–		–
Non-profit Institutions	–	–	–	–	–	–	–		–
Private Enterprises	–	–	–	–	–	–	–		–
Public Corporations	1 157	–	–	–	–	–	–		–
Higher Educational Institutions	–	–	–	–	–	–	–		–
Parent Municipality / Entity	–	–	–	–	–	–	–		–
Total operating expenditure of Transfers and Grants	79 587	74 464	82 993	4 136	23 745	41 491	(17 544)	-42,3%	82 993
Capital expenditure of Transfers and Grants									
National Government:	12 852	35 763	35 763	1 446	7 911	17 633	(9 722)	-55,1%	35 763
Integrated National Electrification Programme (Mu	2 296	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]	10 352	18 831	18 831	1 446	7 911	9 167	(1 256)	-13,7%	18 831
Municipal Water Infrastructure Grant [Schedule 5B	–	–	–	–	–	–	–		–
Neighbourhood Development Partnership Grant [S	–	–	–	–	–	–	–		–
Public Transport Infrastructure Grant [Schedule 5B	–	–	–	–	–	–	–		–
Rural Household Infrastructure Grant [Schedule 5I	–	–	–	–	–	–	–		–
Rural Road Asset Management Systems Grant [S	–	–	–	–	–	–	–		–
Urban Settlement Development Grant [Schedule 4	–	–	–	–	–	–	–		–
Municipal Human Settlement	–	–	–	–	–	–	–		–
Community Library	–	–	–	–	–	–	–		–
Integrated City Development Grant [Schedule 4B]	–	–	–	–	–	–	–		–
Municipal Disaster Recovery Grant [Schedule 4B]	–	–	–	–	–	–	–		–
Energy Efficiency and Demand Side Management	–	–	–	–	–	–	–		–
Khayelitsha Urban Renewal	–	–	–	–	–	–	–		–
Local Government Financial Management Grant [S	–	–	–	–	–	–	–		–
Municipal Systems Improvement Grant [Schedule	–	–	–	–	–	–	–		–
Public Transport Network Grant [Schedule 5B]	–	–	–	–	–	–	–		–
Public Transport Network Operations Grant [Sche	–	–	–	–	–	–	–		–
Regional Bulk Infrastructure Grant (Schedule 5B)	204	16 931	16 931	–	–	8 466	(8 466)	-100,0%	16 931
Water Services Infrastructure Grant [Schedule 5B]	–	–	–	–	–	–	–		–
WIFI Connectivity	–	–	–	–	–	–	–		–
Expanded Public Works Programme Integrated Gra	–	–	–	–	–	–	–		–
Aquaponic Project	–	–	–	–	–	–	–		–
Restition Settlement	–	–	–	–	–	–	–		–
Infrastructure Skills Development Grant [Schedule	–	–	–	–	–	–	–		–
Restructuring Seed Funding	–	–	–	–	–	–	–		–
Municipal Disaster Relief Grant	–	–	–	–	–	–	–		–
Municipal Emergency Housing Grant	–	–	–	–	–	–	–		–
Metro Informal Settlements Partnership Grant	–	–	–	–	–	–	–		–

Provincial Government:	271	42 954	27 445	757	3 795	13 361	(9 566)	-72%	27 445
Capacity Building	–	–	–	–	–	–	–		–
Capacity Building and Other	–	–	722	–	–	–	–		722
Disaster and Emergency Services	–	–	–	–	–	–	–		–
Health	–	–	–	–	–	–	–		–
Housing	–	–	–	–	–	–	–		–
Infrastructure	271	42 954	26 723	757	3 795	13 361	(9 566)	-71,6%	26 723
Libraries, Archives and Museums	–	–	–	–	–	–	–		–
Other	–	–	–	–	–	–	–		–
Public Transport	–	–	–	–	–	–	–		–
Road Infrastructure	–	–	–	–	–	–	–		–
Sports and Recreation	–	–	–	–	–	–	–		–
Waste Water Infrastructure	–	–	–	–	–	–	–		–
Water Supply Infrastructure	–	–	–	–	–	–	–		–
District Municipality:	–	–	602	–	–	301	(301)	-100,0%	602
All Grants	–	–	602	–	–	301	(301)	-100,0%	602
Other grant providers:	21 175	10 048	16 997	1 767	6 371	7 924	(1 553)	-19,6%	16 997
Departmental Agencies and Accounts	–	–	–	–	–	–	–		–
Foreign Government and International Organisations	–	–	501	–	–	251	(251)	-100,0%	501
Households	–	–	–	–	–	–	–		–
Non-Profit Institutions	–	–	–	–	–	–	–		–
Private Enterprises	–	–	–	–	–	–	–		–
Public Corporations	–	–	–	–	–	–	–		–
Higher Educational Institutions	–	–	–	–	–	–	–		–
Parent Municipality / Entity	–	–	–	–	–	–	–		–
Transfer from Operational Revenue	21 175	10 048	16 496	1 767	6 371	7 673	(1 302)	-17,0%	16 496
Total capital expenditure of Transfers and Grants	34 298	88 764	80 807	3 969	18 077	39 219	(21 142)	-53,9%	80 807
TOTAL EXPENDITURE OF TRANSFERS AND GRAN	113 884	163 228	163 800	8 105	41 822	80 711	(38 686)	-47,9%	163 800

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

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - Mid-Year Assessmen

Description	Ref	Budget Year 2020/21											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget	Budget	Budget	Budget	Budget	Budget
Cash Receipts By Source													
Property rates		4 112	8 928	17 512	9 568	37	5 654	–	–	–	–	–	26 757
Service charges - electricity revenue		21 484	28 159	24 941	22 254	17 501	22 986	–	–	–	–	–	124 309
Service charges - water revenue		2 338	3 382	2 008	2 175	2 704	3 009	–	–	–	–	–	8 981
Service charges - sanitation revenue		1 302	1 590	1 493	1 476	2 043	7 574	–	–	–	–	–	(3 366)
Service charges - refuse		1 545	1 422	2 063	1 785	1 622	1 631	–	–	–	–	–	3 758
Service charges - other			4 470	–	–	948	–	–	–	–	–	–	(5 418)
Rental of facilities and equipment		3	1	1	1	7	17	–	–	–	–	–	1 302
Interest earned - external investments		235	298	298	231	–	249	–	–	–	–	–	7 819
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	–	–	–	2 479
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		3	55	30	64	51	9	–	–	–	–	–	5 106
Licences and permits		813	112	398	554	540	190	–	–	–	–	–	(597)
Agency services		–	–	–	–	–	–	–	–	–	–	–	3 854
Transfer receipts - operating		45 862	5 580	–	3 469	–	–	–	–	–	–	–	84 996
Other revenue		83	115	132	340	979	16 930	–	–	–	–	–	(9 340)
Cash Receipts by Source		77 779	54 112	48 875	41 917	26 434	58 249	–	–	–	–	–	250 639
Other Cash Flows by Source													–
Transfer receipts - capital		3 721	–	568	4 674	10 000	10 784	–	–	–	–	–	34 564
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	–	–	–	–	–	–	–	–	–	–
Short term loans		–	–	–	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		(35)	1	23	23	40	2	–	–	–	–	–	147
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		–	–	–	–	–	–	–	–	–	–	–	–
Total Cash Receipts by Source		81 465	54 112	49 466	46 614	36 474	69 035	–	–	–	–	–	285 350
Cash Payments by Type													–
Employee related costs		13 585	15 116	14 644	15 544	23 042	14 609	–	–	–	–	–	102 832
Remuneration of councillors		940	940	940	940	1 134	938	–	–	–	–	–	6 201
Interest paid		–	–	3	(0)	–	23	–	–	–	–	–	1 680
Bulk purchases - Electricity		29 263	31 706	28 786	17 164	16 744	16 025	–	–	–	–	–	73 675
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	–
Other materials		1 462	439	557	1 444	988	997	–	–	–	–	–	13 265
Contracted services		1 859	2 907	3 671	4 684	5 298	4 465	–	–	–	–	–	29 971
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		672	50	50	275	–	50	–	–	–	–	–	6 942
General expenses		10 173	3 290	3 472	3 865	2 785	3 178	–	–	–	–	–	19 727
Cash Payments by Type		57 953	54 447	52 123	43 917	49 990	40 286	–	–	–	–	–	254 293
Other Cash Flows/Payments by Type													
Capital assets		1 025	1 102	2 341	3 550	7 328	5 517	2 214	2 996	8 489	9 348	8 272	19 383
Repayment of borrowing		–	–	19	–	–	107	–	–	–	–	–	33 804
Other Cash Flows/Payments		864	241	(2 763)	1 133	(5 778)	1 499	(47 237)	78 727	(64 560)	(18 751)	(14 902)	24 741
Total Cash Payments by Type		59 842	55 790	51 720	48 599	51 541	47 409	(45 024)	81 722	(56 071)	(9 403)	(6 631)	332 221
NET INCREASE/(DECREASE) IN CASH HELD		21 623	(1 677)	(2 254)	(1 985)	(15 067)	21 625	45 024	(81 722)	56 071	9 403	6 631	(46 871)
Cash/cash equivalents at the month/year beginning:		130 394	152 018	150 340	148 087	146 101	131 035	152 660	197 684	115 961	172 033	181 435	188 066
Cash/cash equivalents at the month/year end:		152 018	150 340	148 087	146 101	131 035	152 660	197 684	115 961	172 033	181 435	188 066	141 195

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - Mid-Year Assessment

Month	2019/20	Budget Year 2020/21							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
Monthly expenditure performance trend									
July	101	–	830	–	–	830	830	100,0%	0%
August	3 035	–	830	970	970	1 660	690	41,6%	1%
September	2 468	18 288	15 910	2 309	3 280	17 570	14 290	81,3%	4%
October	6 398	–	830	3 822	7 101	18 400	11 299	61,4%	8%
November	2 200	–	830	7 006	14 107	19 230	5 123	26,6%	16%
December	4 387	24 821	19 989	3 969	18 077	39 219	21 142	53,9%	20%
January	1 566	–	830	–		40 049	–		
February	2 718	–	830	–		40 879	–		
March	1 848	18 288	15 910	–		56 789	–		
April	1 747	–	830	–		57 619	–		
May	1 275	–	830	–		58 450	–		
June	(3 091)	27 367	22 358	–		80 807	–		
Total Capital expenditure	24 652	88 764	80 807	18 077					

MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts
Quarter ending Dec 2020
Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

MFMA Section	Item Description	Income transactions October 2020	Income transactions November 2020	Income transactions December 2020	Expenditure transactions October 2020	Expenditure transactions November 2020	Expenditure transactions December 2020	Income YTD transactions Quarter 2	Expenditure YTD transactions Quarter 2	Total YTD Income	Total YTD Expenditure
		Income	Income	Income	Expenditure	Expenditure	Expenditure				
		R	R	R	R	R	R	R	R	R	R
11(1) (b)	Expenditure authorised in terms of section 26(4) (Expenditure before annual budget is approved)							-	-	-	-
11(1) (c)	Unforeseeable and unavoidable expenditure authorised in terms of sectio 29(1) (Mayor may approve emergency or other exceptional circumstances expenditure for which no budget provision was made)							-	-	-	-
11(1) (d)	Section 12 withdrawals (Relief, charitable, trust or other funds withdrawals)							-	-	-	-
11(1) (e) (i)	Money collected on behalf of organ of state:							-	-	-	-
	- VAT	-	-	-	3 331 930	3 237 336	3 097 570	-	9 666 837	-	19 610 526
	- Agency fees, for example motor registration, drivers licence, etc.	-	-	-	-	-	-	-	-	-	-
11(1) (e) (ii)	Insurance received by the Municipality on behalf of organ of state							-	-	-	-
11(1) (f)	Refund of money incorrectly paid into bank account							-	-	-	-
11(1) (g)	Refund of guarantees, sureties & security deposits	-75 951	-134 411	-54 098	23 680	46 288	32 368	-264 459	102 336	-465 250	244 392
		-75 951	**-134 411**	**-54 098**	**3 355 611**	**3 283 624**	**3 129 938**	**-264 459**	**9 769 173**	**-465 250**	**19 854 919**

		Transactions October 2020	Transactions November 2020	Transactions December 2020	YTD Transactions Quarter 2
11(1) (h)	Cash management and investment purposes:				-
	- Realised	-	-	-	-
	- Made	-	-	-	-
	- Nett movement	**-**	**-**	**-**	**-**

WITZENBERG MUNICIPALITY

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

(Report in terms of Section 66 of the MFMA)

MFMA Section	Item Description	Original Budget 2020/2021	Amended Budget 2020/2021	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	130 845 711	130 845 711	58 587 555	44,78%
66(b)	Contributions to pension funds and medical aid	28 512 716	28 512 716	13 590 073	47,66%
66(c)	Travel, accomodation and subsistence	6 029 459	6 029 459	3 361 103	55,74%
66(d)	Housing benefits and allowances	1 958 667	1 958 667	851 166	43,46%
66(e)	Overtime	13 532 733	13 532 733	7 924 320	58,56%
66(f)	Loans and advances	0	0	0	0,00%
66(g)	Other type of benefit or allowances related to staff	45 119 718	45 119 718	16 388 047	36,32%
	Sub - Total (Staff Benefits)	**R 225 999 004**	**R 225 999 004**	**R 100 702 264**	**44,56%**
Councillor Benefits					
MAY	Mayor	1 028 891	1 028 891	328 247	31,90%
DM	Deputy Mayor	766 078	766 078	302 170	39,44%
SP	Speaker	766 386	766 386	301 361	39,32%
MCM	Mayoral Committee members	2 756 705	2 756 705	1 116 399	40,50%
CLLR	Other Councillors	5 280 715	5 280 715	2 245 851	42,53%
MED	Medical aid contributions	238 722	238 722	114 808	48,09%
PEN	Pension fund contributions	1 194 200	1 194 200	539 747	45,20%
WARD	Ward Committee Alllowance	1 209 600	1 209 600	687 000	56,80%
	Sub - Total (Councillors' Benefits)	**13 241 297**	**R 13 241 297**	**R 5 635 583**	**42,56%**
Total Councillor and Staff Benefits		**R 239 240 301**	**R 239 240 301**	**R 106 337 847**	**44,45%**

Total Cost Savings Disclosure in the In-Year and Annual Report

Quarter ended: December 2020

Witzenberg Municipality

Measures	Adj Budget	July	August	September	October	November	December	Q1	Q2	Total YTD	PREV TOTAL YTD	Savings
Use fo Consultants	23 245 033	216 384	640 511	1 136 052	2 437 721	2 293 536	1 325 145	1 992 946	6 056 402	8 049 349	8 993 897	944 548
Vehicles used for political office -bearers	23 979	615	743	-	510	-	-	1 357	510	1 867	2 081	214
Travel and subsistence	1 505 483	4 194	13 064	9 388	13 829	25 682	22 435	26 645	61 946	88 591	387 734	299 143
Domestic Accomodation	633 026	-	-	-	-	-	-	-	-	-	72 035	72 035
Sponsorships, events and catering	1 630 457	-	-	693	1 245	-	-	693	1 245	1 938	110 229	108 291
Communication	2 595 801	-8 368	248 390	156 843	344 926	56 259	368 253	396 864	769 438	1 166 302	1 122 027	-44 275
Other Related Expenditure Items	2 127 201	96 660	131 517	82 692	139 998	138 514	135 775	310 869	414 286	725 156	664 768	-60 388
TOTAL	31 760 980	309 484	1 034 224	1 385 667	2 938 230	2 513 991	1 851 606	2 729 375	7 303 827	10 033 202	11 352 771	1 319 569

**** Savings were calculated based upon a comparision between previous year and current year year-to-date expenditure items*

TOP LAYER SDBIP 2020/21 : MID YEAR PERFORMANCE REPORT								
Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target	Mid Year 2020/21			
					Target	Result	Reason if target not achieved	Corrective measures
Essential Services	Sustainable provision & maintenance of basic services	TecDir1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Technical Department.	98%	50%	58%		
		TecDir3	Percentage expenditure on capital budget by Technical Directorate.	95%	40%	17%	Tulbagh Dam not started yet, Van Breda Bridge & MRF multi year projects and will start later during 2021.	Awaiting WULA from DWS for Tulbagh Dam, van Breda Bridge & MRF to be awarded during Jan/Feb 2021.
		TecRo7	Kilometres of roads upgraded & rehabilitated.	4	1	2,76		
		TecSan22	Percentage of valid sanitation connection applications connected by reporting period end	95%	95%	100%		
		TecWat20	Decrease unaccounted water losses.	18%	18%	3%		
		TecWat21	Percentage compliance with drinking water quality standards	98%	98%	100%		
		TecWat36	Percentage of valid water connection applications connected by reporting period end	95%	95%	100%		
		TecRef46	Access to the weekly removal of residential solid waste in all seven Witzenberg towns according to a publicised programme.	7	7	7		
		TecEl37	Decrease unaccounted electricity losses.	10%	10%	14%	Phase difference in billing Munic vs Eskom – Peak months approaching	None – monitor during peak months
		TecEl60	Percentage of valid electricity connection applications connected by reporting period end. (excl subsidised housing)	95%	95%	100%		
Essential Services	Provide for the needs of informal settlements through	TecDir2	Number of subsidised serviced sites developed.	100	0		Not yet measured	
		TecSan13	Provide basic services - number of established informal areas with sufficient communal sanitation services points (toilets).	3	3	3		
		TecWat22	Provide basic services - number of established informal areas with sufficient communal water services points (taps).	3	3	3		

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target	Mid Year 2020/21			
					Target	Result	Reason if target not achieved	Corrective measures
	improved services	TecRef31	Improve basic services - number of established informal settlements receiving a periodic area cleansing programme.	3	3	3		
		TecEl36	Percentage of houses in a subsidised housing project connected to the electrical network.	95%	95%	100%		
Governance	Support institutional transformation & development	CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	4	2	2		
		CorpHR13	Percentage budget spend on the implementation of the Workplace Skills Plan	96%	50%	50%		
	Financial Viability	MM1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the whole of the municipality.	98%	50%	55%		
		MM2	Percentage spend on Capital Budget for the whole municipality.	95%	40%	22%	Tulbagh Dam not started yet, Van Breda Bridge & MRF multi year projects and will start later during 2021.	Awaiting WULA from DWS for Tulbagh Dam, van Breda Bridge & MRF to be awarded during Jan/Feb 2021.
		FinDir3	Achieve an unqualified opinion of the Auditor-General on annual financial statements of the previous year.	1 Unqualified Report	0		Not yet measured	
		FinFAdm9	Financial viability expressed as Cost-Coverage ratio	2,8	2,8	4,6		
		FinFAdm10	Financial viability expressed as Debt-Coverage ratio	200	200	311		
		FinFAdm11	Financial viability expressed outstanding service debtors	42%	42%	73%	The Covid19 pandemic had negative impact on the collection rate month to month, which also impacted the accumulative collection rate.	As soon as the situation allows stringent implementation of the credit control policy.
		FinInc15	Increased revenue collection	95%	95%	88%	The Covid 19 pandemic had negative impact on the collection rate month to month, which also impacted the accumulative collection rate.	As soon at the situation allows stringent credit control procedures to increase the revenue collection rate.
	To maintain & strengthen	MMIDP9	Number of IDP community engagements held.	14	7	0	No public meetings were held due to lockdown regulations prohibiting mass public meetings.	Council to consider reducing target and implement other measures wrt public participation.

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target	Mid Year 2020/21			
					Target	Result	Reason if target not achieved	Corrective measures
	relations	ComSoc49	Number of meetings with intergovernmental partners.	12	6	6		
Communal Services	Provide & maintain facilities that make citizens feel at home	ComDir1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Community Department.	98%	50%	21%	Delay in awarding of bids due to impact of COVID	Approximately R 350 000 behind planned cashflow, will improve going forward
		ComDir2	Percentage expenditure on capital budget by Community Directorate.	95%	40%	58%		
		ComAm34	Report on annual customer satisfaction survey on community facilities.	1	1	1		
Socio-Economic Support	Support the poor & vulnerable through programmes & policy	ComHS14	Number of housing opportunities provided per year - top structures.	0			No target for 2020/21	
		ComHS15	Number of rental stock transferred.	40	20	11	According to the report received from the attorney, 4 case needs to be address by the Master of the Court which are long overdue. In 3 cases the documents got lost at his office. 2 Cases rejected by the Deeds Office. One in process of registration. Delays with registrations at Deeds Office due to Covid 19 Pandemic	Attorney requested to speed up the process.
		ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	4500	4500	3214		
		ComSoc42	Number of engagements with target groups with the implementation of social development programmes.	20	10	14		
Socio-Economic Support	Create an enabling environment to attract investment & support local economy	ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.	4	2	2		
		ComLed8	The number of jobs created through the municipality's local economic development initiatives including capital projects.	400	200	200		
		ComLed19	Quarterly report on investment incentives implemented.	4	2	2		
		ComLed20	Quarterly report on the Small Business Entrepreneurs Development Programme.	4	2	2		

WITZENBERG
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MEMORANDUM

To: Director: Technical Services
Technical Committee
From: Senior Manager: Electro-technical Services
Date: 2019/09/11
Ref: Policies

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

Purpose

To obtain approval from Council to adopt a more relevant determination methodology, the percentage allowable renewable energy to be installed in each town by Council, as well as the motivation of a REFIT tariff in the new financial year.

Background

Council approved the *"Approval of Energy Plan (Small Scale Embedded Generation"* (16/3/P – 31 October 2018) as a measure to control the numerous applications at the time. This policy has proven its worth as far as potential applicants are concerned with regard to requirements and procedures.

There are however two issues that will have to be addressed, namely the implementation of a REFIT tariff (Renewable Energy Feed in Tariff) and method to determine the maximum allowable Renewable Energy that can be installed in each town.

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

Discussion

Starting with the methodology of determining the ***allowable limit.***

Although a percentage of the NMD was an initial measurement, the fact is that NMD is measured in kVA and Solar Panels are measured in kWp, this has proven somewhat impractical. The more appropriate method would be to use a kWh generated/annum limit as compared to Councils total kWh purchases from Eskom per annum.

Ceres is geographically placed such that with the available Solar Radiation energy, a 1kWp solar panel can generate in the order of 1680kWh of energy per year, under actual circumstances.

Considering that the current 15% (kVA based) Ceres limit has been reached, which is currently 5 600 kWp, this equates to 5 600 kWp x 1 680 kWh/kWp = 9 408 000kwh that can be generated by the installed panels under in a year.

During the 18/19 financial year, a total of 162 968 602 kWh was purchased from Eskom. The ratio of Eskom purchased to installed panels generated (above) is 9 408 000 kWh / 162 968 602 kWh which is 5,77%.

Thus the old impractical kVA based 15% method is in reality equivalent to 5,77% kWh based methodology which is far more appropriate.

The Western Cape Provincial Gazette (6792 of 20 September 2010) – White Paper on Sustainable Energy for the WC Province – sets a provincial target for energy efficiency improvement of 15% by 2014. This is where the original interim 15% limit was obtained, albeit being inaccurately applied to the kVA instead of the kWh.

At this point it should be mentioned that no other Councils with SSEG policies have a limitation.

It is therefore proposed that Council resolve to accept the change of model from the kVA to the kWh based methodology and further, going forward, that the Municipal Manager, in collaboration with the Director Technical Services and Chief Financial Officer, be mandated to adjust on this percentage as the situation dictates.

Below is Ceres approved applications in the new and old format, as an example

INSTALLED SSEG - WITZENBERG CERES					
Date	**Town**	**Applicant Name**	**SSEG kW installed**	**kWh generated/annum**	**Installer details**
18 - 2 - 2016	Ceres	OAST Farming (Loxtonia)	100	168 000	van Wyk Elektries, Malmesbury
02 - 11 - 2017	Ceres	De Keur	70	117 600	African Technical Innovations, Ceres
2-12-2017	Ceres	Bloubos Gat - Nico Bester	25	42 000	African Technical Innovations, Ceres
27 - 1 - 2017	Ceres	CFP	100	168 000	African Technical Innovations, Ceres
3 - 2 -2016	Ceres	CCS	400	672 000	African Technical Innovations, Ceres
20 - 4 - 2018	Ceres	Boland Stud - Eugene Freeman	25	42 000	African Technical Innovations, Ceres
25 - 7 - 2017	Ceres	Netcare	50	84 000	Energyneering, Midrand
Oct-13	Ceres	CFG	986	1 656 480	African Technical Innovations, Ceres
Jan-13	Ceres	CCS	508	853 440	African Technical Innovations, Ceres
Des 2012	Ceres	Kobus Engelbrecht	10	16 800	African Technical Innovations, Ceres
Mrt 2013	Ceres	Francis Matthee	5	8 400	African Technical Innovations, Ceres
Aug-15	Ceres	Anton reinecke	3	5 040	African Technical Innovations, Ceres
Sep-12	Ceres	Pieter du Doit	17	28 829	African Technical Innovations, Ceres
Mar-18	Ceres	Elrio	179	300 720	Emergy
Sep-12	Ezelfontein	Steven Versveld	17	28 560	African Technical Innovations, Ceres
20-Sep-18	Ceres	De Keur	75	126 000	African Technical Innovations, Ceres
05-Dec-18	Ceres	De Keur Sentrum (PnP)	280	470 400	RenEnergy
Jun-17	Ceres	Bella Frutta	200	336 000	African Technical Innovations, Ceres
20 - 12 - 2018	Ceres	CFP	500	840 000	RenEnergy
Jan-19	Ceres	CFG	1 500	2 520 000	Unknown
May-19	Ceres	du Toit vrugte	550	924 000	Energy partners
		TOTAL kW installed	**5 600**	9 408 269	TOTAL kWh generated
		Ceres NMD	36 500	162 968 602	Annual Eskom kWh purchases
		% kW installed vs KVA	**15%**	**5.77%**	% kWh capacity installed vs Eskom purchases

WITZENBERG
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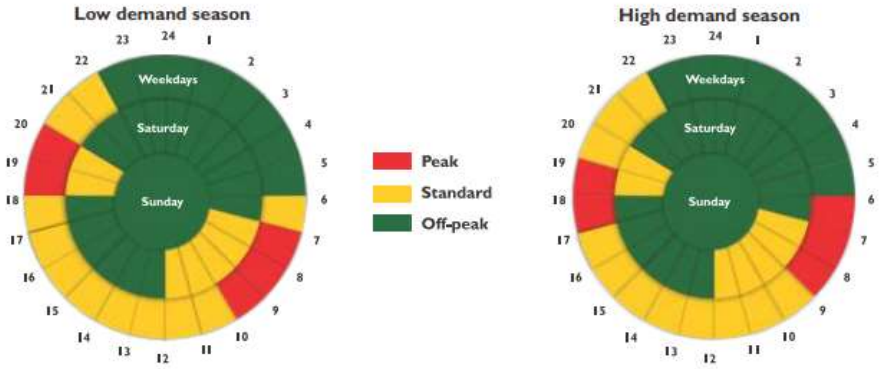
The case for implementing a **REFIT tariff** (Renewable Energy Feed-In Tariff)

Although the initial reaction is 'why should we compensate a consumer for feeding into the network', once we look at the numbers, it actually makes sense.

Currently we are paying Eskom the following for a kWh: -

Peak	R 1,34 (Low Season)	R 4,11 (June – August High Season) [Outside realistic solar generation times]
Standard	R 0,92 (Low Season)	R 1,24 (June – August High Season)
Off-Peak	R 0,58 (Low Season)	R0,67 (June – August High Season) [Outside realistic solar generation times]



It makes sense to buy kWh energy from the cheapest supplier. If Witzenberg had a REFIT tariff of say R 0,68, then for every unit 'bought' from a consumer, rather than Eskom is a 'saving' of R 0,92 – R 0,68 = R 0,24 per unit, worst case scenario. Bearing in mind that Eskom's peak season of June – August actually corresponds to our Witzenberg low season, it is reasonable to assume that this is the period during which consumers with solar panels will most likely have most excess energy available to feedback into the network. Here the 'profit' per unit for Witzenberg is an even more lucrative R 1,24 – R 0,68 = R 0,56 per unit.

Should Witzenberg not implement a REFIT tariff there is no motivation for consumers to actually feed back into the network. The reality is, that the simple flipping of a switch on the consumer's inverter determines whether or not energy is allowed to feed-back (blocking). Informally some consumers are already blocking feedback on principle because they are not being compensated.

Another very important issue to consider when it comes to the escalating costs of electricity for consumers, is that they may 'Grid Defect'. Grid defection is when a consumer goes off grid *totally* and no longer requires an electrical connection from Council, thereby depriving Council of all electricity income whatsoever. This will require the installation of 'storage capacity' such as batteries. This is a situation that Council needs to avoid at all costs.

It is therefore important that the Municipality determines a REFIT (Renewable Energy Feed-In-Tariff) tariff that is suitable to achieve the abovementioned balance. This should be included as a requirement in the Municipality Electricity Tariff Study once commissioned by the CFO. Tariffs can be determined only once a year. It is highly recommended that Witzenberg determine, and apply for a REFIT tariff in the 20/21 financial year.

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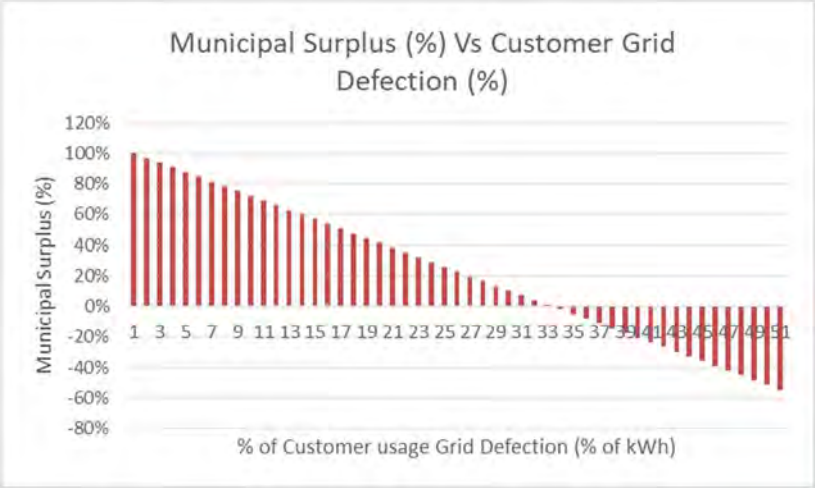
Below is an extract from a previous report to Council that deals with the effects of Grid Defection versus the implementation of a REFIT, as well as the scenario of Witzenberg installing it's own Solar Generation plants.

The under mentioned scenarios were simulated to represent possible cause vs effect outcomes.

Annexure: SSEG Simulation Summary

Variable Description	Scenario 1	Scenario 2	Scenario 3	Scenario 4
Eskom Purchases (fixed period) kWh	164659378.7	164659378.7	164659378.7	164659378.7
% Energy from SSEG	0	20% of GD	20% of GD	20% of GD
% Energy Generated	0	0	0	20% of GD
% Energy Grid defect (GD)	Growing %	Growing %	Growing %	Growing %
Witzenberg Losses	0.1	0.1	0.1	0.1
Eskom Purchase Tariff average	0.98	0.98	0.98	0.98
SSEG REFIT (Cape Town - R0.68)	0	0	0.68	0.68
Payment for Own Generation	0	0	0	0.62
Municipal Sell Tariff (Conservative)	1.15	1.15	1.15	1.15

Scenario 1: Grid defection, no feedback



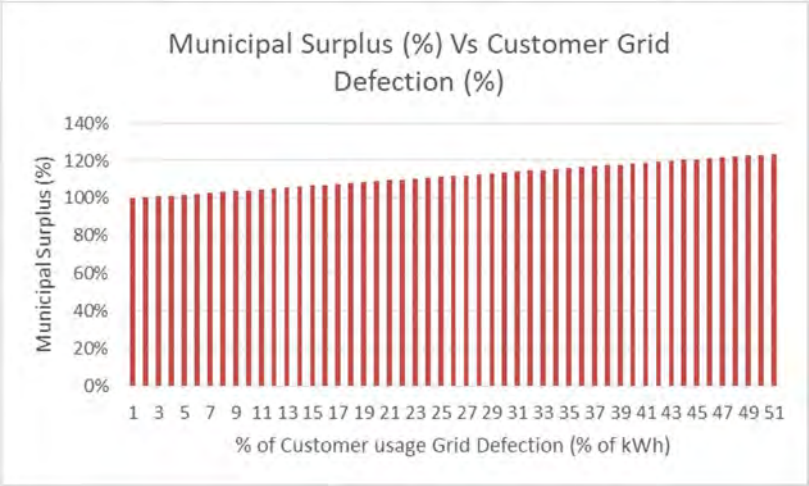
The graph indicates that the municipal surplus will reduce at an alarming rate as Grid Defection increases.

Grid defection will increase as the electricity tariffs increase.

The Municipality cannot stop this without managing the situation.

This is what would will happen if the Municipality effectively 'does nothing'. Consumers could potentially install systems of panels AND batteries and become self-sufficient. There is nothing legally that the Municipality can do if consumers move totally off-grid. The model shows that at 30% grid defection the Municipality will no longer receive a surplus from the income of electricity. This is not practical and it is clear that this scenario must be avoided at all costs.

Scenario 2: Grid defection and receiving free energy from SSEG – REFIT not in place



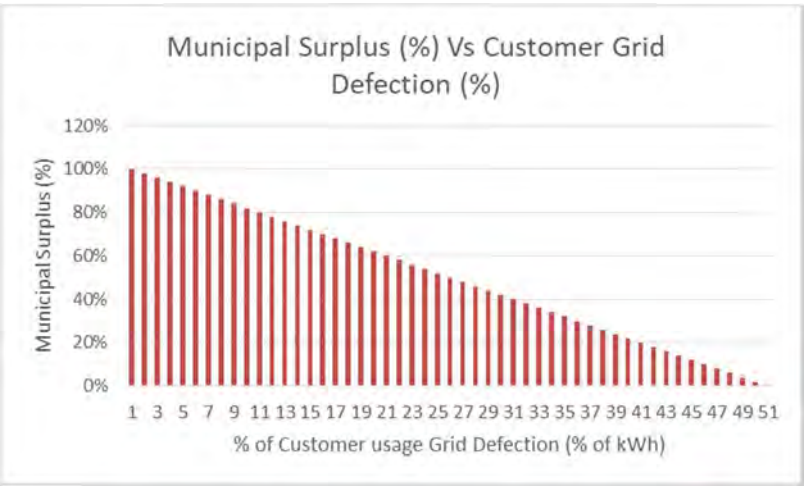
Should the Municipality allow the connection of the SSEG plants to the Municipal grid, some electricity may be fed back into the grid?

The graph indicates the result thereof, should we not pay for this electricity due to the REFIT tariff not be in place.

Here consumers are allowed to be grid-tied (no batteries) and that they feed any excess energy, without compensation, back into the grid. This scenario, based on 20% of the consumers' grid defecting, indicated that over a 50 year period the Municipalities surplus will actually grow by 20%. Although this seems ideal, consumers will in reality not be willing to put surplus energy back into the grid just so that the Municipality can sell this 'free' energy at a profit to other consumers. Consumers will in all likelihood opt to simply switch their inverters to prevent any grid feedback until such time that they receive some sort of compensation for their excess energy.

This scenario, although ideal for the Municipality is therefore highly unlikely in reality. Some consumers are however feeding back into the grid on the premise that a REFIT is imminent.

Scenario 3: Grid defection and buying energy from SSEG – REFIT in place



Should the REFIT tariff be implemented, the Munic will again loose surplus funds as grid defection increases.

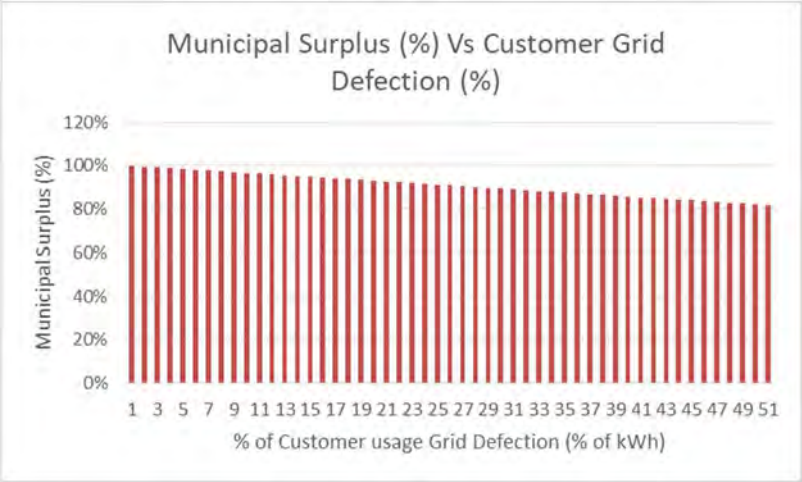
Not paying SSEG plants a REFIT tariff, the electricity to the Municipal grid can be blocked.

The REFIT tariff reduces the rate of effective grid defection.

This is the same scenario as in 2 above, but with the difference of an assumed REFIT tariff of 68c (Based on Cape Town) per unit compensation for every unit the consumers' feeds back into the grid. Also based on 50% grid defection, the Municipality will approach revenue neutrality.

This scenario is in line with the route most progressive municipalities have taken and is regarded as the recommended route, except that it is advised that a limitation of for each towns be put in place when approving the total amount of SSEG in each town.

Scenario 4: Grid defection and buying energy from SSEG and self-generation – REFIT in place



In order to manage to grid defection, the Municipality need to reduce the electricity tariffs in order to make the feasibility of grid defection less viable.

The only way to do this is to reduce our electricity demand and consumption from Eskom.

Possible additional solutions are:

- Installation of our own generation capacity;
- Optimising customer's power factor;
- Optimising the Municipal power factor at the main substations;
- Reduce losses;
- Replace old ineffective equipment with more efficient equipment.

This is a scenario based on the assumption that the Municipality installs its own Renewable Energy plant to the equivalent of that of private SSEG plants. Here we will be able to generate power at a cheaper rate than Eskom for selling onto our consumers. If we can keep the price of electricity down, it would make it less cost effective for consumers to invest in their own SSEG systems. The model shows that even 50% grid defection the Municipality will still be showing a healthy surplus.

Below is the Council resolution *"Approval of Energy Plan (Small Scale Embedded Generation"* (16/3/P – 31 October 2018)

UNANIMOUSLY RESOLVED

(a) *that Council takes notice of the co-authored inputs and documentation of the Association of Municipal Electrical Undertakings, Western Cape Provincial Government, Cape Town and Green Cape as the nationally accepted standardised policy related to the implementation of Renewable Energy (Small Scale Embedded Generation) within municipalities.*

(b) *that Council adopts the NRS 097-2-1 (2010) and NRS 097-2-3 (2014) Grid Interconnection of Embedded Generation, Section 1 – Utility Interface, Section 2 – Simplified utility connection criteria for low-voltage connected generators as the basis of its Energy Plan and Small Scale Embedded Generation Policy.*

(c) *that the supporting documents, including the undermentioned, are accepted as official documentation related to the application processes related to any consumer intending to install Renewable Energy:*

(i) Requirements for Embedded Generation
(ii) Contract for Embedded Generation
(iii) Application Form
(iv) Commissioning Form
(v) Decommissioning Form

(d) *that any amendments to the relevant NRS standards automatically be included in the Council's Energy Policy.*

(e) *that any amendment to the Electrical Bylaws as well as the implementation of a REFIT (Renewable Energy Feed-in Tariff) will automatically form part of Council's Energy Policy as and when approved by Council.*

(f) *that the Administration will table a report to Council on a suitable REFIT (Renewable Energy Feed-in Tariff) for further discussion.*

(g) *that Council reserves the right to refuse or limit the installation of Small Scale Embedded Generation plants if it is determined that they are having an onerous effect on the Quality of Supply of the Electrical Network of the municipality.*

(h) *that once the total sum of approved Renewable Energy applications reaches 15 % of the municipality's ESKOM approved notified maximum demand for each town, no further applications will be considered without the approval of Council.*

(i) *that any Large Power Users applying for permission to install Small Scale Embedded Generation plants must supply proof of their facility having an average power factor of 0,85 or better before any application will be considered.*

(j) *that all existing Small Scale Embedded Generation installations commissioned prior to the approval of this Energy Policy will be required to comply with the policy as amended from time to time, whilst the municipality reserves the right to install suitable bi-directional four quadrant meters to monitor that connection.*

(k) *that any meters currently installed and allowed in writing by the municipality to run in reverse, will be expected to comply with these requirements once the REFIT tariff is implemented.*

(l) *that for future applicants successfully requesting permission to install Small Scale Embedded Generation plants, the costs of installing the required bi-directional four quadrant meters are for the applicants' costs.*

(m) *that conventional or pre-payment meters are not allowed to run backwards.*

As stated, the current policy and documentation remains relevant. But as the report addressed to methodology and REFIT tariff, the undermentioned changes to the recommendations are proposed.

~~Means remove~~
<u>Means add</u>

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PROPOSED RESOLUTIONS

(a) *That Council rescind the previous decision ''Approval of Energy Plan (Small Scale Embedded Generation (16/3/P – 31 October 2018)*

(b) *that Council takes notice of the co-authored inputs and documentation of the Association of Municipal Electrical Undertakings, Western Cape Provincial Government, Cape Town and Green Cape as the nationally accepted standardised policy related to the implementation of Renewable Energy (Small Scale Embedded Generation) within municipalities.*

(c) *that Council adopts the NRS 097-2-1 (2010) and NRS 097-2-3 (2014) Grid Interconnection of Embedded Generation, Section 1 – Utility Interface, Section 2 – Simplified utility connection criteria for low-voltage connected generators as the basis of its Energy Plan and Small Scale Embedded Generation Policy.*

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(f) *that any amendment to the Electrical Bylaws as well as the implementation of a REFIT (Renewable Energy Feed-in Tariff) will automatically form part of Council's Energy Policy as and when approved by Council.*

(g) ~~*that the Administration will table a report to Council on a suitable REFIT (Renewable Energy Feed-in Tariff) for further discussion*~~. *That the Municipality include the following REFIT tariff for approval from NERSA in the 2019/2020 NERSA tariff application. This tariff will be additional and mandatory for customers with approved SSEG installations:* -

REFIT tariff	*R 0,55*
Additional REFIT surcharge - Domestic	*R 50,00*
Additional REFIT surcharge - Commercial	*Basic x 0,05*
Additional REFIT surcharge - Agriculture	*Basic x 0,05*
REFIT meter reading charge	*R 55.00*

(h) *that Council reserves the right to refuse or limit the installation of Small Scale Embedded Generation plants if it is determined that they are having an onerous effect on the Quality of Supply of the Electrical Network of the municipality.*

(i) *that once the total sum of approved Renewable Energy applications reaches 10 % of the municipality's total ESKOM purchased kWh for the preceding financial year* ~~*approved notified maximum demand*~~ *for each town, no further applications will be considered.*

(j) *that any Large Power Users applying for permission to install Small Scale Embedded Generation plants must supply proof of their facility having an average power factor of 0,85 or better before any application will be considered.*

(k) *that all existing Small Scale Embedded Generation installations commissioned prior to the approval of this Energy Policy will be required to comply with the policy as amended from time to time, whilst the municipality reserves the right to install suitable bi-directional four quadrant meters to monitor that connection.*

(l) *that any meters currently installed and allowed in writing by the municipality to run in reverse, will be expected to comply with these requirements once the REFIT tariff is implemented.*

(m) *that for future applicants successfully requesting permission to install Small Scale Embedded Generation plants, the costs of installing the required bi-directional four quadrant meters are for the applicants' costs.*

(n) *that conventional or pre-payment meters are not allowed to run backwards.*

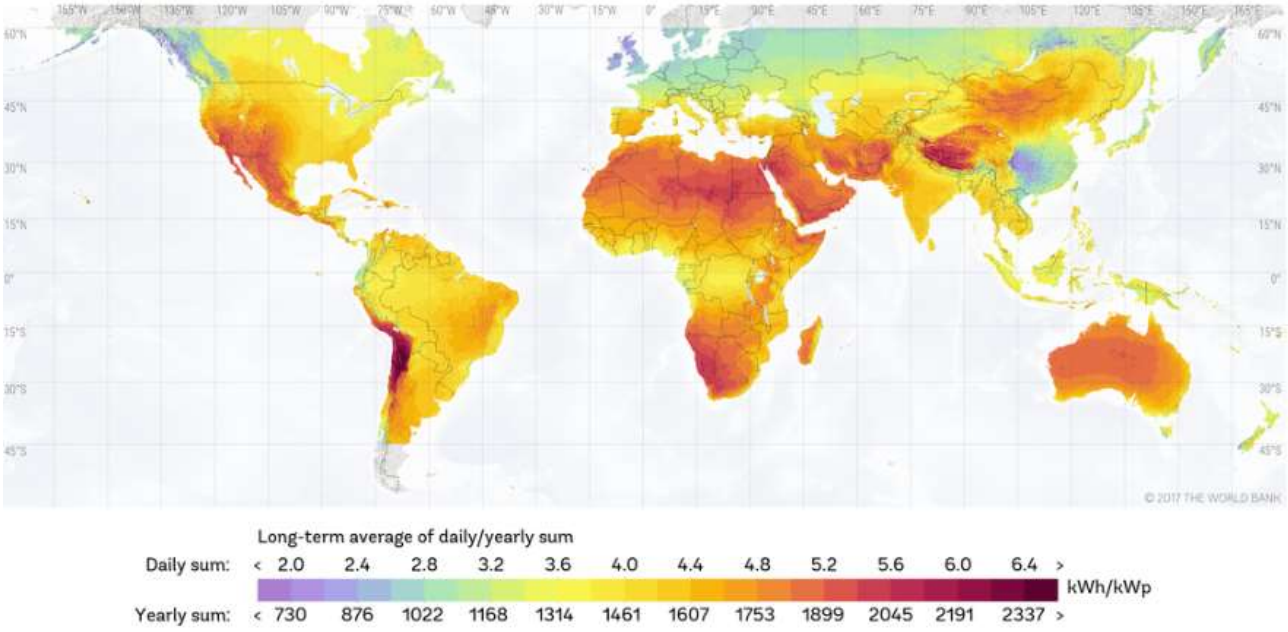
(o) *for continued participation in the SSEG program customers must always be NET consumers.*

(p) *that permission to install Small Scale Embedded Generation will automatically lapse after 12 months from date of approval, if the installation process has not been started, unless an arrangement, in writing, has been agreed with the Municipality.*

FINANCIAL COMMENTS BY ACTING CFO

Kind Regards

Pierre van den Heever
Senior Manager Electro-technical Services



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D - SSEG Model

Transformer / Municipal Grid







Dedicated SSEG meter D-SSEG



Special / dedicated Inverters



Special / dedicated PV Panels



Private Inverters



Private SSEG PV Panels



Municipal Tariff meter



Consumer Load

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.

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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 Principles)
(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

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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).

F**ees -** 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 of 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

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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-BUILDING 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 AND GUARANTEES

4.13.1 External Applications:

4.13.1.1 All external Service Owners are required to pay an annual fee per kilometre of network cable installed in the road reserve. Rates are charged in terms of approved Council Tariffs.

4.13.1.2 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.

4.13.1.3 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.

4.13.1.4 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.

4.13.1.5 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.

4.13.1.6 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.

4.13.1.7 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 proofed 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

<table>
<tr><th rowspan="2">Reinstatement Type</th><th rowspan="2">Description</th><th colspan="5">Road Class</th></tr>
<tr><th>1</th><th>2</th><th>3</th><th>4</th><th>5</th></tr>
<tr><td colspan="7">ROADWAYS</td></tr>
<tr><td>Type A1</td><td>Road</td><td colspan="2" rowspan="3">* SEE NOTE 1</td><td>√ * SEE NOTE 2</td><td></td><td></td></tr>
<tr><td>Type A2</td><td>Road</td><td>√ * SEE NOTE 2</td><td>√</td><td></td></tr>
<tr><td>Type A3</td><td>Road</td><td></td><td></td><td>√</td></tr>
<tr><td colspan="7">FOOTWAYS (SIDEWALKS) AND CARRIAGEWAY CROSSINGS FOR PEDESTRIANS OR VEHICLES</td></tr>
<tr><td>Type A4/1 to Type A7/2</td><td>Footways and carriageway crossings</td><td colspan="5">*SEE NOTE 3 AND REFER TO TABLE 5 FOR ALL ROAD CLASSES</td></tr>
<tr><td colspan="7">VERGES</td></tr>
<tr><td>Type A8</td><td>Verges</td><td colspan="5">APPLICABLE TO ALL ROAD CLASSES</td></tr>
</table>

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

<table>
<tr><th rowspan="2">Backfill Type</th><th rowspan="2">Description</th><th colspan="5">Road Class</th></tr>
<tr><th>1</th><th>2</th><th>3</th><th>4</th><th>5</th></tr>
<tr><td>Type B1</td><td>Road</td><td colspan="2" rowspan="2">* SEE NOTE 1</td><td>√</td><td>√</td><td></td></tr>
<tr><td>Type B2</td><td>Road</td><td></td><td></td><td>√</td></tr>
<tr><td>Type B2</td><td>Vehicle carriageway crossings (asphalt or brick surfacing</td><td>NOT APPLICABLE</td><td colspan="4">REFER TO TABLE 6</td></tr>
<tr><td>Type B3</td><td>Footways(sidewalks)and pedestrian carriageway</td><td colspan="5">REFER TO TABLE 6 FOR ALL ROAD CLASSES</td></tr>
</table>

	crossings	
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 be at least 7%. Swell at 100% of Mod. AASHTO max. density shall not exceed 1,5%	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%.
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 0 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 chrusher 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-layed 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 that 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

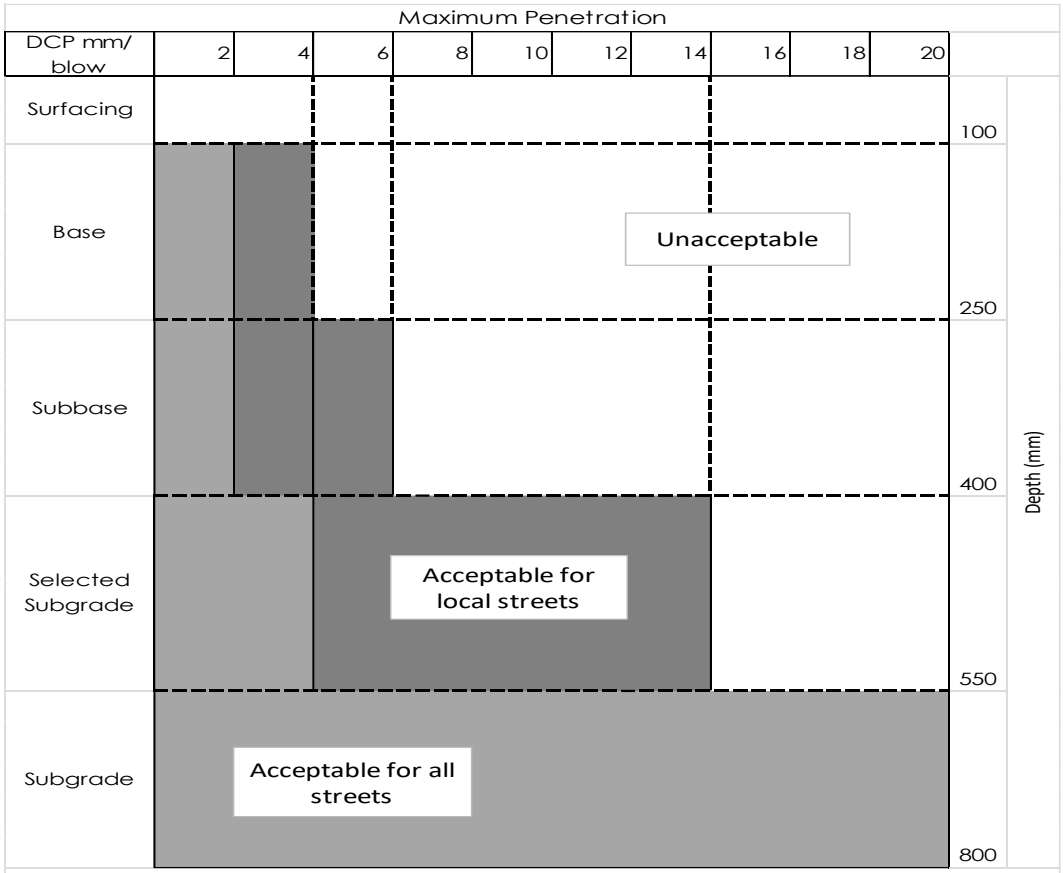

TABLE 7: TYPICAL DCP PENETRATION DIAGRAM

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:

Reinstatement Width (mm)	*Height of Deformation or Hump as measured with straight edge (mm)*
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**	25 mm	25 mm	40 mm	50 mm				
Bricks					73 mm	73 mm	73 mm	73 mm
Blocks					80 mm	80 mm	80 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*)**	100 mm	100 mm	150 mm		100 mm	100 mm	100 mm	
Base (G2*)				250 mm				200 mm
OVERALL DEPTH OF COMPACTED LAYERS AND OF EXCAVATION **Premix**	125 mm	125 mm	190 mm	300 mm				
Bricks					198 mm	198 mm	200 mm	300 mm
Blocks					205 mm	205 mm	205 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**	95%	95%	95%		95%	95%	95%	
Base				98%				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 A: List of active Network Licensees in Witzenberg Municipal area

Name	Contact Person	Contact Number	Date notified	Response Date	Response Received
Telkom					
MTN					
Vodacom					
Vinet Internet Solutions					
Breedenet					
OTHER: (Please indicate)					

APPENDIX C

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

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

DCP Test Result Sheet

SITE: _____ **Wayleave Number** _____

DATE: _____ **Town/Street Name** _____

	SPECIFICATION:	One drop < 20mm penetration	One drop < 14mm penetration	One drop < 6mm penetration	One drop < 4mm penetration	
Position	**Area**	**Layer 4 - Insitu Material**	**Layer 4 - Insitu Material**	**Layer 3 Sub-Base**	**Layer 2 - Base**	**Approved / Signed Off**

ADDITIONAL TESTS REQUIRED:

1. Provide Grading, Indicator and CBR data sheets compared to the relevant specification on all layerworks.
2. Provide Nuclear Density Report sheets compared to the relevant specification of the Asphalt, Base and Subbase on request.
3. Provide Density of Asphalt Core data sheets compared to the relevant specification on request.

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Position	**Area**	**Layer 4 - Insitu Material**	**Layer 4 - Insitu Material**	**Layer 3 Sub-Base**	**Layer 2 - Base**	**Approved / Signed Off**

ADDITIONAL TESTS REQUIRED:

1. Provide Grading, Indicator and CBR data sheets compared to the relevant specification on all layerworks.
2. Provide Nuclear Density Report sheets compared to the relevant specification of the Asphalt, Base and Subbase on request.
3. Provide Density of Asphalt Core data sheets compared to the relevant specification on request.

APPENDIX D: OCCUPATIONAL HEALTH & SAFETY SPECIFICATION FOR CONSTRUCTION WORKS CONTRACTS

Contents

1. Scope
2. Definitions
3. Requirements
   - 3.1 General requirements
   - 3.2 .1 notification of intention to commence construction work
   - 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 (Troxler)

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) Notice 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 1.1UNDERTAKING/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: _____ **SIGNED:** _____ _____
WAYLEAVE HOLDER **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: _____ **SIGNED:** _____ _____
SUPERINTENDENT: **DATE**
STREETS AND STORMWATER

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

MEMORANDUM

AAN / TO: Director Technical Services
Municipal Manager

VAN / FROM: Senior Manager Electro-technical Services

DATUM / DATE: 8 September 2020

VERW. / REF.: 16/3/09

CONSUMERS USE OF GENERATORS TO PREVENT PEAKING IN NOTIFIED MAXIMUM DEMAND PERIODS DURING PEAK SEASON

Purpose

To submit to Council a proposal by a Large Power User to allow a new development at Schoonvlei with a proposal that due to Eskom's current power constraints, with the added suggestion of using generators to prevent additional peaking loads during the peak season. To receive 'in principal' approval of the concept from Council, subject to in depth investigations by both the consumer and Electrical Department should the consumer decide to pursue the option.

Background

A communique from Ceres Cold Storage regarding the possibility of a new development at Schoonvlei requiring a 4000KVA electrical connection was received. Knowing that the Eskom backbone network will be constrained until such time that the Romansrivier line is upgraded, a proposal has been mooted whereby, during the peak consumption months that the consumer be allowed the use of generators at critical times to prevent the addition of the 4000KVA to Witzenberg's registered NMD, thereby preventing an additional penalty related to that exceedence.

Discussion

Currently the Witzenberg 'Peak Season' extends from 1 February to 30 April of every year as can be seen below.

38 275.58KVA on **1 April 2020**	@ 19h30
36 332.23KVA on **19 March 2019**	@ 19h30
33 437.13KVA on **21 Feb 2018**	@ 17h00
36 944.46KVA on **22 March 2017**	@19h30

The proposal is that they will essentially install and run generators with a capacity equal to their total additional load (4000KVA in this case) during the times when it is possible that this additional load will be at risk of increasing the Municipalities NMD by this amount. This means that for a period of three months, their generators will have to run at all possible peak periods.

Technically this is possible as long as the following main criteria are observed: -

- The generator installation must satisfy the Municipal requirements as far as synchronising with the Municipal network is concerned.

- The generator must be set on reliable timers, to Municipal requirements, that ensure the generators start and run for the full time period as decided and required by the Municipality, and further that a detailed record of the run times and additional capacity generated are kept by the consumer and shared with the Municipality.

- That should the generators fail to achieve the reduction as proposed by the consumer, that the consumer will be held accountable for the full penalty and consequences of the Eskom penalty as a result of the consumers' exceedence.

- That the Municipality, in conjunction with the consumer, closely monitor the plant performance versus the Municipalities electrical consumption to ensure proper 'peak clipping' as proposed by the consumer.

This report seeks to obtain 'in principle' approval from Council so that the consumer can proceed with the further detailed investigation into the viability of this proposal.

Resolution

1. That Ceres Cold Storage be informed that The Municipality in principle agrees to their proposed concept of installing generators to prevent the addition of any demand to the Municipality's peak Maximum Demand during peak seasons.

2. That should CCS decide to pursue the above option, that they at own cost conduct and make available to Council, a detailed study by a reputable Consultant, aimed at proving the concept will work.

3. That the Municipality provide all relevant information to CCS relevant to the above mentioned study and that the study be submitted to Council for final consideration, if required.

Kind Regards



P van den Heever
Senior Manager Electro-Technical Services

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

MEMORANDUM

AAN / TO: Committe for Techncial Services

VAN / FROM: Senior Manager: Town Planning and Building Control

DATUM / DATE: 27 January 2020

VERW. / REF.: 7/1/4/1 & 17/19/1

RELOCATION OF ESTABLISHED NDULI CARWASH TO ERF 5145, NDULI, CERES

BACKGROUND

Matter of the proposed carwash at Nduli was referred to the Town Planning section for a report pursuant to the Committe for Techncial Services resolution on 20 November 2019 which reads as follow:

> *that the matter in respect of the application for the relocation of the established Nduli Carwash to erf 5145, Nduli, Ceres be held in abeyance pending a report from the Manager: Town Planning and Building Control.*

PROPOSAL

Proposal is for the establishment of a carwash on a portion of Erf 5145 located next to Chris Hani Drive about 120m from the intersection with the R46.

The subject land represents a 19m wide strip bounded by the road on the west and a wall on the east which seperates it from the sports fields. There are a number of mature trees on the land and a gate which gives access to the sportfields.

COMMENT

Chris Hani is the main entrance to Nduli and has sidewalks on both sides of the road. Erf 5145 is located on the left hand side of the road on the approach to Nduli township. The land is zoned as Open Space II which in terms of the Nduli Scheme may only be utilised for the purposes of sportsgrounds.

From a town planning perspective the concern has been that a car wash in this locality could; 1) create traffic problems on Chris Hani Drive, and 2) be unsightly. The road does not have on-street parking and because the kerbs are dropped it is likely that cars will park informally in the road or anywhere on the sidewalks which in turn would create traffic problems and block pedestrian movement. Also, the appearance of the carwash at the entrance of the township could appear unsightly. It is always desirable to protect the main entrance of any town from visually intrusive activities.

However, without any concrete proposal or plan it is not possible to make a final determination on whether the car wash would in fact be desirable.

Comments from Electrotechnical

The item is silent on electrical requirements. However, should an electrical connection be required, the following will be relevant: -

a. The applicant is responsible for the moving / protecting of any connection cable, if applicable
b. Should an increase in capacity be required, it will be dependent on an investigation to determine the available capacity.
c. Services contributions are relevant with a capacity increase, as per the Council decision
d. The applicant will be responsible for the costs of any electrical upgrading if required
e. The owner must submit a Certificate of Compliance with completion of the electrical works
f. Only 1 connection per erf is allowed
g. The applicant is responsible for the electrical connection costs

CONCLUSION

A That the Town Planner's concerns be noted.

B That without a site development plan it is not possible at this stage to formulate substantive comment and determine whether the locality would in fact be suitable for a car wash.

C In the event that the proposal is found to be suitable an application for departure from the zoning would have to be submitted.

WITZENBERG 7/1/4/1

MUNISIPALITEIT UMASIPALA MUNICIPALITY

LEASE OF PORTION OF ERF 1 IN WOLSELEY, OLD MALIKHANYE CRECHE
7 JULY 2020

Purpose:

To request Council's approval for leasing of the building in Pine Valley Wolseley (portion of erf1), also known as the old Malikhanye crèche.

Background:

The building was previously occupied by Malikhanye, an ECD program of Badisa Wolseley. Badisa Wolseley entered into a lease agreement with the Municipality on 1 March 2014. The lease agreement was renewed during 2017 and the current contract expired February 2020. Badisa received funding from the Lotto for erecting a new building for the crèche on portion of erf 1. The new building was officially opened during January 2020.

Current status

The building is currently unoccupied since January 2020 and have been vandalized by community members. Most damage was done to the extra class rooms that were erected on the premise. We had to appoint EPWP staff to safeguard the property.

The building urgently needs to be rented out, to prevent it from being vandalized further and to minimize council's expenses on security services and/or repair to the building.

Recommendation:

a) That the Committee for Community Development provide inputs regarding the above mentioned

b) That Council gives approval for leasing of the building in Pine Valley Wolseley (portion of plot 1) for a period of 3 years.

c) The property that is to be leased is not required for provision of minimum level of basic services (MFMA Section 14.2 a).

d) The fair market value is not applicable due to the economic and community value that are received in exchange for the lease of the asset (MFMA Section 14.2 b). Council to consider exemption of rental charges, on condition that we lease the building as it is, and that the lessee do all repair work to the building.

e) Supply Chain process to be followed.

MUNICIPALITY
WITZENBERG
- 8 JUL 2020
MUNISIPALITEIT

Submitted by: Socio-Economic Development section

✉ 44 Ceres 6835 ☎ (023) 316 1854 (023) 316 1877 admin@witzenberg.gov.za

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

MEMORANDUM

AAN / TO: MUNICIPAL MANAGER

VAN / FROM: ACTING SOCIO-ECONOMIC DEVELOPMENT MANAGER

DATUM / DATE: 24 August 2020

VERW. / REF.: 7/1/4/1

MUNICIPALITY WITZENBERG 24 AUG 2020 MUNISIPALITEIT

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

Item 7.1 of the meeting of the Committee for Community Development, held on 23 July 2020, refers.

1. Premise

The building was previously occupied by Malikhanye, an ECD program of Badisa Wolseley. Badisa Wolseley entered into a lease agreement with the Municipality on 1 March 2014. The lease agreement was renewed during 2017 and the current contract expired February 2020. Badisa received funding from the Lotto for erecting a new building for the crèche on portion of erf 1. The new building was officially opened during January 2020.

The building is currently unoccupied since January 2020 and have been vandalized by community members. Most damage was done to the extra class rooms that were erected on the premise. We had to appoint EPWP staff to safeguard the property. The building urgently needs to be rented out, to prevent it from being vandalized further and to minimize council's expenses on security services and/or repair to the building.

Subsequently the rental for the building was advertised.

2. Criteria

The following criteria was stipulated for the application for the rental of the building.

- Applicant must be a registered entity for example a NPO or NGO.
- The utilization of the building must be for the benefit of the broader community.
- Only applications for utilisation of the building for social or community development purposes will be considered
- Locally based organisations will receive preference.
- The building is leased "voetstoots"

3. Applications received

The applications received is attached as Annexures. Below is a summary of applications received:

Name of organization	Proposal	Does it meet criteria?	Remarks
Pine Valley Neighborhood Watch	To utilize the building as head quarter for the Pine Valley Neighborhood watch; a station where people can call to with complaints in order for the Neighborhood Watch to react more swiftly on criminal activities. The goal of the neighborhood watch is to ensure more efficient and effective crime prevention services in Pine Valley.	Meet some of the criteria: Not NPO or NGO registered (they have communicated in email that they are busy with registration for a NGO). Locally based organization. Social and community development purpose. Will benefit broader community of Pine Valley.	Main use will be for the benefit of the broader community of Pine Valley. The Neighborhood Watch have indicated that they will pay the monthly municipal account. The Neighborhood Watch will provide opportunity for the "Heilige Tabernakel van God" church to utilize the building.
"Heilige Tabernakel van God" (Holy Tabernacle of God)	To use the building for church ceremonies and church related activities.	Meet some of the criteria: Locally based organization. NPO registered. Will benefit broader community of Pine Valley.	Main use will be for the congregation. The application will however, also benefit the broader community of Pine Valley, due to the indication (email correspondence) that the church will, during the week, utilize the building for a soup kitchen to serve the community. Church will be able to pay the monthly municipal account. Church will give opportunity to the Pine Valley Neighborhood Watch to utilize the building.
Vrolike Vinkies	Develop a youth and adult daycare for persons with disabilities, together with programmes.	Meet some of the criteria. NPO registered Social and community development purpose. Will benefit broader community. Not locally based organization (situated in Ceres).	Will benefit people with disabilities and address a specific need (adult-based persons with disabilities). Vrolike Vinkies will be able to pay the monthly municipal account.

4. RECOMMENDATIONS:

a) That the Committee for Community Development provide inputs regarding the above mentioned proposals and recommend an applicant for the lease of the Old Malikhanye crèche building to MAYCO and Council

b) That Council gives approval for leasing of the building in Pine Valley Wolseley (portion of plot 1) for a period of 3 years.

c) That the property that is to be leased not be required for provision of minimum level of basic services (MFMA Section 14.2 a).

d) That the fair market value not be applicable due to the economic and community value that are received in exchange for the lease of the asset (MFMA Section 14.2 b). Council to consider exemption of rental charges, on condition that we lease the building as it is, and that the lessee do all repair work to the building.

MUNICIPALITY WITZENBERG
20 AUG 2020
SPANNING PROPERTY

WITZENBERG

TEMPEL VAN GOD
TABERNACLE OF GOD

7/1/4/1
Riaan

AANSOEKVORM VIR MUNISIPALE EIENDOM

Die aansoekvorm bestaan uit 3 bladsye (9 afdelings) en moet volledig voltooi word. Indien daar 'n seksie is wat nie van toepassing is nie, dui dan aan "nie van toepassing".

A)

Informasie van applikant (aan wie korrespondensie gestuur gaan word):			
Datum van aansoek	13-08-2020		
Kontakpersoon	EBEN KAMFER		
Entiteit van applikant (Maatskappy, Alleenmansaak, Vennootskap, Koöperatief, NPO, Individue)	N.P.O		
Adres:	HOPE STR. 84 PINEVALLEY WOLSELEY		
Pos adres	HOPE STR 84 PINEVALLEY WOLSELEY		
Kontaknommer	0633387545	Epos	accounts@trastevere.co.za

B)

Is die aansoek vir: (dui aan met "x")	**Is die aansoek vir: (Dui aan met "ja" of "nee")**		**Beskrywing van grond waarvoor aansoek gedoen word** (erf nommer of ligging of straat nommer of naam van gebou)
Vakante Munisipale grond	**Huur?**	JA	OU MALIKHANYE GEBOU
	Koop?		
Munisipale grond met besette gebou en/of met beskikbare spasie	**Huur?**		
	Koop?		

C)

Kort beskrywing van voorgestelde plan vir die aansoek om munisipale grond (u kan additionele inligting in die dokument aanheg)
MAANDAG: ORKESBYEENKOMS DINSDAG: SOPKOMBUIS WOENSDAG: BIDUUR DONDERDAG: UITREIKING VRYDAG: JEUGBYEENKOMS SATERDAG: OOP VIR RUGBY-SOSIALE EN GEMEENSKAPLIKE VERGADERINGS VIR GEMEENSKAP SONDAG: EREDIENS

D)

Watter munisipale dienste word benodig vir die besigheid by die Munisipale grond? (dui aan met "x")	
Elektriese verbinding	X
Water	X
Riool	X

E)

Hoe gaan die voorgestelde projek op die munisipale grond befonds word? (dui aan met "x")		**Beskryf aangeduide befondsing**
100% eie befondsing	X	DEUR TIENDES FUNKSIES. OFFER EN MY EIE BEFONDSING.
Gedeeltelik befonds		
Geen fondse beskikbaar		

F)

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

G)

Huidige gevestigde besigheid/maatskappy/kooperatief/NPO	
Hoeveel jaar is die besigheid/entiteit operationeel?	6 JAAR
Wat is die maandelikse inkomste vir die besigheid/entiteit? (voor uitgawes)	R 3000-00
Wat is die totale maandelikse uitgawes?	R 500-00
Verskaf 'n kort oorsig oor die maandelikse uitgawes	Petrol, Telefoon
Hoeveel werknemers werk in die besigheid/entiteit?	N.V.T
Hoeveel kliënte of kontrakte word gedien of produkte verkoop per maand?	N.V.T

H)

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

I)

Vereistes vir die inhoud van die besigheidsplan (alle afdelings moet ingesluit word)		
Naam van besigheid of individue & kontak informasie	Is hierdie ingesluit in die besigheidsplan?	Ja/Nee
Beskrywing van besigheid (indien aansoeker 'n besigheid/entiteit is) - Tipe besigheid, doelwitte van die besigheid/entiteit - Produk/diens wat die besigheid aanbied	Is hierdie ingesluit in die besigheidsplan?	Ja/Nee
Kliënte basis (indien aansoeker 'n besigheid/entiteit is) - Oorsig van kontrakte of kliënte wat gedien word (telkenmark)	Is hierdie ingesluit in die besigheidsplan?	Ja/Nee
Bestuur - Ervaring van die eienaar/aansoeker - Kwalifikasies of opleiding ontvang	Is hierdie ingesluit in die besigheidsplan?	Ja/Nee
Oorsig van Projekplan vir die Munisipale grond - Erf of straatnommer - Wat die plan behels en wie die telkenmark of kliënte sal wees - Hoe sal die applikant & die gemeenskap voordeel trek; hoeveel werk word geskep - Navorsing gedoen om die lewensvatbaarheid van voorgestelde projek te bepaal - Begroting vir die voorgestelde projekplan - Oorsig van befondsing: volledige beskrywing van hoe plan befonds gaan word	Is hierdie ingesluit in die besigheidsplan?	Ja/Nee
Bestuur ervaring - Ervaring in die voorgestelde projek - Enige opleiding ontvang in die veld van die voorgestelde projek	Is hierdie ingesluit in die besigheidsplan?	Ja/Nee

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

Dien asseblief die voltooide vorm in by die Argiewe Afdeling by 50 Voortrekker Straat, Ceres, 6835 of e-pos aan admin@witzenberg.gov.za

EBEN KAMFER
VOLLE NAME IN BLOKLETTERS

HANDTEKENING

05-03-2020
DATUM



Administratiewe Afdeling alleenlik:

	Gemeenskaps-dienste: Rampdienste	Gemeenskaps-dienste: PEO Afdeling	Gemeenskaps-dienste: Behuising	Tegniese Dept: Strate en storm-water	Dept: Stads-beplanning	Riool & water	Tegniese Dept: Elektries
Datum ontvang							
Datum insette gestuur:							

13 Augustus 2020

Hiermee wil Die Heilige Tabernakel van God Kerk aansoek doen vir die huur van die ou Malikhanye gebou te Pine Valley Wolseley. Ons sal graag die gemeenskap van Wolseley wil bedien in die saal. Ons verneem reeds dat van die omheining gesteel is en om verdere vandalisme te voorkom wil ons graag so gou as moontlik gebruik maak van die gebou, want dit kan lei tot verdere ongeruimdhede wat ons kinders se lewens kan verwoes. As voorsitter van die Buurtwag sal ek ook die gebou beskikbaar stel vir buurtwag byeenkomste. Ons as Gemeente sal volle verantwoordelikheid aanvaar vir die instandhouding van die gebou sou u ons aansoek aanvaar. Hier is ook 'n voorbeeld van hoe ons tyd sal bestee in die gebou:

MAANDAG : Orkesbyeenkoms

DINSDAG : Sopkombuis

WOENSDAG : Biduur

DONDERDAG : Uitreiking

VRYDAG : Jeugbyeenkoms

SATERDAG : Oop vir rugby – sosiale en gemeenskaplike vergaderings bv. Buurtwag vergaderings

SONDAG : Erediens

TEMPEL VAN GOD
TABERNACLE OF GOD

Die uwe

Pastoor E. Kamfer

Cell: 063 338 7545

Certificate of Recognition

It is hereby certified by the leaders of

Heilige Tabenakel van God

LISTING NUMBER
NRIC/20121026/1408/12

OFFICIAL ADDRESS
5 Greymead Street
Northpine
BRACKENFELL
7560



THAT

Moderator

Theunisen Booysen

Id No. 621103 5089 08 2

Pastor
Date: _____

Is the recognized Founder of the Church

Deacon
Date: _____

Certificate issued according to the constitution of the church and in the name of the Church Leadership

Listed with the National Register of Independent Churches at Pretoria under electronic reference

P1408-12

GEREGISTREERDE WOON- EN POSADRES

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

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

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this pocket.

2. If you have changed your address, or, if particulars of your present address, e.g. name of street and/or street number, etc., have been changed, the NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS.

1

I.D.No. 720725 5162 08 7

S.A.BURGER/S.A.CITIZEN

VAN/SURNAME

KAMFER

VOORNAME/FORENAMES

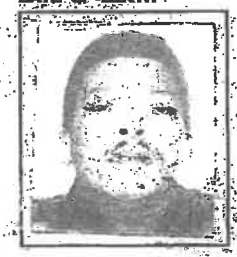
EBEN

GEBOORTEDISTRIK OF LAND/
DISTRICT OR COUNTRY OF BIRTH

SUID-AFRIKA

GEBOORTEDATUM/
DATE OF BIRTH

1972-07-25



DATUM UITGEREIK
DATE ISSUED

1996-10-07

UITGEREIK OP GESAG VAN DIE DIREKTEUR GENERAAL: BINNELANDSE SAKE

ISSUED BY AUTHORITY OF THE DIRECTOR GENERAL: HOME AFFAIRS

10 AUG 2000

...merkings, die deur onlikke nie of enige wyse gewysig is nie.
... not altered in any manner.

8494821-I
JESTEN
Handtekening / Signature

Riaan Fick

From: Leandra Willemse <accounts@trastevere.co.za>
Sent: Friday, 21 August 2020 10:27
To: Riaan Fick
Subject: FW: Insake: Heilige Tabernakel van God aansoek: Ou Malikhanye creche gebou

Importance: High

Ek wil ook byvoeg dat die Heilige Tabernakel van God die gebou ook gedurende die week gaan gebruik vir 'n sopkombuis en om die gemeenskap te bedien.

From: Leandra Willemse [mailto:accounts@trastevere.co.za]
Sent: 21/August/2020 10:20
To: 'Riaan Fick'
Subject: RE: Insake: Heilige Tabernakel van God aansoek: Ou Malikhanye creche gebou
Importance: High

Goeie dag

Hiermee bevestig ek, Eben Kamfer dat die Heilige Tabernakel van God die munisipale rekening van die Malikhanye gebou elke maand sal betaal. Ek bevestig ook dat ons geleentheid aan die Pine Valley buurtwag sal gee om die gebou te gebruik.

Vriendelike groete

E. Kamfer

From: Riaan Fick [mailto:riaan@witzenberg.gov.za]
Sent: 21/August/2020 10:03
To: accounts@trastevere.co.za
Subject: Insake: Heilige Tabernakel van God aansoek: Ou Malikhanye creche gebou

Geagte Mnr Kamfer,

In sake die aansoek vir die huur van die ou Malikhanye crèche gebou.

Kan u asb die volgende bevestig:

- Dat die Kerk die munisipale rekening sal vereffen van die erf& gebou (sou die Witzenberg Raad die aansoek goedkeur)

Kan u ook asb u gesprek rakende die vergunning dat die kerk die buurtwag sal geleentheid gee om die gebou te gebruik (soos per telefoon verduidelik) te bevestig.

Vriendelike groete,

Riaan Fick
Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling
Departement: Gemeenskapsdienste
Witzenberg Munisipaliteit
Tel: 023-316-1854/Faks: 023 -316-1877
www.witzenberg.gov.za

MUNISIPALITEIT ZENBERG

20 AUG 2020

7/1/41
Riaan

AANSOEKVORM VIR MUNISIPALE EIENDOM

Die aansoekvorm bestaan uit 3 bladsye (3 afdelings) en moet volledig voltooi word. Indien daar 'n seksie is wat nie van toepassing is nie, dui dan aan "nie van toepassing".

A)

Informasie van applikant (aan wie korrespondensie gestuur gaan word):			
Datum van aansoek	17 August 2020		
Kontakpersoon	Mr. EBEN KAMFER		
Entiteit van applikant (Maatskappy, Alleenmansaak, Vennootskap, Koöperatief, NPO, Individue)	Buurtwag		
Adres:	Hopestraat 84, PINE Valley, Wolseley		
Pos adres	Hopestraat 84, Pine Valley, Wolseley		
Kontaknommer	0633387545	Epos	kevingwart2000@gmail.com

B)

Is die aansoek vir: (dui aan met "x")	**Is die aansoek vir:** (Dui aan met "ja" of "nee")		**Beskrywing van grond waarvoor aansoek gedoen word** (erf nommer of ligging of straat nommer of naam van gebou)
Vakante Munisipale grond	**Huur?**	Ja	Malikhanye gebou
	Koop?	NEE	N/A
Munisipale grond met besette gebou en/of met beskikbare spasie	**Huur?**	Ja	Malikhanye gebou
	Koop?	NEE	N/A

C)

Kort beskrywing van voorgestelde plan vir die aansoek om munisipale grond (u kan additionele inligting in die dokument aanheg)
⇒Is om die gebou te gebruik as a buurtwag fasiliteit om ons gemeenskap te beveilig en ook munisipale eiendom bv. Saal, Sportgrond te beveilig.

D)

Watter munisipale dienste word benodig vir die besigheid by die Munisipale grond? (dui aan met "x")	
Elektriese verbinding	X
Water	X
Riool	X

E)

Hoe gaan die voorgestelde projek op die munisipale grond befonds word? (dui aan met "x")		**Beskryf aangeduide befondsing**
100% eie befondsing	*	—
Gedeeltelik befonds	X	Ons het geen fondse maar is bereid om gedeeltelik te befonds
Geen fondse beskikbaar		—

EK

F)

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

G)

Huidige gevestigde besigheid/maatskappy/koöperatief/NPO	
Hoeveel jaar is die besigheid/entiteit operationeel?	6 maande
Wat is die maandelikse inkomste vir die besigheid/entiteit? (voor uitgawes)	Geen inkomste gemaak tot
Wat is die totale maandelikse uitgawes?	ons hulp in gemeenskap veiligheid
Verskaf 'n kort oorsig oor die maandelikse uitgawes	ons help in gemeenskap veiligheid met ons eie fondse bv. R1400 per week; R5600 p.m
Hoeveel werknemers werk in die besigheid/entiteit?	ons het 40 vrywilligers
Hoeveel kliënte of kontrakte word gediens of produkte verkoop per maand?	N/V

H)

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

I)

Vereistes vir die inhoud van die besigheidsplan (alle afdelings moet ingesluit word)		
Naam van besigheid of individue & kontak informasie	Is hierdie ingesluit in die besigheidsplan?	Ja/~~Nee~~
Beskrywing van besigheid (indien aansoeker 'n besigheid/entiteit is) - Tipe besigheid, doelwitte van die besigheid/entiteit - Produk/diens wat die besigheid aanbied	Is hierdie ingesluit in die besigheidsplan?	Ja/~~Nee~~
Kliënte basis (indien aansoeker 'n besigheid/entiteit is) - Oorsig van kontrakte of kliënte wat gediens word (teikenmark)	Is hierdie ingesluit in die besigheidsplan?	Ja/~~Nee~~
Bestuur - Ervaring van die eienaar/aansoeker - Kwalifikasies of opleiding ontvang	Is hierdie ingesluit in die besigheidsplan?	Ja/~~Nee~~
Oorsig van Projekplan vir die Munisipale grond - Erf of straatnommer - Wat die plan behels en wie die teikenmark of kliënte sal wees - Hoe sal die applikant & die gemeenskap voordeel trek; hoeveel werk word geskep - Navorsing gedoen om die lewensvatbaarheid van voorgestelde projek te bepaal - Begroting vir die voorgestelde projekplan - Oorsig van befondsing: volledige beskrywing van hoe plan befonds gaan word	Is hierdie ingesluit in die besigheidsplan?	Ja/~~Nee~~
Bestuur ervaring - Ervaring in die voorgestelde projek - Enige opleiding ontvang in die veld van die voorgestelde projek	Is hierdie ingesluit in die besigheidsplan?	Ja/~~Nee~~

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

Dien asseblief die voltooide vorm in by die Argiewe Afdeling by 50 Voortrekker Straat, Ceres, 6835 of e-pos aan admin@witzenberg.gov.za

EBEN KAMFER
VOLLE NAME IN BLOKLETTERS

HANDTEKENING

17-08-2020
DATUM

Administratiewe Afdeling alleenlik:

	Gemeenskaps-dienste: Rampdienste	Gemeenskaps-dienste: PEO Afdeling	Gemeenskaps-dienste: Behuising	Tegniese Dept: Strate en storm-water	Tegniese Dept: Stads-beplanning	Tegniese Dept: Riool & water	Tegniese Dept: Elektries
Datum ontvang							
Datum insette gestuur:							

GEREGISTREERDE WOON- EN POSADRES

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

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

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this pocket.

2. If you have changed your address, or, if particulars of your present address, e.g. name of street and/or street number, etc., have been changed, the NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS.

1

I.D.No. 720725 5162 08 7

S.A.BURGER/S.A.CITIZEN

VAN/SURNAME

KAMFER

VOORNAME/FORENAMES

EBEN

GEBOORTEDISTRIK OF LAND/
DISTRICT OR COUNTRY OF BIRTH

SUID-AFRIKA

GEBOORTEDATUM/
DATE OF BIRTH

1972-07-25



DATUM UITGEREIK
DATE ISSUED

1996-10-07

UITGEREIK OP GESAG VAN DIE DIREKTEUR GENERAAL: BINNELANDSE SAKE

ISSUED BY AUTHORITY OF THE DIRECTOR GENERAL: HOME AFFAIRS

18 AUG 2020

...ye gewysig is nie.

04.3487 J

E STEY

Handtekening / Signature

Pine Valley
Neighborhood Watch

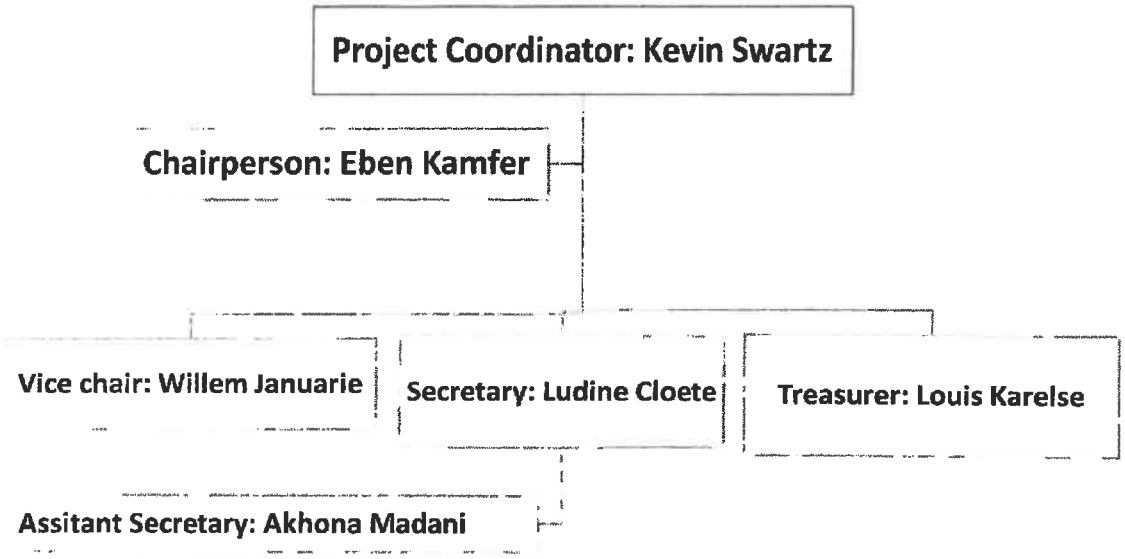


Proposal Application –

Malikhayne Crèche Pine Valley

Contact Persons: Chairperson – Eben Kamfer: 063 338 7545
Vice chair – Willem Januarie: 079 596 8098
Coordinator – Kevin Swarts: 082 885 1929

Management Structure



Additional members

- **Esmeralda Maarman**
- **Maxwill Andrews**
- **Saralene Botha**
- **Ryno Sigila**

Background

This year 8 March 2020 Mr. Kevin Swartz a member of the South African Police service, who grew up in this area mobilized a group of people from the community involving some spiritual leaders (Pastors), woman and men as well as the youth to get involved in this neighbourhood watch initiative that strive to work together with the local Police station to build a safer community.

The increase in crime serious crimes such as murders, armed robberies, drug dealing, house breakings and theft, cable theft, assault, domestic violence and rape and community vandalism of municipal assets such as the sports ground facilities that was totally destroyed by criminal elements that hide out in our community. The need for community crime prevention initiative was birth that involved the local citizens of our community of Pine Valley, which is when the Pine Valley Neighbourhood watch was formed.

Our crime prevention initiative immediately made a huge impact in our community. When the Police station Commander welcome the team on the ground within 2 weeks crime in our community was reduce.

Membership

Our members are very loyal, discipline, dedicated and takes their duties seriously. Members of the Pine Valley Neighbourhood Watch is open to all above the age of eighteen (18) who reside in the area. The neighbourhood watch consists out of + 40 male and female members. All our members are active, responsive and dedicated towards the neighbourhood watch. It is the responsibility of members to stay informed about issues in their neighbourhood and community.

Objectives

- Safer streets and homes, community and stronger relationships with law enforcement.
- Foster a spirit of public awareness within Pine Valley community regarding safety, crime prevention and the protection of community members and their property.
- Encourage the community to work closely with the neighbourhood watch and Wolseley Police
  and any other Police as defined.
- Ensure that the Pine Valley Neighbourhood Watch acts within the framework of the law.
- Assist the Police in any lawful manner concerning the prevention of crime in Pine Valley.

Application for the Malikhanye crèche

Our neighbourhood watch want too continuous to work and make a difference in our community but we need the support from our municipality to set up a headquarters because we don't have any place to drive our initiative from and we believe that this facility will enable us to be so much more efficient and effective in our community crime prevention efforts.

South African Police Service

Suid-Afrikaanse Polisiediens

Private Bag X4
WOLSELEY 6830

TEL : (023) 231 8000
Fax : (023) 231 8022

YOUR REFERENCE/U VERWYSING:

THE STATION COMMANDER
WOLSELEY

MY REFERENCE/MY VERWYSING: 27/5/2/1

ENQUIRIES/NAVRAE: CAPT DC FARAO

2020-08-19

TEL. NR.: 023-231 8001

TESTIMONIAL LETTER FOR PINEVALLEY NHW : WOLSELEY

1. This office would like to bring the following under your attention :
2. Pinevalley Neighbourhood watch is an establishment for the community of Wolseley, out of the community of Wolseley.
3. They was established during 2020 and are currently a group of 40 dedicated members of this community, without prejudice serving every member of this community in their fight against crime.
4. They do this duty and the responsibilities attach to it, without money or any allowances and they don`t ask for any of it, they do it on a voluntary basis.
5. What is a fact, is that property crime such as housebreakings and thefts and violent crime like robberies and armed robberies, significantly dropped due to the involvement of this members.
6. What is genuine also about them as a group, is that they use their own equipment to make Wolseley a safer place to live for everyone.
7. They will be better of service to the community if they can have a office or structure to work from as there is currently no gathering point for them or office, which they can call their own.

I hope this testimonial letter will help them in their efforts to get the necessary accommodation they so urgently require.

Thank you in advance.

.....: CAPT
DC FARAO : WOLSELEY
STATION COMMANDER

SUID-AFRIKAANSE POLISIEDIENS
STASIEKOMMISSARIS
19 AUG 2020
STATION COMMANDER
WOLSELEY
SOUTH AFRICAN POLICE SERVICE

MH

Msuthwana Holdings (Pty) Ltd

Reg. 2019/334840/07

22 Stamper Street, Wolseley, Western Cape, 6830

18 Augustus 2020

Witzenberg Munisipaliteit
Voortrekkerstraat 50
Ceres
6835

Insake: Munisipale Gebou in Wolseley Beskikbaar vir verhuring: Ou Malikhanye Gebou in Pine Valley (Gedeelte van Erf 1): Ondersteuning vir aansoek van Pine Valley Neighbourhood Watch

Bogenoemde aangeleentheid het betrekking.

Hiermee bied ons onderneming graag ons ondersteuning vir die aansoek om verhuring en beskikbaarstelling van die Ou Malikhanye Gebou in Pine Valley aan die Pine Valley Neighbourhood Watch.

Die Pine Valley Neighbourhood Watch is 'n belangrike skakel in die Pine Valley gemeenskap, wat deur hul programme en gemeenskapswerk, grotendeels bydra tot misdaad-bekamping, gemeenskapsveiligheid en die uitbou van sosiale harmonie in Pine Valley.

Dit is ons observasie dat geweld en ander misdade drasties afgeneem het in Pine Valley, sedert die stigting van die Pine Valley Neighbourhood Watch in Maart 2020.

As plaaslike onderneming, ondersteun ons dus graag hul aansoek vir die verhuring van bogenoemde gebou.

Ek hoop u vind hierdie skrywe in orde.

Vriendlike groete,

.....

Lennox Tsepo Plaatjies

Besturende Direkteur

Msuthwana Holdings (Pty) Ltd

22 STAMPER STREET
WOLSELEY
WESTERN CAPE, 6830

Pine Valley Neighborhood Watch

Undersigned is a petition form of Pine Valley community who agree to the Old Malikhanye crèche building be granted to Pine Valley Neighborhood watch for their operations.

Name & Surname	Address	Signature
Petros Mbodla	11	Mbodla
Tiontas Cloete	Vigilante Str. 14	J. Cloete
Mia Sigila	Vigilante Str. 10	M. Sigila
Miara Dugal	Pine Straat 1	M. Dugal
Vera Lieman	Pine Straat 10	V. Lieman
Belinda Lieman	Pine Straat 10	B. Lieman
Lu-Inge September	Pine Straat 10	L. September
Ronaldo Lieman	Pine Straat 10	R. Lieman
Khaya Steenkamp	Pine Straat 10	K. Steenkamp
Zyanda Louw	Pine Straat 12	Louw
Andrew Louw	11	Louw
S. Baleni	11	S. Baleni
Veroesca Cloete	Pine Str. 6	V. Cloete
August Wolde	Pine Sultana Str. 21	
Nomthandazo Majola	Pine Str. 22	N. Majola
Valerie Majola	Pine Str. 22	V. Majola
Bongani Majola	Pine Str. 22	B. Majola
Viola Julius	Pine Str Sultana 5	V Julius
Mary Huisies	Boszaria Str. 12	M. Huisies
Dorothia De Bruin	Pine Straat 20	B. De Bruin

Pine Valley Neighborhood Watch

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Name & Surname	Address	Signature
Olivia Paulse	MPK 11	O. Paulse
Paulicia Paulse	MPK 11	P. Paulse
Elsie Bless	Zwelitcha str. 16	E. Bless
Maria Filander	Boshou Kluitjieskraal	M. Filander
Colin Bless	Sultana Str. 15	C. Bless
Randall Vermeulen	Bloekomlaan	R. Vermeulen
Sophie Samela	Zwelitcha str. 12	S. Samela
Julene Cedras	Zwelitcha Str. 10	J. Cedras
Esmerelda Solomons	Zwelitcha Str. 16	E. Solomons
Aletta Jacobs	Zwelitcha Str 7	A. Jacob
Vivian Mgunguthu	Thandanani str. 36	V. Mgunguthu
magrieta magasie	Zwelitcha Str 8	n. magasie
Emely Ndaya	Zwelitsha str 5	E. Ndaya
Lewis Ndaya	" " 11	Z. E. ndaya
Magdalena Julius	" " 1	[illegible]
Peter Julius	" " 1	P. Julius
Emile Swartz	" "	[illegible]
ANDREW ROBERTS	" "	[illegible]
Goolam NAZIER	Zolani STR.	[illegible]
Anelle Bless	Afrika	[illegible]

Pine Valley Neighborhood Watch

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Name & Surname	Address	Signature
Rolan Botha	Pine Str 20	R. Both
Elmine mars	Boszaria st 21	E. mars
Merelline mars	Boszaria st 21	m. mars
Doniël mars	Boszaria st 21	D. mars
Chester mars	Boszaria St 21	C. mars
Keith Slamet	Hope St 30	K. Slamet
Katriana Segeys	LAKasie Street B3	K. Segeys
Wilma Frans	Boszaria Str 10	W Frans
N Mini	Madani 220	N Mini
Paulina Bless	Boszaria Str. 19	P. Bless
Thami Bless	Boszaria Str. 19	T. Bless
Yvonne Mars	Boszaria Str. 19	Y. Mars
Lizel Qundana	Boszaria Str. 18	[illegible]
Makwedini Qundana	Boszaria Str. 18	[illegible]
~~Mien~~ Maria Sigila	Boszaria Str. 16	M. Sigila
Monique Stoffels	Boszaria Str 8	M Stoffels
Maria Struis	Pine Str 8	M Struis
Liu Martin	Boszaria Str. 3	L Martin
Tamlyn Spellman	Sultana Str 4	[illegible]
Tonirishia Kestoor	Sultana Str 7	T. Kestoor

Pine Valley Neighborhood Watch

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Name & Surname	Address	Signature
Melissa Jansen	11 Madani street	M. Jansen
Christel Pedro	11 Madani street	C Pedro
Marian Jansen	11 Madani street	M. Jansen
Elise Paulse	40 Madani str	E. Paulse
Monique Valensky	11 Madani str	M. Valensky
Lucino	Vy 11	L Vyf Wfn
H. V. Rooy	Madani STR	H V Rooy
M. Adendorf	Madani STR 3 C	M. Adendorf
Shaunice Paulse	Sultana street 19	S Paulse
Pieter Olyn	Boszaria Str. 14	P. Olyn
Lindokuhle Moshani	Blomme Str. 3	[illegible]
Carmen Swartz	Madani Str 35	[illegible]
Michelle Komaan	Mani STR 39	M Komaan
M. Daniels	Madi STR 45	[illegible]
Cldmeme	Madani Str. 41	Cldmeme
E Noble	Madani Str 43	Noble
C Mboollo	Sultana str 21	[illegible]
R. v. West Huizen	Greenfields - 10	R. v. West Huizen
Tac Bruyn	7 Hooq Street	Tac Bruyn
Perline Munnik	7 Peace Street C	[illegible]

Pine Valley Neighborhood Watch

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Name & Surname	Address	Signature
L. Cloete	PINE Valley	[illegible]
[illegible] Ruben	[illegible] NPK 4	[illegible]
M Goliath	Afrika str. 12	M Goliath
C. T BOKLAND	MADIBA STR 38	C Bokland
V. JOHANNES	ZWELITSHA STR. 3	[illegible]
D. OLIPHANT	LOOPSTR 9. PINE-VALLEY	D Oliphant
Mariana Andrews	Loopstraat 11	M. Andrews
Colonesia Arnolds	Loop Straat 7	C ARNolds
Sarah Neamile	Loopstraat 3	S. Neamile
Magdelize Hill	Loopstraat 4	M. Hill
Johanna Munnik	Loopstraat 1	J. Munnik
Michael Phaswana	pine Valley 24 porter str	[illegible]
[illegible]	PINE valley Poten	[illegible]
Portia Segel	26 Porterstr Pine valley	[illegible]
Elizabeth DAVIDS	29 PORTER pine valley	E DAVIDS
Eveline Julius	19 Porter Street, Plv.	[illegible]
ANOVUYO MQUNGQUTHU	22 Porter straat	[illegible]
LUMKA MQUNGQUTHU	22 Porter straat	L. MQUNGQUTHU
Jason Kitoane	32 Porter STr	[illegible]
[illegible] Mini	Madani STR 85	[illegible]

Pine Valley Neighborhood Watch

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Name & Surname	Address	Signature
A. MADANI	PINE VALLE PORTER 37	A. J. [illegible]
T. LIEMAN	17 Porterstraat	T Lieman.
J. LIEMAN	17 Porterstr	[illegible]
T. Lieman	16 Porterstr	T. Lieman
C. KESTOOR	7 JULTANA STR	[illegible]
V. XWESO	4 BLOMME STR	[illegible]
Natasha Carolus	Porterstraat 15	N. Carolus
Billy Van Rooyen	Porteritraat 14	B. V. Rooyen
Rebecca Van Rooyen	Porterstraat 14	R. V. Rooyen
H. SIGILA	PORTER STR 15	[illegible]
J. SIGILA	Zolani St 9	[illegible]
T. MUNNIK	MADANI 92	[illegible]
R. Bostander	Porter Str 13	[illegible]
J. VAN Merwe	1 Blommestr	[illegible]
D. Magda	36 Afrika	D. Magda
[illegible] Magda	36 Afrika	[illegible]
Cedric Zeeman	Madiba 37	C. Zeeman
Elizabeth Roberts	Madiba Str. 39	E. Roberts
Haveren Baron	Madiba str. 39	A. Baron
Elaine Roberts	Madiba str. 39	E. Roberts

Pine Valley Neighborhood Watch

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Name & Surname	Address	Signature
Remay Booysen	Hope Str 44 Pine Valley	R. Booysen
Lu-Pearl Jacobs	Sihpmulele	L. Jacobs
Surayaa Swarts	Thandanani Str 27	S. Swarts
Lizte Swarts	Thandanani Str 27	L. Swarts
CHRISTI I WISSON	7 Ikhuphumulelo	C. Wisson
Izna Muller	Rose Str 5	I. Muller
ELLIE STORM	Rose 13	E. STORM
Johanna Abrahams	Malibongwe 53	J. Abrahams
BABANA Madyoli	MADANI - 82	B. Madyoli
Monica Madyoli	Madani Str. 84	M Madyoli
Daniel Sanda	Vigilante Str.	D. Sanda
Porchia Sanda	Vigilante Str.	P. Sanda
Sylvia Sanda	Vigilante Str.	N. Sanda
[illegible]	Peace Str 3	[illegible]
Riana Ockhuis	Malibongwe 48	R. Ockhuis
Hennolene Segrys	Masibulele Str 31	[illegible]
Yolanda Plaatjies	Masibulele str 29	Y. Plaatjies
Tomson Plaatjies	Masibulele str 29	T. Plaatjies
Mercia Hendricks	Madani straat 122	[illegible]
Christina Lauw	Peace Str. 11	C. Lauw

Pine Valley Neighborhood Watch

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Name & Surname	Address	Signature
Leon Titus	Hope Straat 46	L. Titus
Franconey Snyders	Sonwable 37	F Snyders
Maria Galant	Hope Stra. ZK2665	Z. Galant
Sally Smit	Hope Str. 39	S. Smit
Evelin Williams	Hope Str. 38	E. Williams
Hester Makidie	Hope STR 50	[illegible]
Lea Philander	Madani 115	L. Philander
SIYABULELA NDAMANE	MADIBA STR, 40.	[illegible]
W. Segrego	Magibuelle 31	[illegible]
Marochlelie Maart	Rose struts	[illegible]
Amelia Antonette	Porterstraat 21	[illegible]
Zarina Swarts	Madani 178	[illegible]
Dawid Swartz	Madani 55	D. Swarts
Clinton Jansen	178 Madani	C. Jansen
Gertryda Hardnek	176 Madani	G. Hardneck
Jimmy Goliath	176 Madani	J. Goliath
Freek Robertson	180 Madani	F. Robertson
Theolene Robertson	180 Madani	T. Robertson
Alison Titus	182 Madani	[illegible]
Annie Titus	182 Madani	[illegible]

Pine Valley Neighborhood Watch

Undersigned is a petition form of Pine Valley community who agree to the Old Malikhanye crèche building be granted to Pine Valley Neighborhood watch for their operations.

Name & Surname	Address	Signature
Magdelena Kestoor	7 Sultana Str	M Kestoor
M. Spogter	9 Sultana Str	M Spogter
W. Spogter	9 Sultana Str	W Spogter
W.G. Spogter	9 Sultana str	W.G Spogter
C. Bezuidenhout	9 Sultana str	C Bezuidenhout
J Spogter	9 Sultana str	J. Spogter
H. Letlabika	12 Sultana str.	[illegible]
A.B. Sende	36 Madani str.	[illegible]
Grace Visagie	Sultana Str. 22	G Visagie
N. de Bruyn	7 Hope Str.	[illegible]
M. Boer	Vegiland 15	[illegible]
Charlene Desember	Hope str 9	C. Desember
B. Solomons	Hope str 11	B Solomons
Magdelena Goldsteyn	Hope Str 25	M. Goldsteyn
Winston Magda	Porter Str. 36	[illegible]
Davidene Mitchell	Hope str 32	D. Mitchell
Marozaan Antonie	Hope str 33	M. Antonie
Arika Lokkering	Hope str 21	A. Lokkering
JacGuin Boonzamer	Madani 190	[illegible]
Bettie Batas	Hope Str. 39	B Batas

Pine Valley Neighborhood Watch

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Name & Surname	Address	Signature
Lizelle van Wielies	Madiba 41	[signature]
AMANDA NDAMANE	MADIBA 40	[signature]
Susanna Swarts	Madiba 16	S. Swarts
Ronel TIETIES	Madiba 9	R. TIETIES
Tina Mbodla	Blomme Str. 8	T. Mbodla
Elizabeth Adams	MPK 10	E. Adams
Nelson Adams	MPK gebou 10	N. Adams
Penzil PAPA	Madiba 8	D. PAPA.
TYRONE WITNESS	LOOP. STRAT	T. WITNESS
ANDRE CEDRAS	MASIBULELE 29	[signature]
Anita Fortuin	MPK 9.	A. Fortuin
Baruldine Bostander	Zolani Str 3	[signature]
Noluthando Mzale	Zolani Str 3	N. Bostander
Ansie Bostander	Afrika Str 1	N. Mlemcole
Florence Khanda	ZOLANI ONS	[signature]
Simphiwe Ngwane	ZK 142 3	[signature]
Francena Mgunggwthu	13 Zolani	F. Mgunggwthu
NDABENI	ZOLANI NO 15	[signature]
Pamella Swangaza	Matroos Str. 12	[signature]
Ferhn Majoor	Church Str. 10	F. Majoor

Riaan Fick

From: Leandra Willemse <accounts@trastevere.co.za>
Sent: Friday, 21 August 2020 11:52
To: Riaan Fick
Subject: RE: Insake: Pine Valley Neighborhoodwatch aansoek: Ou Malikhanye creche gebou

Ons is huidiglik besig met die NPO registrasie proses .

From: Riaan Fick [mailto:riaan@witzenberg.gov.za]
Sent: 21/August/2020 11:14
To: Leandra Willemse
Subject: RE: Insake: Pine Valley Neighborhoodwatch aansoek: Ou Malikhanye creche gebou

Geagte Mnr Kamfer,

Is Pine Valley Neighborhood Watch 'n geregistreerde entitieit (soos 'n NPO of NGO)?

Vriendelike groete,

Riaan Fick
Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling
Departement: Gemeenskapsdienste
Witzenberg Munisipaliteit
Tel: 023-316-1854/Faks: 023 -316-1877
www.witzenberg.gov.za

From: Leandra Willemse [mailto:accounts@trastevere.co.za]
Sent: Friday, 21 August 2020 10:24
To: Riaan Fick
Subject: RE: Insake: Pine Valley Neighborhoodwatch aansoek: Ou Malikhanye creche gebou
Importance: High

Goeie dag

Hiermee bevestig ek, Eben Kamfer dat die Pine Valley buurtwag die Munisipale rekening van die Malikhanye gebou elke maand sal betaal. Ek bevestig ook dat ons geleentheid sal gee vir die Heilige Tabernakel van God Kerk om die gebou te gebruik. Ons wil die gebou gebruik as 'n stasie waarheen mense kan bel met klagtes sodat die buurtwag vinnig kan reageer op kriminele aktiwiteite en die polisie vinniger te kan ontbied.

Vriendelike groete

E. Kamfer

From: Riaan Fick [mailto:riaan@witzenberg.gov.za]
Sent: 21/August/2020 10:06
To: accounts@trastevere.co.za
Subject: Insake: Pine Valley Neighborhoodwatch aansoek: Ou Malikhanye creche gebou

Geagte Mnr Kamfer,

In sake die aansoek vir die huur van die ou Malikhanye crèche gebou.

Kan u asb die volgende bevestig:

- Dat die "Pine Valley Neighborhood Watch" die munisipale rekening sal vereffen van die erf& gebou (sou die Witzenberg Raad die aansoek goedkeur)

Kan u ook asb u gesprek rakende die vergunning dat die buurtwag die Heilige Tabernakel van God Kerk sal geleentheid gee om die gebou te gebruik (soos per telefoon verduidelik) te bevestig.

Vriendelike groete,

Riaan Fick
Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling
Departement: Gemeenskapsdienste
Witzenberg Munisipaliteit
Tel: 023-316-1854/Faks: 023 -316-1877
www.witzenberg.gov.za

APPLICATION FORM FOR MUNICIPAL PROPERTY

The following application form consist of 3 pages (9 sections) and must be fully completed. If there is a section that is not applicable, indicate "not applicable".

A)

Information of applicant (to whom correspondence will be sent):			
Date of application:	13 August 2020		
Contact Person:	Andeline Coetzee		
Entity of applicant (Company, Sole Proprietor, Partnership, Co-operative, NGO, Individual)	Vrolike Vinkies		
Address:	Barlinka street Ceres 6835		
Postal address	Po Box 588 Ceres 6835		
Contact Number:	0233161292	**Email**	vrolikevinkies@telkomsa.net

B)

Is the Application for: (mark with an "x")	Is the application for: (indicate with "yes" or "no")		Description of land applied for (erf number or location or street number or name of building)
Vacant Municipal Land	**Renting?**		
	Buying?		
Municipal land with occupied buildings on and/or with available space	**Renting?**	yes	Malikhanye building in Pine Valley
	Buying?		

C)

Short description of proposed plan for the applied municipal land (you may attach additional information to this document)
At the request of the community, we considered it appropriate to start a daycare for adult disabled people. So that they can develop skills throughout the day and also get a stimulated meal. With the help of professional therapists, their health can develop well.

D)

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

E)

How will the proposed project on the municipal land be funded? (mark with an "x")		Describe indicated funding
100% own funding	X	We generate funding through functions and fees. People will paid a amount for food and taking care . DSD subsidy are also a income.
Partially funded		
No funds available		

F)

Business information (mark with an "x")		
Current established business/company?	Yes X	No
Start-up business/company	Yes	No
No business/company	Yes	No

G)

Current established business/company/co-operative/NGO	
How many years have the business/entity been operational?	20 years
What is the monthly income of the business/entity? (before expenditure)	150 000-00
What is the total monthly expenditure?	130 000-00
Provide a short overview of the monthly expenditure items	Salaries Food Project cost- petrol,resources etc. Admin- electricity,municipal rates, telephone
How many employees work in the business /entity?	22 workers
How many clients or contracts do you service or sell products to per month?	

H)

The following documents must be attached to the application if the applicant is a Company, Sole Proprietor, Partnership, Co-operative or a NGO		
Business registration &/or tax clearance certificate	Is this document attached?	Yes/No
The following documents must be attached by all applicants		
Certified copy of ID (all applicants)	Is this document attached?	Yes/No
Business plan (all applicants)	Is this document attached?	Yes/No

I)

Requirements for content of the business plan (all sections must be included)		
Name of business or individual & contact information	Is this included in the business plan?	Yes/No
Description of business (if applicant is a business/entity) - Type of business, goals of the business/entity - Product/service that the business/entity offer	Is this included in the business plan?	Yes/No
Client base (if applicant is a business/entity) - Overview of the contracts or clients that are you servicing (target market)	Is this included in the business plan?	Yes/No
Management - Experience of the owner/applicant - Qualifications or training received	Is this included in the business plan?	Yes/No
Overview of Project plan for the municipal land - Erf number or street number - What the plan entail& who the target market or clients will be - How will the applicant & community benefit& how many jobs can be created - Research conducted to determine viability of proposed project plan - Budget for the proposed project plan - Overview of funding: comprehensive description of how plan will be funded	Is this included in the business plan?	Yes/No
Management experience - Experience in the proposed project - Any training received in the field of the proposed project	Is this included in the business plan?	Yes/No

- Note that the selling of alcohol from municipal property is prohibited

Please submit the completed form at the archives department at 50 Voortrekker Street, Ceres, 6835 or e-mail it to admin@witzenberg.gov.za

Andeline Coetzee
FULL NAME IN BLOCK LETTERS

SIGNATURE

13/05/2020
DATE

Vrolike Vinkies
Pre-Primary Educare Centre & Support Group

Adres/Address:
Die Eilandvakansieoord
Barlinka street
PO Box: 588
Ceres

Contact Details"
Landline:: 023-3161292
Mobile: 0787375186
Email:.vrolikevinkies@telkomsa.net

Registration Partial Care
C6790
NPO Registered
021-498
SARS –CLEARANCE-Good standing

12 Augustus 2020

Witzenberg Munisipaliteit

Vir wie dit behaag.

Na aanleiding van die advertensie geplaas 6 Julie 2020 (Ou Malikhanye Gebou)

Hiermee wil ek namens bogenoemde instansie versoek dat ons aansoek om bogenoemde ingedien by argiewe kantoor op 8 Februarie 2020 moet gebruik word vir die advertensie geplaas 6 Julie 2020 (Ou Malikhanye gebou)

Hoop dit is aanvaarbaar aangesien ons reeds 'n volledige aansoek gerig het vir bogenoemde.

By Voorbaat dank

Die uwe

Mev Andeline Coetzee(Bestuurder)

VROLIKE VINKIES
Tel: 023 316 1292
Email: vrolikevinkies@telkomsa.net
Barlinka Street, Posbus 588
Ceres, 6835
NPO: 021-498
Develop the future

7/1/4/1

Zanokhanye gebou Pine Valley

Witzenberg Municipality Property Application

From

Vrolike Vinkies
2020



MUNICIPALITY
WITZENBERG
18 FEB 2020
MUNISIPALITEIT

INDEX

Description	Page numbers
Application for municipal property	1
Cover letter	2
Research paper on adult Day Care	3
Reviewed constitution	4
Business Plan	5
Sars Clearance	6
Coida Certificate	7
NPO Certificate	8
Mental Health License and Certificate aof membership at Western Cape Forum for disability	9
Certify ID Copy of applicant	10

Administration section only:

	Community services: Disaster Management	Community services: LED Department	Community services: Housing	Technical Dept: Streets and stormwater	Technical Dept: Town Planning	Technical Dept: Sewage& water	Technical Dept: Electrical
Date received:							
Date inputs submitted:							

Vrolike Vinkies
Pre-Primary Educare Centre & Support Group

Adres/Address:
Die Eilandvakansieoord
Barlinka street
PO Box 588
Ceres

Contact Details*
Landline:: 023-3161292
Mobile: 0787375186
Email:vrolikevinkies@telkomsa.net

Registration Partial Care
C6790
NPO Registered
021-498
SARS –CLEARANCE-Good standing

Witzenberg Munisipaliteit
Ceres
7 Februarie 2020

Geagte Riaan Fick

Verlede jaar Desember het Badisa Wolseley ons besoek rondom die gebou in Pine Valley wat hul afgee die 29 Februarie 2020. Op grond daarvan wil ons graag 'n versoek rig aan die Munisipaliteit om die gebou oor te neem vir die Volwasse dagsorg vir mense met 'n gestremdheid. Die volgende redes is voorgehou deur die gemeenskap van Wolseley:

1. Statistieke toon dat baie mense met 'n gestremheid nie in instansies is vir ontwikkeling nie.
2. Dat Wolseley gemeenskap baie uit die sisteem gelaat is.
3. Werk skepping 'n formaliteiet is.
4. Skills programme vir die mense met 'n gestremheid aangebied kan word.
5. Dat hul ook gereeld besoek kan word van profesionele mense.
6. Ons het 2019 'n inligting sessie met Departement van Sosiale Ontwikkeling gehad ,en die proses om die dagsorg vir volwassenes te begin is aan die rol gesit.
7. Sessies met Scenacio is begin mee,. Ek heg die proses aan hierdie brief waar die voorlegging gedoen is aan Departement Sosiale Ontwikkeling.
8. Hulle het my genader om te vra hoe ver die proses is.

Ek was onder die indruk Badisa so reel dat ons 'n vergadering met u opsit rondom die proses.

Kan u dalk 'n datum vas maak wanneer ons kan gesels asseblief.

By Voorbaat Dank

Andy Coetzee

SENECIO

SUPPORT FOR PEOPLE WITH DISABILITIES

ADULT DAY CARE
PROJECT FEEDBACK

By Ruth Boshoff & Barbara Foguet

8 November 2019

PURPOSE OF PRESENTATION

- Clarify Project
- Insight On Analysis Of Findings
- Update On Progress
- Planning Forward

ABBREVIATIONS:

ADC - Adult Day Care
SCC - Special Care Centre
IA - Individual Assessment
NA - Needs Analysis
OLM - Open Labour Market
PWD - Persons with Disabilities
TPA - Transfer Payment Agreement

SENECIO
SUPPORT FOR PEOPLE WITH DISABILITIES

PURPOSE

Improved physical and emotional well-being
of people with disabilities
who live in impoverished communities
throughout South Africa

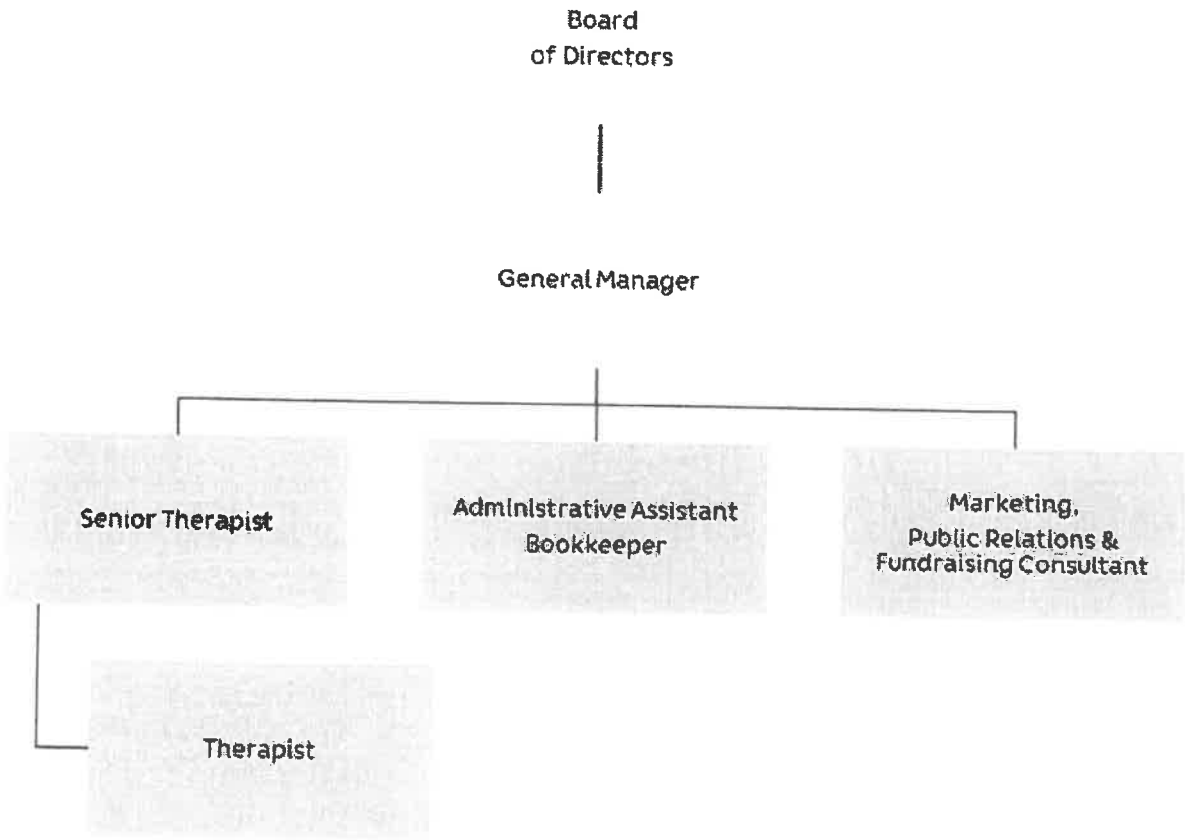
VALUES

Adaptability, Respect, Care and Commitment
with integrity

BENEFICIARY PROFILE

People with disabilities
who live in impoverished communities
throughout South Africa

ORGANOGRAM


Board
of Directors
General Manager
Senior Therapist
Administrative Assistant
Bookkeeper
Marketing,
Public Relations &
Fundraising Consultant
Therapist

TIMELINE

ROADMAP 2019 - 2020

Senecio – Support For People with Disabilities

June 2019			Nov – Jan '20	Feb - Mar '20
Initial Visit	Needs Analysis	Individual Assess-ment	Training Develop	Follow Up
• Introduced by DSD • Explained process and aims	• Research • Create forms • Interviews • Observations • 2-4 days each • Feedback & verification	• Research • ACLS • Adapted • Consent obtained • Assess • Consolidate	• Combine information from NA & IA • Prioritise • Develop • Prepare • Conduct	• Process to be determined • Develop Monitoring & Evaluation

CENTRES ON HOLD:

EPILEPSY SA - KNYSNA

- Different process due to distance.
- Five day visit (Jan/Feb): - Needs Analysis
  - Feedback & Verification
  - Individual Assessments
- Separate trip for training workshop
- Awaiting contact & introduction by DSD in order to initiate planning 2020.

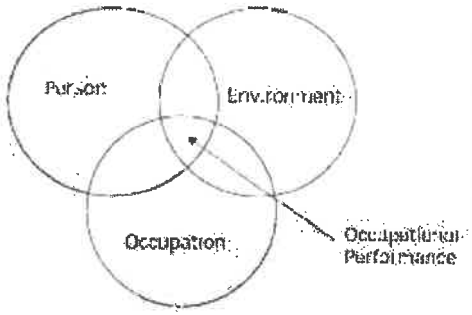
KWANOTHEMBA - KHAYLITSHA

- Renovations
- To complete NA and IA in 2020

VROELIKE VINKIES - CERES

- Not a registered ADC yet
- Await venue and employment of carers

GUIDING PRINCIPLES



OCCUPATIONAL THERAPY PHILOSOPHY	• Definition of OCCUPATION • Health & Well-Being through Occupation • Person – Environment – Occupation
SOCIAL MODEL OF DISABILITY	• Barriers exist in society/environment, disability is not seen as the barrier

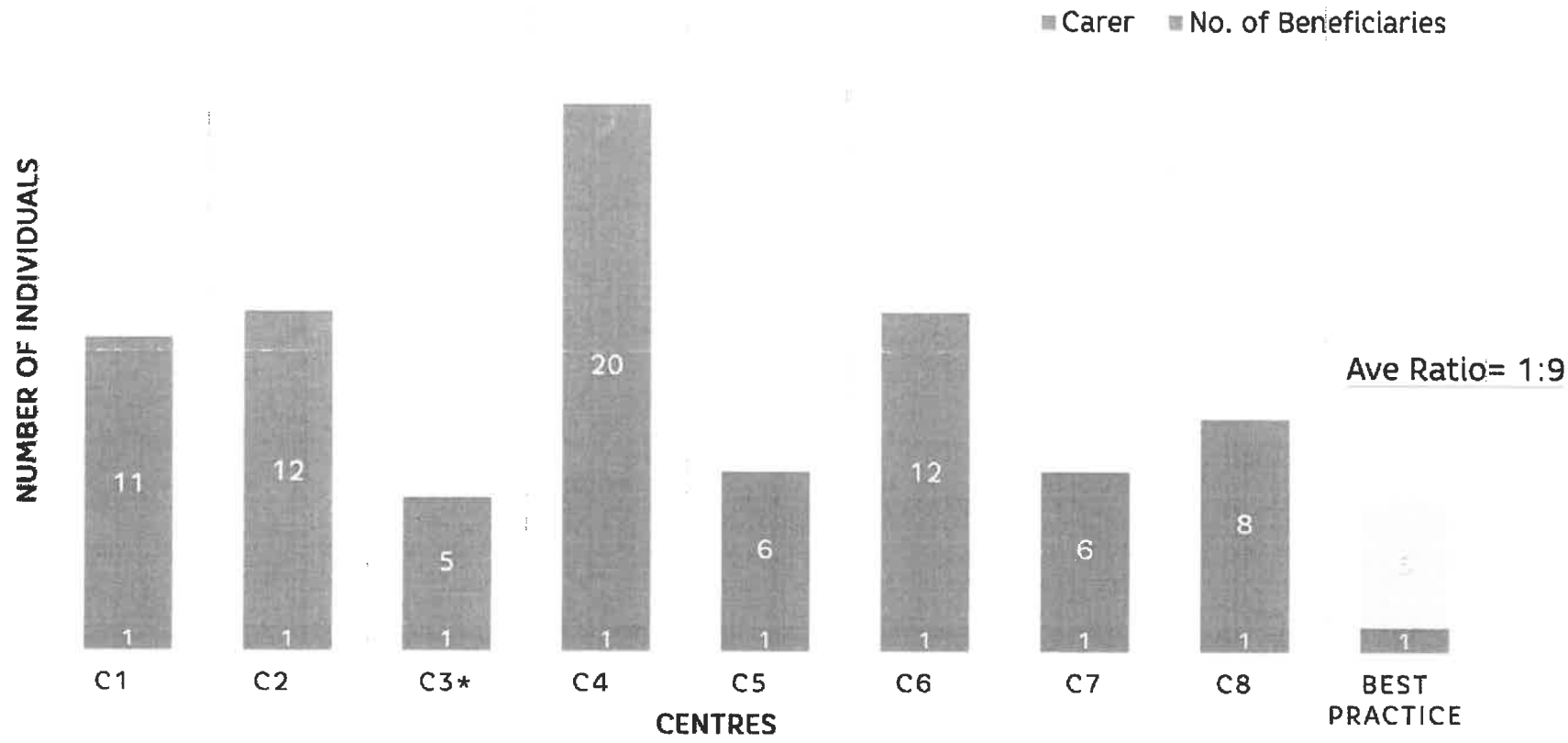
DISABILITY POLICIES (UNCRPD & WHITE PAPER ON DISABILITY)	• Uphold Rights of PWD
	  • Inclusion in society; equality; equal opportunities
	  • Respect for dignity and autonomy
	  • Universal accessibility

NUMBER OF STAFF & BENEFICIARIES

Centre	C1	C2	C3	C4	C5	C6	C7	C8	TOTAL
Carers	3	4	*6	2	4	3	3	4	29
Beneficiaries	30	49	*29	40	24	35	12	30	249

* *Projected numbers : Centre C3 not yet functioning*
- *Knysna excluded*

STAFF: BENEFICIARY RATIOS



** Projected numbers : Centre C3 not yet functioning*

ADC STAFF

STAFF STRUCTURES:	• Manager/Coordinator • Social Worker/s (4) • Carers (6)/ Teachers (1)/ Facilitators (1) • Cook (5)
EDUCATIONAL BACKGROUND	• Management : Some tertiary • Staff : Grade 12, short courses/workshops, Home-Based Care, NQF Levels? • No accredited ADC training or minimum requirements
POSTS	• Ratio's vary from centre to centre (no norm) • Carer posts not funded by DSD • Salaries vary – minimum wage or below • SCC versus ADC - Little recognition and value • High staff turnover

ADC CARERS - DUTIES

ACTIVITIES PROGRAMME	• Plan activities within themes, specific to needs • Implement daily activities • Adapt & adjust activities according to disabilities
INDIVIDUAL SUPPORT	Assist with daily self-care • Toileting / changing nappies • Feeding & drinking • Oral Hygiene • Dressing & grooming
HEALTH	• Monitor health daily • Assist with clinic/hospital visits
ADDITIONAL TASKS	• Home visits • Assist in residential home • Cleaning
ADMIN	• Record-keeping • Staff meetings • IDP/Progress reports • Fundraising & budgeting

BENEFICIARIES

220 beneficiaries across 7 centres

Ages 16 – 83 years

Wide range of disabilities/impairments/conditions

- Physical, intellectual, neurological, psychiatric, genetic, CDLs (Chronic Diseases of Lifestyle)
- Secondary/co-morbid complications.
- Congenital / Acquired.

Wide range of levels of functioning and independence

- Level of support needed from carers varies

Unable to participate in OLM / Protective workshop

HEALTH CONDITIONS

TYPES OF IMPAIRMENTS OR CONDITIONS:

Intellectual Disabilities

Cerebral Palsy

CVA/Strokes

Visual Impairments & Blindness

Foetal Alcohol Spectrum Disorder

Autistic Spectrum Disorder

Downs Syndrome Spectrum

ADD/ADHD

Epilepsy

Huntington's Disease

Deaf-Mute

Retinis Pigmentosa

Psychiatric Mood Disorders (Schizophrenia, Bipolar, Depression, Post Traumatic Stress Disorder, Personality Disorders)

Dementia

SECONDARY HEALTH CONDITIONS OR COMPLICATIONS:

Challenging Behaviour

Epilepsy

Contractures/Deformities/Pressure Sores

Chronic Diseases of Living: Diabetes Type 2, Arthritis, Hypertension, Oedema

Cataracts/ Glaucoma

Hypothyroidism

Skin Conditions

Oral Hygiene

HIV/AIDS

Anxiety

Disorientation

Depression

Psycho-motor control

BENEFICIARY SUPPORT NEEDS

Levels of support needed vary from individual to individual

TYPES OF SUPPORT:



Total Support	Hand over Hand assistance	Verbal prompts & demonstration	Verbal prompts and cues	Visual Supervision	Independent

CURRENT ADC PROGRAMMES

Consists of:

- Intake
- Activity Timetable (daily/weekly/monthly)
- Self-care activities
- Linking with services
- Monitoring & Development

HOWEVER...

Senecio – Support For People with Disabilities

STRENGTHS

Beneficiaries		External/ Environment
Want to be at ADC	Identify need for programme	Large Spaces
Feel Safe	Want to learn	Outdoor areas
Good Attendance	Values & Vision	Safe environment
Love and Care Relationships	Passionate & Dedicated	Stay on premises
Receive daily resources (food and beverage, toiletries, donations)	Committed Carers	Organisation& Transport
	Board & Management	Additional Funding
	Access to Social Workers	Access to Health Facilities
	Volunteers	
	Supportive Environment	

CHALLENGES

Beneficiaries	[illegible]	Environment
Individual support needs	Understanding different disabilities	Geographical location
Participation	Skills (work w PWD)	Room structures
Communication	Perceptions & stigma	Fundraising
Challenging behaviour	Ratios	Sponsors
Sensory Problems	Carer duties vs roles	Funding
Health & Well-being	Carer burnout	Resources
Abuse and Discrimination	External support services	Waiting list
Participation & Leisure	Internal communication	Transport
Boredom	Family support & collaboration	Accessibility
	Abuse & neglect	Table/room setup
		Changing rooms

NEEDS

Beneficiaries		Environment
Universal Accessibility	Managing challenging behaviours	ADC Policy
Communication Strategies	Ongoing disability training	Intake criteria (level of support, age, disability, etc)
Freedom of choice	Skills to work with PWD	Disability awareness & sensitization
Love and Care	Access to information	Accessible toilets
Treated with Dignity	ADC Client files	Accessibility
Age Appropriate Activities	Yearly orientation	Transport
Health management	Breakaway room	Resources (activities)
Correct Dietary Plans	Staff well-being	Funding
Structured daily program	External support services	Snoozle room
Rehabilitation Services	ADC Transformation	Changing rooms
Assistive Devices & Maintenance		

ASSESSMENT OVERVIEW

DATA GATHERING:	DETERMINE:	INTERVENTION PLANNING:
Biographical Data	Assets & Abilities	To Prevent Secondary Complications
Diagnosis / Condition / Impairments	Support Needs	Future Needs
Abilities, Skills	Barriers & Challenges	Appropriate Grouping
Level of Independence		Appropriate Activities
Support & Health Needs		To Realize Rights
Interests		Optimize & Promote Health and Well-being
		Equip Staff Appropriately

TIMELINE

ROADMAP 2019 - 2020



June 2019
Initial Visit

Needs Analysis

Individual Assess-ment

Nov – Jan '20
Training Develop

Feb - March '20
Follow Up

123
Assessments Completed

To Do Next:
1. Complete all individual assessments
2. Collate information
3. Group according to levels

OUTLINE OF TRAINING

SHORT TERM 2020

- Types of Disabilities
- Disability Awareness & Sensitization
- Disability Rights and Responsibilities
- Understanding Challenging Behaviour
- Introduction to Activity Analysis
- Handling Principles & Skills to work with PWD's
- Managing an ADC:
  - Staff Induction
  - Intake Protocol & Criteria
  - Orientation Protocol
  - Referral Protocol
- Legislation and Policies
- Case Management Training
- Managing challenging Behaviour
- Parent Training
- Group Facilitation Skills
- Activity Analysis Training
- Monitoring & Evaluation strategies
- Staff Development & Support:
  - Stress Management
  - Teambuilding
  - Staff Well Being

LONG TERM 2022

- ADC Policies:
  - Service Conditions
  - Burnout
  - Job Satisfaction
  - Performance Appraisals
- ADC Protocols/Procedures
- Refresh & Build on previous training
- Monitoring & Evaluation for ADC Programme
- Parent Support Group Training

TRAINING CONSIDERATIONS

Two-day workshops:

- Management training workshop
  - All managers together
- ADC Staff training workshop
  - 2 centres at a time
- Total 5 x 2-day workshops
- Knysna

- Staff can't be away from work
  - Who can care for beneficiaries?
  - ? Permission to close
- How much information to give at one time?
  - Previous education
  - Adult learning principles

CONSTITUTION OF
VROLIKE VINKIES ENRICHMENT & DEVELOPMENT CENTRE

NPO NUMBER: **021 – 498**

BOARD MEMBERS:

Name & Surname	ID No	Gender	Position	Contact Details	Signature
Gabriel Koopman	9009185251081	M	Chairperson	0738224970	G KOOPMAN
Magrieta Mouton	8010040299084	F	Treasurer	0837214570	M Mouton
Shireen Jacobs	9203220154083	F	Secretary	0605231500	S Jacobs
Karel Muller	7405155012085	M	Vice -Chairperson	0665241299	
Charne Zass	9210100139084	F	Additional member	0641069372	C Zass
Andeline Coetzee	6208290197089	F	Excio-Ficio	0787375186	

Contact details: Address: The Island Resort Barlinka Street Cere 6835;
PO BOX 588 Ceres 6835
Office; 0233161292; Mobile 0787375186; Email: vrolikevinkies@telkomsa.net



1. Name

The organisation hereby constituted will be called **Vrolike Vinkies Enrichment & Development Centre.** It shortened name will be **Vrolike Vinkies** abbreviated as **V.V.E.D.C.**

2. Body corporate

The organisation shall:

- Register itself as a Non- Profit Organisation under NPO ACT of 1997,
- Exist in its own right, separately from its members
- Continue to exist even when its members changes and there are different office bearers.
- Be able to own property and other assets
- Be able to sue and be sued in it's own name.

3. Objectives.

The organisation's main objectives are to:

- To provide care, support, therapeutic, recreational and developmental services to orphaned and vulnerable children (OVC) and those with disability.
- To support and protect children in order to help them prepare for and stay in school and realise their rights to safety and adequate care.
- To reduce vulnerability of young people to HIV infection by retaining them at schools as well as in increasing to post school education and work opportunities.
- To increase access to a package of sexually reproductive health services, including for people living with Aids and young people.
- To provide nutritious meals for people and families affected by hunger and poverty

Contact details: Address: The Island Resort Barlinka Street Cere 6835;
PO BOX 588 Ceres 6835
Office; 0233161292; Mobile 0787375186; Email: vrolikevinkies@telkomsa.net



- To be a catalyst for job creation and skills development for the vulnerable and marginalised.
- To support the structures and access point when natural disasters occurs in the community.
- To provide pyscho social support services to reduce harms related to social ills.
- To promote gender and rights based dimensions on addressing social, cultural and economic behaviour drivers of HIV,STI and TB.
- To mitigate the impact of HIV,STI and TB on orphans, vulnerable children and Youth.
- To ensure that people living with Aids and TB remain within health care system, are adherent to treatment and maintain optima health.
- To maximise opportunities for testing and screening to ensure that people are testing for HIV and screened for TB.
- To reduce HIV/TB related stigma and discrimination.
- To facilitate access to more skills development and economic opportunities for youth who have completed their schooling.
- To facilitate access to treatment and related interventions for substance abuse.
- To provide vibrant, positive spaces where young people are afforded opportunities to access skills development programmes, trainings workshops, seminars and entrepunership opportunities.
- Increase wellness, safety and tackle social ills
- To strengthening families and community to protect and care for and develop all vulnerable children, especially those affected and infected by HIV/Aids.
- Mobilising community support for those families caring for infected and orphaned families and parents who are HIV/Aids positive.
- To provide care and support for orphaned children who have experienced suffering loss and addressing their physical and



- To create an atmosphere where each person can work as a team member, with clear goals and high standards that creates a positive working atmosphere.
- To provide an appropriate programme and strategies to support children's learning activities as well as take care of nutrition in other ECD centres.

5. Values and Principles.

The following core operating values influence the culture and public image of Skills for Employment Centre of South Africa as an effective skills development based organisation serving a wide variety of individual and families.

- Caring attitude
- Responsiveness
- Respectfulness
- Individually customised support
- Diversity
- Integrity and accountability
- Integratedness and partnership
- Sustainability

6. Income and Property.

The organisation will keep a record of all its assets.

The organisation may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the organisation. The payment must be a reasonable amount for the work that has been done.

The organisation may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a members or office bearer has done for the organisation. The payment must be a reasonable amount for the work that has been done.



psychological needs, protecting them from exploitation, neglect and abuse by providing day care and after care programmes.

- To provide and enable psycho-social support and counselling services to individuals and families experiencing undue hardship due to AIDS.
- To promote an optimal quality of life for those infected and affected by HIV/AIDS through the provision of appropriate services.
- To provide reliable and updated information on HIV & AIDS as well as awareness on available services for people infected and affected by HIV/AIDS.
- To provide nurturing, caring and safe environment for children to be physically healthy, mentally abled and be able to learn.
- To provide comprehensive early childhood development services.
- To provide comprehensive child and family care and support services to communities.
- To provide for the development, care and protection of the rights of children.
- To provide an integrated basis for lifelong learning amongst children
- To be creative and productive and to make use of several support programs from government and other structures or schemes to enhance the centre from a strategic perspective.
- To maintain operational costs consistently, and to expand our outstanding reputation within the communities we work with.

4. Goals

- To build a secure base through the current quality Educare training we are currently providing, within a friendly style of service delivery.
- To increase the client base by 20% per year.
- To be part of the growth opportunities of the local community environment and to keep the current house hold name.



A member of the organisation can only get money back from the organisation for expenses that she/he incurred on behalf of the organisation with proof of such.

Members or office bearers of the organisation do not have rights over assets that belong to the organisation.

7. Management (governing structure)

a. A management committee will manage the operation of the organisation. The management committee be made up of not less than (6) six members. They are the office bearers of the organisation.

b. Office bearers will serve for **three** years, but they can stand for re-election for another term in office after that. Depending on what kind of services they give to the organisation, they can stand for re-election into office again. This is as long as their services are needed and they continue to commit themselves.

c. If a member of the management committee does not attend three management meetings in a row, without having applied for and obtaining leave of absence from the management committee, them the management committee will find a new member to take that person's place.

d. The full management committee will meet at least once a quarter. The sub committee consist of the manager, chairperson and treasurer will meet once a month.More than half of members need to be at the meeting to make decisions that are allowed to be carried forward. This constitutes a quorum.

e. Minutes will be taken at every meeting to record the management committee's decisions. The minutes of each meeting will be given to management committee members at least two weeks before the next meeting. The minutes shall be confirmed as a true record of proceedings, by the next meeting of the management committee, and shall thereafter be signed by the chairperson.



f. The organisation has the right to form sub-committees. The decisions that sub-committees take must be presented for approval to the management committee. The management committee must decide whether to agree to them or not at its next meeting. This meeting should take place soon after the sub-committee's meeting. By agreeing to decisions the management committee ratifies them.

g. All members of the organisation have to abide by decisions that are taken by the management committee.

8. Powers of the Organisation.

a) The management Committee may take on the power and authority that it believes it needs to be able to achieve the objectives of the organisation. Its activities must abide by the law.

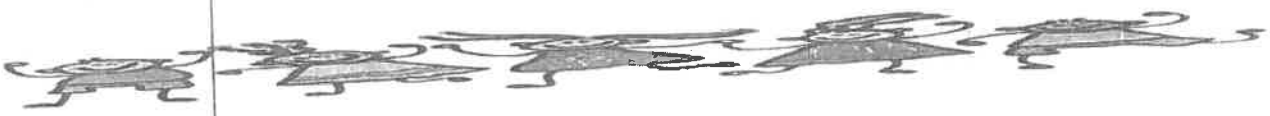
b) The management committee has the power and authority to raise funds or to initiate and receive contributions.

c) The management committee does, however have the powers to buy, hire or exchange for any property that it needs to achieve its objectives.

d) The management committee has the right to make by-laws for proper management, including procedure for application, approval and termination of membership.

9. Meetings and procedures of the committee.

- The management committee must hold at least two ordinary meeting each year.
- The chairperson, or two members of the committee, can call a special meeting if needed. The secretary should let all other management committee members know of the date of the proposed meeting not less than 14 days before the meeting is due to take place.
- The secretary must also tell the members of the committee which issues will be discussed at the meeting. If, however one of the matters to be discussed



is to appoint a new management committee member, then those calling the meeting must give the other committee members not less than 21 days' notice.

- The chairperson shall act as the chairperson of the management committee. If the chairperson does not attend a meeting, the Deputy Chairperson assumes the Chairperson function.
- There shall be a quorum whenever such a meeting is held.
- When necessary, the management committee will vote on issues. If the votes are equal on an issue, the chairperson has either a second or a deciding vote.
- Minutes of all meetings must be kept safely and always be on hand for members to consult.
- The Management Committee can set up one or more sub-committees. The sub-committee must report back to the management committee on its activities. This will be done on every meeting of the Management Committee.

10. Annual General Meetings.

10.1. The annual general meeting must be held annually, towards the end of the organisations' annual financial year.

10.2. The organisation should deal with the following business, amongst others at its annual general meeting:

- Agree to the items to be discussed on the agenda
- Write down who is there and who has sent apologies because they cannot attend through the register of attendance.
- Read and confirm the previous meeting's minutes with matters arising
- Chairperson's report
- Treasurer's report
- Changes to the constitution that members may want to make
- Elect new office bearers



- General
- Close the meeting.

11. Finances and Reports.

- An accounting officer shall be appointed at the general meeting. His or her duty is to audit and check on the finances of the organisation.

- The treasurer's job will be to control the day-to-day finances of the organisation. The treasurer shall arrange for all funds to be put into a bank account in the name of the organisation. The treasurer must also keep proper records of all the finances.

- Wherever funds are taken out of the bank account, at least three members of the committee must sign the withdrawal or cheque.

- The financial year of the organisation shall start on the **1 April** and ends on the **31st March of** every year.

- The organisation's accounting records and narrative reports must be ready and handed to the Director of the Non-Profit Organisation within six months after the financial year ended.

- If the organisation has funds that can be invested, the funds may only be invested with registered financial institutions. These institutions are listed in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984. Or the organisation can get securities that are listed on a licensed stock exchange as set out in the stock exchange control act, 1985. The organisation can go to different banks to seek advice on the best way to look after its funds.

12. Changes to the Constitution.

The constitution can be changed by a resolution. The resolution has to be agreed upon and passed by not less than two thirds of the members who are at the annual general meeting to change the constitution.

Two thirds of the members shall be present at a meeting (the "quorum") before a decision to change the constitution is taken. Any Annual General Meeting may



vote upon such a notion, if the details of the changes are set out in the notice referred to in 6.3.

A written notice must go out not less than fourteen (14) days before the meeting at which the changes to the constitution are going to be proposed. The notice must indicate the proposed changes to the constitution that will be discussed at the meeting.

No amendments may be made which would have the effect of making the organisation cease to exist.

13. Dissolution/Winding Up.

The organisation may close down if at least two thirds of the members present and voting at a meeting convened for the purpose of considering such matter, are in favour of closing down.

When the organisation closes down it has to pay off all its debts. After doing such if there is property or money left over it should not be paid or given to members of the organisation. It should be given to another non-profit organisation that has similar objectives. The organisation's general meeting can decide what organisation this should be.

14. Adoption of the Constitution.

This constitution was approved and adopted by members of Vrolike Vinkies Enrichment & Development Centre at a General meeting held on

Date 28 January 2020 at Ceres (Place)

GABRIËL KOOPMAN
Chairperson's full name & surname

SHIREE' JACOBS
Secretary's full name and surname

G.KOOPMAN Date: 28/01/20
Chairperson signature

Jacobs Date: 28.01.2020
secretary's signature

BUSINESS PLAN

Vrolike Vinkies Pre-Primary Educare Centre

NPO Registration nr: 021-498-NPO
Client Name: Andeline Coetzee

January 2020

Compiled by:

Aplon Accounting Services
12 Beatrice Street, Victoria Park, Worcester, 6850
Cell: 0787375186
Tel: 023 342 8129
Fax: 086 563 3251
Email: Worcester@taxshop.co.za

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1.PROPOSAL
Develop a Youth and Adult daycare in Wolseley, Nduli and Hamlet

1.1 EXECUTIVE SUMMARY

Vrolike Vinkies aims to prepare its YOUTH AND ADULTS to excel in their daily activities of tomorrow by combining an exclusive adult programme tailored specifically for youth and adults with A DISABILITY enhanced, first class training services. Unlike the competitors, we offer advanced programs, and activities such as arts and crafts, emergency care, health, dance, singing, and professional treatments.

Vrolike Vinkies operates as a Non Profit Organisation, which is managed by Andeline Coetzee. Her advanced community activities is the driving force behind the youth and adult daycare operations and currently have the support of the Educational Department, Lotto, Department Social Development and Department Health the church and people from the community who is assisting with the operations of Vrolike Vinkies.

With continuing responsibilities of working loved ones, whether couple or single becomes the modern norm, the need for a good and adult daycare, training facility has been established, which operations have been effective over the years with the help of the many role players as mentioned. We want to continue to play this important role to our immediate community in the Wolseley. Nuduli and Hamlet area and therefore want to be considered in assisting us at Vrolike Vinkies with funds which are available for such programs.

These additional funds will be use for the allocation of food stock required during the year, maintaining the buildings, and equipents, if required.

The population growth rate in the suburbs of Wolsey, Nduli and Hamlet is now at over 3000, leading us to anticipate expanding market potential for the intake of new applicants in our local area.

Although asking a low cost price, the current services and reputation we have with the combination of the support are the critical success factor for Vrolike Vinkies , which are competing well in the local market by offering the Youth and Adults with a disability training program effectively. If the need required 60 youth and adults with a disability, maintaining an effective and excellent youth and adult program and not to over populate as we are working with a drafted budget and marginal space.

We are concentrating on three suburbs in Ceres which are: Wolseley, Nduli and Hamlet rural areas, including the surrounding farms of this specific areas , which are all people from the community who are dual-income and middle-income families who value the quality education and program we are currently providing for children with a disability, ages 2 years till 16 years.

Currently we provide service to Nduli and Op Die Berg. We operating in the Sustainable Livelihood project where we provide food for patients effected by HIV and TB . The current totals of beneficiaries we provide food for is 83 patients in Nduli and 73 patients in OP DIE BERG

1.2 APPLICANTS INFORMATION

Legal Name : Vrolike Vinkies Pre-Primary Educare Centre

Registration No : 021-498-NPO

Type of services to be supplied : Pre-School Training

Business Address : Die Eilandvakasieoord Huis
A3 Barlinka Street, Ceres, 6835

Cell : 078 7375 186
Landline : 023 61292 / 023 3123684
Fax no. : 023 3123684
E-mail : vrolikevinkies@telkomsa.net

Accounting Officer : Ivan Aplon - The Tax Shop, Worcester

Details of applicants FICA1 requirements

Applicant : Andeline Coetzee

Identification number : 620829 0197 089

Residential Address : The Island Resort Barlinka Street
Ceres 6835

Nationality : South African

Members of the Board:

Name & Surname	ID No	Gender	Position	Contact Details
Gabriel Koopman	9009185251081	M	Chairperson	0738224970
Magrieta Mouton	8010040299084	F	Treasurer	0837214570

Shireen Jacobs	9203220154083	F	Secretary	0605231500
Karel Muller	7405155012085	M	Vice -Chairperson	0665241299
Charne Zass	9210100139084	F	Additional member	0641069372
Andeline Coetzee	6208290197089	F	Excio-Ficio	0787375186

2. INTRODUCTION

Vrolike Vinkies are in process of of changing their name because of the need in the Witzenberg area about the development of Youth and adults with a disability. We operate 19years as a pre-school for early childhood development but as the years go by we extend the service to the community.
Our focus point of develop the project in areas like Nduli, Wolseley and Hamlet if the availability of infrastructure are available.

Care for the disability is organized within a framework that professional staff create, which includes structural (administration, class size, services, staff ration, etc.), process (quality of room environments, carer interactions, etc), components that are associated with each individual unique client that has both social and academic outcome.

The area of development which care of disability covers, and the following main themes are represented in most systems:
Personal, social, economical and emotional development;
Communication, including sign language, talking and listening;
Knowledge and understanding of the world and creative and aesthetic development;
Mathematical awareness and development;
Physical development; Physical Health, Playing and teamwork;
Self help skills;
Social skills;
Scientific thinking;
Creative arts, Literacy;
Speaking ability is started too.

At Vrolike Vinkies we will be aware of the above mentioned guidelines for developmentally appropriate practice, and although in the rooms it will be challenging, will always work hard to follow these appropriate practice to the book.

We already are in partnership with Scenario and Department Social Development with the funding for the project 2020/2021. It will be a pilot for the Department Social Development.

The new name will be launched the week of April 2020 and it will be named **VROLIKE VINKIES ENREACHMENT AND DEVELOPMENT CENTRE**

3. CENTRE DESCRIPTION

Vrolike Vinkies Pre-Primary Educare Centre was formed in 2002 when the main principal Andeline Coetzee noticed that the local community of the surrounding rural areas within Ceres, a small town in the Witzenberg Municipality are in need for a pre-school for their children that can assist them when going to their workplace. The need for such initiative came with a challenge, as most people from the community could not be charged with a high fee to provide such services.

Initially assistants from the COMMUNITY and government let the management decide to proceed with the project and presently Vrolike Vinkies Pre-Primary Educare Centre is operated with four fundamentals that serve as the driving force for the service offered:
1x Principal
1 x ECD Practitioner
1x EDC Assistant Practitioner
1x Cook /Cleaner

EXTENTION OF THE PROJECT FOR YOUTH AND ADULTS WITH A DIASABILITY
The centre grow over these years and also focus on children with a disability. The impact of the project challenges was , after the child continued his/her age development of 16 years , where does the child go. After research we come to a conclusion that we started with the adult and youth daycare, so that the client can focus more on skills development as well to be take care in a safe environment.

4. JOB CREATION

In the following areas named Wolseley, Nuduli and Hamlet the jof creation will increase by the following

WOLSELEY

- 1 X SUPERVISOR
- 2 X CARERS
- 1X COOK

NDULI

- 1 X SUPERVISOR
- 2 X CARERS
- 1X COOK

HAMLET

- 1 X SUPERVISOR
- 2 X CARERS
- 1X COOK

For all 3 sites a coordinator will be in charge to report on their work and monitor the service.

In total of 13 staff will be employed.

/- 60 beneficiaries will benefit from this project.

5. NPO Executive Members

Vrolike Vinkies Pre-Primary Educare Centre is a registered Non Profit Organisation which is managed by an Executive Committee. The Executive Committee will oversee the fiscal responsibility, employing Staff and see to it that the day-to-day operations of the centre are effective and implemented to ensure the success of the centre.

6. Location

The YOUTH AND ADULT training will be from a space allocated at following places Wolseley, Nduli and Hamlet. The convenience of the location in respect of moving in and from the property is very reasonable considering the following factors:

- Out - of -pocket transport costs to the area is effective.
- The time cost of traveling to the area is reasonable.
- The exposure is good for the concept of an YOUTH AND ADULT training facility and the property is surrounded by other residential houses.
- Easy access to the main road from and to VENUES is possible.

6.1. Mission Statement

The mission statement is very clear in the approach: We see children and families with strengthen wings, soaring towards their chosen destiny, believing the impossible is possible.... `I am Special.

We value the people who work for us, as quality employees, give a better service, and stay employed longer because they will like working for us at Vrolike Vinkies Pre-Primary Educare Centre.

6.2 Vision

In pursuit of our vision, we are a dynamic development centre enabling transformation in South Africa by responding to feel the needs of our children.

7. Strategic Objectives

The organisation's main objectives are to:

- To provide care, support, therapeutic, recreational and developmental services to orphaned and vulnerable children (OVC) and those with disability.
- To support and protect children in order to help them prepare for and stay in school and realise their rights to safety and adequate care.
- To reduce vulnerability of young people to HIV infection by retaining them at schools as well as in increasing to post school education and work opportunities.
- To increase access to a package of sexually reproductive health services, including for people living with Aids and young people.

- To provide nutritious meals for people and families affected by hunger and poverty
- To be a catalyst for job creation and skills development for the vulnerable and marginalised.
- To support the structures and access point when natural disasters occurs in the community.
- To provide pyscho social support services to reduce harms related to social ills.
- To promote gender and rights based dimensions on addressing social, cultural and economic behaviour drivers of HIV,STI and TB.

- To mitigate the impact of HIV,STI and TB on orphans, vulnerable children and Youth.

- To ensure that people living with Aids and TB remain within health care system, are adherent to treatment and maintain optima health.

- To maximise opportunities for testing and screening to ensure that people are testing for HIV and screened for TB.
- To reduce HIV/TB related stigma and discrimination.
- To facilitate access to more skills development and economic opportunities for youth who have completed their schooling.
- To facilitate access to treatment and related interventions for substance abuse.
- To provide vibrant, positive spaces where young people are afforded opportunities to access skills development programmes, trainings workshops, seminars and entrepunership opportunities.

- Increase wellness, safety and tackle social ills

- To strengthening families and community to protect and care for and develop all vulnerable children, especially those affected and infected by HIV/Aids.
- Mobilising community support for those families caring for infected and orphaned families and parents who are HIV/Aids positive.
- To provide care and support for orphaned children who have experienced suffering loss and addressing their physical and psychological needs, protecting them from exploitation, neglect and abuse by providing day care and after care programmes.
- To provide and enable psycho-social support and counselling services to individuals and families experiencing undue hardship due to AIDS.
- To promote an optimal quality of life for those infected and affected by HIV/AIDS through the provision of appropriate services.
- To provide reliable and updated information on HIV & AIDS as well as awareness on available services for people infected and affected by HIV/AIDS.
- To provide nurturing, caring and safe environment for children to be physically healthy, mentally abled and be able to learn.
- To provide comprehensive early childhood development services.
- To provide comprehensive child and family care and support services to communities.
- To provide for the development, care and protection of the rights of children.
- To provide an integrated basis for lifelong learning amongst children
- To be creative and productive and to make use of several support programs from government and other structures or schemes to enhance the centre from a strategic perspective.
- To maintain operational costs consistently, and to expand our outstanding reputation within the communities we work with.

8. Goals and objectives

- To build a secure base through the current quality Educare training we are currently providing, within a friendly style of service delivery.
- To increase the client base by 20% per year.
- To be part of the growth opportunities of the local community environment and to keep the current house hold name.
- To create an atmosphere where each person can work as a team member, with clear goals and high standards that creates a positive working atmosphere.

9. DEVELOPMENTAL AREAS OF YOUTH AND ADULTS WITH A DISABILITY:

- **Youth and adults will be take care on a daily basis and provide a stimulated program for them.**
- **Their love ones can go to work and be satisfied because their love ones is in safe hands.**
- **To create a appropriate programme for them for the day .**
- **To provide them a regular meal.**
- **Operation hours will be from 8h00 till 13h00 from Monday till Friday.**

Vrolike Vinkies aims to offers upscale youth and adult with a disability services based on curriculum designed for youth and adults ages 18 month to 59 years. These aims are:

- To teach youth and adults with a disability basic skills in emergency care
- To teach them to be responsible pedestrians
- To give them necessary educare.
- To ensure the clients safety
- To build in their communication skills
- To develop them socially, emotionally, mentally and physically
- The client will be able to make decisions regarding health
- To teach clients to be aware
- To provide educational of nature in skills development areas
- Community enlistment through a participatory program
- Community involvement in YOUTH AND ADULTS with a disability.

Normal operating hours are from Monday to Friday at 07:00 till 14:00 and the service are made available also during the March, June and September holidays. The fee structures per person were set at R150.00.

(Daily Plan)

07h00-08h00: Arriving time.
08h00-08h30: Breakfast
08:30-09h00: Daily Discussion
09h00-11h00: Activities (prepared by the programme implementer)
11h00-11h45: Free play (snack time, toilet routine, etc.)
11h00-12h00: Prepare for lunch
12h00-12h30: Lunch

12h30-13h00: Relaxing time/ watch tv of play games
13h00-14h00: Interaction time.

We believe that we will operate Vrolike Vinkies as a family, community array centre and wants to be known as the best in Wolseley, Nduli and Hamlet area.

10 SWOT Analysis
10.1 Strengths

- The success of Vrolike Vinkies Pre-Primary Educare Centre is very important to the management, who are very motivated and committed to this project.
- A network of experienced people within the educare structures with good track record are currently used to teach the children.
- The expenses will be market related within this industry and trading hours will be flexible.
- The location has an adequate capacity to run the centre effectively.

10.2 Weaknesses

- Working capital to take the project further.
- The lack of project management information.

11. Opportunities
11.1 Growth

- Growth of infrastructure in Ceres makes a good opportunity to create the necessity for implementation new concepts.
- Creating of viable and sustainable concepts which can increase good competition within Ceres informal settlements.
- The perennial demand for community base organisations within the immediate areas is on the increase as it is becoming more affordable to all.
- The opportunity is there, to promote this kind of concepts to other areas more aggressively

11.2 Threats

- The cost of the services needed in the price may increase and this could affect pricing.
- If marketing research has not been effectively done, investing in this project might lead to failure.

11.3 Response to Threats

The current economy of South Africa is a free market economy, so competition is welcomed and there is nothing we would be able to do about competitors, but we will ensure that our service and pricing remains competitive to add value for our parents, who want to make use of our services at Vrolike Vinkies Pre-Primary Educare Centre.

12. THE INDUSTRY OVERVIEW AND MARKET

(According to the Department of Social Development) South Africa ratified the Convention on the Rights of a Child on 16 June 1995 and the African Children's Charter on 7 January 2001. Due to these ratifications it became imperative that the Guidelines for Day Care needs to be revised to ensure that the Children's Rights, as enshrined in the UN Convention on the Rights of Children as well as the South African Constitution, are met.

Registration, as much as it is a monitoring and regulating mechanism, should be viewed as a means of ensuring the protection of children. Registration of places of care, which includes home-based, community-based and center-based facilities, should be viewed by caregivers primarily as a measure to protect children and their rights.

Registration is one means of ensuring quality. The main goal of quality assurance is to ensure the effective care, development and protection of children. Social development funding, as stipulated in the new financing policy, is a critical component of quality assurance. Development Quality Assurance (DQA) is a means of ensuring that welfare funding is effectively and efficiently used to bring about transformation and sustain only those programmes free from violation of children's rights and which comply with minimum standards.

Early childhood services therefore play a very important role in protecting, educating and developing children. The nature and quality of the care and education a child receives during these early years, is at crucial importance for the later development.

The most important purpose of a place of care is to provide care to children in the temporary absence of their parents. A place of care has a responsibility to enhance the development of the child physically, mentally, psychologically, emotionally, morally, culturally and socially. A holistic approach to early childhood development implies on appreciation of the importance of considering the child`s health, nutrition, education, psycho-social and other needs within the context of the family and the community.

Everyone who intervenes in the lives of young children and their families should be held accountable for the delivering of an appropriate quality service.

The place of care forms part of the community, parents, families and communities have the responsibility to complement the services provided at Educare facilities. In order to address the child`s needs holistically it is important that there should be close corporation between the parents and the caregiver.

Child care is a specialized field. Caregivers should understand that caring for a child could be demanding. Knowledge of and insight into child development is imperative. A caregiver should have a positive attitude towards caring for children and be child-friendly.

She/he should be sensitive to the needs of children and therefore needs specialized training, these training needs to be continuous and caregivers must be prepared to expand their knowledge.

To be able to plan the provision of an Educare Centre properly, Vrolike Vinkies Pre-Primary Educare Centre thoroughly research the need for such a service within the rural areas of Ceres, in close co-operation with local authorities / government. After the need has been determined at local levels, we ensured up to presently that the provision of such a service is in accordance with the overall National Policy for places of care.

13. Industry Outlook

13.1 The outlook is basically based on The Right of Children as stated in the UN Convention based on the following rights and protection of children:

- The right to life, The right to family life
- The right to health and health care
- The right to social security
- The right to identity, nationality and refuge
- The right to protection against abuse and neglect by parents and caregivers / childcare workers
- Protection against degrading punishment
- Protection against all forms of sexual exploitation and sexual abuse
- Protection against harmful substance and exploitation
- The right to education
- The right to recreation
- The right of children with disabilities / special needs
- The right to privacy
- The right to freedom of expression, thought, conscience and religion
- The right for association and peaceful assembly

13.2 THE MARKET

Ceres falls directly as one of the local towns in the Witzenberg Municipality of the Cape Winelands District and the growth and development strategy of the CWDM is to be placed on a sustainable and shared growth path. The Department of Social Development has a responsibility to ensure that conditions are created for the optimum development of all children and their families through the rending of appropriate services.

13.4 Target Market and segmentation-size

Vrolike Vinkies Pre-primary Educare Centre has a focus on meeting the local community need for child Educare services within the 50 kilometer radius of Ceres. Children will be taken in flexibly on a full-time basis, or until the child end of term at the Educare centre comes to an end.

13.5 Full-time Working Couples

Vrolike Vinkies Pre-Primary Educare Centre was established to provide this service to a regular community base in order to establish the centre as a haven for working couples, which are of importance, as it is imperative to keep them pleased in order to keep their children in a safe Pre-Primary Educare programme.

13.6 Parent of children with disabilities / special needs

Disadvantage children and children with special needs are often marginalized and their development ignored. These children should be targeted. Programmes should be in place to accommodate these children and address their specific needs.

13.7 Market Needs

With continuing responsibilities of working parents, whether couple or single becomes the modern norm, the need for a good pre-school training facility has been established, which operations have been effective over the years with the help of the many role players as mentioned. We do not see this model changing in the foreseeable future. In fact, based on

the growth in the informal settlements with plans to build 3000 new houses, we expect the need to increase.

We are confident in our ability to operate the centre and we know that current trends and historical proof, indicates that the demand for such a service and other remain a constant drive to continue with the operations of Vrolike Vinkies Pre-Primary Educare Centre.

13.8 Market trends

Currently there are different types of care facilities nationwide such as:

- After–school centre: a place of care for school-going children, which operates in the afternoon during school terms
- Day Care: Care of children up to age of 18 years away from their parents, daily.
- Place of care cum/after-school centre: A place of care and after-school centre that can care for children of any age group and that has to register only with Department of Social Development.

However, Vrolike Vinkies Pre-Primary Educare Centre is able to keep up with other trends as we are specializing in Pre-Primary Educare training.

13.9 Market Growth

According to the IDP growth development plan for the Witzenberg, the population rate for Ceres is approximately 12000, however in the informal settlement there are plans to erect 3000 new homes. This suggests that more families continue to be placed in areas where our kind of service is going to be required. We suggest a modest growth in new indicates by next year 2014.

14. Competition and Buying Patterns

Witzenberg Association for persons with a disability
Beet Daycare: Have been around for a couple of years
Aviat Crèche: Have been around for a couple of years

15. Competitive Forces

We at Vrolike Vinkies Pre-Primary Educare Centre will continue informing current and new intakes about a program so that they understand the concept of our quality educare training facility, and they are much more likely than to make use of our services when the offering is clearly stated.

16. Competitive Edge

Our advantage at Vrolike Vinkies Pre-Primary Educare Centre over our competitors will be based on:

- High quality
- Affordable cost
- Stylish and trend
- Experience
- Reliability
- Eco-friendly
- Uniqueness

17. Extensive training and skills

In order to ensure that the quality of the implementing of the educare program remains the cornerstone of the centre, the development of the management and staff of Vrolike Vinkies Pre-Primary Educare Centre in various aspects, including skills are very essential.

Currently all involve in the operations of the planning of the concept understands the common values of the business idea and do understand the concept in respect of:

- Sharing our vision
- Building of values
- Development strategy
- Performance recognition

The plan is also to monitor closely the performance of all planned employees and appraisals will be conducted on a quarterly basis to facilitate training requirements, and to motivate them to stay on longer.

18. Entry Barrier

We will experience high capital costs as the main principal Andeline Coetzee and the paid staff will have a hand on approach in operating Vrolike Vinkies Pre-Primary Educare Centre.

The marketing costs are calculated as the growth in client acceptance and brand recognition have been achieved, but we still needs to find out the cost to market ourselves extensively.

19. Legal & Regulatory
Labour and Business

- Registration of employees (UIF, PAYE, etc.)
- Basic conditions of employment Act.
- Occupational Health & Safety Act
- Registration of centre as NPO
- Personal income tax registration
- Approved equipment,
- Roadworthy vehicles

20. Our customers

Any client do have significant powers and influences over the price they pay, at Vrolike Vinkies Pre-Primary Educare Centre we are providing an excellent community base program, as they require friendly and experienced people to serve them.

There is a significant choice when making use of our service, due to that it must be of quality and available. The choice of the different educare program comes from what is there to offer in delivery. Our clients (parents of our learners) will therefore be:

- Semi affluent and educated people, which are making use of these services.
- Target market includes clients from all parts of the rural areas in Witzenberg area

- All ethnic groups and other staying in the rural areas of Witzenberg
- Normal lifestyle people of Witzenberg can make use of the different services.
- Clients needed pattern are through the year and sales can generate all year long.

21. Our Suppliers

The significant power of influence over the price most suppliers have is market related as there are established businesses within the retail and food supply industry inside the Ceres trading area, which we are currently making use of, such as suppliers of raw products, as-well as the ingredients and products used to prepare the food.

22.THE STRATEGIES

22.1 The assessment phase

Every client who will make use of our services at Vrolike Vinkies Pre-Primary Educare Centre is a potential parent that will return next year. The key in our assessment phase is to be willing to attack such assumptions by believing the better we run the centre, the more business we will do. Parents of our learners will immediately know that they can get better quality services at our location, and the people working there are from the local community and they are better.

The NPO will be a Pre-primary Educare Centre, and the current image we are projected are safety, clean and professional. We will see to it that we will be known as the `local community centre` with a community grown image.

The operational, financial, structural and perspective of the concept is in the growing phase, and we have been involve with such planning for more than years and presently starting to promote this concept to other parts of Ceres also. area`

22.2.Value Proposition

The value proposition of Vrolike Vinkies Pre-Primary Educare Centre will be to be known as the best within the community of Ceres.

Our Niche Market will be based on our focus, customer review, evaluation, testing and the implementation of this plan, as we have find out how we will be able to meet the need of our current clients through our confidents in the ability to do such.

Our planned Unique Selling Proposition (USP) is to impress our current clients (the parents of our learners) on the value of the relationship we have with them.

By crafting a powerful marketing message which are simple, clever and clear in our name, are able to portray and describe our credibility, and the parents will see that we at Vrolike Vinkies Pre-Primary Educare Centre way off operating the centre are acceptable globally

22.3 Marketing Strategy

Vrolike Vinkies Pre-Primary Educare Centre will adhere to the theory that the goal of business is to create and keep clients of our learner's interest in us. With all that are involved too make this concept a successful venture we will put forth a 100% effort to ensure an on-going operation:

22.4 Pricing Strategy

Much of Vrolike Vinkies Pre-Primary Educare Centre pricing will be determined by market standards, which are very competitive in this industry.

22.5 Promotion Strategy

We will also use several ways to reach new and potential customers. We will leverage schools, churches, community organisations, print flyers, and will advertise in the local Witzenberg Herald and do word of mouth.

Strategic Alliances

The management of Vrolike Vinkies Pre-Primary Educare Centre will align themselves with key players in the industry, who are provincially known for their knowledge of, and expertise in Early Childhood Development.

Finally, the applicant has established herself within the community through developing relationships with a few surrounding associations, key entrepreneurial planners and various church groups and government officials.

These alliances will serve to be conducive to the Centre`s success and marketability.

22.6 Return on Investment (ROI)

Each growth opportunity has an investment component. Money will be required to spend on part of implementing the processes of our growth, as we believe that we can increases our commitment permanently and sustain increases in sales volume.

When action is therefore clearly warranted to maintain market share, we have made the right decision to invest funds obtained from previous funders like the Lotto effectively, which currently shows positive feedbacks.

23. Leadership Strategy

By knowing where we want to go within the Pre-Primary Educare industry, we developed our purpose in using our leadership on:

- With the current resources we have, we will stick to what we currently best at:
- Our strategy will be to stay focus on our core value and offerings.

Management Operations

- To ensure the financials of Vrolike Vinkies Pre-Primary Educare Centre is in order and to do inventory
- To ensure that quality food preparation and package standards are kept high at all times.
- Attending to beneficiaries queries
- To ensure that all financial payments and human resource has been done.
- To implement supervision over the administration work and see to it that all safety regulations are at hear to.
- To reconcile all documents at the end of the day
- To ensure that wages are paid up to date.
- That all logistical duties are prepared and set out
- To ensure that food products are prepared as required from the different children needs

24.MARKETING PLAN

24.1 Purpose of our Marketing Plan

- To become known in the Ceres area of trading
- To improve the offerings and to promote it as the best quality and affordable.
- To continued building of stronger relationships with our current clients, which are the parents of our learners as well as new ones, by taking their interest in the project to heart and implementing more innovative ideas.

24.2 Our client's viewpoint

- We are currently talking directly to them and all secondary information have been identified what their concerns are, by means of interacting through questionnaire regarding our future plans.
- Their positive feedback made us at Vrolike Vinkies Pre-Primary Educare Centre, come to the conclusion, that we will continue implementing this concept within the Ceres areas.

25. Needs and requirements

We noticed that clients, who are the beneficiaries , are on average as dependent on reliable information about our program, which they know can be use in the day-day care of their loved ones, within the acceptance that is also seen as development for their loved ones. They do care about a reliable service and are confident about any low price promotions. We realized that we don't be selling to the price oriented client only, but we will be able to offer an attractive proposition to the trendy local community of Wolseley, Nduli and Hamlet, who cannot always afford high fees of such nature.

26. Keys to success

The main key to success at Vrolike Vinkies Pre-Primary Educare Centre is by making the training concept and marketing position clear. The beneficiaries and potential new ones will clearly being bombarded with adequate information of the value-add cost and benefit of our service.

We therefore will always sell the name Vrolike Vinkies Pre-Primary Educare Centre, and not just the services, so that the beneficiates, who are our clients must understand that they are taking up a relationship with us.

27. Emphasize Service and Support

We differentiate ourselves from others, and therefore need to establish Vrolike Vinkies Pre-Primary Educare Centre offering as a clear and viable alternative for the target market, to the price only kind beneficiaries

Emphasize Relationships

We discovered that we need to focus the offering on our current clients, which are the parents, as the main key market segment we must own. This means the providing of the pre-primary educare services must be tied together in the local, regional and district `target areas`, to make it a successful venture for any future growth or expansions.

OPERATIONAL PLAN

28.Technical Review

28.1 General

Only costs of personnel directly involved in the providing of the educare service and who contributing towards the skilled input of Vrolike Vinkies Pre-Primary Educare Centre, are in line with the amount of such salaries prior to the date of the application, this include general salary increases and promotions.

28.2 Basis

Remuneration will be based on the total annual packages of each individual. This will normally be the packages contained in the person's letter of appointment.

28.3 Overtime

Overtime will only be claimed at the hourly rate as calculated in terms of this clause and no enhanced time will be allocated.

28 3 Members and management costs

Only the costs of managerial personnel including management directly involve in the running of the centre will be remunerated.

28.4 Management Information Systems

We will utilize MS Office to generate reports. Management reports are drafted to reveal performance factors in order to recognize problem areas.

28.5 Staffing requirements

Management of Vrolike Vinkies Pre-Primary Educare Centre has compiled a list of the entire tasks that will be performed and will make use of the staff's own expertise in operating the task at hand.

Contracts and agreements will be signed to introduce employment equity and planned employed staff will be promoted within at least the first two year, when available.

29. FINANCIAL REVIEW / PLAN

The layout of the financials of Vrolike Vinkies Pre-Primary Educare Centre have been attached and obtained from the Tax Shop, our accounting officers.

30. Vrolike Vinkies requires the support of their generous benefactors in order to move forward. The table below outlines the costs associated with the project.

WOLSELEY

CATEGORY	YEAR 1	YEAR 2	YEAR 3
PERSONEL/LABOR	139 200-00	142000-00	144000-00
EQUIPMENTS	45000-00	48000-00	50000-00
ADMIN COST	54000-00	56000-00	58000-00
PROJECT COST	78000-00	79000-00	81000-00
TRAINING	3000-00	4000-00	5000-00
TOTAL EXPENDITURE	319 200-00	329 000-00	338 000-00

NDULI

CATEGORY	YEAR 1	YEAR 2	YEAR 3
PERSONEL/LABOR	139 200-00	142000-00	144000-00
EQUIPMENTS	45000-00	48000-00	50000-00
ADMIN COST	54000-00	56000-00	58000-00
PROJECT COST	78000-00	79000-00	81000-00
TRAINING	3000-00	4000-00	5000-00
TOTAL EXPENDITURE	319 200-00	329 000-00	338 000-00

HAMLET

CATEGORY	YEAR 1	YEAR 2	YEAR 3
PERSONEL/LABOR	139 200-00	142000-00	144000-00
EQUIPMENTS	45000-00	48000-00	50000-00
ADMIN COST	54000-00	56000-00	58000-00
PROJECT COST	78000-00	79000-00	81000-00
TRAINING	3000-00	4000-00	5000-00
TOTAL EXPENDITURE	**319 200-00**	**329 000-00**	**338 000-00**

WOLSELEY

INCOME FOR THE PROJECT

INCOME	TOTAL
DEPARTEMNT SOCIAL DEVELOPMENT	312 000-00
CAPE WINELANDS MUNICIPALITY	10 000-00
FEES	36 000-00
FUNCTIONS	30 000-00
TOTAL INCOME	388 000-00

HAMLET

INCOME	TOTAL
DEPARTEMNT SOCIAL DEVELOPMENT	312 000-00
CAPE WINELANDS MUNICIPALITY	5 000-00
FEES	36 000-00
FUNCTIONS	30 000-00
TOTAL INCOME	383 000-00

NDULI

INCOME	TOTAL
DEPARTEMNT SOCIAL DEVELOPMENT	312 000-00
CAPE WINELANDS MUNICIPALITY	5 000-00
FEES	36 000-00
FUNCTIONS	30 000-00
TOTAL INCOME	383 000-00

Dsd will be fund the project per client. The estimated total on each client are R1300 -00 per client. Calculate the 20 clients per site per year.

Conclusion

We believe that Vrolike Vinkies is a worthy cause that will do a great deal of good for many people. We're excited to partner with you to make this project a reality, leading to substantial benefits in the short, medium, and long term.
Should you have any questions, or wish to discuss this project further, please reach out to our project director;
Mrs Andeline Coetzee
Contact: 0787375186/ 0233161292

SARS

Tax Clearance Certificate Number:
0700/2/2019/A003533030

Tax Clearance Certificate - Good Standing

Enquiries
0800 00 SARS (7277)
Approved Date
2019-10-29
Expiry Date
2020-10-29

Company registration number 021-498 NPO

Income Tax 9090593188
VROLIKE VINKIES PRE-PRIMARY EDUCARE CENTRE

PAYE 7430793275
VROLIKE VINKIES PRE-PRIMARY EDUCARE CENTRE

Trading Name VROLIKE VINKIES PRE-PRIMARY EDUCARE CENTRE

It is hereby confirmed that, on the basis of the information at the disposal of the South African Revenue Service (SARS), the above-mentioned taxpayer has complied with the requirements as set out in the Tax Administration Act.

This certificate is valid until the expiry date reflected above, subject to the taxpayer's continued tax compliance. To verify the validity of this certificate, contact SARS through any of the following channels:

- via eFiling
- by calling the SARS Contact Centre
- at your nearest SARS branch

This certificate is issued in respect of the taxpayer's tax compliance status only, and does not address any other aspect of the taxpayer's affairs.

This certificate is issued free of charge by SARS

AFRICAN METHODIST EP... ...AL KERK
EERW C.W. COETZ
KOMMISSARIS VAN E...
RLC - 0063

GESERTIFISEERD AS 'N WARE afskrif VAN
DIE OORSPRONKLIKE.
17/02/2020

2018117734

labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

CALL CENTER NO: 0860 105 350

REG NO : 990001173258
FAX NO : 0123456789
ISSUE DATE : 2019-09-20
CERTIFICATE NO : 2018117734

VROLIKE VINKIES PRE PRIMARY EDUCARE
CERES
6835

LETTER OF GOOD STANDING

COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT 130 of 1993 (AS AMENDED).

With reference to sections 80, 82, 86 and 89 of Compensation for Occupational Injuries and Diseases Act 130 of 1993 (As amended), I hereby certify that:
VROLIKE VINKIES PRE PRIMARY EDUCARE
has complied with the requirement of the above Act and is at present in good standing with the Compensation Fund.

Nature of business :PRE SCHOOL

Expiry date :2020-04-30

IMPORTANT NOTICE:

Any fraudulently obtained Letter of Good Standing shall constitute a criminal offence.

The Compensation Commissioner shall institute criminal proceedings against any perpetrators who unlawfully alter or deface this letter with intend to defraud or misrepresent facts contained therein.

PLEASE, use the Below link (Website Address) to check if the Letter of Good Standing is valid:
https://cfonline.labour.gov.za/VerifyLOGS

Yours faithfully

COMPENSATION COMMISSIONER

AFRICAN METHODIST EP... AERI
EERW C.W. COETZ
KOMMISSARIS VAN ED...
R/C - 0063
GESERTIFISEER AS WARE AFSKRIF VAN DIE ORIGINEEL. 17/02/2020

G.P.-S. 012-0123

CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANIZATION

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

Vrolike Vinkies Pre-Primary Educare Centre

(name of the organisation)

meets the requirements for registration.

The organisation's name was entered into the register on **30 September 2002**
(date)

Registration number **021-498 NPO**

Department of Social Development

Director's signature

KOMMISSARIS VAN EDE
REPUBLIEK VAN SUID-AFRIKA
Gesertifiseerd as 'n ware afskrif
van die oorspronklike.
17/02/2020

Western Cape Government

GEMEENSKAP GEESTES GESONDHEIDSINSTELLING

COMMUNITY MENTAL HEALTH ESTABLISHMENT

Sertifikaat Nr: / Certificate No: **173**

Verwysing: / Reference: **23/2/4/173**

Hiermee word bevestig dat: / This is to certify: **Vrolike Vinkies Pre-Primary Educare Centre**

Geleë te: / Situated at: **Die Eiland Vakansie Oord, Barlinka Street, Ceres,6850**

Geregistreer word as 'n: / Registered as a: **Community Mental Health Facility**

In terms of the Mental Health Care Act (17 of 2002) / in terme van die Wet op Geestesgesondheid (17 van 2002)

Vir 'n tydperk van: / For a period of: **12**

Maande, eindigende: / Months, ending: **31 December 2019**

Naam van eienaar of besturende liggaam: / Name of proprietor or managing body: **Vrolike Vinkies Pre-Primary Educare Centre**

Adres van eienaar of besturende liggaam: / Address of proprietor or managing body: **P O Box 588, Ceres, 6835**

Indeling van pasiënte / Type of patients	Residential Care / Oornag sorg	Day Care / Dagsorg	Maksimum getal / Maximum number	Limitations / Beperkings
-Bo 18 -Over 18	0	0	0	Operate only as registered
-Onder 18 -Under 18	0	24	24	
Maksimum getal pasiënte wat tegelykertyd geakkommodeer mag word: / Maximum number of patients permitted to be accommodated simultaneously:			24	

GETEKEN TE / SIGNED AT: CAPE TOWN OP / ON: 01 NOVEMBER 2018

AFRICAN METHODIST EPISCOPAL KERK
EERW C.W. COETZ
M. MAGSARIS VAN EL...
R.C. - ...

Khovenhey

HEAD OF DEPARTMENT / HOOF VAN DEPARTEMENT

GESERTIFIEERD AS WARE AFSKRIF VAN DIE OORSPRONKLIKE!
17/02/2020

Western Cape Forum
for Intellectual Disability
WESKAAP FORUM VIR INTELLEKTUELE GESTREMDHEID
IQUMRHU LE NTSHONA KOLONI LOKHUBAZEKO NGENGOQONDO

CERTIFICATE of MEMBERSHIP

is a member of the

WESTERN CAPE FORUM for INTELLECTUAL DISABILITY

Membership Number

VROLIKE VINKIES
Pre-Primary Educare Centre

005 - 19

This certificate [illegible] March 2020

Tessa Wood

TESSA WOOD
DIRECTOR

AFRICAN METHODIST EPISCOPAL KERK
EERW C.W. COETZ
[illegible] MISSARIE VAN [illegible]
[illegible]

GESERTIFISEERD AS WARE AFSKRIF VAN DIE OORSPRONKLIKE.
17/02/2020

A SUPPORT NETWORK FOR TRAINING – ADVOCACY – RESOURCES
ADDING SKILLS ADDING KNOWLEDGE ADVANCING RIGHTS
ASAT HOUSE, Alexandra Hospital, Annex Road, Maitland 7405 PO Box 142, Maitland 7404 Tel: (021) 510 4686 Fax: (021) 510 4687
E-mail: info@wcfid.co.za Visit us: www.wcfid.co.za www.facebook.com/wcfid
Reg. No: 000-888 NPO PBO No: 18/11/13/2392 VAT No: 4100 211772

NOTICE OF PERSONAL PARTICULARS

1. Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.

NOTICE OF CHANGE OF ADDRESS

1. Keep the NOTICE OF CHANGE OF ADDRESS form in this pocket to report a change of address or a change in particular of your present address e.g. name of street and/or street number etc.

2. Hand in at or post to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS

1

I.D. No. 620829 0197 089

S.A.CITIZEN

SURNAME
COETZEE

FORENAMES
ANDELINE ROSETTA

COUNTRY OF BIRTH
SOUTH AFRICA

DATE OF BIRTH
1962-08-29



DATE ISSUED
2012-09-27

ISSUED BY AUTHORITY OF THE DIRECTOR-GENERAL HOME AFFAIRS

Gesertifiseerd as ware afskrif van die oorspronkelike.

Coetzee 17/02/2020

KOMMISSARIS VAN EDE
R/C - 0063



Witzenberg Municipality Corporate Governance of Information and Communication Technology Policy

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GLOSSARY

AG	Auditor-General of South Africa
	not mentioned in document
CIO	Chief Information Officer
CGICTPF	Corporate Governance of ICT Policy Framework
	not mentioned in document
DPSA	Department of Public Service and Administration
DCOG	Department of Cooperative Governance
ICT	Information and Communications Technology
®	I not mentioned in document
ISO/IEC	International Organisation for Standardisation (ISO) and the International Electro technical Commission (IEC)
ISO/IEC 38500	International Standard on Corporate Governance of ICT (ISO/IEC WD 38500: 2008: 1)
ITGI™	ICT Governance Institute
	not mentioned in document
King III / IV	The King III and IV Report and Code on Governance for South Africa
MICTGP	Municipal ICT Governance Policy
M&E	Monitoring and Evaluation
PSCGICTPF	Public Service Corporate ICT Governance Policy Framework
SALGA	South African Local Government Association
SDBIP	Service Delivery and Budget Implementation Plan

EXECUTIVE SUMMARY

Information Communication Technology (ICT) Governance has been described as the effective and efficient management of ICT resources and processes to facilitate the achievement of the Witzenberg Municipality goals and objectives. Here in after refer to as the municipality. The ICT Governance Institute describes ICT Governance as, "...the responsibility of council and senior management referred to as management".

ICT Governance has risen in importance because of the widening gulf between what the organization expects and what ICT delivers. ICT has grown to be seen as a cost centre with growing benefits to the organisation ICT serves. A Governance of ICT framework is meant to align ICT functions to the organizational goals, minimise the risk ICT introduces and ensure that there is value in the investment made in ICT.

The view that ICT should be governed and managed at all levels within a given organizational structure is supported by internationally accepted good practice and standards. These practices and standards are defined in the King III / IV Code of Good Governance, ISO 38500 Standard for the Corporate Governance of ICT and other best practice ICT Process Frameworks, which forms the basis of this document.

Translated into the operating environment of the corporate governance of ICT places a very specific responsibility on the Council and Management within the municipality to ensure that the decision making process for ICT related investments and the operational efficiencies of the municipal ICT environment remain transparent and are upheld. This accountability enables the municipality to align the delivery of ICT services with the municipality's Integrated Development Plans and strategic goals.

The Council and Management of the municipality need to extend their governance functions to include the Corporate Governance of ICT. In the execution of the Corporate Governance of ICT, they should provide the necessary strategies, architectures, plans, frameworks, policies, structures, procedures, processes, mechanisms and controls, and culture which are in compliance with the best practice ICT Governance Frameworks.

To strengthen the Corporate Governance of ICT further, responsibility for the decision making of ICT programs and projects should be placed at a strategic level in the municipality. The Corporate Governance of ICT is a continuous function that should be embedded in all operations of the municipality, from Council and Management level to all areas within the municipality including ICT service delivery.

According to the establish frameworks, the Governance of ICT is implemented in two different layers:

(a) Corporate Governance of ICT – the Governance of ICT through structures, policies and processes.

(b) Governance of ICT – through Standard Operating Procedures.

The difference between the Corporate Governance of ICT and the Governance of ICT can be defined as follows:

Corporate Governance of ICT: *The system by which the current and future use of ICT is directed and controlled.*

Governance of ICT: *The individual processes and procedure which ensure the compliance of the ICT environment based on a pre-agreed set of principles.*

In November 2012, Cabinet approved the Public Service Corporate Governance of ICT Policy Framework and made ICT applicable to National and Provincial Departments, Provincial Administrations, Local Governments, Organs of State and Public Entities for implementation by July 2014.

To address the above mentioned, the Western Cape Department of Local Government in collaboration with the Department of Cooperative Governance (DCOG), the Department of Public Service and Administration (DPSA), the South African Local Government Association (SALGA), and the Western Cape Provincial Treasury, developed this Municipal Corporate Governance of ICT Policy for application in the Local Government sphere.

The purpose of the Witzenberg Municipality(WM) Corporate Governance ICT Policy is to institutionalize the Corporate Governance of ICT as an integral part of corporate governance within the municipal. This (WM) Corporate Governance ICT Policy provides the Municipal Council and Management within the municipality with a set of principles and practices that must be complied with, together with an implementation approach to be utilised for implementation of ICT Governance within the municipality.

To enable the municipality to implement this (WM) Corporate Governance of ICT Policy, a three-phase approach will be followed:

(a) Phase 1 – Enabling Environment: The Corporate Governance of ICT environments will be established in the municipality through the adoption of this (WM) Corporate Governance of ICT Policy and its associated policies through Council resolution;

(b) Phase 2 – Business and Strategic Alignment: The municipality will plan and implement the alignment between IDP's, strategic goals and ICT strategy.

(c) **Phase 3 – Continuous Improvement:** The municipality will enter into an on-going process to achieve continuous improvement of all elements related the Governance of ICT.

This (WM) Corporate Governance of ICT Policy will allow the municipality to maintain alignment of strategic ICT functions to meet their needs and apply best practices in order to reduce costs and increase the effectiveness of the ICT service delivery to the municipality.

Witzenberg Municipality Corporate Governance of Information and Communication Technology Governance

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Policy

1.1 INTRODUCTION

This policy would be known as the Witzenberg Municipality Corporate Governance of ICT Governance Policy.

Information and Communications Technology (ICT) Governance has been described as the effective and efficient management of ICT resources to facilitate the achievement of organizational goals and objectives. ICT does not exist for its own sake within an organisation; ICT is there to make sure that organizations achieve sustainable success through the use of their ICT. The ICT Governance Institute describes ICT Governance as, "...the responsibility of senior management and Council. ICT is an integral part of enterprise governance and consists of the leadership and organisational structures and processes that ensure that the organisation's ICT [the infrastructure as well as the capabilities and organisation that is established to support ICT] sustain and extends the organisation's strategies and objectives".

1.2 PURPOSE

The purpose of this policy is to institutionalise the Corporate Governance of ICT as an integral part of corporate governance within the municipality in a uniform and coordinated manner. The policy provides a set of principles and practices which will assist to institutionalise the Corporate Governance of ICT.

1.3 LEGISLATIVE FRAMEWORK

This policy has been developed with following sections of legislation in mind:

(a) In terms of the Municipal Systems Act, Act 32, of 2000, Section 55(1):

"the Municipal Manager of a municipality is, subject to the policy directions of the municipal council, responsible and accountable for:

(a) The formation and development of an economical effective, efficient and accountable administration:
(i) equipped to carry out the task of implementing the municipality's integrated development plan in accordance with Chapter 5:
(ii) Operating in accordance with the municipality's Performance Management System in accordance with Chapter 6;"

(b) In terms of the Municipal Finance Management Act, Act 56 of 2003, Section 62:

"The accounting officer of a municipality is responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure-

(a) that the resources of the municipality are used effectively, efficiently and economically;
(b) that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards;"

(c) In terms of the Municipal Finance Management Act, Act 56 of 2003, Section 78 of the Municipal Finance Management Act stipulates that:

"Each senior manager of a municipality and each official of a municipality exercising financial management responsibilities must take all reasonable steps within their respective areas of responsibility to ensure-

(a) that the system of financial management and internal control established for the municipality is carried out diligently;

(b) that the financial and other resources of the municipality are utilized effectively, efficiently, economically and transparently;

(c) that any unauthorised, irregular or fruitless and wasteful expenditure and any other losses are prevented;"

1.4 SCOPE

This Policy has been developed to guide and assist all municipalities to be aligned with the Corporate Governance of ICT best practice frameworks.

This Policy therefore adopts the approach of establishing and clarifying principles and practices to support and sustain the effective Corporate Governance of ICT.

1.5 BENEFITS OF GOOD GOVERNANCE OF ICT

When the Corporate Governance of ICT is effectively implemented and maintained, the following benefits are realised:

a. Establishment of ICT as a strategic enabler in the municipality.
b. Improved achievement of municipal integrated development plans;
c. Improved effective service delivery through ICT-enabled access to municipal information and services;
d. Improved ICT enablement of the municipality;
e. Improved delivery of ICT service quality;
f. Improved stakeholder communication;
g. Improved trust between the municipality and the community through the use of ICT;
h. Lower costs (for ICT functions and ICT dependent functions)
i. Increased alignment of ICT investment towards municipal integrated development plans;
j. Improved return on ICT investments;
k. ICT risks managed in line with the ICT priorities and risk appetite of the municipality;
l. Appropriate security measures to protect both the municipality's and its employees information;
m. Improved management of municipal-related ICT projects;
n. Improved management of information as ICT is prioritised on the same level as other resources in the municipality;
o. ICT pro-actively recognises potential efficiencies and guides the municipality in timeous adoption of appropriate technology;
p. Improved ICT ability and agility to adapt to changing circumstances; and
q. ICT executed in line with legislative and regulatory requirements.

1.6 CORPORATE GOVERNANCE OF ICT GOOD PRACTICE AND STANDARDS

In recognition of the importance of ICT Governance, a number of internationally recognised frameworks and standards have been developed to provide context for the institutionalisation of the governance of ICT.

a. **King III / IV Code:** The most commonly accepted Corporate Governance Framework in South Africa is also valid for the municipality. ICT was used to inform the Governance of ICT principles and practices and to establish the relationship between Corporate Governance of and Governance of ICT.

b. **ISO/IEC 38500:** Internationally accepted as the standard for Corporate Governance of ICT; ICT provides governance principles and a model for the effective, efficient, and acceptable use of ICT within the municipality.

c. **Other** internationally accepted process frameworks for implementing Governance of ICT.

1.7 LAYERED APPROACH TO CORPORATE GOVERNANCE OF ICT IN MUNICIPALITIES

Corporate Governance of ICT encompasses two levels of decision-making, authority and accountability to satisfy the expectations of all stakeholders. These levels are:

(a) Facilitating the achievement of the municipality's strategic goals (Corporate Governance of ICT); and

(b) The efficient and effective management of ICT service delivery (Operational Governance of ICT).

The implementation of Corporate Governance of ICT in Municipalities thus consists of the following layered approach:

(a) This WM Corporate Governance of ICT Policy, which addresses the **Corporate Governance of ICT** layer at a strategic level.

(b) Other best practise frameworks which will be adapted to give effect to the governance of the ICT operational environments within the municipality.

(a) CORPORATE GOVERNANCE IN WITZENBERG

Corporate governance is a vehicle through which value is created within a municipal context. Value creation means realising benefits while optimising resources and risks. This value creation takes place within a governance system that is established by the municipal policy. A governance system refers to all the means and mechanisms that enable the municipality's Council and Management team to have a structured and organised process.

(b) CORPORATE GOVERNANCE OF ICT IN WITZENBERG

The Corporate Governance of ICT is an integral part of the corporate governance system in municipalities. The Corporate Governance of ICT involves evaluating, directing and monitoring the alignment of the municipal ICT strategy with the municipal IDP's and related strategies. The Corporate Governance of ICT also involves the monitoring of ICT service delivery to ensure a culture of continuous ICT service improvements exist in the municipality. The Corporate Governance of ICT includes determining ICT strategic goals and plans for ICT service delivery as determined by the Service Delivery and Budget Implementation Plan (SDBIP) objectives of the municipality.

1.8 MUNICIPAL CORPORATE GOVERNANCE OF ICT POLICY OBJECTIVES

The objectives of this WM Corporate Governance of ICT Policy for the municipality seek to achieve the following:

a. Institutionalising a Corporate Governance of ICT Policy that is consistent with the Corporate Governance Frameworks of the municipality;
b. Aligning the ICT strategic goals and objectives with the municipality's strategic goals and objectives;
c. Ensuring that optimum municipal value is realised from ICT-related investment, services and assets;
d. Ensuring that municipal and ICT-related risks do not exceed the municipality's risk appetite and/or risk tolerance;
e. Ensuring that ICT-related resource needs are met in an optimal manner by providing the organisational structure, capacity and capability;
f. Ensuring that the communication with stakeholders is transparent, relevant and timely; and
g. Ensuring transparency of performance and conformance and driving the achievement of strategic goals through monitoring and evaluation.

1.9 The WM Corporate Governance of ICT Principles of ICT Policy is based on principles as explained in international good practices and standard for ICT governance, namely, King III Code, ISO/IEC 38500 and other best practice process frameworks.

Table 1 below contains the principles which have been adopted in the Public Service Corporate Governance of ICT Policy Framework (PSCGICTPF) which have been adapted for municipalities.

Principle 1: **Constitutional Mandate** The Governance of ICT must enable the municipality's political mandate.(IDP)
The Municipal Council must ensure that Corporate Governance of ICT achieves the service delivery mandate of the municipality.
Principle 2: Strategic Mandate The Governance of ICT must enable the municipality's strategic mandate.
The Municipal Manager must ensure that Corporate Governance of ICT serves as an enabler to the municipality's strategic plans.
Principle 3: Corporate Governance of ICT The Municipal Manager is responsible for the Corporate Governance of ICT.
The Municipal Manager must create an enabling environment in respect of the Corporate Governance of ICT within the applicable legislative and regulatory landscape and information security context.
Principle 4: ICT Strategic Alignment ICT service delivery must be aligned with the strategic goals of the municipality.
Management must ensure that ICT service delivery is aligned with the municipal strategic goals and that the administration accounts for current and future capabilities of ICT. ICT must ensure that ICT is fit for purpose at the correct service levels and quality for both current and future municipal needs are met.
Principle 5: Significant ICT Expenditure Management must monitor and evaluate significant ICT expenditure.
Management must monitor and evaluate major ICT expenditure, ensure that ICT expenditure is made for valid municipal enabling reasons and monitor and manage the benefits, opportunities, costs and risks resulting from this expenditure, while ensuring that information assets are adequately managed.
Principle 6: Risk Management and Assurance Management must ensure that ICT risks are managed and that the ICT function is audited.
Management must ensure that ICT risks are managed within the municipal risk management practice. ICT must also ensure that the ICT function is audited as part of the municipal audit plan.
Principle 7: Organisational Behaviour Management must ensure that ICT service delivery is sensitive to organisational behaviour/culture.

Management must ensure that the use of ICT demonstrates the understanding of and respect for organisational behaviour/culture.

1.10 MUNICIPAL CORPORATE GOVERNANCE OF ICT POLICY PRACTICES

The following practices, outlined in Table 2 below, have been assigned to specific designated municipal structures and officials in order to achieve the objectives and principles contained in this WM Corporate Governance of ICT Policy:

Practice No.	Practices Description
1.	**The Municipal Council must:** Provide political leadership and strategic direction through: a) Determining policy and providing oversight; b) Take an interest in the Corporate Governance of ICT to the extent necessary to ensure that a properly established and functioning Corporate Governance of ICT system is in place in the municipality to leverage ICT as an enabler the municipal IDP; c) Assist the Municipal Manager to deal with intergovernmental, political and other ICT-related Municipal issues beyond their direct control and influence; and d) Ensure that the municipality's organisational structure makes provision for the Corporate Governance of ICT.

Practice No.	Practices Description
2.	**The Municipal Manager must:** a) Provide strategic leadership and management of ICT; b) Ensure alignment of the ICT strategic plan with the municipal IDP; c) Ensure that the Corporate Governance of ICT is placed on the municipality's strategic agenda; d) Ensure that the Corporate Governance of ICT Policy, charter and related policies for the institutionalisation of the Corporate Governance of ICT are developed and implemented by management; e) Determine the delegation of authority, personal responsibilities and accountability to the Management with regards to the Corporate Governance of ICT; f) Ensure the realisation of the municipality-wide value through ICT service delivery and management of Municipal and ICT-related risks; g) Ensure that appropriate ICT capability and capacity are provided and a suitably qualified and experienced Governance Champion is designated; h) Ensure that appropriate ICT capacity and capability are provided and that a designated official at a Management level takes accountability for the Management of ICT in the municipality; and i) Ensure the monitoring and evaluation of the effectiveness of the Corporate Governance of ICT system e.g. ICT steering committee.
3.	**The WM ICT Steering Committee, and the Performance Risk and Audit Committee must** Assist the Municipal Manager in carrying out his/her Corporate WM Governance of ICT accountabilities and responsibilities.
4.	**Management must ensure:** a) ICT strategic goals are aligned with the municipality's municipal strategic goals and support the municipal processes; and b) Municipal-related ICT strategic goals are cascaded throughout the municipality for implementation and are reported on.

2. PRACTICAL IMPLEMENTATION OF THIS WM CORPORATE GOVERNANCE OF ICT POLICY.

Upon approval of this Policy, the municipality must approve a Corporate Governance of ICT Charter and practical implementation plan.

2.1 THE CORPORATE GOVERNANCE OF ICT CHARTER

The Charter should guide the creation and maintenance of effective enabling governance structures, processes and practices. ICT should also clarify the governance of ICT-related roles and responsibilities towards achieving the municipality's strategic goals.

2.1.1 OBJECTIVES OF THE MUNICIPAL CORPORATE GOVERNANCE OF ICT CHARTER

In order to give effect to the WM Corporate Governance of ICT, the following objectives should be included in the municipality's Corporate Governance of ICT Charter:

a. Identify and establish a Corporate Governance of ICT Policy and implementation guideline for the municipality. Policy must first be in place then the Charter.
b. Embed the Corporate Governance of ICT as a subset of the municipal governance objectives.
c. Create municipal value through ICT enablement by ensuring municipal IDP and ICT strategic alignment;
d. Provide relevant ICT resources, organisational structure, capacity and capability to enable ICT service delivery;
e. Achieve and monitor ICT service delivery performance and conformance to relevant internal and external policies, frameworks, laws, regulations, standards and practices;
f. Implement the corporate governance of ICT in the municipality, based on an approved implementation plan.

2.1.2 DESIGN OF THE MUNICIPAL CORPORATE GOVERNANCE OF ICT CHARTER

This charter should be approved at a strategic level in the municipality and should contain the following:

(a) How the ICT strategic goals and their related service delivery mechanisms will be aligned with municipal IDP, monitored and reported on to the relevant stakeholders;

(b) How ICT service delivery will be guided at a strategic level to create ICT value in the municipality;

(c) How the administrations ICT-related risks will be managed; and

(d) The establishment of structures to give effect to the Governance of ICT, and the management of ICT functions. The members will be from departments within the municipality taking into consideration their key responsibilities and the roles, responsibilities and delegations of each should be defined. The structures will be as follows:

STRUCTURE	MEMBERS	MANDATE/RESPONSIBILITIES
ICT STEERING COMMITTEE (Committee of Management)	Designated Members of Management, line departments and the ICT Manager. The Chairperson shall the Municipal Manager or any duly appointed person appointed by the Municipal Manager.	Has a specific delegated responsibility to ensure the planning, monitoring and evaluation, of the municipalities: • ICT departments. • ICT policies. • ICT procedures, processes, mechanisms and controls regarding all aspects of ICT use (Municipal and ICT) are clearly defined, implemented and enforced. • ICT Performance Management. • ICT Change Management. • ICT Contingency Plans. • ICT Strategy development. • Management of ICT Security and Data Integrity. • The establishment of the municipalities ICT Ethical culture. • The evaluation, directing and monitoring of ICT specific projects. • ICT Strategic alignment. • ICT Governance compliance. • ICT Infrastructure Management. • ICT Security. • ICT Application Management. • ICT Value. • ICT Data availability and integrity. • ICT Vendor Management. • The evaluation, directing and monitoring of ICT processes

Audit Committee and Risk Committee	Nominated members of the Audit and Risk committee/s of the municipality and the ICT Manager or CIO.	Has a specific responsibility to perform an oversight role for the Identification and Management of ICT audit and governance compliance, and ICT Risks.

Table 3: ICT Governance roles, responsibilities and delegations

2.2 MUNICIPAL IDP AND ICT STRATEGIC ALIGNMENT

This accountability assigned to the leadership of the municipality through this ICT Corporate Governance Policy enables the municipality to align the delivery of ICT strategies and services with the municipality's Integrated Development Plans and strategic goals.

This is achieved through the development and adoption of an ICT strategic plan which is informed by the enterprise architecture plan which clearly outlined the roles, responsibilities and business processes contained in the IDP.

2.3 CONTINUOUS SERVICE IMPROVEMENT OF ICT IN THE MUNICIPALITY

In this phase, all aspects of the WM **Corporate Governance of ICT** should demonstrate measurable improvement from the initial implementation phase 2019-21. In this phase, detailed measurable criteria for the implementation of and compliance against the approved Corporate Governance of ICT Policy and implementation plan are established and can be measured for compliance. In this phase the applicability of all elements of the Corporate Governance of ICT Policy is tested for efficacy and efficiency.

2.4 THE DETAILED PHASED APPROACH

Implementation deliverables per financial year

(a) Phase 1 (Enablement Phase): 01 September 2019

(1) The WM Corporate Governance of ICT Policy approved and implemented;

(2) Corporate Governance of ICT Governance approved and implemented;

(3) The following capabilities created in the municipality:

- Governance Champion designated and responsibilities allocated;
- A proficient ICT Manager or CIO appointed functioning at strategic level.
- Approved and implemented **Risk Management Policy** that includes the management of Municipal-related ICT risks;
- Approved and implemented **Internal Audit Plan** that includes ICT audits;
- Approved and implemented **ICT Management Framework**;
- Approved and implemented municipal **Portfolio Management Framework** that includes ICT portfolio/programme and project management;
- Approved **ICT Disaster Recovery Plan** informed by Municipal Continuity Plan and Strategy.
- Approved **Data Backup and Recovery policy**.
- Approved **ICT Service Level Agreement Management policy**.
- Approved **ICT User Access Management policy.**
- Approved **ICT Security Controls policy.**
- Approved **ICT Operating System Security Controls policy**.

(b) Phase 2 (Strategic Alignment): 01 September 2021

(1) Approved **Enterprise Architecture** informing the ICT Architecture;
(2) Approved medium term ICT Strategy.
(3) Approved **ICT Migration Plan** with annual milestones linked to an enabling budget;
(4) Approved **ICT Performance Indicators as contained in the municipality's performance management system.**

(c) Phase 3: Continuous improvement of Corporate Governance and Governance of ICT

The successful implementation of a Corporate Governance of ICT system leads to continuous improvement in the creation of value to the municipality. ICT delivery must be assessed on an on-going basis to identify gaps between what was expected and what was realised. Assessments must be performed coherently and encompass both:

(a) The Corporate Governance of ICT (ICT contribution to realisation of municipal value); and
(b) Governance of ICT. (Continuous improvement of the management of ICT).

2. CONCLUSION

This Corporate Governance of ICT Policy has been designed for the exclusive use and alignment of WM. The implementation thereof had been phased over a longer period to provide the municipality with the time required to implement this WM Corporate Governance of ICT Governance Policy effectively. This Corporate Governance of ICT Policy will be supplemented with an implementation plan that will give guidance to the practical implementation of the framework.

MAYORAL BURSARY FUND POLICY

Seeks to ensure that development, with specific emphasis on the youth of the Municipality, addresses the development needs and meets the ever growing need for goods and services, and to improve the standard of living and quality of life.

Human Resources Policies

1. PREAMBLE

The Mayoral Bursary Fund Policy -

1.1 Acknowledges that development is integral to the life of every young person.

1.2 Seeks to ensure that development, with specific emphasis on the youth of the Municipality, addresses the development needs and meets the ever growing need for goods and services, and to improve the standard of living and quality of life.

1.3 Will regard youth as any persons between the ages of 18 and 35 years.

2. CRITERIA FOR AWARDING OF MAYORAL BURSARIES

Mayoral Bursaries may annually be awarded –

2.1 To well-deserving students who meet the prescribed requirements of the academic institution and this Policy.

2.2 To students' resident within the area of jurisdiction of the Witzenberg Municipality, with the exception of children of employees as provided for in Clause 2.3 below.

2.3 To children of employees in the service of the WITZENBERG MUNICIPALITY, either appointed in a permanent capacity or in a fixed term contract for twelve (12) months or longer.

2.4 With due regard to the Employment Equity Act, Skills Development Act, LGSETA guidelines on scarce skills, people with disabilities and other relevant legislative arrangements, and any other factors as may be determined by the Council.

3. ACADEMIC INSTITUTIONS

The Council will only award bursaries to students studying at accredited South African academic institutions.

4. ALLOCATION OF BURSARIES

4.1 Bursary allocations shall be subject to the availability of funds.

4.2 In the event of an applicant who receives a bursary and or assistance from another institution but which does not cover full costs, such an application will be considered.

4.3 The Witzenberg Municipality will pay study fees directly to the relevant educational institution.

4.4 The term "study fees" will be deemed to include registration, class fees, examination fees, and study material, but will not include any penalties that are imposed by the educational institution or membership of any student body.

4.5 No travelling, accommodation or subsistence expenses and general expenses will be funded.

4.6 Students must submit documentary proof by means of a statement, account or invoice on which the registration, class fees, examination fees, and study material that are payable are fully specified and defined.

4.7 If a student has paid the registration, class fees, examination fees, and study material, he/she may claim reimbursement on submission of documentary proof of the said amount.

4.8 No payments will be approved or activated without the documentary proof as explained in clause 4.6 and clause 4.7 above.

5. ADMINISTRATION OF THE MAYORAL BURSARY FUND

5.1 The Mayoral Bursary Fund will be administered by the Human Resources
Division: Training and Performance Management.

5.2 An invitation for participation in the Mayoral Bursary Fund will be advertised annually in the Municipality newspapers during the first week of August.

5.3 The advertisement must make provision for a period of four (4) weeks for submission of applications.

5.4. Applications must reach the offices of the Witzenberg Municipality by the due date as stipulated in the advertisement.

5.5 All bursary applications must be completed on the prescribed form (attached) and must be accompanied by originally-certified true copies of the following:

(a) Student's academic record;
(b) Identity document;

(c) Proof of permanent residential address;
(d) Proof of monthly household income;
(e) Declaration that an applicant is not receiving a full bursary and or assistance form another institution; and
(f) Any other document(s) as may be required from time to time.

5.6 The closing date for applications will be regarded as the date on which requirements as stipulated in this Policy should be met by applicants.

5.7 Incomplete bursary applications which lack the required supporting documentation, or late applications shall not be considered.

5.8 Witzenberg Municipality shall not be held responsible for students not being registered, should the process, for any reason whatsoever, be delayed or withdrawn.

6. BURSARY COMMITTEE

6.1 In order to ensure efficiency and transparency, a Bursary Committee will be established consisting of five (5) councillors designated by the Executive Mayor, under the Chairmanship of the Deputy Executive Mayor and two (2) officials designated by the Municipal Manager.

6.2 The Bursary Committee must:

(a) Assess and evaluate the list of bursary applications in terms of this Policy

(b) Make bursary awards recommendations to the Executive Mayor for final approval; and

(c) Meet regularly to evaluate the progress and performance of students.

7. NUMBER OF YEARS FOR WHICH ASSISTANCE IS GRANTED

7.1 Students must re-apply annually for participation in the Mayoral Bursary Fund and submit their results for the previous academic year.

7.2 Bursary assistance will only be awarded to applicants who are studying towards the achievement of their first degree, diploma or certificate.

8. PARTNERSHIP BURSARY AWARDS

Witzenberg Municipality may choose to enter into a partnership with any organization or institution in providing a bursary.

9. WITHDRAWAL OF ASSISTANCE

9.1 Should Council be dissatisfied with a student's study performance based upon progress reports, it reserves the right to terminate any further payments and to disqualify such a student from future participation in the Mayoral Bursary Fund.

9.2 Progress reports referred to in clause 9.1 above must be submitted by students twice per year at the end of July and the end of January.

9.3 Submission of fraudulent information will lead to automatic disqualification and/or withdrawal of all financial assistance granted in terms of the Mayoral Bursary Fund, and/or a claim that all fees be paid back to the Witzenberg Municipality. In appropriate cases, the matter may also be reported to the South African Police Service.

10. GENERAL PROVISIONS

10.1 Students may not change from the courses and/or educational institution for which the Mayoral Bursary Fund has been allocated without prior consultation with and approval from, the Witzenberg Municipality and subject to the submission of full written reasons and motivation.

10.2 Bursary applicants must declare any relationship with either an employee(s) or a councillor(s) of the Witzenberg Municipality.

11. CONTRACTUAL OBLIGATIONS

11.1 Witzenberg Municipality may, where possible, provide the bursary holder(s) with practical work experience.

11.2 Students to whom participation in the Mayoral Bursary Fund have been granted will be obliged to sign a Study Agreement with the Witzenberg Municipality.

12. AMENDMENT OF THE POLICY

Witzenberg Municipality may from time to time amend this Policy and no one shall make a claim based on a previous policy.

MEMORANDUM OF AGREEMENT

Concluded
between

WITZENBERG MUNICIPALITY
(hereinafter called the
"MUNICIPALITY")

A
n
d

……
……..
(ID Number
…….)
(hereinafter called the
"STUDENT")

WHEREAS the STUDENT wishes to undertake studies towards …… (hereafter called the "qualification").

AND WHEREAS the MUNICIPALITY has agreed to financially assist the STUDENT in regard to the attainment of the qualification, subject to the conditions of this agreement.

NOW THEREFORE THE PARTIES HERETO HAVE AGREED EACH WITH THE OTHER:

1. RESPONSIBILITIES OF THE WITZENBERG MUNICIPALITY

The WITZENBERG MUNICIPALITY undertakes to grant a bursary in the amount of R……. (……) to the successful STUDENT for the minimum duration of the qualification as stated herein, provided that –

1.1 The MUNICIPALITY undertakes to make available a bursary to the STUDENT for the minimum period prescribed by the academic institution for completing his/her qualification.

1.2 The MUNICIPALITY will make available a bursary which must be utilised for registration, class fees, examination fees and study material, however, excluding fees for any registration and/or subject that the STUDENT has failed.

1.3 The bursary will only be payable by the MUNICIPALITY if the MUNICIPALITY is satisfied that the STUDENT has enrolled and registered as a full time student and has produced official documentation in this regard.

1.4 Bursary assistance will only be awarded to STUDENTS who are studying towards the achievement of their first degree, diploma or certificate

1.5 No travelling, accommodation or subsistence expenses and general expenses will be funded.

1.6 If a STUDENT has paid the registration, class fees, examination fees, and study material, he/she may claim reimbursement on submission of documentary proof of the said amount.

1.7 No payments will be approved or activated without the prescribed documentary proof.

2. OBLIGATIONS AND UNDERTAKING BY

STUDENT

The STUDENT undertakes –

2.1 To enrol and register as a STUDENT at an accredited South African academic institution which has been approved by the MUNICIPALITY.

2.2 After enrolment and registration, to undertake all studies and do all such other things as may be necessary to qualify himself/herself for the qualification.

2.3 To complete the qualification within the minimum period prescribed by the academic institution.

2.4 To furnish the MUNICIPALITY with acceptable written proof of registration for the qualification at the commencement of each year of study.

2.5 To furnish the MUNICIPALITY with a certificate detailing his/her examination results and general progress in July and January of each academic year.

DATED and SIGNED at ……. this ……. day of …….20....

_____

STUDENT

AS WITNESSES:

_____

_____

DATED and SIGNED at ……. this ……. day of …….20....

_____

for WITZENBERG MUNICIPALITY AS

WITNESSES:

_____

_____

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

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MAYORAL BURSARY FUND APPLICATION FORM

(PLEASE NOTE: This form must be completed in the own handwriting of the applicant)

ERF 622 WOLSELEY – BEAR NIBBLES APPLICATION



Witzenberg Municipality
PO Box 44
Ceres
6835

Dear Sir/Mam,

INTEREST TO PURCHASE REMAINDER OF ERF 622, WOLSELEY:

1. BACKGROUND

Lotus Bakeries UK Ltd invested in an agri-processing business, Lotus South Africa Manufacturing, located on Erf 4109, Voortrekker Road, Wolseley in May 2019. It immediately created permanent job opportunities for 300 employees as well as procuring 90% of its raw materials (exceeding R35m per annum) from local suppliers in the Witzenberg region.

Following the success of this first phase (BEAR 1), Lotus South Africa Manufacturing commenced construction on the second phase (BEAR 2) of the manufacturing facility in June 2020. The second phase (BEAR 2) will provide immediate employment for 60 staff members once complete in January 2021. Once fully ramped up, phase 1 (BEAR 1) and 2 (BEAR 2) will ultimately provide 600 permanent job opportunities. The total capital investment to date equals R100m. A phase 4 (BEAR 3) extension of 2080 m² GLA on erf 4109 is planned for 2026.

Lotus South Africa's current model is to export bulk product to the UK and US where the retail packing is carried out. Over the course of 2020/21, this retail packing element is being migrated over to South Africa and ultimately the facility in Wolseley will manufacture and retail pack product for 26 different countries across the globe. In order to do this, phase 2 (BEAR 2) of the facility will house state of the art packaging equipment, starting with 2 lines but gradually extending to 6 lines over the next 5 years.

2. DEVELOPMENT PROPOSAL

The board of directors Lotus Bakeries Ltd (holding company of the Lotus Bakeries UK Ltd) have shown interest in investing in further land in order to move other manufacturing activities currently outsourced to international co-packers, to Wolseley.

The proposed agri-processing facility will incorporate the following once completed:
Factory / production space – 7 500m²
Office / staff facility / canteen & training facility – 1 050 m²
Packaging and raw material warehouse – 5 700 m²

Phase 1 (NEW 1)

- Investment will amount to an estimated R 100 000 000
- Job creation - 200 permanent job opportunities.
- Programme 1- 2 years
- Construction - proposed
  - Office / staff facility / canteen – 1 050 m²
  - Factory / production space – 2 500m²
  - Packaging & raw material warehouse – 1 900m²
  - Access road and parking
- Electrical requirement – 350 kVA

Phase 2 (NEW 2)

- Investment will amount to an estimated R 65 000 000
- Job creation - 100 permanent job opportunities.
- Programme 3-5 years
- Construction - proposed
  - Factory / production space – 2 500m²
  - Packaging & raw material warehouse – 1 900m²
- Electrical requirement – 350 kVA

Phase 3 (NEW 3)

- Investment will amount to an estimated R 75 000 000
- Job creation - 100 permanent job opportunities.
- Programme 6-9 years
- Construction - proposed
  - Factory / production space – 2 500m²
  - Packaging & raw material warehouse – 1 900m²
  - Access road
- Electrical requirement – 300 kVA

Please see the attached ***Site Layout*** *(Drawing Number Dated: by Ulrich Bruwer)* of the proposed extension on Erf 622.

The buildings will be equipped with energy efficient equipment, LED lighting, backup generator and solar panels in order to reduce the electricity load.

It is anticipated that solar panel totalling 1000 kVA will be installed over the 3 phases. (In accordance with council requirements and allowances)

Water & sewerage

- Attached, please find the GLS report recently undertaken for the neighbouring plot.
  - Erf 4109 Figure 1
  - Erf 4109 Figure 2
  - Erf 4109 Wolseley text
- It is evident that sufficient water and sewerage capacity is available given some infrastructural upgrades as proposed

Stormwater

- As per council requirements the design will make provision for stormwater attenuation in accordance with municipal bylaws. Detailed stormwater management plan will be submitted for consideration and approval.

3. CONCLUSION

The directors of the Lotus Bakeries Group of companies are very positive about the future growth opportunities in South Africa and are very keen to build on the success the current plant has seen in the last 12 months. They value the support to date from the local Witzenberg Municipal Council but also hope to build a long term relationship with the municipality and the Witzenberg area.

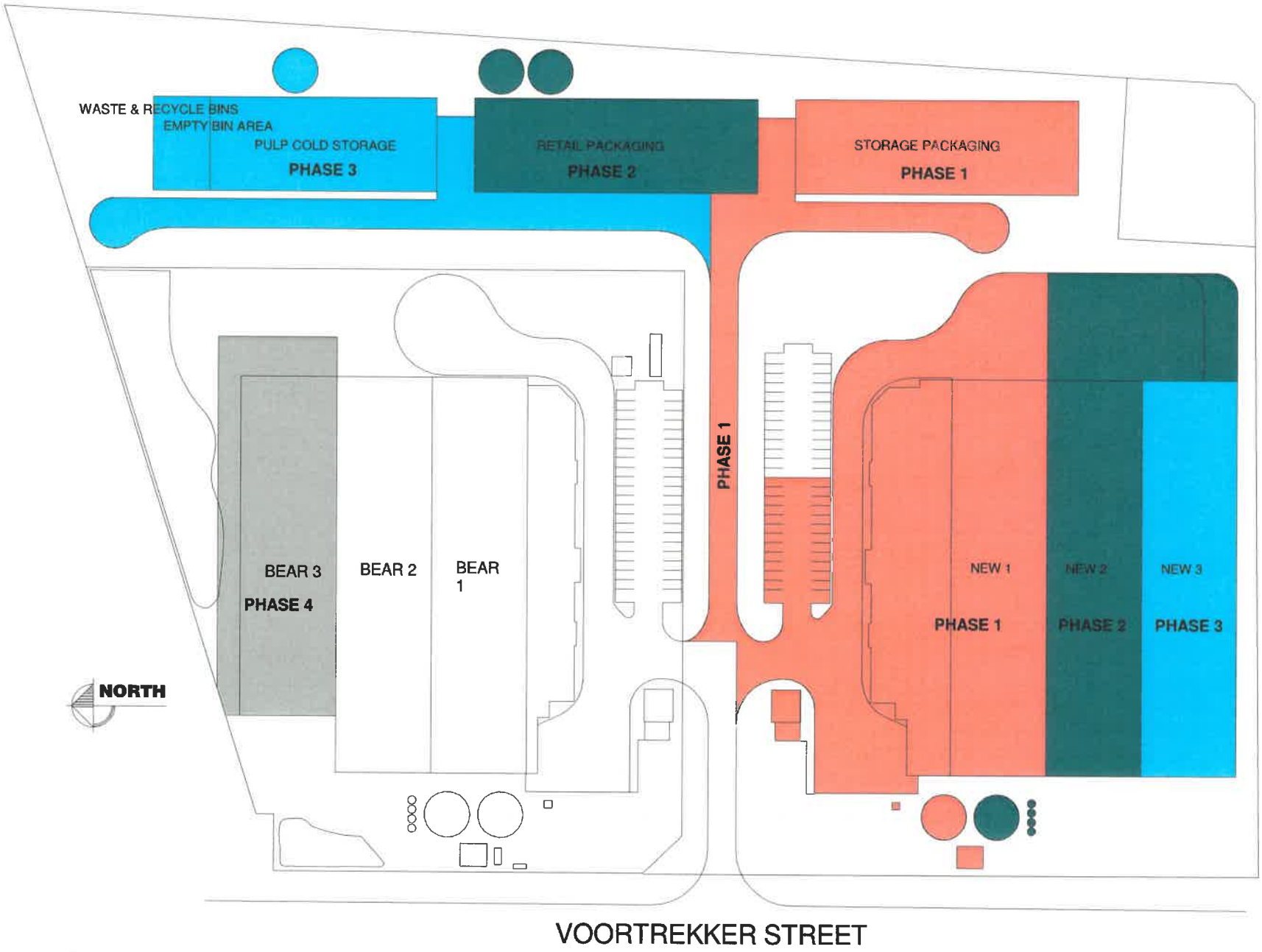
With this in mind, the company would like to secure the remainder of Erf 622 in order to execute it's 10 year strategic growth plans in Wolseley.

We would also like to take this opportunity to invite the Witzenberg Municipal management team for a site visit, so we can share first hand our vision for the future.

I look forward to hearing from you

Kind Regards

Donald Matheson
Managing Director


WASTE & RECYCLE BINS
EMPTY BIN AREA
PULP COLD STORAGE
PHASE 3
RETAIL PACKAGING
PHASE 2
STORAGE PACKAGING
PHASE 1
PHASE 1
BEAR 3
PHASE 4
BEAR 2
BEAR 1
NEW 1
PHASE 1
NEW 2
PHASE 2
NEW 3
PHASE 3
NORTH
VOORTREKKER STREET

SOUTH AFRICA
INVESTMENT CONFERENCE
Accelerating Economic Growth by Building Partnerships

SA Investment Conference
Project Announcements
2020

South Africa
Inspiring new ways

SOUTH AFRICA INVESTMENT CONFERENCE
Accelerating Economic Growth by Building Partnerships

Announcement criteria

- Only projects within the boundaries of the Republic of South Africa will be considered.
- The project must reflect fixed capital investment of above R100 million (no opex included) and is expected to reach start of operation by 2022.
- The announcement must have board approval and must have reached feasibility stage
- Projects must be fully funded with no outstanding approvals
- Companies making announcements to provide a project implementation plan
- Companies to complete the company declaration and project details as per attached slides
- Each company to provide a contact person for the project with the undertaking to provide InvestSA with at least quarterly project updates

South Africa
Inspiring new ways

SOUTH AFRICA
INVESTMENT CONFERENCE
Accelerating Economic Growth by Building Partnerships

Company Declaration

I, Donald Matheson, **the** Managing Director……**of** **……Lotus South Africa Manufacturing give permission for Invest SA to include my project to invest R 279 million (2019-2021) as part of the 2020 SA Investment Conference Announcements.**

As part of this investment announcement,…Lotus South Africa Manufacturing…. undertakes to

(Company Name)

provide Invest SA with at least a quarterly update of the project progress.

InvestSA (and the dti) kindly requests that you provide information that is accurate so we may be able to report our progress to our stakeholders and continue to be of support to the international and domestic investor community pursuing business interests in South Africa.

☐ My company gives Invest SA permission to make this announcement public

Spend of 110m ZAR across 2019-2020 is already in the public domain, 2021 spend of 169m ZAR has not been announced yet as it is a confidential project internally

☐ My company is willing to participate in media events based on this announcement

Would consider this on a case by case basis

Is this announcement being delayed by any of the following issues: *If yes, please provide further details*

☐ Licensing/Permitting ☐ Electricity Access

☐ Infrastructure

☐ Regulations First 2 years spend 2019-2020 is almost complete. 2021 spend is waiting for approval from Witzenburg municipality on purchase of land adjacent to our existing plot

Signature:_____ Date: ……

South Africa
Inspiring new ways

SOUTH AFRICA INVESTMENT CONFERENCE

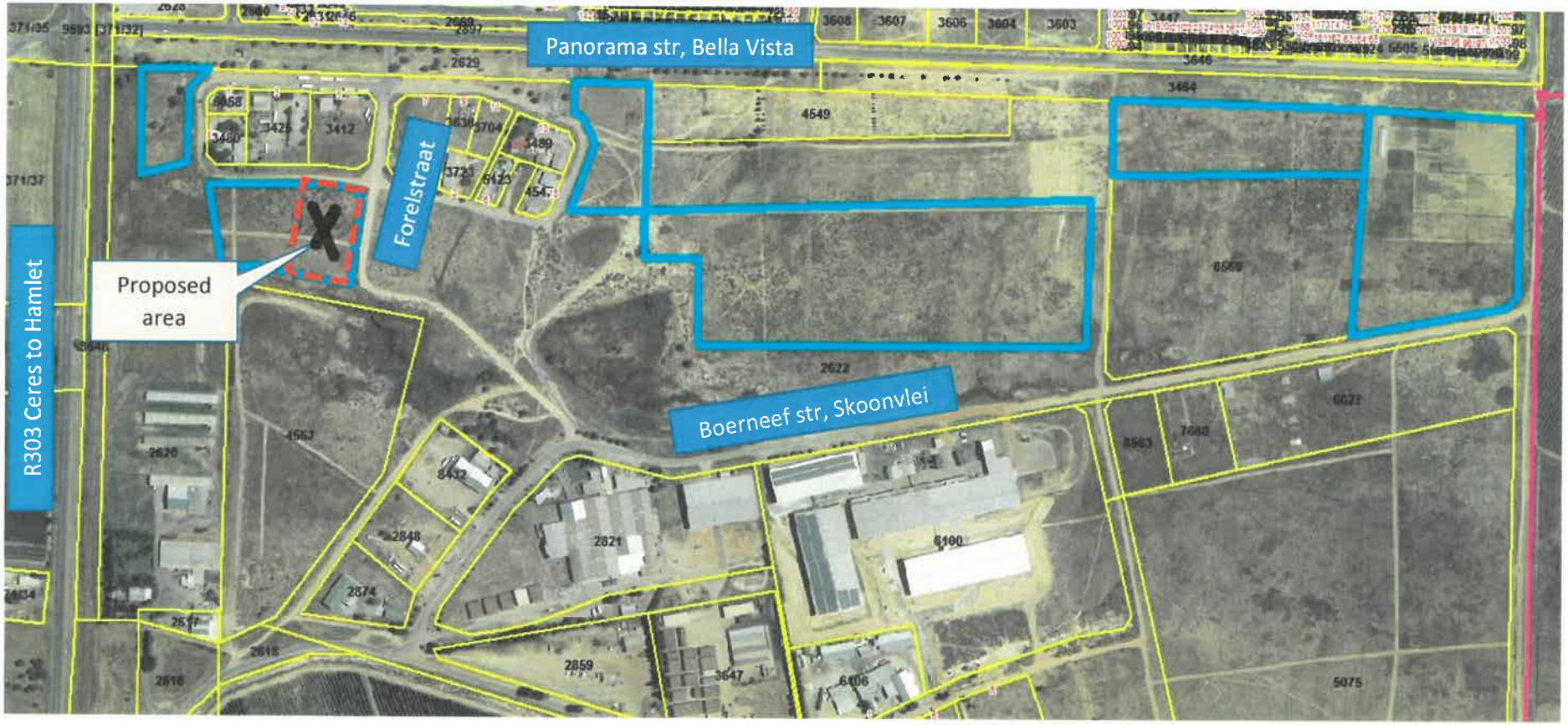
Company Name: **Lotus South Africa Manufacturing pty**

Investment date: 2019 - 2021
Country of origin: Belgium
Amount invested: 279m ZAR
Location of investment (city and province): Wolseley, Witzenburg Municipality
Project description and product: Dried Fruit
Current capacity/ output: 100m units per annum (2000T) from 2019 investment
Expected increase in Capacity/ output: Max capacity 10,000T from 2020 and 2021 investment
Economic impact: Local sourcing of raw material and packaging
Local partnerships: As above
Project timeline/ phases of development from Licences and Permits to start of production: 3rd phase commencing Janaury 2021 for completion January 2022
Direct full-time employment created and skills development: site will employ 560 full time employees. Currently at 300 after completion of 2019 phase
Reason for investing in South Africa: First investment due to access to raw materials, subsequent investments based on success of first and generating economies of scale
Point of contact for the project progress report: Name : Donald Matheson
Designation : Managing Director
Email : donald.matheson@bearnibbles.co.za
Phone number : 0663898867

South Africa
Inspiring new ways

Tony Vieira application for land

1st Phase construction of 800m² building – repacking & storage of fish. 15 jobs during peak, 5 rest of year.
Further phases 2 x 800m² buildings – additional meat repacking facility & entrepreneurial shops.
Land required – 6400m² near Bella Vista
Elektries insette - **AS** alles volgens plan gaan sal Eskom ons kwoteer vir die 5 Mva teen November 2020. Dit sal so R12 mil wees. Sodra on dit betaal sal ons binne 12 maande ons 5 Mva hê en ons kan allokasies weer toeken. As dinge nie volgens plan loop is ons in presies dieselfde posisie as wat ons nou is. GEEN BESKIKBAARHEID as gevolg van Eskom
Stadsbeplanning - die sonering is reg daarvoor. Geen EIA nie want dit is bestaande nywerheidsgebied binne urban area. Dus slegs onderverdeling. Indien die Raad dit sal goedkeur sal Tony net alle kostes moet dra vir die onderverdeling.



AM Araujo Vieira
C/o Orange and Vosstreet, Ceres
Po Box 273, Ceres, 6835

Tel: 023 312 1676
Mobile: 083 4444 9757
Email: lesvosfisheries@gmail.com

Att: Municipal Manager
PO Box 44,
Ceres,
6835

Request for land

Introduction
A need exists in the Witzenberg Municipal area. It has been noted that small entrepreneurs drive to cape town and or St Helena Bay to buy fish (for example snoek) from the fishermen at the harbours.

Entreprenuers then bring it back to the Witzenberg Municipal area and sell it to the local people (especially to the farm workers).

This in itself is a great way to create jobs and to stimulate growth in the Witzenberg Municipal area. Local people buy local, the money (for the most part) stays in the Witzenberg community.

It has been noted that these small and upcoming entrepreneurs are facing challenges. Some of these challenges are economical and logistical, while others in my opinion, are environmental and health-related.

The current situation:
Currently, these entrepreneurs drive to the cape town harbour (136 km) or to St Helena Bay (168 km), both these journeys take about two hours one way. These journeys are usually undertaken in vehicles not equipped to carry fresh or inadequately frozen fish.

This results in a higher rate of spoilage, which results in a lower profit or even a loss for the entrepreneur (an economic issue) and the buyer can get ill from undetected spoiled fish (a health issue). If such spoiled fish is detected, such fish will probably end up in the municipal landfill (an environmental problem).

Due to the cyclical nature of the fishing seasons, these entrepreneurs only have access to this resource for approximately three months in a year, which limits them in creating a sustainable business.

A solution
We have taken it upon ourselves to find a solution for our community's need. We have access to the harbours to buy this fish at very competitive prices. We have access to the logistical infrastructure to transport the fish in terms of the industry standards and norms that ensure that spoilage (the environmental issue) and health factors (the health issue) are virtually eliminated.

The entrepreneurs will have access to the same fish that they will have at the harbours at almost the same price for the whole year. This will enable these entrepreneurs to have a business all year round (the economic issue).

An added advantage is the fish will be frozen at -30C, in Ceres whereas the fish at the port temperature may range anywhere between ambient temperature and -3C.

The plan (phase one)
Our plan proposes the construction of an 800m2 building. This building will be suited for the repacking and storage of fish (in a frozen state). The entrepreneurs will be able to buy these fish from the facility in Ceres, throughout the year to sell to their customers. It will also be possible that local and regional businesses can purchase their fish from this facility.

This facility will create additional direct employment for 15 local people in the peak season time and 5 local people during other times of the year.

Further phases
Even though this document only focuses on the first phase, it is essential to take note of the further phases that may be implemented.

The further phases call for two additional 800m2 buildings—the one building we envisage to be used as a meat repacking facility. Currently, Britos in Ceres is operating at maximum capacity for the packaging of meat products for sale to the general public. There is a demand for more meat packed in sellable packages. Our early estimation is that this repacking facility may create 10 – 15 additional employment opportunities.

The other building, we envisage being used a wholesaler for the small entrepreneurial shops (spaza shops) where these entrepreneurs can buy the product locally rather than to travel to Worcester or Cape Town to buy at the wholesalers there.

The need
We have a need of our own, and the main reason for this letter is that we need to buy land from someone (preferably from the Witzenberg municipality). We need to buy water and electricity (estimated at 250kVA peak) from someone (preferably from the Witzenberg municipality). The land needs to be, ideally, as close as can be to Bellavista, located in a suitable zoned area.

The reason for it needing to be in Bellavista is because, this is where the entrepreneurs that buy from us are situated. This is where the entrepreneurial shops are as well.

We also need a large piece of land. 6400m2 piece of land near Bellavista is not readily available.

The request
We humbly request that the Witzenberg sells us a piece of municipal land or help to obtain a piece of land. With a 2400m2 to 3200m2 building with a 50% ratio of covering, we will need a piece of land of at least 4800m2 to 6400m2.

We also need a 3-phase power point from the municipality. Note that the highest demand for electricity is in the period after the packing and processing plants are scaling the operations down. We would also require water and refuse collection.

Closing
We are hopeful that the Witzenberg municipality can and are willing to aid us in our request. Thank you for taking the time to read my request.

Regards

_____

Antonion Marcelino (Tony) Araujo Vieira